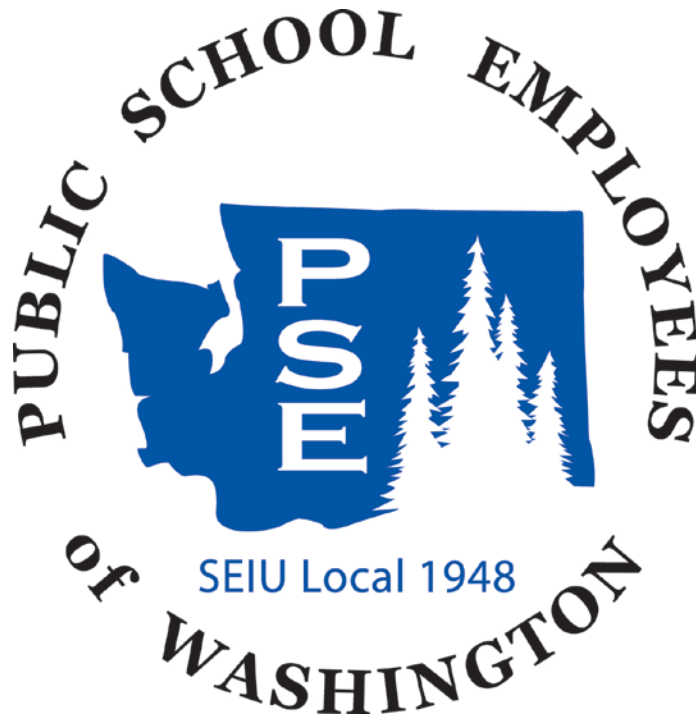


CHAPTER BYLAWS

PSE OF ONALASKA



Public School Employees of Washington/SEIU Local 1948
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PREAMBLE

A. NAME

The name of this chapter shall be Public School Employees of Onalaska Transportation/Food Service and shall be an affiliate of Public School Employees of Washington(PSE)/SEIU Local 1948 (PSE/SEIU Local 1948), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This organization was chartered by Public School Employees of Washington on March 25, 1998.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Onalaska Transportation/Food Service to work closely with PSE/SEIU Local 1948 to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the State of Washington.

C. VISION - WHAT WE STRIVE TO ACHIEVE

We will provide service of superior quality and value that best meets the needs of our chapter members. We will achieve that purpose through an organization and working environment which attracts the finest people, fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of integrity and commitment to do the right thing.

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all classified employees. As a result, PSE, our members, PSE employees, the school district in which we work, and the community in which we live will grow and prosper.

D. VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT

Recognizing the needs of members and PSE staff, we are committed to:

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.

- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically “right” thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

ARTICLE I

MEMBERSHIP

Section 1.1.

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, sex, or political belief, shall be eligible for membership.

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Onalaska School District, and who is a member of PSE/SEIU Local 1948, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

Section 1.1.2. Member In Good Standing.

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed and current in payment of dues as are required by these bylaws. Any member who is on authorized leave of absence pursuant to the collective bargaining agreement shall retain the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

ARTICLE II

DUES

Section 2.1. State Dues.

State dues shall be paid monthly to the state office of PSE/SEIU Local 1948 as outlined in the state bylaws.

Local monthly membership dues of this organization shall be one dollar (\$1.00) through payroll deduction. As long as a member continues to pay dues through payroll deduction, he/she is considered a member in good standing.

1 **Section 2.1.1. Chapter Rebates.**

2 Dues rebates from the state organization shall be received by the chapter in accordance with the
3 provisions of the state bylaws.

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5 **Section 2.2. Refunds.**

6 Membership dues are not refundable except where an error resulting in an overpayment exists.
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8

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10 **ARTICLE III**

11
12 **GOVERNANCE AND OPERATIONS**

13
14 **Section 3.1.**

15 PSE/SEIU Local 1948 shall be governed by a representative form of government.
16

17 **Section 3.2.**

18 Members shall suffer no impairment of freedom of speech concerning the operations of this
19 organization. Active discussions of organization affairs shall be encouraged and protected within this
20 organization.
21

22 **Section 3.3.**

23 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
24 such accounting shall include, but not be limited to, periodical reports to the membership by
25 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
26 and a financial audit at least once a year which is made available to all members.
27

28 **Section 3.4.**

29 Members shall have the right to full participation, through discussion and vote, in the decision making
30 processes of the organization and to pertinent information needed for the exercises of this right.
31

32 **Section 3.5. GOVERNING BODY.**

33
34 **Section 3.5.1. Board of Trustees.**

35 Except when general meetings of the chapter are in session, the business and property of this
36 chapter shall be managed by a board of trustees. The authority to govern and act on behalf of the
37 membership is vested in the elected board of trustees who shall decide all matters affecting the
38 purposes, aims and means of accomplishing the purposes of this chapter, not specifically
39 provided for in these bylaws or by action of the members at a regular or special meeting.
40
41

42 **Section 3.5.2. PSE/SEIU Local 1948 Field Staff.**

43 PSE/SEIU Local 1948 field staff shall work closely with the chapter in an advisory position. All
44 decisions governing the business of the local chapter shall be the sole responsibility of the elected
45 officials and membership of the chapter.
46
47
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1 **Section 3.6. OPERATING PRINCIPLES.**

2 In order to provide the chapter with the highest quality direction and management possible, the
3 following operating principles shall guide the board of trustees.
4

5 **Section 3.6.1. Board/Membership Relationships.**

6 A positive, constructive, cooperative relationship between the board of trustees and the
7 membership is essential to achieving the mission and vision of the organization. Therefore, the
8 board and membership will conduct themselves in a way that promotes mutual trust,
9 demonstrates respect for individual dignity, and displays professionalism. The board shall utilize
10 positive conflict resolution methods and maintain open, honest lines of communication that
11 respect an appropriate chain of command within the chapter.
12

13 **Section 3.6.2. Media.**

14 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
15 to individual board members about matters of chapter concern should be referred to the chapter
16 president. Inquiries about a position of PSE/SEIU Local 1948 on any matter of statewide
17 concern or specific legislation should be referred to the executive director at state headquarters.
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19
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21 **ARTICLE IV**

22 **MEETINGS**
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24

25 **Section 4.1.**

26 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
27 place to be fixed by the membership or the board of trustees.
28

29 **Section 4.2.**

30 Special meetings may be called by the president, the board of trustees, or by petition filed with the
31 president and signed by forty percent (40%) of the members in good standing of this chapter.
32

33 **Section 4.3.**

34 The president shall provide at least five (5) days notification to all members of any meeting called.
35 However, said five (5) days notice may be waived by the board of trustees provided that every
36 reasonable effort is employed to notify the membership of the meeting.
37

38 **Section 4.4.**

39 At any meeting of the membership of this chapter, each member in good standing present shall be
40 entitled to one vote. A member must be present to vote; no proxy vote will be allowed. A minimum
41 of four (4) members must be present to constitute a quorum before any chapter business may be
42 transacted.
43

44 **Section 4.5. Board of Trustees Meetings.**

45 Meetings of the board of trustees shall be called at the discretion of the president. Meetings may also
46 be called upon motion of a majority of the members of the board of trustees to the president. A
47 majority of the members of the board of trustees shall constitute a quorum.
48

1 **Section 4.6.**

2 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
3 meetings; provided that they shall be superseded by the bylaws and special rules of this chapter or of
4 PSE/SEIU Local 1948.

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8 **ARTICLE V**

9
10 **BOARD OF TRUSTEES**

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12 **Section 5.1.**

13 The business and property of this organization shall be managed by the Board of Trustees except when
14 the general membership meetings are in session. The Board of Trustees of this chapter shall be
15 composed of the president, vice president, secretary, treasurer, membership officer and one Food
16 Service Classification Trustee. A second Food Service Classification Trustee may serve as a voting
17 member of the board if no food service employee serves as an officer. Beginning with 2008 and every
18 even year thereafter, the president, secretary, and membership officer shall be elected for a term of two
19 (2) years. Beginning with 2009 and every odd year thereafter, the vice president and treasurer shall be
20 elected for a term of two (2) years.

21
22 **Section 5.2.**

23 The board of trustees shall hold regular meetings and such special meetings as the president or the
24 board shall deem necessary for the competent management of affairs of the chapter.

25
26 **Section 5.3.**

27 Each member of the board of trustees shall possess one (1) vote in matters coming before the board.
28 All voting at meetings of the board of trustees shall be by each member present in person, and voting
29 by proxy shall not be allowed. A majority of the members of the board of trustees shall constitute a
30 quorum.

31
32 **Section 5.4. Duties.**

33
34 **Section 5.4.1. President.**

35 The president shall preside at all meetings of the chapter and of the board of trustees. The
36 president shall be made aware of, and supervise all activities of the chapter; execute all
37 instruments in its behalf; and work with PSE/SEIU Local 1948 field staff, with the advice and
38 consent of the board of trustees, to achieve the mission, vision, goals, and objectives of the
39 chapter. The president shall appoint all special committees not otherwise provided for in the
40 bylaws of the chapter, subject to the approval of the board of trustees, and serve as an ex-officio
41 member of all committees. The president shall report periodically to the membership regarding
42 the progress and standing of the chapter in regard to the president's official acts; and perform all
43 other duties of the office.

44
45 **Section 5.4.2. Vice President.**

46 The vice president shall provide such assistance to the president as requested; serve as
47 chairperson of the grievance committee; shall, in the absence of the president, perform duties of

1 that office; and in the case of permanent disability or resignation of the president, shall succeed to
2 that office for the unexpired portion of the current term of office.

3
4 **Section 5.4.3. Secretary.**

5 The secretary shall ensure that the minutes of general membership meetings and board of trustees
6 meetings are duly recorded. It shall be the duty of the secretary to keep all records of the chapter,
7 the board of trustees, and to perform such other official functions as the president and board of
8 trustees may direct.

9
10 **Section 5.4.4. Membership Officer.**

11 It shall be the duty of the membership officer to maintain a current and accurate list of members
12 of the chapter in coordination with the membership information section at PSE/SEIU Local 1948
13 state headquarters; ensure that all members are paying dues; render periodical membership
14 reports as required by PSE/SEIU Local 1948; and perform such other official functions as the
15 president and board of trustees may direct.

16
17 **Section 5.4.5. Treasurer.**

18 The treasurer shall receive and be accountable for all funds and monies belonging to the chapter;
19 pay all obligations incurred by the chapter as authorized by the board of trustees; keep an
20 accurate record of receipts and disbursements; and maintain bank accounts and depositories
21 designated by the board of trustees. Such money shall be withdrawn only by checks signed by
22 the president and/or vice president, and the treasurer. The secretary may be allowed to deposit
23 funds and monies belonging to the chapter with the written approval of one of the following
24 officers: president, vice president, or treasurer. The treasurer shall render periodical financial
25 reports as required by the board of trustees, the membership, or PSE of WA/SEIU Local 1948 to
26 ensure that the chapter is in compliance with all laws and regulations required by the Internal
27 Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be
28 from September 1 to August 31 of the following year, inclusive. The treasurer shall act as
29 custodian of all properties of the chapter.

30
31 **Section Trustee.**

32 A trustee shall represent the classification of employees which elected them and express to the
33 board of trustees the needs, desires, and concerns of the members in their classification. They
34 will be responsible, along with the grievance committee, in advising an employee about their
35 contractual rights.

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39 **ARTICLE VI**

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41 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

42
43 **Section 6.1.**

44 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
45 ten (10) working days notice of nominations and elections, and equal opportunities for competing
46 candidates to state their qualifications and reasons for seeking office to the chapter membership.
47 Elections shall be conducted by secret written ballot and certified by the chapter secretary.

1 **Section 6.2.**

2 Members shall have an equal right to run and hold office, except those persons set forth in
3 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
4 state regulatory agencies as being a “supervisory employee.”
5

6 **Section 6.3.**

7 Elections shall be held during the month of May. Terms of office shall be from September 1 through
8 August 31.
9

10 **Section 6.4.**

11 Nominations may be made by the nominating committee, but whether or not such nominating
12 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
13

14 **Section 6.5.**

15 To be eligible, a member must be in good standing for one (1) year immediately preceding the
16 election.
17

18 **Section 6.6.**

19 Members of the board of trustees shall be elected by secret ballot vote, and the balloting shall be so
20 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days
21 advance notice shall be given the membership prior to the holding of the election.
22

23 **Section 6.6.1.**

24 All members of the chapter shall be eligible to vote for the positions of president, vice president,
25 secretary, membership officer, and treasurer. In the election of a trustee, only members in the
26 classification of employees that the trustee will represent shall be allowed to vote.
27

28 **Section 6.7.**

29 Every member of the board of trustees shall, upon assuming office, subscribe to the obligations
30 contained in these bylaws.
31

32 **Section 6.8.**

33 Any member of the board of trustees may be removed from office by a two-thirds (2/3) vote of the
34 membership at any regular or special meeting of the chapter. Written notice of the proposed removal
35 must be given to the board of trustees member at least five (5) working days prior to the date of the
36 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
37 removal.
38

39 **Section 6.9.**

40 Unexcused absences from three (3) consecutive meetings of the board of trustees shall be due cause for
41 removal of the member by the board of trustees. Removal of a board member because of excessive
42 absenteeism shall not require the 2/3 vote of the membership.
43

44 **Section 6.10.**

45 A vacancy in any position, except that of president, shall be filled by the board of trustees in
46 accordance with the procedures set forth below:
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Section 6.10.2.

Section 6.10.3.

ARTICLE VII

MISCELLANEOUS PROVISIONS

Local chapters shall adopt bylaws that do not conflict with PSE/SEIU Local 1948 state bylaws. State bylaws shall always supersede local bylaws where conflict exists.

This chapter shall send to the PSE/SEIU Local 1948 state office a list of names and addresses of its board of trustees and members, together with other information required by PSE /SEIU Local 1948 and shall notify PSE/SEIU Local 1948 of all changes in board members, members, and addresses.

This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE/SEIU Local 1948, nor any agreement affecting the scope of any collective bargaining unit, with the district, employer, or other entity or agent, unless such agreement is first reviewed and approved by the executive director of PSE/SEIU Local 1948 or his/her designee, provided decisions of the executive director may be appealed to the board of directors.

1 **Section 7.3.1.**

2 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
3 submitted to the regional office, who will then forward the original to state headquarters after
4 appropriate copies have been made.
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8 **ARTICLE VIII**

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10 **COMMITTEES AND DELEGATES**

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12 **Section 8.1. Grievance Committee.**

13 A grievance committee shall be composed of the vice president and at least one unit representative
14 from each classification of employees in the chapter; and shall be responsible for advising members of
15 their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.
16

17 **Section 8.2. Negotiating Committee.**

18 A negotiating committee shall consist of a representative elected from each classification of employees
19 represented by this bargaining unit and shall work with the PSE/SEIU Local 1948 field representative
20 in developing proposals and negotiating agreements.
21

22 **Section 8.3. Resource Committee.**

23 A resource committee shall consist of an elected representative from each employee group represented
24 by the bargaining unit who shall work closely with the trustee. This committee shall be an information
25 and resource liaison between the board of trustees and members. Resource committee members shall
26 not serve on the board of trustees.
27

28 **Section 8.4. Communication Committee.**

29 The communication committee shall consist of a newsletter editor and other members who shall
30 publish a monthly newsletter to keep members informed regarding issues of concern to chapter
31 members. This committee shall submit chapter news that may be of statewide interest to the regional
32 office for possible publication in the PSE/SEIU Local 1948 website (www.pseclassified.org)
33

34 **Section 8.5. Governmental Affairs Committee.**

35 The governmental affairs committee shall work as a liaison between chapter members and the zone
36 representative on the state PSE/SEIU Local 1948 legislative council. Names and address of all
37 committee members shall be submitted to PSE/SEIU Local 1948, and PSE/SEIU Local 1948 shall be
38 notified of any changes in members or addresses.
39

40 **Section 8.6. Annual Convention Delegates.**

41 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
42 the annual convention shall be paid by the chapter or in accordance with appropriate provisions of
43 PSE/SEIU Local 1948 state bylaws.
44

45 **Section 8.7. Audit Committee.**

46 An audit committee shall be selected by the board of trustees to audit the financial records of the
47 chapter.
48

1 **Section 8.8. Other Or Special Committees.**

2 The board of trustees shall designate such special committees as they determine necessary in the
3 carrying out of the objectives and purposes of this chapter.
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7 **ARTICLE IX**

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9 **AMENDMENTS**
10

11 **Section 9.1.**

12 hese bylaws may be amended by a majority vote of the board of trustees at any regular or special
13 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
14 members of the board of trustees at least five (5) working days prior to the meeting at which said vote
15 is to be taken.
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19 Adopted by the membership on the 17th day of November, 1999

20 Amended January 14, 2011

21 Amended November 27, 2012
22

23 /signed by/

24 Lynada May Carpenter, Chapter President
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