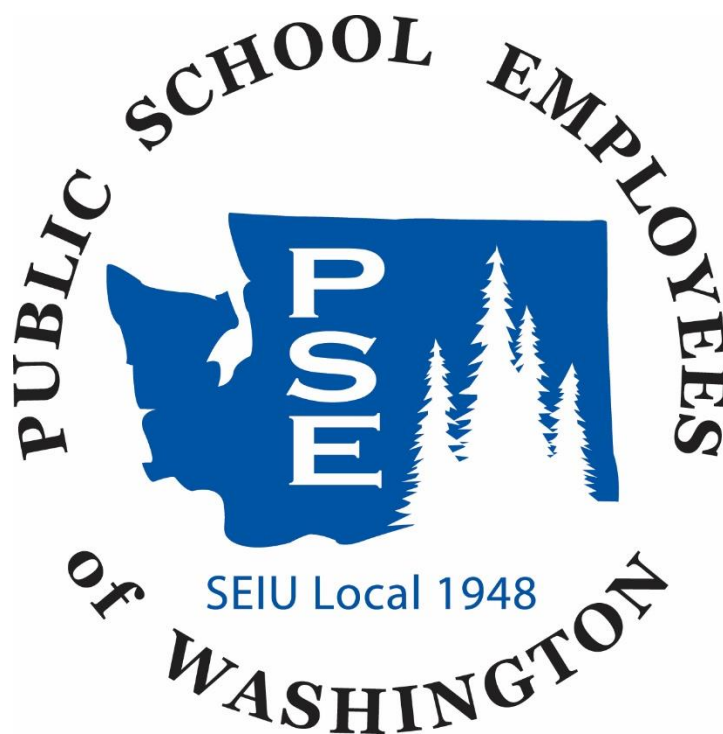


# CHAPTER BYLAWS

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## PUBLIC SCHOOL EMPLOYEES OF ORTING #606

Amended March 22, 2018



**Public School Employees of Washington/SEIU Local 1948**

P. O. Box 798

Auburn, WA 98071-0798

1-866-820-5652

[www.pseclassified.org](http://www.pseclassified.org)

1 **P R E A M B L E**

2  
3 Employees organize primarily to secure better wages and better working conditions and to participate  
4 in the decisions, which affect them at work. One of the fundamental tenets of Democratic government  
5 is the consent of the governed.

6  
7 We are both employees and citizens.

8  
9 Collective bargaining is the expression of citizenship in employment. Participation in the political life  
10 of the nation, state, local municipalities, and school district is but another aspect of that citizenship.

11  
12 In the same way that we are organized to improve the terms and conditions of employment, we are  
13 equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American  
14 life. Amidst unparalleled abundance, there should not be want.

15  
16 We are under a solemn obligation to represent the members of this organization forcefully and  
17 effectively in negotiations with the management of the Orting School District and to conduct internal  
18 organizational affairs according to democratic standards.

19  
20 THEREFORE, we, the classified school employees of Orting School District, in meeting, adopt these  
21 Bylaws this 15<sup>th</sup> day of April 1976.

22  
23  
24 **A R T I C L E I**

25  
26 The name of this organization shall be Public School Employees of Orting School District/SEIU Local  
27 1948, and hereinafter may be referred to as the "Organization."

28  
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30 **A R T I C L E II**

31  
32 This local organization shall be affiliated with and be a chapter of the Public School Employees of  
33 Washington/Service Employees International Employees (SEIU Local 1948). Public School  
34 Employees of Washington chartered this organization on August 3, 1970.

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37 **A R T I C L E III**

38  
39 This local organization shall continue until a majority of all of the members vote to dissolve the  
40 organization.

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**ARTICLE IV**

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Organization.
- B. To promote the Organization in the Orting School District.
- C. To promote the welfare of the membership and the classified employees of the Orting School District, and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.
- D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment for the classified employees of Orting School District.
- E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees of the State Legislators.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and association benefits.

**ARTICLE V**

**MEMBERSHIP**

**Section 1. Eligibility.**

Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex or political belief, which meets the requirements hereinafter, listed shall be eligible for membership.

- A. All persons regularly employed as a classified school employee (as defined by the Organization) by or in Orting School District, and who are members of the Organization, are eligible.

**Section 2. Rights.**

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organization affairs be encouraged and protected within this organization.

- B. Members shall have the right to fair and democratic elections at all level of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures, which shall be specifically set forth.
- C. Members shall have their right to a full and clear accounting of all organizational funds. At all levels such accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal officers or by independent auditors not otherwise connected with the Organization, and a financial audit at least once a year which is made available to all members.
- D. Members shall have the right to full participation, through discussion and vote, in the decision making processes of the Organization and to pertinent information needed for the exercises of this right.
- E. Upon joining the Organization, each member shall receive a copy of their job description, a copy of the contract with the current pay scale, and a copy of the Bylaws of the local Organization.

## ARTICLE VI

### **Section 1.**

General membership meetings of this organization shall be held at least four (4) times annually at a time and place to be fixed by the membership or the Board of Trustees.

### **Section 2.**

Special meetings may be called by the President, the Board of Trustees, or by petition filed with the President and signed by twenty percent (20%) of the members of this Organization.

### **Section 3.**

The President shall provide at least five (5) days notification to all members of any meeting called. However, said five (5) days notice may be waived by the Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

### **Section 4.**

At any meeting of the membership of this Organization, each member present shall be entitled to one vote. A member must be present to vote – no proxy vote will be allowed. A minimum of ten (10) percent of the members must be present to constitute a quorum before any Organization business may be transacted.

### **Section 5.**

Voting may be conducted at a regular member meeting or special meeting or at work sites as designated by the Board of Trustees. The Board of Trustees shall determine the method of voting.

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**ARTICLE VII**  
**MANAGEMENT**

**Section 1.**

A Board of Trustees shall manage the business and property of this Organization, except when the meetings of the Organization are in session. All matters affecting the purposes, the Board of Trustees shall decide aims and means of accomplishing the purposes of this Organization not specifically provided for in these Bylaws or by action of the members at a regular or special meeting.

**Section 2.**

The Board of Trustees shall be comprised of a President, Vice President, Secretary, Treasurer and not less than five (5) shop stewards.

**Section 3.**

The term of office of the trustees of this Organization shall be for a period of two (2) years from the date of election. Election shall be held in May, the new officers to take office in September.

**Section 4.**

The Board of Trustees shall hold meeting as deemed necessary by the President and the Board of Trustees for the competent management of the Organization.

**Section 5.**

Each member of the Board of Trustees shall possess one (1) vote provided not more than one vote from each occupational group as follows: Maintenance, Custodial, Technician, Instructional Support, Secretary/Clerical, Food Service and Transportation in matters coming before the Board. All voting at meetings of the Board of Trustees shall be by each member present in person, and voting by proxy shall not be allowed. A Majority of the members of the Board of Trustees shall constitute a quorum.

**Section 6.**

Any trustee may be removed from office by a two-thirds (2/3) majority vote of membership at any regular or special meeting of the membership of the Organization. Notice of the proposed removal of the trustee must be given to the trustee five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal.

**Section 7.**

Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be due cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive absenteeism shall not require the 2/3 vote of membership.

**Section 8.**

Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled by the remaining trustees. In the event that such trustee is an officer, such selection shall be from the membership at large. All other trustees' vacancies shall be filled from the occupational group of which they are representatives. Such appointee shall serve during the unexpired term of the shop stewards whose position has become vacant.

1  
2 **Section 9.**

3 The Board of Trustees shall have the discretion to reimburse elected officers or committee members  
4 for lost wages  
5 while engaging in authorized Chapter business. Such time shall be accounted for using established  
6 accounting procedures.  
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9 **ARTICLE VIII**

10 **OFFICERS, TRUSTEES, NOMINATIONS AND ELECTIONS**

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12  
13 **Section 1.**

14 The officers of this Organization shall be a President, Vice President, Secretary and Treasurer. All  
15 officers shall be elected for a term of two (2) years. The President and Secretary on even years and the  
16 Vice President and Treasurer on odd years.  
17

18 **Section 2.**

19 Nominations may be made by the nominating committee, but whether or not such nominating  
20 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.  
21

22 **Section 3.**

23 To be eligible for office, a member must be in good standing for one year immediately preceding the  
24 election, except in the initial election held in this Organization, and must qualify under the provisions  
25 of Article V, Section 1.  
26

27 **Section 4.**

28 Officers and trustees shall be elected at a regular membership meeting or special meeting by secret  
29 ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity  
30 to vote. At least ten (10) days advance notice shall be given to the membership prior to the holding of  
31 the election.  
32

33 **Section 5.**

34 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and  
35 trustee, contained in these Bylaws.  
36  
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38 **ARTICLE IX**

39 **DUTIES OF OFFICERS**

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42 **Section 1. President.**

43 The President shall preside at all meetings of the Organization and of the Board of Trustees. The  
44 President shall supervise all activities of the Organization; execute all instruments in its behalf;  
45 counter-sign all checks drawn against the fund of the Organization; appoint all special committees of  
46 the Organization subject to the approval of the Board of Trustees. Report periodically to the  
47 membership regarding the progress and standing of the Organization in regard to the President's

1 official acts. Perform all other duties as prescribed in the Bylaws and perform such other duties usually  
2 inherent in such office.

3  
4 **Section 2. Vice President.**

5 The Vice President shall act for the President in the President's absence and perform such other acts as  
6 the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of  
7 Trustees, to act as a co-signer of checks drawn on the funds of the Organization in place of or in  
8 addition to either the President or Treasurer.

9  
10 **Section 3. Secretary.**

11 It shall be the duty of the Secretary to keep all records of the Organization, the Board of Trustees, and  
12 to perform such other acts as the President or the Board of Trustees may direct.

13  
14 **Section 4. Treasurer.**

15 The Treasurer shall receive and be accountable for all funds and monies belonging to the Organization;  
16 pay all obligations incurred by the Organization in payment as authorized by the Board of Trustees.  
17 Such money shall be withdrawn only by checks signed by the President and / or Vice President and the  
18 Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the  
19 membership. Keep an accurate record of receipts and disbursements, and shall act as custodian of all  
20 properties of the Organization.

21  
22 **Section 5. Shop Steward.**

23 The shop steward shall dispense information to the bargaining unit and/or any portion of the unit for  
24 which they are responsible, conduct period meetings as may be necessary, promote membership in the  
25 chapter/PSE by making personal contact with new members of the bargaining unit. The steward shall  
26 be available to the members of the bargaining unit or portion thereof which they may be responsible to  
27 answer questions pertaining to working conditions and the rights of employees, and may assist in  
28 resolving concerns regarding contract violations, including contract violations, including but not  
29 limited to providing assistance in grievance administration. Stewards serve on the Board of Trustees,  
30 and provide for the governance of the membership consistent with the Chapter Bylaws.

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32 **ARTICLE X**

33  
34 **MISCELLANEOUS PROVISIONS**

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36  
37 **Section 1.**

38 This Organization shall be at all time subject to the provisions of the Articles of Incorporation and  
39 Bylaws of the Public School Employees of Washington/SEIU Local 1948.

40  
41 **Section 2.**

42 Except to the extent specified in the Bylaws, no officer of this Organization shall have the power to act  
43 as agent for, or otherwise bind this Organization in any way whatsoever. No member or group of  
44 members or any other person or persons shall have the power to act on behalf of or otherwise bind the  
45 Organization except to the extent specifically authorized in writing by the President or Board of  
46 Trustees of the Organization.

1 **Section 3.**

2 The latest edition of **Roberts Rules of Order** shall be the guide in all cases in which they are  
3 applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of  
4 this Organization or of the Public School Employees of Washington/SEIU Local 1948.

5  
6 **Section 4.**

7 Local chapter dues of one-dollar (\$1.00) per month and an additional one-dollar (\$1.00) per month for  
8 Scholarship Fund shall be assessed. Local dues are in addition to state dues and are to be paid by  
9 payroll deduction or to the chapter treasurer no later than the fifteenth (15) day of the month.

10  
11 **Section 5. Compensation.**

12 In recognition for services rendered, each Trustee as recognized by these Bylaws shall receive twenty-  
13 five dollars (\$25.00) per year provided the trustee attends a majority of the regularly scheduled Board  
14 of Trustee meetings. Such compensation shall be paid at the end of the fiscal year. Executive officers  
15 of the chapter shall each receive a stipend of fifty dollars (\$50.00) each year, provided however, the  
16 Chapter President shall receive a stipend of one hundred dollars (\$100.00) per year, provided  
17 Executive Officers attend all Board of Trustees meetings, unless otherwise excused. Such stipends  
18 shall be paid at the end of the fiscal year (the effective date of this provision shall be September 1,  
19 2018).

20  
21 **Section 6. Orting Chapter of PSE,SEIU Local 1948 Scholarships.**

22 In accordance with the budget adopted and approved by the membership, the chapter shall have the  
23 authority to offer and award scholarships not to exceed two per year to graduating seniors of the Orting  
24 School District who have applied for and been accepted to an accredited institution of higher education  
25 in the Fall following their graduation. Proof of enrollment must be provided before the scholarship  
26 payment is issued to the qualifying college. A Scholarship Committee shall be convened as needed  
27 pursuant to Article XI, Section 4 of the Board of Trustees to evaluate and award such scholarships.

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30 **ARTICLE XI**

31  
32 **COMMITTEES AND DELEGATES**

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34 **Section 1. Grievance Committee.**

35 A grievance Committee shall be composed of the President or Vice President and representatives from  
36 the occupational groups of the Chapter. The number of committee members shall not exceed five  
37 when convened.

38  
39 **Section 2. Negotiating Committee.**

40 A Negotiating Committee shall be elected by the membership following the procedures identified in  
41 Article VIII. The Negotiating Committee shall be comprised of one representative from each  
42 occupational group listed below:

- 43  
44 1: Secretarial/Clerical  
45 2: Technicians  
46 3: Custodial  
47 4: Food Service



- 5: Transportation
- 6: Maintenance
- 7: Instructional

**Section 3. Audit Committee.**

The Board of Trustees shall select an Audit Committee.

**Section 4. Other or Special Committees.**

The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this Organization.

**Section 5. Convention Delegates.**

Delegates will be voted on by the membership.

**Section 6. Nominating Committee.**

A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

**Section 7. Building Communications Committee.**

A Committee appointed by the Board of Trustees to ensure that each worksite (building) has an individual designated to disseminate/post chapter communications, notices, etc.

**ARTICLE XII**

**Section 1.**

Amendments to the Bylaws shall be submitted in writing to the active membership ten (10) working days in advance of the meeting at which time they shall be voted on.

**Section 2.**

A majority vote of the members in attendance shall be required for approval.

**Section 3.**

The Amendment shall become effective immediately following adoption.

SIGNED BY: Jerri D. Silvernail  
Jerri Silvernail, Chapter President

DATE: 6-5-18

- Adopted by the membership this 15<sup>th</sup> day of April, 1976.
- Amended by the membership this 14<sup>th</sup> day of May, 1985.
- Amended by the membership this 18<sup>th</sup> day of April, 1993.
- Amended by the membership this 15<sup>th</sup> day of June, 1998.
- Amended by the membership this 5<sup>th</sup> day of October, 2004.
- Amended by the membership this 18<sup>th</sup> day of May, 2006.
- Amended by the membership March, 27, 2008.
- Amended by the membership March 22, 2018