

# CHAPTER BYLAWS

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## PE ELL



Public School Employees of Washington / SEIU Local 1948  
PO Box 798  
Auburn, WA 98071-0798

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

Employees organize primarily to secure better wages and better working conditions.

We hold that they also organize in order to participate in the decisions which affect them at work. One of the fundamental tenets of Democratic government is the consent of the governed.

We are both employees and citizens.

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

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

We are under a solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Pe Ell School District #301 and to conduct internal organizational affairs according to democratic standards.

THEREFORE, we, the classified school employees of Pe Ell School District #301, in meeting, adopt these Bylaws this 18<sup>th</sup> day of November, 1974.

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

The name of this organization shall be the Public School Employees of Pe Ell School District #301.

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

This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington / SEIU Local 1948. This organization was chartered by Public School Employees of Washington in June of 1969.

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

This organization shall continue until a majority of all of the members vote to dissolve the 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 Public School Employees of Washington / SEIU Local 1948.
- B. To promote the organization of Public School Employees in the Pe Ell School District #301.
- C. To promote the welfare of the membership and the classified employees of the Pe Ell School District #301, 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 Pe Ell School District #301.
- 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 from 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 5.1. Eligibility.**

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

- A. All persons regularly employed as a classified school employee in the Pe Ell School District #301 and who are members of the Public School Employees of Washington / SEIU Local 1948 are eligible for membership in the organization.
- B. **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.



1 **Section 5.2. Dues.**

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- 3 A. **State Dues.** State dues shall be paid monthly through payroll deduction to the state office of
- 4 Public School Employees of Washington / SEIU Local 1948 as outlined in the state bylaws.
- 5
- 6 B. **Local Dues.** Local membership dues of this organization shall be twenty-four dollars (\$24.00)
- 7 per year. Local membership dues shall be paid each October by payroll deduction and will be
- 8 submitted to the Secretary-Treasurer of Public School Employees of Pe Ell; provided, however,
- 9 that for the 2014-2015 school year local dues will be deducted in March.
- 10
- 11 C. Membership dues are not refundable except where an error resulting in an overpayment exists.
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13 **Section 5.3. Rights.**

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- 15 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
- 16 organization. Active discussions of organization affairs shall be encouraged and protected
- 17 within this organization.
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- 19 B. Members shall have the right to fair and democratic elections at all levels of the organization.
- 20 This includes due notice of nominations and elections, equal opportunities for competing
- 21 candidates, and proper election procedures which shall be specifically set forth.
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- 23 C. Members shall have an equal right to run and hold office, except those persons set forth in
- 24 RCW 41.56.030 Par. 2, a, b, and c; and those employees classified either by State statute or
- 25 appropriate State regulatory agencies as being a “supervisory employee.”
- 26
- 27 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
- 28 levels such accounting shall include, but not be limited to, periodical reports to the membership
- 29 by appropriate fiscal officers or by independent auditors not otherwise connected with the
- 30 organization, and a financial audit at least once a year which is made available to all members.
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- 32 E. Members shall have the right to full participation, through discussion and vote, in the decision-
- 33 making processes of the organization and to pertinent information needed for the exercises of
- 34 this right.
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38 **ARTICLE VI**

39 **MEETINGS**

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42 **Section 6.1.**

43 General membership meetings of this organization shall be held at least four (4) times annually at a

44 time and place to be fixed by the membership or the Board of Trustees.

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46 **Section 6.2.**

47 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the

48 President and signed by twenty percent (20%) of the members of this organization.

1 **Section 6.3.**

2 The President shall provide at least five (5) days notification to all members of any meeting called.  
3 However, said five (5) days notice may be waived by the Board of Trustees provided that every  
4 reasonable effort is employed to notify the membership of the meeting.  
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6 **Section 6.4.**

7 At any meeting of the membership of this organization, each member present shall be entitled to one  
8 (1) vote. A member must be present to vote – no proxy vote will be allowed. A minimum of six (6)  
9 members must be present to constitute a quorum before any organization business may be transacted.  
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13 **ARTICLE VII**

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15 **MANAGEMENT**

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17 **Section 7.1.**

18 The business and property of this organization shall be managed by a Board of Trustees, except when  
19 the meetings of the organization are in session. All matters affecting the purposes, aims and means of  
20 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by  
21 action of the members at a regular or special meeting shall be decided by the Board of Trustees.  
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23 **Section 7.2.**

24 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer and a  
25 unit representative elected by the unit from each of the following classifications of employees of the  
26 school district if represented by the local Public School Employees organization.  
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28 Classification:

- 29
- 30 1. Transportation
- 31 2. Food Service
- 32 3. Secretarial and Clerical
- 33 4. Custodial
- 34 5. Maintenance
- 35 6. Paraeducators
- 36 7. Other units requesting further affiliation.  
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38 **Section 7.3.**

39 The term of office of the trustees of this organization shall be for a period of one (1) year from the date  
40 of election.  
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42 **Section 7.4.**

43 The Board of Trustees shall hold regular meetings each month, and such special meetings as the  
44 President or the Board shall deem necessary for the competent management of affairs of the  
45 organization.  
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1 **Section 7.5.**

2 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.  
3 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting  
4 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a  
5 quorum.  
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7 **Section 7.6.**

8 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any  
9 regular or special meeting of the membership of the organization. Notice of the proposed removal of  
10 the trustee must be given to the trustee five (5) days prior to the date of the meeting at which the  
11 removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal.  
12

13 **Section 7.7.**

14 Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be due cause for  
15 removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive  
16 absenteeism shall not require the 2/3 vote of membership.  
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18 **Section 7.8.**

19 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be  
20 filled by the remaining trustees. In the event that such trustee is an officer, such selection shall be from  
21 the membership at large. All other trustees' vacancies shall be filled from the classification of which  
22 they are representatives. Such appointee shall serve during the unexpired term of the trustee whose  
23 position has become vacant.  
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27 **ARTICLE VIII**

28 **OFFICERS, NOMINATIONS AND ELECTIONS**

29 **Section 8.1.**

30 The officers of this organization shall be a President, a Vice President, a Secretary, and Treasurer. All  
31 officers shall be elected for a term of one (1) year.  
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35 **Section 8.2.**

36 Nominations may be made by the nominating committee, but whether or not such nominating  
37 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.  
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39 **Section 8.3.**

40 To be eligible for office, a member must be in good standing for one (1) year immediately preceding  
41 the election and must qualify under the provisions of Article V, Section 5.3-C.  
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43 **Section 8.4.**

44 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all  
45 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the  
46 membership prior to the holding of the election.  
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1 **Section 8.5.**

2 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and  
3 trustee contained in these Bylaws.  
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7 **ARTICLE IX**

8 **DUTIES OF OFFICERS**  
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11 **Section 9.1. President.**

12 The President shall preside at all meetings of the organization and of the Board of Trustees. The  
13 President shall supervise all activities of the organization; execute all instruments in its behalf; counter-  
14 sign all checks drawn against the fund of the organization; appoint all special committees of the  
15 organization subject to the approval of the Board of Trustees; report periodically to the membership  
16 regarding the progress and standing of the organization in regard to the President’s official acts;  
17 perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in  
18 such office.  
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20 **Section 9.2. Vice President.**

21 The Vice President shall act for the President in the President’s absence and perform such other acts as  
22 the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of  
23 Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in  
24 addition to either the President or Secretary.  
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26 **Section 9.3. Secretary.**

27 It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and  
28 to perform such other acts as the President and Board of Trustees may direct.  
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30 **Section 9.4. Treasurer.**

31 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;  
32 pay all obligations incurred by the organization in payment as authorized by the Board of Trustees;  
33 maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be  
34 withdrawn only by checks signed by the President and/or Vice President and the Treasurer; and shall  
35 render periodical financial reports as required by the Board of Trustees or by the membership; and  
36 keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of  
37 the organization.  
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**ARTICLE X**

**MISCELLANEOUS PROVISIONS**

**Section 10.1.**

This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington / SEIU Local 1948.

**Section 10.2.**

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

**Section 10.3.**

The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws and special rules of this organization or of the Public School Employees of Washington / SEIU Local 1948.

**ARTICLE XI**

**COMMITTEES AND DELEGATES**

**Section 11.1. Grievance Committee.**

A Grievance Committee shall be composed of the President or Vice President and at least one (1) unit representative from each represented unit of the Chapter.

**Section 11.2. Negotiating Committee.**

A Negotiating Committee shall be selected by the members.

**Section 11.3. Audit Committee.**

An Audit Committee shall be selected by the Board of Trustees.

**Section 11.4. 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 11.5. Convention Delegates.**

Delegates shall be elected by secret ballot by the members.

**Section 11.6. Nominating Committee.**

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





**ARTICLE XII  
AMENDMENTS**

**Section 12.1.**

These Bylaws may be amended by a majority vote of the members present at any regular or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) days prior to the meeting at which said vote is to be taken.

Adopted November 18, 1974.  
Amended July 21, 2011.  
Amended November 12, 2014

BY: \_\_\_\_\_/signed by/  
Holly Woodward, Chapter Secretary

DATE: March 16, 2015

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