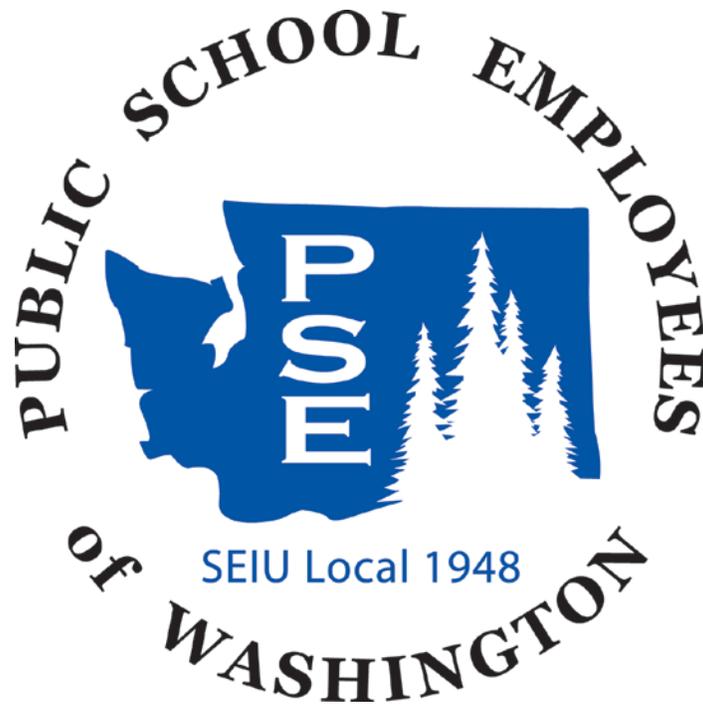


CHAPTER BYLAWS

Public School Employees of Pioneer School District



Public School Employees Of Washington/SEIU Local 1948
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TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	2
ARTICLE III GOVERNANCE AND OPERATIONS	2
ARTICLE IV MEETINGS	3
ARTICLE V BOARD OF TRUSTEES	4
ARTICLE VI ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	5
ARTICLE VII MISCELLANEOUS PROVISIONS	7
ARTICLE VIII COMMITTEES AND DELEGATES	7
ARTICLE IX AMENDMENTS	8

P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Public School Employees of Pioneer School District and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Pioneer School District to work closely with Public School Employees of Washington/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 & 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.

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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 Pioneer School District, and who is a member of Public School Employees of Washington/SEIU Local 1948 (PSE), 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 as outlined in the state bylaws.

Section 2.1.1. Chapter Rebates.

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

Section 2.2. Refunds.

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

ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

PSE shall be governed by a representative form of government.

1 **Section 3.2.**

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

5
6 **Section 3.3.**

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

11
12 **Section 3.4.**

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

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16 **Section 3.5. Board of Trustees.**

17 Except when general meetings of the chapter are in session, the business and property of this chapter
18 shall be managed by a Board of Trustees. The authority to govern and act on behalf of the membership
19 is vested in the elected Board of Trustees who shall decide all matters affecting the purposes, aims and
20 means of accomplishing the purposes of this chapter, not specifically provided for in these bylaws or
21 by action of the members at a regular or special meeting.

22
23 **Section 3.6. Media.**

24 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to
25 individual board members about matters of chapter concern should be referred to the chapter president.
26 Inquiries about a position of PSE on any matter of statewide concern or specific legislation should be
27 referred to the executive director at state headquarters.

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30 **ARTICLE IV**

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32 **MEETINGS**

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35 **Section 4.1.**

36 General membership meetings of this chapter shall be held at least two (2) times annually at a time and
37 place to be fixed by the membership or the Board of Trustees.

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39 **Section 4.2.**

40 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the
41 president and signed by twenty percent (20%) of the members in good standing of this chapter.

42
43 **Section 4.3.**

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

1 **Section 4.4.**

2 At any meeting of the membership of this chapter, each member in good standing present shall be
3 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum
4 of eight (8) members must be present to constitute a quorum before any chapter business may be
5 transacted.
6

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

8 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also
9 be called upon motion of a majority of the members of the Board of Trustees to the President. A
10 minimum of three (3) members of the Executive Board, including either the President or Vice-
11 President must be present to constitute a quorum before any chapter business may be transacted.
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13 **Section 4.6.**

14 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this
15 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
16 state bylaws, these bylaws and with any special rules of order this chapter may adopt.
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20 **A R T I C L E V**

21 **BOARD OF TRUSTEES**
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24 **Section 5.1.**

25 The Board of Trustees shall be composed of the president, vice president, secretary, membership
26 officer, and treasurer.
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28 **Section 5.2.**

29 The term of office shall be for a period of two (2) years, or until their successors are elected.
30

31 **Section 5.3.**

32 The Board of Trustees shall hold regular meetings, and such special meetings as the president or the
33 board shall deem necessary for the competent management of affairs of the Chapter.
34

35 **Section 5.4.**

36 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
37 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
38 by proxy shall not be allowed.
39

40 **Section 5.5. Duties.**

41 **Section 5.5.1. President.**

42 The president shall preside at all meetings of the chapter and of the Board of Trustees. The
43 president shall be made aware of, and supervise all activities of the chapter; execute all
44 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
45 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The
46

1 president shall appoint all special committees not otherwise provided for in the bylaws of the
2 chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of
3 all committees. The president shall report periodically to the membership regarding the
4 progress and standing of the chapter in regard to the president's official acts; and perform all
5 other duties of the office.
6

7 **Section 5.5.2. Vice President.**

8 The vice president shall provide such assistance to the president as requested; serve as
9 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties
10 of that office; and in the case of permanent disability or resignation of the president, shall
11 succeed to that office for the unexpired portion of the current term of office.
12

13 **Section 5.5.3. Secretary.**

14 The secretary shall ensure that the minutes of general membership meetings and Board of
15 Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of
16 the chapter, the Board of Trustees, and to perform such other official functions as the president
17 and Board of Trustees may direct.
18

19 **Section 5.5.4. Membership Officer.**

20 It shall be the duty of the membership officer to maintain a current and accurate list of members
21 of the chapter in coordination with the membership information section at PSE state
22 headquarters; ensure that all members are paying dues; render periodical membership reports as
23 required by Public School Employees of Washington/SEIU Local 1948 (PSE); and perform
24 such other official functions as the president and Board of Trustees may direct.
25

26 **Section 5.5.5. Treasurer.**

27 The treasurer shall receive and be accountable for all funds and monies belonging to the
28 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees; keep
29 an accurate record of receipts and disbursements; and maintain bank accounts and depositories
30 designated by the Board of Trustees. Such money shall be withdrawn only by checks signed by
31 the president and/or vice president and the treasurer. The treasurer shall render periodical
32 financial reports as required by the Board of Trustees, the membership, or Public School
33 Employees of Washington/SEIU Local 1948 (PSE) to ensure that the chapter is in compliance
34 with all laws and regulations required by the Internal Revenue Service and the Department of
35 Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the
36 following year, inclusive. The treasurer shall act as custodian of all properties of the chapter.
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40 **ARTICLE VI**

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

42 **Section 6.1.**

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

3
4 **Section 6.2.**

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

8
9 **Section 6.3.**

10 Elections shall be held during the months of March, April, May or June. Terms of office shall be from
11 September 1 through August 31.

12
13 **Section 6.4.**

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

16
17 **Section 6.5.**

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

19
20 **Section 6.6.**

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

24
25 **Section 6.7.**

26 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
27 contained in these bylaws.

28
29 **Section 6.8.**

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

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36 **Section 6.9.**

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

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41 **Section 6.10.**

42 In the event the president cannot serve the remainder of his/her current term, the vice president shall
43 serve as president for the completion of the term.

1 **Section 6.11.**

2 In the event of a vacancy in the office of vice president, secretary, membership officer, or treasurer, all
3 members shall be notified of the vacancy and nominations solicited for the position. Nominations shall
4 be accepted for a period of twenty (20) calendar days following the notification to members. The
5 president, at his/her discretion, may either call a special membership meeting, or act upon the vacancy
6 at the next regularly scheduled membership meeting.
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10 **ARTICLE VII**

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12 **MISCELLANEOUS PROVISIONS**
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14 **Section 7.1.**

15 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always
16 supersede local bylaws where conflict exists.
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18 **Section 7.2.**

19 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees
20 and members, together with other information required by PSE and shall notify PSE of all changes in
21 board members, members, and addresses.
22

23 **Section 7.3.**

24 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
25 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
26 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
27 agreement which would affect the rights of employees represented by PSE, nor any agreement affecting
28 the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless
29 such agreement is first reviewed and approved by the Executive Director of Public School Employees
30 of Washington/SEIU Local 1948 (PSE) or his/her designee, provided decisions of the executive
31 director may be appealed to the Board of Directors.
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35 **ARTICLE VIII**

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37 **COMMITTEES AND DELEGATES**
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39 **Section 8.1. Grievance Committee.**

40 A Grievance Committee shall be composed of the vice president and at least one unit representative
41 from each classification of employees in the chapter; and shall be responsible for advising members of
42 their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.
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