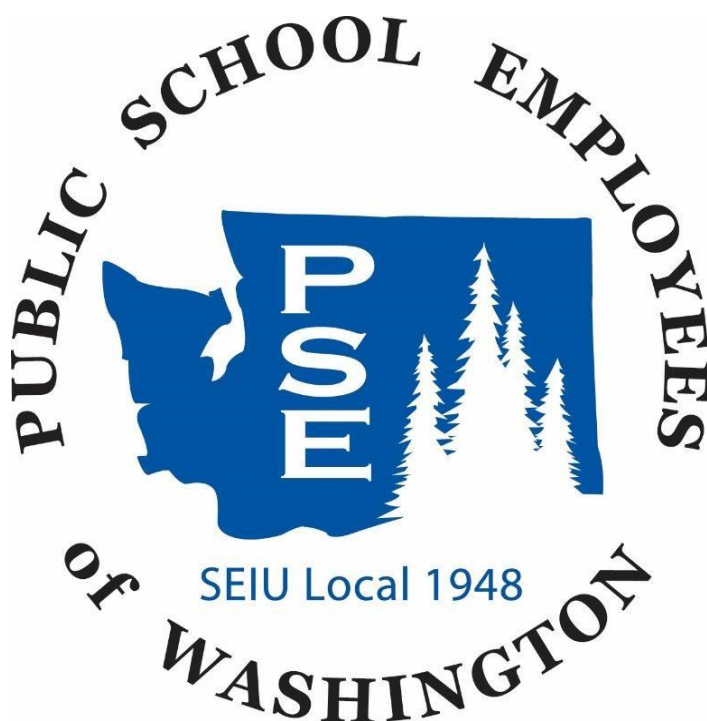


CHAPTER BYLAWS

PROSSER



Public School Employees of Washington/SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

pseclassified.org

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I OBJECTIVES AND PURPOSES	1
ARTICLE II MEMBERSHIP	2
ARTICLE III DUES	2
ARTICLE IV MEETINGS	3
ARTICLE V MANAGEMENT	4
ARTICLE VI OFFICERS, NOMINATIONS AND ELECTIONS	5
ARTICLE VII DUTIES OF OFFICERS	6
ARTICLE VIII COMMITTEES AND DELEGATES	7
ARTICLE IX EXPENSES	8
ARTICLE X AMENDMENTS	9
SIGNATURE PAGE	9

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

2
3 Employees organize primarily to secure better wages and better working conditions.

4
5 We hold that they also organize in order to participate in the decisions which affect them at work. One
6 of the fundamental tenets of Democratic government is the consent of the governed.

7
8 We are both employees and citizens.

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

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

16
17 We are under a solemn obligation to represent the members of this organization forcefully and
18 effectively in negotiations with the management of the Prosser #116 School District and to conduct
19 internal organizational affairs according to democratic standards.

20
21 THEREFORE, we, the classified school employees of Prosser #116 School District, in meeting, adopt
22 these bylaws this 24 day of September, 1971.

23
24 The name of this organization shall be the Public School Employees of Prosser #116 School District.

25
26 This local organization shall be affiliated with and be a chapter of the Public School Employees of
27 Washington/SEIU Local 1948. This organization was chartered by Public School Employees of
28 Washington on March 10, 1969.

29
30 This organization shall continue until a majority of all the members vote to dissolve the organization.
31
32
33

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

35 **OBJECTIVES AND PURPOSES**

36
37 The objectives and purposes of this organization are:

- 38 A. To carry out and assist on a local basis the objectives and purpose of the Public School
- 39 Employees of Washington/SEIU Local 1948.
- 40 B. To promote the organization of Public School Employees in the Prosser #116 School
- 41 District.
- 42 C. To promote the welfare of the membership and the classified employees of the Prosser
- 43 #116 School District, and to provide a voice in the determination of the terms and
- 44 conditions of employment. We are committed to the process of collective bargaining as
- 45 a desirable, democratic, and effective method to achieve this.
- 46 D. To promote and provide systematic and effective employee management through
- 47 collective bargaining; to confer and negotiate in good faith, with respect to the
- 48



1 grievance procedures and collective negotiations on personnel matters, including wages,
2 hours and working conditions, vacations, holidays, and other conditions of employment
3 for the classified employees of Prosser #116 School District.

4 E. Both as members and as citizens, we shall also employ available legislative and political
5 action to establish adequate financial provisions for the improvement of public school
6 education and equitable consideration for the classified school employees from the State
7 Legislators.

8 F. To establish better fellowship and understanding among classified school employees
9 and to strive for their overall betterment through training, legislation, and Association
10 benefits.

11 12 13 14 **ARTICLE II**

15 16 **MEMBERSHIP**

17 **Section 2.1. Eligibility.**

18 Except as otherwise provided in these bylaws, any person without regard to race, creed, color, national
19 origin, sex, or political belief, who meets the requirements hereinafter listed shall be eligible for
20 membership.
21

22 A. All persons regularly employed as a classified school employee (as defined by the
23 Public School Employees of Washington/SEIU Local 1948) by or in Prosser #116
24 School District, and who are members of the Public School Employees of Washington,
25 are eligible for membership in the organization.

26 B. To be eligible to vote and to hold office, a member must be in good standing. To be in
27 good standing, the member shall be employed and current in payment of dues as are
28 required by these bylaws.

29 C. Any member who opts out of payment of regular dues, shall be characterized as a free-
30 rider and shall be intitled only to those rights and privileges as set forth in the PSE
31 policy and bylaws. Free-riders shall not be entitled to hold any local or state office,
32 attend local meetings, vote for leaders or vote for ratification of collective bargaining
33 agreements. In addition, free-riders may not attend any PSE sponsored functions. Free-
34 riders are not eligible to appeal a grievance which is not validated by the chapter to the
35 State Grievance Panel.
36
37
38

39 **ARTICLE III**

40 41 **DUES**

42 **Section 3.1. Local Dues.**

43
44
45 A. Application for membership shall be made on a standard application form provided by
46 the Board of Trustees. Such form shall include a valid authorization for payroll
47 deduction of dues.

- 1 B. Membership dues of this organization shall be as indicated per the PSE State Bylaws,
2 collected by payroll deductions; plus two dollars (\$2.00) per month local dues of which
3 one dollar (\$1.00) shall be utilized for scholarships and one dollar (\$1.00) shall be
4 utilized for local general fund. This local dues are collected by District Payroll.
5 Members whose dues are current shall be in good standing.
6 C. Membership dues are not refundable except where an error resulting in an overpayment
7 exists.
8

9 **Section 3.2. Rights.**

- 10
11 A. Members shall suffer no impairment of freedom of speech concerning the operations of
12 this organization.
13 B. Members shall have the right to fair and democratic elections at all levels of the
14 organization. This includes due notice of nominations and elections, equal
15 opportunities for competing candidates, and proper election procedures which shall be
16 specifically set forth.
17 C. Members shall have an equal right to run and hold office, except those persons set forth
18 in RCW 41.56.030, Par. 2, a, b, and c; and those employees classified either by State
19 statute or appropriate State regulatory agencies as being a “supervisory employee”.
20 D. Members shall have the right to a full and clear accounting of all organizational funds.
21 At all levels, such accounting shall include, but not be limited to, periodical reports to
22 the membership by appropriate fiscal officers or by independent auditors not otherwise
23 connected with the organization, and a financial audit at least once a year which is made
24 available to all members.
25 E. Members shall have the right to full participation, through discussion making processes
26 of the organization and to pertinent information needed for the exercises of this right,
27 including but not limited to contract items being negotiated with the school district.
28
29
30

31 **ARTICLE IV**

32 **MEETINGS**

33
34
35 **Section 4.1. Regular Meeting.**

36 General membership meetings of this organization shall be held four (4) times a year.
37

38 **Section 4.2. Special Meetings.**

39 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
40 President and signed by twenty percent (20%) of the members of the Prosser Chapter of Public School
41 Employees.
42

43 **Section 4.3. Notification of Meetings.**

44 The President shall provide at least ten (10) working days notification to all members of any meeting
45 called. However, said ten (10) days notice may be waived by the Board of Trustees provided that
46 every reasonable effort is employed to notify the membership of the meeting.
47
48

1 **Section 4.4. Vote/Quorum.**

2 At any general meeting of the membership of this organization, each member present shall be entitled
3 to one (1) vote. A member must be present to vote – no proxy vote will be allowed. Those members
4 present at any given meeting shall constitute a quorum for the purposes of transacting business not to
5 include voting for members of the board of trustees. No vote shall be held in the first fifteen (15)
6 minutes of any voting meeting. All vote holding members must sign in and note their time of arrival
7 beside signature.

8
9
10 **ARTICLE V**
11
12 **MANAGEMENT**
13

14 **Section 5.1.**

15 The business and property of Prosser Chapter of Public School Employees shall be managed by a
16 Board of Trustees, except when the meetings of the organization are in session. All matters affecting
17 the purposes, aims and means of accomplishing the purposes of this organization not specifically
18 provided for in these Bylaws or by action of the members at a regular or special meeting shall be
19 decided by the Board of Trustees.

20
21 **Section 5.2. Board of Trustees.**

22 The Board of Trustees shall be composed of the President, Vice-President, Secretary and Treasurer,
23 and a unit representative elected by the unit from each of the following classifications represented by
24 the Prosser Chapter of Public School Employees, the Legislative Chairperson, and committee
25 chairpersons as specified by the President.

- 26 Classifications: 1. Transportation
27 2. Food Service
28 3. Custodial / Maintenance / Grounds
29 4. Para Educator
30 5. Assistant Librarians / Technology Specialists / Office Assistants
31

32 **Section 5.3. Term of Office.**

33 The term of office of the trustees of this organization shall be for a period of two (2) years. Elections
34 shall be held in the month of May each year, with installation in the month of September. Term of
35 office of this organization shall run from September to August of each year.

36
37 **Section 5.4. Voting.**

38 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
39 All voting at meetings of the Board of Trustees shall be by each member present in person and voting
40 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
41 quorum.

42
43 **Section 5.5. Removal of Trustees.**

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



1
2 **Section 5.6. Absences.**

3 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
4 for removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
5 absenteeism shall not require the two-thirds (2/3) vote of the membership.
6

7 **Section 5.7. Filling Vacancies.**

8 Any vacancies occurring on the Board of Trustees by any reason of death, resignation or removal shall
9 be filled by the remaining trustees. In the event that such trustee is an officer such selection shall be
10 from the membership at large. All other trustees' vacancies shall be filled from the classification of
11 which they are representatives. Such appointee shall serve during the unexpired term of the trustee
12 whose position has become vacant.
13
14
15

16 **ARTICLE VI**

17 **OFFICERS, NOMINATIONS, AND ELECTIONS**
18
19

20 **Section 6.1.**

21 The Executive Board of this organization shall be a President, Vice-President, a Secretary, and a
22 Treasurer. The Executive Board shall be elected for a term of two (2) years by the general
23 membership. Length of office to coincide with State officers. Two (2) year terms with voting on
24 President and Secretary in even numbered years and voting on Vice-President and Treasurer on odd
25 numbered years. The Board of Trustees shall include the above Executive Board and a Trustee from
26 each of the unit classifications (see Article VII, Section 2). Other members of the Board of Trustees
27 will be Unit Representatives and will be elected for a term of two (2) years by the unit they represent.
28

29 The trustees will be elected as follows:

- 30 • Transportation and Assistant Librarian/Technology Specialist/Office Assistants will be elected
31 in odd years.
- 32 • Food Service, Paraeducator and Custodial/Maintenance/Grounds will be elected in even years.
33

34 **Section 6.2.**

35 Nominations may be made by the nominating committee, but whether or not such nominating
36 committee is used, nominations shall be permitted from the floor at the meeting in March.
37

38 **Section 6.3.**

39 All nominees will write a paragraph or two outlining why they want to be on the Board of Trustees and
40 how they will serve this union. The statements will then be included in the notices sent to the president
41 and then forwarded by email to the general membership twenty (20) days before the election.
42

43 **Section 6.4.**

44 To be eligible for office, a member must be in good standing for one (1) year immediately preceding
45 the election, except in the initial election held in this organization, and must qualify under the
46 provisions of Article V, Section 3-C.
47
48

1 **Section 6.5.**

2 Officers shall be elected by secret ballot vote and the balloting shall be so conducted as to afford all
3 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
4 membership prior to the holding of the election.

5
6 **Section 6.6.**

7 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
8 trustee, contained in these Bylaws.

9
10
11
12 **ARTICLE VII**
13
14 **DUTIES OF OFFICERS**
15

16 **Section 7.1. President.**

17 The President shall preside at all meetings of the chapter and of the Board of Trustees. The President
18 shall be made aware of and supervise all activities of the chapter; execute all instruments in its behalf;
19 and work with PSE field staff, with the advice and consent of the Board of Trustees, to achieve the
20 mission, vision, goals, and objectives of the chapter. The President shall appoint all special
21 committees not otherwise provided for in the bylaws of the chapter, subject to the approval of the
22 Board of Trustees, and serve as an ex-officio member of all committees. It shall be the responsibility
23 of the President to ensure that there are two (2) representatives at each school board meeting; one (1)
24 being a member of the executive board. The President shall report periodically to the membership
25 regarding the progress and standing of the chapter in regard to the President's official acts; and
26 perform all other duties of the office.

27
28 **Section 7.2. Vice-President.**

29 The Vice President shall provide such assistance to the President as requested; serve as chairperson of
30 the Grievance Committee; shall, in the absence of the President, perform duties of that office, shall
31 attend school board meetings as directed by the president; and in the case of permanent disability or
32 resignation of the President, shall succeed to that office for the unexpired portion of the current term of
33 office. The Vice President shall maintain a current and accurate list of members of the chapter in
34 coordination with the membership information section at PSE state headquarters; ensure that all
35 members are paying dues; render periodical membership reports as required by Public School
36 Employees of Washington/SEIU Local 1948; and perform such other official functions as the president
37 may direct. Will work with the Building Representatives to keep the membership records current.

38
39 **Section 7.3. Secretary.**

40 The Secretary shall ensure that the minutes of general membership meetings and Board of Trustee
41 meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the chapter, the
42 Board of Trustees, shall attend school board meetings as directed by the president, and to perform such
43 other official functions as the President and Board of Trustees may direct.

44
45 **Section 7.4. Treasurer.**

46 The Treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay
47 all obligations incurred by the chapter as authorized by the Board of Trustees; keep an accurate record
48 of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of

1 Trustees. Such money shall be withdrawn only by checks or debit card and signed by the President
2 and/or Vice President and the Treasurer. Debit card to be used for chapter purchases, training and
3 convention expenses and other expenses approved by the Executive Board. The Treasurer shall render
4 periodical financial reports as required by the Board of Trustees, the membership, or Public School
5 Employees of Washington/SEIU Local 1948 to ensure that the chapter is in compliance with all laws
6 and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year
7 for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The
8 Treasurer shall attend school board meetings as directed by the President and shall act as custodian of
9 all properties of the chapter.

10
11 **Section 7.5. Trustee.** (Classification Representative)

12 A Trustee shall represent the classification of employees which elected them and express to the
13 Executive Board the needs, desires, and concerns of the members in their classification. They shall
14 attend school board meetings as directed by the president. They will be responsible, along with the
15 Grievance Committee, in advising an employee about their contractual rights. Shall attend general
16 union meetings and specific classification meetings called by the President. Be knowledgeable about
17 the PSE contract and answer questions from members about the contract or bylaws. Be aware of
18 complaints so as to advise members and be a liaison for the Executive Board. Notify the President of
19 potential grievances.

20
21 **Section 7.6. Building Representatives.**

22 A Building Representative will be elected at the September meeting. One active member of the union
23 (not already holding a position on the Board of Trustees) for each building in the school district. The
24 Building Representative understands the union bylaws & contract with the school district and be
25 someone a member can go to with questions or to step in when a union member needs immediate
26 representative when confronted by administration. Will welcome new employees at their building and
27 explain how the chapter is organized, including contact information of the Board of Trustees, provide a
28 copy of the contract and bylaws information and explain the new member form, provide a schedule of
29 union meetings and answer any questions. Will give the new member signed form to the Vice
30 President or contact the Vice President when new member has signed on online (My Portal on
31 pseclassified.org website). Maintain the PSE bulletin board at their building. Notify the President of
32 potential grievances. Notify the President and Vice President of any personnel changes.

33
34
35
36
37 **ARTICLE VIII**

38
39 **COMMITTEES AND DELEGATES**

40
41 **Section 8.1. Grievance Committee.**

42 The Grievance Committee is to determine if a grievance filed by a member of the bargaining unit is
43 valid according to the Collective Bargaining Agreement. If the grievance is valid, it must be a violation
44 of a specific section of the Collective Bargaining Agreement.

45
46 A Grievance Committee shall be composed of the President or Vice-President, President-Elect, and at
47 least one (1) unit representative from each represented unit of the Chapter. This committee shall be
48 organized at the September chapter meeting.

1
2 **Section 8.2. Negotiating Committee.**

3 A Negotiating Committee shall be selected by the units of this organization. The Negotiating
4 Committee shall consist of the Executive Board composed of the President (responsible for signing all
5 the Tentative Agreements), Vice President, Secretary (responsible for taking notes during the
6 negotiation meetings), and Treasurer, plus a Representative from each classification not already
7 represented on the Executive Board and they shall work with the PSE Field Representative in
8 developing proposals and negotiating agreements. Each member of the Negotiating Team will be paid
9 a one-time payment of fifty dollars (\$50.00) for any year that they are required to negotiate with the
10 district.

11
12 **Section 8.3. Scholarship Committee.**

- 13 • A Scholarship Committee shall consist of three (3) to five (5) members. One (1) member will act
14 as the chairperson. Members will be appointed by the Executive Board at the general union
15 meeting held in November. Any members with children of current high school senior status shall
16 not be permitted to serve on Scholarship Committee for that same year.

- 17
18 • Scholarships will be up to one thousand dollars (\$1,000) to high school seniors continuing their
19 education. The committee shall be responsible for ensuring that scholarship recipients are
20 selected in a fair and confidential way. The Committee will make selections for the chapter
21 scholarship awards from high school senior students of members in good standing following the
22 procedure outlined by the committee. All changes to the scholarship application shall be voted
23 on by the membership in a general meeting. If there are not enough applicants to fulfill the
24 scholarships, the money shall remain an asset of the chapter.

25
26 **Section 8.4. Other or Special Committees.**

27 The Executive Board shall designate such special committees as they determine necessary in the caring
28 out of the objectives and purposes of this organization. Committees may include: Bylaws, Hospitality,
29 Membership, Newsletter, Seminar, Ways and Means, Scholarship, Legislative Conference, and any
30 other committees the Executive Board see a need for.

31
32 **Section 8.5. Convention Delegates.**

33 Delegates shall be selected by vote, by the membership at the May meeting of this organization.
34
35
36
37

38 **ARTICLE IX**

39 **EXPENSES**

40
41
42 **Section 9.1. Compensation for Position of President.**

43 The President of this organization shall be compensated for services rendered during their term of
44 office by reimbursement of their union dues. This will be done by issue of check, drawn two (2) times
45 a year. The Treasurer will write a check for reimbursement in December (June through November
46 dues) and in June (December through May dues). Should the President vacate the position before the
47 term of office ends, reimbursement will be prorated accordingly.
48



1 **Section 9.2. Compensation for Other Members of the Executive Board.**

2 Other members of the Executive Board (Vice President, Treasurer, Secretary) shall be compensated
3 for services rendered during their term of office by reimbursement of one half (1/2) of their union
4 dues. The Treasurer will write a check for reimbursement the first of June for one half (1/2) the dues
5 paid during that school year. Amounts are subject to change depending on the chapter’s financial
6 stability and availability of funds.
7
8
9

10 **ARTICLE X**

11 **AMENDMENTS**

12
13
14 **Section 10.1.**

15 These Bylaws may be amended by a majority vote of the Board of Trustees and the general
16 membership at any regular meeting; providing, that a notice of the intent to amend any specific
17 provision be given to the members of the Board of Trustees at least five (5) working days prior to the
18 meeting at which said vote is to be taken.
19
20
21
22
23

24 **SIGNATURE PAGE**

25
26
27
28
29
30
31 BY: _____ /Signed by/
32 Stacey Heilman, Chapter President

33
34
35 DATE: _____ 3/29/21
36
37
38
39

- 40 Adopted September 24, 1971
41 Amended 1974
42 Amended 1987
43 Amended 1999
44 Amended 2007
45 Amended 2014
46 Amended 2019
47 Amended 2021
48
49

