

# **CHAPTER BYLAWS**

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## **PUBLIC SCHOOL EMPLOYEES OF QUINULT**

**Public School Employees Of Washington**  
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# **TABLE OF CONTENTS**

	<u>Page</u>
PREAMBLE	1
ARTICLE I      MEMBERSHIP	2
ARTICLE II      DUES	2
ARTICLE III      MEETINGS	3
ARTICLE V      BOARD OF TRUSTEES	4
ARTICLE VI      ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	5
ARTICLE VII      MISCELLANEOUS PROVISIONS	6
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 Quinault and shall be an affiliate of Public School Employees of Washington (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 Quinault to work closely with Public School Employees of Washington 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. Active Member.** Any classified school employee who is regularly employed by or for the Quinalt School District, and who is a member of Public School Employees of Washington, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

**Section 1.1.1. 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. Local Dues.** Local dues shall be established by a vote of the general membership and automatically deducted from each member's pay check on or before October 15 of the school year. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the Chapter Board of Trustees.

**Section 2.3. Refunds.** Membership dues are not refundable except where an error resulting in an overpayment exists.

### ARTICLE III

#### **MEETINGS**

**Section 3.1.** General membership meetings of this chapter 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 3.2.** 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 in good standing of this chapter.

**Section 3.3.** 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 3.4.** At any meeting of the membership of this chapter, each member in good standing present shall be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. Members present shall constitute a quorum.

**Section 3.5. Board of Trustees Meetings.** Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the members of the Board of Trustees shall constitute a quorum.

**Section 3.6.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE state bylaws, these bylaws and with any special rules of order this chapter may adopt.

## ARTICLE IV

**BOARD OF TRUSTEES**

**Section 4.1. Board of Trustees.** Except when general meetings of the chapter are in session, the business and property of this chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the membership is vested in the elected Board of Trustees who shall decide all matters affecting the purposes, aims and means of accomplishing the purposes of this chapter, not specifically provided for in these bylaws or by action of the members at a regular or special meeting.

**Section 4.2.** The Board of Trustees shall be composed of a President, Vice President, Secretary, Treasurer, and a unit representative (herein known as a trustee) elected by employees of each general job classification, as defined by the collective bargaining agreement, represented by the Association.

**Section 4.3.** Each member of the Board of Trustees shall possess one (1) vote 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 4.4. Duties.**

**Section 4.4.1. President.** The President shall preside at all meetings of the chapter and of the Board of Trustees. The President shall be made aware of, and supervise all activities of the chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice and consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The President shall appoint all special committees not otherwise provided for in the bylaws of the chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of all committees. The President shall report periodically to the membership regarding the progress and standing of the chapter in regard to the president's official acts; and perform all other duties of the office.

**Section 4.4.2. Vice President.** The vice president shall provide such assistance to the president as requested; serve as chairperson of the Grievance Committee; shall, in the absence of the president, perform duties of that office; and in the case of permanent disability or resignation of the president, shall succeed to that office for the unexpired portion of the current term of office.

**Section 4.4.3. Secretary.** The secretary shall ensure that the minutes of general membership meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the chapter, the Board of Trustees, and to perform such other official functions as the President and Board of Trustees may direct.

**Section 4.4.4. Treasurer.** The treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks signed by the President and the Treasurer. The Treasurer shall render periodical financial reports as required by the Board of Trustees, the membership, or Public School Employees of Washington to ensure that the chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties of the chapter.

**Section 4.4.5. Trustee.** A trustee shall represent the classification of employees which elected them and express to the Board of Trustees the needs, desires, and concerns of the members of their classification as well as communicating the activities of the Chapter to their classification.

## ARTICLE V

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

**Section 5.1.** Elections shall be held during the months of March, April or May, except for the initial election for the year 2002. The term of office shall be for a period of two (2) years, effective September 1 through August 31.

**Section 5.2.** Nominations may be made by the nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the meeting held for the election.

**Section 5.3.** Members of the Board of Trustees shall be elected by secret ballot vote, which shall not be required in the case of uncontested positions. Elections must be by majority vote. In the event that more than two (2) nominees run for office, the nominee with the lowest vote total will be dropped from the ballot after each round of voting until one (1) nominee receives a majority of the votes cast.

**Section 5.4.** To be eligible, a member must be in good standing for one (1) year immediately preceding the election.

**Section 5.4.1.** All members of the Chapter shall be eligible to vote for the President, Vice President, Secretary, and Treasurer. In the election of a Trustee, only members in the classification that the Trustee will represent shall be allowed to vote.

**Section 5.5.** Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the membership at any regular or special meeting of the chapter. Written notice of the proposed removal must be given to the Board of Trustee member at least five (5) working days prior to the date of the meeting at which the removal is to be voted upon.

**Section 5.6.** A vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance with the procedures set forth below:

**Section 5.7.** In the event the President cannot serve the remainder of his/her current term, the vice president shall serve as President for the completion of the term.

**Section 5.8.** In the event of a vacancy in the office of Vice President, Secretary or Treasurer, all members shall be notified of the vacancy and nominations solicited for the position. Nominations shall be accepted for a period of twenty (20) calendar days following the notification to members. The President may either call a special meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board meeting.

**Section 5.9.** When vacancies occur in the office of trustee, the President shall direct that a building meeting be held to elect a successor for the remainder of the vacant term. Election of the successor must be by majority vote.

## ARTICLE VII

### **MISCELLANEOUS PROVISIONS**

**Section 6.1.** Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always supersede local bylaws where conflict exists.

**Section 6.2.** 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, 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 Public School Employees of Washington or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

**Section 6.3.** Original signed copies of all documents pertaining to issues outlined in Section 6.2 shall be submitted to the PSE State Office.

## ARTICLE VII

**COMMITTEES AND DELEGATES**

**Section 8.1. Grievance Committee.** A Grievance Committee shall be composed of the vice president and at least two (2) other members of the Board of Trustees appointed by the President.

**Section 8.2. Negotiating Committee.** A Negotiating Committee shall consist of least three (3) members of the Board of Trustees appointed by the President.

**Section 8.3. Annual Convention Delegates.** Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE state bylaws.

**Section 8.4. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the chapter.

**Section 8.8. 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 chapter.

ARTICLE IX

AMENDMENTS

**Section 9.1.** These bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote is to be taken.

Adopted August 5, 1974.

Amended July 22, 2002

BY: /s/ Steven Perry  
President, Quinault Classified Employees Association

DATE: September 10, 2002

BY: /s/ Karen Holland  
President, Public School Employees of Quinault

DATE: September 10, 2002