

# CHAPTER BYLAWS

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## QUINCY PSE



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

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1 **PREAMBLE**

2 **A. NAME**

3  
4 The name of this chapter shall be the Public School Employees of the Quincy School District and  
5 shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-  
6 profit 501(c)5 labor organization.

7  
8 **B. MISSION – OUR PURPOSE FOR EXISTING**

9  
10 It is the mission of Public School Employees of the Quincy School District to work closely with  
11 Public School Employees of Washington/SEIU Local 1948 to support the membership through  
12 collective bargaining and the protection of those rights, promote educational enrichment  
13 opportunities, encourage membership growth, and provide quality leadership while working with  
14 the state legislature in an effort to enact laws which will represent the best interest of all classified  
15 school employees in the state of Washington.

16  
17 **C. VISION – WHAT WE STRIVE TO ACHIEVE**

18  
19 We will provide service of superior quality and value that best meets the needs of our chapter  
20 members. We will achieve that purpose through an organization and working environment that  
21 attracts the finest people, fully develops and challenges individual talents, encourages our free and  
22 spirited collaboration to drive the organization ahead, and maintains PSE’s historic principles of  
23 integrity and commitment to do the right thing.

24  
25 Through the successful pursuit of our commitment, we expect our services, programs, and  
26 activities to achieve a leadership position in representing all classified employees. As a result,  
27 PSE, our members, PSE employees, the school district in which we work, and the community in  
28 which we live will grow and prosper.

29  
30 **D. VALUES – THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND**  
31 **CONDUCT**

32  
33 Recognizing the needs of members and PSE staff, we are committed to:

- 34 • Striving for excellence and demonstrating pride in our work.  
35 • Having open, honest communications.  
36 • Providing high-quality service.  
37 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be  
38 based on trust and concern for the rights and welfare of others.  
39 • Embodying honesty and integrity in our conduct and relationships with others.  
40 • Treating others fairly, equally and respecting their individual dignity.  
41 • Recognizing individual worth.  
42 • Supporting creativity, innovation, and constructive changes in the organization.  
43 • Demonstrating accountability for our performance, actions, and behavior.  
44 • Doing the professional, technical, organizational, and ethically “right” thing as opposed to the  
45 easy, popular, or politically expedient thing.  
46 • 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 or for the Quincy School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

**Section 1.1.2. Free-Rider.**

Any member who opts out of payment of regular dues, shall be characterized as a Free-Rider, and shall be entitled only to those rights and privileges as set forth in PSE policy and bylaw. Free-Riders shall not be entitled to hold any local office, attend local meetings, vote for ratification of collective bargaining agreements. In addition, free-riders may not attend any PSE sponsored functions.

**Section 1.1.3. 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. Free-Riders as defined in the PSE State Bylaws, are members who have opted out of PSE and are not members in good standing. 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.**

The chapter in accordance with the provisions of the state bylaws shall receive dues rebates from the state organization.

**Section 2.2. Local Dues.**

Local membership dues shall be one dollar (\$1.00) per month. Local dues shall be paid monthly to the chapter treasurer by the school district. Any member, who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement, may have local dues collection suspend upon approval by the Chapter Board of Trustees.



1 **Section 2.3. Refunds.**

2 Membership dues are not refundable except where an error resulting in an overpayment exists.  
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7 **ARTICLE III**

8  
9 **GOVERNANCE AND OPERATIONS**  
10

11 **Section 3.1.**

12 A representative form of government shall govern PSE.  
13

14 **Section 3.2.**

15 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 within this  
17 organization.  
18

19 **Section 3.3.**

20 Members shall have the right to a full and clear accounting of all organizational funds. At all levels,  
21 such accounting shall include, but not be limited to, periodic reports to the membership by appropriate  
22 fiscal officers or by independent auditors not otherwise connected with the organization.  
23

24 **Section 3.4.**

25 Members shall have the right to full participation, through discussion and vote, in the decision-making  
26 process of the organization and to pertinent information needed for the exercises of this right.  
27

28 **Section 3.5. Governing Body.**  
29

30 **Section 3.5.1. Board of Trustees.**

31 Except when general meetings of the chapter are in session, a Board of Trustees shall manage  
32 the business and property of this chapter. The authority to govern and act on behalf of the  
33 membership is vested in the elected Board of Trustees who shall decide all matters affecting the  
34 purposes, aims and means of accomplishing the purposes of this chapter, not specifically  
35 provided for in these bylaws or by action of the members at a regular or special meeting.  
36

37 **Section 3.5.2. PSE Field Staff.**

38 PSE Field Staff shall work closely with the chapter in an advisory position. All decisions  
39 governing the business of the local chapter shall be the sole responsibility of the elected  
40 officials and membership of the chapter.  
41

42 **Section 3.6. Operating Principles.**

43 To provide the chapter with the highest quality, direction, and management possible, the following  
44 operating principles shall guide the Board of Trustees.  
45

46 **Section 3.6.1. Board/Membership Relationships.**

47 A positive, constructive, cooperative relationship between the Board of Trustees and the  
48 membership is essential to achieving the mission and vision of the organization. Therefore, the

1 board and membership will conduct themselves in a way that promotes mutual trust,  
2 demonstrates respect for individual dignity, and displays professionalism. The board shall  
3 utilize positive conflict resolution methods and maintain open, honest lines of communication  
4 that respect an appropriate chain of command within the chapter.  
5

6 **Section 3.6.2. Media.**

7 The President or Co-Presidents, or his/her designee, is the primary spokesperson for the  
8 chapter. Media inquiries to individual board members about matters of chapter concern should  
9 be referred to the chapter President or Co-Presidents. Inquiries about a position of PSE on any  
10 matter of statewide concern or specific legislation should be referred to the executive director at  
11 state headquarters.  
12  
13  
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15 **ARTICLE IV**

16 **MEETINGS**

17  
18 **Section 4.1.**

19 General membership meetings of this chapter shall be held at least four (4) times annually at a time and  
20 place to be fixed by the President or Co-Presidents or the Board of Trustees.  
21  
22

23 **Section 4.2.**

24 Special meetings may be called by the President or Co-Presidents, the Board of Trustees, or by petition  
25 filed with the President or Co-Presidents and signed by twenty percent (20%) of the members in good  
26 standing of this chapter.  
27

28 **Section 4.3.**

29 The President or Co-Presidents shall provide at least ten (10) days notification to all members of any  
30 meeting called. However, said ten (10) days' notice may be waived by the Board of Trustees provided  
31 that every reasonable effort is employed to notify the membership of the meeting.  
32

33 **Section 4.4.**

34 At any meeting of the membership of this chapter, each member in good standing present shall be  
35 entitled to one vote. A member must be present to vote – NO proxy voting will be allowed. A  
36 majority of the members present will constitute a quorum for any chapter business to be transacted.  
37

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

39 Meetings of the Board of Trustees shall be called at the discretion of the President or Co-Presidents.  
40 Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the  
41 President or Co-Presidents.  
42

43 **Section 4.6.**

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

### BOARD OF TRUSTEES

#### **Section 5.1.**

The Board of Trustees shall be composed of the President or Co-Presidents, Vice President or Co-Vice President, Secretary, Treasurer, Membership Chair and a Unit Representative (herein known as a trustee) elected by the unit from each classification of employees as recognized by the Collective Bargaining Agreement.

#### **Section 5.2.**

The officers of this organization shall be President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary, Treasurer, and Membership Chair.

**President** - the term of office for a President will be two years if Co-Presidents are not elected. The President will be elected in even years.

**Co-Presidents** - if Co-Presidents are elected, their term of office will be one year, or until their successor is elected. Beginning in the 2020-2021 school year the current President will remain in office and a newly elected Co-President will be elected to form the Co-Presidential officers. In the 2021-2022 the senior Co-President's term of office will be expired and will either step down or be re-elected into office, or until their successor is elected. This will allow consistency and experience to be shared between the Co-President(s).

**Vice President** - the term of office for a Vice President will be two years if Co-Vice Presidents are not elected. The Vice President will be elected in odd years.

**Co-Vice Presidents** - if Co-Vice Presidents are elected, their term of office will be one year, or until their successor is elected. Beginning in the 2020-2021 school year the current Vice President will remain in office and a newly elected Co-Vice President will be elected to form the Co-Vice Presidential officers. In the 2021-2022 the senior Co-Vice President's term of office will expire and will either step down, be re-elected into office, or until their successor is elected. This will allow consistency and experience to be shared between the Co-Vice President(s).

**Secretary and Membership Chair** - In even numbered years the Secretary and Membership Chair will be voted into office, and their term of office will be two years.

**Treasurer** - In odd number years the Treasurer will be voted into office, and their term of office will be two years unless re-elected.

#### **Section 5.3.**

The Board of Trustees shall hold regular meetings, and such special meetings as the President or Co-Presidents or the board shall deem necessary and direct the competent management of affairs of the chapter.

1 **Section 5.4.**

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. If a member of the Board of Trustees holds more than one (1) office, they will only receive  
6 one (1) vote.  
7

8 **Section 5.5. Duties.**

9  
10 **Section 5.5.1. President or Co-Presidents.**

11 The President or Co-Presidents shall preside at all meetings of the chapter and of the Board of  
12 Trustees. The President or Co-Presidents shall be made aware of and supervise all activities of  
13 the chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice  
14 and consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of  
15 the chapter. The President or Co-Presidents shall appoint all special committees not otherwise  
16 provided for in the bylaws of the chapter, subject to the approval of the Board of Trustees, and  
17 serve as an ex-officio member of all committees. The President or Co-Presidents shall report  
18 periodically to the membership regarding the progress and standing of the chapter regarding the  
19 President or Co-Presidents' official acts; and performs all other duties of the office.  
20

21 **Section 5.5.2. Vice President or Co-Vice Presidents.**

22 The Vice President or Co-Vice President shall provide such assistance to the President or Co-  
23 Presidents as requested; serve as chairperson of the Grievance Committee; shall, in the absence  
24 of the President or Co-Presidents, perform duties of that office; and in the case of permanent  
25 disability or resignation of the President or Co-Presidents, shall succeed to that office for the  
26 un-expired portion of the current term of office.  
27

28 **Section 5.5.3. Secretary.**

29 The Secretary shall ensure that the minutes of general membership meetings and Board of  
30 Trustees meetings are duly recorded. It shall be the duty of the secretary to keep all records of  
31 the chapter, Board of Trustees, and to perform such other official functions as the President or  
32 Co-Presidents or Board of Trustees may direct.  
33

34 **Section 5.5.3.1. Storage of Records.**

35 The chapter will purchase all necessary file cabinets and supplies to appropriately store  
36 chapter files and records. Additionally, will rent and pay for necessary storage space to  
37 secure the records and supplies. The President or Co-Presidents, Vice President or Co-  
38 Vice Presidents, and Secretary shall receive and be responsible for one (1) key each to  
39 access the file cabinet and supplies. At the end of their term, the key will be returned to  
40 the Secretary. At the end of the Secretary's term, the keys will be turned over to the  
41 newly elected Secretary.  
42

43 **Section 5.5.4. Legislative Representative.**

44 It shall be the duty of the Legislative Representative to be aware of and help the chapter  
45 promote the PSE legislative agenda and perform other official functions as the President or Co-  
46 Presidents and Board of Trustees may direct.  
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1 **Section 5.5.5. Treasurer.**

2 The Treasurer shall receive and be accountable for all funds and moneys belonging to the  
3 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;  
4 keep an accurate record of receipts and disbursements; and maintain bank accounts and  
5 depositories designated by the Board of Trustees. Such money shall be withdrawn by checks  
6 signed by the President or Co-Presidents and/or Vice President or Co-Vice Presidents and the  
7 Treasurer. However, a debit card may be used by the President or Co-Presidents, Vice-  
8 President or Co-Presidents, Vice President or Co-Vice Presidents, or Treasurer with  
9 preapproval of the elected chapter officers. The Treasurer shall render periodical financial  
10 reports as required by the Board of Trustees, the membership, or PSE to ensure that the chapter  
11 is in compliance with all laws and regulation required by the Internal Revenue Service and the  
12 Department of Labor. The fiscal year for all financial reports shall be from September 1 to  
13 August 31 of the following year, inclusive. The Treasurer shall act as custodian of all  
14 properties of the chapter.  
15

16 **Section 5.5.6. Membership Chair.**

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

23 **Section 5.5.7. Trustees.**

24 A trustee shall represent the classification of employees that elected them and express to the  
25 Board of Trustees the needs, desires, and concerns of the members in their classification. They  
26 will be responsible, along with the Grievance Committee, in advising an employee about their  
27 contractual rights.  
28

29 **Section 5.5.8. Sergeant of Arms or Co-Sergeant of Arms.**

30 A Sergeant of Arms or Co-Sergeant of Arms will greet members and make sure Members in  
31 Good Standing sign in. Maintain order by making certain parliamentary procedures are  
32 followed during PSE meetings. Ensure bylaws are respected and rules are followed and assist  
33 the President or Co-Presidents by providing necessary support and following direction as  
34 needed. This position(s) will be assigned by the President or Co-Presidents each school year.  
35  
36  
37

38 **ARTICLE VI**

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

40  
41 **Section 6.1.**

42 Members shall have the right to a fair and democratic election at all levels of the chapter. This  
43 includes ten (10) working days notice of nomination and elections, and equal opportunities for  
44 competing candidates to state their qualifications and reasons for seeking office to the chapter  
45 membership. Elections shall be conducted by secret written ballot and certified by the chapter  
46 secretary and two members of the Board of Trustees.  
47  
48



1 **Section 6.2.**

2 Members shall have an equal right to run and hold office, except those persons set forth in RCW  
3 41.56.030. Par. 2, a, b and c, and those employees classified either by state statute or appropriate state  
4 regulatory agencies as being a “supervisory employee.”

5  
6 **Section 6.3.**

7 Elections shall be held during the month of May. Terms of office shall be September 1 - August 31.  
8

9 **Section 6.4.**

10 The nominating committee may make nominations, but whether such nominating committee is used,  
11 nominations shall be permitted from the floor at a meeting held for such purpose.  
12

13 **Section 6.5.**

14 To be eligible, a member must be in good standing for one (1) year immediately preceding the  
15 election.  
16

17 **Section 6.6.**

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

22 **Section 6.6.1.**

23 All members of the chapter shall be eligible to vote for the positions of President or Co-  
24 Presidents, Vice President or Co-Vice Presidents, Secretary, Treasurer and Membership Chair  
25 provided that the criteria set forth in Section 6.5. are met. In the election of a trustee, only  
26 members in the classification of employees that the trustee will represent shall be allowed to  
27 vote. If no one is nominated for a trustee position, the President or Co-Presidents may appoint a  
28 member to this position in their classification.  
29

30 **Section 6.7.**

31 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations  
32 contained in these bylaws.  
33

34 **Section 6.8.**

35 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the  
36 membership at any regular or special meeting of the chapter. Written notice of the proposed removal  
37 must be given to the Board of Trustees member at least ten (10) working days prior to the date of the  
38 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed  
39 removal.  
40

41 **Section 6.9.**

42 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause  
43 for removal of the member by the Board of Trustees. Removal of a board member because of  
44 excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.  
45

46 **Section 6.10.**

47 The Board of Trustees in accordance with the procedures set forth below shall fill a vacancy in any  
48 position, except that of President or Co-Presidents.

1 **Section 6.10.1.**

2 In the event the President or Co-Presidents cannot serve the remainder of his/her current term,  
3 the Vice President or Co-Vice Presidents shall serve as President or Co-Presidents for the  
4 completion of the term.

5  
6 **Section 6.10.2.**

7 In the event of a vacancy in the office of Vice President or Co-Vice Presidents, Secretary,  
8 Legislative Representative, Membership Chair or Treasurer, all members shall be notified of  
9 the vacancy and nominations solicited for the position. Nominations shall be accepted for a  
10 period of twenty (20) calendar days following the notification to members. The President or  
11 Co-Presidents, at his/her discretion, may either call a special meeting of the Board of Trustees,  
12 or act upon the vacancy at the next regularly scheduled board meeting. Each candidate for the  
13 position may submit a letter or have three (3) minutes to address the board prior to the vote to  
14 describe their qualifications and reasons they are seeking the position.

15  
16 **Section 6.10.3.**

17 Any other vacancy shall be filled only for the remainder of the term in which the vacancy  
18 occurs; provided, however, that when vacancies occur in the office of trustee, the President or  
19 Co-Presidents shall direct that a classification meeting be held and that the classification elect a  
20 successor for the remainder of the vacant term. Election of the successor must be by majority  
21 vote. If more than two candidates run for the office, the candidate with the lowest vote total  
22 will be dropped from the ballot after each round of voting until one candidate receives a  
23 majority of the votes cast.

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28 **ARTICLE VII**

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30 **MISCELLANEOUS PROVISIONS**

31  
32 **Section 7.1.**

33 Local chapter shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always  
34 supersede local bylaws where conflict exists.

35  
36 **Section 7.2.**

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

40  
41 **Section 7.3.**

42 This chapter shall not enter into any collective bargaining agreement, amendment, thereto, dispute  
43 settlement agreement, grievance settlement agreement or waiver which affects or pertains to wages,  
44 hours or working conditions of the employees represented by PSE, nor any agreement affecting the  
45 scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless  
46 such agreement is first reviewed and approved by the Executive Director of PSE or his/her designee,  
47 provided decisions of the executive director may be appealed to the State Board of Directors.



1 **Section 7.3.1.**

2 Original signed copies of all documents pertaining to issues outlined in Section 7.3. shall be  
3 submitted to the regional service center, who will then forward the original to state  
4 headquarters after appropriate copies have been made.  
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9 **ARTICLE VIII**

10 **COMMITTEES AND DELEGATES**

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13 **Section 8.1. Grievance Committee.**

14 A Grievance Committee shall be composed of the Board of Trustees; and shall be responsible for  
15 advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel  
16

17 **Section 8.2. Negotiations Committee.**

18 A negotiating committee shall consist of the President or Co-Presidents and trustees from each  
19 classification of employees represented by this bargaining unit and shall work with the PSE field  
20 representative in developing proposals and negotiating agreements.  
21

22 **Section 8.3. Annual Convention/Legislative Conference Delegates.**

23 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending  
24 the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE  
25 state bylaws.  
26

27 **Section 8.3.1. Conduct and Responsibilities.**

28 Convention delegates and Legislative conference attendees are expected to attend all business  
29 meetings, arrive on time, conduct themselves in a professional manner as representatives  
30 of the chapter and sign a conduct and responsibility agreement form. If a member does not  
31 fulfill their obligations as a delegate, the PSE member will not be able to attend either  
32 function for 3-years unless there is a medical emergency or death in the family.  
33

34 **Section 8.4. Audit Committee.**

35 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
36 chapter once a year or if there is a change in treasurers.  
37

38 **Section 8.5. Emergency Relief Fund (ERF).**

39 Create a fund for our local PSE chapter members for crisis situations to be brought to the board of  
40 trustees for review and approval.  
41

42 **Section 8.6. Other or Special Committees.**

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