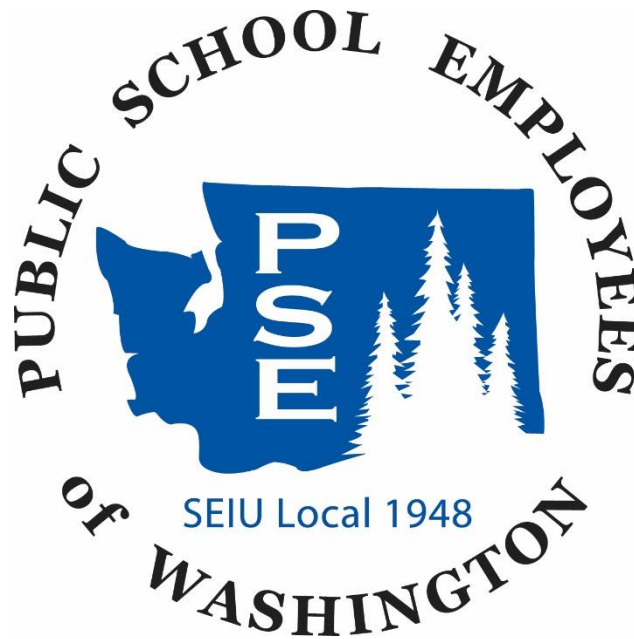


CHAPTER BYLAWS

RAINIER



Public School Employees Of Washington/SEIU Local 1948

pseclassified.org

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TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	3
ARTICLE III GOVERNANCE AND OPERATIONS	3
ARTICLE IV MEETINGS	4
ARTICLE V BOARD OF TRUSTEES	5
ARTICLE VI ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	7
ARTICLE VII MISCELLANEOUS PROVISIONS	9
ARTICLE VIII COMMITTEES AND DELEGATES	9
ARTICLE IX AMENDMENTS	10

1 **PREAMBLE**

2
3 **A. NAME**

4
5 The name of this chapter shall be Public School Employees of Rainier and shall be an affiliate of
6 Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor organization operating
7 under the laws of the State of Washington. This organization was chartered by Public School
8 Employees of Washington on August 10, 1999.

9
10 **B. MISSION - OUR PURPOSE FOR EXISTING**

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

18
19 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

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

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

31
32 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE,**
33 **AND CONDUCT**

34
35 Recognizing the needs of members and PSE staff, we are committed to:

- 36
37
- 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.
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- 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.

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 Rainier 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 1.1.2. 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.

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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 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 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

GOVERNANCE AND OPERATIONS

Section 3.1.

PSE shall be governed by a representative form of government.

Section 3.2.

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

Section 3.3.

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

Section 3.4.

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

1 **Section 3.5. GOVERNING BODY.**

2
3 **Section 3.5.1. Board of Trustees.**

4 Except when general meetings of the chapter are in session, the business and property of this
5 chapter shall be managed by a board of trustees. The authority to govern and act on behalf of
6 the membership is vested in the elected board of trustees who shall decide all matters affecting
7 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically
8 provided for in these bylaws or by action of the members at a regular or special meeting.
9

10 **Section 3.5.2. PSE Field Staff.**

11 PSE field staff shall work closely with the chapter in an advisory position. All decisions
12 governing the business of the local chapter shall be the sole responsibility of the elected
13 officials and membership of the chapter.
14

15 **Section 3.6. OPERATING PRINCIPLES.**

16 In order to provide the chapter with the highest quality direction and management possible, the
17 following operating principles shall guide the board of trustees.
18

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

20 A positive, constructive, cooperative relationship between the board of trustees and the
21 membership is essential to achieving the mission and vision of the organization. Therefore,
22 the board and membership will conduct themselves in a way that promotes mutual trust,
23 demonstrates respect for individual dignity, and displays professionalism. The board shall
24 utilize positive conflict resolution methods and maintain open, honest lines of communication
25 that respect an appropriate chain of command within the chapter.
26

27 **Section 3.6.2. Media.**

28 The president, or his/her designee, is the primary spokesperson for the chapter. Media
29 inquiries to individual board members about matters of chapter concern should be referred to
30 the chapter president. Inquiries about a position of PSE on any matter of statewide concern or
31 specific legislation should be referred to the executive director at state headquarters.
32

33 **ARTICLE IV**

34 **MEETINGS**

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37 **Section 4.1.**

38 General membership meetings of this chapter shall be held at least three (3) times annually at a time
39 and place to be fixed by the membership or the board of trustees.
40

41 **Section 4.2.**

42 Special meetings may be called by the president, the board of trustees, or by petition filed with the
43 president and signed by twenty percent (20%) of the members in good standing of this chapter.
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1 **Section 4.3.**

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.

5
6 **Section 4.4.**

7 At any meeting of the membership of this chapter, each member in good standing present shall be
8 entitled to one vote. A member must be present to vote; no proxy vote will be allowed. A minimum
9 of six (6) members must be present to constitute a quorum before any chapter business may be
10 transacted.

11
12 **Section 4.5. Board of Trustees Meetings.**

13 Meetings of the board of trustees shall be called at the discretion of the president. Meetings may also
14 be called upon motion of a majority of the members of the board of trustees to the president. A
15 majority of the members of the board of trustees shall constitute a quorum.

16
17 **Section 4.6.**

18 The latest edition of Robert’s Rules of Order shall be a reference guide on conducting business at
19 meetings; provided that they shall be superseded by the bylaws and special rules of this chapter or of
20 Public School Employees of Washington.

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22
23
24 **ARTICLE V**

25
26 **BOARD OF TRUSTEES**

27
28 **Section 5.1.**

29 The board of trustees shall be composed of the president, vice president, secretary, membership
30 officer, legislative chair, treasurer, and a unit representative (herein known as a trustee) elected by the
31 unit from each classification of employees: transportation, paraeducator, professional technical,
32 custodial/grounds/maintenance (one representative), food service, and secretarial/clerical.

33
34 **Section 5.2.**

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

36
37 **Section 5.3.**

38 The board of trustees shall hold regular meetings and such special meetings as the president or the
39 board shall deem necessary for the competent management of affairs of the chapter.

40
41 **Section 5.4.**

42 Each member of the board of trustees shall possess one (1) vote in matters coming before the board.
43 All voting at meetings of the board of trustees shall be by each member present in person, and voting
44 by proxy shall not be allowed. A majority of the members of the board of trustees shall constitute a
45 quorum.



1 **Section 5.5. Duties.**

2
3 **Section 5.5.1. President.**

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

13
14 **Section 5.5.2. Vice President.**

15 The vice president shall provide such assistance to the president as requested; serve as
16 chairperson of the grievance committee; shall, in the absence of the president, perform duties
17 of that office; and in the case of permanent disability or resignation of the president, shall
18 succeed to that office for the unexpired portion of the current term of office.

19
20 **Section 5.5.3. Secretary.**

21 The secretary shall ensure that the minutes of general membership meetings and board of
22 trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of
23 the chapter, the board of trustees, and to perform such other official functions as the president
24 and board of trustees may direct.

25
26 **Section 5.5.4. Membership Officer.**

27 It shall be the duty of the membership officer to maintain a current and accurate list of
28 members of the chapter in coordination with the membership information section at PSE state
29 headquarters; ensure that all members are paying dues; render periodical membership reports
30 as required by Public School Employees of Washington; and perform such other official
31 functions as the president and board of trustees may direct.

32
33 **Section 5.5.5. Treasurer.**

34 The treasurer shall receive and be accountable for all funds and monies belonging to the
35 chapter; pay all obligations incurred by the chapter as authorized by the board of trustees; keep
36 an accurate record of receipts and disbursements; and maintain bank accounts and depositories
37 designated by the board of trustees. Such money shall be withdrawn by checks signed by the
38 president and/or vice president and the treasurer, and by chapter debit card. Debit card(s) will
39 only be used for chapter expenses. Purchases will be made with prior approval of the
40 president. Receipts of all debit card use will be maintained by the treasurer. Records of debit
41 card use will be reported as part of the regular treasurer's report and subject to annual audit.

42
43 The treasurer shall render periodical financial reports as required by the board of trustees, the
44 membership, or Public School Employees of Washington to ensure that the chapter is in
45 compliance with all laws and regulations required by the Internal Revenue Service and the
46 Department of Labor. The fiscal year for all financial reports shall be from September 1 to
47 August 31 of the following year, inclusive. The treasurer shall act as custodian of all
48 properties of the chapter.

1 of a trustee, only members in the classification of employees that the trustee will represent
2 shall be allowed to vote.

3
4 **Section 6.7.**

5 Every member of the board of trustees shall, upon assuming office, subscribe to the obligations
6 contained in these bylaws.

7
8 **Section 6.8.**

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

14
15 **Section 6.9.**

16 Unexcused absences from three (3) consecutive meetings of the board of trustees shall be due cause
17 for removal of the member by the board of trustees. Removal of a board member because of
18 excessive absenteeism shall not require the 2/3 vote of the membership.

19
20 **Section 6.10.**

21 A vacancy in any position, except that of president, shall be filled by the board of trustees in
22 accordance with the procedures set forth below:

23
24 **Section 6.10.1.**

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

27
28 **Section 6.10.2.**

29 In the event of a vacancy in the office of vice president, secretary, membership officer, or
30 treasurer, all members shall be notified of the vacancy and nominations solicited for the
31 position. Nominations shall be accepted for a period of twenty (20) calendar days following
32 the notification to members. The president, at his/her discretion, may either call a special
33 meeting of the board of trustees, or act upon the vacancy at the next regularly scheduled board
34 meeting. Each candidate for the position may submit a letter, or have three (3) minutes to
35 address the board prior to the vote to describe their qualifications and reasons they are seeking
36 the position.

37
38 **Section 6.10.3.**

39 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
40 occurs; provided, however, that when vacancies occur in the office of trustee, the president
41 shall direct that a classification meeting be held and that the classification elect a successor for
42 the remainder of the vacant term. Election of the successor must be by majority vote. In the
43 event that more than two candidates run for the office, the candidate with the lowest vote total
44 will be dropped from the ballot after each round of voting until one candidate receives a
45 majority of the votes cast.

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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

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

Section 7.2.

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

Section 7.3.

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 7.3.1.

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

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

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

Section 8.2. Negotiating Committee.

A negotiating committee shall consist of a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE field representative in developing proposals and negotiating agreements.

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.

1 **Section 8.4. Audit Committee.**

2 An audit committee shall be selected by the board of trustees to audit the financial records of the
3 chapter.

4
5 **Section 8.5. Other Or Special Committees.**

6 The board of trustees shall designate such special committees as they determine necessary in the
7 carrying out of the objectives and purposes of this chapter.
8
9

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11 **ARTICLE IX**

12
13 **AMENDMENTS**

14
15 **Section 9.1.**

16 These bylaws may be amended by a majority vote of the board of trustees at any regular or special
17 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
18 members of the board of trustees at least five (5) working days prior to the meeting at which said vote
19 is to be taken.
20

21
22 Adopted by the membership on the 7th day of June, 2000.
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24

25
26 BY: Debra Sutton
27 Debra Sutton, Chapter Secretary
28

29
30 DATED: 11 March 16
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34 Amended by the membership February 24, 2016
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