# RAYMOND PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948 P.O. Box 798 www.pseclassified.org Auburn, Washington 98071-0798 1-866.820.5652

## **Table of Contents**

PREAMBLE 1			
ARTICLE I	MEMBERSHIP	2	
ARTICLE II	DUES	2	
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	6	
ARTICLE VII	MISCELLANEOUS PROVISIONS	8	
ARTICLE VIII	COMMITTEES AND DELEGATES	8	
ARTICLE IX	AMENDMENTS	9	

### PREAMBLE

## A. <u>NAME.</u>

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The name of this Chapter shall be Public School Employees of Raymond 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 Raymond 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.

<sup>16</sup> 17 C. <u>VISION--WHAT WE STRIVE TO ACHIEVE.</u>

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. <u>VALUES--THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT.</u>

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.

•	Support 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 c or political belief, shall be eligible for membership.
Ar an in	ction 1.1.1. Active Member. by classified school employee who is regularly employed by or for the Raymond School District, d who is a member of the Public School Employees of Washington, is eligible for membership this Chapter. A classified employee is one whose position does not require a teaching rtificate.
To sta by Ag	ction 1.1.2. Member in Good Standing. b be eligible to vote and to hold office, a member must be in good standing. To be in good anding, the member shall be employed and current in payment of dues as are required by these laws. Any member who is on authorized leave of absence pursuant to the Collective Bargaining greement, shall retain the right to vote and hold office. Any member who is terminated from apployment shall not be eligible to vote or hold office.
	ARTICLE II
	DUES
	<b><u>1. State Dues.</u></b> shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.
Dı	ction 2.1.1. Chapter Rebates. These 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. 1

- Local membership dues shall be \$1.00 per calendar month. Local dues shall be paid monthly to the 2
- Chapter Treasurer by the school district. Any member who is on an authorized leave of absence pursuant 3
- to the Collective Bargaining Agreement may have three (3) local dues collection suspended upon 4
- approval by the Chapter Board of Trustees. 5

### Section 2.3. Refunds. 7

Membership dues are not refundable except where an error resulting in an overpayment exists. 8

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### Section 3.1. 16

PSE shall be governed by a representative form of government. 17

18 Section 3.2. 19

Members shall suffer no impairment of freedom of speech concerning the operations of this organization. 20 Active discussions of organization affairs shall be encouraged and protected within this organization. 21

**ARTICLE III** 

GOVERNANCE AND OPERATIONS

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### Section 3.3. 23

Members shall have the right to a full and clear accounting of all organizational funds. At all levels such 24 accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal 25 officers or by independent auditors not otherwise connected with the organization, and a financial audit at 26 least once a year which is made available to all members. 27

28 Section 3.4. 29

Members shall have the right to full participation, through discussion and vote, in the decision-making 30 processes of the organization and to pertinent information needed for the exercises of this right. 31

### **GOVERNING BODY** 33

34 Section 3.5.1. Board of Trustees. 35

Except when general meetings of the Chapter are in session, the business and property of this 36 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the 37 membership is vested in the elected Board of Trustees who shall decide all matters affecting the 38 purposes, aims and means of accomplishing the purposes of this Chapter, not specifically provided 39 for in these Bylaws or by action of the members at a regular or special meeting. 40

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### Section 3.5.2. PSE Field Staff.

PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions 43 governing the business of the local Chapter shall be the sole responsibility of the elected officials 44 and membership of the Chapter. 45

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### Section 3.6. OPERATING PRINCIPLES. 1 In order to provide the Chapter with the highest quality direction and management possible, the following 2 operating principles shall guide the Board of Trustees. 3 4 Section 3.6.1. Board/Membership Relationships. 5 A positive, constructive, cooperative relationship between the Board of Trustees and the 6 membership is essential to achieving the mission and vision of the organization. Therefore, the 7 Board and membership will conduct themselves in a way that promotes mutual trust, demonstrates 8 respect for individual dignity, and displays professionalism. The Board shall utilize positive 9 conflict resolution methods and maintain open, honest lines of communication that respect an 10 appropriate chain of command within the Chapter. 11 12 Section 3.6.2. Media. 13 The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries 14 to individual Board members about matters of Chapter concern should be referred to the Chapter 15 President. Inquiries about a position of PSE on any matter of statewide concern or specific 16 legislation should be referred to the Executive Director at State headquarters. 17 18 19 20 ARTICLE IV 21 22 **MEETINGS** 23 24 Section 4.1. 25 General membership meetings of this Chapter shall be held at least four (4) times annually at a time and 26 place to be fixed by the membership or the Board of Trustees. 27 28 Section 4.2. 29 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the 30 President and signed by twenty percent (20%) of the members in good standing of this Chapter. 31 32 Section 4.3. 33 The President shall provide at least five (5) days notification to all members of any meeting called. 34 However, said five (5) days notice may be waived by the Board of Trustees provided that every 35 reasonable effort is employed to notify the membership of the meeting. 36 37 Section 4.4. 38 At any meeting of the membership of this Chapter, each member in good standing present shall be 39 entitled to one (1) vote. A member must be present to vote – no proxy vote will be allowed. Members 40 present shall constitute a quorum. 41

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## 43 Section 4.5. Board of Trustee Meetings.

44 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be 45 called upon motion of a majority of the members of the Board of Trustees to the President. A majority of 46 the members of the Board of Trustees shall constitute a quorum.

### 1 Section 4.6.

- 2 The latest edition of <u>Robert's Rules of Order</u> shall be a reference guide on conducting business at
- meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or of the

4 Public School Employees of Washington.

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## ARTICLE V BOARD OF TRUSTEES

## 12 Section 5.1.

The Board of Trustees shall be composed of the President, Vice President, Secretary-Treasurer, and a unit representative (herein known as a Trustee) elected by the unit from each classification of employees of the school district if represented by the local Public School Employees organization.

### 17 Section 5.2.

<sup>18</sup> The term of office shall be for a period of two (2) years, or until their successors are elected.

### 20 Section 5.3.

The Board of Trustees shall hold regular meetings, and such special meetings as the President or the Board shall deem necessary for the competent management of affairs of the Chapter.

## 2324 Section 5.4.

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.

## 2930 **Duties.**

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### Section 5.5.1. 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.

### 43 Section 5.5.2. 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 5.5.3. Secretary-Treasurer.

1 The Secretary-Treasurer shall ensure that the minutes of general membership meetings and Board 2 of Trustees meetings are duly recorded. It shall be the duty of the Secretary-Treasurer to keep all 3 records of the Chapter, the Board of Trustees, and to perform such other official functions as the 4 President and Board of Trustees may direct. The Secretary-Treasurer shall receive and be 5 accountable for all funds and monies belonging to the Chapter; pay all obligations incurred by the 6 Chapter as authorized by the Board of Trustees; keep an accurate record of receipts and 7 disbursements; and maintain bank accounts and depositories designated by the Board of Trustees. 8 Such money shall be withdrawn only by checks signed by the President and/or Vice President and 9 the Secretary-Treasurer. The Secretary-Treasurer shall render periodical financial reports as 10 required by the Board of Trustees, the membership, of Public School Employees of Washington to 11 ensure that the Chapter is in compliance with all laws and regulations required by the Internal 12 Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be 13 from September 1 to August 31 of the following year, inclusive. The Secretary-Treasurer shall act 14 as custodian of all properties of the Chapter. 15

### Section 5.5.4. 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 in their classification. They will be responsible, along with the Grievance Committee, in advising an employee about their contractual rights.

### **ARTICLE VI**

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

#### Section 6.1. 29

Members shall have the right to fair and democratic elections at all levels of the Chapter. 30

- This includes ten (10) working days notice of nominations and elections, and equal opportunities for 31
- competing candidates to state their qualifications and reasons for seeking office to the Chapter 32
- membership. Elections shall be conducted by secret written ballot and certified by the Chapter Secretary. 33

### Section 6.2. 35

Members shall have an equal right to run and hold office, except those persons set forth in RCW 36 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or appropriate State 37 regulatory agencies as being a "supervisory employee." 38

### Section 6.3. 40

Elections shall be held during the month of May. Terms of office shall be from September 1 through 41 August 31. 42

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### Section 6.4. 44

Nominations may be made by the nominating committee, but whether or not such nominating committee 45 is used, nominations shall be permitted from the floor at the meeting held for the election. 46

### Section 6.5.

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

## 4 Section 6.6.

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

### Section 6.6.1.

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

1314 Section 6.7.

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

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### 18 Section 6.8.

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 Trustees member at least five (5) working days prior to the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed removal.

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### 25 Section 6.9.

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

### 30 Section 6.10.

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 6.10.1.

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 6.10.2.

In the event of a vacancy in the office of Vice President or Secretary-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, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the position may submit a letter, or have three (3) minutes to address the Board prior to the vote to describe their qualifications and reasons they are seeking the position.

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1	Section 6.10.3.
2	Any vacancy shall be filled only for the remainder of the term in which the vacancy occurs;
3	provided, however, that when vacancies occur in the office of Trustee, the President shall direct
4	that a classification meeting be held and that the classification elect a successor for the remainder
5	of the vacant term. Election of the successor must be by majority vote. In the event that more than
6	two candidates run for the office, the candidate with the lowest vote total will be dropped from the
7	ballot after each round of voting until one candidate receives a majority of the votes cast.
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11	ARTICLE VII
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13	MISCELLANEOUS PROVISIONS
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15	Section 7.1.
16	Local Chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always
17	supersede local bylaws where conflict exists.
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19	Section 7.2.
20	This Chapter shall send to the PSE State Office a list of names and addresses of its Board of Trustees and
21	members, together with other information required by PSE and shall notify PSE of all changes in Board
22	members, members, and addresses.
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24	Section 7.3.
25	This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
26	settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or
27	pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
28	agreement which would affect the rights of employees represented by PSE, nor any agreement affecting
29	the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless
30	such agreement is first approved by the Executive Director of Public School Employees of Washington or
31	his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.
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33	<u>Section 7.3.1.</u>
34	Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
35	submitted to the Regional Service Center, who will then forward the original to State headquarters
36	after appropriate copies have been made.
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40	ARTICLE VIII
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42	COMMITTEES AND DELEGATES
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44	Section 8.1. Grievance Committee.
45	A Grievance Committee shall be composed of the Vice President and at least one (1) unit representative
46	from each classification of employees in the Chapter; and shall be responsible for advising members of
47	their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.
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	Chapter Bylaws Page 8 of 9

1 2	Section 8.2. Negotiating Committee. A Negotiating Committee shall consist of a representative elected from each classification of employees
2	represented by this bargaining unit and shall work with the PSE Field Representative in developing
	proposals and negotiating agreements.
4	proposais and negotiating agreements.
5	Section 9.2 Annual Convention Delegates
6	Section 8.3. Annual Convention Delegates.
7	Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the
8	Annual Convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE
9	State Bylaws.
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11	Section 8.4. Audit Committee.
12	An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
13	Chapter.
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15	Section 8.5. Other or Special Committees.
16	The Board of Trustees shall designate such special committees as they determine necessary in the
17	carrying out of the objectives and purposes of this Chapter.
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21	ARTICLE IX
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23	AMENDMENTS
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25	Section 9.1.
26	These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special
27	meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the
28	members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote is
29	to be taken.
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32	Adopted by the membership this 2 <sup>nd</sup> day of August, 1995.
33	Amended by the membership this 2 <sup>nd</sup> day of April, 2002.
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36	/s/ Mary Lou Sell
37	Chapter President
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	Chapter BylawsPage 9 of 9PSE of RaymondApril 2, 2002
	April 2, 2002