

CHAPTER BYLAWS

RAYMOND PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948
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- 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 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 Raymond School District, and who is a member of the 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.

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.

1 **Section 2.2. Local Dues.**

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

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7 **Section 2.3. Refunds.**

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

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14 **GOVERNANCE AND OPERATIONS**

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16 **Section 3.1.**

17 PSE shall be governed by a representative form of government.
18

19 **Section 3.2.**

20 Members shall suffer no impairment of freedom of speech concerning the operations of this organization.
21 Active discussions of organization affairs shall be encouraged and protected within this organization.
22

23 **Section 3.3.**

24 Members shall have the right to a full and clear accounting of all organizational funds. At all levels such
25 accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal
26 officers or by independent auditors not otherwise connected with the organization, and a financial audit at
27 least once a year which is made available to all members.
28

29 **Section 3.4.**

30 Members shall have the right to full participation, through discussion and vote, in the decision-making
31 processes of the organization and to pertinent information needed for the exercises of this right.
32

33 **GOVERNING BODY**

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35 **Section 3.5.1. Board of Trustees.**

36 Except when general meetings of the Chapter are in session, the business and property of this
37 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the
38 membership is vested in the elected Board of Trustees who shall decide all matters affecting the
39 purposes, aims and means of accomplishing the purposes of this Chapter, not specifically provided
40 for in these Bylaws or by action of the members at a regular or special meeting.
41

42 **Section 3.5.2. PSE Field Staff.**

43 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions
44 governing the business of the local Chapter shall be the sole responsibility of the elected officials
45 and membership of the Chapter.
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1 **Section 3.6. OPERATING PRINCIPLES.**

2 In order to provide the Chapter with the highest quality direction and management possible, the following
3 operating principles shall guide the Board of Trustees.
4

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

6 A positive, constructive, cooperative relationship between the Board of Trustees and the
7 membership is essential to achieving the mission and vision of the organization. Therefore, the
8 Board and membership will conduct themselves in a way that promotes mutual trust, demonstrates
9 respect for individual dignity, and displays professionalism. The Board shall utilize positive
10 conflict resolution methods and maintain open, honest lines of communication that respect an
11 appropriate chain of command within the Chapter.
12

13 **Section 3.6.2. Media.**

14 The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries
15 to individual Board members about matters of Chapter concern should be referred to the Chapter
16 President. Inquiries about a position of PSE on any matter of statewide concern or specific
17 legislation should be referred to the Executive Director at State headquarters.
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21 **ARTICLE IV**

22 **MEETINGS**

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25 **Section 4.1.**

26 General membership meetings of this Chapter shall be held at least four (4) times annually at a time and
27 place to be fixed by the membership or the Board of Trustees.
28

29 **Section 4.2.**

30 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
31 President and signed by twenty percent (20%) of the members in good standing of this Chapter.
32

33 **Section 4.3.**

34 The President shall provide at least five (5) days notification to all members of any meeting called.
35 However, said five (5) days notice may be waived by the Board of Trustees provided that every
36 reasonable effort is employed to notify the membership of the meeting.
37

38 **Section 4.4.**

39 At any meeting of the membership of this Chapter, each member in good standing present shall be
40 entitled to one (1) vote. A member must be present to vote – no proxy vote will be allowed. Members
41 present shall constitute a quorum.
42

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.
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1 **Section 4.6.**

2 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
3 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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8 **ARTICLE V**

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10 **BOARD OF TRUSTEES**

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12 **Section 5.1.**

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

16
17 **Section 5.2.**

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

19
20 **Section 5.3.**

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

23
24 **Section 5.4.**

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

29
30 **Duties.**

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32 **Section 5.5.1. President.**

33 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The
34 President shall be made aware of, and supervise all activities of the Chapter; execute all
35 instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the Board
36 of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The President
37 shall appoint all special committees not otherwise provided for in the bylaws of the Chapter,
38 subject to the approval of the Board of Trustees, and serve as an ex-officio member of all
39 committees. The President shall report periodically to the membership regarding the progress and
40 standing of the Chapter in regard to the President's official acts; and perform all other duties of the
41 office.

42
43 **Section 5.5.2. Vice President.**

44 The Vice President shall provide such assistance to the President as requested; serve as
45 Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties of
46 that office; and in the case of permanent disability or resignation of the President, shall succeed to
47 that office for the unexpired portion of the current term of office.

1 **Section 6.5.**

2 To be eligible, a member must be in good standing for one (1) year immediately preceding the election.
3

4 **Section 6.6.**

5 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
6 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days
7 advance notice shall be given the membership prior to the holding of the election.
8

9 **Section 6.6.1.**

10 All members of the Chapter shall be eligible to vote for the positions of President, Vice President,
11 and Secretary-Treasurer. In the election of a Trustee, only members in the classification of
12 employees that the Trustee will represent shall be allowed to vote.
13

14 **Section 6.7.**

15 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
16 contained in these Bylaws.
17

18 **Section 6.8.**

19 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
20 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
21 must be given to the Board of Trustees member at least five (5) working days prior to the date of the
22 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
23 removal.
24

25 **Section 6.9.**

26 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for
27 removal of the member by the Board of Trustees. Removal of a Board member because of excessive
28 absenteeism shall not require the two-thirds (2/3) vote of the membership.
29

30 **Section 6.10.**

31 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance
32 with the procedures set forth below:
33

34 **Section 6.10.1.**

35 In the event the President cannot serve the remainder of his/her current term, the Vice President
36 shall serve as President for the completion of the term.
37

38 **Section 6.10.2.**

39 In the event of a vacancy in the office of Vice President or Secretary-Treasurer, all members shall
40 be notified of the vacancy and nominations solicited for the position. Nominations shall be
41 accepted for a period of twenty (20) calendar days following the notification to members. The
42 President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act
43 upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the position
44 may submit a letter, or have three (3) minutes to address the Board prior to the vote to describe
45 their qualifications and reasons they are seeking the position.
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1 **Section 8.2. Negotiating Committee.**

2 A Negotiating Committee shall consist of a representative elected from each classification of employees
3 represented by this bargaining unit and shall work with the PSE Field Representative in developing
4 proposals and negotiating agreements.

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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 2nd day of August, 1995.
33 Amended by the membership this 2nd day of April, 2002.

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36 _____
37 /s/ Mary Lou Sell
38 Chapter President
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