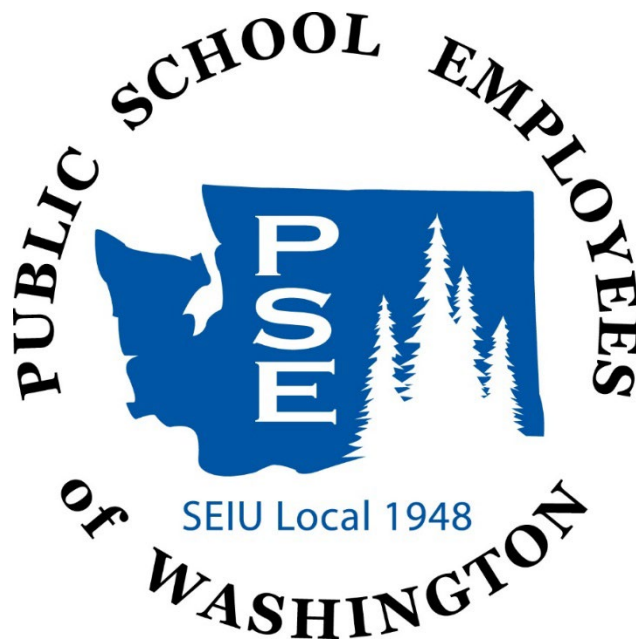


CHAPTER BYLAWS

RICHLAND OFFICE PROFESSIONALS

Last Revision – April 9, 2025



PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948
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1 **PREAMBLE**

2
3 Employees organize primarily to secure better wages and better working conditions.

4
5 We hold that they also organize in order to participate in the decisions which affect them at work. One
6 of the fundamental tenets of democratic government is the consent of the governed.

7
8 We are both employees and citizens.

9
10 Collective bargaining is the expression of citizenship in employment. Participation in the political life
11 of the nation, state, local municipality, and school district is but another aspect of that citizenship.

12
13 In the same way that we are organized to improve the terms and conditions of employment, we are
14 equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American
15 life. Amidst unparalleled abundance, there should not be want.

16
17 We are under a solemn obligation to represent the members of this organization forcefully and
18 effectively in negotiations with the management of the Richland School District and to conduct
19 internal organizational affairs according to democratic standards.

20
21 THEREFORE, we, the office personnel of the Richland School District, in meeting, adopt these
22 Bylaws this 23rd day of September 2002.

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25 **ARTICLE I**

26
27 **NAME**

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29 **Section 1.1.**

30 The name of this Chapter shall be Public School Employees of Richland Association of Educational
31 Office Personnel (RAEOP) and shall be an affiliate of Public School Employees of Washington (PSE),
32 a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This
33 organization was chartered by Public School Employees of Washington on March 27, 1975.

34
35 **Section 1.2.**

36 This organization shall be at all times subject to the provisions of the Articles of Incorporation and
37 Bylaws of PSE.
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42 **ARTICLE II**

43 **FISCAL YEAR**

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45 **Section 2.1.**

46 The organization’s fiscal year will be from September 1 through August 31.
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ARTICLE III

PURPOSE AND OBJECTIVE

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Section 3.1.

The purpose of the organization is to encourage personal and professional growth in all members; to give a forum and provide strength for resolving of grievances and setting of goals for negotiations.

Section 3.2. Objectives.

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45
- A. To carry out and assist on a local basis the objectives and purpose of PSE.
 - B. To promote the organization of PSE in the Richland School District.
 - C. To promote the welfare of the membership, the office personnel of the Richland School District, and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic, and effective method to achieve this.
 - D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays, and other conditions of employment for the office personnel of the Richland School District.
 - E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the office personnel from the state legislators.
 - F. To establish better fellowship and understanding among office personnel and to strive for their overall betterment through training, legislation, and organization benefits.

ARTICLE IV

MEMBERSHIP

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Section 4.1. Eligibility.

Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex, or political belief, who meets the requirements hereinafter listed shall be eligible for membership.

All persons regularly employed as office personnel (as defined by PSE) by or in the Richland School District, and who are members of the PSE, are eligible for membership in the organization.

1 **Section 4.2. Rights.**

- 2 A. Members shall suffer no impairment of freedom of speech concerning the operation of this
3 organization. Active discussions of organization affairs shall be encouraged and protected
4 within this organization.
5
- 6 B. Members shall have the right to fair and democratic elections at all levels of the organization.
7 This includes due notice of nominations and elections, equal opportunities for competing
8 candidates, and proper election procedures, which shall be specifically set forth.
9
- 10 C. Members shall have an equal right to run and hold office, except those persons set forth in
11 RCW 41.56.030, Par. 2-a, b, and c; and those employees classified by either state statute or
12 appropriate state regulatory agencies as being a “supervisory employee.”
13
- 14 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
15 levels such accounting shall include, but not be limited to, periodic reports to the membership
16 by appropriate fiscal officer(s) or by independent auditors not otherwise connected with the
17 organization, and a financial audit at least once a year which is made available to all members.
18
- 19 E. Members shall have the right to full participation, through discussion and vote, in the decision-
20 making processes of the organization and to pertinent information needed for the exercises of
21 this right.
22
- 23 F. Members shall be informed of the proposed contract changes resulting from negotiations
24 between the negotiating committee and District for their review a minimum of twenty-four (24)
25 hours prior to any vote on contract changes.
26
27
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29 **ARTICLE V**

30 **MEETINGS**

31 **Section 5.1. General Membership Meetings.**

32 General membership meetings of this organization shall be held at least two (2) times annually at a
33 time, date, and place to be fixed by the membership or the Board of Trustees.
34

35 **Section 5.2. Special Meetings.**

36 Special meetings may be called by the President (or Co-Presidents), the Board of Trustees, or by
37 petition filed with the President (or Co-Presidents) and signed by twenty percent (20%) of the
38 members of this organization.
39

40 **Section 5.3. Notification.**

41 The President (or Co-Presidents) shall provide at least five (5) days’ notification to all members of any
42 meeting called. However, in the event of an emergency, said five (5) days’ notice may be waived by
43 the Board of Trustees provided that every reasonable effort is employed to notify the membership of
44 the meeting.
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1 **Section 5.4. Quorum.**

2 At any meeting of the membership of this organization, each member present shall be entitled to one
3 (1) vote. A member must be present to vote. No proxy vote will be allowed. A minimum of five (5)
4 members must be present to constitute a quorum before any organization business may be transacted.
5 At any regular meeting a simple majority of the members present shall be necessary to take action
6 requiring organization approval / disapproval. The Board of Trustees shall be composed of the
7 President, Vice President, Secretary, Membership Officer, Treasurer, and a unit representative (herein
8 known as a trustee) elected by the unit from each classification of employees of the school district if
9 represented by the local Public School Employees organization.
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13 **ARTICLE VI**

14 **MANAGEMENT AND BOARD OF TRUSTEES**

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17 **Section 6.1. Management.**

18 The business and property of this organization shall be managed by a Board of Trustees, except when
19 the meetings of the organization are in session. All matters affecting the purposes, aims, and means of
20 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by
21 action of the members at a regular or special meeting, shall be decided by the Board of Trustees.
22

23 **Section 6.2. Board of Trustees.**

- 24 A. The Board of Trustees shall be composed of the President (or Co-Presidents), Vice President,
25 Secretary, and Treasurer.
26
27 B. The term of office of the trustees of this organization shall be for a period of two (2) years from
28 the date of installation, which shall be in May. Election of officers will be:
29
 - Even year – President and Treasurer.
 - Odd year – Vice President and Secretary.
30
31 C. The Board of Trustees shall hold meetings as needed and such special meetings that the
32 President (or Co-Presidents) or the Board shall deem necessary for the competent management
33 of affairs of the organization.
34
35 D. Each member of the Board of Trustees shall possess one (1) vote in matters coming before the
36 Board. All voting at meetings of the Board of Trustees shall be by each member present in
37 person, and voting by proxy shall not be allowed.
38
39

40 A majority of the members of the Board of Trustees shall constitute a quorum. A declaration of
41 emergency, to allow a proxy vote, must be made by majority vote of the Board of Trustees. A
42 simple majority of votes taken will approve/disapprove the proposed action.
43

- 44 E. Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership
45 at any regular or special meeting of the membership of the organization. Notice of the proposed
46 removal of the trustee must be given to the trustee five (5) days prior to the date of the meeting
47 at which the removal is to be voted upon. Such notice to the trustee must state the cause for the
48 proposed removal.

1
2 **Section 6.3. Conflict of Interest – Union Representatives for Family Members.**

3 The Board of Trustees shall have the authority to determine if a potential conflict of interest, due to
4 family relationship, arises due to inherent bias in matters of representation. This determination does not
5 preclude other members from participating as silent observers in these proceedings. This by-law
6 applies to disciplinary actions, conflict resolution, and any other official representation.
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10 **ARTICLE VII**

11 **OFFICERS – NOMINATIONS, ELECTIONS, AND VACANCY**

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14 **Section 7.1. Officers.**

15 The officers of this organization shall be President (or Co-Presidents), Vice President, Secretary and
16 Treasurer. All officers shall be elected for a term of two (2) years, effective upon installation, which
17 shall be in May.
18

19 **Section 7.2. Eligibility.**

20 To be eligible for office, a member must be in good standing for one (1) year immediately preceding
21 the election, except in the initial election held in this organization, and must qualify under the
22 provisions of Article IV, Section 2-C.
23

24 **Section 7.3. Nominations.**

25 Nominations may be made by the nominating committee, but whether or not such nominating
26 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.
27

28 **Section 7.4. Election.**

29 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
30 members a reasonable opportunity to vote. At least ten (10) days' advance notice shall be given the
31 membership prior to the holding of the election.
32

33 **Section 7.5.**

- 34 A. Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer
35 and trustee contained in these Bylaws.
36
37 B. Except to the extent specified in the Bylaws, no officer of this organization shall have the
38 power to act as agent for, or otherwise bind this organization in any way whatsoever. No
39 member or group of members or any other person or persons shall have the power to act on
40 behalf of or otherwise bind the organization except to the extent specifically authorized in
41 writing by the President (or Co-Presidents) or Board of Trustees of the organization.
42

43 **Section 7.6. Vacancy.**

44 If a vacancy occurs in an office, the position shall be filled by appointment of the Board of Trustees,
45 subject to ratification by vote of the membership at the next regular meeting.
46

47 In the event that one (1) Co-President steps down during his/her term of office, the Board of Trustees
48 shall decide whether to appoint a successor or continue for the remainder of the term with a single

1 President. Choice of a successor shall be subject to ratification of the membership at the next regular
2 meeting. The decision not to appoint a successor shall also be subject to ratification at the next regular
3 meeting.

4
5 Should the membership decide to continue with one (1) President, there will not be considered to be a
6 vacancy of office for the remainder of the term.

ARTICLE VIII

DUTIES OF OFFICERS

Section 8.1. President (or Co-Presidents).

15 The President (or Co-Presidents) shall preside at all meetings of the organization and of the Board of
16 Trustees. The President (or Co-Presidents) shall supervise all activities of the organization; execute all
17 instruments on its behalf; appoint all special committees of the organization subject to the approval of
18 the Board of Trustees; report periodically to the membership regarding the progress and standing of the
19 organization in regard to the President's (or Co-Presidents') official acts; perform all other duties as
20 prescribed in the Bylaws and perform other such duties usually inherent in such office.

Section 8.2. Vice President.

23 The Vice President shall act for the President (or Co-Presidents) in his/her (their) absence, shall be the
24 Legislative Liaison, Membership Chairman, and shall perform such other acts as the President (or Co-
25 Presidents) and/or Board of Trustees may direct.

Section 8.3. Secretary.

28 The Secretary (and President or Co-Presidents) shall keep all records of the organization, the Board of
29 Trustees, and perform other such acts as the President (or Co-Presidents) and/or Board of Trustees may
30 direct.

Section 8.4. Treasurer.

33 The Treasurer shall receive and be accountable for all funds and moneys belonging to the Chapter, pay
34 all obligations incurred by the Chapter as authorized by the Board of Trustees, keep an accurate record
35 of receipts and disbursements, and maintain bank accounts and depositories designated by the Board of
36 Trustees. Such money shall be withdrawn only by checks signed by two of the following: President,
37 Vice President, Secretary, and the Treasurer. The Treasurer shall render periodical financial reports as
38 required by the Board of Trustees, the membership, or Public school Employees of Washington to
39 ensure that the Chapter is in compliance with all laws and regulations required by the Internal Revenue
40 Service and the Department of Labor. The fiscal year for all financial reports shall be from September
41 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties of
42 the Chapter.

Section 8.5. Mileage Reimbursement for Officers.

45 Each board member (President, Vice President, Secretary, and Treasurer) will be compensated for the
46 Association's business travel. Compensation will be based on the State of Washington mileage
47 allowance. Mileage will not exceed two hundred dollars (\$200.00) per board member per school year.

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ARTICLE IX

COMMITTEES AND DELEGATES

Section 9.1. Nominating Committee.

The Nominating Committee shall consist of three (3) members appointed by the Board of Trustees or elected by the membership to make nominations. It will be the responsibility of the committee to recruit and present a slate of candidates for the election to fill the various offices of the organization. It will also be the committee's responsibility to select candidates to serve on the Negotiating Committee.

Section 9.2. Grievance Committee.

The Board of Trustees shall serve as the Grievance Committee.

Section 9.3. Negotiating Committee.

The Negotiating Committee shall consist of the President (or Co-Presidents), and one (1) unit representative from each of the following: elementary, middle, high, special programs, Stevens Center, and administration building. Candidates shall be chosen by the Nominating Committee. Vacancies shall be filled by election during the regular yearly elections.

Section 9.4. Special Committees.

The Board of Trustees shall designate such special committees as it determines necessary.

Section 9.5. Seminar Delegates.

Delegates shall be selected by the membership at a regular meeting.

Section 9.6. Convention Delegates.

Delegates to attend State PSE Convention will be elected via secret ballot at a Chapter meeting. Each Delegate agrees to supply the Chapter Treasurer with a personal check in the amount of the cost of the convention registration for that person. The check will be returned to the Delegate once they attend convention and are present in the business sessions.

If an elected delegate fails to attend the convention, they will be responsible for reimbursing the chapter for their registration and any other costs already paid out, provided the chapter cannot cancel these expenses in time to receive a refund from PSE.

Section 9.6.1. Chapter Financial Support for Delegates.

The chapter shall pay for up to four (4) voting delegates to attend the convention each year, up to the budgeted amount for that year.

Section 9.6.2. Allocation of Funds

1. Registration fees shall be paid first.
2. Hotel accommodations shall be covered next.

- 1 3. Meals and mileage will be reimbursed up to the remaining budget after registration and
2 hotel costs have been paid. Meals will be reimbursed using the State’s per diem charts
3 Any meals over the allotted funds and alcoholic beverage purchases will be the
4 responsibility of the delegate. Delegates are asked to ride share if possible. Whoever
5 drives is asked to fill their vehicle prior to the trip and when returning top off their tank
6 and provide that receipt to the treasurer for reimbursement.
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10 ARTICLE X

11 PARLIAMENTARY AUTHORITY

12 Section 10.1. Robert’s Rules Of Order –Newly Revised.

13 *Robert’s Rules Of Order – Newly Revised* shall govern the organization in which they are applicable
14 and in which they are not in conflict with the Constitution, Bylaws, and special rules of this
15 organization or the PSE.
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21 ARTICLE XI

22 DISSOLUTION OF ORGANIZATION

23 Section 11.1.

24 This organization shall continue until a majority of the membership votes to dissolve the organization.
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31
32 BY: */e-signed by Shawnee Cataldo/*
33 Shawnee Cataldo, Chapter Secretary
34

35 DATE: *Apr. 11, 2025*
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37

38 Adopted by the membership May 22, 1985

39 Amended by the membership on September 23, 2002

40 Amended by the membership on March 24, 2004 – Article IV, Section 4.2. “F”

41 Amended by the membership on January 7, 2014 – Article VIII, added Section 8.5

42 Amended by the membership on August 22, 2023

43 Amended by the membership on April 9, 2025
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45
46
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48