

CHAPTER BYLAWS

RICHLAND ASSOCIATION OF PARAEDUCATORS

Public School Employees of Washington/SEIU Local 1948

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TABLE OF CONTENTS

	<u>Page</u>
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	9
ARTICLE IX AMENDMENTS	10
SIGNATURE PAGE	11

1
2
3
4
5
6
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P R E A M B L E

A. **NAME.**

The name of this chapter shall be Public School Employees of Richland Association of Paraeducators 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. This organization was chartered by Public School Employees of Washington on March 27, 1975.

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

It is the mission of Public School Employees of Richland Association of Paraeducators 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.

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

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. **VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT.**

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.

- 1 • Embodying honesty and integrity in our conduct and relationships with others.
- 2
- 3 • Treating others fairly, equally and respecting their individual dignity.
- 4
- 5 • Recognizing individual worth.
- 6
- 7 • Supporting creativity, innovation, and constructive changes in the organization.
- 8
- 9 • Demonstrating accountability for our performance, actions, and behavior.
- 10
- 11 • Doing the professional, technical, organizational, and ethically “right” thing as opposed
- 12 to the easy, popular, or politically expedient thing.
- 13
- 14 • Demonstrating a high level of social responsibility.
- 15
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18 ARTICLE I

19 MEMBERSHIP

20 **Section 1.1.**

21 Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national
22 origin, sex, or political belief, shall be eligible for membership.

23 **Section 1.1.1. Active Member.**

24 Any classified school employee who is regularly employed by or for the Richland School
25 District, who performs Paraeducator duties, and who is a member of Public School Employees
26 of Washington, is eligible for membership in this chapter. A classified employee is one whose
27 position does not require a teaching certificate.

28 **Section 1.1.2. Member In Good Standing.**

29 To be eligible to vote and to hold office, a member must be in good standing. To be in good
30 standing, the member shall be employed and current in payment of dues as are required by these
31 bylaws. Any member, who is on authorized leave of absence pursuant to the Collective
32 Bargaining Agreement, shall retain the right to vote and hold office. Any member who is
33 terminated from employment shall not be eligible to vote or hold office.

34 ARTICLE II

35 DUES

36 **Section 2.1. State Dues.**

37 State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

1 **Section 2.1.1. Chapter Rebates.**

2 Dues rebates from the state organization shall be received by the chapter in accordance with the
3 provisions of the state bylaws.

4
5 **Section 2.2. Local Dues.**

6 Local membership dues shall be seventy-five cents (\$0.75) per month. Local dues shall be paid
7 monthly to the chapter Treasurer by the school district. Any member, who is on an authorized leave of
8 absence pursuant to the Collective Bargaining Agreement, may have local dues collection suspended
9 upon approval by the Chapter Board of Trustees.

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11 **Section 2.3. Refunds.**

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

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18 **ARTICLE III**

19 **GOVERNANCE AND OPERATIONS**

20 **Section 3.1.**

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

22
23 **Section 3.2.**

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

27
28 **Section 3.3.**

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

33
34 **Section 3.4.**

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

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40 **Section 3.5. GOVERNING BODY.**

41 **Section 3.5.1. Board of Trustees.**

42 Except when general meetings of the chapter are in session, the business and property of this
43 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
44 the membership is vested in the elected Board of Trustees who shall decide all matters
45 affecting the purposes, aims and means of accomplishing the purposes of this chapter, not
46

1 specifically provided for in these bylaws or by action of the members at a regular or special
2 meeting.

3
4 **Section 3.5.2. PSE Field Staff.**

5 PSE field staff shall work closely with the chapter in an advisory position. All decisions
6 governing the business of the local chapter shall be the sole responsibility of the elected
7 officials and membership of the chapter.

8
9 **Section 3.6. OPERATING PRINCIPLES.**

10 In order to provide the chapter with the highest quality direction and management possible, the
11 following operating principles shall guide the Board of Trustees.

12
13 **Section 3.6.1. Board/Membership Relationships.**

14 A positive, constructive, cooperative relationship between the Board of Trustees and the
15 membership is essential to achieving the mission and vision of the organization. Therefore, the
16 board and membership will conduct themselves in a way that promotes mutual trust,
17 demonstrates respect for individual dignity, and displays professionalism. The board shall
18 utilize positive conflict resolution methods and maintain open, honest lines of communication
19 that respect an appropriate chain of command within the chapter.

20
21 **Section 3.6.2. Media.**

22 The President, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
23 to individual board members about matters of chapter concern should be referred to the chapter
24 President. Inquiries about a position of PSE on any matter of statewide concern or specific
25 legislation should be referred to the executive director at state headquarters.

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28 **ARTICLE IV**

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30 **MEETINGS**

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33 **Section 4.1.**

34 General membership meetings of this chapter shall be held at least three (3) times annually at a time
35 and place to be fixed by the membership or the Board of Trustees.

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37 **Section 4.2.**

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

40
41 **Section 4.3.**

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

1 **Section 4.4.**

2 At any meeting of the membership of this chapter, each member in good standing present shall be
3 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed.
4

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

6 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
7 be called upon motion of a majority of the members of the Board of Trustees to the President. A
8 majority of the members of the Board of Trustees shall constitute a quorum.
9

10 **Section 4.6.**

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

18 **BOARD OF TRUSTEES**
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21 **Section 5.1.**

22 The Board of Trustees shall be composed of the President, Vice President, Secretary/Membership
23 Officer, and Treasurer.
24

25 **Section 5.2.**

26 The term of office shall be for a period of two (2) years.
27

28 **Section 5.3.**

29 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
30 board shall deem necessary for the competent management of affairs of the Chapter.
31

32 **Section 5.4.**

33 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
34 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
35 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
36 quorum.
37

38 **Section 5.5. Duties.**

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40 **Section 5.5.1. President.**

41 The President shall preside at all meetings of the chapter and of the Board of Trustees. The
42 President shall be made aware of, and supervise all activities of the chapter; execute all
43 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
44 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The
45 President shall appoint all special committees not otherwise provided for in the bylaws of the
46 chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of

1 all committees. The President shall report periodically to the membership regarding the
2 progress and standing of the chapter in regard to the President's official acts; and perform all
3 other duties of the office.
4

5 **Section 5.5.2. Vice President/Grievance Officer.**

6 The Vice President shall provide such assistance to the President as requested; shall, in the
7 absence of the President, perform duties of that office; and in the case of permanent disability
8 or resignation of the President, shall succeed to that office for the unexpired portion of the
9 current term of office.
10

11 **Section 5.5.3. Secretary/Membership Officer.**

12 The Secretary/Membership Officer shall ensure that the minutes of general membership
13 meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary
14 to keep all records of the chapter, the Board of Trustees, and to perform such other official
15 functions as the President and Board of Trustees may direct.
16

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

23 **Section 5.5.4. Treasurer.**

24 The Treasurer shall receive and be accountable for all funds and monies belonging to the
25 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees; keep
26 an accurate record of receipts and disbursements; and maintain bank accounts and depositories
27 designated by the Board of Trustees. Such money shall be withdrawn ~~only~~ by checks signed by
28 the President and/or Vice President and the Treasurer, or by debit card. Both the President and
29 the Treasurer will be issued a debit card for use of purchases approved by the board. The
30 Treasurer shall render periodical financial reports as required by the Board of Trustees, the
31 membership, or Public School Employees of Washington to ensure that the chapter is in
32 compliance with all laws and regulations required by the Internal Revenue Service and the
33 Department of Labor. The fiscal year for all financial reports shall be from September 1 to
34 August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties
35 of the chapter.
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39 **ARTICLE VI**

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

41 **Section 6.1.**

42 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
43 five (5) working days notice of nominations and elections, and equal opportunities for competing
44 candidates to state their qualifications and reasons for seeking office to the chapter membership.
45 Elections shall be conducted by secret written ballot and certified by the chapter Secretary.
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1 **Section 6.2.**

2 Members in good standing shall have an equal right to run and hold office, except those persons set
3 forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or
4 appropriate state regulatory agencies as being a “supervisory employee.”
5

6 **Section 6.3.**

7 Elections shall be held during the month of May or June. Terms of office shall be from date of election
8 to next date of election.
9

10 **Section 6.4.**

11 Nominations may be made by the nominating committee, but whether or not such nominating
12 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
13

14 **Section 6.5.**

15 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
16 conducted as to afford all members a reasonable opportunity to vote. At least five (5) working days
17 advance notice shall be given the membership prior to the holding of the election.
18

19 **Section 6.5.1.**

20 All members of the Chapter in good standing shall be eligible to vote for the positions of
21 President, Vice President, Secretary/Membership Officer, and Treasurer.
22

23 **Section 6.6.**

24 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
25 contained in these bylaws.
26

27 **Section 6.7.**

28 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
29 membership at any regular or special meeting of the chapter. Written notice of the proposed removal
30 must be given to the Board of Trustee member at least five (5) working days prior to the date of the
31 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
32 removal.
33

34 **Section 6.8.**

35 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
36 for removal of the member by the Board of Trustees. Removal of a board member because of
37 excessive absenteeism shall not require the 2/3 vote of the membership.
38

39 **Section 6.9.**

40 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
41 accordance with the procedures set forth below:
42

43 **Section 6.9.1.**

44 In the event the President cannot serve the remainder of his/her current term, the Vice President
45 shall serve as President for the completion of the term.
46

1 **Section 6.9.2.**

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

10 **Section 6.9.3.**

11 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
12 occurs. (Election of the successor must be by majority vote of members present at election
13 meeting.) In the event that more than two candidates run for the office, the candidate with the
14 lowest vote total will be dropped from the ballot after each round of voting until one candidate
15 receives a majority of the votes cast.
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19 **ARTICLE VII**

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21 **MISCELLANEOUS PROVISIONS**
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23 **Section 7.1.**

24 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always
25 supersede local bylaws where conflict exists.
26

27 **Section 7.2.**

28 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees
29 and members, together with other information required by PSE and shall notify PSE of all changes in
30 board members, members, and addresses.
31

32 **Section 7.3.**

33 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
34 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
35 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
36 agreement which would affect the rights of employees represented by PSE, nor any agreement affecting
37 the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless
38 such agreement is first reviewed and approved by the Executive Director of Public School Employees
39 of Washington or his/her designee, provided decisions of the executive director may be appealed to the
40 Board of Directors.
41

42 **Section 7.3.1.**

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

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the Board of Trustees, 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 the Board of Trustees and elected members from each classification as follows: Health Room, Bus Lot, ERR, Life Skills, Structured, BESST, Cert./Lic, General Elementary, Middle School, and High School, ECEAP Pre-School, Developmental pre-school, and Resource Room. Election of these representatives will be during the last membership meeting of the school year. All negotiating committee members shall work with the PSE field representative in developing proposals and negotiating agreements.

Section 8.3. Building Stewards.

Building Stewards shall consist of a volunteer representative from each building site represented by the bargaining unit who shall work closely with the trustees. This committee shall be an information and resource liaison between the Board of Trustees and members.

Section 8.4. Communication Committee.

The Communication Committee shall consist of a newsletter editor and other members who shall keep members informed regarding issues of concern to chapter members by use of social media. This committee shall submit chapter news that maybe of state-wide interest to the regional office for possible publication in the PSE Voice by the 10th of each month.

Section 8.5. Governmental Affairs Committee.

The Governmental Affairs Committee shall work as a liaison between chapter members and the zone representative on the state PSE Legislative Council. Names and address of all committee members shall be submitted to Public School Employees of Washington, and PSE shall be notified of any changes in members or addresses.

Section 8.6. Annual Convention and Legislative Conference Delegates.

Delegates shall be elected by secret ballot. Approved expenses of registration, lodging, meals, and transportation fuel shall be paid for by the Richland Paraeducators Union.

8.6.1. Delegate Requirements.

Delegates must write a check to the Chapter Treasurer for the amount of Convention or Legislative Conference Registration. Once the Convention delegate has completed the Mandatory Activities of Convention, the delegates check will be voided. All Convention delegates must give a thirty-five (35) day cancelation notice before the first day of Convention. There are no refunds for Legislative Conference. The above conditions are subject to emergency medical situations that Delegates may encounter.

1 Mandatory Activities at Convention:

2 Elected Delegates, whose convention expenses are paid from Association funds, are expected to
3 carry out the following on behalf of the membership.
4

- 5 1. All Delegates shall attend all scheduled business meetings and Leadership Training Expo.
- 6 2. All Delegates shall be present to vote on the issues before the body at the business
7 meetings.
- 8 3. All Delegates shall attend the Zone 1 Caucus meeting.
- 9 4. All Delegates shall attend the closing executive Director’s speech and Ceremonies.

10
11 **Section 8.7. Audit Committee.**

12 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
13 chapter.
14

15 **Section 8.8. 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**

22 **AMENDMENTS**

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25 **Section 9.1.**

26 These bylaws may be amended by a majority vote of the Membership present at any regular or special
27 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
28 members at least five (5) working days prior to the meeting at which said vote is to be taken.
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SIGNATURE

BY: Katie Phillips 3/9/17
Chapter Secretary Date

Adopted January 1989
Amended March 2004
Amended October 2016
Amended December 2016