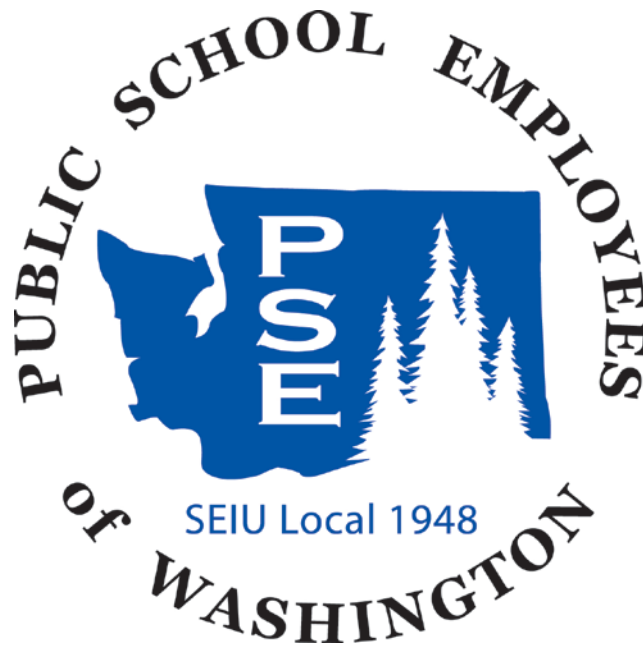


CHAPTER BYLAWS

RIVERSIDE



Public School Employees of Washington/SEIU Local 1948
P.O. Box 798
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1 **PREAMBLE**

2
3 **A. NAME**

4 The name of this chapter shall be Public School Employees of Riverside School District and
5 shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-
6 for-profit 501 (c) 5 labor organization operating under the laws of the State of Washington.

7
8 **B. MISSION – OUR PURPOSE FOR EXISTING**

9 It is the mission of Public School Employees of Riverside to work closely with Public School
10 Employees of Washington/SEIU Local 1948 to support the membership through collective
11 bargaining and the protection of those rights, promote educational enrichment opportunities,
12 encourage membership growth, and provide quality leadership while working closely with the
13 state legislature in an effort to enact laws which will represent the best interest of all classified
14 school employees in the state of Washington.

15
16 **C. VISION – WHAT WE STRIVE TO ACHIEVE**

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

22
23 Through the successful pursuit of our commitment, we expect our services, programs, and
24 activities to achieve a leadership position in representing all classified employees. As a result,
25 PSE, our members, PSE employees, the school district in which we work, and the community in
26 which we live grow and prosper.

27
28 **D. VALUES – THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE**
29 **AND CONDUCT**

30
31 Recognizing the needs of members and PSE staff, we are committed to:

- 32
- 33 • Striving for excellence and demonstrating pride in our work.
- 34 • Having open, honest communications.
- 35 • Providing high-quality service.
- 36 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
- 37 to be based on trust and concern for the rights and welfare of others.
- 38 • Embodying honesty and integrity in our conduct and relationships with others.
- 39 • Treating others fairly, equally and respecting their individual dignity.
- 40 • Recognizing individual worth.
- 41 • Supporting creativity, innovation, and constructive changes in the organization.
- 42 • Demonstrating accountability for our performance, actions, and behavior.
- 43 • Doing the professional, technical, organizational, and ethically “right” thing as opposed
- 44 to the easy, popular, or politically expedient thing.
- 45 • Demonstrating a high level of social responsibility.
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ARTICLE I

MEMBERSHIP

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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.

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Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Riverside School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, 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

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Section 2.1. State Dues.

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

Section 2.2. Chapter Rebates

Dues rebates from the State organization shall be received by the chapter in accordance with the provisions of the State Bylaws.

Section 2.3. Local Dues.

Any classified school employee who is regularly employed by or for the Riverside School District is eligible for local membership. Local membership dues shall be \$.50 per month and shall be paid monthly to the chapter treasurer by the school district by payroll deduction. Local membership enables the employee (chapter member) the right to vote and hold office at the chapter and state level. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon approval of the chapter Board of Trustees.

Section 2.4. Refunds.

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

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ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

A representative form of government shall govern PSE.

Section 3.2.

Chapter members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active, yet respectful, discussions of organization affairs shall be encouraged and protected within this organization.

Section 3.3.

Chapter members shall have the right to a full and clear accounting of all organizational funds. Accounting shall include, but not be limited to periodic reports to the membership by the appropriate fiscal officers or by an independent auditor, appointed by the President, not otherwise connected with the chapter. A financial audit will be completed at least once a year and/or whenever a change in fiscal officers takes place.

Section 3.4.

Chapter 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 exercise of this right.

Section 3.5.

The chapter members shall ratify the final negotiated collective bargaining agreement and any related documentation between the Chapter and Riverside School District at a regular or special meeting before it is signed by the President.

ARTICLE IV

MEETINGS

Section 4.1.

General membership meetings of this chapter shall be held at least four (4) times annually at a time and place to be fixed by the membership or the Board of Trustees. The Board of Trustees will set a meeting calendar by October 1 and post the meeting schedule to the membership.

Section 4.2.

Special meetings may be called by the president, the Board of Trustees, or by petition filed with the president and signed by twenty-five percent (25%) of the members in good standing of this chapter.

1 **Section 4.3.**

2 The president shall provide at least five (5) workdays notification to all members for all meetings
3 called.

4
5 **Section 4.4.**

6 At any meeting of the membership of this chapter, each member in good standing present shall
7 be entitled to one (1) vote. A member must be present to vote – no proxy vote will be allowed. A
8 minimum of 25% of the members in good standing on record with the PSE state office on the
9 date of the meeting must be present to constitute a quorum before any chapter business may be
10 transacted.

11
12 It is recognized that for this organization to function in a representative manner the business of
13 the organization must be able to take place at meetings where appropriate membership
14 notification has been given. If a quorum is not reached at a meeting where the appropriate notice
15 of the meeting has been given, then the issue of amendment of the quorum number present in
16 Section 4.4 of these bylaws will be considered at the next meeting. The quorum at the next
17 meeting will be the number of members present at the previous meeting as well as that number
18 being the proposal for the new permanent quorum.

19
20 **Section 4.5.**

21 When meeting with the District the President will be accompanied by one (1) or more members
22 of the Board of Trustees.

23
24 **Section 4.6.**

25 The rules contained in the latest version of *Robert’s Rules of Order Newly Revised* shall be a
26 reference guide for conducting business at meetings where they are applicable and in which they
27 are not inconsistent with PSE state bylaws, these bylaws and with any special rules of order this
28 chapter may adopt.

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31
32 **ARTICLE V**

33
34 **BOARD OF TRUSTEES**

35
36 **Section 5.1.**

37 The Board of Trustees shall be composed of the President, Past President, Vice President,
38 Secretary, Treasurer, and Sergeant-at-Arms (elected by the membership); Trustees (elected by
39 each classification of employees), and Building Representative (elected by each building).

- 40
41 Classifications:
- | | |
|-----------------------|---------------------------------|
| 1. Food Service | 6. Grounds Keeper |
| 2. Paraeducator | 7. Maintenance |
| 3. Secretary | 8. Specialist |
| 4. Computer A.V. Tech | 9. Vocational Business Operator |
| 5. Custodian | |
- 42
43
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46

- 1 Buildings: 1. Chattaroy Elementary 4. Riverside High (including ISP)
2 2. Riverside Elementary 5. Maintenance & Vocational Shops
3 3. Riverside Middle
4

5 **Section 5.1.1.**

6 The President, Past President, Vice President, Secretary, Treasurer and Sergeant-at-Arms
7 will constitute the Executive Board.
8

9 **Section 5.1.2.**

10 Except when general meetings of the chapter are in session, the business and property of
11 this chapter shall be managed by the Board of Trustees. The authority to govern and act
12 on behalf of the membership is vested in the elected Board of Trustees who shall decide
13 all matters affecting the purposes, aims and means of accomplishing the purposes of this
14 chapter, not specifically provided for in these bylaws or by action of the members at a
15 regular or special meeting. A spokesperson will be elected.
16

17 **Section 5.2.**

18 The Board of Trustees shall hold regular meetings, and such special meetings as the president or
19 the Board of Trustees shall deem necessary for the competent management of affairs of the
20 chapter.
21

22 **Section 5.3.**

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

28 **Section 5.4.**

29 The Board of Trustees shall appoint all special committees not otherwise provided for in these
30 bylaws. The Board of Trustees shall appoint a Trustee to serve as an ex-officio member of each
31 committee.
32

33 **Section 5.5.**

34 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3)
35 majority vote of the membership of the chapter. Written notice of the proposed removal must be
36 given by the Recall Committee to the Board of Trustee member at least five (5) workdays prior
37 to the date of the meeting at which the removal is to be voted upon. Such notice must state the
38 cause for the proposed removal. Grounds for recall shall include, but are not limited to
39 misconduct or neglect of duty.
40

41 The Board of Trustee member shall be entitled to present evidence at the recall meeting. If
42 needed, the chapter may petition the PSE Zone 2 Director for assistance with any recall effort.
43

44 **Section 5.6.**

45 Unexcused absences from three (3) consecutive meetings of the Board of Trustees and/or the
46 chapter shall be due cause for removal from office. Removal of a Board Member because of

1 excessive absenteeism shall not require the 2/3 vote of the membership. To qualify as an excused
2 absence, notification to another Board Member must be made at least 24 hours prior to the
3 meeting time (except in the case of an emergency). After the 2nd unexcused absence by a Board
4 Member, a notice will be sent to said member by the President that they will be removed from
5 the Board following the next scheduled meeting if they are not in attendance.

6
7 **Section 5.7.**

8 The Board of Trustees shall fill a vacancy in any position, except that of president, in accordance
9 with the procedures set forth below:

10
11 **Section 5.7.1.**

12 In the event of a vacancy in the office of Vice President, Secretary, Treasurer or
13 Sergeant-at-Arms, all members shall be notified of the vacancy and nominations solicited
14 for the position. Nominations shall be accepted for a period of twenty (20) calendar days
15 following the notification to members. The President, at his/her discretion, may either
16 call a special meeting of the Board of Trustees, or act upon the vacancy at the next
17 regularly scheduled board meeting. Each candidate for the position may submit a letter,
18 or have three (3) minutes to address the board prior to the vote to describe their
19 qualifications and reasons they are seeking the position.

20
21 **Section 5.7.2.**

22 Any vacancy shall be filled only for the remainder of the term in which the vacancy
23 occurs; provided, however, that when vacancies occur in the office of Trustee or Building
24 Representative, the President shall direct that a classification or building meeting
25 (whichever is appropriate) be held and that the classification or building elect a successor
26 for the remainder of the vacant term. Election of the successor must be by majority vote.
27 In the event that more than two candidates run for the office, the candidate with the
28 lowest vote total will be dropped from the ballot after each round of voting until one
29 candidate receives a majority of the votes cast.

30
31 **Section 5.8.**

32 In the event of a vacancy in the office of President, the Vice President will succeed to that office
33 for the remainder of the term of office and one additional year.

34
35 **Section 5.9. PSE Field Staff.**

36 PSE Field Staff shall work closely with the chapter in an advisory position. Furthermore, it
37 would be the responsibility of the PSE Field Staff to respond to the direction of the Board of
38 Trustees. All decisions governing the business of the local chapter shall be the sole responsibility
39 of the elected officials and membership of the chapter. Field Staff shall provide any and all
40 correspondence to the Executive Board prior to sending the correspondence to any outside party.

41
42 **Section 5.10. Operating Principals.**

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

1 **Section 5.10.1. Board/Membership Relationships.**

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

8
9 **Section 5.10.2. Media.**

10 The Board of Trustees shall determine the media representative, the designee, and the
11 primary spokesperson for the chapter. Media inquiries to individual board members about
12 matters of chapter concern should be referred to the media representative or his/her
13 designee. Inquiries about a position of PSE on any matter of statewide concern or specific
14 legislation should be referred to the executive director at state headquarters.

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18 **ARTICLE VI**

19
20 **OFFICERS, NOMINATIONS AND ELECTIONS**

21
22 **Section 6.1.**

23 Members shall have the right to fair and democratic elections at all levels of the chapter. This
24 includes five (5) working days notice of nominations and elections, and equal opportunities for
25 competing candidates to state their qualifications and reasons for seeking office to the chapter
26 membership. Elections shall be conducted by secret written ballot and certified by the chapter
27 secretary and sergeant-at-arms. Ballots must be retained for one (1) year.

28
29 **Section 6.2.**

30 Members shall have an equal right to run and hold office, except those persons set forth in RCW
31 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
32 state regulatory agencies as being a “supervisory employee”.

33
34 **Section 6.3.**

35 Elections shall be held in the spring and terms of office shall be one (1) year, from September 1
36 through August 31.

37
38 **Section 6.3.1.**

39 Beginning with the year 2013 election, a President will be elected by the membership.
40 Beginning in the year 2014, the Vice President will succeed to the office of President and
41 serve for one (1) year, causing the President to succeed to the office of Past President and
42 this practice will continue from that point forward.

43
44 **Section 6.3.2.**

45 All other officers, trustees and building representatives will be elected annually in the
46 spring and serve for one (1) year.

1 **Section 6.4.**

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

5
6 **Section 6.5.**

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

9
10 **Section 6.6.**

11 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall
12 be so conducted as to afford all members a reasonable opportunity to vote. At least five (5)
13 workdays advance notice shall be given the membership prior to the holding of the election.

14
15 **Section 6.6.1. Absentee Voting.**

16 Members whose work shift for the Riverside School District overlaps the entire meeting
17 time causing them to not be able to attend the meeting will be allowed to vote prior to the
18 beginning of their work shift on the day of the meeting by giving their ballot to an
19 Executive Board Member or their Building Representative in a sealed envelope. This
20 option for voting is only available to those members whose work shift for the Riverside
21 School District overlaps the entire meeting time. Absentee voters will be counted when
22 determining if a quorum has been reached.

23
24 **Section 6.6.2.**

25 All members of the chapter shall be eligible to vote for the positions of Vice President,
26 Secretary, Treasurer and Sergeant-at-Arms. In the election of a Trustee or Building
27 Representative, only members in each classification of employees and/or building that the
28 Trustee or Representative will represent shall be allowed to vote.

29
30 **Section 6.7.**

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

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36 **ARTICLE VII**

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38 **DUTIES OF OFFICERS AND REPRESENTATIVES**

39
40 **Section 7.1. President.**

41 The President shall preside at all meetings of the chapter and of the Board of Trustees and shall
42 work closely at all times with the Vice President. The President shall be made aware of all
43 activities in the chapter, work with PSE Field Staff and the Board of Trustees to achieve the
44 mission, vision, goals, and objectives of the chapter. The President shall report periodically to the
45 membership regarding the progress and standing of the chapter in regard to the President's
46 official acts; and perform all other duties of the office. Another Trustee shall accompany the

1 President, or any member of the Board of Trustees, when meeting with the District at all times.
2 The term of office shall be for a period of one (1) year.

3
4 **Section 7.2. Past President.**

5 The Past President shall, in the absence of the President and Vice President, perform duties of
6 that office; assist the President in an advisory capacity; and perform such other duties as assigned
7 by the President. The term of office shall be for a period of one (1) year.

8
9 **Section 7.3. Vice-President.**

10 The Vice President shall provide such assistance to the President as requested; serve as
11 chairperson of the Grievance Committee; shall, in the absence of the President, perform duties of
12 that office; and in the case of permanent disability or resignation of the President, shall succeed
13 to that office for the remainder of the term of office and one additional year. The term of office
14 shall be for a period of one (1) year.

15
16 **Section 7.4. Secretary.**

17 The Secretary shall ensure that the minutes of general membership meetings, Board of Trustee
18 meetings and Labor/Management meetings are duly recorded. It shall be the duty of the
19 Secretary to keep all records of the chapter, the Board of Trustees, and to perform such other
20 official functions as the President and Board of Trustees may direct. They shall notify the
21 Building Representatives of all meetings and FYI's. They shall provide an FYI flyer to Building
22 Representatives. The Secretary shall send to the PSE State Office a list of names and addresses
23 of its Board of Trustees and members, together with other information required by PSE and shall
24 notify PSE of all changes in Board Members, members, and addresses. The term of office shall
25 be for a period of one (1) year.

26
27 **Section 7.5. Treasurer.**

28 The Treasurer shall receive and be accountable for all funds and monies belonging to the
29 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees; keep
30 an accurate record of receipts and disbursements; and maintain bank accounts and depositories
31 designated by the Board of Trustees. Such money shall be withdrawn only by checks signed by
32 the President and/or Vice President and the Treasurer. The Treasurer shall render periodic
33 financial reports as required by the Board of Trustees, the membership, or Public School
34 Employees of Washington/SEIU Local 1948 to ensure that the chapter is in compliance with all
35 laws and regulations required by the Internal Revenue Service and the Department of Labor. The
36 fiscal year for all financial reports shall be from September 1 to August 31 of the following year,
37 inclusive. The Treasurer shall act as custodian of all properties of the chapter. It shall be the duty
38 of the Treasurer to maintain a current and accurate list of members of the chapter in coordination
39 with the membership information section at PSE state headquarters; ensure that all members are
40 paying dues; render periodic membership reports as required by Public School Employees of
41 Washington/SEIU Local 1948; and perform such official functions as the President and Board of
42 Trustees may direct. The term of office shall be for a period of one (1) year.

43
44 **Section 7.6. Sergeant-at-Arms.**

45 The Sergeant-at-Arms shall be responsible to maintain order at all meetings; at the request of the
46 President, will keep an orderly flow to those members wishing to speak at meetings; be informed

1 of procedural rules as stated in the latest edition of *Robert's Rules of Order Newly Revised*, the
2 bylaws of this chapter, and the standing rules for meetings adopted by this chapter; shall ensure
3 meetings are conducted accordingly and shall rule in any controversy regarding parliamentary
4 procedures; in conjunction with the Treasurer, will ensure that those persons attending meetings
5 are members in good standing; and will assist with elections. The term of office shall be for a
6 period of one (1) year.

7
8 **Section 7.7. Trustee.**

9 A Trustee shall represent the classification of employees which elected them and express to the
10 Board of Trustees the needs, desires, and concerns of the members in their classification. They
11 will be responsible, along with the Grievance Committee, in advising an employee about their
12 contractual rights. No Trustee shall meet with the District unless accompanied by another
13 member of the Board of Trustees. The term of office shall be for a period of one (1) year.

14
15 **Section 7.8. Building Representatives.**

16 The Building Representatives shall be accountable to the member of the Board of Trustees in
17 their building. They shall be in charge of distributing flyers, receiving information and
18 transferring that information to the appropriate members. The term of office shall be for a period
19 of one (1) year.

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23 **ARTICLE VIII**

24
25 **MISCELLANEOUS PROVISIONS**

26
27 **Section 8.1.**

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

30
31 **Section 8.2.**

32 This chapter shall not enter into any collective bargaining agreement, amendment thereto,
33 dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver
34 which affects or pertains to wages, hours or working conditions of the employees in the
35 bargaining unit, or any agreement which would affect the rights of employees represented by
36 PSE, nor any agreement affecting the scope of any collective bargaining unit, with the District,
37 Employer, or other entity or agent, unless such agreement is first approved by the Executive
38 Director of Public School Employees of Washington/SEIU Local 1948 or his/her designee
39 (provided decisions of the Executive Director may be appealed to the State Board of Directors),
40 and ratified by the membership.

41
42 **Section 8.2.1.**

43 Original signed copies of all documents pertaining to issues outlined in Section 8.2 shall
44 be submitted to the Regional Office, who will then forward the original to state
45 headquarters after appropriate copies have been made.

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ARTICLE IX

COMMITTEES AND DELEGATES

Section 9.1. Grievance Committee.

The Grievance Committee shall be composed of the Executive Board and the Trustee of the classification presenting the grievance and chaired by the Vice President. The Grievance Committee shall be responsible for advising members of their rights as outlined in the State Bylaws, State Grievance Panel.

Section 9.2. Negotiating Committee.

A Negotiating Committee shall consist of the Executive Board and at least one representative elected from each classification of employees represented by this bargaining unit. The Negotiating Committee shall work with the PSE field representative in developing proposals for negotiations.

Section 9.2.1. Bargaining Team.

The bargaining team will consist of the President, PSE Field Representative and five (5) members of the Negotiating Committee elected by that body.

Section 9.3. Convention Delegates.

Convention Delegates shall be elected by the members at a general meeting held in the spring by secret ballot. Approved expenses incurred by elected delegates attending the convention shall be paid by the chapter or in accordance with appropriate provisions of PSE State Bylaws.

Section 9.4. Audit Committee.

An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the chapter once per year.

Section 9.5. Other or Special Committees.

The Board of Trustees shall designate such special committees (i.e. membership, insurance, legislative) as they determine necessary in the carrying out of the objectives and purposes of this chapter.

Section 9.6. Recall Committee.

The Recall Committee will consist of the President and each Trustee; provided, however, the officer is not the subject of the recall. The purpose of the committee is to investigate allegations of misconduct of a member of the Board of Trustees. The committee will prepare a written notice to the officer and arrange for a recall meeting.

If needed, the committee may petition the PSE Zone 2 Director for assistance with any recall effort.

1 **Section 9.7. District Committees.**

2 The Board of Trustees will appoint members to serve on district based committees when
3 participation is requested by the District. These committees may include but are not limited to
4 Calendar; Professional Development; etc.
5
6
7

8 **ARTICLE X**

9
10 **AMENDMENTS**

11
12 **Section 10.1.**

13 These Bylaws may be amended by a vote of the membership at any regular or special meeting
14 thereof, providing that a notice of the intent to amend any specific provision be given to the
15 members of the Board of Trustees at least five (5) workdays prior to the meeting at which said
16 vote is to be taken.
17

18 **Section 10.2.**

19 Any member of the organization may submit requests for a bylaw change to the Board of
20 Trustees utilizing the following rules:
21

- 22 1. All material must be written plainly or typed and signed by the sender and respective
23 member.
- 24 2. In addition to the resolution itself, material should include the reason for the proposal
25 and, if known, any portion of the Bylaws which is to be amended to conform to the
26 proposed policy, practice or regulation.
- 27 3. The name, email address and telephone number of the person(s) preparing the resolution
28 must be included in case the Board of Trustees needs to contact the sponsor for
29 clarification.
- 30 4. All material should be given to the Chapter President at least ten (10) workdays prior to
31 the meeting at which the vote is to be taken.
32
33
34

35 BY _____ /Signed By/
36 Chapter Secretary

37
38
39 DATE: _____ May 31, 2013
40
41

42 Adopted by the membership September 8, 1983
43 Amended October 29, 2001
44 Amended March 2, 2006
45 Amended April 28, 2008
46 Amended February 21, 2013