

CHAPTER BYLAWS

(Amended May 12, 2023)

PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW SCHOOL DISTRICT



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 of the
6 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 of the
11 nation, State, local municipalities, 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 equally
14 dedicated to exerting ourselves, individually and collectively, to fulfill the promise of American life. Amidst
15 unparalleled abundance, there should not be want.

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

20
21 THEREFORE, we, the classified school employees of Riverview School District, in meeting, adopt these
22 Bylaws this 28th day of May, 1980.

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25 **ARTICLE I**

26
27 **RECOGNITION**

28
29 The name of this organization shall be the Public School Employees of Riverview School District.

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32 **ARTICLE II**

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34 **AFFILIATION**

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36 This local organization shall be affiliated with and be a chapter of the Public School Employees of
37 Washington/SEIU Local 1948, a not-for-profit 501(c)(5) labor organization operating under the laws of
38 the State of Washington. This organization was chartered by Public School Employees of Washington/SEIU
39 Local 1948 on June 9, 1980.

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42 **ARTICLE III**

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44 **CONTINUITY / DISSOLUTION**

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46 This organization shall continue until a majority of all members vote to dissolve the organization.

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ARTICLE IV

OBJECTIVES / PURPOSE

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
- B. To promote the organization of Public School Employees in the Riverview School District.
- C. To promote the welfare of the membership and the classified employees of the Riverview 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 classified employees of Riverview 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 classified school employees from the State Legislators.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation, and Association benefits.

ARTICLE V

MEMBERSHIP

Section 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.

- A. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington/SEIU Local 1948) by or in Riverview School District and are members of the Public School Employees of Washington/SEIU Local 1948, are eligible for membership in the organization.

Section 2. Membership Dues.

- A. Application for membership shall be made on a Dual Authorization form or electronic application provided by a PSE Member.

- 1 B. Local dues of this organization shall be one dollar (\$1) per month, not to exceed twelve
2 dollars (\$12) annually.
3
4 C. Local dues in accordance with the amount in Section 2(B) shall be deducted from the October
5 pay warrants. Persons employed after the start of the school year shall be prorated
6 accordingly.
7
8 D. When a member is unemployed for more than twenty (20) days in any calendar month and
9 does not receive unemployment compensation or sick pay or other remuneration, they may be
10 entitled to credit for dues for the period of unemployment, not to exceed six (6) months in any
11 calendar year.
12
13 E. Dues Mistakes. Membership dues are not refundable except where an error resulting in an
14 overpayment exists. Members who feel there has been an error should provide, in a timely
15 manner, their PSE field representative with pay stubs that show the amounts mistakenly
16 withheld along with an explanation of the error.
17
18 F. Chapter Rebates. In accordance with the State Bylaws Article IV, the chapter shall receive
19 dues rebates from the State organization if a chapter member attends the convention and
20 completes tax filing requirements with the State Office. The rebate shall be in accordance
21 with the amount listed in Article IV of the State Bylaws of the total monthly dues paid.
22

23 To qualify for rebates, the chapter must: (1) have filed a Chapter Financial Report (CFR) for
24 the previous fiscal year with the PSE State Office; and (2) send at least one (1) delegate to the
25 annual PSE convention the previous year.
26

27 **Section 3. Rights.**

- 28
29 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
30 organization. Active discussions of organizational affairs shall be encouraged and protected
31 within this organization.
32
33 B. Members shall have the right to fair and democratic elections at all levels of the organization.
34 This includes due notice of nominations and elections, equal opportunities for competing
35 candidates, and proper election procedures which shall be specifically set forth.
36
37 C. Members shall have an equal right to run and hold office.
38
39 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
40 levels such accounting shall include, but not be limited to, periodical reports to the membership
41 by appropriate fiscal officers or by independent auditors not otherwise connected with the
42 organization, and a financial audit at least once a year which is made available to all members.
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44 E. Members shall have the right to full participation, through discussion and vote, in the decision
45 making processes of the organization and to pertinent information needed for the exercises of this
46 right.
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ARTICLE VI

MEETINGS

Section 1.

General membership meetings of this organization shall be held at least two (2) times a year at a time and place to be fixed by the Board of Trustees. Meetings may be inclusive of electronic meeting spaces.

Section 2.

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

Section 3.

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

Section 4.

At any meeting of the membership of this organization, each member present shall be entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A simple majority of those present at any meeting will constitute a quorum.

Section 5.

A member(s) may be appointed by the Board of Trustees to act as Sergeant-At-Arms at chapter meetings.

Section 6.

Meetings may be held in person or virtually. Voting for Officers and Convention Delegates must be voted for in person. All other matters of voting may be held electronically.

ARTICLE VII

MANAGEMENT

Section 1.

The business and property of this organization shall be managed by a Board of Trustees, except when the meetings of the organization are in session. All matters affecting the purposes, aims and means of accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting shall be decided by the Board of Trustees. The Board of Trustees shall prepare and submit to the membership no later than the fall general membership meeting a proposed annual budget for review and approval.

Section 2.

The Board of Trustees shall be composed of the President (or Co-Presidents), Vice President, Secretary, Treasurer, Legislative Representative, Membership Officer, and a unit representative elected by the unit from each of the following classifications of employees of the school district represented by the local Public School Employees organization.

1 **Classifications:**

- 2 A. Maintenance / Operations
- 3 B. Food Service
- 4 C. Secretarial / Clerical
- 5 D. Paraeducators
- 6 E. Transportation
- 7 F. Specialists

8
9 **Section 3.**

10 The term of office of the Trustees of this organization other than Officers shall be for a period of two (2)
11 years from the date of election.

12
13 **Section 4.**

14 The Board of Trustees shall meet at least two (2) times a year, and such special meetings as the President or
15 the Board shall deem necessary for the competent management of affairs of the organization.

16
17 **Section 5.**

18 Each member of the Board of Trustees shall possess one (1) vote on matters coming before the Board. All
19 voting at meetings of the Board of Trustees shall be by each member present in person, inclusive of virtual
20 meeting spaces, and voting by proxy shall not be allowed. A majority of the members of the Board of
21 Trustees shall constitute a quorum.

22
23 **Section 6.**

24 Any Trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any
25 regular or special meetings of the membership of the organization. Notice of the proposed removal of the
26 Trustee must be given to the trustee five (5) days prior to the date of the meeting at which the removal is to
27 be voted upon. Such notice to the Trustee must state the cause of the proposed removal.

28
29 **Section 7.**

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

33
34 **Section 8. Board Minutes.**

35 The minutes from Board meetings shall be distributed to members in the same manner as chapter meeting
36 minutes. Issues of a confidential nature shall be communicated in a manner that respects the members'
37 best interests.

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42 **ARTICLE VIII**

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44 **OFFICERS, NOMINATIONS AND ELECTIONS**

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46 **Section 1. Officers.**

47 The officers of this organization shall be a President (or Co-Presidents), a Vice President, a Secretary, a
48 Treasurer, a Legislative Representative, and a Membership Officer. All officers shall be elected for a term of

1 two (2) years. Elections shall be held in May of each year. Officers shall serve from September 1 through
2 August 31 of their second year. President and Secretary shall be elected in odd/even years and Vice President
3 and Treasurer elected in a separate even/odd years so that terms are staggered.

4
5 **Section 2. Board of Trustee Vacancies.**

6 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled
7 by a remaining Trustee. If the Trustee is an Officer, such selection shall be from nominations from the
8 membership at large. All other Trustee vacancies shall be filled from the classification of which they are
9 representatives. Such an appointee shall serve during the unexpired term of the Trustee whose position has
10 become vacant.

11
12 **Section 3. Nominations.**

13 Nominations may be made by the Nominating Committee, but whether or not the Nominating Committee is
14 used, nominations shall be permitted from the floor at the meeting to elect officers.

15
16 **Section 4. Eligibility.**

17 To be eligible for office, a member must be in good standing for thirty (30) calendar days immediately
18 preceding the election, except in the initial election held in this organization, and must qualify under the
19 provisions of Article V, Section 3-C. Members may nominate themselves or another member, so long as
20 that member is not a free-rider or any other individual seeking to nominate a free-rider. Consistent with
21 PSE State Bylaws, free-riders shall not participate in chapter elections in any manner and no free-rider shall
22 be recognized as a chapter leader by PSE. Further, a previous free-rider may not run for office in PSE until
23 they have signed a dual authorization membership form and have been a regular dues-paying member for
24 at least twelve (12) months.

25
26 **Section 4.5. Elections.**

27 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
28 members a reasonable opportunity to vote. At least fifteen (15) calendar days advance notice shall be given
29 the membership prior to the holding of the election.

30
31 **Section 6. Obligation.**

32 Every Officer and Trustee shall, upon assuming office, subscribe to the obligation of an Officer and Trustee,
33 contained in these Bylaws.

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36 **ARTICLE IX**

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38 **DUTIES OF OFFICERS**

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40 **Section 1. President.**

41 The President shall preside at all meetings of the organization and of the Board of Trustees. The President
42 shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks
43 drawn against the fund of the organization; appoint all special committees of the organization, subject to the
44 approval of the Board of Trustees; report periodically to the membership regarding the progress and standing
45 of the organization in regard to the President's official acts; perform all other duties as described in the
46 Bylaws and perform such other duties usually inherent in such office. In acknowledgement of the overall
47 time and responsibility associated with the position, the President shall receive compensation in the amount
48 of one hundred dollars (\$100) per month while serving in their position.

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Section 2. Co-Presidents.

Co-Presidents may be elected upon approval of the Board of Trustees and general membership. Good faith efforts will be made to adhere to a clearly defined separation of duties and authority. It shall be the responsibility of the Co-Presidents to provide clear information and direction to each other, the Board and membership regarding the business and activities of the chapter. In acknowledgement of the overall time and responsibility associated with the position, each Co-President shall receive compensation in the amount of one hundred dollars (\$100) per month while serving in their position.

Section 3. Vice President.

The Vice President shall act for the President in the President's absence and perform such other acts as the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the organization, in place of the President. In acknowledgement of the overall time and responsibility associated with the position, the Vice President shall receive compensation in the amount of seventy-five (\$75) per month while serving in their position.

Section 4. Secretary.

It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct. In acknowledgement of the overall time and responsibility associated with the position, the Secretary shall receive compensation in the amount of seventy-five (\$75) per month while serving in their position.

Section 5. Treasurer.

The Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Vice President and the Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of the organization. In acknowledgement of the overall time and responsibility associated with the position, the Treasurer shall receive compensation in the amount of seventy-five (\$75) per month while serving in their position.

Section 6. Legislative Representative.

The Legislative Representative shall be responsible for communicating legislative issues between the membership and the State and Zone levels of Public School Employees of Washington/SEIU Local 1948. The Legislative Representative shall lead the chapter delegation to the Legislative Conference. In acknowledgement of the overall time and responsibility associated with the position, the Legislative Representative's dues will be reimbursed at a rate of one hundred percent (100%) of total dues paid monthly or annually while serving in their position.

Section 7. Membership Officer.

Conducts New Employee Orientations (NEO). Partners with Board of Trustees to facilitate New Employee Orientations (NEO). Supports expansions of member recruitment efforts. Collects and distributes member dual authorization cards (if used in lieu of electronic sign up) to membership@pseofwa.org. In acknowledgement of the overall time and responsibility associated with the position, the Membership Officer dues will be reimbursed at a rate of one hundred percent (100%) of total dues paid monthly or annually while serving in their position.



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ARTICLE X

MISCELLANEOUS PROVISIONS

Section 1.

This organization shall be, at all times, subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington/SEIU Local 1948.

Section 2.

Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as an agent for or otherwise bind this organization in any way whatsoever. No member or group of members or any other person or persons shall have the power to act on behalf of or otherwise bind the organization except to the extent specifically authorized in writing by the President or Board of Trustees of the organization.

Section 3.

The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws, and special rules of this organization or of the Public School Employees of Washington/SEIU Local 1948.

ARTICLE XI

COMMITTEES AND DELEGATES

Section 1. Grievance Committee.

A Grievance Committee shall be composed of the President and/or Vice President and at least one (1) unit representative from each represented unit of the Chapter.

Section 2. Negotiating Committee.

The Negotiating Committee is responsible for effectively and forcefully representing the best interests of the individual classifications, while at the same time representing the best interests of the entire Association. It shall be authorized to reach tentative agreement with the District on membership concerns.

- A. The Committee shall be comprised of one representative elected by each classification and the Chapter President who shall serve as the voting chair. A PSE Field Representative shall assist the committee in a non-voting capacity. Members of the Board of Trustees who are not elected members of the Negotiating Committee shall be eligible to attend all Association caucuses in a non-voting capacity.
- B. Members shall be notified in writing five (5) working days prior to any ratification vote. The five (5) working day requirement may be waived in an emergency by eight (8) of the eleven (11) members of the Board of Trustees or a three-quarters (3/4) majority of those voting.
- C. All ratification votes shall be by secret ballot. Each general job classification listed in Article VII, Section 2 shall be provided with color coded ballots.

1 D. In order for the agreement to be ratified, the following conditions must be met:

- 2
- 3 1. More than fifty percent (50%) of the members in attendance must vote to approve.
 - 4
 - 5 2. More than twenty-five percent (25%) of the members in attendance from each of the general job
 - 6 classifications must approve the agreement.
 - 7

8 E. If the agreement is not ratified, the Negotiating Committee shall re-enter negotiations with the
9 District. When the ratification package is presented for the third or subsequent time, ratification
10 shall be by a simple majority of all members.

11

12 **Section 3. Audit Committee.**

13 An Audit Committee shall be selected by the Board of Trustees.

14

15 **Section 4. Other or Special Committees.**

16 The Board of Trustees shall designate such special committees as they determine necessary in the carrying
17 out of the objectives and purposes of this organization.

18

19 **Section 5. Building Representatives.**

20 One person per location (Cedarcrest, Carnation, Cherry Valley, District Office, Maintenance, Riverview
21 Learning Center, Stillwater, Tolt, and Transportation) will be designated to disseminate union business.
22 Building Representatives may volunteer or may be appointed. Position does not have a vote and does not sit
23 on the Board of Trustees.

24

25 **Section 6. Labor Management Committee.**

26 Labor Management Committee shall be composed of President and/or Vice President, the PSE Field
27 Representative and other unit representatives needed to address issues and topics.

28

29 **Section 7. Legislative Conference.**

30 The election for Legislative Conference attendees shall be done at the Fall general meeting and the
31 determination of how many members may attend will be decided by those members present and will
32 depend on the availability of chapter funds after budgeting for Convention Delegate costs. Once elected
33 to attend the Legislative Conference, the chapter members shall have expenses paid by the chapter or in
34 accordance with appropriate provisions of PSE State Bylaws (may access rebate funds to send members
35 to Legislative Conference).

36

37 **Section 8. Convention Delegates.**

38 Delegates and Alternates for the annual Convention of the Public School Employees of Washington shall
39 be selected by the Chapter at the final regular meeting of the school year. In case neither the Delegates
40 nor the Alternates are able to attend the Convention, the Treasurer must be informed, so he/she can apply
41 for a refund of any monies paid for the Convention.

42

43 **Section 8. Bylaws Committee.**

44 The Board of Trustees shall appoint a Bylaws Committee to work with the Field Representative to review
45 and update, as necessary, the Chapter Bylaws.

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ARTICLE XII
AMENDMENTS

Section 1.

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

BY: Tracy Graves
Tracy Graves, Chapter President

DATE: May 17th, 2023

- Adopted by the membership this 13th day of April, 1989
- Amended by the membership on December 17, 1992
- Amended by the membership on October 24, 2002
- Amended by the membership on May 3, 2007
- Amended by the membership on March 14, 2013
- Amended by the membership on May 12, 2023

