

CHAPTER BYLAWS

SELKIRK



Public School Employees of Washington/SEIU Local 1948
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1 **P R E A M B L E**

2
3 **A. NAME**

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5 The name of this Chapter shall be Public School Employees of Selkirk and shall be an affiliate of
6 Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor
7 organization operating under the laws of the State of Washington. This organization was chartered by
8 Public School Employees of Washington on January 1, 1978.

9
10 **B. MISSION - OUR PURPOSE FOR EXISTING**

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

17
18 **C. VISION - THAT WE STRIVE TO ACHIEVE**

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

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

30
31 **D. VALUES-THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT**

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

MEMBERSHIP

Section 1.1. 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.

Section 1.2. Active Member.

Any classified school employee who is regularly employed by or for the Selkirk School District, and who is a member of Public School Employees of Washington, is eligible for membership in this Chapter. A classified employee is one whose position does not require a teaching certificate.

Section 1.3. Member in Good Standing.

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

ARTICLE II

DUES

Section 2.1. Local Dues.

- A. Application for membership shall be made on an authorization form provided by the Board of Trustees. Unless such form includes a valid authorization for payroll deduction dues, the application shall be accompanied by the current month dues
- B. Membership dues of this organization shall be two dollars (\$2.00) per month.
- C. The district shall remit membership dues monthly to the Chapter Treasurer, no later than the 15th day of the month in which they become due. The members who are paying dues through a system of regular payroll deduction shall, for as long as they continue to pay through such payroll deduction, be considered to be in good standing.

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

Section 2.2. State Dues.

State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.

Section 2.3. Chapter Rebates.

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

1 **Section 2.4. Refunds.**

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

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8 **GOVERNANCE AND OPERATIONS**
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10 **Section 3.1.**

11 PSE shall be governed by a representative form of government.
12

13 **Section 3.2.**

14 Members shall suffer no impairment of freedom of speech concerning the operations of this
15 organization. Active discussions of organization affairs shall be encouraged and protected within this
16 organization.
17

18 **Section 3.3.**

19 Members shall have the right to a full and clear accounting of all organization funds. At all levels such
20 accounting shall include, but not be limited to, periodical reports to the membership by appropriate
21 fiscal officers or by independent auditors not otherwise connected with the Chapter, and a financial
22 audit at least once a year which is made available to all members.
23

24 **Section 3.4.**

25 Members shall have the right to full participation, through discussion and vote, in the decision making
26 process of the Chapter and to pertinent information needed for the exercises of this right.
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30 **ARTICLE IV**

31 **MEETINGS**
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34 **Section 4.1. General Membership Meetings.**

35 General membership meetings of this Chapter shall be held a minimum of two (2) times annually, one
36 (1) at the beginning of each school year and one (1) towards the end of the school year, at a time and
37 place to be fixed by the membership or the Board of Trustees.
38

39 **Section 4.2. Special Meetings.**

40 Special meetings may be called by the President or Co-President(s), the Board of Trustees or by
41 petition filed with the President or Co-President(s) and signed by twenty percent (20%) of the
42 members of this Chapter.
43

44 **Section 4.3. Meeting Notification.**

45 The President or Co-President(s) shall provide at least five (5) workdays notification to all members of
46 any meeting called. However, said five (5) workdays notice may be waived by the Board of Trustees
47 provided that every reasonable effort is employed to notify the membership of the meeting.
48



1 Meetings for elections will allow for ten (10) workdays notice per Section 6.4 of these bylaws, and
2 meetings for election of convention delegates will allow fifteen (15) days' notice, per federal law.
3

4 **Section 4.4. Voting.**

5 At any meeting of the membership of this Chapter, each member present shall be entitled to one vote.
6 A member must be present to vote – no proxy vote will be allowed. A majority of the members present
7 will constitute a quorum.
8

9 **Section 4.5.**

10 The latest edition of Robert's Rules of Order Newly Revised shall govern this Chapter in all cases in
11 which they are applicable, and in which they are not inconsistent with the PSE State Bylaws, these
12 Bylaws and special rules of order this Chapter may adopt.
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16 **ARTICLE V**

17 **BOARD OF TRUSTEES**

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20 **Section 5.1.**

21 The business and property of this Chapter shall be managed by a Board of Trustees, except when the
22 meetings of the Chapter are in session. All matters affecting the purposes, aims and means of
23 accomplishing the purposes of this Chapter, not specifically provided for in these Bylaws or by action
24 of the members at a regular or special meeting shall be decided by the Board of Trustees.
25

26 **Section 5.2.**

27 The Board of Trustees shall be composed of the President or Co-President(s), Vice President
28 (optional), Secretary, Treasurer and a unit representative (herein known as a trustee) elected by the unit
29 from each of the following classifications of employees of the school district if represented by the local
30 Public School Employees organization. The President or Co-President(s), Vice President (optional),
31 Secretary, and Treasurer may fill their office as well as the role of unit representative for their
32 classification.
33

- 34 Classifications: 1 Transportation
35 2. Food Service
36 3. Secretarial
37 4. Custodial/Maintenance
38 5. Paraeducators/Specialists/Assistants
39

40 **Section 5.3.**

41 The term of office of the trustees of this Chapter shall be for a period of two (2) years from the date of
42 election.
43

44 **Section 5.4.**

45 The Board of Trustees shall hold regular meetings a minimum of two (2) times per year, and such
46 special meetings as the President or Co-President(s) or the Board shall deem necessary for the
47 competent management of affairs of the Chapter.
48

1 **Section 5.5.**

2 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
3 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
4 by proxy shall not be allowed. A majority of the members of the Board of Trustees present shall
5 constitute a quorum.
6

7 **Section 5.6.**

8 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any
9 regular or special meeting of the membership of the Chapter. Notice of the proposed removal of the
10 trustee must be given to the trustee five (5) workdays prior to the date of the meeting at which the
11 removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal.
12

13 **Section 5.7.**

14 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
15 for removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
16 absenteeism shall not require the two-thirds (2/3) vote of membership.
17

18 **Section 5.8.**

19 The Board of Trustees in accordance with the procedures set forth below shall fill a vacancy in any
20 position, except that of President or Co-President(s).
21

22 **Section 5.8.1.**

23 In the event the President or Co-President(s) cannot serve the remainder of his/her current term,
24 the Vice President shall serve as President or Co-President for the completion of the term. In
25 the event that a Vice President has not been elected, the Board of Trustees will determine the
26 method for filling a Co-President(s) office.
27

28 **Section 5.8.2.**

29 In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all members
30 shall be notified of the vacancy and nominations solicited for the position. Nominations shall
31 be accepted for a period of twenty (20) calendar days following the notification to members.
32 The President or Co-Presidents, at his/her discretion, may either call a special meeting of the
33 Board of Trustees, or act upon the vacancy at the next regularly scheduled Board meeting. Each
34 candidate for the position may submit a letter, or have three (3) minutes to address the Board
35 prior to the vote to describe their qualifications and reasons they are seeking the position.
36

37 **Section 5.8.3.**

38 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
39 occurs; provided, however, that when vacancies occur in the office of Trustee, the President or
40 Co-President(s) shall direct that a classification meeting be held and that the classification elect
41 a successor for the remainder of the vacant term. Election of the successor must be by majority
42 vote. In the event that more than two candidates run for the office, the candidate with the
43 lowest vote total will be dropped from the ballot after each round of voting until one candidate
44 receives a majority of the votes cast.
45

46 **Section 5.9. Operating Principles.**

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

1 **Section 5.9.1. 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. Therefore, the
4 Board and membership will conduct themselves in a way that promotes mutual trust,
5 demonstrates respect for individual dignity, and displays professionalism. The Board shall
6 utilize positive conflict resolution methods and maintain open, honest lines of communication
7 that respect an appropriate chain of command within the Chapter.
8

9 **Section 5.9.2. Media.**

10 The President, or Co-President(s), or designee, is the primary spokesperson for the Chapter.
11 Media inquiries to individual board members about matters of Chapter concern should be
12 referred to the Chapter President or Co-President(s). Inquiries about a position of PSE on any
13 matter of statewide concern or specific legislation should be referred to the Executive Director
14 at State Headquarters.
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18 **ARTICLE VI**

19 **OFFICERS, NOMINATIONS AND ELECTIONS**
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22 **Section 6.1.**

23 The officers of this Chapter shall be a President or Co-President(s), a Vice President (optional), a
24 Secretary and a Treasurer. All officers shall be elected for a term of two (2) years. Term of office shall
25 be from September 1 through August 31. Elections shall be held in the spring of odd calendar years.
26

27 **Section 6.2.**

28 Nominations may be made from the floor at the meeting held to elect officers.
29

30 **Section 6.3.**

31 To be eligible for office, a member must be in good standing for one (1) year immediately preceding
32 the election, except in the initial election held in this Chapter and must qualify under the provisions of
33 Article VI, Section 6.7.
34

35 **Section 6.4.**

36 Elections will be held at a regular Chapter meeting, and the balloting shall be so conducted as to afford
37 all members a reasonable opportunity to vote. At least ten (10) workdays advance notice shall be given
38 the membership prior to the holding of the election. In the event that there is a tie a re-election will be
39 scheduled ten (10) workdays after the tie.
40

41 **Section 6.5.**

42 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
43 trustee, contained in these Bylaws.
44

45 **Section 6.6.**

46 Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
47 due notice of nominations and elections, equal opportunities for competing candidates, and proper
48 election procedures which shall be specifically set forth.

1 **Section 6.7.**

2 Members shall have an equal right to run and hold office, except those persons set forth in Washington
3 State law and those employees classified either by State statute or appropriate State regulatory agencies
4 as being a “supervisory employee”.

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8 **ARTICLE VII**

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10 **DUTIES OF OFFICERS**

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12 **Section 7.1. President or Co-President(s).**

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

20
21 **Section 7.2. Vice President (optional).**

22 The Vice President shall act for the President or Co-President(s) in the President or Co-President(s)
23 absence and perform such other acts as the President or Co-President(s) or Board of Trustees may
24 direct. The Vice President may be authorized, by the Board of Trustees, to act as a co-signer of checks
25 drawn on the funds of the Chapter in place of or in addition to either the President or Co-President(s)
26 or Secretary.

27
28 **Section 7.3. Secretary.**

29 It shall be the duty of the Secretary to keep all records of the Chapter, the Board of Trustees, and
30 perform such other acts as the President or Co-President(s) and Board of Trustees may direct.

31
32 **Section 7.4. Treasurer.**

33 The Treasurer shall receive and be accountable for all funds and monies belonging to the Chapter; pay
34 all obligations incurred by the Chapter in payment as authorized by the Board of Trustees; maintain
35 bank accounts and depositories designated by the Board of Trustees; and such money shall be
36 withdrawn only by checks signed by the President or Co-President(s) and/or Vice President(s) and the
37 Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the
38 membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of
39 all properties of the Chapter. The Treasurer shall also be responsible for completing and submitting the
40 990N report to PSE/SEIU Local 1948 no later than October 31 of each year.

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ARTICLE VIII
MISCELLANEOUS PROVISIONS

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Section 8.1.

Local Chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always supersede local Bylaws where conflict exists.

Section 8.2.

Except to the extent specified in the Bylaws, no officer of this Chapter shall have the power to act as agent for, or otherwise bind this Chapter 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 Chapter except to the extent specifically authorized in writing by the President or Co-President(s) or Board of Trustees of the Chapter.

Section 8.3.

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

Section 8.4.

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

Section 8.4.1.

Original signed copies of all documents pertaining to issues outlined in Section 8.4 shall be submitted to the regional service center, who will then forward the original to the state headquarters after appropriate copies have been made.

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ARTICLE IX
COMMITTEES AND DELEGATES

Section 9.1. Grievance Committee.

A Grievance Committee shall be composed of the President or Co-President(s) or Vice President(s) and at least one (1) unit representative from each represented classification of employees in the Chapter; and shall be responsible for advising members of their rights as outlined in the PSE State Bylaws, Article XIV, State Grievance Panel.

1 **Section 9.2. Negotiating Committee.**

2 A Negotiating Committee shall be selected by the membership.

3
4 **Section 9.3. Other or Special Committees.**

5 The Board of Trustees shall designate such special committees as they determine necessary in carrying
6 out of the objectives and purposes of this Chapter.

7
8 **Section 9.4. Convention Delegates.**

9 Delegates shall be elected by the membership, by secret ballot at their spring meeting. Approved
10 expenses incurred by elected delegates attending the annual convention shall be paid by the Chapter in
11 accordance with appropriate provisions of PSE State Bylaws.

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15 **ARTICLE X**

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17 **AMENDMENTS**

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19 **Section 10.1.**

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

24
25 **Section 10.2.**

26 Any member may submit their request for an amendment to the bylaws, along with the rationale for the
27 amendment, in writing to the Board of Trustees. The Board of Trustees will present amendments to the
28 Bylaws to the general membership for discussion and vote.

31
32 Signed by
Roxanne Robertson, Chapter Co-President

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34 July 21, 2015
35 Date

36
37 Signed by
Nancy Kiss, Chapter Co-President

38
39 July 10, 2015
40 Date

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44 Adopted January 1, 1978
45 Amended December 11, 1991
46 Amended May 5, 2010
47 Amended June 2, 2015
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