

CHAPTER BYLAWS

SEQUIM PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948
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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 Sequim 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.

B. MISSION - OUR PURPOSE FOR EXISTING.

It is the mission of Public School Employees of Sequim 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 GUIDE 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.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.

- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically “right” thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

ARTICLE I
MEMBERSHIP

Section 1.1.

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, sex, political belief, private or personal life, marital status or disability, shall be eligible for membership.

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed in the secretarial/clerical classification by or for the Sequim 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 1.1.2. 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

Section 2.1. State Dues.

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

Section 2.1.1. Chapter Rebates.

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

ARTICLE III
GOVERNANCE AND OPERATIONS

1
2 **Section 3.1.**

3 PSE shall be governed by a representative form of government.
4

5 **Section 3.2.**

6 Members shall suffer no impairment of freedom of speech concerning the operations of this organization.
7 Active discussions of organization affairs shall be encouraged and protected within this organization.
8

9 **Section 3.3.**

10 Members shall have the right to a full and clear accounting of all organizational funds. At all levels such
11 accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal
12 officers or by independent auditors not otherwise connected with the organization, and a financial audit at
13 least once a year which is made available to all members.
14

15 **Section 3.4.**

16 Members shall have the right to full participation, through discussion and vote, in the decision making
17 processes of the organization and to pertinent information needed for the exercises of this right.
18

19 **Section 3.5. GOVERNING BODY.**

20
21 **Section 3.5.1. Board of Trustees.**

22 Except when general meetings of the chapter are in session, the business and property of this
23 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the
24 membership is vested in the elected Board of Trustees who shall decide all matters affecting the
25 purposes, aims and means of accomplishing the purposes of this chapter, not specifically provided
26 for in these bylaws or by action of the members at a regular or special meeting.
27

28 **Section 3.5.2. PSE Field Staff.**

29 PSE field staff shall work closely with the chapter in an advisory position. All decisions
30 governing the business of the local chapter shall be the sole responsibility of the elected officials
31 and membership of the chapter.
32

33 **Section 3.6. OPERATING PRINCIPLES.**

34 In order to provide the chapter with the highest quality direction and management possible, the following
35 operating principles shall guide the Board of Trustees.
36

37 **Section 3.6.1. Board/Membership Relationships.**

38 A positive, constructive, cooperative relationship between the Board of Trustees and the
39 membership is essential to achieving the mission and vision of the organization. Therefore, the
40 board and membership will conduct themselves in a way that promotes mutual trust, demonstrates
41 respect for individual dignity, and displays professionalism. The board shall utilize positive
42 conflict resolution methods and maintain open, honest lines of communication that respect an
43 appropriate chain of command within the chapter.
44

45 **Section 3.6.2. Media.**

46 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to
47 individual board members about matters of chapter concern should be referred to the chapter

1 president. Inquiries about a position of PSE on any matter of statewide concern or specific
2 legislation should be referred to the executive director at state headquarters.

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6 **ARTICLE IV**

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8 **MEETINGS**

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10 **Section 4.1.**

11 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
12 place to be fixed by the membership or the Board of Trustees.

13
14 **Section 4.2.**

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

17
18 **Section 4.3.**

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

22
23 **Section 4.4.**

24 At any meeting of the membership of this chapter, each member in good standing present shall be entitled
25 to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum of nine (9)
26 members must be present to constitute a quorum before any chapter business may be transacted.

27
28 **Section 4.5. Board of Trustees Meetings.**

29 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also be
30 called upon motion of a majority of the members of the Board of Trustees to the President. A majority of
31 the members of the Board of Trustees shall constitute a quorum.

32
33 **Section 4.6.**

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

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45 **ARTICLE V**

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47 **BOARD OF TRUSTEES**
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1 **Section 5.1.**

2 The Board of Trustees shall be composed of the president, vice president, secretary and treasurer.

3
4 **Section 5.2.**

5 The term of office shall be for a period of one (1) year, or until their successors are elected.

6
7 **Section 5.3.**

8 The Board of Trustees shall hold such special meetings as the president or the board shall deem necessary
9 for the competent management of affairs of the Chapter.

10
11 **Section 5.4.**

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

16
17 **Section 5.5. Duties.**

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19 **Section 5.5.1. President.**

20 The president shall preside at all meetings of the chapter and of the Board of Trustees. The
21 president shall be made aware of, and supervise all activities of the chapter; execute all
22 instruments in its behalf; and work with PSE field staff, with the advice and consent of the Board
23 of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The president
24 shall appoint all special committees not otherwise provided for in the bylaws of the chapter,
25 subject to the approval of the Board of Trustees, and serve as an ex-officio member of all
26 committees. The president shall report periodically to the membership regarding the progress and
27 standing of the chapter in regard to the president's official acts; and perform all other duties of the
28 office.

29
30 **Section 5.5.2. Vice President.**

31 The vice president shall provide such assistance to the president as requested; serve as chairperson
32 of the Grievance Committee; shall, in the absence of the president, perform duties of that office;
33 and in the case of permanent disability or resignation of the president, shall succeed to that office
34 for the unexpired portion of the current term of office.

35
36 **Section 5.5.3. Secretary.**

37 The secretary shall ensure that the minutes of general membership meetings and Board of Trustee
38 meetings are duly recorded. It shall be the duty of the secretary to keep all records of the chapter,
39 the Board of Trustees, and to perform such other official functions as the president and Board of
40 Trustees may direct.

41
42 It shall be the duty of the secretary and vice president to maintain a current and accurate list of
43 members of the chapter in coordination with the membership information section at PSE state
44 headquarters; ensure that all members are paying dues; render periodical membership reports as
45 required by Public School Employees of Washington; and perform such other official functions as
46 the president and Board of Trustees may direct.

1 **Section 7.1.**

2 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always
3 supersede local bylaws where conflict exists.
4

5 **Section 7.2.**

6 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees and
7 members, together with other information required by PSE and shall notify PSE of all changes in board
8 members, members, and addresses.
9

10 **Section 7.3.**

11 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
12 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or
13 pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
14 agreement which would affect the rights of employees represented by PSE, nor any agreement affecting
15 the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless
16 such agreement is first reviewed and approved by the Executive Director of Public School Employees of
17 Washington or his/her designee, provided decisions of the executive director may be appealed to the
18 Board of Directors.
19

20 **Section 7.3.1.**

21 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
22 submitted to the PSE state headquarters.
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26 **ARTICLE VIII**

27 **COMMITTEES AND DELEGATES**

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30 **Section 8.1. Grievance Committee.**

31 A Grievance Committee shall be composed of the vice president and at least one member; and shall be
32 responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State
33 Grievance Panel.
34

35 **Section 8.2. Negotiating Committee.**

36 A Negotiating Committee shall consist of the president or vice president and at least three (3) additional
37 members elected by the membership and shall work with the PSE field representative in developing
38 proposals and negotiating agreements.
39

40 **Section 8.3. Governmental Affairs Committee.**

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

45 **Section 8.4. Annual Convention Delegates.**

46 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
47 the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE
48 State Bylaws.

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Section 8.5. Audit Committee.

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

Section 8.6. Other Or Special Committees.

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

ARTICLE IX

AMENDMENTS

Section 9.1.

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 all the members at least five (5) days prior to the meeting at which said vote is to be taken.

BY: _____ /signed by/
Caity Karapostoles, Chapter President

DATE: _____ March 20, 2015

Adopted by the membership on the 30th day of April, 1997.
Amended by the membership May 14, 2014.
Amended by the membership October 24, 2015.