

CHAPTER BYLAWS

SKYKOMISH PUBLIC SCHOOL EMPLOYEES



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.

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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.

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8 We are both employees and citizens.

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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.

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13 In the same way that we are organized to improve the terms and conditions of employment, we are equally
14 dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life. Amidst
15 unparalleled abundance, there should not be want.

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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 Skykomish School District and to conduct internal organizational
19 affairs according to democratic standards.

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21 THEREFORE, we, the classified school employees of Skykomish School District, in meeting, adopt these
22 Bylaws this 27th day of August, 1992.

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25 **ARTICLE I**

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

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31 **ARTICLE II**

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34 This local organization shall be affiliated with and be a chapter of the Public School Employees of
35 Washington. This organization was chartered by Public School Employees of Washington on June 29, 1992.

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38 **ARTICLE III**

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41 This organization shall continue until a two-thirds (2/3) majority of all of the members vote to dissolve the
42 organization.

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ARTICLE IV

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.
- B. Promote the efficiency and raise the standards of service of all classified school employees within the State of Washington. This is to be accomplished through workshops, occupational training and other means.
- C. Establish a spirit of friendly cooperation with the School Boards and other educational associations throughout the State.
- D. To promote the organization of Public School Employees in the Skykomish School District.
- E. To promote the welfare of the membership and the classified employees of the Skykomish 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.
- F. 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 Skykomish School District.
- G. 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.
- H. 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

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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) by or in Skykomish School District, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.

1 **Section 2. State Dues.**

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- 3 A. Application for membership shall be made on the standard form provided by Public School
4 Employees Of Washington. Such form includes a valid authorization for payroll deduction of
5 State and local dues.
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- 7 B. State membership dues of this organization shall be as specified by the PSE State Bylaws.
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- 9 C. Any member who fails to pay the dues by the 15th day of the month in which they become due
10 shall be considered delinquent and upon failure to pay dues for two (2) successive months, shall
11 stand suspended. Persons who are paying dues through a system of regular payroll deduction
12 shall, for as long as they continue to pay through such payroll deduction, be considered to be in
13 good standing.
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- 15 D. A member suspended under the above section may be reinstated to membership in the
16 organization upon payment of all arrears plus current monthly dues.
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- 18 E. When a member is unemployed for more than twenty (20) days in any calendar month and does
19 not receive unemployment compensation or sick pay or other remuneration, they may be entitled
20 to credit for dues for the period of unemployment, not to exceed six (6) months in any calendar
21 year.
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- 23 F. Membership dues are not refundable except where an error resulting in an overpayment exists.
- 24 G. Local dues shall not be authorized except by change of these Bylaws.
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26 **Section 3. Local Dues.**

27 Local dues shall be subject to this Article except that local dues of this organization (in addition to State dues)
28 shall be two dollars (\$2.00) per month for those employees working four (4) hours per day or twenty (20)
29 hours per week.

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31 **Section 4. Rights.**

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- 33 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
34 organization. Active discussions of organization affairs shall be encouraged and protected within
35 this organization.
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- 37 B. Members shall have the right to fair and democratic elections at all levels of the organization. This
38 includes due notice of nominations and elections, equal opportunities for competing candidates,
39 and proper election procedures which shall be specifically set forth.
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- 41 C. Members shall have an equal right to run and hold office, except those persons set forth in
42 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or
43 appropriate State regulatory agencies as being a "supervisory employee."
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- 45 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
46 levels such accounting shall include, but not be limited to, periodical reports to the membership by
47 appropriate fiscal officers or by independent auditors not otherwise connected with the
48 organization, and a financial audit at least once a year which is made available to all members.

1 E. Members shall have the right to full participation, through discussion and vote, in the decision
2 making processes of the organization and to pertinent information needed for the exercises of this
3 right.
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7 ARTICLE VI

8 MEETINGS

9 Section 1.

10 General membership meetings of this organization shall be held at least four (4) times annually at a time and
11 place to be fixed by the membership or the Board of Trustees. Agenda to be determined by the Board of
12 Trustees. The proposed agenda shall be posted with all notice of meeting.
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15 Section 2.

16 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the President
17 and signed by twenty percent (20%) of the members of this organization. Such special meetings shall follow
18 a preannounced agenda, no other business may be considered unless duly authorized.
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21 Section 3.

22 The President shall provide at least five (5) days notification to all members of any meeting called. However,
23 said five (5) days notice may be waived by the Board of Trustees in the event of a bona fide emergency,
24 provided that every reasonable effort is employed to notify the membership of the meeting.
25

26 Section 4.

27 At any meeting of the membership of this organization, each member present shall be entitled to one vote. A
28 member must be present to vote - no proxy vote will be allowed. A minimum of four (4) members must be
29 present to constitute a quorum before any organization business may be transacted.
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31 Section 5.

32 At any meeting of the membership of this organization the determined agenda shall be followed. The body
33 of the agenda will not be changed or modified except by addition to the determined agenda order after all
34 agenda items have been acted upon. Any change/modification/addition to the determined agenda shall
35 require a two-thirds majority of the members present.
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39 ARTICLE VII

40 MANAGEMENT

41 Section 1.

42 The business and property of this organization shall be managed by a Board of Trustees, except when the
43 meetings of the organization are in session. All matters affecting the purposes, aims and means of
44 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by action of
45 the members at a regular or special meeting shall be decided by the Board of Trustees.
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1 **Section 2.**

2 The Board of Trustees shall be composed of the President, the Secretary/Treasurer, and a representative
3 elected by the membership at large.
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5 **Section 3.**

6 The term of office of the trustees of this organization shall be for a period of one (1) year from the date of
7 election.
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9 **Section 4.**

10 The Board of Trustees shall hold regular meetings and such special meetings as the President or the Board
11 shall deem necessary for the competent management of affairs of the organization.
12

13 **Section 5.**

14 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All
15 voting at meetings of the Board of Trustees shall be by each member present in person, and voting by proxy
16 shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.
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18 **Section 6.**

19 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any regular
20 or special meeting of the membership of the organization. Notice of the proposed removal of the trustee must
21 be given to the trustee five (5) days prior to the date of the meeting at which the removal is to be voted upon.
22 Such notice to the trustee must state the cause for the proposed removal.
23

24 **Section 7.**

25 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for
26 removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
27 absenteeism shall not require the 2/3 vote of membership.
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29 **Section 8.**

30 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled
31 by the membership. Such appointee shall serve during the unexpired term of the trustee whose position has
32 become vacant.
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36 **ARTICLE VIII**

37 **OFFICERS, NOMINATIONS AND ELECTIONS**

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40 **Section 1.**

41 The officers of this organization shall be a President and Secretary/Treasurer. All officers shall be elected for
42 a term of two (2) years, alternating between Secretary and President.
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44 **Section 2.**

45 Nominations may be made by the nominating committee, but whether or not such nominating committee is
46 used, nominations shall be permitted from the floor at the meeting held to elect officers.
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1 **Section 3.**

2 To be eligible for office, a member must be in good standing for one (1) year immediately preceding the
3 election, except in the initial election held in this organization, and must qualify under the provisions of
4 Article V, Section 3-C.
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6 **Section 4.**

7 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
8 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
9 membership prior to the holding of the election.
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11 **Section 5.**

12 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee,
13 contained in these Bylaws.
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17 **ARTICLE IX**

18 **DUTIES OF OFFICERS**

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21 **Section 1. President.**

22 The President shall preside at all meetings of the organization and of the Board of Trustees. The President
23 shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks
24 drawn against the fund of the organization; appoint all special committees of the organization subject to the
25 approval of the Board of Trustees; report periodically to the membership regarding the progress and standing
26 of the organization in regard to the President's official acts; perform all other duties as prescribed in the
27 Bylaws and perform such other duties usually inherent in such office.
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29 **Section 2. Secretary/Treasurer.**

30 It shall be the duty of the Secretary/Treasurer to keep all records of the organization, the Board of Trustees,
31 and to perform such other acts as the President and Board of Trustees may direct. The Secretary/Treasurer
32 shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations
33 incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and
34 depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed
35 by the President and Secretary/Treasurer; and shall render periodical financial reports as required by the
36 Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and
37 shall act as custodian of all properties of the organization.
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41 **ARTICLE X**

42 **MISCELLANEOUS PROVISIONS**

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45 **Section 1.**

46 This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of
47 the Public School Employees of Washington.
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1 **Section 2.**
2 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as
3 agent for, or otherwise bind this organization in any way whatsoever. No member or group of members or
4 any other person or persons shall have the power to act on behalf of or otherwise bind the organization except
5 to the extent specifically authorized in writing by the President or Board of Trustees of the organization.
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7 **Section 3.**
8 The latest edition of Robert's Rules Of Order shall be the guide in all cases in which they are applicable, and
9 in which they are not inconsistent with the Constitution, Bylaws and special rules of this organization or of
10 the Public School Employees of Washington.
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14 **ARTICLE XI**

15 **COMMITTEES AND DELEGATES**

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18 **Section 1. Grievance Committee.**
19 A Grievance Committee shall be composed of the President and at least one member elected by the
20 membership.
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22 **Section 2. Audit Committee.**
23 An Audit Committee shall include all members willing to participate in committee activities.
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25 **Section 4. Other or Special Committees.**
26 The Board of Trustees shall designate such special committees as they determine necessary in the carrying
27 out of the objectives and purposes of this organization.
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29 **Section 5. Convention Delegates.**
30 Delegates shall be selected by membership via secret ballot. Perspective delegates must give their assent
31 before their names may be placed in nomination.
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1 **ARTICLE XII**

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3 **AMENDMENTS**

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5 **Section 1.**

6 These Bylaws may be amended by a two-thirds (2/3) majority vote of the membership at two (2) consecutive
7 regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be
8 given to the membership at least five (5) days prior to the first (1st) meeting at which said votes are to be
9 taken.

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15 /s/ Loraine R. Robinson
16 Secretary/Treasurer
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24 Adopted by the membership June 29, 1992.
25 Amended by the membership January 18, 1995.
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