

# CHAPTER BYLAWS

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## SNOQUALMIE VALLEY



**Public School Employees of Washington/SEIU Local 1948**

P O Box 798

Auburn, WA 98071

866-820.5652

[www.psecalssified.org](http://www.psecalssified.org)

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**P R E A M B L E**

Employees organize primarily to secure better wages and better working conditions.

We hold that they also organize in order to participate in the decisions which affect them at work. One of the fundamental tenets of Democratic government is the consent of the governed.

We are both employees and citizens.

Collective bargaining is the expression of citizenship in employment. Participation in the political life of the nation, State, local municipalities, and school district is but another aspect of that citizenship.

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

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

THEREFORE, we, the classified school employees of Snoqualmie Valley School District, in meeting, adopt these Bylaws this 1st day of October, 1981.

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**A R T I C L E   I**

The name of this organization shall be PSE/SEIU Local 1948, Snoqualmie Valley School District.

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**A R T I C L E   I I**

This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington. This organization was chartered by Public School Employees of Washington on October 1, 1981.

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**A R T I C L E   I I I**

This organization shall continue until a majority of all of the members vote to dissolve the 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. To promote the organization of Public School Employees in the Snoqualmie Valley School District.
- C. To promote the welfare of the membership and the classified employees of the Snoqualmie Valley 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 Snoqualmie Valley 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

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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 Snoqualmie Valley School District, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.

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#### **Section 2. Dues.**

Application for membership shall be made on a standard dues authorization form provided by the membership chair.

1           **Section 2.1. State Dues Amount.**

2           The State membership dues amount shall be determined by all the delegates at the State Convention  
3           of Public School Employees of Washington.

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5           **Section 2.2. State Dues Collection.**

6           State dues shall be deducted monthly by payroll and remitted monthly to the State Office of PSE as  
7           outlined in the PSE State Bylaws.

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9           **Section 2.3. Local Dues Amount and Collection.**

10          The local chapter dues of \$12.00 per year shall be deducted annually on the November payroll and  
11          remitted to the Snoqualmie Valley PSE Chapter bank account.

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13          **Section 2.4. Refund of Dues.**

14          Dues are not refundable except where an error resulting in an over payment exists. Members who  
15          feel there has been an error shall provide PSE, in a timely manner, the appropriate pay stubs that  
16          show the amounts mistakenly withheld.

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18          **Section 2.5. Chapter Rebates.**

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

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22          **Section 3. Rights.**

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24          A. Members shall suffer no impairment of freedom of speech concerning the operations of this  
25          organization. Active discussions of organization affairs shall be encouraged and protected within this  
26          organization.
- 27  
28          B. Members shall have the right to fair and democratic elections at all levels of the organization. This  
29          includes due notice of nominations and elections, equal opportunities for competing candidates, and  
30          proper election procedures which shall be specifically set forth.
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32          C. Members shall have an equal right to run and hold office, except those persons set forth in  
33          RCW 41.56.030 Par. 2, a, b and c: and those employees classified either by State statute or appropriate  
34          State regulatory agencies as being a "supervisory employee".
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36          D. Members shall have the right to a full and clear accounting of all organizational funds. At all levels  
37          such accounting shall include, but not be limited to, periodical reports to the membership by  
38          appropriate fiscal officers or by independent auditors not otherwise connected with the organization,  
39          and a financial audit at least once a year which is made available to all members.
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41          E. Members shall have the right to full participation, through discussion and vote, in the decision making  
42          processes of the organization and to pertinent information needed for the exercises of this right.
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**ARTICLE VI**

**MEETINGS**

**Section 1.**

General membership meetings of this organization 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.

**Section 2.**

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

**Section 3.**

The President(s) shall provide at least five (5) days notification to all members of any meeting called. However, said five (5) days 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 vote. A member must be present to vote - no proxy vote will be allowed. A minimum of ten (10) members must be present to constitute a quorum before any organization business may be transacted. In the event the President(s) are required to break a tie vote, the President(s) shall have only one (1) vote.

**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.

**Section 2.**

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

- Classifications:
1. Transportation
  2. Food Service
  3. Custodial
  4. Maintenance
  5. Assistants (Paraeducators/Technicians)
  6. Other units requesting further affiliation.

1 **Section 3.**

2 The term of office of the trustees of this organization shall be for a period of one (1) year from the date of  
3 election.

4  
5 **Section 4.**

6 The Board of Trustees shall hold regular meetings each month, and such special meetings as the  
7 President(s) or the Board shall deem necessary for the competent management of affairs of the  
8 organization.

9  
10 **Section 5.**

11 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All  
12 voting at meetings of the Board of Trustees shall be by each member present in person, and voting by  
13 proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.  
14 In the event the President(s) are required to break a tie vote, the President(s) shall have only one vote.

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16 **Section 6.**

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

21  
22 **Section 7.**

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

26  
27 **Section 8.**

28 Any vacancies occurring on the Board of Trustees by reason of death, resignation, disqualification to hold  
29 office or removal shall be filled by a remaining trustee. In the event that such trustee is an officer, such  
30 selection shall be from the membership at large, provided if less than a year remains of the term of office at  
31 the time the vacancy occurs, such vacancy shall be filled by appointment by the Board of Trustees, if more  
32 than a year remains, then the vacancy will be filled using the electoral process set forth in Article VIII. All  
33 other trustees' vacancies shall be filled from the classification of which they are representatives. Such  
34 vacancies shall be filled through the electoral process set forth in Article VII, provided the Board of  
35 Trustees shall have the authority to appoint an interim trustee until the election has been completed and a  
36 new trustee has been elected. (Note: The effective date of this amendment shall be  
37 June 2, 2010).

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41 **ARTICLE VIII**

42 **OFFICERS, NOMINATIONS AND ELECTIONS**

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45 **Section 1.**

46 The officers of this organization shall be a President or Co-Presidents, a Vice President, Secretary and  
47 Treasurer. All officers shall be elected for a term of two years. The effective date of the term of office  
48 shall commence with the completion of the election.



1 Trustees, and to perform such other acts as the President(s) and Board of Trustees may direct. All minutes  
2 shall be distributed no more than thirty (30) work days or before meeting date.

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4 **Section 4. Treasurer.**

5 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay  
6 all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain  
7 bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn  
8 only by checks signed by the President(s) and/or Vice President and the Treasurer; and shall render  
9 periodical financial reports as required by the Board of Trustees or by the membership; and keep an  
10 accurate record of receipts and disbursements; and shall act as custodian of all properties of the  
11 organization.

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15 **ARTICLE X**

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17 **MISCELLANEOUS PROVISIONS**

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19 **Section 1.**

20 This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws  
21 of the Public School Employees of Washington.

22  
23 **Section 2.**

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

29  
30 **Section 3.**

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

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35 **Section 4. Scholarships.**

36 There shall be created a dedicated scholarship fund which shall be comprised of voluntary contributions  
37 from local dues pursuant Article 5, Section 2. Allocation of available funds shall be equally divided not to  
38 exceed two hundred dollars (\$200.00) per qualifying student, or as may be adjusted by the Board of  
39 Trustees. To be a qualified student, the student must be the son, daughter or child of legal guardianship of  
40 a PSE/SEIU Local 1948 Snoqualmie Valley Chapter member in good standing, attend an accredited  
41 institution of higher education and must have successfully completed the first semester or equivalent of  
42 their instructional year. An official college transcript shall be provided to the Chapter Vice-President who  
43 shall submit the scholarship petition to the Board of Trustees for validation and approval. The Chapter  
44 Secretary/Treasurer shall be responsible for issuing the scholarship. Normally, the scholarship will be  
45 presented to the qualifying student(s) at a regular membership meeting.



ARTICLE XI

COMMITTEES AND DELEGATES

**Section 1. Grievance Committee.**

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

**Section 2. Negotiating Committee.**

A Negotiating Committee shall be composed of the President(s) and/or Vice President and at least one unit representative from each represented unit of the Chapter. The Negotiating Committee shall continue its duties after the expiration of its term until either a contract is ratified or the general membership relieves the committee of its duties.

**Section 3. Audit Committee.**

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

**Section 4. 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 organization.

**Section 5. Convention Delegates.**

Delegates shall be elected by the membership.

**Section 6. Nominating Committee.**

A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

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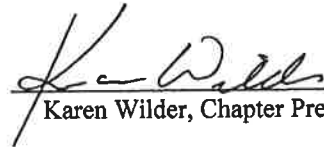
**ARTICLE XII**

**AMENDMENTS**

**Section 1.**

These Bylaws may be amended by a majority vote of the members at any regular or special membership meeting. Proposed bylaws changes shall be submitted to the Board of Trustees no less than fifteen (15) working days prior to the regular meeting at which the amendment is to be voted on. The membership shall be provided, in writing, a copy of any proposed amendments no less than five (5) working days prior to any meeting where it is to be voted on.

- A. A petition, with the proposed bylaws changes, signed by at least ten percent (10%) of the membership, presented to the Board of Trustees, shall direct the board to conduct a general membership meeting for the purpose of voting on proposed changes.
- B. More than fifty percent (50%) of those members in attendance must approve the amendments.
- C. The amendment shall become effective immediately following its adoption.

  
\_\_\_\_\_  
Karen Wilder, Chapter President

Adopted by the membership this 1st day of October, 1981.  
Amended by the membership June 4, 1997  
Amended by the membership February 12, 2001  
Amended by the membership May 27, 2008  
Amended by the membership February 10, 2010  
Amended by the membership April 20, 2010  
Amended by the membership June 1, 2016.  
Amended by the membership October 1, 2017