

CHAPTER BYLAWS

SOUTH WHIDBEY PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948
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PREAMBLE

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 chapter forcefully and effectively in negotiations with the management of the South Whidbey School District and to conduct internal chapter affairs according to democratic standards.

A. NAME

The name of this chapter shall be the Public School Employees of South Whidbey School District 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. This chapter was chartered by Public School Employees of Washington on April 20, 1977.

B. OBJECTIVES AND PURPOSES OF THIS CHAPTER

- To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
- To promote the chapter of Public School Employees in the South Whidbey School District.
- To promote the welfare of the membership and the classified employees of the South Whidbey 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.
- 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 South Whidbey School District.
- 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 employees from the State Legislators.

- To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

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 1.1.1.

All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington) by or in South Whidbey School District, and who are members of the Public School Employees of Washington, are eligible for membership in the chapter.

Section 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

RIGHTS

Section 2.1.

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

Section 2.2.

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

Section 2.3.

Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b and c; and those employees classified either by State statute or appropriate State regulatory agencies as being a “supervisory employee”.

1 **Section 2.4.**

2 Members shall have the right to a full and clear accounting of all chapter funds. At all levels such
3 accounting shall include, but not be limited to, periodic reports to the membership by appropriate fiscal
4 officers or by independent auditors not otherwise connected with the chapter, and a financial audit at least
5 once a year which is made available to all members.

6
7 **Section 2.5.**

8 Members shall have the right to full participation, through discussion and vote, in the decision-making
9 processes of the chapter and to pertinent information needed for the exercises of this right.

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13 **ARTICLE III**

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15 **DUES**

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17 **Section 3.1. Dues Authorization Card.**

18 Dues shall be authorized by each employee by signing the three-part dues authorization card supplied by
19 PSE.

20
21 **Section 3.2. State Dues.**

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

23
24 **Section 3.3. Chapter Rebates.**

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

27
28 **Section 3.4. Local Dues.**

29 Local membership dues shall be \$1.00 per month. Local dues shall be paid monthly to the chapter
30 Secretary/Treasurer by the school district. Any member who is on an authorized leave of absence
31 pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon
32 approval by the Chapter Board of Trustees.

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34 **Section 3.5. Refunds.**

35 Membership dues are not refundable except where an error resulting in an overpayment exists.
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39 **ARTICLE IV**

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41 **MEMBERSHIP MEETINGS**

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43 **Section 4.1.**

44 General membership meetings of this chapter shall be held at least two (2) times annually at a time and
45 place to be fixed by the membership or the Board of Trustees.
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1 **Section 4.2.**

2 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
3 President and signed by twenty percent (20%) of the members of this chapter.
4

5 **Section 4.3.**

6 The President shall provide at least five (5) days notification to all members of any meeting called.
7 However, said five (5) days notice may be waived by the Board of Trustees provided that every reasonable
8 effort is employed to notify the membership of the meeting.
9

10 **Section 4.4.**

11 At any meeting of the membership of this chapter, each member present shall be entitled to one (1) vote.
12 A member must be present to vote – no proxy vote will be allowed. A minimum of six (6) members must
13 be present to constitute a quorum before any chapter business may be transacted.
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16 **ARTICLE V**

17 **MANAGEMENT**
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21 **Section 5.1. Board of Trustees.**

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

28 **Section 5.1.1.**

29 The Board of Trustees shall be composed of the President, Vice President, Secretary/Treasurer,
30 Membership Officer, and a Building Representative from each PSE-staffed SWSD site.
31

32 **Section 5.1.2.**

33 The term of office of the trustees of this chapter shall be for a period of one (1) year, from
34 September 1 through August 31.
35

36 **Section 5.1.3.**

37 The Board of Trustees shall hold meetings as the President or the Board shall deem necessary for
38 the competent management of affairs of the chapter.
39

40 **Section 5.1.4.**

41 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the
42 Board. All voting at meetings of the Board of Trustees shall be by each member present in
43 person, and voting by proxy shall not be allowed. A majority of the members of the Board of
44 Trustees shall constitute a quorum.
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1 **Section 5.2. PSE Field Staff.**

2 PSE field staff shall work closely with the chapter in an advisory position. All decisions governing the
3 business of the local chapter shall be the sole responsibility of the elected officials and membership of the
4 chapter.
5

6 **Section 5.3. Media.**

7 The President, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to
8 individual board members about matters of chapter concern should be referred to the chapter President.
9 Inquiries about a position of PSE on any matter of statewide concern or specific legislation should be
10 referred to the executive director at state headquarters.
11

12 **Section 5.4. Building Representative.**

13 A Building Representative shall represent the group of employees which elected them and express to the
14 Board of Trustees the needs, desires, and concerns of the members in their building. The Building
15 Representative will be responsible, along with the Grievance Committee, in advising an employee about
16 their contractual rights.
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20 **ARTICLE VI**

21 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

22 **Section 6.1.**

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25 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
26 ten (10) working days notice of nominations and elections, and equal opportunities for competing
27 candidates to state their qualifications and reasons for seeking office to the chapter membership.
28 Elections shall be conducted by secret written ballot and certified by the chapter Secretary.
29

30 **Section 6.2.**

31 Elections shall be held before the end of the school year. Terms of office shall be from September 1
32 through August 31.
33

34 **Section 6.3.**

35 Nominations may be made by the nominating committee, but whether or not such nominating committee
36 is used, nominations shall be permitted from the floor at the meeting held for the election.
37

38 **Section 6.4.**

39 To be eligible for an elected office, a member must be in good standing (see ARTICLE 1; Section 1.2.)
40 for one (1) year immediately preceding the election.
41

42 **Section 6.5.**

43 Officers and Trustees shall be elected by secret ballot vote, and the balloting shall be so conducted as to
44 afford all eligible members a reasonable opportunity to vote. At least ten (10) working days advance
45 notice shall be given the membership prior to the holding of the election.
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1 **Section 6.5.1.**

2 All members of the Chapter shall be eligible to vote for the positions of President, Vice-President,
3 Secretary/Treasurer, and Membership Officer. In the election of a Building Representative only
4 members of the group of employees represented shall be allowed to vote.
5

6 **Section 6.6.**

7 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance
8 with the procedures set forth below:
9

10 **Section 6.6.1.**

11 In the event the President cannot serve the remainder of his/her current term, the Vice President
12 shall serve as President for the completion of the term.
13

14 **Section 6.6.2.**

15 In the event of a vacancy in the office of Vice President, Secretary/Treasurer, or membership
16 officer, all members shall be notified of the vacancy and nominations solicited for the position.
17 Nominations shall be accepted for a period of twenty (20) calendar days following the notification
18 to members. The President, at his/her discretion, may either call a special meeting of the Board of
19 Trustees, or act upon the vacancy at the next regularly scheduled board meeting. Each candidate
20 for the position may submit a letter, or have three (3) minutes to address the board prior to the vote
21 to describe their qualifications and reasons they are seeking the position.
22

23 **Section 6.7. Other Vacancies.**

24 Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs;
25 provided, however, that when vacancies occur in the office of trustee, the President shall direct that a
26 building meeting be held and that the group elect a successor for the remainder of the vacant term.
27 Election of the successor must be by majority vote. In the event that more than two candidates run for the
28 office, the candidate with the lowest vote total will be dropped from the ballot after each round of voting
29 until one candidate receives a majority of the votes cast.
30

31 **Section 6.7.1.**

32 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall
33 be filled by the remaining trustees. In the event that such trustee is an officer, such selection shall
34 be from the membership at large. All other trustees' vacancies shall be filled from the building of
35 which they are representatives. Such appointee shall serve during the unexpired term of the
36 trustee whose position has become vacant.
37

38 **Section 6.7.2.**

39 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
40 contained in these bylaws.
41

42 **Section 6.7.3.**

43 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of
44 the membership at any regular or special meeting of the chapter. Written notice of the proposed
45 removal must be given to the Board of Trustee member at least five (5) working days prior to the
46 date of the meeting at which the removal is to be voted upon. Such notice must state the cause for
47 the proposed removal.
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ARTICLE VIII

MISCELLANEOUS PROVISIONS

Section 8.1.

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

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 Board of Trustees of the chapter.

Section 8.3.

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 chapter or of the Public School Employees of Washington.

Section 8.4.

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

ARTICLE IX

COMMITTEES AND DELEGATES

Section 9.1. Grievance Committee.

A Grievance Committee shall be composed of three (3) members chosen by the President: two (2) Board Members and one (1) member from the appropriate job classification. This committee shall be an ad hoc committee, chosen as a grievance arises to consider that specific grievance.

Section 9.2. Negotiating Committee.

A Negotiating Committee shall be composed of five (5) members elected by secret ballot of the general membership and shall work with the PSE Field Representative in developing proposals and negotiation agreements.

Section 9.3. 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.

Section 9.4. Annual Convention Delegates.

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

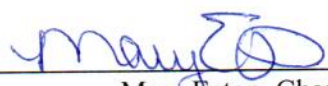
ARTICLE X

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AMENDMENTS

Section 10.1.

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

BY: 
Mary Eaton, Chapter Secretary

DATE: 12-1-16

Adopted April 20, 1977
Amended December 12, 1985
Amended January 16, 2007
Amended May 31, 2016