

CHAPTER BYLAWS

SPRAGUE / LAMONT

Public School Employees Of Washington / SEIU Local 1948

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

2 A. **NAME**

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4 The name of this Chapter shall be Public School Employees of Sprague/Lamont an affiliate of
5 Public School Employees of Washington-PSE/SEIU Local 1948, a not-for-profit 501(c) 5 labor
6 organization operating under the laws of the State of Washington. This organization was chartered
7 by Public School Employees of Washington on October 27, 1981.
8

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

10
11 It is the mission of Public School Employees of Sprague/Lamont to work closely with Public School
12 Employees of Washington-PSE/SEIU Local 1948 to support the membership through collective
13 bargaining and the protection of those rights, promote educational enrichment opportunities,
14 encourage membership growth, and provide quality leadership while working closely with the state
15 legislature in an effort to enact laws which will represent the best interest of all classified school
16 employees in the State of Washington.
17

18 C. **VISION - WHAT 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
27 to achieve a leadership position in representing all classified employees. As a result, PSE, our
28 members, PSE employees, the school district in which we work, and the community in which we
29 live will grow and prosper.
30

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

33
34 Recognizing the needs of members and PSE staff, we are committed to:

- 35 • Strive for excellence and demonstrating pride in our work.
- 36
- 37 • Having open, honest communications.
- 38
- 39 • Providing high-quality service.
- 40
- 41 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to
42 be based on trust and concern for the rights and welfare of others.
- 43
- 44 • Embodying honesty and integrity in our conduct and relationships with others.
45

- 1 • Treating others fairly, equally and respecting their individual dignity.
- 2
- 3 • Recognizing individual worth.
- 4
- 5 • Supporting creativity, innovation, and constructive changes in the organization.
- 6
- 7 • Demonstrating accountability for our performance, actions, and behavior.
- 8
- 9 • Doing the professional, technical, organizational, and ethically “right” thing as opposed to
- 10 the easy, popular, or politically expedient thing.
- 11
- 12 • Demonstrating a high level of social responsibility.
- 13
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ARTICLE I

MEMBERSHIP

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19 **Section 1.1. Eligibility.** Except as otherwise provided in these Bylaws, any person without regard to
20 race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed,
21 shall be eligible for membership.

22
23 **Section 1.1.1. Active Member.** All persons employed as a classified school employee (as defined by
24 the Public School Employees of Washington) by or in Sprague and Lamont School District, and who
25 are members of the Public School Employees of Washington, are eligible for membership in this
26 Chapter.

27
28 **Section 1.1.2. Member in Good Standing.** To be eligible to vote and to hold office, a member must
29 be in good standing. To be in good standing, the member shall be employed and current in payment of
30 dues as are required by these bylaws. Any member, who is on authorized leave of absence pursuant to
31 the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any member who is
32 terminated from employment shall not be eligible to vote or hold office.

Section 1.2. Rights.

- 33
- 34 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
 - 35 organization. Active discussions of organization affairs shall be encouraged and protected
 - 36 within this organization.
 - 37
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 - 39
 - 40 B. Members shall have the right to fair and democratic elections at all levels of the organization.
 - 41 This includes due notice of nominations and elections, equal opportunities for competing
 - 42 candidates, and proper election procedures which shall be specifically set forth as follows:
 - 43
 - 44
 - 45

- 1 C. Members shall have the right to a full and clear accounting of all organizational funds. At all
2 levels such accounting shall include, but not be limited to, periodical reports to the membership
3 by appropriate fiscal officers or by independent auditors not otherwise connected with the
4 organization, and a financial audit at least once a year which is made available to all members.
5
- 6 D. Members shall have the right to full participation, through discussion and vote, in the decision-
7 making processes of the organization and to pertinent information needed for the exercises of
8 this right.
9

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12 **ARTICLE II**

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14 **MEETINGS**

15
16 **Section 2.1.** General membership meetings of this Chapter shall be held at least four (4) times annually
17 at a time and place to be fixed by the membership or the Board of Trustees.
18

19 **Section 2.2.** Special meetings may be called by the president, the Board of Trustees, or by petition filed
20 with the president and signed by twenty percent (20%) of the members of this Chapter.
21

22 **Section 2.3.** The president shall provide at least five (5) workday's notification to all members of any
23 meeting called. However, said five (5) workdays notice may be waived by the Board of Trustees
24 provided that every reasonable effort is employed to notify the membership of the meeting.
25

26 **Section 2.4.** At any meeting of the membership of this Chapter, each member present shall be entitled
27 to one vote. A member must be present to vote - no proxy vote will be allowed. A majority of those
28 present shall constitute a quorum, providing there are at least three (3), before any Chapter business
29 may be transacted.
30

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33 **ARTICLE III**

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35 **BOARD OF TRUSTEES**

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37 **Section 3.1.** The business and property of this Chapter shall be managed by a Board of Trustees, except
38 when the meetings of the Chapter are in session. All matters affecting the purposes, aims and means of
39 accomplishing the purposes of this Chapter, not specifically provided for in these Bylaws or by action
40 of the members at a regular or special meeting shall be decided by the Board of Trustees.
41

42 **Section 3.2.** The Board of Trustees shall be composed of the President, Vice President, and Secretary,
43 and Treasurer.
44
45

1 **Section 3.3.** The term of office of the trustees of this Chapter shall be for a period of one (1) year from
2 the date of election.

3
4 **Section 3.4.** The Board of Trustees shall hold regular meetings, four (4) per year, and such special
5 meetings as the President or the Board shall deem necessary for the competent management of affairs of
6 the Chapter.

7
8 **Section 3.5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming before
9 the Board. All voting at meetings of the Board of Trustees shall be by each member present in person,
10 and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall
11 constitute a quorum.

12
13 **Section 3.6.** Any trustee may be removed from office by a two-thirds (2/3) vote of the membership at
14 any regular or special meeting of the membership of the Chapter. Notice of the proposed removal of
15 the trustee must be given to the trustee five (5) workdays prior to the date of the meeting at which the
16 removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal.

17
18 **Section 3.7.** Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be
19 due cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of
20 excessive absenteeism shall not require the two-thirds (2/3) vote of membership.

21
22 **Section 3.8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or
23 removal shall be filled by the remaining trustees. Such appointee shall serve during the unexpired term
24 of the trustee whose position has become vacant.

25 26 27 28 **ARTICLE IV**

29 30 **OFFICERS, NOMINATIONS AND ELECTIONS**

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32 **Section 4.1.** The officers of this Chapter shall be a President, a Vice President, a Secretary, and a
33 Treasurer. All officers shall be elected for a term of one (1) year.

34
35 **Section 4.2.** Nominations may be made by the nominating committee, but whether or not such
36 nominating committee is used, nominations shall be permitted from the floor at the meeting held to
37 elect officers.

38
39 **Section 4.3.** To be eligible for office, a member must be in good standing for one (1) year immediately
40 preceding the election, except in the initial election held in this Chapter and must qualify under the
41 provisions of Article VIII, Section 8.2.

1 **Section 4.4.** Members of the Board of Trustees shall be elected at a regular Chapter meeting. Officers
2 shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a
3 reasonable opportunity to vote. At least ten (10) workdays advance notice shall be given the
4 membership prior to the holding of the election. In the event that there is a tie a re-election will be
5 scheduled ten (10) workdays after the tie.

6
7 **Section 4.5. Procedures for Voting.** If the Board of Trustees agrees, voting can take place in each
8 location, Sprague School and Lamont School. The president will designate an election officer in each
9 location and ballots will be available for bargaining unit members who work at that location. Ballots
10 must be picked up by each member on Election Day and returned on or before 4:00 p.m. that day.
11 Ballots will be given to the president for counting and announcing the outcome.

12
13 **Section 4.6.** Members shall have an equal right to run and hold office, except those persons set forth in
14 RCW 41.56.030 Par. 2, a, b and c; and those employees classified either by state statute or appropriate
15 state regulatory agencies as being a “supervisory employee”.

16
17 **Section 4.7.** Every trustee shall, upon assuming office, subscribe to the obligation of an officer and
18 trustee, contained in these Bylaws.

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20 **Section 4.8.** Elections shall be held during the month of May. Terms of office shall be from September
21 1 to August 31.

22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

ARTICLE V

DUTIES OF OFFICERS

29 **Section 5.1. President.** The President shall preside at all meetings of the Chapter and of the Board of
30 Trustees. The President shall supervise all activities of the Chapter ; execute all instruments in its
31 behalf; counter-sign all checks drawn against the fund of the Chapter ; appoint all special committees of
32 the Chapter subject to the approval of the Board of Trustees; report periodically to the membership
33 regarding the progress and standing of the Chapter in regard to the President’s official acts; perform all
34 other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

35
36 **Section 5.2. Vice President.** The Vice President shall act for the President in the President’s absence
37 and perform such other acts as the President or Board of Trustees may direct. The Vice President may
38 be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the
39 Chapter in place of or in addition to either the President or Secretary. Vice President shall serve as
40 Grievance Officer and chairperson of the Grievance Committee.

41
42 **Section 5.3. Secretary.** It shall be the duty of the Secretary to keep all records of the Chapter, the
43 Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct.

1 **Section 5.4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies
2 belonging to the Chapter, pay all obligations incurred by the Chapter in payment as authorized by the
3 Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees. Such
4 money shall be withdrawn only by checks signed by the President and/or Vice President and the
5 Treasurer. The Treasurer shall render periodical financial reports as required by the Board of Trustees
6 or by the membership; and keep an accurate record of receipts and disbursements. The Treasurer shall
7 act as custodian of all properties of the Chapter.
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11 **ARTICLE VI**

12 **MISCELLANEOUS PROVISIONS**

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15 **Section 6.1.** This Chapter shall be at all times subject to the provisions of the Articles of Incorporation
16 and Bylaws of the Public School Employees of Washington-PSE/SEIU Local 1948.
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18 **Section 6.2.** Except to the extent specified in the Bylaws, no officer of this Chapter shall have the
19 power to act as agent for, or otherwise bind this Chapter in any way whatsoever. No member, or group
20 of members, or any other person or persons shall have the power to act on behalf of or otherwise bind
21 the Chapter except to the extent specifically authorized in writing by the President or Board of Trustees
22 of the Chapter.
23

24 **Section 6.3.** This Chapter shall send to the PSE state office a list of names and addresses of its Board
25 of Trustees and members, together with other information required by PSE and shall notify PSE of all
26 changes in board members, members, and addresses.
27

28 **Section 6.4.** This Chapter shall not enter into any collective bargaining agreement, amendment thereto,
29 dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which
30 affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor
31 any agreement which would affect the rights of employees represented by PSE, nor any agreement
32 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
33 agent, unless such agreement is first reviewed and approved by the Executive Director of Public School
34 Employees of Washington or his/her designee, provided decisions of the executive director may be
35 appealed to the Board of Directors.
36

37 **Section 6.4.1.** Original signed copies of all documents pertaining to issues outlined in Section 6.4 shall
38 be submitted to the regional service center, who will then forward the original to state headquarters after
39 appropriate copies have been made.
40

41 **Section 6.3.** The latest edition of Robert's Rules of Order Newly Revised shall govern this Chapter in
42 all cases in which they are applicable, and in which they are not inconsistent with the PSE State Bylaws,
43 these bylaws and with any special rules of order this Chapter may adopt.
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ARTICLE VII

COMMITTEES AND DELEGATES

Section 7.1. Grievance Committee. A Grievance Committee shall be composed of the Vice President and at least one unit representative from each classification of the Chapter.

Section 7.2. Negotiating Committee. A Negotiating Committee shall be selected by the membership.

Section 7.3. Audit Committee. An Audit Committee shall be selected by the Board of Trustees.

Section 7.4. 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 Chapter.

Section 7.5. Convention Delegates. Delegates shall be elected by secret ballot. 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.

Section 7.6. Nominating Committee. A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

ARTICLE VIII

AMENDMENTS

Section 8.1. These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) workdays prior to the meeting at which said vote is to be taken.

Signed by _____
Jamie Manchester, Chapter Secretary

Adopted by the membership October 12, 1981
Amended October 25, 1997
Amended January 20, 2009
Amended September 24, 2009