

CHAPTER BYLAWS

SUNNYSIDE PARA-EDUCATORS



Public School Employees Of Washington/SEIU Local 1948
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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 Sunnyside School District and to conduct internal organizational affairs according to democratic standards.,

THEREFORE, we, the Para-Educators, who are classified school employees of Sunnyside School District, in meeting, adopt these Bylaws this 28th day of April, 1988, and were last amended on August 28, 2009.

A R T I C L E I

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Section 1.1. The name of this organization shall be the Public School Employees of Sunnyside Para-Educators of the Sunnyside School District.

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Section 1.2. This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington/SEIU Local 1948. This organization was chartered by Public School Employees of Washington on September 1, 1989.

A R T I C L E I I

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Section 2.1. This organization shall continue until a majority of all of the Members vote to dissolve the organization.

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ARTICLE III

Section 3.1. The object and purposes of this organization are:

- A. To carry out and assist on local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
- B. To promote the organization of Public School Employees Para-Educators/SEIU Local 1948 in the Sunnyside School District.
- C. To promote the welfare of the Para-Educators' Chapters Membership of the Sunnyside 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 Para-Educators of Sunnyside 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 Para-Educators for the State Legislators.
- F. To establish better fellowship and understanding among Para-Educators and to strive for their overall betterment through training, legislation and Association benefits.

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ARTICLE IV

MEMBERSHIP

Section 4.1. 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 Para-Educators (as defined by the Public School Employees of Washington/SEIU Local 1948) by or in Sunnyside School District, and who are Members of the Public School Employees of Washington/SEIU Local 1948, are automatically enrolled in the State and Local Chapter.



1 **Section 4.2. Local Dues.**

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- 3 A. Application for Membership shall be made on a standard application form provided by the
- 4 District Administrative Office, provided by the State PSE Office.
- 5
- 6 B. Membership dues of this organization shall be a percentage of your gross monthly salary. The
- 7 amount is determined by the State PSE.
- 8
- 9 C. All Chapter Members who pay State dues through a system of regular payroll deduction shall,
- 10 for as long as they continue to pay through such payroll deduction, be considered to be in good
- 11 standing.
- 12
- 13 D. Membership dues are not refundable except where an error resulting in an overpayment exists.
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- 15 E. Local Chapter Members, in addition to the State dues, will pay a \$1.50 monthly contribution to
- 16 the local Chapter. This contribution will be payroll deducted and is non-refundable.
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- 18 F. Religious exemption – see Article XX, Section 20.3 of the Sunnyside Para-Educator Collective
- 19 Bargaining Agreement.
- 20

21 **Section 4.3. Member Rights and Responsibilities.**

- 22
- 23 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
- 24 organization. Active discussions of organization affairs shall be encouraged and protected
- 25 within this organization.
- 26
- 27 B. Members shall have the right to fair and democratic elections at all levels of the organization.
- 28 This includes due notice of nominations and elections, equal opportunities for competing
- 29 candidates, and proper election procedures which shall be specifically set forth.
- 30
- 31 C. Members shall have an equal right to run and hold office, except those persons set forth in
- 32 RCW 41.56.030 Par. 2, a, b and c; and those employees classified either by State statute or
- 33 appropriate State regulatory agencies as being a “supervisory employee”.
- 34
- 35 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
- 36 Levels, such accounting shall include, but not be limited to, periodical reports to the
- 37 Membership by appropriate fiscal officers/treasurer. A yearly financial audit must be made
- 38 available to all members within thirty days of Executive Board elections.
- 39
- 40 E. Members shall have the right to full participation, through discussion and vote, in the decision
- 41 making processes of the organization and to pertinent information needed for the exercises of
- 42 this right.
- 43
- 44 F. Retired Members. Retired members are not eligible to vote or hold office. The Public School
- 45 Employees of Washington/SEIU Local 1948 Para-Educators Chapter are under no obligation to
- 46 represent retired employees of the Sunnyside School District.

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ARTICLE V

MEETINGS

Section 5.1. General Membership meetings of this organization shall be held at least two (2) times annually at a time and place to be fixed by the Membership or the Executive Board.

Section 5.2. Special meetings may be called by the President, the Executive Board, or by a petition filed with the President and signed by twenty percent (20%) of the Members of this organization.

Section 5.3. The President 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 Executive Board provided that every reasonable effort is employed to notify the Membership of the meeting.

Section 5.4. At any meeting of the Membership of this organization, each Member present shall be entitled to one vote. All voting Members need to sign in and be present to vote – no proxy votes allowed – Roberts Rules of Order will be followed in all other aspects. Organization business may be transacted with a majority of those Members present at the meeting.

ARTICLE VI

MANAGEMENT

Section 6.1. The business and property of this organization shall be managed by an Executive Board, 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 Executive Board.

Section 6.2. The Executive Board shall be composed of the President and /or Co-Presidents, Vice President, Secretary, and Treasurer. The outgoing President may remain on the Executive Board for a period of one (1) year after leaving office, in an advisory capacity.

Section 6.3. The term of office of the Executive Board of this organization shall be for a period of two (2) year(s) from the date of election.

Section 6.4. The Executive Board shall hold regular meetings, and such special meetings as the President and or/Co-Presidents or the board shall deem necessary for the competent management of affairs of the organization.

Section 6.5. Each Member of the Executive Board shall possess one (1) vote in matters coming before the Board. All voting at meetings of the Executive Board shall be by each Member present in person, and voting by proxy shall not be allowed. A majority of the Members of the Executive Board shall constitute a quorum.

1 **Section 6.6. Building Representatives.** Each building will elect their own representative on an
2 annual basis. Election of building representatives will occur within thirty (30) days of Executive Board
3 Elections. The term of office for building representative shall be two (2) years. It shall be the
4 responsibility of each building representative to represent the interest of the employees that elect them
5 and express to the Executive Board their needs, desires and concerns. They will be responsible, along
6 with the Grievance Committee, in advising an employee about their contractual rights.
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8 **Section 6.7.** Any Officer/Building Representative may be removed from office by a two-thirds (2/3)
9 majority vote of the Membership at any regular or special meeting of the Membership of the
10 organization. Notice of the proposed removal of the Officer/Building Representative must be given to
11 the individual five (5) days prior to the date of the meeting at which the removal is to be voted upon.
12 Such notice to the Officer/Building Representative must state the cause of the proposed removal.
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16 ARTICLE VII

17 **OFFICERS, NOMINATIONS AND ELECTIONS**

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20 **Section 7.1.** The officers of this organization shall be a President and/or Co-Presidents, a Vice
21 President, a Secretary, and a Treasurer. All officers shall be elected for a term of two (2) years.
22 Elections shall be held in the month of March each year. Beginning in March 2010, the President
23 and/or Co-Presidents and Secretary will be elected for a period of two (2) years. The Vice-President
24 and Treasurer will be elected for a term of one (1) year. In March 2011, the Vice-President and
25 Treasurer shall be elected for a term of two (2) years. Thereafter, the Presidents and/or Co-Presidents
26 and the Secretary will be elected to a two (2) year term in even years and the Vice-President and
27 Treasurer will be elected to a two (2) year term in odd years.
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29 **Section 7.2.** Nominations may be made by the nominating committee, but whether or not such
30 nominating committee is used, nominations shall be permitted from the floor at the meeting held to
31 elect officers.
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33 **Section 7.3.** To be eligible for office, a Member must be in good standing for one (1) year immediately
34 preceding the election, except in the initial election held in this organization, and must qualify under
35 the provisions of Article V, Section 5.2-C.
36

37 **Section 7.4.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as
38 to afford all Members a reasonable opportunity to vote. At least (5) days advance notice shall be given
39 the Membership prior to the holding of the election.
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41 **Section 7.5.** Every Executive Board Member shall, upon assuming office, subscribe to the obligation
42 of an officer contained in these Bylaws.
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ARTICLE VIII

DUTIES OF OFFICERS

Section 8.1. President. The President and/or Co-Presidents shall preside at all meetings of the organization and of the Executive Board. The President and/or Co-Presidents shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks drawn against the fund of the organization; appoint all special committees of the organization subject to the approval of the Executive Board; report periodically to the Membership regarding the progress and standing of the organization in regard to the President's official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

Section 8.2. Vice President. The Vice President shall act for the President and/or Co-Presidents in the President's and/or Co-President's absence and perform such other acts as the President of the Executive Board may direct.

Section 8.3. Secretary. It shall be the duty of the Secretary to keep all records of the organization, the Executive Board, and to perform such other acts as the President and/or Co-Presidents and Executive Board may direct. The Secretary may be authorized, by the Executive Board, to act as a co-signer of checks drawn on the funds of the organization in place of or in addition to either the President or Treasurer.

Section 8.4. Treasurer. The Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Executive Board; maintain bank accounts and depositories designated by the Executive Board; and such money shall be withdrawn only by checks signed by the President or Co-President and the Treasurer. The Treasurer shall render periodical financial reports as required by the Executive Board, and shall keep an accurate record of the receipts and disbursements; and shall act as custodian of all properties of the organization.

Section 8.5. Confidentiality. As Executive Board members or designees, there is a responsibility to maintain confidentiality out of respect for the members and ourselves.

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ARTICLE IX

MISCELLANEOUS PROVISIONS

Section 9.1. This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington/SEIU Local 1948.

Section 9.2. Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as agent for, or otherwise bind this organization 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 organization except to the extent specifically authorized in writing by the President or Executive Board of the organization.

Section 9.3. The latest edition of Roberts'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 organization or of the Public School Employees of Washington/SEIU Local 1948.

ARTICLE X

COMMITTEES AND DELEGATES

Section 10.1. Grievance Committee. The Executive Board shall serve as the grievance committee for the chapter.

Section 10.2. Negotiating Committee. A Negotiating Committee shall be the Executive Board. The President/and/or Co-Presidents may appoint alternates as needed. We, the Association, shall negotiate and vote on our own salary and benefits.

Section 10.3. Audit Committee. An Audit Committee shall be selected by the Executive Board.

Section 10.4. Other or Special Committees. The President shall designate such special committees as deemed necessary in the carrying out of the objectives and purposes of this organization. Committees may include Insurance, Scholarship, Membership, Bylaws, Negotiations, and Building Representatives.

Section 10.5. Convention Delegates. Delegates shall be selected by the Chapter by secret ballot vote. The number of delegates is determined by the State Bylaws, according to the number of Members in the local Chapter.

Section 10.6. Scholarship Committee. The committee shall be chaired by the Vice-President and include Association Members. Two (2) scholarships shall be awarded to qualifying dependents up to \$500.00 each. Qualifications will be determined by the committee, provided funds are available. There may be a \$250.00 PSE Para-Educator scholarship available.

ARTICLE XI

AMENDMENTS

Section 11.1. These bylaws may be amended by a majority vote of the Chapter at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the Members at least five (5) days prior to the meeting at which said vote is to be taken.

BY: Signed by
Shirley Pedraza, Chapter Co-President

BY: Signed by
Sarah Schilperoort, Chapter Co-President

DATE: December 14, 2009

Adopted by the membership April 28, 1988
Amended by the membership January of 2004
Amended by the membership August 28, 2009

