

CHAPTER BYLAWS

SUNNYSIDE SECRETARIES

Public School Employees Of Washington
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1 **P R E A M B L E**

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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
6 the 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
11 the nation, State, local municipalities, and school district is but another aspect of that citizenship.

12
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
18 in negotiations with the management of the Sunnyside School District and to conduct internal
19 organizational affairs according to democratic standards.,

20
21 THEREFORE, we, the Secretarial classified school employees of Sunnyside School District, in meeting,
22 adopt these Bylaws.

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25 **ARTICLE I**

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28 **Section 1.1.** The name of this organization shall be the Public School Employees of Sunnyside
29 Secretaries.

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32 **ARTICLE II**

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35 **Section 2.1.** This local organization shall be affiliated with and be a chapter of the Public School
36 Employees of Washington. This organization was chartered by Public School Employees of Washington
37 on April 3, 1974.

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40 **ARTICLE III**

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43 **Section 3.1.** This organization shall continue until a majority of all of the members vote to dissolve the
44 organization.

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ARTICLE IV

Section 4.1. 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
- B. To promote the organization of Public School Employees in the Sunnyside School District.
- C. To promote the welfare of the membership and the classified employees 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 classified employees 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 classified school employees for 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

Section 5.1. 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 5.1.1. Active Member. Any classified school employee who is regularly employed by or for the Sunnyside School District, and who is a member of Public School Employees of Washington, is eligible for membership in this Chapter. A classified employee is one whose position does not require a teaching certificate.

1 **Section 5.2. Rights.**

- 2
- 3 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
4 organization. Active discussions of organization affairs shall be encouraged and protected within
5 this organization.
- 6
- 7 B. Members shall have the right to fair and democratic elections at all levels of the organization. This
8 includes due notice of nominations and elections, equal opportunities for competing candidates,
9 and proper election procedures which shall be specifically set forth.
- 10
- 11 C. Members shall have an equal right to run and hold office, except those persons set forth in RCW
12 41.56.030 Par. 2a, 2b and 2c; and those employees classified either by State statute or appropriate
13 State regulatory agencies as being a “supervisory employee”.
- 14
- 15 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
16 levels such accounting shall include, but not be limited to, periodical reports to the membership by
17 appropriate fiscal officers or by independent auditors not otherwise connected with the
18 organization, and a financial audit at least once a year which is made available to all members.
- 19
- 20 E. Members shall have the right to full participation, through discussion and vote, in the decision
21 making processes of the organization and to pertinent information needed for the exercises of this
22 right.
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25 **ARTICLE VI**

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29 **DUES**

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31 **Section 6.2. State Dues.** State dues shall be paid monthly to the state office of PSE as outlined in the
32 state bylaws, 1.5% of employee’s gross pay.

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34 **Section 6.3. Local Dues.**

- 35
- 36 A. Membership dues of this organization shall be six (\$6.00) dollars per year, to be deducted in
37 January.
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- 39 B. Local Chapter members who pay dues through a system of regular payroll deduction shall, for as
40 long as they continue to pay through such payroll deduction, be considered to be in good standing.
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- 42 C. Membership dues are not refundable except where an error resulting in an overpayment exists.
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ARTICLE VII

MEETINGS

Section 7.1. 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 7.2. Special meetings may be called by the President, the Board of Trustees, or by petition filed with the President and signed by twenty percent (20%) of the members of this organization.

Section 7.3. 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 Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

Section 7.4. 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 maybe transacted with a majority of those members present at the meeting.

ARTICLE VIII

MANAGEMENT

Section 8.1. 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 8.2. The Board of Trustees shall be composed of the President, Vice President, Secretary, and Treasurer. The outgoing President shall remain on the board of Trustees for a period of one (1) year after leaving office, in an advisory capacity.

Section 8.3. The term of office of the trustees of this organization shall be for a period of one (1) year from the date of election.

Section 8.4. The Board of Trustees shall hold regular meetings each month, and such special meetings as the President or the board shall deem necessary for the competent management of affairs of the organization.

1 **Section 8.5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming before
2 the Board. All voting at meetings of the Board of Trustees shall be by each member present in person, and
3 voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute
4 a quorum.

5
6 **Section 8.6.** Any trustee may be removed from office by a two-thirds (2/3) majority vote of the
7 membership at any regular or special meeting of the membership of the organization. Notice of the
8 proposed removal of the trustee must be given to the trustee five (5) days prior to the date of the meeting
9 at which the removal is to be voted upon. Such notice to the trustee must state the cause of the proposed
10 removal.

11 12 13 14 **ARTICLE IX**

15 16 **OFFICERS, NOMINATIONS AND ELECTIONS**

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18 **Section 9.1.** The officers of this organization shall be a President, a Vice President, a Secretary, and a
19 Treasurer. All officers shall be elected for term of one (1) year. Elections shall be held in the month of
20 August each year.

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22 **Section 9.2.** Nominations shall be permitted from the floor at the meeting held to elect officers in August.

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24 **Section 9.3.** To be eligible for office, a member must be in good standing for one (1) year immediately
25 preceding the election, except in the initial election held in this organization, and must qualify under the
26 provisions of Article V, Section 5.2-C.

27
28 **Section 9.4.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to
29 afford all members a reasonable opportunity to vote. At least (5) days advance notice shall be given the
30 membership prior to the holding of the election.

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32 **Section 9.5.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an
33 officer and trustee, contained in these Bylaws.

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ARTICLE X

DUTIES OF OFFICERS

Section 10.1. President The President shall preside at all meetings of the organization and of the Board of Trustees. The President 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 Board of Trustees; 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 10.2. Vice President The Vice President shall act for the president in the President's absence and perform such other acts as the President of the Board of Trustees may direct..

Section 10.3. Secretary It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct. The Secretary may be authorized, by the Board of Trustees, 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 10.4. 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 Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Secretary and the Treasurer. The Treasurer shall render periodical financial reports as required by the Board of Trustees, the membership, or Public School Employees of Washington to ensure that the Chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. The Treasurer shall keep an accurate record of the receipts and disbursements; and shall act as custodian of all properties of the organization.

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ARTICLE XI

MISCELLANEOUS PROVISIONS

Section 11.1. 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.

Section 11.2. 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 Board of Trustees of the organization.

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ARTICLE XII

COMMITTEES AND DELEGATES

Section 12.1. Grievance Committee A Grievance Committee shall be composed of at least two (2) representatives from the Secretary Chapter or personal selection.

Section 12.2. Negotiating Committee A Negotiating Committee shall be the Board of Trustees. The President shall appoint a substitute if one is needed.

Section 12.3 Audit Committee An audit Committee shall be voted on by the Chapter.

Section 12.4 Other or Special Committees. The President shall designate such special committees as determine necessary in the carrying out of the objectives and purposes of this organization.

Section 12.5 Convention Delegates. Delegates shall be selected by the Chapter. 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.

ARTICLE XIII

AMENDMENTS

Section 13.1. 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) working days prior to the meeting at which said vote is to be taken.

Amended September of 2003.