

CHAPTER BYLAWS

TONASKET



Public School Employees of Washington/SEIU Local 1948

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

2
3 The name of this chapter shall be Public School Employees of Tonasket, an affiliate of Public School
4 Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501 (c)5 labor organization
5 operating under the laws of the State of Washington. Public School Employees of Washington
6 chartered this organization on August 17, 1971.
7

8 **A. MISSION – OUR PURPOSE FOR EXISTING**

9 It is the mission of Public School Employees of Tonasket to work closely with Public School
10 Employees of Washington/SEIU Local 1948 to support the membership through collective bargaining
11 and the protection of those rights, promote educational enrichment opportunities, encourage
12 membership growth, and provide quality leadership while working closely with the state legislature in
13 an effort to enact laws which will represent the best interest of all classified school employees in the
14 state of Washington. This organization shall continue until a majority of all the members vote to
15 dissolve the organization.
16

17 **B. VISION – WHAT WE STRIVE TO ACHIEVE**

- 18 A. Employees organize primarily to secure better wages and better working conditions.
19
20 B. Collective bargaining is the expression of citizenship in employment. Participation in the
21 political life of the nation, state, local municipalities, and school district is but another aspect of
22 that citizenship.
23
24 C. In the same way that we are organized to improve the terms and conditions of employment, we
25 are equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of
26 American life.
27
28 D. We are under a solemn obligation to represent the members of this organization forcefully and
29 effectively in negotiations with the management of the Tonasket School District, and to
30 conduct internal organization affairs according to democratic standards.
31
32 E. THEREFORE, we, the classified school employees of Tonasket School District, in meeting,
33 adopt these Bylaws this 8th day of November 2000.
34

35 **C. VALUES – THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE AND**
36 **CONDUCT**

37 The objectives and purposes of this organization are:

- 38
39 A. To carry out and assist on a local basis the objectives and purposes of the Public School
40 Employees of Washington/SEIU Local 1948.
41
42 B. To promote the organization of Public School Employees in the Tonasket School District.
43
44 C. To promote the welfare of the membership and the classified employees of the Tonasket School
45 District, and to provide a voice in the determination of the terms and conditions of
46 employment. We are committed to the process of collective bargaining as a desirable,
47 democratic and effective method to achieve this.
48

- 1 D. To promote and provide a systemic and effective employee management through collective
2 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and
3 collective negotiations on personnel matters, benefits and working conditions, vacations,
4 holidays and other conditions of employment for the classified employees of Tonasket School
5 District.
6
7 E. Both as members and as citizens, we shall also employ available legislative and political action
8 to establish adequate financial provisions for the improvement of public school education and
9 equitable consideration for the classified school employees from the state legislators.
10
11 F. To establish better fellowship and understanding among classified school employees and to
12 strive for their overall betterment through training, legislation and association benefits.
13
14 G. We hold to and affirm the member's code of ethics of the Public School Employees of
15 Washington.
16

17 18 ARTICLE I

19 20 MEMBERSHIP, DUES AND RIGHTS

21 22 **Section 1.1. Eligibility.**

23 Except as otherwise provided in these bylaws, any person without regard to race, creed, color, national
24 origin, sex, or political belief, who meets the requirements hereinafter listed shall be eligible for
25 membership.
26

27 **Section 1.1.1. Active Member.**

28 Any classified school employee who is regularly employed by or for the Tonasket School
29 District, and who is a member of Public School Employees of Washington/SEIU Local 1948, is
30 eligible for membership in this chapter. A classified employee is one whose position does not
31 require a teaching certificate.
32

33 **Section 1.1.2. Member in Good Standing.**

34 To be eligible to vote and to hold office, a member must be in good standing. To be in good
35 standing, the member shall be employed and current in payment of dues as are required by
36 these bylaws. Any member who is terminated from employment shall not be eligible to vote or
37 hold office.
38

39 **Section 1.2. Dues.**

40 41 **Section 1.2.1. Dues Authorization.**

42 Dues shall be authorized by each employee by signing the dues authorization card supplied by
43 Public School Employees of Washington/SEIU Local 1948.
44

45 **Section 1.2.2. State Dues.**

46 State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.
47 Public School Employees of Washington/SEIU Local 1948 dues are one and seventh
48 hundredths (1.70%) percent of each member's gross monthly earnings or fifty (\$50.00) dollars

per month, whichever is less, increasing each year by an amount equal to five-one hundredths (0.05%) of a percent per year until the dues rate equals one and seventy-five hundredths (1.75%) percent. The monthly dues cap (adopted in 2005) will be increased in odd-numbered years by the sum of one (\$1.00) dollar.

Section 1.2.3. Chapter Dues.

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

Section 1.2.4. Local Dues.

Each October, the Tonasket School District is authorized to deduct five (\$5.00) dollars from each member's gross monthly earnings; such deduction shall be deposited in the bank account of the PSE Tonasket chapter. The purpose of such deduction is to support the cost of local chapter administration and other purposes as determined by the chapter.

Section 1.2.5. Refunds.

Membership dues are not refundable except where an error resulting in an overpayment exists.

Section 1.3. Rights.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organization affairs shall be encouraged and protected within this organization.
- B. Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth.
- C. Members shall have an equal right to run for and hold office, except those persons set forth in RCW 41.56.030, Paragraph 2, A, B, and C: and those employees classified either by State statute or appropriate State regulatory agencies as being a "supervisory employee".
- D. Members shall have the right to a full and clear accounting of all organizational funds. At all levels such accounting shall include, but not be limited to, periodical reports to the membership by the treasurer. A financial audit will be conducted yearly by two PSE members appointed by the Board of Trustees.
- E. Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the organization and to pertinent information needed for the exercises of this right.

ARTICLE II

MEETINGS

Section 2.1.

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.

1
2 **Section 2.2.**

3 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
4 President and signed by twenty percent (20%) of the members of this organization.
5

6 **Section 2.3.**

7 The President shall provide at least five (5) days notification to all members of any meeting called.
8 However, said five (5) days' notice may be waived by the Board of Trustees provided that every
9 reasonable effort is employed to notify the membership of the meeting.
10

11 **Section 2.4.**

12 At any meeting of the membership of this organization, each member present shall be entitled to one
13 vote. A member must be present to vote - no proxy vote will be allowed. A minimum of five (5)
14 members must be present to constitute a quorum before any organization business may be transacted.
15
16

17
18 **ARTICLE III**

19
20 **MANAGEMENT**
21

22 **Section 3.1.**

23 The business and property of this organization shall be managed by a Board of Trustees, except when
24 the meetings of the organization are in session. All matters affecting the purposes, aims and means of
25 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by
26 action of the members at a regular or special meeting shall be decided by the Board of Trustees.
27

28 **Section 3.2.**

29 The Board of Trustees shall be composed of the President, Vice President, Secretary, and Treasurer
30 and a unit representative hereinafter known as trustee elected by the unit from each of the following:

31 Custodial/Maintenance	Professional/Technical
32 Food Service	Secretaries
33 Paraeducators	Transportation

34

35 **Section 3.3.**

36 The term of office of the trustees of this organization shall be for a period of two (2) years from the
37 date of election. Term of office shall be September 1 to August 31.
38

39 **Section 3.4.**

40 The Board of Trustees may hold regular meetings each month, and such special meetings as the
41 President or the Board shall deem necessary for the competent management of affairs of the
42 organization.
43

44 **Section 3.5.**

45 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
46 All voting at meetings of the Board of Trustees shall be by each member present in person and voting
47 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
48 quorum.

1 **Section 3.6.**

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

7 **Section 3.7.**

8 Unexcused absences from three (3) consecutive meetings of the Board of Trustees may be due cause
9 for removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
10 absenteeism shall not require the two-thirds (2/3) vote of membership.
11

12 **Section 3.8.**

13 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in
14 accordance with the procedure set forth below:
15

16 **Section 3.8.1.**

17 In the event the president cannot serve the remainder of their current term, the vice president
18 shall serve as president for the completion of the term.
19

20 **Section 3.8.2.**

21 In the event of a vacancy in the office of vice president, secretary, or treasurer, all members
22 shall be notified of the vacancy and nominations solicited for the position. Nominations shall
23 be accepted for a period of twenty (20) calendar days following the notification to members.
24 The president will call a special meeting of the membership to elect the vacated position. Each
25 candidate for the positions may submit a letter or have three (3) minutes to address the
26 membership prior to the vote, to describe their qualifications and reasons they are seeking the
27 position. Vacancies shall be filled only for the remainder of the term in which the vacancy
28 occurs.
29

30 **Section 3.8.3.**

31 When vacancies occur in the office of trustee, the president shall direct that a classification
32 meeting be held and that the classification elect a successor for the remainder of the vacant
33 term. Election of the successor must be by majority vote. In the event that more than two
34 candidates run for the office, the candidate with the lowest vote total will be dropped from the
35 ballot after each round of voting until one candidate receives a majority of the votes cast.
36
37
38
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40 **ARTICLE IV**

41 **OFFICERS, NOMINATIONS AND ELECTIONS**

42 **Section 4.1.**

43 The officers of this organization shall be a President, Vice President, Secretary, and Treasurer. All
44 officers shall be elected for a term of two (2) years. The President and Treasurer shall be elected in odd
45 numbered years. the Vice President and Secretary shall be elected in even numbered years.
46
47
48

1 **Section 4.2.**

2 Nominations may be made by the nominating committee, but whether or not such nominating
3 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.
4

5 **Section 4.3.**

6 To be eligible for office, a member must be in good standing for one (1) year immediately preceding
7 the election and must qualify under the provisions of Article I, Section 1.3.-C.
8

9 **Section 4.4.**

10 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
11 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
12 membership prior to the holding of the election.
13

14 In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents the
15 membership from meeting in person for the purposes of voting for union officers through secret ballot
16 for an extended period of time, the following process for appointment of interim local union officers to
17 fill positions shall be utilized:
18

- 19 1. If an election cannot be held prior to the conclusion of the current school year, all officers who
20 are currently in office and wish to continue to serve shall be considered “interim” officers until
21 such a time as an election can be safely held.
22
- 23 2. In the event that the President wishes to step down from the presidency, and or is no longer
24 eligible to serve as President, the Vice-president shall serve as the interim President until such
25 time as a secret ballot election can occur.
26
- 27 3. In the event that any officer or Board Member (other than the President) no longer wishes to
28 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to
29 serve as the interim officer until such time as a secret ballot election can occur.
30

31 **Section 4.4.1.**

32 All members of the chapter shall be eligible to vote for the positions of President, Vice
33 President, Secretary and Treasurer. In the election of a Trustee, only members in the
34 classification of employees that the Trustee will represent shall be allowed to vote.
35

36 **Section 4.5.**

37 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
38 trustee, contained in these Bylaws.
39
40
41

42 **ARTICLE X**

43 **DUTIES OF OFFICERS**

44 **Section 5.1. President.**

45 The President shall preside at all meetings of the organization and of the Board of Trustees. The
46 President shall supervise all activities of the organization; execute all instruments in its behalf; and will
47
48

1 work with PSE field staff, with the advice and consent of the Board of Trustees, to achieve the
2 mission, vision, goals, and objectives of the chapter. The President shall appoint all special
3 committees not otherwise provided for in the bylaws of the chapter, subject to the approval of the
4 Board of Trustees. The president shall report periodically to the membership regarding the progress
5 and standing of the organization in regard to the President's official acts; perform all other duties of the
6 office.

7 8 **Section 5.2. Vice President.**

9 The Vice President shall provide such assistance to the President as requested; serve as the
10 Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties of that
11 office; and in the case of permanent disability or resignation of the President, shall succeed to that
12 office for the unexpired portion of the current term of office. The Vice President shall also serve as the
13 Membership Officer.

14 15 **Section 5.3. Secretary.**

16 The Secretary shall ensure that the minutes of general membership meetings and Board of Trustee
17 meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the organization,
18 the Board of Trustees, and perform such other acts as the President or Board of Trustees may direct.

19 20 **Section 5.4. Treasurer.**

21 The Treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay
22 all obligations incurred by the chapter as authorized by the Board of Trustees; keep an accurate record
23 of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of
24 Trustees. Money withdrawn by checks shall be signed by the President and/or Vice President and the
25 Treasurer. The President and Treasurer shall also be authorized to have a chapter account debit card,
26 which shall only be used as authorized by the Board of Trustees, the membership, or Public School
27 Employees of Washington/SEIU Local 1948 to ensure that the chapter is in compliance with all laws
28 and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year
29 for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The
30 Treasurer shall be responsible for completing and submitting the 990N Report, no later than October
31 31 each year. The Treasurer shall act as custodian of all properties of the chapter.

32 33 34 35 **ARTICLE VI**

36 37 **MISCELLANEOUS PROVISIONS**

38 39 **Section 6.1.**

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

42 43 **Section 6.2.**

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

1
2 **Section 6.3.**

3 The latest edition of *Robert's Rules of Order Newly Revised* shall be the guide in all cases in which
4 they are applicable, and in which they are not inconsistent with the Bylaws and special rules of this
5 Organization or of the Public School Employees of Washington/SEIU Local 1948.
6
7

8
9 **ARTICLE XI**

10
11 **COMMITTEES AND DELEGATES**

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13 **Section 7.1. Grievance Committee.**

14 A Grievance Committee shall be composed of the President or Vice President and at least one (1) unit
15 representative from each represented unit of the Chapter, as appointed by the President.
16

17 **Section 7.2. Negotiating Committee.**

18 A Negotiating Committee shall be composed of the President and a representative from each
19 classification.
20

21 **Section 7.2.1.**

22 Committee members shall sign an agreement of confidentiality and if breeched, may be subject
23 to removal by majority vote of the committee. A replacement may be selected by classification
24 if removal is within one (1) month of the beginning of bargaining. If the classification does not
25 replace their representative, then the remaining members shall represent that classification.
26

27 **Section 7.2.2.**

28 Members shall receive a draft of any new contract language (including Letters of Agreement
29 and Memorandums of Understanding) five (5) calendar days prior to the meeting at which the
30 vote shall be taken.
31

32 **Section 7.3. Audit Committee.**

33 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
34 chapter. The treasurer will be audited at least one (1) time a year in the month of September. The
35 outgoing and/or incoming treasurer(s) shall be available to the audit committee as it completes the
36 audit procedure.
37

38 **Section 7.4. Bylaws Committee.**

39 A Bylaws Committee shall be selected by the membership to review the bylaws by December 31 every
40 odd year. Bylaw changes shall be approved by the Board of Trustees
41

42 **Section 7.5. Labor/Management Committee.**

43 A Labor Committee shall be selected by the membership and shall include the President and two (2)
44 members.
45

46 **Section 7.6. Convention Delegates.**

47 Delegates and alternates shall be elected by the membership at a chapter meeting held in May. Voting
48 shall be by secret ballot.

1
2 **Section 7.7. Nominating Committee.**

3 A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.
4

5 **Section 7.8. Other or Special Committees.**

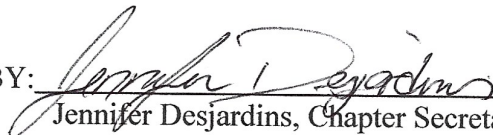
6 The Board of Trustees shall designate such special committees as they determine necessary in the
7 carrying out of the objectives and purposes of this organization.
8
9
10

11 **ARTICLE VIII**

12 **AMENDMENTS**

13
14
15 **Section 8.1.**

16 These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special
17 meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the
18 members of the Board of Trustees at least five (5) days prior to the meeting at which said vote is to be
19 taken.
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21
22
23
24

25 BY: 
26 Jennifer Desjardins, Chapter Secretary

27
28 DATE: 11/18/2020
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36 Adopted by the membership on November 8, 2000
37 Amended by the membership - October 6, 2010
38 Amended by the Board of Trustees - April 11, 2017
39 Amended by the Board of Trustees - August 19, 2020
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