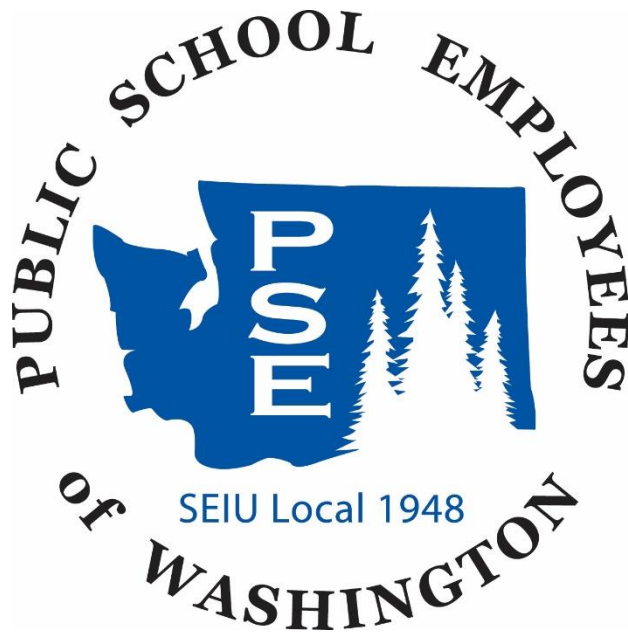


CHAPTER BYLAWS

TUMWATER UNITED PSE



Public School Employees of Washington/SEIU Local 1948
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TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	2
ARTICLE III GOVERNANCE AND OPERATIONS	3
ARTICLE IV MEETINGS	4
ARTICLE V BOARD OF TRUSTEES	5
ARTICLE VI ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	7
ARTICLE VII MISCELLANEOUS PROVISIONS	9
ARTICLE VIII COMMITTEES AND DELEGATES	9
ARTICLE IX SCHOLARSHIPS	10
ARTICLE X AMENDMENTS	11

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
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P R E A M B L E

A. NAME

The name of this chapter shall be Tumwater United Public School Employees and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Tumwater United Public School Employees to work closely with Public School Employees of Washington/SEIU Local 1948 to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the State Legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington.

C. VISION - WHAT WE STRIVE TO ACHIEVE

We will provide service of superior quality and value that best meets the needs of our chapter members. We will achieve that purpose through an organization and working environment which attracts the finest people, fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of integrity and commitment to do the right thing.

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all classified employees. As a result, PSE, our members, PSE employees, the school district in which we work, and the community in which we live will grow and prosper.

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

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.

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

14 A R T I C L E I

15 M E M B E R S H I P

16 Section 1.1.

17 Except as otherwise provided in these Bylaws, any person, without regard to race, creed, color,
18 national origin, sex, or political belief, shall be eligible for membership.

19 Section 1.1.1. Active Member.

20 Any classified school employee who is regularly employed by or for the Tumwater School
21 District, and who is a member of Public School Employees of Washington/SEIU Local 1948,
22 is eligible for membership in this Chapter. A classified employee is one whose position does
23 not require a teaching certificate.

24 Section 1.1.2. Member In Good Standing.

25 To be eligible to vote and to hold office, a member must be in good standing. To be in good
26 standing, the member shall be employed and current in payment of dues as are required by
27 these Bylaws. Any member who is on authorized leave of absence pursuant to the Collective
28 Bargaining Agreement, shall retain the right to vote and hold office. Any member who is
29 terminated from employment shall not be eligible to vote or hold office.

30 A R T I C L E II

31 D U E S

32 Section 2.1. State Dues.

33 State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.

34 Section 2.1.1. Chapter Rebates.

35 Dues rebates from the State organization shall be received by the Chapter in accordance with
36 the provisions of the State Bylaws. All state rebate money is to be used to send chapter
37 delegates to the state convention. Should it be found, after the state convention, the rebate
38 exceeded the requirement, excess monies may be transferred to the general fund.

1 **Section 2.2. Local Dues.**

2 Local membership dues shall be fifteen one-hundredths of one percent (0.15%) of each member's
3 gross monthly earnings. This amount to be deducted automatically through payroll deduction unless
4 other arrangements have been made through the Board of Trustees. Any member who is on an
5 authorized leave of absence pursuant to the Collective Bargaining Agreement, may have local dues
6 collection suspended upon approval by the Chapter Board of Trustees.

7
8 **Section 2.3. Refunds.**

9 Membership dues are not refundable except where an error resulting in an overpayment exists.
10
11

12
13 **ARTICLE III**

14
15 **GOVERNANCE AND OPERATIONS**

16
17 **Section 3.1.**

18 PSE shall be governed by a representative form of government.
19

20 **Section 3.2.**

21 Members shall suffer no impairment of freedom of speech concerning the operations of this
22 organization. Active discussions of organization affairs shall be encouraged and protected within this
23 organization.
24

25 **Section 3.3.**

26 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
27 such accounting shall include, but not be limited to, periodical reports to the membership by
28 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
29 and a financial audit at least once a year which is made available to all members.
30

31 **Section 3.4.**

32 Members shall have the right to full participation, through discussion and vote, in the decision
33 making processes of the organization and to pertinent information needed for the exercises of this
34 right.
35

36 **Section 3.5. GOVERNING BODY.**

37
38 **Section 3.5.1. Board of Trustees.**

39 Except when general meetings of the Chapter are in session, the business and property of this
40 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf
41 of the membership is vested in the elected Board of Trustees who shall decide all matters
42 affecting the purposes, aims and means of accomplishing the purposes of this Chapter, not
43 specifically provided for in these Bylaws or by action of the members at a regular or special
44 meeting.
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46
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48

1 **Section 3.5.2. PSE Field Staff.**

2 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions
3 governing the business of the local Chapter shall be the sole responsibility of the elected
4 officials and membership of the Chapter.

5
6 **Section 3.6. OPERATING PRINCIPLES.**

7 In order to provide the Chapter with the highest quality direction and management possible, the
8 following operating principles shall guide the Board of Trustees.

9
10 **Section 3.6.1. Board/Membership Relationships.**

11 A positive, constructive, cooperative relationship between the Board of Trustees and the
12 membership is essential to achieving the mission and vision of the organization. Therefore,
13 the Board and membership will conduct themselves in a way that promotes mutual trust,
14 demonstrates respect for individual dignity, and displays professionalism. The Board shall
15 utilize positive conflict resolution methods and maintain open, honest lines of communication
16 that respect an appropriate chain of command within the Chapter.

17
18 **Section 3.6.2. Media.**

19 The President, or his/her designee, is the primary spokesperson for the Chapter. Media
20 inquiries to individual Board members about matters of Chapter concern should be referred to
21 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or
22 specific legislation should be referred to the Executive Director at State headquarters.

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25
26 **ARTICLE IV**

27
28 **MEETINGS**

29
30 **Section 4.1.**

31 General membership meetings of this Chapter shall be held at least four (4) times annually at a time
32 and place to be fixed by the membership or the Board of Trustees.

33
34 **Section 4.2.**

35 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
36 President and signed by twenty percent (20%) of the members in good standing of this Chapter.

37
38 **Section 4.3.**

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

42
43 **Section 4.4.**

44 At any meeting of the membership of this Chapter, each member in good standing present shall be
45 entitled to one vote. A member must be present to vote except only for the following reason: For
46 election of officers, ratification of agreements or other important motions on which secret ballot is
47 requested, those members who cannot attend a meeting because of required District duties will be
48 given an opportunity to cast ballots on the following day after having been supplied with the slate,

1 amendment or motion which prompted the ballot. To qualify for such "absentee" ballots, members
2 must notify the President in advance of the meeting. No ballots will be counted or inspected until
3 balloting is complete. A minimum of ten (10) members shall constitute a quorum before any
4 organization business may be transacted.

5
6 **Section 4.5. Board of Trustee Meetings.**

7 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may
8 also be called upon motion of a majority of the members of the Board of Trustees to the President. A
9 majority of the members of the Board of Trustees shall constitute a quorum.

10
11 **Section 4.6.**

12 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
13 meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or
14 of the Public School Employees of Washington/SEIU Local 1948.

15
16
17
18 **ARTICLE V**

19
20 **BOARD OF TRUSTEES**

21
22 **Section 5.1.**

23 The Board of Trustees shall be composed of the President, Immediate Past President, Vice President,
24 Secretary, Membership Officer, Treasurer, and a unit representative (herein known as a Trustee)
25 elected by the unit from each classification of employees of the school district if represented by the
26 local Public School Employees organization.

27
28 **Immediate Past President.**

29 The Immediate Past President shall help with the smooth transfer of chapter business.

30
31 **Section 5.2.**

32 The term of office shall be for a period of two (2) years, or until their successors are elected with the
33 exception of the immediate past president whose term shall be one year.

34
35 **Section 5.3.**

36 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
37 Board shall deem necessary for the competent management of affairs of the Chapter.

38
39 **Section 5.4.**

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

1 **Section 5.5. Duties.**

2
3 **Section 5.5.1. President.**

4 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The
5 President shall be made aware of, and supervise all activities of the Chapter; execute all
6 instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the
7 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The
8 President shall appoint all special committees not otherwise provided for in the bylaws of the
9 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member
10 of all committees. The President shall report periodically to the membership regarding the
11 progress and standing of the Chapter in regard to the President's official acts; and perform all
12 other duties of the office.

13
14 **Section 5.5.2. Vice President.**

15 The Vice President shall provide such assistance to the President as requested; serve as
16 Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties
17 of that office; and in the case of permanent disability or resignation of the President, shall
18 succeed to that office for the unexpired portion of the current term of office.

19
20 **Section 5.5.3. Secretary.**

21 The Secretary shall ensure that the minutes of general membership meetings and Board of
22 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of
23 the Chapter, the Board of Trustees, and to perform such other official functions as the
24 President and Board of Trustees may direct.

25
26 **Section 5.5.4. Membership Officer.**

27 It shall be the duty of the Membership Officer to maintain a current and accurate list of
28 members of the Chapter in coordination with the membership information section at PSE State
29 headquarters; ensure that all members are paying dues; render periodical membership reports
30 as required by Public School of Washington/SEIU Local 1948; and perform such other official
31 functions as the President and Board of Trustees may direct.

32
33 **Section 5.5.5. Treasurer.**

34 The Treasurer shall receive and be accountable for all funds and monies belonging to the
35 Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees;
36 keep an accurate record of receipts and disbursements; and maintain bank accounts and
37 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
38 checks signed by the President and/or Vice President and the Treasurer. The Treasurer shall
39 render periodical financial reports as required by the Board of Trustees, the membership, or
40 Public School Employees of Washington/SEIU Local 1948 to ensure that the Chapter is in
41 compliance with all laws and regulations required by the Internal Revenue Service and the
42 Department of Labor. The fiscal year for all financial reports shall be from September 1 to
43 August 31 of the following year, inclusive. The Treasurer shall act as custodian of all
44 properties of the Chapter.

45
46 **Section 5.5.6. Trustee.**

47 A Trustee shall represent the classification of employees which elected them and express to
48 the Board of Trustees the needs, desires, and concerns of the members in their classification.

1 They will be responsible, along with the Grievance Committee, in advising an employee about
2 their contractual rights.

3 4 5 6 **ARTICLE VI**

7 8 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

9 10 **Section 6.1.**

11 Members shall have the right to fair and democratic elections at all levels of the Chapter. This
12 includes ten (10) working days notice of nominations and elections, and equal opportunities for
13 competing candidates to state their qualifications and reasons for seeking office to the Chapter
14 membership. Elections shall be conducted by secret written ballot and certified by the Chapter
15 Secretary.

16 17 **Section 6.2.**

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

21 22 **Section 6.3.**

23 Nominations and elections will be between the months of February and the end of May. Vice
24 President, Secretary, Food Services, Transportation, Transportation Tech and Maintenance
25 classification Representatives to be elected on odd numbered years. President, Treasurer,
26 Membership, Custodial, Grounds, Mechanic and Technician classification representatives to be
27 elected on even numbered years. Under no circumstances will elections be held during school breaks
28 when all members are not available. All elections will be held during general chapter meetings.
29 Terms of office shall be from September 1 through August 31.

30 31 **Section 6.3.1.**

32 Candidates shall not campaign during work hours per RCW 42.52.180.

33 34 **Section 6.4.**

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

37 38 **Section 6.5.**

39 To be eligible, a member must be in good standing for one (1) year immediately preceding the
40 election.

41 42 **Section 6.6.**

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

1 **Section 6.6.1.**

2 All members of the Chapter shall be eligible to vote for the positions of President, Vice
3 President, Secretary, Membership Officer, and Treasurer. In the election of a Trustee, only
4 members in the classification of employees that the Trustee will represent shall be allowed to
5 vote.

6
7 **Section 6.7.**

8 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
9 contained in these Bylaws.

10
11 **Section 6.8.**

12 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
13 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
14 must be given to the Board of Trustee member at least five (5) working days prior to the date of the
15 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
16 removal.

17
18 **Section 6.9.**

19 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
20 for removal of the member by the Board of Trustees. Removal of a Board member because of
21 excessive absenteeism shall not require the 2/3 vote of the membership.

22
23 **Section 6.10.**

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

26
27 **Section 6.10.1.**

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

30
31 **Section 6.10.2.**

32 In the event of a vacancy in the office of Vice President, Secretary, Membership Officer, or
33 Treasurer, all members shall be notified of the vacancy and nominations solicited for the
34 position. Nominations shall be accepted for a period of twenty (20) calendar days following
35 the notification to members. The President, at his/her discretion, may either call a special
36 meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled
37 Board meeting. Each candidate for the position may submit a letter, or have three (3) minutes
38 to address the Board prior to the vote to describe their qualifications and reasons they are
39 seeking the position.

40
41 **Section 6.10.3.**

42 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
43 occurs; provided, however, that when vacancies occur in the office of Trustee, the President
44 shall direct that a classification meeting be held and that the classification elect a successor for
45 the remainder of the vacant term. Election of the successor must be by majority vote. In the
46 event that more than two candidates run for the office, the candidate with the lowest vote total
47 will be dropped from the ballot after each round of voting until one candidate receives a
48 majority of the votes cast.

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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always supersede local bylaws where conflict exists. Bylaws shall be reviewed at least every four (4) years for changes.

Section 7.2.

This Chapter shall send to the PSE State office a list of names and addresses of its Board of Trustees and members, together with other information required by PSE and shall notify PSE of all changes in Board members, members, and addresses.

Section 7.3.

Original signed copies of all documents pertaining to issues outlined shall be submitted to the Regional Service Center, who will then forward the original to State headquarters after appropriate copies have been made.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and at least one unit representative from each classification of employees in the Chapter; and shall be responsible for advising members of their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE Field Representative in developing proposals and negotiating agreements.

Section 8.3. Communication Committee.

The Communication Committee shall consist of a Newsletter Editor and other members who shall publish a monthly newsletter to keep members informed regarding issues of concern to Chapter members.

Section 8.4. Governmental Affairs Committee.

The Governmental Affairs Committee shall work as a liaison between Chapter members and the Zone Representative on the State PSE Legislative Council. Names and address of all committee members shall be submitted to Public School Employees of Washington/SEIU Local 1948, and PSE shall be notified of any changes in members or addresses.

1 **Section 8.5. Annual Convention Delegates.**

2 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates
3 attending the Annual Convention shall be paid by the Chapter or in accordance with appropriate
4 provisions of PSE State Bylaws.

5
6 **Section 8.6. Audit Committee.**

7 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
8 Chapter.

9
10 **Section 8.7. Other Or Special Committees.**

11 The Board of Trustees shall designate such special committees as they determine necessary in the
12 carrying out of the objectives and purposes of this Chapter.

13
14
15 **ARTICLE IX**
16
17 **SCHOLARSHIPS**
18

19
20 **Section 9.1. Eligibility.**

21 Any PSE family member of a member of the Tumwater United Chapter of Public School Employees
22 who exhibits a financial need and has maintained a good attendance record, is eligible for a Tumwater
23 United PSE Scholarship.

24
25 **Section 9.1.1.**

26 Preference is given to current year graduating seniors in the following order:

- 27 1. Son (step, in-law) or daughter (step, in-law).
28 2. Grandchild (step, in-law).
29 3. Niece (step, in-law) or Nephew (step, in-law).
30 4. PSE family members to age 25 following steps 1-3 of this section.

31
32 **Section 9.2. Number of Scholarships.**

33 The number of scholarships awarded shall be based on the amount of funds available in any given
34 year. There shall always be one scholarship in the amount of five hundred dollars (\$500.00) and
35 possibly a second one in the amount of three hundred dollars (\$300.00), and a third in the amount of
36 two hundred dollars (\$200.00), if the money is available.

37
38 One student will be chosen as a winner for each available scholarship with an alternate(s) to be
39 selected. The winner will have one (1) year in which to use the award. If for some reason he/she
40 does not use the scholarship by the following February 1st, the award will go to the
41 alternate/alternates unless the original winner notifies the Scholarship Committee he/she will be going
42 to school by the following September.

43
44 **Section 9.3. Scholarship Committee.**

45 The Scholarship Committee shall consist of three (3) members of the Public Employees, Tumwater
46 Chapter, each from a different unit. The President shall apprise the Committee of their duties prior to
47 their deliberations.

1 **Section 9.4. Applications and Deadlines.**

2 Chapter members with students eligible to compete for a Tumwater United Chapter PSE Scholarship
3 must have their applications completed by April 15. The Scholarship Committee will meet to review
4 the applications and deliberate not later than the first Friday in May.
5

6 **Section 9.5. Notification, Award Procedures.**

7 The Scholarship Committee Chairperson will notify the successful applicant's school counseling
8 center of the award and they, in turn, will notify the applicant. A letter shall be prepared certifying
9 that the recipient has been awarded a scholarship and its amount. Included should be an explanation
10 that this scholarship will be paid directly to the institution and a request that Tumwater United PSE be
11 notified when the recipient enrolls in order that the funds may be forwarded.
12

13 When the Chairperson receives notification from the school, it shall be his/her responsibility to see
14 that a check is made out to the school and sent directly to the Cashier's Office with an accompanying
15 letter indicating the student's name, the check number, the amount of the check and an explanation of
16 what the funds are to be used for. The only use of these funds are for TUITION FEES and BOOKS.
17 Also, a statement that if the student should drop out for any reason, all unused portions of these funds
18 should be returned to the Tumwater United Chapter PSE.
19
20
21

22 **ARTICLE X**

23 **AMENDMENTS**

24 **Section 10.1.**

25 These Bylaws may be amended by a majority vote of the general membership at any regular or
26 special meeting thereof; providing, that notice of the intent to amend any specific provision be given
27 to the general membership at least five (5) working days prior to the meeting at which said vote is to
28 be taken.
29
30

31 BY: Andrea Cowles
32 Andrea Cowles, Chapter Secretary
33
34

35 DATE: 12-13-15
36
37

- 38
39
40 Adopted by the membership on the 18th day of September, 1993.
41 Amended by the membership on the 3rd day of November, 2007.
42 Amended by the membership on the 6th day of February, 2010.
43 Amended by the membership on the 1st day of December, 2012
44 Amended by the membership on the 14th day of September, 2013
45 Amended by the membership on the 13th day of October, 2014.
46 Amended by the membership on the 3rd day of September 2015.
47
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