

# **CHAPTER BYLAWS**

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# **UNION GAP**

Public School Employees of Washington  
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1 **PREAMBLE**

2  
3 **A. NAME**

4  
5 The name of this Chapter shall be Public School Employees of Union Gap shall be an  
6 affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor  
7 organization operating under the laws of the State of Washington. This organization was  
8 chartered by Public School Employees of Washington on May 28, 1968.

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

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

18  
19 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

20  
21 We will provide service of superior quality and value that best meets the needs of our chapter  
22 members. We will achieve that purpose through an organization and working environment  
23 which attracts the finest people, fully develops and challenges individual talents, encourages  
24 our free and spirited collaboration to drive the organization ahead, and maintains PSE's  
25 historic principles of integrity and commitment to do the right thing.

26  
27 Through the successful pursuit of our commitment, we expect our services, programs, and  
28 activities to achieve a leadership position in representing all classified employees. As a  
29 result, PSE, our members, PSE employees, the School District in which we work, and the  
30 community in which we live will grow and prosper.

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

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

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



- 1 • Embodying honesty and integrity in our conduct and relationships with others.
- 2
- 3 • Treating others fairly, equally and respecting their individual dignity.
- 4
- 5 • Recognizing individual worth.
- 6
- 7 • Supporting creativity, innovation, and constructive changes in the organization.
- 8
- 9 • Demonstrating accountability for our performance, actions, and behavior.
- 10
- 11 • Doing the professional, technical, organizational, and ethically “right” thing as
- 12 opposed to the easy, popular, or politically expedient thing.
- 13
- 14 • Demonstrating a high level of social responsibility.
- 15
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## 18 ARTICLE I

### 19 MEMBERSHIP

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

22 **Section 1.1.1. Active Member.** Any classified school employee who is regularly employed  
23 by or for the Union Gap School District, and who is a member of Public School Employees  
24 of Washington, is eligible for membership in this Chapter. A classified employee is one  
25 whose position does not require a teaching certificate.

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

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## ARTICLE II

### **DUES**

**Section 2.1. State Dues.** State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.

**Section 2.1.1. Chapter Rebates.** Dues rebates from the state organization shall be received by the Chapter in accordance with the provisions of the State Bylaws.

**Section 2.2. Local Dues.** Local membership dues shall be \$9.00 per year. Local dues shall be deducted the month of October and paid to the Chapter Treasurer by the School District. Any member who is on an authorized leave of absence pursuant to the collective bargaining agreement may have local dues collection suspended upon approval by the chapter Board of Trustees.

**Section 2.3. Refunds.** Membership dues are not refundable except where an error resulting in an overpayment exists.

## ARTICLE III

### **GOVERNANCE AND OPERATIONS**

**Section 3.1.** PSE shall be governed by a representative form of government.

**Section 3.2.** 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.

**Section 3.3.** 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 appropriate fiscal officers or by independent auditors not otherwise connected with the organization, and a financial audit at least once a year which is made available to all members.

**Section 3.4.** 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.



1 **Section 3.5. GOVERNING BODY.**  
2

3 **Section 3.5.1. Board of Trustees.** Except when general meetings of the Chapter are in  
4 session, the business and property of this Chapter shall be managed by a Board of Trustees.  
5 The authority to govern and act on behalf of the membership is vested in the elected Board of  
6 Trustees who shall decide all matters affecting the purposes, aims and means of  
7 accomplishing the purposes of this Chapter, not specifically provided for in these Bylaws or  
8 by action of the members at a regular or special meeting.  
9

10 **Section 3.5.2. PSE Field Staff.** PSE Field Staff shall work closely with the Chapter in an  
11 advisory position. All decisions governing the business of the local Chapter shall be the sole  
12 responsibility of the elected officials and membership of the Chapter.  
13

14 **Section 3.6. OPERATING PRINCIPLES.** In order to provide the Chapter with the highest  
15 quality direction and management possible, the following operating principles shall guide the  
16 Board of Trustees.  
17

18 **Section 3.6.1. Board/Membership Relationships.** A positive, constructive, cooperative  
19 relationship between the Board of Trustees and the membership is essential to achieving the  
20 mission and vision of the organization. Therefore, the Board and membership will conduct  
21 themselves in a way that promotes mutual trust, demonstrates respect for individual dignity,  
22 and displays professionalism. The Board shall utilize positive conflict resolution methods  
23 and maintain open, honest lines of communication that respect an appropriate chain of  
24 command within the Chapter.  
25

26 **Section 3.6.2. Media.** The President, or his/her designee, is the primary spokesperson for  
27 the chapter. Media inquiries to individual Board members about matters of Chapter concern  
28 should be referred to the Chapter President. Inquiries about a position of PSE on any matter  
29 of statewide concern or specific legislation should be referred to the Executive Director at  
30 State headquarters.  
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34 **ARTICLE IV**  
35

36 **MEETINGS**  
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38 **Section 4.1.** General membership meetings of this chapter shall be held at least three (3)  
39 times annually at a time and place to be fixed by the membership or the Chapter President.  
40

41 **Section 4.2.** Special meetings may be called by the Presidents or by a petition filed with the  
42 President and signed by twenty percent (20%) of the members in good standing of this  
43 Chapter.  
44  
45



1 **Section 4.3.** The President shall provide at least five (5) days notification to all members of  
2 any meeting called. However, said five (5) days notice may be waived provided that every  
3 reasonable effort is employed to notify the membership of the meeting.  
4

5 **Section 4.4.** At any meeting of the membership of this Chapter, each member in good  
6 standing present shall be entitled to one vote. A member must be present to vote - no proxy  
7 vote will be allowed. Those members present and voting shall constitute a quorum.  
8

9 **Section 4.5. Board of Trustees Meetings.** Meetings of the Board of Trustees shall be  
10 called at the discretion of the President. Meetings may also be called upon motion of a  
11 majority of the members of the Board of Trustees to the President. A majority of the  
12 members of the Board of Trustees shall constitute a quorum.  
13

14 **Section 4.6.** The rules contained in the current edition of Robert's Rules of Order Newly  
15 Revised shall govern this Chapter in all cases to which they are applicable and in which they  
16 are not inconsistent with the PSE State Bylaws, these Bylaws and with any special rules of  
17 order this Chapter may adopt.  
18  
19  
20

## 21 **ARTICLE V**

### 22 **BOARD OF TRUSTEES**

23 **Section 5.1.** The Board of Trustees shall be composed of the President, Vice President, and  
24 Secretary/Treasurer.  
25  
26

27 **Section 5.2.** The term of office shall be for a period of two (2) years, or until their  
28 successors are elected.  
29

30 **Section 5.3.** The Board of Trustees shall hold regular meetings and such special meetings as  
31 the President or the Board shall deem necessary for the competent management of affairs of  
32 the Chapter.  
33  
34

35 **Section 5.4.** Each member of the Board of Trustees shall possess one (1) vote in matters  
36 coming before the Board. All voting at meetings of the Board of Trustees shall be by each  
37 member present in person, and voting by proxy shall not be allowed. A majority of the  
38 members of the Board of Trustees shall constitute a quorum.  
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1 **Section 5.5. Duties.**

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3 **Section 5.5.1. President.** The President shall preside at all meetings of the Chapter and of  
4 the Board of Trustees. The President shall be made aware of, and supervise all activities of  
5 the Chapter; execute all instruments in its behalf; and work with PSE Field Staff, with the  
6 advice and consent of the Board of Trustees, to achieve the mission, vision, goals, and  
7 objectives of the Chapter. The President shall appoint all special committees not otherwise  
8 provided for in the Bylaws of the Chapter, subject to the approval of the Board of Trustees,  
9 and serve as an ex-officio member of all committees. The President shall report periodically  
10 to the membership regarding the progress and standing of the Chapter in regard to the  
11 President's official acts; and perform all other duties of the office.

12  
13 **Section 5.5.2. Vice President.** The Vice President shall provide such assistance to the  
14 President as requested; serve as chairperson of the Grievance Committee; shall, in the  
15 absence of the President, perform duties of that office; and in the case of permanent  
16 disability or resignation of the President, shall succeed to that office for the unexpired  
17 portion of the current term of office.

18  
19 **Section 5.5.3. Secretary/Treasurer.** The Secretary/Treasurer shall ensure that the minutes  
20 of general membership meetings and Board of Trustee meetings are duly recorded. It shall  
21 be the duty of the Secretary/Treasurer to keep all records of the Chapter, the Board of  
22 Trustees, and to perform such other official functions as the President and Board of Trustees  
23 may direct. The Secretary/Treasurer shall receive and be accountable for all funds and  
24 monies belonging to the Chapter; pay all obligations incurred by the Chapter as authorized  
25 by the Board of Trustees; keep an accurate record of receipts and disbursements; and  
26 maintain bank accounts and depositories designated by the Board of Trustees. Such money  
27 shall be withdrawn only by checks signed by the President and/or Vice President and the  
28 Secretary/Treasurer. The Secretary/Treasurer shall render periodical financial reports as  
29 required by the Board of Trustees, the membership, or Public School Employees of  
30 Washington to ensure that the Chapter is in compliance with all laws and regulations  
31 required by the Internal Revenue Service and the Department of Labor. The fiscal year for  
32 all financial reports shall be from September 1 to August 31 of the following year, inclusive.  
33 The Secretary/Treasurer shall act as custodian of all properties of the Chapter.





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3 **ARTICLE VI**

4 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

5 **Section 6.1.** Members shall have the right to fair and democratic elections at all levels of the  
6 Chapter. This includes five (5) working days notice of nominations and elections, and equal  
7 opportunities for competing candidates to state their qualifications and reasons for seeking  
8 office to the Chapter membership. Elections shall be conducted by secret written ballot and  
9 certified by the Chapter Secretary.

10  
11 **Section 6.2.** Members shall have an equal right to run and hold office, except those persons  
12 set forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by State  
13 statute or appropriate State regulatory agencies as being a “supervisory employee.”

14  
15 **Section 6.3.** Elections shall be held during the months of **May** through **June**. Terms of  
16 office shall be for two (2) years. The term of office shall be from August 1 through July 31.  
17 President will be elected on even years and the Vice President and Secretary/Treasurer on  
18 odd years.

19  
20 **Section 6.4.** Nominations may be made by the nominating committee, but whether or not  
21 such nominating committee is used, nominations shall be permitted from the floor at the  
22 meeting held for the election.

23  
24 **Section 6.5.** To be eligible, a member must be in good standing for one (1) year immediately  
25 preceding the election.

26  
27 **Section 6.6.** Members of the Board of Trustees shall be elected by secret ballot vote, and the  
28 balloting shall be so conducted as to afford all members a reasonable opportunity to vote.

29  
30 **Section 6.6.1.** All members of the Chapter shall be eligible to vote for the positions of  
31 President, Vice President, Secretary and Treasurer.

32  
33 **Section 6.7.** Every member of the Board of Trustees shall, upon assuming office, subscribe  
34 to the obligations contained in these Bylaws.

35  
36 **Section 6.8.** Any member of the Board of Trustees may be removed from office by a  
37 two-thirds (2/3) vote of the membership at any regular or special meeting of the Chapter.  
38 Written notice of the proposed removal must be given to the Board of Trustee member at  
39 least five (5) working days prior to the date of the meeting at which the removal is to be  
40 voted upon. Such notice must state the cause for the proposed removal.

41  
42 **Section 6.9.** A vacancy in any position, except that of President, shall be filled by the Board  
43 of Trustees in accordance with the procedures set forth below:



1 **Section 6.9.1.** In the event the President cannot serve the remainder of his/her current term,  
2 the Vice President shall serve as President for the completion of the term.

3  
4 **Section 6.9.2.** In the event of a vacancy in the office of Vice President, Secretary/Treasurer,  
5 Membership Officer, or Treasurer, all members shall be notified of the vacancy and  
6 nominations solicited for the position. The President, at his/her discretion, may either call a  
7 special meeting of the Board of Trustees, or act upon the vacancy at the next regularly  
8 scheduled board meeting. Each candidate for the position may submit a letter, or have three  
9 (3) minutes to address the board prior to the vote to describe their qualifications and reasons  
10 they are seeking the position.

11  
12 **Section 6.9.3.** Any other vacancy shall be filled only for the remainder of the term in which  
13 the vacancy occurs.

## 14 15 16 17 **ARTICLE VII**

### 18 19 **MISCELLANEOUS PROVISIONS**

20  
21 **Section 7.1.** Local Chapters shall adopt Bylaws that do not conflict with PSE State Bylaws.  
22 State Bylaws shall always supersede local Bylaws where conflict exists.

23  
24 **Section 7.2.** This Chapter shall send to the PSE State Office a list of names and addresses of  
25 its Board of Trustees and members, together with other information required by PSE and  
26 shall notify PSE of all changes in board members, members, and addresses.

27  
28 **Section 7.3.** This Chapter shall not enter into any collective bargaining agreement,  
29 amendment thereto, dispute settlement agreement, grievance settlement agreement, or any  
30 other agreement or waiver which affects or pertains to wages, hours or working conditions of  
31 the employees in the bargaining unit, nor any agreement which would affect the rights of  
32 employees represented by PSE, nor any agreement affecting the scope of any collective  
33 bargaining unit, with the district, employer, or other entity or agent, unless such agreement is  
34 first reviewed and approved by the executive director of Public School Employees of  
35 Washington or his/her designee, provided decisions of the Executive Director may be  
36 appealed to the Board of Directors.

37  
38 **Section 7.3.1.** Original signed copies of all documents pertaining to issues outlined in  
39 Section 7.3 shall be submitted to the regional service center, who will then forward the  
40 original to State headquarters after appropriate copies have been made.

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3 **ARTICLE VIII**

4 **COMMITTEES AND DELEGATES**

5 **Section 8.1. Grievance Committee.** A Grievance Committee shall be composed of the  
6 Vice President and at least one unit representative from each classification of employees in  
7 the Chapter; and shall be responsible for advising members of their rights as outlined in the  
8 State Bylaws, Article XIV, State Grievance Panel.

9  
10 **Section 8.2. Negotiating Committee.** A Negotiating Committee shall consist of a  
11 representative elected from each classification of employees represented by this bargaining  
12 unit and shall work with the PSE Field Representative in developing proposals and  
13 negotiating agreements.

14  
15 **Section 8.3. Governmental Affairs Person.** The Governmental Affairs person shall work  
16 as a liaison between Chapter members and the Zone Representative on the state PSE  
17 Legislative Council.

18  
19 **Section 8.4. Annual Convention Delegates.** Delegates shall be elected by secret ballot.  
20 Approved expenses incurred by elected delegates attending the Annual Convention shall be  
21 paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws.

22  
23 **Section 8.5. Other Or Special Committees.** The Board of Trustees shall designate such  
24 special committees as they determine necessary in the carrying out of the objectives and  
25 purposes of this Chapter.



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3 **ARTICLE IX**

4 **AMENDMENTS**

5 **Section 9.1.** These Bylaws may be amended by a majority vote at any regular or special  
6 meeting thereof; providing, that notice of the intent to amend any specific provision be given  
7 to the members at least five (5) working days prior to the meeting at which said vote is to be  
8 taken.  
9

10  
11  
12 /s/ Juan G. Gomez

13 Signature  
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22 Adopted by the membership on the 4th day of November, 1999.

23  
24 Amended by the membership on the 14<sup>th</sup> day of May, 2008.  
25 (Sections 2.4, 5.1, 5.5.3, 5.5.4, 6.3, 8.1, & 8.3)  
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