

CHAPTER BYLAWS

WAHLUKE



Public School Employees of Washington/SEIU Local 1948
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P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Wahluke School District, #73 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 Public School Employees of Wahluke School District, #73 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.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically "right" thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

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ARTICLE I
MEMBERSHIP

Section 1.1.

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

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Wahluke School District, #73, and who is a member of Public School Employees of Washington/SEIU Local 1948, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

Section 1.1.2. Member in Good Standing.

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

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 twelve dollars (\$12.00) per year. Local dues shall be paid in a lump sum payment to the chapter treasurer by the school district in October of each school year. Any member, who is on 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.

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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.

Section 3.5. GOVERNING BODY.

Section 3.5.1. Board of Trustees.

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

Section 3.5.2. PSE Field Staff.

PSE field staff shall work closely with the chapter in an advisory position. All decisions governing the business of the local chapter shall be the sole responsibility of the elected officials and membership of the chapter.

Section 3.6. OPERATING PRINCIPLES.

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

Section 3.6.1. Board/Membership Relationships.

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



1 The following is the chain of command for the PSE chapter of the Wahluke School District:

- 2 1. Building Representatives
- 3 2. President (if the president is not available then the next in line, Vice President on down.
- 4 3. State Field Representative for the Wahluke School District.
- 5 4. 20% of the membership

6
7 **Section 3.6.2. Media.**

8 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
9 to individual board members about matters of chapter concern should be referred to the chapter
10 president. Inquiries about a position of PSE on any matter of statewide concern or specific
11 legislation should be referred to the executive director at state headquarters.
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15 **ARTICLE IV**

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17 **MEETINGS**

18
19 **Section 4.1.**

20 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
21 place to be fixed by the membership or the Board of Trustees.
22

23 **Section 4.2.**

24 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the
25 president and signed by twenty percent (20%) of the members in good standing of this chapter.
26

27 **Section 4.3.**

28 The president shall provide at least five (5) days notification to all members of any meeting called.
29 However, said five (5) days notice may be waived by the Board of Trustees provided that every
30 reasonable effort is employed to notify the membership of the meeting.
31

32 **Section 4.4.**

33 At any meeting of the membership of this chapter, each member in good standing present shall be
34 entitled to one vote. A member must be present to vote - no proxy vote will be allowed. Chapter
35 business will be transacted by members who are present and in good standing and by using majority
36 vote. Absentee votes will be allowed with a valid written excuse to the board of trustees, 48 hours in
37 advance of an election meeting.
38

39 **Section 4.5. Board of Trustees Meetings.**

40 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also
41 be called upon motion of a majority of the members of the Board of Trustees to the President. A
42 majority of the members of the Board of Trustees shall constitute a quorum.
43

44 **Section 4.6.**

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

BOARD OF TRUSTEES

Section 5.1.

The Board of Trustees shall be composed of the president, vice president, secretary, membership officer, treasurer, and a unit representative (herein known as a trustee) elected by the unit from each classification of employees of the school district if represented by the local Public School Employees organization. Any member in good standing can be nominated for a trustee position.

Section 5.2.

The term of office shall be for a period of two (2) years, or until their successors are elected. Elections shall be staggered each year so that not all officers are inexperienced at the same time. The staggering of elections shall be as follows: (Even years: President, Treasurer and Membership Officer) (Odd years: Vice President and Secretary). Prior to nominations a list of all members, their years of service to the school district, and their classification shall be given to each member.

Section 5.3.

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

Section 5.4.

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

Section 5.5. DUTIES.

Section 5.5.1. President.

The president shall preside at all meetings of the chapter and of the Board of Trustees. The president shall be made aware of, and supervise all activities of the chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice and consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The president shall sign all checks along with the chapter treasurer. If the president is unavailable to sign, the vice president may be the second signatory. The president shall appoint all special committees not otherwise provided for in the bylaws of the chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of all committees. The president shall report periodically to the membership regarding the progress and standing of the chapter in regard to the president's official acts; and perform all other duties of the office.

Section 5.5.2. Vice President.

The vice president shall provide such assistance to the president as requested; serve as chairperson of the Grievance Committee; shall, in the absence of the president, perform duties of that office; and in the case of permanent disability or resignation of the president, shall succeed to that office for the unexpired portion of the current term of office. The vice president shall sign all checks, along with the treasurer, if the president is unavailable to do so.



1 **Section 5.5.3. Secretary.**

2 The secretary shall ensure that the minutes of the general membership meetings and Board of
3 Trustee meetings are duly recorded and shall make the minutes available to any PSE member,
4 at their request, within five (5) days after any such meeting. It shall be the duty of the secretary
5 to keep all records of the chapter, the Board of Trustees, and to perform such other official
6 functions as the president and Board of Trustees may direct.
7

8 **Section 5.5.4. Membership Officer.**

9 It shall be the duty of the membership officer to maintain a current and accurate list of
10 members of the chapter in coordination with the membership information section at PSE
11 headquarters; ensure that all members are paying dues; render periodical membership reports as
12 required by Public School Employees of Washington/SEIU Local 1948; and perform such other
13 official functions as the president and Board of Trustees may direct.
14

15 **Section 5.5.5. Treasurer.**

16 The treasurer shall receive and be accountable for all funds and monies belonging to the
17 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;
18 keep an accurate record of receipts and disbursements; and maintain bank accounts and
19 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
20 checks signed by the president and/or vice president and the treasurer.
21

22 The treasurer shall render periodical financial reports as required by the Board of Trustees, the
23 membership, or Public School Employees of Washington/SEIU Local 1948 to ensure that the
24 chapter is in compliance with all laws and regulations required by the Internal Revenue Service
25 and the Department of Labor. The fiscal year for all financial reports shall be from September
26 1 to August 31 of the following year, inclusive. The treasurer shall act as custodian of all
27 properties of the chapter.
28

29 **Section 5.5.6. Trustee.**

30 A trustee shall represent the classification of employees which elected them and express to the
31 Board of Trustees the needs, desires, and concerns of the members in their classification. They
32 will be responsible, along with the Grievance Committee, in advising an employee about their
33 contractual rights.
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37 **ARTICLE VI**

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

39 **Section 6.1.**

40
41 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
42 ten (10) workdays notice of nominations and elections, and equal opportunities for competing
43 candidates to state their qualifications and reasons for seeking office to the chapter membership.
44 Elections shall be conducted by secret written ballot and certified by the chapter secretary.
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1 **Section 6.2.**

2 Members shall have an equal right to run and hold office, except those persons set forth in RCW
3 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state
4 regulatory agencies as being a “supervisory employee.”

5
6 **Section 6.3.**

7 Elections shall be held during the month of May. Terms of office shall be from August 1st through
8 July 31st.

9
10 **Section 6.4.**

11 Nominations may be made by the nominating committee if such committee is used.

12
13 **Section 6.5.**

14 Members of the Board of Trustees shall be elected at a regular chapter meeting. At least ten (10)
15 workdays advance notice shall be given the membership prior to the holding of the election. Voting
16 will take place at the same meeting as nominations. Voting will be conducted by secret ballot held
17 during the meeting and results will be announced prior to adjournment. In the event that there is a tie a
18 re-election will be scheduled ten (10) workdays after the tie.

19
20 **Section 6.6.**

21 All members of the Chapter shall be eligible to vote for the positions of president, vice president,
22 secretary, membership officer, and treasurer. In the election of a trustee, only members in the
23 classification of employees that the trustee will represent shall be allowed to vote.

24
25 **Section 6.7.**

26 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
27 contained in these bylaws.

28
29 **Section 6.8.**

30 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
31 membership at any regular or special meeting of the chapter. Written notice of the proposed removal
32 must be given to the Board of Trustee member at least five (5) workdays prior to the date of the
33 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
34 removal.

35
36 **Section 6.9.**

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

40
41 **Section 6.10.**

42 A vacancy in any position, except president, shall be filled by the Board of Trustees in accordance with
43 the procedures set forth below:

44
45 **Section 6.10.1.**

46 In the event the president cannot serve the remainder of his/her current term, the vice president
47 shall serve as president for the completion of the term.

1 **Section 6.10.2.**

2 In the event of a vacancy in the office of vice president, secretary, membership officer, or
3 treasurer, all members shall be notified of the vacancy and nominations solicited for the
4 position. Nominations shall be accepted for a period of twenty (20) calendar days following
5 the notification to members. The president, at his/her discretion, may either call a special
6 meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board
7 meeting. Each candidate for the position may submit a letter or have three (3) minutes to
8 address the board prior to the vote to describe their qualifications and reasons they are seeking
9 the position.

10
11 **Section 6.10.3.**

12 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
13 occurs; provided, however, that when vacancies occur in the office of trustee, the president
14 shall direct that a classification meeting be held and that the classification elect a successor for
15 the remainder of the vacant term. Election of the successor must be by majority vote. In the
16 event that more than two candidates run for the office, the candidate with the lowest vote total
17 will be dropped from the ballot after each round of voting until one candidate receives a
18 majority of the votes cast.

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21 **ARTICLE VII**

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23 **MISCELLANEOUS PROVISIONS**

24
25 **Section 7.1.**

26 Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State bylaws shall
27 always supersede local bylaws where conflict exists.

28
29 **Section 7.2.**

30 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees
31 and members, together with other information required by PSE and shall notify PSE of all changes in
32 board members, members, and addresses.

33
34 **Section 7.3.**

35 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
36 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
37 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
38 agreement which would affect the rights of employees represented by PSE, nor any agreement
39 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
40 agent, unless such agreement is first reviewed and approved by the Executive Director of Public
41 School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the
42 executive director may be appealed to the Board of Directors.

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44 **Section 7.3.1.**

45 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
46 submitted to the regional service center, who will then forward the original to state
47 headquarters after appropriate copies have been made.



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ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the vice president and at least one 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 the board of trustees, and an elected member from any classification not represented on the board and shall work with the PSE Field Representative in developing proposals and negotiating agreements.

The Chapter shall present the membership with the topics that will be bargained at a membership meeting prior to going to the bargaining table with the District.

Section 8.3. Building Representative.

A Building Representative Committee shall consist of an elected representative from each building by the bargaining unit who shall work closely with the trustee. This representative shall be an information and resource liaison between the Board of Trustees and members. Building representatives shall not serve on the Board of Trustees.

Section 8.4. 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. This committee shall submit chapter news that may be of state-wide interest to the regional office for possible publication in the PSE Employee by the 10th of each month.

Section 8.5. 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.

Section 8.6. Annual Convention Delegates.

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.

Section 8.6.1.

Delegates who are elected to attend the PSE Convention will be required to complete their portion of the registration form and pay their registration fee. Registration fees will be reimbursed after the delegate attends convention.

If a delegate cannot attend, they must notify the Board of Trustees at least one (1) month prior to convention. The Board of Trustees will determine reimbursement of expenses if a delegate is unable to attend due to an emergency.

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Section 8.7. Audit Committee.

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

Section 8.8. Other or Special Committees.

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

**ARTICLE IX
AMENDMENTS**

Section 9.1.

These bylaws may be amended by a majority vote of the membership in attendance at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the membership at least ten (10) workdays prior to the meeting at which said vote is to be taken.

/Signed by/
Mariana Contreras, Chapter President

7/30/2020
Date

Adopted by the membership December 7, 1998
Amended August 14, 2007
Amended October 24, 2007
Amended March 27, 2012
Amended July 24, 2020

