

CHAPTER BYLAWS

WALLA WALLA



Public School Employees of Washington/SEIU Local 1948

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P R E A M B L E

Employees organize primarily to secure better wages and better working conditions.

We hold that they also organize in order to participate in the decisions which affect them at work. One of the fundamental tenets of Democratic government is the consent of the governed.

We are both employees and citizens.

Collective bargaining is the expression of citizenship in employment. Participation in the political life of the nation, State, local municipalities, and school district is but another aspect of that citizenship.

In the same way that we are organized to improve the terms and conditions of employment, we are equally dedicated to exert ourselves individually and collectively, to fulfill the promise of American life. Amidst unparalleled abundance, there should not be want.

We are under a solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Walla Walla School District #140 and to conduct internal organizational affairs according to democratic standards.

THEREFORE, we, the classified school employees of Walla Walla School District #140, in meeting, adopt these Bylaws this 9th day of June, 1986.

A R T I C L E I

O R G A N I Z A T I O N

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Section 1.1. Name.

The name of this organization shall be the Public School Employees of Walla Walla School District #140.

Section 1.2. Affiliation.

This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington. This organization was chartered by Public School Employees of Washington on December 1, 1967.

Section 1.3. Dissolution.

This organization shall continue until a majority of all of the members vote to dissolve the organization.

Section 1.4. Objectives.

The objectives and purposes of this organization are:

A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.

- 1 B. To promote the organization of Public School Employees in the Walla Walla School
2 District #140.
- 3
- 4 C. To promote the welfare of the membership and the classified employees of the Walla Walla
5 School District #140, and to provide a voice in the determination of the terms and conditions
6 of employment. We are committed to the process of collective bargaining as a desirable,
7 democratic and effective method to achieve this.
- 8
- 9 D. To promote and provide systematic and effective employee management through collective
10 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and
11 collective negotiations on personnel matters, including wages, hours and working
12 conditions, vacations, holidays and other conditions of employment for the classified
13 employees of Walla Walla School District #140.
- 14
- 15 E. Both as members and as citizens, we shall also employ available legislative and political
16 action to establish adequate financial provisions for the improvement of public school
17 education and equitable consideration for the classified school employees from the State
18 Legislators.
- 19
- 20 F. To establish better fellowship and understanding among classified school employees and to
21 strive for their overall betterment through training, legislation and association benefits.
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25 ARTICLE II

26 MEMBERSHIP

27 **Section 2.1. Eligibility.**

28 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national
29 origin, sex or political belief, who meets the requirements hereinafter listed shall be eligible for
30 membership.
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33 **Section 2.2. Active Member.**

34 All persons regularly employed as a classified school employee (as defined by the Public School
35 Employees of Washington) by or in Walla Walla School District #140, and who are members of the
36 Public School Employees of Washington, are eligible for membership in the organization. This local
37 organization is an agency shop union. A classified employee is one whose position does not require a
38 teaching certificate. Application for membership shall be made on a standard application form
39 provided by the Board of Trustees. Such form shall include a valid authorization for payroll deduction
40 of dues.
41

42 **Section 2.2.1. Member in Good Standing.**

43 To be eligible to vote and to hold office, a member must be in good standing. To be in good
44 standing, the member shall be employed and current in payment of dues as are required by
45 these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective
46

1 Bargaining Agreement, shall retain the right to vote and hold office. Any member who is
2 terminated from employment shall not be eligible to vote or hold office.

3
4 **Section 2.3. State Dues.**

5 State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.
6

7 **Section 2.4. Chapter Rebates.**

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

10
11 **Section 2.5. Local Dues.**

12 Local Dues are \$5.00 per year as a payroll deduction. Local dues shall be payable during the month of
13 January in each year to the Chapter Treasurer. Members whose dues are current shall be considered in
14 good standing.

15
16 **Section 2.6. Refunds.**

17 Membership dues are not refundable except where an error resulting in an overpayment exists.
18

19 **Section 2.7. Rights.**

20 Members shall suffer no impairment of freedom of speech concerning the operations of this
21 organization.

22
23 **Section 2.7.1.**

24 Members shall have the right to fair and democratic elections at all levels of the organization.
25 This includes due notice of nominations and elections, equal opportunities for competing
26 candidates, and proper election procedures which shall be specifically set forth.

27
28 **Section 2.7.2.**

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

32
33 **Section 2.7.3.**

34 Members shall have the right to a full and clear accounting of all organizational funds. At all
35 levels such accounting shall include, but not limited to, periodical reports to the membership by
36 appropriate fiscal officers or by independent auditors not otherwise connected with the
37 organization, and a financial audit at least once a year which is made available to all members.
38

39 **Section 2.7.4.**

40 Members shall have the right to full participation, through discussion and vote, in the decision
41 making process of the organization and to pertinent information needed for the exercises of this
42 right.

43
44 **Section 2.8. Budget.**

45 The Board of Trustees shall submit a proposed annual budget for the fiscal reporting period of July 1 to
46 June 30. Such budget shall be approved by vote of the membership at the May meeting.
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ARTICLE III

MEETINGS

Section 3.1. Regular Meeting.

General membership meetings of this organization shall be held a minimum of three (3) times a year at a time, date, and place so arranged by the Board of Trustees at the January board meeting. Excluding the annual picnic.

Section 3.2. Special Meetings.

Special meetings may be called by the President, the Board of Trustees, or by petition filed with the President and signed by twenty percent (20%) of the members of the Walla Walla Chapter of Public School Employees.

Section 3.3. Notification of Meetings.

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

Section 3.4. Board of Trustee Meetings.

The Board of Trustees shall meet at least five (5) times a year during the months of January, March, May, August, and November at a time, date, and place so arranged by the President.

Section 3.5. Special Board of Trustee Meetings.

The President or any three (3) Board of Trustee members shall have the power to call additional Board of Trustee meetings if needed. Board of Trustee members must be given at least one (1) day notice of a special Board of Trustee meeting.

Section 3.6. Vote.

At any meeting of the membership of this organization, each member present shall be entitled to one vote. A member must be present to vote – no proxy vote will be allowed.

ARTICLE IV

MANAGEMENT

Section 4.1.

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

1 **Section 4.2. Board of Trustees.**

2 The Board of Trustees shall be composed of the President, Vice-President, Secretary, Treasurer, a unit
3 representative elected by the unit from each of the following classifications represented by the Walla
4 Walla Chapter of Public School Employees, the Legislative chairperson and committee chairpersons as
5 specified by the President.

6
7 Classifications:

- 8 1. Transportation
- 9 2. Food Service
- 10 3. Secretarial
- 11 4. Custodial
- 12 5. Maintenance
- 13 6. Paraeducators
- 14 7. Health Clinicians
- 15 8. Intervention Specialists
- 16 9. Building Security
- 17 10. Technology

18
19 **Section 4.3. Term of Office.**

20 The term of office of the trustees of this organization shall be for a period of two (2) years from the
21 date of installation. Elections shall be held in the month of November each year, with installation in the
22 month of January. Term of office of this organization shall run from January to December of each
23 year. The President and Secretary shall be elected in the odd numbered years and the Vice-President
24 and Treasurer shall be elected in the even numbered years. The election of 2015 shall occur as normal.
25 Following this election the vice president and treasurer will serve a one year interim term till the 2016
26 election.

27
28 **Section 4.4. Voting.**

29 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
30 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
31 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
32 quorum. The President shall vote only in the event of a tie.

33
34 **Section 4.5. Removal of Trustee.**

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

40
41 **Section 4.6. Absences.**

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

1 **Section 4.7. Filling Vacancies.**

2 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
3 filled by the President, subject to approval of the remaining trustees at the next meeting. In the event
4 that such trustee is an officer, such selection shall be from the membership at large. All other trustees'
5 vacancies shall be filled from the classification of which they are representatives. Such appointee shall
6 serve during the unexpired term of the trustee whose position has become vacant.

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8 **Section 4.8. Budget.**

9 The Board of Trustees shall submit a proposed annual budget for the fiscal reporting period of July 1 to
10 June 30. Such budget shall be approved by vote of the membership at the May meeting. Failure to
11 provide a budget to the membership will result in the reuse of the previous year's budget.

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15 **ARTICLE V**

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17 **OFFICERS, NOMINATIONS AND ELECTIONS**

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19 **Section 5.1.**

20 The officers of this organization shall be a President, Vice-President, Secretary and Treasurer. All
21 officers shall be elected for a term of two (2) years.

22
23 **Section 5.2.**

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

26
27 **Section 5.3.**

28 To be eligible for office, a member must be in good standing for one year immediately preceding the
29 election, except in the initial election held in this organization, and must qualify under the provisions
30 of Section 2.2.1.

31
32 **Section 5.4.**

33 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
34 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
35 membership prior to the holding of the election. Such notice shall include the proposed slate of
36 officers.

37
38 **Section 5.5.**

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

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ARTICLE VI

DUTIES

Section 6.1. President.

The President shall preside at all meetings of the Walla Walla Chapter of Public School Employees of Washington and all meetings of the Board of Trustees. The President shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks drawn against the funds of the organization; appoint all special committees of the organization subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the organization in regard to the President's official acts; perform all other duties as prescribed in these Bylaws and perform such other duties usually inherent in such office.

Section 6.2. Vice-President.

The Vice-President shall act for the President in the President's absence and perform such other acts as the President or Board of Trustees may direct. The Vice-President may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in addition to either the President or Secretary. The Vice-President shall be chairman of the membership committee for this organization.

Section 6.3. Secretary.

It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct. The Secretary shall be responsible to notify the Public School Employees of Washington of any changes in officer status.

Section 6.4. Treasurer.

The Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Vice-President and/or Secretary and the Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements, and shall act as custodian of all properties of the organization.

The fiscal reporting period of this organization shall coincide with the State Organization reporting period which is July 1 to June 30.

Section 6.5. Trustee.

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

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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington.

Section 7.2.

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

Section 7.3.

The latest edition of Robert’s Rules Of Order shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of this organization or of the Public School Employees of Washington.

Section 7.4. Scholarships.

The Walla Walla Chapter of Public School Employees will award a minimum of one (1) scholarship each year in the amount of \$500.00 each. Members eligible for the scholarships are those in good standing in the chapter. The scholarship will be used for increasing and improving skills and knowledge related to the member’s employment. The scholarship can be used to attend workshops and/or classes, as well as college classes.

In addition to scholarships for members each year, the Walla Walla Chapter of Public School Employees will award a minimum of one (1) scholarship each year in the amount of \$500.00 to a PSE member’s dependent child.

Section 7.5. Negotiations.

If any members of the Executive Board are members of the negotiating committee they will be limited to negotiate for their classification to a percentage no greater than the highest increase of any other classification. This can be bypassed with a 75 percent majority vote of the negotiating committee.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

Grievance Committee shall be composed of the Past President, President or Vice-President and at least one unit representative from each represented unit of the Chapter. If no representative is elected from a classification the Trustee from that classification will serve on this committee for their classification.

1 **Section 8.2. Negotiating Committee.**

2 Negotiating Committee shall be selected by the units of this organization. Committee shall consist of
3 President of the organization, a representative from each of the Negotiating units in this organization.
4 Names from the units shall be submitted to the Board of Trustees no later than February 15 of each
5 year. The committee shall work with the Public School Employees negotiator on a collective
6 bargaining agreement between Walla Walla Chapter of Public School Employees of Washington and
7 Walla Walla School District.

8
9 **Section 8.3. Audit Committee.**

10 An Audit Committee shall be selected by the Board of Trustees. This committee shall include at least
11 two members in good standing. Records of the Treasurer shall be audited each year during the month
12 of January. All receipts shall be turned over for the yearly audit.

13
14 **Section 8.4. Other Special Committees.**

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

17
18 **Section 8.5. Convention Delegates.**

19 Delegates shall be elected by secret ballot of the members of this organization at the March meeting.

20
21 **Section 8.6. Nominating Committee.**

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

23
24 **Section 8.7. Education and In-Service.**

25 The duty of this committee shall be to coordinate the professional day program and in-service training
26 workshops and seminars with the District. The committee shall be responsible for submitting proposed
27 educational and growth development programs to the Board of Trustees for approval.

28
29 **Section 8.8. Legislative.**

30 The Legislative chairperson shall be a member in good standing and shall be responsible to handle
31 dissemination of all Legislative information to the local units, attend the annual PSE Legislative
32 Convention in Olympia each year, and Zone meetings and conferences as pertains to this position.

33
34 **Section 8.9. Scholarship.**

35 The Scholarship chairperson shall be a member in good standing and shall be responsible to handle the
36 dissemination of scholarship applications each year. The committee shall be responsible for reviewing
37 all scholarship applications, and making recommendations to the Board of Trustees for final approval.
38 The Committee chair will then notify the applicants of the results. Applications will be awarded
39 according to Article XI, Section 4 of these Bylaws.

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41 **Section 8.10. Other or Special Committees.**

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

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ARTICLE IX

EXPENSES

Section 9.1. Pre-Trip Request Forms.

Pre-trip request forms are required for all members attending any meeting relating to the Walla Walla Chapter of Public School Employees of Washington or Public School Employees of Washington and must be submitted to the Treasurer of this organization for approval by the Board of Trustees. PSE will adopt the same per diem as the Walla Walla School District. i.e.: mileage, meals, lodging etc.

Section 9.2. Expense Voucher.

Expense vouchers must be submitted to the Treasurer of this organization for approval of the Board of Trustees for payment of expenses incurred by any member of the organization while acting in an official capacity for this organization.

Section 9.3. Compensation for Position of President.

The President of this organization shall be compensated for services rendered at the amount of \$750.00 per year. Payment shall be made yearly during December. Should the President vacate the position before the term of office ends, reimbursement will be prorated accordingly.

ARTICLE X

AMENDMENTS

Section 10.1.

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

BY: _____ David Locken _____

DATE: _____ March 30, 2015 _____

- Amended June 9, 1986
- Amended September, 1986
- Amended November, 1989
- Amended January 1990
- Amended March, 1995
- Amended November 1, 2001
- Amended August 14, 2007
- Amended January 28, 2015