

CHAPTER BYLAWS

WELLPINIT PSE

Public School Employees of Washington
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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 Wellpinit and shall be an affiliate of Public School Employees of Washington (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 Wellpinit to work closely with Public School Employees of Washington 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.

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- 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.

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 Wellpinit School District, and who is a member of Public School Employees of Washington, 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 through payroll deduction 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.

1 **Section 2.2. Local Dues.** Local membership dues shall be one dollar (\$1.00) per month paid annually through
2 payroll deduction from the October check. Any member who is on an authorized leave of absence pursuant to
3 the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the Chapter
4 Board of Trustees.

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

11 ARTICLE III

13 **GOVERNANCE AND OPERATIONS**

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

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17 **Section 3.2.** Members shall suffer no impairment of freedom of speech concerning the operations of this
18 organization. Active discussions of organization affairs shall be encouraged and protected within this
19 organization.

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21 **Section 3.3.** Members shall have the right to a full and clear accounting of all organizational funds. At all
22 levels such accounting shall include, but not be limited to, periodical reports to the membership by appropriate
23 fiscal officers or by independent auditors not otherwise connected with the organization, and a financial audit at
24 least once a year which is made available to all members.

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26 **Section 3.4.** Members shall have the right to full participation, through discussion and vote, in the decision
27 making processes of the organization and to pertinent information needed for the exercises of this right.

28 29 **Section 3.5. GOVERNING BODY.**

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

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

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41 **Section 3.6. Media.** The President, or his/her designee, is the primary spokesperson for the Chapter. Media
42 inquiries to individual Board members about matters of Chapter concern should be referred to the Chapter
43 President. Inquiries about a position of PSE on any matter of statewide concern or specific legislation should
44 be referred to the Executive Director at State headquarters.

ARTICLE IV

MEETINGS

Section 4.1. General membership meetings of this Chapter shall be held at least four (4) times annually at a time and place to be fixed by the Board of Trustees.

Section 4.2. 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 in good standing of this Chapter.

Section 4.3. The President shall provide at least five (5) 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 4.4. At any meeting of the membership of this Chapter, each member in good standing present shall be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. The majority of those in attendance will constitute a quorum.

Section 4.5. Board of Trustee Meetings. Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the members of the Board of Trustees shall constitute a quorum.

Section 4.6. The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or of the Public School Employees of Washington.

ARTICLE V

BOARD OF TRUSTEES

Section 5.1. The Board of Trustees shall be composed of the President, Vice President, Secretary, and Treasurer.

Section 5.2. The term of office shall be for a period of two (2) years.

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 shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.

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

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

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17 **Section 5.5.3. Secretary.** The Secretary shall ensure that the minutes of general membership meetings and
18 Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the
19 Chapter, the Board of Trustees, and to perform such other official functions as the President and Board of
20 Trustees may direct. The Secretary shall maintain a current and accurate list of members of the Chapter; ensure
21 that all members are paying dues; render periodical membership reports as required by Public School
22 Employees of Washington; and perform such other official functions as the President and Board of Trustees
23 may direct.

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25 **Section 5.5.4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies belonging
26 to the Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees; keep an
27 accurate record of receipts and disbursements; and maintain bank accounts and depositories designated by the
28 Board of Trustees. Such money shall be withdrawn only by check signed by the President, Vice President
29 and/or the Treasurer. The Treasurer shall render periodical financial reports as required by the Board of
30 Trustees, the membership, or Public School Employees of Washington to ensure that the Chapter is in
31 compliance with all laws and regulations required by the Internal Revenue Service and the Department of
32 Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year,
33 inclusive. The Treasurer shall act as custodian of all properties of the Chapter.

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37 **ARTICLE VI**

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

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41 **Section 6.1.** Members shall have the right to fair and democratic elections at all levels of the Chapter. This
42 includes five (5) working days 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. Elections
44 may be conducted by secret written ballot and certified by the Chapter Secretary.

1 **Section 6.2.** Members shall have an equal right to run and hold office, except those persons set forth in
2 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or appropriate State
3 regulatory agencies as being a “supervisory employee.”
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5 **Section 6.3.** Elections shall be held during the month of May in odd numbered years. Terms of office shall be
6 for two (2) years beginning on September 1 following the election.
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8 **Section 6.4.** Nominations may be made by the nominating committee, but whether or not such nominating
9 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
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11 **Section 6.5.** To be eligible, a member must be in good standing for one (1) year immediately preceding the
12 election.
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14 **Section 6.6.** Members of the Board of Trustees may be elected by secret ballot vote, and the balloting shall be
15 so conducted as to afford all members a reasonable opportunity to vote.
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17 **Section 6.7.** Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
18 contained in these Bylaws.
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20 **Section 6.8.** Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of
21 the membership at any regular or special meeting of the Chapter. Written notice of the proposed removal must
22 be given to the Board of Trustee member at least five (5) working days prior to the date of the meeting at which
23 the removal is to be voted upon. Such notice must state the cause for the proposed removal.
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25 **Section 6.9.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due
26 cause for removal of the member by the Board of Trustees. Removal of a Board member because of excessive
27 absenteeism shall not require the 2/3 vote of the membership.
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29 **Section 6.10.** A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
30 accordance with the procedures set forth below:
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32 **Section 6.10.1.** In the event the President cannot serve the remainder of his/her current term, the Vice
33 President shall serve as President for the completion of the term.
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35 **Section 6.10.2.** In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all members
36 shall be notified of the vacancy and nominations solicited for the position. Nominations shall be accepted for a
37 period of ten (10) calendar days following the notification to members. The President, at his/her discretion,
38 may either call a special meeting of the Board of Trustees, or act upon the vacancy at the next regularly
39 scheduled Board meeting. Each candidate for the position may submit a letter, or have three (3) minutes to
40 address the Board prior to the vote to describe their qualifications and reasons they are seeking the position.
41 Vacancies shall be filled only for the remainder of the term in which the vacancy occurs.
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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.

Section 7.2. This Chapter shall send to the PSE State office a list of the names and addresses of its Board of Trustees and will notify PSE of all changes in Board members, and addresses.

Section 7.3. This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first approved by the Executive Director of Public School Employees of Washington or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

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. The Grievance Committee will hear all grievance validations when necessary.

Section 8.2. Negotiating Committee. A Negotiating Committee shall consist of the Chapter President and 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. 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 8.7. Audit Committee. An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the Chapter during the month of September. Members of the Board of Trustees will not serve on the audit committee.

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 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 five (5) working days prior to the meeting at which said vote is to be taken.

Section 9.2. Rules for Submission of a Bylaw Amendment to the Board of Directors.

1. All Material must be written plainly or typed and signed by the maker.
2. In addition to the amendment itself, material should include the reason for the proposal and, if known, any portion of the Bylaws which is to be amended to conform to the proposed policy, practice or regulation.
3. The name, address and telephone number of the person(s) preparing the amendment must be included in case the committee needs to contact the sponsor for clarification.
4. All material should be sent to the Chapter President.

Adopted by the membership on the 8th day of November, 2007.

Signed by
Renate Abrahamson, Chapter Secretary

November 8, 2007
Date