

CHAPTER BYLAWS

WHITE RIVER #616 PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948
PO Box 798
Auburn, WA 98071-0798
(866) 820-5652
www.pseclassified.org

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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 White River 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 OF EXISTING

It is the mission of Public School Employees of White River 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.
- 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, gender, or political belief, shall be eligible for membership.

Section 1.1.1. Active Membership.

Any classified school employee who is regularly employed as Office Personnel: by the White River School District, and who is a member of Public School Employees of Washington in good standing, 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.

Section 1.1.3. Dissolution of Chapter.

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

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. Monthly dues cap shall be as per the PSE State Bylaws.



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ARTICLE IV

MEETINGS

Section 4.1.

General membership meetings of this organization shall be held at least two (2) times annually at a time and place to be fixed by the membership or the Executive Board.

Section 4.2.

Special meetings may be called by the President, the Executive Board, or by petition filed with the President and signed by fifteen percent (15%) of the members of this organization.

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 Executive Board 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 organization, each member present shall be entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A majority of the White River members present at a meeting will constitute a quorum before any organization business may be transacted.

Section 4.5. Executive Board Meetings.

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

Section 4.6.

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

ARTICLE V

EXECUTIVE BOARD

Section 5.1.

The Executive Board shall be composed of the President, Vice President or Co-Vice Presidents, Secretary, Treasurer, and a unit representative elected by the following units: Office Personnel; Professionals/Specialized Para-Educators; Instructional Para-Educator; Specialist; Educational Assistant; Child Nutrition; Therapy Assistants and Technical classifications of employees of the School District.



1
2 **Section 5.2.**

3 The term of office shall be for a period of two (2) years, or until their successors are elected.
4

5 **Section 5.3.**

6 The Executive Board shall hold regular meetings, and such special meetings as the President or the
7 Executive Board shall deem necessary for the competent management of affairs of the Chapter.
8

9 **Section 5.4.**

10 Each member of the Executive Board shall possess one (1) vote in matters coming before the Board. All
11 voting at meetings of the Executive Board shall be by each member present in person and voting by proxy
12 shall not be allowed. A minimum of $\frac{2}{3}$ of the members of the Executive Board shall constitute a quorum.
13 Building representatives are non-voting members of the Executive Board.
14

15 **Section 5.5. Duties.**

16 **Section 5.5.1. President.**

17 The President shall preside at all meetings of the Chapter and of the Executive Board. The
18 President shall be made aware of and supervise all activities of the Chapter; execute all
19 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
20 Executive Board, to achieve the mission, vision, goals, and objectives of the Chapter. The
21 President shall appoint all special committees not otherwise provided for in the Bylaws of the
22 Chapter, subject to the approval of the Executive Board, and serve as an ex-officio member of all
23 committees. The President shall report periodically to the membership regarding the progress and
24 standing of the Chapter in regard to the President's official acts; and perform all other duties of the
25 office.
26

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28 **Section 5.5.2. Vice President or Co-Vice Presidents.**

29 The Vice President or Co-Vice Presidents shall provide such assistance to the President as
30 requested; serve as chairperson of the Grievance Committee; shall, in the absence of the President,
31 perform duties of that office; and in the case of permanent disability or resignation of the
32 President, shall succeed to the office for the unexpired portion of the current term of office.
33

34 **Section 5.5.3. Secretary.**

35 The Secretary shall ensure that the minutes of general membership meetings and Executive Board
36 meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the Chapter,
37 the Executive Board, and to perform such other official functions as the President and
38 Executive Board may direct.
39

40 **Section 5.5.4. Treasurer.**

41 The Treasurer shall receive and be accountable for all funds and monies belonging to the Chapter;
42 pay all obligations incurred by the Chapter as authorized by the Executive Board; keep an accurate
43 record of receipts and disbursements; and maintain bank accounts and depositories designated by
44 the Executive Board. Such money shall be withdrawn only by checks signed by the President
45 and/or Vice President and/or Secretary and the Treasurer. The Treasurer shall render periodical
46 financial reports as required by the Executive Board, the membership, or Public School
47 Employees of Washington to ensure that the Chapter is in compliance with all laws and
48 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal



1 year for all financial reports shall be from September 1 to August 31 of the following year,
2 inclusive. The Treasurer shall act as custodian of all properties of the Chapter.
3

4 **Section 5.5.5. Classification Representatives.**

5 A classification representative shall represent the classifications of employees which elected them
6 and express to the Executive Board the needs, desires, and concerns of the members in their
7 classification. They will be responsible in advising an employee about their contractual rights.
8

9 **Section 5.5.6. Building Representatives.**

10 Each work location or building shall have a Building Representative. The Building Representative
11 will be responsible to communicate questions and concerns from their work site to the Executive
12 Board, facilitate communication between the Executive Board and members at the work site, and
13 maintain Chapter information on building bulletin boards.
14

15 **Section 5.6. Budget.**

16 The Executive Board shall annually develop, prepare and recommend a budget no later than June 1 of
17 each year. The recommended budget shall be presented to the membership for approval no later than
18 the first chapter meeting of the next school year. The fiscal year shall be September 1 to August 31.
19

20 **Section 5.7. Compensation of Executive Officers.**

21 The President, Vice President or Co-Vice Presidents, Treasurer and Secretary shall be compensated for
22 services rendered during the term of office by reimbursement of Union dues in the amount of one and
23 seventy-five hundredths percent (1.75%) of annual wages; provided however, such reimbursement
24 shall be subject to a minimum of two hundred dollars (\$200) per year and up to a maximum of four
25 hundred dollars (\$400). Such claim for reimbursement shall be submitted not later than September 15
26 of each year or shall be subject to forfeiture. Requests for reimbursement shall be approved by the
27 Executive Board.
28

29 If these officers vacate office before the end of their term, reimbursement shall be prorated for the
30 months served and is no longer subject to the two hundred dollar (\$200) minimum. This
31 reimbursement shall be for incidental expenses the officer may incur while performing official duties
32 not otherwise reimbursed by the Chapter.
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36 **ARTICLE VI**

37 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**
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40 **Section 6.1.**

41 Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
42 fourteen (14) calendar 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.
44 Elections shall be conducted by secret written ballot and certified by the Chapter Secretary.
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1 **Section 6.2.**

2 Elections shall be held during the month of May. Terms of office shall be from September 1 through
3 August 31 in two (2) year blocks of time.
4

5 **Section 6.3.**

6 Nominations may be made by the Nominating Committee, but whether or not such Nominating
7 Committee is used, nominations shall be permitted from the floor at the meeting held for the election.
8

9 **Section 6.4.**

10 To be eligible, a member must be in good standing for one (1) year immediately preceding the election.
11

12 **Section 6.5.**

13 Members of the Executive Board shall include all officers and unit representatives, and shall be elected by
14 secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable
15 opportunity to vote. At least fourteen (14) calendar days advance notice shall be given to the membership
16 prior to holding of the election.
17

18 **Section 6.5.1.**

19 All members of the Chapter shall be eligible to vote for the positions of President, Vice President
20 or Co-Vice Presidents, Secretary, Treasurer, and Classification Representative. In the election of a
21 Classification Representative, only members in the classification of employees that the unit
22 representative will represent shall be allowed to vote.
23

24 **Section 6.6.**

25 Every member of the Executive Board shall, upon assuming office, subscribe to the obligations contained
26 in these Bylaws.
27

28 **Section 6.7.**

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

35 **Section 6.8.**

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

40 **Section 6.9.**

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

44 **Section 6.9.1.**

45 In the event the President cannot serve the remainder of his/her current term, the Vice President
46 shall serve as President for the completion of the term.
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1 **Section 6.9.2.**

2 In the event of a vacancy in the office of Vice President or Co-Vice Presidents, Secretary,
3 Treasurer, or unit representative, all members shall be notified of the vacancy and nominations
4 solicited for the position. The membership shall be notified of a vacancy within ten (10)
5 calendar days of the Board receiving written notification of the resignation. Nominations shall
6 be accepted for a period of ten (10) calendar days following the notification to members. The
7 President, at his/her discretion, may either call a special meeting of the Executive Board, or act
8 upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the
9 position may submit a letter, or have three (3) minutes to address the Board prior to the vote to
10 describe their qualifications and reasons they are seeking the position. At that time, the Board
11 may choose to fill the vacancy from the interested candidates or choose to continue seeking
12 qualified candidates.
13

14 **Section 6.9.3.**

15 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
16 occurs; provided, however, that when vacancies occur in the office of classification
17 representatives, the President shall direct that a classification meeting be held and that the
18 classification elect a successor for the remainder of the vacant term. Election of the successor
19 must be by majority vote. In the event that more than two (2) candidates run for the office, the
20 candidate with the lowest vote total will be dropped from the ballot after each round of voting
21 until one (1) candidate receives a majority of the votes cast.
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24 **ARTICLE VII**

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26 **MISCELLANEOUS PROVISIONS**
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28 **Section 7.1.**

29 Local chapters shall adopt Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always
30 supersede local Bylaws where conflict exists.
31

32 **Section 7.2.**

33 This Chapter shall send to the PSE State Office a list of names and addresses of its Executive Board and
34 members, together with other information required by PSE and shall notify PSE of all changes in Board
35 members, members, and addresses.
36

37 **Section 7.3.**

38 This Chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute
39 settlement agreement, grievance settlement agreement, or by another agreement or waiver which affects or
40 pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement
41 which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of
42 any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement
43 is first reviewed and approved by the Executive Director of Public School Employees of Washington or
44 his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.
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2 **Section 7.3.1.**

3 Signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to
4 State Headquarters.
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8 **ARTICLE VIII**

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10 **COMMITTEES AND DELEGATES**
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12 **Section 8.1. Grievance Committee.**

13 The Grievance Committee shall be composed of the Vice President or Co-Vice Presidents and at least one
14 (1) classification representative from each classification group of employees in the Chapter; and shall be
15 responsible for advising members of their rights as outlined in the State Bylaws, Article XIV, State
16 Grievance Panel.
17

18 **Section 8.2. Negotiating Committee.**

19 The Negotiating Committee shall consist of the elected officers as available, a representative elected
20 from each group of classifications of employees represented by this bargaining unit and shall work with
21 the PSE Field Representative in developing proposals and negotiating agreements.
22

23 **Section 8.3. Communication Committee.**

24 The Communication Committee shall consist of a newsletter editor and other members who shall
25 periodically publish a newsletter to keep members informed regarding issues of concern to Chapter
26 members. This Committee shall submit Chapter news that may be of state-wide interest to the regional
27 office for possible publication in the PSE Voice.
28

29 **Section 8.4. Governmental Affairs Committee.**

30 The Governmental Affairs Committee shall work as a liaison between Chapter members and the zone
31 representative on the State PSE Legislative Council. Names and addresses of all Committee members
32 shall be submitted to Public School Employees of Washington, and PSE shall be notified of any changes
33 in members or addresses.
34

35 **Section 8.5. Annual Convention Delegates.**

36 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the
37 Convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE State
38 Bylaws. Delegates and alternates must be members in good standing.
39

40 Convention expenses shall be reimbursed as follows:
41

- 42 A. Travel Reimbursement – Mileage reimbursement will be made at the current District rate. The
43 Association will pay for no more than three (3) separate mileage reimbursements. Carpooling is
44 encouraged.
45 B. Board – Normally, this Association shall pay for double occupancy rooms for up to three (3)
46 nights. Special arrangements may be made based on gender or special circumstances. The
47 Executive Board shall make a final determination if necessary.
48 C. Registration – The Association will pay the registration fee for all delegates and alternates.



- D. Meal Reimbursement – All delegates and elected alternates will be allowed reimbursement for meals and non-alcoholic beverages not provided by PSE or the hotel. Receipts must be submitted to the chapter treasurer for reimbursement.
- E. Chapter Gift – This Association will pay a maximum of seventy-five dollars (\$75) towards a chapter gift (to include all associated costs, e.g. wrapping).
- F. Delegates who withdraw from attending after the PSE State deadline for reimbursement, shall pay to the chapter the cost of registration, unless an emergency per state bylaws and at the discretion of the e-board.

Section 8.6. Legislative Conference.

Any member in good standing may attend this conference. Conference expenses shall be reimbursed as follows:

- A. Travel Reimbursement – Those who attend the conference shall receive the current District standard mileage rate of reimbursement per mile.
- B. Board – The Executive Board will determine on an annual basis whether cost of room(s) will be reimbursed.
- C. Registration – This Association will pay the registration fee of any member attending the conference.
- D. Meals/Beverages – Meals and beverages not covered by the registration fee shall be the responsibility of the member.
- E. Chapter or Silent Auction Gift – This Association will pay a maximum of fifty dollars (\$50) towards a chapter or silent auction gift (to include all associated costs, e.g. wrapping).

Section 8.7. Zone Meetings.

Any member in good standing may attend a zone meeting. Zone meeting expenses shall be reimbursed as follows:

- A. Travel Reimbursement – Those who attend zone meetings shall be reimbursed for mileage at the district rate.

Section 8.8. Audit Committee.

An Audit Committee shall be selected by the Executive Board to annually audit the financial records of the Chapter.

Section 8.9. Other or Special Committees.

The Executive Board 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 Executive Board at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the members of the Executive Board at least five (5) working days prior to the meeting at which said vote is to be taken. Any Bylaws changes must be ratified at a meeting of the general membership prior to taking effect.

Adopted by the membership on the 16th day of November, 1987.

BY: 
Catherine Meagher, Chapter President (Oct 11, 2024 15:33 PDT)
Catherine Meagher, Chapter President

DATE: 10/11/24

- Amended May, 1996
- Amended May 6, 1998
- Amended November 24, 2003
- Amended August 25, 2005
- Amended March 1, 2019

