

# **CHAPTER BYLAWS**

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## **WILLAPA VALLEY**

PSE/SEIU Local 1948  
PO Box 798  
Auburn, WA 98071-0798  
1.866.820.5652

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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 Willapa Valley School District and to conduct internal organizational affairs according to democratic standards.

THEREFORE, we, the classified school employees of Willapa Valley School District, in meeting, adopt these Bylaws this 16<sup>th</sup> day of July, 1974.

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**A R T I C L E I**

The name of this organization shall be the Public School Employees of Willapa Valley.

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**A R T I C L E II**

This local organization shall be affiliated with and be a chapter of PSE/SEIU Local 1948. This organization was chartered by Public School Employees of Washington on July 16, 1974.

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**A R T I C L E III**

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

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## ARTICLE IV

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of PSE/SEIU Local 1948.
- B. To promote the organization of PSE/SEIU Local 1948 in the Willapa Valley School District.
- C. To promote the welfare of the membership and the classified employees of the Willapa Valley School District, and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.
- D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures, wages, hours and working conditions for the classified employees of Willapa Valley School District.
- E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees from the State Legislators.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

## ARTICLE V

### **MEMBERSHIP**

**Section 1. Eligibility.** Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed shall be eligible for membership.

- A. All persons regularly employed as a classified school employee (as defined by PSE/SEIU Local 1948) by or in Willapa Valley School District, and who are members of PSE/SEIU Local 1948, are eligible for membership in the organization.
- B. Application for membership shall be made on a standard application form provided by PSE/SEIU Local 1948.

1 **Section 2. Rights.**

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- 3 A. Members shall suffer no impairment of freedom of speech concerning the operations of this  
4 organization. Active discussions of organization affairs shall be encouraged and protected  
5 within this organization.  
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- 7 B. Members shall have the right to fair and democratic elections at all levels of the organization.  
8 This includes due notice of nominations and elections, equal opportunities for competing  
9 candidates, and proper election procedures which shall be specifically set forth.  
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- 11 C. Members shall have an equal right to run and hold office.  
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- 13 D. Members shall have the right to a full and clear accounting of all organizational funds. At all  
14 levels such accounting shall include, but not be limited to, periodical reports to the membership  
15 by appropriate fiscal officers or by independent auditors not otherwise connected with the  
16 organization, and a financial audit at least once a year which is made available to all members.  
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- 18 E. Members shall have the right to full participation, through discussion and vote, in the decision-  
19 making processes of the organization and to pertinent information needed for the exercises of  
20 this right.  
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24 **ARTICLE VI**

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26 **MEETINGS.**

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28 **Section 1.** General membership meetings of this organization shall be held at least four (4) times  
29 annually at a time and place to be fixed by the membership or the Board of Trustees.  
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31 **Section 2.** Special meetings may be called by the President, the Board of Trustees, or by petition filed  
32 with the President and signed by twenty percent (20%) of the members of this organization.  
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34 **Section 3.** The President shall provide at least two (2) days notification to all members of any special  
35 meeting called.  
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37 **Section 4.** At any meeting of the membership of this organization, each member present shall be  
38 entitled to one (1) vote. A member must be present to vote – no proxy vote will be allowed. A  
39 majority of the members present shall constitute a quorum  
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## ARTICLE VII

### **MANAGEMENT**

**Section 1.** The business and property of this organization 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.

**Section 2.** The Board of Trustees shall be composed of the President, Vice President, Secretary-Treasurer, and Membership Officer.

**Section 3.** The term of office of the trustees of this organization shall be for a period of one (1) year from the date of election.

**Section 4.** The Board of Trustees shall meet at the call of the President.

**Section 5.** 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.

**Section 6.** Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any regular or special meeting of the membership of the organization. Notice of the proposed removal of the trustee must be given to the trustee five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal.

**Section 7.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled by the membership. Such appointee shall serve during the unexpired term of the trustee whose position has become vacant.

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## ARTICLE VIII

### NOMINATIONS AND ELECTIONS

**Section 1.** Nominations may be made by the nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

**Section 2.** To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this organization.

**Section 3.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the membership prior to the holding of the election.

**Section 4.** Every officer and trustee shall, upon assuming office, subscribe to the obligations contained in these Bylaws.

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## ARTICLE IX

### DUTIES OF OFFICERS

**Section 1. President.** The President shall preside at all meetings of the organization and of the Board of Trustees. He shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks drawn against the fund 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 his official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

**Section 2. Vice President.** The Vice President shall act for the President in his absence and perform such other acts as the President or Board of Trustees may direct. He 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-Treasurer.

**Section 3. Secretary-Treasurer.** It shall be the duty of the Secretary-Treasurer 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; to 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 the Treasurer; and he 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.

1 **Section 4. Membership Officer.** It shall be the duty of the Membership Officer to maintain a current  
2 and accurate list of all members of the chapter in coordination with membership services at the  
3 PSE/SEIU Local 1948 state office; ensure that all members are paying dues; provide periodical  
4 membership reports as required by PSE/SEIU Local 1948; and perform such other official functions as  
5 the President and the Board may direct.  
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## 7 8 **ARTICLE X**

### 9 10 **MISCELLANEOUS PROVISIONS**

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12 **Section 1.** This organization shall be at all times subject to the provisions of the Articles of  
13 Incorporation and Bylaws of PSE/SEIU Local 1948.  
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15 **Section 2.** Except to the extent specified in the Bylaws, no officer of this organization shall have the  
16 power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or  
17 group of members or any other person or persons shall have the power to act on behalf of or otherwise  
18 bind the organization except to the extent specifically authorized in writing by the President or Board  
19 of Trustees of the organization.  
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21 **Section 3.** The latest edition of Robert's Rules of Order shall be the guide in all cases in which they  
22 are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules  
23 of this organization or of PSE/SEIU Local 1948.  
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## 25 26 27 **ARTICLE XI**

### 28 29 **COMMITTEES AND DELEGATES**

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31 **Section 1. Grievance Committee.** The Board of Trustees shall act as the grievance committee.  
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33 **Section 2. Negotiating Committee.** The Board of Trustees shall act as the negotiating committee.  
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35 **Section 3. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees.  
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37 **Section 4. Other or Special Committees.** The Board of Trustees shall designate such special  
38 committees as they determine necessary in the carrying out of the objectives and purposes of this  
39 organization.  
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41 **Section 5. Convention Delegates.** Delegates shall be selected by the Board of Trustees.  
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43 **Section 6. Nominating Committee.** A Nominating Committee may be appointed by the Board of  
44 Trustees or elected to make nominations.  
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**ARTICLE XII**

**AMENDMENTS**

**Section 1.** These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) days prior to the meeting at which said vote is to be taken.

Adopted by the membership this 16<sup>th</sup> day of July, 1974.  
Amended by the membership this 7<sup>th</sup> day of November, 2011.

signed by  
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Kari Lundy-Ping, President