

# CHAPTER BYLAWS

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## YAKIMA FOOD SERVICE



**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 Yakima 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 Yakima 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, 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 Yakima 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 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. PSE Sunshine Dues.**

2 PSE Sunshine dues shall be two (\$2.00) dollars per year. PSE Sunshine dues shall be paid yearly to  
3 the chapter Treasurer by the School District. Any member who is on an authorized leave of absence  
4 pursuant to the Collective Bargaining Agreement, may have dues collection suspended upon approval  
5 by the Chapter Board of Trustees. Usage of dues shall be as follows, Eighty dollars (\$80) will be ear  
6 marked for the end of the year retirement party held in May. This money will be used to provide  
7 coffee, juice, cake, cups, plates, napkins and utensils. All other foods will be potluck style and not  
8 provided by the dues. If items do not cost the full eighty dollars (\$80), left over funds will roll over  
9 into the account. Forty dollars (\$40) will be designated for Chapter meeting door prizes, divided over  
10 four (4) meetings at ten dollars (\$10) a meeting. Recipient of the door prize will receive a check for  
11 the ten dollar (\$10) door prize. Which four (4) meetings will not be disclosed ahead of time. The  
12 remaining funds will be designated for bereavement cards at five dollars (\$5) per card maximum.  
13 Cards will be purchased for families of a deceased member, member's parents, siblings or children. If  
14 funds are exhausted the Board of Trustees will notify members and take up a collection. Left over  
15 funds will roll over into the account.

16  
17 **Section 2.3. Refunds.**

18 Membership dues are not refundable except where an error resulting in an overpayment exists.  
19  
20  
21

22 **ARTICLE III**

23 **GOVERNANCE AND OPERATIONS**  
24  
25

26 **Section 3.1.**

27 PSE shall be governed by a representative form of government.  
28

29 **Section 3.2.**

30 Members shall suffer no impairment of freedom of speech concerning the operations of this organization.  
31 Active discussions of organization affairs shall be encouraged and protected within this organization.  
32

33 **Section 3.3.**

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

39 **Section 3.4.**

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

43 **Section 3.5. GOVERNING BODY.**  
44

45 **Section 3.5.1. Board.**

46 Except when general meetings of the Chapter are in session, the business and property of this  
47 Chapter shall be managed by a Board. The authority to govern and act on behalf of the

membership is vested in the elected Board 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.

**Section 3.6.2. Media.**

The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries to individual Board members about matters of Chapter concern should be referred to the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific legislation should 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 membership of the Board of Trustees. Order of business for regular PSE Food Service Meetings shall be as follows.

1. Call to order
2. Pledge of allegiance
3. Approve minutes of previous meeting
4. Treasurer Report
5. Committee Reports
6. Unfinished Business
7. New Business
8. Suggestions for the Good of the Order
9. Adjournment

1 **Section 4.2.**

2 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the  
3 President and signed by twenty percent (20%) of the members in good standing of this Chapter.  
4

5 **Section 4.3.**

6 The President shall provide at least five (5) days notification to all members of any meeting called.  
7 However, said five (5) days notice may be waived by the Board of Trustees provided that every  
8 reasonable effort is employed to notify the membership of the meeting.  
9

10 **Section 4.4.**

11 At any meeting of the membership of this Chapter, each member in good standing present shall be  
12 entitled to one (1) vote. A member must be present at the beginning of the vote, in order to vote - no  
13 proxy vote will be allowed. No one will be allowed to enter once the voting process has begun until the  
14 vote is considered finalized by the Executive Board. Those members present and voting shall  
15 constitute a quorum.  
16

17 **Section 4.5. Board of Trustee Meetings.**

18 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be  
19 called upon motion of a majority of the members of the Board of Trustees to the President. A majority of  
20 the members of the Board of Trustees shall constitute a quorum.  
21

22 **Section 4.6.**

23 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at  
24 meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or of the  
25 Public School Employees of Washington.  
26  
27  
28

29 **ARTICLE V**

30 **BOARD OF TRUSTEES**

31 **Section 5.1.**

32  
33 The Board of Trustees shall be composed of the President, Vice President, Secretary, Membership  
34 Officer, Treasurer, and a unit representative (herein known as a Trustee) elected by the unit from each  
35 classification of employees of the school district if represented by the local Public School Employees  
36 organization.  
37  
38

39 **Section 5.2.**

40 The term of office shall be for a period of two (2) years.  
41

42 **Section 5.3.**

43 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the  
44 Board shall deem necessary for the competent management of affairs of the Chapter.  
45

46 **Section 5.4.**

47 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All

1 voting at meetings of the Board of Trustees shall be by each member present in person, and voting by  
2 proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a  
3 quorum.

## 4 5 **Section 5.5. Duties.**

### 6 7 **Section 5.5.1. President.**

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

### 17 18 **Section 5.5.2. Vice President.**

19 The Vice President shall provide such assistance to the President as requested; serve as  
20 Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties  
21 of that office; and in the case of permanent disability or resignation of the President, shall  
22 succeed to that office for the unexpired portion of the current term of office.

### 23 24 **Section 5.5.3. Secretary.**

25 The Secretary shall ensure that the minutes of general membership meetings and Board of  
26 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of  
27 the Chapter, the Board of Trustees, and to perform such other official functions as the President  
28 and Board of Trustees may direct.

### 29 30 **Section 5.5.4. Treasurer.**

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



## ARTICLE VI

### ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

#### **Section 6.1.**

Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes ten (10) workdays notice of nominations and elections, and equal opportunities for competing candidates to state their qualifications and reasons for seeking office to the Chapter membership. Elections shall be conducted by secret written ballot and certified by the Chapter Secretary.

#### **Section 6.2.**

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

#### **Section 6.3.**

Elections shall be held during the month of May. Terms of office shall be from September 1 through August 31.

#### **Section 6.4.**

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 for the election.

#### **Section 6.5.**

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

#### **Section 6.6.**

All members of the Chapter shall be eligible to vote for the positions of President, Vice President, Secretary, Membership Officer, and Treasurer. In the election of a Trustee, only members in the classification of employees that the Trustee will represent shall be allowed to vote.

#### **Section 6.7.**

In the event the President cannot serve the remainder of his/her current term, the Vice President shall serve as President for the completion of the term.

#### **Section 6.8.**

In the event of a vacancy in the office of Vice President, Secretary, Membership Officer, or Treasurer, all members shall be notified of the vacancy and nominations solicited for the position. Nominations shall be accepted for a period of twenty (20) calendar days following the notification to members. The President, at his/her discretion, may act upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the position may submit a letter, or have three (3) minutes to address the Board prior to the vote to describe their qualifications and reasons they are seeking the position.

#### **Section 6.9.**

Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs. Election of the successor must be by majority vote. In the event that more than two candidates run for

1 the office, the candidate with the lowest vote total will be dropped from the ballot after each round of  
2 voting until one candidate receives a majority of the votes cast.

## 3 4 5 6 **ARTICLE VII**

### 7 8 **MISCELLANEOUS PROVISIONS**

#### 9 10 **Section 7.1.**

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

#### 13 14 **Section 7.2.**

15 This Chapter shall send to the PSE State office a list of names and addresses of the officers.

#### 16 17 **Section 7.3.**

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

#### 25 26 **Section 7.3.1.**

27 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be  
28 submitted to the Regional Service Center, who will then forward the original to State  
29 headquarters after appropriate copies have been made.

## 30 31 32 33 **ARTICLE VIII**

### 34 35 **COMMITTEES AND DELEGATES**

#### 36 37 **Section 8.1. Grievance Committee.**

38 A Grievance Committee shall be composed of the Vice President and two (2) other employees in the  
39 Chapter; and shall be responsible for advising members of their rights as outlined in the State Bylaws,  
40 Article XIV, State Grievance Panel.

#### 41 42 **Section 8.2. Negotiating Committee.**

43 A Negotiating Committee shall consist of at least five (5) members represented by this bargaining unit  
44 and shall work with the PSE Field Representative in developing proposals and negotiating agreements.

#### 45 46 **Section 8.3. Governmental Affairs Committee.**

47 The Governmental Affairs Committee shall work as a liaison between Chapter members and the Zone

1 Representative on the State PSE Legislative Council. Names and address of all committee members  
2 shall be submitted to Public School Employees of Washington, and PSE shall be notified of any  
3 changes in members or addresses.

#### 4 5 **Section 8.4. Annual Convention Delegates.**

6 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending  
7 the Annual Convention shall be paid by the Chapter or in accordance with appropriate provisions of  
8 PSE State Bylaws. Should a delegate be unable to attend convention they must notify the treasure and  
9 receive confirmation of their cancellation by the designated deadline established by the executive  
10 board. Should the Delegate fail to meet the deadline and the alternate is unavailable, the Delegate will  
11 responsible for reimbursing the chapter for any lost registrations and or reservation fees. Once  
12 informed of the unavailability of the Delegate it will be the treasures responsibility to contact the  
13 elected alternate.

#### 14 15 **Section 8.5. Audit Committee.**

16 The Audit Committee shall be the outgoing Board of Directors. They shall audit the financial records  
17 of the Chapter.

#### 18 19 **Section 8.6. Other Or Special Committees.**

20 The Board of Directors shall designate such special committees as they determine necessary in the  
21 carrying out of the objectives and purposes of this Chapter.

##### 22 23 **Section 8.6.1. Sub Committees .**

24 Area representative Sub Committees shall be utilized to:

- 25
- 26 1. Be available to network and provide feedback between area members and executive board.
- 27 2. Be responsible for delivering written information as needed to buildings in designated
- 28 areas.
- 29 3. Maintain and update Union Binders in each building of their area as needed.
- 30 4. Other duties as they arise.

#### 31 32 **Section 8.7. Financial.**

33 All financial transactions done by check require two (2) signatures of President or Vice President in  
34 conjunction with the Treasurer.

35  
36 All changes to the Executive Board shall be documented in the meeting minutes and a copy of the  
37 minutes provided to the bank within five (5) business days of said meeting. All changes to check  
38 signers shall be voted on and submitted to the bank within five (5) business days of meeting.

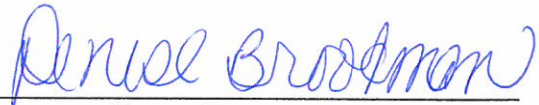
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## ARTICLE IX

### 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 members of the Board of Directors at least five (5) workdays prior to the meeting at which said vote is to be taken.



Chapter Secretary

Adopted by the membership on the 3rd day of October, 1995  
Amended by the membership on the 25<sup>th</sup> of January, 2015  
Amended by the membership on the 18<sup>th</sup> of May, 2015