

CHAPTER BYLAWS

Amended June 16, 2022

PUBLIC SCHOOL EMPLOYEES OF YELM COMMUNITY SCHOOLS



Public School Employees of Washington/SEIU Local 1948

P.O. Box 798

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www.pseclassified.org

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PREAMBLE

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

We are under a solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Yelm Community Schools and to conduct internal organizational affairs according to democratic standards.

Therefore, we, the classified school employees of Yelm Community Schools, in meeting, adopt these Bylaws, this 3rd day of October 1992.

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ARTICLE I

The name of this organization shall be the Public School Employees of Yelm Community Schools, and hereinafter may be referred to as the "Organization."

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ARTICLE II

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 Yelm School Employees of Washington. This organization was chartered by Public Schools of Washington on the 1st day of April, 1968.

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ARTICLE III

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

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ARTICLE IV

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 classified school employees (as defined by the Public School Employees of Washington) by or in the Yelm Community Schools, and who are members of the Public School Employees of Washington, are eligible.

Section 2. Dues.

- A. Application for membership shall be made on a standard application form available from any executive officer. Such forms include a valid authorization for payroll deduction of local dues.
- B. Membership dues of this organization shall be two dollars (\$2) per month.
- C. When a member is unemployed for more than twenty (20) days in any calendar month and does not receive unemployment or sick pay or other remuneration, they may be entitled to credit for dues for the period of unemployment, not to exceed six (6) months in any calendar year.
- D. Membership dues are not refundable except where an error resulting in an overpayment exists.
- E. The President's dues shall be refunded to him/her at the end of their term.

Section 3. Rights.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organizational affairs shall be encouraged and protected within this organization. No member shall have the right to disrupt a meeting.
- B. Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth.
- C. Members shall have the right to a full and clear accounting of all organizational funds. At all levels, such accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal officers or by independent auditors not otherwise connected with the organization, and a financial audit at least once a year which is made available to all members.
- D. Members shall have the right to full participation, through discussion and vote, in the decision making processes of the organization and to pertinent information needed for the exercise of this right.
- E. Upon joining the organization, each member shall receive a copy of their current and complete job description, a copy of the contract with the current pay scale, and a copy of the Bylaws of the local organization.

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2 **ARTICLE V**

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4 **MEETINGS**

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6 **Section 1.**

7 General membership meetings of this organization shall be held at least three (3) times annually at a time and
8 place to be fixed by the Board of Trustees.

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10 **Section 2.**

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

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14 **Section 3.**

15 The president shall provide at least five (5) days' notice. Such notice may be waived by the Board of
16 Trustees, provided that every reasonable effort is employed to notify the membership of the meeting.

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18 **Section 4.**

19 At any meeting of the membership of this organization, each member present shall be entitled to one (1)
20 vote. A member must be present to vote. No proxy votes will be allowed, except for when a meeting takes
21 place during a member(s) regular or normal work hours. Proxy votes must be in an envelope, sealed and
22 given to an executive board member prior to the start of the meeting where voting takes place.

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25 **ARTICLE VI**

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27 **MANAGEMENT**

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30 **Section 1.**

31 The business and property of this organization shall be managed by the Board of Trustees, except when the
32 meetings of the organization are in session. All matters affecting the purposes, aims and means of
33 accomplishing the purposes of this organization shall be decided by the Board of Trustees.

34
35 **Section 2.**

36 The Board of Trustees shall be composed of the President, Vice-President, Secretary, Treasurer, and one (1)
37 Classification Representative elected by the classification, from each of the following classifications of
38 employees of the school district:

- 39
40 Classification: 1. Transportation
41 2. Food Service
42 3. Custodial
43 4. Grounds/Maintenance
44 5. Instructional/Non-Instructional
45 6. Sped Para
46 7. Mechanics
47 8. Technology
48 9. Support Employees

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Section 3.

The term of office of the Classification Representative shall be for a period of two (2) years. Elections shall be held during the last meeting of the school year to take office September 1.

Section 4.

The Board of Trustees shall hold regular meetings on a quarterly basis, and such special meetings as the president or the Board of Trustees shall deem necessary for the competent management of affairs of the organization.

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, 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 or by two-thirds (2/3) majority vote of the classification the Trustee represents at any regular or special meetings 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 of the proposed removal.

Section 7.

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

Section 8.

When a majority of the Officers agree, an additional Classification Representative will be added or subtracted to an existing classification. When an additional representative is needed an election will occur at the next election cycle. The member with the second number of votes will become the Assistant Representative. The Assistant will not have voting power but will be granted all other rights and privileges granted to the Classification Representative. The duty of the additional Representative is to assist the main representative and to bring forward contrasting views of problems when necessary.

If a vacancy occurs between elections a candidate will be appointed by the E-Board. At no time will any classification have less than one (1) representative.

ARTICLE VII

CHAPTER EXPENSES

Section 1. Budget.

The Board of Trustees shall annually develop a budget. The fiscal year shall run from September 1 to August 31. Approved by membership at the first chapter meeting.



1 **Section 2. Annual Convention.**

2 The maximum number of delegates and/or alternates who may attend the Annual Convention shall be
3 determined by the Organization’s State Bylaws; the minimum will be determined by the Board of Trustees.
4 Convention delegates shall be voted upon by the membership. Nominations from the floor shall be taken at
5 the meeting. Members and alternates shall represent the best interests of the membership by attending
6 workshops and meetings. After the convention, members may be asked to provide a summary report at the
7 next chapter meeting.

8
9 Convention expenses shall be reimbursed as follows:

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- 11 A. The Organization shall reimburse for the cost of airfare or mileage to and from convention,
12 whichever is less. Mileage will be reimbursed at the current I.R.S rate.
- 13 B. Rooms - The Board of Trustees shall select the appropriate rooms for delegates and alternates.
14 Rooms based on double occupancy.
- 15 C. Registration - The Organization will pay the registration fee of the delegates and alternates.
- 16 D. Chapter Gift - The Organization will pay a minimum fifty dollars (\$50) or what amount was
17 budgeted for a chapter gift.
- 18 E. Each delegate will receive a per diem amount for meals. The per diem amount will be adjusted
19 annually by the Board.
- 20

21 **Section 3. Legislative Conference.**

22 Any member may attend the conference with a total of up to ten (10) members.

- 23 A. Mileage reimbursement - The mileage reimbursement to and from the conference will be paid at the
24 current I.R.S. rate.
- 25 B. Rooms - will be paid for by the Organization.
- 26 C. Registration- The registration fee will be paid by the Organization.
- 27 D. Each delegate will receive a per diem amount for meals. The per diem amount will be adjusted
28 annually by the Board.
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31 **ARTICLE VIII**

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33 **OFFICERS, NOMINATIONS AND ELECTIONS**

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35 **Section 1.**

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

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39 **Section 2.**

40 Elections for Trustees shall take place each year.

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42 Transportation, Custodial, Instructional/Non-Instructional Para’s, Mechanics, Support Employees will be in
43 even numbered years.

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45 Food Service, Grounds/Maintenance, SPED Para’s, Technology shall be elected in odd numbered years.
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1 The President and Secretary will be elected in even numbered years and the Vice President and Treasurer
2 shall be elected in the odd numbered years.

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4 **Section 3.**

5 Nominations and voting will take place at the spring chapter meeting. Nominations will be taken from the
6 floor.

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8 **Section 4.**

9 To be eligible for office, a member must be in good standing for one (1) year immediately preceding the
10 election, except in the initial election held in this organization.

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12 **Section 5.**

13 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
14 members a reasonable opportunity to vote. No absentee or proxy votes allowed. At least ten (10) days
15 advance notice shall be given the membership prior to the holding of the election.

16
17 **Section 6.**

18 The term of office for the Officers of this organization shall be for a period of two (2) years. Elections shall
19 be held on the last meeting of the school year to take office September 1.

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21 **Section 7.**

22 Every Officer and Trustee shall, upon assuming office, subscribe to the obligation of an Officer and Trustee
23 contained in these Bylaws.

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27 **ARTICLE VIII**

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29 **DUTIES OF OFFICERS**

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31 **Section 1. President.**

32 The President shall preside at all meetings of the organization and of the Board of Trustees. The President
33 shall supervise all activities of the organization; appoint all special committees of the organization, subject to
34 the approval of the Board of Trustees; report periodically to the membership the progress and standing of the
35 organization in regards to the President's official acts; perform all other duties as prescribed in the Bylaws
36 and perform such other duties usually inherent in such office.

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38 **Section 2. Vice President.**

39 The Vice President shall act for the President in the President's absence and perform such other acts as the
40 President, or the Board of Trustees may direct. Vice President shall serve as the Chairperson for the
41 Grievance Committee and the Bylaws Committee. The Vice President may be authorized, by the Board of
42 Trustees, to act a co-signer of checks drawn on the funds of the organization in place of or in addition to
43 either the President or the Treasurer.

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45 **Section 3. Secretary.**

46 The Secretary shall ensure that the minutes of the general membership meetings and Board of Trustee
47 meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the organization, the
48 Board of Trustees, and to perform such other acts as the President or the Board of Trustees may direct.

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2 **Section 4. Treasurer.**

3 The Treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay all
4 obligations incurred by the chapter as authorized by the Board of Trustees; keep an accurate record of
5 receipts and disbursements; and maintain bank accounts and depositories designated by the Board of
6 Trustees. Such money shall be withdrawn only by purchases or charges used through the chapter's electronic
7 fund transfer (debit/credit cards) authorized by the President and/or Vice President or checks signed by the
8 President and/or Vice President and the Treasurer. The Treasurer shall render periodical financial reports as
9 required by the President or Board, the membership, or Public School Employees of Washington/SEIU
10 Local 1948, to ensure that the chapter is in compliance with all laws and regulations required by the Internal
11 Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be from
12 September 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all
13 properties of the chapter.
14

15 **Section 5. Incoming Board Members.**

16 Incoming Board members will work with outgoing Board members and attend Board meetings during the
17 transition period (the period from the date of election to August 31). Full duties will be assumed on
18 September 1 of each year with the exception of negotiations. If contract negotiations are still in session
19 during the transition period, the outgoing Board members remain on the negotiations team until negotiations
20 are completed. An incoming President will become a nonvoting member of the negotiations team upon
21 election. All records regarding Organization business and correspondence must be transferred on or before
22 September 1 from the outgoing Officer or Unit Representative to incoming Officer or Unit Representative.
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26 **ARTICLE IX**

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28 **DUTIES OF CLASSIFICATION REPRESENTATIVES**

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30 **Section 1.**

31 To assist the Officers in the administration of the Collective Bargaining Agreement.
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33 **Section 2.**

34 Bring to the attention of the E-Board all challenges their members face.
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36 **Section 3.**

37 Are to only participate in Section 1.6 of the Yelm CBA after being approved by the Officers. The
38 Officers can also rescind the permission to participate in Section 1.6.
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40 **Section 4.**

41 Assist members in their classification when help is needed to file a grievance.
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ARTICLE X

MISCELLANEOUS PROVISIONS

Section 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 2.

Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as an 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 the Board of Trustees.

Section 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 4.

Each member in good standing shall have the right to vote on the pending master contract at a ratification meeting. Upon acceptance, the contract will be signed, dated and enforced.

Section 5. Work Stoppage Action.

Any decision by this Organization to conduct a work stoppage shall require a two-thirds (2/3) favorable vote for such action by the membership attending a general or special meeting.

ARTICLE XI

COMMITTEES AND DELEGATES

Section 1. Grievance Committee.

A Grievance Committee shall be composed of a minimum of three (3) members. Members can volunteer for the committee, and the committee will be chaired by the Vice President. The Grievance Committee shall have the right to deny an employee Organization representation of that employee's grievance. The employee must be informed in writing of the reasons for the denial and the right to appeal to the State Grievance Panel.

Section 2. Negotiating Committee.

The Negotiating Committee shall be composed of the Board of Trustees. The Negotiating Committee shall be authorized to reject proposals of the District and shall present recommended proposals to the membership for acceptance. Should negotiations exceed the term of office, incumbents serving on the Negotiations Committee shall serve on such Committee until completion of the contract ratification.

Section 3. Audit Committee.

An Audit Committee shall consist of a minimum of three (3) volunteer members. They will meet yearly to audit the chapter finances.

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Section 4. Outreach Coordinator.

The Outreach Coordinator shall be responsible for setting up and implementing an internal communication network. By using old and new technology, the Coordinator shall provide all members with up-to-date communication that raises their awareness and participation in chapter activities. At the same time, the member should look for opportunities to foster chapter member involvement in community activities such as stuff the bus, volunteering at local activities, and other types of community events that promote a positive image of the chapter and chapter members. The Coordinator will be responsible for seeking the necessary local chapter funds to implement the communication strategies. Since old technology is quickly being replaced with new communication technology, the Coordinator will continue to look for new ways to communicate with members.

Section 5. Code Blue Member.

The Code Blue member will be the primary resource and coordinator of chapter member political and community involvement. Political involvement in areas such as local school board races, school district levy and bond campaigns, legislative elections and session advocacy are a major focus of this member’s political involvement. The Code Blue members will attend Organization training intended to help the Code Blue member increase member participation in political and community activities.

Section 6. Membership Contact.

It shall be the duty of the membership contact to maintain a current and accurate list of members of the chapter in coordination with the membership information section at the Organization state headquarters; ensure that all members are paying dues; render periodic membership reports as required by Public School Employees of Washington; contact new employees assigned to the chapter and provide them with membership information, and perform other official functions as directed by the President and Executive Board.

Section 7. Bylaws Committee.

The Bylaws committee shall consist of at least three (3) members, from at least two (2) different classifications, or more, who shall review and recommend updates of the Chapter Bylaws to ensure compliance with the Organization’s State Bylaws.

ARTICLE XII

AMENDMENTS

Section 1.

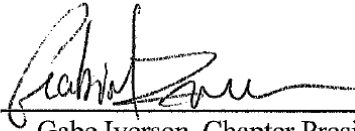
These Bylaws may be amended by a majority vote of the membership attending any regular or special meeting thereof; providing, that the proposed amendments be made available to the members at least five (5) days prior to the meeting at which said vote is to be taken.



SIGNATURE PAGE

Adopted by the membership this 16th day of June 2022.

- Amended on March 3, 1990
- Amended on November 7, 1992
- Amended on October 2, 1993
- Amended on January 6, 1996
- Amended on August 1, 2003
- Amended November 11, 2008
- Amended May 4, 2013
- Amended January 25, 2014
- Amended May 10, 2014
- Amended April 23, 2016
- Amended June 16, 2022

BY: 
Gabe Iverson, -Chapter President

DATE: 06/10/2022

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