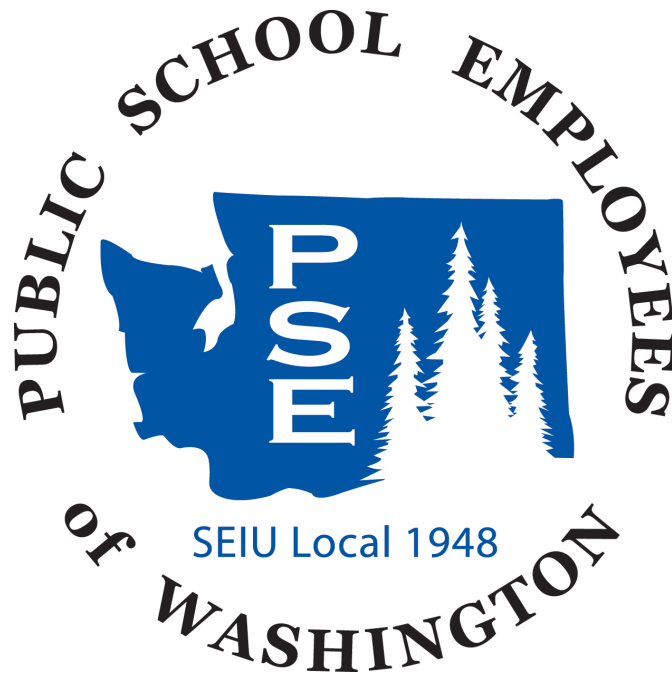


# CHAPTER BYLAWS

Amended September 15, 2020

---

## YELM ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



**Public School Employees of Washington/SEIU Local 1948**

P.O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

[www.pseclassified.org](http://www.pseclassified.org)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47

The name of this organization shall be the PSE Yelm Association of Educational Office Professionals (PSE YAEOP) and shall affiliate with Public School Employees (PSE). PSE Yelm Office Professionals is not-for-profit organization. On March 12, 2003, this Association became affiliated with and became a chapter of the Public School Employees of Washington.

## ARTICLE II

### PURPOSE

Discuss, study, and attempt to resolve the issues of Yelm Community Schools Office Professionals. Develop a more proficient and professionally minded staff; promote ideas and ideals that will lead to a finer and more efficient service to the District and the community.

Improve our employment conditions by using effective labor relations techniques and, while using the collective bargaining process, confer and negotiate in good faith with the Yelm community Schools (YSD) on grievance procedures, personnel matters, wages, hours, working conditions, vacations, holidays, and other conditions of employment for the employees covered by our collective bargaining agreement.

Promote the unity of the members of our Association.

Continually improve our members' knowledge of effective labor management relations and techniques as well as knowledge of the terms and conditions of our collective bargaining agreement.

41  
42  
43  
44  
45  
46  
47

All Educational Office professionals of the Yelm Community Schools shall be eligible for membership. Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the Association and to pertinent information needed for the exercise of this right except for

1 free riders. Free riders have some restrictions, and the PSE State Office, upon approval of their request,  
2 give those restrictions to the office professionals.

### 3 4 **Section 3.2.**

5 Members in good standing shall be entitled to vote, hold office, and participate in all activities of PSE  
6 YAEOP. Members shall have the right to fair and democratic elections at all levels of the Association.  
7 This includes due notice of nominations and elections, equal opportunities for competing candidates, and  
8 proper election procedures. To be a member in good standing, the member shall be employed and  
9 current in payment of dues as required by these bylaws.

### 10 11 **Section 3.3.**

12 Members shall have the right to a full and clear accounting of all Association funds. At all levels such  
13 accounting shall include, but not limited to, periodic reports to the membership by the Treasurer.

14 A. LOCAL DUES. Monthly membership dues for Yelm YAEOP/PSE shall be approved by the  
15 membership. Such dues for each fiscal year (September 1 through August 31) shall be \$1.00 per  
16 month and paid to PSE YAEOP.

17 B. STATE DUES. Monthly membership dues shall be established by PSE.

## 18 19 20 **ARTICLE IV** 21 **OFFICERS, NOMINATIONS AND ELECTIONS**

### 22 23 **Section 4.1. Officers.**

24 The officers of this Association shall be a President, Vice-President, Secretary and Treasurer,  
25 Membership Officer.

### 26 27 **Section 4.2. Terms of Office.**

28 All officers shall serve two (2) year terms commencing September 1. The President and Secretary shall  
29 be elected on even years and the Vice-President and Treasurer elected on odd years. All officers shall be  
30 elected by secret ballot vote.

### 31 32 **Section 4.3. Elections.**

33 Members shall have an equal right to run and hold office. To be eligible to serve as an officer, a  
34 candidate must be a member in good standing of this Association for ninety (90) days.

35  
36 Officers shall be elected by a secret ballot vote, and the balloting shall be so conducted as to afford all  
37 members a reasonable opportunity to vote.

38  
39 Elections of officers will take place in April, and officers shall be installed prior to assuming the duties  
40 of their office in September.

## 41 42 43 **ARTICLE V** 44 **DUTIES OF OFFICERS**

### 45 46 **Section 5.1. President.**

47 The President shall preside at all meetings of PSE YAEOP and of the Board. The President shall be  
48 made aware of and supervise all activities of PSE YAEOP. The President shall appoint all special



committees not otherwise provided for in the bylaws and serve as an ex-officio member of all committees. The President shall approve all checks drawn against PSE YAEOP. The President shall report periodically to the membership regarding progress and standing of PSE YAEOP and perform all other duties of the office.

#### **Section 5.2. Vice President.**

The Vice-President shall provide such assistance to the President as requested, serve as chairperson of the Grievance Committee and shall, in the absence of the President, perform the duties of that office.

#### **Section 5.3. Secretary.**

The Secretary shall act as the correspondent for the Association and Executive Board; shall record and file all communication and documents of the Association; keep all records and minutes of meetings of the chapter, the Executive Board and to perform such other acts as the President and the Executive Board may direct. The Secretary shall be responsible for preparing and distributing chapter and Executive Board meeting agendas, minutes and notices, and shall perform such other duties as required.

#### **Section 5.4. Treasurer.**

The Treasurer shall receive and be accountable for all assets belonging to the chapter; pay all obligations incurred by the chapter in payment as authorized by the Executive Board; maintain bank accounts and depositories designated by the Executive Board; ensure that such money shall be withdrawn only by debit card or checks signed by the President and/or Vice President and the Treasurer; render periodic financial reports as required by the Executive Board or by the membership; keep an accurate record of receipts and disbursements; and prepare an annual budget for the approval of the Board in September.

#### **Section 5.5. Membership Officer.**

The Membership Officer will oversee membership registration at the general membership meetings; will keep the President informed of membership counts and will work with the President, state office, and the District with issues related to maintenance of chapter membership records and rosters. The membership officer and/or a designee shall greet new members within thirty (30) days after hire. The Membership Officer is also charged with creating a membership committee to ensure union membership at all schools and facilities will be addressed and maintained.

## **ARTICLE VI EXECUTIVE BOARD**

#### **Section 6.1.**

The Executive Board shall consist of the elected officers.

#### **Section 6.2.**

The Executive Board shall have the power to fill, for the unexpired term, any vacancy occurring among the elected officers.

#### **Section 6.3.**

The business and property of this Association shall be managed by an Executive Board, except when general membership meetings of the Association are in session. All matters affecting the purposes, aims and means of this Association, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting shall be decided by the Executive Board.

1  
2 **Section 6.4.**

3 Each member of the Executive Board must agree to do the following: attend chapter meetings; become  
4 knowledgeable of the bylaws; follow the duties of their position as described in the bylaws; and, be  
5 willing to become knowledgeable of the current collective bargaining agreement.  
6

7 **Section 6.5.**

8 Since some issues are of a confidential nature, members of the Executive Board shall maintain and  
9 respect a member's right to have their issue addressed in a confidential manner.  
10

11  
12 **ARTICLE VII**  
13 **COMMITTEES**  
14

15 **Section 7.1.**

16 PSE YAEOP shall have the following standing committees: Audit, Grievance and Negotiations.  
17

18 **Section 7.2.**

19 The President shall designate (Subject to Executive Board approval) such ad-hoc committees that the  
20 President determines are necessary to carry out the objectives and purposes of PSE YAEOP.  
21

22 **Section 7.3. Negotiations Committee.**

23 It shall be the duty of the Negotiating Committee to effectively and collaboratively represent the  
24 interests of the respective units and at the same time, the best interests of the entire Association  
25 membership. They shall be responsible for negotiating the full collective bargaining agreement and any  
26 changes to it (e.g., Letters of Agreement, Memorandums of Understanding). This committee shall be  
27 responsible for timely and effective communication to the membership regarding their work.  
28

29 The committee shall be composed of the Executive Board and up to three additional members. (7 total).  
30 If more than 3 members volunteer, a vote will be required. All efforts will be made to make sure that all  
31 4 building levels (Elementary, Middle School, High School, District Office) are represented.  
32

33 **Section 7.4. Audit Committee.**

34 The committee shall be responsible for ensuring that Association funds are truly and accurately  
35 accounted for. This shall be done at least once per year. The committee shall be chaired by the  
36 President and be composed of two (2) members. Members can volunteer, if more than 3 members  
37 volunteer, a vote will be required.  
38

39 **Section 7.5. Grievance Committee.**

40 The committee shall determine if the Association should support a grievance. In making such a  
41 determination, the committee shall determine if a grievance has merit. The committee shall be led by the  
42 Vice President and three (3) members. Members can volunteer, if more than 3 members volunteer a vote  
43 will be required.  
44  
45  
46  
47  
48



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

## ARTICLE VIII CHAPTER EXPENSES

### **Section 8.1.**

The Executive Board shall annually develop a budget which shall be submitted to the membership for approval. The fiscal year shall run from September to August.

### **Section 8.2.**

Expenses for attendance at the annual PSE Convention, Legislative Conference and other official meetings shall be determined by the annual budgeting process. Reimbursement for expenses can include registration, travel, meals and housing. Reimbursement cannot be made without appropriate receipts and must be submitted to the Treasurer within fourteen (14) days of the end of the meetings.

#### **Section 8.2.1.**

PSE convention-The state bylaws shall determine the number of the delegates who will attend the PSE convention.

## ARTICLE IV MISCELLANEOUS PROVISIONS

### **Section 9.1.**

PSE YAEOP shall not adopt bylaws that conflict with PSE State Bylaws. State By laws shall supersede local bylaws where conflict exists.

### **Section 9.2.**

PSE YAEOP shall send to the PSE State Office a list of names and addresses of its Board and members together with other information required by PSE and shall notify PSE of all changes in Board members, members and addresses.

## ARTICLE V MEETINGS

### **Section 10.1.**

Regular meetings shall be held a minimum of three (3) times a year.

### **Section 10.2.**

The President may call a special meeting of the membership. Every attempt will be made to give 24hr notice to the membership.

### **Section 10.3.**

The President may call meetings of the Executive Board.

### **Section 10.4.**

One-quarter of the membership shall be necessary to constitute a quorum for the transaction of business at regular and special meetings of PSE YAEOP, and a majority of all members of any committee shall constitute a quorum thereof.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**ARTICLE VI  
PARLIMENTARY AUTHORITY**

**Section 11.1.**

All meetings of PSE YAEOP shall be conducted according to parliamentary procedure as set forth in Robert's Rule of Order Newly Revised.

**ARTICLE VII  
AMENDMENTS**

**Section 12.1.**

Amendments to the Bylaws shall be submitted in writing to the entire membership two (2) weeks in advance of the meeting at which time a vote is to be taken.

**Section 12.2.**

A two-thirds favorable vote of the members in attendance shall be required for approval

**Section 12.3.**

The amendment(s) shall become official immediately following the adoption.

**ARTICLE VII  
DISSOLUTION OF ASSOCIATION**

**Section 13.1.**

In the event of the dissolution of the Association, all liabilities and obligations shall be paid, and the remainder of assets shall be transferred to the PSE Association Treasurer. The treasurer shall hold such assets in a reserve for up to two (2) years. In the event the Association is not reactivated within said two (2) years, such funds and properties shall be transferred to the general fund.

Signed:   
Tami Connally, YAEOP Chapter President

Adopted by the membership this 3<sup>rd</sup> day of December, 2003  
Amended June 14, 2006  
Amended December 4, 2007  
Amended September 15, 2020