

CHAPTER BYLAWS

ZILLAH



Public School Employees of Washington/SEIU Local 1948

P.O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

www.pseclassified.org

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	2
ARTICLE III GOVERNANCE AND OPERATIONS	3
ARTICLE IV MEETINGS	4
ARTICLE V BOARD OF TRUSTEES	5
ARTICLE VI ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	6
ARTICLE VII MISCELLANEOUS PROVISIONS	8
ARTICLE VIII COMMITTEES AND DELEGATES	9
ARTICLE IX AMENDMENTS	10

P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Zillah School District 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 FOR EXISTING

It is the mission of Public School Employees of Zillah School District 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.

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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 Zillah School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, 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. Free-Riders.

Any member who opts out of payment of regular dues, shall be characterized as a Free-Rider and shall be entitled only to those rights and privileges as set forth in PSE policy and bylaw. Free-Riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of collective bargaining agreements. In addition, Free-Riders may not attend any PSE sponsored functions.

ARTICLE II

DUES

Section 2.1. State Dues.

State dues shall be paid monthly to the state office of PSE as outlined in the PSE 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.

Section 2.2. Local Dues.

Local membership dues shall be twelve dollars (\$12.00) per year as a payroll deduction in October and paid to the chapter treasurer by the school district. Any member, who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the Chapter Board of Trustees.

1 **Section 2.3. Refunds.**

2 Membership dues are not refundable except where an error resulting in an overpayment exists.
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6 **ARTICLE III**

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8 **GOVERNANCE AND OPERATIONS**
9

10 **Section 3.1.**

11 PSE shall be governed by a representative form of government.
12

13 **Section 3.2.**

14 Members shall suffer no impairment of freedom of speech concerning the operations of this
15 organization. Active discussions of organization affairs shall be encouraged and protected within this
16 organization.
17

18 **Section 3.3.**

19 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
20 such accounting shall include, but not be limited to, periodical reports to the membership by
21 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
22 and a financial audit at least once a year which is made available to all members.
23

24 **Section 3.4.**

25 Members shall have the right to full participation, through discussion and vote, in the decision-making
26 processes of the organization and to pertinent information needed for the exercises of this right.
27

28 **Section 3.5. GOVERNING BODY.**
29

30 **Section 3.5.1. Board of Trustees.**

31 Except when general meetings of the chapter are in session, the business and property of this
32 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
33 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
34 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically
35 provided for in these bylaws or by action of the members at a regular or special meeting.
36

37 **Section 3.5.2. PSE Field Staff.**

38 PSE field staff shall work closely with the chapter in an advisory position. All decisions
39 governing the business of the local chapter shall be the sole responsibility of the elected
40 officials and membership of the chapter.
41

42 **Section 3.6. OPERATING PRINCIPLES.**

43 In order to provide the chapter with the highest quality direction and management possible, the
44 following operating principles shall guide the Board of Trustees.
45

46 **Section 3.6.1. Board/Membership Relationships.**

47 A positive, constructive, cooperative relationship between the Board of Trustees and the
48 membership is essential to achieving the mission and vision of the organization. Therefore, the

1 board and membership will conduct themselves in a way that promotes mutual trust,
2 demonstrates respect for individual dignity, and displays professionalism. The board shall
3 utilize positive conflict resolution methods and maintain open, honest lines of communication
4 that respect an appropriate chain of command within the chapter.

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6 **Section 3.6.2. Media.**

7 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
8 to individual board members about matters of chapter concern should be referred to the chapter
9 president. Inquiries about a position of PSE on any matter of statewide concern or specific
10 legislation should be referred to the executive director at state headquarters.

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14 **ARTICLE IV**

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16 **MEETINGS**

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18 **Section 4.1.**

19 General membership meetings of this chapter shall be held at least three (3) times annually at a time
20 and place to be fixed by the membership or the Board of Trustees.

21
22 **Section 4.2.**

23 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the
24 president and signed by twenty percent (20%) of the members in good standing of this chapter.

25
26 **Section 4.3.**

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

30
31 **Section 4.4.**

32 At any meeting of the membership of this chapter, each member in good standing present shall be
33 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. Members in
34 attendance constitute a quorum.

35
36 **Section 4.5. Board of Trustees Meetings.**

37 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also
38 be called upon motion of a majority of the members of the Board of Trustees to the President. A
39 majority of the members of the Board of Trustees shall constitute a quorum.

40
41 **Section 4.6.**

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

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ARTICLE V

BOARD OF TRUSTEES

Section 5.1.

The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer and a Unit Representative (herein known as a Trustee) appointed by the Board to the Negotiation Committee for a term of two (2) years from each classification of employees:

1. Secretarial/Technology
2. Staff Assistants
3. Food Service
4. Custodial/Maintenance/Grounds/Transportation

Section 5.2.

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

Section 5.3.

The Board of Trustees shall hold regular meetings, and such special meetings as the president or the board shall deem necessary for the competent management of affairs of the Chapter.

Section 5.4.

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 5.5. Duties.

Section 5.5.1. President.

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

Section 5.5.2. Vice President.

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

1 **Section 5.5.3. Secretary.**

2 The Secretary shall ensure that the minutes of general membership meeting and Board of
3 Trustee meeting are duly recorded. It shall be the duty of the Secretary to keep all records of
4 the chapter, the Board of Trustees, all collective bargaining meetings, and to perform such
5 other official functions as the President and Board of Trustees may direct.
6

7 **Section 5.5.4. Treasurer.**

8 The Treasurer shall receive and be accountable for all funds and monies belonging to the
9 Chapter; pay all obligations incurred by the Chapter as authorized by the President, the Board
10 of Trustees, or the chapter membership, keep an accurate record of receipts and disbursements;
11 and maintain bank accounts and depositories. Such money shall be withdrawn only by checks
12 signed by the Treasurer; however, the President will have the authority to sign checks in
13 absence of the Treasurer. The Treasurer shall render periodical financial reports as required by
14 the Board of Trustees, the membership, or Public School Employees of Washington/SEIU
15 Local 1948 to ensure that the chapter is in compliance with all laws and regulations required by
16 the Internal Revenue Service and the Department of Labor. The fiscal year for all financial
17 reports shall be from September 1 to August 31 of the following year, inclusive.
18

19 **Section 5.5.5. Trustee.**

20 A Trustee shall represent the classification of employees which elected them and express to the
21 Board of Trustees the needs, desires and concerns of the members in their classification. They
22 will be responsible, along with the Grievance Committee, in advising an employee about their
23 contractual rights.
24

25 **Section 5.6. Compensated Positions for Officers.**

26 Upon completion of the officer’s term of service, the President may be compensated one hundred
27 dollars (\$100) per year, Vice President - fifty dollars (\$50) per year, and Secretary - fifty dollars (\$50)
28 per year, and Treasurer - fifty dollars (\$50) per year. If bank balance should fall below \$500, no
29 officers will receive compensation. The Officers shall be paid in June of each year for the current
30 August - June school year of service.
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34 **ARTICLE VI**

35 **ELECTIONS, FILLING OF VACANCIES AND RECALL PROCEDURES**

36 **Section 6.1.**

37 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
38 ten (10) working days notice of nominations and elections, and equal opportunities for competing
39 candidates to state their qualifications and reasons for seeking office to the chapter membership.
40 Elections shall be conducted by secret written ballot and certified by the chapter secretary.
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44 **Section 6.2.**

45 Members shall have an equal right to run and hold office, except those persons set forth in
46 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
47 state regulatory agencies as being a “supervisory employee.”
48



1 **Section 6.3.**

2 Elections shall be held during the month of August. Terms of office shall be 2 years, from
3 September 1 through August 31. Elections for President and Treasurer will be odd years and for Vice
4 President and Secretary even years.

5
6 **Section 6.4.**

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

9
10 **Section 6.5.**

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

13
14 **Section 6.6.**

15 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
16 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days
17 advance notice shall be given the membership prior to the holding of the election.

18
19 **Section 6.6.1.**

20 All members of the chapter shall be eligible to vote for the positions of President,
21 Vice President, Secretary and Treasurer.

22
23 **Section 6.7.**

24 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
25 contained in these bylaws.

26
27 **Section 6.8.**

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

33
34 **Section 6.9.**

35 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
36 for removal of the member by the Board of Trustees. Removal of a board member because of
37 excessive absenteeism shall not require the 2/3 vote of the membership.

38
39 **Section 6.10.**

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

42
43 **Section 6.10.1.**

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

1 **Section 6.10.2.**

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

9
10 **Section 6.10.3.**

11 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
12 occurs; provided, however, that when vacancies occur in the Office of Trustee, the President
13 shall direct that a classification meeting be held and that the classification elect a successor for
14 the remainder of the vacant term. Election of the successor must be by majority vote. In the
15 event that more than two candidates run for the office, the candidate with the lowest vote total
16 will be dropped from the ballot after each round of voting until one candidate receives a
17 majority of the votes cast.

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21 **ARTICLE VII**

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23 **MISCELLANEOUS PROVISIONS**

24
25 **Section 7.1.**

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

28
29 **Section 7.2.**

30 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees
31 and members, together with other information required by PSE and shall notify PSE of all changes in
32 board members, members, and addresses.

33
34 **Section 7.3.**

35 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
36 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
37 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
38 agreement which would affect the rights of employees represented by PSE, nor any agreement
39 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
40 agent, unless such agreement is first reviewed and approved by the Executive Director of Public
41 School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the
42 executive director may be appealed to the Board of Directors.

43
44 **Section 7.3.1.**

45 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
46 submitted to the regional service center, who will then forward the original to state
47 headquarters after appropriate copies have been made.



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ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and/or President and at least one unit representative from each classification of employees in the chapter; and shall be responsible for advising members of their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of the President and/or the Vice President and a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE Field Representative in developing proposals and negotiating agreements.

Section 8.2.1.

In order to ratify, more than fifty percent (50%) of those in attendance must approve.

Section 8.3. Annual Convention/Legislative Conference Delegates.

Delegates shall be elected by secret ballot. Approved expenses (registration, lodging, meals and transportation fuel) incurred by elected delegates attending the annual convention shall be paid by the chapter, if enough money in the account to cover expenses, or in accordance with appropriate provisions of PSE State Bylaws.

Section 8.3.1.

Any delegate wishing to attend Legislative Conference must take advantage of any financial aid, including transportation, provided by PSE and the balance of our local account must be at/above \$1500 by the registration date.

Section 8.4. Audit Committee.

An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the chapter.

Section 8.5. Other or Special Committees.

The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this chapter.

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4 **ARTICLE IX**
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6 **AMENDMENTS**
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8 **Section 9.1.**

9 These bylaws may be amended by a majority vote of the Board of Trustees at any regular or special
10 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
11 members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote
12 is to be taken.
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16 This organization shall continue until a majority of the members vote to dissolve said organization.
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24 Clarissa Hill
25 Clarissa Hill, Chapter Secretary
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28 October 1, 2020
29 Date
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32 Adopted January 14, 1980
33 Revised September 30, 2008
34 Amended December 3, 2019
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