

# **CHAPTER BYLAWS**

**AMENDED APRIL 25, 2007**

**BURLINGTON - EDISON**

**Public School Employees Of Washington  
P. O. Box 798  
Auburn, Washington 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 Burlington-Edison School District and to conduct internal organizational affairs according to democratic standards.

Therefore, we, the classified school employees of Burlington-Edison School District, in meeting, adopt these Bylaws.

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**A R T I C L E   I**

The name of the organization shall be Burlington-Edison Public School Employees.

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**A R T I C L E   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 Washington on March 2, 1969.

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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 the Public School Employees of Washington.
- B. To promote the organization of Public School Employees in the Burlington-Edison School District.
- C. To promote the welfare of the membership and the classified employees of the Burlington-Edison School District, and 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 and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment for the classified employees of Burlington-Edison 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 the Public School Employees of Washington) by or in Burlington-Edison School District, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.

1 **Section 2. Dues.**

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- 3 A. Application for membership shall be made on a standard form provided by the Board  
4 of Trustees at the District Office.
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- 6 B. Local dues of one dollar (\$1.00) per month shall be deducted from each member's  
7 paycheck for local (chapter) use. An additional one dollar (\$1.00) per month shall be  
8 deducted from each member's paycheck for the Burlington-Edison Student  
9 Scholarship Fund.
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- 11 C. State membership dues shall be payable monthly through payroll deduction.
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- 13 D. When a member is unemployed for more than twenty (20) days in any calendar month  
14 and does not receive unemployment compensation or sick pay or other remuneration,  
15 he may be entitled to credit for his dues for the period of unemployment, not to exceed  
16 six (6) months in any calendar year.
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- 18 E. Membership dues are not refundable except where an error resulting in an  
19 overpayment exists.
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- 21 F. Members shall have the right to a full and clear accounting of all organizational funds.  
22 At all levels, such accounting shall include, but not be limited to, periodical reports to  
23 the membership by appropriate fiscal officers or by independent auditors not otherwise  
24 connected with the organization if such need arises. A financial audit by a committee  
25 appointed by the president or board of trustees shall be conducted at least once a year  
26 and such results shall be made available to all members.

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28 **Section 3. Rights.**

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- 30 A. Members shall suffer no impairment of freedom of speech concerning the operations  
31 of this organization. Active discussions of organization affairs shall be encouraged  
32 and protected within this organization.
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- 34 B. Members shall have the right to fair and democratic elections at all levels of the  
35 organization. This includes due notice of nominations and elections, equal  
36 opportunities for competing candidates, and proper election procedures which shall be  
37 specifically set forth.
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- 39 C. Members shall have an equal right to run and hold office, except those persons set  
40 forth in RCW 41.56.030, Paragraph 2, a, b and c; and those employees classified either  
41 by State statute or appropriate State regulatory agencies as being a "supervisory  
42 employee."
- 43
- 44 D. Members shall have the right to a full and clear accounting of all organizational funds.  
45 At all levels such accounting shall include, but not be limited to, periodical reports to  
46 the membership by appropriate fiscal officers or by independent auditors not otherwise  
47 connected with the organization, and a financial audit at least once a year which is  
48 made available to all members.

1 E. Members shall have the right to full participation, through discussion and vote, in the  
2 decision making processes of the organization and to pertinent information needed for  
3 the exercises of this right.  
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7 **ARTICLE VI**  
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9 **MEETINGS**  
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11 **Section 1.** General membership meetings of this organization shall be held at least four (4) times  
12 annually at a time and place to be fixed by the membership or the Board of Trustees.  
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14 **Section 2.** Special meetings may be called by the president, the Board of Trustees, or by petition filed  
15 with the president and signed by twenty percent (20%) of the members of this organization.  
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17 **Section 3.** The president shall provide at least five (5) days notification to all members of any meeting  
18 called. However, said five (5) days notice may be waived by the Board of Trustees provided that every  
19 reasonable effort is employed to notify the membership of the meeting.  
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21 **Section 4.** At any meeting of the membership of this organization, each member present shall be entitled  
22 to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A minimum of  
23 fifteen (15) members must be present to constitute a quorum before any organization business may be  
24 transacted.  
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26 A. This is to include, but not limited to, chapter contract voting.  
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28 **Section 5.** PSE of Burlington-Edison shall be represented by at least two (2) members of the Board of  
29 Trustees or one (1) board member and a classification representative from the affected classification or  
30 the field representative at every meeting with district representatives.  
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32 **Section 6.** If a chapter meeting fails to obtain a quorum, the subsequent scheduled meeting shall have a  
33 quorum consisting of members present, provided that official notification of that second meeting is made  
34 at least five (5) days prior to such meeting.  
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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 or co-vice presidents, secretary, treasurer and a unit representative from each of the following classifications, elected by the classification:

- a. Transportation/Mechanic
- b. Food Service
- c. Secretarial
- d. Custodial
- e. Paraeducator
- f. Maintenance/Grounds
- g. Tech Professional
- h. Any other unit designated by Schedule A of the contract

**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. The election of trustees or classification representatives shall be on the first chapter meeting of the school year which will be held in September.

**Section 4.** The Board of Trustees shall hold quarterly meetings and such special meetings as the president 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 in person, and voting by proxy shall not be allowed except that a designated alternate from the same classification may vote in a representative's absence. 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.** 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 membership.

1 **Section 8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal  
2 shall be filled by the remaining trustees. In the event that such trustee is an officer, such selection shall be  
3 from the membership at large. All other trustees' vacancies shall be filled from the classification of which  
4 they are representatives. Such appointee shall serve during the unexpired term of the trustee whose  
5 position has become vacant.  
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7 **Section 9.** Trustees shall be elected by secret ballot vote, and the balloting shall be so conducted as to  
8 afford all members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given  
9 the membership prior to the holding of the election.  
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**ARTICLE VIII**

### **DUTIES OF TRUSTEES**

**Section 1.** The Board of Trustees shall be chairpersons of the committees.

**Section 2. President.** The president shall preside at all general meetings of the organization and Board  
of Trustees' meetings. The president shall supervise all activities of the organization subject to approval  
of the Board of Trustees; report periodically to the membership regarding the progress and standing of the  
organization in regards to the president's official acts; perform all other duties as prescribed in the Bylaws;  
and, perform such other duties usually inherent in such office.

**Section 3. Vice President.** The vice president shall act as president in the president's absence and  
perform such other duties as the president or Board of Trustees may direct. The Vice president will be the  
Chairperson of the Governmental Affairs Committee and the Convention Committee.

**Section 4. Secretary.** The secretary shall keep all records of the organization and Board of Trustees, and  
to perform such other duties as the president and Board of Trustees may direct.

**Section 5. Treasurer.** The treasurer shall receive and be accountable for all funds belonging to the  
organization; pay all obligations incurred by the organization as authorized by the Board of Trustees; and  
shall render periodic financial reports as required by Article V, Section 2. F. In addition, the treasurer will  
arrange for two signatures to be required on all checks. Any chapter expenditures will require the  
approval of a minimum of two (2) board members.

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## ARTICLE IX

### MISCELLANEOUS PROVISIONS

**Section 1.** This Association 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 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 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.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer or trustee contained in these Bylaws.

## ARTICLE X

### COMMITTEES AND DELEGATES

**Section 1. Grievance Committee.** A Grievance Committee shall be composed of four members of the Board of Trustees and the representative from the involved classification.

**Section 2. Negotiating Committee.** The president from the Board of Trustees shall appoint the chairperson of the Negotiating Committee. The Negotiating Committee shall be composed of a representative elected from each of the following classifications:

- a. Transportation/Mechanic
- b. Food Service
- c. Secretarial
- d. Custodial
- e. Paraeducator
- f. Maintenance/Grounds
- g. Tech Professional
- h. Any other unit designated by Schedule A of the contract

**Section 3. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees.

**Section 4. 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 organization.

1 **Section 5. Convention Delegates.** Delegates shall be selected by the membership.

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3 **Section 6. Nominating Committee.** A Nominating Committee may be appointed by the Board of  
4 Trustees or elected to make nominations.

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6 **Section 7. Scholarship Committee.** Each September, the president will appoint a chairperson from the  
7 membership. It is the chairperson's responsibility to appoint a building representative from each building.  
8 The term of office of members of this committee shall be one (1) year from September 1 to August 31. A  
9 majority of the members of the committee shall constitute a quorum. It shall be the responsibility of the  
10 Scholarship Committee to establish an application, organize fund raising activities, set criteria for  
11 selection of a recipient and select the scholarship recipient. The Chairperson is responsible for reporting  
12 to the Board of Trustees the recipients and give fiscal reports.

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14 A. **Bob Kelley Memorial Scholarship.** As part of PSE's Scholarship Fund each year, one (1) scholarship  
15 will be awarded in the name of the "Bob Kelley Memorial Scholarship". This scholarship will be  
16 awarded to an applying, graduating senior who has a parent belonging to PSE. Preference in  
17 determining recipient(s) will go to those entering a trade or vocational school. Should no applicant  
18 have such plans, this scholarship is to be awarded to one (1) applicant determined by the Scholarship  
19 Committee. Disbursement of the PSE Scholarship Fund among all recipient each year is at the sole  
20 discretion of the Scholarship Committee.

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24 **ARTICLE XI**

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26 **AMENDMENTS**

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

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36 Cameron Powers, Chapter President

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39 Adopted March 2, 1969  
40 Amended June 21, 1978  
41 Amended September 8, 1987  
42 Amended October 14, 1993  
43 Amended May 25, 1994  
44 Amended January 4, 1999  
45 Amended April 25, 2007