

# **CHAPTER BYLAWS**

**Amended June 19, 2007**

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**A R L I N G T O N**

**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

A. **NAME**

The name of this chapter shall be Public School Employees of Arlington 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 Arlington 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. Eligibility.** Except as otherwise provided in these Bylaws, or in the Constitution of the organization, 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 Arlington School District, are eligible for membership in the organization.
- B. Those employees who are classified as or promoted to supervisory positions shall be ineligible or withdrawn from membership.
- C. Each member shall subscribe to the membership obligation contained in these Bylaws.

### **Section 2. Dues.**

- A. Application for membership shall be made at the time of employment through the District Personnel Office.
- B. Local annual membership dues to this organization shall be twenty dollars (\$20.00) per member to be deducted ten dollars (\$10.00) from the October payroll and ten dollars (\$10.00) from the November payroll each year. The President will give written notice to the District annually of this deduction.
- C. Effective September 1, 2007, members working less than four (4) hours local annual membership dues will be ten dollars (\$10.00) per member to be deducted five dollars (\$5.00) from the October payroll and five dollars (\$5.00) from the November payroll. The President will give written notice to the District annually of this deduction.
- D. Local dues are due at the time of hire, payable over the first two (2) pay periods, for all new members hired after the start of the school year.
- E. State membership dues shall be deducted from all classified school employees (as defined by the Public School Employees of Washington). Dues shall be one and five-tenths percent (1.5%) of each member's gross monthly earnings or fifty dollars (\$50.00) per month, whichever is less. The monthly dues cap will be increased in odd-numbered years by one dollar (\$1.00) until 2015 inclusive.

### **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. Whatever is discussed in a meeting of this organization shall at all times be privileged and confidential information within the membership.

- 1 B. Members shall have the right to fair and democratic elections at all levels of the organization. This  
2 includes due notice of nominations and elections, equal opportunities for competing candidates  
3 and proper election procedures which shall be specifically set forth.  
4
- 5 C. Members shall have an equal right to run and hold office, except those persons set forth in RCW  
6 41.56.030 Par. 2, a, b and c; and those employees classified either by State statute or appropriate  
7 State regulatory agencies as being a "supervisory employee".  
8
- 9 D. Members shall have the right to a full and clear accounting of all organization funds. At all levels  
10 such accounting shall include, but not be limited to, periodical reports to the membership by  
11 appropriate fiscal officers. A financial audit will be conducted at least once a year by two elected  
12 members and the information made available to all members.  
13

14 **Section 4.** A member in good standing shall, upon request, receive a withdrawal card from this  
15 organization under the following circumstances:  
16

- 17 A. If the member is separated from service with the employing agency.  
18
- 19 B. If the member becomes ineligible for membership in this organization as a result of a promotion,  
20 demotion or transfer.  
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- 22 C. If the member retires.  
23
- 24 D. Upon entering military service.  
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## 28 ARTICLE II

### 29 **MEETINGS**

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32 **Section 1.** Regular meetings of this organization may be held once each month, or every other month, at  
33 the discretion of the President, at a time and place to be fixed by the membership or by the Board of  
34 Trustees. Regular monthly membership meetings shall be scheduled prior to October 1<sup>st</sup> for the entire  
35 year.  
36

37 **Section 2.** Special meetings may be called by the President, the Board of Trustees, or by petition filed  
38 with the President and signed by twenty percent (20%) of the members of this organization.  
39

40 **Section 3. Special Meetings.** The President shall provide at least five (5) days notification to all  
41 members of any special meeting called. However, said five (5) days notice may be waived by the Board  
42 of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.  
43

44 **Section 4.** At any meeting of the membership of this organization, each member present shall be entitled  
45 to one vote. A member must be present to vote - no proxy vote to be allowed. A minimum of five (5)  
46 members must be present to constitute a quorum before any organization business may be transacted.  
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**ARTICLE III**

**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, Secretary, Treasurer and a representative from all of the classifications of classified employees of the school district:

- Classifications:
1. Food Service
  2. Custodial
  3. Secretarial-Clerical
  4. Transportation
  5. Paraeducators
  6. Maintenance
  7. Nurses
  8. All other classified employees

**Section 3.** The term of office of the trustees of this organization shall be for a period of one (1) year beginning in September of each year. The term of office of the officers of this organization shall be Vice President and Treasurer will be elected for a two (2) year term in each odd numbered year. President and Secretary will be elected for a two (2) year term in each even numbered year. Terms will begin in September of each alternating year.

**Section 4.** The Board of Trustees shall hold regular meetings on the same day of each month and such special meetings as the President of the Board shall deem necessary for the competent management of the organization.

**Section 5.** Each member of the Board of Trustees shall possess one 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 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 trustees must be given to the trustee five (5) days prior to the date of the Board meeting at which the removal is to be voted upon. Such notices to the trustee must state the cause for proposed removal.

**Section 7.** Any vacancies occurring on the Board of Trustees by reason of death, resignation, or removal shall be filled by the remaining trustees. In the event that such trustee is an officer, other than the President, such selection shall be from the membership at large. All other trustees' vacancies shall be filled from the classification of which they are representatives. Such appointees shall serve during the unexpired term of the trustee whose position has become vacant. Any positions not filled through normal procedures may be filled by the Board of Trustees.

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**ARTICLE IV**

**OFFICERS, NOMINATIONS AND ELECTIONS**

**Section 1.** The officers of this organization shall be a President, Vice President, Secretary, Treasurer and trustees as provided in Article III, Section 2, which members shall constitute the Board of Trustees of this organization as provided in these Bylaws. All officers shall be elected for a two (2) year term and trustees shall be elected for a one (1) year term.

**Section 2.** Nominations shall be made at regular or special meetings of the organization. Nominations shall be permitted from the floor at the election meeting.

**Section 3.** 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 the payment of such dues for active membership as are required by these Bylaws. Any member, who is on authorized leave of absence pursuant to their bargained contract, retains the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

**Section 4.** Officers and trustees shall be elected by secret ballot vote and the balloting shall be conducted as to afford all nominees present an opportunity to vote. At least fifteen (15) calendar days advance notice shall be given the membership prior to the holding of the election. Notification of nominees will be provided to the general membership in advance of the election.

**Section 5.** Every officer and trustee shall, upon assuming office, subscribe to the duties and obligations of an officer contained in these Bylaws, as presented in Articles V, VI and VII.

**Section 6.** Each trustee (classification representative) shall be elected by their own classification. In the event of three (3) consecutive tie votes within a classification election, the general membership shall elect that classification's trustee. All voting shall take place at the next general meeting.

**ARTICLE V**

**IMPROPER CONDUCT OR PERFORMANCE OF A CHAPTER OFFICER.**

**Section 1.** Certain behaviors constitute improper conduct on the part of a chapter officer per the PSE State Bylaws.

- A. Failure to represent PSE local interest.
- B. Misconduct.
- C. Neglect of duty.

1 **Section 2. Failure to Represent PSE Local Interest.** If at least twenty percent (20%) of the chapter's  
2 membership determines that their interests are not being protected or represented at the local level, they  
3 should bring the issue to the attention of the field representative who will meet with the chapter officer and  
4 work with the chapter to resolve the issue. If it is not resolved, the twenty percent (20%) may request the  
5 resignation of the chapter officer.  
6

7 **Section 3. Misconduct.** The following constitutes misconduct and are grounds for requesting the  
8 resignation of a chapter officer.  
9

- 10 A. Misuse of chapter funds.
- 11 B. Improper use of chapter officer authority.
- 12 C. Harming the promotion of PSE membership.
- 13
- 14 D. Promoting another union.
- 15
- 16 E. Entering into any collective bargaining agreement, dispute or grievance settlement which affects  
17 or pertains to wages, hours or working conditions of the chapter members or which would affect  
18 the right of chapter members that is not first reviewed by and approved by the state organization  
19 through its representatives.
- 20
- 21 F. Sharing lists of members with competitor unions.
- 22

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25 **Section 4. Neglect of Duty.** Examples of neglect of duty are:  
26

- 27 A. Failure to communicate with the State organization or field representative.
- 28
- 29 B. Not allowing access to local chapter members by the state organization, and
- 30
- 31 C. Not filing required reports with the State office.
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33 **Section 5. Actions.**  
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- 35 A. **Discipline.** The chapter's Board of Trustees may sanction the chapter officer by restricting the  
36 chapter officer's actions or authority, removing them from a committee, or restricting access to  
37 chapter funds. A written record of actions taken is to be maintained. However, the public  
38 announcement may be limited to: disciplinary action was imposed on "XX" by the Board of  
39 Trustees for improper conduct.
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- 41 B. **Request for Resignation.** At least twenty percent (20%) of a chapter's membership may request  
42 that a chapter officer resign.  
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- 1 C. **Recall.** If a chapter officer fails to resign when requested, a written petition signed by at least  
2 twenty percent (20%) of the chapter's membership is submitted to the zone director. The zone  
3 director will then call a zone council meeting where the chapter officer may respond to the charge.  
4 The officer shall be entitled to present evidence at the hearing. Said officer shall be removed only  
5 if there is a two-thirds (2/3) vote for recall. A replacement shall be selected pursuant to local  
6 chapter bylaws, provided that the removed officer or representative shall not be eligible to hold  
7 office for a period of three (3) years.  
8
- 9 D. **Revocation of Charter.** The State Board of Directors may revoke any charter if it finds that  
10 continuance of a chartered chapter is detrimental to PSE.  
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## 12 13 14 **ARTICLE VI**

### 15 16 **GOVERNMENT**

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18 **Section 1.** The Public School Employees of Arlington shall be governed by a representative form of  
19 government. All members are entitled to attend general meetings and annual convention pursuant to  
20 Article IX, Section 5, where the members transact such business as may come before it, hear reports, pass  
21 resolutions and elect officers.  
22

23 **Section 2.** Association members have the duty to refrain from conduct that would interfere or undermine  
24 the statutory or contractual rights and/or job descriptions, obligations of the Association or its members.  
25 Alleged violations of duty are subject to referral to State level PSE for disposition.  
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## 28 29 **ARTICLE VII**

### 30 31 **EXPENSES**

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33 **Section 1.** Business expenses incurred by the Board of Trustees or designated members shall be  
34 reimbursed from union funds when receipts are attached to the reimbursement form and turned in to the  
35 Treasurer.  
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37 **Section 2.** The chapter shall pay registration, travel and lodging for convention representatives, pursuant  
38 to Article VIII, Section 7.  
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## ARTICLE VIII

### **DUTIES**

#### **Section 1. President.**

- A. All meetings of the Association shall be called to order and presided over by the President, or in the absence of the President, by the Vice President or in the absence of either of the above named, by the Secretary of the Association.
- B. The President shall, as soon as possible and with the advice and assistance of other officers and the Board of Trustees, appoint the various committee chairpersons. The President shall be a member ex-officio of all committees and shall have the power and duty to appoint such additional committees as may be necessary.
- C. The President shall have the power to appoint an assistant to any officer whenever, in his or her opinion, such an assistant is necessary.
- D. The President is the Public Relations Officer of this Association.
- E. The President shall be the chairperson of the Board of Trustees.
- F. The President shall report periodically to the membership regarding the progress and standing of the organization in regard to presidential official acts; perform all other duties as prescribed in the Bylaws and Constitution; and perform such other duties usually inherent in such office.

#### **Section 2. Vice President.**

- A. The Vice President shall aid the President. 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 part of the term. If the Vice President declines the office of President, nomination of the President shall go back to the general membership for election.
- B. Vice President shall be responsible for providing P.S.E. officials with information.

#### **Section 3. Secretary.**

- A. The Secretary shall record the minutes of the Executive Committee, the Board of Trustees meetings, General Meetings and shall transmit copies of the minutes to the Chapter President. (There shall be copies of these minutes available upon request.) This shall be done as promptly as possible. The minutes shall be signed and dated by the Secretary. The Secretary shall report to the membership at each meeting.

1 **Section 4. Treasurer.**  
2

- 3 A. It shall be the duty of the Treasurer to supervise the financial affairs of the Association. The  
4 Treasurer shall maintain familiarity with the accounts and shall report to the membership at each  
5 meeting. The Treasurer shall be informed regarding the development of procedures concerning  
6 the receipt and disbursement of the funds of the Association.  
7
- 8 B. The Treasurer shall direct that books and accounts be submitted for inspection to the State P.S.E.  
9 Officials when called upon by them, and perform such other duties as may be delegated. Records  
10 shall be kept in accordance with State statutes.  
11
- 12 C. The Treasurer will furnish bi-annual statements to the general membership (November 1 and May  
13 1).
- 14
- 15 D. A local audit will be held annually of all records by an independent source or by two (2) other  
16 chapter members not responsible for the accounting records.  
17
- 18 E. Two (2) signatures will be required on all checks of one of the following officers: President, Vice  
19 President and the Treasurer.  
20
- 21 F. A quorum of five (5) of the Board of Trustees will review the check register of deposits and  
22 expenditures on a monthly basis.  
23

24 **Section 5. Trustee (Classification Representative).**  
25

- 26 A. Is responsible for posting and removing all notices and correspondence within their classifications.  
27 Any correspondence sent only to their classification should have a copy sent to the Chapter  
28 President.  
29
- 30 B. Is responsible for the appointment of a building representative to help them.  
31
- 32 C. Is responsible for the prompt reporting of concerns within their unit to Representative Council.  
33
- 34 D. Is responsible for providing updates and/or obtaining minutes upon request of unit members  
35 (restricting items of a confidential nature).  
36
- 37 E. Is responsible for forwarding information to the Sunshine Committee.  
38
- 39 F. General Duties  
40
- 41 1. **Attend monthly union meetings.**
  - 42 2. Willing to think and ask questions as necessary.
  - 43 3. Work in the assigned buildings.
  - 44 4. Read the contract.
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- 1 5. Be knowledgeable about the contract.
- 2
- 3 6. Be aware of complaints so as to advise and represent as necessary.
- 4
- 5 7. Post job openings and any communication concerning P.S.E. on the bulletin board.
- 6
- 7 8. Make sure there is a P.S.E. bulletin board.
- 8
- 9 9. Post political information that is sent to you.
- 10
- 11 10. MUST REPRESENT ALL P.S.E. MEMBERS EQUALLY!!!
- 12
- 13 11. Notify the President of potential grievances.
- 14
- 15 12. When grievances are filed, FOLLOW THE TIME LINES.
- 16
- 17 13. Know progressive discipline guidelines.
- 18
- 19 14. Notify the Vice President of any personnel changes.
- 20
- 21 15. Other duties as assigned.

#### 22 **Section 6. Committee Chairperson.**

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- 25 A. Shall chair the committee.
- 26
- 27 B. Committee chairperson is responsible for calling meetings and notification of committee
- 28 members.
- 29
- 30 C. Chairperson shall have an agenda at all meetings.
- 31
- 32 D. Chairperson shall obtain and keep a current listing of committee members. This list will include
- 33 name, address and phone number.
- 34
- 35 E. Chairperson will administer and guide the committee to the completion of its assigned duties, and
- 36 will report to the general membership as directed by the President.
- 37
- 38 F. Chairperson shall be obligated to preside over and control the meeting.
- 39
- 40 G. Chairperson has the authority to rule the committee according to Robert's Rules of Order.

#### 41 **Section 7. State Convention Delegates And Alternates.**

- 42
- 43
- 44 a. Shall attend all meetings and one (1) workshop at Convention.
- 45
- 46 b. Shall have definite confirmation to the Convention Chairperson of attendance or
- 47 nonattendance no later than July 1st.
- 48

- 1 c. Members and Alternates who fail to represent their chapter at Convention activities shall  
2 be responsible for reimbursing the chapter for all expenses paid out of chapter funds.  
3  
4 d. If a delegate is not able to attend the Convention, then the Convention Chairperson will  
5 select an alternate to take their place.  
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## 9 ARTICLE IX

### 10 MISCELLANEOUS PROVISIONS

11 **Section 1.** This organization shall be at all times subject to the provisions of the Articles of Incorporation  
12 and Bylaws of the Public Employees of Washington.

13 **Section 2.** The Board of Trustees shall designate such standing committees and special committees as  
14 they determine necessary in the carrying out of the objectives and purposes of this organization. Standing  
15 appointed committees shall be: Negotiations, Grievance, Legislative, Nominations, RIF (Reduction in  
16 Force), Public Relations, Sunshine, Newsletter, Staff Self-Improvement and Service Award Pins.  
17

18 **Section 3.** Except to the extent specified in the Bylaws, no officer of this organization shall have the  
19 power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or  
20 group of members or any other person or persons shall have the power to act on behalf of or otherwise  
21 bind the organization except to the extent specifically authorized in writing by the President or Board of  
22 Trustees of the organization.  
23

24 **Section 4.** The latest edition of Robert's Rules Of Order shall be the guide in cases which they are  
25 applicable, and which they are not inconsistent with the Bylaws and special rules of this organization or of  
26 the Public School Employees of Washington.  
27

28 **Section 5. Convention Delegates.** Annual Public School Employee Convention delegates and alternates  
29 shall be voted by secret ballot.  
30

31 **Section 6. Legislative Advocates.** Annual PSE Legislative Conference advocates and alternates shall be  
32 voted on by secret ballot.  
33

34 **Section 7. Contract Ratification.** Ten (10) days prior to the contract ratification meeting, a copy of the  
35 tentative contractual agreement will be mailed to each general member for review.  
36

37 **Section 8. Negotiations Committee.** The Negotiations Committee shall consist of the Executive Board  
38 and an elected representative and alternate from each classification of employees represented by this  
39 bargaining unit and shall work with the PSE field representative in developing proposals and negotiating  
40 agreements.  
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42 In the event a classification does not elect a representative or alternate, the Negotiations Committee will  
43 represent said classification.  
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1 Each member present of the Negotiations Committee shall be entitled to vote. A member must be present  
2 to vote – no proxy vote to be allowed. A minimum of five (5) members must be present to constitute a  
3 quorum before any negotiation business may be transacted.

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5 The President of the organization shall be the chair of the Negotiations Committee.  
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9 **ARTICLE X**

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11 **AMENDMENTS**

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13 **Section 1.** These Bylaws may be amended by a majority vote of the Board of Trustees or the general  
14 membership of this organization at any regular or special meeting thereof; providing, that a notice of the  
15 intent to amend any specific provisions be given to the members of the Board of Trustees at least five (5)  
16 days prior to the meeting at which said vote is to be taken.  
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21 BY: \_\_\_\_\_ Signed \_\_\_\_\_  
22 Deann Vanwinkle, Chapter President  
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