

CHAPTER BYLAWS

BATTLE GROUND

Public School Employees of Washington
PO Box 798
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1.866.820.5652

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PREAMBLE

NAME

The name of this chapter shall be Public School Employees of Battle Ground 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. This chapter was chartered by Public School Employees of Washington on May 1, 1968.

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

ARTICLE I

OBJECTIVES AND PURPOSES

The objectives and purposes of this chapter 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 Battle Ground School District.
- C. To promote the welfare of the membership and the classified employees of the Battle Ground School District, and to 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 Battle Ground 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.

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ARTICLE II

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 for Battle Ground School District, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.
- B. Active members who are paying dues through a system of regular payroll deduction shall, for as long as they continue to pay through such payroll deduction, be considered to be in good standing.

Section 2. Dues.

- A. Application for membership shall be made on a valid authorization for payroll deduction of dues form provided by the chapter.

State Dues. State dues of one point five percent (1.5%) shall be paid monthly to the state office of PSE as outlined in the state bylaws.

Chapter Rebates. Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of the state bylaws.

Local Dues. Local membership dues shall be \$1.00 per month. 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.

- B. Membership dues are not refundable except where an error resulting in an overpayment exists.

Section 3. Rights.

PSE shall be governed by a representative form of government.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this chapter. Active discussions of chapter affairs shall be encouraged and protected within this chapter.
- B. Members shall have the right to fair and democratic elections at all levels of the chapter. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth.

- 1 C. Members shall have an equal right to run and hold office, except those persons set forth
2 in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state
3 statute or appropriate state regulatory agencies as being a "supervisory employee".
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- 5 D. Members shall have the right to a full and clear accounting of all chapter funds. At all
6 levels such accounting shall include, but not be limited to, periodical reports to the
7 membership by appropriate fiscal officers or by independent auditors not otherwise
8 connected with the chapter, and a financial audit at least once a year which is made
9 available to all members.
10
- 11 E. Members shall have the right to full participation, through discussion and vote, in the
12 decision making processes of the organization and to pertinent information needed for
13 the exercises of this right.
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17 ARTICLE III

18 MEETINGS

19 **Section 1.** General membership meetings of this chapter shall be held a minimum of three (3)
20 times annually, with one (1) meeting to be held in May for the election of officers and delegates to
21 annual convention, with time and place to be fixed by the membership or the Board of Trustees.
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24 **Section 2.** Special meetings may be called by the president, the Board of Trustees, or by petition
25 filed with the president and signed by twenty percent (20%) of the members in good standing of
26 this chapter.
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28 **Section 3.** The president shall provide at least five (5) days notification to all members of any
29 meeting called. However, said five (5) days notice may be waived by the Board of Trustees
30 provided that every reasonable effort is employed to notify the membership of the meeting.
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33 **Section 4.** At any meeting of the membership of this chapter, each member in good standing
34 present shall be entitled to one vote. A member must be present to vote; no proxy vote will be
35 allowed. A minimum of twenty-five (25) members must be present to constitute a quorum before
36 any chapter business may be transacted.
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38 **Section 5.** The Trustee for each classification will hold at least two meetings annually with one
39 (1) meeting to be held in May for election of Trustee, Grievance and Negotiations Representative.
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41 The latest edition of Robert's Rules Of Order shall be the guide in all cases in which they are
42 applicable, and in which they are not inconsistent with the constitution, bylaws and special rules of
43 this chapter or of the Public School Employees of Washington.
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ARTICLE IV

MANAGEMENT

Section 1. The business and property of this chapter shall be managed by a Board of Trustees, except when the meetings of the chapter are in session. All matters affecting the purposes, aims and means of accomplishing the purposes of this chapter, 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.

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

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

Board/Membership Relationships. A positive, constructive, cooperative relationship between the Board of Trustees and the membership is essential to achieving the objectives and purposes of the chapter. Therefore, the board and membership will conduct themselves in a way that promotes mutual trust, demonstrates respect for individual dignity, and displays professionalism. The board shall utilize positive conflict resolution methods and maintain open, honest lines of communication that respect an appropriate chain of command within the chapter.

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

Section 2. The Board of Trustees shall be composed of the past president/co-presidents, president/co-presidents, vice president/co-vice presidents, secretary, treasurer, and a unit representative (herein known as a trustee) elected by the unit from each of the following classifications of employees of the school district if represented by the chapter.

Classifications:

1. BEA
2. Campus Security
3. Custodial
4. Media Tech
5. Maintenance/Grounds
6. SEA
7. Secretarial
8. Para Educators
9. Warehouse
10. Professional Technician
11. Other units requesting affiliation

1 **Section 3.** The term of office of the trustees of this chapter shall be for a period of one (1) year
2 from the date of election.

3
4 **Section 4.** The Board of Trustees shall hold regular meetings each month, and such special
5 meetings as the president or the board shall deem necessary for the competent management of
6 affairs of the chapter.

7
8 **Section 5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming
9 before the board. All voting at meetings of the Board of Trustees shall be by each member present
10 in person, and voting by proxy shall not be allowed. Co-trustees will share one (1) vote. A
11 majority of the members of the Board of Trustees shall constitute a quorum.

12
13 **Section 5.1.** The Trustee for each classification will hold at least two meetings annually with
14 one (1) meeting to be held in May for election of Trustee, Grievance and Negotiations
15 Representative.

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17 **Section 5.2.** Each site will designate a site-representative to act as a communication liaison
18 between the PSE Board and the site. Site representatives will distribute new member packets with
19 a personal contact. These representatives may attend board meetings as non-voting members.

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21 **Section 6.** Any trustee or officer may be removed from office by a two-thirds (2/3) majority vote
22 of the membership at any regular or special meeting of the membership of the chapter. Notice of
23 the proposed removal of the trustee or officer must be given to the trustee or officer five (5) days
24 prior to the date of the meeting at which the removal is to be voted upon. Such notice to the
25 trustee or officer must state the cause for the proposed removal.

26
27 **Section 7.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall
28 be due cause for removal of the trustee by the Board of Trustees. Removal of a board member
29 because of excessive absenteeism shall not require the 2/3 vote of membership.

30
31 **Section 8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or
32 removal shall be filled by the remaining trustees. In the event that such trustee is an officer, such
33 selection shall be from the membership at large. All other trustees' vacancies shall be filled from
34 the classification of which they are representatives. Such appointee shall serve during the
35 unexpired term of the trustee whose position has become vacant.

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ARTICLE V

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1. The officers of this chapter shall be president or co-presidents, vice president or co-vice presidents, secretary and treasurer. Beginning with 2002 and every even year thereafter, the president and secretary shall be elected for a term of two (2) years. Beginning with 2003 and every odd year thereafter, the vice president and treasurer shall be elected for a term of two (2) years. Upon the implementation of two (2) year terms, no officer shall serve more than two (2) consecutive terms in the same office. Effective September 1, 2002, service of a partial term of 12 months or more shall be considered one (1) term.

Section 2. Nominations may be made by the nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this chapter, and must qualify under the provisions of Article II, Section 3-C.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the membership prior to the holding of the election.

Section 5. Every officer and trustee shall assume office after election in May and subscribe to the obligation of an officer and trustee, contained in these bylaws.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. President Or Co-Presidents. The president or co-presidents shall preside at all meetings of the chapter and of the Board of Trustees. The president or co-presidents shall supervise all activities of the chapter; execute all instruments in its behalf; counter-sign all checks drawn against the funds of the chapter; appoint all special committees of the chapter subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the chapter in regard 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 2. Vice President Or Co-Vice Presidents. The vice president or co-vice presidents shall act for the president in the president's absence and perform such other acts as the president or Board of Trustees may direct. The vice president or co-vice presidents may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the chapter in place of or in addition to either the president or treasurer.

1 **Section 3. Secretary.** The secretary shall ensure that the minutes of general membership
2 meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the secretary to
3 keep all records of the chapter, the Board of Trustees, and to perform such other acts as the
4 president and Board of Trustees may direct.

5
6 **Section 4. Treasurer.** The treasurer shall receive and be accountable for all funds and monies
7 belonging to the chapter; pay all obligations incurred by the chapter as authorized by the Board of
8 Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and
9 depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks
10 signed by the president and/or vice president and the treasurer. The treasurer shall render
11 periodical financial reports as required by the Board of Trustees, the membership, or Public School
12 Employees of Washington to ensure that the chapter is in compliance with all laws and regulations
13 required by the Internal Revenue Service and the Department of Labor. The fiscal year for all
14 financial reports shall be from September 1 to August 31 of the following year, inclusive. The
15 treasurer shall act as custodian of all properties of the chapter.

16
17 **Section 5. Trustee.** A trustee shall represent the classification of employees which elected them
18 and express to the Board of Trustees the needs, desires, and concerns of the members in their
19 classification. They will be responsible, along with the Grievance Committee, in advising an
20 employee about their contractual rights.

21 22 23 24 **ARTICLE VII**

25 26 **MISCELLANEOUS PROVISIONS**

27
28 **Section 1.** This chapter shall be at all times subject to the provisions of the articles of
29 incorporation and bylaws of the Public School Employees of Washington.

30
31 **Section 2.** Except to the extent specified in the bylaws, no officer of this chapter shall have the
32 power to act as agent for, or otherwise bind this chapter in any way whatsoever. No member or
33 group of members or any other person or persons shall have the power to act on behalf of or
34 otherwise bind the chapter except to the extent specifically authorized in writing by the president
35 or Board of Trustees of the chapter.

36 37 38 39 **ARTICLE VIII**

40 41 **COMMITTEES AND DELEGATES**

42
43 **Section 1. Grievance Committee.** A grievance committee shall be composed of at least one
44 representative from each unit of the chapter and the vice president or co-vice presidents shall serve
45 as chairperson(s) of the grievance committee. The president will take over as chairperson in the
46 vice president's absence. The chairperson will keep the president advised of all grievances and
47 progress. President(s) may attend these meetings.

1 **Section 2. Negotiating Committee.** A negotiating committee shall be selected by the chapter.
2 Each classification shall elect one member and alternate to represent and serve on the committee.
3 The president or co-presidents shall serve as chairperson(s).

4
5 **Section 3. Audit Committee.** In addition to the annual audit, the Audit Committee will audit all
6 books whenever the chapter treasurer changes.

7
8 **Section 4. Other Or Special Committees.** The president or co-presidents shall appoint
9 committee members and designate such jobs as they see fit with board of trustee approval.

- 10
- 11 1. Membership
- 12 2. Newsletter
- 13 3. Scholarship
- 14 4. Sunshine
- 15 5. Legislative
- 16 6. Employee of the Year
- 17 7. Other committees as needed

18
19 **Section 5. Convention Delegates.** The chapter shall vote for delegates to convention by secret
20 ballot to be held in May.

21
22 **Section 6. Nominating Committee.** A nominating committee may be appointed by the president
23 at the February general meeting.

24 25 26 **ARTICLE IX**

27 28 **AMENDMENTS**

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

34
35 Adopted by the membership on April 28, 1976.

36 Amended April 26, 1986.

37 Amended February 28, 1989.

38 Amended 1992.

39 Amended May 19, 1999.

40 Amended May 22, 2002.

41 Amended May 21, 2003.

42 Amended March 12, 2009.

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44 _____
45 signed by

46 Lori Benson, Chapter President

47 _____
48 signed by

49 Roxanne Johnson, Chapter President

CHAPTER BYLAWS

BATTLE GROUND

PSE/SEIU Local 1948
PO Box 798
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PREAMBLE

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The name of this chapter shall be Public School Employees of Battle Ground School District and shall be an affiliate of PSE/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This chapter was chartered by Public School Employees of Washington on May 1, 1968.

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

ARTICLE I

OBJECTIVES AND PURPOSES

The objectives and purposes of this chapter 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 Battle Ground School District.
- C. To promote the welfare of the membership and the classified employees of the Battle Ground School District, and to 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 Battle Ground School District. We are under a solemn obligation to represent the members of this organization assertively and effectively in Interest Based Approach negotiations with the Battle Ground School District leadership (PSE, BGEA, Principals, Administrative Support Staff, Central Office Administration and School Board).
- 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.
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ARTICLE II

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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.

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Chapter Rebates. Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of the state bylaws. The chapter rebates are intended to offset the cost of sending delegates to the PSE Convention.

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3 competing candidates, and proper election procedures which shall be specifically set
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ARTICLE IV

MANAGEMENT

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ARTICLE V

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1. The officers of this chapter shall be president or co-presidents, vice president or co-vice presidents, secretary and treasurer. Beginning with 2002 and every even year thereafter, the president and secretary shall be elected for a term of two (2) years. Beginning with 2003 and every odd year thereafter, the vice president and treasurer shall be elected for a term of two (2) years. Upon the implementation of two (2) year terms, no officer shall serve more than two (2) consecutive terms in the same office. Effective September 1, 2002, service of a partial term of 12 months or more shall be considered one (1) term.

Section 2. Nominations may be made by the nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this chapter, and must qualify under the provisions of Article II, Section 3-C.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the membership prior to the holding of the election.

Section 5. Every officer and trustee shall assume office after election in May and subscribe to the obligation of an officer and trustee, contained in these bylaws.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. President Or Co-Presidents. The president or co-presidents shall preside at all meetings of the chapter and of the Board of Trustees. The president or co-presidents shall supervise all activities of the chapter; execute all instruments in its behalf; counter-sign all checks drawn against the funds of the chapter; appoint all special committees of the chapter subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the chapter in regard 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 2. Vice President Or Co-Vice Presidents. The vice president or co-vice presidents shall act for the president in the president's absence and perform such other acts as the president or Board of Trustees may direct. The vice president or co-vice presidents may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the chapter in place of or in addition to either the president or treasurer.

1 **Section 3. Secretary.** The secretary shall ensure that the minutes of general membership
2 meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the secretary to
3 keep all records of the chapter, the Board of Trustees, and to perform such other acts as the
4 president and Board of Trustees may direct.

5
6 **Section 4. Treasurer.** The treasurer shall receive and be accountable for all funds and monies
7 belonging to the chapter; pay all obligations incurred by the chapter as authorized by the Board of
8 Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and
9 depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks
10 signed by the president and/or vice president and the treasurer. The treasurer shall render
11 periodical financial reports as required by the Board of Trustees, the membership, or PSE/SEIU
12 Local 1948 to ensure that the chapter is in compliance with all laws and regulations required by the
13 Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports
14 shall be from September 1 to August 31 of the following year, inclusive. The treasurer shall act as
15 custodian of all properties of the chapter.

16
17 **Section 5. Trustee.** A trustee shall represent the classification of employees which elected them
18 and express to the Board of Trustees the needs, desires, and concerns of the members in their
19 classification. They will be responsible, along with the Grievance Committee, in advising an
20 employee about their contractual rights.

21 22 23 **ARTICLE VII**

24 **MISCELLANEOUS PROVISIONS**

25
26
27 **Section 1.** This chapter shall be at all times subject to the provisions of the articles of
28 incorporation and bylaws of the Public School Employees of Washington.

29
30 **Section 2.** Except to the extent specified in the bylaws, no officer of this chapter shall have the
31 power to act as agent for, or otherwise bind this chapter in any way whatsoever. No member or
32 group of members or any other person or persons shall have the power to act on behalf of or
33 otherwise bind the chapter except to the extent specifically authorized in writing by the president
34 or Board of Trustees of the chapter.

35 36 37 **ARTICLE VIII**

38 **COMMITTEES AND DELEGATES**

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41 **Section 1. Grievance Committee.** A grievance committee shall be composed of at least one
42 representative from each unit of the chapter and the vice president or co-vice presidents shall serve
43 as chairperson(s) of the grievance committee. In the event that the grievance committee member
44 cannot attend, that classification's trustee will fill in. If the trustee also is not available then the
45 classification's negotiator will attend. The president will take over as chairperson in the vice
46 president's absence. The chairperson will keep the president advised of all grievances and
47 progress. President(s) may attend these meetings.

1 **Section 2. Negotiating Committee.** A negotiating committee shall be selected by the chapter.
2 Each classification shall elect one member and alternate to represent and serve on the committee.
3 The president or co-presidents shall serve as chairperson(s).

4
5 **Section 3. Audit Committee.** In addition to the annual audit, the Audit Committee will audit all
6 books whenever the chapter treasurer changes.

7
8 **Section 4. Other Or Special Committees.** The president or co-presidents shall appoint
9 committee members and designate such jobs as they see fit with board of trustee approval.

- 10
- 11 1. Membership
- 12 2. Newsletter
- 13 3. Scholarship
- 14 4. Sunshine
- 15 5. Legislative
- 16 6. Employee of the Year
- 17 7. Other committees as needed

18
19 **Section 5. Convention Delegates.** The chapter shall vote for delegates to convention by secret
20 ballot to be held in May.

21
22 **Section 6. Nominating Committee.** A nominating committee may be appointed by the president
23 at the February general meeting.

24 25 26 **ARTICLE IX**

27 28 **AMENDMENTS**

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

34
35 Adopted by the membership on April 28, 1976.

36 Amended April 26, 1986.

37 Amended February 28, 1989.

38 Amended 1992.

39 Amended May 19, 1999.

40 Amended May 22, 2002.

41 Amended May 21, 2003.

42 Amended March 12, 2009.

43 Amended May 18, 2010.

44 _____
45 Signed by

46 Glenn Erickson, Chapter President

47 _____
48 Signed by

49 Cheryl O'Dell, Chapter President