

CHAPTER BYLAWS

AUBURN PSEA

Public School Employees Of Washington
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ARTICLE I

ASSOCIATION NAME

Section 1. The name of this Association shall be Public School Employees of Auburn (PSEA).

This Association shall be affiliated with and be a chapter of the Public School Employees of Washington (PSE). This Association was chartered by Public School Employees of Washington June 5, 1967.

ARTICLE II

OBJECTIVES AND PURPOSES

First – Promote the welfare of the classified employees in this Association by providing them a voice in the determination of the terms and conditions of employment.

Second – We are committed to the process of collective bargaining as a method of providing systematic, effective employee management; we will confer and negotiate in good faith with respect to grievance procedures, personnel matters, wages, hours, working conditions, vacations, holidays and other conditions of employment for the classified employees in the bargaining unit of this Association.

Third – Employ available legislative and political means to establish adequate financial consideration for public school education and classified school employees from the State Government.

Fourth – Establish better fellowship and understanding among classified school employees and strive for their overall betterment through training, legislation and Association benefits.

Fifth – Carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.

ARTICLE III

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 covered by the current Collective Bargaining Agreement between Public School Employees of Auburn and Auburn School District, and who are members of the Public School Employees of Washington, are eligible for membership in this Association.

- 1 B. Upon retirement, a member may enjoy the benefits of an active member, but without the right
2 to hold office or vote.

3
4 **Section 2. Dues.**

- 5
6 A. Application for membership shall be made on a standard dues deduction form provided by
7 Public School Employees of Washington. Current dues of Public School Employees of
8 Washington are 1.5% of gross pay. Current Chapter dues of Public School Employees of
9 Auburn are fifty cents (\$0.50) per month; these dues shall be sent directly to the chapter. Dues
10 shall be collected on a monthly basis.
- 11
12 B. Membership dues are not refundable except where an error resulting in an overpayment exists.

13
14 **Section 3. Rights.**

- 15
16 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
17 Association. Active discussion of Association affairs shall be encouraged and protected within
18 this Association.
- 19
20 B. Members shall have the right to fair and democratic elections at all levels of the Association.
21 This includes due notice of nominations and elections, equal opportunities for competing
22 candidates, and proper election procedures which shall be specifically set forth.
- 23
24 C. Members shall have an equal right to run and hold office.
- 25
26 D. Members shall have the right to a full and clear accounting of all Association funds. At all
27 levels such accounting shall include, but not be limited to, periodic reports to the membership
28 by the Treasurer and a financial audit at least once a year which is made available to all
29 members.
- 30
31 E. Members shall have the right to full participation, through discussion and vote, in the decision
32 making processes of the Association and to pertinent information needed for the exercise of this
33 right.

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37 **ARTICLE IV**

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39 **MEETINGS**

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41 **Section 1.** General membership meetings of this Association shall be held at least two (2) times
42 annually. The time and place will be fixed by the Executive Committee so as to allow all members a
43 reasonable opportunity to attend.

44
45 **Section 2.** Special meetings may be called by the President, the Executive Committee or by petition
46 filed with the President and signed by twenty percent (20%) of the members of this Association.

1 **Section 3.** The President shall provide at least five (5) days notification to all members of any meeting
2 called. However, said five (5) days notice may be waived by the Executive Committee if the Executive
3 Committee feels an emergency exists; in such circumstances, every reasonable effort will be employed
4 to notify the membership of the meeting.
5

6 **Section 4.** At any meeting of the membership of this Association, each member present shall be
7 entitled to one vote. A member must be present to vote; no proxy vote will be allowed. A minimum of
8 fifteen (15) members must be present to constitute a quorum before any Association business may be
9 transacted.
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12 ARTICLE V

13 EXECUTIVE COMMITTEE

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17 **Section 1.** The business and property of this Association shall be managed by an Executive
18 Committee, except when Chapter meetings of the Association are in session. All matters affecting the
19 purposes, aims and means of this Association, not specifically provided for in these Bylaws or by
20 action of the members at a regular or special meeting shall be decided by the Executive Committee.
21

22 **Section 2.** The Executive Committee shall be composed of the officers (President, Vice President,
23 Secretary, and Treasurer) and a representative or co-representatives elected by each of the following
24 classifications:
25

- 26 1. Child Nutrition
- 27 2. Custodial and Laundry
- 28 3. Para-Educators
- 29 4. Landscape Specialist
- 30 5. Trades
- 31 6. Warehouse
32

33 **Section 3.** The classification representative shall serve on the Executive Committee for a period of
34 two (2) years from the date of election. The Child Nutrition, Custodian and Landscape Specialist
35 representatives will be elected on odd number years, and the Para Educators, Trades,
36 Warehouse/Laundry representatives will be elected on even number years. If a classification does not
37 elect a representative, the Executive Committee is authorized to appoint a representative. To be
38 eligible for classification representative a member must be in good standing for one (1) year
39 immediately preceding the election.
40

41 **Section 4.** The Executive Committee shall hold such meetings as the President or Executive
42 Committee deem necessary for the competent management of the Association.
43

44 **Section 5.** Each member of the Executive Committee shall possess one (1) vote in matters coming
45 before the Committee. All voting at meetings of the Executive Committee shall be by each member

1 present in person, and voting by proxy shall not be allowed. A majority of the members of the
2 Executive Committee shall constitute a quorum.

3
4 **Section 6.** Any member of the Executive Committee may be removed from office by a two-thirds
5 (2/3) majority vote of the members present at any regular or special meeting of the membership of the
6 Association. Notice of the proposed removal of the member or officer must be given to the member or
7 officer five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such
8 notice to the member or officer must state the cause for the proposed removal.

9
10 **Section 7.** Unexcused absence from three (3) consecutive meetings of the Executive Committee by an
11 Executive Board Member shall be due cause for removal of that member by the Executive Committee.

12
13 **Section 8.** Any vacancies occurring on the Executive Committee by reason of death, resignation or
14 removal shall be filled as follows: In the event that such member is an officer, such selection shall be
15 by the membership; all other member vacancies shall be filled by the classification they are
16 representing. Such replacement member or officer shall serve during the unexpired term of the
17 member or officer whose position has become vacant.

21 ARTICLE VI

22 **OFFICERS, NOMINATIONS AND ELECTIONS**

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25 **Section 1.** The officers of this Association shall be a President, Vice President, Secretary and
26 Treasurer. All officers shall be elected for a term of two (2) years. The President and Secretary shall
27 be elected odd number years and Vice President and Treasurer shall be elected even number years.
28 Officers will be elected at the last scheduled chapter meeting of the curriculum school year and shall
29 take office in September.

30
31 **Section 2.** Nominations may be made by a nominating committee, but whether or not such nominating
32 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

33
34 **Section 3.** To be eligible for office a member must be in good standing for one (1) year immediately
35 preceding the election.

36
37 **Section 4.** Officers shall be elected by secret ballot vote, and balloting shall be so conducted as to
38 afford all members in good standing present at the chapter meeting a reasonable opportunity to vote.
39 At least fifteen (15) calendar days advance notice shall be given to the membership prior to the holding
40 of the election.

41
42 **Section 5.** Every officer and executive committee member shall, upon assuming office, subscribe to
43 the obligation of an officer or executive committee member, contained in these Bylaws.

ARTICLE VII

DUTIES OF OFFICERS

Section 1. President. The President shall preside at all chapter and Executive Committee meetings; shall be an ex-officio member of all other committees; shall supervise all activities of the Association; execute all instruments in its behalf; appoint all special committees of the Association subject to the approval of the Executive Committee; report periodically to the membership regarding the progress and standing of the Association 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. The Vice President shall act for the President in the President’s absence and perform such other acts the President or Executive Committee may direct.

Section 3. Secretary. The Secretary shall act as the correspondent for the Association and Executive Committee; shall record and file all communications and documents of the Association; shall issue meeting notices; and shall perform such other duties as required.

Section 4. Treasurer. The Treasurer shall receive and be responsible for all funds collected by the Association; shall give receipt for those funds; make disbursements only upon a written order signed by the President and Secretary; maintain a record of all transactions; and make an itemized statement and report to the membership and Executive Committee.

ARTICLE VIII

COMMITTEES

Section 1. Grievance Committee. It shall be the duty of the Grievance Committee to determine if PSE should support a grievance filed by a member of the bargaining unit. In determining whether PSE should support a grievance, the grievance must be a violation of a specific section of the Collective Bargaining Agreement.

- A. The Grievance Committee shall consist of the President or Vice President and one (1) elected classification representative from each classification.
- B. The Committee shall elect its own chairman.
- C. The Committee shall develop and submit to the Executive Committee for its approval the Committee’s Operating Procedures.

Section 2. Negotiating Committee. It shall be the duty of the Negotiating Committee to effectively and forcefully represent the interests of the respective units and at the same time, the best interests of the entire Association.

1 A. The Negotiating Committee shall be selected by the Executive Committee.

2
3 B. The Committee shall elect its own Chairman.

4
5 **Section 3. Conference Committee.** It shall be the duty of the Conference Committee to represent the
6 best interests of the membership when meeting with the District to discuss appropriate matters.

7
8 A. The Conference Committee shall be the President and the classification representative elected
9 to the Executive Committee.

10
11 B. The President shall be the Chairman.

12
13 **Section 4. Other or Special Committees.** The President shall designate (subject to Executive
14 Committee approval) such special committees that the President determines are necessary to carry out
15 the objectives and purposes of this Association.

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19 **ARTICLE IX**

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21 **CHAPTER EXPENSES**

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23 **Section 1. Budget.** The Executive Committee shall annually develop a budget which shall be
24 submitted to the membership for approval. The fiscal year shall run from September to August.

25
26 **Section 2. Annual Convention.** The maximum number of delegates and alternates who may attend
27 the Annual Convention shall be determined by the PSE State Bylaws; the minimum will be determined
28 by the PSEA Executive Committee. Convention delegates and/or alternates may be recommended by
29 Executive Committee to the membership at the last general membership meeting of the curriculum
30 school year. Nominations from the floor shall be taken at the meeting. The delegates and/or alternates
31 will be elected by secret ballot. Members and alternates shall represent the best interests of the
32 membership by attending workshops and meetings. After the Convention, they shall make a summary
33 report at the next chapter meeting. Convention expenses shall be reimbursed as follows:

34
35 A. **Travel Reimbursement** – The maximum travel reimbursement per individual, if someone
36 travels by plane, or per vehicle, shall be thirty cents (\$.30) per mile not to exceed a total of one
37 hundred eighty dollars (\$180.00)

38
39 B. **Meals** – Meals not covered by the registration fees shall be reimbursed by the Association to a
40 maximum of fifteen dollars (\$15.00) per meal, not to include alcoholic beverages or gratuities
41 in allowed cost per meal, limit of three meals per day including meals paid by the registration
42 fee.

43
44 C. **Reimbursements** – All reimbursement receipts must be submitted to the Treasurer within
45 fourteen (14) days of the end of convention in order to be reimbursed.

1 D. **Rooms** – The Executive Committee shall select the appropriate double occupancy rooms for
2 the delegates and alternates.

3
4 E. **Registration** – This Association will pay the registration fee of the delegates and alternates
5 elected by the membership.

6
7 F. **Chapter/Auction Gift** – This Association will pay up to an amount to be determined through
8 the Annual budget process for a chapter gift.

9
10 **Section 3. Legislative Conference.** Any member may attend the conference though conference
11 expenses to be reimbursed for the number of members representing the Association will be determined
12 through the annual budgeting process.

13
14 A. **Travel Reimbursement** – Thirty cents (\$.30) per documented mile per vehicle per trip.

15
16 B. **Rooms** – The Executive Committee shall select the appropriate double occupancy rooms for
17 the members budgeted to attend for one (1) night.

18
19 C. **Registration** – The number of registration fees for the members attending the conference will
20 be paid by the Association as determined by the annual budgeting process. In the event a
21 delegate is unable to attend the conference, notice must be given to the chapter president
22 seventy-two (72) hours prior to the start of the conference.

23
24 D. **Meals** – Meals not covered by the registration fee shall be reimbursed by the Association to a
25 maximum of fifteen dollars (\$15.00) per meal, not to include alcoholic beverages or gratuities
26 in allowed cost per meal, limit of three (3) meals per day including meals paid by the
27 registration fee.

28
29 E. **Reimbursements** – All reimbursement receipts must be submitted to the Treasurer within
30 fourteen (14) days of the end of the conference in order to be reimbursed.

31
32 F. **Chapter Gift Auction** – This Association will determine through the annual budgeting process
33 the amount to pay per chapter gift to Auction.

34
35 **Section 4. Zone Meeting.** Any member may attend a zone meeting. Zone meeting expenses shall be
36 reimbursed as follows:

37
38 A. **Travel Reimbursement** – Thirty cents (\$.30) per documented mile per vehicle per trip.

39
40 B. **Reimbursements** – All reimbursement receipts must be submitted to the Treasurer without
41 fourteen (14) days of the end of the zone meeting in order to be reimbursed.

42
43 C. **Registration** – This Association will pay the registration fee, if any, for any member attending
44 a zone meeting limited to the amount provided by the annual budgeting process.

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1 D. **Meals/Beverages** – Meals not covered by the registration fee shall be the responsibility of the
2 member.

3
4 **Section 5. Leadership Academy.** Any member approved by the PSE State Office may attend the
5 conference though conference expenses to be reimbursed for the number of members representing the
6 Association will be determined through the annual budgeting process.

7
8 A. **Travel Reimbursement** – Thirty cents (\$.30) per documented mile per vehicle per trip.

9
10 B. **Meals** – Meals not covered by the registration fee shall be reimbursed by the Association to a
11 maximum of fifteen dollars (\$15.00) per meal, not to include alcoholic beverages or gratuities in
12 allowed cost per meal, limit of three (3) meals per day including meals paid by the registration fee.

13
14 C. **Reimbursements** – All reimbursement receipts must be submitted to the Treasurer within fourteen
15 (14) days of the end of the conference in order to be reimbursed.

16
17 D. **Rooms** – The Executive Committee shall select the appropriate double occupancy rooms for the
18 members budgeted to attend for one (1) night.

19
20 E. **Registration** – The number of registration fees for the members attending the conference will be
21 paid by the Association as determined by the annual budgeting process. In the event a delegate is
22 unable to attend the conference, notice must be given to the chapter president seventy-two (72)
23 hours prior to the start of the conference.

24
25 **Section 6. Scholarship.** Annually, this Association will grant a minimum of one (1) member
26 scholarship and a minimum of one (1) member dependent scholarship. The member dependent
27 scholarship shall be awarded to a high school graduating senior. The minimum amount of each
28 scholarship shall be two hundred fifty dollars (\$250.00). The total scholarships and the amount of each
29 scholarship shall be determined by the Association during the annual budgeting process. The President
30 shall appoint the members responsible for selecting the scholarship recipients; recipients shall be
31 selected in a fair and unbiased manner.

32
33 In the event that there are no eligible applicants for one of the scholarships, the scholarship committee
34 may select the applicant who was ranked second from the scholarship category with eligible applicants.
35 This will allow the scholarship committee to award the scholarship amount unused from the
36 scholarship funds for that year.

37
38 **Section 7. Official Business.** Those persons doing official Association business approved by the
39 Executive Committee shall be reimbursed for out-of-pocket expenses when substantiated by an
40 acceptable receipt.

41
42 **Section 8. Professional Development.** Annually this Association will grant financial assistance to
43 members for workshops or conferences for professional development in their classification. The total
44 amount available will be determined by the Association during the annual Budget process. The
45 President shall appoint the members responsible for awarding the financial assistance. The recipients
46 and amount of each award shall be selected in a fair and unbiased manner.

ARTICLE X

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 Association shall have the power to act as agent for, or otherwise bind this Association 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 for otherwise bind the Association except to the extent specifically authorized in writing by the Executive Committee of this Association.

Section 3. The latest edition of Robert’s Rules of Order shall be the guide in all cases in which they are applicable, and which they are not inconsistent with the Constitution, Bylaws and special rules of this Association or Public School Employees of Washington.

ARTICLE XI

AMENDMENTS

Section 1. These Bylaws may be amended by a majority vote of the members at any regular or special meeting thereof; provided that a written notice of the intent to amend any specific provision be given to the membership at least fifteen (15) days prior to the meeting at which said vote is to be taken.

- Adopted February 9, 1971
- Amended November 8, 1973
- Revised December 17, 1988
- Amended April 27, 1991
- Amended March 11, 1993
- Amended February 17, 1994
- Amended May 20, 1997
- Amended June 8, 1999
- Amended May 22, 2002
- Amended May 15, 2003
- Amended March 15, 2005