

CHAPTER BYLAWS

ABERDEEN

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1 **PREAMBLE**

2
3 **A. NAME**

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5 The name of this chapter shall be Public School Employees of Aberdeen and shall be an affiliate of
6 Public School Employees of Washington (PSE), a not-for-profit 501(c) 5 labor organization operating
7 under the laws of the State of Washington.
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9 **B. MISSION--OUR PURPOSE FOR EXISTING**

10
11 It is the mission of Public School Employees of Aberdeen to work closely with Public School
12 Employees of Washington to support the membership through collective bargaining and the protection
13 of those rights, promote educational enrichment opportunities, encourage membership growth, and
14 provide quality leadership while working closely with the state legislature in an effort to enact laws
15 which will represent the best interest of all classified school employees in the state of Washington.
16

17 **C. VISION--WHAT WE STRIVE TO ACHIEVE**

18
19 We will provide service of superior quality and value that best meets the needs of our chapter
20 members. We will achieve that purpose through an organization and working environment which
21 attracts the finest people, fully develops and challenges individual talents, encourages our free and
22 spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of
23 integrity and commitment to do the right thing.
24

25 Through the successful pursuit of our commitment, we expect our services, programs, and activities to
26 achieve a leadership position in representing all classified employees. As a result, PSE, our members,
27 PSE employees, the school district in which we work, and the community in which we live will grow
28 and prosper.
29

30 **D. VALUES--THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND**
31 **CONDUCT**

32
33 Recognizing the needs of members and PSE staff, we are committed to:

- 34
35 • Striving for excellence and demonstrating pride in our work.
36
37 • Having open, honest communications.
38
39 • Providing high-quality service.
40
41 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be
42 based on trust and concern for the rights and welfare of others.
43
44 • Embodying honesty and integrity in our conduct and relationships with others.
45
46 • Treating others fairly, equally and respecting their individual dignity.
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- 1 • Recognizing individual worth.
- 2
- 3 • Supporting creativity, innovation, and constructive changes in the organization.
- 4
- 5 • Demonstrating accountability for our performance, actions, and behavior.
- 6
- 7 • Doing the professional, technical, organizational, and ethically "right" thing as opposed to the
- 8 easy, popular, or politically expedient thing.
- 9
- 10 • Demonstrating a high level of social responsibility.
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14 **ARTICLE I**

15 **MEMBERSHIP**

16 **Section 1.1.** Except as otherwise provided in these bylaws, any person, without regard to race, creed,
17 color, national origin, sex, or political belief, shall be eligible for membership.

18 **Section 1.1.1. Active Member.** Any classified school employee who is regularly employed by
19 or for the Aberdeen School District, and who is a member of Public School Employees of Washington,
20 is eligible for membership in this chapter. A classified employee is one whose position does not
21 require a teaching certificate.

22 **Section 1.1.2. Member In Good Standing.** To be eligible to vote and to hold office, a member
23 must be in good standing. To be in good standing, the member shall be employed by Aberdeen School
24 District and current in payment of dues as are required by these bylaws. Any member who is on
25 authorized leave of absence pursuant to the Collective Bargaining Agreement shall retain the right to
26 vote and hold office. Any member who is terminated from employment shall not be eligible to vote or
27 hold office.

28 **ARTICLE II**

29 **Section 2.1. DUES.**

30 **Section 2.1.1. State Dues.** State dues shall be paid monthly to the state office of PSE as
31 outlined in the state bylaws.

32 **Section 2.1.1.1. Chapter Rebates.** Dues rebates from the state organization shall be
33 received by the chapter in accordance with the provisions of the state bylaws.

1 **Section 3.6. OPERATING PRINCIPLES.** In order to provide the chapter with the highest quality
2 direction and management possible, the following operating principles shall guide the Board of
3 Trustees.

4
5 **Section 3.6.1. Board/Membership Relationships.** A positive, constructive, cooperative
6 relationship between the Board of Trustees and the membership is essential to achieving the mission
7 and vision of the organization. Therefore, the board and membership will conduct themselves in a way
8 that promotes mutual trust, demonstrates respect for individual dignity, and displays professionalism.
9 The board shall utilize positive conflict resolution methods and maintain open, honest lines of
10 communication that respect an appropriate chain of command within the chapter.

11
12 **Section 3.6.2. Media.** The president, or his/her designee, is the primary spokesperson for the
13 chapter. Media inquiries to individual board members about matters of chapter concern should be
14 referred to the chapter president. Inquiries about a position of PSE on any matter of statewide concern
15 or specific legislation should be referred to the executive director at state headquarters.

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ARTICLE IV

MEETINGS

Section 4.1. General membership meetings of this chapter shall be held at least four (4) times annually
at a time and place to be fixed by the membership or the Board of Trustees.

Section 4.2. Special meetings may be called by the president, the Board of Trustees, or by petition
filed with the president and signed by twenty percent (20%) of the members in good standing of this
chapter.

Section 4.3. The president shall provide at least seven (7) working days notification to all members of
any meeting called. However, said seven (7) working days notice may be waived by the Board of
Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

Section 4.4. At any meeting of the membership of this chapter, each member in good standing present
shall be entitled to one (1) vote. A member must be present to vote--no proxy vote will be allowed.
The members attending a general membership, or special meeting shall constitute a quorum; thereby
allowing any and all business to be transacted.

Section 4.5. Board of Trustee Meetings. Meetings of the Board of Trustees shall be called at the
discretion of the president. Meetings may also be called upon motion of a majority of the members of
the Board of Trustees to the president. A minimum of three voting members of the Board of Trustees
in attendance shall constitute a quorum.

Section 4.6. The latest edition of Robert's Rules of Order shall be a reference guide on conducting
business at meetings; provided, that they shall be superseded by the bylaws and special rules of this
chapter or of the Public School Employees of Washington.

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ARTICLE V

BOARD OF TRUSTEES

5 **Section 5.1.** The Board of Trustees shall be composed of the president, vice president, secretary,
6 treasurer, membership chairperson, legislative chairperson, scholarship chairperson and a building
7 representative (herein known as a trustee) elected by the members from each location listed below.

8
9 Buildings:

- | | | |
|----|----------------------------|-------------------------------|
| 10 | 1. Aberdeen High School | 6. Stevens Elementary |
| 11 | 2. Miller Jr. High | 7. A. J. West Elementary |
| 12 | 3. Central Park Elementary | 8. Alexander Young Elementary |
| 13 | 4. Robert Gray Elementary | 9. Hopkins School |
| 14 | 5. McDermonth Elementary | 10. Harbor High School |
| 15 | | 11. All other locations |

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19 **Section 5.2.** The term of office shall be for a period of two (2) years, with the exception that, for the
20 1998 election, the president and the secretary will be elected for a term of two (2) years, and the
21 vice president, the treasurer, and the membership officer will be elected for a term of one (1) year.
22 Thereafter, the president and the secretary will be elected in even numbered years, and the
23 vice president, the treasurer, and the membership officer will be elected in odd numbered years.

24
25 **Section 5.3.** The Board of Trustees shall hold regular meetings, and such special meetings as the
26 president or the board shall deem necessary for the competent management of affairs of the chapter.

27
28 **Section 5.4.** Each member of the Board of Trustees shall possess one (1) vote in matters coming
29 before the board. All voting at meetings of the Board of Trustees shall be by each member present in
30 person, and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees
31 shall constitute a quorum.

32
33 **Section 5.5. Duties.**

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35 **Section 5.5.1. President.** The president shall preside at all meetings of the chapter and of the
36 Board of Trustees. The president shall be made aware of, and supervise all activities of the chapter;
37 execute all instruments in its behalf; and work with PSE field staff, with the advice and consent of the
38 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The president
39 shall appoint all special committees not otherwise provided for in the bylaws of the chapter, subject to
40 the approval of the Board of Trustees, and serve as an ex-officio member of all committees. The
41 president shall report periodically to the membership regarding the progress and standing of the
42 chapter in regard to the president's official acts; and perform all other duties of the office.

43
44 **Section 5.5.2. Vice President.** The vice president shall provide such assistance to the president
45 as requested; serve as chairperson of the Grievance Committee; shall, in the absence of the president,
46 perform duties of that office; and in the case of permanent disability or resignation of the president,
47 shall succeed to that office for the unexpired portion of the current term of office.

1 **Section 6.4.** Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting
2 shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10)
3 working days advance notice shall be given the membership prior to the holding of the election.
4

5 **Section 6.4.1.** All members of the chapter shall be eligible to vote for the positions of president,
6 vice president, secretary, membership officer, and treasurer. In the election of a trustee, only members
7 in the building of employees that the trustee will represent shall be allowed to vote.
8

9 **Section 6.4.2.** In the event the building fails to elect a trustee, the building representative will be
10 appointed by the president, from a list provided by members in that building.
11

12 **Section 6.5.** Every member of the Board of Trustees shall, upon assuming office, subscribe to the
13 obligations contained in these bylaws.
14

15 **Section 6.6.** Any member of the Board of Trustees may be removed from office by a two-thirds (2/3)
16 vote of the membership at any regular or special meeting of the chapter. Written notice of the
17 proposed removal must be given to the Board of Trustees member at least five (5) working days prior
18 to the date of the meeting at which the removal is to be voted upon. Such notice must state the cause
19 for the proposed removal.
20

21 **Section 6.7.** A vacancy in any position, except that of president, shall be filled by the Board of
22 Trustees in accordance with the procedures set forth below:
23

24 **Section 6.7.1.** In the event of a vacancy in the office of vice president, secretary, membership
25 officer, treasurer, Scholarship chair, or Legislative chair all members shall be notified of the vacancy
26 and nominations solicited for the position. The board may temporarily fill the vacancy with notice of
27 vacancy to all members. The position will be voted on and filled at the next general meeting. The
28 president, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon
29 the vacancy at the next regularly scheduled board meeting. Each candidate for the position may
30 submit a letter, or have three (3) minutes to address the board prior to the vote to describe their
31 qualifications and reasons they are seeking the position.
32

33 **Section 6.7.2.** Any other vacancy shall be filled only for the remainder of the term in which the
34 vacancy occurs; provided, however, that when vacancies occur in the office of trustee, the president
35 shall direct that a classification meeting be held and that the classification elect a successor for the
36 remainder of the vacant term. Election of the successor must be by majority vote. In the event that
37 more than two candidates run for the office, the candidate with the lowest vote total will be dropped
38 from the ballot after each round of voting until one candidate receives a majority of the votes cast.
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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1. Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always supersede local bylaws where conflict exists.

Section 7.2. This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees and members, together with other information required by PSE and shall notify PSE of all changes in board members, members, and addresses.

Section 7.3. This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any collective bargaining unit, with the district, employer, or other entity or agent, unless such agreement is first approved by the executive director of Public School Employees of Washington or his/her designee, provided decisions of the executive director may be appealed to the Board of Directors.

Section 7.3.1. Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to the regional office, who will then forward the original to the state office after appropriate copies have been made.

Section 7.3.2. Ratification of contract. If the contract is not ratified by the last day of school, a general meeting will be called during the month of September for ratification.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee. A Grievance Committee shall be composed of the vice president and at least one unit representative from each classification of employees in the chapter; and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee. A Negotiating Committee shall consist of a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE field representative in developing proposals and negotiating agreements.

Section 8.3 Annual Convention Delegates. Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE state bylaws.

1 **Section 8.4 Audit Committee.** An Audit Committee shall be selected by the Board of Trustees to
2 audit the financial records of the chapter.

3
4 **Section 8.5 Other Or Special Committees.** The Board of Trustees shall designate such special
5 committees as they determine necessary in the carrying out of the objectives and purposes of this
6 chapter.

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10 **ARTICLE IX**

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12 **AMENDMENTS**

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14 **Section 9.1.** These bylaws may be amended by a majority vote of the Board of Trustees at any regular
15 or special meeting thereof; providing, that notice of the intent to amend any specific provision be given
16 to the members of the Board of Trustees at least five (5) working days prior to the meeting at which
17 said vote is to be taken.

18
19 Adopted March 4, 1975.

20 Amended January 22, 1976.

21 Amended October 19, 1977.

22 Amended May 4, 1988.

23 Amended November 14, 1995.

24 Amended May 14, 1998.

25 Amended April 13, 2004.

26 Amended March 23, 2005.
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