

CHAPTER BYLAWS

EAST VALLEY SPOKANE

Public School Employees Of Washington
P. O. Box 798
Auburn, Washington 98071-0798
1-800-562-8448

TABLE OF CONTENTS

		<u>Page</u>
ARTICLE I	NAME	1
ARTICLE II	OBJECTIVE & PURPOSES	1
ARTICLE III	MEMBERSHIP/DUES	2
ARTICLE IV	MEETINGS	3
ARTICLE V	MANAGEMENT	3
ARTICLE VI	OFFICERS, NOMINATIONS AND ELECTIONS	4
ARTICLE VII	DUTIES OF OFFICERS	5
ARTICLE VIII	MISCELLANEOUS PROVISIONS	6
ARTICLE IX	COMMITTEES AND DELEGATES	6
ARTICLE X	AMENDMENTS	7

ARTICLE I

NAME

The name of this organization shall be the Public School Employees of the East Valley School District. This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington, Inc. and shall continue until a majority of all the members vote to dissolve the organization.

ARTICLE II

OBJECTIVES AND PURPOSES

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
- B. To promote the organization of Public School Employees in the East Valley School District.
- C. To promote the welfare of the membership and the classified employees of the East Valley 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 and/or collegial bargaining as a desirable, democratic and effective method to achieve this.
- D. To promote and provide systematic and effective employee management through collective and or collegial bargaining: to confer and negotiate in good faith, with the respect to grievance procedures and including wages, hours, and working conditions, vacation, holidays and other conditions of employment for the classified employees of the East Valley School District.
- E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provision 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 employees and to strive for their overall betterment throughout training, legislative and association benefits.

ARTICLE III

MEMBERSHIP/DUES

Except as otherwise provided in these by-laws, 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.

Section 3.1. State Eligibility All Persons regularly employed as a classified school employee within the bargaining unit of East Valley School District are subject to the State Dues (via payroll deduction). These fees do not provide voting rights or the right to hold office, they provide field service and legal assistance for the employees. The rate of such dues is defined in the PSE State bylaws. (Refer to Collective Bargaining Agreement, page 18; Article XVIII “Dues Deduction – Check Off -- Agency Shop”).

Section 3.2. Chapter Eligibility All persons regularly employed as a classified employee within the bargaining unit of East Valley School District can apply for local membership on the form provided by the district payroll office and pay \$1.00 monthly dues (payroll deduction). This signed card enables the employee (chapter member) the right to vote and hold office at the chapter and state level.

Section 3.3. Rights

Section 3.3.1. Chapter members shall suffer no impairment of freedom of speech concerning the operations of the organization. Active discussions of organization affairs shall be encouraged and protected within this organization.

Section 3.3.2. Chapter members shall have the right to fair and democratic election at all levels of the organization. This includes due notice of nominations and elections, equal opportunity for competing candidates and proper election procedures which shall be specifically set forth.

Section 3.3.3. Chapter members shall have an equal right to run and hold office, according to the provisions of Article VI of these bylaws.

Section 3.3.4. Chapter members shall have the right to a full and clear accounting of all organizational funds. Accounting shall include, but not be limited to periodical reports to the membership by the appropriate fiscal officers or by an independent auditor, appointed by the President, not otherwise connected with the organization. A financial audit will be completed at least once a year and/or whenever a change in fiscal officers takes place.

Section 3.3.5. Chapter members shall have the right to full participation, through discussion and vote, in the decision-making processes of the organization and to pertinent information needed for the exercise of the right.

Section 3.3.6. The chapter members shall ratify the final negotiated collective bargaining agreement and any related documentation between Chapter and East Valley School District at a regular or special meeting before it is signed by the President, Vice President, Secretary, Treasurer and Grievance Officer.

ARTICLE IV

MEETINGS

Section 4.1. The general membership meetings of the East Valley Chapter of Public School Employees of Washington shall meet a minimum of 4 times per year at the discretion of the Chapter President.

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 of the organization.

Section 4.3. The President shall provide at least five (5) working days notification to all chapter members of any meeting. However, said five (5) working days notice shall 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 the organization each chapter member present shall be entitled to one (1) vote (no proxy votes). Organization business may be transacted by those present.

Section 4.5. The President will appoint a Sergeant at Arms from the Board of Trustees.

ARTICLE V

MANAGEMENT

Section 5.1. Executive Board The business and property of this organization shall be managed by the Executive Board, except when general meetings are in session. All matters affecting the purpose, aims and means of accomplishing the purpose of this organization, not specifically provided for in the Bylaws or by action of the chapter members at a regular or special meeting shall be decided by the Executive Board. The executive board shall be composed of President, Vice President, Secretary, Treasurer and Grievance Officer. The executive board shall meet at the discretion of the President.

Section 5.2. The Board of Trustees. The Board of Trustees shall be composed of the Executive Board and a unit representative (elected by the unit) from each of the following classification of employees of the school district if represented by the local Public School Employees organization.

- | | | |
|-----------------|-------------------------|--|
| Classification: | 1. Transportation | 6. Paraprofessionals/Health Clinicians |
| | 2. Food Service | 7. Mechanics |
| | 3. Secretarial/Clerical | 8. ECEAP |
| | 4. Maintenance | 9. Security |
| | 5. Custodial | |

The purpose of each classification Trustee is to represent the interest of their classification to the Executive Board. The Board of Trustees shall hold monthly meetings during the regular school year.

1 **Section 5.3.** Each member of the Board of Trustees shall possess one (1) vote in matters coming
2 before the Board. All voting at meetings of the Board of Trustees shall be by each member present in
3 person. Voting by proxy shall not be allowed. A majority of the members of the Board of Trustees
4 shall constitute a quorum.

5
6 **Section 5.4.** Any trustee may be removed from office by a two-thirds majority vote of the membership
7 of the organization. Notice of the proposed removal of the trustee must be given to the trustee five (5)
8 days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the
9 trustee must state the cause for proposed removal.

10
11 **Section 5.5.** Un-excused absences from three (3) consecutive meetings of the Board of Trustees shall
12 be due cause for the removal from office. Removal of a Board member because of excessive
13 absenteeism shall not require the 2/3 vote of the membership. To qualify as an excused absence;
14 notification to another Board member must be made at least 24 hours prior to the meeting date. After
15 the 2nd un-excused absence by a Board member a notice will be sent to said member by the President
16 that they will be removed from the Board following the next scheduled meeting if they are not in
17 attendance.

18
19 **Section 5.6.** Any vacancies occurring on the Board of Trustees by reason of death, resignation, or
20 removal, shall be filled by the remaining trustees. In the event that such trustee is an Executive Board
21 Member, such selection shall be made from the membership at large. All other trustee vacancies shall
22 be filled from the classification of which they are representatives. Such an appointee shall serve during
23 the un-expired term of the other trustee whose position has become vacant.

24
25
26
27 **ARTICLE VI**

28
29 **OFFICERS, NOMINATIONS AND ELECTIONS**

30
31 **Section 6.1.** The officers of this organization shall be President, Vice President, Secretary, Treasurer
32 and Grievance Officer. Beginning with the year 2001 elections and every odd year thereafter, the
33 President and Treasurer will be elected for a term of two (2) years. Beginning with the year 2002
34 elections and every even year thereafter, the Vice President, Secretary and Grievance Officer shall be
35 elected for a term of two (2) years. All officers are elected for two (2) years with no term limits. New
36 officers will assume their office September 1 following their election in May.

37
38 **Section 6.2.** Nomination for officers can be made from the floor at the regular meeting prior to
39 elections.

40
41 **Section 6.3.** To be eligible for office a chapter member must be in good standing for one (1) year
42 immediately preceding the election.

43
44 **Section 6.4.** Executive Board Members shall be elected by secret ballot vote and the balloting shall be
45 conducted as to afford all chapter members a reasonable opportunity to vote. At least ten (10) working
46 days advance notice shall be given the membership prior to holding of the election.

1 **Section 6.5.** Every Executive Board Member and trustee shall upon assuming office, subscribe to the
2 obligation of an Executive Board Member and trustee, contained in these By-Laws.
3
4

5
6 **ARTICLE VII**
7

8 **DUTIES OF OFFICERS**
9

10 **Section 7.1. President**

11 The President shall preside at all meetings of the organization and of the Board of Trustees. He/She
12 shall supervise all the activities of the organization; appoint all special committees of the organization
13 subject to the approval of the Board of Trustees; report periodically to the membership regarding the
14 progress and standing of the organization in regard to his/her official act; sign all checks drawn against
15 the funds of the organization; perform all duties usually inherent in such office.
16

17 **Section 7.2. Vice President**

18 The Vice President shall act for the President in his/her absence and perform such other acts as the
19 President or the Board of Trustees may direct; countersign checks in the absence of the President or
20 Treasurer.
21

22 **Section 7.3. Secretary**

23 It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and
24 to perform such other acts as the President and Board of Trustees may direct.
25

26 **Section 7.4. Treasurer**

27 It shall be the duty of the Treasurer to receive and be accountable for all funds and monies belonging
28 to this organization and to pay all obligations incurred by this organization. Authorization for writing
29 checks will be one of the following (a) notification in writing signed by two members of the board of
30 trustees; (b) minutes of board or membership meetings. As noted in these Bylaws, checks must be
31 signed by both President and Treasurer. In the event one of these officers is not available, the Vice
32 President may sign checks. All expenditures must be authorized for payment by a majority vote of the
33 Board of Trustees at a monthly Board meeting.
34

35 **Section 7.5. Grievance Officer**

36 The Grievance Officer will be informed of grievances between the Public School Employees and the
37 East Valley School District No. 361, and will assist members having a grievance or a potential
38 grievance. The Grievance Officer will be assisted in these duties by other chapter officers, unit
39 representatives, and members, as needed in compliance with the contract by the Public School
40 Employees and the East Valley School District #361.
41

42 **Section 7.6. Unit Representatives**

43 The Unit representatives shall be responsible for presenting the views of their particular group to the
44 Board of Trustees. The Unit Representative will arrange meetings to discuss items for negotiation or
45 any other specific issue that should be presented to their group. They shall be responsible for holding
46 an election to choose a successor for the following year prior to the election meeting. They shall
47 perform all of the duties as specified in the Bylaws.

ARTICLE VIII

MISCELLANEOUS PROVISIONS

Section 8.1. This organization shall be at all times subject to the provisions of the Articles of Incorporation and By-Laws of the Public School Employees of Washington, Inc.

Section 8.2. Except to the extent specified in the By-Laws no officer of this organization shall have the power in any way whatsoever. No member or group of members or any other person or persons shall have the power to action behalf or otherwise bind the organization except to the extent specifically authorized in writing by the Board of Trustees of the organization.

Section 8.3. Robert's Rules of Order, Revised, shall be the guide in all cases in which they are applicable, and not inconsistent with the Constitution, By-Laws and special rules of this organization or of the Public School Employees of Washington, Inc.

ARTICLE IX

COMMITTEES AND DELEGATES

Section 9.1. Grievance Committee

The Grievance Committee shall be composed of the Executive Board and the unit representative (trustee) of the classification presenting the grievance.

Section 9.2. Negotiating Committee

The Negotiating Committee shall be the Executive Board Members.

Section 9.3. Convention Delegates

Convention Delegates shall be elected by the members at the general meeting held to elect officers.

Section 9.4. Other or Special Committees

The Executive Board shall designate such special committees (i.e. membership, insurance, legislative) as they determine necessary to carry out the objectives and purposes of this organization.

ARTICLE X

AMENDMENTS

Section 10.1. These By-Laws may be amended by a majority vote of the membership at any regular meeting thereof, providing, that a notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote is to be taken.

Amended by the membership the 15th day of April, 2002.

/s/ Merri B. Tate
Chapter Secretary

May 1, 2002
Date

Adopted January 13, 1971
Amended April 1974
Amended September 27, 1983
Amended February 11, 1991
Amended October 1994
Amended November 1997
Amended May 16, 2000
Amended January 16, 2001
Amended April 15, 2002