

# **CHAPTER BYLAWS**

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## **PUBLIC SCHOOL EMPLOYEES OF OAK HARBOR**

**Public School Employees Of Washington**  
P. O. Box 798  
Auburn, Washington 98071-0798  
866.820.5653

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**P R E A M B L E**

Employees organize primarily to secure better wages and better working conditions. We hold that they also organize to participate in the decisions which affect them at work. One of the fundamental tenets of democratic government is the consent of the governed.

We are under a solemn obligation to represent the members of this Association forcefully and effectively in negotiations with the management of the Oak Harbor School District and to conduct internal affairs according to democratic standards.

Therefore, we, the classified school employees of Oak Harbor School District, in meeting, adopt these Bylaws.

**A R T I C L E   I**

**NAME**

The name of this organization shall be the Public School Employees of Oak Harbor School District. This organization shall be affiliated with and be a chapter of the Public School Employees of Washington. This organization was chartered by Public School Employees of Washington on November 1, 1969.

**A R T I C L E   II**

**OBJECTIVES AND PURPOSES**

1. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
2. Promote the organization of Public School Employees in the Oak Harbor School District.
3. Promote the welfare of the membership and the classified employees of the Oak Harbor School District, and 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.
4. Promote and provide systematic and effective employee management through collective bargaining; 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 of Oak Harbor School District.
5. Employ legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for classified school employees from the State Government.

1 6. Establish better fellowship and understanding among classified school employees and to strive for  
2 their overall betterment through training, legislation and Association benefits.  
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## 6 **ARTICLE III**

### 7 **MEMBERSHIP**

8 **Section 3.1. Eligibility.** Except as otherwise provided in these Bylaws, any person without regard to  
9 race, creed, color, national origin, gender or political belief, who meets the requirements hereinafter listed,  
10 shall be eligible for membership.  
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14 A. All persons regularly employed as a classified school employee (as defined by the Public School  
15 Employees of Washington) by or in Oak Harbor School District, and who are members of the Public  
16 School Employees of Washington, are eligible for membership in this organization. Exempt and  
17 supervisory employees may not be members.  
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### 19 **Section 3.2. Dues.**

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21 A. Dues shall be authorized by each employee by signing the dues authorization card supplied by Public  
22 School Employees of Washington.  
23

24 B. Public School Employees of Washington (State) Dues. The current State dues are one point five  
25 percent (1.5%) of gross monthly income.  
26

27 C. The School District is authorized to deduct five dollars (\$5.00) annually from all members' monthly  
28 gross earnings in March; such deduction shall be deposited in the Public School Employees of Oak  
29 Harbor Scholarship Fund. Each year, one or more scholarships will be awarded to an Oak Harbor  
30 School District graduating senior who is a dependent of a PSE member.  
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32 D. The School District is authorized to deduct one dollar (\$1.00) monthly from all members' gross  
33 earnings; such deductions shall be deposited in the bank account of the Public School Employees of  
34 Oak Harbor. The purpose of such deduction is to support the cost of local Chapter administration.  
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### 36 **Section 3.3. Rights.**

37  
38 A. Members shall suffer no impairment of freedom of speech concerning the operations of this  
39 organization. Active discussion of organization affairs shall be encouraged and protected within this  
40 organization.  
41

42 B. Members shall have the right to fair and democratic elections at all levels of the organization. This  
43 includes due notice of nominations and elections, equal opportunities for competing candidates, and  
44 proper election procedures which shall be specifically set forth.  
45

46 C. Members shall have an equal right to run and hold office.  
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1 D. Members shall have the right to a full and clear accounting of all organizational funds. At all levels  
2 such accounting shall include, but not be limited to, periodic reports to the membership by appropriate  
3 fiscal officers or by independent auditors not otherwise connected with the organization, and a  
4 financial audit at least once a year by a committee appointed by the President or Board of Trustees  
5 which is made available to all members.  
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7 E. Members shall have the right to full participation, through discussion and vote, in the decision making  
8 processes of the organization and to pertinent information needed for the exercise of this right.  
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## 12 ARTICLE IV

### 13 MEETINGS

14 **Section 4.1.** General membership meetings of this organization shall be held at least three (3) times  
15 annually at a time and place to be fixed by the membership or the Board of Trustees.  
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18 **Section 4.2.** Special meetings may be called by the President(s), the Board of Trustees, or by petition  
19 filed with the President(s) and signed by twenty percent (20%) of the members of this organization.  
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22 **Section 4.3.** The President(s) shall provide at least five (5) working days notification to all members of  
23 any meeting called. However, said five (5) working days notice may be waived by the Board of Trustees  
24 provided that every reasonable effort is employed to notify the membership of the meeting.  
25

26 **Section 4.4.** At any meeting of the membership of this organization, each member present shall be  
27 entitled to one vote. Any action requiring membership vote may be by secret ballot, but can be waived by  
28 majority of members in attendance. Election of Chapter Officers and contract voting shall be by secret  
29 ballot.  
30

31 **Section 4.5.** Scheduled general membership meetings of this organization shall have a minimum of 10%  
32 of the membership present to constitute a quorum before any organization business may be transacted.  
33

34 **Section 4.6.** A member must be present to vote -- no proxy vote will be allowed; provided, however,  
35 members who are working for the Oak Harbor School District during a chapter meeting at which a  
36 contract change will be decided, will be allowed an absentee ballot on any contract change which is not  
37 amended at the meeting. Such absentee ballot must be received by the chapter secretary prior to the vote.  
38

39 **Section 4.7.** Each classification shall meet between April 1 and June 1 to elect a trustee for the following  
40 school year and/or to conduct general business.  
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42 **Section 4.8.** Each school location will elect a building representative between April 1 and June 1 for the  
43 following school year to support the membership in contractual rights and administrative procedures.  
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## ARTICLE V

### **MANAGEMENT**

**Section 5.1.** The business and property of this organization shall be managed by the 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 5.1.1.** The Board shall be responsible for preparing an annual budget at the beginning of each school year. Such budget shall be submitted for membership approval at the September general meeting.

**Section 5.1.2.** The Board of Trustees shall be responsible to review all newly created positions and those whose workload and responsibilities have changed significantly and ensure that all changes are in compliance with the terms of the current Collective Bargaining Agreement.

**Section 5.2.** The Board of Trustees shall be composed of the President or Co-Presidents, Vice President, Secretary, Treasurer and a representative of each of the following classifications:

1. Accountant Assistants
2. Assistants
3. Custodial
4. Food Service
5. Grounds
6. Maintenance
7. Secretarial-Clerical
8. Security
9. Transportation
10. Information Services

**Section 5.3.** The term of office of the trustees of this organization shall be for a period of one (1) year.

**Section 5.4.** The Board of Trustees shall hold such meetings as the President(s) or the Board of Trustees shall deem necessary for the competent management of the affairs of the organization.

**Section 5.5.** Each member of the Board of Trustees shall possess one (1) 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 5.6.** Any officer or trustee may be removed from office by a two-thirds (2/3) majority vote of the Board of Trustees at a regular or special meeting, or by two-thirds (2/3) majority vote of those members present at any valid, regular or special meeting of the general membership. Notice of the proposed removal must be given to the officer or trustee at least five (5) working days prior to the date of the meeting at which a vote on the proposed removal is to be taken. Such notice to the officer or trustee shall state the cause for the proposed removal.

1 **Section 5.7.** Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be  
2 due cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of  
3 excessive absenteeism shall not require the two-thirds (2/3) vote of membership.  
4

5 **Section 5.8.** Vacancies occurring on the Board of Trustees by reason of death, resignation, removal or  
6 excused absence, shall be filled as follows: in the event that such trustee is an officer, such selection shall  
7 be from the membership at large; all other trustees' vacancies shall be filled from the classification of  
8 which they are representatives. Such replacement trustee shall serve during the unexpired term of the  
9 trustee whose position has become vacant.  
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## 13 **ARTICLE VI**

### 14 **OFFICERS, NOMINATIONS AND ELECTIONS**

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17 **Section 6.1.** The executive officers of this organization shall be a President or Co-Presidents, a  
18 Vice President, a Secretary and a Treasurer. All officers shall be elected for a term of one year.  
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20 **Section 6.2.** To be eligible for executive office, a member must be in good standing for one year  
21 immediately preceding the election.  
22

23 **Section 6.3.** Officers shall be elected by secret ballot vote and the balloting shall be so conducted as to  
24 afford all members a reasonable opportunity to vote. At least ten (10) working days advance notice shall  
25 be given the membership prior to the holding of the election.  
26

27 **Section 6.4.** Elections of executive officers shall be held at the last general meeting of the school year.  
28 Elections of trustees shall be held between April 1 and June 1. New officers and trustees shall take office  
29 in September and shall serve for a term of one (1) year.  
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31 **Section 6.5.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an  
32 officer and trustee contained in these Bylaws.  
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## 35 **ARTICLE VII**

### 36 **DUTIES OF OFFICERS**

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39 **Section 7.1. President or Co Presidents.** The President(s) shall preside at all meetings of the general  
40 membership and of the Board of Trustees. The President(s) shall have the right to attend and observe all  
41 other meetings of the organization. The President(s) shall be kept informed of all activities of the  
42 organization; execute all instruments in its behalf; appoint all ad hoc committees of the organization  
43 subject to the approval of the Board of Trustees; report periodically to the membership regarding the  
44 progress and standing of the organization in regard to the President's or Co-President's official acts;  
45 perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in  
46 such office. The President(s) shall counter-sign all checks drawn against the funds of the organization.  
47 The President(s) shall be an ex-officio member of all appointed committees.

1 **Section 7.2. Vice President.** The Vice President shall act for the President(s) in the President's absence  
2 and perform such other acts as the President(s) or Board of Trustees may direct. The Vice President may  
3 be authorized by the Board of Trustees to act as a co-signer of checks drawn on the funds of the  
4 organization in place of or in addition to either the President(s) or Secretary.

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6 **Section 7.3. Secretary.** The Secretary shall maintain and update all records of the organization, and take  
7 minutes of general meetings and Board of Trustees meetings. It shall be the duty of the Secretary to  
8 maintain a current and accurate list of members of the local chapter. The Secretary may be authorized by  
9 the Board of Trustees to act as a co-signer of checks drawn on the funds of the organization in addition to  
10 the President(s) and Treasurer. A filing cabinet shall be provided the Secretary for recordkeeping.

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12 **Section 7.4. Treasurer.** The Treasurer shall receive and be accountable for all assets of the  
13 organization; pay all obligations incurred by the organization as authorized by the Board of Trustees or  
14 chapter; maintain bank accounts designated by the Board of Trustees; and such money shall be withdrawn  
15 only by checks signed by the Treasurer and one other Board approved signor; and shall render financial  
16 reports at Board of Trustees meetings and general membership meetings.

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18 **Section 7.5. Membership Officer.** It shall be the duty of the Membership Officer to maintain a current  
19 and accurate list of members of the local Chapter, in coordination with the membership reports as  
20 required by Public School Employees of Washington.

## 21 22 23 24 **ARTICLE VIII**

### 25 26 **COMMITTEES**

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28 **Section 8.1. Contract Maintenance Committee.** The duties of the Contract Maintenance Committee  
29 shall be to discuss with the School District Administration problems that arise during the year as they  
30 relate to the administration/interpretation of the Collective Bargaining Agreement.

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32 This committee shall be composed of at least two (2) members of the Board of Trustees, no two (2) of  
33 whom are from the same classification. The Board of Trustees shall elect Contract Maintenance  
34 Committee members in September.

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36 **Section 8.2. Negotiating Committee.** It shall be the duty of the Negotiating Committee to effectively  
37 and forcefully represent the interests of the respective units and at the same time, the best interests of the  
38 entire Association.

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40 This committee shall be composed of two (2) members of each classification. One member shall be the  
41 senior negotiator and the other member shall be the alternate negotiator.

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43 **Section 8.3. Grievance Committee.** It shall be the duty of the Grievance Committee to determine  
44 whether a grievance filed by a member of the bargaining unit is valid. If a grievance is valid, it must be a  
45 violation of a specific section of the Collective Bargaining Agreement.

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47 This committee shall be composed of one (1) representative of each classification.

1 **Section 8.4. Scholarship Committee.** It shall be the duty of the Scholarship Committee to administer  
2 the chapter scholarship. This committee shall review applications (the identity of the applicants will be  
3 deleted to insure impartial selection) and shall select the recipient(s). The recipient must be an Oak  
4 Harbor School District graduating senior who is a dependent of a PSE member. PSE members who have  
5 dependents that qualify for this scholarship are excluded from membership on this committee.  
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7 This committee shall be composed of five (5) members, no two of whom are from the same classification.  
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9 **Section 8.5. Sunshine Committee.** This committee shall be composed of two (2) members of the  
10 general membership.  
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12 It shall be the duty of the committee to send flowers and a card to any member and their immediate  
13 families that may be hospitalized, out with an extended illness, or in cases of death. The maximum dollar  
14 amount will be set by the Board of Trustees.  
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## 16 17 **ARTICLE IX** 18

### 19 **MISCELLANEOUS PROVISIONS** 20

21 **Section 9.1.** This organization shall be at all times subject to the provisions of the Articles of  
22 Incorporation and Bylaws of the Public School Employees of Washington.  
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24 **Section 9.2.** Except to the extent specified in the Bylaws, no officer of this organization shall have the  
25 power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or  
26 group of members or any other person or persons shall have the power to act on behalf of or otherwise  
27 bind the organization except to the extent specifically authorized in writing by the Board of Trustees or  
28 chapter.  
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30 **Section 9.3.** The latest revised edition of Robert's Rules of Order shall be the guide in all cases in which  
31 they are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules  
32 of this organization or of the Public School Employees of Washington, unless waived by a majority of  
33 members present at a meeting. The Simplified Parliamentary Procedure Guide may be used as a guide  
34 instead.  
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36 **Section 9.4.** This organization shall continue until a majority of all of the members vote to dissolve the  
37 organization.  
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**ARTICLE X**

**AMENDMENTS**

**Section 10.1.** These Bylaws may be amended by a majority vote of the Board of Trustees of this organization at any regular or special 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. Any amendment to these Bylaws passed under the provisions of this section shall be considered to be temporarily in effect until presented to the General Membership for ratification at the next General Membership meeting. Failure of the General Membership to ratify the amendment shall cause the amended section(s) to be deleted or reverted to its/their previous form(s).

**Section 10.2.** These Bylaws may be amended by a majority vote of the membership of this organization at any regular or special meeting as provided in Article IV herein. Amendment of the Bylaws shall require at least five (5) working days advance notice of intent to amend any specific provision. Such advance notice shall be given to all members prior to the meeting called to amend these Bylaws.

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Secretary

Adopted November 1, 1969  
Amended May 15, 1979  
Amended March 29, 1984  
Amended January 13, 1986  
Revised March 17, 1988  
Amended March 8, 1991  
Amended March 26, 1992  
Amended May 18, 1995  
Amended January 25, 1996  
Amended March 1, 1998  
Amended February 25, 2009