

Chapter Bylaws
Public School Employees of Oak Harbor School District

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

Preamble

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.

Article 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.

Article 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.

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

Article III MEMBERSHIP

Section 3.1. *Eligibility.*

Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, gender 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 in Oak Harbor School District, and who are members of the Public School Employees of Washington, are eligible for membership in this organization. Exempt and supervisory employees may not be members.

Section 3.2. *Dues.*

A. Application for membership shall be made at the time of employment on a standard application form provided by Public School Employees of Washington. This form shall include a valid authorization for payroll deduction of State dues which shall be one point five percent (1.5%) of each member's gross monthly earnings.

B. Members shall be exempt from payment of dues during the last month of employment preceding retirement.

C. The School District is authorized to deduct five dollars (\$5.00) annually from all members' monthly gross earnings in March; such deduction shall be deposited in the Public School Employees of Oak Harbor Scholarship Fund. Each year, one or more scholarships will be awarded to an Oak Harbor School District graduating senior who is a dependent of a PSE member.

D. The School District is authorized to deduct one dollar (\$1.00) monthly from all members' gross earnings; such deductions shall be deposited in the bank account of the Public School Employees of Oak Harbor. The purpose of such deduction is to support the cost of local Chapter administration.

Section 3.3. *Rights.*

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

B. Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities

for competing candidates, and proper election procedures which shall be specifically set forth.

C. Members shall have an equal right to run and hold office.

D. Members shall have the right to a full and clear accounting of all organizational funds. At all levels such accounting shall include, but not be limited to, periodic reports to the membership by appropriate fiscal officers or by independent auditors not otherwise connected with the organization, and a financial audit at least once a year by a committee appointed by the President or Board of Trustees which is made available to all members.

E. 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 this right.

Article IV MEETINGS

Section 4.1.

Scheduled general membership meetings of this organization shall be held in September, February, and May at a time and place fixed by the President 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 of this organization.

Section 4.3.

The President shall provide at least five (5) working days notification to all members of any meeting called. However, said five (5) 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 organization, each member present shall be entitled to one vote. Any action requiring membership vote shall be by secret ballot.

Section 4.4.1.

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

Section 4.4.2.

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

Section 4.5.

Each classification shall meet each April to elect a representative for the following school year and/or to conduct general business.

Section 4.6.

Each school location will elect a building representative in April for the following school year.

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 5.2.

The Board of Trustees shall be composed of the President, 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. Dean of Students

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 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.

Section 5.7.

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

Section 5.8.

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

Section 5.9.

Each school location will elect a building representative from their site to support the membership in contractual rights and administrative procedures.

Article VI

OFFICERS, NOMINATIONS, AND ELECTIONS

Section 6.1.

The officers of this organization shall be a President, a Vice President, a Secretary and a Treasurer. All officers shall be elected for a term of one year.

Section 6.2.

To be eligible for office, a member must be in good standing for one year immediately preceding the election.

Section 6.3.

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) working days advance notice shall be given the membership prior to the holding of the election.

Section 6.4.

Elections of officers shall be held at the May general meeting. Elections of trustees shall be in April. New officers and trustees shall take office in September and shall serve for a term of one (1) year.

Section 6.5.

Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee contained in these Bylaws.

Article VII

DUTIES OF OFFICERS

Section 7.1. *President.*

The President shall preside at all meetings of the general membership and of the Board of Trustees. The President shall have the right to attend and observe all other meetings of the

organization. The President shall be kept informed of all activities of the organization; execute all instruments in its behalf; appoint all ad hoc committees of the organization subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the organization 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. The President shall be an ex-officio member of all appointed committees.

Section 7.2. Vice President.

The Vice President shall act for the President in the President's absence and perform such other acts as the President or Board of Trustees may direct.

Section 7.3. Secretary.

The Secretary shall maintain and update all records of the organization, and take minutes of general meetings and Board of Trustees meetings. A filing cabinet shall be provided the Secretary for recordkeeping.

Section 7.4. Treasurer.

The Treasurer shall receive and be accountable for all assets of the organization; pay all obligations incurred by the organization as authorized by the Board of Trustees or chapter; maintain bank accounts designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President, Vice President, or Treasurer; and shall render financial reports at general meetings.

Section 7.5. Membership Officer.

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

Article VIII
COMMITTEES

Section 8.1.

All committees shall follow these rules:

1. A majority of the members shall constitute a quorum.
2. No proxy voting.
3. Each committee shall elect its own chairman.
4. Each committee shall submit a written report of minutes from Committee meetings for accountability and review to the Board of Trustees.
5. Terms of committee members shall be for one (1) year commencing in September unless otherwise specified in this Article.
6. Each committee shall adopt operating procedures which will be submitted to the Board of Trustees for approval.

Section 8.2. Conference Committee.

The duties of the Conference Committee shall be to discuss with the School District Administration problems that arise during the year as they relate to the

administration/interpretation of the Collective Bargaining Agreement. This committee shall be composed of three (3) members of the Board, no two (2) of whom are from the same classification. The Board of Trustees shall elect Conference Committee members in September for two (2) year terms.

Section 8.3. *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. This committee shall be composed of two (2) members of each classification each to serve two (2) terms. A term is defined as being from implementation of a contract to implementation of the next contract; the first term as alternate negotiator, the second term as senior negotiator. Each classification will fill the position of alternate negotiator within ninety (90) days of implementation of the contract.

Section 8.4. *Grievance Committee.*

It shall be the duty of the Grievance Committee to determine whether a grievance filed by a member of the bargaining unit is valid. If a grievance is valid, it must be a violation of a specific section of the Collective Bargaining Agreement. This committee shall be composed of one (1) representative of each classification.

Section 8.5. *Scholarship Committee.*

It shall be the duty of the Scholarship Committee to administer the chapter scholarship. This committee shall review applications (the identity of the applicants will be deleted to insure impartial selection) and shall select the recipient(s). The recipient must be an Oak Harbor School District graduating senior who is a dependent of a PSE member. PSE members who have dependents that qualify for this scholarship are excluded from membership on this committee. This committee shall be composed of five (5) members, no two of whom are from the same classification.

Section 8.6. *Job Evaluation Committee.*

It shall be the duty of the Job Evaluation Committee to review all newly created positions and those whose workload and responsibilities have changed significantly. The number of PSE members on the Committee shall be four (4), and shall consist of one (1) from each job index. Each term shall be for a period of two (2) years; Committee members shall be elected at the September general membership meeting according to the following schedule:

- A. Odd numbered years, from Assistant and Operations Indexes; and
- B. Even numbered years, from Clerical and Maintenance Indexes.
- C. Vacancies shall be filled from the appropriate Index by the Board of Trustees for the duration of the term.

This Committee shall remain in effect when in compliance with the terms of the current Collective Bargaining Agreement between the Oak Harbor School District and Public School Employees of Oak Harbor.

Section 8.7. *Sunshine Committee.*

This committee shall be composed of two (2) members of the general membership to serve a term of two (2) years. It shall be the duty of the committee to send flowers and a card to any member and their immediate families that may be hospitalized, out with an extended illness, or in cases of death. The maximum dollar amount will be set by the Board of Trustees.

Section 8.8. *Ad Hoc Committees.*

The President shall designate such ad hoc committees, subject to Board of Trustees approval, as necessary to carry out the objectives and purposes of this organization.

Section 8.9. *Nomination Committee.*

It shall be the duty of the Nomination Committee to administer and proctor the elections of the Officers of this organization. This Committee shall be chaired by the membership officer and be composed of one member from each index.

Article IX

MISCELLANEOUS PROVISIONS

Section 9.1.

This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington.

Section 9.2.

Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as agent for, or otherwise bind this organization 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 or otherwise bind the organization except to the extent specifically authorized in writing by the Board of Trustees or chapter.

Section 9.3.

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

Section 9.4.

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

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.

/s/ Mary Durkee, 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

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Amended May 18, 1995

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Amended March 1, 1998

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