

# CHAPTER BYLAWS

Amended May 21, 2024

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## PUBLIC SCHOOL EMPLOYEES

OF

ARLINGTON



Public School Employees of Washington/SEIU Local 1948

[www.pseclassified.org](http://www.pseclassified.org)

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

2  
3 **N A M E**

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5 The name of this chapter shall be Public School Employees of Arlington and shall be an affiliate of Public  
6 School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor organization  
7 operating under the laws of the State of Washington.

8  
9 **MISSION – OUR PURPOSE FOR EXISTING**

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

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17 **VISION – WHAT WE STRIVE TO ACHIEVE**

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19 We will provide service of superior quality and value that best meets the needs of our chapter members.  
20 We will achieve that purpose through an organization and working environment which attracts the finest  
21 people, fully develops and challenges individual talents, encourages our free and spirited collaboration to  
22 drive the organization ahead, and maintains PSE’s historic principles of integrity and commitment to do  
23 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 educational support employees. As a result, PSE, our  
27 members, PSE employees, the school district in which we work, and the community in which we live will  
28 grow and prosper.

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30 **VALUES THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE AND CONDUCT**

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

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

## MEMBERSHIP

### **Section 1. Eligibility.**

Except as otherwise provided in these Bylaws, or in the Constitution of the organization, 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 regularly employed as an educational support school employee (as defined by the Public School Employees of Washington), by or in Arlington School District, are eligible for membership in the organization.
- B. Those employees who are classified as or promoted to supervisory positions shall be ineligible or withdrawn from membership.
- C. Each member shall subscribe to the membership obligation contained in these Bylaws.

### **Section 2. Free-Riders.**

Any member who opts out of payment of regular dues, shall be characterized as a free-rider and shall be entitled only to those rights and privileges as set forth in PSE Policy and Bylaw. Free-riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local and state leaders, or vote for ratification of Collective Bargaining Agreements. In addition, free-riders may not attend any PSE sponsored functions.

### **Section 2. Dues.**

- A. Application for membership shall be made at the time of employment through the District Personnel Office.
- B. Local annual membership dues to this organization shall be thirty dollars (\$30) per member to be deducted two dollars and fifty cents (\$2.50) from each paycheck each month September 1<sup>st</sup> to August 31<sup>st</sup> each year. The President will give written notice to the District annually of this deduction.
- C. Effective September 1, 2011, members working less than four (4) hours per day, local annual membership dues will be fifteen dollars (\$15) per member to be deducted one dollar and twenty-five cents (\$1.25) from each paycheck each month September 1<sup>st</sup> to August 31<sup>st</sup> each year. The President will give written notice to the District annually of this deduction.
- D. Local dues are due at the time of hire, payable over the remaining calendar months, for all new members hired after September 1<sup>st</sup>.
- E. State membership dues shall be deducted from all educational support school employees (as defined by the Public School Employees of Washington). Dues shall be deducted in accordance with State PSE Bylaws.

### **Section 3. Rights.**

- A. Members in good standing shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organizational affairs shall be encouraged and protected within this organization. Whatever is discussed in a meeting of this organization shall, at all times, be privileged and confidential information within the membership.
- B. Members in good standing 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.

- 1 C. Members in good standing shall have an equal right to run and hold office, except those persons set  
2 forth in RCW 41.56.030 Par. 2, a, b and c; and those employees classified either by State statute or  
3 appropriate State regulatory agencies as being a "supervisory employee".  
4 D. Members in good standing shall have the right to a full and clear accounting of all organization  
5 funds. At all levels such accounting shall include, but not be limited to, periodical reports to the  
6 membership by appropriate fiscal officers. A financial audit will be conducted at least once a year  
7 by two (2) elected members and the information made available to all members.  
8

9 **Section 4.**

10 A member in good standing shall, upon request, receive a withdrawal card from this organization under  
11 the following circumstances:

- 12  
13 A. If the member is separated from service with the employing agency.  
14 B. If the member becomes ineligible for membership in this organization as a result of a promotion,  
15 demotion or transfer.  
16 C. If the member retires.  
17 D. Upon entering military service.  
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21 **ARTICLE II**

22 **MEETINGS**

23  
24 **Section 1.**

25 Regular meetings of this organization may be held once each month, or every other month, at the  
26 discretion of the President, at a time and place to be fixed by the membership in good standing or by the  
27 Board of Trustees. Regular monthly membership meetings shall be scheduled prior to October 1st for the  
28 entire year.  
29

30 **Section 2.**

31 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the  
32 President and signed by twenty percent (20%) of the members in good standing of this organization.  
33

34 **Section 3. Special Meetings.**

35 The President shall provide at least five (5) days notification to all members in good standing of any  
36 special meeting called. However, said five (5) days' notice may be waived by the Board of Trustees  
37 provided that every reasonable effort is employed to notify the membership of the meeting.  
38

39 **Section 4.**

40 At any meeting of the membership of this organization, each member in good standing present shall be  
41 entitled to one (1) vote. A member must be present to vote - no proxy vote to be allowed. A minimum of  
42 five (5) members must be present to constitute a quorum before any organization business may be  
43 transacted. Members will be allowed to vote separately from an in-person business meeting if a scheduled  
44 vote has been directed by the President. This vote will be under the direction and direct supervision of a  
45 Building Representative, Board of Trustees or Classification Representative or a member in good standing  
46 appointed by the President. Voting may be conducted electronically as long as it is permitted by law.  
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**ARTICLE III**  
**MANAGEMENT**

**Section 1.**

The business and property of this organization shall be managed by a 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 2.**

The Board of Trustees shall be composed of the President, Vice-President, Secretary, Treasurer, and a Representative from all the classifications of educational support employees of the school district:

- Classifications:
1. Byrnes Performing Arts Center
  2. Child Nutrition
  3. Custodial
  4. Grounds
  5. Individual
  6. Maintenance
  7. Non-Certificated
  8. Nurse
  9. Paraeducator
  10. Secretarial-Clerical
  11. Technology
  12. Transportation

**Section 3.**

The term of office of the Trustees of this organization shall be for a period of one (1) year beginning in September of each year. The term of office of the Officers of this organization shall be Vice President and Treasurer will be elected for a two (2) year term in each odd numbered year. President and Secretary will be elected for a two (2) year term in each even numbered year. Terms will begin in September of each alternating year.

**Section 4.**

The Board of Trustees shall hold regular meetings every other month or at the discretion of the President and such special meetings as the President of the Board shall deem necessary for the competent management of the organization.

**Section 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 6.**

Any Trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any regular or special meetings of the membership of the organization. Notice of the proposed removal of the

1 Trustees must be given to the Trustee five (5) days prior to the date of the Board meeting at which the  
2 removal is to be voted upon. Such notices to the Trustee must state the cause for proposed removal.  
3

4 **Section 7.**

5 Any vacancies occurring on the Board of Trustees by reason of death, resignation, or removal shall be  
6 filled by the remaining trustees. In the event that such Trustee is an Officer, other than the President, such  
7 selection shall be from the membership at large. All other Trustees' vacancies shall be filled from the  
8 classification of which they are representatives. Such appointees shall serve during the unexpired term of  
9 the Trustee whose position has become vacant. Any positions not filled through normal procedures may  
10 be filled by the Board of Trustees.  
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14 **ARTICLE IV**

15 **OFFICERS, NOMINATIONS AND ELECTIONS**  
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18 **Section 1.**

19 The Executive Board shall consist of the President, Vice President, Secretary and Treasurer. The  
20 Membership Officer will be a non-voting ex officio member of the Executive Board. The Executive  
21 Board and the Trustees as provided in Article III, Section 2, which members shall constitute the Board of  
22 Trustees of this organization as provided in these Bylaws. All Officers shall be elected for a two (2) year  
23 term and Trustees shall be elected for a one (1) year term with the exception of the Membership Officer  
24 who will be appointed by the Chapter President each year.  
25

26 **Section 2.**

27 Nominations shall be made at regular or special meetings of the organization. Nominations shall be  
28 permitted from the floor at the election meeting. Members, with the exception of free-riders, may  
29 nominate themselves or another member so long as that member is not a free-rider or any other individual  
30 seeking to nominate a free rider, for any open office. Any *Declaration of Intent to Run* form that is  
31 submitted on their own behalf by a free-rider or any other individual seeking to nominate a free-rider, shall  
32 be rejected. Further, a previous free rider may not run for office until he/she signs a dual authorization  
33 membership form and has been a regular dues paying member for at least twelve (12) months.  
34

35 **Section 3.**

36 To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the  
37 member shall be employed and current in the payment of such dues for active membership as are required  
38 by these Bylaws. Any member who is on authorized leave of absence pursuant to their bargained contract,  
39 retains the right to vote and hold office. Any member who is terminated from employment shall not be  
40 eligible to vote or hold office. No free rider shall be permitted to hold local office or participate in local  
41 chapter elections unless the criteria set forth in Article IV, Section 2 are met. Free-riders are not permitted  
42 to participate in chapter elections in any manner and no free-rider shall be recognized as a chapter leader  
43 by PSE.  
44

45 **Section 4.**

46 Officers and Trustees shall be elected by secret ballot vote and the balloting shall be conducted as to afford  
47 all nominees present an opportunity to vote. At least fifteen (15) calendar days advance notice shall  
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1 be given the membership in good standing prior to the holding of the election. Notification of nominees  
2 will be provided to the general membership in advance of the election.

3  
4 **Section 5.**

5 Every Officer and Trustee shall, upon assuming office, subscribe to the duties and obligations of an  
6 Officer contained in these Bylaws, as presented in Articles V, VI and VII.

7  
8 **Section 6.**

9 Each Trustee (Classification Representative) shall be elected by their own classification. In the event of  
10 three (3) consecutive tie votes within a classification election, the general membership shall elect that  
11 classification's Trustee. All voting shall take place at the next general meeting.

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15 **ARTICLE V**

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17 **IMPROPER CONDUCT OR PERFORMANCE OF A CHAPTER OFFICER**

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19 **Section 1.**

20 Certain behaviors constitute improper conduct on the part of a chapter officer per the PSE State Bylaws.

- 21 A. Failure to represent PSE local interest.
- 22 B. Misconduct
- 23 C. Neglect of duty.

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25 **Section 2. Failure to Represent PSE Local Interest.**

26 If at least twenty percent (20%) of the chapter's membership determines that their interests are not being  
27 protected or represented at the local level, they should bring the issue to the attention of the Field  
28 Representative who will meet with the chapter officer and work with the chapter to resolve the issue. If it  
29 is not resolved, the twenty percent (20%) may request the resignation of the chapter officer.

30  
31 **Section 3. Misconduct.**

32 The following constitutes misconduct and are grounds for requesting the resignation of a chapter officer.

- 33 A. Misuse of chapter funds
- 34 B. Improper use of chapter officer authority.
- 35 C. Harming the promotion of PSE membership.
- 36 D. Promoting another union.
- 37 E. Entering into any collective bargaining agreement, dispute or grievance settlement which affects or  
38 pertains to wages, hours or working conditions of the chapter members or which would affect the  
39 right of chapter members that is not first reviewed by and approved by the state organization  
40 through its representatives.
- 41 F. Sharing lists of members with competitor unions.

42  
43 **Section 4. Neglect of Duty.**

44 Examples of neglect of duty are:

- 45 A. Failure to communicate with the State organization or Field Representative.
- 46 B. Not allowing access to local chapter members by the state organization, and
- 47 C. Not filing required reports with the State office.



1 **Section 5. Actions.**

- 2 A. **Discipline:** The chapter’s Board of Trustees may sanction the chapter officer by restricting the
- 3 chapter officer’s actions or authority, removing them from a committee, or restricting access to
- 4 chapter funds. A written record of actions taken is to be maintained. However, the public
- 5 announcement may be limited to: Disciplinary action was imposed on “XX” by the Board of
- 6 Trustees for improper conduct.
- 7 B. **Request for Resignation:** At least twenty percent (20%) of a chapter’s membership may request
- 8 that a chapter officer resign.
- 9 C. **Recall:** If a chapter officer fails to resign when requested, a written petition signed by at least
- 10 twenty percent (20%) of the chapter’s membership is submitted to the zone director. The Zone
- 11 Director will then call a Zone Council meeting where the chapter officer may respond to the
- 12 charge. The officer shall be entitled to present evidence at the hearing. Said officer shall be
- 13 removed only if there is a two-thirds (2/3) vote for recall. A replacement shall be selected pursuant
- 14 to local chapter bylaws, provided that the removed officer or representative shall not be eligible to
- 15 hold office for a period of three (3) years.
- 16 D. **Revocation of Charter:** The State Board of Directors may revoke any charter if it finds that
- 17 continuance of a chartered chapter is detrimental to PSE.

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21 **ARTICLE VI**

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23 **GOVERNMENT**

24

25 **Section 1.**

26 The Public School Employees of Arlington shall be governed by a representative form of government. All

27 members in good standing are entitled to attend general meetings and annual convention pursuant to

28 Article IX, Section 5, where the members transact such business as may come before it, hear reports, pass

29 resolutions and elect officers.

30

31 **Section 2.**

32 Association members have the duty to refrain from conduct that would interfere or undermine the statutory

33 or contractual rights and/or job descriptions, obligations of the Association or its members. Alleged

34 violations of duty are subject to referral to State level PSE for disposition.

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38 **ARTICLE VII**

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40 **EXPENSES**

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42 **Section 1.**

43 Business expenses incurred by the Board of Trustees or designated members shall be reimbursed from

44 union funds when receipts are attached to the reimbursement form and turned in to the Treasurer.

45

46 **Section 2.**

47 The chapter shall pay registration, travel and lodging for convention representatives, pursuant to Article

48 VIII, Section 7.





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2 **Section 3.**

3 The President, Vice President, Treasurer, and Secretary shall be awarded fifty dollars (\$50) per month for  
4 their time of service up to six hundred dollars (\$600) per year.  
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8 **ARTICLE VIII**

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10 **DUTIES**

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12 **Section 1. President.**

- 13 A. All meetings of the Association shall be called to order and presided over by the President, or in  
14 the absence of the President, by the Vice President or in the absence of either of the above named,  
15 by the Secretary of the Association.  
16 B. The President shall, as soon as possible and with the advice and assistance of other officers and the  
17 Board of Trustees, appoint the various committee chairpersons. The President shall be a member  
18 ex officio of all committees and shall have the power and duty to appoint such additional  
19 committees as may be necessary.  
20 C. The President shall have the power to appoint an assistant to any officer whenever, in his or her  
21 opinion, such an assistant is necessary.  
22 D. The President is the Public Relations Officer of this Association.  
23 E. The President shall be the Chairperson of the Board of Trustees.  
24 F. The President shall report periodically to the membership regarding the progress and standing of  
25 the organization in regard to presidential official acts; perform all other duties as prescribed in the  
26 Bylaws and Constitution; and perform such other duties usually inherent in such office.  
27

28 **Section 2. Vice President.**

- 29 A. The Vice President shall aid the President. Shall, in the absence of the President, perform duties of  
30 that office and in the case of permanent disability or resignation of the President, shall succeed to  
31 that office for the unexpired part of the term. If the Vice President declines the Office of President,  
32 nomination of the President shall go back to the general membership for election.  
33 B. Vice President shall be responsible for providing PSE officials with information.  
34

35 **Section 3. Secretary.**

- 36 A. The Secretary shall record the minutes of the Executive Committee, the Board of Trustees  
37 meetings, general meetings and shall transmit copies of the minutes to the Chapter President.  
38 (There shall be copies of these minutes available upon request). This shall be done as promptly as  
39 possible. The minutes shall be signed and dated by the Secretary. The Secretary shall report to the  
40 membership at each meeting.  
41

42 **Section 4. Treasurer.**

- 43 A. It shall be the duty of the Treasurer to supervise the financial affairs of the Association. The  
44 Treasurer shall maintain familiarity with the accounts and shall report to the membership at each  
45 meeting. The Treasurer shall be informed regarding the development of procedures concerning the  
46 receipt and disbursement of the funds of the Association.  
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- B. The Treasurer shall direct that books and accounts be submitted for inspection to the State PSE Officials when called upon by them, and perform such other duties as may be delegated. Records shall be kept in accordance with State statutes.
- C. A local audit will be held annually of all records by an independent source or by two (2) other chapter members not responsible for the accounting records.
- D. Two (2) signatures will be required on all checks of one of the following officers: President, Vice President, Secretary, and the Treasurer. Signatures on checks may not have the same name as the recipient of the check.
- E. A quorum of four (4) members of the Board of Trustees will review the check register of deposits and expenditures to establishing an operating budget prior to the first general union meeting in September of each year.

**Section 5. Membership Officer.**

- A. It shall be the duty of the Membership Officer to maintain a current and accurate list of members of the chapter in coordination with the membership information Section at PSE state headquarters; ensure that all members are paying dues; render periodical membership reports as required by Public School Employees of Washington; meet with new employees as part of orientation for hires; manage the membership rosters at all official meetings and perform such other official functions as the President and Board of Trustees may direct.

**Section 6. Trustee (Classification Representative).**

- A. Is responsible for posting and removing all notices and correspondence within their classifications. Any correspondence sent only to their classification should have a copy sent to the Chapter President.
- B. Classification representatives shall meet at the first Representative Council meeting to collaboratively appoint a representative in each building to help them.
- C. Is responsible for the prompt reporting of concerns within their unit to Representative Council.
- D. Is responsible for providing updates and/or obtaining minutes upon request of unit members (restricting items of a confidential nature).
- E. Is responsible for forwarding information to the Sunshine Committee.
- F. General Duties
  - 1. Attend general union and representative council meetings.
  - 2. Willing to think and ask questions as necessary.
  - 3. Work in the assigned buildings.
  - 4. Read the contract.
  - 5. Be knowledgeable about the contract.
  - 6. Be aware of complaints so as to advise and represent as necessary.
  - 7. Post job openings and any communication concerning PSE on the bulletin board and through District email in collaboration with the Building Representative.
  - 8. Make sure there is a PSE bulletin board.
  - 9. Post political information that is sent to you.
  - 10. Must represent all PSE members equally.
  - 11. Notify the President of potential grievances.
  - 12. When grievances are filed, follow the timelines.
  - 13. Know progressive discipline guidelines.
  - 14. Notify the President and Vice President of any personnel changes.
  - 15. Other duties as assigned.

1 **Section 7. Building Representative Duties.**

- 2 A. Willing to think and ask questions as necessary.  
3 B. Read and be knowledgeable about the contract.  
4 C. Be aware of complaints so as to advise and represent in collaboration with classification  
5 representatives as necessary.  
6 D. Post job openings and any communication concerning PSE on the bulletin board and through  
7 District email in collaboration with the Classification Representatives.  
8 E. Make sure there is a PSE bulletin board.  
9 F. Post political information that is sent to you.  
10 G. Must represent all PSE members equally.  
11 H. Other duties as assigned.

12  
13 **Section 8. Committee Chairperson.**

- 14 A. Shall Chair the committee.  
15 B. Committee Chairperson is responsible for calling meetings and notification of committee members.  
16 C. Chairperson shall have an agenda at all meetings.  
17 D. Chairperson shall obtain and keep a current listing of committee members. This list will include  
18 name, address and phone number.  
19 E. Chairperson will administer and guide the committee to the completion of its assigned duties, and  
20 will report to the general membership as directed by the President.  
21 F. Chairperson shall be obligated to preside over and control the meeting.  
22 G. Chairperson has the authority to rule the committee according to Robert's Rules of Order.

23  
24 **Section 9. State Convention Delegates And Alternates.**

- 25 A. Shall attend all meetings and workshops at Convention.  
26 B. Shall have definite confirmation to the Convention Chairperson of attendance or nonattendance no  
27 later than July 1st.  
28 C. Delegates and Alternates who fail to represent their chapter at Convention activities shall be  
29 responsible for reimbursing the chapter for all expenses paid out of chapter funds.  
30 D. If a delegate is not able to attend the Convention, then the Convention Chairperson will select an  
31 alternate to take their place.

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33 **Section 10. Legislative Advocates.**

- 34 A. Shall attend all meetings and workshops at the conference.  
35 B. Advocates who fail to represent their Chapter at conference activities shall be responsible for  
36 reimbursing the chapter for all expenses paid out of the chapter funds.

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40 **ARTICLE IX**

41  
42 **MISCELLANEOUS PROVISIONS**

43  
44 **Section 1.**

45 This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws  
46 of the Public Employees of Washington.  
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1 **Section 2.**

2 The Board of Trustees shall designate such standing committees and special committees as they determine  
3 necessary in the carrying out of the objectives and purposes of this organization. Standing appointed  
4 committees shall be: Negotiations, Grievance, Legislative, Nominations, RIF (Reduction in Force), Public  
5 Relations, Sunshine, Newsletter, Staff Self-Improvement and Service Award Pins, Classified Week.  
6

7 **Section 3.**

8 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as  
9 agent for, or otherwise bind this organization in any way whatsoever. No member or group of members or  
10 any other person or persons shall have the power to act on behalf of or otherwise bind the organization  
11 except to the extent specifically authorized in writing by the President or Board of Trustees of the  
12 organization.  
13

14 **Section 4.**

15 The latest edition of Robert's Rules of Order shall be the guide in cases which they are applicable, and  
16 which they are not inconsistent with the Bylaws and special rules of this organization or of the Public  
17 School Employees of Washington.  
18

19 **Section 5. Convention Delegates.**

20 Annual Public School Employee Convention delegates and alternates shall be voted by secret ballot. At  
21 least fifteen (15) calendar days advance notice shall be given the membership prior to the election.  
22 Notification of nominees will be provided to the general membership in advance of the election.  
23 Nominations shall be permitted from the floor at the election meeting. The election will be held at the  
24 March general membership meeting.  
25

26 **Section 6. Legislative Advocates.**

27 Annual PSE Legislative Conference advocates and alternates shall be voted on by secret ballot. At least  
28 fifteen (15) calendar days advance notice shall be given the membership prior to the election. Notification  
29 of nominees will be provided to the general membership in advance of the election. Nominations shall be  
30 permitted from the floor at the election meeting. The election will be held at the general membership  
31 meeting prior to the Legislative Conference.  
32

33 **Section 7. Contract Ratification.**

34 Special procedures regarding ratification of any Collective Bargaining Agreement:

- 35
- 36 1. Preparation of a written proposal by the Negotiating Committee.
- 37 2. Presentation of the proposal to a subsequently called general membership meeting for acceptance  
38 of ratification. Approval shall be determined by a simple majority of ballots cast.
- 39 3. Written notification either on paper or electronic of any ratification meeting shall be provided at  
40 least five (5) calendar days prior to any ratification vote. A summary of all changes shall be  
41 available electronically or in written form and will be posted at each worksite.  
42

43 **Section 8. Negotiations Committee.**

44 The Negotiations Committee shall consist of the Executive Board and an elected representative and  
45 alternate from each classification of employees represented by this bargaining unit and shall work with the  
46 PSE Field Representative in developing proposals and negotiating agreements.  
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1 In the event a classification does not elect a representative or alternate, the Negotiations Committee will  
2 represent said classification.

3  
4 Each member present of the Negotiations Committee shall be entitled to vote. A member must be present  
5 to vote – no proxy vote to be allowed. A minimum of five (5) members must be present to constitute a  
6 quorum before any negotiation business may be transacted.

7  
8 The President of the organization shall be the Chair of the Negotiations Committee.

9  
10 **Section 9. Association Grievance Validation Committee.**

11 The President of the Association will ask for five (5) volunteers from the Board of Trustees to form the  
12 Grievance Validation Committee. The volunteers will not be from the same classification as the grievant  
13 to remain impartial. If the President cannot get five (5) volunteers from the Board of Trustees, the  
14 President will appoint the necessary number of members needed from the general membership. With strict  
15 impartiality, the President will act as facilitator and the Vice President will act as recorder of the  
16 Committee meeting and will not have a vote in the validation process.

17  
18 The Committee will meet to review written materials submitted and hear from the grievant and the  
19 District, if they wish to appear, to make verbal statements and answer questions. The verbal statements  
20 and questions will be limited to thirty (30) minutes for each participant. The Committee, in strict  
21 confidentiality, will make a decision to validate or invalidate the grievance. The President will provide a  
22 written statement to the grievant of the Committee’s decision. The President will inform the District of the  
23 decision to validate or invalidate the grievance following the Collective Bargaining Agreement (CBA)  
24 timelines.

25  
26 **Section 10. Bylaw Committee.**

27 The President of the Association will ask for seven (7) volunteers from the General Membership to form a  
28 Bylaw Committee to review Bylaw proposals after every contract negotiation and/or on an as-needed  
29 basis. The President will be the Chair and only vote if there is a tie on a Bylaw proposal. Committee  
30 members will review all Bylaw amendment proposals and make a recommendation to Do Pass or Do Not  
31 Pass. If the decision is Do Not Pass, the Committee will write rationale for their decision. The Bylaw  
32 amendments will be submitted for review by the general membership five (5) days prior to the general  
33 membership meeting at which the approval vote will take place. The President will ensure that the Bylaws  
34 remain in compliance with the State PSE Bylaws.

35  
36 **Section 11.**

37 During the term of the CBA, the Union and the District may request of the other, in writing, that the CBA  
38 be amended to reflect issues of concern to either party pursuant to applicable language in their mutual  
39 CBA. Both the Union and the District must formally agree to open and to bargain any amendments, more  
40 commonly known as Memorandums of Understanding (MOU).

41  
42 The Union shall have a standing committee, hereinafter called the Contract Amendment Committee. The  
43 members of this Committee shall consist of the chapter’s Executive Board and its most recently elected  
44 negotiations team. Additional chapter members may be temporarily appointed to the committee by the  
45 Chapter President with the consent of the other committee members in order to fairly represent the  
46 interests of employees who may be affected by any amendments (MOU) to the CBA. The President shall  
47 be the Chair of this Committee.

48



1 In order to conduct business, there must be a quorum of no fewer than five (5) members present, which  
2 shall include the Chapter President. The Committee shall have the right to bargain and to approve interim  
3 amendments (MOU) to the CBA. Such approval must have a majority vote of the committee members  
4 present at the time of the vote and must be reduced to writing prior to such vote.

5  
6 The Committee shall execute a side letter to its CBA which provides the terms and conditions of any  
7 amendment (MOU). This document must be signed and dated by the Chapter President and a duly  
8 authorized representative of the District in order to become effective. This side letter will be attached to  
9 and become a part of the CBA currently in place between the Union and the District.

10  
11  
12  
13 **ARTICLE X**  
14  
15 **AMENDMENTS**  
16

17 **Section 1.**

18 These Bylaws may be amended by a majority vote of the Board of Trustees or the general membership of  
19 this organization at any regular or special meeting thereof; providing, that a notice of the intent to amend  
20 any specific provisions be given to the members of the Board of Trustees at least five (5) days prior to the  
21 meeting at which said vote is to be taken.

22  
23  
24  
25 BY: Nanci Johnson  
26 Nanci Johnson, Chapter President  
27

28  
29 DATE: 05/21/2024  
30

- 31 Chartered 1968
- 32 Adopted October 1974
- 33 Amended January 1977
- 34 Amended March 1980
- 35 Amended February 1983
- 36 Amended May 1983
- 37 Amended February 1986
- 38 Amended October 1993
- 39 Amended April 2001
- 40 Amended May 2002
- 41 Amended January 2003
- 42 Amended February 2005
- 43 Amended June 2007
- 44 Amended August 2011
- 45 Amended March 2016
- 46 Amended September 2019
- 47 Amended May 21, 2024
- 48