

# CHAPTER BYLAWS

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## EASTERN WASHINGTON UNIVERSITY



**Public School Employees of Washington/SEIU Local 1948**

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## PREAMBLE

### A. NAME

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

This organization was chartered by Public School Employees of Washington on February 27, 2013.

### B. MISSION – OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of EWU to work closely with Public School Employees of Washington/SEIU Local 1948 to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all administrative exempt employees in the state of Washington.

### C. VISION – WHAT WE STRIVE TO ACHIEVE

We will provide representation of superior quality and value that best meets the needs of chapter members. We will achieve that purpose through an organization and working environment which attracts and retains the finest people, fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of integrity and commitment to do the right thing for Washington State, EWU affiliated administrative exempt employees.

Through the successful pursuit of our commitment, we expect our activities to achieve a leadership position in representing all administrative exempt employees in PSE's EWU unit. As a result, PSE, our members, PSE employees, the university at which we work, and the community in which we live will grow and prosper.

### D. VALUES – WHICH GUIDE OUR DECISIONS, PERFORMANCE, AND CONDUCT

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest, and respectful communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, comfortable, and based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their diversity and individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Performing the professional, technical, organizational, and ethically "right" thing as opposed to the easy, popular, or politically expedient action and/or responses.
- Demonstrating a high level of social responsibility and conscious.
- Uniting in solidarity with other labor organizations.



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## ARTICLE I

### MEMBERSHIP

#### **Section 1.1.**

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, religion, faith, national origin, sex, sexual orientation, gender, age, marital status, disability, status as a veteran, or political belief, shall be eligible for membership.

##### **Section 1.1.1. Eligibility.**

Any administrative exempt employee who is assigned to a unit represented by PSE and who is regularly employed by or for Eastern Washington University is eligible for membership in this chapter.

##### **Section 1.1.2. Member In Good Standing.**

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed and current in payment of dues as are required by these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office while on leave. However, any member currently in an elected office or appointed position who is on an authorized leave of absence for longer than three (3) months must resign their position. Any member who is on layoff or who has been terminated from employment and has exhausted all appeals shall not be eligible to vote or hold office.

##### **Section 1.1.3. Free Riders.**

Any represented worker who opts out or declines 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 or state leaders or vote for ratification of collective bargaining agreements. In addition, free-riders may not attend any PSE-sponsored functions.

## ARTICLE II

### DUES

#### **Section 2.1 State Dues.**

State dues shall be paid monthly to the state office of PSE as outlined in the State Bylaws.

##### **Section 2.1.1. Chapter Rebates.**

Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of the State Bylaws.

#### **Section 2.2. Local Dues.**

Local membership dues shall be twenty-four dollars (\$24.00) per year. Local dues shall be paid in October each year to the chapter treasurer by the university. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon approval of the Executive Board.



1 **Section 2.3 Refunds.**

2 Membership dues are not refundable. In the event of an error resulting in an overpayment of dues, refunds  
3 will be made from the beginning of the fiscal year.  
4  
5

6  
7 **ARTICLE III**

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9 **GOVERNANCE AND OPERATIONS**  
10

11 **Section 3.1.**

12 PSE shall be governed by a representative form of government.  
13

14 **Section 3.2.**

15 Members in good standing shall suffer no impairment of freedom of speech concerning the operations  
16 of this organization. Active discussions of organization affairs shall be encouraged and protected  
17 within this organization.  
18

19 **Section 3.3.**

20 Members in good standing shall have the right to a full and clear accounting of all organizational  
21 funds. At all levels such accounting shall include, but not be limited to, periodic reports to the  
22 membership by appropriate fiscal officers or by independent auditors not otherwise connected with the  
23 organization, and a financial audit at least once a year which is made available to all members.  
24

25 **Section 3.4.**

26 Members in good standing shall have the right to full participation, through discussion and vote, in the  
27 decision-making processes of the organization and to pertinent information needed to exercise this  
28 right.  
29

30 **Section 3.4.1.**

31 This organization shall continue until a majority of all of the members in good standing vote to  
32 dissolve the organization.  
33

34 **Section 3.5. GOVERNING BODY.**

35 Except when general meetings of the chapter are in session, the business and property of this chapter  
36 shall be managed by an Executive Board. The authority to govern and act on behalf of the  
37 membership is vested in the elected Executive Board who shall decide all matters not specifically  
38 reserved to the general membership in these bylaws or decided by action of the members at a regular or  
39 special meeting.  
40

41 **Section 3.5.1. Executive Board.**

42 The Executive Board will be comprised of the officers as follows: President, Vice President,  
43 Secretary, Treasurer, Grievance Officer, Legislative Representative, Communications &  
44 Outreach Officer and Membership Officer(s).  
45

46 **Section 3.5.2. PSE Field Staff.**

47 PSE Field Staff shall work closely with the chapter in an advisory position. All decisions  
48



governing the business of the local chapter shall be the sole responsibility of the elected officials and membership of the chapter.

### **Section 3.6. Operating Principles.**

To provide the chapter with the highest quality direction and management possible, the following operating principles shall guide the Executive Board.

#### **Section 3.6.1. Board/Membership Relationships.**

A positive, constructive, cooperative relationship between the Executive Board and the membership is essential to achieving the mission and vision of the organization. Therefore, the board and membership will conduct themselves in a way that promotes mutual trust, demonstrates respect for diversity, individual dignity, and displays professionalism. The board shall utilize positive conflict resolution methods and maintain open, honest lines of communication that respect an appropriate chain of command within the chapter.

#### **Section 3.6.2. Media.**

The President, or their designee, is the primary spokesperson for the chapter. Media inquiries to individual board members about matters of chapter concern should be referred to the chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific legislation should be referred to the executive director or designee at state headquarters.

#### **Section 3.6.3. Other Labor Organizations.**

The President or their designee shall be the chapter contact for discussions with other labor organizations. Such discussions shall be fully reported to the Executive Board, and any agreements with other labor organizations shall be approved by the Executive Board and in accordance with Section 7.3.

## **ARTICLE IV**

### **MEETINGS**

#### **Section 4.1. General Meetings.**

General membership meetings of this chapter shall be held at least three (3) times annually at a time and place to be determined by the Executive Board. Meetings may be held in-person or virtually.

#### **Section 4.2. Special Meetings.**

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

#### **Section 4.3. Meeting Notification.**

The President shall provide at least five (5) calendar days notification of any general membership or special meeting called. However, said five (5) calendar days notice may be waived by the Executive Board provided that every reasonable effort is employed to notify the membership of the meeting.

1 **Section 4.4. Voting.**

2 At any meeting of the membership of this chapter, each member in good standing present shall be  
3 entitled to one (1) vote. Voting may be conducted during a virtual meeting by a show of hands, secret  
4 ballot, roll call, or by using another means available virtually when a vote is required to ratify  
5 documents, amend bylaws, or for other business of the chapter. Election of officers may be completed  
6 online by secret ballot using ElectionRunner service or comparable service  
7

8 **Section 4.5. Open Meetings/Quorum.**

9 Members in good standing are entitled to attend any meetings of PSE of EWU. A majority of  
10 members present shall constitute a quorum, providing there are at least eleven (11) members before  
11 any chapter business may be transacted.  
12

13 **Section 4.6. Robert's Rules of Order.**

14 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this  
15 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE  
16 state bylaws, these bylaws and with any special rules of order this chapter may adopt.  
17

18 **Section 4.7. Communications & Outreach Officer.**

19 The Communications & Outreach Officer shall meet as needed at a time and place mutually agreed  
20 upon by the President.  
21

22 **Section 4.8. Executive Board Meetings.**

23 Meetings of the Executive Board shall be called at the discretion of the President. Meetings may also  
24 be called upon motion of a majority of the members of the Executive Board to the President.  
25  
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29 **ARTICLE V**

30 **EXECUTIVE BOARD**

31 **Section 5.1. Positions.**

32 The Executive Board will be comprised of the President, Vice President, Secretary, Treasurer,  
33 Grievance Officer, Legislative Representative, Communications & Outreach Officer and Membership  
34 Officer(s).  
35  
36  
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38 **Section 5.2. Term of Office.**

39 The term of office shall be for a period of two (2) years, or until successors are elected. Every even-  
40 numbered year, the President, Legislative Representative, Membership Officer, and Secretary, shall be  
41 elected for a term of two (2) years. Every odd-numbered year, the Vice President, Grievance Officer,  
42 Treasurer, and Communications & Outreach Officer shall be elected for a term of two (2) years. The  
43 immediate Past President may sit on the Executive Board for one (1) year only as the parliamentarian  
44 and will not have voting rights.  
45

46 **Section 5.3. E-board Meetings.**

47 The Executive Board shall hold regular meetings, and such special meetings as the President or the  
48 board shall deem necessary for the competent management of affairs of the chapter. The Executive  
49 Board may hold closed door sessions for the discussion of confidential matters.



1  
2 **Section 5.4. E-Board Vote.**

3 Each member of the Executive Board shall possess one (1) vote in matters coming before the board.  
4 All voting at meetings of the Executive Board shall be by each member present in-person or attending  
5 virtually and voting by proxy shall not be allowed. A majority of the members of the Executive Board  
6 shall constitute a quorum.  
7

8 **Section 5.5. Duties and Responsibilities.**

9 Each officer is expected to execute the duties and responsibilities of their office by exercising  
10 professional and ethical behavior, protecting members' privacy, and holding confidential, such  
11 sensitive matters that could be contrary to the interest of PSE of EWU.  
12

13 **Section 5.5.1. President.**

14 The President shall preside at all meetings of the chapter. The President shall be made aware of  
15 and supervise all activities of the chapter; execute all instruments in its behalf; and work with  
16 PSE field staff, with the advice and consent of the Executive Board, to achieve the mission,  
17 vision, goals, and objectives of the chapter. The President shall appoint all special committees  
18 not otherwise provided for in the bylaws of the chapter, subject to the approval of the Executive  
19 Board, and serve as an ex-officio member of all committees. The President shall report  
20 periodically to the membership regarding the progress and standing of the chapter in regard to  
21 the President's official acts; and perform all other duties of the office.  
22

23 **Section 5.5.2. Vice President.**

24 The Vice President shall provide such assistance to the President as requested; serve on the  
25 Grievance Committee; and shall, in the absence of the President, perform duties of that office.  
26

27 **Section 5.5.3. Secretary.**

28 The Secretary shall ensure that the minutes of general membership meetings and Executive  
29 Board meetings are duly recorded. It shall be the duty of the secretary to keep the records of  
30 the chapter and the Executive Board and to perform such other official functions as the  
31 President and board may direct.  
32

33 **Section 5.5.4. Membership Officer(s).**

34 It shall be the duty of the Membership Officer(s) to maintain a current and accurate list of  
35 members in good standing of the chapter in coordination with the membership information  
36 section at PSE state headquarters; ensure that all members are paying dues; render periodic  
37 membership reports as required by Public School Employees of Washington/SEIU Local 1948;  
38 contact new employees assigned to the chapter and provide them with membership  
39 information; and perform other official functions as directed by the President and Executive  
40 Board.  
41

42 **Section 5.5.5. Treasurer.**

43 The Treasurer shall receive and be accountable for all funds and monies belonging to the  
44 chapter; pay all obligations incurred by the chapter as authorized by the Executive Board; keep  
45 an accurate record of receipts and disbursements; and maintain bank accounts and depositories  
46 designated by the Executive Board. Such money shall be withdrawn only by checks approved  
47 by two (2) Executive Board officers. The Treasurer shall render periodical financial reports as  
48 required by the Executive Board, the membership, or Public School Employees of  
49 Washington/SEIU Local 1948 to ensure that the chapter is in compliance with all laws and



1 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal  
2 year for all financial reports shall be from September 1 to August 31 of the following year,  
3 inclusive. The Treasurer shall act as custodian of all properties of the chapter.  
4

5 **Section 5.5.6. Communications & Outreach Officer.**

6 It shall be the responsibility of the Communications & Outreach Officer to manage social  
7 media platforms, produce and disseminate quarterly chapter newsletter. The C&O Officer is to  
8 serve as chair of PSE event-related committees/social events, organize “new hire” welcome  
9 activities and serves on the Executive Board.  
10

11 **Section 5.5.7. Legislative Representative.**

12 The Legislative Representative shall attend the annual Legislative Conference; report  
13 legislative activities to the membership; keep an accurate update of all legislative activities and  
14 their possible impact on members and shall assist the Zone 13 Legislative Council Member as  
15 required. The Legislative Representative will chair the Legislative Committee if one is  
16 necessary.  
17

18 **Section 5.5.8. Grievance Officer.**

19 The Grievance Officer shall be informed of the grievance procedures as stated in the Collective  
20 Bargaining Agreement between Eastern Washington University and Public School Employees  
21 of EWU. The grievance officer shall assist members having a grievance or potential grievance.  
22 Other chapter officers and grievance committee will assist the grievance officer as necessary.  
23

24 **Section 5.5.9. Past President.**

25 When a new president is elected, the past president may serve for one year as a historian and  
26 mentor to the board. The Past President may also perform such other duties as assigned by the  
27 president.  
28

29 **Section 5.5.10. Shadowing Officer Duties**

30 When appropriate, any member in good standing may shadow the duties of any chapter officer  
31 for the purpose of learning more about the officer position for which the member may be  
32 interested in running.  
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34  
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36 **ARTICLE VI**

37  
38 **ELECTIONS, FILLING OF VACANCIES AND RECALL PROCEDURES**

39  
40 **Section 6.1. Elections.**

41 Members in good standing shall have the right to fair and democratic elections at all levels of the  
42 chapter. This includes ten (10) workdays notice of nominations and elections and equal opportunities  
43 for competing candidates to state their qualifications and reasons for seeking office to the chapter  
44 membership. Election of officers may be completed online by secret ballot using Election Runner  
45 service or comparable service.  
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When elections are held, and the voting takes place only during the meeting with no proxy vote allowed, special accommodations will be made for members whose work location is off-site (inclusive of being on vacation, work from home, etc.). In this case, the off-site member may vote in the following manner. The member must use their EWU email account to send a message addressed to the secretary at their EWU email address. The secretary will record one (1) vote for each off-site member.

#### **Section 6.1.1. Unfilled Positions.**

In the event there are no candidates nominated for an open position, the president and the executive board can appoint a member in good standing to serve in the position for the term.

#### **Section 6.2. Equal Rights to Run and Hold Office.**

Members in good standing shall have an equal right to run and hold office.

#### **Section 6.3. Officer Election Dates.**

All elections shall be held prior to July 15 each year. Terms of office shall be from September 1 through August 31. Outgoing officers shall provide incoming officers with sufficient training to execute their respective duties no later than August 15 following the election.

#### **Section 6.4. Nominations.**

Nominations shall be solicited prior to the election; however, nominations shall be permitted from the floor at the meeting held for the election.

#### **Section 6.5. Eligibility for Office.**

To be eligible, a member must be in good standing for six (6) months immediately preceding the election. The six-month requirement may be waived by the Executive Board if the chapter composition changes, or other exigent circumstances occur.

#### **Section 6.6. Eligibility to Vote.**

All chapter members in good standing shall be eligible to vote for the positions of President, Vice President, Secretary, Membership Officer, Treasurer, Communications & Outreach Officer, Grievance Officer, and Legislative Representative.

#### **Section 6.7. Officer Obligations**

Every member of the Executive Board shall, upon assuming office, subscribe to the obligations contained in these bylaws.

#### **Section 6.8. Removal of an Officer.**

Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the membership present at any regular or special meetings of the chapter. Written notice of the proposed removal must be given to the Executive Board member at least five (5) workdays prior to the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed removal.

#### **Section 6.9. Unexcused Absences.**

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



1 **Section 6.10. Vacancies.**

2 A vacancy in an elected position, shall be filled as follows:

3  
4 **Section 6.10.1. President Vacancy.**

5 In the event the President cannot serve the remainder of their current term, the Vice President  
6 shall serve as President for the remainder of the term.

7  
8 **Section 6.10.2. All Other Elected Vacancies.**

9 In the event of a vacancy in the office of Vice President, Secretary, Membership Officer,  
10 Treasurer, Communications & Outreach Officer, Grievance Officer or Legislative  
11 Representative, all members shall be notified of the vacancy and nominations solicited for the  
12 position. Nominations shall be accepted for a period of ten (10) calendar days following the  
13 notification to members. The President, at their discretion, may either call a special meeting  
14 of the Executive Board, or act upon the vacancy at the next regularly scheduled board meeting.  
15 Each candidate for the position may submit a letter or have three (3) minutes to address the  
16 board prior to the vote to describe their qualifications and reasons they are seeking the position.  
17 The vacant office will only be filled for the remainder of the term in which the vacancy occurs.

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19 In the event there are no candidates nominated for a position that is vacant, the president and  
20 the executive board can appoint a member in good standing to serve in the position for the  
21 remainder of the term in which the vacancy occurs.

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26 **ARTICLE VII**

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28 **MISCELLANEOUS PROVISIONS**

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30 **Section 7.1. State Bylaws.**

31 Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall  
32 always supersede local bylaws where conflict exists.

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34 **Section 7.2. Report of Changes in Officers.**

35 The chapter shall send to the PSE state office, a list of names and addresses of its Executive Board and  
36 members, together with other information required by PSE and shall notify PSE of all changes in  
37 Board Members, members, and addresses.

38  
39 **Section 7.3. Agreements.**

40 The chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute  
41 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
42 or pertains to wages, hours or working conditions of the employees in the bargaining units, nor any  
43 agreement which would affect the rights of employees represented by PSE, nor any agreement  
44 affecting the scope of any collective bargaining units, with the university, employer, or other entity or  
45 agent, unless such agreement is first reviewed and approved by the Executive Director of Public  
46 School Employees of Washington/SEIU Local 1948 or their designee, provided decisions of the  
47 Executive Director may be appealed to the Board of Directors.

1       **Section 7.3.1. Signed Documents.**

2       Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be  
3       submitted to the PSE Regional Office who will ensure electronic copies are submitted to the  
4       PSE State office and posted to the PSE website.

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8                               **ARTICLE VIII**

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10                           **COMMITTEES / DELEGATES**

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12       **Section 8.1. Eligibility.**

13       All committee members and delegates must be members in good standing.

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15       **Section 8.2. Grievance Committee.**

16       The Grievance Committee shall be composed of the Vice President, Grievance Officer, five (5)  
17       members at large on a volunteer basis, and PSE's field representative to PSE of EWU; and shall be  
18       responsible for advising members of their rights regarding a non-validated grievance, as outlined in the  
19       State Bylaws, Article XIV, State Grievance Panel.

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21       **Section 8.3. Negotiating Committee.**

22       The Negotiation Committee shall be comprised of the President, Vice President, Secretary and two (2)  
23       members at large. Opportunities to serve as a member at large on the Negotiating Committee will be  
24       communicated to the membership and those interested may be elected by the membership or appointed  
25       by the Executive Board, at the discretion of the Executive Board.

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27       Due to the complexity of negotiations an additional individual may serve as an expert for their  
28       respective position/area of work. These members will serve as points of contact for the Negotiation  
29       Committee and may be requested to attend specific bargaining sessions.

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31       Final bargaining decisions shall be made only by the bargaining unit members on the committee. Any  
32       and all tentative agreements reached between Negotiation Committee and the University shall be  
33       presented at a general chapter meeting for a ratification vote.

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35       **Section 8.4. Annual Convention Delegates.**

36       Delegates shall be elected at a general membership meeting by secret ballot. Approved expenses  
37       incurred by elected delegates attending the annual convention shall be paid by the chapter or in  
38       accordance with appropriate provisions of the PSE State Bylaws.

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40       **Section 8.5. Audit Committee.**

41       An Audit Committee shall be selected by the Executive Board to audit the financial records of the  
42       Chapter at the end of each year.

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44       **Section 8.6. Other or Special Committees.**

45       The Executive Board shall designate such special committees as they determine necessary in the  
46       carrying out of the objectives and purposes of this chapter.



1 **ARTICLE IX**

2 **AMENDMENTS**

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5 **Section 9.1. Bylaw Amendments.**

6 These bylaws may be amended by a majority vote of the chapter membership at any regular or special  
7 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the  
8 members of the Executive Board at least five (5) workdays prior to the meeting at which said vote is to  
9 be taken.

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11 Members in good standing who want to propose a change to the bylaws may present a request to the  
12 Executive Board in writing.

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19 BY: \_\_\_\_\_/signed by/  
20 Brent Olinger, Chapter President

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23 DATE: \_\_\_\_\_ April 15, 2024

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29  
30 Adopted by the membership on the 18<sup>th</sup> day of March 2013  
31 Revised by the membership on October 11, 2017  
32 Revised by the membership on March 13, 2020  
33 Revised by the membership on December 9, 2021  
34 Revised by the membership on October 13, 2022

