

CHAPTER BYLAWS

EASTMONT



Public School Employees of Washington/SEIU Local 1948

P.O. Box 798

Auburn, WA 98071-0798

1-866-820-5652

www.pseclassified.org

TABLE OF CONTENTS

	Page
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	2
ARTICLE III RIGHTS	2
ARTICLE IV MEETINGS	3
ARTICLE V MANAGEMENT	4
ARTICLE VI OFFICERS, NOMINATIONS AND ELECTIONS	5
ARTICLE VII DUTIES OF OFFICERS	6
ARTICLE VIII MISCELLANEOUS PROVISIONS	7
ARTICLE IX COMMITTEES, DELEGATES AND REPRESENTATIVES	8
ARTICLE X AMENDMENTS	9

P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Eastmont and shall be an affiliate of Public School Employees of Washington (PSE)/SEIU Local 1948, 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 April 16, 1969.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Eastmont 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 classified school employees in the state of Washington.

C. VISION - WHAT WE STRIVE TO ACHIEVE

We will provide service of superior quality and value that best meets the needs of our chapter members. We will achieve that purpose through an organization and working environment, which attracts 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.

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all classified employees. As a result, PSE, our members, PSE employees, the school district in which we work, and the community in which we live will grow and prosper.

D. VALUES - WHICH GUIDES 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 communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be 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 individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically "right" thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE I

MEMBERSHIP

Section 1.1. Eligibility.

Except as otherwise provided in the bylaws, or in the constitution of this 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 a classified school employee (as defined by the Public School Employees of Washington/SEIU Local 1948) by or in Eastmont School District #206, and who are members of the Public School Employees of Washington/SEIU Local 1948 are eligible for membership in the organization.

ARTICLE II

DUES

Section 2.1.

Application for membership shall be made on a Dues Authorization Card, which is provided by the District.

Section 2.2.

Monthly membership dues of this organization shall be the same as the current state dues plus two dollars and fifty cents (\$2.50) local dues per member for local chapter use.

Section 2.3.

Membership dues shall be payable monthly by payroll deduction.

ARTICLE III

RIGHTS

Section 3.1.

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

Section 3.2.

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.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Section 3.3.

Members shall have an equal right to run and hold office, except those persons set forth in Chapter 108, Laws of 1067, Extraordinary Session, Section 3.2.a, b & c, and those employees classified either by state statute or appropriate state regulatory agencies as being a “supervisory employee”.

Section 3.4.

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, periodical reports to the membership by appropriate fiscal officers or by independent auditors not otherwise connected with the organization.

Section 3.5.

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.

Section 3.6.

An employee shall no longer be a member of this organization under the following circumstances:

- A. If he/she is separated from service with the Eastmont School District.
- B. If he/she becomes ineligible for membership in this organization as a result of taking a position that is not represented by PSE/SEIU Local 1948.
- C. If he/she retires.
- D. Upon entering military service.

ARTICLE IV
MEETINGS

Section 4.1.

Regular meetings of this organization shall be held at least four (4) times a year at a time and place to be fixed by the membership or by 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 (20%) percent of the members of this organization.

Section 4.3. Special Meetings.

The President shall provide at least five (5) days notification to all members, of any special meeting called.

Section 4.3.1. Emergency Meetings.

Emergency meetings may be called at the discretion of the president or the president’s designee when the five (5) days notification is not practical, and the business of the chapter cannot wait. Notice to the membership shall be by building and department to allow as much notice as possible.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Section 4.4.

At any meeting of the membership of this organization, each member present shall be entitled to one (1) vote.

Section 4.5.

Six (6) members shall constitute a quorum, one (1) of which shall be a President or Vice President of this organization. A regular or special meeting of this organization may be held only if a quorum be present.

**ARTICLE V
MANAGEMENT**

Section 5.1.

The business and property of this organization shall be managed by a Board of seven (7) Trustees, except when the meetings of the organization are in session. All matters affecting the purposes, aims and means of accomplishing the purposes of the organization, not specifically provided for in the Constitution or in the bylaws or by action of the members at a regular or special meeting shall be decided by the Board of Trustees.

Section 5.2.

The board of Trustees shall be composed of the President, Vice-President, Secretary, Treasurer and a representative from each of the following classifications of employees of the school district.

- Classifications:
- 1. Custodian
 - 2. Transportation
 - 3. Maintenance

Section 5.3.

The term of office of the Trustees of this organization shall be for a period of two (2) years from the date of election.

Section 5.4.

The Board of Trustees shall hold such special meetings as the President, or the Board shall deem necessary for the competent management of 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.



1 **Section 5.6.**

2 Any Trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any
3 regular or special meeting of the membership of the organization. Notice of the proposed removal of
4 the Trustee must be given to the Trustee five (5) days prior to the date of the meeting at which the
5 removal is to be voted upon. Such notice to the Trustee must state the cause for the proposed removal.
6

7 **Section 5.7.**

8 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
9 for removal of the trustee by the Board of Trustees.
10

11 **Section 5.8.**

12 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
13 filled by the remaining Trustees. In the event that such Trustee is an officer, such selection shall be
14 from the membership at large. All other Trustees vacancies shall be filled from the classification of
15 which they are representatives. Such appointees shall serve during the unexpired term of the trustee
16 whose position has become vacant.
17
18
19

20 **ARTICLE VI**

21 **OFFICERS, NOMINATIONS AND ELECTIONS**
22
23

24 **Section 6.1.**

25 The officers of this organization shall be a President, Vice President, Secretary, Treasurer, and three
26 (3) Trustees, as provided in Article V, Section 5.2., which members shall constitute the Board of
27 Trustees of this organization as provided in these bylaws. All officers and Trustees shall be elected for
28 a term of two (2) years. All officers and Trustees shall be elected to one position only.
29

30 **Section 6.2.**

31 Election of officers and committee members shall be at the regular meeting of the organization in May.
32 Installation will take place two weeks after the election of officers. The President, Secretary,
33 Legislative Representative and Grievance Committee members shall be elected in the odd year and the
34 Vice President, Treasurer, Classification Representatives and Bylaws Committee members shall be
35 elected in even years.
36

37 **Section 6.3.**

38 Nominations shall be made at the regular or special meeting of the organization in April, a month
39 preceding the election. At least fifteen (15) work days advance notice shall be given the membership
40 prior to the nomination meeting. A nominating committee may be appointed or elected to make
41 nominations. But whether or not such nominating committee is used, nominations shall be permitted
42 from the floor at the nominating meeting.
43

44 **Section 6.4.**

45 To be eligible for office, a member must be in good standing for one (1) year immediately preceding
46 the election, except in the initial election held in this organization, and must qualify under the
47 provisions of Article III, Section 3.1.
48



1 **Section 6.5.**

2 Officers and Trustees shall be elected by secret ballot vote and the balloting shall be so conducted as to
3 afford all members a reasonable opportunity to vote. At least fifteen (15) working days advance notice
4 shall be given the membership prior to the holding of the election.

5
6 **Section 6.5.1.**

7 In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents
8 the membership from meeting in person for the purposes of voting for union officers through
9 secret ballot for an extended period of time, the following process for appointment of interim
10 local union officers to fill positions shall be utilized:

- 11
- 12 • If an election cannot be held prior to the conclusion of the current school year, all
13 officers who are currently in office and wish to continue to serve shall be considered
14 “interim” officers until such a time as an election can be safely held.
- 15
- 16 • In the event that the President wishes to step down from the presidency, and or is no
17 longer eligible to serve as President, the Vice-president shall serve as the interim
18 President until such time as a secret ballot election can occur.
- 19
- 20 • In the event that any officer or Board Member (other than the President) no longer
21 wishes to serve or is no longer eligible to serve, the Executive Board shall appoint a
22 willing member to serve as the interim officer until such time as a secret ballot election
23 can occur.
- 24

25 **Section 6.6.**

26 Every Officer and Trustee shall, upon assuming office, subscribe to the obligation of an officer
27 contained in these bylaws. All Officers and Trustees shall be elected to one position only.

28
29
30
31
32 **ARTICLE VII**

33
34 **DUTIES OF OFFICERS**

35
36 **Section 7.1. President.**

37 The President shall preside at all meetings of the organization and of the Board of Trustees. He/she
38 shall supervise all activities of the organization, execute all instruments in its behalf; counter-sign all
39 checks drawn against the funds of the organization; appoint all standing committees and all special
40 committees of the organization subject to the approval of the Board of Trustees; report periodically to
41 the membership regarding the progress and standing of the organization in regard to his/her official
42 acts; perform all other duties as prescribed in the bylaws and Constitution; and perform such other
43 duties usually inherent in such office.

44
45 **Section 7.2. Vice President.**

46 The Vice President shall act for the President in his/her absence and perform such other acts as the
47 President or the Board of Trustees may direct. He/she may be authorized, by the Board of Trustees, to



1 act as a co-signer of checks drawn on the funds of the organization in place of or in addition to either
2 the President or Treasurer. The Vice President shall also chair the Grievance Committee.

3
4 **Section 7.3. Secretary.**

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

7
8 **Section 7.4. Treasurer.**

9 It shall be the duty of the Treasurer to receive and be accountable for all funds and monies belonging
10 to the organization; pay all obligations incurred by the organization in payment as authorized by the
11 Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and
12 such money shall be withdrawn only by checks signed by the President and/or Vice President and the
13 Treasurer; and he/she shall render periodical financial reports as required by the Board of Trustees or
14 by the membership; and keep an accurate record of receipts and disbursements; and shall act a
15 custodian of all properties of the organization. The Treasurer shall also be responsible for completing
16 and submitting the 990N report to PSE/SEIU Local 1948 no later than October 31.

17
18 **Section 7.5. Classification Representatives.**

19 The Classification Representative shall be responsible for representing the interests of the members in
20 their classification to the Board of Trustees and perform such other duties usually inherent in such
21 position.
22
23
24

25 **ARTICLE VIII**

26 **MISCELLANEOUS PROVISIONS**

27
28
29 **Section 8.1.**

30 This organization shall be at all times subject to the provisions of the Articles and Bylaws of the Public
31 School Employees of Washington/SEIU Local 1948.

32
33 **Section 8.2.**

34 The Board of Trustees shall designate such standing committees and special committees as they
35 determine necessary in the carrying out of the objectives and purposes of this organization.
36

37 **Section 8.3.**

38 Except to the extent specified in the Constitution and Bylaws, no officer of this organization shall have
39 the power to act as agent for, or otherwise bind this organization in any way whatsoever. No member
40 or group of members or any other person or persons shall have the power to act on behalf of or
41 otherwise bind the organization except to the extent specifically authorized by membership vote.
42

43 **Section 8.4.**

44 Robert's Rules of Order Newly Revised shall be the guide in all cases in which they are applicable,
45 and in which they are not inconsistent with the Constitution, Bylaws and special rules of this
46 organization or of the Public School Employees of Washington/SEIU Local 1948.
47
48

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE IX

COMMITTEES, DELEGATES AND REPRESENTATIVES

Section 9.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and at least one representative from each classification; and shall be elected to a two (2) year term.

Section 9.2. Negotiating Committee.

A Negotiating Committee shall consist of seven (7) members and shall be composed of the President and a representative elected from each classification and three (3) members appointed by the Board of Trustees. Each bargaining unit shall be represented equally. The negotiating committee shall work with the PSE Field Representative in developing proposals and negotiating agreements.

Section 9.3. Bylaw Committee.

A Bylaw Committee shall consist of a member from each classification plus a chair and an alternate. The purpose of the committee will be to review the Bylaws at least every two (2) years and determine if there needs to be any changes or additions.

Section 9.4. Legislative Representative(s).

The Legislative Representative(s) shall work as a liaison between Chapter members and the Zone Representative on the State PSE Legislative Council. Names and addresses of the legislative representative(s) or any changes in representatives shall be submitted to Public School Employees of Washington/SEIU Local 1948.

Section 9.5. Annual Convention Delegates and Alternates.

Approved expenses incurred by delegates attending the Annual Convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws. Convention Delegates shall be elected by secret ballot at the May meeting. The Chapter President should be recommended as one (1) of the delegates elected to attend convention. (They will still have to be voted in as a delegate, per WA Labor Law.) Alternates shall be elected by the same procedure as convention delegates.

Section 9.6. Legislative Delegate(s).

Legislative Delegates shall be elected by secret ballot at the November chapter meeting.

Section 9.7. Audit Committee.

An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the Chapter. The chapter audit shall be conducted annually following the May elections but shall be complete by June 15.

Section 9.8. Other or Special Committees.

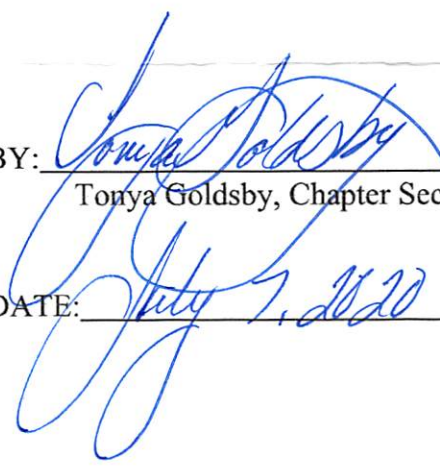
The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this Chapter.

ARTICLE X

AMENDMENTS

Section 10.1.

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

BY: 
Tonya Goldsby, Chapter Secretary

DATE: July 7, 2020

- Amended - March 7, 1984
- Amended - March 1, 2002
- Amended - February 7, 2007
- Amended - November 7, 2007 - Section 9.5
- Amended - December 15, 2008 - Sections 2.2, 6.1, 6.2, 6.6, 9.2, 9.3, & 10.1
- Amended - April 25, 2010 - Sections 6.2, 6.3, 9.4, & 9.5
- Amended - April 11, 2011
- Amended - July 10, 2013 - Section 6.2
- Amended - July 7, 2020 - Section 6.5