

# CHAPTER BYLAWS

Amended January 15, 2025

---

## PUBLIC SCHOOL EMPLOYEES OF CLASSIFIED SUPPORT STAFF OF EDMONDS CHAPTER #1127



---

Public School Employees of Washington / SEIU Local 1948

PO Box 798

Auburn, WA 98071-0798

866.820.5652

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

## TABLE OF CONTENTS

	PAGE
PREAMBLE	1
NAME AND AFFILIATION	1
MISSION AND VISION	1
ARTICLE I MEMBERSHIP RIGHTS AND RESPONSIBILITIES	1
ARTICLE II MEMBERSHIP	2
ARTICLE III MEETINGS	3
ARTICLE IV NOMINATIONS AND ELECTIONS	3
ARTICLE V CONTRACT RATIFICATION	5
ARTICLE VI COMMITTEES AND DELEGATES	5
ARTICLE VII ACCOUNTING AND EXPENDITURES	6
ARTICLE VIII MANAGEMENT AND OPERATING PRINCIPALS	9
ARTICLE IX DUTIES OF OFFICERS	12
ARTICLE X AMENDMENTS	13
SIGNATURE PAGE	14
GLOSSARY OF TERMS	14

---

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

## PREAMBLE

### NAME AND AFFILIATION

The name of this Chapter shall be Classified Support Staff of Edmonds (CSSE), an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE).

This local Chapter shall be affiliated with and be Chapter #1127 of Public School Employees of Washington/SEIU Local 1948, an affiliation with Service Employees of International Union (SEIU) which is a not for profit 501 (c) 5 labor organization operating under the laws of the State of Washington. This Chapter was chartered by the Public School Employees of Washington on May 5, 1977.

This Chapter shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of PSE.

### MISSION AND VISION

The mission of the CSSE, 1127 is to secure rights, recognition and respect for the Brailist, Career Specialists, LPN and Paraeducators in the Edmonds School District (ESD), and any other position listed on Schedule A of the Collective Bargaining Agreement (CBA). We are committed to the process of Collective Bargaining. We will work to promote educational enrichment opportunities, encourage membership growth and provide quality leadership while working closely with the ESD and PSE.

## ARTICLE I

### MEMBERSHIP RIGHTS AND RESPONSIBILITIES

#### **Section 1. Choosing Leaders.**

Members shall have the right to choose the leaders of the union in a fair and democratic manner at all levels of the Chapter. This includes due notice of nominations and elections, equal opportunities for competing candidates and proper election procedures.

#### **Section 2. Accounting of Funds.**

Members shall have the right to a full and clear accounting of all Chapter funds. At all levels, such accounting shall include a written financial report, available at each Executive Board meeting, Representative meetings and General Membership meetings. A financial audit will be conducted at least once a year and available to all members with a written request to the Executive Board.

#### **Section 3. Freedom of Speech.**

Members shall suffer no impairment of freedom of speech concerning the operations of this Chapter. Active discussions of Chapter business shall be encouraged and protected.

#### **Section 4. Participation.**

Members shall have the right to full participation, through discussion and vote, in the decision-making process of this Chapter and to the pertinent information needed for the exercise of this right.

1 **Section 5. Member Discussions with Building Representatives.**

2 If a situation arises at a member’s building site, the first person he or she should talk to is their Building  
3 Representative (BR). The BR can advise them and help them decide if the Executive Board needs to be  
4 alerted and who should originate the conversation.  
5

6 **Section 6. Private Discussion with the Board.**

7 Members may request to address the Board during the Executive Board meeting. Contact the Chapter  
8 Secretary with the issue to discuss. He/she will schedule a time (no longer than thirty (30) minutes) either  
9 at the beginning or end of the meeting. The Secretary will notify the other Board members of the change  
10 to the agenda.  
11

12 **Section 7. Contacting Board Members.**

13 Members may contact any member of the Executive Board by using their home email or home/cell phone.  
14 No emails can be made using ESD email or phone calls made during working hours. Contact your BR for  
15 phone numbers or email addresses of the Board members.  
16

17  
18 **ARTICLE II**

19  
20 **MEMBERSHIP**

21  
22 **Section 1. Membership Eligibility.**

23 Except as otherwise provided in these Bylaws, any person shall be eligible for membership without regard to  
24 race, creed, color, national origin, sex, sexual orientation or political belief.  
25

26 **Section 2. Active Members.**

27 Any classified ESD employee who works in the groups represented by CSSE and who is a member of PSE  
28 is eligible for membership in this Chapter. A classified employee is one whose position does not require a  
29 teaching certificate.  
30

31 **Section 3. Member in Good Standing.**

32 To be eligible to vote, to hold office or be a convention delegate, a member must be in good standing. To  
33 be in good standing the member shall be employed and current in payment of dues as are required by these  
34 Bylaws. Any member who is on authorized leave of absence pursuant to the Collective Bargaining  
35 Agreement (CBA) shall retain the right to vote, hold office or be a convention delegate. Free Riders and  
36 members who have been terminated from employment shall not be eligible to vote, hold office or be a  
37 convention delegate. Free Riders shall be defined as any classified support staff member who opts to not  
38 pay Union dues. Free Riders are not members in good standing.  
39

40 **Section 4. Maintenance of Membership.**

41 Employees subject to the Contractual Agreement, fulfilling its requirements, shall be considered in good  
42 standing as long as they initiate and continue membership and authorization of payroll deduction of  
43 membership dues. Any employee failing to apply for membership or to continue to pay dues through  
44 payroll deduction, shall be considered a Free Rider. Failure to pay dues for two (2) consecutive months, or  
45 to apply for membership shall be considered as failure to abide by the provisions of the Contractual  
46 Agreement regarding “membership in good standing in the Chapter”.  
47  
48  
49

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 III

### MEETINGS

**Section 1. General Meetings.**

General meetings of this Chapter shall be held as deemed necessary by the President and/or Executive Board, but not less than two (2) meetings per school year (September 1 to August 31).

**Section 2. Building Representative Meetings.**

BR meetings shall be held monthly or every other month during the school year and shall be no less than four (4) meetings per school year. Any member in good standing may attend these meetings. Cancellation or changes shall be made by the Executive Board. Notification is the responsibility of the Secretary.

**Section 3. Special Meetings.**

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

**Section 4. Meeting Notification.**

The President shall provide at least fifteen (15) calendar days' notification to all members of a General Membership meeting. Waiver of this requirement of fifteen (15) calendar days' notice is granted, provided that every reasonable effort is employed to notify the membership of the meeting.

**Section 5. Executive Board Meetings.**

The Executive Board shall meet prior to the Building Representative and General meetings. Executive Board meetings may be held at various sites, including, but not limited to, private homes and public places.

**Section 6. Voting.**

At any meeting of the membership of this Chapter, each member of good standing present shall be entitled to one vote. A member must be present to vote – no proxy vote will be allowed. A quorum will consist of a majority of those present who are eligible to vote.

**Section 7. Meeting Programs/Agendas.**

The Executive Board shall plan all programs/agendas for General and BR meetings.

**Section 8. Robert's Rules of Order.**

The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at meetings, provided that they shall be superseded by the bylaws and special rules of this chapter of the PSE.

## ARTICLE IV

### NOMINATIONS AND ELECTIONS

**Section 1. Building Representatives.**

One or more BR shall be chosen in September at each building by members in good standing (volunteer, majority vote, other). The BR shall notify the Chapter Secretary before September 30 each year of their name, home phone number, home email address and school whom he/she represents.

1 **Section 2. Officers and Delegates.**

2 Elections for officers and convention delegates shall be held at the Spring General meeting. The officers of  
3 this Chapter shall be President or Co-Presidents, Vice President, Membership Officer, Secretary, Treasurer  
4 and/or Co-Treasurers, up to two (2) Sergeant-at-Arms, and up to two (2) Executive Board Trustees. One (1)  
5 person shall be elected for each position. Officers shall serve in said office for a two (2) year term from August  
6 1 through July 31. This constitutes the Executive Board. Delegates serve one (1) term during the annual state  
7 convention.

8  
9 **Section 3. Officer Years of Election.**

10 Every Spring of odd-numbered years, the President, Membership Officer, Secretary, Second Sergeant-at-  
11 Arms, and the Second Executive Board Trustee shall be elected for a two (2) year term. Every Spring of even-  
12 numbered years, the Vice-President, Treasurer and/or Co-Treasurers, First Sergeant-at-Arms, and the First  
13 Executive Board Trustee shall be elected for a term of two (2) years.

14  
15 **Section 3.1.**

16 If elections are postponed due to circumstances beyond our control, such as a global pandemic,  
17 causing the election of Board Members to be up for election at the same time, some Board  
18 Members' terms will be for only one (1) year. The specific Board Members' terms will depend on  
19 if it is an odd or even year, as specified above.

20  
21 **Section 4. Convention Delegates.**

22 The maximum number of delegates and/or alternates who may attend the Annual Convention shall be  
23 determined by the PSE State Bylaws; the maximum the Chapter will send will be determined by the Executive  
24 Board. Convention delegates shall be recommended by the Executive Board and voted upon at the Spring  
25 General meeting. Executive Board members shall automatically be placed into nominations; they have the  
26 right to opt out. Nominations will also be taken from the floor.

27  
28 **Section 5. Nominations.**

29 The Nominating Committee shall nominate in writing, one (1) or more candidates for each office to be filled.  
30 Nominations may be filled by any member in good standing and shall be permitted from the floor during the  
31 meeting to elect officers. No name shall be placed in nomination without prior consent from that member.

32  
33 **Section 6. Requirements of Nominees.**

34 All nominees must be in good standing and have attended two (2) or more BR meetings during the year. They  
35 need not be the BR. Nominees must personally accept their nominations or arrange for a signed declaration of  
36 candidacy to be submitted on their behalf at the meeting.

37  
38 **Section 7. Voting Eligibility.**

39 Each member of good standing, as attested by the membership chair, who is present, shall be entitled to one  
40 (1) vote. A member must be present to vote - no proxy vote will be allowed.

41  
42 **Section 8. Mode of Election Voting.**

43 All elections for officers and convention delegates shall be via written secret ballot during the Spring  
44 General Membership Meeting.

45  
46 **Section 9. Election Tabulation.**

47 The Nominating Committee shall be responsible for the election, counting the votes and reporting the  
48 results.

1 **Section 10. Opportunity to Vote.**

2 Balloting shall be so conducting as to afford all members a reasonable opportunity to vote.

3  
4 **Section 11. Election Results.**

5 All positions shall be elected by simple majority.

6  
7  
8 **ARTICLE V**

9  
10 **CONTRACT RATIFICATION**

11  
12 **Section 1. Notice of Vote.**

13 Ratification will be held at a drop-in polling place. Members will be given fifteen (15) calendar days’  
14 notice of time and location.

15  
16 **Section 2. Voting Eligibility.**

17 Each present member of good standing as attested by the Membership Chair, shall be entitled to one (1)  
18 vote. A member must be present to vote—no proxy vote will be allowed.

19  
20 **Section 3. Mode of Voting.**

21 Voting shall be via secret ballot and will be tabulated by the Executive Board.

22  
23 **Section 4. Results.**

24 Ratification shall require a simple majority.

25  
26  
27 **ARTICLE VI**

28  
29 **COMMITTEES AND DELEGATES**

30  
31 **Section 1. Committees.**

32 Each standing committee shall have at least one (1) member of the Executive Board. All committees are  
33 appointed by the President and will serve a term of one (1) year.

34  
35 **Section 1.1. Nominating Committee.**

36 The Nominating Committee shall consist of Second Trustee, as Chair and no less than two (2) other  
37 Executive Board members or BRs.

38  
39 **Section 1.2. Negotiating Committee.**

40 The Negotiating Committee shall consist of five (5) Executive Board members with one of those five  
41 (5) being on the previous negotiating committee, if possible. The President may choose to add up to  
42 two (2) additional people who he or she will select.

43  
44 **Section 1.3. Audit Committee.**

45 The Audit Committee shall consist of the Vice President as Chair, the newly elected Treasurer (if  
46 one), and the First Trustee. The existing Treasurer and/or Co-Treasurers will be present during the  
47 audit but is not a member of the Committee. He or she is there to only answer questions, if any.  
48 This audit shall be completed prior to the beginning of the next school year.

1 **Section 1.4. Grievance Committee.**

2 The Grievance Committee shall be composed of the Executive Board members with the  
3 Membership Officer serving as chair.

4  
5 **Section 1.5. Labor Management Committee.**

6 The Labor Management Committee shall consist of a maximum of seven (7) members, which must  
7 include the President, Secretary and Membership Officer.

8  
9 **Section 1.6. Meeting Coordinator.**

10 The Meeting Coordinator will consist of the First Trustee as Chair and all other Board Members  
11 available.

12  
13 **Section 1.7. Reclassification Committee.**

14 The Reclassification Committee shall consist of the First Sergeant at Arms as Chair and at least one  
15 (1) other Executive Board Member with one (1) or two (2) BRs.

16  
17 **Section 1.8. Sunshine Committee.**

18 The Sunshine Committee will consist of the First Trustee and the Chair and will be assisted by the  
19 Second Trustee.

20  
21 **Section 1.9. Other/Special Committees.**

22 The President of the Executive Board shall designate special committees as he/she deems necessary  
23 in carrying out the objectives and purposes of this organization.

24  
25 **Section 2. Annual Convention Delegates.**

26 Delegates will be selected by the Nominating Committee and approved by a quorum of the general  
27 membership meeting during the Spring General Meeting. Delegates or Alternates shall represent the best  
28 interest of the Chapter membership by attending workshops, caucuses and business meetings. After the  
29 convention, they will make a summary report at the next Chapter meeting. Delegates with unexcused  
30 absences, who are not replaced by an Alternate, may not be eligible to attend future conventions and may be  
31 held financially responsible for reimbursing the Chapter forfeited convention expenses. Delegates who do not  
32 give a report at a Chapter meeting or submit it in writing may be ineligible for financial support for the next  
33 two (2) conventions. Unsuccessful delegate candidates shall be designated as Alternates in the order of votes  
34 received and shall be entitled to replace withdrawn delegates.

35  
36  
37 **ARTICLE VII**

38  
39 **ACCOUNTING AND EXPENDITURES**

40  
41 **Section 1. Dues.**

42 Application for membership shall be made on a standard Dues Authorization form provided by the  
43 Membership Chair.

44  
45 **Section 1.1. State Dues Amount.**

46 The state membership dues amount shall be determined by all the delegates at the state convention  
47 of Public School Employees of Washington.



1           **Section 1.2. State Dues Collection.**

2           State dues shall be deducted monthly by payroll and remitted monthly to the State Office of PSE as  
3           outlined in the PSE State Bylaws.

4  
5           **Section 1.3. Local Dues Amount and Collection.**

6           The Local Chapter dues of one dollar (\$1) per month shall be deducted monthly by payroll and  
7           remitted monthly to the CSSE bank account.

8  
9           **Section 1.4. Refund of Dues.**

10          Dues are not refundable except where an error resulting in an over payment exists. Members who  
11          feel there has been an error shall provide PSE, in a timely manner, the appropriate pay stubs that  
12          show the amounts mistakenly withheld.

13  
14          **Section 1.5. Chapter Rebates.**

15          Dues rebates from PSE shall be received by the Chapter in accordance with the provisions of PSE  
16          State Bylaws.

17  
18          **Section 2. Expenditures.**

19          All expenditures will be monitored by the Treasurer and/or Co-Treasurers.

20  
21          **Section 2.1. Use of Debit Card.**

22          Debit cards will be available for use by the President and Treasurer and/or Co-Treasurers. Only the  
23          President may authorize another Board member use of the debit card for Chapter business.  
24          Communication with the Treasurer and/or Co-Treasurers is required as soon as possible regarding  
25          what any debit charge was for. Receipts will be required by the Treasurer and/or Co-Treasurers.

26  
27          **Section 2.2. Use of Checking Account.**

28          All checks drawn from the chapter account must be signed by both the Treasurer and/or Co-  
29          Treasurers and President. If the President is unavailable, the Vice President or Membership Officer  
30          may co-sign.

31  
32          **Section 2.3. Receipts for Expenditures.**

33          All receipts, other than convention receipts, for reimbursement are due to the Treasurer and/or Co-  
34          Treasurers by July 31. Convention receipts are due to the Treasurer and/or Co-Treasurers by  
35          August 20.

36  
37          **Section 2.4. Mileage.**

38          CSSE shall reimburse mileage of the Executive Board, Committee members, and General members  
39          traveling for Chapter business at a rate not to exceed that allowed by the State of Washington.  
40          Mileage reimbursement does not include driving to Building rep, General, Board, or Committee  
41          meetings. Exceptions to this will be decided by the Executive Board.

42  
43          **Section 3. Annual Budget.**

44          The Treasurer and/or Co-Treasurers will provide a proposed budget for the next school year to the  
45          Executive Board at the August Executive Board Meeting. This budget will be submitted to the membership  
46          for approval at the first BR meeting of the year, in September. The fiscal year shall run from September to  
47          August.

1 **Section 3.1. Carry Over Amount.**

2 An amount of no less than one thousand dollars (\$1,000) shall be carried over from one year to the  
3 next school year.

4  
5 **Section 4. Annual Convention.**

6 Convention expenses shall be reimbursed as follows:

7  
8 **Section 4.1. Mileage and Parking Reimbursement.**

9 The mileage reimbursement will be paid at the per mile rate as is instituted by the State of  
10 Washington. Mileage reimbursement will be calculated by the most direct route from the driver's  
11 home to the destination. Every attempt to carpool should be made. Parking costs shall be  
12 reimbursed after an acceptable receipt is received.

13  
14 **Section 4.2. Rooms.**

15 The Board shall select the appropriate double occupancy room(s) for the Delegates and Alternates.

16  
17 **Section 4.3. Registration.**

18 Upon election, Delegates shall remit a check in the amount of the convention registration fee to the  
19 Chapter Treasurer and/or Co-Treasurers within two (2) weeks of being elected. Failure to do so may  
20 result in loss of delegates status. The Chapter will reimburse the registration fee of the Delegate  
21 after receiving confirmation that the Delegate has attended the convention and fulfilled all Delegate  
22 responsibilities. Delegate responsibilities are:

- 23
- 24 • Attending Leadership Training workshops, if applicable
- 25 • Participating in the state election process, including voting
- 26 • Attending Zone Caucuses
- 27 • Participating in Zone elections, including voting
- 28 • Attending and participating in business meetings

29  
30 If the Delegate fails to fulfill any part of their responsibilities, the Executive Board will determine  
31 the amount of registration reimbursement, if any is warranted.

32  
33 **Section 4.4. Meal Reimbursement.**

34 The Chapter will pay for all meals for each Delegate. The convention receipts will be turned into  
35 the Treasurer and/or Co-Treasurers by August 20 of each calendar year.

36  
37 **Section 4.5. Chapter Gift and Emergency Relief Donation.**

38 The gift and donation amount shall be determined in the annual budget.

39  
40 **Section 5. Legislative Conference.**

41 Any member in good standing may attend the conference. Conference expenses will only be reimbursed  
42 for appointed members representing this chapter.

43  
44 **Section 5.1. Mileage Reimbursement.**

45 The mileage reimbursement will be paid at the per mile rate as is instituted by the State of  
46 Washington. Mileage reimbursement will be calculated by the most direct route from the driver's  
47 home to the destination. Every attempt to carpool should be made. Parking costs shall be  
48 reimbursed after an acceptable receipt is received.

1 **Section 5.2. Rooms.**

2 The Board shall select the appropriate double occupancy room(s) for the appointed members.

3  
4 **Section 5.3. Registration.**

5 The registration fee for the appointed members attending the conference shall be paid by the  
6 Chapter.

7  
8 **Section 5.4. Meal Reimbursement.**

9 The Chapter will pay for all meals for each appointed member. The receipts will be turned into the  
10 Treasurer and/or Co-Treasurers by March 1 of each calendar year.

11  
12 **Section 5.5. Chapter Gift Donation.**

13 The Chapter will pay for a Chapter auction gift.

14  
15 **Section 6. Zone Council Meetings and Leadership Trainings.**

16 Any member may attend a Zone Council meeting and leadership training. Zone Council meeting and  
17 Leadership training expenses shall be reimbursed as follows:

18  
19 **Section 6.1. Mileage Reimbursement.**

20 The mileage reimbursement will be paid at the per mile rate as is instituted by the State of  
21 Washington. Mileage reimbursement will be calculated by the most direct route from the driver's  
22 home to the destination. Every attempt to carpool should be made. Parking costs shall be  
23 reimbursed after an acceptable receipt is received.

24  
25 **Section 6.2. Registration.**

26 The Chapter will pay the registration fee of any member attending a zone meeting or leadership  
27 training.

28  
29 **Section 7. General Certificate Reimbursement.**

30 Upon Completion, Submission and Proof of Receipt from OSPI, members will be reimbursed for the  
31 seventy-four (\$74) filing fee from the union. Members must submit a copy of their receipt to the union  
32 Treasurer and/or Co-Treasurer's within ninety (90) days in order to be reimbursed.

33  
34  
35 **ARTICLE VIII**

36  
37 **MANAGEMENT AND OPERATING PRINCIPALS**

38  
39 **Section 1. Executive Board.**

40 Except when General meetings of the Chapter are in session, the Executive Board shall manage the  
41 business and property of this Chapter. The authority to govern and act on behalf of the membership is  
42 vested in the elected Executive Board who shall decide all matters affecting the purposes, aims and means  
43 of accomplishing the purposes of this Chapter, not specifically provided in these Bylaws or by action of the  
44 members at a regular or special meeting.

45  
46 **Section 2. PSE Field Staff.**

47 PSE field staff shall work closely with the Chapter in an advisory position. All decisions governing the  
48 business of the local Chapter shall be the sole responsibility of the elected officials and membership of this  
49 Chapter.

1  
2  
3 **Section 3. Officer Term.**

4 The term of office for the Executive Board shall be two (2) years beginning August 1 following the  
5 election and ending July 31 the second year.  
6

7 **Section 3.1. Executive Board Stipend.**

8 All Officers, President, Vice President, Membership Officer, Secretary, Treasurer and/or Co-  
9 Treasurers, First Trustee, Second Trustee, First Sergeant-at-Arms, and Second Sergeant-at-Arms  
10 shall receive an annual stipend. The President shall receive one thousand dollars (\$1000) per year,  
11 (or Co-Presidents shall each receive five hundred dollars (\$500) per year), the Vice President and  
12 Membership Officer shall receive seven hundred fifty dollars (\$750) per year, the Secretary and  
13 Treasurer and/or Co-Treasurers shall receive five hundred dollars (\$500) per year (or Co-Treasurers  
14 shall each receive two hundred fifty dollars (\$250)) and the First Trustee, Second Trustee, First  
15 Sergeant-at-Arms, and Second Sergeant-at-Arms shall each receive two hundred fifty dollars  
16 (\$250) per year. Half of the stipend will be paid out at the February Executive Board Meeting, if the  
17 Officer has fulfilled their duties and obligations of the chapter for this portion of their term (Sept –  
18 Jan). The second half of the stipend will be paid at the August Executive Board Meeting, if the  
19 Officer has fulfilled their obligations of the Chapter for this portion of their term (Feb – Aug).  
20

21 In the event that an Officer is no longer serving on the Executive Board but has fulfilled their duties  
22 and obligations of the Chapter for the period of February to August, the second portion of their  
23 stipend will be mailed to them within two (2) business days of the August Executive Board  
24 Meeting.  
25

26 **Section 4. Executive Board Voting.**

27 Each member of the Executive Board shall possess one (1) vote in matters coming before the board. All  
28 voting at meetings of the Board shall be by each member present in person and voting by proxy shall not be  
29 allowed. A majority of the members of the Executive Board shall constitute a quorum.  
30

31 **Section 5. Obligation of Officers.**

32 Every Officer will assume office as of August 1 of their election year. Every Officer shall, upon assuming  
33 office, subscribe to the obligation of an Officer as is contained in these Bylaws.  
34

35 **Section 6. Officer/Member Limitations.**

36 Except for the extent specified by the Bylaws, no Officer of this Chapter shall have the power to act as  
37 agent for, or otherwise bind this organization in any way whatsoever. No member or groups of members,  
38 or any other person or persons shall have the power to act on behalf of, or otherwise bind the organization,  
39 except to the extent specifically authorized in writing by the President or Executive Board.  
40

41 **Section 7. Executive Board Confidentiality.**

42 All Executive Board members are bound to a high degree of confidentiality. Discussing member issues to  
43 other members who are not on the Executive Board is strictly forbidden. Discussions at Executive Board  
44 meetings, LMC or any other meeting, with one (1) or more members are confidential. Discussing with  
45 anyone other than a Board Member will not be tolerated.  
46

47 **Section 8. Removal of Board Member.**

48 A Board member may be removed from office for the following reasons:  
49

1           **Section 8.1.**

2           A Board Member may be removed from office by a two-thirds (2/3) majority of the members in  
3           attendance at any regular or special meetings of the membership of the Chapter. Notice of the  
4           proposed removal of a Board member must be given to the Board member five (5) calendar days prior  
5           to the date of the meeting at which the removal is to be voted upon. Such notice to the Board member  
6           must state the cause for the proposed removal.  
7

8           **Section 8.2.**

9           Unexcused absences from any three (3) meetings of the Executive Board, BR meetings, General  
10          meetings, assigned committee meetings or LMC shall be due cause for removal of the member by the  
11          Executive Board. Removal of a Board member because of excessive absenteeism shall not require the  
12          two thirds (2/3) vote of the membership.  
13

14          **Section 8.3.**

15          Board members may be removed from office for failure to follow these Bylaws. Failure to follow  
16          Bylaws shall not require the two-thirds (2/3) vote of the membership.  
17

18          **Section 9. Vacancies**

19          Any vacancies occurring on the Executive Board (other than President) by reason of death, resignation or  
20          removal shall be filled by the remaining Board members. They will assume the duties of said office. This  
21          shall continue until a special meeting can be called to elect a replacement for that position(s). If the President  
22          is unable to fulfill the duties of President, the Vice President will assume Presidential duties until the next  
23          scheduled election. In the event that an election results in the lack of a President, the Vice President shall  
24          assume that role until the next scheduled election.  
25

26          **Section 10. Operating Principals.**

27          In order to provide the Chapter with the highest quality direction and management possible, the following  
28          operating principles shall guide the Executive Board.  
29

30                 **Section 10.1.**

31                 A positive, constructive, cooperative relationship between the Executive Board and the membership  
32                 is essential to achieving the mission and vision of the Chapter. Therefore, the Board and  
33                 Membership will conduct themselves in a way that promotes mutual trust, demonstrates respect for  
34                 individual dignity and displays professionalism.  
35

36                 **Section 10.2.**

37                 The President or designee is the official spokesperson regarding the position of the body on policy  
38                 matters with the School Board.  
39

40                 **Section 10.3**

41                 The President or designee is the primary spokesperson for the Chapter. Media inquiries to  
42                 individual Board Members about matters of Chapter concerns should be referred to the President.  
43                 Inquiries about a position of PSE on any matter of statewide concern or specific legislation should  
44                 be referred to the Executive Director at state headquarters.  
45

46                 **Section 10.4.**

47                 The Board shall utilize positive conflict resolution methods and maintain open, honest, lines of  
48                 communication that respect an appropriate chain of command within the Chapter. PSE members are  
49                 also obliged to avoid actions that could be perceived or interpreted as in conflict with the interests  
50                 of the Chapter. Ethics, integrity, fairness and concern for the Chapter's welfare shall be the  
51                 accepted standard for actions.  
52

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

### DUTIES OF OFFICERS

**Section 1. President and/or Co-Presidents.**

The President and/or Co-Presidents shall preside at all meetings of this Chapter and of the Executive Board. The President and/or Co-Presidents shall supervise all activities of the Chapter; execute all instruments on its behalf; countersign all checks drawn against the funds of the Chapter; appoint all committee members, subject to the approval of the Executive Board; report periodically to the membership regarding the progress and standing of the organization in regard to official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office. In the event the President is unable to continue in the office, the Vice President shall assume the Presidential responsibilities for the remaining term or next scheduled election. In the event that an election results in the lack of a President and/or Co-Presidents, the Vice President shall assume that role until the next scheduled election.

**Section 2. Vice President.**

The Vice President shall act for the President in the President's and/or Co-Presidents absence and will, in the event the President and/or Co-Presidents is unable to continue in office, assume the presidential duties for the remaining term or the closest scheduled election. In the event that an election results in the lack of a President and/or Co-Presidents, the Vice President shall assume that role until the next scheduled election. He or she will perform such other acts as the President and/or Co-Presidents or Executive Board may direct. The Vice President will countersign all checks drawn against the funds of the Chapter if the President and/or Co-Presidents is unavailable. The Vice President shall, also Chair the Audit Committee.

**Section 3. Membership Officer.**

In the absence of the President and the Vice President, the Membership Officer shall have all the powers and prerogatives of the President. The Membership Officer will countersign all checks drawn against the funds of the Chapter if the President and Vice President are unavailable. It will be the responsibility of the Membership Officer to chair the Grievance Committee and be a permanent member of the Labor Management Committee. It will be the responsibility of the Membership Officer to attend all New Employee Orientations, and to contact new employees upon hire to assist them with their affiliation with PSE. The Membership Officer may call upon appropriate Building Representatives to assist with these contacts/introductions. The Membership Officer shall maintain an accurate, up-to-date list of members of this Chapter for the Executive Board and the membership. The Membership Officer is the Membership Chair. The Membership Officer shall have other duties as directed by the President.

**Section 4. Secretary.**

The Secretary shall keep an accurate record of the proceedings of the Chapter. Minutes of the previous meeting shall be read by the Secretary for approval at each regular and special meeting. Copies of minutes of each Executive Board meeting, BR meetings and General meetings shall be sent to the President within ten (10) calendar days following each meeting. Copies of the minutes of the BR meeting will be emailed to each BR within fifteen (15) calendar days following the meeting for their files. The Secretary shall conduct all correspondence relating to the Chapter if requested by the President. A copy of the approved minutes shall be provided only upon written request to any member in good standing. At no time shall any unapproved or approved minutes be circulated among the membership. The Secretary shall inform, by email, the date and time of the next BR meeting by the Monday of that week. The Secretary is responsible for keeping copies of ballots from past elections and all prior minutes. The Secretary is a permanent member of the Labor Management Committee.



1 **Section 5. Treasurer and/or Co-Treasurers.**

2 The Treasurer and/or Co-Treasurers shall bank all monies and make all Chapter budgeted disbursements after  
3 the approval of the Executive Board. The Treasurer and/or Co-Treasurers shall issue receipts, keep receipts,  
4 issue disbursements and reimbursements. Signatures from the Treasurer and/or Co-Treasurers and one of the  
5 following officers, President, Vice President, or Membership Officer are required on all checks. The  
6 Treasurer and/or Co-Treasurers will contact the President if the Chapter debit card has been used. The  
7 Treasurer and/or Co-Treasurers shall be responsible for providing an accurate, up-to-date written financial  
8 report of the general funds at all Executive Board, BR and General meetings. The Treasurer and/or Co-  
9 Treasurers shall provide all financial reports as required by the Executive Board and PSE. An annual audit of  
10 the Treasurer's and/or Co-Treasurer's records may be made by the Audit Committee. The Treasurer and/or  
11 Co-Treasurers will provide a proposed budget for the next school year to the Executive Board by the August  
12 Executive Board meeting. The Treasurer and/or Co-Treasurers will offer the final version for ratification to  
13 the BRs at the September BR meeting.  
14

15 **Section 6. First Sergeant-at-Arms.**

16 The First Sergeant-at-Arms shall assist the membership chair to ensure that no Free Riders are present for  
17 any chapter meetings at which union business will be conducted. He or she shall make dues authorization  
18 available to Free Riders and give them the opportunity to commit to membership. In the event a Free Rider  
19 declines dues authorization, the First Sergeant-at-Arms shall direct them to leave the CSSE meeting or  
20 event immediately. The First Sergeant-at-Arms shall assist the Second Sergeant-at-Arms in maintaining  
21 order at all CSSE meetings and events. He or she shall monitor the information/sign-in table at all CSSE  
22 meetings and events.  
23

24 **Section 7. Second Sergeant-at-Arms.**

25 The Second Sergeant-at-Arms shall maintain order at all CSSE meetings and events. He or she shall  
26 monitor the information/sign-in table at all CSSE meetings and events. If needed, he/she shall assist the  
27 First Sergeant-at-Arms and Membership Chair ensure that no Free Riders are present for any chapter  
28 meetings at which union business will be conducted.  
29

30 **Section 8. First Executive Board Trustee.**

31 The First Executive Board Trustee shall be the Meeting Coordinator, opening and closing the hall,  
32 coordinating the door prizes (purchase and raffle) sign in sheets and room arrangements. The First Trustee  
33 shall assist the Vice President with the Audit Committee. The First Trustee shall Chair the Sunshine  
34 Committee.  
35

36 **Section 9. Second Executive Board Trustee.**

37 The Second Executive Board Trustee shall Chair the Elections Committee and also assist with the Sunshine  
38 Committee. This person shall scribe at meetings when needed.  
39

40 **Section 10. Reassignment of Duties.**

41 The duties of these offices can be temporarily reassigned if the President deems fit.  
42  
43

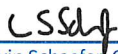
44 **ARTICLE X**

45 **AMENDMENTS**

46 **Section 1.**

47 These Bylaws shall be amended by a simple majority vote of the members at any regular or special meeting,  
48 provided that a written notice of intent to amend any specific provision is given to the membership ten (10)  
49 days prior to the meeting at which said vote is to be taken.  
50  
51

1  
2  
3 **SIGNATURE PAGE**  
4  
5  
6  
7

8  
9 BY:   
10 Kevin Schaefer, Chapter President  
11

12 DATE: 02/25/2025  
13  
14  
15  
16  
17

- 18 Adopted by the membership this 5th day of May 1979  
19 Adopted by the membership this 29th day of October 1979  
20 Adopted by the membership this 8th day of June 1994  
21 Adopted by the membership this 13<sup>th</sup> day of November 2003  
22 Adopted by the membership this 13<sup>th</sup> day of October 2004  
23 Adopted by the membership this 19<sup>th</sup> day of March 2008  
24 Adopted by the membership this 19<sup>th</sup> day of May 2010  
25 Adopted by the membership this 19<sup>th</sup> day of November 2014  
26 Adopted by the membership October 23, 2015  
27 Adopted by the membership November 16, 2016  
28 Adopted by the membership April 17, 2019  
29 Adopted by the membership May 4, 2021  
30 Adopted by the membership June 21, 2023  
31 Adopted by the membership February 13, 2024  
32 Adopted by the membership January 15, 2025  
33  
34  
35  
36  
37

38 **Glossary of Terms:**

- 39 **BR** - Building Representative  
40 **CBA** - Collective Bargaining Agreement  
41 **CSSE** - Classified Support Staff of Edmonds  
42 **ESD** - Edmonds School District  
43 **PSE** - Public School Employees of Washington  
44 **Quorum** - Majority of members present.  
45 **Simple Majority** - Fifty-one percent (51%) of those members voting, either by quorum or secret ballot.  
46 **First or Second Trustee** - First or Second Executive Board Trustee  
47  
48  
49

