

CHAPTER BYLAWS

Amended November 15, 2011

EDMONDS ASSOCIATION OF OFFICE PERSONNEL (EAOP)



Public School Employees of Washington/SEIU Local 1948
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1 **P R E A M B L E**

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3 **ASSOCIATION NAME.**

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5 The name of this chapter will be Public School Employees of Edmonds Association of Office
6 Personnel (EAOP) and will be an affiliate of Public School Employees of Washington (PSE)/Service
7 Employees International Union (SEIU) Local 1948, a not-for-profit 501(c)5 labor organization
8 operating under the laws of the State of Washington.
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12 **MISSION - OUR PURPOSE FOR EXISTING**

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14 It is the mission of Public School Employees of Edmonds Association of Office Personnel to work
15 closely with Public School Employees of Washington/SEIU Local 1948 to support the membership
16 through collective bargaining and the protection of those rights, promote educational enrichment
17 opportunities, encourage membership growth, and provide quality leadership while working closely
18 with the state legislature in an effort to enact laws which will represent the best interest of all classified
19 school employees in the state of Washington.
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23 **VISION - WHAT WE STRIVE TO ACHIEVE**

24
25 We will support and maintain an organization and working environment which attracts the finest
26 people, fully develops and challenges individual talents, encourages free and spirited collaboration to
27 drive the organization ahead, and maintains PSE’s historic principles of integrity and commitment to
28 do the right thing.
29

30 Through the successful pursuit of our commitment, we expect our services, programs, and activities to
31 achieve a leadership position in representing all classified employees. As a result, PSE/SEIU Local
32 1948, our members, PSE/SEIU Local 1948 employees, the school district in which we work, and the
33 community in which we live will grow and prosper.
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37 **VALUES WHICH GUIDE OUR DECISIONS, PERFORMANCE, AND CONDUCT**

38
39 Recognizing the needs of members and PSE/SEIU Local 1948 staff, we are committed to:

- 40
41 • Striving for excellence and demonstrating pride in our work.
42
43 • Having open, honest communications.
44
45 • Creating a work environment that is enjoyable, rewarding, safe, and based on trust and concern
46 for the rights and welfare of others.
47

- 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.
- Demonstrating a high level of social responsibility.

CONSTITUTION

Edmonds School District Classified employees organize primarily to secure better wages and better working conditions.

This organization will be subject to the Bylaws of the Public School Employees of Washington/SEIU Local 1948, which supersede the EAOP Bylaws.

Except to the extent specified in the Bylaws, no officer of this organization will have the power to act as agent for, or to otherwise bind this organization in any way whatsoever. No member or group of members or any other person or persons will have the power to act on behalf of or otherwise bind the organization except to the extent specifically authorized in writing by the Executive Board of the organization.

The current revised edition of Robert's Rules of Order will be the guide in all cases in which the conduct of the organization is not covered by the Bylaws of this organization or the Bylaws of PSE/SEIU Local 1948 and the constitution and special rules of the state organization.

ARTICLE I

MEMBERSHIP

Section 1.

All classified office personnel in the Edmonds School District No.15 are required to become members of this Association. Active members of the EAOP in good standing will be entitled to vote, hold office and participate in all activities of the Association.

Office Personnel who choose to be Agency Fee Payers do not have the right to hold office, vote or attend meetings. These employees may participate socially in the Association.

1 An active member in good standing will be defined as one who has paid current and full PSE union
2 dues to this Association.

3
4 **Section 2.**

5 Voting privileges in the Association shall terminate upon withdrawal from employment in the
6 Edmonds School District No.15.

7
8 **Section 3.**

9 Any member in good standing who is granted a leave of absence or is on layoff status may retain
10 his/her voting privilege by continued payment of PSE union dues.

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14 **ARTICLE II**

15
16 **DUES**

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18 **Section 1.**

19 PSE/SEIU Local 1948 dues are one point five percent (1.5%) of gross monthly earnings, payable by
20 payroll deduction. All persons regularly employed as classified office personnel by or in the Edmonds
21 School District and upon payment of PSE dues are members in good standing in the EAOP, an affiliate
22 Chapter of Public School Employees of Washington (PSE)/SEIU Local 1948.

23
24 **Section 1.1. State Dues.**

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

26
27 **Section 1.2. Refunds.**

28 Membership dues are not refundable except where an error resulting in an overpayment exists.

29
30 **Section 1.3. Chapter Rebates.**

31 Dues rebates from the state organization will be received by the chapter in accordance with the
32 provisions of the state bylaws.

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36 **ARTICLE III**

37
38 **MEETINGS**

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40 **Section 1.**

41 The term year will be from September 1 to August 31.

42
43 **Section 2.**

44 General membership meetings of this organization will be held at least three (3) times annually, at a
45 time and place to be scheduled by the Executive Board.

1 **Section 3.**

2 The order of business of any general membership meeting should include:

- 3
- 4 Call to order
- 5 Reading and approval of the minutes
- 6 Treasurer's Report
- 7 Committee Reports
- 8 Zone Reports
- 9 Legislative Reports
- 10 Unfinished business
- 11 New business
- 12 Announcements
- 13 Adjournment
- 14

15 **Section 4.**

16 All business meetings of this Association should be conducted according to the parliamentary
17 procedures as set forth in the current revised edition of Robert's Rules of Order. A minimum of ten
18 (10) members present at a meeting shall constitute a Quorum. If a quorum is not present, any
19 unfinished or new business that requires a vote will be tabled until the next meeting. An item may be
20 tabled twice. The third time it is brought before the members for a vote, those present will constitute a
21 quorum. For any time sensitive business that requires a vote, the members present will constitute a
22 quorum.

23

24 **Section 5.**

25 An Executive Board meeting will be held at least ten (10) working days prior to a general membership
26 meeting.

27

28 **Section 6.**

29 The President/Co-President will provide at least seven (7) calendar days notification to all members of
30 any general membership meeting called. However, said seven (7) calendar days notice may be waived
31 by the Executive Board provided that every reasonable effort is employed to notify the membership of
32 the meeting.

33

34 **Section 7.**

35 At any meeting of the membership of this Association, each active member in good standing will be
36 entitled to one vote. A member must be present to vote – no proxy vote will be allowed.

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ARTICLE IV
MANAGEMENT

16 The management of this Association will consist of:

- 17 1. Executive Board
- 18 2. Grievance Committee
- 19 3. Negotiations/Labor Management Committee
- 20 4. Legislation Committee
- 21 5. Audit Committee
- 22 6. Bylaws Committee
- 23 7. Professional Development Committee
- 24 8. Reclassification Committee
- 25 9. Nominations and Elections Committee

26 Other ad-hoc committees may be formed as deemed necessary. Committees will select a chair and
27 notify the President of the selection, unless otherwise noted in these bylaws. Each committee member
28 (including the chair) will serve one term of two years, unless otherwise noted in these bylaws. No
29 more than two consecutive terms may be served on one committee. This may be waived by the
30 Executive Board if committee positions cannot be filled. All officers and committee chairs will keep
31 pertinent records and information relative to their office or committee. Every effort will be made to
32 select/elect committee members in alternate years so that there will always be experienced members on
33 the committee to assist in-coming new members.

34 The chair of each committee will report on the committee's activities at each general membership
35 meeting, unless otherwise stated in these bylaws. If the committee chair cannot attend a general
36 membership meeting, every effort will be made to have another member of the committee make the
37 report.

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Section 1. Executive Board.

The Executive Board will consist of the President/Co-President, Vice President, Immediate Past-
President for one year after his/her term, Secretary, Treasurer, and one (1) Representative from sections
one through four. Officers and Representatives from each section are elected at the spring general
membership meeting. Each Executive Board member will serve for a term of two years. The sections
consist of the following working locations:

Section 1:	Section 2
Meadowdale High	Lynnwood High
Meadowdale Middle	Alderwood Middle
Beverly Elementary	Hazelwood Elementary
Edmonds Elementary	Hilltop Elementary
Lynndale Elementary	Lynnwood Elementary
Maplewood	Martha Lake Elementary
Meadowdale Elementary	Oak Heights Elementary
Seaview Elementary	Spruce Elementary
Purchasing/Accounting	IMD
Business Services	Transportation
Supt. Office Assistant	Maintenance
Teaching and Learning	AECC
Planning/Property	
Technology	
Section 3:	Section 4:
Edmonds-Woodway High	Mountlake Terrace High
College Place Middle	Brier Terrace Middle
Chase Lake Elementary	Brier Elementary
College Place Elementary	Cedar Valley Community School
Madrona K-8	Cedar Way Elementary
Sherwood Elementary	Mountlake Terrace Elementary
Westgate Elementary	Terrace Park
Scriber Lake High/Options	Student Services
Payroll	Food Services
Athletics	Human Resources
Music/Arts	Career/Tech Ed
Community Relations/Receptionist	Instructional Support
Edmonds Heights K-12	Student Support & Outreach

The Executive Board will act as an advisory board to the Association, will conduct all general membership and contract ratification meetings, and will oversee the process for amending the bylaws pursuant to the current Bylaws. Executive Board members will attend all Executive Board meetings and may be asked to resign their position by the Executive Board if they are absent from more than two of those meetings. All votes must pass by at least a 2/3 majority of the Executive Board members with voting privileges who are present at an executive board meeting.

1 **Section 2. Grievance Committee.**

2 This committee is established to guide members through the grievance process according to the state
3 bylaws and the collective bargaining agreement. This committee will consist of the vice president,
4 who will serve as the chair and two members in good standing, approved by the Executive Board. This
5 committee is not required to report at general membership meetings, however, the chair may be asked
6 to report to the Executive Board and/or president/co-president the status of grievances.

7
8 **Section 3. Negotiations/Labor Management Committee.**

9 This committee is established to oversee the negotiation of the collective bargaining agreement and to
10 bring labor issues to the Labor Management Committee. This committee will consist of one (1)
11 member from sections one through four who are elected at the spring general membership meeting plus
12 the president/co-president and vice president. No chair is required.

13
14 **NEGOTIATORS WILL:**

- 15
16 1. Conduct themselves in a responsible manner during the negotiating process.
17 2. Be responsible for assembling and incorporating input from their respective sections for the
18 proposed contract and will give full consideration to the concerns of all members of this
19 Association.
20 3. Proofread the final negotiated proposal before going to the Executive Board and then the
21 membership for ratification.

22
23 **Section 4. Legislation Committee.**

24 This committee is established to inform the Association of pending legislation pertaining to school
25 districts and their employees. This committee will consist of at least one, but no more than three
26 members approved by the Executive Board. There is no chair required unless committee consists of
27 two or three members.

28
29 **Section 5. Audit Committee.**

30 This committee is established to review the previous year's financial records and make
31 recommendations to the president/co-president regarding the treasurer's procedures. This committee
32 will consist of at least two but no more than five members approved by the Executive Board. The
33 current treasurer may not serve on this committee.

34
35 **Section 6. Bylaws Committee.**

36 This committee, in cooperation with the president/co-president and Executive Board will maintain and
37 keep current the Constitution and Bylaws of this Association. This committee will consist of at least
38 two member(s) approved by the Executive Board.

39
40 **Section 7. Reclassification Committee.**

41 The members of this committee will be part of a district team that is called upon if any member of this
42 association files a Position Description Questionnaire (PDQ) in accordance with the terms of the
43 collective bargaining agreement. This committee will consist of at least four but no more than six
44 members approved by the Executive Board.

1 **Section 8. Professional Development Committee.**

2 This committee is established to provide opportunities to improve or to enhance performance in job-
3 related skills and for professional growth for bargaining unit members. Professional Development
4 Committee funds will be administered by the committee in accordance with the terms of the Collective
5 Bargaining Agreement, Appendix A. The Professional Development Committee will consist of at least
6 one member from sections one through four elected at the spring general membership meeting. The
7 chairperson will be appointed by the chapter president at the beginning of the president's term, subject
8 to the approval of a 2/3 majority vote of the chapter's Executive Board. Every attempt will be made to
9 select a chairman who has previously served on this committee.

10
11 **Section 9. Nominations and Elections Committee.**

12 This committee is established to oversee the election of officers, election of committee members
13 required to be elected and the election of delegates and alternates for the state convention. This
14 committee will also put forth nominations in writing, prepare and count ballots. This committee will
15 consist of at least two (2) but no more than five (5) members approved by the Executive Board. The
16 chair of this committee will notify members and solicit nominations for any vacancies for vice
17 president, secretary or treasurer that occur during the current term of that office.

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21 **ARTICLE V**

22
23 **EXECUTIVE OFFICERS**

24
25 **Section 1. President/Co-President.**

26 The President/Co-President will preside at all meetings of the chapter and of the Executive Board. The
27 President/Co-President will be made aware of, and supervise all activities of the chapter; execute all
28 instruments in its behalf; and work with PSE field staff, with the advice and consent of the Executive
29 Board, to achieve the mission and vision of the chapter. The President/Co-President will appoint all
30 special committees not otherwise provided for in the bylaws of the chapter, subject to the approval of a
31 2/3 majority vote of the Executive Board, and serve as an ex-officio member of all committees; The
32 President/Co-President will attend PSE zone meetings and report periodically to the membership
33 regarding PSE/SEIU Local 1948 business; and perform other duties usually inherent in the office. In
34 the event of a resignation, for any reason, by one of the co-presidents, the remaining co-president will
35 succeed as president for the unexpired portion of the current term of that office.

36
37 **Section 2. Vice President.**

38 The Vice President will provide such assistance to the President/Co-President as requested; serve as
39 chairperson of the Grievance Committee; the Sargeant-at-Arms and perform other duties usually
40 inherent in the office. The Vice-President will, in the absence of the President/Co-President, perform
41 the duties of that office. In the case of permanent disability or resignation of the President, provided
42 there is no Co-President, the Vice-President will succeed to that office for the unexpired portion of the
43 current term of that office.

1 **Section 3. Secretary.**

2 The secretary will ensure the minutes of general membership meetings and executive board meetings
3 are duly recorded. He/She will also ensure that general membership meeting minutes that have been
4 approved by the membership are made available to the membership. It will be the duty of the secretary
5 to keep all records of the chapter, the Executive Board, and to perform other duties usually inherent to
6 the office. The Secretary will also be charged with managing the Office Personnel online document
7 storage by posting and removing information in a timely manner following the guidelines of the
8 Edmonds School District.

9
10 **Section 4 . Treasurer.**

11 The Treasurer will receive and be accountable for all funds and monies belonging to the chapter; pay
12 all obligations incurred by the chapter as authorized by the Executive Board; keep an accurate record of
13 receipts and disbursements; and maintain bank accounts and depositories designated by the Executive
14 Board. Such money will be withdrawn only by checks signed by the President/Co-President and/or
15 Vice President and/or the Treasurer. The treasurer will render periodic financial reports as requested
16 by the Executive Board, or any EAOP member in good standing to ensure that the chapter is in
17 compliance with all laws and regulations required by the Internal Revenue Service and the Department
18 of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the
19 following year, inclusive. The Treasurer will act as custodian of all properties of the chapter and
20 perform other duties usually inherent to the office. The Treasurer will also serve as the Membership
21 Officer for the Chapter. It shall be the duty of the membership officer to maintain a current, accurate
22 list of members of the chapter in coordination with the membership information section at PSE State
23 headquarters; ensure that all members are paying dues and render periodic membership reports as
24 required by Public School Employees of Washington. It is also the duty of the membership officer to
25 obtain longevity certificates and membership pins from the PSE state office in time for presentation at
26 the last general membership meeting of each year.

27
28 **Section 5. Immediate Past-President.**

29 For a period of one (1) year following his/her term of office (September 1 through August 31), the
30 Immediate Past President will serve in an advisory capacity to the Executive Board as a non-voting
31 member.

32
33 **Section 6. Recall of a Committee Member or Executive Board Member.**

34 In the event that a chapter officer or Executive Board Member cannot or does not represent the
35 EAOP/PSE/SEIU Local 1948's local interest in accordance with these Bylaws and will not resign, a
36 petition to recall may be formed and presented to the Executive Board by any member in good
37 standing. Said petition will allege the cause for such a recall and must be signed by at least twenty
38 percent (20%) of the chapter's membership. Grounds for the recall will be misconduct or neglect of
39 duty. The Executive Board will direct the member to respond to the charges at a special hearing
40 conducted by the Executive Board, called to deal with this sole issue. The member will be entitled to
41 present evidence at the hearing. Said member will be recalled only if two-thirds (2/3) of the Executive
42 Board members present at the hearing vote for a recall. Upon a two-thirds (2/3) vote for recall, said
43 officer or Executive Board member will be removed. The membership will be notified by the
44 Executive Board of the vacancy and names solicited to fill the remainder of the term. The Executive
45 Board will vote to fill the position. The removed member shall not be eligible to hold any office for a
46 period of three (3) years following the recall.

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ARTICLE VI

EXECUTIVE OFFICER NOMINATIONS AND ELECTIONS

Section 1.

Officers will be elected and will serve in office from September 1 through August 31, or until their successors are elected, whichever one is later. Every even-numbered year, the President/Co-president and Secretary will be elected for a term of two (2) years. Every odd-numbered year, the Vice President and Treasurer will be elected for a term of two (2) years. No officer shall serve more than two (2) consecutive terms in the same office

Section 2.

The Nominations and Election Committee will nominate, in writing, at least one candidate for each office to be filled. Additional nominations may also be written in or given from the floor. Those nominees must be in attendance. To be considered as a candidate for an executive office, a candidate must be a member in good standing for one year immediately preceding the election meeting.

Section 3.

All members in good standing will be required to sign in at the election meeting. Candidates for office will be introduced and given up to five (5) minutes to speak to the membership on their own behalf. All elections will be by written ballot handed to members in good standing after candidates' speeches. Votes shall be cast immediately after speeches and given to the Nominations and Elections Committee members for tally. At least two members of the Nominations and Elections Committee must be present to tally the votes. If a member of the Nominations and Elections Committee is a candidate for office, he/she will be excused from the duty of tallying the ballots. A member of the Executive Board will assume this responsibility. In the event that two members of the committee are not present, an Executive Board member(s), who is not a nominee, will assume this responsibility. The results of the election, including the total members present, names of all candidates for each office and total number of votes cast, will be announced immediately following the ballot tally.

Section 4.

When there are more than two (2) candidates running for an office, and no one receives a clear majority, the candidate with the lowest ballot count will automatically be dropped. This procedure will continue until a candidate is elected. A clear majority will constitute a candidate having five or more votes than the next closest candidate.

Section 5.

Delegates and Alternates for the annual state convention will be elected by written ballot at the spring general membership meeting.

Section 6.

In the event of a vacancy in the office of vice president, secretary, or treasurer, all members will be notified of the vacancy by the Nominations Committee chair and nominations solicited to fill the vacancy for the remainder of the position's term. Nominations will be accepted for a period of twenty (20) calendar days following the notification to members and presented to the President/Co-President. The President/Co-President, at his/her discretion, may either call a special meeting of the Executive Board, or act upon the vacancy at the next regularly scheduled board meeting. The President will

1 notify the nominees of the meeting date and time. Each candidate for the position may submit a letter,
2 or have three (3) minutes to address the Executive Board prior to the vote, to describe their
3 qualifications and reasons they are seeking the position. The nominee must be approved by a majority
4 vote of the Executive Board members present at the meeting. In the event that no name(s) are put forth
5 for nomination to fill the vacancy, a member(s) of the Executive Board will assume the duties of the
6 vacant office for the remainder of the term as decided by the Executive Board.

ARTICLE VII

CONTRACT RATIFICATION

Section 1.

14 Before the proposed contract is presented to the School Board of Edmonds School District No. 15 for
15 approval, said contract will be presented to the members of this Association at a general membership
16 meeting held for the sole purpose of ratification.
17

Section 2.

19 Presentation of Negotiated Contract between the Edmonds Association of Office Personnel and
20 Edmonds School District No. 15:

- 22 a. Will be by the PSE Field Representative or designee.
- 23 b. Will allow for discussion after presentation. Discussion will be limited to five (5) minutes per
24 member.
25

Section 3.

27 Ratification of the Negotiated Contract between the Edmonds Association of Office Personnel and
28 Edmonds School District No. 15:

- 30 a. Must be voted on by only members in good standing of this Association who are present at the
31 meeting.
- 32 b. Members must be registered before receiving a ballot.
- 33 c. A written ballot will be cast.
- 34 d. Ballots will be counted and results will be made available within twenty-four hours of the
35 ratification meeting. At least two members of the Executive Board will be responsible for
36 counting and reporting the results. Results will include: the number of members registered,
37 number of votes cast, number for and against.
- 38 e. The President/Co-president will announce the outcome of the vote.
- 39 f. The ballots shall be retained by the Secretary for a period of one (1) year following the vote.
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ARTICLE VIII

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AMENDMENTS

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Section 1.

9 Before being presented to the members, proposed amendments to the Bylaws of this Association must
10 first be presented to and approved by a 2/3 majority vote of the Executive Board at the next Executive
11 Board meeting. The President will notify the author(s) of the proposed amendment(s) of the results of
12 this vote. If approved by the Executive Board, the proposed amendment will then be submitted to the
13 PSE state office for approval.

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Section 2.

16 If approved by the PSE State office, the proposed amendment(s) will then be presented by a member of
17 the Executive Board to the membership for a vote at the next general membership meeting.

18
19
Section 3.

20 A vote on the proposed amendment must occur following the presentation to the members and be
21 approved by written ballot of members in good standing present at the meeting. Ballots will be
22 prepared by and distributed by a member of the Executive Board.

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24
Section 4.

25 Approval will require a majority vote of the members in good standing present at the meeting. An
26 amendment will become effective immediately following its adoption.

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BY: /signed by/
 Jennie L. Wilson, Chapter President

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32 Adopted March 15, 1990
33 Amended November 17, 2005
34 Amended November 15, 2011