

# CHAPTER BYLAWS

Amended January 6, 2025

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## PUBLIC SCHOOL EMPLOYEES OF ELLENSBURG



PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948

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## TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I      MEMBERSHIP	2
ARTICLE II      DUES	2
ARTICLE III      GOVERNANCE AND OPERATIONS	3
ARTICLE IV      MEETINGS	4
ARTICLE V      BOARD OF TRUSTEES	5
ARTICLE VI      ELECTIONS, FILLING OF VACANCIES AND RECALL PROCEDURES	6
ARTICLE VII      MISCELLANEOUS PROVISIONS	8
ARTICLE VIII      COMMITTEES AND DELEGATES	9
ARTICLE IX      AMENDMENTS	10

## PREAMBLE

### A. NAME

The name of this chapter shall be Public School Employees of Ellensburg School District and shall be an affiliate of Public School Employees of Washington (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 April 24, 1968.

### B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Ellensburg School District to work closely with Public School Employees of Washington 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 - THAT 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.

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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, national origin, sex, or political belief, shall be eligible for membership.

##### **Section 1.1.1. Active Member.**

Any classified school employee who is regularly employed by or for the Ellensburg School District, and who is a member of Public School Employees of Washington, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

##### **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. Any member who is terminated from employment shall not be eligible to vote or hold office.

## 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 ten dollars (\$10) per year as a payroll deduction in October. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon approval by the Chapter Board of Trustees.

#### **Section 2.3. Refunds.**

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

## ARTICLE III

### GOVERNANCE AND OPERATIONS

#### **Section 3.1.**

PSE shall be governed by a representative form of government.

#### **Section 3.2.**

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

#### **Section 3.3.**

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, and a financial audit at least once a year which is made available to all members.

#### **Section 3.4.**

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 exercises of this right.

#### **Section 3.5. GOVERNING BODY.**

##### **Section 3.5.1. Board of Trustees.**

Except when general meetings of the chapter are in session, the business and property of this chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the membership is vested in the elected Board of Trustees who shall decide all matters affecting the purposes, aims and means of accomplishing the purposes of this chapter, not specifically provided for in these bylaws or by action of the members at a regular or special meeting.

##### **Section 3.5.2. PSE Field Staff.**

PSE field staff shall work closely with the chapter in an advisory position. All decisions 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 Principals.**

In order to provide the chapter with the highest quality direction and management possible, the following operating principles shall guide the Board of Trustees.

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

A positive, constructive, cooperative relationship between the Board of Trustees 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 individual dignity, and displays professionalism. The Board shall utilize positive conflict resolution methods and maintain open, honest lines of communication that respect both confidentiality and an appropriate chain of command within the chapter.

1       **Section 3.6.2. Media.**

2       The President, or his/her designee, is the primary spokesperson for the chapter. Media inquiries  
3       to individual board members about matters of chapter concern should be referred to the chapter  
4       president. Inquiries about the position of PSE on any matter of statewide concern or specific  
5       legislation should be referred to the Executive Director at State headquarters.  
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9                               **ARTICLE IV**  
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11                              **MEETINGS**  
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13       **Section 4.1.**

14       General membership meetings of this chapter shall be held at least three (3) times annually at a time  
15       and place to be fixed by the membership or the Board of Trustees.  
16

17       **Section 4.2.**

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

21       **Section 4.3.**

22       The President shall provide at least five (5) days notification to all members of any meeting called.  
23       However, said five (5) days notice may be waived by the Board of Trustees provided that every  
24       reasonable effort is employed to notify the membership of the meeting.  
25

26       **Section 4.4.**

27       Under special circumstances voting by special ballot may be allowed if approved by the Board of  
28       Trustees and the action does not conflict with the State Bylaws and other applicable regulations. This  
29       includes mail in ballots so that all members may participate. (The purpose of this is to have an avenue  
30       for voting outside a single meeting so all members can cast a vote.)  
31

32       **Section 4.5. Board of Trustees Meetings.**

33       Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also  
34       be called upon motion of a majority of the members of the Board of Trustees to the President. A  
35       majority of the members of the Board of Trustees shall constitute a quorum.  
36

37       **Section 4.6.**

38       The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at  
39       meetings, provided, that they shall be superseded by the bylaws and special rules of this chapter or of  
40       the Public School Employees of Washington.  
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## ARTICLE V

### BOARD OF TRUSTEES

#### **Section 5.1.**

The Board of Trustees shall be composed of the President, Vice President, Secretary-Treasurer, past President, and a unit representative (herein known as a Trustee) elected by the unit from each classification of employees:

- |  |   |
|--|---|
| 1. Custodians                                  | 5. Professional Technicians                 |
| 2. Educational Assistants (Para-Professionals) | 6. Printer                                  |
| 3. Food Service                                | 7. Secretaries (includes office assistants) |
| 4. Maintenance (includes grounds)              | 8. Transportation                           |

#### **Section 5.2.**

Upon assuming their offices, the Executive Officers are expected to attend all chapter meetings, School Board meetings (on a rotation schedule), negotiations and yearly State Conferences.

#### **Section 5.3.**

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

#### **Section 5.4.**

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

#### **Section 5.5. Executive Board.**

##### **Section 5.5.1. President.**

The President shall preside at all meetings of the chapter and of the Board of Trustees. The President shall be made aware of and supervise all activities of the chapter; execute all instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The President shall appoint all special committees not otherwise provided for in the bylaws of the chapter, subject to the approval of the other officers, and serve as an ex officio member of all committees. The President shall report periodically to the membership regarding the progress and standing of the chapter regarding the President's official acts; and perform all other duties of the office.

##### **Section 5.5.2. Vice President.**

The Vice President shall provide such assistance to the President as requested; serve as Chairperson of the Grievance Committee; shall, in the absence of the president, perform duties of that office; and in the case of permanent disability or resignation of the President, shall succeed to that office for the unexpired portion of the current term of office. The President and/or Vice President along with the Grievance Committee will be responsible in advising an employee about their contractual rights. The Vice President shall prepare the general meeting

1 announcements and draft a membership newsletter on a regular basis. In the absence of the  
2 Secretary-Treasurer at a regular or special meeting, the Vice President will be expected to  
3 assume those duties.  
4

5 **Section 5.5.3. Secretary-Treasurer.**

6 The Secretary-Treasurer shall ensure that the minutes of general membership meeting and  
7 Board of Trustee meeting are duly recorded. It shall be the duty of the Secretary Treasurer to  
8 keep all records of the chapter, the Board of Trustees, all collective bargaining meetings, and to  
9 perform such other official functions as the president and Board of Trustees may direct. The  
10 Secretary-Treasurer will serve as Chairperson of the Hearts and Flowers Committee. The  
11 Secretary-Treasurer shall receive and be accountable for all funds and monies belonging to the  
12 Chapter; pay all obligations incurred by the Chapter as authorized by the President, the Board  
13 of Trustees, or the chapter membership, keep an accurate record of receipts and disbursements;  
14 and maintain bank accounts and depositories. Such money shall be withdrawn only by checks  
15 signed by the Secretary-Treasurer; however, the President will have the authority to sign checks  
16 in absence of the Secretary-Treasurer.  
17

18 The Secretary-Treasurer shall render periodical financial reports as required by the Board of  
19 Trustees, the membership, or Public School Employees of Washington to ensure that the  
20 chapter is in compliance with all laws and regulations required by the Internal Revenue Service  
21 and the Department of Labor. The fiscal year for all financial reports shall be from September 1  
22 to August 31 of the following year, inclusive.  
23

24 **Section 5.5.4. Trustee.**

25 A Trustee shall represent the classification of employees from which elected for a period of one  
26 (1) year, non-continuing, and express to the Board of Trustees the needs, desires, and concerns  
27 of the members in his/her respective classification.  
28

29 **Section 5.5.5. Paid Positions for Officers.**

30 Stipends will be paid in September for the previous year if funds are available. The office of  
31 President shall be paid five hundred dollars (\$500) per year, Vice President, two hundred fifty  
32 dollars (\$250) per year, and Secretary-Treasurer, two hundred fifty dollars (\$250) per year.  
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36 **ARTICLE VI**

37  
38 **ELECTIONS, FILLING OF VACANCIES AND RECALL PROCEDURES**  
39

40 **Section 6.1.**

41 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes  
42 ten (10) working days notice of nominations and elections, and equal opportunities for competing  
43 candidates to state their qualifications and reasons for seeking office to the chapter membership.  
44 Elections shall be conducted by secret written ballot and certified by the chapter Secretary.  
45



1 **Section 6.2.**

2 Members shall have an equal right to run and hold office, except those persons set forth in RCW  
3 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state  
4 regulatory agencies as being a “supervisory employee.”

5  
6 **Section 6.3.**

7 Elections shall be held in the spring, prior to the end of the current school year. Election for President  
8 will occur in odd years. Elections for Vice-President, Secretary-Treasurer will occur in even years. The  
9 terms of office shall be for two (2) consecutive years, from September 1 through August 31. If  
10 mutually agreed, the past President will continue to serve as Co-President for an agreed amount of time  
11 (with pro-rated compensation) to help with the new President’s transition into office.  
12

13 **Section 6.4.**

14 Nominations may be made by the Nominating Committee, but whether or not such Nominating  
15 Committee is used, nominations shall be permitted from the floor at the meeting held for the election.  
16 Nominations may also be submitted in advance via email to chapter leadership.  
17

18 **Section 6.5.**

19 To be eligible, a member must be in good standing.  
20

21 **Section 6.6.**

22 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so  
23 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days’  
24 advance notice shall be given the membership prior to the holding of the election.  
25

26 **Section 6.6.1.**

27 All members of the Chapter shall be eligible to vote for the positions of President, Vice  
28 President, Secretary, Membership Officer, and Treasurer. In the election of a Trustee, only  
29 members in the classification of employees that the Trustee will represent shall be allowed to  
30 vote.  
31

32 **Section 6.7.**

33 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations  
34 contained in these bylaws.  
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36 **Section 6.8.**

37 Any member of the Board of Trustees may be removed from office by a two thirds (2/3) vote of the  
38 membership at any regular or special meeting of the chapter. Written notice of the proposed removal  
39 must be given to the Board of Trustee member at least five (5) working days prior to the date of the  
40 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed  
41 removal.  
42

43 **Section 6.9.**

44 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause  
45 for removal of the member by the Board of Trustees. Removal of a Board member because of  
46 excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.  
47

1 **Section 6.10.**

2 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in  
3 accordance with the procedures set forth below:  
4

5 **Section 6.10.1.**

6 In the event the President cannot serve the remainder of his/her current term, the Vice President  
7 shall serve as President for the completion of the term.  
8

9 **Section 6.10.2.**

10 In the event of a vacancy in the office of Vice President or Secretary-Treasurer, all members  
11 shall be notified of the vacancy and nominations solicited for the position. Nominations shall  
12 be accepted for a period of ten (10) calendar days following the notification to members. The  
13 President, at his/her discretion, may call a special meeting of the Board of Trustees. Each  
14 candidate for the position may submit a letter or have three (3) minutes to address the Board  
15 prior to the vote to describe their qualifications and reasons they are seeking the position.  
16

17 **Section 6.10.3.**

18 Any other vacancy shall be filled only for the remainder of the term in which the vacancy  
19 occurs; provided however, that when vacancies occur in the office of Trustee, the President  
20 shall direct that a classification meeting be held and that the classification elect a successor for  
21 the remainder of the vacant term. Election of the successor must be by majority vote. In the  
22 event that more than two (2) candidates run for the office, the candidate with the lowest vote  
23 total will be dropped from the ballot after each round of voting until one (1) candidate receives  
24 a majority of the votes cast.  
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28 **ARTICLE VII**

29 **MISCELLANEOUS PROVISIONS**

30 **Section 7.1.**

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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36 **Section 7.2.**

37 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees  
38 and members, together with other information required by PSE and shall notify PSE of all changes in  
39 Board members, members, and addresses.  
40

41 **Section 7.3.**

42 This chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute  
43 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
44 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any  
45 agreement which would affect the rights of employees represented by PSE, nor any agreement  
46 affecting the scope of any collective bargaining unit with the District, Employer, or other entity or  
47 agent, unless such agreement is first reviewed and approved by the Executive Director of Public

School Employees of Washington or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

**Section 7.3.1.**

Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to the Regional Service Center, who will then forward the original to State headquarters after appropriate copies have been made.

**ARTICLE VIII**

**COMMITTEES AND DELEGATES**

**Section 8.1. Grievance Committee.**

A Grievance Committee shall be composed of the Vice President, and/or President, and at least one (1) unit representative from each classification of employees in the chapter; and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

**Section 8.2. Negotiating Committee.**

A Negotiating Committee shall consist of one (1) representative, or one (1) alternate elected from each classification of employees represented by this bargaining unit and shall work with the PSE field representative in developing proposals and negotiating agreements.

**Section 8.2.1. Negotiating Team.**

The Negotiating Team will consist of eight (8) elected members (one (1) from each classification) and current officers.

**Section 8.2.2. Negotiation Stipend.**

In every contract year, each negotiator will be paid a stipend as budget permits (to be determined by the Executive Board). To receive the stipend, negotiators will be required to attend and sign in/out at all related negotiation meetings. The Executive Board will determine case-by-case leave situations with possible deductions in stipend payment.

**Section 8.3. Legislative Representative.**

If appointed, the Legislative Representative will work as a liaison between chapter members and the Zone Representative on the State PSE Legislative Council. Name and address of the representatives shall be submitted to PSE Employees of Washington and PSE shall be notified of any changes. This is an appointed position.

**Section 8.4. Annual Convention Delegates.**

Delegates shall be elected by secret ballot at the last General Membership Meeting of the year. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE State Bylaws.

**Section 8.5. Audit Committee.**

An Audit Committee shall be selected by the President to audit the financial records of the chapter, or the President may obtain a private audit.

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

3 The President, Vice President and Secretary-Treasurer shall designate such special committees as they  
4 determine necessary in the carrying out of the objectives and purposes of this Chapter.  
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8 **ARTICLE IX**

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10 **AMENDMENTS**  
11

12 **Section 9.1.**

13 These bylaws may be amended by a majority vote of the Board of Trustees at any regular or special  
14 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the  
15 members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote  
16 is to be taken.  
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27 BY: /e-signed by Renee Merten/  
28 Renee Merten, Chapter President  
29

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31 DATE: January 21, 2025  
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34 Adopted by the membership April 18, 1988  
35 Revised April 1994  
36 Revised by the membership October 14, 2003  
37 Revised by the membership October 17, 2016  
38 Amended January 6, 2025  
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