

CHAPTER BYLAWS

Amended February 17, 2025

PUBLIC SCHOOL EMPLOYEES OF EVERETT ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL



Public School Employees of Washington/SEIU Local 1948
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PREAMBLE

A. CHAPTER NAME

The name of this chapter shall be Everett Association of Educational Office Personnel and shall be an affiliate of Public-School Employees of Washington (PSE)/ SEIU Local 1948, or as it may be renamed, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Everett Association of Educational Office Personnel 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 to enact laws which will represent the best interests of all 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 employees. As a result, PSE, our members, PSE employees, the employer in which we work, and the community in which we live, will grow and prosper.

D. VALUES - WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of our members.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual and community 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.
- Demonstrate a high level of social responsibility.
- Valuing diversity, equity, and inclusion as core principles of our chapter.

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BYLAWS

ARTICLE I MEMBERSHIP

Section 1.1.

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

Section 1.1.1. Potential Member.

Any school employee who is regularly employed by or for EVERETT PUBLIC SCHOOLS, and who is covered by or deemed by law to be eligible to be covered by a Public School Employees of Washington negotiated Collective Bargaining Agreement, is eligible for membership in this chapter.

Section 1.1.2. Member In Good Standing.

To be eligible for the full benefits of membership in the chapter, a member must be in good standing in accordance with state bylaws. To be in good standing, a member shall be employed and have authorized the payment of dues as 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.

Section 1.1.3. Non-Member.

Except as may be permitted by law, employees who opt not to pay dues are non-members and are not eligible for full member benefits including but not limited to:

- Attendance at chapter meetings
- Voting on contract ratifications
- Voting on chapter business
- Voting on chapter leadership
- Election or appointment to any chapter office
- Election as a convention delegate or alternate
- Serving on committees (including bargaining committees)
- Applying for PSE grants (such as paid work release)
- Applying for PSE emergency relief funds
- PSE Professional, Personal, Leadership Education and Training programs
- Other PSE and SEIU member benefits and/or discounts

Non-members should be encouraged to join our union at any time but especially during New Employee Orientations (NEOs), contract surveys, contract negotiations and especially contract ratifications.

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ARTICLE II EXECUTIVE BOARD

Section 2.1.

The officers of the Executive Board of this Association shall be the President, Vice President, Secretary, Treasurer and Membership Officer(s). Officers elected to the Executive Board must be members in good standing for a minimum of one (1) year total membership.

Section 2.2.

The officers shall be elected and installed at the last general meeting of the school year for a term of two (2) years or until their successors are elected. No officer shall serve more than two (2) consecutive terms in the same office. The President and Secretary shall be elected in even years; the Vice-President and Treasurer shall be elected in odd years.

Section 2.3.

Any elected officer or appointed members of a committee desiring to resign their position shall submit a letter of resignation to the President of the Association, ten (10) days prior to the effective date of resignation. Said letter will be kept on file by the Secretary of the Association.

Section 2.4.

All officers upon retiring from office shall deliver to the incoming officers all monies, accounts, record books, papers or other property belonging to the Association no later than fifteen (15) calendar days after leaving office.

Section 2.5.

All officers retiring or resigning before their term of office expires shall deliver to the President all properties belonging to the Association immediately.

Section 2.6. Duties of Officers.

Section 2.6.1. President.

The President shall preside at all meetings of the chapter and of the Executive Board. The President shall be made aware of and coordinate all activities of the chapter; execute all instruments in its behalf; and work with PSE field staff to achieve the mission, vision, goals, and objectives of the chapter. 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 2.6.2. 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 Vice President shall work in coalition with and support of the Membership Officer to ensure that new hires join the chapter as dues paying members and current members remain in good standing.

Section 2.6.3. Secretary.

All resolutions and proceedings of meetings whether of the Association or the Executive Board

1 shall be recorded and maintained by the Secretary. The Secretary shall also keep a list of the
2 members of the Association and handle all correspondence relating to the Association. It shall be
3 the Secretary's responsibility to type and disperse the minutes of each meeting and send out
4 meeting notices as directed by the President. The Secretary shall post all meeting agendas and
5 minutes to the PSE Connect Portal.
6

7 **Section 2.6.4. Treasurer.**

8 The Treasurer shall bank all monies and make all Association budgeted disbursements after
9 approval of the Executive Board. The Treasurer shall submit a Treasurer report at each meeting of
10 the Association and is responsible for submitting the annual Chapter Report to the State PSE office
11 on or before October 31 of each year.
12

13 **Section 2.6.5. Membership Officer(s).**

14 The responsibilities include meeting individually with potential new members, participating in new
15 hire orientation, and assisting other Executive Board members with additional tasks as required.
16

17 **Section 2.7. Responsibilities of the Executive Board Regarding MOUs.**

18 The responsibilities of the Executive Board shall include the review and signing of the Memorandum of
19 Understanding (MOUs) / Letter of Agreements (LOAs) with Everett Public Schools. All MOUs must be
20 signed by at least two (2) members of the Executive Board to be considered valid. The signing of these
21 documents is to be carried out with careful consideration of the interests and objectives of the Association,
22 ensuring that all agreements align with the mission and goals of the Association.
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25 **ARTICLE III**
26 **COMMITTEES**
27

28 **Section 3.1.**

29 The President, with the approval of the Executive Board, shall appoint annually such standing and other
30 committee chairmen as are necessary.
31

32 **Section 3.2.**

33 The Standing Committees of this Association shall consist of:

- 34 1. Executive Board (See Article II)
- 35 2. Negotiations
- 36 3. Bylaws
- 37 4. Grievance
- 38 5. Audit/Budget
- 39 6. Scholarships

40 All officers and committee chairmen will keep pertinent records and information relative to their office or
41 committee. These should be kept in written form and contain ideas and suggestions relative to the
42 respective office or committee. These records will be collected by the President on June 1 except for those
43 committees or officers with unfinished business. These will be given to the President Elect no later than
44 August 1.
45

46 **Section 3.3.**

47 The President shall have the right to call the committee chairpersons together to audit committee progress
48 as necessary.
49

1 **Section 3.4. Negotiations Committee.**

2 This committee shall consist of the President, Vice President, Secretary, Treasurer and other members in
3 good standing to form a representation of both school based and District office based employees in the
4 chapter. This committee shall work with the PSE Field Representative in developing proposals and
5 negotiation agreements. The President will serve as Chairperson. The purpose of this committee is to
6 formulate a contract proposal. This proposal shall be taken to the Association for ratification prior to
7 taking it to the District for the process of negotiations. Any tentative agreement must be ratified by the
8 Association.

9
10 **Section 3.5. Bylaws Committee.**

11 In cooperation with the Executive Board, this committee shall consist of a minimum of three (3) members
12 in good standing. Any Executive Board member shall serve as chairperson. The responsibility of the
13 Bylaws Committee is to maintain and keep the Bylaws of the Association current. This committee shall
14 review the Bylaws every three (3) years.

15
16 **Section 3.6. Grievance Committee.**

17 The committee shall be made up of any officer of the Executive Board and may include up to two (2) at-
18 large members, as appointed. Its functions shall be to confer in respect to grievance procedures,
19 responsibilities, personnel matters and working conditions.

20
21 **Section 3.7. Audit / Budget Committee.**

22 This committee shall consist of the immediate past Treasurer, the Treasurer, and one (1) member in good
23 standing. This committee shall audit the account of the Association at the close of each fiscal year and
24 shall submit its report to the Executive Board. Acceptance of the committee's report carries with it
25 approval of the Treasurer's records. The financial report shall be made in triplicate, one (1) copy for the
26 Secretary, one (1) copy to the President and one (1) copy to be retained by the Treasurer. Copies will be
27 available as required by State agencies. The budget shall contain itemized estimated receipts and
28 expenditures to be used as a guide in the current fiscal year. The proposed budget shall be presented to the
29 membership at the first general meeting of the year for approval.

30
31 **Section 3.8. Scholarship Committee.**

32 This committee shall consist of at least three (3) members in good standing, one of which shall be
33 chairperson. It shall be the duty of the Scholarship Committee to review applications and determine the
34 scholarship recipients. The number and amount of the scholarships that will be given shall be voted on
35 each year by members of the Association present at the general meeting at which scholarships are to be
36 voted upon. Children or grandchildren and dependents of Association members who are in good standing
37 are eligible to apply for a scholarship, regardless of the school district that they attend. All applicants must
38 be completing their final year of high school or be attending a post graduate program in order to be
39 eligible for a scholarship. This committee shall present all scholarship information/applications to each of
40 the high school scholarship counselors or post high school program no later than March 1. Applications
41 should be returned to this committee by April 15. This committee shall review and make selections by
42 May 15 and present the names of the recipients to each high school scholarship counselor or post at the
43 high school Financial Aid Office. Scholarships will be payable directly to the college of their choice at the
44 beginning of fall quarter. If the scholarships are not used by March 1 of the following year, the money is to
45 be returned to the Association.



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ARTICLE IV MEETINGS

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Section 4.1.

17 General Membership meeting of this chapter shall be held at least four (4) times annually, at a time and
18 place to be determined by the Executive Board. Chapter meetings can normally be scheduled as follows to
19 include:

- 20 • Fall Quarter (Oct) – Welcome new leadership and provide convention report, committee set up,
21 vote on Annual Budget.
- 22 • Winter Quarter (Jan/Feb) – Scholarship award amounts
- 23 • Spring Quarter (March/April) – Nomination of convention delegates and bargaining information as
24 needed.
- 25 • End of Year Meeting (June) – Nomination and election for Executive Board positions

26

Section 4.2.

27 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this
28 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE State
29 Bylaws, these bylaws and with any special rules of order this chapter may adopt.

30
31 Section 4.3.—Special Meetings may be called by the President, Executive Board, or by petition of the
32 general membership filed with the President and signed by twenty percent (20%) of the members in good
33 standing of this chapter.

34

Section 4.4.

35 Members in good standing shall be notified of regular meetings of the Association at least one week in
36 advance of such a meeting. However, said one (1) week notice may be waived by the Executive Board for
37 special meetings provided that every reasonable effort is employed to notify the membership of the
38 meeting.

39

Section 4.5.

40 During any assembly of this chapter's membership, each member in good standing who is present, whether
41 in person or electronically, shall have the right to cast one (1) vote. All electronic voting will be taken by
42 platform voting tools and the totals shall be recorded by the Chapter Secretary. Proxy voting is prohibited;
43 members must be present to vote. All present members in good standing shall constitute a quorum.

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ARTICLE V DUES

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Section 5.1. State Dues.

50 State dues shall be paid monthly to the state office of PSE, consistent with processes and policies approved
51 by the Executive Director and/or Board of Directors, as appropriate, and paid via payroll deduction.

52

Section 5.1.1. Chapter Rebates.

53 Dues rebates from the state organization shall be received by the chapter in accordance with the
54 provisions of processes and policies approved by the Executive Director and/or Board of Directors,
55 as appropriate.

1 **Section 5.2. Refunds.**

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

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5 **ARTICLE VI**
6 **CONVENTIONS AND CONFERENCES**
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8 **Section 6.1. PSE Convention.**

9 Nominations for PSE Convention delegates and delegate alternates will be held at the Chapter Membership
10 meeting in the spring. Convention Delegates must be members in good standing and must be present at that
11 meeting to have their names added to the ballot. The number of delegates to be elected will be determined by
12 PSE and will be communicated to the Chapter President and Treasurer prior to the delegate election. Delegates
13 to the annual PSE Convention will be elected by secret ballot by members in good standing.

14
15 **Section 6.1.1. Convention Chapter Delegate Responsibilities.**

16 Elected Delegates, whose convention expenses are paid from Chapter funds, are expected to carry out
17 the following on behalf of the membership, all delegates should:

- 18
19 1. Attend all scheduled business meetings and Leadership Training if applicable.
20 2. Be present to vote on the issues before the body at the business meetings.
21 3. Attend the Zone Caucus meeting.
22 4. Attend the closing Executive Director’s speech and ceremonies.
23

24 **Section 6.1.2. Convention Registration Costs.**

- 25 1. Convention Registration - Upon the conclusion of delegate elections, the Chapter Treasurer will
26 directly remit payment for Convention Registration to PSE.
27 2. Convention Lodging - Will be reserved and paid for by the Chapter Treasurer for the nights the
28 delegate must be at the convention. Any additional nights must be reserved and paid for by the
29 member/delegate personally and are not eligible for reimbursement from the chapter. If extensive
30 travel is required to attend, or delegate must attend early AM, lodging for the night before
31 convention will be determined by the Executive Board to be eligible for chapter expenses.
32 3. Mileage and Meals Reimbursement – Delegates are eligible for reimbursement from the chapter for
33 the following:
34
35 a. Mileage from their home to the event and from the event home. Mileage
36 reimbursement will be calculated using the most current Washington State privately
37 owned vehicle mileage rate.
38 b. Meals: Meal reimbursement will be calculated using the most current Washington
39 State per diem Meal rate table. Reimbursable meals will be determined by the
40 number of days member delegates will attend the Convention, and the number of
41 meals that will not be provided by PSE during Convention. If extensive travel is
42 required to attend, meals during travel to and from Convention will also be
43 reimbursable.
44 c. Delegates must complete a Member Expense Form within one (1) calendar week of
45 returning from convention to be given to the Chapter Treasurer. All meal expenses
46 must have supporting documentation. Failure to complete the Expense form and/or
47 provide documentation will result in the expense not being reimbursed by the
48 Chapter.
49



1 **Section 6.1.3. Non-Attendance.**

2 If a delegate cannot attend, notice should be given to the Executive Board as soon as possible. If
3 any alternates are elected, they will be notified by the Executive Board.
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5 **Section 6.2. Legislative Conference.**

6 The nomination process for Legislative Conference attendees will take place during the Chapter
7 Membership meeting in autumn. To be eligible for consideration as Legislative Conference attendees,
8 individuals must be members in good standing and attend the aforementioned meeting to have their names
9 included on the ballot.
10

11 **Section 6.2.1. Legislative Conference Attendees Responsibilities.**

12 Elected attendees, whose Legislative Conference expenses are paid from Chapter funds, are
13 expected to carry out the following on behalf of the membership.
14

15 **Section 6.2.2. Legislative Conference Registration Costs.**

- 16 1. Legislative Conference Registration – Upon the conclusion of attendee elections, the Chapter
17 Treasurer will directly remit payment for Legislative Conference Registration to PSE.
- 18 2. Lodging – Will be reserved and paid for by the Chapter Treasurer for the nights the attendee
19 must be at the Conference. Any additional nights must be reserved and paid for by the
20 member/attendee personally and is not eligible for reimbursement from the chapter. If
21 extensive travel is required to attend, or if the attendee must attend early AM, lodging for the
22 night before Legislative Conference will be determined by the Executive Board to be eligible
23 for chapter expenses.
- 24 3. Mileage and Meals Reimbursement – Attendees are eligible for reimbursement from the
25 chapter for the following:
- 26 a. Mileage from their home to the event and from the event home. Mileage
27 reimbursement will be calculated using the most current Washington State privately
28 owned vehicle mileage rate.
 - 29 b. Meals: Meal reimbursement will be calculated using the most current Washington
30 State per diem Meal rate table. Reimbursable meals will be determined by the
31 number of days member attendees will attend the Conference, and the number of
32 meals that will not be provided by PSE during the Conference. If extensive travel is
33 required to attend, meals during travel to and from the Conference will also be
34 reimbursable.
 - 35 c. Attendees must complete a Member Expense Form within one (1) calendar week of
36 returning from the Legislative Conference to be given to the Chapter Treasurer. All
37 meal expenses must have supporting documentation. Failure to complete the
38 expense form and/or provide documentation will result in the expense not being
39 reimbursed by the chapter.
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42 **ARTICLE VII**
43 **AMENDMENTS**
44

45 Amendments to the Bylaws of this Association may be made at any meeting thereof by vote of two-thirds
46 (2/3) of the members in good standing that are present, providing that the proposed amendment shall have
47 been approved by the Executive Board. Notice of the intent to amend any specific provision is to be given
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1 to the membership at least one (1) week prior to the meeting at which said vote is to be taken. The
2 amendment shall become effective immediately following its adoption.


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5 **ARTICLE VIII**
6 **MISCELLANEOUS PROVISIONS**

7
8 **Section 8.1.**


9 This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws
10 of the Public School Employees of Washington.

11
12 **Section 8.2.**

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

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24 BY: Linnea Mulvaney, Chapter President (Mar 19, 2025 11:29 PDT)
25 Linnea Mulvaney, Chapter President

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27 DATE: 03/19/2025
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31 
32 BY: Colleen Denny (Mar 19, 2025 15:45 PDT)
33 Colleen Denny, Chapter Treasurer

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36 DATE: 03/19/2025
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42 Adopted April 1987
43 Amended May 18, 2010
44 Amended October 10, 2019
45 Amended February 17, 2025