

CHAPTER BYLAWS

EVERGREEN PSE



Public School Employees of Washington / SEIU Local 1948

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1 **PREAMBLE**

2
3 **A. NAME**

4 The name of this chapter shall be Public School Employees of Evergreen PSE, an affiliate of Public
5 School Employees of Washington/SEIU Local 1948, a not-for-profit 501(c) 5 labor organization
6 operating under the laws of the state of Washington. This chapter was chartered by Public School
7 Employees of Washington/SEIU Local 1948 on June 28, 1968.

8
9 **B. MISSION - OUR PURPOSE FOR EXISTING**

10 It is the mission of Public School Employees of Evergreen PSE to secure rights, recognition, and
11 respect for classified educational support professionals.

12
13 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

14 It is the vision of Public School Employees of Evergreen PSE to provide service, programs, and
15 activities to achieve a leadership position in representing all classified educational support
16 professionals. We will support the membership through collective bargaining and the protection of
17 those rights. Our goal is to build a stronger union by providing union leadership training to members
18 and by encouraging membership growth. We will work closely with the Legislature and Congress in an
19 effort to enact laws which will represent the best interest of all classified educational support
20 professionals. As a result, PSE, our members, the educational communities in which we work, and
21 communities in which we live, will grow and prosper.

22
23 **D. MEMBER RIGHTS & RESPONSIBILITIES**

24 Public School Employees of Washington/SEIU Local 1948, Member Rights and Responsibilities

- 25
- 26 • The right to have opinions heard and respected, to be informed of union activity, and to be
- 27 educated in union values and union skills.
- 28 • The right to choose the leaders of the union in a fair and democratic manner.
- 29 • The right to a full accounting of union dues and the proper stewardship over union resources.
- 30 • The right to participate in the union’s bargaining efforts and to approve union contracts.
- 31 • The right to have members’ concerns resolved in a fair and expeditious manner.
- 32 • The responsibility to help build a strong and more effective labor movement, to support the
- 33 organizing of unorganized workers, to help build a political voice for working people and to
- 34 stand up for one’s co-workers and all workers.
- 35 • The responsibility to be informed about the internal governance of the union and to participate
- 36 in the conduct of the union’s affairs.
- 37 • The responsibility to contribute to the support of the union.
- 38 • The responsibility to treat all workers and members fairly.
- 39 • The responsibility to offer constructive criticism to the union.
- 40 • The responsibility to demonstrate and act with integrity and commitment to do the right thing.
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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 Evergreen School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

Free-riders: Any member who opts out of payment of regular dues, shall be characterized as a free rider and shall only be allowed to those rights and privileges set forth in PSE policy or bylaw. Free riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of collective bargaining agreements. In addition, free riders may not attend PSE sponsored function.

Section 1.1.2. Member In Good Standing.

To be eligible to vote, a member must be in good standing. To be in good standing, the member shall be employed and be current in payment of dues as are required by these bylaws. To hold office, a member must be in good standing and have been so for a minimum of one calendar year. Any member who is on authorized leave of absence pursuant to the collective bargaining agreement shall retain the right to vote and hold office. However, any member currently in an elected office or appointed position who is on an authorized leave of absence for longer than three (3) months must resign their position. This requirement will not apply if the leave is based on illness, disability, or education. Any member who is terminated from employment shall not be eligible to vote or hold office.

Section 1.1.3. Retired.

Retired members of Evergreen PSE may attend and participate in meetings upon the invitation of the chair. PSE has no obligation to represent retired members, and they may not vote or hold office.

Section 1.1.4. Life Member.

Any person who has been an active member of PSE for a minimum of ten (10) years and has made an outstanding contribution to the general welfare of Education Support Professionals through PSE may have a life membership bestowed upon them by the Awards Committee at the annual PSE convention. Life membership confers all privileges of active membership. Upon full retirement or separation from PSE bargaining unit, life members shall retain all rights of active membership except the right to vote and hold office. If such a member becomes re-employed or re-represented by PSE, the right to vote and the right to hold office would be reinstated.

Life membership status is subject to revocation from the State Association as a result of conduct unbecoming a life member, proven by an investigation by the Recall Committee. As

1 an example: union busting, felony conviction, or violation of PSE bylaws. At the time of
2 revocation, life member privileges previously awarded will be removed and cannot be awarded
3 again.
4
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6 **ARTICLE II**

7 **DUES**

8 **Section 2.1. State Dues.**

9 State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.
10

11 **Section 2.1.1. Chapter Rebates.**

12 Dues rebates from the state organization shall be received by the chapter in accordance with the
13 provisions of the state bylaws.
14

15 **Section 2.2. Local Dues.**

16 Local membership dues shall be one dollar and fifty cents (\$1.50) per month. Local dues shall be paid
17 monthly to the chapter treasurer by the school district. Any member who is on an authorized leave of
18 absence pursuant to the collective bargaining agreement may have local dues collection suspended
19 upon approval by the chapter board.
20

21 **Section 2.2.1. Scholarship Fund.**

22 Fifty cents (50¢) of each member's monthly local dues shall be placed in a separate account to
23 be used for dependent and/or member scholarship(s). This scholarship fund shall be
24 administered by the board in coordination with the Scholarship Committee. Any funds in
25 excess of \$7,000 per year may be moved to the general fund. Any scholarship award(s)
26 returned, and/or funds remaining at year end, shall be retained in the Scholarship Fund.
27

28 **Section 2.3. Refunds.**

29 Membership dues are not refundable except where an error resulting in an overpayment exists.
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32 **ARTICLE III**

33 **GOVERNANCE AND OPERATIONS**

34 **Section 3.1.**

35 PSE shall be governed by a representative form of government.
36

37 **Section 3.2.**

38 Members shall suffer no impairment of freedom of speech concerning the operations of this
39 organization. Active discussions of organization affairs shall be encouraged and protected within this
40 organization.
41
42

1 **Section 3.3.**

2 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
3 such accounting shall include, but not be limited to, periodical reports to the membership by
4 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
5 and a financial audit at least once a year which is made available to all members.
6

7 **Section 3.4.**

8 Members shall have the right to full participation, through discussion and vote, in the decision making
9 processes of the organization and to pertinent information needed for the exercises of this right.
10

11 **Section 3.5. GOVERNING BODY**

12 **Section 3.5.1. Board.**

13 Except when general meetings of the chapter are in session, the business and property of
14 this chapter shall be managed by a board (see Article V, Section 5.1). The authority to
15 govern and act on behalf of the membership is vested in the elected board who shall decide
16 all matters affecting the purposes, aims and means of accomplishing the purposes of this
17 chapter, not specifically provided for in these bylaws or by action of the members at a
18 regular or special meeting.
19

20 **Section 3.5.2. PSE Field Staff.**

21 PSE field staff shall work closely with the chapter in an advisory position. All decisions
22 governing the business of the local chapter shall be the sole responsibility of the elected
23 officials and membership of the chapter.
24

25 **Section 3.6. OPERATING PRINCIPLES.**

26 In order to provide the chapter with the highest quality direction and management possible, the
27 following operating principles shall guide the board.
28

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

30 A positive, constructive, cooperative relationship between the board and the membership and
31 the PSE staff is essential to achieving the mission and vision of the organization. Therefore, the
32 board and membership will conduct themselves in a way that promotes mutual trust,
33 demonstrates respect for individual dignity, and displays professionalism. The board shall
34 utilize positive conflict resolution methods and maintain open, honest lines of communication
35 that respect an appropriate chain of command within the chapter.
36

37 **Section 3.6.2. Media.**

38 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
39 to individual board members about matters of chapter concern should be referred to the chapter
40 president. Inquiries about a position of PSE on any matter of statewide concern or specific
41 legislation should be referred to the executive director at state headquarters.
42

43 **Section 3.6.3.**

44 All records pertaining to the creation of the chapter and its ongoing operation – such as, charter,
45 minutes, financial records, bylaws, and contracts belong solely to the chapter. Official records
46 will be transferred to the chapter within thirty (30) days following the end of each term of
47

1 office. In the event an officer cannot serve the remainder of his or her term, he or she will turn
2 over official records to the chapter within seven (7) calendar days.

3
4 **Section 3.7.**

5 The Treasurer shall annually develop a budget, with approval of the board, which shall be submitted to
6 the membership for approval at the September general membership meeting. The fiscal year is from
7 September 1 to August 31 of the following year, inclusive.

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11 **ARTICLE IV**

12
13 **MEETINGS**

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15 **Section 4.1.**

16 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
17 place to be fixed by the President with the approval of the board. The months and main agenda items
18 of the meetings are as follows:

- 19
20 1. The month of September for approval of budget;
21 2. The month of November to elect delegates for Legislative Conference;
22 3. The month of March for general membership and trustee votes as needed;
23 4. The month of May for elections of Executive Board Members, Convention Delegates and
24 Trustees.

25
26 **Section 4.1.1.**

27 All general membership meeting dates will be presented to the membership no later than the
28 first week of school.

29
30 **Section 4.2.**

31 Special meetings may be called by the president, the board, or by petition filed with the president and
32 signed by twenty percent (20%) of the members in good standing of this chapter.

33
34 **Section 4.3.**

35 The president shall provide at least fifteen (15) days notification to all members of any meeting called.
36 However, said fifteen (15) days' notice may be waived by the board provided that every reasonable
37 effort is employed to notify the membership of the meeting.

38
39 **Section 4.4.**

40 At any meeting of the membership of this chapter, each member in good standing present shall be
41 entitled to one vote. A member must be present to vote--no proxy vote will be allowed. A minimum of
42 twenty-five (25) members must be present to constitute a quorum before any chapter business may be
43 transacted.

1 **Section 4.5.**

2 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
3 meetings; provided, that they shall be superseded by the bylaws and special rules of this chapter or of
4 the Public School Employees of Washington/SEIU Local 1948.

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8 **ARTICLE V**

9
10 **BOARD**

11
12 **Section 5.1.**

13 The executive board shall be composed of the president, vice president, secretary, membership officer
14 and treasurer. The full board will be composed of the executive board and a unit representative (herein
15 known as a trustee) elected by the unit from each classification of employees listed below.

- 16
17 1. Paraeducators
18 2. Service Workers
19 3. Professional/Technical
20 4. Maintenance
21 5. Mechanics
22 6. Transportation

23
24 Classifications of fifty (50) or more members may have one (1) elected trustee for each fifty (50)
25 members or any portion thereof not to exceed five (5) trustees per classification.

26
27 **Section 5.1.1.**

28 All elected officials of the chapter must take appropriate training for their position, as set in the
29 PSE Connect portal named Learn. In addition, all elected and appointed members must take
30 yearly ethics training. All training(s) must be done within thirty (30) days of the start of your
31 term. If elected to fill a vacancy, all training(s) must be done within thirty (30) days of being
32 elected. The ethics class renewal must be done during the month of your yearly anniversary.

33
34 All proof will be submitted to the board secretary to keep on file for reference.

35
36 If a board member does not complete the training as required, they may not attend board
37 meetings until proof has been provided.

38
39 **Section 5.2.**

40 The term of office for trustee(s) shall be for a period of two (2) years (see Article VI, Section 6.3).
41 Starting with the 2014 election and every even year thereafter the paraeducators, mechanic and protech
42 trustees will be elected for a term of two (2) years. Every odd year thereafter the service worker,
43 maintenance and transportation trustees will be elected for a term of two (2) years. The election of a
44 new trustee(s) for all classifications will be done at the beginning of the General Membership
45 Meetings. Only members of their respective classification will be allowed to vote for their respective
46 trustee(s).



1 **Section 5.2.1.**

2 The president and secretary shall be elected for a term of two (2) years effective even-
3 numbered years. The vice president, treasurer, and membership officer shall be elected for a
4 term of two (2) years effective odd-numbered years. No officer of the Executive Board
5 shall serve more than two (2) consecutive terms in the same office.
6

7 **Section 5.3.**

8 The board shall hold regular meetings and such special meetings as the president or the board shall
9 deem necessary for the competent management of affairs of the chapter.
10

11 **Section 5.4.**

12 Each officer and classification shall possess one (1) vote in matters coming before the board.
13 Trustees representing a classification with more than one trustee must come to a consensus and
14 cast only one (1) vote for their classification. All voting at meetings of the board shall be in
15 person, and voting by proxy shall not be allowed. An individual may not vote in more than one (1)
16 capacity. A majority of the voting members of the board shall constitute a quorum.
17

18 **Section 5.4.1.**

19 Communication and decisions of the board may be made through email. A vote of the board
20 may also be taken over email as long as the subject is not involving expenditures of the
21 chapter funds. For the sake of transparency, all members of the board must “reply all” when
22 there is a vote involved.
23

24 **Section 5.5. Duties.**

25 **Section 5.5.1. President.**

26 The president shall preside at all meetings of the chapter and of the board. The president
27 shall be made aware of, and supervise all activities of the chapter; execute all instruments
28 in its behalf; and work with PSE field staff, with the advice and consent of the board, to
29 achieve the mission, vision, goals, and objectives of the chapter. The president shall appoint
30 all special committees not otherwise provided for in the bylaws of the chapter, subject to
31 the approval of the board, and serve as an ex-officio member of all committees. The
32 president shall report periodically to the membership regarding the progress and standing of
33 the chapter in regard to the president's official acts; and perform all other duties of the
34 office. The president may, at the end of his/her term, become a member to the board for one
35 (1) year without a vote.
36
37

38 **Section 5.5.1.1. Presidential Leave.**

39 The president may transfer his/her bargained leave entitlement to another member
40 for the sole purpose of union business, with board approval.
41

42 **Section 5.5.2. Vice President.**

43 The vice president shall provide such assistance to the president as requested; serve as
44 chairperson of the grievance committee; shall, in the absence of the president, perform duties of
45 that office; and in the case of permanent disability or resignation of the president, shall succeed
46 to that office for the unexpired portion of the current term of office.
47
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1 **Section 5.5.3. Secretary.**

2 The secretary shall ensure that the minutes of general membership meetings and board
3 meetings are duly recorded. The minutes are to include board members in attendance, lists of
4 topics discussed and specific vote results by classification and/or board position. The secretary
5 then has 10 calendar days after report approval by the board and/or members to post them to
6 the PSE Chapter Portal.
7

8 It shall also be the duty of the secretary to organize for convention and legislative conference,
9 keep all records of the chapter, the board, oversee and certify all elections and to perform such
10 other official functions as the president and board may direct.
11

12 **Section 5.5.4. Membership Officer.**

13 It shall be the duty of the membership officer to maintain a current and accurate list of
14 members of the chapter in coordination with the membership information section at PSE/SEIU
15 1948 state headquarters; ensure that all members are paying dues; render periodical
16 membership reports as required by Public School Employees of Washington/SEIU Local 1948;
17 and perform such other official functions as the president and board may direct. The
18 membership officer shall serve as chairperson of the site contact committee.
19

20 **Section 5.5.5. Treasurer.**

21 The treasurer shall receive and be accountable for all funds and monies belonging to the
22 chapter; pay all obligations incurred by the chapter as authorized by the board; keep an accurate
23 record of receipts and disbursements; and maintain bank accounts and depositories designated
24 by the board. Such money shall be withdrawn only by debit card, which is held by the president
25 for charges up to \$100 without board approval and amounts over \$100 with board approval or
26 checks signed by the president and/or vice president. The treasurer is to write the checks but
27 will not be a signor. The treasurer shall render periodical financial reports as required by the
28 board, the membership, or Public School Employees of Washington/SEIU Local 1948, to
29 ensure that the chapter is in compliance with all laws and regulations required by the Internal
30 Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be
31 from September 1 to August 31 of the following year, inclusive. The treasurer shall act as
32 custodian of all properties of the chapter.
33

34 **Section 5.5.6. Trustee.**

35 A trustee shall only be nominated and elected from the classification in which the majority of
36 their hours are worked. In the event a trustee works equal hours in two (2) classifications, they
37 may only serve in the classification where they have been employed the longest or have the
38 most seniority. They shall represent that classification of employees and express to the board
39 the needs, desires, and concerns of the members in their classification. They will be
40 responsible, along with the grievance committee, for advising an employee about their
41 contractual rights. If requested by a member, a Trustee may represent outside of their own
42 classification.
43

44 Trustees for each classification shall organize and hold at least three (3) classification meetings
45 annually. The purpose of the meeting is to share information specific to their classification and
46 information pertinent to PSE with their members along with educating the members about their
47 contract and bylaws, and to collect information of concern to inform the board, and when
48 appropriate, to elect new trustee(s).

1 All classification meetings must report to the Board and post to the Portal the expected dates,
2 times and locations of classification meetings. This must be done at least thirty (30) days prior
3 to those meetings. Any changes to the originally scheduled date, time, location or cancellation
4 must be reported to the Board and posted to the portal fifteen (15) days prior to the new date.
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8 **ARTICLE VI**

9 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

10 **Section 6.1.**

11
12 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
13 fifteen (15) days' notice of nominations and elections, and equal opportunities for competing
14 candidates to state their qualifications and reasons for seeking office to the chapter membership.
15 Elections shall be conducted by secret written ballot and certified by the chapter secretary.
16
17

18 **Section 6.2.**

19 Members shall have an equal right to run and hold office, except those persons set forth in
20 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
21 state regulatory agencies as being a "supervisory employee".
22

23 **Section 6.3.**

24 Elections for convention delegates will be held during the month of March. Elections for Executive
25 Board Members will be held during the month of May. Terms of office shall be from September 1
26 through August 31.
27

28 **Section 6.4.**

29 Nominations may be made by the nominating committee, but whether or not such nominating
30 committee is used, nominations shall be permitted from the floor, or expressed written interest; if done
31 by email, on connect or letter to the board, nominations must be received by 5:00pm, two (2) business
32 days prior to the election. Only nominees who have accepted the nomination will be candidates.
33 Candidates will be allowed up to three (3) minutes to address the membership prior to the call for the
34 vote. Candidates have to be present at the meeting where the election is taking place.
35

36 **Section 6.5.**

37 To be eligible to hold office, a member must be in good standing and non-probationary.
38

39 **Section 6.6.**

40 Members of the board, including both officers and trustees, shall be elected by secret ballot vote, and
41 the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. In the
42 event that no candidate for an office receives a majority of the ballots cast, the candidate receiving the
43 fewest votes will be dropped from the ballot and the election for that office re-run. This process will
44 continue until a candidate receives a majority of the ballots cast.
45

46 **Section 6.6.1.**

47 All members of the chapter in good standing shall be eligible to vote for the positions of
48 president, vice president, secretary, membership officer, and treasurer. In the election of a

1 trustee, only members in the classification of employees that the trustee will represent shall be
2 allowed to vote, and only at the appropriate classification meeting.

3
4 **Section 6.7.**

5 Every member of the board shall, upon assuming office, subscribe to the obligations contained in these
6 bylaws.

7
8 **Section 6.8.**

9 Any member of the board may be removed from office for grounds, by a two-thirds (2/3) vote of the
10 members present at a meeting to determine removal (or if a trustee a 2/3 vote of the classification
11 members present) at any regular or special meeting of the chapter (or classification). Written notice of
12 the proposed removal must be given to the membership (or the classification in the case of a
13 classification meeting) at least fifteen (15) working days prior to the date of the meeting at which the
14 removal is to be voted upon. The officer or trustee facing removal will be notified of the intent of the
15 chapter or classification and given a chance to respond at the meeting. Such notice must state the
16 reasons for the proposed removal. Grounds for removal shall be as defined in PSE / SEIU 1948 Policy.
17 Mere disagreement with the policies or position of the respondent shall not be grounds for removal.

18
19 **Section 6.9.**

20 Unexcused absences from any three (3) meetings of the board, per year, including emergency and
21 general membership meetings, shall be due cause for removal of the member by the board. Removal of
22 a board member or trustee, because of excessive absenteeism shall not require the 2/3 vote of the
23 membership.

24
25 **Section 6.10.**

26 A vacancy in any position, except that of president, shall be filled by the board in accordance with the
27 procedures set forth below:

28
29 **Section 6.10.1.**

30 In the event the president cannot serve the remainder of his/her current term, the vice president
31 shall serve as president for the completion of the term.

32
33 **Section 6.10.2.**

34 In the event of a vacancy in the office of vice president, secretary, membership officer, or
35 treasurer, all members shall be notified of the vacancy and nominations solicited for the
36 position and voted on within 30 days of the vacancy. Nominations shall be accepted for a
37 period of twenty (20) calendar days following the notification to members. The President will
38 call a special meeting of the membership, or act upon the vacancy at the next regularly
39 scheduled membership meeting. Each candidate for the position may have three (3) minutes to
40 address the membership prior to the vote to describe their qualifications and reasons they are
41 seeking the position. After all, candidates are given the opportunity for a candidate statement,
42 and an election by secret ballot will be conducted. The ballots will be tallied. In the event, a
43 candidate receives over fifty percent (50%) of the votes cast on the first ballot, that candidate
44 with the lowest total (or candidates if there is a tie for the lowest vote total) will be dropped
45 from the ballot after each round of voting until one (1) candidate receives over fifty percent
46 (50%) of the votes cast. In the event of a tie for the lowest vote total, where only one (1)
47 candidate would remain if both were dropped from the ballot, an interlocutory tie-breaker
48 election will be held in order to determine which person would be dropped.

1 The only exception to the 30 days is summer, winter, and spring break. These days will not
2 count toward the 30-day timeline. During those times, if necessary, the President will ask
3 members of the board for a volunteer to fill the vacancy until a replacement has been elected.
4

5 **Section 6.10.3.**

6 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
7 occurs; provided, however, that when vacancies occur in the office of trustee, the president
8 shall direct that a classification meeting be held and that the classification elect a successor for
9 the remainder of the vacant term. Election of the successor must be by a majority of the votes
10 cast. In the event that more than two candidates run for the office, the candidate with the lowest
11 vote total will be dropped from the ballot after each round of voting until one candidate
12 receives a majority of the votes cast.
13

14 **Section 6.10.4.**

15 In the event of a natural disaster, declared state of emergency or catastrophic event that creates
16 a delay of the election of chapter officers, the Chapter President along with the board of
17 trustees will seek guidance from the PSE State Office through the chapter's field representative
18 to formulate a plan to conduct legal elections when it is safe and practical to do so. LMRDA
19 rules will be followed. If elections are delayed due to a natural disaster, declared state of
20 emergency or catastrophic event, the officers who currently hold the position will remain in
21 place until the time that elections may be conducted safely and with the full participation of the
22 membership.
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26 **ARTICLE VII**

27 **MISCELLANEOUS PROVISIONS**

28 **Section 7.1.**

29 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always
30 supersede local bylaws where conflict exists.
31

32 **Section 7.2.**

33 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
34 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
35 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
36 agreement which would affect the rights of employees represented by PSE, nor any agreement
37 affecting the scope of any collective bargaining unit, with the district, employer, or other entity or
38 agent, unless such agreement is first approved by the executive director of Public School Employees of
39 Washington/SEIU Local 1948, or his/her designee, provided decisions of the executive director may be
40 appealed to the board of directors.
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ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1.

The president shall appoint all special committees not otherwise provided for in the bylaws of the chapter, subject to the approval of the board, and serve as an ex-officio member of all committees. Committee chairpersons are directly responsible for reporting to the chapter president.

Section 8.1.1. Audit Committee.

An audit committee shall be selected by the board to audit the financial records of the chapter.

Section 8.1.2. Bylaws Committee.

The bylaws committee shall consist of at least three (3) members or more who shall review and recommend updates of the chapter bylaws to ensure compliance with the state PSE bylaws. The committee shall meet a minimum of once a year. The first meeting will be held within two months, after the formation of the committee.

Section 8.1.3. Communication Committee.

The communication committee shall consist of a chairperson who shall update the website to keep members informed regarding issues of concern to chapter members. This committee chair shall submit chapter news that may be of statewide interest to PSE/SEIU 1948 for possible publication.

Section 8.1.4. Election Committee.

Under the direction of the secretary, the election committee will assemble, distribute, collect and count the ballots of all balloted elections, preparing for the secretary's certification. The method will be done to maintain the ballots and the number of ballots using a sign in process with all ballots being accountable.

Section 8.1.5. Grievance Committee.

A grievance committee shall be composed of the vice president and one unit representative (trustee) 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 8.1.6. Legislative Committee.

The legislative committee chair shall work as a liaison between chapter members and the zone representative on the state PSE legislative council. Names and addresses of all committee members shall be submitted to Public School Employees of Washington/SEIU Local 1948, and PSE shall be notified of any changes in committee members or addresses. Funding to cover the expenses of chapter members attending political events supporting PSE issues shall be determined in the annual budget. Participation rules, reimbursement and payment of expenses will be the same as for convention (see Section 8.1.10).

1 **Section 8.1.7. Negotiating Committee.**

2 The negotiating committee may consist of the chapter officers and the representative (trustee)
3 elected from each classification of employees represented by this bargaining unit and shall
4 work with the PSE field representative in developing proposals and negotiating agreements.
5

6 **Section 8.1.8. Scholarship Committee.**

7 At least five (5) members shall be appointed by the president to serve on the scholarship
8 committee. The committee shall identify deserving scholarship recipients and present them for
9 board approval. The selection process will be adopted by the board following state guidelines.
10

11 **Section 8.1.9. Sunshine Committee.**

12 The president shall appoint one (1) board member to chair the committee with board approval.
13 The committee chair will recruit up to seven (7) more committee members.
14

15 The committee will be responsible for spreading cheer to the membership through cards,
16 flowers, years of service and retirement recognition, door prizes, and other significant activities
17 as deemed necessary with board approval.
18

19 The board will work in conjunction with the committee to make line item guidelines of what
20 will be given yearly. The line items will be completed at the first board meeting in the month
21 of September.
22

23 **Section 8.1.10. Annual Convention Delegates.**

24 Delegates and alternates shall be elected by secret ballot. Delegates and alternates shall
25 represent the best interests of the membership. Elected delegates and alternates who fail to
26 perform their duties by not showing up to convention shall reimburse the chapter any funds lost.
27 Failure to reimburse the chapter will result in an ineligibility to be elected or serve as a chapter
28 delegate or alternate for a period of three (3) years. Delegates with unexcused absences from any
29 convention meetings or workshops may not be eligible to attend future conventions and may be
30 held financially responsible for reimbursing the chapter for forfeited convention expenses.
31 Convention expenses shall be reimbursed as follows:
32

- 33 A. Mileage Reimbursement. The mileage reimbursement will be paid to the driver at the
34 District per mile rate. Mileage reimbursement will be calculated by the most direct route
35 to and from the destination. Those drivers pooling with two (2) or more delegates or
36 alternates shall receive an additional ten (10) cents per mile. Other transportation options
37 such as air, bus and train shall be reimbursed the cost of the ticket, not to exceed the
38 amount of the mileage reimbursement if they had driven from their home, after an
39 acceptable receipt is received. Parking costs shall be reimbursed after an acceptable
40 receipt is received.
41
- 42 B. Rooms. The State shall select the appropriate accommodations to be paid by the chapter
43 for the delegates and alternates.
44
- 45 C. Registration. The chapter will pay the registration fee of the delegates and alternates.
46
- 47 D. Meal Reimbursement. Meals not included in the registration fee that are reimbursed will
48 be determined each year based on the meals and incidentals expense chart on the GSA

1 website which includes tip and tax, minus the incidentals column based on the area, after
2 an acceptable receipt is received. No alcoholic beverages will be reimbursed.

- 3
4 E. Chapter Gift, Emergency Relief Fund, Convention Supplies, and Betty Rankin
5 Sponsorship. The funding amounts for the chapter gift, donation to the Emergency Relief
6 Fund, miscellaneous convention supplies (e.g. shirts, buttons, hats, etc.), and donation to
7 the Betty Rankin Sponsorship Fund shall be determined in the annual budget.
8
9 F. Reimbursement. All paperwork needed to get a reimbursement needs to be submitted to
10 the treasurer no later than two (2) weeks after the last day of any event or there will be no
11 reimbursement. This includes, but is not limited to, a completed expense and
12 reimbursement form, acceptable receipts and full name(s) of passenger(s) when
13 carpooling. Decisions for exceptions to the above timeline will be made by the full board.
14

15 **Section 8.1.11. Sergeant-At-Arms.**

16 The president may appoint a sergeant-at-arms/ parliamentarian who will be the president's
17 parliamentarian advisor on Robert's Rules of Order. The sergeant-at-arms/parliamentarian will
18 keep track of quorum status and will notify the president of any changes during meetings. The
19 sergeant-at-arms/parliamentarian will not serve on the board.
20

21 **Section 8.1.12. Site Contacts.**

22 A site contact shall be recruited by the membership chair with approval of the board and shall
23 be responsible for posting all notices and distributing information as directed by the board and
24 attend classification meetings to help promote member involvement. Site contacts are a
25 communication link between the board and the membership.
26
27
28

29 **ARTICLE IX**

30
31 **AMENDMENTS**

32
33 **Section 9.1.**

34 These bylaws may be amended by a majority vote of the membership attending any general
35 membership or special meeting thereof; providing, that the proposed amendments be made available to
36 the members at least five (5) days prior to the meeting at which said vote is to be taken. The bylaws
37 may be submitted by any member in good standing to the Bylaws Committee. This provision does not
38 apply to life members as they are not allowed to write bylaws. The committee will decide which
39 proposals to move forward with and may sponsor their own proposals. The board of Trustees must
40 then be given the opportunity to consider and recommend the proposals. No matter the
41 recommendations of the board, all bylaw proposals, that are approved by the Bylaw committee, must
42 be presented to the general membership for consideration to be amended, rejected, or adopted.
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- 1 Adopted May 8, 1984
- 2 Amended June 2, 1986
- 3 Amended April 29, 1989
- 4 Amended March 12, 1991
- 5 Amended June 8, 1993
- 6 Amended April 14, 1998
- 7 Amended December 8, 1998
- 8 Amended June 13, 2000
- 9 Amended June 18, 2001
- 10 Amended June 10, 2002
- 11 Amended April 1, 2003
- 12 Amended April 21, 2004
- 13 Amended May 17, 2005
- 14 Amended May 21, 2008
- 15 Amended December 7, 2010
- 16 Amended September 20, 2011
- 17 Amended September 18, 2012
- 18 Amended December 17, 2013
- 19 Amended March 12, 2015
- 20 Amended December 13, 2016
- 21 Amended March 22, 2018
- 22 Amended September 22, 2020
- 23 Amended March 21, 2023.
- 24 Amended May 16, 2023.
- 25 Amended November 14, 2023.
- 26 Amended March 20, 2024.

27
28 BY: Angela Waudby
29 Angela Waudby, Secretary

30
31
32 DATE: May 23rd 2024

33
34 BY: Mindy Troffer Cooper
35 Mindy Troffer-Cooper, President

36
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38 DATE: May 23rd 2024
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