

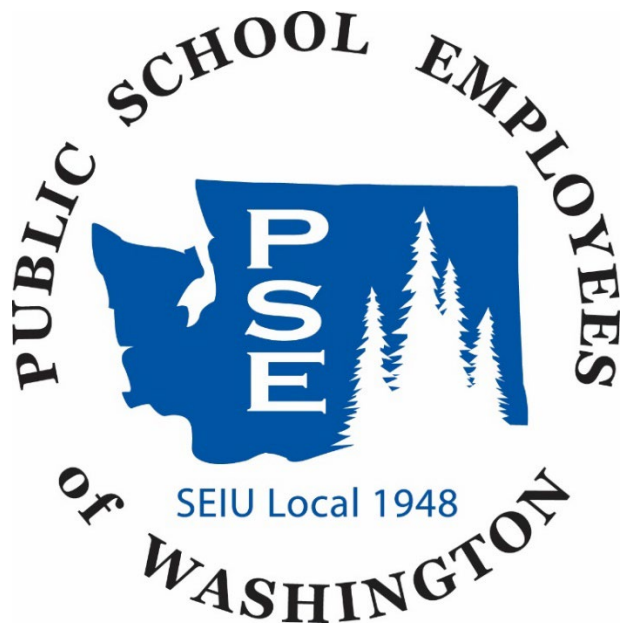
CHAPTER BYLAWS

Amended May 10, 2024

PUBLIC SCHOOL EMPLOYEES

OF

FEDERAL WAY #704



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

2 **A. NAME**

3
4 The name of this Chapter shall be Public School Employees of Federal Way and shall be an affiliate of
5 Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor
6 organization operating under the laws of the State of Washington.

7
8 **B. MISSION - OUR PURPOSE**

9
10 It is the mission of Public School Employees of Federal Way to work closely with Public School
11 Employees of Washington/SEIU Local 1948 to support the membership through collective bargaining
12 and the protection of those rights, promote educational enrichment opportunities, encourage membership
13 growth, and provide high-quality leadership while working closely with the State Legislature in an effort
14 to enact laws which will represent the best interest of all classified school employees in the state of
15 Washington.

16
17 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

18
19 We will provide service of superior quality and value that best meets the needs of our Chapter members.
20 We will achieve that purpose through an organization and working environment which attracts the finest
21 people, fully develops and challenges individual talents, encourages our free and spirited collaboration to
22 drive the organization ahead, and maintains PSE's historic principles of integrity and commitment to do
23 the right thing.

24
25 Through the successful pursuit of our commitment, we expect our services, programs, and activities to
26 achieve a leadership position in representing all classified employees. As a result, PSE, our members,
27 PSE employees, the school district in which we work, and the community in which we live will grow
28 and prosper.

29
30 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT**

31
32 Recognizing the needs of members and PSE staff, we are committed to:

- 33
34 • Striving for excellence and demonstrating pride in our work.
35
36 • Having open, honest communications.
37
38 • Providing high-quality service.
39
40 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
41 to be based on trust and concern for the rights and welfare of others.
42
43 • Embodying honesty and integrity in our conduct and relationships with others.
44
45 • Treating others fairly, equally and respecting their individual dignity.
46
47 • Recognizing individual worth.
48



- 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, in person, in mainstream and on social media.

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 Federal Way 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.

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.

1 **Section 2.2. Local Dues.**

2 Local membership dues shall be \$0.75 per month. Local dues shall be paid monthly to the Chapter
3 Treasurer by the School District. Any member who is on an authorized leave of absence pursuant to the
4 Collective Bargaining Agreement may have local dues collection suspended upon approval by the
5 Chapter Board of Trustees.

6
7 **Section 2.3. Refunds.**

8 Membership dues are not refundable except where an error resulting in an overpayment exists.
9
10

11
12 **ARTICLE III**

13
14 **GOVERNANCE AND OPERATIONS**

15
16 **Section 3.1.**

17 PSE shall be governed by a representative form of government.
18

19 **Section 3.2.**

20 Members shall suffer no impairment of freedom of speech concerning the operations of this
21 organization. Active discussions of organization affairs shall be encouraged and protected within this
22 organization.
23

24 **Section 3.3.**

25 Members shall have the right to a full and clear accounting of all organizational funds. At all levels such
26 accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal
27 officers or by independent auditors not otherwise connected with the organization, and a financial audit
28 report prepared by a Chapter audit committee annually, to be presented at the second Chapter meeting of
29 the school year, but not later than December 31st. The Treasurer shall give an oral report monthly at
30 Chapter and/or Board meetings.
31

32 **Section 3.4.**

33 Members shall have the right to full participation, through discussion and vote, in the decision making
34 processes of the organization and to pertinent information needed for the exercises of this right.
35

36 **Section 3.5. Governing Body.**

37
38 **Section 3.5.1. Board of Trustees.**

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

45 **Section 3.5.2. PSE Field Staff.**

46 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions
47 governing the business of the local Chapter shall be the sole responsibility of the elected officials
48 and membership of the Chapter.

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Section 3.6. Operating Principles.

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 an appropriate chain of command within the Chapter.

Section 3.6.2. Media.

The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries to individual Board members about matters of Chapter concern should be referred to the Chapter President. Inquiries about the position of PSE on any matter of statewide concern or specific legislation should be referred to the Executive Director at State headquarters.

ARTICLE IV

MEETINGS

Section 4.1. General Membership Meetings.

General membership meetings of this Chapter shall be held at least four (4) times annually at a time and place to be fixed by the membership or the Board of Trustees.

Section 4.2.

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

Section 4.3.

The President shall provide at least ten (10) calendar days' notification to all members of any meeting called. However, said ten (10) days' notice may be waived by the Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

Section 4.4.

At any meeting of the membership of this Chapter, each member in good standing present shall be entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A minimum of twenty-one (21) members must be present to constitute a quorum before any Chapter business may be transacted.

Section 4.5. Board of Trustee Meetings.

Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the members (50% plus one) of the Board of Trustees shall constitute a quorum.



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Section 4.6.

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

Section 4.7.

Classified Representatives may call Unit Meetings as needed, to be attended by the union members of their classified group. These meetings are intended for the disbursement of union information and the gathering of opinions from the members regarding issues pertaining to their classification. Any vote taken during a Unit Meeting is not binding on the Board of Trustees.

Section 4.8.

To balance representation at LMM (Labor Management Meetings), Union attendance shall include the President and/or the Vice President, and at least one member from each of the Nutrition Services, Paraeducators and Transportation classifications. One of these members from each classification must also be a member of the Board. The Union shall be represented by no fewer than 3 (three) and no more than 5 (five) Union members, exclusive of the President and/or Vice President. Guest speakers may be invited to speak about union related concerns. Guests shall address specific topics as needed and shall be invited at the discretion of the President.

ARTICLE V

BOARD OF TRUSTEES

Section 5.1.

The Executive Board shall be composed of:

- President
- Vice President
- Secretary
- Treasurer
- Membership Officer

The Trustees shall be composed of:

- Legislative: 1 Rep.
- Nutrition Service: 2 Classification Reps
- Paraeducators: 4 Classification Reps
- Transportation: 2 Classification Reps (serving bus drivers and driver trainers)
- Shop Mechanics: 1 Classification Rep
- Nutrition Services Truck Drivers/Warehouse: 1 Classification Rep
- Bus Assistants: 1 Classification Rep

Altogether, the Executive Board and the Trustees comprise the Board of Trustees.



1 The Executive Board shall be entrusted with decisions regarding the scheduling of Board and General
2 Membership meetings, agenda items pertaining to those meetings, and emergency spending from
3 specific budget line items: The Sunshine Fund; the Recognition (Retirement) Tea; Annual Executive
4 Board Dinner; Office Supplies; and Miscellaneous Expenses. At least three (3) of the five (5) members
5 must agree to constitute a quorum. These decisions may be communicated through text or email. The
6 resulting decisions shall be shared with the entire Board of Trustees upon agreement.

7
8 Upon Vacancy of two (2) or more members of the Executive Board, the President shall contact the
9 Board of Trustees to vote. A member may only fill one (1) position at a time on the Board of Trustees.

10 **Section 5.2.**

11 The term of office shall be for two (2) years or until their successors are elected.

12 **Section 5.2.1.**

13 The President, Treasurer, Membership Officer, and Position I Unit Representatives (all
14 classifications) and Position 3 Para Unit Representative shall be elected in odd-numbered years.

15 **Section 5.2.2.**

16 The Vice President, Secretary, Legislative Rep, Position II Unit Representatives (all
17 classifications) and Position 4 Para Unit Representative shall be elected in even-numbered years.

18 **Section 5.3.**

19 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
20 Board shall deem necessary for the competent management of affairs of the Chapter.

21 **Section 5.4.**

22 Each member of the Board of Trustees shall possess one (1) vote in matters before the Board. All voting
23 at meetings of the Board of Trustees shall be by each member present in person, and voting by proxy
24 shall not be allowed. A majority of the currently elected members of the Board of Trustees (50% plus
25 one) shall constitute a quorum.

26 **Section 5.5. Duties.**

27 **Section 5.5.1. President.**

28 The President shall preside at all meetings of the Chapter and of the Board of Trustees.

29 The President shall be made aware of and supervise all activities of the Chapter; execute all
30 instruments in its behalf, and work with PSE Field Staff, with the advice and consent of the
31 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter.

32 The President shall appoint all special committees not otherwise provided for in the Bylaws of
33 the Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio
34 member of all committees.

35 The President, or his/her designee, shall be the spokesperson for the Federal Way PSE.

36 The President shall report periodically to the membership regarding the progress and standing
37 of the Chapter in regard to the President's official acts; and perform all other duties of the
38 office.

1 **Section 5.5.2. Vice President.**

2 The Vice President shall provide such assistance to the President as requested; serve as
3 Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties of
4 that office; and in the case of permanent disability or resignation of the President, shall succeed to
5 that office for the unexpired portion of the current term of office. The office of Vice President
6 may be shared by two (2) elected members, provided those members run for office as a team and
7 are elected as a team; and that these candidate teams provide the President and Board of Trustees
8 an acceptable plan for the division of their duties prior to the election. They shall share one (1)
9 vote between them on all Board-related issues, and that vote must be cast by the co-vice president
10 who is present at the meeting. Each shall have one (1) vote on broad PSE issues, such as
11 elections and contract approval.

12 **Section 5.5.3. Secretary.**

13 The Secretary shall ensure that the minutes of general membership meetings and Board of
14 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the
15 Chapter, the Board of Trustees, and to perform such other official functions as the President and
16 Board of Trustees may direct, including the signing of checks. The office of Secretary may be
17 shared by two (2) elected members, provided those members run for office as a team and are
18 elected as a team; and that these candidate teams provide the President and Board of Trustees
19 an acceptable plan for the division of their duties prior to the election. They shall share one (1)
20 vote between them on all Board-related issues, and that vote must be cast by the co-secretary
21 who is present at the meeting. Each shall have one (1) vote on broad FWPSE issues, such as
22 elections and contract approval.

23 **Section 5.5.4. Treasurer.**

24 The Treasurer shall receive and be accountable for all funds and monies belonging to the
25 Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees,
26 maintain and inform the Chapter of approved allocations within the budget; keep an accurate
27 record of receipts and disbursements; and maintain bank accounts and depositories designated by
28 the Board of Trustees. Such money shall be withdrawn by Debit card or checks signed by the
29 President and/or Vice President and/or Secretary and/or the Treasurer with two (2) signatures
30 required. The Treasurer shall render monthly oral financial reports at the Board and/or Chapter
31 meetings as required by the Board of Trustees, the membership, or Public School Employees of
32 Washington/SEIU Local 1948 to ensure that the Chapter is in compliance with all laws and
33 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal
34 year for all financial reports shall be from September 1 to August 31 of the following year,
35 inclusive. The Treasurer shall act as custodian of all properties of the Chapter.

36 **Section 5.5.5. Classification Representative.**

37 A Classification Rep shall represent the classification of employees which elected them and
38 express to the Board of Trustees the needs, desires, and concerns of the members in their
39 classification. They shall serve as members of the Grievance Committee and may advise
40 members of their contractual rights. After communication with and direction from the Vice
41 President/Grievance Chair, Classification Representatives may facilitate grievance procedures.
42 Candidates for this office must be members in good standing for at least one (1) year, can be full-
43 or part-time employees in their departments, and may continue their duties as representatives if
44 they change posts, provided they remain employed in the classification they represent. Classified
45 representatives shall keep the Chapter President apprised of ongoing issues and urgent concerns.
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2 **Section 5.5.6. Membership Officer**

3 The Membership Officer will oversee membership registration at the general membership
4 meetings; will keep the President informed of membership counts and will work with the
5 President, state office, and the District with issues related to maintenance of chapter
6 membership records and rosters; The Membership Officer and/or a designee shall greet new
7 members within thirty (30) days after hire. The Membership Officer is also charged with
8 creating a membership committee to ensure union membership at all schools and facilities will be
9 addressed and maintained.

10
11 **Section 5.5.7. Building Representative.**

12 Building Representative is responsible for posting union notices, serving as a liaison between
13 their building members and elected union officials, and assisting with elections of this union.

14
15 **Section 5.5.8. Legislative Representative.**

16 The Legislative Representative shall be responsible for keeping the Board and membership
17 aware of relevant developments in the federal government, state legislature or state government.
18 This position is open to the general membership as well as the Board of Trustees members and is
19 a two (2) year term.

20
21
22 **ARTICLE VI**

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

24
25 **Section 6.1.**

26 Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
27 ten (10) working days' notice of nominations and elections, and equal opportunities for competing
28 candidates to state their qualifications and reasons for seeking office to the Chapter membership.
29 Elections shall be conducted in an appropriate public area, by secret written ballot and certified by the
30 Chapter Secretary. All electees shall be chosen by the majority of those voting.
31
32

33
34 **Section 6.1.1.**

35 Classification elections for Negotiation Team and Classification Reps will be held as follows.
36 Classification Rep elections will be held prior to the end of the school year.

- 37
38 A. Paraeducator elections will take place at a Paraeducator Unit Meeting.
39 B. Nutrition Services and Truck Drivers/Warehouse elections will take place at a Special
40 Meeting called at their discretion. The election will take place at the Central Kitchen.
41 C. Shop/Mechanics elections will take place at a special meeting called at their
42 discretion.
43 D. Transportation elections will take place at Transportation (not to include
44 Shop/Mechanics).

- 45
46 1. It is the responsibility of the voter to inform a classification rep of their
47 absence and to request an absentee ballot, no later than 4:30 p.m. the day
48 before the election.

2. It is the responsibility of the voter to collect and return to a classification rep their absentee ballot no later than the close of the balloting hours.
3. Scheduling of and voting hours will be overseen by two (2) members of Transportation who are not candidates.
4. Voting shall be for 1 (one) hour during midday time.
5. Absentee voting shall be extended only to those employees on the clock working for the District, and therefore unable to vote in person throughout the hours of balloting.

Section 6.2.

Members in good standing shall have an equal right to run and hold office, except those employees classified either by State statute or appropriate State regulatory agencies as being a "supervisory employee".

Section 6.3.

Elections and installations of all Board Members shall be held during the month of May or June at the final Chapter meeting of the year. Terms of office shall be from September 1 through August 31.

Section 6.4.

Nominations may be made by the Nominating Committee, but whether or not such Nominating Committee is used, nominations shall be permitted from the floor at the meeting held for the election.

Section 6.5.

To be eligible for nomination to hold office, a member must be in good standing for one (1) year immediately preceding the election.

Section 6.6.

Members of the Board of Trustees shall be elected by secret ballot, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. If only a single candidate runs for a Board office, assent by acclamation to their election is permissible upon the attending members agreeing to such assent, according to Robert's Rules of Order. At least ten (10) working days' advance notice shall be given the membership prior to the holding of the election.

Section 6.6.1.

All members of the Chapter shall be eligible to vote for the positions of President, Vice President, Secretary, and Treasurer. In the election of a Classification Rep, only members in the classification of employees the Classification Rep will represent shall be allowed to vote.

Section 6.7.

Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained in these Bylaws.

Section 6.8.

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

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Section 6.9.

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

Section 6.10.

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

Section 6.10.1.

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

Section 6.10.2.

In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all members shall be notified within fifteen (15) days of the vacancy and nominations shall be solicited for the position. The President, at his/her discretion, may either call a special meeting of the membership, or act upon the vacancy at the next Chapter meeting. Each candidate for the position may submit a letter or have three (3) minutes to address the membership prior to the vote to describe their qualifications and reasons they are seeking the position.

Section 6.10.3.

Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs; provided, however, that when vacancies occur in the office of Classification Rep, the President shall direct that the classification elect a successor for the remainder of the vacant term. Election of the successor must be by majority vote.

ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

This Chapter shall send to the PSE State office a list of names and addresses of its Board of Trustees and members, together with other information required by PSE and shall notify PSE of all changes in Board members, members, and addresses.

Section 7.2.

This Chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first approved by the Executive Director of Public School Employees of Washington/ SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.



1
2 **Section 7.2.1.**

3 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
4 submitted to the PSE State Office and appropriate copies will be made.
5

6 **Section 7.3. Budget.**

7 The Chapter Board of Trustees shall annually develop, prepare and recommend a budget no later than
8 September 30th of each year. The recommended budget shall be presented to the membership for
9 approval at the first Chapter meeting of the school year. The fiscal year shall be September 1 to
10 August 31.
11

12 **Section 7.4. Compensation of President.**

13 The President shall be compensated for services rendered during the term of office by reimbursement
14 of Union dues only for the time/term served as President. Such claim for reimbursement shall be
15 submitted not later than September 15th of each year or shall be subject to forfeiture.
16

17 **Section 7.4.1. Final Compensation.**

18 If the President should vacate the office before the term ends, reimbursement shall be prorated.
19 This reimbursement shall be for incidental expenses the President may incur while performing
20 official duties not otherwise reimbursed by the Chapter.
21

22 **Section 7.5. Other Official Business.**

23 A Board of Trustee member doing official Chapter business shall be reimbursed for out-of-pocket
24 expenses when substantiated by a legal tax acceptable receipt. Such expenses exceeding twenty-five
25 dollars (\$25) must have a majority Board approval prior to reimbursement.
26

27 **Section 7.6. Legislative Conference.**

28 Any member may attend the conference, though conference expense reimbursement will be limited to
29 six (6) members representing this Chapter. The Board of Trustees shall approve the Chapter
30 representatives.
31

- 32 A. Room - The Board shall select the appropriate double occupancy room(s) for the Chapter
33 representatives who attend.
34 B. Registration - The registration fee of the Chapter representatives who attend the conference will
35 be paid by the Chapter.
36 C. Attendees may receive a per diem dollar amount as set by the Board, intended to compensate for
37 meals not provided at the Conference. Likewise, attendees who drive their own vehicles to the
38 Conference may receive advance compensation for gas.
39 D. To help ensure attendance, the Treasurer, at the behest of the Board, may require potential
40 attendees to predate a personal check to the Public School Employees of Federal Way in the
41 amount equivalent to the price of registration for the Conference. The check will be returned,
42 uncashed, upon attendance. The check may be cashed if the Member does not attend the
43 Conference. The check will be returned, uncashed, should the Member decline to attend twenty
44 (20) days or more before the opening of the Conference, or if the Member is excused from
45 attending within that cutoff date by the Board of Trustees.
46

1 **Section 7.7. Zone Meetings.**

2 Any member may attend a zone meeting at their own expense (e.g., workshops, speakers, etc.). If it is a
3 zone council meeting, (meeting with Zone Director and Chapter Presidents) a maximum of two (2)
4 members' expenses will be paid.
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8 **ARTICLE VIII**

9
10 **COMMITTEES AND DELEGATES**
11

12 **Section 8.1. Grievance Committee.**

13 A Grievance Committee shall be composed of the Vice President and preferably at least one (1)
14 Classification Representative from each classification of employees in the Chapter. This Committee
15 shall be responsible to determine if a grievance is valid or not before a grievance may be submitted for
16 arbitration, per the Collective Bargaining Agreement. The Committee Chair (Vice President) shall
17 report the Committee's decision, in writing, to the assigned PSE Field Representative.
18

19 **Section 8.2. Negotiating Committee.**

20 The Committee is responsible for effectively and forcefully representing the best interests of the
21 individual classifications, while at the same time representing the best interests of the entire Chapter. It
22 shall be authorized to reach tentative agreement with the District on membership concerns (e.g. letters of
23 agreement, memorandums of understanding, and a new collective bargaining agreement).
24

- 25 A. The Committee shall be composed of three (3) Representatives elected by each Nutrition
26 Services and Transportation, except that Mechanics, NS Truck Drivers and Transportation
27 Assistants shall elect one (1) Representative and one (1) Alternate. The Alternates shall
28 participate in the development of the proposal and attend all negotiations sessions with the
29 District but do not have a vote unless they are replacing the voting member. The Committee
30 shall include up to six (6) Paraeducators, with all reasonable effort employed to include a variety
31 of the Para education fields, such as (but not limited to) elementary education, secondary
32 education, SPED, and health/resource room. When electing multiple positions, each member
33 shall have one (1) vote for each position. In case of a tie, a run-off election will be held following
34 standard election procedures. A PSE Field Representative shall assist the Committee and shall
35 not have the right to vote on any matter before the Committee.
36
- 37 B. The Committee shall elect a Chair.
- 38
- 39 C. The term of office shall be for one (1) full bargaining period, including reopeners. Any issue
40 regarding clarification or misunderstanding will first be brought to the Negotiation Team.
41
- 42 D. Following tentative agreement or following referral of a negotiated offer to the general
43 membership, voting shall be delayed for five (5) working days in order to allow members
44 sufficient time to review its contents. Immediately thereafter, secret voting to ratify or deny the
45 Agreement or offer shall be held. However, the five (5) working day provision may be suspended
46 in an emergency by a three-quarters (3/4) vote of the Board of Trustees. Paper ballots are
47 acceptable, though the Union reserves the right to employ an online system currently being
48 developed by the Public School Employees of Washington (SEIU), upon its completion and with

1 the approval of the membership of the Federal Way PSE. Appropriate efforts will be made by the
2 Federal Way PSE to allow secure voting for those who have no access to the necessary voting
3 technology.
4

5 E. In order for an agreement to be ratified, the following conditions must be met:
6

- 7 1. More than fifty percent (50%) of those members in attendance must approve the
8 agreement; and
9
- 10 2. More than twenty-five percent (25%) of the members in attendance from each of the
11 following general service departments must approve the Agreement: Paraeducators,
12 Nutrition Services, and Transportation Services. Couriers shall be included in
13 Transportation Services, for ratification purposes only.
14
- 15 3. Vote tallies shall be overseen by one (1) representative of the Public School Employees
16 of Washington/SEIU 1948), one (1) member of the Board of Trustees, and at
17 least three (3) Union members not affiliated with the Board. These three (3) shall include
18 one (1) member from each PSE classification (Paraeducators, Nutrition Services and
19 Truck Drivers/Warehouse; and Transportation/Bus Assistants/Shop Mechanics).
20

21 F. If voting is held at the ratification meeting, members may submit their ballots at the beginning of
22 the presentation of the tentative agreement by the Negotiations Committee at said meeting.
23

24 **Section 8.3. Governmental Affairs Committee.**

25 The Governmental Affairs Committee shall work as a liaison between Chapter members and the Zone
26 Representative on the State PSE Legislative Council. Names and address of all committee members shall
27 be submitted to Public School Employees of Washington, and PSE shall be notified of any changes in
28 members or addresses.
29

30 **Section 8.4. Annual Convention Delegates.**

31 The number of delegates who will attend the Annual Convention shall be determined by the Board of
32 Trustees, based on the state PSE allocation for the Federal Way PSE. Every effort will be made to have
33 equal classification representation. Nominations from the floor shall be taken at the meeting. The slate
34 of delegates may be approved by vocal assent of the members present. Should the slate of potential
35 delegates outnumber the capacity set by the Board of Trustees, delegates shall be elected by secret ballot
36 by the membership at the May general membership meeting of the standard school year.
37

38 Members shall represent the best interests of the membership and are required to attend all business
39 sessions and zone meetings. After the Convention they shall make a summary report written or oral at
40 the next Chapter Meeting. Upon approval by the Chapter President, delegates who fail to fulfill
41 convention attendance expectations are required to repay their chapter expense money to the
42 Chapter Treasury.
43

44 To ensure attendance, the Treasurer, at the behest of the Board, shall require potential delegates to
45 predate a personal check to the Public School Employees of Federal Way in the amount equivalent to the
46 price of registration for the Conference. The check will be returned, uncashed, upon attendance. Upon
47 approval by the Chapter President, the check shall be cashed if the Member does not attend the
48

1 Conference. The check shall be returned, uncashed, should the Member decline to attend twenty (20)
2 days or more before the opening of the Conference, or if the Member is excused from attending by
3 the Board of Trustees within that cutoff date.

4
5 Convention expenses shall be reimbursed as follows:

- 6
7 A. Travel & Meal Compensation - Approved travel and meal costs will be determined by the Board
8 of Trustees for Union events on an annual basis.
- 9
10 B. Rooms - The Board of Trustees shall select the appropriate occupancy per room for the delegates
11 and they shall be paid for by the Chapter. Modified room occupancy requests will be
12 accommodated when possible. The difference in cost shall be paid for by the delegate(s)
13 requesting the modified accommodations. In the interest of security and for the potential use for
14 executive sessions the President and the Treasurer shall have private rooms for the duration of
15 the convention paid for by the Chapter.
- 16
17 C. Registration - The Chapter will pay the Delegate registration fee.
- 18
19 D. Chapter Gift – The Chapter will pay up to fifty dollars (\$50) for a Chapter gift.

20
21 **Section 8.5. Audit Committee.**

22 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
23 Chapter. The Audit Committee shall have a minimum of three (3) members, with each classification
24 with a volunteer entitled to representation. A Committee report shall be given to the membership at the
25 first Chapter meeting of the school year.

26
27 **Section 8.6. Other or Special Committees.**

28 The Board of Trustees shall designate such special committees as they determine necessary in the
29 carrying out of the objectives and purposes of this Chapter.

30
31
32 **ARTICLE IX**

33
34 **BYLAWS AND AMENDMENTS**

35
36
37 **Section 9.1.**

38 Federal Way PSE shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall
39 always supersede local Bylaws where conflict exists.

40
41 The Bylaws Committee shall consist of three (3) members in good standing from at least two (2)
42 classifications, as well as the President being the Chair. The Committee shall review the Bylaws and
43 propose amendments to be presented to the chapter membership at a subsequent meeting. Members
44 present shall vote to approve, deny or table amendments.

45
46 The Bylaw Committee shall meet every year after ratification of a new Collective Bargaining Agreement
47 (CBA). The Board of Trustees may make housekeeping changes as needed and may call for a review of
48 the Bylaws, as deemed necessary.

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Section 9.2.

The Bylaws may be amended by a majority vote of the members present at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the membership at least ten (10) working days prior to the meeting at which said vote is to be taken.



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SIGNATURE PAGE

Adopted by the membership on the 16th day of May 2024.

BY: 
Jennifer Hoover, Chapter President

DATE: 6-3-24

- Adopted May 13, 1967
- Amended March 3, 1975
- Amended October 1976
- Amended May 1977
- Amended September 1980
- Amended September 1986
- Amended May 19, 1987
- Revised March 20, 1990
- Amended May 20, 1992
- Amended May 24, 1994
- Amended February 17, 2005
- Amended March 29, 2007
- Amended September 15, 2015
- Amended March 15, 2017
- Amended April 17, 2020
- Amended May 10, 2024

