

# CHAPTER BYLAWS

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## HOQUIAM PUBLIC SCHOOL EMPLOYEES



**Public School Employees of Washington/ SEIU Local 1948**

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3 **MISSION STATEMENT**

4 Employees organize primarily to secure better wages and better working conditions.

5 We hold that they also organize in order to participate in the decisions which affect them at work. One  
6 of the fundamental tenets of Democratic government is the consent of the governed.

7  
8 We are both employees and citizens.

9  
10 Collective bargaining is the expression of citizenship in employment. Participation in the political life  
11 of the nation, state, local municipalities, and school district is but another aspect of that citizenship.

12  
13 In the same way that we are organized to improve the terms and conditions of employment, we are  
14 equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American  
15 life. Amidst unparalleled abundance, there should not be want.

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18  
19 **PREAMBLE**

20  
21 We are under a solemn obligation to represent the members of this organization forcefully and  
22 effectively in negotiations with the management of the Hoquiam School District and to conduct  
23 internal organizational affairs according to democratic standards.

24  
25 THEREFORE, we, the classified school employees of Hoquiam School District, in meeting, adopt  
26 these Bylaws this 18<sup>th</sup> day of March, 1968.

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30 **ARTICLE I**

31 **NAME**

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33 The name of this organization shall be the Public School Employees of Hoquiam/Service Employees  
34 International Union Local #1948 (PSE/SEIU) of Hoquiam School District.

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39 **ARTICLE II**

40 **NAME**

41  
42 This local organization shall be affiliated with and be a chapter of the Public School Employees of  
43 Washington/Service Employees International Union Local #1948. This organization was chartered by  
44 Public School Employees of Washington on March 18, 1968.  
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**ARTICLE III  
CONTINUATION OF ORGANIZATION**

This organization shall continue until a majority of all of the members (50% + 1) vote to dissolve the organization.

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**ARTICLE IV  
OBJECTIVES AND PURPOSES**

- A. To carry out and assist on a local level the objectives and purposes of the Public School Employees of Washington/SEIU Local #1948.
- B. To promote the organization of Public School Employees of Washington/Service Employees International Union in the Hoquiam School District.
- C. To promote the welfare of the membership and the classified employees of the Hoquiam School District, and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.
- D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment for the classified employees of Hoquiam School District.
- E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees from the State Legislators.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

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**ARTICLE V  
MEMBERSHIP**

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**Section 1. Eligibility.**

Effective December 10, 2005, PSE became affiliated with and is part of, Service Employees International Union (SEIU). PSE members are members of SEIU with all ensuing rights and privileges. On June 27, 2018, with the passage of the Janus decision, membership in all public sector unions became optional. Membership in PSE shall be in one of the following categories:



- 1 A. Active  
2 Represented workers covered by a PSE Collective Bargaining Agreement shall be eligible  
3 for membership through one of its affiliated chapters.
- 4 B. Retired  
5 Retired members of PSE may request a print copy of any official PSE publications,  
6 notices, or summery which is not readily available electronically or on the PSE portal.  
7 They may attend committee meetings upon invitation. PSE has no obligation to represent  
8 retired members and they may not vote or hold office.  
9
- 10  
11 C. Life Member  
12 Any person who has been an active member of PSE for a minimum of ten (10) years and  
13 has made an outstanding contribution to the general welfare of Education Support  
14 Professionals through PSE may have a life membership bestowed upon them by the  
15 Awards Committee at the biennial PSE convention. One (1) life membership may be  
16 granted for every five thousand (5,000) members, or any part thereof, of PSE as computed  
17 at the time the Awards Committee makes its selection. Life membership confers all  
18 privileges of active membership. Upon full retirement or separation from a PSE  
19 bargaining unit, life members shall retain all rights of active membership except the right  
20 to vote and hold office. If such a member becomes reemployed or re-represented by PSE,  
21 the right to vote and the right to hold office would be reinstated.  
22
- 23  
24 D. Life membership status is subject to revocation as a result of conduct unbecoming a life  
25 member, proven by an investigation by the Recall Committee. As an example; union-  
26 busting, felony conviction, or violation of PSE bylaws. At the time of revocation, life  
27 member privileges previously awarded will be removed and cannot be awarded again.  
28
- 29  
30 E. Member in Good Standing  
31 To be eligible to vote and to hold office, a member must be in good standing. To be in  
32 good standing. The member shall be employed and current in membership as required by  
33 these bylaws. Any member, who is on an authorized leave of absence pursuant to their  
34 bargained contract, retains the right to vote and hold office. However, any member in an  
35 elected office or appointed position who is on an authorized leave of absence for longer  
36 than three (3) months must resign their position, with the exception of the state President.  
37 This requirement will not apply if the leave is based on illness, disability, or education.  
38 Any member who is terminated from employment shall not be eligible to vote or hold  
39 office.  
40
- 41  
42 F. Free-Riders  
43 Any represented worker who opts out or declines payment of regular dues shall be  
44 characterized as a free-rider and shall be entitled only to those rights and privileges as set  
45 forth in PSE policy and bylaws. Free-riders shall not be entitled to hold any local state  
46 office, attend local or state meetings, vote for local or state leaders or vote for  
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1 ratification or collective bargaining agreements. In addition, free-riders may not attend  
2 any PSE sponsored functions.

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4 **Section 2. Dues.**

- 5  
6 A. Application for membership shall be made on a standard application form provided by the  
7 Board of Trustees. Unless such form includes a valid authorization for payroll deduction of  
8 dues, the application shall be accompanied by the current year's dues.  
9  
10 B. Active Members  
11 Dues shall be one and seventy-five hundredths (1.75%) of each member's gross monthly  
12 earnings with a cap of seventy dollars (\$70.00) per month. The monthly dues cap will be  
13 increasing by the sum of five dollars (\$5.00) annually.  
14  
15 C. Membership dues shall be payable yearly, in advance, to the Secretary-Treasurer, and in any  
16 event shall be paid no later than the 15<sup>th</sup> day of May in the year in which they become due.  
17  
18 D. Any member who fails to pay the dues by the 15<sup>th</sup> day of May, shall be considered delinquent  
19 and upon failure to pay dues, shall stand suspended. Provided, however, that persons who are  
20 paying dues through a system of regular payroll deduction shall, for as long as they continue to  
21 pay through such payroll deduction, be considered to be in good standing.  
22  
23 E. Membership dues are not refundable except where an error resulting in an overpayment exists.  
24

25  
26 **Section 3. Rights.**

- 27  
28 A. Members shall suffer no impairment of freedom of speech concerning the operations of this  
29 organization. Active discussions of organization affairs shall be encouraged and protected  
30 within this organization.  
31  
32 B. Members shall have the right to fair and democratic elections at all levels of the organization.  
33 This includes due notice of nominations and elections, equal opportunities for competing  
34 candidates, and proper election procedures which shall be specifically set forth.  
35  
36 C. Members shall have an equal right to run and hold office, except those persons set forth in  
37 RCW 41.56.030 Par. 2, a, b and c; and those employees classified either by State statute or  
38 appropriate State regulatory agencies as being a "supervisory employee."  
39  
40 D. Members shall have the right to a full and clear accounting of all organizational funds. At all  
41 levels such accounting shall include, but not be limited to, periodical reports to the membership  
42 by appropriate fiscal officers or by independent auditors not otherwise connected with the  
43 organization, and a financial audit at least once a year which is made available to all members.  
44  
45 E. Members shall have the right to full participation, through discussion and vote, in the decision  
46 making processes of the organization and to pertinent information needed for the exercises of  
47 this right.  
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**ARTICLE VI**

**MEETINGS**

**Section 1.**

General membership meetings of this organization 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 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 of this organization.

**Section 3.**

The President shall provide at least five (5) days notification to all members of any meeting called. However, said five (5) 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.**

At any meeting of the membership of this organization, each member present shall be entitled to one (1) vote. A member must be present to vote – no proxy vote will be allowed. A minimum of ten (10) members must be present to constitute a quorum before any organization business may be transacted.

**ARTICLE VII**

**MANAGEMENT**

**Section 1.**

The business and property of this organization shall be managed by a Board of Trustees, except when the meetings of the organization are in session. All matters affecting the purposes, aims and means of accomplishing the purposes of this organization, not specifically provided for in these bylaws or by action of the members at a regular or special meeting shall be decided by the Board of Trustees.

**Section 2.**

The Board of Trustees shall be composed of the President, Vice President/Membership Officer, Secretary, Treasurer, and a unit representative elected by the unit membership from each of the following classifications of employees of the school district if represented by the local Public School Employees Organization. All buildings which do not have an elected unit representative in the building may elect a building representative to serve as their liaison. Each unit representative shall serve as a liaison person between the Board of Trustees and the unit/building represented. Units with more than thirty (30) members may have multiple representatives, but maintain one (1) vote per classification. Building Representatives will participate in discussions with the Board of Trustees in a non-voting capacity.

- Classifications:
1. Transportation
  2. Food Service
  3. Secretarial and Clerical
  4. Custodial

- 5. Maintenance
- 6. Educational Assistants (Para-Educators)
- 7. Specialists (Tech, Nurse, Liaisons)

**Section 3.**

The term of office of the Trustees of this organization shall be for a period of one (1) year from the date of election.

**Section 4.**

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

**Section 5.**

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

**Section 6.**

Any Trustee may be removed from office by a two-thirds (2/3) majority vote of the classification membership he/she represents at any regular or special meeting of the membership of the organization. Notice of the proposed removal of the trustee must be given to the trustee five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the Trustee must state the cause for the proposed removal.

**Section 7.**

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

**Section 8.**

The remaining trustees shall fill any vacancies occurring on the Board of Trustees by reason of death, resignation or removal. In the event that such Trustee is an officer, such selection shall be from the membership at large. All other Trustees' vacancies shall be filled from the classification of which they are representatives. Such appointee shall serve during the unexpired term of the Trustee whose position has become vacant.

**ARTICLE VIII**

**OFFICERS, NOMINATIONS AND ELECTIONS**

**Section 1.**

The Officers of this organization shall be a President, a Vice President/Membership Officer, and a Secretary/Treasurer. All members of the Board of Trustees shall be elected for a term of one (1) year. The elections for the members of the Board of Trustees will be held at a regular meeting scheduled in October.





1 **Section 2.**

2 Nominations may be made by the Nominating Committee, but whether or not such Nominating  
3 Committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

4  
5 **Section 3.**

6 To be eligible for office, a member must be in good standing for one (1) year immediately preceding  
7 the election, except in the initial election held in this organization, and must qualify under the  
8 provisions of Article V, Section 3-C.

9  
10 **Section 4.**

11 Elections shall be by secret ballot vote, (unless there is only one (1) nominee, then the nominee will be  
12 automatically elected) and the balloting shall be so conducted as to afford all members a reasonable  
13 opportunity to vote. At least ten (10) days advance notice shall be given the membership prior to the  
14 holding of the election.

15  
16 Classification trustees shall be elected by members of their classification.

17  
18 **Section 5.**

19 Every Officer and Trustee shall, upon assuming office, subscribe to the obligation of an Officer and  
20 Trustee, contained in these bylaws.

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24 **ARTICLE IX**

25  
26 **DUTIES OF OFFICERS**

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28 **Section 1. President.**

29 The President shall preside at all meetings of the organization and of the Board of Trustees. The  
30 President shall supervise all activities of the organization; execute all instruments in its behalf; counter-  
31 sign all checks drawn against the fund of the organization; appoint all special committees of the  
32 organization subject to the approval of the Board of Trustees; report periodically to the membership  
33 regarding the progress and standing of the organization in regard to the President’s official acts;  
34 perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in  
35 such office.

36  
37 **Section 2. Vice President / Membership Officer.**

38 The Vice President/Membership Officer shall act for the President in the President’s absence and  
39 perform such other acts as the President or Board of Trustees may direct. The Vice  
40 President/Membership Officer may be authorized, by the Board of Trustees, to act as a co-signer of  
41 checks drawn on the funds of the organization in place of or in addition to either the President or  
42 Secretary/Treasurer.

43  
44 It shall be the duty of the Vice President/Membership Officer to maintain a current and accurate list of  
45 members of the chapter in coordination with the membership information section at PSE/SEIU state  
46 headquarters; ensure that all members are paying dues; render periodical membership reports as  
47 required by PSE/SEIU; and perform such other official functions as the President and Board of  
48 Trustees may direct.



1 **Section 3. Secretary-Treasurer.**

2 It shall be the duty of the Secretary/Treasurer to keep all records of the organization, the Board of  
3 Trustees, and to perform such other acts as the President and Board of Trustees may direct. The  
4 Secretary/Treasurer shall receive and be accountable for all funds and monies belonging to the  
5 organization; pay all obligations incurred by the organization in payment as authorized by the Board of  
6 Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such  
7 money shall be withdrawn by checks signed by the President and/or Vice President and the Secretary/  
8 Treasurer or by the use of the debit card; and shall render periodical financial reports as required by  
9 the Board of Trustees or by the membership; and keep an accurate record of receipts and  
10 disbursements; and shall act as custodian of all properties of the organization.

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14 **ARTICLE X**

15 **MISCELLANEOUS PROVISIONS**

16  
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18 **Section 1.**

19 This organization shall be at all times subject to the provisions of the Articles of Incorporation and  
20 Bylaws of the Public School Employees of Washington/Service Employees International Union.

21  
22 **Section 2.**

23 Except to the extent specified in the Bylaws, no Officer of this organization shall have the power to act  
24 as agent for, or otherwise bind this organization in any way whatsoever. No member or group of  
25 members or any other person or persons shall have the power to act on behalf of or otherwise bind the  
26 organization except to the extent specifically authorized in writing by the President or Board of  
27 Trustees of the organization.

28  
29 **Section 3.**

30 The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are  
31 applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of  
32 this organization or of the Public School Employees of Washington/Service Employees International  
33 Union.

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36 **ARTICLE XI**

37 **COMMITTEES AND DELEGATES**

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40 **Section 1. Grievance Committee.**

41 A Grievance Committee shall be composed of the President or Vice President and at least one (1) unit  
42 representative from each represented unit of the Chapter.

43  
44 **Section 2. Negotiating Committee.**

45 A Negotiating Committee shall be comprised of the Board of Trustees (Article VII, Section 2). In the  
46 event of a decrease in numbers is desirable, the President and two (2) members selected by the Board  
47 shall



1 shall be designated as the Negotiating Committee. The remaining Board members shall be included in  
2 all Union caucuses.

3  
4 **Section 3. Audit Committee.**

5 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
6 chapter.

7  
8 **Section 4. Other or Special Committees.**

9 The Board of Trustees shall designate such special committees as they determine necessary in the  
10 carrying out of the objectives and purposes of this organization.

11  
12 **Section 5. Convention Delegates.**

13 Delegates shall be selected by the membership by secret written ballot. Approved expenses incurred by  
14 elected delegates attending the biennial convention shall be paid by the chapter or in accordance with  
15 appropriate provisions of PSE/SEIU state bylaws.

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17 **Section 6. Nominating Committee.**

18 A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.  
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22 **ARTICLE XII**

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24 **AMENDMENTS**

25  
26 **Section 1.**

27 These bylaws may be amended by a majority vote of the membership at any regular or special meeting  
28 thereof; providing, that a notice of the intent to amend any specific provision be given to the members  
29 of the membership at least five (5) days prior to the meeting at which said vote is to be taken.

30  
31 Amended by the membership this 20<sup>th</sup> day of March, 2024.

32  
33  
34 BY: Janis Magri, Chapter President  
35 Janis Magri, Chapter President (Nov 18, 2024 13:23 PST)  
36 Janis Magri, Chapter President

37 DATE: Nov 18, 2024  
38

- 39  
40 Adopted March 18, 1968  
41 Amended April 7, 1975  
42 Amended November 14, 1977  
43 Amended February 25, 1978  
44 Amended April 16, 1987  
45 Amended May 20, 2009  
46 Amended November 18, 2010  
47 Amended May 30, 2013  
48 Amended March 20, 2024

