

CHAPTER BYLAWS

Amended November 14, 2024

PUBLIC SCHOOL EMPLOYEES OF LAKE STEVENS



Public School Employees of Washington/ SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071-0798

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www.pseclassified.org

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C O N S T I T U T I O N

P R E A M B L E

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

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

We are both employees and citizens.

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

In the same way that we are organized to improve the terms and conditions of employment, we are equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life. Amidst unparalleled abundance, there should not be want. A country that can shoot rockets to the moon can provide adequate education for all of its children.

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

THEREFORE, we, the classified school employees of Lake Stevens School District, in meeting, adopt this Constitution.

A R T I C L E I

The name of this organization shall be the Public School Employees of the Lake Stevens School District. Employees classified as paraeducators, food service, grounds, maintenance, technology, delivery/warehouse and campus security shall be represented by this organization.

A R T I C L E II

This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington/SEIU Local 1948.

A R T I C L E III

This organization shall continue until a majority of all of the members vote to dissolve the organization.



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ARTICLE IV

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
- B. To Promote the organization of Public School Employees in the Lake Stevens School District.
- C. To promote the welfare of the membership and the classified employees of the Lake Stevens School District, and to provide a voice in the determination in 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 grievances, 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 Lake Stevens 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.
- G. To provide research, education services and activities designed to assist members and classified employees of the Lake Stevens School District.

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ARTICLE V

This organization is one which does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes, no part of any net earnings thereof shall inure the benefit of any members thereof.

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ARTICLE VI

The principal place of business of the organization will be the residence of the President or other address designated and will be on file with the Clerk of the Board of the Lake Stevens School District.

ARTICLE VII

The management of this organization will be vested in a Board of Trustees; the number of Trustees shall consist of the Officers, past president (if available) and one (1) member from each classification.



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ARTICLE VIII

The original Bylaws shall be adopted by the members of this organization and the authority to make, amend, or alter the bylaws thereafter, shall be and hereby is vested in the membership at large.

ARTICLE IX

This constitution may be amended by a majority vote of the membership of this organization present at any regular or special meeting thereof; providing that a notice of the intent to amend any specific provision be given to the membership at large at least five (5) days prior to the meeting at which said vote is to be taken.

BYLAWS

ARTICLE I

MEMBERSHIP

Section 1. Eligibility.

Except as otherwise provided in these bylaws, or in the constitution of this organization, any person without regard to race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed shall be eligible for membership.

- A. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington) by or in Lake Stevens School District, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.
- B. Each member shall subscribe to the membership obligation contained in these bylaws.

Section 2. Dues.

- A. Application for membership shall be made on a standard application form provided by the Chapter Membership Officer or electronically through the PSE portal.
- B. Annual local membership dues of this organization shall be one dollar (\$1) per month per member to be assessed through payroll deduction each month. Three dollars (\$3) dues yearly will be to the general fund, nine dollars (\$9) yearly to a scholarship fund.
- C. Local membership dues shall be remitted to the Treasurer by the District.
- D. To be a member in good standing, an employee must pay the membership dues monthly.
- E. When a member is unemployed for more than twenty (20) days in any calendar month and does not receive unemployment compensation or sick pay or other remuneration, he may be entitled to credit for his dues for the period of unemployment, not to exceed six (6) months in any calendar year.



1 **Section 3. Rights.**

- 2 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
3 organization. Active discussions of organization affairs shall be encouraged and protected within this
4 organization.
5 B. Members shall have the right to fair and democratic elections at all levels of the organization. This
6 includes due notice of nominations and elections, equal opportunities for competing candidates and
7 proper election procedures which shall be specifically set forth.
8
9 C. Members shall have an equal right to run and hold office, except those persons set forth in Chapter
10 108, Laws of 1967, Extraordinary Session, Section 3(2)(a)(b) and (c); and those employees classified
11 either by State statute or appropriate State regulatory agencies as being a "supervisory employee".
12
13 D. Members shall have the right to a full and clear accounting of all organizational funds. At all levels
14 such accounting shall include, but not be limited to, periodic reports to the membership by
15 appropriate fiscal officers or by independent auditors not otherwise connected with the organization
16 and a financial audit to be conducted at least once a year and made available to all members. If the
17 financial audit is conducted via an electronic meeting, the names of the auditors shall be entered into
18 the financial ledger and accepted as an independent review.
19
20 E. Members shall have the right to full participation, through discussion and vote, in the decision
21 making processes of the organization and to pertinent information needed for the exercise of this
22 right.
23

24 **Section 4.**

25 A member in good standing shall, upon request, receive a withdrawal card from this organization under
26 the following circumstances:
27

- 28 A. If he is separated from service with his employing agency.
29 B. If he becomes ineligible for membership in this organization as a result of a promotion,
30 demotion or transfer.
31 C. If he retires.
32 D. Upon entering military service.
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36 **ARTICLE II**

37 **MEETINGS**

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39 **Section 1. General Membership Meetings.**

40 General membership meetings of this organization shall be held the third Thursday of September, March
41 and May at a time and place to be fixed by the President. At any meeting of the membership of this
42 organization, each member present shall be entitled to one (1) vote.
43

44 **Section 2. Special Meetings.**

45 Special meetings may be called by the President, the Board of Trustees or by petition filed with the
46 President and signed by twenty percent (20%) of the members of this organization. The President shall
47 provide at least five (5) days notification, if possible, to all members of any special meeting called.
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1 **Section 3. Executive Board Meetings.**

2 The Executive Board shall hold regular meetings, and special meetings as the President or the Board shall
3 deem necessary, for the competent management of the affairs of the chapter. These meetings may be
4 electronic.

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6 **Section 4. Electronic Meetings.**

7 General membership meetings may be held electronically if approved by a majority of the Board of
8 Trustees. All voting at an electronic meeting will be taken by platform voting tools and the totals shall be
9 recorded by the Secretary.
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12 **ARTICLE III**

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14 **MANAGEMENT**

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16 **Section 1.**

17 The business and property of this organization shall be managed by a Board of Trustees, except when the
18 meetings of the organization are in session. All matters affecting the purposes, aims and means of
19 accomplishing the purposes of this organization, not specifically provided for in the constitution or in
20 these bylaws or by action of the members at a regular or special meeting shall be decided by the full
21 Board of Trustees.
22

23 **Section 2.**

24 The Board of Trustees shall be composed of an Executive Board (the President, Vice President,
25 Secretary, Treasurer, and Membership Officer), and a representative from each of the following
26 classifications of employees of the school district based on Schedule A Classifications:

- 27 1. Food Service
 - 28 2. Maintenance
 - 29 3. Grounds
 - 30 4. Paraeducators
 - 31 5. Technology
 - 32 6. Delivery/Warehouse
 - 33 7. Campus Security – High School
- 34

35 **Section 3.**

36 The terms of office of the Classification Trustees of this organization shall be from September 1 to
37 August 31 of the following year. The Executive Board shall be elected every two (2) years with the
38 offices of President and Secretary elected in even years and the offices of Vice President, Treasurer and
39 Membership Officer elected in odd years.
40

41 **Section 4.**

42 A meeting of the full Board of Trustees shall be called at the President's discretion. A meeting may also
43 be called by a majority vote of the Trustees. These meetings may be held electronically.
44

45 **Section 5.**

46 The Board of Trustees shall attend labor/management meetings and contract negotiations to represent
47 their specific classification. In addition, two (2) Members-at-Large and a Public Relations (PR) person
48 will attend contract negotiations.

1 **Section 6.**

2 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
3 All voting at meetings of the Board of Trustees shall be by each member present in person and voting by
4 proxy shall not be allowed.

5
6 **Section 7.**

7 Any Trustee or Executive Board member may be removed from office by a two-thirds (2/3) majority vote
8 of the membership at any regular or special meeting of the membership of the organization. Notice of the
9 proposed removal of the Trustee or Executive Board member must be given to the Trustee/Executive
10 Board member five (5) days prior to the date of the meeting at which the removal is to be voted upon.
11 Such notice to the Trustee/Executive Board member must state the cause for the proposed removal.

12
13 **Section 8.**

14 Unexcused absences from three (3) consecutive meetings of the full Board of Trustees shall be due cause
15 for removal of the Trustee/Executive Board member by the full Board of Trustees.

16
17 **Section 9.**

18 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
19 filled by the remaining trustees. In the event that the vacancy is an Executive Board Officer, such
20 selection shall be from the membership at large. All other trustees' vacancies shall be filled from the
21 classification of which they are representatives. Such appointees shall serve during the unexpired term of
22 the Trustee whose position has become vacant.

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26 **ARTICLE IV**

27 **OFFICERS, NOMINATIONS AND ELECTIONS**

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30 **Section 1.**

31 The Officers of this organization shall be an Executive Board (President/ Co-Presidents, Vice President,
32 Secretary, Treasurer, and Membership Officer), and Trustees as provided in Article III, Section 2, which
33 members shall constitute the full Board of Trustees of this organization as provided in these bylaws.

34
35 **Section 2.**

36 Nomination and election of Executive Officers and Trustees shall be made at the regular May meeting; at
37 least five (5) days advance notice shall be given for this meeting. A Nominating Committee may be
38 appointed or elected to make nominations. But whether or not such Nominating Committee is used,
39 nominations shall be permitted from the floor at the May meeting. Elections shall be by secret vote and
40 balloting shall be conducted as to afford all members a reasonable opportunity to vote. If there is only
41 one (1) candidate for each Executive Board position, the membership may seat the candidates by
42 acclamation. This motion will pass by a simple majority. Trustees will elect their representatives by
43 caucusing and reporting the election result. All Executive Board positions will be elected from the body
44 at large. In the case of an extraordinary event where the annual May elections cannot be conducted, the
45 current Board of Trustees and Executive Board will remain in office until such a time that an election can
46 take place. If an Executive Board Officer cannot continue in this circumstance, the remaining Board of
47 Trustees will appoint an interim executive officer until an election takes place.



1 **Section 3.**

2 To be eligible for office, a member must be in good standing preceding the election, except in the initial
3 election held in this organization, and must qualify under the provisions of Article I, Section 3C.

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5 **Section 4.**

6 Every Officer and Trustee shall, upon assuming office, subscribe to the obligation of an officer contained
7 in these bylaws. This obligation may also require that certain matters shall be held in confidence.

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9 **Section 5.**

10 Officers and Trustees shall be installed at the September meeting.

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13 **ARTICLE V**

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15 **DUTIES OF EXECUTIVE BOARD OFFICERS**

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17 **Section 1. President / Co-Presidents.**

18 The President/Co-Presidents shall preside at all meetings of the organization and the Board of Trustees
19 and shall supervise all activities of the organization; execute all instruments on its behalf; counter-sign
20 checks drawn against the fund of the organization; appoint all standing committees and all special
21 committees of the organization subject to the approval of the Board of Trustees; report periodically to the
22 membership regarding the progress and standing of the organization in regard to official acts; perform all
23 other duties as prescribed in the bylaws and constitution; and perform such other duties usually inherent
24 in such office. The President(s) shall act as custodian of all properties of the organization.

25
26 **Section 2. Vice President.**

27 The Vice President shall act for the President in the President's absence and perform such other acts as
28 the President or the Board of Trustees may direct. The Vice President may be authorized by the Board of
29 Trustees to act as a co-signer of checks drawn on the funds of the organization in place of or in addition
30 to either the President or Treasurer.

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32 **Section 3. Treasurer.**

33 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;
34 pay all obligations incurred by the organization in payment as authorized by the Board of Trustees;
35 maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be
36 withdrawn by checks signed by another member of the Executive Board and the Treasurer or by the
37 chapter debit card with the approval of one (1) other Executive Officer. The Treasurer shall render
38 periodic financial reports as required by the Board of Trustees or by the membership and keep an
39 accurate record of receipts and disbursements.

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41 **Section 4. Secretary.**

42 It shall be the duty of the Secretary to keep all records of the organization, Board of Trustees, and to
43 perform such other acts as the President and the Board of Trustees may direct.

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45 **Section 5. Membership Officer.**

46 It shall be the duty of the Membership Officer to maintain a current and accurate list of members of the
47 chapter in coordination with the membership information held at the State PSE office as well as

1 information from the Lake Stevens school district. The Officer will render periodic membership reports
2 as required by the state office and to the chapter. The Officer will also meet with new employees and
3 non-members for the purpose of joining our union.
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6 ARTICLE VI

8 COMMITTEES

10 Section 1. Scholarship Committee.

11 The chapter shall award a minimum of three (3) scholarships annually. The Committee shall be formed
12 at the first chapter meeting of the year. It shall consist of a minimum of three (3) members and a
13 maximum of five (5). No member with a graduating senior or related to an applicant may serve on the
14 Committee.
15

16 Section 2. Grievance Committee.

17 A Grievance Committee shall be composed of the President or Vice President as the Chair, a Trustee
18 from the grievance classification, and one (1) member elected by the chapter at the first chapter meeting
19 of the year. The Committee shall determine if the grievance is a valid violation of the Collective
20 Bargaining Agreement and that the chapter should support the grievance.
21

22 Section 3. Audit Committee.

23 The Audit Committee shall be comprised of two (2) members selected at the first chapter meeting of the
24 year. The treasurer shall be present during the audit but is not a committee member. The audit shall
25 normally take place at the conclusion of that meeting but no later than September 30.
26

27 Section 4. Recognition Committee.

28 The Recognition Committee shall be comprised of at least two (2) members selected at the first meeting
29 of the year. The Committee's responsibility is to coordinate the recognition celebration held in honor of
30 members' years of service at the March meeting.
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33 ARTICLE VII

35 MISCELLANEOUS PROVISIONS

37 Section 1.

38 This organization shall be at all times subject to the provisions of the Articles of Incorporation and
39 Bylaws of the Public School Employees of Washington.
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41 Section 2.

42 The Board of Trustees shall designate special committees as they determine necessary in the carrying out
43 of the objectives and purposes of this organization.
44

45 Section 3.

46 Except to the extent specified in the constitution and bylaws, no officer of this organization shall have the
47 power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or
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1 group of members or any other person or persons shall have the power to act on behalf of or otherwise
2 bind the organization except to the extent specifically authorized in writing by the President or Board of
3 Trustees of the organization.

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5 **Section 4.**

6 Robert's Rules of Order, Revised, shall be the guide in all cases in which they are applicable, and in
7 which they are not inconsistent with the constitution, bylaws and special rules of this organization or of
8 Public School Employees of Washington.

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10 **Section 5.**

11 Regarding State convention expenses: The organization shall pay convention fees and hotel
12 accommodations for the delegates determined by the body. Whenever possible, dual occupancy of rooms
13 shall be used to minimize accommodation expenses.

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15 The chapter will pay roundtrip mileage reimbursement to delegates who choose to carpool and one way
16 mileage reimbursement to those who choose to fly or drive the round trip alone. It will be paid at the
17 current state mileage reimbursement rate. The mileage distance may be measured from the delegate's
18 home. Each delegate may be reimbursed up to ten dollars (\$10) upon turning in a receipt for a lunch
19 expense on the final day of convention. Arrangements for convention shall be made by the treasurer. A
20 convention gift shall be purchased by a Board member not to exceed fifty dollars (\$50), or it may be
21 donated by a chapter member. A donation of up to three hundred dollars (\$300) may be made at
22 convention for the PSE Emergency Relief Fund.

23
24 The chapter shall pay the fees, standard accommodations, mileage, and other reasonable expenses of
25 members who are authorized to attend state PSE activities. These events may include legislative events,
26 trainings, etc. A request to attend must be approved in advance by the Board of Trustees.

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29 **ARTICLE VIII**

30 **AMENDMENTS**

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33 **Section 1.**

34 These Bylaws may be amended by a majority vote of the membership of this organization at any regular
35 or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given
36 to the membership at large at least five (5) days prior to the meeting at which said vote is to be taken.

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SIGNATURE PAGE

Damon J. Matz

BY: Damon Matz, Chapter President (Jan 14, 2025 18:15 PST)
Damon Matz, Chapter President

DATE: 14/01/2025

- Amended October 1988
- Amended October 25, 1991
- Amended August 1993
- Amended May 16, 2002
- Amended May 17, 2012
- Amended March 27, 2017
- Amended May 20, 2020
- Amended November 14, 2024

