

CHAPTER BYLAWS

Amended February 19, 2019

PUBLIC SCHOOL EMPLOYEES OF LAKE STEVENS SCHOOL DISTRICT OFFICE PROFESSIONALS #1111



Public School Employees of Washington/SEIU Local 1948

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PREAMBLE

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.

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 office personnel of Lake Stevens School District, in meeting, adopt these Bylaws this first day of January 1986.

A. NAME

The name of this chapter shall be the Lake Stevens School District Office Professionals, a chapter of Public School Employees of Washington/SEIU Local 1948.

B. MISSION

It is the mission of this local organization to work closely with Public School Employees of Washington to support the membership through collective bargaining and protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington.

C. VISION

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

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

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D. VALUES

- Recognizing the needs of members and PSE staff, we are committed to:
- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically “right” thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

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 as Office Professionals by or for the Lake Stevens School District, and who is a member of Public School Employees of Washington, 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



1 these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective
2 Bargaining Agreement, shall retain the right to vote and hold office. Any member who is
3 terminated from employment shall not be eligible to vote or hold office.
4

5 **Section 1.1.3. Free-Riders.**

6 Any member who opts out of payment of regular dues, shall be characterized as a free-rider and
7 shall be entitled only to those rights and privileges as set forth in PSE policy and bylaws. Free-
8 riders shall not be entitled to hold any local or state office, attend local or state meetings, vote
9 for local or state leaders or vote for ratification of collective bargaining agreements. In
10 addition, free-riders may not attend any PSE sponsored functions or apply for state or local
11 scholarships.
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14 **ARTICLE II**

15 **DUES**

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19 **Section 2.1. State Dues.**

20 State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.
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22 **Section 2.1.1. Chapter Rebates.**

23 Dues rebates from the state organization shall be received by the chapter in accordance with the
24 provisions of the state bylaws.
25

26 **Section 2.2. Local Dues.**

27 Local membership dollars shall be voted on annually with an amount not to exceed ten dollars (\$10.00)
28 annually from each member. Any member who is on an authorized leave of absence pursuant to the
29 Collective Bargaining Agreement may have local dues collection suspended upon approval by the
30 Chapter Board of Trustees.
31

32 **Section 2.3. Refunds.**

33 Membership dues are not refundable except where an error resulting in an overpayment exists.
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35 **Section 2.4. Chapter Account Balance.**

36 Lake Stevens School District Office Professionals will keep a reserve amount/minimum balance of
37 \$750.00.
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41 **ARTICLE III**

42 **GOVERNANCE AND OPERATIONS**

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45 **Section 3.1.**

46 PSE shall be governed by a representative form of government.
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1 **Section 3.2.**

2 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
6 **Section 3.3.**

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

11
12 **Section 3.4.**

13 Members shall have the right to a full participation, through discussion and vote, in the decision-
14 making processes of the organization and to pertinent information needed for the exercises of this
15 right.

16
17 **Section 3.5. Governing Body.**

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19 **Section 3.5.1. Board of Trustees.**

20 Except when general meetings of the chapter are in session, the business and property of this
21 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
22 the membership is vested in the elected Board of Trustee who shall decide all matters affecting
23 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically
24 provided for in these bylaws or by action of the members at a regular or special meeting.

25
26 **Section 3.5.2. PSE Field Staff.**

27 PSE field staff shall work closely with the chapter in an advisory position. All decisions
28 governing the business of the local chapter shall be the sole responsibility of the elected
29 officials and membership of the chapter.

30
31 **Section 3.6. Operating Principles.**

32 In order to provide the chapter with the highest quality direction and management possible, the
33 following operating principles shall guide the Board of Trustees.

34
35 **Section 3.6.1. Board/Membership Relationships.**

36 A positive, constructive, cooperative relationship between the Board of Trustees and the
37 membership is essential to achieving the mission and vision of the organization. Therefore, the
38 board and membership will conduct themselves in a way that promotes mutual trust,
39 demonstrates respect for individual dignity, and displays professionalism. The board shall
40 utilize positive conflict resolution methods and maintain open, honest lines of communication
41 that respect an appropriate chain of command within the chapter.

42
43 **Section 3.6.2. Media.**

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

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ARTICLE IV

MEETINGS

Section 4.1.

General membership meetings of this chapter shall be held at least two (2) 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

General membership meetings may be held electronically if approved by a majority of the Executive Board. Voting at an electronic meeting may be taken by platform voting tools and the totals shall be recorded by the Secretary.

Section 4.4.

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. Notification can be done electronically or by U.S. mail.

Section 4.5.

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. Fifty percent (50%) or one half (1/2) of those members present at any meeting, provided there are more than two (2) members present, shall constitute a quorum.

Section 4.6. Board of Trustees 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 of the Board of Trustees shall constitute a quorum. These meetings may be held electronically.

Section 4.7.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE state bylaws. These bylaws and with any special rules of order this chapter may adopt.

ARTICLE V

BOARD OF TRUSTEES

Section 5.1.

The Board of Trustees shall be composed of the president, vice president, secretary and treasurer.

1 **Section 5.2.**

2 The term of office shall be for a period of one (1) year or until their successors are elected. See Article
3 VI Section 6.3 for extraordinary event language.

4
5 **Section 5.3.**

6 The Board of Trustees shall hold regular meetings and such special meetings as the president or the
7 board shall deem necessary for the competent management of affairs of the Chapter. These meetings
8 may be held electronically.

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10 **Section 5.4. Duties.**

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12 **Section 5.4.1. President.**

13 The president shall preside at all meetings of the chapter and of the Board of Trustees. The
14 president shall be made aware of, and supervise all activities of the chapter; execute all
15 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
16 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The
17 president shall appoint all special committees not otherwise provided for in the bylaws of the
18 chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of
19 all committees. The president shall report periodically to the membership regarding the
20 progress and standing of the chapter in regard to the president's official acts; and perform all
21 other duties of the office.

22
23 **Section 5.4.2. Vice President.**

24 The vice president shall provide such assistance to the president as requested; serve as
25 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties
26 of that office; and in the case of permanent disability or resignation of the president, shall
27 succeed to that office for the unexpired portion of the current term of office.

28
29 **Section 5.4.3. Secretary.**

30 The secretary shall ensure that the minutes of general membership meetings and Board of
31 Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of
32 the chapter, the Board of Trustees, and to perform such other official functions as the president
33 and Board of Trustees may direct.

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35 **Section 5.4.4. Treasurer.**

36 The treasurer shall receive and be accountable for all funds and monies belonging to the
37 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;
38 keep an accurate record of receipts and disbursements; and maintain bank accounts and
39 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
40 checks or debit card signed by the president or the treasurer. The treasurer shall render
41 periodical financial reports as required by the Board of Trustees, the membership, or Public
42 School Employees of Washington to ensure that the chapter is in compliance with all laws and
43 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal
44 year for all financial reports shall be from September 1 to August 31 of the following year,
45 inclusive. The treasurer shall act as custodian of all properties of the chapter.



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ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

Section 6.1.

Members shall have the right to fair and democratic elections at all levels of the chapter. This includes ten (10) working days' notice of nominations and elections, and equal opportunities for competing candidates to state their qualifications and reasons for seeking office to the chapter membership. Elections shall be conducted by secret written ballot and certified by the chapter secretary.

Section 6.2.

Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 1, a, b and c, and those employees classified either by state statute or appropriate state regulatory agencies as being a "supervisory employee."

Section 6.3.

Elections shall be held during the month of May. Terms of office shall be from September 1 through August 31. In the case of an extraordinary event where the annual May elections cannot be conducted, the current Executive Board will remain in office until such a time that an election can take place. If an Executive Board Officer cannot continue in this circumstance, the remaining Executive Board will appoint an interim executive officer until election takes place.

Section 6.4.

Voting at an electronic meeting may be taken by platform voting tools and the totals shall be recorded by the Secretary.

Section 6.5.

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 6.6.

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

Section 6.7.

Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days advance notice shall be given the membership prior to the holding of the election. If there is only one candidate for each executive board position, the membership may seat the candidates by acclamation. This motion will pass by a simple majority. Trustees will elect their representatives by caucusing and reporting the election result. All executive board positions will be elected from the body at large.

Section 6.8.

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

1 **Section 6.9.**

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

7
8 **Section 6.10.**

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

12
13 **Section 6.11.**

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

16
17 **Section 6.11.1.**

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

20
21 **Section 6.11.2.**

22 In the event of a vacancy in the office of vice president, secretary, treasurer, or member at
23 large, all members shall be notified of the vacancy and nominations solicited for the position.
24 Nominations shall be accepted for a period of twenty (20) calendar days following the
25 notification to members. The president, at his/her discretion, may either call a special meeting
26 of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board
27 meeting. Each candidate for the position may submit a letter, or have three (3) minutes to
28 address the board prior to the vote to describe their qualifications and reasons they are seeking
29 the position.

30
31 **Section 6.11.3.**

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

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42 **ARTICLE VII**

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44 **MISCELLANEOUS PROVISIONS**

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46 **Section 7.1.**

47 Local chapter shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always
48 supersede local bylaws where conflict exists.

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Section 7.2.

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 7.3.

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, or any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first reviewed and approved by the Executive Director of Public School Employees of Washington or his/her designee, provided decisions of the executive director may be appealed to the Board of Directors.

Section 7.3.1.

Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to the regional service center, who will then forward the original to state headquarters after appropriate copies have been made.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Audit Committee.

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

Section 8.2. Calendar Committee.

The Calendar Committee shall consist of the president and up to one other member, selected at the May meeting, who will represent the interests and needs of the Lake Stevens School District Office Professionals, and report back to the membership on a regular basis.

Section 8.3. Grievance Committee.

The Grievance Committee shall be composed of the president or vice president as the chair, a representative from the grievant’s Group (I, II, III, IV), and one member elected by the chapter at the May meeting. The committee shall determine if the grievance is a valid violation of the Collective Bargaining Agreement and that the chapter should support the grievance.

Section 8.4. Insurance Committee.

The Insurance Committee shall consist of the president and up to one other member, selected at the May meeting, who will represent the interests and needs of the Lake Stevens School District Office Professional, and report back to the membership on a regular basis.



1 **Section 8.5. Negotiating Committee.**

2 The Negotiating Committee shall consist of the sitting president and any interested members of the
3 Board of Trustees and an approved representative from each of the following: Educational Service
4 Center, High School, Mid High School, Middle School and Elementary School.
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6 **Section 8.6. Recognition Committee.**

7 The Recognition Committee shall consist of at least two (2) members selected at the May meeting.
8 The committee's responsibility is to coordinate the recognition celebration held in honor of members'
9 years of service and any retirements at the May meeting.
10

11 **Section 8.7. The Sunshine Committee.**

12 The Sunshine Committee shall consist of up to two (2) members selected at the May meeting. The
13 committee shall send a card and flowers upon the death of a Lake Stevens School District Office
14 Professional or an immediate family member. Immediate family includes: parents, spouse, son or
15 daughter only. Family members outside of the above may be sent a card of condolence. The
16 maximum dollar amount can be up to \$35.00. Consideration can be made for hospitalizations,
17 surgeries and extended illness pursuant to Sunshine Committee guidelines.
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19 **Section 8.8. Other or Special Committee.**

20 The Board of Trustees shall designate such special committees as they determine necessary in the
21 carrying out of the objectives and purposes of this chapter.
22

23 **Section 8.9. Annual Convention Delegates.**

24 Convention delegate(s) shall be elected by two thirds (2/3) of the membership in attendance at a
25 general or special membership meeting. If more than one member shows interest in attending
26 convention, the delegate will be elected by secret ballot. The chapter shall pay for up to two members
27 to attend the annual convention which includes: registration fee, hotel room, mileage reimbursement
28 and meal reimbursement for any meal not provided by the convention or hotel but occurring during the
29 convention time period or travel. Approved expenses incurred by elected delegates attending the
30 annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE
31 State Bylaws.
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33 **Section 8.9.1.**

34 This organization will vote annually on providing a chapter gift, not to exceed fifty dollars
35 (\$50), to the annual convention.
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39 **ARTICLE IX**

40 **AMENDMENTS**

41 **Section 9.1.**

42 These bylaws may be amended by a majority vote of the Board of Trustees at any regular or special
43 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
44 members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote
45 is to be taken.
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