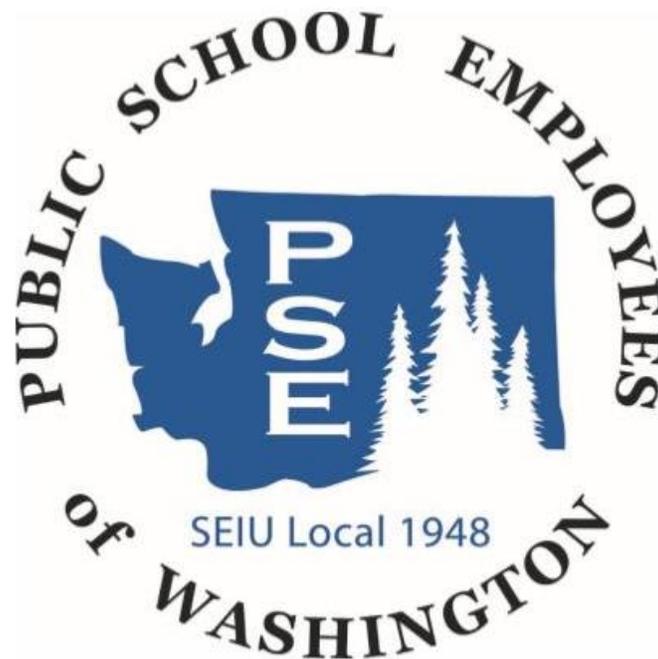


CHAPTER BYLAWS

MEAD ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL (MAEOP)



Public School Employees of Washington / SEIU Local 1948

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P R E A M B L E

A. **NAME**

The name of this chapter shall be the Mead Association of Educational Office Personnel (MAEOP) and shall be an affiliate of Public School Employees of Washington / SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

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

It is the mission of Mead Association of Educational Office Personnel to work closely with Public School Employees of Washington / SEIU Local 1948 to support the membership through collective bargaining and the 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 - WHAT WE STRIVE TO ACHIEVE**

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.

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

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.

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ARTICLE I

MEMBERSHIP

Section 1.1.

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, sex, or political belief, shall be eligible for membership upon signing a PSE Membership form.

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Mead School District in a position that is represented in the bargaining unit, and who is a dues paying 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 and is recognized in the PSE State Bylaws as an Education Support Professional (ESP).

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 by payroll deduction 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.

Section 2.2. Local Dues.

Local membership dues shall be twelve dollars (\$12.00) per year beginning in the 2020-2021 school year. Dues will be automatically deducted monthly from members' pay by district payroll deduction and funds will be submitted to the PSE Mead MAEOP chapter. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the Chapter Executive Board.

Section 2.3. Refunds.

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

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ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

MAEOP PSE shall be governed by a representative form of government.

Section 3.2.

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

Section 3.3.

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

Section 3.4.

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

Section 3.5. GOVERNING BODY.

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

Section 3.5.1. Executive Board.

The Executive Board will be comprised of the officers as follows: President, Vice President, Secretary, Treasurer and two Membership Officers.

Section 3.5.2. PSE Field Staff.

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

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 Executive Board.

Section 3.6.1. Executive Board/Membership Relationships.

A positive, constructive, cooperative relationship between the Executive Board 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.

1
2 **Section 5.2. Term.**

3 The term of office shall be for a period of two (2) years.
4

5 **Section 5.3. Executive Board Meetings.**

6 The Executive Board 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.
8

9 Meetings of the Executive Board shall be called at the discretion of the president. Meetings may also be
10 called upon motion of a majority of the members of the Executive Board to the President.
11

12 **Section 5.4.**

13 Each member of the Executive Board shall possess one (1) vote in matters coming before the board. All
14 voting at meetings of the Executive Board shall be by each member present in person and voting by
15 proxy shall not be allowed. A majority of the members of the Executive Board shall constitute a
16 quorum.
17

18 **Section 5.5. Duties.**

19
20 **Section 5.5.1. President.**

21 The president shall preside at all meetings of the chapter and of the Executive Board. The
22 president shall be made aware of and supervise all activities of the chapter; execute all
23 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
24 Executive Board, to achieve the mission, vision, goals, and objectives of the chapter. The
25 president shall appoint all special committees not otherwise provided for in the bylaws of the
26 chapter, subject to the approval of the Executive Board, and serve as an ex-officio member of all
27 committees. The president shall report periodically to the membership regarding the progress
28 and standing of the chapter in regard to the president's official acts; and perform all other duties
29 of the office.
30

31 **Section 5.5.2. Vice President.**

32 The vice president shall provide such assistance to the president as requested; serve as
33 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties of
34 that office; and in the case of permanent disability or resignation of the president, shall succeed
35 to that office for the unexpired portion of the current term of office.
36

37 **Section 5.5.3. Secretary.**

38 The secretary shall ensure that the minutes and funds are duly recorded. The secretary shall take
39 all minutes and keep all records of the chapter, the Executive Board, and perform such other
40 official functions as the president and Executive Board may direct.
41

42 **Section 5.5.4. Treasurer.**

43 The treasurer shall receive and be accountable for all funds and monies belonging to the chapter;
44 pay all obligations incurred by the chapter as authorized by the Executive Board; keep an
45 accurate record of receipts and disbursements; and maintain bank accounts and depositories
46 designated by the Executive Board. Such money shall be withdrawn only by checks signed by
47 the president and/or vice president and the treasurer. The treasurer shall render periodical
48 financial reports as required by the Executive Board, the membership, or Public School

1 Employees of Washington/SEIU Local 1948 to ensure that the chapter is in compliance with all
2 laws and regulations required by the Internal Revenue Service and the Department of Labor.
3 The fiscal year for all financial reports shall be from September 1 to August 31 of the following
4 year, inclusive. The treasurer shall act as custodian of all properties of the chapter. The
5 Treasurer will complete the annual 990 report required by the PSE state office which provides
6 information to prove to the IRS that the Local Chapter income is less than \$50,000.
7

8 **Section 5.5.5. Membership Officers.**

9 The Membership Officers shall be elected (one each year) and shall maintain a current and
10 accurate list of members of the Chapter in coordination with the membership information at PSE
11 State headquarters; ensure that all members are paying dues; render periodical membership
12 reports as required by Public School Employees of Washington/SEIU Local 1948; and perform
13 such other official functions as the President and Executive Board may direct.
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17 **ARTICLE VI**

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

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21 **Section 6.1.**

22 Members in good standing shall have the right to fair and democratic elections at all levels of the
23 chapter. This includes five (5) days' notice of nominations and elections, and equal opportunities for
24 competing candidates to state their qualifications and reasons for seeking office to the chapter
25 membership. Elections shall be conducted by secret written ballot and certified by the chapter secretary.
26

27 **Section 6.2.**

28 Members in good standing shall have an equal right to run and hold office, except those persons set forth
29 in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
30 state regulatory agencies as being a "supervisory employee."
31

32 **Section 6.3.**

33 Elections shall be held at a Spring meeting. The President, Treasurer and one (1) Membership Officer
34 will be elected in even years for a term of two (2) years. The Vice President, Secretary and one (1)
35 Membership Officer will be elected in odd years for a term of two (2) years. All officers of the
36 executive board are elected for two (2) years with no term limits.
37

38 Terms of office shall begin on September 1st following the election.
39

40 **Section 6.4.**

41 Nominations will be accepted for twenty (20) days by email to an executive board member who is not
42 up for re-election prior to the Spring election meeting. At the meeting held for elections nominations
43 may be permitted from the floor only if there are no candidates nominated for that office.
44

45 **Section 6.5.**

46 To be eligible to hold office, a member must be in good standing for one (1) year immediately preceding
47 the election.
48

1 **Section 6.6.**

2 All members in good standing shall be eligible to vote for the positions of President, Vice President,
3 Secretary, Treasurer and Membership Officer.

4
5 **Section 6.7.**

6 A vacancy in any position shall be filled by the Executive Board in accordance with the procedures set
7 forth below:

8
9 **Section 6.7.1.**

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

12
13 **Section 6.7.2.**

14 In the event of a vacancy in the office of vice president, secretary, treasurer, and membership
15 officer, all members shall be notified of the vacancy and nominations solicited for the position.
16 Nominations shall be accepted by the Executive Board for a period of twenty (20) calendar days
17 following the notification to members. The president, at his/her discretion, may either call a
18 special meeting of the Executive Board, or act upon the vacancy at the next regularly scheduled
19 executive board meeting. Each candidate for the position may submit a letter or have three (3)
20 minutes to address the board prior to the vote to describe their qualifications and reasons they are
21 seeking the position. Appointment to any vacancy will be for the remainder of the term.

22
23 **Section 6.8. Interim Appointment of Officers.**

24 In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents the
25 membership from meeting in person for the purposes of voting for union officers through secret ballot
26 for an extended period of time, the following process for appointment of interim local union officers to
27 fill positions shall be utilized:

- 28
29 1. If an election cannot be held prior to the conclusion of the current school year, all officers who
30 are currently in office and wish to continue to serve shall be considered “interim” officers until
31 such time as an election can be safely held, which time shall not exceed six months;
- 32
33 2. In the event that the President wishes to step down from the presidency, and or is no longer
34 eligible to serve as President, the Vice-President shall serve as the interim President until such
35 time as a secret ballot election can occur, which time shall not exceed six months;
- 36
37 3. In the event that any officer or Board Member (other than the President) no longer wishes to
38 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to
39 serve as the interim officer until such time as a secret ballot election can occur, which time shall
40 not exceed six months.
- 41
42 4. As an alternate to an in-person meeting where a secret ballot vote is held for the election of
43 officers, a virtual meeting may be held, followed by a date or dates that an in-person ballot box
44 will be kept allowing members to sign-in, cast their vote, and leave. This box shall be continually
45 monitored by at least two (2) members in good standing. The count will be witnessed by the
46 monitors of the box and the executive board. The elected officers will be announced via email to
47 the members in good standing.
- 48

1 **Section 8.3. Negotiating Committee.**

2 A Negotiating Committee shall consist of the labor/management committee who shall work with the
3 PSE Field Representative in developing proposals and negotiating agreements. The Negotiating
4 Committee will also include a year-round member and a member from support services, if those
5 categories are not represented by the Labor/Management Committee and provided someone volunteers
6 from those levels.

7
8 **Section 8.4. Annual Convention Delegates.**

9 Delegates shall be elected by secret ballot in the spring of each year. Approved expenses incurred by
10 elected delegates attending the Annual Convention shall be paid by the Chapter or in accordance with
11 appropriate provisions of the PSE State Bylaws.

12
13 **Section 8.5. Audit Committee.**

14 An Audit Committee may be selected by the Executive Board to audit the financial records of the
15 chapter.

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17 **Section 8.6. Other or Special Committees.**

18 The Executive Board shall designate such special committees as they determine necessary in the
19 carrying out of the objectives and purposes of this chapter.

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22 **ARTICLE IX**

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24 **AMENDMENTS**

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27 **Section 9.1. Amending Bylaws.**

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

31
32 **Section 9.1.1. Special Meeting to Amend Bylaws.**

33 Bylaw amendment should be provided to full membership, per the mechanism provided for in
34 the local bylaws.

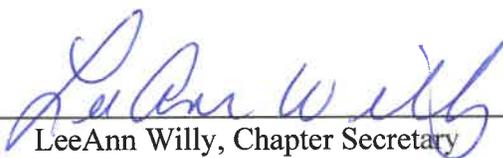
- 35 • The “meeting” to vote on the bylaw amendment may be done electronically. Members
36 who do not have access to participate electronically should be given an alternate method
37 to participate or the chapter may choose to have a “yeah or nay” verbal vote if that is
38 consistent with local bylaws.
- 39 • As long as the local bylaws **do not** provide for a secret ballot for voting to amend bylaws,
40 the local can also allow a phone call to leadership to provide feedback and the vote on the
41 amendment.

42
43 **Section 9.2. Submission of a Bylaw Amendment.**

- 44 1. Any member in good standing may submit a Bylaw Amendment via email to the Chapter
45 President and/or the Executive Board.



- 1 2. In addition to the requested amendment, the submission should include the reason for the
- 2 proposal and, if known, any portion of the Bylaws which need to be amended to conform to the
- 3 proposed policy, practice, or regulation.
- 4
- 5 3. The name and contact information of the person(s) requesting the amendment must be included
- 6 in the submission in order to ensure the ability to contact them for clarification.
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LeeAnn Willy, Chapter Secretary



Date

22 Adopted by the membership on May 8, 1997
23 Amended by the membership on June 19, 2007
24 Amended by the membership on April 7, 2010
25 Amended by the membership on May 19, 2011
26 Amended by the membership on August 26, 2020

