

CHAPTER BYLAWS

Amended April 27, 2021

PUBLIC SCHOOL EMPLOYEES OF MERIDIAN EDUCATION SUPPORT PROFESSIONALS



Public School Employees of Washington/SEIU Local 1948

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1 **P R E A M B L E**

2
3 Employees organize primarily to secure better wages and better working conditions.

4
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.

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8 We are both employees and citizens.

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

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

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

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22 THEREFORE, we, the classified school employees of Meridian School District, in meeting, adopt
23 these Bylaws this 6th day of June, 1977

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26 **ARTICLE I**

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29 The name of this organization shall be the Meridian Education Support Professionals.

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32 **ARTICLE II**

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35 This local organization shall be affiliated with and be a charter of the Public School Employees of
36 Washington. This organization was chartered by Public School Employees of Washington on May 14,
37 1975.

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40 **ARTICLE III**

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

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46 **ARTICLE IV**

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48 The objectives and purpose of this organization are:

- 1
- 2 A. To carry out and assist on a local basis the objectives and purposes of the Public School
- 3 Employees of Washington.
- 4
- 5 B. To promote the organization of Public School Employees in the Meridian School District
- 6
- 7 C. To promote the welfare of the membership and the classified employees of the Meridian
- 8 School District, and to provide a voice in the determination of the terms and conditions of
- 9 employment. We are committed to the process of collective bargaining as a desirable,
- 10 democratic and effective method to achieve this.
- 11
- 12 D. To promote and provide systematic and effective employee management through collective
- 13 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and
- 14 collective negotiations on personnel matters, including wages, hours and working
- 15 conditions, vacations, holidays and other conditions of employment for the classified
- 16 employees of Meridian School District.
- 17
- 18 E. Both as members and as citizens, we shall also employ available legislative and political
- 19 action to establish adequate financial provisions for the improvement of public school
- 20 education and equitable consideration for the classified school employees from the State
- 21 Legislators.
- 22
- 23 F. To establish better fellowship and understanding among classified school employees and to
- 24 strive for their overall betterment through training, legislation and Association benefits.
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27 **ARTICLE V**

28 **MEMBERSHIP**

29 **Section 1. Eligibility.**

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31 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national

32 origin, sex or political belief, who meets the requirements hereinafter listed shall be eligible for

33 membership.

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- 35
- 36 A. All persons regularly employed as a classified school employee (as defined by the Public
- 37 School Employees of Washington) by or in the Meridian School District, and who are
- 38 members of the Public School Employees of Washington, are eligible for membership in
- 39 the organization.
- 40

41 **Section 2. Dues.**

42 Application for membership to PSE (Public School Employees) shall be made on a standard three (3)

43 part Membership and Dues Authorization Card provided by PSE, or by the current standard practice

44 method used by PSE at the time of membership request.

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- 46 A. Chapter membership dues of this organization shall be twelve dollars (\$12.00) per year.
- 47
- 48 B. Chapter membership dues shall be deducted annually from the October pay period.

- C. Membership dues are not refundable except where an error resulting in an overpayment exists.
- D. Membership dues are not refundable when a member terminates or is terminated.

Section 3. Rights.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions or organization affairs shall be encouraged and protected within this organization.
- B. Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth.
- C. Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b, and c; and those employees classified either by State statute or appropriate State regulatory agencies as being a "supervisory employee".
- D. 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.
- E. 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.

ARTICLE VI

MEETINGS

Section 1.

General membership meetings of this organization shall be held at least three (3) times annually at a time and place and method (in person or virtually) to be fixed by the membership or the Executive Board. The one exception shall be the annual meeting held the second week of May with the sole purpose of electing chapter officers and convention delegates.

Section 2.

Special meetings may be called by the President, the Executive Board, or by petition filed with the President and signed by twenty percent (20%) of the members of this organization.



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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 Executive Board 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 percent (10%) of the unit’s members must be present to constitute a quorum before any organization business may be transacted. All organization business transactions and decisions will be decided by a majority vote of the members present and constituting a quorum.

Section 5. Contract Ratification Meeting.

- A. All members shall receive a copy of the tentative agreement at least five (5) working days prior to the vote.
- B. The Executive Board shall set the time and location, convenient to the members for the vote on the collective bargaining tentative agreement.
- C. Members who vote shall sign a roster indicating that they have voted.
- D. Any member who is working for the Meridian School District at the time of a chapter meeting, when a contract change will be decided will be allowed an absentee ballot on any contract change which is not amended at the meeting. Such absentee ballots must be received by the chapter secretary prior to the vote.

Section 6. Board Meetings.

- A. Board of Trustee meetings shall be held monthly as required and open to any member who wishes to attend unless an executive session is called for. All members must be present in order to vote, no proxy votes will be allowed. Any Board of Trustee member holding more than one position is allowed only one vote.
- B. Board of Trustee meetings will not be necessary in months in which general membership meetings are held or during the summer months.

**ARTICLE VII
MANAGEMENT**

Section 1.

The business and property of this organization shall be managed by the Executive Board 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 Executive Board. Except,



1 that the Board of Trustees will not, by any means nor for any reason, alter, add to or subtract from the
2 Meridian Education Support Professionals Collective Bargaining Agreement (Contract) language
3 without the prior voted approval of the members at a regular or special Chapter meeting.
4

5 **Section 2.**

6 The Executive Board shall be composed of the President or Co-Presidents, Vice President, Secretary,
7 Treasurer, and a Membership Officer. An elected representative from each of the District buildings, as
8 listed in Art. IX, Section 6, will make up the additional members of the Board of Trustees. These
9 Building Reps will be utilized to disperse information and return issues and information to the Board
10 of Trustees to ensure the timely and efficient reciprocal flow of information and member contact. Any
11 office other than President Or Co-Presidents may be held individually or as a combined position of no
12 more than two (2) positions. For instance, Vice President may be combined as one (1) position with
13 Treasurer. Another example would be secretary/Membership Officer as one (1) combined position.
14 The purpose of this format allows flexibility from year-to-year.
15

16 **Section 3.**

17 The term of office of the Board Members of this organization shall be for a period of one (1) year from
18 September 1 to August 31 of the following year.
19

20 **Section 4.**

21 The Board of Trustees shall hold such meetings as the President, Co-Presidents or the Executive Board
22 shall deem necessary for the competent management of affairs of the organization.
23

24 **Section 5.**

25 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board
26 of Trustees. All voting at meetings of the Board of Trustees shall be by each member present in
27 person, and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees
28 or Executive Board shall constitute a quorum.
29

30 **Section 6.**

31 Any Board Member may be removed from office by a two-thirds (2/3) majority vote of the
32 membership at any regular or special meeting of the membership of the organization. Notice of the
33 proposed removal of the Board Member must be given to the Board Member five (5) days prior to the
34 date of the meeting at which the removal is to be voted upon. Such notice must state the cause for the
35 proposed removal.
36

37 **Section 7.**

38 Unexcused absences from three (3) consecutive meetings of the Board shall be due cause for removal
39 of the member by the Board. Removal of a Board member because of excessive absenteeism shall not
40 require the two-thirds (2/3) vote of membership.
41

42 **Section 8.**

43 Any vacancies occurring on the Board not due to the expiration of the term of the member shall be
44 appointed by the remaining members from the general membership. Building reps shall be appointed
45 from the building of which they represent. Such appointee shall serve during the unexpired term of the
46 members whose position has become vacant.
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ARTICLE VIII

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1.

The officers of this organization shall be a President or Co-Presidents, a Vice President, a Secretary, a Treasurer, a Membership Officer and a representative from each building. All officers shall be elected for a term of one (1) year. In the event of other units affiliating, there shall be a special election called within sixty (60) days of such affiliation. In addition, the President from any affiliating unit will, unless elected as a leader in the merged units, retain a position on the Executive Board for a period of one (1) year after such affiliation.

Section 2.

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 to elect officers.

Section 3.

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

Section 4.

Officers 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) days advance notice shall be given the membership prior to the holding of the election.

Section 5.

Every officer and Trustee shall, upon assuming office, subscribe to the obligation of an officer and Trustee, contained in these Bylaws.

Section 6.

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

- 1) If an election cannot be held prior to the conclusion of the current school year, all officers who are currently in office and wish to continue to serve shall be considered "interim" officers until such time as an election can be safely held, which time shall not exceed six (6) months;
- 2) In the event that the President wishes to step down from the presidency, and or is no longer eligible to serve as President, the Vice-president shall serve as the interim President until such time as a secret ballot election can occur, which time shall not exceed six (6) months;
- 3) In the event that any officer or Board Member (other than the President) no longer wishes to serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to serve as the interim officer until such time as a secret ballot election can occur, which time shall not exceed six (6) months.

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8 **ARTICLE IX**

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10 **DUTIES OF OFFICERS**

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12 **Section 1. President or Co-Presidents.**

13 The President(s) shall preside at all meetings of the general membership and the Board. The
14 President(s) shall have the right to attend and observe all other meetings of the organization. The
15 President(s) shall be kept informed of all activities of the organization, execute all instruments in its
16 behalf, counter-sign/approve all checks drawn from the funds of the organization, appoint all ad hoc
17 committees of the organization subject to the approval of the Board, report periodically to the
18 membership regarding the progress and standing of the organization in regard to the President's or Co-
19 Presidents' official acts, perform all duties as prescribed in the Bylaws and perform such other duties
20 usually inherent in such office. The President(s) shall be an ex-officio member of all appointed
21 committees.
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23 **Section 2. Vice President.**

24 The Vice President shall act in the President'(s) absence and perform such other acts as the President(s)
25 or Executive Board may direct. The Vice President may be authorized by the Executive Board to act
26 as a co-signer of checks drawn on the funds of the organization in place of or in addition to either the
27 President(s) or Secretary.
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29 **Section 3. Secretary.**

30 The Secretary shall maintain and update all records of the organization and take minutes of general
31 meetings and Board meetings. It shall be the duty of the Secretary to maintain a current and accurate
32 list of members of the local chapter with the assistance of the Membership Officer. The Secretary may
33 be authorized by the Executive Board to act as a co-signer of checks drawn on the funds of the
34 organization in addition to the President(s) and Treasurer. A filing cabinet shall be provided to the
35 Secretary for recordkeeping.
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37 **Section 4. Treasurer.**

38 The Treasurer shall receive and be accountable for all assets of the organization, pay all obligations
39 incurred by the organization as authorized by the Executive Board or chapter, maintain bank accounts
40 designated by the Board, and such money shall be withdrawn only by checks signed by the Treasurer
41 and possibly one other Board approved signor if needed, and shall render financial reports at Board
42 meetings and general membership meetings.
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44 **Section 5. Membership Officer.**

45 It shall be the duty of the Membership Officer to maintain a current and accurate list of members of the
46 local chapter in coordination with the membership reports as required by the Public School Employees
47 of Washington. This officer shall also be responsible to actively seek out and recruit new members to
48 the unit from District new hires and non-members.

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Section 6. Classification Trustee:

It shall be the responsibility of the Building Representative to express to the Board the needs, desires and concerns of the members of their respective building. This person will also be responsible, along with the Grievance Committee, in advising an employee about their contractual rights. The following buildings shall have one (1) elected Building Representative each:

- 1. Irene Reither Elementary
- 2. Meridian Middle School
- 3. Meridian Parent Partnership Program
- 4. Meridian High School
- 5. Meridian Bus Garage

ARTICLE X

MISCELLANEOUS PROVISIONS

Section 1.

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

Section 2.

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

Section 3.

The latest edition of **Robert’s Rules of Order** shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of this organization or of the Public School Employees of Washington.

ARTICLE XI

COMMITTEES AND DELEGATES

Section 1. Grievance Committee.

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

Section 2. Negotiating Committee.

The Negotiating Committee shall be composed of the members of the Executive Board and two (2) members at large elected by the membership.



1 **Section 3. Audit Committee.**

2 An Audit Committee shall be selected by the Board.

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

5 The Executive Board shall designate such special committees as they determine necessary in the
6 carrying out of the objectives and purposes of this organization.

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8 **Section 5. Convention Delegates.**

9 Delegates shall be selected by the vote of the membership.

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11 **Section 6. Nominating Committee.**

12 A Nominating Committee may be appointed by the Board or elected to make nominations.

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16 **ARTICLE XII**

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18 **AMENDMENTS**

19
20 **Section 1.**

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

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29 BY: Michele Apeles
30 Michele Apeles Chapter Co-President

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34 BY: Dick Sanderson
35 Dick Sanderson, Chapter Co-President

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40 DATE: 10/01/21

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45 DATE: 8/31/21

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Adopted by the membership this 6th day of June, 1977.
Amended by the membership the 20th day of March 2001.
Amended by the membership the 4th day of October 2007.
Amended by the membership the 12th day of May, 2014.
Amended by the membership the 9th day of December, 2016.
Amended by the membership the 15th day of December, 2018.
Amended by the membership the 14th day of January, 2021.
Amended by the membership the 27th day of April, 2021.

