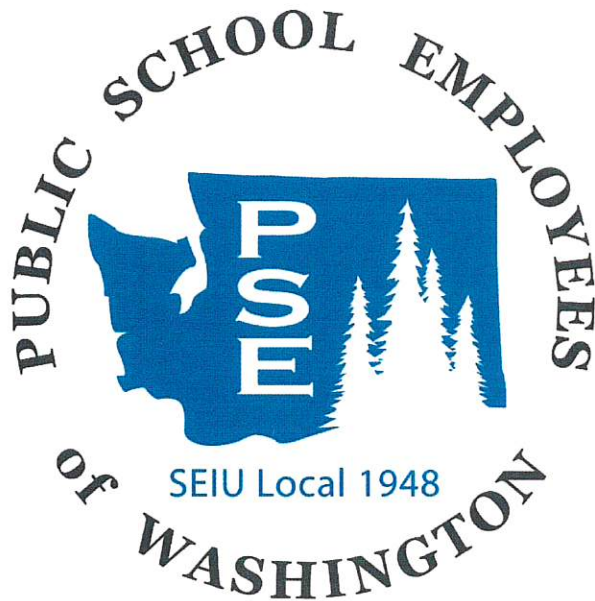


# CHAPTER BYLAWS

Amended June 17, 2024

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## PUBLIC SCHOOL EMPLOYEES OF MONROE #1117



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

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**PREAMBLE**

**A. NAME.**

This Chapter was chartered on December 15, 1969. The name of this Chapter shall be Public School Employees (PSE) Chapter 1117 Monroe and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948, 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 Public School Employees of Monroe 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 a 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 shall:

- Strive for excellence and pride in our work providing a high quality educational environment and demonstrating a high level of social responsibility.
- Create a work environment that is enjoyable, rewarding, and comfortable based on trust and concern for the rights, welfare, and individual dignity of others.
- Demonstrate professional and ethical behavior.

**ARTICLE I**

**MEMBERSHIP STATUS AND REPORTING**

**Section 1.1.**

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, gender, sexual orientation, or political belief who meets the requirements hereinafter shall be eligible for membership.

**Section 1.1.1. Active Member.**

All persons regularly employed by or for the Monroe School District as a classified school employee, (as defined by the Public School Employees (PSE) of Washington/SEIU Local 1948



1 and not a member of another bargaining unit) and who are members of Public School Employees  
2 of Washington/SEIU Local 1948 are eligible for membership in this Chapter.  
3

4 **Section 1.1.2. Member in Good Standing.**

5 To be eligible to vote and to hold office, a member must be in good standing. To be in good  
6 standing, the member shall be employed, have authorized payment of, and are current in  
7 payment of dues as required by these bylaws. Any member who is on authorized leave of  
8 absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold  
9 office. At the discretion of the Board of Trustees, any member in an elected office or appointed  
10 position who is on an authorized leave of absence for longer than three (3) months must resign  
11 their position. This requirement will not apply unless the person in the elected or appointed  
12 office has ceased all activity and interaction with the Board of Trustees (the intent of this  
13 addition is to provide for interaction via physical or conference call attendance at Board  
14 meetings). Any member who is terminated from employment shall not be eligible to vote or  
15 hold office.  
16

17 **Section 1.1.3. Free Riders.**

18 Any member who opts out of payment of regular dues, shall be characterized as a free rider and  
19 shall be entitled only to those rights and privileges as set forth in PSE Policies and Bylaws. Free  
20 riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for  
21 local or state leaders, or vote for ratification of Collective Bargaining Agreements. Free riders  
22 may not attend any PSE sponsored functions, serve on any PSE committee, or serve on  
23 committees with management. PSE Monroe 1117 is responsible for maintaining and protecting  
24 the contract provisions and intent. PSE Monroe 1117 is responsible for selecting, from the  
25 membership, persons needed to sit on committee with management.  
26

27 **Section 1.2. Membership Reporting to the State Office.**

28  
29 **Board of Trustees Reporting.**

30 This Chapter shall send to the PSE State Office a list of names and addresses of its Board of  
31 Trustees and shall notify PSE of all changes in Board members and/or their information.  
32

33 **Membership Reporting.**

34 This Chapter shall send to the PSE State Office membership information as required by the State.  
35

36 **Fiscal Reporting.**

37 The Chapter shall send the PSE State Office fiscal reports as required by the State Bylaws.  
38  
39  
40

41 **ARTICLE II**

42 **DUES AND MEMBERSHIP**

43  
44 **Section 2.1. State Dues.**

45 State Dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.  
46  
47  
48

1 Dues shall be one and seventy-five hundredths (1.75%) of each member’s gross monthly earnings with a  
2 cap of seventy dollars (\$70) per month. The monthly dues cap will be increased by the sum of five  
3 dollars (\$5) annually.  
4

5 **Section 2.1.1. Local Dues.**

6 Local membership dues shall be two dollars (\$2) per month, per member. Local dues shall be  
7 paid to the Chapter Treasurer by the School District. Any member who is on an authorized leave  
8 of absence pursuant to the Collective Bargaining Agreement may have local dues collection  
9 suspended upon approval by the Chapter Board of Trustees.  
10

11 **Section 2.2. Chapter Rebates.**

12 Dues rebates from the State organization shall be received by the Chapter in accordance with the  
13 provisions of the State Bylaws which are subject to revision(s) by the delegates attending the annual  
14 PSE convention. Each chapter shall receive chapter rebates from the State organization in an amount  
15 equal to six percent (6%) of the total monthly dues paid by members to PSE.  
16

17 To qualify for rebates, the chapter must do the following:

- 18 1) Have filed a Chapter Financial Report (CFR) for the previous fiscal year with the PSE State  
19 Office
- 20 2) Send at least one (1) delegate to the annual PSE convention the previous year.  
21  
22

23 Rebate payments may be withheld from chapters which are not in compliance with CFR submission  
24 requirements. The chapter rebates are intended to offset the cost of sending chapter delegates to the  
25 annual PSE convention and the annual Legislative Conference. Chapter rebates should be used to send  
26 as many delegates to the annual PSE convention as are eligible, so long as the rebate is sufficient to do  
27 so. Any chapter not represented by delegates at the annual PSE convention shall not receive chapter  
28 rebates the following year. Chapters shall receive chapter rebates every two (2) months.  
29

30 **Section 2.3. Refunds.**

31 Membership dues are not refundable except where an error resulting in an overpayment exists.  
32

33 **Section 2.4. Collection of Dues.**

34 State and local dues shall be collected by payroll deduction. State dues shall be remitted to the PSE  
35 Office. Local dues shall be remitted to the Treasurer of Public School Employees of Monroe to be  
36 deposited in the Public School Employees of Monroe account. Public School Employees of  
37 Washington/SEIU Local 1948 will be responsible for refunds as appropriate.  
38

39 **Section 2.5. Maintenance of Membership.**

40 Employees subject to the Contractual Agreement fulfilling its requirements, shall be considered in good  
41 standing in the Association, so long as they initiate and continue membership and authorization of  
42 payroll deduction of membership dues. Any employee failing to continue to pay dues through payroll  
43 deduction shall be considered delinquent. Failure to pay dues for two (2) successive months shall be  
44 considered as failure to abide by the provisions of these Bylaws regarding “membership in good  
45 standing in the Association”.  
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ARTICLE III

GOVERNANCE AND OPERATIONS

**Section 3.1.**

PSE shall be governed by a representative form of government, however, as provided in the PSE State Bylaws, all local Chapters shall adopt bylaws that do not conflict with Public School Employees of Washington/SEIU Local 1948 Bylaws, which shall supersede local bylaws where conflict exists.

**Section 3.2.**

Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organizational 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 process of the organization and to pertinent information needed for the exercise of this right.

**Section 3.5. Governing Body.**

**Section 3.5.1. Board of Trustees.**

Except when general meetings of the Chapter are in session, the business and property of this Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the membership is vested in the elected Board of Trustees 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 3.5.2. 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, so long as they are not in conflict with Public School Employees of Washington/SEIU Local 1948 Bylaws. Collective Bargaining and Public School Employees of Washington/SEIU Local 1948 shall provide professional collective bargaining services to and on behalf of each of its affiliated local chapters and the members thereof. No local affiliated chapter shall 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 a bargaining unit represented by PSE or any of its local affiliate chapters, nor any agreement which would affect the rights of employees represented by PSE or its local affiliate chapters, nor any agreement which would affect the rights of employees represented by PSE or its local affiliate chapters, nor any agreement affecting the scope of any collective bargaining unit, with any school district, employer, or other entity or agent, unless such agreement is first received by and approved by the

1 Executive Director, or his/her designee, of Public School Employees of Washington/SEIU Local  
2 1948, provided decisions of the Executive Director may be appealed to the Board of Directors by  
3 any chapter affected thereby. (Public School Employees of Washington/SEIU Local 1948  
4 Bylaws, Article XIII - Affiliated Chapters, Section H).

5  
6 **Section 3.5.2.1.**

7 This organization shall be at all times subject to the provisions of the Articles of  
8 Incorporation and Bylaws of Public School Employees of Washington/SEIU Local 1948.

9  
10 **Section 3.6. Operating Principles.**

11 In order to provide the Chapter with the highest quality direction and management possible, the  
12 following operating principles shall guide the Board of Trustees.

13  
14 **Section 3.6.1. Board/Membership Relationships.**

15 A positive, constructive, cooperative relationship between the Board of Trustees and the  
16 membership is essential to achieving the mission and vision of the organization. Therefore, the  
17 Board and membership will conduct themselves in a way that promotes mutual trust,  
18 demonstrates respect for individual dignity, and displays professionalism. The Board shall  
19 utilize positive conflict resolution methods and maintain open, honest lines of communication  
20 that respect an appropriate chain of command within the Chapter.

21  
22 **Section 3.6.1.1.**

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

28  
29 **Section 3.6.2. Media.**

30 The President or his/her designee, is the primary spokesman for the Chapter. Media inquiries to  
31 individual Board members about matters of Chapter concern should be referred to the Chapter  
32 President. Inquiries about the position of PSE on any matter of Statewide concern or specific  
33 legislation should be referred to the Executive Director at State Headquarters.

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37 **ARTICLE IV**

38  
39 **GENERAL MEMBERSHIP MEETINGS**

40  
41 **Section 4.1.**

42 General membership meetings of this Chapter shall be held at least two (2) times annually at a time and  
43 place to be fixed by the membership, the Board of Trustees, or the President. Meetings shall be  
44 posted on the Membership Meetings and Events Calendar located through the State PSE Member Portal.  
45 Meetings shall be posted by August 31 of each year, when practicable.





- Custodial
- Grounds
- Maintenance
- Paraeducators - Job Share
  - High School Paraeducator Representative
  - Middle School Paraeducator Representative
  - Elementary School Paraeducator Representative
- Technology
- Transportation
- Specialized Support

**Section 5.2. Terms of Office, Election Cycle, Job-Sharing.**

**Section 5.2.1. President, Secretary and Membership Officer.**

Term: Two (2) years

Election Cycle: Odd numbered years

Note: Per Section 5.2.5 the Election Cycle will change to Even Numbered Years

**Section 5.2.2. Vice President and Treasurer.**

Term: Two (2) years

Election Cycle: Even numbered years

**Section 5.2.3. Classification Representatives.**

Term: One (1) year

Election Cycle: Every year – even/odd

**Section 5.2.4. Job Sharing.**

- Job sharing is when two (2) or more persons collaborate to fill one (1) position as a team.
- Job sharing for elected positions shall be available for all open positions.
- Nominations and elections for job sharing: Each person participating as a Job Share Team must be listed on the ballot as a Job Share.

**Section 5.3.**

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:

- If an election cannot be held prior to the conclusion of the current school year, the terms of all officers shall be extended one (1) year in order to maintain the election cycle.
- 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, as set forth in Section 6.9.1.
- 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 the next election cycle for the position.

1 **Section 5.4.**

2 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the entire membership of  
3 PSE Monroe 1117 at any regular or special meeting of the membership. Notice of the proposed removal  
4 of the Trustee must be given to the Trustee seven (7) days prior to the date of the meeting at which the  
5 removal is to be voted upon. Such notice to the Trustee must state the cause for the proposed removal.  
6 The Trustee shall be allowed to speak at the meeting prior to the vote being taken.  
7

8 **Section 5.5.**

9 Unexcused absences from two (2) consecutive meetings of the Board of Trustees by any member of the  
10 Board shall be due cause for removal by the Board of Trustees. An unexcused absence is defined as not  
11 showing up and not providing notice of the absence prior to the meeting. Members who anticipate being  
12 late to the meeting, or absent shall notify the Secretary of the Board via email or text. Removal of a  
13 Board member because of excessive absenteeism shall be by a quorum of the Board of Trustees.  
14

15 **Section 5.6. Duties.**

16 **Section 5.6.1. President.**

17 The President shall:

- 18 • Preside over all meetings of the Chapter and of the Board of Trustees.
- 19 • Be made aware of and supervise all activities of the Chapter.
- 20 • Execute all instruments on its behalf.
- 21 • Work with PSE Field Staff, with the advice and consent of the Board of Trustees, to
- 22 achieve the mission, vision, goals and objectives of the Chapter.
- 23 • Appoint all special committees not otherwise provided for in the Bylaws of the Chapter,
- 24 subject to the approval of the Board of Trustees and serve as an ex-officio member of all
- 25 committees.
- 26 • Report periodically to the membership regarding the progress and standing of the Chapter
- 27 regarding the President's official acts and perform other duties of the office.  
28

29 **Section 5.6.2. Vice President.**

30 The Vice President shall:

- 31 • Provide such assistance to the President as requested.
- 32 • Serve as Chair of the Grievance Committee.
- 33 • In the absence of the President, perform duties of the office; and in the case of permanent
- 34 disability or resignation of the President, shall succeed to that office for the unexpired
- 35 portion of the current term of office.
- 36 • Chairs the Scholarship Committee.
  - 37 ○ Interface with Monroe Public School Foundation (MPSF) to determine the
  - 38 number of applicants for the PSE Monroe 1117 Student Scholarship Awards.
  - 39 ○ Reviews applicants and reports to the Board for selection.
- 40 • Maintains and keeps PSE Monroe 1117 Administration and Membership Calendar
- 41 current with required meetings and tasks as directed by the Board.
- 42 • Works with the Membership Officer for membership orientations, signups or other
- 43 activities as needed to ensure new members are recognized and welcomed into the unit.  
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1 **Section 5.6.3. Secretary.**

2 The Secretary shall:

- 3 • Record the minutes of general membership and Board of Trustees meetings.
- 4 • Post draft of recorded minutes from Board, General and Special Meetings to Connect
- 5 within three (3) business days following said meeting.
- 6 • Post approved Labor Management Committee minutes on Connect.
- 7 • Keep all records of the Chapter, the Board of Trustees.
- 8 • Work with the PSE State Office to order all required meeting notices.
- 9 • Perform such other official functions as the President and Board of Trustees may direct.

10  
11 **Section 5.6.4. Treasurer.**

12 The Treasurer shall:

- 13 • Receive and be accountable for all funds and monies belonging to the Chapter.
- 14 • Pay all obligations incurred by the Chapter as authorized by the Board of Trustees.
- 15 • Register attendees for Convention, Conferences or training(s) up to and including room
- 16 and board, when necessary, after Board approval.
- 17 • Keep accurate records of receipts and disbursements.
- 18 • Maintain bank accounts and depositories designated by the Board of Trustees.
- 19 • Render periodical financial reports as required by the Board of Trustees, the membership
- 20 or Public School Employees of Washington (PSE) /SEIU Local 1948 to ensure that the
- 21 Chapter is in compliance with all laws and regulations required by the Internal Revenue
- 22 Service and the Department of Labor and Industries.
- 23 • Reviews banking authorizations annually for required changes. Interfaces with bank to
- 24 make corrections as needed. Provides a minimum of seven (7) business days' notice to
- 25 the Executive Board for appointments made with the bank to make corrections.

26  
27 **Section 5.6.5. Membership Officer**

28 Conducts New Employee Orientations (NEO).

- 29 • Ensures all classified employees have access to virtual membership signup (e-sign) or the
- 30 current Member Dual authorization card.
- 31 • Collects and distributes Member Dual Authorization Cards (when used) to appropriate
- 32 locations, (scans cards for our records until the State adds member to our membership
- 33 list)
- 34 • Audits membership information from the District with the membership lists provided by
- 35 PSE State Office. Works with the appropriate person at the State Office to resolve any
- 36 discrepancies.
- 37 • Sits on Membership Awards Committee and assists the committee chair as needed.

38  
39 **Section 5.6.6. Trustee.**

40 The Trustee shall:

- 41 • Serve as a member of the Board to govern the Chapter as a whole.
- 42 • Represent the classification of employees which elected him/her and express to the Board
- 43 the needs, desires, and concerns of the members in their classification.
- 44 • Serve on the Grievance Committee.

1 **Section 5.6.7. Executive Committee.**

2 The duties of the following Executive Committee members, the President, Vice President,  
3 Secretary, and Treasurer shall be:

- 4 • Maintain oversight to ensure the fiscal responsibility of the unit.
- 5 • Stay current on banking authorization forms maintained by the bank(s) or depositories  
6 designated by the Board of Trustees.
- 7 • Participate and serve on the Board to govern the Chapter as a whole.
- 8 • Serve on the Professional Development Committee as defined by the Collective  
9 Bargaining Agreement and help administer the Educational Assistance Fund as  
10 established by the District.
- 11 • Any additional duties prescribed by the Board of Trustees or the General Membership, so  
12 long as such duties or requests are not in conflict with the Bylaws.

13  
14 **Section 5.6.8. Responsibilities of General Membership**

- 15 • Attend meetings.
- 16 • Vote in elections.
- 17 • Volunteer to serve on committees when invited.

18  
19 **Section 5.6.9. Fiscal Responsibility.**

20 The fiscal year for all financial reports shall be from September 1 to August 31 of the following  
21 year, inclusive. Any monies withdrawn from bank accounts or depositories designated by the  
22 Board of Trustees shall be withdrawn by check only signed by any two (2) members of the  
23 Executive Committee.

24  
25 Monies may also be spent via the Chapter's debit card from such instructions above but require  
26 prior authorization. Authorization shall be documented on a Debit Card Use Authorization Form  
27 which shall be signed by any two (2) members of the Executive Committee. Prior to check or  
28 debit authorization the Board of Trustees shall approve such authorizations for Chapter use only,  
29 up to and including Scholarships, Convention, Training, etc.

30  
31 Members shall have the right to a full and clear accounting of all Chapter funds. At all levels  
32 such accounting shall include, but not be limited to, periodic reports to the membership by  
33 appropriate fiscal officers or by independent auditors not otherwise connected with the Chapter,  
34 and a financial audit at least once a year which is made available to all members.

35  
36 The Board will appoint three (3) members who are not on the Board to conduct an annual audit.  
37 A request for financial information must be presented in person at a regularly scheduled Board of  
38 Trustees meeting outside of the Executive Session.

39  
40 The Audit Committee will be chosen at the first general membership meeting of the school year.  
41 They will provide a written report by the second general membership meeting addressed as a  
42 Committee report.

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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 fourteen (14) 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.

Eligible members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030, Paragraph 2, a, b, and c, and those employees classified either by State statute or appropriate State regulatory agencies as being "supervisory employees".

#### Section 6.3.

To be eligible, a member must be in good standing for one (1) year immediately preceding the election to run as a Chapter Officer. They must be in good standing for six (6) months preceding the election to run as a Classified Representative.

#### Section 6.4. Election Process.

Elections for Officers and Classified Representatives shall be held in April. Terms of office shall be from September 1 through August 31. In the event elections for Officers and Classified Representatives cannot take place in April, the Board of Trustees will call a special meeting for the purpose of setting an election date.

#### Section 6.5.

Members shall be notified in March of upcoming elections in April. Notice shall include contact information for the members who wish to nominate candidates for any open position(s). A minimum of fourteen (14) days after election notice a general membership meeting shall be held. Nominations shall be closed at the end of this meeting, after taking any additional nominations from the floor.

#### Section 6.6.

Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be conducted so 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.

#### Section 6.7.

All members of the Chapter shall be eligible to vote for the positions of President, Vice President, Secretary, and Treasurer. In the election of a Trustee, only members of the classification of employees that the Trustee will represent shall be allowed to vote.

#### Section 6.8.

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

#### Section 6.9.

A vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance with the procedures set forth below.

1  
2 **Section 6.9.1.**

3 In the event the President cannot serve the remainder of his/her current term, the Vice President  
4 shall serve as President for the completion of the term.  
5

6 **Section 6.9.2. Officer Vacancies - Vice President, Secretary, and Treasurer.**

7 In the event of a vacancy in the office of Vice President, Secretary or Treasurer, all members  
8 shall be notified of the vacancy and nominations solicited for the position. Nominations shall be  
9 accepted for a period of fourteen (14) calendar days following the notification to members. The  
10 President, at his/her discretion, may either call a special meeting of the Board of Trustees or act  
11 upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the position  
12 may submit a letter or have three (3) minutes to address the Board prior to the vote to describe  
13 their qualifications and the reasons they are seeking the position.  
14

15 **Section 6.9.3. Classification Vacancies - Board of Trustees.**

16 In the event of a vacancy for a Classified Representative, all members in the vacant classification  
17 shall be notified and nominations shall be solicited for the position from that classification.  
18 Nominations shall be accepted for a period of fourteen (14) calendar days following the  
19 notification of the members. The President, at his/her discretion, may either call a special  
20 meeting of the Board of Trustees or act upon the vacancy at the next regularly scheduled Board  
21 meeting. Each candidate for the position may submit a letter and have three (3) minutes to  
22 address the Board prior to the vote to describe their qualifications and the reasons they are  
23 seeking the position. Such an appointee shall serve during the unexpired term of the Classified  
24 Representative whose position has become vacant.  
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28 **ARTICLE VII**

29 **CONTRACT NEGOTIATION AND RATIFICATION PROCESS**

30  
31  
32 **Section 7.1. Prior to Negotiations with the District.**

33 A survey shall be conducted to solicit input from the membership. This input is limited to topics and  
34 issues the negotiation committee shall advance during negotiations with the District, with the  
35 understanding that additional issues may come up during the course of negotiations.  
36

37 **Section 7.1.1.**

38 Following the return of the survey to the Negotiation Committee, the Committee shall compile  
39 the data gathered.  
40

41 **Section 7.1.2.**

42 A pre-negotiating meeting(s) shall be held to voice and discuss topics, issues and survey results.  
43 The meeting(s) may be held as individual building meetings, a general membership meeting, or a  
44 combination of both, determined on an as needed basis.  
45

46 **Section 7.1.3.**

47 The Negotiation Committee shall take into account the survey data and the information gathered  
48 at the first meeting to compile the topics and issues to be presented to the District.

1  
2 **Section 7.1.4.**

3 A second and final pre-negotiation general membership meeting shall be held to present to the  
4 membership the final list of topics and issues to be presented to the District. Such topics and  
5 issues shall be the platform for the Negotiation Committee.  
6

7 **Section 7.2.**

8 During Negotiations members of the Committee shall notify and inform the membership of those details  
9 and points within the course of negotiation communication restrictions.  
10

11 **Section 7.3.**

12 Once a tentative contract agreement has been reached with the District, a copy shall be made  
13 electronically available for membership review. Each building site shall also have a hard copy of the  
14 tentative agreement posted in the designated union posting area.  
15

16 **Section 7.3.1.**

17 A general membership meeting shall be held to discuss the tentative agreement. Ratification of  
18 the contract shall take place no sooner than seven (7) days after this meeting.  
19

20 **Section 7.3.2.**

21 Ratification of the tentative agreement shall be by secret ballot at a specified voting location(s).  
22 Members shall be notified of such location(s) and voting hours at the general meeting referenced  
23 in Section 7.3.1.  
24

25 **Section 7.3.3.**

26 When multiple voting locations are used, ballots shall be transported in a sealed container to a  
27 central location for counting.  
28

29 **Section 7.4.**

30 Contract ratification shall require a favorable majority (fifty percent [50%] plus one [1]) vote by those  
31 casting their ballot.  
32

33 **Section 7.5.**

34 Ballots shall be counted by an election committee, appointed by the President. Counting shall take place  
35 once voting has closed. Any member who so desires may be present during the counting of the ballots.  
36

37 **Section 7.6.**

38 Ballots shall be retained by the Secretary for one (1) year.  
39  
40  
41

42 **ARTICLE VIII**

43 **COMMITTEES AND DELEGATES**  
44  
45

46 **Section 8.1. Annual Convention Delegates.**

47 Delegates shall be elected by the membership via secret ballot at a general membership meeting. Ballots  
48 and the minutes of that meeting shall be retained for one (1) full year and shall be available at  
49 Convention in the event of a delegate credential challenge. Approved expenses incurred by elected

1 delegates attending the annual convention to conduct Association business shall be paid by the Chapter  
2 in accordance with appropriate provisions of the PSE State Bylaws.

3  
4 **Section 8.1.1. Elections for Annual Convention Delegates.**

5 Elections for annual convention delegates shall be held in April. Members shall be notified in  
6 March of upcoming elections in April. Notice shall include contact information for the members  
7 who wish to nominate candidates for any open position(s).

8  
9 A minimum of fourteen (14) days after election notice a general membership meeting shall be  
10 held. Nominations shall be closed at the end of this meeting after taking any additional  
11 nominations from the floor.

12  
13 In the event elections for Annual Convention Delegates cannot take place in April, the Board of  
14 Trustees will call a special meeting for the purpose of setting an election date.

15  
16 **Section 8.2. Audit Committee.**

17 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
18 Chapter at the end of each fiscal year as laid out under Fiscal Responsibility Section 5.7.9. No voting  
19 member of the Audit Committee shall be able to disburse funds from the Chapter's Treasury.

20  
21 **Section 8.3. Budget Committee.**

22 The Budget Committee shall be responsible for formulation of a proposed budget for the Chapter. This  
23 proposed budget shall be completed and presented to the Board of Trustees for approval at the first  
24 Board of Trustees meeting after September 1 of each year and is to be amended to the minutes of that  
25 meeting. The Budget Committee shall be made up of:

- 26  
27
- The Treasurer who will be the Committee Chair
  - Two (2) members of the Board of Trustees selected by the Treasurer.
  - Two (2) members-at-large appointed by the President by a date determined by the Executive Board.
- 28  
29  
30  
31

32 **Section 8.4. Bylaws Committee.**

33 The Bylaws Committee shall be responsible for an annual review of the Chapter Bylaws to ensure they  
34 remain current and up to date. The Bylaw Committee shall be made up of the Secretary who will be the  
35 Committee Chair and two (2) members of the Board of Trustees selected by the Secretary.

36  
37 **Section 8.5. Communications Committee.**

38 The Communications Committee shall be responsible for maintaining a PSE Monroe Chapter 1117  
39 website and any other form of communications deemed necessary by the Board of Trustees.

40  
41 **Section 8.6. Conference Committee (Labor Management Committee).**

42 A Conference Committee, also known as the Chapter Representatives on the Labor Management  
43 Committee (LMC), consistent with the current contractual agreement, shall routinely consist of the  
44 President, the Vice President, the Secretary and from those Board of Trustee members willing to attend  
45 and report back to the membership.



1 **Section 8.7. Governmental Affairs Committee.**

2 The Governmental Affairs Committee shall work as a liaison between Chapter members and the Zone  
3 Representative on the State PSE Legislative Council and Task Force. Names and addresses of all  
4 Committee members shall be submitted to PSE /SEIU Local 1948 and PSE shall be notified of any  
5 changes in members or addresses.  
6

7 **Section 8.8. Grievance Committee.**

8 A Grievance Committee shall be composed of at least one (1) unit representative from each  
9 classification of employees in the Chapter and chaired by the Vice President or the President’s designee.  
10 It shall be responsible for advising members of their rights as outlined in the State Bylaws, Article XIV,  
11 State Grievance Panel. The processing of a grievance for a Chapter validation shall be as closely  
12 followed as possible, to the guidelines below:  
13

14 **Section 8.8.1. Grievance Processing.**

15 Upon receipt of a grievance, the Chair of the Grievance Committee shall:

- 16 • Properly record and track the grievance to ensure proper timelines are met
- 17 • Shall present the grievance to as many members of the Grievance Board (not less than  
18 three (3) members including the Chair) as can be expediently contacted for review of the  
19 grievance for approval or denial of chapter validation.  
20

21 (Note: The Grievance Board member from the same classification as the member submitting the  
22 grievance, should normally exclude him/herself from the review process, unless needed to meet  
23 required number of members). Under no circumstances should this process be allowed to  
24 preclude the timeline requirements necessary to properly pursue a grievance as dictated by the  
25 negotiated contract.  
26

27 In the event timeline requirements require the suspension of the above process, the Chapter  
28 President shall, after conferring with the Grievance Chair, either grant or deny Chapter validation  
29 in order to continue required processing of the grievance.  
30

31 **Section 8.9. Membership Committee.**

32 The Membership Committee shall be responsible to track and ensure:

- 33 • All members are appropriately recorded on the Chapter rolls and that all applicable  
34 paperwork is processed.
- 35 • Appropriate awards are presented to eligible members.  
36

37 **Section 8.10. Negotiating Team.**

38 The Negotiating Team will be comprised of the Board of Trustees.  
39

- 40 • The Negotiation Team shall consist of the current Executive Committee and the  
41 Classification Representatives in office at the time the new contract is due for negotiation.
- 42 • In the event any Classification is being represented via Job Sharing, only one (1) member of  
43 the Job Share shall sit on negotiations and is subject to the provisions listed here for the  
44 negotiation team.
- 45 • Once negotiations start the Negotiation Team remains in place until the newly negotiated  
46 contract is approved by both the Monroe School District No. 103 and the membership of the  
47 local chapter.



- Changes or corrections to a ratified contract in effect shall be negotiated by the Executive Committee and the Classification Representatives in office at the time such changes or corrections are identified.

**Section 8.10.1.**

The Negotiation Team shall set their attendance criteria prior to beginning any work for negotiations. If a Committee member fails to meet the criteria set by the Committee, that member shall become an advisory member only and will no longer be able to actively participate at the negotiation table. In the event a permanent vacancy occurs on the Negotiation Team during a contract cycle, the Board of Trustees shall evaluate and fill the vacancy, as it deems necessary.

**Section 8.10.2.**

The President shall always be the Chair of the Negotiations Committee, except that the President may choose not to sit actively. If this should occur, the Committee shall elect a Chair Pro-Tem with the consent of the President to act a Spokesperson for the Committee.

- If a new Chapter President is elected during negotiations, the newly elected President becomes Chair of the Negotiation Team. The previous President steps down from the Chairperson positions and remains a member of the Negotiation Team.
- Committee members shall actively seek training in negotiations related issues. The Committee shall work with PSE Field Staff to fulfill their duties.

**Section 8.11. Nomination and Election Validation Committee.**

A Nomination and Election Validation Committee may be appointed by the Board of Trustees or elected to accept nominations.

**Section 8.12. Scholarship Committee and Requirements.**

The Vice President shall chair the Scholarship Committee.

**Scholarship Requirements.**

Before a senior can be considered a scholarship recipient:

- The parent/guardian classified employee shall be a member in good standing with Public School Employees of Washington for a period not less than two (2) years.
- If employed by the Monroe School District for less than two (2) years, the member must have been in good standing with another PSE Chapter prior to employment with Monroe School District; as well as being a member in good standing with PSE Monroe Chapter 1117, until such two (2) year consecutive member in good standing requirement is met.

**Section 8.13. Other or Special Committees.**

The President and/or the Board of Trustees shall designate such special committees as are determined necessary to carry out the objectives and purposes of this Chapter.

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**ARTICLE IX**  
**AMENDMENTS**

**Section 9.1.**

These Bylaws may be amended by a majority vote of the membership at a regular or special meeting; providing that a notice of the intent to amend any specific provision be given to the members at least seven (7) days prior to the meeting at which said vote is to be taken. The process to change these Bylaws shall be as follows:

- Any proposal to amend a bylaw must be received by the Bylaw Committee by September 30, prior to the start of the annual review.
- The Bylaw Committee shall include any proposed amendments during their annual review.

Upon completion of the annual review, the Bylaw Committee shall make a report to the Board which will include any recommendations related to any proposed amendments.

**OR**

**Section 9.1.1.**

These Bylaws may be amended by a majority of the Board of Trustees, at any regular or special meeting thereof, providing that notice of the intent to amend any specific provisions be given to the members of the Board of Trustees at least seven (7) days prior to the meeting at which said vote is to be taken.

**ARTICLE X**  
**USE OF VIRTUAL / ELECTRONIC MEETINGS**

**Section 10.1.**

Virtual / Electronic Meetings: Members of the Executive Board, members of the Board of Trustees, as defined in these Bylaws, and members of any Committee designated by the Board or President, may participate in a meeting of such Board or Committee by means of a conference telephone, video conferencing technology, or similar communication equipment by means of which all persons participating in the meeting can hear and or see each other. Participation in a meeting in such a manner shall constitute presence in person at such meeting. Such meetings may be partially or wholly "virtual" meetings.

Voting: At all virtual/electronic meetings of the Board, or the Board of Trustees, each member shall have one (1) vote or as designated in these Bylaws. Voting will be taken by a roll call of those present and shall be recorded by the Secretary or a designee if the Secretary is unable to attend. The presence of a quorum to conduct business shall be the same as set forth in these Bylaws.

Virtual/Electronic Meetings: General Membership shall be allowed for the following purposes:

1 Town Hall: Informational only to keep the membership aware of current happenings in the unit and at  
2 the State Level. There shall not be any official business conducted at these meetings requiring a vote of  
3 the membership. These can be for the general membership as a whole or any subset of the unit, but shall  
4 be open to any member who wishes to attend. This does not preclude the solicitation of opinions through  
5 any polling process whereby the results will be forwarded to the Board as a whole. These units may be  
6 set up by the local unit. Notice for such town hall meetings shall be made to the members by any means  
7 available with seven (7) calendar days' notice.

8  
9 Official General Membership Meetings: These meetings shall be conducted with the assistance of the  
10 PSE State Office following the meeting guidelines in these Bylaws for notice. These meetings shall  
11 follow the requirements for a quorum to conduct official business. When less than a quorum is present,  
12 any action taken by the membership shall be referred to the Board for action.



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### SIGNATURE PAGE

BY: Nancy Ivy  
Nancy Ivy (Jul 9, 2024 08:10 PDT)  
Nancy Ivy, Chapter President

DATE: 07/09/24

Adopted by the membership March 20, 1980  
Amended September 29, 1987  
Amended March 25, 1993  
Revised May 17, 1994  
Revised January 26, 2015  
Amended May 13, 2020  
Revised August 12, 2021  
Revised November 2, 2021  
Amended June 17, 2024

