

CHAPTER BYLAWS

Amended: March 26, 2025

PUBLIC SCHOOL EMPLOYEES OF MUKILTEO ASSOCIATION OF CLASSIFIED PERSONNEL



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

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3 **Section 1**

4 The name of this organization shall be the Mukilteo Association of Classified Personnel (MACP), an
5 affiliate Chapter of Public School Employees of Washington, (PSE).
6

7 **Section 2**

8 This organization shall be subject to the Bylaws of the Public-School Employees of Washington which
9 supersede the MACP Bylaws.
10

11 **Section 3**

12 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as
13 agent for, or otherwise bind this organization in any way whatsoever. No member in good standing or
14 group of member in good standing or any other person or persons shall have the power to act on behalf of
15 or otherwise bind the organization except to the extent specifically authorized in writing by the President
16 or Co-Presidents or Board of Trustees of the organization without prior approval of the membership.
17

18 **Section 4**

19 Members of this organization shall comply with all MACP and PSE Bylaws.
20

21 **Section 5**

22 Chapter Officers and Board of Trustees members shall be elected in accordance with respective Chapter
23 Bylaws. No officer or elected representative of MACP shall attempt to sever the affiliation of MACP
24 with PSE.
25

26 **Section 6**

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

34 **OBJECTIVES AND PURPOSES**

35 The purpose and aim of the Mukilteo Association of Classified Personnel:
36

- 37
- 38 A. To elevate the standards of all classified personnel.
 - 39 B. To help provide a better understanding, broaden communication and strengthen the
 - 40 relationship between school personnel, the administration, the school system and the public.
 - 41 C. To pool our ideas and ideals toward a more efficient service and to confer and negotiate with
 - 42 the school district in respect to rights and responsibility procedures and collective negotiation
 - 43 on personnel matters, including wages, benefits, hours and working conditions.
 - 44 D. To establish better fellowship and understanding among classified school employees and to
 - 45 strive for their overall betterment through training, legislation and association benefits.
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ARTICLE II

MEMBER IN GOOD STANDING RIGHTS

Section 1

Members in good standing 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 2

Members in good standing 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.

Section 3

Members in good standing shall have equal rights to run and hold office, except those employees who have not worked one (1) year as a contracted employee and are not regular dues payers.

Section 4

Members in good standing 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 in good standing.

ARTICLE III

MEMBERSHIP

Section 1

All MACP classified personnel in the Mukilteo School District No. 6 shall be eligible for membership in this Association, except as otherwise provided in these Bylaws, without regard to race, creed, color, national origin, gender, or political beliefs who meet the requirements of Section 2 through 6 of Article IV.

Section 2

Definition of member in good standing: To be in good standing, the member shall be employed and current in the payment of such dues for active membership as are required by these Bylaws, except for PSE Life Members, who are exempt from payment of dues or employment requirements and any member in good standing who is on authorized leave of absence pursuant to their bargaining contract (who are exempt from payment of dues when on extended medical leaves or work related injuries).

Section 3

Definition of "Free Rider Member": Any member who opts out of payment of dues shall be characterized as a "Free Rider Member" and shall be entitled only to those rights and privileges as set forth in MACP Policy and Bylaws. "Free Rider" members shall not be entitled to hold any office, attend local or state meetings, vote for local or state leaders, or vote for ratification of MACP Collective Bargaining



1 Agreements. In addition, “Free Rider” members may not attend any MACP sponsored functions. No
2 “Free Rider” may serve on any committee. A former “Free Rider” member may serve on a committee
3 under the following conditions: sign a dual membership card and be a regular dues paying member for at
4 least twelve (12) consecutive months.

5
6 **Section 4**

7 Any member in good standing that is granted a leave of absence or any member in good standing who is
8 on layoff status may retain his/her voting privilege by:

- 9
- 10 • Payroll deduction of local and PSE dues; or
- 11 • If payroll deduction is not available, members in good standing shall pay local Chapter dues at
- 12 the first general membership meeting they attend.
- 13 • To vote, hold office, and/or serve on a committee, a member must be in good standing. Any
- 14 member in good standing who is terminated from employment shall not be eligible to vote or
- 15 hold office.
- 16

17 **Section 5**

18 Honorary membership may be conferred upon any qualified individual, as determined by the PSE
19 Awards Committee. An Honorary Member may not vote or hold office. Honorary memberships are
20 reserved for individuals who are non-members in good standing and who have demonstrated concern for
21 or aided classified school employees in a significant way. No more than two (2) Honorary Memberships
22 may be granted per year. Recipients will be announced at the annual convention.

23
24 **Section 6**

25 Any person who has been an active member in good standing of PSE for a minimum of ten (10) years and
26 has made an outstanding contribution to the general welfare of classified school employees through PSE
27 may have a Life Membership bestowed upon him or her by the PSE Awards Committee at the annual
28 convention. One (1) Life Membership may be granted for every five thousand (5,000) members in good
29 standing, or any part thereof of PSE, as computed at the time the Awards Committee makes its selection.
30 Life Membership confers all privileges of an active membership except upon retirement or separation
31 from M.A.C.P., Life Membership shall retain all rights of active membership except the right to vote or
32 hold office.

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35 **ARTICLE IV**

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37 **MEMBER IN GOOD STANDING TUITION / REGISTRATION GRANTS**

38
39 **Section 1**

40 Members in Good Standing may make requests to the President, Co-Presidents or Executive Board, in
41 writing, for the Treasurer to pay registration fees to attend State and/or Zone workshops/seminars.
42 Requests must be made in writing and submitted no less than five (5) days prior to the Executive Board
43 or General meetings prior to the workshop/seminar.

44
45 **Section 2**

46 Provided funds are available in the MACP Tuition Account, the membership may elect to pay registration
47 fees and for one (1) meal, not to exceed twenty-five dollars (\$25), if meals are not included in the cost of
48 registration. No overnight accommodation will be considered.



1
2 **Section 3**

3 Tuition assistance is subject to the following guidelines:

- 4 A. Members in good standing receiving tuition to attend a workshop or seminar are expected to
5 attend the entire event. Failure to do so may result in members in good standing being required to
6 reimburse the Association Treasurer by the next general meeting, as determined by the Executive
7 Board.
8 B. Members in good standing receiving tuition must submit all receipts and paperwork to the
9 Treasurer within fifteen (15) calendar days following the event.
10 C. Members in good standing shall report to the membership at the next general meeting what was
11 learned and gained by attending the workshop/seminar.
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15 **ARTICLE V**

16 **DUES**

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19 **Section 1**

20 The annual local dues for the Mukilteo Association of Classified Personnel (MACP) shall be three dollars
21 (\$3) for the fiscal year (September 1 – August 31), per paycheck. MACP members in good standing who
22 receive life membership in PSE are exempt from local dues and retain the rights of a dues-paying
23 members in good standing.
24

25 **Section 2**

26 The division of local dues shall be as follows:

- 27 A. Twenty-five cents (\$0.25) shall become a separating account in the MACP Operating Budget.
28 These funds shall be used only for the purpose of providing a one hundred dollar (\$100) check
29 plus one dollar (\$1) for every year of service as a member in good standing and card for each
30 retiree.
31 B. The balance shall become part of the General Operating Budget of MACP.
32 C. Any amount over five hundred dollars (\$500) in the retiree fund at the end of the fiscal year
33 will roll over into the Emergency Relief Fund account.
34

35 **Section 3**

36 PSE will reimburse the local MACP chapter, five percent (5%) of the gross dues paid to the state
37 organization. These rebates shall be used to assure delegates representation at the annual convention
38

39 **Section 4**

40 State dues shall be the percentage deemed appropriate in the State PSE Bylaws.
41

42 **Section 5**

43 To allow the President or Co-Presidents to use local dues for ten (10) paid days at his/her contracted
44 hours to do work for the Association of MACP.
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ARTICLE VI

MEETINGS

Section 1. Meetings.

- A. The latest edition of Robert's Rules of Order shall be a guide in all cases in which they are applicable, and in which they are not inconsistent with the bylaws and rules of Mukilteo Association of Classified Personnel and the Public School Employees of Washington.
- B. The order of business of any regular or special business meeting should include Call to Order, Pledge of Allegiance, Reading/Approval of Minutes, Reading of Communications, Report of Officers, Report of Committees, Unfinished Business, New Business, Announcements, Program, Classification – Good of the Order, Adjournment.

Section 2. Board of Trustees Meetings.

- A. A Board of Trustees meeting shall be held at least ten (10) calendar days prior to the general membership meeting and whenever necessary.
- B. Members in good standing who have not been elected to the Executive Board may observe the Board of Trustees meeting but may not participate as an active member in the Board of Trustees meeting.
- C. A Board of Trustees meeting shall be held on the first Thursday of the month and whenever necessary.
- D. The Board of Trustees shall serve as the Grievance Committee.

Section 3. General Membership Meeting.

- A. The President or Co-Presidents shall provide at least seven (7) calendar days notification to all members in good standing of any General Membership meeting called. However, said seven (7) calendar days' notice may be waived by the Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.
- B. General Membership meetings shall be held at least every other month.
- C. Dates, times and places will be published regularly in the chapter newsletter.
- D. Membership meetings held during non-school sessions will be kept to an absolute minimum. The President or Co-Presidents and Board of Trustees will only schedule these after 5:00p.m. and after minimum five (5) days written notice, by mail, if not announced during school session, to all members in good standing. If a meeting is to be held during a non-school session, the President or Co-Presidents will make every effort to obtain release time for all working employees both written and by verbal request to the school district.

Section 4. Special Meetings.

- A. Special meetings may be called by the President or Co-Presidents, the Board of Trustees, or by petition filed with the President or Co-Presidents and signed by twenty percent (20%) of the members in good standing of the Association.
- B. Special meetings shall be called for a specific purpose, one which cannot wait until a regularly scheduled meeting. Regular Association business may occur in conjunction with a special meeting, as needed.
- C. Special meetings shall be kept to a minimum.



1 **Section 5. Voting/Elections within Meetings.**

- 2 A. At any meeting of the membership of this organization, each members in good standing shall be
3 entitled to one (1) vote. A member in good standing must be present to vote. No proxy vote will
4 be allowed.
- 5 B. At all Officer election meetings, registration shall begin approximately thirty (30) minutes prior to
6 start time. Registration and distribution of ballots shall continue until the ballots are collected for
7 the results.
- 8 C. Election of Officers and Classification Representatives will be part of the meeting agenda in May.
9 Those elected shall be installed on September 1 of the following school year.
- 10 D. Delegates and alternates for the annual convention shall be elected by secret ballot at the May
11 meeting.
- 12 E. Contract Ratification Meetings – See Negotiations Committee
- 13
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16 **ARTICLE VII**

17 **RECALL**

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20 **Section 1. Recall of Officer**

- 21 A. In the event that a Chapter officer, Board of Trustees Member, or representative cannot or does
22 not represent MACP/PSE local interests and will not resign, the chapter may petition the Zone
23 Council for the recall of any Officer. Said petition shall allege the cause for such recall and shall
24 be signed by at least twenty percent (20%) of the Chapter’s membership.
- 25 B. Grounds for recall shall be misconduct, neglect of duty, or violation of State or local Bylaws. The
26 Zone Director, being petitioned, shall direct the Chapter Officer, Board of Trustees Member, or
27 representative to respond to the charges at a Chapter meeting. The Zone Director petitioned will
28 lead the meeting. The individual shall be entitled to present evidence at the meeting (hearing).
29 Said individuals shall be removed if there is a quorum of two-thirds (2/3) of the membership for
30 recall. A replacement shall be selected pursuant to the local Chapter Bylaws; provided, however,
31 that the removed Officer, Board of Trustees Member or representative shall not be eligible to hold
32 office for a period of three (3) years.
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36 **ARTICLE VIII**

37 **OFFICERS AND REPRESENTATIVES**

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40 **Section 1. Officers of the Association.**

41 The Officers of this Association shall be the President or Co-Presidents, First Vice-President, Second
42 Vice-President, Secretary, and Treasurer, all of whom shall be regular dues-paying members in good
43 standing. These Officers comprise the Executive Board.

44

45 **Section 2. The Board of Trustees.**

46 The Board of Trustees shall be composed of the Executive Board and all Classification Representatives.
47 The duties of the Board of Trustees can be found in Article IX, Section 9.

48



1 **Section 3. Election and Removal of Officers.**

- 2 A. Officers shall be elected by nomination and vote during general membership meeting held in the
3 month of May.
- 4 B. Newly elected Officers shall assume office the first day of September. Newly elected Officers
5 shall, from May to September, work with the immediate past officer so that a complete
6 understanding and smooth transition period is made, including the turning over of all books and
7 equipment relative to that position. This will be completed by August 31 of the year in which
8 they are elected.
- 9 C. The immediate past president or co-presidents shall assist in the completion of all negotiations and
10 grievances.
- 11 D. Any elected officer or elected members in good standing of a committee desiring to resign their
12 position shall submit a dated letter of resignation to the President or Co-Presidents of the
13 Association.
- 14 E. See Article IX, Section 6 for information regarding the Nominations and Elections Committee.
15

16 **Section 4. Terms of Officers and Officer Responsibilities.**

- 17 A. Chapter officers shall serve for a period of two (2) fiscal years. The President or Co-Presidents,
18 2nd Vice President, and Secretary shall be elected in even years, and 1st Vice President and
19 Treasurer elected in odd years.
- 20 B. No officer shall obligate or bind this Association to any action that affects more than one (1)
21 employee without the concurrence of the Executive Board.
- 22 C. No officer shall miss in excess of three (3) consecutive meetings of either the Board of Trustees or
23 general membership without the permission of the President or Co-Presidents. Presidential
24 absence requests will be reviewed by the Executive Board.
- 25 D. All property used by officers of MACP shall be signed out and recorded on a “Verification of
26 Liability” form.
- 27 E. Officers shall submit itemized receipts of products/materials used for union business to be
28 reimbursed on a monthly basis. Products/materials include office type supplies and cell phone
29 minutes.
- 30 F. MACP will reimburse up to thirty dollars (\$30) per month for Officers’ cell phone usage
31 (minutes). Officers must submit cell phone bills to the Treasurer in order to receive reimbursement
32 of cell phone bill.
33

34 **Section 5. President or Co-Presidents**

- 35 A. The President or Co-Presidents shall preside and chair all general and Board of Trustees
36 meetings of MACP and will appoint all committees, with the exception of the Negotiations
37 Committee, which will be limited to the members in good standing described in Article IX,
38 Section 6.
- 39 B. The President or Co-Presidents shall be ex-officio of all appointed committees and shall
40 supervise all activities of the Association.
- 41 C. The President or Co-Presidents shall work with the Board of Trustees to develop productive
42 meeting agendas, identify members in good standing needs and concerns, and to formulate
43 strategies and plans for presentation to the membership.
- 44 D. The President or Co-Presidents shall appoint all committee positions as provided for in these
45 Bylaws with the advice and approval of the Executive Board.
- 46 E. The President or Co-Presidents shall, with the advice and consent of the Executive Board,
47 work with the membership to achieve the mission, vision, goals, and objectives of the
48 organization.



- 1 F. The President or Co-Presidents or his/her designee, shall be the spokesperson for MACP in
2 compliance with these Bylaws.
- 3 G. The President or Co-Presidents shall keep the Board of Trustees and membership fully
4 informed of the general state of the Association.
- 5 H. The President or Co-Presidents shall process all grievances and necessary correspondence.
- 6 I. The President or Co-Presidents shall arrange the order of business for all the general
7 membership meetings.
- 8 J. The President or Co-Presidents shall present a full accounting of committee memberships
9 available, identify committee chairpersons, committee functions, and committee actions to the
10 general membership.
- 11 K. The President or Co-Presidents shall each receive compensation up to one hundred fifty
12 dollars (\$150) per month, while serving in the position.

13
14 **Section 6. First Vice President.**

- 15 A. In the absence of the President or Co-Presidents, the First Vice President shall act as the
16 President's or Co-Presidents designee.
- 17 B. The Vice President shall have duties as assigned by the President or Co-Presidents as well as:
18 1. Prepare new employee packets and keep membership records current for use at all
19 Association meetings.
- 20 2. Notify PSE of any changes in membership, i.e., new hires, terminations,
21 retirement, address or name changes on a monthly basis.
- 22 3. Organize building site representatives.
- 23 4. Chair of the Sunshine Committee.
- 24 5. Serve as MACP's Membership Officer (Beginning September 1, 2025)
- 25 6. Work with the PSE Member Engagement Specialist to conduct New Employee
26 Orientations (NEOs) and conduct activities with the focus of recruitment and
27 retention of members.
- 28 C. The Vice-President shall each receive compensation up to seventy-five dollars (\$75) per
29 month, while serving in the position.

30
31 **Section 7. Second Vice President.**

- 32 A. The Second Vice-President shall have duties as assigned by the President or Co-Presidents,
33 including the following:
34 1. Generate chapter newsletter
35 2. Produce and distribute meeting notices
36 3. Contribute information to the Chapter website, once established
37 4. In the absence of the President or Co-Presidents and the First Vice President, the
38 Second Vice President will chair any meeting(s), as directed.
- 39 B. The Second Vice-President shall each receive compensation up to seventy five (\$75) per
40 month, while serving in the position.

41
42 **Section 8. Secretary.**

- 43 A. The Secretary shall keep an accurate record of proceedings of the Association. Copies of
44 minutes of all meetings shall be sent to the President or Co-Presidents, First and Second Vice
45 Presidents and Treasurer within fifteen (15) calendar days following each meeting, upon
46 written request by such officers. The minutes to the Officers shall be presumed "subject to
47 approval".



- B. The Secretary shall attend all negotiations sessions and shall be MACP's official recorder for such proceedings (MACP laptop provided).
- C. The Secretary shall conduct all correspondence relating to the Association, as directed by the President or Co-Presidents.
- D. A copy of the approved General and special Association meeting minutes shall be provided, upon written request, to any Member in Good Standing within five (5) calendar days after approval.
- E. The Secretary shall Chair the Bylaws Committee.
- F. The Secretary shall each receive compensation up to seventy-five (\$75) per month, while serving in the position.

Section 9. Treasurer.

- A. The Treasurer shall maintain accurate records, bank all monies, and make all Association budgeted disbursements after approval of the Board of Trustees.
- B. The Treasurer shall make a bi-monthly report of all revenues and expenses.
- C. The Treasurer shall prepare a draft budget for consideration and adoption by the membership at the November general meeting.
- D. Signatures of both the President or Co-Presidents and Treasurer are required on all MACP checks and there shall be no pre-signed checks.
- E. The immediate past Treasurer shall present a yearly financial report at the September general meeting.
- F. The Treasurer, with the cooperation of the immediate past Treasurer, shall be a member of the Budget Committee.
- G. The Treasurer will issue and keep on file the "Verification of Liability" form for all property used by Officers of MACP.
- H. The Treasurer shall receive compensation up to seventy-five dollars (\$75) per month, while serving in the position.

Section 10. Classification Representatives.

- A. Classification Representatives shall represent the classification of employees which elected them and express to the Board of Trustees the needs, desires, and concerns of the members in their classification.
 - 1. The election of Classification Representatives will be held annually at the May general membership meeting. Notice of intent to run for a Classification Representative position must be submitted in writing to the Executive Board at least fifteen (15) calendar days prior to the election meeting. If no other member in good standing submits intent to run by this deadline, no election for that classification will be held at the May meeting, and the incumbent Classification Representative shall continue to serve without the need for a formal vote.
 - 2. Classification Representatives serve a one (1) year term beginning September 1 after their election through August 31 of the following year.
 - 3. Each Classification shall be entitled to one (1) Classification Representative.
- B. Classification Representatives will be responsible for advising an employee about their contractual rights and representing employees through the grievance process if the grievant does not wish to secure representation elsewhere.
 - 1. Each Classification Representative may appoint an assistant at their discretion to assist in this duty.
 - 2. The assistant does not serve on the Board of Trustees.



1 C. In order for each member to be effectively represented, members should take their issue first to their
2 Classification Representative or assistant. If the member is uncomfortable working with the
3 Representative or assistant, or vice versa, the President or PSE Field Rep should be contacted to find
4 a suitable alternative.
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8 ARTICLE IX

9 COMMITTEES OF MACP

10 Section 1. Committees of MACP.

11 A. Negotiations	22	J. Safety
12 B. Nominations and Elections	23	K. F.U.N.
13 C. Executive/Grievance	24	L. Scholarship
14 D. Bylaws	25	M. Awards
15 E. Publicity	26	N. Past President Advisory
16 F. Sunshine	27	O. Program and Social
17 G. Audit	28	P. Insurance
18 H. Budget	29	Q. Emergency Relief Committee
19 I. Legislative	30	R. Other (as deemed necessary).

20 Section 2

21 All Officers and Committee Chairs shall keep pertinent records and information relative to their office or
22 committee.
23

24 Section 3

25 Committee Chairs shall make every effort to accommodate their Committee members working schedule.
26 If a member is unable to attend a meeting, the Chairperson shall keep the absent member informed of
27 Committee actions.
28

29 Section 4

30 MACP committees and school district committees with MACP representation shall make reports to the
31 President or Co-Presidents and Board of Trustees. Reports may be written or may be presented orally.
32 The President, Co-Presidents or Committee Chair shall report to the Association at a general membership
33 meeting.
34

35 Section 5

36 The membership shall be made aware of MACP committees and positions to be filled through the chapter
37 newsletter and general membership meetings. This will constitute reasonable efforts to fill positions on
38 committees. If not filled, committees will proceed with their duties and responsibilities with the members
39 present.
40

41 Section 6. Negotiations Committee.

42 A. This committee shall consist of two (2) members in good standing from each classification and all
43 Association officers. The two (2) members in good standing from each classification shall consist of a
44 senior negotiator and an alternate. The alternate shall be the senior negotiator the second year, or in
45 the event the senior negotiator is not present. The names of the negotiators will be given to the
46



1 President or Co-Presidents of the Association at the General meeting in November. The names of the
2 negotiators shall be published for distribution to the membership. The negotiators shall also be
3 introduced at the chapter meeting at which the tentative bargaining package for contract negotiations
4 is approved. As vacancies occur, a new negotiator shall be elected by their respective classifications.
5

6 B. Negotiators shall:

- 7 1. Conduct themselves in a respectful and responsible manner during
8 the negotiating processes.
- 9 2. Negotiators are encouraged to meet with PSE staff for training in
10 the process of negotiations, prior to any formal negotiations or meetings with the
11 School District. This will support our negotiations team in becoming well-versed in the
12 process and provide continuity.
- 13 3. Be responsible for assembling and incorporating input from their respective sections for
14 the proposed contract.
- 15 4. Prepare a proposed contract under the leadership of PSE and the Negotiations
16 Committee Chairperson and classification representatives.
- 17 5. Refer the proposed contract to the membership for their review/input.
- 18 6. Give full consideration to the wishes and problems of all individual classification
19 sections.
- 20 7. Proofread the final negotiated proposal before going to the membership for ratification.
- 21 8. The Chairperson, with the MACP Secretary, shall keep an accurate attendance record
22 of each negotiation session.
23

24 C. Before the proposed contract is presented to the Board of Directors of Mukilteo School District No. 6
25 for adoption purposes, reasonable attempts will be made to inform the membership, by classification
26 and at a general meeting. Before the proposed contract is presented to the Board of Directors of
27 Mukilteo School District No. 6 for adoption purposes, a general membership meeting will be held for
28 the purpose of ratification of the proposed amendments to the contract.
29

30 D. Presentation of the negotiated contract:

- 31 1. Must be at a general or special membership meeting.
- 32 2. The negotiated agreement will be presented.
- 33 3. After the total presentation, discussion will follow. Discussion will be limited to five (5)
34 minutes per member in good standing, as per Robert's Rules of Order, latest edition.
35

36 E. Ratification of the negotiated contract between Mukilteo School District and MACP shall be by:

- 37 1. Majority vote at a general or special membership meeting called for the purpose of
38 contract ratification.
- 39 2. Members in good standing and eligible to vote on the negotiated contract.
- 40 3. Members in good standing that are confirmed and registered prior to receiving a ballot.
41 Anyone registering after the polls have closed (twenty (20) minutes after meeting is
42 called to order) may not participate in voting. Time will be given to the membership
43 present, for the understanding of negotiated proposal, as per standing rules.
44

45 F. The committee and committee chair shall proofread the final negotiated contract and all attachments
46 to the contract prior to attaching final signatures to the contract.
47
48

1 **Section 7. Grievance Committee.**

- 2 A. The Grievance Committee shall consist of the Executive Board
- 3 B. The Grievance Committee shall meet as necessary to ensure the rights of the member in good
- 4 standing are protected during the grievance proceedings.
- 5 C. After the employee has discussed the contract violation with their supervisor (Step I), and no
- 6 resolution has been agreed upon, the employee may file a grievance (Step II). A copy of the
- 7 grievance shall be distributed to the MACP President or Co-Presidents and the PSE Field
- 8 Representative.
- 9 D. If the grievance is denied by the District and no resolution is agreed upon in Step II, the
- 10 grievant shall immediately notify the MACP President or Co-Presidents. If the grievant wishes
- 11 to further pursue the grievance, the MACP President or Co-Presidents will then immediately
- 12 advance the grievance to Step III for review by the District Superintendent or the
- 13 Superintendent's designee.
- 14 E. If at any time during the grievance process the District requests a timeline extension, the
- 15 President or Co-Presidents may do so only in writing and with the written permission of the
- 16 grievant. An extension may only be granted to the District once per grievance.
- 17 F. If there is no resolution after Step III, the MACP President or Co-Presidents shall call a
- 18 meeting of the Grievance Committee to review the validity of the grievance for further
- 19 advancement. If necessary, at any time during the grievance process, the MACP President or
- 20 Co-Presidents may request, in writing, a timeline extension from the District so that the rights
- 21 of the employee are protected.
- 22 G. It will be the responsibility of the grievant to attend the Grievance Committee review meeting
- 23 and present all facts or evidence not stated in the grievance, so that the Grievance Committee
- 24 can make an informed decision for advancement.
- 25 H. If in the event a grievance is deemed invalid by the Grievance Committee, the grievant will be
- 26 notified in writing by the MACP President or Co-Presidents, as to his/her right to appeal to the
- 27 State Grievance Panel. The notification shall state that the employee may within five (5)
- 28 working days appeal the decision by contacting the PSE Field Representative. The MACP.
- 29 President or Co-Presidents shall, within thirty (30) calendar days, send the PSE Field
- 30 Representative a written notice of appeal and a copy of the grievance file that contains all
- 31 relative information and a written statement as to why the committee did not support
- 32 validation of the grievance.
- 33 I. The State Grievance Panel shall be in accordance with PSE State bylaws, Article XIV.
- 34 J. No matter the outcome of the Grievance Committee review meeting, the MACP President or
- 35 Co-Presidents will immediately notify the District of the demand to arbitrate so that the rights
- 36 of the member in good standing are protected. A demand to arbitrate will not be issued if the
- 37 grievant does not wish to pursue the grievance.
- 38 K. The MACP President or Co-Presidents shall report on this committee's issues and actions of
- 39 common concern at General Membership meetings. These reports will be of a generic nature
- 40 and in no instance will reveal a grievants' identity.

41

42 **Section 8. Nominations and Election Committee.**

- 43 A. This committee shall consist of five (5) members in good standing appointed by the Board of
- 44 Trustees. The Nominations and Election Committee will select one of the five (5) appointees
- 45 to act as Chairperson of this committee.
- 46 B. This committee shall nominate, in writing, candidates for each executive office to be filled.
- 47 Nominations may also be written in or given from the floor.

- 1 C. All elections shall be by written ballot handed to members in good standing as they sign in at
2 the May meeting. Candidates for office will be introduced and given up to five (5) minutes
3 (timed) to speak to the membership on their own behalf. Votes shall be cast immediately and
4 given to the Nominations and Election Committee for tally.
5
- 6 D. The Nominations and Election Committee shall prepare the ballots to be used for the annual
7 election at the May meeting.
- 8 E. The Nominations and Election Committee shall tally votes and report the results of the
9 balloting at the May meeting. This tally is to take place in front of the membership.
- 10 F. The Candidate with the most votes will be elected.
- 11 G. All elections conducted by MACP shall be in accordance with United States Department of
12 Labor rules, in conformity with PSE State Bylaws.
- 13 H. Elections shall be held annually and conducted at the May MACP meeting.
- 14 I. The membership of MACP shall be notified at least one hundred twenty (120) calendar days in
15 advance of the election meeting through the MACP newsletter of the following:
16 1. The offices to be filled.
17 2. That nominations to be included in the newsletter must be submitted in writing. All such
18 nominations shall be submitted to the Nomination Chairperson and the Secretary of
19 MACP.
20 3. Nominations may be made from the floor at the May election meeting.
21 4. All nominations to be included in the newsletter shall include the candidate's name,
22 office the candidate is seeking, and position held in the School District. The candidate
23 may include a statement, not to exceed two hundred fifty (250) words in length
24 describing their qualifications and why they are seeking the office. This description will
25 be read at the election meeting and a copy will be given to the committee chair and
26 MACP Secretary.
27 5. All nominees shall provide a notarized statement affirming that no funds derived from
28 dues, assessments, or the employer are being used to promote the candidacy of the
29 individual.
- 30 J. The President or Co-Presidents shall ensure that all candidates have equal access to
31 membership lists other organizational information pertinent to the office being sought.
- 32 K. Officers shall be elected by the members in good standing at the May meeting by secret ballot.
33 Members in good standing shall be provided the names of all candidates who have filed for
34 offices at least fifteen (15) working days in advance of the election if such information was
35 not provided in the newsletter. In the event that no candidate for an office receives a majority
36 of the ballots cast, the candidate receiving the fewest votes will be dropped from the ballot and
37 the election for that office will be rerun. This process will continue until a candidate receives
38 a majority of the ballots cast.
- 39 L. Each candidate shall have the right to have silent observers observe the tallying of ballots.
40 Electioneering is strictly prohibited.
- 41 M. It shall be the duty of the Nominations and Elections Committee to supervise all elections held
42 at the elections meeting. The Chairperson shall oversee the counting and certification of
43 ballots. The names of all candidates for each office and total number of votes received shall be
44 announced immediately following elections.
- 45 N. All ballots and other election records will be preserved by the Secretary and available for
46 inspection for two (2) years following the elections.

- O. Any MACP member in good standing may challenge an election by filing a written protest to the President or Co-Presidents specifically describing the grounds of such protest along with copies of any supporting evidence of impropriety or discrepancy.
- P. The protest shall be filed within ten (10) working days following the conclusion of the May MACP election meeting.
- Q. Any election protest shall be filed with the PSE State Secretary and forwarded to:

PSE State Secretary
 ELECTIONS PROTEST
 Public School Employees of Washington
 P O Box 798
 Auburn, Washington 98071

Section 9. Board of Trustees.

- A. The Board of Trustees shall consist of the Executive Board Officers and all Classification Representatives.
- B. The Board of Trustees members shall be elected in accordance with the respective Chapter and PSE Bylaws.
- C. Classification representatives will represent each of the following classifications:

Admin Asst/Office Asst/Account Techs	Maintenance/Grounds
Aquatics	Nutrition Services
Custodial	Security
Graphics	Transportation/Mechanics
Information Technology	Warehouse
- D. The Board of Trustees shall only act as an advisory Board to the Association. The Board of Trustees shall meet monthly and approve all Association budget disbursements for payment by the Treasurer.
- E. Members in good standing present shall constitute a quorum.
- F. Classification Representatives shall report to their group what transpires at the committee meetings, names of grievant(s) will be kept confidential.
- G. Each Board of Trustees member will have only one vote without regard for the number of positions held. This will ensure fair and equitable representation.
- H. An accurate sign-in sheet will be kept by the Secretary and will be attached to the minutes of the meeting.
- I. The Board of Trustees shall serve as the Grievance Committee.
- J. Any vacancies occurring on the Board of Trustees by the reason of death, resignation, or removal, shall be filled by the remaining members in good standing. In the event that such a member in good standing is an officer, such selection shall be from the membership at large. Such an appointee shall serve during the unexpired term of the person whose position has become vacant.

Section 10. Bylaws Committee.

- A. This committee shall consist of one (1) person from each classification. The Chairperson shall be the elected MACP Secretary. This Committee shall, seek desired changes to the Bylaws from members in good standing.



- 1 B. Any member in good standing suggesting a change shall do so in writing, sign and date. The
2 member in good standing may attend any session where their suggestion for change will be
3 discussed. The member in good standing will present his or her view concerning the change. If the
4 member in good standing and committee can reach an agreement, the suggestion will be presented
5 to the general membership. If no agreement can be reached, the change will be included in the
6 proposed Bylaw amendments and the member in good standing will have the opportunity to
7 present the issue themselves during the amendment process. If the change is withdrawn by the
8 member in good standing, no action shall be deemed necessary.
- 9 C. This committee's purpose is to review the Bylaws on a continual basis, make recommendations for
10 changes to the President or Co-Presidents and Board of Trustees and prepare a draft to mail out to
11 the general membership for review before adoption.
- 12 D. The Bylaws Committee shall meet as needed to review submitted proposals. Proposals submitted at
13 least thirty (30) calendar days before a scheduled general membership meeting shall be reviewed
14 by the Bylaws Committee prior to that meeting. Proposals submitted after this deadline may be
15 deferred to the next scheduled general membership meeting.

16
17 **Section 11. Sunshine Committee.**

- 18 A. This committee shall consist of three (3) members in good standing whose purpose it is to send
19 cards or flowers to MACP members in good standing and their immediate families that have been
20 hospitalized, out with extended illness, or in case of death. With the Board of Trustees approval,
21 this committee shall develop an open account with a local florist who may be directed to send
22 floral arrangements out on MACP's behalf written within a set dollar limit seventy-five (\$75) plus
23 delivery and tax.
- 24 B. The Chairperson (the First Vice President), upon notification, will determine the proper
25 remembrance to send according to the following guidelines:
- 26 1. MACP members in good standing who are out with an extended illness (but are not
27 hospitalized) will receive a card.
 - 28 2. Hospitalized MACP members in good standing in the florist service area will receive
29 flowers.
 - 30 3. Floral arrangements will be sent for deaths in the MACP member in good standing's
31 immediate family, i.e., parents, spouse, significant other, son or daughter only. Family
32 members outside of the above will receive a card of condolence.

33
34 **Section 12. Budget Committee.**

35 This committee shall consist of the immediate past Treasurer (if available), the Treasurer, and two (2)
36 members in good standing appointed by the President or Co-Presidents. The budget shall contain
37 itemized estimated receipts and expenditures to be used as a guide in the current fiscal year. The proposed
38 budget shall be presented to the membership for approval at the November general meeting.

39
40 **Section 13. Audit Committee.**

41 This committee shall be composed of three (3) members in good standing who shall meet with the
42 Treasurer to audit the financial records of the Association at the close of each fiscal year and shall report
43 to the President or Co-Presidents, Board of Trustees, and general membership upon conclusion.
44 Acceptance of the Audit Committee's report carries with it approval of the Treasurer's records. The
45 financial report from the Committee shall be made in triplicate, one (1) copy for the Secretary, one (1)
46 copy for the President or Co-Presidents and one (1) copy to be retained by the Treasurer. Copies will be
47 available, as required, to state agencies.



1 **Section 14. Legislative Committee.**

- 2 A. Shall consist of two (2) or more members in good standing appointed by the President or Co-
3 Presidents of MACP. The Committee shall inform the Association of pending legislation
4 pertaining to school districts and their employees on a monthly basis or sooner, as necessary.
5 These reports may be made by memo or phone.
6 B. Members in good standing shall attend the Legislative Conference in Olympia, Washington as
7 representatives of MACP. They shall attend workshops and report to the President or Co-
8 Presidents and membership on the conference. MACP will pay for the registration fee; and will
9 reimburse, upon receipt of itemized receipt, food and gas expenses not-to-exceed one hundred
10 dollars (\$100) total. MACP will also pay one (1) nights lodging. Any attending spouse or
11 significant other must pay their own registration fee and meal costs.

12
13 **Section 15. Safety Committee.**

14 This committee shall consist of one (1) member in good standing and one (1) alternate appointed by the
15 President or Co-Presidents. Its purpose is to serve as the classified employee representative on the School
16 District's Employee Safety Committee.

17
18 **Section 16. F.U.N. Committee.**

19 This committee shall consist of one (1) person per building site to work together with the District
20 improving working conditions and environment on the District F.U.N. (Fun, Unity & Networking)
21 Committee.

22
23 **Section 17. Scholarship Committee.**

- 24 A. This committee consists of three (3) or more members in good standing, including the Chair. The
25 guidelines shall be developed and approved by the Board of Trustees. The committee shall
26 develop additional MACP scholarship information, i.e., deadlines, application forms, cover letter,
27 when needed.
28 B. There shall be five (5) scholarships presented if local MACP monies are available. When monies
29 are available, the membership will determine the dollar amount per scholarship at the budget
30 adoption held at the November general meeting. Scholarships are awarded, one (1) each, to
31 graduating seniors from Mariner, Kamiak, Sno-Isle Tech Skills Center, and ACES. The fifth
32 scholarship shall be awarded to the qualified dependent of a MACP member in good standing and
33 is not dependent upon the student attending the Mukilteo School District.
34 C. Also, if available, a sixth scholarship pool will be available to regular dues paying MACP
35 members in good standing for continuing education.
36 D. The committee shall distribute MACP scholarship information packets to interested MACP
37 members in good standing and their dependents. The committee shall submit pertinent
38 information for publication through MACP and through the school district newsletter. The
39 committee shall work with the school district, school counselors, career centers and others, as
40 needed.

41
42 **Section 18. Awards Committee.**

43 This Committee, chaired by First Vice President, consists of three (3) members in good standing. Its
44 purpose is to make an annual review of those MACP members in good standing whose service to MACP
45 PSE may make them eligible for a state award. State awards include Life Member, Member of the Year,
46 Legislative Member of the Year, and the Meritorious Service Award. Upon review of the deserving
47 chapter members in good standing, the Committee shall make its recommendation to the Association for
48 review and support. (See State Bylaws for eligibility).



1
2 **Section 19. Past President or Co-Presidents Advisory Committee.**

3 This committee shall consist of all past Presidents or Co-Presidents of MACP. This committee shall make
4 themselves available for consultation to the Chapter President or Co-Presidents and Board of Trustees as
5 required.
6

7 **Section 20. Program and Social Committee.**

8 This committee's duties are as directed by the President or Co-Presidents. The President or Co-Presidents
9 may appoint one or more persons to assist with social or special events for the benefit of the general
10 membership. This committee shall also make recommendations to the President or Co-Presidents
11 concerning possible events and educational programs. Members of this committee shall present total costs
12 involved for any event to the membership for vote before scheduling any event or program.
13

14 **Section 21. Emergency Relief Committee.**

- 15 A. This committee shall consist of three (3) members in good standing appointed by the President
16 or Co-Presidents. Its purpose is to define the usage of the Emergency Relief Funds that assist
17 members in good standing in need. The committee shall select its own chair.
18 B. This committee will be responsible for submitting applications to PSE's Member Benefits
19 Committee's Emergency Relief Fund, and to determine if local funds are needed as well.
20 C. Determination of assistance will be parallel to PSE's Emergency Relief Funds. However,
21 unusual or special circumstances outside PSE's criteria will be considered locally.
22 D. The dollar amount will be reviewed and determined by the committee each year, proposed in
23 the budget forecast, and voted on by the membership at the November general meeting. The
24 funds will be a one (1) time issuance.
25
26
27

28 **ARTICLE X**

29 **DELEGATES / ANNUAL CONVENTION**

30
31
32 **Section 1**

33 The MACP Treasurer will provide elected convention delegates payment in full, budget permitting the
34 following:

- 35 A. Convention registration fee.
36 B. Lodging will be provided by the chapter for all delegates. With funds permitting, single rooms
37 will be available, but room sharing may, at times, be necessary. Every effort will be made to
38 pair up delegates that are willing to share a room. MACP will not pay any costs for a spouse or
39 significant other.
40 C. Food and gas expenses for delegates may not exceed two hundred dollars (\$200). Meals for the
41 convention are included in the registration fee.
42 D. Delegates requesting reimbursement of the above expenses must complete a claim for expenses
43 and submit it along with itemized receipts to the Treasurer.
44 E. Delegates shall, within five (5) working days of September 1, submit all itemized receipts and
45 claims for reimbursement to the MACP Treasurer.
46 F. Elected delegates will attend a Zone level workshop for convention information, if one is held.
47 If a Member in Good Standing cannot attend this workshop, the absence needs to be approved
48 by the Board of Trustees.



- 1 G. Each delegate will attend one (1) workshop per day of convention and attend all business
2 sessions. Each delegate will take notes and provide them to the convention delegate
3 Chairperson prior to August 31.
4 H. Delegates shall elect a Chairperson who shall be responsible for gathering all workshop reports
5 from the delegates and submitting them to the President or Co-Presidents so s/he may report on
6 the Convention at the first general membership meeting thereafter.
7

8 **Section 2**

9 MACP will send a gift/gifts to be given away at the annual convention and annual legislative conference.
10 MACP shall, if funds are available to do so, furnish a check, not to exceed seventy-five dollars (\$75) or
11 equivalent gift/gifts for this purpose.
12

13 **Section 3**

14 MACP may sponsor a PSE Chapter, if funds are available for hotel and registration or contribute to the
15 sponsorship fund.
16
17
18

19 **ARTICLE XI**

20 **BYLAW AMENDMENTS**

21 **Section 1**

22 Amendments to the MACP Bylaws may be made at any membership meeting by a two-thirds (2/3)
23 majority vote of the members in good standing present, provided, however, proposed amendment(s) has
24 been mailed to the general membership seven (7) calendar days prior to the date of the meeting at which a
25 vote for amendment is to be taken.
26
27
28

29 **Section 2**

30 The MACP Treasury shall pay for mailing proposed amendment(s) to the membership made by the
31 Bylaws Committee which have been reviewed by the President or Co-Presidents and Board of Trustees.
32

33 **Section 3**

34 Amendments that are signed and presented to the Bylaws Committee shall be reviewed by the general
35 membership.
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3 Amended by the membership on the 26th day of March 2025.
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7 **SIGNATURE PAGE**
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13 BY: Thomas Carter, Chapter President (May 6, 2025 20:04 PDT)
14 Thomas Carter, Chapter President
15

16 DATE: 05/06/2025
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- 20
21 Adopted May 13, 1967
22 Amended March 3, 1975
23 Amended October 1976
24 Amended May 1977
25 Amended September 1980
26 Amended September 1986
27 Amended May 19, 1987
28 Amended March 20, 1990
29 Amended May 20, 1992
30 Amended May 24, 1994
31 Amended February 17, 2005
32 Amended March 29, 2007
33 Amended September 15, 2015
34 Amended March 15, 2017
35 Amended January 18, 2020
36 Amended March 26, 2025
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