

# CHAPTER BYLAWS

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## NORTH KITSAP #920



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

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1 **PREAMBLE**

2  
3 **A. NAME**

4 The name of this chapter shall be Public School Employees of North Kitsap and shall be an  
5 affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor  
6 organization operating under the laws of the State of Washington.  
7

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

9 It is the mission of Public School Employees of North Kitsap to work closely with Public School  
10 Employees of Washington to support the membership through collective bargaining and the  
11 protection of those rights, promote educational enrichment opportunities, encourage membership  
12 growth, and provide quality leadership while working closely with the state legislature in an effort  
13 to enact laws which will represent the best interest of all classified school employees in the state of  
14 Washington.  
15

16 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

17 We will provide service of superior quality and value that best meets the needs of our chapter  
18 members. We will achieve that purpose through an organization and working environment which  
19 attracts the finest people, fully develops and challenges individual talents, encourages our free and  
20 spirited collaboration to drive the organization ahead, and maintains PSE’s historic principles of  
21 integrity and commitment to our values as stated herein.  
22

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

25  
26 Recognizing the needs of members, we are committed to:

- 27 • Striving for excellence and demonstrating pride in our work.
- 28 • Having open, honest communications.
- 29 • Providing high-quality service.
- 30 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be  
31 based on trust and concern for the rights and welfare of others.
- 32 • Embodying honesty and integrity in our conduct and relationships with others.
- 33 • Treating others fairly, equally and respecting their individual dignity.
- 34 • Recognizing individual worth.
- 35 • Supporting creativity, innovation, and constructive changes in the organization.
- 36 • Demonstrating accountability for our performance, actions, and behavior.
- 37 • Doing the professional, technical, organizational, and ethically “right” thing as opposed to the  
38 easy, popular, or politically expedient thing.
- 39 • Demonstrating a high level of social responsibility.
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**ARTICLE I**

**MEMBERSHIP**

**Section 1.1. Active Member.**

Any classified school employee who is regularly employed (as defined by the Washington State Public Employment Relations Commission) by or for the North Kitsap School District, and who is a member of Public School Employees of Washington, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

**Section 1.1.1.**

Member In Good Standing. To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed and current in payment of dues as are required by these bylaws. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

**Section 1.1.2. Free-Riders.**

Any member who opts out of payment of regular dues shall be characterized as a free-rider and shall be entitled only to those rights and privileges as set forth in PSE policy and bylaws. Free-riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of collective bargaining agreements. In addition, free-riders may not attend any PSE sponsored functions. PSE dependent scholarships shall be available only to dependents of PSE members in good standing.

**Section 1.1.3.**

The term “member” as used in these bylaws shall be defined as a member in good standing as provided in Article I, herein.

**ARTICLE II**

**DUES**

**Section 2.1. State Dues.**

State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

**Section 2.1.1.**

Chapter Rebates. Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of the state bylaws.

**Section 2.2. Local Dues.**

Local dues of five dollars (\$5.00) per member per year will be automatically deducted from each member’s February pay check each school year. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement shall not pay local dues.



1 **Section 2.3. Scholarship.**

2 Two dollars (\$2.00) per member per year from the above local dues (Sec. 2.2) shall be used for  
3 scholarships only.  
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7 **ARTICLE III**

8 **MEETINGS**

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11 **Section 3.1.**

12 General membership meetings of this chapter shall be held at least three (3) times annually at a time and  
13 place to be fixed by the membership or the Executive Board.  
14

15 **Section 3.2.**

16 Special meetings may be called by the President/Co-Presidents, the Executive Board, or by petition filed  
17 with the President/Co-Presidents and signed by twenty percent (20%) of the members in good standing of  
18 this chapter.  
19

20 **Section 3.3.**

21 The President/Co-Presidents shall provide at least five (5) days notification to all members of any meeting  
22 called. However, said five (5) days notice may be waived by the Executive Board provided that every  
23 reasonable effort is employed to notify the membership of the meeting.  
24

25 **Section 3.4. Voting.**

26 At any general or special meetings of the membership of this chapter, each member in good standing shall  
27 be entitled to one (1) vote - no proxy vote will be allowed. Voting by secret paper ballot or electronic  
28 vote for all items except for elections of officers and convention delegates. So long as balloting shall be  
29 conducted to afford all members a reasonable opportunity to vote. The Secretary shall record the totals  
30 for all votes. A minimum of eight (8) members must be present to constitute a quorum before any chapter  
31 business may be transacted.  
32

33 **Section 3.5. Executive Board Meetings.**

34 Meetings of the Executive Board shall be called at the discretion of the President/Co-Presidents.  
35 Meetings may also be called upon motion of a majority of the members of the Executive Board to the  
36 President/Co-Presidents.  
37

38 **Section 3.6.**

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

**EXECUTIVE BOARD**

**Section 4.1. Executive Board.**

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

**Section 4.2.**

The Executive Board shall be composed of the President or Co-Presidents, as determined by the membership, Vice President, Secretary, Treasurer, Membership Officer, and Building Representatives elected by the unit from each school building and the District Office.

**Section 4.3.**

Each member of the Executive Board shall possess one (1) vote in matters coming before the board. All voting at meetings of the Executive Board shall be by each member present in person and voting by proxy shall not be allowed. A minimum of four (4) members of the Executive Board, including either the President/Co-Presidents or Vice-President must be present to constitute a quorum before any chapter business may be transacted.

**Section 4.4. Duties.**

**Section 4.4.1. President/Co-Presidents.**

The President/Co-Presidents shall preside at all meetings of the chapter and of the Executive Board. The President/Co-Presidents shall be made aware of and supervise all activities of the chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice and consent of the Executive Board, to achieve the mission, vision, goals, and objectives of the chapter. The President/Co-Presidents shall appoint all special committees not otherwise provided for in the bylaws of the chapter, subject to the approval of the Executive Board, and serve as ex-officio members of all committees. The President/Co-Presidents shall report periodically to the membership regarding the progress and standing of the chapter in regard to the President/Co-Presidents' official acts; and perform all other duties of the office.

**Section 4.4.2. Vice President.**

The Vice President shall provide such assistance to the President/Co-Presidents as requested; serve as chairperson of the Grievance Committee and in the case of permanent disability or resignation of the President/Co-Presidents, shall succeed to that office for the unexpired portion of the current term of office.

**Section 4.4.3. Secretary.**

The secretary shall ensure that the minutes of general membership meetings and Executive Board meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the chapter, the Executive Board, and to perform such other official functions as the President/Co-Presidents and Executive Board may direct.



1 **Section 4.4.4. Treasurer.**

2 The treasurer shall receive and be accountable for all funds and monies belonging to the chapter;  
3 pay all obligations incurred by the chapter as authorized by the Executive Board; keep an accurate  
4 record of receipts and disbursements; and maintain bank accounts and depositories designated by  
5 the Executive Board. Such money shall be withdrawn only by checks co-signed by either the  
6 President/Co-Presidents or the Vice-President and the Treasurer. The Treasurer shall render  
7 periodical financial reports as required by the Executive Board, the membership, or Public School  
8 Employees of Washington to ensure that the chapter is in compliance with all laws and regulations  
9 required by the Internal Revenue Service and the Department of Labor. The fiscal year for all  
10 financial reports shall be from September 1 to August 31 of the following year, inclusive. The  
11 Treasurer shall act as custodian of all properties of the chapter.

12  
13 **Section 4.4.5. Membership Officer.**

14 It shall be the duty of the Membership Officer to maintain a current and accurate list of members  
15 of the chapter in coordination with the PSE Membership Department and the District Human  
16 Resources Department; ensure that all members are paying dues; render periodical membership  
17 reports as required by Public School Employees of Washington; and perform such other official  
18 functions as the President and Board of Trustees may direct.

19  
20 **Section 4.4.6. Building Representative.**

21 A Building Representative shall:

- 22 • Read and become familiar with our union contract and bylaws;
- 23 • Be the main source of communication between the union and members in their building;
- 24 • Meet and greet new members, share contact information and union resources;
- 25 • Be available as a building resource for union issues;
- 26 • Support members when requested, by witnessing and documenting meetings;
- 27 • When appropriate, refer members to union President or Field Rep;
- 28 • Be responsible for choosing and maintaining a place in the building for the Chapter bulletin  
29 board, which shall contain a copy of current contract and bylaws, along with posting  
30 minutes, news, and meeting agenda; and
- 31 • Attend membership meetings and meet with the executive board meetings when a meeting  
32 is called.

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36 **ARTICLE V**

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

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40 **Section 5.1.**

41 Elections shall be held during the Spring. The term of office shall be for a period of two (2) years,  
42 effective September 1 through August 31. Every even-numbered year, the President/Co-Presidents and  
43 Secretary shall be elected. Every odd-numbered year the Vice-President and Treasurer shall be elected.  
44 Building Representatives shall serve a term of a period of two (2) years, effective September 1 through  
45 August 31.

1 **Section 5.2.**

2 Nominations may be made by the nominating committee, but whether or not such nominating committee  
3 is used, nominations shall be permitted from the floor at the meeting held for the election.  
4

5 **Section 5.3.**

6 Members of the Executive Board shall be elected by secret ballot vote. The secret ballot shall not be  
7 required in the case of uncontested positions. Elections must be by majority vote. In the event that more  
8 than two (2) nominees run for office, the nominee with the lowest vote total will be dropped from the  
9 ballot after each round of voting until one (1) nominee receives a majority of the votes cast.  
10

11 **Section 5.4.**

12 To be eligible, a member must be in good standing for one (1) year immediately preceding the election  
13 and have attended at least two (2) chapter meetings in the last two (2) consecutive calendar years.  
14

15 **Section 5.4.1.**

16 All members of the Chapter shall be eligible to vote for the President/Co-Presidents,  
17 Vice President, Secretary, Treasurer, and Membership Officer. In the election of a Building  
18 Representative, only members in the building represented shall be allowed to vote, except in the  
19 event of a mid-term vacancy, which shall be appointed by the Executive Board pursuant to Section  
20 5.7. Also, if the building fails to elect a Building Representative the Executive Board shall appoint  
21 the position.  
22

23 **Section 5.5.**

24 Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the  
25 membership at any regular or special meeting of the chapter. Written notice of the proposed removal  
26 must be given to the Executive Board member at least five (5) working days prior to the date of the  
27 meeting at which the removal is to be voted upon.  
28

29 **Section 5.6.**

30 In the event the Vice President, Secretary, Treasurer, Membership Officer cannot serve the remainder of  
31 his/her term, the vacancy shall be elected at the next regular or special membership meeting; provided that  
32 notice is provided to the membership five (5) working days prior to said meeting. The process stated  
33 herein shall be utilized in the event the Vice-President succeeds to the office of President/Co-Presidents in  
34 the case of resignation of the President/Co-Presidents.  
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36 **Section 5.7.**

37 In the event a Building Representative cannot serve the remainder of his/her term, the vacancy shall be  
38 filled by the Executive Board.  
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41 **ARTICLE VI**

42 **COMMITTEES AND DELEGATES**

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44 **Section 6.1. Grievance Committee.**

45 A Grievance Committee shall be composed of the Vice President and at least two (2) other members of  
46 the Executive Board appointed by the President/Co-Presidents.  
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1 **Section 6.2. Negotiating Committee.**

2 A Negotiating Committee shall consist of at least three (3) members of the Executive Board appointed by  
3 the President/Co-Presidents.  
4

5 **Section 6.3. Annual Convention Delegates.**

6 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the  
7 annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE State  
8 Bylaws. Any Member in Good Standing requesting to be elected as a delegate for convention must have  
9 attended at a minimum of fifty percent (50%) of the General Membership meetings held within the same  
10 calendar school year as the Annual Convention in which they want to be a delegate.  
11

12 **Section 6.4. Audit Committee.**

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

15 **Section 6.5. Conference Committee.**

16 A Conference Committee must include either the President/Co-Presidents or Vice-President and either the  
17 Secretary or Treasurer. To the extent reasonably possible the President/Co-Presidents, Vice-President,  
18 Secretary and Treasurer shall attend conference committee meetings. Other members may attend  
19 conference committee meetings at the discretion of the elected officers.  
20

21 **Section 6.6. Other or Special Committees.**


22 The Executive Board shall designate such special committees as they determine necessary in the carrying  
23 out of the objectives and purposes of this chapter.  
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27 **ARTICLE VII**

28 **AMENDMENTS**  
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31 **Section 7.1.**

32 These bylaws may be amended by a majority vote of the membership at any regular or special meeting  
33 thereof; providing, that notice of the intent to amend any specific provision be given to the membership at  
34 least five (5) working days prior to the meeting at which said vote is to be taken.  
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38 BY:   
39 Amanda Nelson (Aug 29, 2023 16:57 PDT)  
40 Amanda Nelson, Chapter President

41 DATE: Aug 29, 2023  
42

- 43 Amended August 14, 2002.
- 44 Amended January 30, 2006.
- 45 Amended June 5, 2008.
- 46 Amended November 20, 2008.
- 47 Amended May 7, 2012.
- 48



1 Amended March 12, 2019.  
2 Amended July 18, 2023.

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