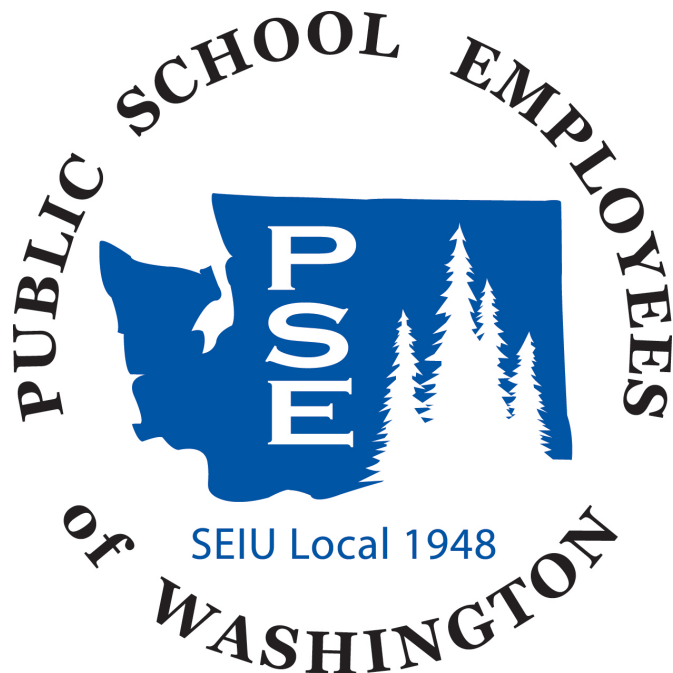


# CHAPTER BYLAWS

(Updated November 29, 2023)

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## PUBLIC SCHOOL EMPLOYEES OF NORTH THURSTON



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

2  
3 A. NAME

4  
5 The name of this chapter shall be Public School Employees of North Thurston School District and  
6 shall be an affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c)5  
7 labor organization operating under the laws of the State of Washington.  
8

9 B. MISSION - OUR PURPOSE FOR EXISTING

10  
11 It is the mission of Public School Employees of North Thurston School District to work closely  
12 with Public School Employees of Washington to support the membership through collective  
13 bargaining and the protection of those rights, promote educational enrichment opportunities,  
14 encourage membership growth, and provide quality leadership while working closely with the state  
15 legislature in an effort to enact laws which will represent the best interest of all classified school  
16 employees in the State of Washington.  
17

18 C. VISION - WHAT WE STRIVE TO ACHIEVE

19  
20 We will provide service of superior quality and value that best meets the needs of our chapter  
21 members. We will achieve that purpose through an organization and working environment which  
22 attracts the finest people, develops and challenges individual talents, encourages our free and  
23 spirited collaboration to drive the organization ahead, and maintains PSE’s historic principles of  
24 integrity and commitment to do the right thing.  
25

26 Through the successful pursuit of our commitment, we expect our services, programs, and  
27 activities to achieve a leadership position in representing all classified employees. As a result,  
28 PSE, our members, PSE employees, the school districts in which we work, and the community in  
29 which we live will grow and prosper.  
30

31 D. VALUES – THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT

32 Recognizing the needs of members and PSE staff, we are committed to:

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

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4 **ARTICLE I**  
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6 **MEMBERSHIP**  
7

8 **Section 1.1.**

9 Except as otherwise provided in these Bylaws, any person, without regard to race, creed, color,  
10 national origin, sex, or political belief, who meets the requirements hereinafter listed, shall be eligible  
11 for membership.  
12

- 13 A. All persons regularly employed as classified school employees in transportation, food and  
14 nutrition service, mechanics, and other units requesting further affiliation (as defined by  
15 Public School Employees of Washington) by or in the North Thurston School District may  
16 become members of Public School Employees of Washington.  
17  
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20 **ARTICLE II**  
21  
22 **DUES**  
23

24 **Section 2.1.**

25 Application for membership shall be made on a standard application form provided by the Board of  
26 Trustees. Unless such form includes a valid authorization for payroll deduction of dues, the  
27 application shall be accompanied by the current month's dues.  
28

29 **Section 2.2.**

30 Membership dues of this organization shall be as provided in the Bylaws of Public School Employees  
31 of Washington.  
32

33 **Section 2.3.**

34 Membership dues of this Chapter shall be collected by District payroll and disbursed to the Treasurer  
35 of Public School Employees of Washington and shall be paid no later than the 15<sup>th</sup> day of the following  
36 month in which they become due. Any member who fails to pay the dues by the 15<sup>th</sup> day of the  
37 following month in which they become due shall be considered delinquent and, upon failure to pay  
38 dues for two (2) successive months, shall stand suspended; provided, however, that persons who are  
39 paying dues through a system of regular payroll deduction shall, for as long as they continue to pay  
40 through such payroll deduction, will be considered to be in good standing.  
41

42 **Section 2.4.**

43 Membership dues are not refundable except where an error resulting in an overpayment exists.  
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**ARTICLE III**

**MEMBERSHIP RIGHTS**

**Section 3.1.**

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

**Section 3.2.**

Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice on nominations, elections, selections, and appointments, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth.

**Section 3.3.**

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

**Section 3.4. GOVERNING BODY.**

**Section 3.4.1. 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 3.4.2. 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 Board of Trustees and membership of the Chapter.

**Section 3.5. OPERATING PRINCIPLES.**

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

**Section 3.5.1. Board/Membership Relationships.**

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

**Section 3.5.2. Media.**

The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries to individual board members about matters of chapter concern should be referred to

1 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or  
2 specific legislation should be referred to the Executive Director at state headquarters.  
3  
4  
5

## 6 ARTICLE IV

### 7 MEETINGS

#### 8 Section 4.1.

9 General membership meetings of this Chapter shall be held at least four (4) times annually at a time  
10 and place to be fixed by the membership or the Board of Trustees.  
11  
12

#### 13 Section 4.1.1.

14 One (1) of the four (4) general meetings shall be held in March of each year for the specified  
15 purpose for Officer elections.  
16  
17

#### 18 Section 4.2.

19 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the  
20 President and signed by twenty percent (20%) of the members of this Chapter.  
21

#### 22 Section 4.3.

23 The President shall provide at least five (5) days notification to all members of any meeting called.  
24 However, said five (5) days notice may be waived by the Board of Trustees or President provided that  
25 every reasonable effort is employed to notify the membership of the meeting. The President shall  
26 provide at least fifteen (15) days notification to all members of a meeting called for the specified  
27 purpose of ELECTIONS (NOT WAIVERABLE).  
28

#### 29 Section 4.4.

30 At any meeting of the membership of this Chapter, each member present shall be entitled to one (1)  
31 vote. A member must be present to vote - no proxy vote will be allowed. A minimum of fifteen (15)  
32 members must be present to constitute a quorum before any Chapter business may be transacted.  
33

#### 34 Section 4.4.1.

35 A vote to ratify a tentative agreement bargained by the Negotiation Committee may be held  
36 electronically so long as the platform used accommodates a secret ballot and adheres to  
37 LMRDA requirements.  
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## 41 ARTICLE V

### 42 MANAGEMENT

#### 43 Section 5.1.

44 The Board of Trustees shall be composed of a President or Co-Presidents, Secretary, Treasurer, and  
45 Sergeant-at-Arms, and are all elected from the general membership; a Vice President and Shop  
46  
47  
48

1 Steward both elected by and from each classification unit of employees of the school district, if  
2 represented by the local Public School Employees organization as listed below.

- 3  
4 Classifications: 1. Transportation  
5 2. Food Service  
6 3. Mechanics  
7 4. Warehouse  
8 5. Other units requesting further affiliation  
9

10 **Section 5.1.1. Co-Presidents.**

11 It will be the preference of the Association that there be Co-Presidents. That there be one  
12 (1) from the Transportation category and one (1) from the Food Service category. If at the  
13 meeting to elect Officers, there are nominees for President in both categories, then there  
14 will be an election held for Co-Presidents. If there are nominee(s) in only one (1) category,  
15 then there will be elections held for only one (1) position and the Association shall have  
16 only one (1) President.  
17

18 **Section 5.2.**

19 The term of office of the Trustees of this Chapter shall be for a period of one (1) year, commencing on  
20 the first day of the school year and ending the first day of the school year following instatement, except  
21 when negotiations overlap the one (1) year period, all Officers shall retain their office until  
22 negotiations are complete.  
23

24 **Section 5.2.1.**

25 Interim term of office (the period between the election of officers in March to the beginning  
26 day of the school year) shall be filled as a transition period for training as a limited Board of  
27 Trustee member.  
28

29 **Section 5.3.**

30 The Board of Trustees shall hold regular meetings to be called whenever any member of the Board  
31 deems it necessary for the competent management of the affairs of this Chapter.  
32

33 **Section 5.4.**

34 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.  
35 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting  
36 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a  
37 quorum.  
38

39 **Section 5.5.**

40 A Trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any  
41 regular or special meeting of the Chapter. Notice of the proposed removal of the Trustee must be  
42 given to the Trustee five (5) days prior to the date of the meeting at which the removal is to be voted  
43 upon. Such notice must state the cause for the proposed removal.  
44

45 **Section 5.6.**

46 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause  
47 for removal of the Trustee by the Board of Trustees. Removal of a Board member because of  
48 excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.

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**Section 5.7.**

Any vacancies occurring on the Board of Trustees by reason of death, resignation, or removal shall be filled by the remaining Trustees by appointment. In the event that such Trustee is an Officer elected by the general membership, (President or Co-President, Secretary, Treasurer, or Sergeant-at-Arms), such selection shall be made from the membership-at-large. All other Trustee or elected classification officers (Vice President or Shop Steward) shall be filled from the classification unit of which they are representatives. Such appointee shall serve during the unexpired term of the Trustee whose position has become vacant.

**ARTICLE VI**

**OFFICERS, NOMINATIONS, AND ELECTIONS**

**Section 6.1.**

The Board of Trustees of this Chapter shall be composed of a President, a Vice President (one (1) from each classification unit), a Secretary, a Treasurer, a Sergeant-at-Arms, and a Shop Steward (one (1) from each classification unit).

**Section 6.1.1.**

For the purposes of these Bylaws, the classifications are:

- Classifications:      Food Service
- Mechanics
- Transportation
- Warehouse
- Other units requesting affiliation.

**Section 6.2.**

Nominations may be made by the general membership at the meeting, held to elect Officers, for a President or Co-Presidents, Secretary, Treasurer, and Sergeant-at-Arms. Nominations for each Vice President and Shop Steward will be made by and for the classification the Officer will represent (one (1) for each classification unit as outlined in V, Section 5.1).

**Section 6.3.**

To be eligible for office a member must be in good standing for one (1) year immediately preceding the election, except in the initial election held in this Chapter, and must qualify under Provisions of Article II, Section 2.3.

**Section 6.3.1.**

Persons running for office, requesting selection to an appointed opening (to include attendance at schools) and requesting consideration for selection as a Delegate of this Chapter, must be present at the meeting designated for election, appointment or selection to be eligible.

Exceptions are to be recognized if a written statement of intent to be elected, selected or appointed to any office or delegation, shall be in possession of the Board of Trustees prior to beginning of such proceedings.





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**Section 6.4.**

Officers shall be elected by a secret ballot vote, unless there is only one (1) nominee, in which case the nominee will be automatically elected, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least fifteen (15) days advance notice shall be given to the membership prior to holding the election. Should there be more than two (2) candidates running for the same office, the winning candidate shall be the candidate with the simple majority of all ballots cast; provided however, if no candidate gets a simple majority of all ballots cast, the top two (2) vote-getters will have a runoff election to determine the winner. All members present shall vote for the President, Secretary, Treasurer and Sergeant-at-Arms. A classification’s Co-President, Vice President and Shop Steward shall only be voted upon by members of that classification.

**Section 6.5.**

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

**Section 6.6.**

All Officers shall be elected for a term of one (1) year, except as in Section 5.2.

**Section 6.7.**

If an Officer or member of the Board of Trustees, a member of the negotiation team, or any committee wishes to resign, they must do so in writing to the president. The resignation shall be effective and binding after forty-eight (48) hours.

**ARTICLE VII**

**DUTIES OF OFFICERS**

**Section 7.1. President and/or Co-President.**

The President(s) shall preside at all meetings of the Chapter and of the Board of Trustees; supervise all activities of the Chapter; execute all instruments in its behalf; countersign all checks drawn against funds of the Chapter; appoint all special committees of the Chapter subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the Chapter in regard to the President’s official acts; perform all duties as prescribed in the Bylaws; and perform all other duties usually inherent in such office.

**Section 7.2. Vice Presidents.**

The Vice Presidents shall act for the President in the President’s absence (if there is no Co-President) and perform such other acts as the President or the Board of Trustees may direct. The Vice Presidents may be authorized by the Board of Trustees to act as a cosigner of checks drawn on the funds of the chapter in place of, or in addition to, either the President or the Secretary. In case of the President’s absence, the Vice President who has the most seniority shall act for the President until the President returns, resigns, or until the next regular election. Vice Presidents shall handle all grievances in their units after Step Two.



1 **Section 7.3. Shop Stewards.**

2 The Shop Steward shall handle all grievances up until Step Two and shall handle all questions about  
3 the contract. The Shop Steward shall keep the Vice President and President informed of grievances  
4 and other problems.

5  
6 **Section 7.4. Treasurer.**

7 The Treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay  
8 all obligations incurred by the Chapter as authorized by the Board of Trustees; maintain bank accounts  
9 and depositories designated by the Board of Trustees, and such money shall be withdrawn only by  
10 checks signed by any two (2) members of the Board of Trustees; and shall render periodical financial  
11 reports as required by the Board of Trustees or by the membership; and keep accurate record of  
12 receipts and disbursements; and shall act as custodian of all properties of the Chapter.

13  
14 **Section 7.5. Secretary.**

15 The Secretary shall ensure that the minutes of general membership meetings and Board of Trustee  
16 meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the Chapter, the  
17 Board of Trustees, and to perform such other official functions as the President and Board of Trustees  
18 may direct.

19  
20 **Section 7.6. Sergeant-at-Arms.**

21 The Sergeant-at-Arms shall ensure that all meetings are conducted in accordance with “Robert’s Rules  
22 of Order, Newly Revised” and the Bylaws of this Chapter. Shall also maintain an attendance record of  
23 the Board of Trustees at each meeting. Be the custodian of the Chapter Bylaws and ensure adherence  
24 to the Articles therein. Keeps control of the tempo and order of all meetings and rules over the floor  
25 and the next appointment to speak (in conjunction with the President of the meeting) and will not  
26 appoint until the current speaker has relinquished the floor as directed by the President of the  
27 proceedings being held.

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29  
30 **ARTICLE VIII**

31  
32 **MISCELLANEOUS PROVISIONS**

33  
34 **Section 8.1.**

35 This Chapter shall be at all times subject to the Provisions of the Articles of Incorporation and Bylaws  
36 of Public Employees of Washington.

37  
38 **Section 8.2.**

39 Letters of Agreement will be posted to appropriate units affected.

40  
41 **Section 8.3.**

42 The latest edition of Robert’s Rules of Order shall be the guide in all cases in which they are applicable  
43 and in which they are not inconsistent with the Constitution, Bylaws, and Special Rules of this Chapter  
44 or of Public School Employees of Washington.



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**ARTICLE IX**

**COMMITTEES AND DELEGATES**

**Section 9.1. Grievance Committee.**

A Grievance Committee shall be composed of the Board of Trustees, including the Shop Stewards.

**Section 9.2. Negotiating Committee.**

A Negotiating Committee shall consist of the President and/or Co-Presidents, the Vice Presidents and Shop Stewards from each unit.

**Section 9.3. Audit Committee.**

An Audit Committee shall consist of the President(s), the three (3) Vice Presidents, and the recent past President.

**Section 9.4. Annual Convention Delegates.**

Delegates shall be elected by secret ballot.

**Section 9.4.1.**

Delegates for convention shall be elected at a meeting called for the purpose of electing delegates. The PSE State Office will be notified of the date of this meeting at least thirty (30) days in advance. The PSE State Office will then mail a notice of election to each member at his/her last known home address not less than fifteen (15) days before the election.

**Section 9.4.2.**

The Chapter will provide the cost of registration and two (2) hotel rooms. The Chapter will try to provide a van from the District as transportation to and from convention.

**Section 9.5. Other or Special Committees.**

The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this Chapter.

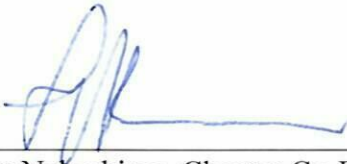
**ARTICLE X**

**AMENDMENTS**

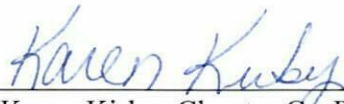
**Section 10.1.**

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

SIGNATURE PAGE

BY:   
Lyn Nakashima, Chapter Co-President

DATE: 02-07-2024

BY:   
Karen Kirby, Chapter Co-President

DATE: 2-7-24

- Adopted February 17, 1970
- Amended November 17, 1987
- Amended March 20, 1997
- Amended January 14, 1999
- Amended March 15, 1999
- Amended March 7, 2000
- Amended May 2, 2000
- Amended May 1, 2001
- Amended June 5, 2001
- Amended February 28, 2002
- Amended October 4, 2005
- Amended April 24, 2013
- Amended November 29, 2023

