

# CHAPTER BYLAWS

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## OTHELLO



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

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

2  
3 **NAME**

4 The name of this chapter shall be Public School Employees of Othello and shall be an affiliate of  
5 Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor  
6 organization operating under the laws of the State of Washington.

7  
8 **MISSION - OUR PURPOSE FOR EXISTING**

9 It is the mission of Public School Employees of Othello to work closely with Public School Employees  
10 of Washington/SEIU Local 1948 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 to  
13 enact laws which will represent the best interest of all classified school employees in the state of  
14 Washington.

15  
16 **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 do the right thing.

22  
23 Through the successful pursuit of our commitment, we expect our services, programs, and activities to  
24 achieve a leadership position in representing all classified employees. As a result, PSE, our members,  
25 PSE employees, the school district in which we work, and the community in which we live will grow  
26 and prosper.

27  
28 **VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT**

- 29  
30 • Recognizing the needs of members and PSE staff, we are committed to:
- 31
- 32 • Striving for excellence and demonstrating pride in our work.
- 33
- 34 • Having open, honest communications.
- 35
- 36 • Providing high-quality service.
- 37
- 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
- 41 • Embodying honesty and integrity in our conduct and relationships with others.
- 42
- 43 • Treating others fairly, equally and respecting their individual dignity.
- 44
- 45 • Recognizing individual worth.
- 46
- 47 • Supporting creativity, innovation, and constructive changes in the organization.
- 48



- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically “right” thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

**ARTICLE I**  
**MEMBERSHIP**

**Section 1.1.**

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, sex, or political belief, shall be eligible for membership.

**Section 1.1.1. Active Member.**

Any classified school employee who is regularly employed by or for the Othello School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

**Section 1.1.2. 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 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 1.1.3. Free Riders.**

Free-riders: Any represented worker who opts out or declines 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 state policy and bylaw. 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.

**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.

1 **Section 2.2. Local Dues.**

2 Local membership dues shall be ten dollars (\$10) per year. Local dues shall be paid yearly to the  
3 chapter treasurer by the school district. Any member who is on an authorized leave of absence  
4 pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon  
5 approval by the Chapter Board of Trustees. Checks will be sent for new members accordingly.  
6

7 **Section 2.3. Refunds.**

8 Membership dues are not refundable except where an error resulting in an overpayment exists.  
9  
10

11  
12 **ARTICLE III**

13  
14 **GOVERNANCE AND OPERATIONS**  
15

16 **Section 3.1.**

17 Othello PSE shall be governed by a representative form of government.  
18

19 **Section 3.2.**

20 Members shall suffer no impairment of freedom of speech concerning the operations of this  
21 organization. Active discussions of organization affairs shall be encouraged and protected within this  
22 organization.  
23

24 **Section 3.3.**

25 Members shall have the right to a full and clear accounting of all organizational funds. At all levels  
26 such accounting shall include, but not be limited to, periodical reports to the membership by  
27 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,  
28 and a financial audit at least once a year which is made available to all members.  
29

30 **Section 3.4.**

31 Members shall have the right to full participation, through discussion and vote, in the decision-making  
32 processes of the organization and to pertinent information needed for the exercises of this right.  
33

34 **Section 3.5. GOVERNING BODY.**

35  
36 **Section 3.5.1. Board of Trustees.**

37 Except when general meetings of the chapter are in session, the business and property of this  
38 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of  
39 the membership is vested in the elected Board of Trustees who shall decide all matters affecting  
40 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically  
41 provided for in these bylaws or by action of the members at a regular or special meeting.  
42

43 **Section 3.5.2. PSE Field Staff.**

44 PSE field staff shall work closely with the chapter in an advisory position. All decisions  
45 governing the business of the local chapter shall be the sole responsibility of the elected  
46 officials and membership of the chapter.  
47

1 **Section 3.6. OPERATING PRINCIPLES.**

2 In order to provide the chapter with the highest quality direction and management possible, the  
3 following operating principles shall guide the Board of Trustees.  
4

5 **Section 3.6.1. Board/Membership Relationships.**

6 A positive, constructive, cooperative relationship between the Board of Trustees and the  
7 membership is essential to achieving the mission and vision of the organization. Therefore, the  
8 board and membership will conduct themselves in a way that promotes mutual trust,  
9 demonstrates respect for individual dignity, and displays professionalism. The board shall  
10 utilize positive conflict resolution methods and maintain open, honest lines of communication  
11 that respect an appropriate chain of command within the chapter.  
12

13 **Section 3.6.2. Media.**

14 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries  
15 to individual board members about matters of chapter concern should be referred to the chapter  
16 president. Inquiries about a position of PSE on any matter of statewide concern or specific  
17 legislation should be referred to the executive director at state headquarters.  
18  
19  
20

21 **ARTICLE IV**

22 **MEETINGS**

23  
24 **Section 4.1.**

25 General membership meetings of this chapter shall be held at least three (3) times annually at a time  
26 and place to be fixed by the membership or the Board of Trustees.  
27  
28

29 **Section 4.2.**

30 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the  
31 president and signed by twenty percent (20%) of the members in good standing of this chapter.  
32

33 **Section 4.3.**

34 The president shall provide at least five (5) days notification to all members of any meeting called.  
35 However, said five (5) days notice may be waived by the Board of Trustees provided that every  
36 reasonable effort is employed to notify the membership of the meeting.  
37

38 **Section 4.4.**

39 At any meeting of the membership of this chapter, each member in good standing present shall be  
40 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum  
41 of fifteen (15) members must be present to constitute a quorum before any chapter business may be  
42 transacted.  
43

44 **Section 4.5. Board of Trustees Meetings.**

45 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also  
46 be called upon motion of a majority of the members of the Board of Trustees to the President. A  
47 majority of the members of the Board of Trustees shall constitute a quorum.  
48

1 **Section 4.6.**

2 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this  
3 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE  
4 state bylaws, these bylaws and with any special rules of order this chapter may adopt.  
5  
6  
7

8 **ARTICLE V**

9 **BOARD OF TRUSTEES**

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11  
12 **Section 5.1.**

13 The Board of Trustees shall be composed of the president, vice president, secretary, membership  
14 officer, treasurer, and a unit representative (herein known as a trustee) elected by the unit from each  
15 classification of employees of the school district if represented by the local Public School Employees  
16 organization.  
17

18 **Section 5.2.**

19 The term of office shall be for a period of two (2) years, or until their successors are elected.  
20

21 **Section 5.3.**

22 The Board of Trustees shall hold regular meetings, and such special meetings as the president or the  
23 board shall deem necessary for the competent management of affairs of the Chapter.  
24

25 **Section 5.4.**

26 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.  
27 All voting at meetings of the Board of Trustees shall be by each member present in person and voting  
28 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a  
29 quorum.  
30

31 **Section 5.5. Duties.**

32  
33 **Section 5.5.1. President.**

34 The president shall preside at all meetings of the chapter and of the Board of Trustees. The  
35 president shall be made aware of and supervise all activities of the chapter; execute all  
36 instruments in its behalf; and work with PSE field staff, with the advice and consent of the  
37 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The  
38 president shall appoint all special committees not otherwise provided for in the bylaws of the  
39 chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of  
40 all committees. The president shall report periodically to the membership regarding the  
41 progress and standing of the chapter in regard to the president’s official acts; and perform all  
42 other duties of the office.  
43

44 **Section 5.5.2. Vice President.**

45 The vice president shall provide such assistance to the president as requested; serve as  
46 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties  
47



1 of that office, and in the case of permanent disability or resignation of the president, shall  
2 succeed to that office for the unexpired portion of the current term of office.  
3

4 **Section 5.5.3. Secretary.**

5 The secretary shall ensure that the minutes of general membership meetings and Board of  
6 Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of  
7 the chapter, the Board of Trustees, and to perform such other official functions as the president  
8 and Board of Trustees may direct.  
9

10 **Section 5.5.4. Membership Officer.**

11 It shall be the duty of the membership officer to maintain a current and accurate list of  
12 members of the chapter in coordination with the membership information section at PSE state  
13 headquarters; ensure that all members are paying dues; render periodical membership reports as  
14 required by Public School Employees of Washington/SEIU Local 1948; and perform such other  
15 official functions as the president and Board of Trustees may direct.  
16

17 **Section 5.5.5. Treasurer.**

18 The treasurer shall receive and be accountable for all funds and monies belonging to the  
19 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;  
20 keep an accurate record of receipts and disbursements; and maintain bank accounts and  
21 depositories designated by the Board of Trustees. Such money shall be withdrawn only by  
22 checks/debit card signed by the president and/or vice president and the treasurer. The treasurer  
23 shall render periodical financial reports as required by the Board of Trustees, the membership,  
24 or Public School Employees of Washington/SEIU Local 1948 to ensure that the chapter is in  
25 compliance with all laws and regulations required by the Internal Revenue Service and the  
26 Department of Labor. The fiscal year for all financial reports shall be from September 1 to  
27 August 31 of the following year, inclusive. The treasurer shall act as custodian of all properties  
28 of the chapter.  
29

30 **Section 5.5.6. Trustee.**

31 A trustee shall represent the classification of employees which elected them and express to the  
32 Board of Trustees the needs, desires, and concerns of the members in their classification. They  
33 will be responsible, along with the Grievance Committee, in advising an employee about their  
34 contractual rights.  
35  
36  
37

38 **ARTICLE VI**

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

40 **Section 6.1.**

41 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes  
42 ten (10) working days notice of nominations and elections, and equal opportunities for competing  
43 candidates to state their qualifications and reasons for seeking office to the chapter membership.  
44 Elections shall be conducted by secret written ballot and certified by the chapter secretary.  
45  
46  
47  
48

1 **Section 6.2.**

2 Members shall have an equal right to run and hold office, except those persons set forth in RCW  
3 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state  
4 regulatory agencies as being a “supervisory employee.”

5  
6 **Section 6.3.**

7 Elections shall be held during the months of April 15 to May 15. Terms of office shall be from  
8 September 1 through August 31.

9  
10 **Section 6.4.**

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

13  
14 **Section 6.5.**

15 To be eligible, a member must be in good standing for one (1) year immediately preceding the  
16 election.

17  
18 **Section 6.6.**

19 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so  
20 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days  
21 advance notice shall be given the membership prior to the holding of the election.

22  
23 **Section 6.6.1.**

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

28  
29 **Section 6.7.**

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

32  
33 **Section 6.8.**

34 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the  
35 membership at any regular or special meetings of the chapter. Written notice of the proposed removal  
36 must be given to the Board of Trustee member at least five (5) working days prior to the date of the  
37 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed  
38 removal.

39  
40 **Section 6.9.**

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

44  
45 **Section 6.10.**

46 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in  
47 accordance with the procedures set forth below:

1 **Section 6.10.1.**

2 In the event the president cannot serve the remainder of his/her current term, the vice president  
3 shall serve as president for the completion of the term.  
4

5 **Section 6.10.2.**

6 In the event of a vacancy in the office of vice president, secretary, membership officer, or  
7 treasurer, all members shall be notified of the vacancy and nominations solicited for the  
8 position. Nominations shall be accepted for a period of twenty (20) calendar days following  
9 the notification to members. The president, at his/her discretion, may either call a special  
10 meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board  
11 meeting. Each candidate for the position may submit a letter or have three (3) minutes to  
12 address the board prior to the vote to describe their qualifications and reasons they are seeking  
13 the position.  
14

15 **Section 6.10.3.**

16 Any other vacancy shall be filled only for the remainder of the term in which the vacancy  
17 occurs; provided, however, that when vacancies occur in the office of trustee, the president  
18 shall direct that a classification meeting be held, and that the classification elect a successor for  
19 the remainder of the vacant term. Election of the successor must be by majority vote. In the  
20 event that more than two candidates run for the office, the candidate with the lowest vote total  
21 will be dropped from the ballot after each round of voting until one candidate receives a  
22 majority of the votes cast.  
23

24 **Section 6.10.4.**

25 Election of officers shall be scheduled as follows: president and secretary elections shall be  
26 held on odd years. Vice president, treasurer and membership officer elections shall be held on  
27 even years. Trustees' elections shall be held every year.  
28  
29  
30

31 **ARTICLE VII**

32 **MISCELLANEOUS PROVISIONS**  
33  
34

35 **Section 7.1.**

36 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall  
37 always supersede local bylaws where conflict exists.  
38

39 **Section 7.2.**

40 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees  
41 and members, together with other information required by PSE and shall notify PSE of all changes in  
42 board members, members, and addresses.  
43

44 **Section 7.3.**

45 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute  
46 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
47 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any  
48 agreement which would affect the rights of employees represented by PSE, nor any agreement



1 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or  
2 agent, unless such agreement is first reviewed and approved by the Executive Director of Public  
3 School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the  
4 executive director may be appealed to the Board of Directors.

5  
6 **Section 7.3.1.**

7 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be  
8 submitted to the regional service center, who will then forward the original to state  
9 headquarters after appropriate copies have been made.

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11  
12  
13 **ARTICLE VIII**

14  
15 **COMMITTEES AND DELEGATES**

16  
17 **Section 8.1. Grievance Committee.**

18 A Grievance Committee shall be composed of the vice president and at least one unit representative  
19 from each classification of employees in the chapter; and shall be responsible for advising members of  
20 their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

21  
22 **Section 8.2. Negotiating Committee.**

23 A Negotiating Committee shall consist of the board of trustees and a representative elected from each  
24 classification of employees represented by this bargaining unit and shall work with the PSE field  
25 representative in developing proposals and negotiating agreements.

26  
27 **Section 8.3. Resource Committee.**

28 A Resource Committee shall consist of an elected representative from each employee group  
29 represented by the bargaining unit who shall work closely with the trustee. This committee shall be an  
30 information and resource liaison between the Board of Trustees and members. Resource Committee  
31 members shall not serve on the Board of Trustees.

32  
33 **Section 8.4. Communication Committee.**

34 The Communication Committee shall consist of a newsletter editor and other members who shall  
35 publish a monthly newsletter to keep members informed regarding issues of concern to chapter  
36 members. This committee shall submit chapter news that may be of state-wide interest to the regional  
37 office for possible publication in the PSE Employee by the 10th of each month.

38  
39 **Section 8.5. Governmental Affairs Committee.**

40 The Governmental Affairs Committee shall work as a liaison between chapter members and the zone  
41 representative on the state PSE Legislative Council. Names and address of all committee members  
42 shall be submitted to Public School Employees of Washington/SEIU Local 1948, and PSE shall be  
43 notified of any changes in members or addresses.

1 **Section 8.6. Annual Convention Delegates.**

2 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending  
3 the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE  
4 State Bylaws. Delegates who choose not to attend without reason will reimburse the Chapter for any  
5 and all expenses.

6  
7 **Section 8.7. Audit Committee.**

8 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
9 chapter.

10  
11 **Section 8.8. Other or Special Committees.**

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

14  
15  
16  
17 **ARTICLE IX**

18  
19 **AMENDMENTS**

20  
21 **Section 9.1.**

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

26  
27  
28  
29 BY:                     */Signed by/*                      
30 Trudi Hobbs, Chapter President

31  
32  
33 DATE:                     4/20/22                    

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39  
40 Adopted March 1998  
41 Amended October 25, 2000  
42 Amended May 14, 2002  
43 Amended May 1, 2012  
44 Amended April 14, 2022

