

CHAPTER BYLAWS

(Amended April 19, 2023)

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON

SULTAN CHAPTER # 1103



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

2
3 Sultan School District Classified employees organize primarily to secure better wages and better
4 working conditions.

5
6 We hold that they also organize in order to participate in the decisions which affect them at work. One
7 of the fundamental tenets of Democratic government is the consent of the governed.

8
9 We are both employees and citizens.

10
11 Collective bargaining is the expression of citizenship in employment. Participation in the political life
12 of the nation, State, local municipalities, and school district is but another aspect of that citizenship.

13
14 In the same way that we are organized to improve the terms and conditions of employment, we are
15 equally dedicated to exerting ourselves, individually and collectively, to fulfill the promise of American
16 life. Amidst unparalleled abundance, there should not be want.

17
18 We are under a solemn obligation to represent the members of this organization forcefully and
19 effectively in negotiations with the management of the Sultan School District and to conduct internal
20 organizational affairs according to democratic standards.

21
22 Therefore, we, the classified school employees of Sultan, in meeting, adopt these bylaws, this 18th day
23 of March, 1986.

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26 **ARTICLE I**

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28 The name of this organization shall be the Public School Employees of Sultan.

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30 **ARTICLE II**

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32 This local organization shall be affiliated with and be a chapter of the Public School Employees of
33 Washington. This organization was chartered by Public School Employees of Washington on March
34 18, 1986.

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36 **ARTICLE III**

37
38 This organization shall continue until a majority of all of the members vote to dissolve the organization.

39
40 **ARTICLE IV**

41
42 The objectives and purposes of this organization are:

43
44 A. To carry out and assist on a local basis the objectives and purposes of the Public School
45 Employees of Washington.

46
47 B. To promote the organization of Public School Employees in the Sultan School District.
48

- C. To promote the welfare of the membership and the classified employees of the Sultan School District, and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.
- D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays, and other conditions of employment for the classified employees of the Sultan School District.
- E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees from the State Legislators.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation, and Association benefits.

ARTICLE V

MEMBERSHIP

Section 1. Eligibility.

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

- A. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington) by or in Sultan School District, and who are members of the Public School Employees of Washington, are eligible for membership in this organization.
- B. Free-Riders: Any member who opts out of payment of regular dues, shall be characterized as a free-rider, and shall be entitled only 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 or apply for state or local scholarships. In order for a change from free-rider to a dues paying member in good standing and have the option of running for office, you must be a dues paying member for twelve (12) months prior to election.
- C. 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 members 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.



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2 D. Membership Reporting to State Office. This chapter shall send to the PSE State Office a list of
3 names and addresses of its Board of Trustees and members, together with other information
4 required by PSE and shall notify PSE of all changes in Board members, members and addresses.
5

6 **Section 2. Local Dues.**

- 7 A. Application for membership shall be made on a standard application form provided by the Board
8 of Trustees. Unless such form includes a valid authorization for payroll deduction of dues, the
9 application shall be accompanied by the current month's dues.
10
11 B. Membership dues are not refundable except where an error resulting in an overpayment exists.
12

13 **Section 3. Rights.**

- 14 A. Members in good standing shall suffer no impairment of freedom of speech concerning the
15 operations of this organization. Active discussions of organizational affairs shall be encouraged
16 and protected within this organization.
17
18 B. Members in good standing shall have the right to fair and democratic elections at all levels of the
19 organization. This includes due notice of nominations and elections, equal opportunities for
20 competing candidates, and proper election procedures which shall be specifically set forth.
21
22 C. Members in good standing shall have an equal right to run and hold office, except those persons
23 set forth in RCW 41.56.030 Par. 2, a, b, and c and those employees classified either by the State
24 statute or appropriate State regulatory agencies as being a "supervisory employee".
25
26 D. Members in good standing shall have the right to a full and clear accounting of all organizational
27 funds. At all levels such accounting shall include, but not be limited to, periodical reports to the
28 membership by appropriate fiscal officers or by independent auditors not otherwise connected
29 with the organization, and a financial audit at least once a year which is made available to all
30 members.
31
32 E. Members in good standing shall have the right to full participation, through discussion and vote,
33 in the decision-making processes of the organization and to pertinent information needed for the
34 exercises of this right.
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37 **ARTICLE VI**

38 **MEETINGS**

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41 **Section 1.**

42 General membership meetings of this organization shall be held at least four (4) times annually at a time
43 and place to be fixed by the membership or the Board of Trustees.
44

45 **Section 2.**

46 Labor Management Meetings shall be attended by at least two (2) Executive Board members. This
47 would include the President with the Vice President alternating.
48

1 **Section 3.**

2 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
3 President and signed by twenty percent (20%) of the members in good standing of this organization.
4

5 **Section 4.**

6 The President shall provide at least five (5) days notification to all members in good standing of any
7 meeting called; however, said five (5) days notice may be waived by the Board of Trustees provided
8 that every reasonable effort is employed to notify the membership of the meeting.
9

10 **Section 5.**

11 At any meeting of the membership of this organization, each member in good standing present shall be
12 entitled to one vote. A member must be present to vote -- no proxy vote shall be allowed. A minimum
13 of five (5) members must be present to constitute a quorum before any organization business may be
14 transacted.
15

16
17 **ARTICLE VII**

18
19 **MANAGEMENT**
20

21 **Section 1.**

22 The business and property of this organization shall be managed by a Board of Trustees, except when
23 the meetings of the organization are in session. All matters affecting the purposes, aims and means of
24 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by
25 action of the members at a regular or special meeting shall be decided by the Board of Trustees.
26

27 **Section 2. Operating Principals.**

28 In order to provide the chapter with the highest quality direction and management possible, the
29 following operating principals shall guide the Board of Trustees.
30

31 **Board/Membership Relationships.** A positive, constructive, cooperative relationship between
32 the Board of Trustees and the membership is essential to achieving the mission and vision of the
33 organization. Therefore, the Board of Trustees and membership will conduct themselves in a
34 way that promotes mutual trust, demonstrates respect for individual dignity, and displays
35 professionalism. The Board of Trustees shall utilize positive conflict resolution methods and
36 maintain open, honest lines of communication that respect an appropriate chain of command
37 within the chapter.
38

39 **Media.** The President, or his/her designee, is the primary spokesperson for the chapter. Media
40 inquiries to individual Board members about matters of chapter concern should be referred to the
41 Chapter President. Inquiries about the position of PSE on any matter of statewide concern or
42 specific legislation should be referred to the Executive Director at PSE’s State Office.
43

44 **Section 3. Executive Committees.**

45 The Executive Committee shall consist of:

- 46 • President
- 47 • Vice President/Grievance Committee Chair
- 48 • Secretary
- 49 • Treasurer



1
2 **Section 4.**

3 The Board of Trustees shall be comprised of the Executive Committee and the unit representative
4 elected from each of the following:

- 5 • Gold Bar Elementary School Site Representative/Membership Committee
- 6 • Sultan Elementary School Site Representative/Membership Committee
- 7 • Sultan Middle School Site Representative/Membership Committee
- 8 • Sultan High School Site Representative/Membership Committee
- 9 • District Office/Membership Committee

10
11 Other units requesting further affiliation:

- 12 • Secretarial
- 13 • Paraeducators – Elementary
- 14 • Paraeducators – Secondary
- 15 • Specialized Support
- 16 • Maintenance/Membership Committee
- 17 • Child Nutrition/Membership Committee
- 18 • Technology/Membership Committee
- 19 • Nurses/Membership Committee

20
21 **Section 5. Terms of Office, Election Cycle.**

- 22 • President and Secretary - Term: Two (2) Years - Election Cycle: Odd numbered years
- 23 • Vice President and Treasurer – Term: Two (2) Years – Election Cycle: Even numbered years
- 24 • Site Reps/Classified Reps – Term: One (1) year – Election Cycle: Annually

25
26 **Section 6.**

27 The Board of Trustees shall hold regular meetings each month, and such special meetings as the
28 President or the Board shall deem necessary for the competent management of affairs of the
29 organization.

30
31 **Section 7.**

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

36
37 **Section 8.**

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

43
44 **Section 9.**

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

1
2 **Section 10.**

3 Any vacancies occurring on the Board of Trustees by reason of death, resignation, or removal shall be
4 filled by the remaining trustees. In the event that such Trustee is an Executive Committee member,
5 such selection shall be from the membership at large. All other Board Trustees' vacancies shall be
6 filled from the unit represented. Such appointee shall serve during the unexpired term of the Board
7 Trustee whose position has become vacant.

8
9 **Section 11. PSE Field Staff.**

10 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions governing the
11 business of the local Chapter shall be the sole responsibility of the Board of Trustees and membership of
12 the Chapter.

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15 **ARTICLE VIII**

16
17 **OFFICERS, NOMINATIONS, AND ELECTIONS**

18
19 **Section 1.**

20 The Executive Committee of this organization shall be a President, a Vice President, a Secretary, and a
21 Treasurer. All Executive Committee members shall be elected for a term of two (2) years.

22
23 **Section 2.**

24 Nominations may be made by the Nominating Committee, but whether or not such Nominating
25 Committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

26
27 **Section 3.**

28 To be eligible for office, a member must be in good standing for one (1) year immediately preceding the
29 election, except in the initial election held in this organization, and must qualify under the provisions of
30 Article V, Section 3 C.

31
32 **Section 4.**

33 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
34 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
35 membership prior to the holding of the election.

36
37 **Section 5.**

38 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
39 trustee, as contained in these Bylaws.

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42 **ARTICLE IX**

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44 **CHAPTER EXPENSES**

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46 **Section 1. Budget.**

47 The Executive Committee shall annually develop a budget which shall be submitted to the membership
48 for approval on or before the end of October. The fiscal year shall run from September 1 to August 31.

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3 **ARTICLE X**
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5 **DUTIES OF OFFICERS**
6

7 **Section 1. President/Co-Presidents.**

8 The President/Co-Presidents shall preside at all meetings of the organization and of the Board of
9 Trustees. The President/Co-Presidents shall supervise all activities of the organization; execute all
10 instruments in its behalf; counter-sign all checks drawn against the fund of the organization; appoint all
11 special committees of the organization subject to the approval of the Board of Trustees; report
12 periodically to the membership regarding the progress and standing of the organization in regard to the
13 President's/Co-Presidents' official acts; perform all other duties as prescribed in the Bylaws and
14 perform such other duties usually inherent in such office.
15

16 **Section 2. Vice President.**

17 The Vice President shall act for the President/Co-Presidents in the President's/Co-Presidents' absence
18 and perform such other acts as the President/Co-Presidents or Board of Trustees may direct. The Vice
19 President may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the
20 funds of the organization, in place of or in addition to either the President/Co-Presidents or Treasurer. In
21 the case of Co-Presidents, the position of Vice President can remain vacant at the option of the
22 membership. It is the duty of the Vice President to serve as Chairman of the Grievance Committee.
23

24 **Section 3. Secretary.**

25 It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and to
26 perform such other acts as the President and Board of Trustees may direct.
27

28 **Section 4. Treasurer.**

29 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;
30 pay all obligations incurred by the organization as authorized by the Board of Trustees; maintain bank
31 accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn
32 only by checks signed by the President and/or Vice President and the Treasurer and shall render
33 periodical financial reports as required by the Board of Trustees or by the membership; and keep an
34 accurate record of receipts and disbursements; and shall act as custodian of all properties of the
35 organization.
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41 **ARTICLE XI**
42

43 **MISCELLANEOUS PROVISIONS**
44

45 **Section 1.**

46 This organization shall be at all times subject to the provisions of the Articles of Incorporation and
47 Bylaws of the Public School Employees of Washington/SEIU Local 1948.
48

1 **Section 2.**

2 This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
3 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
4 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
5 agreement which would affect the rights of employees represented by PSE, not any agreement affecting
6 the scope of any collective bargaining unit, with the District, employer, or other entity or agent unless
7 such agreement is first approved by the Executive Director of Public School Employees of
8 Washington/SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may be
9 appealed to the Board of Directors.

10
11 **Section 3.**

12 The latest edition of Robert’s Rules of Order shall be the guide in all cases in which they are applicable,
13 and in which they are not inconsistent with the Constitution, Bylaws, and special rules of this
14 organization or of the Public School Employees of Washington.

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18 **ARTICLE XII**

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20 **COMMITTEES AND DELEGATES**

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22 **Section 1. Grievance Committee.**

23 The Grievance Committee shall determine if the chapter should support a grievance. In making such a
24 determination, the Committee shall determine if a grievance has merit up to the arbitration step. At the
25 arbitration step, the Committee shall determine if the grievance is a valid violation of the collective
26 bargaining agreement. The Committee shall be appointed by the Board of Trustees and shall consist of
27 one (1) member from each classification from the Board of Trustees. The Vice President is the
28 Chairman of this committee except in a situation where the Vice President is the grievant in which case
29 the committee will elect a chairperson.

30
31 **Section 2. Negotiation Committee.**

32 The Negotiation Committee shall be the Executive Board, the Board of Trustees and (see Article VII,
33 Section 4) and the following when applicable:

- 34
35 ○ Any PSE member in good standing for a minimum of twelve (12) consecutive calendar months,
36 may request to be a member of the Negotiation Committee.
37
38 ○ A sign-up sheet will be made available at the opening PSE General Membership meeting of the
39 bargaining year. The sign-up sheet will be available at the PSE General Membership meeting
40 until one (1) month prior to the general election to approve the final Negotiation Committee
41 members.
42
43 ○ The letters of intent, outlining the commitments, responsibilities, and expectations of becoming
44 a member of the Negotiation Committee will be distributed to members who signed up to be a
45 member of the Negotiation Committee at the general membership meetings.
46



- 1 ○ Letters of intent must be signed and submitted to the SSD/PSE Secretary no later than one (1)
2 PSE General Membership meeting prior to the first scheduled Pre-Negotiation Committee
3 meeting.
- 4
- 5 ○ If more than one (1) member per classification submits a letter of interest, a general election will
6 be held one (1) PSE General Membership Meeting prior to the first scheduled Pre-Negotiation
7 Committee meeting to select the Negotiation Committee classification member.
- 8
- 9 ○ A general election will be held to approve the final Negotiation Committee members one (1)
10 PSE General Membership meeting prior to the first scheduled Pre-Negotiation Committee
11 meeting.
- 12

13 **Section 3. Audit Committee.**

14 An Audit Committee shall be selected by the Treasurer and two (2) other members in good standing as
15 designated or elected.

16 **Section 4. Other or Special Committees.**

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

19 **Section 5. Annual Convention Delegates.**

20
21 The maximum number of elected delegates and alternates who may attend the Annual Convention shall
22 be determined by the PSE State Bylaws. The delegates and/or alternates will be elected by secret ballot.
23 The maximum the chapter will send will be determined by the PSE Executive Committee and in
24 accordance with our budget. Delegates shall be elected by two thirds (2/3) of the membership in
25 attendance at a general or special membership meeting. One (1) alternative delegate will be selected
26 and approved in the same manor.

- 27
- 28
- 29 ● Registration – This Association will pay the registration fee of the delegates and alternate
30 elected by the membership, based on the approved annual budget,
- 31 ● Rooms – If overnight lodging is needed, the Executive Board shall select the appropriate double
32 occupancy rooms for the delegates and alternates, not to exceed two (2) nights unless
33 preapproved by the Executive Board. Delegates are expected to share rooms when possible.
- 34 ● Mileage Reimbursement – The mileage reimbursement will be paid at the IRS per mile rate.
35 Mileage reimbursement will be calculated by the most direct route from the Education Service
36 Center to the destination.
- 37 ● Parking costs shall be reimbursed after an acceptable receipt is received.
- 38 ● Meal Reimbursement – The number of meals that are reimbursed will be determined each year
39 by the Board at the meeting in which the delegates are voted for. In addition to a reasonable tip
40 and tax, the chapter will reimburse a maximum of fifteen dollars (\$15) for breakfast, fifteen
41 dollars (\$15) for lunch, and twenty dollars (\$20) for dinner. No receipt shall include alcoholic
42 beverages. If so, the entire check will not be reimbursable to include the cost of the meal.
43 Receipt must be presented for reimbursement. Lost receipts are not eligible for reimbursement.
- 44 ● Chapter/Auction Gift – This chapter will pay up to seventy-five dollars (\$75) for a chapter gift.
- 45

46 If a delegate cancels his/her registration after June 10, and there is not an alternate delegate available,
47 the delegate will be responsible for paying the registration fee. This fee will be waived only in the event

1 of an emergency involving a serious injury or a death of an immediate family member. If delegates
2 wish to bring guests to the Convention who are not Sultan PSE members, such guests will be
3 responsible for the cost of their own lodging, meals and guest registration. Convention delegates will
4 elect a Chairperson who will make a report to the membership at the first regular membership meeting
5 following Convention.

- 6
- 7 • Reimbursements – All reimbursement receipts must be submitted to the Treasurer within
8 fourteen (14) calendar days of the end of Convention in order to be reimbursed.
- 9

10 **Section 6. Nominating Committee.**

11 A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

12

13 **Section 7. Membership Committee.**

14 The Membership Committee shall consist of Site Representatives from Sultan High School, Sultan
15 Middle School, Sultan Elementary School, Gold Bar Elementary School and Classification
16 Representatives from Maintenance, Child Nutrition, Technology, and Nurses. The Committee shall
17 select its Chair. The Chairperson will oversee membership registration at the general membership
18 meetings. The Chairperson will keep the President informed of membership counts and will work with
19 the President, the PSE State Office, and the District with issues related to maintenance of the chapter
20 membership records and rosters and will greet new members within thirty (30) days after hire.

21

22 **Section 8. Legislative Conference.**

23 Any member in good standing may attend the Conference, though conference expense reimbursement
24 will be limited to two (2) members representing the chapter. The Executive Board shall approve the
25 Chapter representatives.

26

27 **Section 9. Zone Meetings.**

28 Any member in good standing may attend a zone meeting at their own expense (e.g., workshops,
29 speakers, etc.) if it is a Zone Council meeting, (meeting with the Zone Director and Chapter President) a
30 maximum of one (1) member's expenses will be paid.

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34 **ARTICLE XIII**

35

36 **SCHOLARSHIP REQUIREMENTS**

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38 Before an eligible senior can be considered as a scholarship recipient, the parent/guardian/grandparent
39 classified employee shall be a member in good standing with the Public School Employees of
40 Washington, a member in good standing with the Sultan Chapter of Public School Employees of
41 Washington and having paid into the Sultan Chapter PSE Scholarship fund for a period not less than
42 two (2) years.

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44 **Parent/guardian/grandparents and eligible seniors must complete all required paperwork by the**
45 **scholarship deadlines to be eligible.**

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ARTICLE XIV
AMENDMENTS

Section 1.

These Bylaws may be amended by a majority vote of the members at any regular or special meeting thereof; providing, that a 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.

BY: Wendy A Scollard
Wendy Scollard, Chapter President

DATED: 8/31/23

Adopted by Membership March 18, 1986
Amended April 17, 2001
Amended February 8, 2019
Amended April 19, 2023

