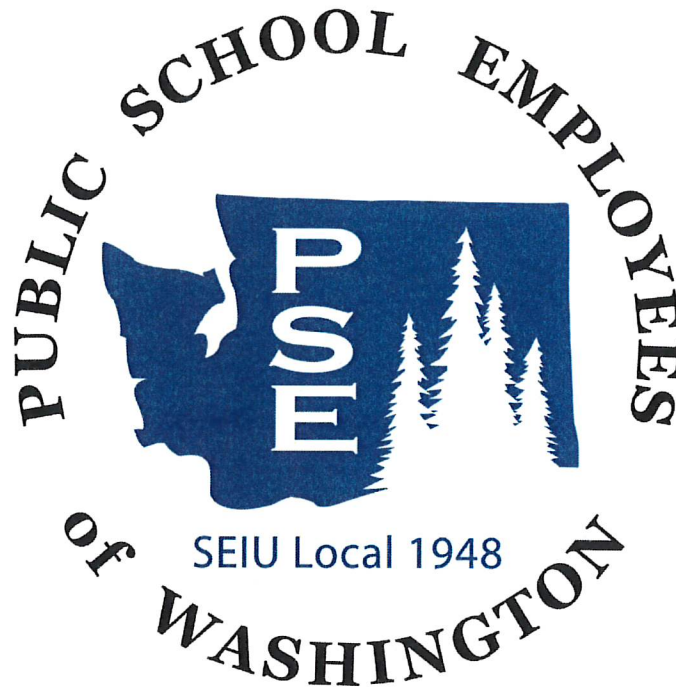


CHAPTER BYLAWS

Amended February 5, 2025

PUBLIC SCHOOL EMPLOYEES OF TAHOMA CHAPTER #709



Public School Employees of Washington/SEIU Local 1948
P. O. Box 798
Auburn, Washington 98071-0798
866.820.5652
www.pseclassified.org

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

P R E A M B L E

A. MISSION - OUR PURPOSE OF EXISTING

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

B. VISION - WHAT WE STRIVE TO ACHIEVE

We will provide service of superior quality and value that best meets the needs of our Chapter members. We will achieve that purpose through an organization and working environment which attracts the finest people, fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains Public School Employee's historic principles of integrity and commitment to do the right thing.

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all classified employees. As a result, Public School Employees, our members, Public School Employees, the Tahoma School District in which we work, and the community in which we live will grow and prosper.

C. VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE & CONDUCT

Recognizing the needs of members and Public School Employees staff, we are committed to:

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Every Tahoma School District employee feels valued and is supported to be the best they can be in their jobs.

A R T I C L E I

Section 1. Affiliations.

- A. The name of this chapter shall be "Public School Employees of Tahoma". It is affiliated with Public School Employees of Washington/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. It was chartered by Public School Employees of Washington on December 12, 1968.

Section 2. Dissolution of Chapter.

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

Section 3.

- A. Doing business as the Public School Employees of Tahoma (hereinafter, be known as PSE)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE II

Section 1. The Objectives of this Chapter are:

1. To promote the welfare of the membership and the classified employees of the Tahoma 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.
2. 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 Tahoma School District.
3. To carry out and assist the objectives of the Public School Employees of Washington. Employ available legislative and political action to provide equitable financial provisions for classified school employees from the district, local community, State and Federal Governments.
4. To promote the chapter of Public School Employees of Washington in the Tahoma School District. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and union benefits.

ARTICLE III

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. 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.
- B. All employees who are covered by the Public School Employees of Tahoma Collective Bargaining Agreement, and who are members, in good standing, of the Public School Employees of Washington, are eligible for membership in the chapter.
- C. Member in Good Standing: To be eligible to vote, to hold office and hold all the rights of membership, a member must be in good standing. To be in good standing, the member shall be employed and current in membership authorization and the authorization of dues deduction for active membership 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.



1 D. Free Riders are Any member who opts out of payment of regular dues shall be characterized
2 as a free rider and shall be entitled only to those rights and privileges as set forth in PSE
3 Policies and Bylaws. Free riders shall not be entitled to hold any local or state office, attend
4 state meetings, vote for local or state leaders or vote for ratification of Collective Bargaining
5 Agreements, in addition free riders do not attend any PSE sponsored functions. Free riders will
6 be allowed to attend local meetings and events on an invite only basis with the intent of
7 recruitment to the PSE Union. The Chair of the event shall be notified before the start of the
8 event.
9

10 **Section 2. Dues.**

- 11 A. Dues Form. Application for membership shall be made on a standard dues deduction form
12 provided by Public School Employees of Washington (PSE). Dues shall be payable by every
13 member in good standing for every month in which salary is paid.
14
- 15 B. Tahoma Local Dues. Each member in good standing shall pay a local dues deduction of one-tenth
16 of one percent (.001) of each member's gross income per school year payable monthly by payroll
17 deduction. Each month the District will automatically deposit these dues into the chapter checking
18 account.
19
- 20 C. Dues Mistakes. Membership dues are not refundable except where an error resulting in an
21 overpayment exists. Within two (2) months of the occurrence, whenever possible, members who
22 feel there has been an error shall provide their PSE field representative the pay stubs that show the
23 amounts mistakenly withheld along with an explanation of the error. The refund adjustment will be
24 reimbursed by the PSE State Office and the local Tahoma PSE Chapter.
25
- 26 D. Chapter Rebates. In accordance with the State Bylaws, the chapter shall receive dues rebates from
27 the State organization if a chapter member attends the bi-annual convention.
28
- 29 E. PSE State Dues. Dues shall be one and seventy-five hundredth percent (1.75%) of each member's
30 gross monthly earnings. The monthly dues cap is seventy-five dollars (\$75) per month. The
31 monthly dues cap will be increased by the sum of five dollars (\$5) annually which will take place
32 during the first pay period of the new school year until you are paying the full one and seventy-five
33 hundredth percent (1.75%).
34
- 35 F. Payment of Dues from the District: Dues authorization notification must be received to the
36 Tahoma School Districts Payroll Department in a timely manner to allow setup and processing.
37 If authorization forms are not received in a timely manner to the payroll department for
38 processing the dues deduction authorization will not take place until the following pay period
39 and no retroactive payment will be assessed. Tahoma School Districts payroll department will
40 make payments to both the PSE State Office and PSE Local Chapter either by paper payment
41 or by ACH (Automatic Clearing House), and will be either mailed, inner office, hand delivered
42 or electronically paid to the PSE State Office and PSE Local Chapter. Employee contracts are
43 typically not processed after the 15th of each month, resulting in dues not being withdrawn
44 from an employee's paycheck until the next pay cycle.
45
- 46 G. Continuing Employment Rights. Employees who have continuing employment rights such as an
47 employee laid off, on an approved leave of absence, or terminated and going through the grievance
48 process to get their job back, shall be considered members in good standing. Once they lose their
49 continuing employment rights, they are no longer considered members in good standing.

1 **Section 3. Rights.**

- 2 A. Members in good standing shall suffer no impairment of freedom of speech concerning the
3 operations of this chapter. Active discussion of chapter business shall be encouraged and
4 protected.
5
- 6 B. Members in good standing shall have the right to fair and democratic elections at all levels of the
7 chapter. This includes due notice of nominations and elections, equal opportunities for competing
8 candidates, and proper election procedures which shall be specifically set forth.
9
- 10 C. Members in good standing shall have an equal right to run and hold office as long as the member
11 does not have a conflict of interest as described in the Article V (B) in the PSE State Bylaws which
12 reads as follows: “Any PSE member who is also a member of another union must disclose this fact
13 before running for PSE office at any level or participating in a vote on a matter which may raise a
14 conflict of interest between PSE and the other union. Failure to disclose such information in
15 advance of the election or vote may result in removal from the office or reconsideration of any
16 other relevant vote.”
17
- 18 D. Members in good standing shall have the right to a full and clear accounting of all chapter funds.
19 At all levels such accounting shall include, but not be limited to, periodic reports to the
20 membership by appropriate fiscal officers or by independent auditors not otherwise connected with
21 this chapter, and a financial audit at least once a year which is made available to all members. The
22 audit shall be conducted by three (3) members appointed by the Board; such appointed members
23 shall not be on the Board of Trustees. The audit shall be completed before August 31.
24
- 25 E. Members in good standing shall have the right to full participation, through discussion and vote, in
26 the decision-making processes of the chapter and to pertinent information needed to exercise this
27 right.
28
- 29 F. Members shall have the right to a fair and democratic election at all levels of the Association. This
30 includes due notices of nomination and elections, equal opportunities for competing candidates,
31 and proper election procedures.
32

33 **ARTICLE IV**

34 **MEETINGS**

35 **Section 1. General Membership Schedule.**

- 36 A. General membership meetings of this chapter shall be held at least three times per year, the first
37 one by October 15 and one by May 30 at a time and place to be fixed by the Board of Trustees.
38
- 39 B. General membership meetings of this chapter shall be held at least three (3) times per year, first
40 (1) in the Fall, second (2) in the Winter, and third (3) in the Spring, at a time and place to be
41 fixed by the Board of Trustees.
42
- 43 C. No PSE chapter union business shall be held on a holiday or a holiday weekend. Generally
44 holidays are intended to allow individuals to celebrate or commemorate an event or tradition of
45 cultural or religious significance. Unless an emergency meeting needs to be called.
46
47
48

1 **Section 2. Special Meetings.**

- 2 A. Special meetings may be called by the Board of Trustees, or by petition filed with the President
3 and signed by twenty percent (20%) of the members of this chapter.
4
5 B. For the meeting to elect convention delegates, members must receive notification 15 days before
6 the vote, per Federal regulations.
7

8 **Section 3. Notifications.**

9 The Board of Trustees shall provide at least five (5) calendar days notification to all members of any
10 meeting called. However, said five (5) calendar days notice may be waived by the Board of Trustees
11 provided that every reasonable effort is employed to notify the membership of the meeting. Notification to
12 the membership being made via text, robocall, email, and/or postcard.
13

14 **Section 4. Voter Rights.**

- 15 A. At any general membership meeting of this chapter, each member must be present to vote - no
16 proxy vote will be allowed. A minimum of ten (10) members must be present to constitute a
17 quorum before any chapter business may be transacted. The means by which the collective
18 bargaining agreement ratification vote is taken shall be determined by the executive board, per
19 Article VIII.
20

21 **Section 5. Robert's Rules.**

- 22 A. Current Robert's Rules of Order shall be the guide in all cases in which they are applicable, and in
23 which they are not inconsistent with the Bylaws and special rules of this chapter or of the Public
24 School Employees of Washington.
25

26 **Section 6. Parliamentarian.**

- 27 A. A member may be appointed by the Board of Trustees to act as Parliamentarian at chapter
28 meetings.
29

30 **Section 7. Sergeant-At-Arms.**

- 31 A. A member(s) may be appointed by the Board of Trustees to act as Sergeant-At-Arms at chapter
32 meetings.
33

34
35 **ARTICLE V**

36
37 **GOVERNANCE AND OPERATIONS**
38

39 **Section 1. Board of Trustees.**

- 40 A. The business and property of this chapter shall be managed by a Board of Trustees, except when
41 general membership meetings of the chapter are in session. All matters affecting the purposes,
42 aims and means of accomplishing the purposes of this chapter, not specifically provided for in
43 these Bylaws or by action of the members at a regular or special meeting shall be decided by the
44 Board of Trustees. Members may attend Board of Trustee meetings with the exception of the
45 Executive Sessions.
46
47
48

1 **Section 2. Board of Trustees Responsibilities.**

- 2 A. Each member of the Board of Trustees must agree to do the following: attend chapter meetings;
3 become knowledgeable of the Bylaws; follow the duties of their position as described in the
4 Bylaws and be willing to become knowledgeable of the current Collective Bargaining Agreement.
5 Board of Trustee members may be asked to attend school board meetings on a rotating basis.
6

7 **Section 3. Board of Trustee Monthly Meeting.**

- 8 A. All meetings of the Board of Trustees shall be open to membership, but the Board may consider
9 the following items in closed executive session if it is determined by the Board of Trustees to be
10 confidential: collective bargaining negotiations, personnel issues, and investigatory matters, to
11 receive and evaluate complaints or charges brought forward.
12

13 **Section 4. Attendance Responsibilities.**

- 14 A. Any elected office or appointed position who is on authorized leave of absence for longer than
15 three (3) months must resign the position. Upon return if the position has not been filled, the said
16 employee may return to their position with Board approval. Any member who is terminated from
17 employment shall not be eligible to vote or hold office.
18

19 **Section 5. Issue Resolution Process.**

- 20 A. So that each member can be effectively represented, members should take their issue first to their
21 classification representative(s). As an alternative, if the member is uncomfortable working with
22 the classification representative(s), the 1st Vice President may be asked to work with the member to
23 provide representation satisfactory to the member.
24

25 **Section 6. Confidentiality.**

- 26 A. All matters discussed in Board of Trustee sessions are confidential in nature and shall not be
27 divulged by board members except to properly carry out the activities directed therein. Breaches of
28 confidentiality are serious acts and undermine the climate of trust that must exist in carrying out
29 organizational business. All matters related to PSE business should be characterized by a
30 demonstrable commitment to personal, organizational, and professional ethics and integrity.
31 Nothing in this section should be interpreted to suggest that the membership of PSE should not be
32 kept properly informed on matters related to the management and operations of PSE.
33

34 **Section 7. PSE Field Representative.**

35 The PSE field representative shall work closely with the chapter in an advisory position. All decisions
36 governing the business of the local chapter shall be the sole responsibility of the elected officials and
37 membership of the chapter.
38

39 **Section 8. Operating Principles.**

40 In order to provide the chapter with the highest quality direction and management possible, the following
41 operating principles shall guide the Board of Trustees.
42

- 43 A. **Board/Membership Relationships.** A positive, constructive, cooperative relationship between the
44 Board of Trustees and the membership is essential to achieving the objectives and purposes of the
45 chapter. Therefore, the board and the membership will conduct themselves in a way that promotes
46 mutual trust, demonstrates respect for individual dignity, and displays professionalism. The board
47 shall utilize positive conflict resolution methods and maintain open, honest lines of communication
48 that respect an appropriate chain of command within the chapter.

1
2 B. Media. The president, or his/her designee, is the primary spokesperson for the chapter. Media
3 inquiries to individual board members about matters of chapter concern should be referred to the
4 chapter president. Inquiries about the position of PSE on any matter of statewide concern or
5 specific legislation should be referred to the executive director at the state office.
6

7 **Section 9. Board Minutes.**

8 Distribution of Minutes of the open portion of the Board of Trustee meetings, general membership
9 minutes, unit classification meeting minutes and committee reports once approved will be posted on the
10 PSE portal and discussion board for all members in good standing to have access to. Issues of a
11 confidential nature discussed in executive session shall not be disclosed. Issues of a confidential nature
12 shall be communicated in a manner that respects the members' best interests.
13

14 **Section 10. Positions on the Board.**

15 A. The Board of Trustees shall be composed of five (5) officers: President, two (2) Vice Presidents
16 (1st Vice President; 2nd Vice President), Secretary, and Treasurer; and a classification
17 representative elected by each of the following classifications:
18

- 19 • Custodial-Maintenance
- 20 • Educational Support (2 positions)
- 21 • Extended Enrichment
- 22 • Food Service
- 23 • Health and Safety
- 24 • Secretarial-Clerical
- 25 • Support Services
- 26 • Technology
- 27 • Transportation

- 28

29 **Section 11. Terms of Office.**

30 A. The term of office for the officers shall be for two (2) years or until their successors are elected,
31

- 32 • President, 2nd Vice President, and Treasurer shall be elected in odd numbered years.
- 33 • 1st Vice President and Secretary shall be elected in even numbered years.
- 34 • Classification representatives shall be elected for a two-year term.
- 35 • The term of office begins September 1.

- 36

37 **Section 12. Regular Meetings.**

38 A. The Board of Trustees shall hold regular meetings each month, and such special meetings as the
39 Board shall deem necessary for the competent management of chapter business.
40

41 **Section 13. Number of Votes on Board of Trustees.**

42 A. Each Board member shall have one (1) vote on the Board of Trustees. Each classification shall be
43 entitled to one (1) vote in matters coming before the Board. All voting at meetings of the Board of
44 Trustees shall be by each member present in person; voting by proxy shall not be allowed. A
45 majority of the elected members of the Board of Trustees shall constitute a quorum. The President
46 shall be authorized to conduct phone and/or electronic polling of Board members when a majority
47 of the elected Board members approve making the decision in this manner.
48

1 **Section 14. Board of Trustees Replacement or Recall.**

2 A. Any officer may be removed from office by a two-third (2/3) majority vote of the membership at
3 any regular or special meetings of the membership of the Chapter. A unit representative may be
4 removed by a two-third (2/3) majority vote of the unit members who attend the unit meeting.
5 Notice of the proposed removal of the Trustee must be given to the Trustee five (5) days prior to
6 the date of the meeting at which the removal is to be voted upon. Such notice to the Trustee must
7 state the cause for the proposed removal in writing. Such mere disagreement with the policies or
8 position of the member shall not be grounds for recall. Prior to the Board of Trustees advancing to
9 the membership the recommendation of the removal of a Board member, the Board of Trustees
10 shall notify the Board member the basis of their recommendation for removal and give such a
11 person an opportunity to provide a defense against those actions. The Board members will be given
12 a minimum of fifteen (15) days' notice.

13
14 **Section 15. Meeting Absences.**

15 A. Absences, unexcused by the Board of Trustees, from two (2) consecutive meetings of the Board of
16 Trustees shall be due cause for removal of the Trustee by the Board of Trustees. Provided
17 however, a trustee who has one (1) unexcused absence shall receive a written communication
18 notifying the trustee that a second consecutive unexcused absence will result in the Board
19 removing them from their position. Trustees should inform the Secretary prior to the Board
20 meeting to explain the reasons why they cannot attend. If the trustee is unable to give advance
21 notification, they will contact the Secretary as soon as possible after the meeting to explain why
22 they could not attend. Removal of a Board member because of excessive absenteeism shall not
23 require the two-thirds (2/3) vote of membership.

24
25 **Section 16. Board Vacancies.**

26 A. Vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
27 filled by the remaining trustees if it is an officer vacancy or the classification if it is a classification
28 vacancy. Officer vacancies shall be filled by a vote of the Board of Trustees from a list of
29 interested candidates who are nominated at a chapter meeting. Such replacement shall serve
30 during the unexpired term of the Trustee whose position has become vacant.

31
32 **Section 17. Conflicts of Interest.**

33 A. All members of the Board of Trustees are defined herein this Article shall be subject to the
34 same parameters and standards regarding conflicts of interest as set forth in the PSE/SEIU
35 Local 1948 State Bylaws, Article 5, Governance and Operations.

36
37 **Section 18. Property Purchases.**

38 A. Property purchased by the Chapter becomes the property of the Chapter and is to be used for
39 Chapter business. Meeting minutes stored on any of the Chapter's equipment is the property of
40 this Chapter. All Chapter equipment and property will be signed for a Hold Harmless
41 agreement. The Hold Harmless agreement must be signed and returned to the Secretary (with
42 the exception, the Secretary will give his or her form to the Treasurer) prior to any assets being
43 issued. All assets must be returned to the Chapter Secretary or Treasurer within fifteen (15)
44 days of the end of the elected term or removal or resignation.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

ARTICLE VI

DUTIES OF OFFICERS

Section 1. President.

A. The President shall preside at all meetings of the chapter and of the Board of Trustees; shall supervise all activities of the chapter; execute all instruments in its behalf; report to the membership regarding the progress and standing of the chapter in regard to the President's official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office. The President shall be the recipient of all bank statements. The President shall attempt to attend the annual PSE Legislative Assembly.

Section 2. 1st Vice President.

A. The 1st Vice President shall act for the President in the President's absence and perform such other acts as the President or Board of Trustees may direct. The 1st Vice President shall act as chair to the grievance committee.

Section 3. 2nd Vice President.

A. The 2nd Vice President shall be the membership officer and shall be responsible for ensuring that each building has a building contact and shall inform the building contact of their responsibilities and step in for 1st Vice President or President if absent. The 2nd Vice President will work with the assigned membership engagement specialist to improve chapter membership density. Ensure that the building bulletin boards are kept up to date.

Section 4. Secretary.

A. The Secretary shall ensure that the minutes of general membership meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of the chapter, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct. It shall be the duty of the Secretary to upload all approved general membership meeting minutes into the PSE portal for access to all members in good standing.

Section 5. Treasurer.

A. The Treasurer shall receive and be accountable for all assets belonging to the chapter; pay all obligations incurred by the chapter in payment as authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; render monthly financial reports as required by the Board of Trustees or by the membership; keep an accurate record of receipts and disbursements; organize and perform an annual audit by the audit committee or at least three (3) Board of Trustee members, in no one else can be found; and prepare an annual budget for the approval of the Board in September.

Section 6. Classification Representative.

A. The Representative shall dispense information to the unit, conduct periodic meetings with their unit as needed and promote membership in PSE by making personal contact with new members of the unit. The Representative shall be available to the members of their unit to answer questions pertaining to working conditions and rights of employees and may assist in resolving concerns of contract violation including assistance in grievances. Classification representatives will attend Conference Committee if an Agenda item pertains to their classification. Unit reps need to send a summary of notes to the President when phone calls, meetings or correspondences when representing the members.

1
2 **Section 7. Incoming Board.**

3 A. Incoming Board members will work with outgoing Board members and attend Board meetings
4 during the transition period (the period from the date of election to August 31). Full duties will be
5 assumed on September 1 of each year with the exception of negotiations. If contract negotiations
6 are still in session during the transition period, the outgoing Board members remain on the
7 negotiations team until negotiations are completed. An incoming President will become a
8 nonvoting member of the negotiations team upon election. All records regarding PSE business and
9 correspondence must be transferred on or before September 1 from outgoing officer or unit
10 representative to incoming officer or unit representative.

11
12 **Section 8. Duties of the Executive Board.**

13 A. The duties of each executive officer shall include having check signing authority. All checks must
14 have two (2) signatures.

15
16 **Section 9. Term Limits.**

17 A. All Officers shall be elected every two (2) years.
18
19

20 **ARTICLE VII**

21
22 **NOMINATIONS, ELECTIONS OF OFFICERS AND**
23 **CLASSIFICATION REPRESENTATIVES**
24

25 **Section 1. Office Eligibility.**

26 A. To be eligible for the office of President, 1st Vice President, 2nd Vice President, Secretary or
27 Treasurer, a member must have been in good standing for a minimum of one (1) year prior to the
28 election. This requirement does not apply to the election of classification representatives. In order
29 for classification representatives to be elected, they just must be a current dues paying member.
30 Officers' terms will begin on September 1 and will end on August 31 of that Officers term. Free
31 Riders are not eligible to be nominated.

32
33 B. The President, 2nd Vice President and Secretary shall be elected on odd years.

34
35 C. The 1st Vice President and Treasurer shall be elected on even years.

36
37 D. Classification Representatives term. Terms will begin on September 1 and will end on August
38 31 of that Representatives term.
39
40

41 **Section 2. Nominations for the Board of Trustees.**

42 A. Nominations shall be permitted from the floor at the general membership meeting held to nominate
43 officers. Members may nominate themselves and others. Nominees must be willing to serve the
44 full term of their elected role. Nominations shall close at the conclusion of said meeting.
45 Nominated candidates may have candidate statements delivered to members at the nominating
46 general membership meeting.
47
48

- 1 B. If at the conclusion of the nominating portion of the general membership meeting, there is only
2 one (1) candidate for Executive Board Officers. Elections will take place during that general
3 membership meeting by secret ballot.
4
5 C. If there is more than one (1) nominated candidate, elections by secret ballot will be sent out to
6 members in good standing. Following the process of Section 3, outlined below.
7

8 **Section 3.**

- 9 A. Officers shall be elected by a secret ballot vote, and the balloting shall be so conducted as to afford
10 all members a reasonable opportunity to vote.
11
12 B. Members shall have the right to fair and democratic elections at all levels of the Chapter. This
13 includes (15) fifteen calendar days' notice of nominations and elections, and equal
14 opportunities for competing candidates to state their qualifications and reasons for seeking
15 office to the Chapter membership. Elections shall be conducted by secret written ballot and
16 certified by the Chapter Secretary.
17
18 C. Balloting shall be conducted so as to afford all members a reasonable opportunity to vote. No
19 proxy votes will be allowed.
20
21 D. Each building/department site will have ballot boxes set up in each central location at each
22 worksite to vote. Ballots will be mailed to members home address and will have five (5) days
23 from stated dates to vote. Ballot boxes will be locked until the stated date, and stay open until
24 the stated date.
25
26 E. In the event that an employee works in two (2) different units and/or locations, they will be
27 allowed one (1) vote in total for an officer election.
28
29 F. For challenges or complaints to elections see Section 8.2.
30

31 **Section 4. Nominations for Unit Representation.**

- 32 A. Each unit shall consist of one (1) representative with the exception of: Paraeducators, who will
33 have two (2) representatives. Unit representatives shall be elected to two (2) year terms and must
34 be a member in good standing. Members shall be given fifteen (15) days advance notice of unit
35 meetings. At that time, elections for unit representatives will be held. Nominations shall be
36 permitted from the floor at the meeting held to nominate unit representatives. Representatives shall
37 be elected by secret ballot.
38
39 B. In the event that an employee works in two (2) different units, they will be allowed one (1) vote
40 in total for each unit they are assigned to for each Classification Representative election
41

42 **Section 5.**

- 43 A. In case of a tie, members will refer to Robert's Rules of Order.
44
45
46
47
48

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE VIII

VOTING

Section 1. Voting Measure.

A measure may be submitted for onsite, mail, or email vote of the full membership under the following conditions:

- A. A motion will be made and seconded at a Board of Trustees meeting or by email to submit a measure to a site, by mail or email ballot.
- B. A simple majority of the Board of Trustee must approve submitting the measure to site, by mail, or email.
- C. The Board of Trustees will determine the wording for the measure. The chapter shall, within five (5) days, mail or set up an online meeting for voting.
- D. Ballots shall be returned to the building/department mailbox site voting within five (5) days. The Board of Trustees Chapter President shall appoint three (3) counters, after consulting with the Board of Trustees or election committee. Candidates may opt to have an observer to watch the counting process. Per Robert's Rules of Order, election counters may not be family members. Voting results shall be distributed as soon as reasonably possible.
- E. The manner of voting to ratify a new Collective Bargaining Agreement, Bylaw revisions, or Letters of Agreement (LOA) shall be determined by the Board of Trustees. The options shall be limited to monitored on-site balloting, a mail ballot, chapter meeting vote, or an electronic voting method determined by the PSE State Office. Balloting shall be so conducted as to afford all members a reasonable opportunity to vote.
- F. Memorandum of Understanding (MOU) signed by the President after consulting the Board of Trustees and the unit affected. In most situations the affected unit will be made aware of the MOU and be able to discuss as well as vote on the proposed MOU. If the MOU affects the entire membership, then a vote will be taken by the entire membership. The options shall be limited to monitored on-site balloting, a mail ballot, chapter meeting vote, or an electronic voting method determined by the PSE State Office.
- G. For ratification vote of Bylaw amendments, see Article XI, Section 1.

Section 2. Election Challenge.

- A. In the event that there is a contested election/complaint relating to the election of an officer of the local, the Chapter's Executive Board shall convene an investigatory committee to investigate the claims. The committee shall be tasked with determining the following:
 - 1. Were the chapter's bylaws violated during the process of the election?
 - 2. Was the violation of the bylaws/basis of the complaint enough to affect the outcome of the election?
 - 3. The proposed resolution of the issue.

1 B. The investigation shall include, at a minimum, the following:

- 2
- 3 1. A full interview with both the complainant and respondent
- 4 2. A full investigatory meeting with any witnesses
- 5 3. A full review of all pertinent facts including a review of all relevant documents, if
- 6 applicable.
- 7

8 C. At the conclusion of the interview, the committee shall draft a written report/explanation of its
9 findings, which shall be presented to the complainant, respondent and the Executive Board.
10 The findings that are issued in the written report will be limited to those related to the
11 complaint.

12
13 D. The Complainant and Respondent shall each have the right to appeal the decision of the
14 committee, including the right to request a review by the PSE State President or designee. Any
15 such appeal shall include the grounds for the appeal.

16
17
18 **ARTICLE IX**

19
20 **CHAPTER BUDGET**

21
22
23 **Section 1. Budget.**

- 24 A. The Board of Trustees shall annually develop a budget which shall be submitted to the membership
- 25 for approval on or before the end of October. The fiscal year shall run from September 1 through
- 26 August 31.
- 27
- 28 B. *Approval at/on the first meeting.
- 29

30 **Section 2. Financial Responsibilities of the Board of Trustees.**

- 31 A. Any Board of Trustee that is able to spend money must let the treasurer know within twenty-four
- 32 (24) hours of spending any amount and for what.
- 33

34 **Section 3. Audit of Checkbook.**

35 An audit of the chapter’s finances shall be conducted by the audit committee and reported to the Board of
36 Trustees by August 31 by the November Board of Trustee meeting. The Audit Committee shall consist of
37 a Board Member and two (2) to four (4) members at large that sign up on the Audit committee to audit the
38 financial records of the chapter.

39
40 **Section 4. PSE State Convention.**

41 Delegates and attending Alternates: The maximum number of delegates and/or alternates who may attend
42 the PSE state convention shall be determined by the PSE State Bylaws; the maximum the chapter will
43 send will be determined by the Board of Trustees. Convention delegates shall be recommended by the
44 Board of Trustees and voted upon by the membership at the spring general membership meeting of the
45 curriculum school year. Nominations from the floor shall be taken at the meeting. Delegates and
46 attending Alternates shall represent the best interests of the membership by attending workshops and
47 meetings. However, nominees must sign a statement that they will attend all workshops and meetings.



1 After the Convention, they shall make a summary report at the next chapter meeting. Delegates/attending
2 Alternates with unexcused absences from any convention meetings or workshops may not be eligible to
3 attend future conventions and shall be held financially responsible for reimbursing the chapter for forfeited
4 convention expenses. Delegates/attending Alternates must be members in good standing.

5
6 The Board may establish each year a cash advance to delegates to make it easier for them to attend the
7 convention. Convention expenses shall be reimbursed as follows:

8
9 A. Travel Reimbursement. The mileage reimbursement will be paid at the District per mile rate.
10 Mileage reimbursement will be calculated from home or central group meet up location to the
11 destination and return trip. Those drivers pooling with two (2) or more Delegates or attending
12 Alternates shall receive an additional ten cents (\$0.10) per mile. Parking costs shall be reimbursed
13 after an acceptable receipt is received. It is understood that those delegates who fly will receive an
14 amount equivalent to mileage to offset airfare. If flying, it is understood that the Delegate/
15 attending Alternate will be responsible for their own transportation cost to and from the home
16 airport. With approval from the President, a Delegate/attending Alternates could have their travel
17 cost reimbursed from the destination airport to and from the hotel when a hotel is not providing
18 courtesy services. Receipts will be required for reimbursement.

19
20 B. Rooms. The Board shall select the appropriate accommodations for the delegates and alternates.
21 Attendee(s) have the choice to share a room or not.

22
23 C. Registration. The chapter will pay the registration fee of the Delegates and attending Alternates.

24
25 Meal Reimbursement. Meals that are reimbursed will be determined each year by the Board.
26 However, in addition to a reasonable tip and tax, the chapter will reimburse a maximum of twenty-
27 three dollars (\$23) for breakfast, twenty-six dollars (\$26) for lunch, and thirty-eight dollars (\$38)
28 for dinner, except for meals provided by the event or hotel. Each Delegate or attending Alternate
29 will receive the Tahoma School Districts per diem amount for meals.

- 30
31
 - \$23.00 for Breakfast (including reasonable tax and tip)
 - \$26.00 for Lunch (including reasonable tax and tip)
 - \$38.00 for Dinner (including reasonable tax and tip)

32
33
 - * Alcoholic beverages will not be reimbursed
 - * Receipts will be required for reimbursement.

34
35
36
37 A. Chapter Gift and Emergency Relief Donation. The gift and donation amount shall be determined
38 in the annual budget.

39
40 B. Convention Supplies. Up to five hundred dollars (\$500) may be expended for miscellaneous
41 convention supplies such as shirts, buttons, name tags and promotional items. Prior approval from
42 the Board of Trustees must be obtained before purchasing items.

43
44 **Section 5. PSE Legislative Conference.**

45 A. The Board shall determine the number of members to attend the annual conference. Conference
46 expenses will be reimbursed as follows:

1 Mileage Reimbursement. The mileage reimbursement will be paid at the District per mile rate.
2 Mileage reimbursement will be calculated from home or central group meet up location to the
3 destination and return trip. Those drivers pooling with two (2) or more members shall receive an
4 additional ten (10) cents per mile.

5
6 Rooms. The Board shall select the accommodations for up to two (2) night(s) for those who attend
7 the conference. Attendee(s) have the choice to share a room or not.

8
9 Registration. The registration fee for those appointed by the Board to attend the conference will be
10 paid by the Chapter.

11
12 Meal reimbursement. Meals that are reimbursed will be determined each year by the Board.
13 However, in
14 addition to a reasonable tip and tax, the chapter will reimburse a maximum of twenty-three dollars
15 (\$23) for breakfast, twenty-six dollars (\$26) for lunch, and thirty-eight dollars (\$38) for dinner,
16 except for meals provided by the event or hotel.

- 17
- 18 • \$23.00 for breakfast (including reasonable tax and tip)
- 19 • \$26.00 for lunch (including reasonable tax and tip)
- 20 • \$38.00 for dinner (including reasonable tax and tip)
- 21 * Alcoholic beverages will not be reimbursed
- 22 * Receipts will be required for reimbursement
- 23

24 Chapter and Legislative Auction Gifts. The gift amounts shall be determined in the annual budget.
25 The chapter may purchase up to one hundred dollars (\$100) in auction gifts to be raffled at general
26 membership meetings.

27
28 **Section 5. Scholarships.**

- 29 A. Student scholarships shall be determined by the annual budget and will be selected by the
30 scholarship Committee. Applicants must be members in good standing. To be qualified, a student
31 must be the son, daughter, or child of legal guardianship of a Tahoma Chapter member in good
32 standing. At least one (1) qualifying student need not attend the Tahoma School District to have
33 access to apply for the scholarship.
- 34
- 35 B. Applicants must be members in good standing, or dependents of members in good standing.
- 36

37 **Section 6. Recognition of Education Support Professionals Week.**

- 38 A. To raise school and public awareness of classified employee week, each year the chapter will
39 provide, as determined by the annual budget, funds for activities and supplies.
- 40

41 **Section 7. Storage of Chapter Records.**

- 42 A. The chapter will purchase all necessary file cabinets and supplies to appropriately store chapter
43 files and records.
- 44

45 **Section 8. Purchases.**

- 46 A. Purchases authorized by the Board of Trustees will be reimbursed only with a receipt or loss of
47 receipt affidavit.
- 48

1 **Section 9. Additional Reimbursement Rules.**

- 2 A. Meal reimbursement, only with prior approval of the Board, will be made to members who must
- 3 purchase a meal at a function which they are authorized to attend when such function does not
- 4 provide the meal. Restaurant receipts must be submitted for reimbursement. Alcohol is not
- 5 reimbursed. Refer to Article VIII, Section 3.D concerning meal reimbursement amounts.
- 6
- 7 B. Lodging will be paid by the Chapter when attending an authorized Chapter function.
- 8

9 **Section 10. Reimbursement For Lost Wages.**

- 10 A. The chapter will spend up to three thousand (\$3,000) each year to make it possible for chapter
- 11 leaders to perform their official functions. The Officers and Trustees of the Association, while on
- 12 Association business, will be reimbursed for lost wages or the cost of a substitute in their capacity
- 13 as a Tahoma School District employee.
- 14

15 **Section 11. Negotiation Year Meals.**

- 16 A. The Board of Trustees will set aside up to fifteen hundred dollars (\$1,500) for meal expenses
- 17 during negotiations.
- 18

19 **Section 12. Board of Trustee and General Membership Meetings.**

- 20 A. Up to two thousand dollars (\$2,000) per year may be budgeted for food and beverages for Board of
- 21 Trustees and general membership meetings.
- 22

23
24 **ARTICLE X**

25
26 **COMMITTEES AND OTHER CHAPTER ACTIVITIES**

27
28 **Section 1. Committee Work.**

29 The committees listed in the following sections shall be appointed as needed. All committee chairs from
30 each committee and/or PSE Field Representative from each committee shall make written or verbal
31 progress reports to the Board. Each committee shall adopt operating procedures for Board approval.

32
33 **Section 2. Negotiating Committee.**

- 34 A. The Negotiating Committee is responsible for effectively and assertively representing the best
- 35 interests of the entire Chapter. It shall be authorized to reach tentative agreement with the District
- 36 on membership concerns.
- 37

38 Special rules of the Committee are:

- 39
- 40 1. The Committee shall be appointed by the Board of Trustees. Each classification shall have
- 41 one (1) vote on matters decided by the committee. The Negotiation Committee that was
- 42 seated at the time contract negotiations began shall complete the negotiations.
- 43 2. A chairperson shall be elected by the Committee. To be eligible as committee chair, the
- 44 employee must be a member in good standing for one (1) year prior to assuming the chair.
- 45 3. Two (2) consecutive unexcused absences constitute automatic removal from the committee.
- 46 After one (1) unexcused absence, the member will receive written notification that a second
- 47 consecutive unexcused absence will result in their removal from the committee.
- 48



1 B. In the event a breakdown in negotiations occurs for a prolonged period of time involving a serious
2 confrontation, the membership will be polled for a consensus regarding further action.
3

4 **Section 3. Grievance or Recall Committee.**

5 A. The Grievance or Recall Committee shall determine if the chapter should support a grievance. In
6 making such a determination, the committee shall determine if a grievance has merit up to the
7 arbitration step. At the arbitration step, the committee shall determine if the grievance is a valid
8 violation of the Collective Bargaining Agreement. The committee shall be appointed by the Board
9 of Trustees and shall consist of one (1) member from each classification. The committee shall be
10 chaired by the Vice President. Every effort shall be made to ensure that a representative from the
11 unit of the grievant will be present at this meeting.
12

13 **Section 4. Scholarship Committee.**

14 A. The committee is responsible for ensuring that scholarship recipients are selected in a confidential,
15 fair way. The committee will make selections for the chapter scholarship awards from high school
16 applications. In December of each school year, the committee shall be appointed by the Board of
17 Trustees. The committee shall elect its chair. No member with a graduating senior may serve on
18 the committee; and provided further that no member who is related in any manner to an applicant
19 may serve on the committee.
20

21 **Section 5. Reclassification Committee Representative.**

22 A. Each school year, prior to February, the Board of Trustees shall appoint three (3) representatives
23 who shall meet with the District representatives to review and determine whether reclassification
24 requests should be supported. One (1) representative chosen by the other representatives shall
25 make reports of committee activities to the Board.
26

27 **Section 6. Conference Committee Representatives.**

28 A. Committee representatives shall be the President, 1st Vice President, 2nd Vice President, Treasurer,
29 Secretary, PSE Field Representative and each classification representative on the Board. They
30 shall meet with District representatives pursuant to our Collective Bargaining Agreement to discuss
31 member and District issues.
32

33 **Section 7. Voting/Election Committee.**

34 A. It shall be the duty of the Elections Committee to supervise all elections held. A chairperson voted
35 in by the Board of Trustees will oversee the counting and certification of ballots alongside either
36 one (1) or more persons chosen by the Board of Trustees. The chairperson shall announce the
37 results as soon as possible after the election is certified. Additionally, the names of all candidates
38 for each office and the total number of votes each received shall be signed by the candidates and
39 then posted in a location specified by the Elections Committee.
40

41 1. Election Observer at location of counting ballots. Each candidate shall have the right to
42 have a nonfamily silent observer at each location where the ballots are counted.
43

44 B. The Elections Committee consisting of at least three (3) members in good standing shall be formed
45 annually at the first general membership meeting of the year. The Committee shall be responsible
46 for the distributing, receiving, and counting of ballots.
47
48

1 **Section 8. Calendar Committee Representatives.**

2 A. In conjunction with the development of the school district calendar, the Board of Trustees shall
3 appoint two (2) representatives who shall meet with District representatives to discuss our member
4 interests and concerns regarding the annual school calendar. One (1) representative shall make
5 reports of committee activities to the Board.
6

7 **Section 9. Legislative Representative.**

8 A. The Board of Trustees shall appoint a legislative representative who shall be responsible for
9 keeping the Board and membership aware of relevant developments in the federal government,
10 state legislature or local and state government.
11

12 **Section 10. Building Contact.**

13 A. Each September, members at each worksite shall select a building contact whose name shall be
14 forwarded to the Chapter's 2nd Vice President by October 15. A building contact should make sure
15 that all PSE members working in the same building have received PSE communications, including
16 notices of meetings, job openings, etc. They will maintain a bulletin board in their building.
17 Building contacts will also contact new employees in their buildings regarding PSE. If a majority
18 of the building contacts vote to have a building contact meeting, the 2nd Vice President will chair
19 the meeting. The purpose of the meeting may include but not be limited to communication of labor
20 relation issues, discussion of current District developments, awareness/education of significant
21 developments that will affect the membership. Building contacts are responsible for informing the
22 sunshine coordinator of members in the building who should be recognized.
23

24 **Section 11. Sunshine and Rainy Day Coordinator.**

25 A. Each year the Board shall appoint a member to coordinate sunshine and rainy day recognition
26 activities for members who have had a death in the immediate family or have had a serious illness
27 or major surgery, a new baby, wedding and/or retirement.
28

29 **Section 12. Bylaws Review Committee.**

30 A. Each year members of the bylaws committee shall come together in June and review the bylaws for
31 any proposed changes for the coming school year. Members of the committee must be in good
32 standing.
33

34 **Section 13. Tahoma Coalition Committee.**

35 The Chapter President and Legislative Chair shall attend as PSE representatives on the coalition.
36

37 **Section 14. Audit Committee.**

38 A. The Audit Committee shall consist of a Board Member, and two (2) to four (4) members at
39 large that sign up on the audit committee to audit the financial records of the chapter. The
40 Chapter Treasurer will be available to answer any questions the audit committee may have
41 regarding the budget or chapter expenditures. Any member in good standing can volunteer to
42 be part of this committee.
43

44 Duties include:

- 45 ● Ensuring that financial statements are accurate and reliable
 - 46 ● Reviewing internal control systems
 - 47 ● Supervising accounting practices
- 48

1 **Section 15. Other.**

2 A. Special committees or appointments shall be designated by the Boad of Trustees.

3
4
5 **ARTICLE XI**

6
7 **MISCELLANEOUS PROVISIONS**

8
9 **Section 1. Articles of Incorporation and Bylaws.**

10 A. This chapter shall be at all times subject to the provisions of the Articles of Incorporation and
11 Bylaws of the Public School Employees of Washington.

12
13 **Section 2.**

14 A. Except to the extent specified in the Bylaws, no officer of this chapter shall have the power to act
15 as an agent for, or otherwise bind this chapter in any way whatsoever. No member or group of
16 members or any other person or persons shall have the power to act on behalf of or otherwise bind
17 the chapter except to the extent specifically authorized in writing by the President or Board of
18 Trustees of the chapter.

19
20 **Section 3. Agreements.**

21 A. This chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute
22 settlement agreement, grievance settlement agreement, or by another agreement or waiver which
23 affects or pertains to wages, hours or working conditions of the employees in the bargaining unit,
24 no any agreement which would affect the rights of employees represented by PSE, nor any
25 agreement affecting the scope of any collective bargaining unit, unless the agreement is
26 collectively reviewed and approved by the executive officers, with input from field representatives.

27
28 B. Letters of Agreement (LOA) make a change to the Collective Bargaining Agreement and therefore
29 shall be voted on by the membership, except for previously negotiated amendments. Voting may
30 be conducted at a general membership meeting, a special, a special or emergency meeting,
31 electronic voting (i.e., email, voting software, etc.) or by any other means determined by the Board
32 of Trustees.

33
34 C. Memorandum of Understanding (MOU) is a short term (maximum of one (1) school year)
35 deviation of contract language or to clarify contract language. MOUs shall be reviewed and
36 approved by the Board of Trustees, with input from the field representative.

37
38 D. In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents the
39 membership from meeting in person for the purposes of voting for union officers and or delegates
40 to the PSE state convention, the chapter agrees to extend current officers positions for the period of
41 no longer than six (6) months. If meeting in person is still restricted at that time, the chapter agrees
42 to call a special meeting to discuss the process moving forward with the membership.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE XII
AMENDMENTS

Section 1. Bylaws.

These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing that prior to taking effect, ratification of these amendments by the membership will take place. Notice of the intent to amend any specific provision shall be given to the membership at least five (5) days prior to the meeting at which said ratification vote is to be taken.

Section 2. Bylaws Review Timeline.

These Bylaws shall be reviewed, by a special Bylaws Review Committee, every negotiation year.

Signed: *Barbara Roessler, Chapter President*
Barbara Roessler, Chapter President (Apr 2, 2025 13:13 PDT)
Barbara Roessler, Chapter President

Date: 04/02/2025

- Amended January 29, 1979
- Amended September 22, 1980
- Amended May 24, 1989
- Amended November 13, 1997
- Amended December 5, 1998
- Amended November 17, 2001
- Amended August 29, 2005
- Amended May 20, 2006
- Amended March 20, 2008
- Amended May 30, 2012
- Amended June 5, 2019
- Amended May 28, 2020
- Amended February 5, 2025

