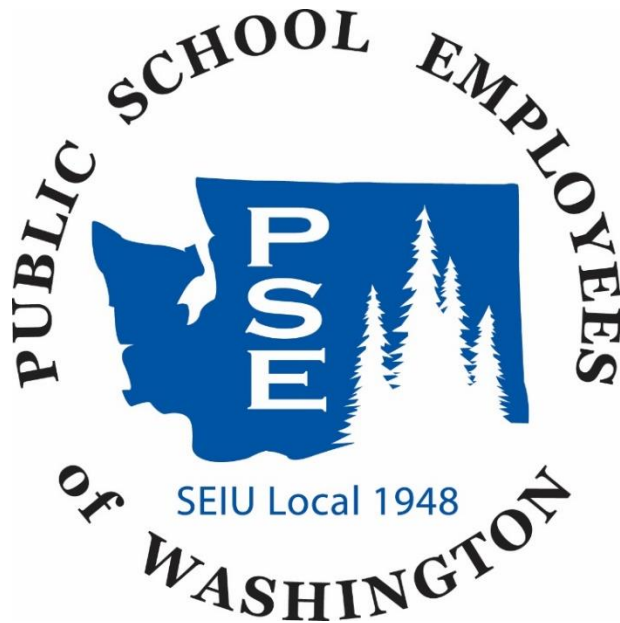


CHAPTER BYLAWS

Amended February 26, 2025

PUBLIC SCHOOL EMPLOYEES OF TOUTLE LAKE #513



Public School Employees of Washington, SEIU Local 1948
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ARTICLE I

NAME AND CHARTER DATE

A. Name

The name of this organization shall be the Public School Employees of Toutle Lake #513.

B. Charter Date

This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington, SEIU Local 1948. This organization was chartered by Public School Employees of Washington on June 30, 1970. This organization shall continue until a majority of all of the members vote to dissolve the organization.

ARTICLE II

MISSION AND VISION

A. Mission - Our purpose for existing

It is the mission of Public School Employees of Toutle Lake #513 to improve the terms and conditions of employment and the lives of our members and their families, while empowering them to have a greater impact on their communities and the next generation.

B. Vision - What we strive to achieve

It is the vision of Public School Employees of Toutle Lake #513 to provide services, programs and activities to achieve a leadership position in representing all Education Support Professionals. We will support the membership through collective bargaining and the protection of those rights. Our goal is to build a stronger union by encouraging membership growth. We will work to establish better fellowship and understanding among classified employees and to strive for their overall betterment through training, legislation and association benefits. As a result, PSE, our employees, our members and the educational communities in which we work, and communities in which we live, will grow and prosper.

ARTICLE III

MEMBERSHIP

This organization strives to maintain unity, respect and integrity among all people. Members are expected to maintain confidentiality on all levels of communication and interaction.

A. 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. All persons regularly employed as a classified school employee (as



1 defined by the Public School Employees of Washington, SEIU Local 1948) by or in Toutle
2 Lake School District, and who are members of the Public School Employees of Washington,
3 SEIU Local 1948, are eligible for membership in the organization.
4

5 **B. Free-Riders**

6 Any member who opts out of payment of regular dues shall be characterized as a “Free-rider”
7 and shall be entitled only to those rights and privileges as set forth in PSE state and local policy
8 and bylaws. Free-riders shall not be entitled to hold any local office, attend local meetings,
9 vote for local leaders, or vote for ratification of collective bargaining agreements. In addition,
10 Free-riders may not attend any PSE sponsored functions. Free-riders are not eligible to appeal
11 a grievance which is not validated by the local chapter to the State Grievance Panel.
12

13 **C. Member Rights & Responsibilities**

- 14
- 15 1. We will promote effective employee management through collective bargaining and/or
16 contract negotiations. We will confer and negotiate in good faith, with respect to wage and
17 benefits, grievance and working conditions, vacations, holidays, seniority, and other
18 conditions of employment for the classified employees of Toutle Lake School District.
19
- 20 2. Both as members and as citizens, we shall also employ available legislative and political
21 action to establish adequate financial provisions for the improvement of public school
22 education and equitable consideration for the classified school employees from the state
23 legislators.
24
- 25 3. a. Members shall have the right to fair and democratic elections at all levels of the
26 organization. This includes due notice of nominations and elections, equal
27 opportunities for competing candidates, and proper election procedures which shall be
28 specifically set forth. Members shall have the right to choose the leaders of the union in
29 a fair and democratic manner.
30 b. Members have the right to participate in the union’s bargaining efforts and to approve
31 union contracts.
32 c. Members shall also have the right to full accounting of union dues and the proper
33 stewardship over union resources.
34 d. Members shall have the right to have opinions heard, encouraged, respected and
35 protected, to be informed of union activity, to be educated in union values and union
36 skills, and to have concerns resolved in a fair and expeditious manner. Members shall
37 be responsible for helping to build a strong and more effective labor movement, to
38 support the organizing of unorganized workers, to help build a political voice for
39 working people and to stand up for ones’ co-workers and all workers. Members shall
40 also maintain the responsibility of being informed about the internal governance of the
41 union and to participate in the conduct of the union’s affairs. Members shall contribute
42 to the support of the union, treat all workers and members fairly and demonstrate and
43 act with integrity and commitment to always do the right thing.
44 e. Members have the right to request union representation at any time, for any purpose.
45 Representation shall be provided by at least one (1) officer of the Executive Board.
46 f. Members have the right to participate in bylaw revision efforts and to approve the
47 proposed bylaws as presented.
48

1 **D. Application & Dues**

- 2
- 3 1. a. Application for membership shall be provided by Public School Employees of
4 Washington, SEIU Local 1948. Dues will be automatically paid by payroll deduction
5 each month of membership, unless employee chooses to opt-out of union membership.
6 Members paying monthly will be considered “Members in Good Standing”.
- 7 b. Once a member formally opts out of union membership, their membership is
8 immediately revoked.
- 9
- 10 2. To be eligible to vote and to hold office, a member must be in good standing. To be in good
11 standing, the member shall be employed and current in payment of dues as are required by
12 these bylaws. Substitute Members are considered in good standing and may vote when
13 listed as a “Substitute”. If listed as “potential member – no form on file” or anything similar
14 they are not eligible to vote. Any member who is on authorized leave of absence pursuant
15 to the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any
16 member who is terminated from employment shall not be eligible to vote or hold office.
- 17
- 18 3. Membership dues are not refundable, except where an error resulting in an overpayment
19 exists.
- 20
- 21
- 22

23 **ARTICLE IV**

24 **EXECUTIVE BOARD**

25 **The Executive Board shall consist of the following officers:**

- 26
- 27
- | | |
|-----------------------------|------------------------|
| 28 1. President | 29 3. Secretary |
| 30 2. Vice President | 31 4. Treasurer |

32 **A. Terms of Office**

33 Officers shall be elected at the first PSE of Toutle Lake #513 meeting of the school year and
34 shall serve for a two (2) year term or until their successor is elected, whichever is later.

35 **B. Meetings**

36 A meeting may be called in accordance with the provisions of the bylaws by the President or
37 any three (3) members of the Executive Board. Notice may be waived by the members of the
38 board. The meeting time and place shall be designated by the President, or the officer acting
39 on their behalf. All meetings shall be run according to an agenda prepared by the President, or
40 officer acting on their behalf. All agenda items must be submitted no less than one (1) week
41 prior to the scheduled meeting, in writing, to the Chapter President.

42 **1. Executive Board Meeting**

43
44 The Executive Board shall hold no less than four (4) regular quarterly meetings, and
45 such special meetings as the President or the Board shall deem necessary for the
46 competent management of affairs of the organization. Each member of the Executive
47 Board shall possess one (1) vote in matters coming before the Board. All voting at
48



1 meetings of the Executive Board shall be by each member present in person and voting
2 by proxy shall not be allowed. A majority of the members of the Executive Board shall
3 constitute a quorum.
4

5 **2. General Membership Meeting**

- 6
- 7 a. General membership meetings of this organization shall be held at least two (2)
8 times annually at a time and place to be fixed by the membership or the Executive
9 Board.
10
- 11 b. At any meeting of the membership of this organization, each member present shall
12 be entitled to one (1) vote. A member must be present to vote, no proxy vote will be
13 allowed. A minimum of five (5) members must be present to constitute a quorum
14 before any organization business may be transacted.
15

16 **3. Special Meeting**

- 17
- 18 a. Special meetings may be called by the President, the Executive Board, or by petition
19 filed with the President and signed by twenty percent (20%) of the members of this
20 organization.
21
- 22 b. The President shall provide at least five (5) days notification to all members of any
23 special meeting called. However, said five (5) days' notice may be waived by the
24 Executive Board, provided that every reasonable effort is employed to notify the
25 membership of the meeting.
26
- 27 c. Special meetings shall be called for board management. Refer to Article IV,
28 Section 5.
29

30 **4. Duties of Executive Board Officers**

31 The business and property of this organization shall be managed by an Executive Board,
32 except when general meetings of the organization are in session. All matters affecting
33 the aims and means of accomplishing the purposes of this organization, not specifically
34 provided for in these bylaws or by action of the members at a general or special meeting
35 shall be decided by the Executive Board.
36

37 **a. President**

38 The President shall preside at all meetings of the organization and of the Executive
39 Board. He/she shall supervise all activities of the organization; execute all
40 instruments on its behalf; counter-sign all checks drawn against the fund of the
41 organization; appoint all special committees of the organization subject to the
42 approval of the Executive Board; report periodically to the membership regarding
43 the progress and standing of the organization in regard to his/her official acts;
44 perform all other duties as prescribed in the bylaws and perform such other duties
45 usually inherent in such office. The President shall serve as designated spokesperson
46 for the organization.
47
48

1 **b. Vice President**

2 The Vice President shall act for the President in his/her absence and perform such
3 other acts as the President or Executive Board may direct. He/she may be authorized
4 by the Executive Board, to act as co-signer of checks drawn against the funds of the
5 organization in place of or in addition to either the President or Treasurer. The Vice
6 President shall serve as designated spokesperson for the organization, in the absence
7 of the President.

8
9 **c. Secretary**

10 It shall be the duty of the Secretary to keep all records of the organization, the
11 Executive Board, and to perform such other acts as the President and Executive
12 Board may direct.

13
14 **d. Treasurer**

15 The Treasurer shall receive and be accountable for all funds and moneys belonging to
16 the organization; pay all obligations incurred by the organization in payment as
17 authorized by the Executive Board; maintain bank accounts and depositories
18 designated by the Executive Board; and such money shall be withdrawn only by
19 checks signed by the President and/or Vice President and the Treasurer; and shall
20 render periodical financial reports as required by the Executive Board or by the
21 membership; and keep an accurate record of receipts, reimbursement request forms
22 and disbursements; and shall act as custodian of all properties of the organization.

23
24 e. However, if a Secretary or Treasurer position is left unfilled then the
25 Secretary/Treasurer positions will be combined until the position is filled.

26
27 **5. Management**

28
29 a. Any officer may be removed from office by a two-thirds (2/3) majority vote of the
30 membership at any regular or special meeting of the membership of the organization.
31 Notice of the proposed removal of the officer must be given to the officer five (5)
32 days prior to the date of the meeting at which the removal is to be voted upon. Such
33 notice to the officer must state the cause for the proposed removal.

34
35 b. Unexcused absences from three (3) consecutive meetings of the Executive Board
36 shall be due cause for removal of the officer by the Executive Board. Removal of an
37 officer because of excessive absenteeism shall not require a two-thirds (2/3) vote of
38 membership.

39
40 c. A special meeting will be called when a vacancy occurs on the Executive Board by
41 reason of death, resignation or removal from office. An election will be held and
42 elected officer(s) shall serve out the remainder of the term of the officer(s) whose
43 position has become vacant.

44
45 **6. Nominations and Elections**

46
47 a. Nominations may be made by any member present at the meeting held to elect
48 officers. A statement of intent given by a member in good standing, whether written

1 or verbal, shall be accepted on behalf of said interested member who is unable to
2 attend the election meeting for consideration of election for an Executive Board
3 office.
4

5 b. Officers shall be elected by secret ballot vote and the balloting shall be so conducted
6 as to afford all members a reasonable opportunity to vote. At least ten (10) days
7 advance notice shall be given to the membership prior to the holding of the election
8 meeting.
9

10 c. To be eligible for office, a member must be in good standing for one (1) year
11 immediately preceding the election.
12

13 d. Every officer shall, upon being sworn in and assuming office, be obligated to their
14 position contained in these bylaws.
15

16 1. The oath of office script is available on the pseclassified.org website.
17

18 2. The oath of office shall be administered by a current officer of the Executive
19 Board.
20
21
22

23 **ARTICLE V**

24 **MISCELLANEOUS PROVISIONS**

25
26
27 A. This organization shall be at all times subject to the provisions of the articles of incorporation and
28 bylaws of the Public School Employees of Washington, SEIU Local 1948.
29

30 B. Except to the extent specified in the bylaws, no officer of this organization shall have the power to
31 act as agent for, or otherwise bind this organization in any way whatsoever. No member or group
32 of members or any other person or persons shall have the power to act on behalf of or otherwise
33 bind the organization except to the extent specifically authorized in writing by the President or
34 Executive Board of the organization.
35

36 C. Robert's Rules of Order, Revised, shall be the guide in all cases in which they are applicable, and in
37 which they are not inconsistent with the constitution, bylaws and special rules of this organization
38 or of the Public School Employees of Washington, SEIU Local 1948.
39

40 D. This chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute
41 settlement agreement, grievance settlement agreement, or any other agreement or waiver which
42 affects or pertains to wages, hours, or working conditions of the employees in the bargaining unit,
43 nor any agreement which would affect the rights of employees represented by PSE, nor any
44 agreement affecting the scope of any collective bargaining unit, with the District, Employer, or
45 other entity or agent, unless such agreement is first approved by the Executive Director of Public
46 School Employees of Washington, SEIU Local 1948, or his/her designee, provided decisions of the
47 Executive Director may be appealed to the Board of Directors.
48

1 E. In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents the
2 membership from meeting in person for the purposes of voting for union officers through secret
3 ballot for an extended period of time, the following process for appointment of interim local union
4 officers to fill positions shall be utilized:

- 5
6 1. If it is an election year and an election cannot be held at the beginning of the current
7 school year, all officers who are currently in office and wish to continue to serve shall be
8 considered “interim” officers until such time as an election can be safely held, which time
9 shall not exceed six (6) months.
- 10
11 2. In the event that the President wishes to step down from the presidency, and or is no longer
12 eligible to serve as President, the Vice President shall serve as the interim President until
13 such time as a secret ballot election can occur, which time shall not exceed six (6) months.
- 14
15 3. In the event that any officer or Executive Board Member (other than the President) no
16 longer wishes to serve or is no longer eligible to serve, the Executive Board shall appoint a
17 willing member to serve as the interim officer until such a time as a secret ballot election
18 can occur, which time shall not exceed six (6) months.

19
20 **F. Expenses.**

21
22 PSE shall reimburse members of the Executive Board and members assigned to official PSE
23 Activities as approved by the board, or prescribed by these Bylaws, all reasonable and necessary
24 expenses related to carrying out the official business of PSE. Abuse of, or false claims for,
25 expense reimbursement shall be deemed a serious act of misconduct and may be cause for
26 removal of any board member or another person making such claim. Civil or criminal remedy
27 may be pursued based on the circumstances of the incident(s).

28
29 Appropriate supporting evidence of expenses shall be submitted as required in advance of
30 payment, otherwise payment may be withheld. The Executive Board may establish an actual
31 expense reimbursement plan or per diem system at its discretion, depending on which system most
32 efficiently and effectively meets PSE’s administrative and financial needs.

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36 **ARTICLE VI**

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38 **COMMITTEES AND DELEGATES**

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40 **A. Grievance Committee**

41 A Grievance Committee shall be composed of at least two (2) Executive Board officers,
42 including the President or Vice President, and one (1) representative from the classification
43 pertaining to the grieved member.

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45 **B. Audit Committee**

46 An Audit Committee shall be selected by the Executive Board.
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C. Bylaw Committee

A Bylaw Committee shall include Executive Board officers and representation from each classification, should each classification choose to have representation. Committee members representing each classification shall be selected at a meeting of the general membership.

D. PSE State Convention Delegates

Delegates shall be selected from a list of volunteers who will then be elected by secret ballot. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE state bylaws.

E. Negotiating Committee

A Negotiating Committee shall consist of all members of the Executive Board and one (1) representative from each classification selected by the Executive Board, each classification may choose to not have representation.

F. Other or Special Committees

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

ARTICLE VII

AMENDMENTS

A. These bylaws shall be amended by the assigned committee, then presented to the Executive Board.

B. The Executive Board will review the bylaw amendments. The Executive Board will vote for approval or send back to the committee for revision.

C. After Executive Board approval, the bylaw amendments shall be presented to the membership at a chapter meeting for approval.

BY: _____ /signed by/
Robin Toms, Chapter President

DATE: _____ February 26, 2025



1
2 Adopted by the membership on December 12, 1983.
3 Amended March 1986.
4 Amended May 26, 1998.
5 Amended June 4, 2009.
6 Amended December 10, 2019.
7 Amended March 6, 2024.
8 Amended February 26, 2025.

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