

CHAPTER BYLAWS

TROUT LAKE



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

2
3 **A. NAME**

4
5 The name of this chapter shall be Public School Employees of Trout Lake and shall be an affiliate
6 of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor
7 organization operating under the laws of the State of Washington. This organization was chartered
8 January 26, 1999.

9
10 **B. MISSION - OUR PURPOSE FOR EXISTING**

11
12 It is the mission of Public School Employees of Trout Lake to work closely with Public School
13 Employees of Washington/SEIU Local 1948 to support the membership through collective
14 bargaining and the protection of those rights, promote educational enrichment opportunities,
15 encourage membership growth, and provide quality leadership while working closely with the state
16 legislature in an effort to enact laws which will represent the best interest of all classified school
17 employees in the State of Washington.

18
19 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

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

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

31
32 **D. VALUES**

33
34 Recognizing the needs of members and PSE staff, we are committed to the following
35 values:

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- Striving for excellence and demonstrating pride in our work.
 - Providing high-quality service.
 - Recognizing individual worth.
 - Supporting creativity, innovation, and constructive changes in the organization.
 - Embodying honesty and integrity in our conduct and relationships with others.
 - Demonstrating a high level of social responsibility.

43
44 **E. CODE OF CONDUCT**

45
46 Consistent with our values listed above, we are committed to the following code of
47 conduct:

- Open, honest communication.



- 1 • Maintain a work environment based on trust and concern for the rights and welfare of
- 2 others.
- 3 • Treat others fairly- with dignity, respect, and equality.
- 4 • Demonstrate accountability for our performance, actions, and behavior.
- 5 • Do the professional, technical, organizational, and ethically ‘right’ thing as opposed to
- 6 the easy, popular, or politically expedient thing.
- 7 • Freedom of speech, and active discussions of organization affairs shall be encouraged
- 8 and protected within this organization.
- 9 • Any acts or threats of discrimination, intimidation, coercion, harassment, bribery, or
- 10 violence are absolutely unacceptable and will not be tolerated.
- 11 • Any behavior seeking to harm or undermine the values, goals, or operations of PSE, its
- 12 parent union, or any of its local chapters is absolutely unacceptable and will not be
- 13 tolerated.
- 14 • Comply with all local, state, and federal laws.

17 ARTICLE I

18 MEMBERSHIP

21 **Section 1.1.**

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

25 **Section 1.2. Active Member.**

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

32 B. Active members who are paying dues through a system of regular payroll deduction shall,
33 for as long as they continue to pay through such payroll deduction, be considered to be in
34 good standing.

36 **Section 1.3. Member In Good Standing.**

37 To be eligible to vote and to hold office, a member must be in good standing. To be in good
38 standing, the member shall be employed and current in payment of dues as are required by these
39 bylaws. Any member who is on authorized leave of absence pursuant to the Collective Bargaining
40 Agreement shall retain the right to vote and hold office. Any member who is terminated from
41 employment shall not be eligible to vote or hold office.

43 **Section 1.4. Free-Riders.**

44 Any member who opts out of payment of regular dues, shall be characterized as a free rider and
45 shall be entitled only to those rights and privileges as set forth in PSE policy and bylaw. Free-

1 riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for
2 local or state leaders or vote for ratification of collective bargaining agreements. In addition, free-
3 riders may not attend any PSE sponsored functions.
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7 ARTICLE II

8 DUES

9 Section 2.1. State Dues.

10 State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.
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12 Section 2.1.1. Chapter Rebates.

13 Dues rebates from the state organization shall be received by the chapter in accordance with
14 the provisions of the state bylaws.
15
16

17 Section 2.2. Local Dues.

18 Local membership dues shall be \$5.00 per year. Local dues shall be paid to the chapter
19 secretary/treasurer. Any member who is on an authorized leave of absence pursuant to the
20 Collective Bargaining Agreement may have local dues collection suspended upon approval by the
21 chapter president.
22

23 Section 2.3. Refunds.

24 Membership dues are not refundable except where an error resulting in an overpayment exists.
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26
27

28 ARTICLE III

29 GOVERNANCE AND OPERATIONS

30 Section 3.1. PSE shall be governed by a representative form of government.
31

32 Section 3.2.

33 Members in good standing shall have the right to a full and clear accounting of all organizational
34 funds. At all levels such accounting shall include, but not be limited to, periodical reports to the
35 membership by appropriate fiscal officers or by independent auditors not otherwise connected with
36 the organization, and a financial audit at least once a year which is made available to all members.
37
38

39 Section 3.3. Members in good standing shall have the right to full participation, through
40 discussion and vote, in the decision making processes of the organization and to pertinent
41 information needed for the exercises of this right.
42
43

44 Section 3.4.

45 Members in good standing shall have an equal right to run and hold office, except those persons
46 set forth in WAC 391-35-320. Members shall have this right as long as the member does not have
47 a conflict of interest as described in Article V (B) in the PSE State Bylaws which read as follows:
48

1 *“Any PSE member who is also a member of another union must disclose this fact before*
2 *running for PSE office at any level or participating in a vote on a matter which may raise a*
3 *conflict of interest between PSE and the other union. Failure to disclose such information in*
4 *advance of the election or vote may result in removal from the office or reconsideration of any*
5 *other relevant vote.”*

6
7 **Section 3.5. Governing Body.**

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9 **Section 3.5.1. Elected Officers.**

10 Except when general meetings of the chapter are in session, the business and property of this
11 chapter shall be managed by the elected officers. The authority to govern and act on behalf of
12 the membership is vested in the elected officers who shall decide all matters affecting the
13 purposes, aims and means of accomplishing the purposes of this chapter, not specifically
14 provided for in these bylaws or by action of the members at a regular or special meeting.

15
16 **Section 3.5.2. PSE Field Staff.**

17 PSE field staff shall work closely with the chapter in an advisory position. All decisions
18 governing the business of the local chapter shall be the sole responsibility of the elected
19 officials and membership of the chapter.

20
21 **Section 3.6. Operating Principles.**

22 In order to provide the chapter with the highest quality direction and management possible, the
23 following operating principles shall guide the elected officers.

24
25 **Section 3.6.1. President/Membership Relationships.**

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

32
33 **Section 3.6.2. Media.**

34 The president, or his/her designee, is the primary spokesperson for the chapter. Media
35 inquiries to individual members about matters of chapter concern should be referred to the
36 chapter president. Inquiries about a position of PSE on any matter of statewide concern or
37 specific legislation should be referred to the executive director at state headquarters.

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41 **ARTICLE IV**

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43 **MEETINGS**

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45 **Section 4.1.**

46 General membership meetings of this chapter shall be held at least four (4) times annually at a time
47 and place to be fixed by the membership or the president. Free riders are not permitted to attend
48 general membership meetings.

1 **Section 4.2.**

2 Special meetings may be called by the president.

3
4 **Section 4.3.**

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

8
9 **Section 4.4.**

10 At any meeting of the membership of this chapter, each member in good standing present shall be
11 entitled to one vote. A member must be present to vote; no proxy vote will be allowed. Those
12 present and voting shall constitute a quorum for any chapter business.

13
14 **Section 4.5.**

15 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
16 meetings; provided that they shall be superseded by the bylaws and special rules of this chapter or
17 of Public School Employees of Washington/SEIU Local 1948.

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22 **ARTICLE V**

23
24 **ELECTED OFFICERS**

25
26 **Section 5.1.**

27 Elected officers shall be composed of the president, vice president, and secretary/treasurer.

28
29 **Section 5.2.**

30 The term of office shall be for a period of one (1) year, or until their successors are elected.

31
32 **Section 5.3. Duties.**

33
34 **Section 5.3.1. President.**

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

42
43 **Section 5.3.2. Vice President.**

44 The vice president shall provide such assistance to the president as requested; serve as
45 chairperson of the grievance committee; shall, in the absence of the president, perform duties
46 of that office; and in the case of permanent disability or resignation of the president, shall
47 succeed to that office for the unexpired portion of the current term of office.

1 **Section 5.3.3. Secretary/Treasurer.**

2 The secretary/treasurer shall ensure that the minutes of general membership meetings are
3 duly recorded. It shall be the duty of the secretary/treasurer to keep all records of the chapter
4 and to perform such other official functions as the president may direct. The
5 secretary/treasurer shall receive and be accountable for all funds and monies belonging to the
6 chapter; pay all obligations incurred by the chapter as authorized by the president; keep an
7 accurate record of receipts and disbursements; and maintain bank accounts and depositories
8 designated by the president. Such money shall be withdrawn only by checks signed by the
9 president and the secretary/treasurer. The secretary/treasurer shall render periodical financial
10 reports as required by the membership in good standing, or Public School Employees of
11 Washington/SEIU Local 1948 to ensure that the chapter is in compliance with all laws and
12 regulations required by the Internal Revenue Service and the Department of Labor. The
13 fiscal year for all financial reports shall be from September 1 to August 31 of the following
14 year, inclusive. The secretary/treasurer shall act as custodian of all properties of the chapter.
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18 **ARTICLE VI**

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

20 **Section 6.1.**

21 Members in good standing shall have the right to fair and democratic elections at all levels of the
22 chapter. This includes ten (10) working days notice of nominations and elections, and equal
23 opportunities for competing candidates to state their qualifications and reasons for seeking office
24 to the chapter membership. Elections shall be conducted by secret written ballot and certified by
25 the chapter secretary/treasurer.
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29 **Section 6.2.**

30 Members in good standing shall have an equal right to run and hold office, except those persons
31 set forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute
32 or appropriate state regulatory agencies as being a “supervisory employee.”
33

34 **Section 6.3.**

35 Elections shall be held during the month of May. Terms of office shall be from September 1
36 through August 31.
37

38 **Section 6.4.**

39 Nominations may be made by the nominating committee, but whether or not such nominating
40 committee is used, nominations shall be permitted from the floor at the meeting held for the
41 election. Members, with the exception of free-riders, may nominate themselves or another
42 member, so long as that member is not a free-rider or any other individual seeking to nominate a
43 free-rider, for any open office. Any *Declaration of Intent to Run* form that is submitted on their
44 own behalf by a free-rider or any other individual seeking to nominate a free-rider, shall be
45 rejected. Further, a previous free-rider may not run for office until he/she signs a dual
46 authorization membership form and has been a regular dues paying member for at least 12 months.
47
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1 **Section 6.5.**

2 All members in good standing of the chapter shall be eligible to vote for the positions of president,
3 vice president, and secretary/treasurer.
4

5 **Section 6.6.**

6 In the event the president cannot serve the remainder of his/her current term, the vice president
7 shall serve as president for the completion of the term.
8

9 **Section 6.7.**

10 In the event of a vacancy in the office of vice president or secretary/treasurer, all members in good
11 standing shall be notified of the vacancy and nominations solicited for the position. Nominations
12 shall be accepted for a period of twenty (20) calendar days following the notification to members.
13 The president, at his/her discretion, may either call a special meeting, or act upon the vacancy at
14 the next regularly scheduled chapter meeting. Each candidate for the position may submit a letter
15 or have three (3) minutes to address the board prior to the vote to describe their qualifications and
16 reasons they are seeking the position.
17

18 **Section 6.8.**

19 Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs.
20

21 **Section 6.9.**

22 No free-rider shall be permitted to hold local office or participate in local chapter elections unless
23 the criteria set forth in section 4.3 are met. Free-riders are not permitted to participate in chapter
24 elections in any manner and no free-rider shall be recognized as a chapter leader by PSE.
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29 **ARTICLE VII**

30 **MISCELLANEOUS PROVISIONS**

31 **Section 7.1.**

32 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall
33 always supersede local bylaws where conflict exists.
34
35
36

37 **Section 7.2.**

38 This chapter shall send to the PSE state office a list of names and addresses of officers and
39 members, together with other information required by PSE and shall notify PSE of all changes in
40 officers, members, and addresses.
41

42 **Section 7.3.**

43 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
44 settlement agreement, grievance settlement agreement, or any other agreement or waiver which
45 affects or pertains to wages, hours or working conditions of the employees in the bargaining unit,
46 nor any agreement which would affect the rights of employees represented by PSE, nor any
47 agreement affecting the scope of any collective bargaining unit, with the District, employer, or
48 other entity or agent, unless such agreement is first reviewed and approved by the executive

1 director of Public School Employees of Washington/SEIU Local 1948 or his/her designee,
2 provided decisions of the executive director may be appealed to the board of directors.

3
4 **Section 7.3.1.**

5 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
6 submitted to the regional service center, who will then forward the original to the state office
7 after appropriate copies have been made.
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12 **ARTICLE VIII**

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14 **COMMITTEES AND DELEGATES**

15
16 **Section 8.1. Grievance Committee.**

17 A grievance committee shall be composed of the vice president and at least one other member and
18 shall be responsible for advising members of their rights as outlined in the state bylaws,
19 Article XIV, State Grievance Panel.
20

21 **Section 8.2. Negotiating Committee.**

22 A negotiating committee shall consist of the president and vice president and shall work with the
23 PSE field representative in developing proposals and negotiating agreements.
24

25 **Section 8.3. Annual Convention Delegates.**

26 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates
27 attending the annual convention shall be paid by the chapter or in accordance with appropriate
28 provisions of PSE state bylaws.
29

30 **Section 8.3.1.**

31 Convention delegates and legislative conference attendees are expected to attend all business
32 meetings, arrive on time, and conduct themselves in a professional manner as representatives
33 of this chapter. In the event that chapter funds have been disbursed for a delegate or member
34 to attend convention and/or legislative conference, and the delegate/attendee does not fulfill
35 their obligation to attend (convention and all required business meetings) without board
36 approval of an emergency situation, said member will be responsible for reimbursing any and
37 all non-recoverable funds. Also, any expenses incurred at convention and/or legislative
38 conference by said delegate/attendee will not be eligible for reimbursement.
39

40 Convention delegates will share convention information with the chapter membership.
41

42 **Section 8.4. Audit Committee.** An audit committee shall be the newly elected officers to audit
43 the financial records of the chapter.
44

45 **Section 8.5. Conflicts of Interest.**

46 No committee member shall vote on any matter wherein he or she, or any member of their family, are
47 the subject of the action. Committee members have an absolute responsibility to advise the committee
48 of any potential conflict of interest and the secretary shall duly record the nature of the conflict. Failure

1 to notify the committee of a conflict, or potential conflict of interest, in advance of a vote on the matter
2 may result in the removal of the committee member from the committee and the question may be
3 called for reconsideration and re-vote.
4

5 **Section 8.6.**

6 No free-rider may serve on any committee until the following conditions are met; sign a dual
7 authorization membership form and be a regular dues paying member for at least twelve (12)
8 months.
9

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11 **ARTICLE IX**

12
13 **AMENDMENTS**

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16 **Section 9.1.** These bylaws may be amended by a majority vote of the chapter at any regular or
17 special meeting thereof; providing, that notice of the intent to amend any specific provision be
18 given to the members at least five (5) working days prior to the meeting at which said vote is to be
19 taken.
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25 Amber Basch
26 Amber Basch, Chapter President
27 9/24/19
28 Date
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37 Adopted by the membership on the 15th day of April 1999.
38 Amended May 2, 2019.
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