

CHAPTER BYLAWS

Amended November 17, 2022

PUBLIC SCHOOL EMPLOYEES OF WESTERN WASHINGTON UNIVERSITY



Public School Employees of Washington/SEIU Local 1948

P.O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

www.pseclassified.org

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I	MISSION, VISION & MEMBER RIGHTS AND RESPONSIBILITIES
	1
ARTICLE II	MEMBERSHIP
	2
ARTICLE III	DUES
	2
ARTICLE IV	GOVERNANCE AND OPERATIONS
	3
ARTICLE V	MEETINGS
	5
ARTICLE VI	EXECUTIVE BOARD
	6
ARTICLE VII	ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES
	9
ARTICLE VIII	MISCELLANEOUS PROVISIONS
	11
ARTICLE IX	COMMITTEES AND DELEGATES
	11
ARTICLE X	AMENDMENTS
	13

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. **NAME**

The name of this Chapter shall be Public School Employees of Western Washington University (PSE of WWU), who shall act as the official representative of the Chapter as an affiliate of Public School Employees of Washington (PSE) SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

ARTICLE 1

MISSION, VISION AND MEMBER RIGHTS AND RESPONSIBILITIES

A. **Mission – Our Purpose for Existing.**

It is the mission of the Chapter to work collaboratively with Public School Employees of Washington to secure rights, recognition, and respect for Chapter members employed by Western Washington University.

B. **Vision – What We Strive to Achieve.**

It is the vision of Public School Employees of Western Washington University to provide service, programs, and activities to provide representation of superior quality and value that best meets the needs of Chapter members. We will achieve that purpose through an organization and working environment that fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains PSE’s historic principles of integrity and commitment to do the right thing for Western Washington University classified educational support professionals.

Chapter Member Rights and Responsibilities.

- The right to have opinions heard and respected, to be informed of union activity, to be educated in union values and union skills
- The right to choose the leaders of the union chapter in a fair and democratic manner.
- The right to a full accounting of union dues and the proper stewardship over union resources.
- The right to participate in the union bargaining efforts and to approve union contracts.
- The right to have member’s concerns resolved in a fair and expeditious manner.
- The responsibility to help build a strong and more effective labor movement, to support the organizing of unorganized workers, to help build a political voice for working people, and to stand up for one’s co-workers and all workers.
- The responsibility to be informed about the internal governance of the union and to participate in the conduct of the union’s affairs.
- The responsibility to contribute to the support of the union.
- The responsibility to treat all workers and members fairly.
- The responsibility to offer constructive criticism of the union.
- The responsibility to demonstrate and act with integrity and commitment to do the right thing.

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

MEMBERSHIP

Effective December 10, 2005, PSE became affiliated with and is part of Service Employees International Union (SEIU). PSE members are members of SEIU with all ensuing rights and privileges:

A. **Eligibility for Active Membership.**

Any employee who is assigned to a unit represented by PSE and who is regularly employed by or for Western Washington University is eligible for membership in this Chapter.

B. **Member in Good Standing.**

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed and current in payment of dues as are required by these bylaws. Any member who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office. However, any member currently in an elected office or appointed position who is on an authorized leave of absence for longer than three months must resign or temporarily step down from their position. Any member who is on layoff or who has been terminated from employment and has exhausted all appeals shall not be eligible to vote or hold office.

ARTICLE III

DUES

A. **State Dues.**

State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

B. **Active Members.**

Dues shall be in accordance with Article IV, Dues, state bylaws which is outlined below. As of July, 2013, dues were one and fifty-five hundredths percent (1.55%) of each member's gross monthly earnings or fifty dollars (\$50) per month, whichever is less, increasing each year by an amount equal to five-one hundredths of a percent (0.05%) per year until the dues rate equals one and seventy-five hundredths percent (1.75%). The monthly dues cap (adopted in 2005) will be increased in odd-numbered years by the sum of one dollar (\$1).

C. **State Bylaws Precedence.**

In the event the State Bylaw Dues Article is amended, it shall take precedence.

D. **Chapter Rebates.**

Dues rebates from the State Organization shall be received by the Chapter in accordance with the provisions of the State Bylaws.

E. **Local Dues.**

Local membership dues of up to two dollars (\$2) per month may be collected. Annually, the Executive Board will review the local dues amount. As of May 2006, local dues are fifty cents (\$0.50) a month. Local dues shall be paid monthly to the Chapter Treasurer by the University. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon approval of the Executive Board.

1 F. **Refunds.**

2 Membership dues are not refundable except where an error resulting in an overpayment exists.
3
4

5 **ARTICLE IV**

6 **GOVERNANCE AND OPERATIONS**
7

- 8
9 A. The Chapter shall be governed by a representative form of democratic government.
10
11 B. Members shall suffer no impairment of freedom of speech concerning the operations of this
12 organization. Active discussions of organizational affairs shall be encouraged and protected within
13 this organization.
14
15 C. Members shall have the right to a full and clear accounting of all organizational funds. At all levels
16 such accounting shall include, but not be limited to, periodic reports to the membership by appropriate
17 fiscal officers or by independent auditors not otherwise connected with the organization, and a
18 financial audit at least once a year which is made available to all members upon request.
19
20 D. Members in good standing shall have the right to full participation, through discussion and vote, in the
21 decision-making processes of the organization and to pertinent information needed to exercise this
22 right.
23
24 1. **Secret Ballot Voting.** (contract ratification, convention delegates as required by State Bylaws)
25 a. Any member in good standing has the right to vote. One (1) member one (1) vote.
26 b. In person by secret ballot.
27 c. No absentee mail-in voting is available at this time.
28 d. Abstentions will not be counted as votes.
29 e. Electronic voting.
30 1. Members in good standing may vote electronically for contract ratification.
31 2. Email votes must be cast from a WWU email address to the Secretary after the opening
32 but before the close of elections (email method of voting is not secret).
33 f. Proxy voting, when approved by the Executive Board, in advance of the election for contract
34 ratification. The member must use his/her WWU email account to vote. Voting selections are
35 to be sent to the Chapter Secretary prior to the closing date and time of voting. The Secretary
36 will record one (1) vote per member, which will be submitted on the first vote. Voting in this
37 manner is not confidential, but the Chapter Secretary will keep separate records of who voted
38 via email and the vote. Identity of the voters will be kept confidential.
39
40 2. **Chapter Elections.**
41 a. Chapter elections will be held at a General Member meeting.
42 b. Any member present in good standing has the right to vote. One Member one vote.
43 c. Voting may be by a show of hands or by a written ballot.
44 d. No proxy voting.
45 e. No absentee mail in voting.
46 f. Abstention votes will not be counted.
47
48

- 1 3. **Other Business Voting.** (examples: Bylaws, local Dues rate, general local Chapter decisions)
2 a. Any member present in good standing has the right to vote. One Member one vote.
3 b. Voting may be by a show of hands or by a written ballot.
4 c. No proxy voting.
5 d. No absentee mail in voting.
6 e. Abstention votes will not be counted.

7
8 4. **Executive Board Vacancies.**

9 Executive Board vacancies will be handled per Section: VII J.

10
11 E. **Governing Body.**

12
13 1. **Executive Board.**

14 Except when general meetings of the Chapter are in session, the business and property of this
15 Chapter shall be managed by an Executive Board. The authority to govern and act on behalf of
16 the membership is vested in the elected Executive Board who shall decide all matters not
17 specifically reserved to the general membership in these bylaws or decided by action of the
18 members at a regular or special meeting.

19
20 2. **PSE Field Staff.**

21 PSE field staff shall work closely with the Chapter in an advisory position. All decisions
22 governing the business of the local Chapter shall be the sole responsibility of the elected
23 officials and membership of the Chapter.

24
25 G. **Operating Principles.**

26 To provide the Chapter with the highest quality direction and management possible, the following
27 operating principles shall guide the Executive Board.

28
29 H. **Board/Membership Relationships.**

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

36
37 I. **Media.**

38 The President, or his/her designee, shall be the official spokesperson for the Chapter. Media inquiries
39 to individual Board members about matters of Chapter concern should be referred to the Chapter
40 President. Inquiries about what position PSE takes on any matter of statewide concern or specific
41 legislation should be referred to the Executive Director or designee at the PSE State Office.

42
43 J. **Other Labor Organizations.**

44 The President or his/her designee shall be the Chapter contact for discussions with other labor
45 organizations. Such discussions shall be fully reported to the Executive Board, and any agreements
46 with other labor organizations shall be approved by the Executive Board and in accordance with
47 Section 8C.

1 **K. Executive Board Responsibilities.**

2 The Executive Board has appropriate policy-making responsibilities for the Chapter. The President is
3 responsible for the operational functions of the Chapter.
4

5 **L. Confidentiality.**

6 All matters discussed in Executive Sessions of these Bylaws are confidential in nature and shall not be
7 divulged by Board members except to properly carry out the activities directed therein. Breaches of
8 confidentiality are serious acts and undermine the climate of trust that must exist in carrying out
9 organizational business. All matters related to PSE of WWU business should be characterized by a
10 demonstrable commitment to personal, organizational, and professional ethics and integrity. Nothing
11 in this section should be interpreted to suggest that the membership of PSE of WWU should not be
12 properly informed on matters related to the management and operations of the Chapter.
13
14
15

16 **ARTICLE V**

17 **MEETINGS**

18
19
20 A. General membership meetings of this Chapter shall be held at least three (3) times annually at a time
21 and place to be fixed by the membership or the Executive Board.
22

23 B. Special meetings may be called by the President, the Executive Board, or by petition filed with the
24 President and signed by twenty percent (20%) of the members in good standing of this Chapter.
25

26 C. The President shall provide at least five (5) business days notification of any general membership or
27 special meeting called. However, said five (5) business days' notice may be waived by the Executive
28 Board provided that every reasonable effort is employed to notify the membership of the meeting.
29

30 D. The Chapter will continue to seek methods by which members domiciled off campus may participate
31 in meetings.
32

33 **E. Quorum for Chapter Meetings.**

34 A minimum of five (5) Chapter members must be present to constitute a quorum before any Chapter
35 business may be transacted.
36

37 **F. Executive Board Meetings.**

38 Meetings of the Executive Board shall be called at the discretion of the President. Meetings may also
39 be called upon motion of a majority of the members of the Executive Board to the President. A
40 majority of the members of the Executive Board shall constitute a quorum.
41

42 **G. Grievance Committee Meetings.**

43 Members of the Grievance Committee shall meet as needed at a time and place designated by the
44 elected Chair. Meetings may also be called by a majority of active Shop Stewards (Job
45 Representatives), Building Representatives, and Classification Representatives.
46

47 **H. Open Meetings.**

48 All members in good standing are entitled to attend any meetings of the Chapter, including Executive

1 Board meetings and committee meetings. General members may not vote on matters brought forth for
2 Executive Board approval.

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

7
8 I. **Annual Retreat.**

9 The Executive Board shall organize, after yearly elections, a retreat for all current Executive Board
10 members serving out their term, newly elected Executive Board members, as well as all Chapter
11 members. The goal of the retreat will be to provide education as to how our union works, whom we
12 bargain with, key personnel, our message to Western Washington University (WWU), and general
13 outreach, set goals and plan for the upcoming year.

14
15
16 **ARTICLE VI**
17 **EXECUTIVE BOARD**

- 18
19 A. The Executive Board shall be composed of the President, First and Second Vice Presidents, Secretary,
20 Membership Officer, Treasurer, a Governmental Affairs Representative, Grievance Officer, and
21 Outreach Coordinator. The most recent former Chapter President may serve on the Board in an at
22 large advisory capacity.
- 23
24 B. The term of office shall be for a period of two (2) years, or until successors are elected. Every even-
25 numbered year, First Vice President, Secretary, Treasurer, and Grievance Officer shall be elected for a
26 term of two (2) years. Every odd-numbered year the President, the Second Vice President,
27 Membership Officer, Outreach Coordinator, and Governmental Affairs Representative shall be elected
28 for a term of two (2) years.
- 29
30 C. If as a result of amended Bylaws changing the election cycle, the current officers may serve an
31 additional one (1) year to sync with the election cycle.
- 32
33 D. The Executive Board shall hold regular meetings, and such special meetings as the President or the
34 Executive Board shall deem necessary for the competent management of affairs of the Chapter. The
35 Executive Board may hold closed-door sessions for the discussion of confidential matters.
- 36
37 E. Each member of the Executive Board, with the exception of the past President, shall possess one (1)
38 vote in matters coming before the Board. Voting shall be in accordance with Robert's Rules of Order
39 Newly Revised. All voting at meetings of the Executive Board shall be by each Executive Board
40 member present in person and voting by proxy shall not be allowed.
- 41
42 F. Each officer is expected to execute the duties and responsibilities of his/her office by exercising
43 professional and ethical behavior, protecting members' privacy and holding confidential such
44 sensitive matters that could be contrary to the interest of the Chapter.
- 45
46 G. Every member of the Executive Board shall, upon assuming office, subscribe to the obligations
47 contained in these Bylaws.
- 48

1 H. **President.**

2 The President or her/his Executive Board designee shall preside at all meetings of the Chapter. The
3 President shall be made aware of and supervise all activities of the Chapter; sign all official
4 documents and work with PSE field staff, with the advice and consent of the Executive Board, to
5 achieve the mission, vision, goals, and objectives of the Chapter. The President shall appoint all
6 special committees not otherwise provided for in the bylaws of the Chapter, subject to the approval of
7 the Executive Board, and serve as an ex-officio member of all committees. The President shall be the
8 primary contact for University management in all official business. The President shall report at a
9 minimum, bi-annually to the membership regarding the progress and standing of the Chapter
10 regarding the President's official acts; and perform all other duties of the office.
11

12 I. **Vice Presidents.**

13 There shall be a First and Second Vice President. The Vice Presidents shall provide such assistance to
14 the President as requested; serve on the Grievance Committee; and shall, in the absence of the
15 President, perform duties of that office as determined by the Executive Board. The Vice Presidents
16 shall chair or oversee new committees created by the President or Executive Board. The Vice
17 Presidents attend the quarterly meeting with the Vice President of Business and Financial Affairs and
18 the Assistant Vice President of Human Resources. The First and Second Vice President shall
19 coordinate attendance at the monthly Joint Labor management meetings, ensuring that the meetings
20 are fully attended. The Vice Presidents also assist in recruiting new members as coordinated with the
21 membership officer and assist the Government Affairs Representative in internal organizing. It is
22 preferred that one (1) Vice President belongs to the PTE bargaining unit and the other to the BUD
23 bargaining unit, but this is not mandatory.
24

25 J. **Secretary.**

26 The Secretary shall ensure that the minutes of general membership meetings and Executive Board
27 meetings are duly recorded. It shall be the duty of the Secretary to keep the records of the Chapter and
28 to document the growth, strength, and evolution of the Chapter. In the event the Secretary is not on the
29 bargaining committee shall ensure that proper bargaining records are kept. The Secretary shall gather
30 and preserve the history of the Chapter, certify elections, handle incoming and outgoing
31 correspondence. The Secretary shall also perform such other official functions as the President and
32 Board may direct.
33

34 K. **Membership Officer.**

35 It shall be the duty of the Membership Officer to maintain a current and accurate list of members of
36 the Chapter in coordination with the membership information section at PSE State Office; ensure that
37 all members complete a dues authorization form; render periodic membership reports as required by
38 Public School Employees of Washington; contact new employees assigned to the Chapter and provide
39 them with membership information at the new employee orientation; and perform other official
40 functions as directed by the President and Executive Board.
41

42 L. **Treasurer.**

43 The Treasurer shall receive and be accountable for all funds and monies belonging to the Chapter; pay
44 all obligations incurred by the Chapter as authorized by the Executive Board; keep an accurate record
45 of receipts and disbursements; and maintain bank accounts and depositories designated by the
46 Executive Board. Such money shall be withdrawn only by checks approved by a minimum of one (1)
47 other Executive Board member. The Treasurer shall render quarterly financial reports as required to
48 the Executive Board, the membership, or Public School Employees of Washington to ensure that the

Chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. Annually in October, files the Chapter report. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties of the Chapter. The Treasurer serves as the travel coordinator for the Chapter ensuring that travel and reimbursable expenses are handled in accordance with the Chapter's travel and expense reimbursement guidelines.

M. Governmental Affairs Representative.

The Governmental Affairs Representative shall serve as the Governmental Affairs Committee Coordinator and coordinate with the Higher Education Zone 13 elected representative to the PSE State Legislative Council. This office will also perform outreach and internal organizing assistance to the President and the Outreach Coordinator.

N. Grievance Officer /Chief Steward.

The Grievance Officer or Chief Steward serves as the liaison between the Grievance Committee and the Executive Board and are responsible for conveying the needs, issues, and concerns of all Chapter members to the Executive Board. The Grievance Officer or his/her designee shall attend monthly Joint Labor Management meetings. The Grievance Officer must keep all official records pertaining to grievances, keep each grievant informed of all aspects of their grievance, works with each grievant to ensure she/he understands and participates in the process. This position works closely with the PSE field representative to ensure timelines are maintained and that documents are completed and distributed appropriately. Attends or ensures there is a PSE Chapter member in attendance for grievance and investigatory meetings with the Field Representative. Works with PSE field staff to ensure training is provided to members of the Classification/Representative Committee. The Grievance Officer recruits Chapter members as Job Representatives, Building Representatives, and/or Classification Representatives. Performs other functions as designated by the Chapter President.

O. Outreach Coordinator.

The Outreach Coordinator is responsible for coordinating the marketing efforts of the Chapter. In conjunction with the Chapter Webmaster, Government Affairs Representative, and other interested members he/she will promote the Chapter, provide access to information for our members, and foster healthy relationships on campus. Additionally, when materials are needed for events or meetings it is the Outreach Coordinators job to ensure the materials are accessible to all members. The Outreach Coordinator shall be a member of the Executive Board. The Coordinator shall recruit a member as needed to serve as Webmaster. The position will perform other functions as designated by the Chapter President or Executive Board.

P. Shop Stewards/Job Representatives.

A Shop Steward/Job Representative is a Member in Good standing who represents and defends the interests of her/his fellow employees but who is also a labor union member. Rank-and-file members of the union hold this position voluntarily and by appointment of the Executive Board. Under the guidance of the Grievance Officer/Chief Steward or the Executive Board, the duties of a Union Steward may vary.

- Monitor and enforce the provisions of the collective bargaining agreement (labor contract) to ensure both the University and the member are not violating the terms of the agreement.
- Ensure that the University is in compliance with all federal, state and local laws and regulations.

- 1 • Assist in the reallocation process, including paperwork review and attending interviews.
- 2 • In consultation with the Grievance Officer, PSE Field Representative and Executive Board
- 3 represent and defend members whom the University believes violated University policy or the
- 4 terms and conditions of the collective bargaining agreement, often through the grievance
- 5 process.
- 6 • Present grievance cases to the Grievance Committee for determination if a grievance will be
- 7 recommended for arbitration.
- 8 • Communicate and disseminate information to members.
- 9 • Popularize and promote union consciousness and values in the workplace.

10
11 These positions shall have voting privileges over questions of grievances brought before the Executive
12 Board.

13
14 **Q. Building Representative/Classification Representatives.**

15 These critical positions are the communication link to the members. Building Representatives shall
16 ensure that information is disseminated to the members on a regular basis. They bring the issues of the
17 members to the Shop Steward/Job Representative., Executive Board or to the Grievance Officer or
18 his/her designee for discussion and resolution. Classification Representatives shall work with
19 members on classification and reallocation issues and attend reallocation interviews as requested by
20 members. Performs other functions as designated by the Grievance Officer, Chapter President or
21 Executive Board.

22
23
24
25 **ARTICLE VII**
26 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**
27

- 28 A. Members shall have the right to fair and democratic elections at all levels of the Chapter. This
29 includes fifteen (15) working days' notice of nominations and elections and equal opportunities for
30 competing candidates to state their qualifications and reasons for seeking office for the Chapter
31 membership. Elections shall be conducted by certified by the Chapter Secretary. When elections are
32 held and the voting takes place only during the meeting with no proxy vote allowed, special
33 accommodations will be made for members whose work location is off-site, works an alternative
34 schedule or other extenuating circumstances (as approved the Board). In this case, the off-site member
35 may vote in the following manner. The member must use his/her WWU email account to send a
36 message addressed to the Chapter Secretary at their WWU email address. The Secretary will record
37 one (1) vote, which will be submitted on the first vote.
- 38
- 39 B. In the case of a tie, the presiding officer will conduct a coin toss.
- 40
- 41 C. Members shall have an equal right to run and hold office.
- 42
- 43 D. All elections shall be held prior to June 15 each year. Terms of office shall be from September 1
44 through August 31.
- 45
- 46 E. Nominations may be made by a Nominating Committee; however, whether or not such Nominating
47 Committee is used, nominations shall be permitted from the floor at the meeting held for the election.
- 48

- 1 F. To be eligible, a member must be in good standing for one (1) year immediately preceding the
2 election. The one (1) year requirement may be waived by the Executive Board if the Chapter
3 composition changes, or other exigent circumstances occur.
4
- 5 G. Members of the Executive Board shall be elected by Chapter membership consistent with the election
6 section of these Chapter Bylaws and the balloting shall be conducted so as to afford all members a
7 reasonable opportunity to vote. At least fifteen (15) working days' advance notice shall be given the
8 membership prior to the holding of the election.
9
- 10 H. Every member of the Executive Board shall, upon assuming office, subscribe to the obligations
11 contained in these Bylaws.
12
- 13 I. Any member of the Executive Board may be removed from office by a fifty one percent (51%) vote of
14 the membership at any regular or special meetings of the Chapter. Written notice of the proposed
15 removal must be given to the Executive Board member at least five (5) working days prior to the date
16 of the meeting at which the removal is to be voted upon. Such notice must state the cause for the
17 proposed removal.
18
- 19 J. Unexcused absences from three (3) consecutive meetings of the Executive Board may be due cause
20 for removal of the member by the Executive Board. Removal of a Board member because of
21 excessive absenteeism shall not require the fifty one percent (51%) vote of the membership.
22
- 23 K. A vacancy in any position, except that of President, shall be filled as follows:
24
- 25 1. In the event the President leaves office, the Executive Board will select a presidential successor to
26 fulfill the remainder of the current term.
27
 - 28 2. In the event of a vacancy in the office of the First and Second Vice Presidents, Secretary,
29 Membership Officer, Treasurer, Grievance Officer, Governmental Affairs Representative,
30 Outreach Coordinator all Chapter members shall be notified of the vacancy and nominations
31 solicited for the position. Nominations shall be accepted for a period of fifteen (15) calendar days
32 following the notification to Chapter members. The President, at his/her discretion, may either call
33 a special meeting of the Executive Board, or act upon the vacancy at the next regularly scheduled
34 Executive Board Meeting. Each candidate for the position may submit a letter to the Executive
35 Board or have three (3) minutes to address the Executive Board prior to the vote to describe their
36 qualifications and reasons they are seeking the position.
37
 - 38 3. The Executive Board shall select and appoint a member to fill the vacancy for the remainder of the
39 current term.
40
41
42

43 **ARTICLE VIII**
44 **MISCELLANEOUS PROVISIONS**

- 45
- 46 A. Local Chapters shall adopt Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall
47 always supersede local bylaws where conflict exists.
48

- 1 B. The Chapter shall send to the PSE State Office a list of names and addresses, physical and email, of its
2 Executive Board and members, together with other information required by PSE and shall notify PSE
3 of all changes in Board members, members, and their contact information.
4
- 5 C. The Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
6 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
7 or pertains to wages, hours or working conditions of the employees in the bargaining units, nor any
8 agreement which would affect the rights of employees represented by PSE, nor any agreement
9 affecting the scope of any collective bargaining units, with the university, employer, or other entity or
10 agent, unless such agreement is first reviewed with PSE field staff.
11
- 12 The Chapter President shall consult with both Vice Presidents prior to entering an agreement on behalf
13 of the Chapter. In the event the consultation cannot happen with both Vice Presidents within the time
14 required to make the decision, the President shall consult with at least two (2) members of the
15 Executive Board prior to entering an agreement.
16
- 17 D. Copies of all documents pertaining to issues outlined in Section 8 C, shall be submitted to the assigned
18 PSE Field Representative which will then forward to PSE State Office after appropriate copies have
19 been made.
20
21
22

ARTICLE IX COMMITTEES / DELEGATES

- 23
- 24
- 25
- 26 A. All committee members, delegates, classification representatives, building representatives, and job
27 representatives must be members in good standing.
28
- 29 B. Names and addresses of all committee members shall be submitted to PSE of Washington and PSE
30 shall be notified of any changes in members or addresses
31
- 32 C. **Grievance Committee.**
33 The Grievance Committee shall be composed of the Grievance Officer, First and Second Vice-
34 Presidents, all active Job Reps/Shop Stewards, Building Reps, Classification Reps, and PSE’s field
35 representative to PSE of WWU; and shall be responsible for advising members of their rights as
36 outlined in the state bylaws, and State Grievance Panel. Grievances that are not validated by the
37 Grievance Committee may be appealed to the Chapter Executive Board.
38
- 39 D. **Negotiating Committees/Bargaining Team.**
40 The Chapter bargains a new contract every two (2) years with the statutory deadline of October 1 for
41 ratification each even year. Bi-annually no later than the first quarter of the “even” calendar year
42 (March), a bargaining Committee shall be elected at a general membership meeting. In the event there
43 is not a minimum of four (4) members elected, the Executive Board may appoint additional members.
44 Additional members may also be appointed as “Subject Matter Experts” for bargaining. All members
45 in good standing are eligible to serve on this committee/team. This committee shall negotiate the
46 contract with the employer and work with the PSE field representative in developing proposals and
47 negotiating future agreements. The team shall also bargain on behalf of the Chapter on specific
48 subjects raised for negotiations by the Chapter mid-contract. The team, with the exception of subject

1 matter experts, shall serve for a two (2) year period. An Executive Board Vice President, Secretary, or
2 Grievance Officer shall also be appointed to this committee. If an executive member is one (1) of the
3 four (4) elected members, then it will be up to the Executive Board to determine if another member of
4 the Executive Board should be appointed. The PSE field staff member shall be the main spokesperson.
5 The team will select a lead member to serve as co-lead spokesperson. Final bargaining decisions shall
6 be made only by the bargaining unit members on the committee. The Chapter Secretary, if serving on
7 the team may sign all tentative agreements on behalf of the team. In the absence of the Chapter
8 Secretary serving on the committee, the senior Executive Board Member serving on the team shall be
9 authorized to sign tentative agreements on behalf of the Chapter.

10
11 E. **Outreach Coordinator.**

12 The Executive Board will endeavor to keep members informed regarding issues of importance and
13 concern working through the Outreach Coordinator. The Outreach Coordinator shall submit Chapter
14 news that may be of statewide interest to the State Office for possible publication on the PSE website.

15
16 F. **Governmental Affairs Committee.**

17 The Governmental Affairs Representative shall recruit Governmental Affairs Committee members
18 and serve as the Committee Coordinator. The Committee shall act at a political grassroots level to
19 advise and counsel the Governmental Affairs Representative.

20
21 G. **Annual Convention Delegates.**

22 Delegates shall be elected at a general membership meeting by secret ballot.

23
24 H. **Delegate Expenses.**

25 Approved expenses incurred by elected delegates attending the annual convention shall be paid by the
26 Chapter or in accordance with appropriate provisions of Chapter Financial guidelines and PSE State
27 Bylaws.

28
29 I. **Other Special Committees.**

30 The President, with input from the Executive Board shall designate such special committees as they
31 determine necessary in the carrying out of the objectives and purposes of this Chapter.

32
33 J. **University Committees.**

34 The Chapter will promote to all members the opportunities to serve on University committees such as
35 the Safety Committee, Parking Advisory Board, and Parking Appeals Board and other committees or
36 tasks forces. Annually, during the Executive Board election meetings, elections for these committee
37 representatives may be held. Members in good standing should advise the President or an Executive
38 Board member of their interest to serve on a committee. In the event of a vacancy or lack of
39 candidates during elections, the President, with input from the Executive Board may appoint members
40 in good standing to these committees.

41
42 In the event a new committee or group is formed, and PSE input is solicited, the President shall ask
43 for interested Chapter members to volunteer. The President, with input from the Executive Board if
44 time permits, may appoint a member or members in good standing to the committee. If only one (1)
45 classified member is to be selected to represent the classified staff on campus, the Chapter President
46 may submit names of to the appointing authority of the committee.

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 X

AMENDMENTS

These Bylaws may be amended by a majority vote of the Chapter membership present at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the general membership prior to the Chapter meeting which said vote is to be taken.



BY: _____
Heather Christianson, Chapter Vice President

4/10/2024

DATE: _____

Adopted by the membership
Amended October 18, 2001
Amended May 31, 2006
Amended December 10, 2007
Amended March 10, 2015
Amended March 30, 2017
Amended November 22, 2022