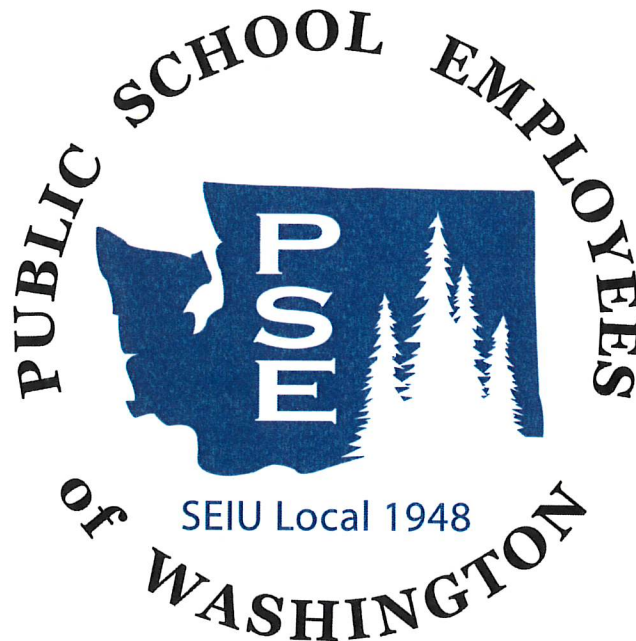


# CHAPTER BYLAWS

Amended November 12, 2024

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## PUBLIC SCHOOL EMPLOYEES OF WHITE PASS



**Public School Employees of Washington/SEIU Local 1948**

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**PREAMBLE**

**A. NAME**

The name of this chapter shall be Public School Employees of White Pass and shall be an affiliate of Public School Employees of Washington(PSE)/SEIU Local 1948 (PSE/SEIU Local 1948), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This organization was chartered by Public School Employees of Washington on December 9, 1968.

**B. MISSION - Our Purpose For Existing**

It is the mission of Public School Employees of White Pass to work closely with PSE/SEIU Local 1948 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.

**C. 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 PSE’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, PSE/SEIU Local 1948, our members, PSE/SEIU Local 1948 employees, the school district in which we work, and the community in which we live will grow and prosper.

**D. VALUES - That Which Guides Our Decisions, Performance, And Conduct**

Recognizing the needs of members and PSE/SEIU Local 1948 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.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically “right” thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.



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**ARTICLE I**

**MEMBERSHIP**

**Section 1.1.**

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

**Section 1.1.1. Active Member.**

Any classified school employee who is regularly employed by or for the White Pass School District, and who is a member of PSE/SEIU Local 1948, is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

**Section 1.1.2. Member in Good Standing.**

To be eligible to participate in any chapter business, a member must be in good standing and not a “free-rider”. Any member who opts out of payment of regular dues shall be characterized as a “free-rider” and shall be entitled only to those rights and privileges as set forth in PSE policy and state and/or local bylaws. A “free-rider” shall not be entitled to hold any local or state office, serve on any chapter or state committee, attend local or state meetings, vote for local and state leaders, or vote for ratification of collective bargaining agreements. In addition, a “free-rider” may not attend any PSE sponsored function. To be in good standing, the member shall be employed and current in payment of dues as 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.

**ARTICLE II**

**DUES**

**Section 2.1. State Dues.**

State dues shall be paid monthly to the state office of PSE/SEIU Local 1948 as outlined in the state bylaws.

**Section 2.1.1. Chapter Rebates.**

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

**Section 2.2. Local Dues.**

Local membership dues of this organization shall be twenty-five dollars (\$25.00) per year, deducted from the September pay warrant. As long as a member continues to pay dues through payroll deduction, he/she is considered a member in good standing.

**Section 2.2. Refunds.**

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



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## ARTICLE III

### GOVERNANCE AND OPERATIONS

**Section 3.1.**

PSE/SEIU Local 1948 shall be governed by a representative form of government.

**Section 3.2.**

Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organization affairs shall be encouraged and protected within this organization.

**Section 3.3.**

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

**Section 3.4.**

Members shall have the right to full participation, through discussion and vote, in the decision making processes of the organization and to pertinent information needed for the exercises of this right.

**Section 3.5. Governing Body.**

**Section 3.5.1. Board of Trustees.**

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

**Section 3.5.2. PSE / SEIU Local 1948 Field Staff.**

PSE/SEIU Local 1948 field staff shall work closely with the chapter in an advisory position. All decisions governing the business of the local chapter shall be the sole responsibility of the elected officials and membership of the chapter.

**Section 3.6. Operating Principles.**

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

**Section 3.6.1. Board / Membership Relationships.**

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

1 **Section 3.6.2. Media.**

2 The President, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to  
3 individual Board members about matters of chapter concern should be referred to the Chapter  
4 President. Inquiries about a position of PSE/SEIU Local 1948 on any matter of statewide concern  
5 or specific legislation should be referred to the Executive Director at state headquarters.  
6  
7

8  
9 **ARTICLE IV**

10  
11 **MEETINGS**

12  
13 **Section 4.1.**

14 General membership meetings of this chapter shall be held at least three (3) times annually at a time and  
15 place to be fixed by the membership or the Board of Trustees.  
16

17 **Section 4.2.**

18 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the  
19 president and signed by twenty percent (20%) of the members in good standing of this chapter.  
20

21 **Section 4.3.**

22 The President shall provide at least five (5) days notification to all members of any meeting called.  
23 However, said five (5) days notice may be waived by the Board of Trustees provided that every reasonable  
24 effort is employed to notify the membership of the meeting.  
25

26 **Section 4.4.**

27 At any meeting of the membership of this chapter, each member in good standing present shall be entitled  
28 to one (1) vote. A member must be present to vote; no proxy vote will be allowed. A minimum of four  
29 (4) members must be present to constitute a quorum before any chapter business may be transacted.  
30

31 **Section 4.5. Board of Trustees Meetings.**

32 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be  
33 called upon motion of a majority of the members of the Board of Trustees to the President. A majority of  
34 the members of the Board of Trustees shall constitute a quorum.  
35

36 **Section 4.6.**

37 The latest edition of Robert’s Rules of Order shall be a reference guide on conducting business at  
38 meetings, provided that they shall be superseded by the bylaws and special rules of this chapter or of  
39 PSE/SEIU Local 1948.  
40

41  
42 **ARTICLE V**

43  
44 **BOARD OF TRUSTEES**

45  
46 **Section 5.1.**

47 The Board of Trustees of this chapter shall be composed of the President, Vice President, Secretary,  
48 Treasurer, and a Trustee from each classification:



- 1
- 2 1. custodial-maintenance
- 3 2. secretarial-clerical
- 4 3. transportation
- 5 4. paraeducator; and
- 6 5. library technician-grant coordinator
- 7

8 **Section 5.2.**

9 The Board of Trustees shall hold regular meetings and such special meetings as the President or the Board  
10 shall deem necessary for the competent management of affairs of the chapter.

11

12 **Section 5.3. Duties.**

13

14 **Section 5.3.1. President.**

15 The President shall preside at all meetings of the chapter and of the Board of Trustees. The  
16 President shall be made aware of, and supervise all activities of the chapter; execute all instruments  
17 in its behalf; and work with PSE/SEIU Local 1948 field staff, with the advice and consent of the  
18 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The  
19 President shall appoint all special committees not otherwise provided for in the bylaws of the  
20 chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of all  
21 committees. The President shall report periodically to the membership regarding the progress and  
22 standing of the chapter in regard to the president's official acts; and perform all other duties of the  
23 office.

24

25 **Section 5.3.2. Vice President.**

26 The Vice President shall provide such assistance to the President as requested; serve as  
27 Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties of  
28 that office; and in the case of permanent disability or resignation of the President, shall succeed to  
29 that office for the unexpired portion of the current term of office.

30

31 **Section 5.3.3. Secretary.**

32 The Secretary shall ensure that the minutes of general membership meetings and Board of Trustees  
33 meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the chapter,  
34 the Board of Trustees, and to perform such other official functions as the President and Board of  
35 Trustees may direct.

36

37 **Section 5.3.4. Treasurer.**

38 The Treasurer shall receive and be accountable for all funds and monies belonging to the chapter;  
39 pay all obligations incurred by the chapter as authorized by the board of trustees; keep an accurate  
40 record of receipts and disbursements; and maintain bank accounts and depositories designated by  
41 the Board of Trustees. Such money shall be withdrawn only by checks signed by the President  
42 and/or Vice President, and the Treasurer. The Treasurer shall render periodical financial reports as  
43 required by the Board of Trustees, the membership, or PSE/SEIU Local 1948 to ensure that the  
44 chapter is in compliance with all laws and regulations required by the Internal Revenue Service  
45 and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to  
46 August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties of  
47 the chapter.



1 **Section 5.3.5. Trustee.**

2 A Trustee shall represent the classification of employees which elected them and express to the  
3 Board of Trustees the needs, desires, and concerns of the members in their classification. They  
4 will be responsible, along with the Grievance Committee, for advising an employee about their  
5 contractual rights.  
6

7  
8 **ARTICLE VI**

9  
10 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

11  
12 **Section 6.1.**

13 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes ten  
14 (10) work days notice of nominations and elections, and equal opportunities for competing candidates to  
15 state their qualifications and reasons for seeking office to the chapter membership. Elections shall be  
16 conducted by secret written ballot and certified by the Chapter Secretary.  
17

18 **Section 6.2.**

19 Members shall have an equal right to run and hold office, except those employees classified either by state  
20 statute or appropriate state regulatory agencies as being a “supervisory employee.”  
21

22 **Section 6.3. Term of Office**

23 The Officers of this chapter shall be President, Vice President, Secretary and Treasurer. Beginning with  
24 the year 2020 elections and every even year thereafter, the President and Treasurer will be elected for a  
25 term of two (2) years. Beginning with the year 2021 elections and every odd year thereafter, the Vice  
26 President and Secretary shall be elected for a term of two (2) years. All officers are elected for two (2)  
27 years with no term limits. New officers will assume their office September 1 following their election in  
28 May.  
29

30 For example: 2020, 2022, 2024, and 2026: Elect President and Treasurer  
31 2021, 2023, and 2025: Elect Vice President and Secretary  
32

33 **Section 6.4.**

34 Nominations may be made by the Nominating Committee, but whether or not such Nominating  
35 Committee is used, nominations shall be permitted from the floor at the meeting held for the election.  
36

37 **Section 6.5.**

38 To be eligible, a member must be in good standing for one (1) year immediately preceding the election.  
39

40 **Section 6.6.**

41 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so  
42 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) work days advance  
43 notice shall be given the membership prior to the holding of the election.  
44

45 **Section 6.6.1.**

46 All members of the chapter shall be eligible to vote for the positions of President, Vice President,  
47 Secretary, and Treasurer. In the election of a Trustee, only members in the classification of  
48 employees that the Trustee will represent shall be allowed to vote.



1  
2 **Section 6.7.**

3 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained  
4 in these bylaws.

5  
6 **Section 6.8.**

7 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the  
8 membership at any regular or special meeting of the chapter. Written notice of the proposed removal must  
9 be given to the Board of Trustees member at least five (5) work days prior to the date of the meeting at  
10 which the removal is to be voted upon. Such notice must state the cause for the proposed removal.

11  
12 **Section 6.9.**

13 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for  
14 removal of the member by the board of trustees. Removal of a Board member because of excessive  
15 absenteeism shall not require the two-thirds (2/3) vote of the membership.

16  
17 **Section 6.10.**

18 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance  
19 with the procedures set forth below:

20  
21 **Section 6.10.1.**

22 In the event the President cannot serve the remainder of his/her current term, the Vice President  
23 shall serve as President for the completion of the term.

24  
25 **Section 6.10.2.**

26 In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all members shall  
27 be notified of the vacancy and nominations solicited for the position. Nominations shall be  
28 accepted for a period of twenty (20) calendar days following the notification to members. The  
29 President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act  
30 upon the vacancy at the next regularly scheduled board meeting. Each candidate for the position  
31 may submit a letter or have three (3) minutes to address the Board prior to the vote to describe their  
32 qualifications and reasons they are seeking the position.

33  
34 **Section 6.10.3.**

35 Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs;  
36 provided, however, that when vacancies occur in the office of Trustee, the President shall direct  
37 that a classification meeting be held and that the classification elect a successor for the remainder  
38 of the vacant term. Election of the successor must be by majority vote. In the event that more than  
39 two (2) candidates run for the office, the candidate with the lowest vote total will be dropped from  
40 the ballot after each round of voting until one (1) candidate receives a majority of the votes cast.



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## ARTICLE VII

### MISCELLANEOUS PROVISIONS

**Section 7.1.**

Local chapters shall adopt bylaws that do not conflict with PSE/SEIU Local 1948 state bylaws. State bylaws shall always supersede local bylaws where conflict exists.

**Section 7.2.**

This chapter shall send to the PSE/SEIU Local 1948 state office a list of names and addresses of its Board of Trustees and members, together with other information required by PSE/SEIU Local 1948 and shall notify PSE/SEIU Local 1948 of all changes in Board members, members, and addresses.

**Section 7.3.**

This chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE/SEIU Local 1948, nor any agreement affecting the scope of any collective bargaining unit, with the district, employer, or other entity or agent, unless such agreement is first reviewed and approved by the Executive Director of PSE/SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

**Section 7.3.1.**

Original signed copies of all documents (contracts, letters of agreements, memorandum of understanding, etc.) pertaining to issues outlined in Section 7.3 shall be submitted to the regional office, who will then forward the original to state headquarters after appropriate copies have been made.

**Section 7.5.**

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

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

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2  
3 **ARTICLE VIII**  
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5 **COMMITTEES AND DELEGATES**  
6

7 **Section 8.1. Grievance Committee.**

8 A Grievance Committee shall be composed of the President or Vice President and at least one (1) unit  
9 representative from each represented unit of the Chapter.  
10

11 **Section 8.2. Negotiating Committee.**

12 A Negotiating Committee shall consist of a representative elected from each classification of employees  
13 represented by this bargaining unit and shall work with the PSE/SEIU Local 1948 field representative in  
14 developing proposals and negotiating agreements.  
15

16 **Section 8.3. Audit Committee.**

17 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
18 chapter.  
19

20 **Section 8.4. Annual Convention Delegates.**

21 Delegates shall be elected by secret ballot, and be nominated and elected at the March meeting, early  
22 registrations for convention. Approved expenses incurred by elected delegates attending the annual  
23 convention shall be paid by the chapter or in accordance with appropriate provisions of PSE/SEIU Local  
24 1948 state bylaws. Approved expenses shall be for registration, room cost and travel expenses. Travel by  
25 car: travel expenses shall be for mileage at current IRS rate and a food allowance of thirty dollars (\$30).  
26 In the event the convention package does not include all meals: additional meals will be reimbursed or  
27 paid by chapter debit card at time of meal.  
28

29 All expenses must have a signed receipt. Sign the back of the receipt and turn them in to the Treasurer at  
30 convention's end; no later than August 15 of that year.  
31

32 **Section 8.5. Other or Special Committees.**

33 The Board of Trustees shall designate such special committees as they determine necessary in the carrying  
34 out of the objectives and purposes of this chapter.  
35  
36  
37

38 **AMENDMENTS**  
39


40 **Section 9.1.**

41 These bylaws may be amended by a majority vote of the Board of Trustees at any regular or special  
42 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the  
43 members of the Board of Trustees at least five (5) days prior to the meeting at which said vote is to be  
44 taken.  
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**SIGNATURE PAGE**

BY:   
Amanda Lagerquist, Chapter President (Dec 31, 2024 20:57 PST)  
Amanda Lagerquist, Chapter President

DATE: Dec 31, 2024

Adopted by the membership on the 9th day of December 1968  
Amended March 12, 2012  
Amended November 3, 2016  
Amended October 15, 2019  
Amended November 12, 2024

