



# **2016-2017 State Bylaws**



*Adopted by the delegates at PSE's 2015 Annual Convention*

*Kennewick, Washington*



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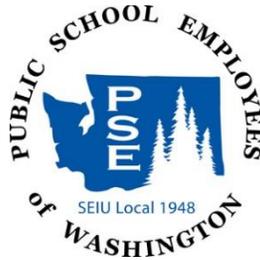
**ARTICLE I  
NAME AND TRADEMARK**

**A. Name**

The name of this corporation shall be PUBLIC SCHOOL EMPLOYEES OF WASHINGTON SEIU/LOCAL 1948 (PSE).

**B. Trademark**

The registered trademark of PUBLIC SCHOOL EMPLOYEES OF WASHINGTON SEIU/LOCAL 1948 is:



The trademark shall only be used in the conduct of official business of PSE and as prescribed and approved by the Board of Directors. The trademark shall be conspicuously displayed on PSE stationery, publications, and official documents and may not be used by any outside organization or individual without the express written permission of PSE.

**C. Official Color**

The official signature color of PSE shall be royal blue.

**ARTICLE II**

**MISSION, VISION, and MEMBER RIGHTS and RESPONSIBILITIES**

**A. Mission – Our purpose for existing.**

It is the mission of PUBLIC SCHOOL EMPLOYEES OF WASHINGTON SEIU/LOCAL 1948 to secure rights, recognition, and respect for Educational Support Professionals.

**B. Vision – What we strive to achieve.**

It is the vision of PUBLIC SCHOOL EMPLOYEES OF WASHINGTON SEIU/LOCAL 1948 to provide services, programs, and activities to achieve a leadership position in representing all Educational 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 providing union leadership training to members and by encouraging membership growth. We will work with State and Federal Legislators in an effort to enact laws which will represent the best interest of all Educational Support Professionals. As a result, PSE, our employees, our members, the educational communities in which we work, and communities in which we live, will grow and prosper.

**C. PSE Member Rights and Responsibilities**

1. The right to have opinions heard and respected, to be informed of union activity, to be educated in union values and union skills.
2. The right to choose the leaders of the union in a fair and democratic manner.
3. The right to a full accounting of union dues and the proper stewardship over union resources.
4. The right to participate in the union's bargaining efforts and to approve union contracts.
5. The right to have members' concerns resolved in a fair and expeditious manner.
6. 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 ones' co-workers and all workers.
7. The responsibility to be informed about the internal governance of the union and to participate in the conduct of the union's affairs.
8. The responsibility to contribute to the support of the union.
9. The responsibility to treat all workers and members fairly.
10. The responsibility to offer constructive criticism of the union.
11. The responsibility to demonstrate and act with integrity and commitment to do the right thing.

**ARTICLE III  
MEMBERSHIP**

Effective December 10, 2005, PSE became affiliated with, and is a part of, Service Employees International Union (SEIU). PSE members are members of SEIU with all ensuing rights and privileges. Membership in PSE shall be in one of the following categories:

**A. Active**

Any Educational Support Professional regularly employed in any school system, or any employee employed by a private contractor performing services for a school system which would ordinarily be performed by an Educational Support Professional, shall be eligible for membership in PSE through one of its affiliated chapters. An Educational Support Professional is one whose position may or may not require a professional certificate.

**B. Retired**

Retired members of PSE may request a print copy of any official PSE publication, notice, or summary which is not readily available electronically. They may attend committee meetings upon invitation. PSE has no obligation to represent retired members and they may not vote or hold office.

**C. Life Member**

Any person who has been an active member of PSE for a minimum of ten (10) years and has made an outstanding contribution to the general welfare of Educational Support Professionals through PSE may have a life membership bestowed upon him or her by the Awards Committee at the annual PSE convention. One life membership may be granted for every five thousand (5,000) members, or any part thereof, of PSE as computed at the time the Awards Committee makes its selection. Life membership confers all privileges of an active membership. Upon full retirement or separation from a PSE bargaining unit, life members shall

retain all rights of active membership except the right to vote and hold office. If such a member becomes re-employed or re-represented by PSE, the right to vote and the right to hold office would be reinstated.

**D. 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 the payment of such dues for active membership is required by these bylaws. Any member, who is on authorized leave of absence pursuant to their bargained contract, retains the right to vote and hold office. However, any member in an elected office or appointed position who is on an authorized leave of absence for longer than three (3) months must resign their position; with the exception of the state President as allowed in Article XII, Section F2. This requirement will not apply if the leave is based on illness, disability or education. Any member who is terminated from employment shall not be eligible to vote or hold office.

**ARTICLE IV  
DUES**

State dues for membership in PSE shall be as follows:

**A. Active Members**

Dues shall be one and fifty-five hundredths (1.55%) of each member's gross monthly earnings or fifty dollars (\$50.00) 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 (\$1.00). Newly organized chapters will be offered the introductory rate of one and two-tenths percent (1.2%) for the duration of their first contract.

**B. Retired Members**

Dues for retired members shall be fixed annually in the operating budget of PSE by the Board of Directors upon recommendation of the Financial Review Committee. The dues amount shall be set to cover only the actual costs of the services provided to retired members.

**C. Life Members**

No dues assessed.

**ARTICLE V  
GOVERNANCE AND OPERATIONS**

PSE shall be governed by a representative form of government. All members are entitled to attend the annual PSE convention, where delegate members transact such business as may come before them, hear reports, amend or adopt bylaws, pass resolutions, and elect officers. All meetings wherein any business of PSE is conducted shall be open, except closed sessions specifically delegated to the Board of Directors for purposes of discussing sensitive operational or governance matters, collective bargaining contract negotiations, personnel issues, and investigatory matters. No other meeting shall be closed.

## **A. Board, Executive Board and Executive Director**

### **1. Board of Directors**

Authority to govern and act on behalf of the membership is vested in an elected Board of Directors who shall set organizational policy, establish goals and priorities, adopt positions, and all other duties and responsibilities prescribed in Article VI of these bylaws.

### **2. Executive Board**

An executive board consisting of a President, vice President, secretary, and treasurer is elected at large, pursuant to Article VII of these bylaws, to ensure specific legal and fiscal requirements are met and that all functions as required by these bylaws are carried out.

### **3. Executive Director**

The Executive Director is the general manager of PSE under direction of the President with the advice and approval of the Board of Directors pursuant to Article VIII of these bylaws. The Executive Director is responsible for efficient and effective management and operations of the organization, ensuring that quality service is provided to members, and fulfilling all other requirements set forth in these bylaws.

## **B. Conflicts of Interest**

The purpose of this section is to ensure that decisions about PSE operations and the use or disposition of PSE assets are made solely in terms of the benefits to PSE and its general membership and are not influenced by any private profit or other personal benefit to the individuals affiliated with PSE who take part in the decision. This section applies to all PSE members including members of the board, committees, and PSE staff. In addition to actual conflicts of interest, PSE members and staff are also obliged to avoid actions that could be perceived or interpreted in conflict with PSE's interest. Ethics, integrity, fairness, and concern for PSE's welfare shall be the guiding standard for actions.

No PSE member or staff member shall have any financial or personal interest, directly or indirectly, in any contract, purchase of materials, procurement of goods and services, disposition of property, or any other activity paid for from PSE funds, except as permitted by law.

No PSE member shall vote, participate in any deliberations, or use personal influence in any matter wherein they are the subject of the action, or that affects them or any member of their family, personally. The member's presence may not be counted in determining the quorum for any vote with respect to PSE business in which the member has a possible conflict of interest. Members have an absolute responsibility to advise the appropriate body of any potential conflict of interest that may exist in advance of discussion or vote on such matter and that disclosure shall be duly recorded in the minutes of the meeting.

Any board member who makes application for employment with PSE shall resign their position on the Board of Directors upon filing of such application and shall not be eligible to seek reinstatement for the remainder of the current term.

Any PSE staff who may be involved in a PSE business transaction or other activity in which a possible conflict of interest exists shall promptly report the possible conflict of interest to the Executive Director. If the possible conflict of interest involves the Executive Director, he/she shall report it promptly to the President. A written

record of any report of a possible conflict of interest, and adjustments made to avoid the conflict of interest shall be kept by the secretary of PSE in a file at PSE 's state office.

Any PSE member who is also a member of another union must disclose this fact before running for PSE office at any level or participating in a vote on a matter which may raise a conflict of interest between PSE and the other union. Failure to disclose such information in advance of the election or vote may result in removal from the office or reconsideration of any other relevant vote. The exception to this is an election where someone is allowed to campaign and vote for themselves or a family member. The Board of Directors is authorized to formulate procedures for removing members from office in the event of a violation of this provision.

### **C. Operating Principles**

In order to provide PSE with the highest quality direction and management possible, the following operating principles shall guide the board and staff:

#### **1. Board/Staff Responsibilities**

The Board of Directors has appropriate policy-making responsibilities for PSE. The Executive Director is responsible for the operational functions of the organization. Board members shall not interfere in the day-to-day operations of the organization nor issue orders, directives, or assignments to staff on normal operational matters. Requests for staff assistance shall be directed to the Executive Director. Staff, working for the Executive Director, shall carry out the policy direction of the board.

#### **2. Board/Staff Relationships**

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

#### **3. Confidentiality**

All matters discussed in executive sessions pursuant to the preamble of Article V of these bylaws are confidential in nature and shall not be divulged by board members or staff except to properly carry out the activities directed therein. Breaches of confidentiality are serious acts and undermine the climate of trust that must exist in carrying out organizational business.

All matters related to PSE business should be characterized by a demonstrable commitment to personal, organizational, and professional ethics and integrity. Nothing in this section should be interpreted to suggest that the membership of PSE should not be kept properly informed on matters related to the management and operations of PSE.

#### **4. Personnel Performance**

The Executive Director is responsible for, and has authority over, personnel matters. The board and members should direct personnel commendations or complaints to the Executive Director. Such

statements shall be submitted in writing and signed. The Executive Director shall establish guidelines to ensure that a system of preventative, positive, and corrective discipline exists.

## **5. Media**

The President, or his/her designee, is the primary spokesperson for PSE. Media inquiries to individual board members about matters of statewide concern, of official policy or positions of PSE, should be referred to the President or Executive Director. The Executive Director, in conjunction with the President and appropriate staff, shall be responsible for the development and dissemination of news releases.

## **ARTICLE VI BOARD OF DIRECTORS**

The Board of Directors shall consist of all Zone Directors and the executive board. The Board of Directors shall be the governing and policy-making body of PSE.

### **A. Zones**

The state shall be subdivided into regions designated as zones to enhance the level and quality of service to members. Each zone shall have a director who shall represent the chapters within their zones and serve on the Board of Directors. The number and location of such zones shall be determined by the Board of Directors upon recommendation of the Executive Director. Higher education chapters shall be grouped together as a separate zone. Prior to any vote by the Board of Directors authorizing a plan that redistributes zones, the Board of Directors shall not proceed with rezoning procedures until a rezoning procedure is established in the bylaws.

### **B. Zone Directors**

#### **1. Election and Terms of Office**

The Zone Directors of PSE shall be elected at the annual PSE convention by the delegates from their respective zones. They shall serve for a period of two (2) years from September 1st through August 31st. Zone Director terms of office in odd-numbered zones shall expire in odd numbered years and those in even numbered zones shall expire in even numbered years.

#### **2. Expectations and Responsibilities**

- a.** Represent the interest of the members in their zone; taking recommendations from zone council to the board.
- b.** Coordinate and facilitate PSE activities within their respective zone budget; holding a meeting of the zone council at least twice a year.
- c.** Regularly communicate with their chapters, facilitating effective communication between chapter leaders.

**C. Zone Council**

The zone council shall consist of the Zone Director and all chapter Presidents. However, each chapter President may be represented on the zone council by a designee of his/her choosing. The zone council may make recommendations to the Board of Directors through their Zone Director.

**D. Board of Directors Responsibilities**

1. Setting policy and direction for the organization.
2. Ensuring that all appropriate federal and state registrations, reports, and disclosures are filed.
3. Securing an annual audit of PSE financial records by an independent auditor utilizing generally accepted auditing practices. The results of such audit shall be provided to the members and delegates at the annual PSE convention.
4. A financial report in a format approved by the Board of Directors shall be provided monthly to the board members for their review.
5. Setting the terms, conditions, and length of employment in a negotiated professional employment contract with the Executive Director.
6. Setting the terms and conditions of employment for employees of PSE and is the final approving authority on personnel matters, upon recommendation of the Executive Director, consistent with the provisions of Article V, Sections A and C of these bylaws.
7. Supporting and upholding PSE goals and its vision and promoting PSE to members.

**E. Board of Directors Meetings**

The Board of Directors shall meet at least four (4) times annually. Meetings may be called at the discretion of the President with due consideration of the financial impact of each meeting. Meetings may also be called upon motion of a majority of the members of the Board of Directors to the President.

Written notice of all regular or special membership meetings shall be provided specifying the place, date, hour, and purpose of the meeting. This notice shall be distributed no less than ten (10) and no more than fifty (50) days in advance of such meeting. Emergency meetings are relegated to the Board of Directors. Written notice may be waived for emergency meetings of the Board of Directors. Such meetings may be called upon approval of the majority of the board, provided that a report of the purpose of the meeting and actions taken is made forthwith. Emergency meetings may be conducted by conference call and shall be restricted to only those matters that are time-sensitive and cannot wait until the next regularly scheduled meeting of the board.

All meetings of the Board of Directors shall be open to the membership, but the board may consider the following items in closed executive sessions if the President rules them to be confidential: discussion of sensitive operational or governance matters, collective bargaining negotiations, personnel issues, and investigatory matters. The results of board deliberations in executive session shall be reported no later than

the next open session following the completion of the actions directed in the closed executive session. A quorum shall be a majority at all meetings of the Board of Directors.

**F. Improper Conduct or Performance of a Board Member**

Board policy defines certain behaviors that constitute improper conduct on the part of a board member and provides several steps of progressive discipline prior to recall. In addition, when two-thirds (2/3) of the Board of Directors believes that a board member has engaged in conduct or performance which is contrary to the good order, welfare or legitimate interests of PSE, they may petition the President to call an emergency zone council meeting of the affected board member's zone for purposes of recall pursuant to Article X, Section E of these bylaws. The Board of Directors shall present their charges against the Zone Director in writing to the zone council ten (10) calendar days in advance of the meeting. If the President chooses not to present the board's concerns, call witnesses if appropriate, and answer questions at the zone council meeting, the Board of Directors shall designate a spokesperson. The board member against whom the recall is directed shall have the right to present his/her side to the zone council. In lesser cases that do not warrant recall, the Board of Directors may reprimand the board member upon approval of two-thirds (2/3) of the Board of Directors. If the board member whose conduct is in question is a state officer, the board may initiate recall proceedings in accordance with Article X, Section E of these bylaws.

**ARTICLE VII  
EXECUTIVE BOARD**

The executive board shall consist of the following officers:

- |                          |                     |
|--------------------------|---------------------|
| <b>1.</b> President      | <b>3.</b> Secretary |
| <b>2.</b> Vice President | <b>4.</b> Treasurer |

**A. Terms of Office**

Officers shall be elected at the annual PSE convention and shall serve in said office from September 1st through August 31st, or until their successors are elected, whichever one is later. Every even-numbered year, the President and secretary shall be elected for a term of two (2) years. Every odd-numbered year, the vice President and treasurer shall be elected for a term of two (2) years. No officer shall serve more than two (2) consecutive terms in the same office. Service of more than twelve (12) months shall be considered one (1) term.

**B. Meetings**

A meeting may be called in accordance with the provisions of the preamble of Article V by the President or any three members of the executive board. Notice may be waived by the members of the board. The meeting time and place shall be designated by the President.

**C. Duties of Executive Board Officers**

Each officer shall forward copies of all correspondence received and send to PSE's state office for disposition through the Executive Director or his/her designee.

- 1. President**

- a) All meetings of PSE shall be called to order and presided over by the President, who serves as the chair of the Board of Directors, or in the President's absence, the Vice President, or in the absence of the President and Vice President, the Secretary.
- b) The President shall work with the executive board to develop productive meeting agendas, identify member needs and concerns, formulate strategies and plans for presentation to the full board, and establish performance goals for the Board of Directors.
- c) The President shall appoint committee and subcommittee chairs in collaboration with and approval of the executive board and all other positions as provided for in these bylaws with the advice and approval of the Board of Directors except the nominating committee. The President shall be an ex-officio member of all committees except the nominating committee.
- d) The President shall, with the advice and consent of the Board of Directors, work with the Executive Director to achieve the mission, vision, goals, and objectives of the organization.
- e) The President, or his/her designee, shall be the spokesperson for PSE.
- f) The President shall keep the Board of Directors and membership fully informed of the general state of the organization.
- g) The President shall arrange the order of business for the annual PSE convention.

**2. Vice President**

The vice President shall provide such assistance to the President as requested; shall, in the absence of the President, perform duties of that office; and in the case of permanent disability or resignation of the President, shall succeed to that office for the unexpired part of the term.

**3. Secretary**

The secretary shall ensure that the minutes of executive board meetings, Board of Directors' meetings, and the annual PSE convention are duly recorded. The minutes shall be transmitted to the Executive Director and chapter Presidents. All minutes of Board of Directors' meetings, including any appropriate additions and/or corrections, shall be approved by the board prior to distribution and shall be signed by the President and secretary. The minutes shall be distributed no more than thirty (30) work days after the meeting date.

**4. Treasurer**

It shall be the responsibility of the treasurer to oversee the management of, and report on, PSE's finances to the Board of Directors and general membership. The treasurer shall monitor the budget and regularly review financial transactions to ensure compliance with all appropriate policies, procedures, laws, and regulations. The Financial Review Committee, under the direction of the treasurer who serves as the chair, shall advise and assist the Executive Director in formulating sound, prudent financial plans, controls, and funding priorities to be presented to the Board of Directors for approval.

## **ARTICLE VIII EXECUTIVE DIRECTOR**

The Executive Director is the general manager of PSE under direction of the President with the advice and approval of the Board of Directors pursuant to Article V, Section A, 3 of these bylaws.

- A.** The Executive Director is responsible for efficient and effective management and operation of the organization, ensuring that quality service is provided to members, and fulfilling all other requirements set forth in these bylaws.
- B.** The Executive Director is responsible for collecting and disseminating PSE funds in accordance with Article XII of these bylaws and ensuring that all funds are deposited in such depository as is established by authority of the Board of Directors.
- C.** The Executive Director shall establish a headquarters office and such regional offices as may be approved by the Board of Directors to meet the service needs of PSE. Such offices shall be open during normal business hours, or other hours by prior arrangement, for inspection by PSE members.
- D.** The Executive Director shall organize, hire, assign, promote, and train staff, with the concurrence of the board, in a manner that achieves the mission, vision, goals, and objectives of PSE, within the framework of the values set forth in Article II of these bylaws.
- E.** The Executive Director shall be covered by liability insurance to protect the organization against fraud and financial improprieties. Evidence of said insurance shall be maintained at the state office. The premium shall be paid by PSE.

## **ARTICLE IX MEMBERSHIP MEETINGS**

- A. Annual PSE Convention**

PSE shall convene delegates at an annual PSE convention to transact the regular order of business. All information pertaining to convention shall be made available to local PSE chapter members at least 60 days prior, for their review and evaluation and to provide feedback to voting delegates at the annual PSE convention. Voting at convention shall be by delegate system and in accordance with the provisions of Article X of these bylaws. Chapters shall elect their delegates by secret ballot. Each chapter in the state shall be entitled to send at least two (2) delegates. Each chapter is entitled to one (1) additional delegate for each twenty-five (25) active members, or fraction thereof, over fifty (50) active members. All members of the Board of Directors shall, in addition to their other duties, serve as voting delegates at large to the annual PSE convention; except that board members wishing to vote in the election of officers must be elected as delegates by their respective chapters. The delegates or their alternates must be present to exercise their voting right. No proxy vote shall be allowed. Each chapter shall inform the secretary thirty (30) days prior to the annual PSE convention the names of the delegates. The annual PSE convention is open to all members of PSE.
- B. Special Conference**

The Board of Directors may call special conferences to address PSE issues. The entire order of business shall be arranged by the President with the advice and consent of the Board of Directors.

**C. Legislative Conference** (Refer to Article XVI, Section E)

**D. SEIU International Convention**

The SEIU International Union meets every four (4) years at a time and place set by the International Executive Board. The basis of representation is one (1) delegate for five hundred (500) members or major fraction thereof, up to five thousand (5,000) members and one (1) additional delegate for every additional one thousand (1,000) members or major fraction thereof. The computation is based on the per capita figure that PSE pays dues on and does not include life members, retired members, or agency fee payers. To be eligible to send delegates to the International Convention, all monies due the International must be paid at least fifteen (15) days prior to the opening. Executive board members shall be considered automatic delegates to any International Convention which takes place during their term of office. The Executive Director, by virtue of his/her position on the International Executive Board, shall be a delegate with a voice, but no vote. The Board of Directors shall determine the number of delegates which shall represent PSE at the International Convention. PSE delegates to the SEIU International Convention must be active members in good standing. In addition, the delegates must be able to secure a U.S. passport if required.

The delegates must also agree that once an airline ticket has been booked, they will pay for the cost of the ticket if they must cancel their trip for any reason. Notification and requirements for international delegates will be published no later than ninety (90) days prior to the event. Election of international delegates shall be conducted by mail ballot sent to PSE members in good standing approximately sixty (60) days prior to the International Convention. The Elections Committee shall oversee this election and shall count and certify the results which shall be published forthwith.

**E. Quorum**

Fifty percent (50%) or one-half (1/2) of the registered delegates present shall constitute a quorum at any annual PSE convention or conference.

**ARTICLE X  
ELECTIONS, FILLING OF VACANCIES & RECALL PROCEDURES**

All elections conducted by PSE shall be in accordance with United States Department of Labor, Title IV of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA or the act) and supervised by the Elections Committee as provided for in Article XV, Section H, 5 of these bylaws.

**A. Elections of PSE Officers**

1. Elections shall be held annually and conducted at the annual PSE convention.
2. The membership of PSE shall be notified on the PSE website at least one-hundred twenty (120) calendar days in advance of the annual PSE convention of the offices to be filled and the requirements for submission of nominations.
3. Members may nominate themselves or another member for any open PSE office using the *Declaration of Intent to Run* form. Nominations may be submitted in advance or may be made from the floor at the annual PSE convention for executive office and at zone caucus meetings for Zone Director. All

candidates, whether nominated in advance or from the floor, must sign a sworn statement, affirming that not funds derived from dues, assessments or the employer are being used to promote their candidacy. As soon as the *Declaration of Intent to Run* form and sworn statement are received, the information will be posted on the PSE website, unless nominated from the floor. If it is received by the publication deadlines, it will be included in the resource guide. No member shall serve beyond the term limit for the office.

4. The Executive Director shall ensure that all candidates have equal access to membership lists and other organizational information pertinent to the office being sought.
5. Officers shall be elected by the delegates at the annual PSE convention by secret ballot. Delegates to the annual PSE convention shall be provided the names of all candidates who have filed for office at least fifteen (15) working days in advance of the election on the PSE Website. In the event that no candidate for an office receives a majority of the votes cast, the two candidates who receive the most votes will be placed on the ballot for a runoff election. The winning candidate will be the one who receives the majority of votes cast. In the event that a position is not contested, a motion may be made to approve the nominee.
6. Each candidate shall have the right to have silent observers at the polling place and at each place where the ballots are counted. Electioneering is strictly prohibited.
7. It shall be the duty of the Elections Committee to supervise all elections held at the annual PSE convention. The chair shall oversee the counting and certification of ballots. The chair shall announce the results as soon as possible after the election is certified. Additionally, the names of all candidates for each office and the total number of votes each received shall be signed by the candidates and then be posted in a location specified by the Elections Committee.
8. All ballots and other election records will be preserved and available for inspection at PSE headquarters for at least one year following the elections.
9. If a decision is made to invalidate the election results of a Zone Director, a revote of the entire eligible membership of the affected zone will be held, by mail ballot.

### **C. Election Protest Guidelines**

1. Any PSE member may file an election protest by submitting a written complaint specifically describing the grounds of such protest along with copies of any supporting evidence of impropriety or discrepancy.
2. A request for a re-count must be filed within ten (10) calendar days following the conclusion of the annual PSE convention.
3. All protests/complaints shall be filed with the President of PSE (or to the Vice President if the protest/complaint refers to the President) with a copy to the Executive Director.

PSE State President  
ELECTION PROTEST  
Public School Employees of Washington/SEIU Local 1948  
P.O. Box 798  
Auburn, WA 98701-0798

4. Upon receipt of a protest/complaint, the President (or Vice President) will convene a Five Voting Member Review Committee comprised of: The President (or Vice President), The Chair of the Elections Committee, The Chair of the Nominations Committee and two (2) State Board Members (one each chosen by the respective Elections and Nominations chairs). This committee will also include the Executive Director as a non-voting facilitator. The committee will conduct a thorough review of the issues raised in the protest/complaint and render a written decision to the person filing the protest/complaint. Note: Should either of the Chairs, or the State Board Members chosen by the chairs, be unable to participate in the committee deliberations, the President (or Vice President) will appoint a replacement from the remaining Board of Directors.
5. The person filing the protest/complaint will have fifteen (15) calendar days from receipt of the Review Committee's decision to file an appeal. Appeals, like the original protest/complaint, are to be filed with the President of PSE (or Vice President if the protest/complaint refers to the President).
6. If an appeal is submitted, it will be heard by the Board of Directors at a special meeting held for the purpose of hearing the appeal. The Board may uphold the committee's decision; may overturn and/or change the committee's decision; or in an instance where the Board of Directors feels it would be in the best interest of the PSE Body, may direct that an outside and completely disassociated source be obtained to hear the appeal and render a decision. In any case the decision of the Board of Directors or an obtained Outside Source shall be final.
7. Upon completion of the review and/or appeal process the President shall direct the Executive Director to cause to have published on the PSE website the protest and results of the review.
8. If a decision is made to invalidate the election results, a revote will be of the entire eligible membership by mail ballot consistent with the requirements of the LMRDA.

### **C. Filling of Vacancies**

A vacancy in any office, except that of President, occurring between the annual PSE conventions shall be filled by the Board of Directors in accordance with the procedures set forth below:

1. In the event the President cannot serve the remainder of his/her current term, the vice President shall serve as President for the unexpired part of the term.
2. In the event of a vacancy in the office of vice President, secretary, or treasurer, the President may appoint a temporary replacement from the sitting Board of Directors who will serve until a successor is elected. The President shall then notify all chapter Presidents in writing by first class mail of the vacancy and solicit nominations for the position. Nominations shall be accepted for a period of twenty (20) calendar days following the postmarked notification to the chapter Presidents. The President, at

his/her discretion, may either call a special meeting of the board, or place the election on the agenda of the next regularly scheduled board meeting. The successor shall be elected by secret ballot to serve for the remainder of the term. Election must be by majority of the board members present and voting. Each candidate for the position may submit a letter, or have three (3) minutes to address the board prior to the vote to describe their qualifications and reasons they are seeking the position. After all candidates are given the opportunity for a candidate statement, the election by secret ballot will be conducted. The ballots will be tallied. In the event a candidate receives over fifty percent (50%) of the votes cast on the first ballot, that candidate is declared the winner. If no candidate receives over fifty percent (50%) of the vote, and if there are more than two (2) candidates running for the office, the candidate with the lowest total (or candidates, if there is a tie for the lowest vote total) will be dropped from the ballot after each round of voting until one (1) candidate receives over fifty percent (50%) of the votes cast. In the event of a tie for the lowest vote total, where only one (1) candidate would remain if both were dropped from the ballot, an interlocutory tie-breaker election will be held in order to determine which person would be dropped.

3. Vacancies in the office of Zone Director shall be filled only for the remainder of the term in which the vacancy occurs. Upon receipt of notification of vacancy, the President shall direct that a zone council meeting be held and that the council elect a successor for the remainder of the vacant term. The President shall give a minimum of ten (10) calendar days' notice of the council meeting by telephone and first class mail, same-day postmark to each member of the council. The council meeting must be held within thirty (30) calendar days of the receipt of the notification by the President of the Zone Director vacancy. Election of the successor must be by majority vote of the council members present and voting. Each candidate for the position may submit a letter, or have three (3) minutes to address the council prior to the vote to describe their qualifications and reasons they are seeking the position. After all candidates are given the opportunity for a candidate statement, the election by secret ballot will be conducted. The ballots will be tallied. In the event a candidate receives over fifty percent (50%) of the votes cast on the first ballot, that candidate is declared the winner. If no candidate receives over fifty percent (50%) of the vote, and if there are more than two (2) candidates running for the office, the candidate with the lowest total (or candidates, if there is a tie for the lowest vote total) will be dropped from the ballot after each round of voting until one (1) candidate receives over fifty percent (50%) of the votes cast. In the event of a tie for the lowest vote total, where only one (1) candidate would remain if both were dropped from the ballot, an interlocutory tie-breaker election will be held in order to determine which person would be dropped.

#### **D. Recall of State Officers**

##### **1. Composition and Requirements of Recall Panel**

The Recall Panel shall consist of thirteen (13) members, one (1) from each zone. One (1) member and one (1) alternate shall be elected from each zone at the annual PSE convention. They shall serve for a period of two (2) years from September 1<sup>st</sup> through August 31<sup>st</sup>. Recall Panel member terms of office in odd-numbered zones shall expire in odd-numbered years and those in even-numbered zones shall expire in even-numbered years. Recall Panel members and their alternates shall not be members of the Board of Directors. All Recall Panel members and alternates shall maintain strict neutrality, including refraining from signing any recall petition or voting on a recall at a chapter meeting.

## **2. Petition Requirements**

Any chapter may petition the Board of Directors for the recall of any officer (Respondent). Every recall petition must contain a clear statement of the specific charges against the Respondent. Grounds for recall shall be serious misconduct, such as criminal acts, advancement of the interests of another union to the detriment of PSE, willful refusal to perform the duties of office or gross incompetence. Mere disagreement with the policies or positions of the Respondent shall not be grounds for recall. The petition shall be joined by at least four (4) other chapters from four (4) different zones. Each chapter's petition shall be supported by a majority of the members in good standing attending a chapter meeting. No chapter vote regarding any recall petition will be taken without prior notice to all chapter members.

## **3. Petition Process**

The recall petition shall be submitted to the Executive Director. Upon receipt of the petition, PSE's general counsel shall immediately be assigned to determine whether the petition satisfies the procedural requirements set forth in paragraph (2) herein. The general counsel shall make the determination within fourteen (14) calendar days of the Executive Director's receipt of the petition. If the petition is determined to be procedurally valid, the Executive Director shall immediately serve the Respondent with the petition by certified mail and the Recall Panel shall be activated.

## **4. Recall Panel Hearing**

A hearing shall be scheduled before the Recall Panel no less than twenty-one (21) calendar days from the date the Respondent was served with the petition. Upon good cause, the Respondent may petition the Recall Panel for a reasonable continuance. Once a date, time, and place for the hearing is established, the Executive Director shall send written notification to all petitioning parties, the Respondent, the Recall Panel members and to all PSE members. The quorum requirement for all hearings before the Recall Panel shall be eight (8) members. The Recall Panel shall elect a chair who will conduct the hearing. The Recall Panel shall be advised on procedural issues by the general counsel. All hearings before the Recall Panel shall be tape recorded. Each side shall have the right to call witnesses and present evidence, subject to cross examination.

## **5. Decision**

Within fourteen (14) calendar days of the hearing, the Recall Panel shall issue a written decision. A decision for recall shall require the support of two-thirds (2/3) of the full panel. If less than two-thirds (2/3) of the panel members vote for recall, the petition will be dismissed. All decisions of the Recall Panel shall be final, with no right of appeal. Dismissed petitions may not be re-filed. In the event of a recall decision, the Board of Directors shall make an interim appointment to fill the vacancy until the unexpired term of the recalled officer can be filled pursuant to Article X, Section D 1-2 of these bylaws.

**E. Recall of Zone Directors**

A majority of chapters within a zone may petition the President to hold a special election for the recall of a Zone Director and election of a successor. Said petition shall specify the cause for such recall. Grounds for recall shall be misconduct or neglect of duties. The Zone Director shall be entitled to present evidence to the President and respective zone council. The President shall preside over the zone council for the purpose of determining whether the Zone Director shall be recalled. The Zone Director shall be recalled only if a two-thirds (2/3) vote of the chapters in the zone vote for the recall. In the event the vote is in favor of a recall, the President may call for a special election to elect a replacement Zone Director for the duration of the term to be held in the zone within fourteen (14) calendar days after the recall. The election shall be conducted by the zone council with the President presiding as identified in Article X, Section D-3 of these bylaws.

**F. Recall of Elected Committee, Panel or Council Members**

Any member who has been elected to a committee, panel, or council may be subject to recall by the chair and the President and a two-thirds (2/3rds) majority approval of the Board of Directors. Grounds for recall shall be neglect of duties, misconduct, not revealing a conflict of interest, or engaging in conduct detrimental to the committee, panel, council, or PSE. Notification of the removal shall be sent to the membership of the affected zone. Vacancies filled by appointment shall be subject to removal exclusively by the same recall procedure as if the appointee had been elected.

**ARTICLE XI  
ANNUAL REPORTS**

The Executive Director or the President shall present an annual report of the condition and performance of the organization at the annual PSE convention. This report shall be posted on the PSE website for a period of three (3) years, sent to chapter Presidents, and made available upon request to members. In addition, the Executive Director or his/her designee will present to the delegates the last financial audit report and budget for the coming year.

**ARTICLE XII  
FINANCIAL AFFAIRS**

**A. Fiscal Year**

The fiscal year for PSE, and every component thereof, shall be from September 1<sup>st</sup> to August 31<sup>st</sup> of the following year, inclusive.

**B. Funds**

All monies received shall be deposited in the name of PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 or as otherwise required by law. Funds shall be appropriately deposited in either a general operating account fund, reserve account fund, segregated political campaign contribution fund, or in other specially designated funds directed by the Board of Directors.

**1. General Operating Accounts Fund**

That fund which supports the day-to-day operational expenditures of PSE.

**2. Reserve Account Fund**

These are monies in excess of normal operating needs that are invested. A comprehensive investment strategy and objectives shall be developed and maintained utilizing appropriate financial expertise and with the approval of the Board of Directors.

**3. Political Contribution Fund**

Funds specifically utilized for political campaign contributions shall be segregated and appropriately accounted for and reported on in accordance with federal and state laws and regulations. These shall be disbursed by the treasurer upon the authority of the Board of Directors after recommendation of the Legislative Council and/or the government relations director.

**4. Ballot Measure Campaign Fund**

Funds specifically utilized for ballot measure campaign contributions shall be segregated and appropriately accounted for and reported on in accordance with federal and state laws and regulations. These shall be disbursed by the treasurer upon the authority of the Board of Directors after recommendation of the Legislative Council and/or the government relations director.

**5. Individual Member Escrow Account**

In the event a member asserts a religious objection to union membership AND their employer fails to establish an escrow account to safeguard these contested dues, PSE has the authority to establish a separate escrow account to hold the member's contested dues. There shall be a separate account for each such member described above, and the dues shall remain in the escrow account until such time as the issue of eligibility for religious objector status has been resolved.

**6. Special Funds and Trusts**

The Board of Directors may establish special funds or trusts to achieve specific objectives consistent with the mission, vision, and operational needs of PSE.

**6a. Betty Rankin Sponsorship Fund**

The Board of Directors shall set up a program to generate revenue and direct distribution of the Betty Rankin Sponsorship Fund. Funds are for the sole purpose of sponsoring chapter delegates to the annual PSE convention. Qualification criteria are established by the Board of Directors. Distribution of the fund is overseen by a Presidential appointee.

**C. Operating Budget**

The Executive Director or his/her designee shall prepare an annual operating budget that follows approved accounting procedures with the advice and assistance of the Financial Review Committee as provided for in Article XV, Section H, 7 of these bylaws. The Board of Directors shall review and approve the budget prior to presentation to the delegates at the annual PSE convention.

**D. Regulation of Expenditures**

The approved budget shall regulate the expenditures of PSE. Any expenditure in excess of those approved in the budget must be approved by the Board of Directors, except that expenditures need not be approved which will not cause the major account to exceed the amount budgeted for that account. The Board of Directors may amend the operating budget to establish new programs, services, or other major activities

during the course of the fiscal year provided that such expenses are clearly identified as supplemental expenditures and an appropriate revenue source is identified.

**E. Control of Funds**

1. All funds of PSE shall be received and entered upon the official financial records of PSE. Such records shall be kept under the direction of the Executive Director and the treasurer. Regular books and full accounts showing all receipts and disbursements shall be maintained and open at all times to the inspection of the President or his/her authorized agent. A report as to the financial condition of PSE with a detailed statement of receipts and disbursements for the preceding fiscal year shall be rendered at each annual PSE convention or conference. A financial report, in format approved by the Board of Directors, shall be sent to each board member on a monthly basis.
2. All funds of PSE shall be kept in the name of PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, or as otherwise required by law, and in such a depository as may be approved by the Board of Directors. All funds shall be distributed by authority of the treasurer, by check or direct deposit only, signed by two members of the executive board, authorized by the treasurer. If the Executive Director determines that circumstances prevent the treasurer from authorizing disbursements, the Executive Director or his/her designee, will contact the President and the President will appoint the vice President or secretary to approve the check register for payment. The Financial Review Committee shall review and make a ruling on any disputed disbursements. The chair will provide the board with a written report of the ruling at the next regularly scheduled board meeting.
3. The executive board, Executive Director, and such staff as may be designated by the Executive Director shall give bond in such amount as may be required by the United States Department of Labor and the Board of Directors. Evidence of such bond shall be maintained at the state office. The premium on such bond shall be paid by PSE.

**F. Expenses**

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

**1. Expense Claims**

All claims for expenses shall be submitted on official PSE expense forms and in accordance with expense guidelines approved and adopted by the Board of Directors. Appropriate supporting evidence of expenses shall be submitted as required in advance of payment, otherwise payment may be withheld. The board may establish an actual expense reimbursement plan or per diem system at its discretion, depending on which system most efficiently and effectively meets PSE's administrative and financial needs.

**2. President**

The President shall receive a sum of three hundred dollars (\$300) per month for incidental expenses in addition to such expenses as are allowed under subsections 3 and 4 of this section. In addition, the President may request release from the President's workplace employer to perform the duties of the office.

**3. Board of Directors**

Each member of the Board of Directors shall be paid fifty dollars (\$50) for each meeting of the Board of Directors attended. This does not include the annual PSE convention, legislative conference or the annual board retreat. For those events, board members shall be paid fifty dollars (\$50) per day. If the President requires additional training for board members, those days will also be reimbursed at the fifty dollar (\$50) per day rate. In addition, board members are to be paid approved expenses for meals and lodging and for mileage to and from required meetings at a rate not to exceed that allowed by the state of Washington, to be established and maintained by action of the Board of Directors. Board members, upon billing by their appropriate employer, shall have time loss for PSE business reimbursed whenever they shall be required or authorized by the President to perform their responsibility on a work day. In addition, board members may be reimbursed for time loss and paid for mileage to attend chapter and zone meetings in their zone. Unless otherwise approved by the President, board members within fifty (50) miles of required meetings shall not be paid for overnight lodging, except at the annual PSE convention or due to inclement weather, whereupon board members should use their own judgment.

**4. Committee Chairs and Others**

Committee chairs, committee members and persons designated by the President shall, upon billing by their appropriate employer, have time loss for PSE business reimbursed whenever they shall be required or authorized by the President to perform their responsibility of their assigned duties on a work day. They may also submit for reimbursement allowed, approved expenses, i.e., mileage, meals and lodging.

**5. PSE Employees**

Paid employees of PSE shall be reimbursed in accordance with expense guidelines approved and adopted by the Board of Directors and in accordance with the provisions of collective bargaining agreements with staff representative organizations.

**ARTICLE XIII  
AFFILIATED CHAPTERS**

**A. General**

Any organization of Educational Support Professionals may become affiliated with PSE upon complying with the requirements contained in these bylaws.

**B. Designation**

All affiliated organizations shall be designated as chapters of the PSE. Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always supersede local bylaws where conflict exists.

**C. Standard Supplies**

Standard supplies, such as dues authorization cards, copies of the bylaws, etc., as may be authorized by the Board of Directors shall be prepared by PSE and furnished to affiliated chapters without cost. PSE promotional items and other supplies as the Board of Directors may authorize shall be prepared and furnished to affiliated chapters at a cost established by the Board of Directors. Upon delivery of supplies for which a charge is to be made to officers and affiliated chapters, a statement, due and payable upon receipt, for same shall be rendered.

**D. Chapter Year-Election, Duties and Recall of Officers**

**1. Chapter Year**

The fiscal year of every chapter of PSE shall extend from September 1<sup>st</sup> to August 31<sup>st</sup> of the succeeding calendar year.

**2. Elections**

Chapter officers shall be elected in accordance with the respective chapter bylaws.

**3. Duties**

Chapter officers and representatives of a PSE affiliate have the duty of representing the local interests of PSE.

**4. Recall**

In the event that a chapter officer or representative cannot or does not represent PSE local interest and will not resign, a chapter may petition the zone council for the recall of any officer. Said petition shall allege the cause for such recall and shall be signed by at least twenty percent (20%) of said chapter's membership. Grounds for recall shall be misconduct or neglect of duty. The Zone Director being petitioned shall direct the chapter officer or representative to respond to the charges at a zone council meeting. The officer shall be entitled to present evidence at the hearing. Said officer shall be removed only if there is two thirds (2/3) vote for recall. A replacement shall be selected pursuant to local chapter bylaws, provided that the removed officer or representative shall not be eligible to hold office for a period of three (3) years.

**E. Charters-Issuance and Continuance**

Each organization, upon affiliation with PSE, shall be issued a charter signed by the President and secretary. It shall retain its charter as long as it fully complies with the provisions of the bylaws. The Board of Directors may revoke any charter if it finds that continuance of a chartered chapter is detrimental to PSE.

**F. Reports Required**

Each affiliated chapter must, when affiliated, send to the PSE state office a list of names and addresses of its officers and members, together with all other information required by PSE and shall thereafter notify PSE of all changes in officers, members, and addresses.

**G. Chapter Rebates**

Each chapter shall receive chapter rebates from the state organization in an amount equal to five percent (5%) of the total monthly dues and fees paid by both members and agency fee payers to the PSE. To qualify for rebates, the chapter must: (1) have filed a Chapter Financial Report (CFR) for the previous fiscal year with the PSE state office; and (2) sent at least one (1) delegate to the annual PSE convention the previous year. Rebate payments may be withheld from chapters which are not in compliance with CFR submission requirements. The Board of Directors may adopt policies providing the manner in which chapter rebates may be withheld for failing to submit the required reports.

The chapter rebates are intended to offset the cost of sending chapter delegates to the annual PSE convention and the annual Legislative Conference. Chapter rebates should be used to send as many delegates to the annual PSE convention as are eligible, so long as the rebate is sufficient to do so. Any chapter not represented by delegates at the annual PSE convention shall not receive chapter rebates the following year, except new chapters chartered in the interim between annual PSE conventions. Chapters shall receive chapter rebates every two (2) months.

**H. Disaffiliation**

1. In the event of disaffiliation, revocation of charter as provided in Section E above or disbanding otherwise of any affiliate chapter of PSE, all funds and properties of such affiliated chapter shall be transferred to the treasurer of PSE. The treasurer shall hold such properties and funds in a reserve account for up to two (2) years. In the event the chapter is not reactivated within said two (2) year period, such funds and properties shall be transferred to the general fund of PSE.
2. Notwithstanding the provisions of the preceding paragraph, any affiliated chapter which was an independent nonprofit organization prior to affiliating with PSE shall be entitled to retain any funds held by it at the time of disaffiliation, provided such chapter disaffiliating continues to exist as a nonprofit organization.

**I. Collective Bargaining**

PSE shall provide professional collective bargaining services to and on behalf of each of its affiliated local chapters and the members thereof. No local affiliated chapter shall 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 a bargaining unit represented by PSE or any of its local affiliate chapters. Local affiliated chapters shall not enter into any agreement which would affect the rights of employees represented by PSE or its local affiliate chapters, nor any agreement affecting the scope of any collective bargaining unit, with any school district, employer, or other entity or agent, unless such agreement is first reviewed by and approved by the Executive Director, or his/her designee of PSE, provided decisions of the Executive Director may be appealed to the Board of Directors by any chapter affected thereby.

**ARTICLE XIV  
STATE GRIEVANCE PANEL**

**A. Size and Composition**

The State Grievance Panel will be comprised of sixty-five (65) members, five (5) members from each zone elected at the annual PSE convention by delegates from their respective zones. They will serve a two-year term with terms expiring in odd-numbered zones in even-numbered years and even-numbered zones in odd-numbered years. Vacancies shall be filled by appointment by the President with input from the Zone Director. From this panel, the Executive Director or his/her designee shall select five (5) members to serve as the sitting panel to hear the grievance. The sitting panel members shall be selected on the basis of geographical proximity to the site of the hearing and shall not be from the chapter from which the grievance originates.

**B. Legal Review**

All grievances shall receive an initial legal review. The Board of Directors will approve the standard of the initial legal review. The Executive Director or his/her designee shall designate a PSE staff attorney to conduct the legal review.

**C. Appeal to the State Grievance Panel**

Grievances, which are not validated by local chapters, may be appealed to the State Grievance Panel. Those that pass an initial legal review will be forwarded to the State Grievance Panel. The State Grievance Panel will be supported by a PSE staff attorney and will follow such hearing procedures as adopted by the Board of Directors. State Grievance Panel approval or denial of grievances will ordinarily be final; however, in extraordinary situations the Executive Director may recommend that the President undertake a further discretionary review of the grievance. This discretion will only be undertaken in extreme circumstances, and to prevent manifest injustice. In such circumstances, the decision of the President is final.

**D. Time Limits**

Written notice of appeal from any local chapter refusal to validate a grievance must be provided to the assigned field representative within thirty (30) days from the date of the refusal. The State Grievance Panel will provide written findings and conclusions within thirty (30) days from the close of its record in any hearing brought before the panel.

**ARTICLE XV  
COMMITTEES**

**A. Purpose of Committees**

The general purpose of committees is to provide advice and support to the operational elements of PSE in achieving the mission and vision of the organization. Committees are a means by which members become actively involved in the work of PSE and influence operations to be as responsive to member needs and interest as possible. Committee members assist in achieving functional goals and objectives through active participation and mobilization of resources that are directed toward a specific purpose.

## **B. Types of Committees**

### **1. Standing Committees and Subcommittees**

Standing Committees and their subordinate subcommittees are those that exist until such time as eliminated or modified by vote of the delegates at the annual PSE convention. Standing committees and subcommittees have a well-defined mission and exist because of the ongoing nature of the activity for which they were created.

### **2. Ad Hoc Committees**

Ad Hoc Committees deal with a specific subject or purpose and are comprised of a group with special knowledge brought together to examine a specific issue or solve a problem. An Ad Hoc Committee ceases to exist after making recommendations or implementing solutions. Ad Hoc Committees may be created by the President, with the approval of the Executive Board, within the line item allocation in the budget.

### **3. Nominating Committee**

A Nominating Committee of six (6) members shall be elected by the Board of Directors at a regular meeting more than one hundred twenty (120) days in advance of the annual PSE convention. Members will serve two-year staggered terms with one-half of the members elected each year. The Nominating Committee members shall represent different job classifications and geographical areas. They shall elect their own chair.

## **C. Size and Composition of Committees**

Committees shall normally consist of a chair, six (6) members and a staff liaison. The appointed members should represent as many different job classifications and geographical areas as possible, unless otherwise recommended by the President and approved by the board, or as specifically provided for in these bylaws. Each committee shall appoint a recording secretary. A member shall serve on only one state committee at any given time whether appointed or elected. The only exceptions are Recall Panel, State Grievance Panel, Ad Hoc Committees, and board members. Committee members take office immediately and serve until their replacements are chosen.

## **D. Term of Standing Committee and Subcommittee Appointments**

### **1. Committee/Subcommittee Chair**

The chair is appointed by and serves at the discretion of the President of PSE in collaboration with and approval of the executive board. Appointments are usually for two (2) years; however, the chair will continue to serve until a replacement is appointed.

### **2. Committee Members**

Committee members are appointed by the committee chair with the approval of the President with the exception of the Legislative Council, Membership, Recall Panel, State Grievance Panel, and Nominating Committees whose terms are defined in other sections. Members are appointed each year and may serve up to three (3) consecutive years on the same committee. In order to maintain

continuity and effectiveness, the chair will try to replace about half of the committee members each year.

**3. Special Advisors to Committees**

The President may appoint a special advisor to a committee where specialized expertise is required to fulfill the mission of the committee. Special advisors are appointed for a period of one (1) year, and because of the expertise required, may not necessarily be PSE members. Special advisors may not vote and cannot engage in any profit-making business venture associated with the work of the committee.

**4. Removal of Appointed Committee Members**

The committee chair, with approval of the President, may remove any appointed committee member who fails to attend committee meetings or who engages in conduct detrimental to the good order and productivity of the committee or PSE. The removal of a member appointed to an elected committee vacancy shall be subject exclusively to the recall procedures in Article X, Section G of these bylaws.

**E. Committee Limitations on Matters of Policy and Positions**

Policy-making authority and adoption of official positions of PSE is the appropriate responsibility of the Board of Directors. Committees shall not publicly announce a position on any matter purported to be official policy or position of PSE. Committees may recommend positions or policies to the Board of Directors for consideration and adoption. The chair of the committee should make such recommendations, including the supporting rationale, in writing to the President with a copy to the Executive Director.

**F. Conflicts of Interest**

No committee member shall vote on any matter wherein he or she, or any member of their family, are the subject of the action. Committee members have an absolute responsibility to advise the committee of any potential conflict of interest and the recording secretary shall duly record the nature of the conflict. Failure to notify the committee of a conflict, or potential conflict of interest, in advance of a vote on the matter may result in the removal of the committee member from the committee and the question may be called for reconsideration and re-vote.

**G. Roles and Responsibilities**

**1. State President**

The President, or his/her designee, is the coordinator of committees. He/she shall work with the chair of each committee to ensure that the efforts of the committee are directed toward achieving the mission, vision, organizational goals, and objectives of PSE. The committee chair shall communicate the results of the committee's work to the Board of Directors and to the general membership through the official publications of PSE.

**2. Chair**

It shall be the duty of each chair to coordinate the activities of the committee including efficiently scheduling meetings consistent with the funds budgeted for the committee, developing an agenda, establishing goals and objectives to be achieved by the committee for the year, and communicating

the work of the committee to the Executive Director and President by appointing a recording secretary.

**3. Recording Secretary**

Each committee shall have a recording secretary who will keep accurate minutes. A legible copy shall be forwarded to the Executive Director and the President.

**4. Staff Liaison**

The Executive Director shall assign a staff member to serve as liaison to each committee. The staff liaison shall be appointed from the functional unit carrying out the day-to-day operational work the committee is focused on. It shall be the responsibility of the staff liaison to work closely with the committee to provide technical expertise and advice. The staff liaison will assist with the logistics of meetings and other operational support as needed. The staff liaison, working with the committee chair, shall identify the fiscal needs of the committee and incorporate those needs into the budget request for the functional unit.

**H. STANDING COMMITTEES**

**1. Awards Committee**

*Mission:* The Awards Committee shall, with Board approval, create award categories, define the requirements, determine the selection process and identify deserving recipients for official awards sanctioned by PSE. Nominations for honorary awards to legislators who have supported PSE's platform, shall be made by the Legislative Council and submitted to the Board of Directors for approval.

*Process:* The Awards Committee shall solicit, review nominations and determine recipients for prestigious PSE awards such as Life Membership, Honorary Member of the Year, PSE Classified Employee of the Year, legislative Member of the Year, President's Leadership Award, and other special awards approved by the Board of Directors. The Awards Committee shall, in conjunction with the President, coordinate the awards presentations.

**2. Bylaws and Resolutions Committee**

*Mission:* The Bylaws and Resolutions Committee shall receive, analyze, and recommend a position to the Board of Directors on all proposed bylaws and resolutions (except Awards Resolutions) to be presented for consideration to the delegates at the annual PSE convention. In addition, the committee is to conduct an annual review of the current bylaws. Based on that review, they may make housekeeping changes with board approval and may prepare proposals to be presented to the delegates at the annual PSE convention.

*Process:* The Bylaws and Resolutions Committee shall act on the advice and consent of PSE corporate counsel and the parliamentarian. The committee shall advise the maker of the proposal and the Board of Directors of the effect of the resolution or bylaw amendment. The committee shall consult with the Executive Director on the operational and/or

economic impact of relevant bylaw amendments or resolutions. The committee shall submit proposed bylaws, amendments and resolutions in writing to the Board of Directors for submission to the delegates with an explanation of the origin and effect of the amendment. The Board of Directors may recommend a position on any proposed bylaw amendment or resolution to the delegates (Refer to Article XVII for amendment procedure.)

### **3. Convention Committee and Subcommittees**

*Mission:* The Convention Committee and each of its subcommittees shall coordinate a quality, cost-effective annual PSE convention.

*Process:* The Convention Committee shall provide advice, support, and assistance in planning and carrying out the annual PSE convention and each of its subordinate activities. The Convention Committee shall work within the agenda set by the President, coordinating with the subcommittees to carry out decor consistent with a theme, recommend the number of meals, select menus, and, if time allows, provide entertainment events to complement the convention. The committee shall strive to make the convention accessible and affordable to the majority of the members while meeting the economic needs of PSE. Increases to the registration fee may be made after a review by the Financial Review Committee and only with the approval of the Board of Directors. The committee may recommend an exhibitor fee schedule, invite specific exhibitors to participate, and develop appropriate rules governing exhibitors. Exhibitors shall be screened to ensure that conflicts of interest do not exist and that the exhibitor's product and participation is consistent with the objectives and professional image of PSE.

#### **3A. Welcome Subcommittee**

The Welcome Subcommittee shall greet and assist delegates and guests at the annual PSE convention to create a friendly, positive atmosphere.

The Welcome Subcommittee will provide assistance to delegates and guests, conduct drawings and distribute chapter gifts and prizes during the annual PSE convention, and will develop and present the first timers' orientation session at the annual PSE convention.

#### **3B. Sergeant-at-Arms Subcommittee**

The Sergeant-at-Arms Subcommittee is responsible for ensuring that delegates serve as Sergeants-at-arms and that those delegates so serving preserve peace and decorum during convention business sessions and ensure that business is conducted appropriately.

The Sergeant-at-Arms Subcommittee shall recruit delegates to serve in this capacity, and provide support and guidance to Sergeant-at-Arms as needed.

#### **4. Education and Training Committee**

*Mission:* The Education and Training Committee shall promote quality, affordable training that will improve the personal skills, professionalism and leadership abilities of Educational Support Professionals.

*Process* The Education and Training Committee shall provide advice, assistance, and support to the Executive Director or his/her designee in developing and delivering training programs to Educational Support Professionals. This may include needs' assessments, curriculum design, and identification of faculty, site selection, and promotion of the programs to membership.

#### **6. Elections Committee**

*Mission:* The Elections Committee shall ensure that fair, impartial elections for PSE state officers and International Delegates are conducted in accordance with Article X of these bylaws.

*Process:* The Elections Committee shall ensure that the credentials of each delegate have been verified and shall supervise all elections held at the annual PSE convention or conducted by mail ballot. They will supervise the election of delegates to the SEIU International Convention, including the mailing of information and ballots. The chair shall oversee the counting and certification of ballots and report the results of the election to the delegates forthwith. When the chair of the Elections Committee is running for office, the chair shall not be present in the room when the counting and certification for that office takes place. In that case, the chair shall appoint a committee member to serve as temporary chair to fulfill this function. The names of all candidates for each office and total number of votes shall be announced by the chair as soon as possible after the election is certified and posted in writing at the PSE operations area immediately following certification of the vote. The Chair shall ensure that all provisions, including requirements for observers and challenges to the election results provided for in the Department of Labor election guidelines, are strictly observed. The name of the candidate(s) for Zone Director shall be given to the Elections Committee chair for ballot preparation. Immediately following the conclusion of the zone meetings, held during the annual PSE convention, each Zone Director shall provide the Elections Committee chair with the names of those people elected to the Legislative Council, Recall Panel, Membership Committee and State Grievance Panel. The chair must provide the election results to the communications department which shall publish the results for the general membership.

#### **6. Emergency Relief Committee**

*Mission* The Emergency Relief Committee shall provide emergency assistance to members in need due to catastrophic illness or disaster through the PSE Emergency Relief Program.

*Process* The Emergency Relief Committee shall coordinate efforts to raise money for the Emergency Relief Fund. It is their responsibility to set the criteria to qualify for assistance. The criteria are subject to the review and approval of the Board of Directors.

## **7. Financial Review Committee**

*Mission:* The Financial Review Committee shall advise and assist the Executive Director in formulating sound, prudent financial plans, controls and funding priorities.

*Process:* The Financial Review Committee shall consist of the executive board, two Zone Directors selected by the treasurer, the Executive Director, and a staff member designed by the Executive Director. The Treasurer shall serve as chair. The committee shall provide advice and assistance to the Executive Director to establish budget priorities, line-item budget allocations, fiscal policies and controls, investment strategies and all other requirements under provision of the bylaws.

## **8. Membership Committee**

*Mission:* The Membership Committee shall work together to engage members in activities and events for the betterment of Educational Support Professionals.

*Process:* The Membership Committee shall work with the Zone Director (and when appropriate, the legislative council member) to coordinate and create activities and events to promote membership involvement in PSE; including but not limited to COPE (Committee on Political Empowerment). As a team, they will work to educate fellow members and their communities on issues facing Educational Support Professionals. The committee will solicit input regarding member perceptions and satisfaction level with PSE programs and services. The Membership Committee shall consist of one representative from each zone plus the chair. Committee members will be elected at the annual PSE convention by delegates from their respective zones. They will serve a two-year term with terms expiring in odd-numbered zones in odd-numbered years and in even-numbered zones in even-numbered years with no term limit. Vacancies on the Membership Committee shall be filled by appointment by the President with input from the Zone Director.

## **9. Nominating Committee**

*Mission:* The Nominating Committee shall ensure that one or more candidates are nominated for each office and open international delegate positions and that all candidates are treated fairly and equitably.

*Process:* It shall be the duty of the Nominating Committee to nominate one or more candidates for each office to be elected at the annual PSE convention, if no PSE member files to run for office within sixty (60) calendar days of the annual PSE convention. Nominations may be made from the floor of convention for executive board and at zone caucus meetings for Zone Director. The Nominating Committee, in conjunction with the communications department, shall afford each candidate equal space on the PSE website and in the convention resource guide to describe the candidate's qualifications and reasons for running for office. The Nominating Committee will verify the eligibility of all candidates. When there are contested offices, the Nominating Committee shall schedule and supervise a candidate forum where the candidates for executive

board appear before the delegates to the annual PSE convention in advance of voting to answer specific questions. The chair shall ensure all candidates are treated fairly and have the opportunity to respond to similar questions asked of any other candidate for the same office. Each candidate will be provided five (5) minutes to introduce him or herself, present his/her qualifications and reasons he/she are seeking the office. In addition, the Nominating Committee will solicit eligible candidates to run for positions as International Delegates and Alternates. They will ensure that the timelines required in Article IX, D, are followed.

#### **10. Policy Review Committee**

*Mission:* The Policy Review Committee shall regularly review current organizational policies and shall develop new policies for recommendation to the Board of Directors.

*Process:* The Policy Review Committee shall consist of the executive board, two Zone Directors selected by the vice President and one or two administrative staff members selected by the Executive Director. The vice President shall serve as chair. The committee shall provide advice and assistance to the board in formulating policy.

#### **11. Scholarship Committee**

*Mission:* The Scholarship Committee shall identify deserving recipients and award PSE scholarships to PSE dependents to encourage and support today's youth and to PSE members to provide assistance with professional development.

*Process:* The Scholarship Committee shall recommend selection criteria to be approved by the Board of Directors to ensure fair consideration of applicants. The committee shall grant awards based on the recipient's qualifications and demonstrated financial need. The committee shall develop scholarship categories and award values with board approval to provide as many scholarships in reasonable dollar amounts as possible to PSE members and their dependents. The committee shall solicit and review applications and grant awards consistent with the approved criteria and funds available. Members of the Scholarship Committee and their immediate families are not eligible for scholarship awards. Members shall be particularly attentive to potential conflicts of interest in the administration of the scholarship program. The scholarship program is subject to review and approval by the Board of Directors.

### **ARTICLE XVI GOVERNMENT RELATIONS**

The government relations group of PSE advances the legislative and regulatory interests of Educational Support Professionals and PSE corporate interests through the executive and legislative branches of government.

**A. Legislative Council**

The Legislative Council is the working body of the government relations group of PSE. It is a subordinate unit of PSE and operates under the direction and control of the Board of Directors and is governed by these bylaws. The legislative council provides advice, support and assistance to the Executive Director or his/her designee in identifying issues of concern to Educational Support Professionals and developing positions for presentation to the Board of Directors for adoption. The council develops priorities and strategies to accomplish PSE’s legislative objectives, designs and delivers political education programs, assists Executive Director or his/her designee with coordination of the Legislative Conference, and recommends an annual legislative policy for adoption by the delegates at the annual PSE convention.

The legislative council's responsibilities include:

1. Attendance at legislative council meetings and legislative conference;
2. Regular attendance at zone meetings;
3. Attendance at chapter meetings;
4. Communication and coordination of legislative efforts with PSE members and chapters;
5. Demonstrated commitment to participation in the legislative and political process by becoming a legislative district activist;
6. Personal commitment to increase member participation in the political process;
7. Development of personal relationships with local political representatives and leaders;
8. Participation in local elections and campaigns, and;
9. Assistance with establishment of grassroots political organization by encouraging and training others to become legislative district activists.

PSE funds utilized directly or indirectly to influence the selection, nomination, election or appointment of any individual to any office or to fund political campaigns, ballot measure initiatives or political committees shall be in accordance with applicable law.

**B. Election and Terms of Office**

The legislative council shall consist of one (1) representative from each zone. Representatives shall be elected at the annual PSE convention by the delegates from their respective zones. In zones that have five (5) or more legislative districts the President may appoint one (1) additional council member for every five (5) legislative districts or portion thereof. The appointed members will attend meetings of the legislative council but shall only be allowed one vote per zone in the absence of the regular elected legislative council member. The term of office will be two (2) years, odd-numbered zones holding elections in even-numbered years and even-numbered zones holding elections in odd-numbered years. Vacancies shall be filled by appointment by the President with input from the Zone Director. In addition, the President shall appoint one (1) board member. Legislative council representatives must be active or life PSE members in good standing. No council representative shall vote on any matter wherein he or she is the subject of the action. The legislative council representative has an absolute responsibility to advise the council of any potential conflict of interest.

**C. Legislative Council Chair**

The legislative council chair shall be appointed by the President in collaboration with and approval of the executive board and shall serve as the legislative liaison to the Board of Directors, along with the Executive

Director or his/her designee. The legislative council chair shall provide timely communication of general legislative and regulatory information and legislative council recommendations to the Board of Directors. The legislative council chair, representing the council, will present the proposed PSE legislative policy to the Board of Directors for their recommendation and will then present it to the delegates at the annual PSE convention for adoption.

**D. Legislative District Activists**

Since the political process is impacted greatly by personal relationships with political leaders, PSE will encourage members to become legislative district activists. Resources and training will be available to help the activist advocate for Educational Support Professionals.

**E. Legislative Conference**

The legislative council shall schedule a legislative conference each year. The primary purpose of the conference is for members to review and learn how to advocate in support of, or in opposition to, proposed legislation which may impact Educational Support Professionals. In addition, since it is important for members to foster a positive, productive working relationship with legislators and political leaders, the conference provides an opportunity for members to meet and lobby legislators and political leaders. The legislative conference shall be held at a time and place to be determined by the Board of Directors upon recommendation by the legislative council.

**ARTICLE XVII  
AMENDMENTS TO THESE BYLAWS**

**A. Procedures**

These bylaws may be amended by two-thirds (2/3) vote cast by one of the following procedures:

1. Delegates present at the annual PSE convention.
2. Special conference called by the Board of Directors of delegates registered at the last annual PSE convention.
3. Vote of the registered delegates from the last annual PSE convention by signed mailed ballot. Convention delegates serve until a replacement is elected. If a registered delegate from the last annual PSE convention has retired or is no longer a member of the local chapter, a designated alternate may cast the vote. If all alternates are no longer members of the local chapter, the chapter may elect a new delegate, provided the chapter President verifies the credentials of the delegate through the state PSE office.

All bylaws and resolutions must be submitted by a member(s) in good standing, including life members, shall be legibly submitted in the format approved by the board, and signed by the member(s) submitting them. Proposed amendments must be submitted and postmarked by February 1<sup>st</sup> of the year in which the annual PSE convention is to be held. The Board of Directors may authorize an extension not to exceed forty-five (45) days from February 1<sup>st</sup> for specific amendments when there is a strong and compelling need based on extenuating circumstances.

The Executive Director shall date-stamp the amendments, maintain an office copy and submit them to the chair of the Bylaws and Resolutions Committee, the parliamentarian and PSE corporate counsel. Amendments not postmarked by February 1, except those extended by authority of the Board of Directors, shall be held for the next annual PSE convention, provided however, that they shall be submitted to the general membership at least thirty (30) days prior to the voting date set, where voting is to occur by Procedure 2 or 3.

Bylaws and resolutions shall be mailed to: Board of Directors

BYLAWS AND RESOLUTIONS AMENDMENTS  
Public School Employees of Washington/SEIU Local 1948  
P.O. Box 798  
Auburn, WA 98071-0798

**B. Authority for Editorial Changes**

The Board of Directors shall have the authority to make editorial changes and modifications of format to these bylaws when such changes are necessary at the discretion of the Board of Directors; provided, however, that this authority shall not be construed as allowing substantive amendments to be made otherwise than as provided for in Section A of this Article.

**ARTICLE XVIII  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern PSE in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order PSE may adopt.

**ADOPTION, AMENDMENTS  
and  
EDITORIAL CHANGES**

Adopted June 20, 1970	Amended July 30, 2006
Amended October 31, 1970	Amended July 29, 2007
Amended August 13, 1972	Amended August 2, 2008
Amended August 5, 1973	Amended July 25, 2009
Amended July 28, 1974	Editorial changes made pursuant to Article XVII, August 26, 2010
Amended August 3, 1975	Amended July 31, 2011
Amended August 8, 1976	Amended August 4 and 5, 2012 and editorial changes made pursuant to Article XVII.
Editorial changes made pursuant to Resolution 7-76, September 11, 1976	Amended July 26, 27 and 28, 2013 and editorial changes made pursuant to Article XVII.
Amended August 5, 1977	Amended August 2 and 3, 2014.
Editorial changes made pursuant to Article XVIII, September 10, 1977	Amended July 25 and 26, 2015, Editorial Changes made pursuant to Article XVII, August 7, 2015
Amended August 6, 1978	Amended August 5 and 6, 2016, Editorial Changes made XVII, August 30, 2016
Amended August 5, 1979	
Amended August 3, 1980	
Editorial changes made pursuant to Article XVIII, June 27, 1981 - Amended August 2, 1981	
Editorial changes made pursuant to Article XVIII, December 5, 1981	
Amended August 8, 1982	
Amended August 7, 1983	
Amended August 5, 1984	
Amended August 11, 1985	
Amended August 3, 1986	
Amended August 1, 1987	
Editorial changes made pursuant to Article XVIII, December 12, 1987	
Amended August 6, 1988	
Amended August 4, 1989	
Editorial changes made pursuant to Article XVIII, June 15, 1990	
Amended August 12, 1990	
Amended August 4, 1991	
Editorial changes made pursuant to Article XVII, December 16, 1991	
Amended August 8, 1992	
Amended February 19, 1993	
Amended August 8, 1993	
Amended August 6, 1994	
Amended August 6, 1995	
Editorial changes made pursuant to Article XVII, March 16, 1996	
Amended August 2, 1996	

Amended July 26, 1997	
Amended August 8, 1998	
Amended July 24, 1999	
Editorial changes made pursuant to Article XVII, March 11, 2000	
Amended August 5, 2000	
Amended July 26, 2001	
Amended July 28, 2002	
Amended July 27, 2003	
Amended July 31, 2004	
Amended July 31, 2005	