

CHAPTER BYLAWS

Amended ~~September 15, 2015~~

PUBLIC SCHOOL EMPLOYEES OF FEDERAL WAY

Blue = proposed new language

~~Strikethrough~~ = language to be deleted

Red = notes; comments



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1 **PREAMBLE**

2 **A. NAME**

3
4 The name of this Chapter shall be Public School Employees of Federal Way and shall be an affiliate of
5 Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor
6 organization operating under the laws of the State of Washington.
7

8 **B. MISSION - OUR PURPOSE FOR EXISTING**

9
10 It is the mission of Public School Employees of Federal Way to work closely with Public School
11 Employees of Washington/SEIU Local 1948 to support the membership through collective bargaining
12 and the protection of those rights, promote educational enrichment opportunities, encourage
13 membership growth, and provide quality leadership while working closely with the State Legislature in
14 an effort to enact laws which will represent the best interest of all classified school employees in the
15 state of Washington.
16

17 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

18
19 We will provide service of superior quality and value that best meets the needs of our Chapter
20 members. We will achieve that purpose through an organization and working environment which
21 attracts the finest people, fully develops and challenges individual talents, encourages our free and
22 spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of
23 integrity and commitment to do the right thing.
24

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

30 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT**

31
32 Recognizing the needs of members and PSE staff, we are committed to:

- 33
- 34 • Striving for excellence and demonstrating pride in our work.
 - 35
 - 36 • Having open, honest communications.
 - 37
 - 38 • Providing high-quality service.
 - 39
 - 40 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be
41 based on trust and concern for the rights and welfare of others.
 - 42
 - 43 • Embodying honesty and integrity in our conduct and relationships with others.
 - 44
 - 45 • Treating others fairly, equally and respecting their individual dignity.
 - 46
 - 47 • Recognizing individual worth.
 - 48

- 1 • Supporting creativity, innovation, and constructive changes in the organization.
- 2
- 3 • Demonstrating accountability for our performance, actions, and behavior.
- 4
- 5 • Doing the professional, technical, organizational, and ethically "right" thing as opposed to the
- 6 easy, popular, or politically expedient thing.
- 7
- 8 • Demonstrating a high level of social responsibility.
- 9

12 ARTICLE I

14 MEMBERSHIP

16 **Section 1.1.**

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

20 **Section 1.1.1. Active Member.**

21 Any classified school employee who is regularly employed by or for the Federal Way School
22 District, and who is a member of Public School Employees of Washington/SEIU Local 1948, is
23 eligible for membership in this Chapter. A classified employee is one whose position does not
24 require a teaching certificate.

26 **Section 1.1.2. Member In Good Standing.**

27 To be eligible to vote and to hold office, a member must be in good standing. To be in good
28 standing, the member shall be employed and current in payment of dues as are required by
29 these Bylaws. Any member who is on authorized leave of absence pursuant to the Collective
30 Bargaining Agreement, shall retain the right to vote and hold office. Any member who is
31 terminated from employment shall not be eligible to vote or hold office.

35 ARTICLE II

37 DUES

39 **Section 2.1. State Dues.**

40 State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.

42 **Section 2.1.1. Chapter Rebates.**

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

46 **Section 2.2. Local Dues.**

47 Local membership dues shall be \$0.75 per month. Local dues shall be paid monthly to the Chapter
48 Treasurer by the School District. Any member who is on an authorized leave of absence pursuant to

1 the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the
2 Chapter Board of Trustees.

3
4 **Section 2.3. Refunds.**

5 Membership dues are not refundable except where an error resulting in an overpayment exists.
6
7
8

9 **ARTICLE III**

10 **GOVERNANCE AND OPERATIONS**

11
12
13 **Section 3.1.**

14 PSE shall be governed by a representative form of government.
15

16 **Section 3.2.**

17 Members shall suffer no impairment of freedom of speech concerning the operations of this
18 organization. Active discussions of organization affairs shall be encouraged and protected within this
19 organization.
20

21 **Section 3.3.**

22 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
23 such accounting shall include, but not be limited to, periodical reports to the membership by
24 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
25 and a financial audit report prepared by a Chapter audit committee annually and shall be presented at
26 the second Chapter meeting of the school year, but not later than December 31st. The Treasurer shall
27 give an oral report monthly at Chapter and/or Board meetings.
28

29 **Section 3.4.**

30 Members shall have the right to full participation, through discussion and vote, in the decision making
31 processes of the organization and to pertinent information needed for the exercises of this right.
32

33 **Section 3.5. GOVERNING BODY.**

34
35 **Section 3.5.1. Board of Trustees.**

36 Except when general meetings of the Chapter are in session, the business and property of this
37 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
38 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
39 the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically
40 provided for in these Bylaws or by action of the members at a regular or special meeting.
41

42 **Section 3.5.2. PSE Field Staff.**

43 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions
44 governing the business of the local Chapter shall be the sole responsibility of the elected
45 officials and membership of the Chapter.
46
47
48

1 **Section 3.6. Operating Principles.**

2 In order to provide the Chapter with the highest quality direction and management possible, the
3 following operating principles shall guide the Board of Trustees.
4

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

6 A positive, constructive, cooperative relationship between the Board of Trustees and the
7 membership is essential to achieving the mission and vision of the organization. Therefore, the
8 Board and membership will conduct themselves in a way that promotes mutual trust,
9 demonstrates respect for individual dignity, and displays professionalism. The Board shall
10 utilize positive conflict resolution methods and maintain open, honest lines of communication
11 that respect an appropriate chain of command within the Chapter.
12

13 **Section 3.6.2. Media.**

14 The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries
15 to individual Board members about matters of Chapter concern should be referred to the
16 Chapter President. Inquiries about a position of PSE on any matter of statewide concern or
17 specific legislation should be referred to the Executive Director at State headquarters.
18
19
20

21 **ARTICLE IV**

22 **MEETINGS**

23 **Section 4.1. General Membership Meetings.**

24 General membership meetings of this Chapter shall be held at least four (4) times annually at a time
25 and place to be fixed by the membership or the Board of Trustees.
26
27

28 **Section 4.2.**

29 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
30 President and signed by twenty percent (20%) of the members in good standing of this Chapter.
31
32

33 **Section 4.3.**

34 The President shall provide at least ten (10) calendar days' notification to all members of any meeting
35 called. However, said ten (10) days' notice may be waived by the Board of Trustees provided that
36 every reasonable effort is employed to notify the membership of the meeting.
37

38 **Section 4.4.**

39 At any meeting of the membership of this Chapter, each member in good standing present shall be
40 entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A
41 minimum of twenty-one (21) members must be present to constitute a quorum before any Chapter
42 business may be transacted.
43

44 **Section 4.5. Board of Trustee Meetings.**

45 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
46 be called upon motion of a majority of the members of the Board of Trustees to the President. A
47 majority of the members (50% plus one) of the Board of Trustees shall constitute a quorum.
48

1 **Section 4.6.**

2 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
3 meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or of
4 the Public School Employees of Washington/SEIU Local 1948.
5
6
7

8 **ARTICLE V**

9
10 **BOARD OF TRUSTEES**
11

12 **Section 5.1.**

13 The Board of Trustees shall be composed of;

14 President

15 Vice President

16 Secretary

17 Treasurer

18 ~~Immediate Past President~~

19 Membership Officer

20 Legislative Rep

21 Nutrition Service: 2 Classification Reps

22 Paraeducators: 4 Classification Reps

23 Transportation: 2 Classification Reps (includes bus drivers, driver trainers, bus aides)

24 Shop Mechanics: 1 Classification Rep

25 NS Truck Drivers/Warehouse: 1 Classification Rep
26

27 A member may only fill one position at a time on the Board of Trustees.
28

29 **Section 5.2.**

30 The term of office shall be for two (2) years or until their successors are elected.
31

32 **Section 5.2.1.**

33 The President, Treasurer, Membership Officer, ~~and~~ Position I Unit Representatives (all
34 classifications) and Position 3 Para Unit Representative shall be elected in odd-numbered
35 years,
36

37 **Section 5.2.2.**

38 The Vice President, Secretary, Legislative Rep, ~~and~~ position II Unit Representatives (all
39 classifications) and Position 4 Para Unit Representative shall be elected in even-numbered
40 years. (In 2017 the Legislative Rep shall be elected for a term of one year. In 2018 the
41 Legislative Rep shall be elected to a two year term.)
42

43 **Section 5.3.**

44 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
45 Board shall deem necessary for the competent management of affairs of the Chapter.
46

1 **Section 5.4.**

2 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
3 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
4 by proxy shall not be allowed. A majority of the members of the Board of Trustees (50% plus one)
5 shall constitute a quorum.
6
7
8
9

10 **Section 5.5. Duties.**

11
12 **Section 5.5.1. President.**

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

23 **Section 5.5.2. Vice President.**

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

29 **Section 5.5.3. Secretary.**

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

35 **Section 5.5.4. Immediate Past President.**

36 ~~The immediate Past President shall serve on the Board of Trustees in a non-voting advisory~~
37 ~~position provided that they are a member in good standing, for a period of two (2) years.~~
38

39 **Section 5.5.5. Treasurer.**

40 The Treasurer shall receive and be accountable for all funds and monies belonging to the
41 Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees;
42 keep an accurate record of receipts and disbursements; and maintain bank accounts and
43 depositories designated by the Board of Trustees. Such money shall be withdrawn by Debit
44 card or checks signed by the President and/or Vice President and/or Secretary and/or the
45 Treasurer with two signatures required. The Treasurer shall render monthly oral financial
46 reports at the Board and/or Chapter meetings as required by the Board of Trustees, the
47 membership, or Public School Employees of Washington/SEIU Local 1948 to ensure that the
48 Chapter is in compliance with all laws and regulations required by the Internal Revenue Service

1 and the Department of Labor. The fiscal year for all financial reports shall be from September
2 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all
3 properties of the Chapter.
4

5 **Section 5.5.6. Classification Representative.**

6 A Classification Rep shall represent the classification of employees which elected them and
7 express to the Board of Trustees the needs, desires, and concerns of the members in their
8 classification. They shall serve as members of the grievance committee and may advise
9 members of their contractual rights. After communication with and direction from the Vice
10 President/Grievance Chair, Classification Representatives may facilitate grievance procedures.
11

12 **Section 5.5.7 Membership Officer**

13 The Membership Officer will oversee membership registration at the general membership
14 meetings; will keep the President informed of membership counts and will work with the
15 President, state office, and the District with issues related to maintenance of chapter
16 membership records and rosters; and will greet new members within thirty (30) days after hire.
17

18 **Section 5.5.8 Legislative Representative**

19 The Legislative representative shall be responsible for keeping the Board and membership
20 aware of relevant developments in the federal government, state legislature or state
21 government. This positions is open to the general membership as well as the Board of Trustees
22 members and is a two (2) year term.
23

24 **ARTICLE VI**

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

26 **Section 6.1.**

27
28 Members shall have the right to fair and democratic elections at all levels of the Chapter. This
29 includes ten (10) working days notice of nominations and elections, and equal opportunities for
30 competing candidates to state their qualifications and reasons for seeking office to the Chapter
31 membership. Elections shall be conducted by secret written ballot and certified by the Chapter
32 Secretary. All elections must be by majority vote. In the event that more than two (2) candidates run
33 for any office, the candidate with the lowest vote total will be dropped from the ballot after each round
34 of voting until one (1) candidate receives a majority of the votes cast.
35
36

37 **Section 6.1.1.**

38 Classification elections for Negotiation Team and Classification Reps will be held as follows.

39 **Classification Rep elections will be held prior to the end of the school year.**

- 40 A. Paraeducator elections will take place at a Paraeducator Unit Meeting.
41 B. Nutrition Services and **Truck Drivers/Warehouse** elections will take place at a
42 Special Meeting called at their discretion. The election will take place at the Central
43 Kitchen.
44 C. **Shop/Mechanics** elections will take place at a special meeting called at their
45 discretion.
46 D. Transportation elections will take place at Transportation (**not to include**
47 **Shop/Mechanics.**)

1. It is the responsibility of the voter to inform ~~PSE field staff~~ a **classification rep** of their absence and to request an absentee ballot, no later than 4:30 p.m. the day before the election.
2. It is the responsibility of the voter to collect and return to ~~PSE staff~~ a **classification rep** their absentee ballot no later than the close of the balloting hours.
3. Scheduling of and voting hours will be overseen by ~~a member of the board of trustees who is not a candidate~~ **two (2) members of Transportation who are not candidates**. ~~PSE field staff will oversee all ballots, including absentee ballots.~~
4. **Voting shall be from 9:00a.m. to 10:00a.m.**
5. Absentee voting shall be extended only to those employees on the clock working for the District, unable to vote in person throughout the hours of balloting.

15 **Section 6.2.**

16 Members in good standing shall have an equal right to run and hold office, except those employees
17 classified either by State statute or appropriate State regulatory agencies as being a "supervisory
18 employee".

20 **Section 6.3.**

21 Elections and installations of all Board Members shall be held during the month of May or June at the
22 final Chapter Meeting of the year. Terms of office shall be from September 1 through August 31.

24 **Section 6.4.**

25 Nominations may be made by the nominating committee, but whether or not such nominating
26 committee is used, nominations shall be permitted from the floor at the meeting held for the election.

27 **Section 6.5.**

28 To be eligible for nomination to hold office, a member must be in good standing for one (1) year
29 immediately preceding the election.

31 **Section 6.6.**

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

36 **Section 6.6.1.**

37 All members of the Chapter shall be eligible to vote for the positions of President, Vice
38 President, Secretary, and Treasurer. In the election of a Classification Rep, only members in
39 the classification of employees the Classification Rep will represent shall be allowed to vote.

41 **Section 6.7.**

42 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
43 contained in these Bylaws.

45 **Section 6.8.**

46 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
47 membership in attendance at any regular or special meeting of the Chapter. Written notice of the
48 proposed removal must be given to the Board of Trustee member at least five (5) working days prior to

1 the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for
2 the proposed removal.

3
4 **Section 6.9.**

5 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
6 for removal of the member by the Board of Trustees. Removal of a Board member because of
7 excessive absenteeism shall not require the 2/3 vote of the membership.

8
9 **Section 6.10.**

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

12
13 **Section 6.10.1.**

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

16
17 **Section 6.10.2.**

18 In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all members
19 shall be notified within fifteen (15) days of the vacancy and nominations shall be solicited for
20 the position. The President, at his/her discretion, may either call a special meeting of the
21 membership, or act upon the vacancy at the next Chapter meeting. Each candidate for the
22 position may submit a letter, or have three (3) minutes to address the membership prior to the
23 vote to describe their qualifications and reasons they are seeking the position.

24
25
26
27 **Section 6.10.3.**

28 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
29 occurs; provided, however, that when vacancies occur in the office of Classification Rep, the
30 President shall direct that the classification elect a successor for the remainder of the vacant
31 term. Election of the successor must be by majority vote.

32
33
34
35 **ARTICLE VII**

36
37 **MISCELLANEOUS PROVISIONS**

38
39 **Section 7.1.**

40 Local Chapters shall adopt bylaws that do not conflict with PSE State Bylaws and shall be reviewed
41 every even year. State Bylaws shall always supersede local bylaws where conflict exists.

42
43 **Section 7.2.**

44 This Chapter shall send to the PSE State office a list of names and addresses of its Board of Trustees
45 and members, together with other information required by PSE and shall notify PSE of all changes in
46 Board members, members, and addresses.

1 **Section 7.3.**

2 This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
3 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
4 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
5 agreement which would affect the rights of employees represented by PSE, nor any agreement
6 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
7 agent, unless such agreement is first approved by the Executive Director of Public School Employees
8 of Washington/SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may
9 be appealed to the Board of Directors.

10
11 **Section 7.3.1.**

12 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
13 submitted to the PSE State Office and appropriate copies will be made.

14
15 **Section 7.4. Budget.**

16 The Chapter Board of Trustees shall annually develop, prepare and recommend a budget no later than
17 September 30th of each year. The recommended budget shall be presented to the membership for
18 approval at the first Chapter meeting of the school year. The fiscal year shall be September 1 to
19 August 31.

20
21 **Section 7.5. Compensation of President.**

22 The President shall be compensated for services rendered during the term of office by reimbursement
23 of Union dues in the amount of one and five-tenths percent (1.5%) of annual wages; provided however,
24 such reimbursement shall be subject to a minimum of two hundred dollars (\$200.00) per year. Such
25 claim for reimbursement shall be submitted not later than September 15th of each year or shall be
26 subject to forfeiture

27
28 **Section 7.5.1. Final Compensation.**

29 If the President should vacate the office before the term ends, reimbursement shall be prorated.
30 This reimbursement shall be for incidental expenses the President may incur while performing
31 official duties not otherwise reimbursed by the Chapter.

32
33 **Section 7.6. Other Official Business.**

34 A Board of Trustee member doing official Chapter business shall be reimbursed for out-of-pocket
35 expenses when substantiated by a legal tax acceptable receipt. Such expenses exceeding twenty-five
36 dollars (\$25.00) must have a majority Board approval prior to reimbursement.

37
38 **Section 7.7. Legislative Conference.**

39 Any member may attend the conference, though conference expense reimbursement will be limited to
40 six (6) members representing this Chapter. The Board of Trustees shall approve the Chapter
41 representatives.

- 42
43 A. Room - The Board shall select the appropriate double occupancy room(s) for the Chapter
44 representatives who attend.
- 45
46 B. Registration - The registration fee of the Chapter representatives who attend the conference will
47 be paid by the Chapter.
- 48

1 **Section 7.8. Zone Meetings.**

2 Any member may attend a zone meeting at their own expense (e.g., workshops, speakers, etc.). If it is
3 a zone council meeting, (meeting with Zone Director and Chapter Presidents) a maximum of two (2)
4 members' expenses will be paid.
5
6
7

8 **ARTICLE VIII**

9
10 **COMMITTEES AND DELEGATES**
11

12 **Section 8.1. Grievance Committee.**

13 A Grievance Committee shall be composed of the Vice President and preferably at least one (1)
14 Classification Representative from each classification of employees in the Chapter. This committee
15 shall be responsible to determine if a grievance is valid or not before a grievance may be submitted for
16 arbitration, per the collective bargaining agreement. The committee chair (Vice President) shall report
17 the committee's decision, in writing, to the assigned PSE Field Representative.
18

19 **Section 8.2. Negotiating Committee.**

20 The Committee is responsible for effectively and forcefully representing the best interests of the
21 individual classifications, while at the same time representing the best interests of the entire Chapter.
22 It shall be authorized to reach tentative agreement with the District on membership concerns (e.g.,
23 letters of agreement, memorandums of understanding, and a new collective bargaining agreement).
24

- 25
- 26 A. The committee shall be composed of ~~two (2)~~ **three (3)** representatives and ~~one (1) alternate~~
27 elected by each of the classifications represented on the Board of Trustees, **except that**
28 **Mechanics and NS Truck Drivers shall elect one (1) representative and one (1) alternate. The**
29 **alternates shall participate in the development of the proposal and attend all negotiations**
30 **sessions with the District but do not have a vote, unless they are replacing the voting member.**
31 When electing multiple positions, each member shall have one (1) vote for each positions. ~~For~~
32 ~~purposes of the negotiations team, mechanics shall elect a single representative.~~ In case of a
33 tie, a run-off election will be held following standard election procedures A PSE Field
34 Representative shall assist the committee and shall not have the right to vote on any matter
35 before the committee.
36
- 37 B. The committee shall elect a chair.
- 38
- 39 C. The term of office shall be for one (1) full bargaining period, including reopeners. Any issue
40 regarding clarification or misunderstanding will first be brought to the Negotiation Team.
41
- 42 D. Following tentative agreement, or following referral of a negotiated offer to the general
43 membership, a vote shall be delayed for five (5) working days in order to permit members
44 sufficient time to review its contents. Immediately thereafter, a secret vote to ratify the
45 Agreement or offer shall be held; provided however, the five (5) working day provision may be
46 suspended in an emergency by a three-quarters (3/4) vote of the Board of Trustees.
- 47 E. In order for an agreement to be ratified, the following conditions must be met:
48

- 1 1. More than fifty percent (50%) of those members in attendance must approve the
2 agreement; and,
3
- 4 2. More than twenty-five percent (25%) of the members in attendance from each of the
5 following general service departments must approve the Agreement: Paraeducators,
6 Nutrition Services, and Transportation Services. Couriers shall be included in
7 Transportation Services for ratification purposes only.
8

9 **Section 8.3. Governmental Affairs Committee.**

10 The Governmental Affairs Committee shall work as a liaison between Chapter members and the Zone
11 Representative on the State PSE Legislative Council. Names and address of all committee members
12 shall be submitted to Public School Employees of Washington, and PSE shall be notified of any
13 changes in members or addresses.
14

15 **Section 8.4. Annual Convention Delegates.**

16 The number of delegates who will attend the Annual Convention shall be determined by the Board of
17 Trustees. Every effort will be made to have equal classification representation. Intent for Delegate
18 Nomination shall be in writing prior to delegate election. In addition, nominations from the floor shall
19 be taken at the meeting. Delegates shall be elected by secret ballot by the membership at the March or
20 April general membership meeting of the standard school year.
21

22 Members shall represent the best interests of the membership and are required to attend all business
23 sessions and zone meetings. After the Convention they shall make a summary report written or oral at
24 the next Chapter Meeting. Delegates failing to fulfill convention attendance expectations will result in
25 chapter expense money they were given being repaid to the chapter treasury.
26

27 Convention expenses shall be reimbursed as follows:

- 28 A. Travel & Meal Compensation - Approved travel and meal costs will be determined by the
29 Board of Trustees for union events on an annual basis.
30
- 31 B. Rooms - The Board of Trustees shall select the appropriate occupancy per room for the
32 delegates and they shall be paid for by the Chapter. Modified room occupancy requests will be
33 accommodated when possible. The difference in cost shall be paid for by the delegate(s)
34 requesting the modified accommodations.
35
- 36 C. Registration - The Chapter will pay the Delegate registration fee-
37
- 38 D. Chapter Gift – The Chapter will pay up to fifty dollars (\$50) for a Chapter gift.
39

40 **Section 8.5. Audit Committee.**

41 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
42 Chapter. The Audit Committee shall have a minimum of three (3) members, with each classification
43 with a volunteer entitled to representation. A committee report shall be given to the membership at the
44 first Chapter meeting of the school year.
45
46

1 **Section 8.6. Other or Special Committees.**

2 The Board of Trustees shall designate such special committees as they determine necessary in the
3 carrying out of the objectives and purposes of this Chapter.
4
5
6

7 **ARTICLE IX**

8
9 **BYLAWS AND AMENDMENTS**
10

11 **Section 9.1.**

12 Every even-numbered year a bylaw committee shall be formed and conduct a review of the Chapter
13 Bylaws. Based on that review, the committee shall propose changes to the Board of Trustees for
14 approval. Once approved, the committee shall prepare proposals to be presented to the Chapter
15 Membership for approval at a Chapter meeting. The Board of Trustees may make housekeeping
16 changes.
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18 **Section 9.2.**

19 The Bylaws may be amended by a majority vote of the members present at any regular or special
20 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
21 membership at least ten (10) working days prior to the meeting at which said vote is to be taken.
22

23 Adopted by the membership on the 24th day of May, 1994.
24

25 BY: _____
26 Susan Tagart, Chapter President
27

28
29 DATE: _____

- 30 Adopted May 13, 1967
- 31 Amended March 3, 1975
- 32 Amended October, 1976
- 33 Amended May, 1977
- 34 Amended September, 1980
- 35 Amended September, 1986
- 36 Amended May 19, 1987
- 37 Revised March 20, 1990
- 38 Amended May 20, 1992
- 39 Amended May 24, 1994
- 40 Amended February 17, 2005
- 41 Amended March 29, 2007
- 42 Amended September 15, 2015
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