



PSE STATE BYLAWS

**Adopted by the delegates at
the 2007 Annual Convention
Yakima, Washington**

ARTICLE I NAME AND TRADEMARK

A. Name

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

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.

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 classified educational support professionals and others eligible under the Public Bargaining Act who elect to join PSE representation.

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 classified educational support professionals and others eligible under the Public Bargaining Act who elect to join PSE representation. 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 classified 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/SEIU Local 1948 Member Rights and Responsibilities**

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

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 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 shall be in one of the following categories:

A. Active

Any classified school employee 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 a classified school employee shall be eligible for membership in Public School Employees of Washington/SEIU Local 1948 through one of its affiliated chapters. A classified school employee is one whose position may or may not require a professional certificate.

B. Retired

Upon retirement and payment of dues, retired members will receive a copy of official PSE publications, bulletins, and summary of the proceedings of the annual convention. 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 classified school employees through PSE may have a life membership bestowed upon him or her by the Awards Committee at the annual convention. One Life membership may be granted for every 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 as are 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 currently 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 five-tenths percent (1.5%) of each member's gross monthly earnings or \$50 per month, whichever is less. The monthly dues cap (adopted in 2005) will be increased in odd-numbered years by \$1.00 until 2015 inclusive. Newly organized chapters will be offered the introductory rate of 1.2% for the duration of their first contract. Beginning September 1, 2007 a special assessment of \$1.00 per member per dues-paying month will be assessed. Assessment monies will be used only to fund a public relations campaign. The assessment will end on August 31, 2009.

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

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 shall be governed by a representative form of government. All members are entitled to attend the annual convention of PSE, where delegate members transact such business as may come before it, hear reports, amend or adopt bylaws, pass resolutions, and elect officers. All meetings wherein any business of PSE is conducted shall be open, except those closed-sessions specifically delegated to the Board of Directors for purposes of 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 and 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 PSE 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. Regions and Zones

The state shall be subdivided into geographic regions for the purpose of establishing regional service centers to enhance the level and quality of service to members. The number and location of such regions shall be determined by the Board of Directors upon recommendation of the executive director. Within the regions, zones shall be established for the purpose of designating local leadership, coordinating activities of PSE, and facilitating effective communication between the chapters.

B. Zone Directors

Zone directors shall represent the interest of the members and coordinate and facilitate PSE activities within their respective zones. The zone directors of PSE shall be elected at the annual convention by the delegates from their respective zones. They shall serve for a period of two (2) years from September 1 through August 31 and shall represent the chapters within their zones and serve on the PSE Board of Directors. 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.

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. It shall be the responsibility of each zone director to call a meeting of the zone council as necessary, but at least twice a year. The zone council may make recommendations to the PSE 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 convention. A financial report in a format approved by the Board of Directors shall be provided monthly.
4. Setting the terms, conditions, and length of employment in a negotiated professional employment contract with the executive director.

E. Board of Directors Meetings

The Board of Directors shall meet at least four 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 10 and no more than 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: 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. Employees of PSE

The Board of Directors shall set 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.

G. Promotion of PSE Membership

It is the general obligation of the members of the Board of Directors to promote PSE membership and assist staff in organizing new local chapters.

H. 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 D of these bylaws.

**ARTICLE VII
EXECUTIVE BOARD**

The Executive Board shall consist of the following officers:

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

A. Terms of Office

Officers shall be elected at the annual convention and shall serve in said office from September 1 through August 31, 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 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 Auburn office for disposition through the executive director or his designee.

1. **President**

- a) All meetings of PSE shall be called to order and presided over by the president, who serves as the chairperson of the Board of Directors, or in the president's absence, the vice president, or in the absence of both the president and vice president, the secretary of PSE.
- 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 chairpersons and all other positions as provided for in these bylaws with the advice and approval of the Board of Directors. The president shall be an ex-officio member of all committees.
- 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 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 Director's meetings, and the annual convention are duly recorded. The minutes shall be transmitted to the Board of Directors, executive director, and chapter presidents. All minutes of PSE 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 chairperson, 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 service centers as may be approved by the Board of Directors to meet 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 give such bond as may be required by the United States Department of Labor and the Board of Directors. Evidence of said bond shall be deposited in the safety deposit box of PSE. The premium on such bond shall be paid by PSE.

ARTICLE IX MEMBERSHIP MEETINGS

A. Annual Convention

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 shall convene delegates at an annual convention to transact the regular order of business. All information pertaining to the annual convention shall be made available to local PSE chapter members at least 60 days prior to the annual convention for their review and evaluation and to provide feedback to voting delegates to the annual convention. Voting at the annual 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 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 PSE state secretary thirty (30) days prior to the convention the names of the delegates. The annual 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 years at a time and place set by the International Executive Board. The basis of representation is one delegate for 500 members or major fraction thereof, up to 5,000 members and one additional delegate for every additional 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 15 days prior to the opening. PSE Executive Board members shall be considered automatic delegates to any International Convention which takes place during their term of office. The PSE Executive Director by virtue of his/her position on the International Executive Board shall be a delegate with a voice, but no vote. The PSE 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 who have served as a chapter leader for three years, attended two PSE conventions and attended either Leadership Academy or Legislative Conference. In addition, the individual must be able to secure a U.S. passport if required. The individual must also agree that once the 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 90 days prior to the event. Election of international delegates shall be conducted by mail ballot sent to convention delegates approximately 60 days prior to the International Convention. The Elections Subcommittee shall oversee this election and shall count and certify the results which shall be published forthwith.

D. Quorum

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

ARTICLE X ELECTIONS, FILLING OF VACANCIES AND RECALL PROCEDURES

All elections conducted by PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 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 Subcommittee as provided for in Article XV, Section H, 1A of these bylaws.

A. Elections of PSE Officers

1. Elections shall be held annually and conducted at the PSE annual convention.

2. The membership of PSE shall be notified at least 120 calendar days in advance of the annual convention through the official PSE newspaper of the offices to be filled and the requirements for submission of nominations.

3. All such nominations shall be submitted to:

Public School Employees of Washington/SEIU Local 1948
Attn: Nominating Committee
P. O. Box 798
Auburn, WA 98071-0798

4. To be included in the official PSE newspaper and/or convention brochure, nominations must:
 - a) Be submitted in writing and received by the publication deadlines for the newspaper and convention brochure.
 - b) Include the candidate's name, address, phone number, office the candidate is seeking, local chapter affiliation, school district employed by, and position held in the school district. A 3 x 5 photo should accompany the nomination. The candidate may include a statement not to exceed two hundred fifty (250) words in length describing their qualifications and why they are seeking the office.
5. All nominees shall provide a notarized statement affirming that no funds derived from dues, assessments, or the employer are being used to promote the candidacy of the individual.
6. Nominations may be made from the floor at the annual convention for executive office and at zone caucus meetings for zone director.
7. The executive director shall ensure that all candidates have equal access to membership lists and other organizational information pertinent to the office being sought.
8. Officers shall be elected by the delegates at the annual convention by secret ballot. Delegates to the annual 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 if such information was not provided in the pre-convention packet. 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.
9. 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.
10. It shall be the duty of the Elections Subcommittee to supervise all elections held at the annual convention. The chairperson shall oversee the counting and certification of ballots. The names of all candidates for each office and total number of votes received shall be posted in writing at the PSE operations area immediately following certification of the vote and the chairperson shall announce the results at the banquet following the election.
11. All ballots and other election records will be preserved and available for inspection at PSE headquarters for at least one year following the elections.

B. Pre-Election Protest Guidelines

Any PSE member may file a pre-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. The complaint shall be filed with the PSE Nominating Committee. The committee shall coordinate a thorough review of the issues raised in the protest working with PSE counsel and following PSE policy. Upon completion of the review, the committee chair shall render a decision in writing to the person filing the protest. The decision shall be final.

C. Election Protest Guidelines

1. Any PSE member may challenge an election by filing a written protest 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 shall be filed within ten (10) working days following the conclusion of the annual convention. Other protests may be filed at anytime.
3. Any election protest shall be filed with the PSE state secretary and shall be forwarded to:
PSE State Secretary
ELECTIONS PROTEST
Public School Employees of Washington/SEIU Local 1948
P.O. Box 798
Auburn, WA 98071
4. The state secretary shall coordinate a thorough review of the issues raised in the protest forthwith with the Elections Subcommittee Chairperson and executive director. If the position of state secretary is the disputed position, the state president shall coordinate the review. Upon completion of the review, the secretary (or president if necessary) and the Elections Subcommittee Chairperson or his/her designee shall render a decision in writing to the person filing the protest and shall cause to have published in the next issue of the PSE newspaper the protest and results of the review. The decision shall be final. If a decision is made to invalidate the election results, a revote will be conducted of the registered delegates from the last annual convention by signed mail ballot (see Article XVII, A. 3).

D. Filling of Vacancies

A vacancy in any office, except that of president, occurring between annual 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 should 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.
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. In the event that more than two candidates run for the office, the candidate with the lowest vote total will be dropped from the ballot after each round of voting until one candidate receives a majority of the votes cast.

E. Recall of State Officers

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

The Recall Panel shall consist of twelve (12) members, one (1) from each zone. One (1) member and one (1) alternate shall be elected from each zone at the annual convention. 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 corporate attorney shall immediately be assigned to determine whether the petition satisfies the procedural requirements set forth in paragraph (2) herein. The corporate attorney 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 members. The Recall Panel shall elect a chairperson who will conduct the hearing. The Recall Panel shall be advised on procedural issues by the Corporate Attorney. 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 2/3 of the full panel. If less than 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 (C) of the Bylaws.

F. 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 C, 3.

G. Recall of Elected Committee Members

The committee chair and president and a two-thirds (2/3rds) majority approval of the Board of Directors may recall any elected committee member. Grounds for recall shall be neglect of duties, misconduct, not revealing a conflict of interest, or engaging in conduct detrimental to the committee or PSE. Notification of the removal shall be sent to the membership of the affected zone.

**ARTICLE XI
ANNUAL REPORTS**

The executive director shall present an annual report of the condition and performance of the organization, last financial audit report and any other reports as required at the annual convention. A summary of such report shall be published in the issue of the official newspaper of PSE following the annual convention.

**ARTICLE XII
FINANCIAL AFFAIRS**

A. Fiscal Year

The fiscal year for PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, and every component thereof, shall be from September 1st to August 31st 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 PSE state treasurer upon the authority of the Board of Directors after recommendation of the Legislative Council and/or the governmental relations coordinator.
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 PSE state treasurer upon the authority of the Board of Directors after recommendation of the Legislative Council and/or the governmental relations coordinator.
5. ***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.

C. Operating Budget

The executive director shall prepare an annual operating budget with the advice and assistance of the Financial Review Committee as provided for in Article XV, Section H, 2 of these bylaws. The executive director shall present the recommended budget to the Board of Directors for review and approval prior to the annual convention of PSE. The executive director shall present the budget as approved by the Board of Directors to the delegates at the annual convention.

Each budget shall contain the following:

1. Budget priorities and objectives.
2. An itemized list of anticipated revenues and expenditures by source.
3. Function based cost centers that accurately identify the actual costs associated with providing the various programs, services, and activities of PSE.
4. Within the cost centers, identification of:
 - Personal services costs (salaries and fringe benefits).
 - Contractual services.
 - Capital outlay (purchase of equipment, facilities, etc.).
 - Commodities (utilities, supplies, materials, etc.).
 - Segregated political action funds.
5. A cash management plan that incorporates timing of revenues and expenditures to gain maximum advantage of interest income.

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 PSE state 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 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 disbursed by authority of the PSE state treasurer, by check 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 will contact the president and the president will appoint the vice president or secretary to approve the check register for payment. A list of all checks authorized in the previous manner will be presented to the Board of Directors at their next regularly scheduled meeting. In the case of a dispute over disbursement, a majority vote by the members of the Board of Directors may override the authority of the treasurer.
3. The executive board, executive director, and director of administration 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 deposited in the safety deposit box of PSE. The premium on such bond shall be paid by PSE.

F. Expenses

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 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 other 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 \$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 annual 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 school district, 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 miles (50) of required meetings shall not be paid for overnight lodging, except at the annual convention or due to inclement weather, whereupon board members should use their own judgment.
4. ***Committee Chairpersons and Others***

Committee chairpersons, committee members and persons designated by the president shall, upon billing by their appropriate school district, 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 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 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 classified school employees 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 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948. 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 membership cards, application blanks, 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 1st to August 31st 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 and has at least five (5) members in good standing with PSE, except 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 Auburn 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 state PSE. The chapter rebates are intended to offset the cost of sending chapter delegates to the annual convention. Chapter rebates should be used to send as many delegates to the annual convention as are eligible, so long as the rebate is sufficient to do so. Any chapter not represented by delegates at the annual convention shall not receive chapter rebates the following year, except new chapters chartered within six (6) months preceding the annual convention shall not be subject to this limitation. Chapters shall receive chapter rebates every two (2) months; provided, however, this requirement shall not apply during the months of July, August, and September.

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

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 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 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 or any of its local affiliate chapters, nor any agreement which would affect the rights of employees represented by PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 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 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, 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 (60) members, five (5) members from each zone elected at the annual 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 even-numbered zones in even-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 state 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 state 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 30 days from the date of the refusal. The State Grievance Panel will provide written findings and conclusions within 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 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 Board of Directors, 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 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 chairperson.

C. Size and Composition of Committees

Committees shall normally consist of a chairperson, recording secretary, staff liaison, and five members representing different job classifications and geographical areas unless otherwise recommended by the president and approved by the board, or as specifically provided for in these bylaws. 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 Chairperson*

The chairperson is appointed by and serves at the discretion of the president of PSE, with approval of the board. Appointments are usually for two 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, and Membership, 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 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 Committee Members*

The committee chair, with approval of the president, may remove any 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.

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 chairperson 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. Executive Director

The executive director, or his/her designee, is the coordinator of committees. He/she shall work with the chairperson 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 executive director and committee chairperson 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. Chairperson

It shall be the duty of each chairperson 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 chairperson, shall identify the fiscal needs of the committee and incorporate those needs into the budget request for the functional unit.

H. STANDING COMMITTEES

1. Convention Committee and Subcommittees

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

Process: The Convention Committee shall provide advice, support, and assistance in planning and carrying out the 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 décor consistent with a theme, recommend 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.

1A. Elections Subcommittee

Mission: The Elections Subcommittee 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 Subcommittee shall ensure that the credentials of each delegate have been verified and shall supervise all elections held at the PSE annual convention or conducted by mail ballot. The chairperson 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 Subcommittee 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 received shall be posted in writing at the PSE operations area immediately following certification of the vote and the chairperson shall announce the results at the banquet following the election. The chairperson shall ensure that all provisions, including requirements for observers and challenge 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 Subcommittee chairperson for ballot preparation. Immediately following the conclusion of the zone meetings held during the annual convention, each zone director shall provide the Elections Subcommittee chairperson with the names of those people elected to the legislative council, recall panel, membership committee and State Grievance Panel. The chairperson shall provide the election results to the communications coordinator for publication in the next issue of the monthly newspaper.

1B. Welcoming Subcommittee

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

Process: The Welcoming Subcommittee will assist in distributing registration and general information packets, providing information as required to delegates and guests, conducting drawings and distributing chapter gifts and prizes during business sessions; and in the development of and presentation of the new member orientation session at annual convention.

1C. Sponsorship Subcommittee

Mission: The Betty Rankin Sponsorship Subcommittee shall set up a program to generate revenue and direct distribution of such funds for the sole purpose of sponsoring chapter delegates to convention.

Process: The Betty Rankin Sponsorship Subcommittee shall establish criteria for adoption by the Board of Directors. The criteria will include the formulation of application process, evaluation, and distribution of funds through the members of the Sponsorship Subcommittee. All revenues will be placed and disbursed through the Betty Rankin Memorial Sponsorship Fund.

2. 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 treasurer, who shall serve as chairperson, the president, the executive director, the Director of Administration and two zone directors selected by the treasurer. The committee shall provide advice and assistance to the executive director in establishing budget priorities, line-item budget allocations, fiscal policies and controls, investment strategies and all other requirements under provision of the bylaws.

3. 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.

4. Membership Committee

Mission: The Membership Committee shall promote PSE to the general membership and to other educational support professionals.

Process: The Membership Committee shall sponsor and participate in activities and events to promote membership involvement in PSE and enhance public awareness of classified educational support professionals in general. 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 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.

5. Education and Training Committee

Mission: The Education and Training Committee shall promote quality, affordable leadership training and job-related educational opportunities for classified employees.

Process: The Education and Training Committee shall provide advice, assistance, and support to the Director of Education and Training in developing and delivering training programs to classified school employees. This may include needs assessments, design of curriculum, identification of faculty, site selection, and promotion of the programs to membership.

6. 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 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 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.)

7. 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 with the exception of legislative awards which are determined by the Legislative Council with board approval.

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

8. 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 guidelines to the Board of Directors to ensure fair consideration of applicants and shall grant awards based on the qualifications and demonstrated need of the recipient for the scholarship to continue their education. The committee shall establish scholarship categories and award values 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 funds available for such purpose. Members of the Scholarship Committee and their immediate families are not eligible for scholarship awards. Members should 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.

9. Policy and Procedure Review Committee

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

Process: The Policy and Procedure Review Committee shall consist of the Vice President, who shall serve as chair, the president, treasurer, two zone directors selected by the president and one or two administrative staff members selected by the executive director. The committee shall provide advice and assistance to the board in formulating policy and procedure.

I. Nominating Committee

Mission: The Nominating Committee shall ensure that one or more candidates are nominated for each office and open International Delegate position 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 convention, if no PSE member files to run for office within sixty (60) calendar days of the annual 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 coordination with the publications editor shall afford each candidate equal space in the monthly newspaper preceding the annual convention to describe the candidate's qualifications and reasons for running for office. The Nominating Committee will verify the eligibility of all candidates. The Nominating Committee shall schedule and supervise a candidate forum where the candidates for executive board appear before the delegates to the annual convention in advance of voting to answer specific questions. The chairperson 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 at the beginning of the forum 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. The committee will supervise the mailing of the information and ballots for the election of International Delegates.

ARTICLE XVI GOVERNMENTAL RELATIONS

The governmental relations group of PSE advances the legislative and regulatory interests of classified school employees and PSE corporate interests through the executive and legislative branches of government.

A. Legislative Council

The Legislative Council is the working body of the governmental relations group of PSE. It is a subordinate unit of PSE and operates under the direction and control of the PSE 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 classified school employees 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 convention.

The legislative council's responsibilities include:

- a) Attendance at legislative council meetings, annual convention, and legislative conference;
- b) Regular attendance at zone meetings;
- c) Attendance at chapter meetings;
- d) Communication and coordination of legislative efforts with PSE members and chapters;
- e) Demonstrated commitment to participation in the legislative and political process by becoming a legislative district activist;
- f) Personal commitment to increase member participation in the political process;
- g) Development of personal relationships with local political representatives and leaders;
- h) Participation in local elections and campaigns, and;
- i) 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 representative from each zone. Representatives shall be elected at the annual 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 5 legislative districts or portion thereof. The appointed members will attend meetings of the legislative council as non-voting members. 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 board member and one representative from higher education to serve as members of the council. 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 with input from the legislative council and approval of the Board of Directors 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 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. Members who have fulfilled the requirements to become a legislative district activist will become a part of PSE's political advocacy program. Resources and training will be available to help the activist advocate for classified employee issues.

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 classified school employees. 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 convention.
2. Special conference called by the Board of Directors of delegates registered at the last annual convention.
3. Vote of the registered delegates from the last annual convention by signed mailed ballot.

Convention delegates serve until a replacement is elected. If a registered delegate from the last annual 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 shall be legibly submitted in the format approved by the board, and signed by the individual(s) submitting them. Proposed amendments must be submitted and postmarked by February 1 of the year in which the convention is to be held. The Board of Directors may authorize an extension not to exceed 45 days from February 1 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 chairperson 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 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

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 October 31, 1970
Amended August 13, 1972
Amended August 5, 1973
Amended July 28, 1974
Amended August 3, 1975
Amended August 8, 1976
Editorial changes made pursuant to Resolution 7-76, September 11, 1976
Amended August 5, 1977
Editorial changes made pursuant to Article XVIII, September 10, 1977
Amended August 6, 1978
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, 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
Amended July 30, 2006
Amended July 29, 2007