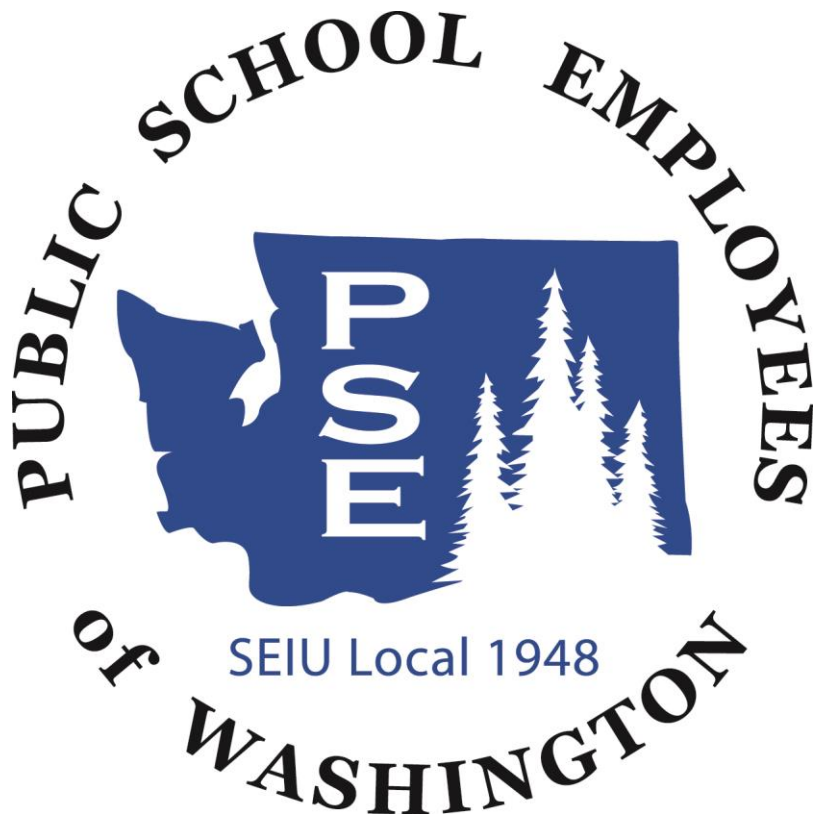


CHAPTER BYLAWS

CASCADE



Public School Employees of Washington / SEIU Local 1948

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www.pseclassified.org

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P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Cascade and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This organization was chartered by Public School Employees of Washington on September 1, 1984.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Cascade to work closely with Public School Employees of Washington/SEIU Local 1948 to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington.

C. VISION - WHAT WE STRIVE TO ACHIEVE

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

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

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

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically "right" thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

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ARTICLE I

MEMBERSHIP

Section 1.1.

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

Section 1.1.1. Active Member.

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

Section 1.1.2. Member in Good Standing.

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

ARTICLE II

DUES

Section 2.1. State Dues.

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

Section 2.1.1. Chapter Rebates.

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

Section 2.2. Local Dues.

Local membership dues shall be one dollar (\$1.00) per month. Local dues shall be paid monthly to the Chapter Treasurer by the school district. The purpose of such deduction is to support the cost of local chapter administration and scholarships. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement will have local dues collection suspended.

Section 2.3. Refunds.

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

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ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

PSE shall be governed by a representative form of government.

Section 3.2.

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

Section 3.3.

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

Section 3.4.

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

Section 3.5.

Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b and c: and those employees classified either by the State statute or appropriate State regulatory agencies as being a “supervisory employee”.

Section 3.6. Governing Body.

Executive Board shall consist of President or Co-Presidents, Vice-President, Secretary and Treasurer. Executive Board shall have the capacity to “OK” expenditures to cover immediate situations costing up to \$100.00 where time is an issue such as deaths in employee’s families.

Section 3.6.1. Board of Trustees.

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

Section 3.7. PSE Field Staff.

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

Section 3.8. Operating Principles.

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

1 **Section 3.8.1. Board/Membership Relationships.**

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

9 **Section 3.8.2. Media.**

10 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
11 to individual board members about matters of chapter concern should be referred to the chapter
12 president. Inquiries about a position of PSE on any matter of statewide concern or specific
13 legislation should be referred to the executive director at state headquarters.
14

15 **ARTICLE IV**

16 **MEETINGS**
17

18 **Section 4.1.**

19 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
20 place to be fixed by the membership or the President.
21

22 **Section 4.2.**

23 Special meetings may be called by the president, the Executive Board, the Board of Trustees or by
24 petition filed with the president and signed by twenty percent (20%) of the members in good standing
25 of this chapter.
26

27 **Section 4.3.**

28 The president shall provide at least five (5) days notification to all members of any meeting called.
29 However, said five (5) days notice may be waived by the Board of Trustees provided that every
30 reasonable effort is employed to notify the membership of the meeting.
31

32 **Section 4.4.**

33 At any meeting of the membership of this chapter, each member in good standing present shall be
34 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum
35 of seven (7) members must be present to constitute a quorum before any Chapter business may be
36 transacted.
37

38 **Section 4.5. Executive Board/Board of Trustees Meetings.**

39 Meetings of the Executive Board and the Board of Trustees shall be called at the discretion of the
40 president. Meetings may also be called upon motion of a majority of the members of the Executive
41 Board/Board of Trustees. A majority of the members of the Executive Board/Board of Trustees shall
42 constitute a quorum.
43
44
45

1 **Section 4.6.**

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

9 **BOARD OF TRUSTEES**

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13 **Section 5.1.**

14 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer and a
15 unit representative (herein known as a trustee) elected by the unit from each classification of
16 employees of the school district if represented by the local Public School Employees organization.
17

- 18 Classifications:
- 19 1. Transportation
 - 20 2. Food Service
 - 21 3. Secretarial/Clerical
 - 22 4. Maintenance/Custodial
 - 23 5. Instructional Assistants
 - 24 6. Special Education Specialists

25 **Section 5.2.**

26 The term of office shall be for a period of two (2) years. Elections shall be staggered odd and even
27 years. Odd years at election time shall be election of Vice-President and Treasurer. Even years at
28 election time shall be election of President and Secretary.
29

30 **Section 5.3.**

31 The Board of Trustees shall hold regular meetings, and such special meetings as the president or the
32 board shall deem necessary for the competent management of affairs of the Chapter.
33

34 **Section 5.4.**

35 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
36 All voting at meetings of the Board of Trustees shall be by each member present in person and voting
37 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
38 quorum.
39

40 **Section 5.5. Duties.**

41 **Section 5.5.1. President or Co-Presidents.**

42 The president or co-presidents shall preside at all meetings of the chapter and of the Board of
43 Trustees. The president or co-presidents shall be made aware of, and supervise all activities of
44 the chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice
45 and consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of
46 the chapter. The president or co-presidents shall appoint all special committees not otherwise
47 provided for in the bylaws of the chapter, subject to the approval of the Board of Trustees, and
48



1 serve as an ex-officio member of all committees. The president or co-presidents shall report
2 periodically to the membership regarding the progress and standing of the chapter in regard to
3 the president's official acts; and perform all other duties of the office. The president or co-
4 presidents shall also act as custodian of all properties of the chapter.

5
6 **Section 5.5.2. Vice President.**

7 The vice president shall provide such assistance to the president as requested; serve as
8 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties
9 of that office; and in the case of permanent disability or resignation of the president, shall
10 succeed to that office for the unexpired portion of the current term of office.

11
12 **Section 5.5.3. Secretary.**

13 The secretary shall ensure that the minutes of general membership meetings and Board of
14 Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of
15 the chapter, the Board of Trustees, and to perform such other official functions as the president
16 and Board of Trustees may direct.

17
18 **Section 5.5.4. Membership Officer.**

19 It shall be the duty of the membership officer to maintain a current and accurate list of
20 members of the chapter, ensure that all members are paying dues, and perform such other
21 official functions as the president and Board of Trustees may direct.

22
23 **Section 5.5.5. Treasurer.**

24 The treasurer shall receive and be accountable for all funds and monies belonging to the
25 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;
26 keep an accurate record of receipts and disbursements; and maintain bank accounts and
27 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
28 checks signed by the president and/or vice president and the treasurer. The treasurer shall
29 render periodical financial reports as required by the Board of Trustees, the membership, or
30 Public School Employees of Washington/SEIU Local 1948 to ensure that the chapter is in
31 compliance with all laws and regulations required by the Internal Revenue Service and the
32 Department of Labor. The fiscal year for all financial reports shall be from September 1 to
33 August 31 of the following year, inclusive.

34
35 **Section 5.5.6. Trustee.**

36 A trustee shall represent the classification of employees which elected them and express to the
37 Board of Trustees the needs, desires, and concerns of the members in their classification. They
38 will be responsible, along with the Grievance Committee, in advising an employee about their
39 contractual rights.

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41 **Section 5.5.7. Building Representative.**

42 The Building Representatives shall represent the classified employees in their respective
43 buildings.

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ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

Section 6.1.

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

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

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

Section 6.2.

Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state regulatory agencies as being a “supervisory employee.”

Section 6.3.

Elections shall be held during the month of May. Terms of office shall be from September 1 through August 31.

Section 6.4.

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

Section 6.5.

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

Section 6.6.

All members of the Chapter shall be eligible to vote for the positions of President, Vice President, Secretary, Membership Officer, and Treasurer. In the election of a Trustee, only members in the



1 classification of employees that the Trustee will represent shall be allowed to vote. Building
2 representatives shall be elected by members of their respective buildings.

3
4 **Section 6.7.**

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

7
8 **Section 6.8.**

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

14
15 **Section 6.9.**

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

19
20 **Section 6.10.**

21 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in
22 accordance with the procedures set forth below:

23
24 **Section 6.10.1.**

25 In the event the president cannot serve the remainder of his/her current term, the vice president
26 shall serve as president for the completion of the term.

27
28 **Section 6.10.2.**

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

37
38 **Section 6.10.3.**

39 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
40 occurs; provided, however, that when vacancies occur in the office of trustee, the president
41 shall direct that a classification meeting be held and that the classification elect a successor for
42 the remainder of the vacant term. Election of the successor must be by majority vote. In the
43 event that more than two candidates run for the office, the candidate with the lowest vote total
44 will be dropped from the ballot after each round of voting until one candidate receives a
45 majority of the votes cast.

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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

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

Section 7.2.

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

Section 7.3.

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

Section 7.3.1.

Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to the regional service center, who will then forward the original to state headquarters after appropriate copies have been made.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the vice president and at least one unit representative from each classification of employees in the chapter; and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE field representative in developing proposals and negotiating agreements. Each classification may also elect one (1) alternate to the negotiating committee.

Section 8.3. Governmental Affairs Committee.

The Governmental Affairs Committee shall work as a liaison between chapter members and the Zone Representative on the State PSE Legislative Council. Names and addresses of all committee members



1 shall be submitted to Public School Employees of Washington/SEIU Local 1948, and PSE shall be
2 notified of any changes in members or addresses.

3
4 **Section 8.4. Annual Convention Delegates.**

5 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
6 the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE
7 State Bylaws.

8
9 **Section 8.5. Audit Committee.**

10 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
11 chapter.

12
13 **Section 8.6. Other or Special Committees.**

14 The Board of Trustees shall designate such special committees as they determine necessary in the
15 carrying out of the objectives and purposes of this chapter.

16
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18 **ARTICLE IX**

19
20 **AMENDMENTS**

21
22
23 **Section 9.1.**

24 These bylaws may be amended by a majority vote of the Board of Trustees at any regular or special
25 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
26 members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote
27 is to be taken.

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32 BY: _____ /Signed by/
33 Cindy Johnson, Interim Chapter Secretary

34
35 DATE: _____ 10/1/2020

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41 Adopted by the membership on the 14th day of April 2003.
42 Amended January 5, 2012
43 Amended March 4, 2019
44 Amended September 10, 2020

