

# CHAPTER BYLAWS

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## PSE OF CASTLE ROCK



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

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1 **PREAMBLE**

2  
3 Employees organize primarily to secure better wages and better working conditions.

4  
5 We hold that they also organize in order to participate in the decisions which affect them at work. One  
6 of the fundamental tenets of Democratic government is the consent of the governed.

7  
8 We are both employees and citizens.

9  
10 Collective bargaining is the expression of citizenship in employment. Participation in the political life  
11 of the nation, State, local municipalities, and school district is but another aspect of that citizenship.

12  
13 In the same way that we are organized to improve the terms and conditions of employment, we are  
14 equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American  
15 life. Amidst unparalleled abundance, there should not be want.

16  
17 We are under a solemn obligation to represent the members of this organization forcefully and  
18 effectively in negotiations with the management of the Castle Rock School District and to conduct  
19 internal organizational affairs according to democratic standards.

20  
21 THEREFORE, we, the classified school employees of Castle Rock School District, in meeting, adopt  
22 these Bylaws this 14th day of February, 1979.

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25 **ARTICLE I**

26  
27 **NAME**

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29  
30 The name of this organization shall be the Public School Employees of Castle Rock School District.

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33 **ARTICLE II**

34  
35 **AFFILIATION**

36  
37  
38 This local organization shall be affiliated with and be a chapter of the Public School Employees of  
39 Washington/SEIU Local 1948. This organization was chartered by Public School Employees of  
40 Washington on February 12, 1969.



1 **ARTICLE III**

2 **CONTINUATION OF ORGANIZATION**

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4  
5 This organization shall continue until a majority of all of the members vote to dissolve the  
6 organization.  
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10 **ARTICLE IV**

11 **OBJECTIVES AND PURPOSES**

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13  
14 The objectives and purposes of this organization are:

- 15 A. To carry out and assist on a local basis the objectives and purposes of the Public School
- 16 Employees of Washington/SEIU Local 1948.
- 17
- 18 B. To promote the organization of Public School Employees in the Castle Rock School District.
- 19
- 20
- 21 C. To promote the welfare of the membership and the classified employees of the Castle Rock
- 22 School District, and to provide a voice in the determination of the terms and conditions of
- 23 employment. We are committed to the process of collective bargaining as a desirable,
- 24 democratic and effective method to achieve this.
- 25
- 26 D. To promote and provide systematic and effective employee management through collective
- 27 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and
- 28 collective negotiations on personnel matters, including wages, hours and working conditions,
- 29 vacations, holidays and other conditions of employment for the classified employees of Castle
- 30 Rock School District.
- 31
- 32 E. Both as members and as citizens, we shall also employ available legislative and political action
- 33 to establish adequate financial provisions for the improvement of public school education and
- 34 equitable consideration for the classified school employees from the State Legislators.
- 35

36 To establish better fellowship and understanding among classified school employees  
37 and to strive for their overall betterment through training, legislation and Association benefits.  
38

39  
40  
41 **ARTICLE V**

42 **MEMBERSHIP**

43  
44 **Section 1.1. Eligibility.**

45 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national  
46 origin, sex or political belief, who meets the requirements hereinafter listed shall be eligible for  
47 membership.  
48



1 **Section 1.2. Active Member.**

- 2
- 3 A. All persons regularly employed as a classified school employee (as defined by the Public  
4 School Employees of Washington/SEIU Local 1948) by or for Castle Rock Public Schools,  
5 and who are members of the Public School Employees of Washington/SEIU Local 1948, are  
6 eligible for membership in the organization.
- 7
- 8 B. Active members who are paying dues through a system of regular payroll deduction shall, for  
9 as long as they continue to pay through such payroll deduction, be considered to be in good  
10 standing.

11

12 **Section 1.3. Member in Good Standing.**

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

18

19 **Section 1.4. Free-Riders.**

20 Any member who opts out of payment of regular dues, shall be characterized as a free-rider and shall  
21 be entitled only to those rights and privileges as set forth in the PSE policy and bylaws. Free-riders  
22 shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or  
23 state leaders or vote for ratification of collective bargaining agreements. In addition, free-riders may  
24 not attend any PSE sponsored functions. Free-riders are not eligible to appeal a grievance which is not  
25 validated by the local chapter to the State Grievance Panel.

26

27 **Section 2. Dues.**

- 28
- 29 A. Application for membership shall be made on a standard form provided by Public School  
30 Employees of Washington/SEIU Local 1948. This form is also a valid authorization for payroll  
31 deduction of dues.
- 32
- 33 B. Local membership dues of this organization shall be five dollars (\$5.00) per year.
- 34
- 35 C. Local membership dues shall be paid each October by payroll deduction and will be submitted  
36 to the Secretary-Treasurer of Public School Employees of Castle Rock.
- 37
- 38 D. Membership dues are not refundable except where an error resulting in an overpayment exists.

39

40 **Section 3. Rights.**

- 41
- 42 A. Members shall suffer no impairment of freedom of speech concerning the operations of this  
43 organization. Active discussions of organization affairs shall be encouraged and protected  
44 within this organization.
- 45
- 46 B. Members in good standing shall have the right to fair and democratic elections at all levels of  
47 the organization. This includes due notice of nominations and elections, equal opportunities for  
48 competing candidates, and proper election procedures which shall be specifically set forth.

1 C. Members in good standing shall have an equal right to run and hold office, except those  
2 employees classified either by State statute or appropriate State regulatory agencies as being a  
3 "supervisory employee".  
4

5 D. Members in good standing shall have the right to a full and clear accounting of all  
6 organizational funds. At all levels such accounting shall include, but not be limited to,  
7 periodical reports to the membership by appropriate fiscal officers or by independent auditors  
8 not otherwise connected with the organization, and a financial audit at least once a year which  
9 is made available to all members.  
10

11 E. Members in good standing shall have the right to full participation, through discussion and  
12 vote, in the decision making processes of the organization and to pertinent information needed  
13 for the exercises of this right.  
14  
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16

## 17 **ARTICLE VI**

### 18 **MEETINGS**

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#### 21 **Section 1.**

22 General membership meetings of this organization shall be held at least three (3) times annually at a  
23 time and place to be fixed by the membership or the Board of Trustees. Free-riders are not permitted to  
24 attend general membership meetings.  
25

#### 26 **Section 2.**

27 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the  
28 President and signed by twenty percent (20%) of the members of this organization.  
29

#### 30 **Section 3.**

31 The President shall provide at least five (5) days notification to all members of any meeting called.  
32 However, said five (5) days notice may be waived by the Board of Trustees provided that every  
33 reasonable effort is employed to notify the membership of the meeting.  
34

#### 35 **Section 4.**

36 At any meeting of the membership of this organization, each member in good standing present shall be  
37 entitled to one vote. A member must be present to vote - no proxy vote will be allowed. A minimum of  
38 ten (10) members must be present to constitute a quorum before any organization business may be  
39 transacted.  
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## ARTICLE VII

### MANAGEMENT

#### **Section 1.**

The business and property of this organization shall be managed by a Board of Trustees, except when the meetings of the organization are in session. All matters affecting the purposes, aims and means of accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting shall be decided by the Board of Trustees.

#### **Section 2.**

The Board of Trustees shall be composed of the President, Vice President, Secretary-Treasurer and a unit representative elected by the unit from each of the following classifications of employees of the school district if represented by the local Public School Employees of Washington/SEIU Local 1948 organization.

- Classifications:
1. Food Service
  2. Custodial
  3. Maintenance
  4. Paraeducators and Health Care
  5. Bus Drivers and Mechanics
  6. Secretaries
  7. Other units requesting further affiliation.

#### **Section 3.**

The term of office of the trustees of this organization shall be for a period of one (1) year or until their successors are elected.

#### **Section 4.**

The Board of Trustees shall hold meetings as the President or the Board shall deem necessary for the competent management of affairs of the organization.

#### **Section 5.**

Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All voting at meetings of the Board of Trustees shall be by each member present in person, and voting by proxy shall not be allowed. A majority of four (4) members of the Board of Trustees shall constitute a quorum.

#### **Section 6.**

Any trustee or officer may be removed from office by a two-thirds (2/3) majority vote of the membership at any regular or special meeting of the membership of the organization. Notice of the proposed removal of the trustee or officer must be given to the trustee five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the trustee or officer must state the cause for the proposed removal. Each written notice must contain a clear statement of the specific charges against the respondent. Grounds for removal shall be serious misconduct, such as criminal acts, advancement of the interests of another union or organization 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.

1 **Section 7.**

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

5  
6 **Section 8.**

7 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be  
8 filled by the remaining trustees. In the event that such trustee is an officer, such selection shall be from  
9 the membership at large. All other trustees' vacancies shall be filled from the classification of which  
10 they are representatives. Such appointee shall serve during the unexpired term of the trustee whose  
11 position has become vacant.

12  
13 **Section 9.**

14 In order to encourage participation in board and general union meetings, the following reimbursement  
15 of union dues shall be made out of the union general fund.

16  
17 The Executive Board, consisting of the president, vice president and secretary-treasurer, will be  
18 reimbursed one hundred dollars (\$100) of their union dues for attending board and general membership  
19 meetings. The trustees will be reimbursed fifty dollars (\$50) of their union dues for attending board  
20 and general membership meetings. Reimbursements will be made annually in June.

21  
22 If Executive Board members and trustees attend less than 50% of all executive and general  
23 membership meetings, they will forfeit their payment. Attendance can be by remoting in or in person.  
24 Co-positions will share the reimbursement.

25  
26 This shall take effect after the yearly officer/trustee elections in May 2021 and will be re-evaluated  
27 annually. The first reimbursement to be made in June 2022.

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31 **ARTICLE VIII**

32 **OFFICERS, NOMINATIONS AND ELECTIONS**

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34  
35 **Section 1.**

36 The officers of this organization shall be a President, a Vice President, and a Secretary-Treasurer. All  
37 officers shall be elected for a term of one year.

38  
39 **Section 2.**

40 Nominations may be made by the nominating committee, but whether or not such nominating  
41 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

42  
43 **Section 3.**

44 To be eligible for office, a member must be in good standing for one year immediately preceding the  
45 election, except in the initial election held in this organization, and must qualify under the provisions  
46 of Article V, Section 3-C.





1 **Section 4.**

2 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all  
3 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the  
4 membership prior to the holding of the election.

5  
6 **Section 5.**

7 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and  
8 trustee, contained in these Bylaws. There shall be one (1) trustee from each classification.

9  
10 **Section 6.**

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

- 15
- 16 1) If an election cannot be held prior to the conclusion of the current school year, all officers who
- 17 are currently in office and wish to continue to serve shall be considered “interim” officers until
- 18 such time as an election can be safely held, which time shall not exceed six months;
- 19
- 20 2) In the event that the President wishes to step down from the presidency, and or is no longer
- 21 eligible to serve as President, the Vice-President shall serve as the interim President until such
- 22 time as a secret ballot election can occur, which time shall not exceed six months;
- 23
- 24 3) In the event that any officer or Board Member (other than the President) no longer wishes to
- 25 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to
- 26 serve as the interim officer until such time as a secret ballot election can occur, which time
- 27 shall not exceed six months.
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- 29
- 30

31 **ARTICLE IX**

32 **DUTIES OF OFFICERS**

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35 **Section 1. President.**

36 The President shall preside at all meetings of the organization and of the Board of Trustees. The  
37 President shall supervise all activities of the organization; execute all instruments in its behalf; counter-  
38 sign all checks drawn against the fund of the organization; appoint all special committees of the  
39 organization subject to the approval of the Board of Trustees; report periodically to the membership  
40 regarding the progress and standing of the organization in regard to the President's official acts;  
41 perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in  
42 such office.

43  
44 **Section 2. Vice President.**

45 The Vice President shall act for the President in the President's absence and perform such other acts as  
46 the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of  
47 Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in  
48 addition to either the President or Secretary.



1 **Section 3. Secretary-Treasurer.**

2 It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and  
3 to perform such other acts as the President and Board of Trustees may direct. The Treasurer shall  
4 receive and be accountable for all funds and monies belonging to the organization; pay all obligations  
5 incurred by the organization in payment as authorized by the Board of Trustees; maintain bank  
6 accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn  
7 only by checks signed by the President and/or Vice President and the Secretary-Treasurer; and shall  
8 render periodical financial reports as required by the Board of Trustees or by the membership; and  
9 keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of  
10 the organization.

11  
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13  
14 **ARTICLE X**

15 **FINANCIAL AFFAIRS**

16  
17  
18 **Section 1. Expenses.**

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

25  
26 Appropriate supporting evidence of expenses shall be submitted as required in advance of payment,  
27 otherwise payment may be withheld. The board may establish an actual expense reimbursement plan  
28 or per diem system at its discretion, depending on which system most efficiently and effectively meets  
29 PSE's administrative and financial needs.

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32 **ARTICLE XI**

33 **MISCELLANEOUS PROVISIONS**

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36  
37 **Section 1.**

38 This organization shall be at all times subject to the provisions of the Articles of Incorporation and  
39 Bylaws of the Public School Employees of Washington/SEIU Local 1948.

40  
41 **Section 2.**

42 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act  
43 as agent for, or otherwise bind this organization in any way whatsoever. No member or group of  
44 members or any other person or persons shall have the power to act on behalf of or otherwise bind the  
45 organization except to the extent specifically authorized in writing by the President or Board of  
46 Trustees of the organization.



1 **Section 3.**

2 The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are  
3 applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of  
4 this organization or of the Public School Employees of Washington/SEIU Local 1948.  
5  
6  
7

8 **ARTICLE XII**

9  
10 **COMMITTEES AND DELEGATES**

11 **Section 1. Grievance Committee.**

12 A Grievance Committee shall be composed of the President or Vice President and at least one trustee  
13 from each represented unit of the Chapter.  
14

15 **Section 2. Negotiating Committee.**

16 A Negotiating Committee shall be selected by the Board of Trustees.  
17

18 **Section 3. Audit Committee.**

19 An Audit Committee shall be selected by the Board of Trustees.  
20

21 **Section 4. Other or Special Committees.**

22 The Board of Trustees shall designate such special committees as they determine necessary in the  
23 carrying out of the objectives and purposes of this organization.  
24

25 **Section 5. Convention Delegates.**

26 Delegates shall be elected by secret ballot according to state bylaws.  
27

28 **Section 6. Nominating Committee.**

29 A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.  
30  
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32  
33

34 **ARTICLE XIII**

35 **AMENDMENTS**

36 **Section 1.**

37 These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special  
38 meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the  
39 members of the Board of Trustees at least five (5) days prior to the meeting at which said vote is to be  
40 taken.  
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46 Adopted by the membership February 14, 1979

47 Amended September 15, 1987

48 Amended March 10, 1994



1 Amended May 10, 2006  
2 Amended October 16, 2012  
3 Amended January 21, 2021  
4 Amended March 3, 2021

5  
6 BY: Deborah K. Shulke  
7 Deborah Shulke, Chapter Secretary

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9  
10 DATE: 3-17-2021  
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