CHAPTER BYLAWS

CUSICK



Public School Employees of Washington/SEIU Local 1948 P. O. Box 798 Auburn, Washington 98071-0798 1-866-820-5652 www.pseclassified.org

TABLE OF CONTENTS

Page

PREAMBLE		1
ARTICLE I	MEMBERSHIP	2
ARTICLE II	DUES	2
ARTICLE III	GOVERNANCE AND OPERATIONS	3
ARTICLE IV	MEETINGS	4
ARTICLE V	BOARD OF TRUSTEES	4
ARTICLE VI	OFFICERS, NOMINATIONS AND ELECTIONS	6
ARTICLE VII	MISCELLANEOUS PROVISIONS	8
ARTICLE VIII	COMMITTEES AND DELEGATES	8
ARTICLE IX	AMENDMENTS	9

1		PREAMBLE
2		
3 4	А.	<u>NAME</u> The name of this chapter shall be Public School Employees of Cusick and shall be an affiliate of
5		Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor
6		organization operating under the laws of the State of Washington. This organization was chartered
7		by Public School Employees of Washington on March 23, 1977.
8 9	B.	MISSION - OUR PURPOSE FOR EXISTING
10	2.	It is the mission of Public School Employees of Cusick to work closely with Public School
11		Employees of Washington/SEIU Local 1948 to support the membership through collective
12		bargaining and the protection of those rights, promote educational enrichment opportunities,
13 14		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
15		employees in the state of Washington.
16		
17	C.	VISION - WHAT WE STRIVE TO ACHIEVE We will provide corrige of superior quality and value that best mosts the peeds of our Chapter
18 19		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
20		attracts the finest people, fully develops, and challenges individual talents, encourages our free and
21		spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of
22		integrity and commitment to do the right thing.
23 24		Through the successful pursuit of our commitment, we expect our services, programs, and
25		activities to achieve a leadership position in representing all classified employees. As a result, PSE,
26		our members, PSE employees, the school District in which we work, and the community in which
27		we live will grow and prosper.
28 29	D.	VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT
30	2.	
31		Recognizing the needs of members and PSE staff, we are committed to:
32		• Striving for excellence and demonstrating pride in our work.
33		Having open, honest communications.Providing high-quality service.
34 35		 Providing high-quality service. Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
36		to be based on trust and concern for the rights and welfare of others.
37		• Embodying honesty and integrity in our conduct and relationships with others.
38		• Treating others fairly, equally and respecting their individual dignity.
39		 Recognizing individual worth. Supporting construction and constructive changes in the organization
40 41		 Supporting creativity, innovation, and constructive changes in the organization. Demonstrating accountability for our performance, actions, and behavior.
41		 Doing the professional, technical, organizational, and ethically "right" thing as opposed
43		to the easy, popular, or politically expedient thing.
44		• Demonstrating a high level of social responsibility.
45		
46 47		
. '		



ARTICLE I
MEMBERSHIP
Section 1.1. Eligibility. 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.
<u>Section 1.2. Active Member.</u> Any classified school employee who is regularly employed by or for the Cusick 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 1.3. 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
State dues shall be paid monthly to the PSE State Office 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 five (\$5.00) dollars per month. Local dues shall be paid monthly to the Chapter Treasurer by the School District. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon approval by the Chapter Board of Trustees.
Section 2.3 Refunds

- 41 <u>Section 2.3. Refunds.</u>
 42 Membership dues are not refundable except where an error resulting in an overpayment exists.



1	ARTICLE III
2	
3	GOVERNANCE AND OPERATIONS
4	
5 6	Section 3.1. PSE shall be governed by a representative form of government.
7	TSE shan be governed by a representative form of government.
8	Section 3.2.
9	Members shall suffer no impairment of freedom of speech concerning the operations of this
10	organization. Active discussions of organizational affairs shall be encouraged and protected within this
11	organization.
12	Section 3.3.
13 14	Members shall have the right to a full and clear accounting of all organizational funds. At all levels
15	such accounting shall include, but not be limited to, periodical reports to the membership by
16	appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
17	and a financial audit at least once a year which is made available to all members.
18	
19	Section 3.4.
20 21	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.
21	processes of the organization and to pertinent information needed for the excretises of this right.
23	Section 3.5. Governing Body.
24	
25	Section 3.5.1. Board of Trustees.
26	Except when general meetings of the Chapter are in session, the business and property of this
27	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
28 29	the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically
30	provided for in these bylaws or by action of the members at a regular or special meeting.
31	
32	Section 3.5.2. PSE Field Staff.
33	PSE field staff shall work closely with the Chapter in an advisory position. All decisions
34	governing the business of the local Chapter shall be the sole responsibility of the elected
35 36	officials and membership of the Chapter.
30 37	Section 3.6. Operating Principles.
38	In order to provide the Chapter with the highest quality direction and management possible, the
39	following operating principles shall guide the Board of Trustees.
40	
41	Section 3.6.1. Board/Membership Relationships.
42	A positive, constructive, cooperative relationship between the Board of Trustees and the membership is assertial to achieving the mission and vision of the organization. Therefore, the
43 44	membership is essential to achieving the mission and vision of the organization. Therefore, the board and membership will conduct themselves in a way that promotes mutual trust,
44 45	demonstrates respect for individual dignity, and displays professionalism. The board shall
46	utilize positive conflict resolution methods and maintain open, honest lines of communication
47	that respect an appropriate chain of command within the Chapter.
48	



1	Section 3.6.2. Media.	
2	The President, or his/her designee, is the primary spokesperson for the Chapter. Media inqu	iries
3	to individual board members about matters of Chapter concern should be referred to the	
4	Chapter President. Inquiries about the position of PSE on any matter of statewide concern o	or
5	specific legislation should be referred to the PSE Executive Director at the State Office.	
6		
7		
8		
9	ARTICLE IV	
10		
11	MEETINGS	
12	Section 4.1.	
13	General membership meetings of this organization shall be held at least four (4) times annually at a	ı
14	time and place to be fixed by the membership or the Board of Trustees.	
15		
16	Section 4.2.	
17	Special meetings may be called by the President, the Board of Trustees, or by petition filed with the	e
18	President and signed by twenty percent (20%) of the members of this organization.	
19		
20	Section 4.3.	
21	The President shall provide at least five (5) workday's notification to all members of any meeting	
22	called. However, said five (5) workdays notice may be waived by the Board of Trustees provided the	hat
23	every reasonable effort is employed to notify the membership of the meeting.	
24		
25	Section 4.4.	
26	At any meeting of the membership of this Chapter, each member in good standing present shall be	
27	entitled to one vote. A member must be present to vote – no proxy vote will be allowed. The memb	
28	present shall constitute a quorum.	
29		
30	Section 4.5. Board of Trustees Meetings.	
31	Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may a	also
32	be called upon motion of a majority of the members of the Board of Trustees to the President. A	
33	majority of the members of the Board of Trustees shall constitute a quorum.	
34	majority of the memoers of the Dourt of Trastees shan constitute a quoram.	
35	Section 4.6.	
36	The rules contained in the current edition of <u>Robert's Rules of Order Newly Revised</u> shall govern t	his
37	Chapter in all cases to which they are applicable and in which they are not inconsistent with the PS	
38	State Bylaws, these bylaws and with any special rules of order this Chapter may adopt.	-
39	State Dynams, alese synams and what any special fales of state and enapter may adopt	
40		
41		
42	ARTICLE V	
43		
44	BOARD OF TRUSTEES	
45	Section 5.1.	
46	The Board of Trustees shall be composed of the President, Vice-President, Secretary-Treasurer, and	da
47	Unit Representative (herein known as a trustee) elected by the unit from each classification of	
48	employees of the school District, if represented by the local Public School Employees organization	
		-
	Chapter Bylaws Start May 5,	2023
	Cusick PSE $z = 1$ Page 4	4 of 9

LIBUA

2 SEU Local 1948

Section 5.2.

² The term of office shall be for a period of two (2) years, or until their successors are elected.

³ 4 <u>Section 5.3.</u>

5 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the 6 board shall deem necessary for the competent management of affairs of the Chapter.

8 Section 5.4.

Each member of the Board of Trustees shall possess one (1) vote on 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 the members of the Board of Trustees shall constitute a
quorum.

13

26

27

32

1

7

14 Section 5.5. Duties.

15 16 Section 5.5.1. President.

The President shall preside at all meetings of the Chapter and of the Board of Trustees. The 17 President shall be made aware of and supervise all activities of the Chapter; execute all 18 instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the 19 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The 20 President shall appoint all special committees not otherwise provided for in the bylaws of the 21 Chapter, subject to the approval of the Board of Trustees; and serve as an ex-officio member of 22 all committees. The President shall report periodically to the membership regarding the 23 progress and standing of the Chapter in regard to the President's official acts and perform all 24 other duties of the office. 25

Section 5.5.2. Vice President.

The Vice President shall provide such assistance to the President as requested; serve as chairperson of the Grievance Committee; 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 portion of the current term of office.

33 Section 5.5.3. Secretary-Treasurer.

The Secretary-Treasurer shall ensure that the minutes of general membership meetings and 34 Board of Trustee meetings are duly recorded. It shall be their duty to keep all records of the 35 Chapter (including the financial records), the Board of Trustees, and to perform such other 36 official functions as the President and Board of Trustees may direct. The Secretary-Treasurer 37 shall receive and be accountable for all funds and monies belonging to the Chapter; pay all 38 obligations incurred by the Chapter as authorized by the Board of Trustees; keep an accurate 39 record of receipts and disbursements; and maintain bank accounts and depositories designated 40 by the Board of Trustees. Such money shall be withdrawn only by checks signed by the 41 Secretary-Treasurer and/or President or Vice President. The Secretary-Treasurer shall render 42 periodical financial reports as required by the Board of Trustees, the membership, or Public 43 School Employees of Washington/SEIU Local 1948 to ensure that the Chapter is in compliance 44 with all laws and regulations required by the Internal Revenue Service and the Department of 45 Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the 46 following year, inclusive. The Secretary-Treasurer shall act as custodian of all properties of the 47 Chapter. 48



1	Section 5.5.4. Trustee.
2	A trustee shall represent the classification of employees which elected them and express to the Board of Trustees the needs, desires, and concerns of the members in their classification. They
3	will be responsible, along with the Grievance Committee, for advising an employee about their
4 5	contractual rights.
6	contractual rights.
7	
8	ARTICLE VI
9	
10	OFFICERS, NOMINATIONS AND ELECTIONS
11	
12	Section 6.1.
13	Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
14	ten (10) workdays notice of nominations and elections, and equal opportunities for competing
15	candidates to state their qualifications and reasons for seeking office to the Chapter membership.
16	Elections shall be conducted by secret ballot and certified by the Chapter Secretary.
17 18	Section 6.2.
18 19	Members shall have an equal right to run and hold office, except those persons set forth in
20	RCW 41.56.030, Paragraph 2, a, b, and c; and those employees classified either by state statute or
20	appropriate state regulatory agencies as being a "supervisory employee."
22	
23	Section 6.3.
24	Elections shall be held no later than May 31. Terms of office shall be from September 1 through
25	August 31. At the meeting when elections are held, the membership may vote to have Co-Presidents
26	for the term beginning in the fall. Nominations and election for members to be Co-Presidents shall be
27	handled in the same manner as any other office.
28	
29	Section 6.4.
30	Nominations may be made by the nominating committee, but whether or not such a nominating
31	committee is used, nominations shall be permitted from the floor at the meeting held for the election.
32 33	Section 6.5.
34	To be eligible, a member must be in good standing for one (1) year immediately preceding the election.
35	To be engiete, a menioer mast de migoda standing for one (1) year miniedrately proceding the election.
36	Section 6.6.
37	Members of the Board of Trustees shall be elected by secret ballot vote and the balloting shall be
38	conducted so as to afford all members a reasonable opportunity to vote. The members present may
39	waive the secret ballot and vote by showing of hands or voice vote. The method of voting shall be
40	chosen by voice vote. At least ten (10) workdays advance notice shall be given to the membership
41	prior to the holding of the election.
42	
43	Section 6.6.1.

- All members of the Chapter shall be eligible to vote for the positions of President (Co Presidents), Vice President, and Secretary-Treasurer.
- 46
- In the election of a Trustee, only members in the classification of employees that the Trustee
 will represent shall be allowed to vote.



1 Section 6.7.

2 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and

- ³ trustee contained in these Bylaws.
- 4

5 Section 6.8.

⁶ Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the

- 7 membership at any regular or special meetings of the membership of the Chapter. Written notice of the
- 8 proposed removal of the trustee must be given to the Board of Trustee members at least five (5)
- workdays prior to the date of the meeting at which the removal is to be voted upon. Such notice must
 state the cause for the proposed removal.
- 11

20

21

22

23

24 25

26

34

35

36

37

38

39

40

41

12 Section 6.9.

13 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause 14 for removal of the member by the Board of Trustees. Removal of a Board member because of 15 excessive absenteeism shall not require the two-thirds (2/3) vote of the membership

excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.

17 Section 6.10.

Vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance with the procedures set forth below.

Section 6.10.1.

In the event the President cannot serve the remainder of his/her current term, the Vice President (or Co-President) shall serve as President for the completion of the term. The term of office for all officers shall be two (2) years.

Section 6.10.2.

In the event of a vacancy in the office of Vice President, Secretary-Treasurer, all members shall be notified of the vacancy and nominations solicited for the position. Nominations shall be accepted for a period of twenty (20) calendar days following the notification to members. The President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board meeting. 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.

Section 6.10.3.

Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs. However, when vacancies occur in the office of trustee, the President shall direct that a classification meeting be held, and that the classification elect a successor for the remainder of the vacant term. Election of the successor must be by majority vote. In the event that more than two (2) 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 (1) candidate receives a majority of the votes cast.

- 42 43
- 44 45
- 46
- 47

48



1	
2	ARTICLE VII
3	MISCELLANEOUS PROVISIONS
4 5	MISCELLANEOUS FROVISIONS
6	Section 7.1.
7	Local Chapters shall adopt by laws that do not conflict with PSE State By laws. State By laws shall
8	always supersede local bylaws where conflict exists.
9	
10	Section 7.2.
11	This Chapter shall send to the PSE State Office a list of names and addresses of its Board of Trustees
12	and members, together with other information required by PSE and shall notify PSE of all changes in
13	board members, members, and addresses.
14	
15	Section 7.3. This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
16 17	settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
17	or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
19	agreement which would affect the rights of employees represented by PSE, nor any agreement
20	affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
21	agent, unless such agreement is first reviewed and approved by Public School Employees of
22	Washington/SEIU Local 1948 or their designee.
23	
24	<u>Section 7.3.1.</u>
25	Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
26	submitted to the Regional Office, who will follow PSE procedures.
27	
28	
29 20	ARTICLE VIII
30 31	ARTICLE VIII
32	COMMITTEES AND DELEGATES
33	
34	Section 8.1. Grievance Committee.
35	A Grievance Committee shall be composed of the Vice President and at least one unit representative
36	from each classification of employees in the Chapter and shall be responsible for advising members of
37	their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.
38	
39	Section 8.2. Negotiating Committee.
40	A Negotiating Committee shall consist of a representative elected from each classification of
41	employees represented by this bargaining unit and shall work with the PSE Field Representative in
42	developing proposals and negotiating agreements.
43	Section 8.3. Annual Convention Delegates.
44 45	Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
45	the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of

46 the annual convention shall be paid by the Chapter of in accordance with appropriate provisions of
 47 PSE State Bylaws. The Chapter shall apply for funds available to convention delegates according to

48 the state PSE policy.

Chapter Bylaws Cusick PSE



ι	Section 8.4. Audit Committee.
2	An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
3	Chapter.
4	
5	Section 8.5. Other Or Special Committees.
6	The Board of Trustees shall designate such special committees as they determine necessary in the
7	carrying out of the objectives and purposes of this organization.
8	
9	Section 8.6. Nominating Committee.
10	A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.
11	
12	
13	
14	ARTICLE IX
15	
16	AMENDMENTS
17	
18	Section 9.1.
19	These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special
20	meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the
21	members of the Board of Trustees at least five (5) workdays prior to the meeting at which said vote is
22	to be taken.
23	
24 25	
25 26	\bigcap
26 27	() 1 () 1 0 0 0 0 0 0 0 0 0
28	BY II Mus teselab
29	Debbie Tesdahl, Chapter President
30	
31	1 - 1000
32	DATE: / JURE 5, 2023
33	
34	\mathcal{O}
35	
36	
37	
38	Adopted by the membership March 23, 1977
39	Amended May 11, 1981
40	Amended May 11, 2009
41	Amended May 5, 2023
42	
43	
44	
45	
46	
47 10	
48	· · · · · · · · · · · · · · · · · · ·

