

CHAPTER BYLAWS

CUSICK



Public School Employees of Washington/SEIU Local 1948

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TABLE OF CONTENTS

| | <u>Page</u> |
|--|-------------|
| 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 |

P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Cusick 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 March 23, 1977.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Cusick 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. 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.

Section 1.2. Active Member.

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

Section 2.1. State 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.

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 organizational 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. Governing Body.

Section 3.5.1. 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 3.5.2. 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 3.6. 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.

Section 3.6.1. Board/Membership Relationships.

A positive, constructive, cooperative relationship between the Board of Trustees and the 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, demonstrates respect for individual dignity, and displays professionalism. The board shall utilize positive conflict resolution methods and maintain open, honest lines of communication that respect an appropriate chain of command within the Chapter.

1 **Section 5.2.**

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

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4 **Section 5.3.**

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.

7
8 **Section 5.4.**

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

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14 **Section 5.5. Duties.**

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16 **Section 5.5.1. President.**

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

26
27 **Section 5.5.2. Vice President.**

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

32
33 **Section 5.5.3. Secretary-Treasurer.**

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

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)
9 workdays prior to the date of the meeting at which the removal is to be voted upon. Such notice must
10 state the cause for the proposed removal.
11

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.
16

17 **Section 6.10.**

18 Vacancy in any position, except that of President, shall be filled by the Board of Trustees in
19 accordance with the procedures set forth below.
20

21 **Section 6.10.1.**

22 In the event the President cannot serve the remainder of his/her current term, the Vice President
23 (or Co-President) shall serve as President for the completion of the term. The term of office for
24 all officers shall be two (2) years.
25

26 **Section 6.10.2.**

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

35 **Section 6.10.3.**

36 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
37 occurs. However, when vacancies occur in the office of trustee, the President shall direct that a
38 classification meeting be held, and that the classification elect a successor for the remainder of
39 the vacant term. Election of the successor must be by majority vote. In the event that more than
40 two (2) candidates run for the office, the candidate with the lowest vote total will be dropped
41 from the ballot after each round of voting until one (1) candidate receives a majority of the
42 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 Public School Employees of Washington/SEIU Local 1948 or their designee.

Section 7.3.1.

Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to the Regional Office, who will follow PSE procedures.

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.

Section 8.3. Annual Convention Delegates.

Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws. The Chapter shall apply for funds available to convention delegates according to the state PSE policy.

1 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.

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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.

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9 Section 8.6. Nominating Committee.
10 A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

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14 **ARTICLE IX**
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16 **AMENDMENTS**
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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.

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28 BY: Debbie Tesdahl
29 Debbie Tesdahl, Chapter President

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32 DATE: June 5, 2023
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38 Adopted by the membership March 23, 1977
39 Amended May 11, 1981
40 Amended May 11, 2009
41 Amended May 5, 2023

