

# CHAPTER BYLAWS

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## EAST VALLEY (SPOKANE)



Public School Employees of Washington/SEIU Local 1948  
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## TABLE OF CONTENTS

	Page
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	2
ARTICLE III GOVERNANCE AND OPERATIONS	3
ARTICLE IV MEETINGS	3
ARTICLE V MANAGEMENT	4
ARTICLE VI OFFICERS, NOMINATIONS AND ELECTIONS	5
ARTICLE VII DUTIES OF OFFICERS & REPRESENTATIVES	6
ARTICLE VIII DUTIES & RESPONSIBILITIES OF BUILDING REPRESENTATIVES, AND CLASSIFICATION REPRESENTATIVES	8
ARTICLE IX MISCELLANEOUS PROVISIONS	9
ARTICLE X COMMITTEES AND DELEGATES	10
ARTICLE XI AMENDMENTS	11

1  
2  
3  
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## P R E A M B L E

### **A. NAME**

The name of this Chapter shall be the Public School Employees of East Valley (Spokane). This local Chapter shall be an affiliate of the Public School Employees of Washington/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

### **B. MISSION – OUR PURPOSE FOR EXISTING**

It is the mission of Public School Employees of East Valley (Spokane) 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 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, who meets the requirements hereinafter listed, shall be eligible for membership.

#### **Section 1.2. Active Member.**

Any classified school employee who is regularly employed by or for the East Valley School District and 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 Public School Employees of Washington/SEIU Local 1948 State Office as outlined in the State Bylaws.

#### **Section 2.2. Chapter Rebates.**

Dues rebates from the State organization shall be received by the Chapter in accordance with the provisions of the State Bylaws.

#### **Section 2.3. Local Dues.**

Any classified school employee who is regularly employed by or for the East Valley School District can apply for local membership on the form provided by the district payroll office and pay one dollar (\$1.00) monthly dues (payroll deduction). This signed card enables the employee (chapter member) the right to vote and hold office at the chapter and state level. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon approval of the Chapter Board of Trustees.

#### **Section 2.4. 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.**

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

**Section 3.3.**

Chapter members shall have the right to a full and clear accounting of all organizational funds. Accounting shall include, but not be limited to periodical reports to the membership by the appropriate fiscal officers or by an independent auditor, appointed by the President, not otherwise connected with the Chapter. A financial audit will be completed at least once a year and/or whenever a change in fiscal officers takes place.

**Section 3.4.**

Chapter 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 exercise of the right.

**Section 3.5.**

The chapter members shall ratify the final negotiated collective bargaining agreement and any related documentation between Chapter and East Valley School District at a regular or special meeting before it is signed by the President.

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**ARTICLE IV**

**MEETINGS**

**Section 4.1.**

The general membership meetings of the East Valley Chapter of Public School Employees of Washington shall meet a minimum of 4 times per year at the discretion of the Chapter President. Should the minimum number of meetings not be able to be held due to an unprecedented emergency situation, the Executive Board may choose to hold a virtual meeting in lieu of an in-person meeting or suspend the remaining meeting requirements.

**Section 4.2.**

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



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2 The purpose of each classification Trustee is to represent the interest of their classification to the  
3 Executive Board. The Board of Trustees shall hold four (4) meetings by May 31 of each year.  
4

5 **Section 5.3.**

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

11 **Section 5.4.**

12 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership of the  
13 Chapter. Notice of the proposed removal of the trustee must be given to the trustee five (5) days prior  
14 to the date of the meeting at which the removal is to be voted upon. Such notice to the trustee must  
15 state the cause for proposed removal.  
16

17 **Section 5.5.**

18 Un-excused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause  
19 for the removal from office. Removal of a Board member because of excessive absenteeism shall not  
20 require the two-thirds (2/3) vote of the membership. To qualify as an excused absence; notification to  
21 another Board member must be made at least twenty-four (24) hours prior to the meeting date. After  
22 the 2nd unexcused absence by a Board member a notice will be sent to said member by the President  
23 that they will be removed from the Board following the next scheduled meeting if they are not in  
24 attendance.  
25

26 **Section 5.6.**

27 Any vacancies occurring on the Board of Trustees by reason of death, resignation, or removal, shall be  
28 filled by the remaining trustees. In the event that such trustee is an Executive Board Member, such  
29 selection shall be made from the membership at large. All other trustee vacancies shall be filled from  
30 the classification of which they are representatives. Such an appointee shall serve during the unexpired  
31 term of the other trustee whose position has become vacant.  
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36 **ARTICLE VI**

37 **OFFICERS NOMINATIONS AND ELECTIONS**

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40 **Section 6.1.**

41 Members shall have the right to fair and democratic election at all levels of the Chapter. This includes  
42 due notice of nominations and elections, equal opportunity for competing candidates and proper  
43 election procedures which shall be specifically set forth.  
44

45 **Section 6.2.**

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



1  
2 **Section 6.3.**

3 The officers of this chapter shall be President or Co-President(s), Past President, Vice President,  
4 Secretary, Treasurer and Grievance Officer. Beginning with the year 2001 elections and every odd  
5 year thereafter, the President or Co-President(s) and Treasurer will be elected for a term of two (2)  
6 years. Beginning with the year 2002 elections and every even year thereafter, the Vice President,  
7 Secretary and Grievance Officer shall be elected for a term of two (2) years. All officers are elected  
8 for two (2) years with no term limits. New officers will assume their office September 1 following  
9 their election in May.

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11 **Section 6.4.**

12 Nomination for officers can be made from the floor at the regular meeting prior to elections.

13  
14 **Section 6.5.**

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

17  
18 **Section 6.6.**

19 Voting for officers will be by secret ballot at a specified time and place. Balloting shall be so  
20 conducted as to afford all members a reasonable opportunity to vote. Voting will be done in spring  
21 (April or May) on the day of the chapter meeting held for the purpose of electing officers.

22  
23 The Executive Board shall designate a polling place at the site of the chapter business meeting. The  
24 polling site will close one-half (1/2) hour after the start of the chapter meeting. Votes will be counted  
25 by one (1) officer of the Executive Board not running for office and two (2) members from the  
26 membership and the results will be announced to those attending the chapter meeting. The Secretary  
27 will keep the election ballots with the minutes of the meeting for one (1) year. At least ten (10)  
28 workdays advance notice shall be given the membership prior to holding of the election.

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30 **Section 6.7.**

31 Every Executive Board member and Trustee shall upon assuming office, subscribe to the obligation of  
32 an Executive Board member and Trustee, contained in these Bylaws.

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37 **ARTICLE VII**

38 **DUTIES OF OFFICERS AND REPRESENTATIVES**

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42 **Section 7.1. President.**

43 The President shall preside at all meetings of the Chapter and of the Board of Trustees. He/She shall  
44 supervise all the activities of the Chapter; appoint all special committees of the organization subject to  
45 the approval of the Board of Trustees; report periodically to the membership regarding the progress  
46 and standing of the Chapter in regard to his/her official act; sign all checks drawn against the funds of  
47 the Chapter; perform all duties usually inherent in such office.

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2 **Section 7.2. Past President (Parliamentarian).**

3 The Past President shall serve as parliamentarian for this chapter and perform such other duties as  
4 assigned by the President. As Parliamentarian, the Past President shall be informed of procedural rules  
5 as stated in the latest edition of Robert's Rules of Order Newly Revised, the Bylaws of this chapter,  
6 and the standing rules for meetings adopted by this chapter. The Past President (Parliamentarian) shall  
7 insure meetings are conducted accordingly and shall rule in any controversy regarding parliamentary  
8 procedures.  
9

10 **Section 7.3. Vice President.**

11 The Vice President shall act for the President in his/her absence and perform such other acts as the  
12 President or the Board of Trustees may direct, countersign checks in the absence of the President or  
13 Treasurer. In the case of permanent disability or resignation of the President, the Vice President shall  
14 succeed to that office for the remainder of the current term of office.  
15

16 **Section 7.4. Secretary.**

17 It shall be the duty of the Secretary to keep all records of the Chapter. Meeting minutes shall be sent to  
18 the Board of Trustees and Building Representatives in a timely manner. The Secretary shall perform  
19 such other acts as the President and Board of Trustees may direct.  
20

21 **Section 7.5. Treasurer.**

22 It shall be the duty of the Treasurer to receive and be accountable for all funds and monies belonging  
23 to this Chapter and to pay all obligations incurred by this Chapter. Authorization for writing checks  
24 will be one of the following: (a) notification in writing signed by two members of the Board of  
25 Trustees or (b) minutes of board or membership meetings. As noted in these Bylaws, checks must be  
26 signed by both President and Treasurer. In the event one of these officers is not available, the Vice  
27 President may sign checks. All expenditures must be authorized for payment by a majority vote of the  
28 Board of Trustees at a monthly Board meeting.  
29

30 It shall be the duty of the Treasurer to maintain a current and accurate list of members of the Chapter in  
31 coordination with the membership information section at PSE State Office; ensure that all members are  
32 paying dues; render periodical membership reports as required by the Public School Employees of  
33 Washington/SEIU Local 1948; and perform such other official functions as the President and Board of  
34 Trustees may direct.  
35

36 **Section 7.6. Grievance Officer.**

37 The Grievance Officer will be informed of grievances between the Public School Employees of  
38 Washington/SEIU Local 1948 and the East Valley School District #361 and will assist members  
39 having a grievance or a potential grievance. The Grievance Officer will be assisted in these duties by  
40 other chapter officers, unit representatives, the PSE Field Representative, and members, as needed in  
41 compliance with the contract by the Public School Employees of Washington/SEIU Local 1948 and  
42 the East Valley School District #361.  
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44 **Section 7.7. Unit Representatives.**

45 The Unit representatives shall be responsible for presenting the views of their particular group to the  
46 Board of Trustees. The Unit Representative will arrange meetings to discuss items for negotiation or  
47 any other specific issue that should be presented to their group. They shall be responsible for holding

1 an election to choose a successor for the following year prior to the election meeting. They shall  
2 perform all of the duties as specified in the Bylaws.

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4 **Section 7.8. Sergeant-at-Arms.**

5 The Sergeant-at-Arms shall be responsible to maintain order at all meetings. The Sergeant-at-Arms, at  
6 the request of the President, will keep an orderly flow to those members wishing to speak at meetings.  
7 The Sergeant-at-Arms in conjunction with the Membership Chair (Treasurer) will ensure that those  
8 persons attending meetings are members in good standing. The Sergeant-at-Arms will assist with  
9 elections.

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14 **ARTICLE VIII**

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16 **DUTIES & RESPONSIBILITIES OF BUILDING REPRESENTATIVES,  
17 AND CLASSIFICATION REPRESENTATIVES**

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19 **Section 8.1. Building Representatives.**

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21 **Section 8.1.1. Building Representative Duties.**

22 Building Representatives welcome and commit new employees to the Union and the worksite;  
23 to communicate with members and mobilize members around issues they care about. The  
24 communication is a two-way process, allowing Union and bargaining leadership to relay  
25 important information to the members, and allowing members to send feedback and  
26 suggestions back to the leadership. When the decision is made to have a Union Action,  
27 Building Representatives will help ensure strong turnout and member participation.

- 28  
29 A. Build a positive relationship with the Members within their worksite.  
30 B. Welcome and commit new employees to the union.  
31 C. Communicate with the Membership Coordinator as needed.  
32 D. Maintain the building site employees list and notify Membership Coordinator of any  
33 staff changes within the worksite.  
34 E. Listen to coworkers' issues, problems, and concerns and communicate them back to  
35 leadership.  
36 F. Distribute written communications such as Union newsletters, flyers, etc., to the  
37 members.  
38 G. Relaying updates on contract negotiations provided by the Bargaining Team.  
39 H. Monitor a building suggestion box and share contents with Membership Coordinator.  
40 I. Motivate and mobilize members to participate in Member Actions, including relaying  
41 materials (balloons, fliers, signs, etc.) that may be necessary for the action.  
42 J. Update and maintain the worksite bulletin board as needed with information provided  
43 by the chapter leadership.

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45 **Section 8.1.2. Term of Office.**

46 Building Representatives shall be appointed in odd numbered years for a period of two (2)  
47 years and shall begin on the first Day of November unless filling a vacant position.

1 **Section 8.1.3. Selection of Building Representative.**

2 The Executive Board will post notices to all PSE employees in each building of the opportunity  
3 to serve as building representative in the fall for a two-year term. Should there be more than  
4 one interested party, and the parties agree, they may share the responsibilities and obligations.  
5 Otherwise, The Executive Board will hold an election in the building for the position. In the  
6 event no member has volunteered to be a Building Representative the Executive Board may  
7 appoint someone who is willing to serve as a Building Representative.

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9 **Section 8.1.4. Building Representative Meetings.**

10 Building Representatives will be given the opportunity for training two times annually or as  
11 needed.

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13 **Section 8.1.5. Dismissal of a Building Representative.**

14 Whether the Building Representative is selected, elected, or appointed, the executive board will  
15 have the ability to dismiss them from their position should they not fulfill the obligations and  
16 responsibilities of the position.

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18 **Section 8.2. Classification Representative.**

19 Classification Representatives are volunteer positions that assist in sharing information that has been  
20 approved by the chapter president or designee to members in their unit (classification). They may arrange  
21 periodic meetings with their classification as needed with the presence of at least one executive board  
22 member and promote membership in PSE by making ongoing personal contact with members of their  
23 classification in the chapter. Those who volunteer for this position may have a seat on the negotiation  
24 committee per Section 8.7. as determined by the Negotiation Chair.

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28 **ARTICLE IX**

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30 **MISCELLANEOUS PROVISIONS**

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33 **Section 9.1.**

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

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37 **Section 9.2.**

38 This Chapter shall send to the PSE State office a list of names and addresses of its Board of Trustees  
39 and members, together with other information required by Public School Employees of  
40 Washington/SEIU Local 1948 and shall notify PSE of all changes in Board members, members, and  
41 addresses.

42  
43 **Section 9.3.**

44 This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute  
45 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
46 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any  
47 agreement which would affect the rights of employees represented by PSE, nor any agreement  
48 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or

1 agent, unless such agreement is first approved by the Executive Director of Public School Employees  
2 of Washington/SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may  
3 be appealed to the Board of Directors.  
4

5 **Section 9.3.1.**

6 Original signed copies of all documents pertaining to issues outlined in Section 9.3 shall be  
7 submitted to the Public School Employees of Washington/SEIU Local 1948 Regional Office,  
8 who will then forward the original to State headquarters after appropriate copies have been  
9 made.  
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14 **ARTICLE X**

15 **COMMITTEES AND DELEGATES**

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17 **Section 10.1. Grievance Committee.**

18 The Grievance Committee shall be composed of the Executive Board and the unit representative  
19 (trustee) of the classification presenting the grievance. The Grievance Committee shall be responsible  
20 for advising members of their rights as outlined in the State Bylaws, State Grievance Panel.  
21  
22

23 **Section 10.2. Negotiating Committee.**

24 The Negotiating Committee shall be the Executive Board Members and shall work with the PSE Field  
25 Representative in developing proposals and negotiating agreements.  
26

27 **Section 10.3. Convention Delegates.**

28 Convention Delegates shall be elected by the members at the general meeting held in the spring by  
29 secret ballot. Registration costs shall be paid by the delegate prior to convention. The registration fee  
30 shall be reimbursed upon receipt of the delegate's expenses and/or, if the delegate cannot attend the  
31 convention, such fee shall be reimbursed provided one (1) months' notice is received prior to the  
32 convention date and/or, in case of an emergency, a decision is made by the Board of Trustees.  
33 Approved expenses incurred by elected delegates attending the Annual Convention shall be paid by the  
34 Chapter or in accordance with the appropriate provisions of the PSE State Bylaws.  
35

36 **Section 10.4. Audit Committee.**

37 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
38 Chapter once per year.  
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40 **Section 10.5. Other or Special Committees.**

41 The Executive Board shall designate such special committees (i.e., membership, insurance, legislative)  
42 as they determine necessary to carry out the objectives and purposes of this Chapter.  
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3 **ARTICLE XI**

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5 **AMENDMENTS**

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7 **Section 11.1.**

8 These Bylaws may be amended by a majority vote of the membership at any regular meeting thereof,  
9 providing, that a notice of the intent to amend any specific provision be given to the members of the  
10 Board of Trustees at least five (5) workdays prior to the meeting at which said vote is to be taken.  
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15 Amended by the membership the 16<sup>th</sup> day of December 2020.  
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20 */Signed by/*

21 Cynthia McCauley, Chapter Secretary  
22

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24 *02/12/21*

25 Date  
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31 Adopted January 13, 1971  
32 Amended April 1974  
33 Amended September 27, 1983  
34 Amended February 11, 1991  
35 Amended October 1994  
36 Amended November 1997  
37 Amended May 16, 2000  
38 Amended January 16, 2001  
39 Amended April 15, 2002  
40 Amended January 11, 2012  
41 Amended December 16, 2020  
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