

CHAPTER BYLAWS

GRANDVIEW



Public School Employees of Washington/SEIU Local 1948
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PREAMBLE

A. NAME

The name of this Chapter shall be Public School Employees of Grandview and shall be an affiliate of 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. This organization was chartered by Public School Employees of Washington on April 2, 1969.

B. MISSION – OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Grandview to work closely with Public School Employees of Washington / SEIU Local 1948 (PSE) 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 Public School Employees of Washington / SEIU Local 1948 (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, Public School Employees of Washington / SEIU Local 1948 (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.

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 Grandview School District, and who is a member of Public School Employees of Washington, 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. Any member who is on an authorized leave of absence

1 pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon
2 approval by the Chapter Board of Trustees.

3
4 **Section 2.3. Refunds.**

5 Membership dues are not refundable except where an error resulting in an overpayment exists.
6
7

8 **ARTICLE III**

9
10 **GOVERNANCE AND OPERATIONS**

11
12
13 **Section 3.1.**

14 Public School Employees of Washington / SEIU Local 1948 (PSE) shall be governed by a
15 representative form of government.
16

17 **Section 3.2.**

18 Members shall suffer no impairment of freedom of speech concerning the operations of this
19 organization. Active discussions of organization affairs shall be encouraged and protected within this
20 organization.
21

22 **Section 3.3.**

23 Members shall have the right to a full and clear accounting of all organizational funds. At all levels,
24 such accounting shall include, but not be limited to, periodical reports to the membership by
25 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
26 and a financial audit at least once a year which is made available to all members.
27

28 **Section 3.4.**

29 Members shall have the right to full participation, through discussion and vote, in the decision making
30 processes of the organization and to pertinent information needed for the exercises of this right.
31

32 **Section 3.5. GOVERNING BODY.**

33
34 **Section 3.5.1. Board of Trustees.**

35 Except when general meetings of the Chapter are in session, the business and property of this
36 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
37 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
38 the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically
39 provided for in these Bylaws or by action of the members at a regular or special meeting. In
40 emergency situations or when time is a factor, the Executive Board may make decisions
41 affecting the members, and must then report to the Board of Trustees in a timely manner.
42

43 **Section 3.5.2. PSE Field Staff.**

44 PSE field staff shall work closely with the Chapter in an advisory position. All decisions
45 governing the business of the local Chapter shall be the sole responsibility of the elected
46 officials and membership of the Chapter.
47

1 **Section 3.6. OPERATING PRINCIPLES.**

2 In order to provide the Chapter with the highest quality direction and management possible, the
3 following operating principles shall guide the Board of Trustees.
4

5 **Section 3.6.1. Board/Membership Relationships.**

6 A positive, constructive, cooperative relationship between the Board of Trustees and the
7 membership is essential to achieving the mission and vision of the organization. Therefore, the
8 Board and membership will conduct themselves in a way that promotes mutual trust,
9 demonstrates respect for individual dignity, and displays professionalism. The Board shall
10 utilize positive conflict resolution methods and maintain open, honest lines of communication
11 that respect an appropriate chain of command within the Chapter.
12

13 **Section 3.6.2. Media.**

14 The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries
15 to individual Board members about matters of Chapter concern should be referred to the
16 Chapter President. Inquiries about a position of Public School Employees of Washington /
17 SEIU Local 1948 (PSE) on any matter of Statewide concern or specific legislation should be
18 referred to the Executive Director at State headquarters.
19
20

21 **ARTICLE IV**

22 **MEETINGS**

23 **Section 4.1.**

24 General membership meetings of this Chapter shall be held at least three (3) times annually at a time
25 and place to be fixed by the membership or the Board of Trustees.
26
27

28 **Section 4.2.**

29 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
30 President and signed by twenty percent (20%) of the members in good standing of this Chapter.
31
32

33 **Section 4.3.**

34 The President shall provide at least five (5) days notification to all members of any meeting called.
35 However, said five (5) days' notice may be waived by the Board of Trustees provided that every
36 reasonable effort is employed to notify the membership of the meeting.
37

38 **Section 4.4.**

39 At any meeting of the membership of this Chapter, each member in good standing present shall be
40 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. Members in
41 attendance shall constitute a quorum.
42

43 **Section 4.5. Board of Trustees Meetings.**

44 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
45 be called upon motion of a majority of the members of the Board of Trustees to the President. A
46 majority of the members of the Board of Trustees shall constitute a quorum. If a member of the Board
47 of Trustees is to be absent from a meeting, that Trustee must send a replacement member to take their
48 duties for the duration of that meeting only.

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Section 4.6.

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE State Bylaws, these Bylaws, and with any special rules of order this Chapter may adopt.

ARTICLE V

BOARD OF TRUSTEES

Section 5.1.

The Executive Board shall be composed of the President, President-Elect, Secretary, Treasurer, and the immediate past President.

Section 5.1.1.

The Board of Trustees shall be composed of the President, President-Elect, Secretary, Treasurer, and a unit representative (herein known as a Trustee) from each classification of employees of the school district if represented by the local Public School Employees of Washington / SEIU Local 1948 (PSE) organization.

Section 5.2.

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

Section 5.3.

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

Section 5.4.

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 the members of the Board of Trustees shall constitute a quorum.

Section 5.5. Duties.

Section 5.5.1. President.

The President shall preside at all meetings of the Chapter and of the Board of Trustees. The President shall be made aware of and supervise all activities of the Chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice and consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The President shall appoint all special committees not otherwise provided for in the Bylaws of the Chapter, subject to the approval of the Board of Trustees, and serve as an ex officio member of all committees. The President shall report periodically to the membership regarding the progress and standing of the Chapter in regard to the President’s official acts; and perform all other duties of the office. It is also the duty of the President to maintain a current and accurate list of members of the Chapter in coordination with the membership information section at PSE



1 State headquarters; ensure that all members are paying dues; render periodical membership
2 reports as required by Public School Employees of Washington / SEIU Local 1948 (PSE).

3
4 **Section 5.5.2. President-Elect.**

5 The President-Elect shall provide such assistance to the President as requested; serve as
6 Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties
7 of that office; and in the case of permanent disability or resignation of the President, shall
8 succeed to that office for the unexpired portion of the current term of office.

9
10 **Section 5.5.3. Secretary.**

11 The Secretary shall ensure that the minutes of general membership meetings and Board of
12 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of
13 the Chapter, the Board of Trustees, and to perform such other official functions as the President
14 and Board of Trustees may direct.

15
16 **Section 5.5.4. Treasurer.**

17 The Treasurer shall receive and be accountable for all funds and monies belonging to the
18 Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees;
19 keep an accurate record of receipts and disbursements; and maintain bank accounts and
20 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
21 checks signed by the President and/or Vice President and the Treasurer. The Treasurer shall
22 render periodical financial reports as required by the Board of Trustees, the membership, or
23 Public School Employees of Washington / SEIU Local 1948 to ensure that the Chapter is in
24 compliance with all laws and regulations required by the Internal Revenue Service and the
25 Department of Labor. The fiscal year for all financial reports shall be from September 1 to
26 August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties
27 of the Chapter.

28
29 **Section 5.5.5. Trustee.**

30 A trustee shall represent the classification of employees which elected them and express to the
31 Board of Trustees the needs, desires, and concerns of the members in their classification. They
32 will be responsible, along with the Grievance Committee, in advising an employee about their
33 contractual rights. Trustees shall be composed of Representatives of each of the following
34 classifications:

- 35
36 1. Transportation/Mechanic (1 Rep.)
37 2. Custodial/Security (1 Rep.)
38 3. Secretarial (1 Rep.)
39 4. Food Service (1 Rep.)
40 5. Paraprofessionals (1 Rep.)
41 6. Maintenance/Grounds (1 Rep.)
42

43 The term of office of the Trustees of this organization shall be for a period of two (2) years.
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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.

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 August. Terms of office shall be from October 1 through September 30.

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.

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

Section 6.6.1.

All members of the Chapter shall be eligible to vote for the positions of President, President-Elect, Secretary, Treasurer, and Trustees.

Section 6.7.

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

Section 6.8.

Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the membership at any regular or special meeting of the Chapter. Written notice of the proposed removal must be given to the Board of Trustee member at least five (5) working days 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.

1 **Section 6.9.**

2 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
3 for removal of the member by the Board of Trustees. Removal of a Board member because of
4 excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.
5

6 **Section 6.10.**

7 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
8 accordance with the procedures set forth below:
9

10 **Section 6.10.1.**

11 In the event the President cannot serve the remainder of his/her current term, the Vice President
12 shall serve as President for the completion of the term.
13

14 **Section 6.10.2.**

15 In the event of a vacancy in the office of President-Elect, Secretary, or Treasurer, all members
16 shall be notified of the vacancy and nominations solicited for the position. Nominations shall
17 be accepted for a period of twenty (20) calendar days following the notification to members.
18 The President, at his/her discretion, may either call a special meeting of the Board of Trustees,
19 or act upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the
20 position may submit a letter or have three (3) minutes to address the Board prior to the vote to
21 describe their qualifications and reasons they are seeking the position.
22

23 **Section 6.10.3.**

24 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
25 occurs; provided, however, that when vacancies occur in the office of Trustee, the President
26 shall direct that a general meeting be held, and that the membership shall elect a successor for
27 the remainder of the vacant term. Election of the successor must be by majority vote. In the
28 event that more than two (2) candidates run for the office, the candidate with the lowest vote
29 total will be dropped from the ballot after each round of voting until one candidate receives a
30 majority of the votes cast.
31

32 **ARTICLE VII**

33 **MISCELLANEOUS PROVISIONS**

34 **Section 7.1.**

35 Local Chapters shall adopt Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall
36 always supersede local Bylaws where conflict exists.
37

38 **Section 7.2.**

39 This Chapter shall send to the PSE State office a list of names and addresses of its Board of Trustees
40 and members, together with other information required by Public School Employees of Washington /
41 SEIU Local 1948 (PSE) and shall notify PSE of all changes in Board members, members, and
42 addresses.
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1 **Section 7.3.**

2 This Chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute
3 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
4 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
5 agreement which would affect the rights of employees represented by Public School Employees of
6 Washington / SEIU Local 1948 (PSE), nor any agreement affecting the scope of any collective
7 bargaining unit, with the District, employer, or other entity or agent, unless such agreement is first
8 reviewed and approved by the Executive Director of Public School Employees of Washington / SEIU
9 Local 1948 (PSE) or his/her designee, provided decisions of the Executive Director may be appealed to
10 the Board of Directors.

11
12 **Section 7.3.1.**

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

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18 **ARTICLE VIII**

19
20 **COMMITTEES AND DELEGATES**

21
22 **Section 8.1. Grievance Committee.**

23 A Grievance Committee shall be composed of the President-Elect and one representative from each
24 classification of employees in the Chapter; and shall be responsible for advising members of their
25 rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.

26
27 **Section 8.2. Negotiating Committee.**

28 A Negotiating Committee shall consist of the Board of Trustees and shall work with the PSE field
29 representative in developing proposals and negotiating agreements.

30
31 **Section 8.3. Resource Committee.**

32 A Resource Committee shall consist of an elected representative from each employee group
33 represented by the bargaining unit who shall work closely with the trustee. This committee shall be an
34 information and resource liaison between the Board of Trustees and members. Resource Committee
35 members shall not serve on the Board of Trustees.

36
37 **Section 8.4. Communication Committee.**

38 The Communication Committee shall consist of a newsletter editor and other members who shall
39 publish a monthly newsletter to keep members informed regarding issues of concern to Chapter
40 members. This committee shall submit Chapter news that may be of Statewide interest to the regional
41 office for possible publication in the PSE Voice by the 10th of each month.

42
43 **Section 8.5. Governmental Affairs Committee.**

44 The Governmental Affairs Committee shall work as a liaison between Chapter members and the Zone
45 representative on the State PSE Legislative Council. Names and address of all committee members
46 shall be submitted to Public School Employees of Washington, and Public School Employees of
47 Washington / SEIU Local 1948 (PSE) shall be notified of any changes in members or addresses.

1 **Section 8.6. Annual Convention Delegates.**

2 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
3 the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of
4 PSE State Bylaws.

5
6 **Section 8.7. Audit Committee.**

7 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
8 Chapter.

9
10 **Section 8.8. Other Or Special Committees.**

11 The Board of Trustees shall designate such special committees as they determine necessary in the
12 carrying out of the objectives and purposes of this Chapter.

13
14 **Section 8.9.**

15 The Grandview Chapter will pay the positions of President, Vice President, Treasurer and Secretary, a
16 stipend for their duties performed as officers of Grandview’s PSE Chapter. The stipend would be
17 awarded only if the duties of said positions were completed and expectations met for the academic
18 school year. The Executive Board and Trustees would award a stipend only if the duties/tasks of the
19 said positions were completed, e.g., attended meetings on a regular basis and fulfilled duties in a timely
20 manner. The stipend would only be awarded if funds for said academic school year are available. The
21 officers must show professionalism and knowledge of their positions, and act in a responsible manner
22 for the good of the chapter in order for the stipend to be granted. The Executive Board and Trustees
23 will be responsible for overseeing the fulfillment of these duties.

24
25 Stipends granted to the President will be seven hundred dollars (\$700) per year; Vice President five
26 hundred dollars (\$500) per year; Treasurer three hundred dollars (\$300) per year, and Secretary four
27 hundred dollars (\$400) per year. Amounts are subject to change depending on the charter’s financial
28 stability and availability of funds.

29
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31 **ARTICLE IX**

32
33 **AMENDMENTS**

34
35 **Section 9.1.**

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

40
41 BY: */E-signed by Zulema Valencia/*
42 Zulema Valencia, Chapter Secretary

43
44 DATE: *Mar 6, 2024*

45
46 Amended January 29, 2007
47 Amended May 15, 2008
48 Amended March 5, 2024

