

# CHAPTER BYLAWS

Amended November 12, 2024

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## PUBLIC SCHOOL EMPLOYEES OF SOUTH BEND



Public School Employees of Washington/SEIU Local 1948

PO Box 798

Auburn, WA 98071-0798

1.866.520.5652

[www.pseclassified.org](http://www.pseclassified.org)

# TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	2
ARTICLE III GOVERNANCE AND OPERATIONS	2
ARTICLE IV MEETINGS	4
ARTICLE V BOARD OF TRUSTEES	4
ARTICLE VI ELECTIONS, FILLING OF VACANCIES, & RECALL PROCEDURES	6
ARTICLE VII MISCELLANEOUS PROVISIONS	7
ARTICLE VIII COMMITTEES AND DELEGATES	8
ARTICLE IX AMENDMENTS	9

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2  
3  
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**PREAMBLE**

**A. NAME**

The name of this chapter shall be Public School Employees of South Bend and shall be an affiliate of Public School Employees of Washington (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 September 21, 2000.

**B. MISSION - OUR PURPOSE FOR EXISTING**

It is the mission of Public School Employees of South Bend to work closely with Public School Employees of Washington 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**

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**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.

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**Section 1.1.1. Active Member.**

Any classified school employee who is regularly employed by or for the South Bend 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 participate in any chapter business, a member must be in good standing and not a “free-rider”. Any member who opts out of payment of regular dues shall be characterized as a “free-rider” and shall be entitled only to those rights and privileges as set forth in PSE policy and state and/or local bylaws. A “free-rider” shall not be entitled to hold any local or state office, serve on any chapter or state committee, attend local or state meetings, vote for local and state leaders, or vote for ratification of Collective Bargaining Agreements. In addition, a “free-rider” may not attend any PSE sponsored function. To be in good standing, the member shall be employed and current in payment of dues as 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.

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**ARTICLE II  
DUES**

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**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. 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.



1 **Section 3.2.**

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

4  
5 **Section 3.3.**

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

10  
11 **Section 3.4.**

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

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15 **Section 3.5. Governing Body.**

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17 **Section 3.5.1. Board of Trustees.**

18 Except when general meetings of the chapter are in session, the business and property of this chapter  
19 shall be managed by a Board of Trustees. The authority to govern and act on behalf of the  
20 membership is vested in the elected Board of Trustees who shall decide all matters affecting the  
21 purposes, aims and means of accomplishing the purposes of this chapter, not specifically provided  
22 for in these bylaws or by action of the members at a regular or special meeting.

23  
24 **Section 3.5.2. PSE Field Staff.**

25 PSE field staff shall work closely with the chapter in an advisory position. All decisions governing  
26 the business of the local chapter shall be the sole responsibility of the elected officials and  
27 membership of the chapter.

28  
29 **Section 3.6. Operating Principles.**

30 In order to provide the chapter with the highest quality direction and management possible, the following  
31 operating principles shall guide the board of trustees.

32  
33 **Section 3.6.1. Board / Membership Relationships.**

34 A positive, constructive, cooperative relationship between the Board of Trustees and the membership  
35 is essential to achieving the mission and vision of the organization. Therefore, the Board and  
36 membership will conduct themselves in a way that promotes mutual trust, demonstrates respect for  
37 individual dignity, and displays professionalism. The Board shall utilize positive conflict resolution  
38 methods and maintain open, honest lines of communication that respect an appropriate chain of  
39 command within the chapter.

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41 **Section 3.6.2. Media.**

42 The President, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to  
43 individual board members about matters of chapter concern should be referred to the chapter  
44 president. Inquiries about a position of PSE on any matter of statewide concern or specific  
45 legislation should be referred to the Executive Director at state headquarters.

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**ARTICLE IV  
MEETINGS**

**Section 4.1.**

General membership meetings of this chapter shall be held at least four (4) times annually at a time and place to be fixed by the membership or the board of trustees.

**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 in good standing of this chapter.

**Section 4.3.**

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

**Section 4.4.**

At any meeting of the membership of this chapter, each member in good standing present shall be entitled to one (1) vote. A member must be present to vote; no proxy vote will be allowed. A fifty-one percent (51%) majority vote of the membership present and voting at any general membership meeting shall determine the policies and actions of the chapter, except as otherwise provided in these bylaws.

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

Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the members of the Board of Trustees shall constitute a quorum.

**Section 4.6.**

The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at meetings provided that they shall be superseded by the bylaws and special rules of this chapter or of Public School Employees of Washington.

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**ARTICLE V  
BOARD OF TRUSTEES**

**Section 5.1.**

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

**Section 5.1.1.**

Classifications shall be:

- |                   |                          |
|-------------------|--------------------------|
| 1. Food Service   | 4. Custodial/Maintenance |
| 2. Paraeducators  | 5. Family Services       |
| 3. Transportation | 6. Secretaries           |

1  
2 **Section 5.2.**

3 The term of office shall be for a period of one (1) year, or until their successors are elected.  
4

5 **Section 5.3.**

6 The Board of Trustees shall hold regular meetings and such special meetings as the President or the Board  
7 shall deem necessary for the competent management of affairs of the chapter.  
8

9 **Section 5.4.**

10 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All  
11 voting at meetings of the Board of Trustees shall be by each member present in person, and voting by proxy  
12 shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.  
13

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

26 **Section 5.5.2. Vice President.**

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

32 **Section 5.5.3. Secretary / Treasurer.**

33 The Secretary/Treasurer shall ensure that the minutes of general membership meetings and Board of  
34 Trustee meetings are duly recorded. It shall be the duty of the Secretary/Treasurer to keep all  
35 records of the chapter, the Board of Trustees, and to perform such other official functions as the  
36 President and Board of Trustees may direct. The Secretary/Treasurer shall receive and be  
37 accountable for all funds and monies belonging to the chapter; pay all obligations incurred by the  
38 chapter as authorized by the Board of Trustees; keep an accurate record of receipts and  
39 disbursements; and maintain bank accounts and depositories designated by the Board of Trustees.  
40 Such money shall be withdrawn only by checks signed by the President and/or Vice President and  
41 the Secretary/Treasurer. The Secretary/Treasurer shall render periodical financial reports as required  
42 by the Board of Trustees, the membership, or Public School Employees of Washington to ensure that  
43 the chapter is in compliance with all laws and regulations required by the Internal Revenue Service  
44 and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to  
45 August 31 of the following year, inclusive. The Secretary/Treasurer shall act as custodian of all  
46 properties of the chapter.  
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2 **Section 5.5.4. Trustee.**

3 A Trustee shall represent the classification of employees which elected them and express to the  
4 Board of Trustees the needs, desires, and concerns of the members in their classification. They will  
5 be responsible, along with the Grievance Committee, for advising an employee about their  
6 contractual rights.  
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10 **ARTICLE VI**  
11 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**  
12

13 **Section 6.1.**

14 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes ten  
15 (10) working days notice of nominations and elections, and equal opportunities for competing candidates to  
16 state their qualifications and reasons for seeking office to the chapter membership. Elections shall be  
17 conducted by secret written ballot and certified by the chapter Secretary/Treasurer.  
18

19 **Section 6.2.**

20 Members shall have an equal right to run and hold office, except those persons set forth in  
21 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state  
22 regulatory agencies as being a “supervisory employee.”  
23

24 **Section 6.3.**

25 Elections shall be held during the month of October. Terms of office shall be from November 1 through  
26 October 31.  
27

28 **Section 6.4.**

29 To be eligible, a member must be in good standing for one (1) year immediately preceding the election.  
30

31 **Section 6.5.**

32 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so  
33 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days  
34 advance notice shall be given the membership prior to the holding of the election.  
35

36 **Section 6.5.1.**

37 All members of the chapter shall be eligible to vote for the positions of President, Vice President,  
38 Secretary/Treasurer, Membership Officer, and Secretary/Treasurer. In the election of a Trustee, only  
39 members in the classification of employees that the Trustee will represent shall be allowed to vote.  
40

41 **Section 6.6.**

42 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained  
43 in these bylaws.  
44

45 **Section 6.7.**

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



1 which the removal is to be voted upon. Such notice must state the cause for the proposed removal.

2  
3 **Section 6.8.**

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

7  
8 **Section 6.9.**

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

11  
12 **Section 6.9.1.**

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

15  
16 **Section 6.9.2.**

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

24  
25 **Section 6.9.3.**

26 Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs;  
27 provided however, that when vacancies occur in the office of Trustee, the President shall direct that a  
28 classification meeting be held and that the classification elect a successor for the remainder  
29 of the vacant term. Election of the successor must be by majority vote. In the event that more than  
30 two (2) candidates run for the office, the candidate with the lowest vote total will be dropped from  
31 the ballot after each round of voting until one (1) candidate receives a majority of the votes cast.

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35 **ARTICLE VII**  
36 **MISCELLANEOUS PROVISIONS**

37  
38 **Section 7.1.**

39 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always  
40 supersede local bylaws where conflict exists.

41  
42 **Section 7.2.**

43 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees and  
44 members, together with other information required by PSE and shall notify PSE of all changes in Board  
45 members, members, and addresses.



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 or  
4 pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement  
5 which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of  
6 any collective bargaining unit, with the district, employer, or other entity or agent, unless such agreement is  
7 first reviewed and approved by the Executive Director of Public School Employees of Washington or his/her  
8 designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

9  
10 **Section 7.3.1.**

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

14  
15 **Section 7.4.**

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

- 20  
21 1. If it is an election year and an election cannot be held at the beginning of the current  
22 school year, all officers who are currently in office and wish to continue to serve shall  
23 be considered “interim” officers until such time as an election can be safely held,  
24 which time shall not exceed six (6) months.
- 25  
26 2. In the event that the President wishes to step down from the presidency, and or is no  
27 longer eligible to serve as President, the Vice President shall serve as the interim  
28 President until such time as a secret ballot election can occur, which time shall not  
29 exceed six (6) months.
- 30  
31 3. In the event that any officer or executive board member (other than the President) no  
32 longer wishes to serve or is no longer eligible to serve, the Executive Board shall  
33 appoint a willing member to serve as the interim officer until such a time as a secret  
34 ballot election can occur, which time shall not exceed six (6) months.
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38 **ARTICLE VIII**  
39 **COMMITTEES AND DELEGATES**

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41 **Section 8.1. Grievance Committee.**

42 The Grievance Committee shall be the Board of Trustees.

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44 **Section 8.2. Negotiating Committee.**

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

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1 **Section 8.3. Governmental Affairs Committee.**

2 The Governmental Affairs Committee shall work as a liaison between chapter members and the zone  
3 representative on the state PSE Legislative Council. Names and address of all committee members shall be  
4 submitted to Public School Employees of Washington, and PSE shall be notified of any changes in members  
5 or addresses.

6  
7 **Section 8.4. Annual Convention Delegates.**

8 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the  
9 annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE state  
10 bylaws.

11  
12 **Section 8.5. Audit Committee.**

13 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the chapter.

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15 **Section 8.6. Other or Special Committees.**


16 The Board of Trustees shall designate such special committees as they determine necessary in the carrying  
17 out of the objectives and purposes of this chapter.

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21 **ARTICLE IX**

22  
23 **AMENDMENTS**

24  
25 **Section 9.1.**

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

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33 BY:   
34 Robert Caudill, Chapter President (Nov 15, 2024 09:23 PST)  
35 Robert Caudill, Chapter President

36  
37 DATE: 11/14/24

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40 Adopted by the Membership on the 3<sup>rd</sup> day of October 2000  
41 Permanently Adopted January 31, 2002  
42 Amended November 12, 2024  
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