

CHAPTER BYLAWS

SUNNYSIDE

CUSTODIAL/GROUNDS

Last revision –June 23, 2023



Public School Employees of Washington/SEIU Local 1948
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1 **PREAMBLE**

2
3 **A. NAME**

4
5 The name of this Chapter shall be Public School Employees of Sunnyside Custodial/Grounds
6 and shall be an affiliate of Public School Employees of Washington / SEIU Local 1948, a not-
7 for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This
8 organization was chartered by Public School Employees of Washington on April 23, 1969.
9

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

11
12 It is the mission of Public School Employees of Sunnyside School District to work closely with
13 Public School Employees of Washington to support the membership through collective
14 bargaining and the protection of those rights, promote educational enrichment opportunities,
15 encourage membership growth, and provide quality leadership while working closely with the
16 state legislature in an effort to enact laws which will represent the best interest of all classified
17 school employees in the state of Washington.
18

19 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

20
21 We will provide service of superior quality and value that best meets the needs of our Chapter
22 members. We will achieve that purpose through an organization and working environment
23 which attracts the finest people, fully develops and challenges individual talents, encourages
24 our free and spirited collaboration to drive the organization ahead, and maintains PSE’s historic
25 principles of integrity and commitment to do the right thing.
26

27 Through the successful pursuit of our commitment, we expect our services, programs, and
28 activities to achieve a leadership position in representing all classified employees. As a result,
29 PSE, our members, PSE employees, the school district in which we work, and the community
30 in which we live will grow and prosper.
31

32 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND**
33 **CONDUCT**

34
35 Recognizing the needs of members and PSE staff, we are committed to:

- 36 • Striving for excellence and demonstrating pride in our work.
- 37
- 38 • Having open, honest communications.
- 39
- 40 • Providing high-quality service.
- 41
- 42 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to
43 be based on trust and concern for the rights and welfare of others.
- 44
- 45 • Embodying honesty and integrity in our conduct and relationships with others.
- 46
- 47 • Treating others fairly, equally and respecting their individual dignity.
- 48



- 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 Sunnyside 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.

1 **Section 2.2. Local Dues.**

2 Local membership dues shall be one dollar (\$1.00) per month.

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4 **Section 2.3. Refunds.**

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

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9 **ARTICLE III**

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11 **GOVERNANCE AND OPERATIONS**

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13 **Section 3.1.**

14 PSE shall be governed by a representative form of government.

15
16 **Section 3.2.**

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

20
21 **Section 3.3.**

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

26
27 **Section 3.4.**

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

30
31 **Section 3.5. Governing Body.**

32
33 **Section 3.5.1. Board of Trustees.**

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

39
40 **Section 3.5.2. PSE Field Staff.**

41 PSE field staff shall work closely with the Chapter in an advisory position. All decisions
42 governing the business of the local Chapter shall be the sole responsibility of the elected
43 officials and membership of the Chapter.

44
45 **Section 3.6. Operating Principals.**

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

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

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

9 **Section 3.6.2. Media.**

10 The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries
11 to individual board members about matters of Chapter concern should be referred to the
12 Chapter President. Inquiries about a position of PSE on any matter of statewide concern or
13 specific legislation should be referred to the Executive Director at State headquarters.
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17 **ARTICLE IV**

18 **MEETINGS**

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21 **Section 4.1.**

22 General membership meetings of this Chapter shall be held at least four (4) times annually at a time
23 and place to be fixed by the membership or the Board of Trustees.
24

25 **Section 4.2. Meeting Notice.**

26 All meetings calling for a vote require ten (10) working days' notice. Votes shall be conducted by
27 secret written ballot and certified by the Chapter Secretary.
28

29 **Section 4.3.**

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

33 **Section 4.4.**

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 4.5.**

39 At General Membership Meetings, meeting of the membership of this organization, each member present
40 shall be entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A
41 minimum of twenty percent (20%) of the membership must be present to constitute a quorum before any
42 organization business may be transacted. If a quorum is not present by the second (2nd) meeting, business
43 will be transacted at that time. The twenty percent (20%) quorum will not apply to contract ratification,
44 elections, and delegates for convention.
45

1 **Section 4.6. Board of Trustees Meetings.**

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

5
6 **Section 4.7.**

7 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
8 for removal of the member by the Board of Trustees. Removal of a board member because of
9 excessive absenteeism shall not require the 2/3 vote of the membership. Unexcused absences are
10 defined as any absence in which the trustee fails to notify any board member of their absence prior to
11 meetings.

12
13 **Section 4.8.**

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

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19 **ARTICLE V**

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21 **MANAGEMENT**

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24 **Section 5.1.**

25 The business and property of this organization shall be managed by a Board of Trustees, except when the
26 meetings of the organization are in session. All matters affecting the purposes, aims and means of
27 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by action
28 of the members at a regular or special meeting shall be decided by the Board of Trustees.

29
30 **Section 5.2.**

31 The Board of Trustees shall be composed of the President, Vice President, and a Secretary/Treasurer.

32
33 **Section 5.3.**

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

35
36 **Section 5.4.**

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

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ARTICLE VI

OFFICERS, NOMINATIONS AND ELECTIONS

Section 6.1.

The officers of this organization shall be a President, a Vice President, and a Secretary/Treasurer. All officers shall be elected for a term of two (2) years. Terms of office shall be from January 1 through December 31.

Section 6.2.

Elections shall be held during either the month of October or November.

Section 6.3.

Elections for President shall be held in odd numbered years. The Vice President and Secretary/Treasurer shall be elected in even numbered years.

Section 6.4.

Nominations shall be submitted in writing to the President by September 15th. The President will notify all members of the eligible candidates no later than September 30th. Nominations shall be permitted from the floor on the day of the election meeting.

Section 6.5.

Candidates may submit a letter to the membership or have ten (10) minutes to address the membership prior to the vote to describe their qualifications and reasons they are seeking the position.

Section 6.6.

To be eligible, a member must be in Good Standing for six (6) months immediately preceding the election.

Section 6.7.

Nominees 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 6.8.

Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee, contained in these Bylaws.

Section 6.9

In the event the President cannot serve the remainder of his/her term, the Vice-President shall serve as the President for the completion of the term. If the Vice-President does not accept the position, members may either call a special meeting of the membership or act upon the vacancy at the next Chapter meeting.

Section 6.10.

In the event of a vacancy in the office of the Vice-President or Secretary/ Treasurer, all members shall be notified of the vacancy. Nominations shall be accepted for a period of twenty (20) days following the notification to members. The President may either call a special meeting of the membership or act upon the vacancy at the next Chapter meeting.

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Section 6.11.

All vacancies shall be filled only for the remainder of the term for which the vacancy occurs.

ARTICLE VII

DUTIES OF OFFICERS

Section 7.1. President.

The President shall preside at all meetings of the organization and of the Board of Trustees. The President shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks drawn against the fund of the organization; appoint all special committees of the organization subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the organization in regard to the President’s official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

Section 7.2. Vice President.

The Vice President shall act for the President in the President’s absence and perform such other acts as the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in addition to either the President or Secretary.

Section 7.3. Secretary/Treasurer.

It shall be the duty of the Secretary/Treasurer to keep all records of the organization, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct. The Secretary/Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Vice President and the Secretary/Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of the organization.

ARTICLE VIII

MISCELLANEOUS PROVISIONS

Section 8.1.

This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington.

Section 8.2.

Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or group of members or



1 any other person or persons shall have the power to act on behalf of or otherwise bind the organization
2 except to the extent specifically authorized in writing by the President or Board of Trustees of the
3 organization.
4

5 **Section 8.3.**

6 The latest edition of Robert’s Rules of Order shall be the guide in all cases in which they are applicable,
7 and in which they are not inconsistent with the Constitution, Bylaws and special rules of this organization
8 or of the Public School Employees of Washington.
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11 **ARTICLE IX**

12 **COMMITTEES AND DELEGATES**

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15 **Section 9.1. Grievance Committee.**

16 A Grievance Committee shall be composed of the President or Vice President and at least one (1) unit
17 representative from each represented unit of the Chapter.
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20 **Section 9.2. Negotiating Committee.**

21 The Negotiating Committee will consist of the President, Vice President, Secretary/Treasurer, and a
22 representative from the Custodial and Minor Maintenance Grounds classifications so long as no board
23 member is a member in the classification. To qualify as a representative for the Negotiating Committee,
24 the member(s) not represented on the e-board must be in Good Standing to be nominated into the
25 Negotiating Committee.
26

27 In the event more than one (1) person per classification (non e-board members) are eligible, nominee(s)
28 shall be elected by secret ballot vote; and the balloting shall be conducted so as to afford all members a
29 reasonable opportunity to vote for nominee(s).
30

31 **Section 9.3. Other or Special Committees.**

32 The Board of Trustees shall designate such special committees as they determine necessary in the carrying
33 out of the objectives and purposes of this organization.
34

35 **Section 9.4. Convention Delegates.**

36 Delegates shall be elected by the membership by secret ballot. Approved expenses incurred by elected
37 delegates attending the annual convention shall be paid by the Chapter or in accordance with appropriate
38 provisions of the PSE State Bylaws.
39

40 **Section 9.5. Chapter Gift.**

41 The Board of Directors shall have the authority to spend no more than fifty (\$50.00) dollars for the
42 procurement of a Chapter gift for convention. Any gift purchase exceeding this amount must be voted and
43 approved by the membership.
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ARTICLE X
AMENDMENTS

Section 10.1.

These Bylaws may be amended by a majority vote of members in Good Standing at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least fifteen (15) days prior to the meeting at which said vote is to be taken.

Section 10.2.

All Bylaw amendments will be given to the President in writing ten (10) days prior to the meeting and the amendments will be forwarded to Chapter members prior to the meeting. The bylaws may be amended twice annually.

BY: */E-signed by Johnny Ozuna/*

Johnny Ozuna, Chapter President

DATE: */June 27, 2023/*

Adopted September 15, 1997
Amended July 31, 2007
Amended January 20, 2010
Amended March 7, 2012
Amended March 30, 2017
Reviewed March 31, 2022
Revised April 3, 2023
Revised June 23, 2023