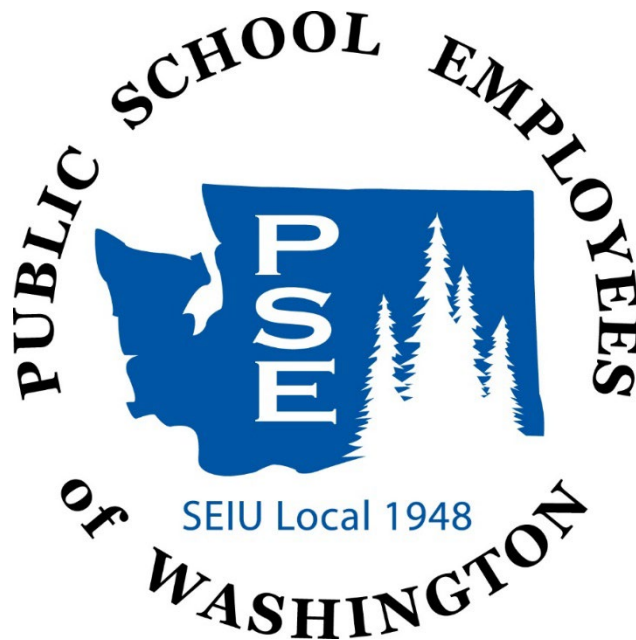


CHAPTER BYLAWS

SUNNYSIDE FOOD SERVICE

Last Revision – May 28, 2025



PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948

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B. MISSION - OUR PURPOSE FOR EXISTING.

It is the mission of Public School Employees of Sunnyside Food Service 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.

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.

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 Sunnyside Food Service 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.

Section 1.2. Free-Riders.

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 the Public School Employees of Washington / SEIU Local 1948 (PSE) policy and Bylaws. Free-Riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of Collective Bargaining Agreements. In addition, Free-Riders may not attend any PSE sponsored functions. Free-Riders are not eligible to appeal a grievance which is not validated by the local Chapter to the State Grievance Panel.

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

Section 2.3. Refunds.

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

ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

PSE shall be governed by a representative form of government.

Section 3.2.

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

Section 3.3.

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

Section 3.4.

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

1 **Section 3.5. GOVERNING BODY.**

2
3 **Section 3.5.1. Board of Trustees.**

4 Except when general meetings of the chapter are in session, the business and property of this
5 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
6 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
7 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically
8 provided for in these Bylaws or by action of the members at a regular or special meeting.
9

10 **Section 3.5.2. PSE Field Staff.**

11 PSE field staff shall work closely with the chapter in an advisory position. All decisions
12 governing the business of the local chapter shall be the sole responsibility of the elected
13 officials and membership of the chapter.
14

15 **Section 3.6. OPERATING PRINCIPLES.**

16 In order to provide the chapter with the highest quality direction and management possible, the
17 following operating principles shall guide the Board of Trustees.
18

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

20 A positive, constructive, cooperative relationship between the Board of Trustees and the
21 membership is essential to achieving the mission and vision of the Organization. Therefore, the
22 Board and membership will conduct themselves in a way that promotes mutual trust,
23 demonstrates respect for individual dignity, and displays professionalism. The Board shall
24 utilize positive conflict resolution methods and maintain open, honest lines of communication
25 that respect an appropriate chain of command within the chapter.
26

27 **Section 3.6.2. Media.**

28 The President, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
29 to individual Board members about matters of chapter concern should be referred to the chapter
30 President. Inquiries about a position of PSE on any matter of statewide concern or specific
31 legislation should be referred to the Executive Director at PSE State Headquarters.
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35 **ARTICLE IV**

36 **MEETINGS**

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38 **Section 4.1.**

39 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
40 place to be fixed by the membership or the Board of Trustees. The meetings shall be held on the 2nd
41 Tuesday of the month, with the months being September, November, February and May.
42
43

44 **Section 4.2.**

45 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
46 President and signed by twenty percent (20%) of the members in good standing of this chapter.
47

1 **Section 4.3.**

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

6 **Section 4.4.**

7 At any meeting of the membership of this chapter, each member in good standing present shall be
8 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum
9 of five (5) members must be present to constitute a quorum before any chapter business may be
10 transacted.
11

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

13 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
14 be called upon motion of a majority of the members of the Board of Trustees to the President. A
15 majority of the members of the Board of Trustees shall constitute a quorum.
16

17 **Section 4.6.**

18 The rules contained in the current edition of *Robert's Rules of Order – Newly Revised* shall govern this
19 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
20 State Bylaws, these Bylaws and with any special rules of order this chapter may adopt.
21
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24 **ARTICLE V**

25 **BOARD OF TRUSTEES**
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28 **Section 5.1.**

29 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, and a
30 unit representative (herein known as a trustee) elected by the unit from each classification of
31 employees of the school district if represented by the local Public School Employees Organization.
32

33 **Section 5.2.**

34 The term of office shall be for a period of three (3) years, or until their successors are elected.
35

36 **Section 5.3.**

37 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
38 board shall deem necessary for the competent management of affairs of the chapter.
39

40 **Section 5.4.**

41 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
42 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
43 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
44 quorum.
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1 **Section 5.5. Duties.**

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3 **Section 5.5.1. President.**

4 The President shall preside at all meetings of the chapter and of the Board of Trustees. The
5 President shall be made aware of, and supervise all activities of the chapter; execute all
6 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
7 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The
8 President shall appoint all special committees not otherwise provided for in the Bylaws of the
9 chapter, subject to the approval of the Board of Trustees, and serve as an ex officio member of
10 all committees. The President shall report periodically to the membership regarding the
11 progress and standing of the chapter in regard to the President's official acts; and perform all
12 other duties of the office.

13
14 **Section 5.5.2. Vice President.**

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

19
20 **Section 5.5.3. Secretary.**

21 The Secretary shall ensure that the minutes of general membership meetings and Board of
22 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of
23 the chapter, the Board of Trustees, and to perform such other official functions as the President
24 and Board of Trustees may direct.

25
26 **Section 5.5.4. Treasurer.**

27 The Treasurer shall receive and be accountable for all funds and monies belonging to the
28 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;
29 keep an accurate record of receipts and disbursements; and maintain bank accounts and
30 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
31 checks signed by the President and/or Vice President and the Treasurer. The Treasurer shall
32 render periodical financial reports as required by the Board of Trustees, the membership, or
33 Public School Employees of Washington to ensure that the chapter is in compliance with all
34 laws and regulations required by the Internal Revenue Service and the Department of Labor.
35 The fiscal year for all financial reports shall be from September 1 to August 31 of the following
36 year, inclusive. The Treasurer shall act as custodian of all properties of the chapter.

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 by the month of May. Terms of office shall be from September 1 through August 31.

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, Vice President, Secretary, and Treasurer.

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 Vice President, 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 fourteen (14) days following the notification to members. The
18 President, at his/her discretion, may either call a special meeting of the Board of Trustees, or
19 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.
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25 **ARTICLE VII**

26 **MISCELLANEOUS PROVISIONS**
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29 **Section 7.1.**

30 Local chapters shall adopt Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall
31 always supersede local Bylaws where conflict exists.
32

33 **Section 7.2.**

34 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees
35 and members, together with other information required by PSE and shall notify PSE of all changes in
36 Board members, members, and addresses.
37

38 **Section 7.3.**

39 This chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute
40 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
41 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
42 agreement which would affect the rights of employees represented by PSE, nor any agreement
43 affecting the scope of any collective bargaining unit, with the district, employer, or other entity or
44 agent, unless such agreement is first reviewed and approved by the Executive Director of Public
45 School Employees of Washington or his/her designee, provided decisions of the Executive Director
46 may be appealed to the Board of Directors.
47

1 **Section 7.3.1.**

2 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
3 submitted to the regional service center, who will then forward the original to state
4 headquarters after appropriate copies have been made.
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8 **ARTICLE VIII**

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10 **COMMITTEES AND DELEGATES**
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12 **Section 8.1. Grievance Committee.**

13 A Grievance Committee shall be composed of the Vice President and at least one (1) unit
14 representative from each classification of employees in the chapter; and shall be responsible for
15 advising members of their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.
16

17 **Section 8.2. Negotiating Committee.**

18 A Negotiating Committee shall consist of the President, Vice President, Secretary, and Treasurer
19 represented by this bargaining unit and shall work with the PSE field representative in developing
20 proposals and negotiating agreements.
21

22 **Section 8.3. Convention Delegates.**

23 Convention delegates shall be elected by secret ballot. Approved expenses incurred by elected
24 delegates attending the annual convention shall be paid by the chapter or in accordance with
25 appropriate provisions of PSE State Bylaws.
26

27 **Section 8.4. Audit Committee.**

28 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
29 chapter.
30

31 **Section 8.5. Other Or Special Committees.**

32 The Board of Trustees shall designate such special committees as they determine necessary in the
33 carrying out of the objectives and purposes of this chapter.
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37 **ARTICLE IX**

38 **AMENDMENTS**
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40

41 **Section 9.1.**

42 These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special
43 meeting thereof; providing that notice of the intent to amend any specific provision be given to the
44 members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote
45 is to be taken.
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10 **SIGNATURE PAGE**
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21 BY: */e-signed by Tana Brotherton/*
22 Tana Brotherton, Chapter President
23

24 DATE: *June 6, 2025*
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28 Adopted by the membership, May 10, 2001
29 Amended May 28, 2025.
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