

CHAPTER BYLAWS

AMENDED June 9, 2009

PUBLIC SCHOOL EMPLOYEES OF AUBURN / TRANSPORTATION

CHAPTER #702

PSE STATE OFFICE
P. O. Box 798
Auburn, Washington 98071-0798
1-866-820-5653

TABLE OF CONTENTS

		<u>Page</u>
ARTICLE I	ASSOCIATION NAME	1
ARTICLE II	OBJECTIVES & PURPOSES	1
ARTICLE III	MEMBERSHIP	2
ARTICLE IV	DUES	3
ARTICLE V	MEMBER RIGHTS & RESPONSIBILITIES	4
ARTICLE VI	MEETINGS	4
ARTICLE VII	VOTING	5
ARTICLE VIII	EXECUTIVE BOARD	6
ARTICLE IX	COMMITTEES	9
ARTICLE X	CHAPTER EXPENSES	10
ARTICLE XI	MISCELLANEOUS PROVISIONS	11
ARTICLE XII	AMENDMENTS	12

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

P R E A M B L E

As Classified Educational Support Professionals, which includes all Drivers and Transportation Assistants in Auburn School District, we have organized this Association primarily to secure better wages, better working conditions, and to participate in the decisions, which affect our profession. We will represent the members of this Association forcefully and effectively in discussions or negotiations with Auburn School District.

We will conduct our internal affairs according to democratic principles.

In pursuit of our many objectives and purposes, we, the members of this Association, have adopted these Bylaws.

A R T I C L E I

ASSOCIATION NAME

Section 1. The name of this Association shall be Public School Employees of Auburn/Transportation, Chapter #702/SEIU Local 1948. On June 1, 1967, this Association became affiliated with and became a chapter of the Public School Employees of Washington.

A R T I C L E II

OBJECTIVES AND PURPOSES

Section 1. Improve the employment conditions of Bus Drivers by utilizing effective labor relations techniques; we are committed to the collective bargaining process; we will confer and negotiate in good faith with respect to grievance procedures, personnel matters, wages, hours, working conditions, vacations, holidays and other conditions of employment for Auburn Bus Drivers.

Section 2. Promote the unity of Auburn School District Bus Drivers and Transportation Assistants.

Section 3. Employ legislative and political means to establish adequate financial consideration for public school education and classified school employees from the State Government.

Section 4. Establish better fellowship and understanding among Classified Educational Support Professionals.

Section 5. Carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington, Chapter #702/SEIU Local 1948.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE III

MEMBERSHIP

Section 1. Eligibility. Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed, shall be eligible for membership.

- A. All persons covered by the current Collective Bargaining Agreement between Public School Employees of Auburn/Transportation and Auburn School District, and who are members of the Public School Employees of Washington, are eligible for membership in this Association. A person may apply for Agency Fee/Objector or Religious Objector non-member status by contacting Public School Employees of Washington State Office, Attention: Member Records at P.O. Box 798, Auburn, Washington, 98071-0798. (See Appendix I)
- B. 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 the payment of such dues for active membership as are required by our bylaws. Any member, who is on authorized leave of absence pursuant to their bargained contract, retains the right to vote and hold office. However, any member currently in an elected office or appointed position who is on an authorized leave of absence for longer than three (3) months must resign their position. This requirement will not apply if the leave is based on illness, disability or education. Any member who is terminated from employment shall not be eligible to vote or hold office.
- C. Retired. Upon retirement, a member may enjoy the benefits of an associate member in accordance with the PSE State Bylaws. Retired members may not vote or hold office.
- D. Life Member. Any person who has been an active member of PSE for a minimum of ten (10) years and has made an outstanding contribution to the general welfare of classified school employees through PSE may have a life membership bestowed upon him or her by the Awards Committee at the annual convention. One Life membership may be granted for every 5000 members, or any part thereof, of PSE as computed at the time the PSE State Awards Committee makes its selection. Life membership confers all privileges of an active membership. Upon full retirement or separation from a PSE bargaining unit, life members shall retain all rights of active membership except the right to vote and hold office. If such a member becomes reemployed or re-represented by PSE, the right to vote would be reinstated.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE IV

DUES

- A. Application for membership shall be made on a standard dues deduction form provided by Public School Employees of Washington. Current dues shall be one and five-tenths percent (1.5%) of each member's gross monthly earnings or fifty dollars (\$50.00) per month, whichever is less. The monthly dues cap (adopted in 2005) will be increased in odd-numbered years by one dollar (\$1.00) until 2015 inclusive. Beginning September 1, 2007, a special assessment of one dollar (\$1.00) per member per dues-paying month will be assessed. Assessment monies will be used only to fund a public relations campaign. The assessment will end on August 31, 2009.
- B. A person who petitions and is approved as an Agency Fee Payer by the PSE State Office in accordance with PSE State Bylaws, rules and regulations shall pay the monthly dues percentage calculated by the PSE State Office. This rate is recalculated each year. An Agency Fee payer must request this status on an annual basis during the open enrollment period. Agency Fee payers may not vote, hold office, nor be elected as a delegate to the PSE State Convention.
- C. Current local chapter dues of Public School Employees of Auburn/Transportation are one dollar (\$1.00) per month. Such dues shall be collected on a monthly basis. Local dues shall be sent directly to the chapter.
- D. Membership dues are not refundable except where an error resulting in an overpayment exists. If there is an error, the employee should contact the District Payroll office prior to contacting their PSE Representative. If there is an error, the member must submit to the PSE State Treasurer (P.O. Box 798, Auburn, Washington, 98071-0798) a written explanation describing the error.
- E. Retired Members Dues: Dues for retired members shall be fixed annually in the operating budget of PSE by the State Board of Directors upon recommendation of the Financial Review Committee. The dues amount shall be set to cover only the actual costs of the services provided to retired members.
- F. Life Members Dues: No dues assessed.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE V

MEMBER RIGHTS AND RESPONSIBILITIES

- The right to have opinions heard and respected, to be informed of union activity, to be educated in union values and union skills.
- The right to choose the leaders of the chapter in a fair and democratic manner.
- The right to a full accounting of chapter funds and the proper stewardship over union resources.
- The right to participate in the chapter's bargaining efforts and to approve union contracts.
- The right to have members' concerns resolved in a fair and expeditious manner.
- The responsibility to help build a strong and more effective labor movement, to support the organizing of unorganized workers, to help build a political voice for working people and to stand up for ones' co-workers and all workers.
- The responsibility to be informed about the internal governance of this chapter and to participate in the conduct of the union's affairs.
- The responsibility to contribute to the support of the union.
- The responsibility to treat all workers and members fairly.
- The responsibility to offer constructive criticism of the union.
- The responsibility to demonstrate and act with integrity and commitment to do the right thing.

ARTICLE VI

MEETINGS

Section 1. General membership meetings of this Association shall be held at least two (2) times during the 180-day student year at a time and place to be fixed by the President, Vice President, Co-Vice President or the Executive Board.

Section 2. Special meetings may be called by the President, Vice President or Co-Vice President, the Executive Board or by petition filed with the President and signed by ten (10) members of this Association.

Section 3. A minimum of twenty (20) members must be present to constitute a quorum before any Association business may be transacted.

Section 4. Meeting notices shall be posted at least five (5) working days before the meeting unless an emergency (as determined by the President and/or Executive Board) exists. If an emergency exists every reasonable effort will be made to inform all members of the meeting. Meeting notices shall include pertinent information of the issues to be voted upon.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE VII

VOTING

Section 1. At any meeting of this Association, each member in good standing present shall be entitled to one (1) vote. Proxy voting will not be allowed. Absentee ballots will only be accepted in the election of officers. Unless otherwise specified herein, if there are several choices to a certain issue, the vote shall be determined by plurality.

- A. Voting on issues requiring a Letter of Agreement (LOA) and/or Memo of Understanding (MOU) between the Association and the Auburn School District will be voted on in the same manner as election of officers.

Section 2. Upon request of any member, voting shall be by secret ballot. Balloting shall be so conducted as to afford all members a reasonable opportunity to vote.

Section 3. Election of Officers.

- A. Officer elections shall be held at the last meeting of the curriculum school year. At a general meeting, nominations and a primary election shall be held to eliminate all but the top two (2) nominees in each office. Elections shall be forty-eight (48) hours later but no later than five (5) working days. In the event that a position is not contested, a motion may be made to approve the nominee.
- B. A ballot box shall be placed in the drivers' room. The President, Vice President and/or Co-Vice-President shall appoint three (3) tellers to administer the election. When ballots are cast, the tellers are responsible for assuring that the voter is a member in good standing.
- C. Absentee ballots will be given to an Executive Board member, sealed in an envelope with the member's name written on the outside. The Executive Board member must see that the absentee ballot is properly cast.
- D. The tellers shall count the ballots and post the results no later than 7:00 AM of the second working day following the election.

Section 4. General Business. If there is a secret ballot vote, members shall mark the ballot appropriately in relation to the issue being voted upon. The President, Vice President and/or Co-Vice-President shall appoint three (3) tellers to administer the voting. When ballots are cast, including, but not limited to absentee ballots cast for election of officers, the tellers are responsible for assuring that the voter is a member in good standing. The tellers shall count the ballots and announce the results immediately.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE VIII

EXECUTIVE BOARD

The Executive Board shall consist of the following officers:

- | | |
|----------------------|---|
| 1. President | 6. Negotiation Chairperson |
| 2. Vice President | 7. Legislative Liaison |
| 3. Co-Vice President | 8. Insurance Liaison |
| 4. Secretary | 9. Shop Stewards (3) |
| 5. Treasurer | 10. Transportation Assistant Representative |

Section 1. Terms of Office are as follows: Officers shall be elected by the membership and shall serve in said office commencing September 1 or until their successors are elected, whichever one is later. Every even-numbered year, the President and Vice President shall be elected for a term of two (2) years. Every odd-numbered year, the Secretary and Treasurer shall be elected for a term of two (2) years. All other officers, except Shop Stewards, shall serve a one (1) year term. Shop Stewards shall serve a staggered three (3) year term.

Section 2. Every officer shall, upon assuming their office, accept the obligations of an officer of this Association as described herein.

Section 3. Officers.

President.

- All meetings of this chapter shall be called to order and presided over by the President, who serves as the chairperson of the Executive Board, or in the President's absence, the Vice President or in the absence of both the President and Vice President, the Co-Vice President will preside.
- The President shall work with the Executive Board to develop productive meeting agendas, identify member needs and concerns.
- The President, or his/her designee, shall be the spokesperson for PSE.
- The President shall appoint committee and subcommittee chairpersons and all other positions as provided for in these bylaws with the advice and approval of the Executive Board. The President shall be an ex-officio member of all committees.
- The President shall keep the Executive Board and the membership fully informed of the general state of the organization.

Vice-President.

- The Vice President shall provide such assistance to the President as requested; shall, in the absence of the President, perform duties of the office; and in the case of permanent disability or resignation of the President, shall succeed to that office for the unexpired part of the term.
- The Vice President shall serve as Conference Committee Chairperson.

1 **Co-Vice President.**

- 2 • The Co-Vice President shall provide such assistance to the President and/or Vice President as
3 requested; shall, in the absence of the Vice President, perform duties of the office; and in the
4 case of permanent disability or resignation of the Vice President, shall succeed to that office for
5 the unexpired part of the term.
6 • The Co-Vice President shall serve as Membership Chairperson.
7 • The Co-Vice President shall serve as Bylaws Committee Chairperson.
8

9 **Secretary.**

- 10 • The Secretary shall maintain and keep all records of the Association.
11 • The Secretary shall publish and post meeting minutes.
12 • The Secretary shall perform such other duties as the President or Executive Board may direct.
13

14 **Treasurer.**

- 15 • The Treasurer shall receive and be responsible for all funds of the Association.
16 • The Treasurer shall pay all obligations incurred by the Association as authorized by the
17 Executive Board.
18 • The Treasurer shall withdraw funds only by Payment Authorization Form signed by the
19 President and/or Vice President and the Treasurer.
20 • The Treasurer shall render periodic financial reports as required by the Executive Board or
21 membership.
22 • The Treasurer shall relinquish their records to the Executive Board on a quarterly basis for
23 review; and to an appointed committee on an annual basis for Audit purposes.
24

25 **Negotiation Committee Chair.**

- 26 • The Negotiation Committee Chair shall be responsible for keeping the membership informed of
27 the status of negotiations.
28 • The Negotiation Committee Chair shall ensure that all reasonable efforts are made to receive
29 membership input.
30 • The Negotiation Committee Chair shall make certain that voting on negotiating issues is
31 handled democratically.
32

33 **Shop Stewards.**

- 34 • One (1) Shop Steward shall be appointed by the President to serve as the Lead Shop Steward
35 for the length of their term of office.
36 • The Shop Stewards shall serve on the Grievance Committee.
37 • The Shop Stewards shall be responsible for assisting members who have a possible grievance
38 or complaint.
39 • The Shop Stewards shall also determine, subject to normal appeal rules, if PSE should support
40 a grievance filed by a member of the bargaining unit.
41 • The Shop Stewards shall determine whether PSE should support a grievance; the grievance
42 must be a violation of a specific section of the Collective Bargaining Agreement.
43

44 **Legislative Liaison.**

- 45 • The Legislative Liaison shall be appointed by the President.
46 • The Legislative Liaison shall be responsible for informing and organizing the membership on
47 legislative issues.
48 • The Legislative Liaison must attend the Legislative Conference.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Insurance Liaison.

- The Insurance Liaison shall be appointed by the President.
- The Insurance Liaison shall keep the membership and Executive Board informed of changes to insurance options.

Transportation Assistant

- The Transportation Assistant shall be appointed by the President.
- The Transportation Assistant shall represent all Transportation Assistants.

Section 4. The business and property of this Association shall be managed by the Executive Board, except when chapter meetings of the Association are in session. All matters affecting the purposes, aims and means of this Association, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting, shall be decided by the Executive Board. In their deliberations, the Executive Board shall require a two-thirds (2/3) majority; if that level is not reached, the issue shall be tabled or decided at the next chapter meeting.

Section 5. The Executive Board shall hold regular meetings each month when school is in session, and such special meetings as the President or Executive Board deem necessary for the competent management of the Association. Unless waived by the Executive Board members, at least two (2) days prior notice of Executive Board meetings shall be given each Board member. The general membership is welcome to attend Executive Board meetings. However, the Executive Board may from time to time be required to hold a “closed” session to discuss confidential matters of the Association at which time general members will be excused.

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

Section 7. Any Executive Board member may be removed from office by a two-thirds (2/3) majority vote of the members present at any regular or special meeting of the membership of the Association. Notice of the proposed removal of the Executive Board member must be given to the member five (5) working days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the member must state the cause for the proposed removal. Absentee ballots will not be allowed when voting on removal of an Executive Board member.

Section 8. Unexcused absence from three (3) consecutive regular meetings of the Executive Board shall be due cause for removal of the member by the Executive Board. Removal of an Executive Board member because of excessive absenteeism shall require a majority vote of the Board.

Section 9. Any vacancies occurring on the Executive Board by reason of death, resignation or removal shall be filled by a replacement that will be elected at the next general or special meeting. In the interim, the President will select any Board member to fill the vacant office until a replacement is elected. In the event that such vacancy is the President, the Vice-President shall fill the remainder of the term and the Co-Vice-President shall fill the remainder of the Vice President term. A new Co-Vice President shall be elected.

Section 10. Every Executive Board member shall, upon assuming their office, accept the obligations

1 of an Executive Board member as described herein.

2 ARTICLE IX

3 4 COMMITTEES

5
6 **Section 1.** There shall be the following standing committees: Negotiation, Legislative, Membership,
7 and Conference. If possible, committee members shall serve on only one (1) standing committee. All
8 committee chairs shall report progress or completion of their tasks to the membership and Executive
9 Board.

10
11 **Section 2.** The President shall vote in committee only when there is a tie vote.

12
13 **Section 3. Negotiating Committee.** The Negotiating Committee is responsible for effectively and
14 forcefully representing the best interests of the entire Association. It shall be authorized to reach
15 tentative agreement with the District on membership concerns (e.g., letters of agreement,
16 memorandums of understanding, and a new collective bargaining agreement). Any and all tentative
17 agreements must be ratified by the membership.

- 18
19 A. The committee shall be composed of the President, the elected chair, the Vice President, the
20 Shop Stewards, Transportation Assistant Representative, one (1) member appointed by the
21 chair, and one (1) member appointed by the President. Negotiating committee members will
22 continue to the conclusion of the negotiations.

23
24 **Section 4. Conference Committee.** The Vice-President shall be the chairperson of this committee.
25 The Executive Board will post the names of the committee members and dates of Conference
26 Committee meetings on the Bulletin Board in the Driver's Lounge. The Conference Committee is
27 responsible for representing the best interests of the membership when meeting with the District to
28 discuss matters of mutual concern that are not negotiation issues.

- 29
30 A. The committee shall be composed of three (3) members: the Vice-President, who shall serve
31 as chair, one (1) member appointed by the President, and one (1) member appointed by the
32 Vice-President.
- 33
34 B. The committee shall develop and submit to the Executive Board for its approval the
35 committee's issues for discussion with the District.

36
37 **Section 5. Ad-Hoc Committees.** The President shall designate (subject to Executive Board approval)
38 such Ad-Hoc committees that the President determines are necessary to carry out the objectives and
39 purposes of this Association.

40
41 **Section 6. Membership Committee.** The committee will consist of a minimum of two (2) members:
42 one of which will be appointed by the Co-Vice-President. The Co-Vice-President shall serve as chair;
43 other members shall be appointed by the President.

1
2 **Section 7. Grievance Committee.** The committee shall be composed of the President and the three
3 (3) Shop Stewards. The President shall serve as Grievance Officer.

4
5 A. The Grievance Officer and Shop Stewards shall:

- 6 1. Keep all official records pertaining to a grievance.
- 7 2. Keep grievant informed of all aspects of their grievance.
- 8 3. Work with grievant to ensure grievant understanding and participation in the process.
- 9 4. Work closely with Field Representative to ensure timelines are maintained, documents
10 are complete and distributed appropriately.
- 11 5. Attend grievance and investigatory meetings with the Field Representative and/or
12 grievant.

13
14
15
16 **ARTICLE X**

17
18 **CHAPTER EXPENSES**

19
20 **Section 1. Budget.** The Treasurer shall annually develop a budget, which the Executive Board will
21 approve, and then it shall be submitted to the membership for final approval. The fiscal year shall run
22 from September to August.

23
24 **Section 2. Annual Convention.** The number of delegates who will attend the annual convention shall
25 be as determined by the PSE State Bylaws. This Association may elect two (2) alternates. Convention
26 delegates and alternates shall be elected by the membership and shall represent the best interests of the
27 membership. They shall attend all workshops and meetings in order to be reimbursed for their
28 expenses as outlined below. After the convention, they shall also make a summary report at the next
29 chapter meeting following convention.

30
31 Convention expenses shall be reimbursed as follows:

- 32
33 A. Spokane/Yakima Travel Reimbursement - When the convention is held in Eastern
34 Washington, the mileage reimbursement will be reimbursement for fuel costs with a receipt.
35 The Association will pay for no more than three (3) separate mileage reimbursements.
- 36
37 B. Board - Normally, this Association shall pay for a maximum of three (3) double occupancy
38 rooms for three (3) nights. Special arrangements may be made based on gender.
- 39
40 C. Registration - This Association will pay the registration fee for all delegates and alternates.

41
42 All PSE Auburn Transportation Chapter delegates and alternates attending the convention
43 will be allowed up to twenty dollars (\$20.00) for FRIDAY meals and non-alcoholic beverages
44 upon submission of their receipts upon their return to the Chapter Treasurer. All PSE Auburn
45 Transportation Chapter convention delegates and those delegates attending PSE's "First
46 Timer" Orientation Conference will be allowed up to thirty dollars (\$30.00) per day for
47 meals/non-alcoholic beverages, with the submission of their receipts upon their return to the
48 Chapter Treasurer.

1
2 D. Chapter gift - This Association will pay a maximum of fifty dollars (\$50.00) towards a chapter
3 gift (to include all associated costs, e.g. wrapping).
4

5 **Section 3. Legislative Conference.** Any member may attend this conference. Conference expenses
6 shall be reimbursed as follows:
7

- 8 A. Travel Reimbursement - Those who attend the conference shall receive the current IRS
9 standard mileage rate of reimbursement per mile.
10
11 B. Board - The Executive Board will determine on an annual basis whether cost of room(s) will be
12 reimbursed.
13
14 C. Registration - This Association will pay the registration fee of any member attending the
15 conference.
16
17 D. Meals/Beverages - Meals and beverages not covered by the registration fee shall be the
18 responsibility of the member.
19
20 E. Chapter Gift - This Association will pay a maximum of fifty dollars (\$50.00) towards a chapter
21 gift (to include all associated costs, e.g., wrapping).
22

23 **Section 4. Zone Meetings.** Any member may attend a zone meeting. Zone meeting expenses shall be
24 reimbursed as follows:
25

- 26 A. Travel Reimbursement - Those who attend zone meetings shall be reimbursed for fuel costs
27 with a receipt.
28
29 B. Registration - This Association will pay the registration fee of any member attending a zone
30 meeting.
31
32 C. Meals/Beverages – Members meals and non-alcoholic beverages not covered by the registration
33 fee shall be paid for by the Association up to the maximum rate of thirty dollars (\$30.00) per
34 day with a receipt that shows what items were purchased.
35
36
37

38 **ARTICLE XI**

39 **MISCELLANEOUS PROVISIONS**

40
41
42 **Section 1.** This Association shall be at all times subject to the provisions of the Articles of
43 Incorporation and Bylaws of the Public School Employees of Washington/SEIU Local 1948. In cases
44 of conflict between these Bylaws and State Bylaws, State Bylaws will rule.
45
46
47
48

