# **CHAPTER BYLAWS**

# **AUBURN PSEA-T #702**



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

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PREAMBLE		
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.		
ARTICLE 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.		
ARTICLE 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		



Establish better fellowship and understanding among Classified Educational Support Professionals.

education and classified school employees from the State Government.

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 Section 4.

#### 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.

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# 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.

ARTICLE III

**MEMBERSHIP** 

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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 in good standing of the Public School Employees of Washington, are eligible for membership in this Association.

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В. 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.

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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.

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Life Member. Any person who has been an active member of PSE for a minimum of ten D. (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.

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#### ARTICLE IV

#### DUES

- A. Application for membership shall be made on a standard dues deduction form provided by Public School Employees of Washington. Dues shall be according to the PSE State Bylaws. Monthly dues cap shall be as per the PSE State Bylaws.
- B. Free riders are employees covered by the collective bargaining agreement, but who do not pay union dues.
- 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. Free riders are not required to pay local dues.
- 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.

# 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.

1	ARTICLE VI
2	MEETINGS
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5	Section 1.
6	General membership meetings of this Association shall be held at least two (2) times during the 180-
7	day student year at a time and place to be fixed by the Co-President(s), Vice President, or the
8	Executive Board.
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10	Section 2.
11	Special meetings may be called by the Co-President(s), Vice President or the Executive Board or by
12	petition filed with the Co-President(s) and signed by ten (10) members of this Association.
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14	Section 3.
15	A minimum of twenty (20) members must be present to constitute a quorum before any Association
16	business may be transacted.
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18	Section 4.  Meeting notices shall be posted at least five (5) working days before the meeting unless an emergency
19	(as determined by the President(s) and/or Executive Board) exists. If an emergency exists every
20 21	reasonable effort will be made to inform all members of the meeting. Meeting notices shall include
22	pertinent information of the issues to be voted upon.
23	pertinent information of the issues to be voted upon.
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26	ARTICLE VII
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28	VOTING
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30	Section 1.
31	At any meeting of this Association, each member in good standing present shall be entitled to one (1)
32	vote. Proxy voting will not be allowed. Absentee ballots will only be accepted in the election of
33	officers. Unless otherwise specified herein, if there are several choices to a certain issue, the vote shall
34	be determined by plurality.
35	Voting on issues requiring a Letter of Agreement (LOA) and/or Memo of Understanding (MOU)
36 37	between the Association and the Auburn School District will be voted on at a chapter meeting.
38	between the Association and the Adodin School District will be voted on at a chapter meeting.
39	Section 2.
40	Upon request of any member, voting shall be by secret ballot. Balloting shall be so conducted as to
41	afford all members in good standing a reasonable opportunity to vote.
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43	Section 3. Election of Officers.
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45	A. Officer elections shall be held at the last meeting of the curriculum school year. At a general
46	meeting, nominations and a primary election shall be held to eliminate all but the top two (2)
47	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(s), and/or-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(s), and/or 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.

# ARTICLE VIII

# **EXECUTIVE BOARD**

The Executive Board shall consist of the following officers:

- 1. President
- 2. Co-President
- 3. Vice President
- 4. Secretary

- 5. Treasurer
- 6. Negotiation Chairperson
- 7. Shop Stewards (3)
- 8. Transportation Assistant Shop Steward

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, Co-President and Co-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. Shop Stewards shall serve a staggered three (3) year term. Negotiation Chairperson will serve a two (2) year term.

#### **Section 3.**

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



#### **Section 3. Duties.**

#### 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 Co-President or in the absence of both the President and Co-President, the Vice President will preside.
- The President(s) shall work with the Executive Board to develop productive meeting agendas, identify member needs and concerns.
- The President(s), or his/her designee, shall be the spokesperson for PSE.
- The President(s) 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(s) shall be an ex-officio member of all committees.
- The President(s) shall keep the Executive Board and the membership fully informed of the general state of the organization.

# Co-President.

- The Co-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 Co-President shall serve as Conference Committee Chairperson.
- The Co-President shall serve as Grievance Officer.

### Vice President.

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

#### Secretary.

- The Secretary shall maintain and keep all records of the Association.
- The Secretary shall publish and post meeting minutes.
- The Secretary shall perform such other duties as the President(s) or Executive Board may direct.

#### Treasurer.

- The Treasurer shall receive and be responsible for all funds of the Association.
- The Treasurer shall pay all obligations incurred by the Association as authorized by the Executive Board.
- The Treasurer shall withdraw funds only by Payment Authorization Form signed by the President(s) and/or Vice President and the Treasurer.
- The Treasurer shall render periodic financial reports as required by the Executive Board or membership.
- The Treasurer shall relinquish their records to the Executive Board on a quarterly basis for review; and to an appointed committee on an annual basis for Audit purposes.



#### **Negotiation Committee Chair.**

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

# **Shop Stewards.**

- One (1) Shop Steward shall be appointed by the President(s) to serve as the Lead Shop Steward for the length of their term of office.
- The Shop Stewards shall serve on the Grievance Committee.
- The Shop Stewards shall be responsible for assisting members who have a possible grievance or complaint.
- The Shop Stewards shall determine, subject to normal appeal rules, if PSE should support a grievance filed by a member. The Grievance must be a violation of a specific section of the Collective Bargaining Agreement.

# 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(s) 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(s) 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 Co-President shall fill the remainder of the term and the Vice-President shall fill the remainder of the Co-President term. A new Co-Vice President shall be elected.

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#### Section 10.

Every Executive Board member shall, upon assuming their office, accept the obligations of an Executive Board member as described herein.

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#### ARTICLE IX

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# **COMMITTEES**

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### Legislative Liaison.

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• The Legislative Liaison shall be appointed by the President(s).

• The Legislative Liaison shall be responsible for informing and organizing the membership on legislative issues.

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The Legislative Liaison must attend the Legislative Conference.

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# **Insurance Liaison.**

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The Insurance Liaison shall be appointed by the President(s).

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# Section 1.

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

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The President shall vote in committee only when there is a tie vote.

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### Section 3. Negotiating Committee.

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

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

#### Section 4. Conference Committee.

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

A. The committee shall be composed of three (3) members: the Co-President, who shall serve as chair, one (1) member appointed by the President, and one (1) member appointed by the Co-President.

B. The committee shall develop and submit to the Executive Board for its approval the committee's issues for discussion with the District.

### Section 5. Ad-Hoc Committees.

The President(s) shall designate (subject to Executive Board approval) such Ad-Hoc committees that the President(s) determines are necessary to carry out the objectives and purposes of this Association.

### Section 6. Membership Committee.

The committee will consist of a minimum of two (2) members: one of which will be appointed by the Vice-President. The Vice-President shall serve as chair; other members shall be appointed by the President.

#### Section 7. Grievance Committee.

The committee shall be composed of the Vice President and the four (4) Shop Stewards. The Co-President shall serve as Grievance Officer.

A. The Grievance Officer and Shop Stewards shall:

 1. Keep all official records pertaining to a grievance.

2. Keep grievant informed of all aspects of their grievance.3. Work with grievant to ensure grievant understanding and participation in the process.

 4. Work closely with Field Representative to ensure timelines are maintained, documents are complete and distributed appropriately.

 5. Attend grievance and investigatory meetings with the Field Representative and/or grievant.

6. The committee shall be responsible for the grievance validation process.

# Section 8. Bylaws Committee.

 The Vice President shall chair the Bylaws Committee.
The Chair shall inform the membership when the Bylaws Committee will convene and

solicit input.
The membership shall have five (5) days to review the proposed changes prior to voting on the changes.



#### ARTICLE X

# CHAPTER EXPENSES

# Section 1. Budget.

The Treasurer shall annually develop a budget, which the Executive Board will\_approve, and then it shall be submitted to the membership for final approval. The fiscal year shall run from September to August.

#### Section 2. Annual Convention.

The number of delegates who will attend the annual convention shall be as determined by the PSE State Bylaws. This Association may elect two (2) alternates. Convention delegates and alternates shall be elected by the membership and shall represent the best interests of the membership. They shall attend all workshops and meetings in order to be reimbursed for their expenses as outlined below. After the convention, they shall also make a summary report at the next chapter meeting following convention. Delegates and Alternates must be members in good standing.

Convention expenses shall be reimbursed as follows:

A. Travel Reimbursement - When the convention is held in Washington, the mileage reimbursement will be reimbursement for fuel costs with a receipt. The Association will pay for no more than three (3) separate mileage reimbursements.

B. Board - Normally, this Association shall pay for a maximum of three (3) double occupancy rooms for three (3) nights. Special arrangements may be made based on gender.

C. Registration - This Association will pay the registration fee for all delegates and alternates.

D. Meal Reimbursement – All Delegates and elected alternates will be allowed reimbursement up to \$25. per person for the weekend, for meals and non-alcoholic beverages not provided by PSE or the hotel. Receipts must be submitted to the chapter treasurer for reimbursement.

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

F. Raffle Items – This Association will pay a maximum of fifteen dollars (\$15.00) towards raffle items for each member attending convention.

G. Delegates who withdraw from attending after the PSE State deadline for reimbursement, shall pay to the chapter the cost of registration unless an emergency per State Bylaws and at the discretion of the Executive Board.

H. Leadership Training Expo: The chapter will pay for the Thursday hotel costs, but members shall be responsible for meal costs not provided for by Convention.

I. Chapter Leadership will make an annual donation to the Emergency Relief Fund (ERF) separate from the raffle item.



#### Section 3. Legislative Conference.

Any member in good standing may attend this conference. Conference expenses shall be reimbursed as follows:

A. Travel Reimbursement - Those who attend the conference shall receive the current IRS standard mileage rate of reimbursement per mile.

B. Board - The Executive Board will determine on an annual basis whether cost of room(s) will be reimbursed.

C. Registration - This Association will pay the registration fee of any member attending the conference.

D. Meals/Beverages - Meals and beverages not covered by the registration fee shall be the responsibility of the member.

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

# Section 4. Zone Meetings.

Any member in good standing may attend a zone meeting. Zone meeting expenses shall be reimbursed as follows:

A. Travel Reimbursement - Those who attend zone meetings shall be reimbursed for fuel costs with a receipt.

B. Registration - This Association will pay the registration fee of any member attending a zone meeting.

C. Meals/Beverages – Members meals and non-alcoholic beverages not covered by the registration fee shall be paid for by the Association up to the maximum rate of thirty dollars (\$30.00) per day with a receipt that shows what items were purchased.

## ARTICLE XI

### MISCELLANEOUS PROVISIONS

#### Section 1.

This Association shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington/SEIU Local 1948. In cases of conflict between these Bylaws and State Bylaws, State Bylaws will rule.

#### Section 2.

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

Association except to the extent specifically authorized in writing by the Executive Board of this Association and in compliance with the current collective bargaining agreement.

### Section 3.

The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of this Association or Public School Employees of Washington/SEIU Local 1948.

## Section 4.

This chapter shall send to the PSE State Office a list of names, addresses, home email, and phone numbers, together with other information required by PSE, of the chapter's board of trustees and shall notify PSE of all changes in Board Members, and their contact information.

#### Section 5.

This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first approved by the Executive Director of Public School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

### Section 5.1.

Original signed copies of all documents pertaining to issues outlined in Section 5 shall be submitted to the PSE State Office and appropriate copies will be made.

#### ARTICLE XII

**AMENDMENTS** 

# Section 1.

These Bylaws may be amended by a majority vote of the membership; provided that a written notice of the intent to amend any specific provision be given to the membership at least five (5) working days prior to the meeting at which said vote is to be taken.

> Chapter Bylaws Auburn Transportation Chapter



# SIGNATURE PAGE

Kimberly Capitan, Chapter Co-President

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18	Adopted June 1, 1967
19	Amended January 7, 1987
20	Revised May 2, 1989
21	Amended March 21, 1991
22	Amended November 4, 1993
23	Amended March 23, 2000
24	Amended November 20, 2001
25	Amended April 10, 2003
26	Amended June 15, 2005
27	Amended February 14, 2008
28	Amended February 18, 2009
29	Amended June 9, 2009 Amended October 15, 2010
30	Amended December 5, 2018
31 32	Amended December 15, 2020
33	Amended December 13, 2020
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