

CHAPTER BYLAWS

COLVILLE TRANSPORTATION PSE



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

2
3 Employees organize primarily to secure better wages and improve working conditions.

4
5 We hold that they also organize in order to participate in the decisions which affect them at work. One of
6 the fundamental tenets of Democratic government is the consent of the governed.

7
8 We are both employees and citizens.

9
10 Collective bargaining is the expression of citizenship in employment. Participation in the political life of
11 the nation, state, local municipalities, and school district are an aspect of that citizenship.

12
13 In the same way that we are organized to improve the terms and conditions of employment, we are equally
14 dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life.

15
16 We are under a solemn obligation to represent organization members through forceful and effective
17 negotiations with management and conduct internal organization affairs according to democratic
18 standards.

19
20 THEREFORE, we, the classified school employees of Colville Transportation, adopted these Bylaws the
21 29th day of April, 1993.

22
23 **NAME**

24 The name of this organization shall be the Public School Employees of Colville Transportation. This local
25 organization shall be affiliated with and be a chapter of the Public School Employees of
26 Washington/SEIU Local 1948. This organization was chartered by Public School Employees of
27 Washington/SEIU Local 1948 on March 31, 1993. This organization shall continue until a majority of all
28 of the members vote to dissolve the organization.

29
30 **OBJECTIVES AND PURPOSES**

31 The objectives and purposes of this organization are:

- 32
- 33 • To carry out and assist on a local basis the objectives and purposes of the Public School
- 34 Employees of Washington/SEIU Local 1948.
- 35
- 36 • To promote the organization of Public School Employees of Colville Transportation.
- 37
- 38 • To promote the welfare of the membership and the classified employees of the Colville
- 39 Transportation, and to provide a voice in the determination of the terms and conditions of
- 40 employment. We are committed to the process of collective bargaining as a desirable,
- 41 democratic and effective method to achieve this.
- 42
- 43 • To promote and provide systematic and effective employee management through collective
- 44 bargaining; to confer and negotiate in good faith, issues concerning grievance procedures and
- 45 collective negotiations on personnel matters. This includes wages, hours, working conditions,
- 46 vacations, holidays and other conditions of employment for the classified employees of
- 47 Colville Transportation.
- 48

- Both as members and as citizens, we shall employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees from the State Legislators.
- To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

ARTICLE I

MEMBERSHIP

Section 1.1. Eligibility.

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 except as otherwise provided in these Bylaws.

Section 1.1.1

All persons regularly employed by or in Colville Transportation, and who are members of the Public School Employees of Washington/SEIU Local 1948, are eligible for membership in the organization.

Section 1.2. Rights.

To be eligible to vote and hold office, a member must be in good standing. To be in good standing a member must be employed and current in payment of dues. Any member, who is on authorized leave of absence pursuant to the collective bargaining agreement, shall retain the right to vote.

Section.1.2.1.

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 1.2.2.

Members shall have the right to full participation, through discussion and vote, in the decision-making process of the organization and to pertinent information needed for exercising this right.

Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth in Article VIII, Section 8.4 of these bylaws.

Section 1.2.3.

Members shall have an equal right to run and hold office, except those persons determined by the National Labor Relations Board and any other applicable federal or Washington state law to be exempt from membership.

1 **Section 1.2.4.**

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

7 All funds raised at the Colville location will be part of this local organization.
8
9

10 **ARTICLE II**

11 **MEETINGS**
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13

14 **Section 2.1.**

15 General membership meetings of this organization shall be held at least four (4) times annually at a time
16 and place to be fixed by the Board of Trustees.
17

18 **Section 2.2.**

19 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
20 President and signed by twenty percent (20%) of the members of this organization.
21

22 **Section 2.3.**

23 The President shall provide at least five (5) days notification to all members of any meeting called.
24 However, said five (5) days notice may be waived by the Board of Trustees provided that every
25 reasonable effort is employed to notify the membership of the meeting.
26

27 **Section 2.4.**

28 At any meeting of the membership of this organization, each member present shall be entitled to one vote.
29 A member must be present to vote - no proxy vote will be allowed. The number of members present will
30 constitute a quorum.
31
32

33 **ARTICLE III**

34 **BOARD OF TRUSTEES**
35

36 **Section 3.1. Business and Property.**

37 The business and property of this organization shall be managed by a Board of Trustees, except when the
38 meetings of the organization are in session. All matters affecting the purposes, aims and means of
39 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by action
40 of the members at a regular or special meeting shall be decided by the Board of Trustees.
41

42 **Section 3.2. Officers.**

43 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, and a
44 Shop Steward elected by the membership.
45
46
47
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1 **Section 3.3. Term of Office.**

2 The term of office of the trustees of this organization shall be for a period of two (2) years from the date of
3 election, per Article IV.

4
5 **Section 3.4. Board Meetings.**

6 The Board of Trustees shall hold meetings each month or as specified by the Board, and such special
7 meetings as the President or the Board shall deem necessary for the competent management of affairs of
8 the organization. Notices of meetings of the Board of Trustees shall be communicated in writing, email or
9 by voice message no less than twenty-four (24) hours prior to the start of the meeting.

10
11 **Section 3.5. Voting.**

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

15
16 **Section 3.6. Vacancies.**

17 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
18 filled by appointment from the membership by choice of the remaining trustees. In the event that such
19 trustee is an officer, such selection shall be from the membership at large. All other trustees' vacancies
20 shall be filled from the classification of which they are representatives. Such appointee shall service
21 during the unexpired term of the trustee whose position has become vacant.

22
23 **Section 3.7. Unexcused Absences.**

24 Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be due cause for
25 removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
26 absenteeism shall not require the two-thirds vote of membership.

27
28 **Section 3.8. Removal of a Board Member.**

29 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any
30 regular or special meeting of the membership of the organization. Notice of the proposed removal of the
31 trustee must be given to the trustee five (5) days prior to the date of the meeting at which the removal is to
32 be voted upon. Such notice to the trustee must state the cause for the proposed removal.

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36 **ARTICLE IV**

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38 **OFFICERS, NOMINATIONS AND ELECTIONS**

39
40 **Section 4.1.**

41 The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Shop
42 Steward. All officers shall be elected for a term of two (2) years. Officers will assume office in the month
43 of their election. Elections will be held in September of each school year on a date to be set by the Board
44 of Trustees.

45
46 **Section 4.1.1. Odd/Even Years.**

47 The President and Treasurer shall be elected in even numbered years and the Vice President, Shop
48 Steward and Secretary shall be elected in odd numbered years.

1 **Section 4.2.**

2 Nominations may be made by the nominating committee, but whether or not such nominating committee
3 is used, nominations shall be permitted from the floor at the meeting held to elect officers.
4

5 **Section 4.3.**

6 To be eligible for office, a member must be in good standing, and must qualify under the provisions of
7 Article I of these bylaws.
8

9 **Section 4.4.**

10 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
11 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
12 membership prior to the holding of the election. Results will be posted on the bulletin board and the
13 ballots kept on file for one (1) year after which they will be destroyed.
14

15 **Section 4.5.**

16 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee
17 contained in these Bylaws.
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21 **ARTICLE V**

22 **DUTIES OF OFFICERS**

23 **Section 5.1. President.**

24
25 The President shall preside at all meetings of the organization and of the Board of Trustees. The President
26 shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all
27 checks drawn against the fund of the organization; appoint all special committees of the organization
28 subject to the approval of the Board of Trustees; report periodically to the membership regarding the
29 progress and standing of the organization in regard to the President's official acts; perform all other duties
30 as prescribed in the Bylaws and perform such other duties usually inherent in such office.
31
32

33 **Section 5.2. Vice President.**

34 The Vice President shall act for the President in the President's absence and perform such other acts as the
35 President or Board of Trustees may direct. The Vice President may be authorized, by the Board of
36 Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in addition to
37 either the President or Secretary.
38

39 **Section 5.3. Secretary.**

40 It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and
41 perform such other acts as the President and Board of Trustees may direct.
42

43 **Section 5.4. Treasurer.**

44 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;
45 pay all obligations incurred by the organization in payment as authorized by the Board of Trustees;
46 maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be
47 withdrawn only by checks signed by the President and/or Vice President and the Treasurer; and shall
48 render periodical financial reports as required by the Board of Trustees or by the membership; and keep an

1 accurate record of receipts and disbursements; and shall act as custodian of all properties of the
2 organization.

3
4 **Section 5.5. Shop Steward.**

5 It shall be the duty of the Shop Steward to act as spokesperson for the members, bring concerns, desires
6 and needs of the members to the Board of Trustees, and shall file grievances. The Shop Steward shall be
7 responsible, along with the Grievance Committee, in advising an employee about their contractual rights.
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11 **ARTICLE VI**

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13 **MISCELLANEOUS PROVISIONS**

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15 **Section 6.1.**

16 This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws
17 of the Public School Employees of Washington/SEIU Local 1948.
18

19 **Section 6.2.**

20 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as
21 agent for, or otherwise bind this organization in any way whatsoever. No member or group of members or
22 any other person or persons shall have the power to act on behalf of or otherwise bind the organization
23 except to the extent specifically authorized in writing by the President or Board of Trustees of the
24 organization.
25

26 **Section 6.3.**

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

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34 **COMMITTEES AND DELEGATES**

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37 **Section 7.1. Grievance Committee.**

38 A Grievance Committee shall be composed of the President and/or the Vice President and the Shop
39 Steward.
40

41 **Section 7.2. Negotiating Committee.**

42 A Negotiating Committee shall be selected by membership.
43

44 **Section 7.3. Audit Committee.**

45 An Audit Committee may be selected by the Board of Trustees. Any financial audit will be conducted
46 during the month of September.
47
48

1 **Section 7.4. Other or Special Committees.**

2 The Board of Trustees shall designate such special positions/committees as they determine necessary in
3 the carrying out of the objectives and purposes of this organization (such as a membership liaison).
4

5 **Section 7.5. Convention Delegates.**

6 Delegates and alternates to the PSE State Convention shall be elected by the membership at large.
7 Election will be by secret ballot, and will be held at a regular chapter meeting to take place prior to spring
8 break.
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10
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12 **ARTICLE VIII**

13 **AMENDMENTS**
14
15

16 **Section 8.1.**

17 These Bylaws may be amended by a majority vote of membership present at any regular or special
18 meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the
19 membership of the at least five (5) workdays prior to the meeting at which said vote is to be taken.
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24

25 _____ /signed by/

26 Rachel King, Chapter Secretary
27
28

29 _____ August 28, 2014

30 Date
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37 Adopted April 29, 1993

38 Amended January 6, 1999

39 Amended October 30, 2001

40 Amended June 5, 2007

41 Amended October 4, 2013

42 Amended February 7, 2014
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