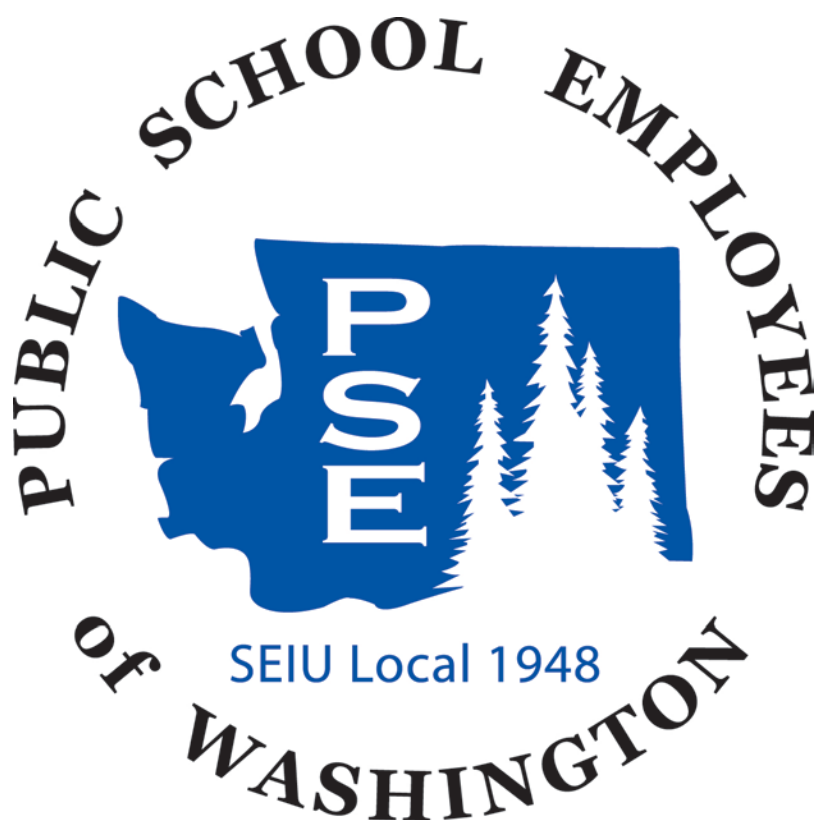


CHAPTER BYLAWS

RICHLAND MAINTENANCE, OPERATION & TRANSPORTATION



Public School Employees Of Washington / SEIU Local 1948

P.O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

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1 **P R E A M B L E**

2
3 **A. NAME**

4 The name of this Chapter shall be Public School Employees of Richland Maintenance
5 Operations and Transportation and shall be an affiliate of Public School Employees of
6 Washington / SEIU Local 1948, a not-for-profit 501(c) 5-labor organization operating under the
7 laws of the State of Washington. Public School Employees of Washington chartered this
8 organization on September 12, 1986.

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

10 It is the mission of Public School Employees of Richland MOT to work closely with Public
11 School Employees of Washington / SEIU Local 1948 to support the membership through
12 collective bargaining and the protection of those rights, promote educational enrichment
13 opportunities, encourage membership growth, and provide quality leadership while working
14 closely with the state legislature in an effort to enact laws which will represent the best interest
15 of all classified school employees in the state of Washington.

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

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

22
23 Through the successful pursuit of our commitment, we expect our services, programs, and
24 activities to achieve a leadership position in representing all classified employees. As a result,
25 PSE, our members, PSE employees, the school district in which we work, and the community
26 in which we live will grow and prosper.

27 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS,**
28 **PERFORMANCE, AND CONDUCT**

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

- 30 • Striving for excellence and demonstrating pride in our work.
 - 31 • Having open, honest communications.
 - 32 • Providing high-quality service.
 - 33 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
34 to be based on trust and concern for the rights and welfare of others.
 - 35 • Embodying honesty and integrity in our conduct and relationships with others.
 - 36 • Treating others fairly, equally and respecting their individual dignity.
 - 37 • Recognizing individual worth.
 - 38 • Supporting creativity, innovation, and constructive changes in the organization.
 - 39 • Demonstrating accountability for our performance, actions, and behavior.
 - 40 • Doing the professional, technical, organizational, and ethically "right" thing as opposed
41 to the easy, popular, or politically expedient thing.
 - 42 • Demonstrating a high level of social responsibility.
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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 Richland School District, and who is a member of Public School Employees of Washington / SEIU Local 1948, is eligible for membership in this Chapter. A classified employee is one whose position does not require a teaching certificate.

Section 1.1.2. Member In Good Standing.

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed and current in payment of dues as are required by these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

ARTICLE II

DUES

Section 2.1. State Dues.

State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

Section 2.1.1. Chapter Rebates.

The Chapter in accordance with the provisions of the state bylaws shall receive dues rebates from the state organization.

Section 2.2. Refunds.

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

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ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

A representative form of government shall govern PSE.

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.

Section 3.5. GOVERNING BODY.

Section 3.5.1. Board.

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

Section 3.5.1.1. Executive Board.

The Executive Board shall consist of the President, Vice President, Secretary, Membership Officer and Treasurer. This body will be the core governing body of the Chapter and shall have the same authority to govern and act on behalf of the membership as the elected Board.

Section 3.5.2. PSE Field Staff.

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

Section 3.6. OPERATING PRINCIPLES.

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

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

2 A positive, constructive, cooperative relationship between the Board of Trustees and the
3 membership is essential to achieving the mission and vision of the organization. Therefore, the
4 board and membership will conduct themselves in a way that promotes mutual trust,
5 demonstrates respect for individual dignity, and displays professionalism. All newly elected
6 officers and trustees will undergo training in grievance procedure and discipline matters. The
7 board shall utilize positive conflict resolution methods and maintain open, honest lines of
8 communication that respect an appropriate chain of command within the Chapter.
9

10 **Section 3.6.2. Media.**

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

19 **MEETINGS**

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21 **Section 4.1.**

22 General membership meetings of this Chapter shall be held at least four (4) times annually at a time
23 and place to be fixed by the membership or the Board of Trustees.
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26 **Section 4.2.**

27 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
28 President and signed by twenty percent (20%) of the members in good standing of this Chapter.
29

30 **Section 4.3.**

31 The President shall provide at least five (5) days notification to all members of any meeting called.
32 However, said five (5) days notice may be waived by the Board of Trustees provided that every
33 reasonable effort is employed to notify the membership of the meeting.
34

35 **Section 4.4.**

36 At any meeting of the membership of this Chapter, each member in good standing present shall be
37 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A simple
38 majority of those present will constitute a quorum.
39

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

41 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
42 be called upon motion of a majority of the members of the Board of Trustees to the President. A
43 majority of the members of the Board of Trustees shall constitute a quorum.
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1 **Section 4.6.**

2 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this
3 Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
4 state bylaws, these bylaws and with any special rules of order this Chapter may adopt.
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8 **ARTICLE V**

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10 **BOARD OF TRUSTEES**
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12 **Section 5.1.**

13 The Board of Trustees shall be composed of the President, Vice President, Secretary, Membership
14 Officer, Treasurer, and a unit representative (herein known as a trustee) elected by the unit from each
15 classification of employees of the school district if represented by the local Public School Employees
16 organization.
17

18 **Section 5.2.**

19 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
20 board shall deem necessary for the competent management of affairs of the Chapter.
21

22 **Section 5.3.**

23 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
24 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
25 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
26 quorum.
27

28 **Section 5.4. Duties.**

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30 **Section 5.4.1. President.**

31 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The
32 President shall be made aware of, and supervise all activities of the Chapter; execute all
33 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
34 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The
35 President shall appoint all special committees not otherwise provided for in the bylaws of the
36 Chapter, the President may appoint members to fill vacancies on any committee subject to the
37 approval of the Board of Trustees, and serve as an ex-officio member of all committees. The
38 President shall report periodically to the membership regarding the progress and standing of the
39 Chapter in regard to the President’s official acts; and performs all other duties of the office.
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1 **Section 5.4.2. Vice President.**

2 The Vice President shall provide such assistance to the President as requested. He/she shall
3 serve as chairperson or co-chairperson, with another Executive Board member of the Grievance
4 Committee, and shall, in the absence of the President, perform duties of that office. In the case
5 of permanent disability or resignation of the President, he/she shall succeed to that office for the
6 unexpired portion of the current term of office.

7
8 **Section 5.4.3. Secretary.**

9 The Secretary shall ensure that the minutes of general membership meetings and Board of
10 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of
11 the Chapter, the Board of Trustees, and to perform such other official functions as the President
12 and Board of Trustees may direct.

13
14 **Section 5.4.4. Membership Officer.**

15 It shall be the duty of the Membership Officer to maintain a current and accurate list of
16 members of the Chapter in coordination with the membership information section at PSE state
17 headquarters; ensure that all members are paying dues; render periodical membership reports as
18 required by Public School Employees of Washington; and perform such other official functions
19 as the President and Board of Trustees may direct.

20
21 **Section 5.4.5. Treasurer.**

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

32
33 **Section 5.4.6. Steward/Site Representative.**

34 A Steward/Site Representative shall represent the classification of employees that elected them
35 and express to the Executive Board and the Board the needs, desires, and concerns of the
36 members in their classification. They will be responsible, along with the Grievance Committee,
37 in advising an employee about their contractual rights. Each Steward/Site Representative shall
38 attend one (1) union governing class per year.

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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. Nominations shall be accepted for all elected positions between April 1st and April 15th, and then posted on all Union Bulletin Boards by April 16th. If no nominations have been received for any elected position, the Board is open to search out nominees until April 30th, and then these nominees are to be posted on all Union Bulletin Boards on May 1st.

Elections shall be held at the May Chapter Meeting for all members. At this meeting and prior to the election process, Nominators will have two (2) minutes to speak as to why they nominated a member for an elected position. Nominees will have three (3) minutes to speak on their qualifications and why they want to be elected. Elections shall be conducted by secret written ballot and certified by the Chapter Secretary.

Section 6.2.

Members in good standing 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 each year during the month of May. Convention delegates will be elected each year. Terms of all other offices shall be two years to take effect June 1. The President, Treasurer and Membership Officer will be elected in odd numbered years. The Vice President, Secretary and classification Stewards will be elected in even numbered years.

Section 6.4.

Nominations shall be permitted from the floor at the M ay meeting held for elections.

Section 6.5.

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 6.5.1.

Only members in good standing shall be eligible to vote for the positions of President, Vice President, Secretary, Membership Officer, Treasurer and Convention Delegates. In the election of a Trustee (Steward), only members in good standing within the classification of employees that the Trustee will represent shall be allowed to vote.

Section 6.6.

Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained in these bylaws.

1 **Section 6.7.**

2 Any member of the Board of Trustees may be removed from office by a two thirds (2/3) vote of the
3 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
4 must be given to the Board of Trustee member at least five (5) working days prior to the date of the
5 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
6 removal.

7
8 **Section 6.8.**

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

14
15 **Section 6.9.**

16 The Board of Trustees in accordance with the procedures set forth below shall fill a vacancy in any
17 position, except that of President.

18
19 **Section 6.9.1.**

20 In the event the President cannot serve the remainder of his/her current term, the Vice President
21 shall serve as President for the completion of the term.

22
23 **Section 6.9.2.**

24 In the event of a vacancy in the office of Vice President, Secretary, Membership Officer, or
25 Treasurer, all members shall be notified of the vacancy and nominations solicited for the
26 position. Nominations shall be accepted for a period of twenty (20) calendar days following the
27 notification to members. The President, at his/her discretion, may either call a special meeting
28 of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board meeting.
29 Each candidate for the position may submit a letter, or have three (3) minutes to address the
30 board prior to the vote to describe their qualifications and reasons they are seeking the position.

31
32 **Section 6.9.3.**

33 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
34 occurs; provided, however, that when vacancies occur in the office of trustee, the President
35 shall direct that a classification meeting be held and that the classification elect a successor for
36 the remainder of the vacant term. Election of the successor will be by a simple majority of
37 votes cast.

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41 **ARTICLE VII**

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43 **MISCELLANEOUS PROVISIONS**

44 **Section 7.1.**

45 Local Chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall
46 always supersede local bylaws where conflict exists.

1 **Section 7.2.**

2 This Chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees
3 and members, together with other information required by PSE and shall notify PSE of all changes in
4 board members, members, and addresses.

5
6 **Section 7.3.**

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

15
16 **Section 7.3.1.**

17 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
18 submitted to the regional service center, which will then forward the original to state
19 headquarters after appropriate copies have been made.

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23 **ARTICLE VIII**

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25 **COMMITTEES AND DELEGATES**

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27 **Section 8.1. Grievance Committee.**

28 A Grievance Committee shall be composed of the Chapter Vice President, their designee as
29 chairperson and a minimum of three (3) Chapter Stewards and/or Chapter members, each representing
30 a different classification of employees in the Chapter, but not to exceed a total of five (5)
31 Stewards/Chapter members on the committee. All committee members shall be responsible for
32 advising members of their rights as outlined in the State By-laws, Article XIV, State Grievance Panel.

33
34 The Chapter Vice-President, working directly with the Chapter member and the PSE Representative,
35 will determine as to how far they will proceed with the member's grievance. If at any step in the
36 grievance process, the Vice-President decides that the grievance will not be taken any further, The
37 Chapter member has the right to request a review by the Grievance Committee, including a personal
38 presentation by the member.

39
40 The Grievance Committee shall review for validation any grievances going to Step 3 between the
41 Chapter Member(s) and the management of Richland School District.

42
43 **Section 8.2. Negotiating Committee and Sub-Committee.**

44 A Negotiating Committee shall consist of the President and one (1) representative elected by each
45 classification. This Committee will represent the interests of all classifications and shall work with the
46 membership and the PSE field representative in developing proposals and negotiating agreements.

1 **Section 8.3. Scholarship Committee.**

2 A Scholarship Committee shall be appointed by the Board of trustees to evaluate and award a yearly
3 Chapter scholarship to a graduating senior of any member in good standing.

4
5 **Section 8.6. Annual Convention Delegates.**

6 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
7 the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE
8 State Bylaws.

9
10 **Section 8.7. Audit Committee.**

11 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
12 Chapter.

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14 **Section 8.8. Other Or Special Committees.** The Board of Trustees shall designate such special
15 committees as they determine necessary in the carrying out of the objectives and purposes of this
16 Chapter.

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20 **ARTICLE IX**
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22 **AMENDMENTS**
23

24 **Section 9.1.**

25 These bylaws may be amended by a majority vote of the members present at any regular or special
26 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
27 members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote
28 is to be taken.

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32 BY: _____ Signed By _____
33 Vanessa Godfrey, Chapter Secretary
34

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36 DATE: _____ February 19, 2014
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40 Adopted by the membership October 4, 1986
41 Amended by the membership April 2, 1992
42 Amended by the membership September 15, 2002
43 Amended by the membership March 25, 2010
44 Amended by the membership March 6, 2011
45 Amended by the membership October 4, 2013
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