

CHAPTER BYLAWS

SUNNYSIDE TRANSPORTATION



Public School Employees of Washington/SEIU Local 1948

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P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Sunnyside Transportation and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This organization was chartered on April 19, 2001.

B. MISSION - OUR PURPOSE FOR EXISTING

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

C. VISION - WHAT WE STRIVE TO ACHIEVE

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

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

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

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically "right" thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

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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 Sunnyside School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, Sunnyside Transportation, 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 PSE State Office as outlined in the State Bylaws.

Section 2.1.1. Chapter Rebates.

Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of the state bylaws.

Section 2.1.2. Local Dues.

In addition to state dues, local chapter members will pay two dollars (\$2.00) monthly contribution to the local chapter. This contribution will be payroll deducted and is non-refundable. Local dues will be used for the following purposes:

1. Administrative supplies to run the chapter to include but not limited to stamps, stationary, laptop, filing and storage equipment etc.
2. Supplies for the good of the order such as cards, refreshments, stipends, awards, etc.
3. Activities to establish and promote the good name and standing within our community, district, and state. Such activities may include but not limited to food drives, national night out, health and safety fair, parades, charity fund raising, trunk or treat, preschool bus trainings, scholarships, etc.

Chapter executive board shall have the authority by majority vote of the executive board to use funds for up to seventy-five dollars (\$75.00) a year for office supplies. All other disbursements



1 and disbursement suggestions shall require a majority vote of membership at the regularly
2 scheduled monthly chapter meeting.

3 Local dues shall be accounted for separately from state due refunds.

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5 **Section 2.2. Refunds.**

6 Membership dues are not refundable except where an error resulting in an overpayment exists.
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10 **ARTICLE III**

11 **GOVERNANCE AND OPERATIONS**

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14 **Section 3.1.**

15 PSE shall be governed by a representative form of government.
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17 **Section 3.2.**

18 Members shall suffer no impairment of freedom of speech concerning the operations of this
19 organization. Active discussions of organization affairs shall be encouraged and protected within this
20 organization.
21

22 **Section 3.3.**

23 Members shall have the right to a full and clear accounting of all organizational funds. At all levels,
24 such accounting shall include, but not be limited to, periodical reports to the membership by
25 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
26 and a financial audit at least once a year which is made available to all members.
27

28 **Section 3.4.**

29 Members shall have the right to full participation, through discussion and vote, in the decision-making
30 processes of the organization and to pertinent information needed for the exercises of this right.
31

32 **Section 3.5. GOVERNING BODY.**

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34 **Section 3.5.1. Board of Trustees.**

35 Except when general meetings of the chapter are in session, the business and property of this
36 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
37 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
38 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically
39 provided for in these bylaws or by action of the members at a regular or special meeting.
40

41 **Section 3.5.2. PSE Field Staff.**

42 PSE field staff shall work closely with the chapter in an advisory position. All decisions
43 governing the business of the local chapter shall be the sole responsibility of the elected
44 officials and membership of the chapter.
45

46 **Section 3.6. OPERATING PRINCIPLES.**

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

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

3 A positive, constructive, cooperative relationship between the Board of Trustees and the
4 membership is essential to achieving the mission and vision of the organization. Therefore, the
5 board and membership will conduct themselves in a way that promotes mutual trust,
6 demonstrates respect for individual dignity, and displays professionalism. The board shall
7 utilize positive conflict resolution methods and maintain open, honest lines of communication
8 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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22 **Section 4.1.**

23 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
24 place to be fixed by the membership or the Board of Trustees.
25

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.
38

39 **Section 4.4.1.**

40 Only members in good standing may attend meetings in which contract changes or ratification
41 are discussed and voted on.
42

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

44 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also
45 be called upon motion of a majority of the members of the Board of Trustees to the President. A
46 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 PSE Simplified Parliamentary Procedures shall govern
3 this chapter in all cases to which they are applicable and in which they are not inconsistent with the
4 PSE 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**
11

12 **Section 5.1.**

13 The Board of Trustees shall be composed of the President, Vice President, Secretary, Membership
14 Officer, (optional at the discretion of the Board), Treasurer, and a Unit Representative (herein known
15 as a Trustee).
16

17 **Section 5.2.**

18 The term of office shall be for a period of two (2) years, or until their successors are elected.
19

20 **Section 5.3.**

21 The Board of Trustees shall hold regular meetings, and such special meetings as the President or The
22 Board shall deem necessary for the competent management of affairs of the Chapter.
23

24 **Section 5.4.**

25 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
26 All voting at meetings of the Board of Trustees shall be by each member present in person and voting
27 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
28 quorum.
29

30 **Section 5.5. Duties.**

31 **Section 5.5.1. President.**

32 The President shall preside at all meetings of the chapter and of the Board of Trustees. The
33 President shall be made aware of and supervise all activities of the chapter; execute all
34 instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the
35 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The
36 President shall appoint all special committees not otherwise provided for in the bylaws of the
37 chapter, subject to the approval of the Board of Trustees, and serve as an Ex-Officio member of
38 all committees. The President shall report periodically to the membership regarding the
39 progress and standing of the chapter in regard to the President's official acts; and perform all
40 other duties of the office.
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43 **Section 5.5.2. Vice President.**

44 The Vice President shall provide such assistance to the President as requested; serve as
45 chairperson of the Grievance Committee; shall, in the absence of the President, perform duties
46 of that office; and in the case of permanent disability or resignation of the President, shall
47 succeed to that office for the unexpired portion of the current term of office.
48

1 **Section 5.5.3. Secretary.**

2 The Secretary shall ensure that the minutes of general membership meetings and Board of
3 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of
4 the chapter, the Board of Trustees, and to perform such other official functions as the President
5 and Board of Trustees may direct.
6

7 **Section 5.5.4. Membership Officer.**

8 It shall be the duty of the Membership Officer to maintain a current and accurate list of
9 members of the chapter in coordination with the membership information section at PSE State
10 Headquarters; ensure that all members are paying dues; render periodical membership reports
11 as required by Public School Employees of Washington/SEIU Local 1948; and perform such
12 other official functions as the President and Board of Trustees may direct.
13

14 **Section 5.5.5. Treasurer.**

15 The Treasurer shall receive and be accountable for all funds and monies belonging to the
16 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;
17 keep an accurate record of receipts and disbursements; and maintain bank accounts and
18 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
19 checks signed by the President and/or Vice President and the Treasurer. The Treasurer shall
20 render periodical financial reports as required by the Board of Trustees, the membership, or
21 Public School Employees of Washington/SEIU Local 1948 to ensure that the chapter is in
22 compliance with all laws and regulations required by the Internal Revenue Service and the
23 Department of Labor. The fiscal year for all financial reports shall be from September 1 to
24 August 31 of the following year, inclusive. The Treasurer shall act as custodian of all
25 properties of the chapter.
26

27 **Section 5.5.6. Trustee/Shop-Steward.**

28 A Trustee/Shop Steward shall represent the classification of employees which elected them and
29 express to the Board of Trustees the needs, desires, and concerns of the members in their
30 classification. They will be responsible, along with the Grievance Committee, in advising an
31 employee about their contractual rights.
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35 **ARTICLE VI**

36 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

37 **Section 6.1.**

38 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
39 ten (10) working days notice of nominations and elections, and equal opportunities for competing
40 candidates to state their qualifications and reasons for seeking office to the chapter membership.
41 Elections shall be conducted by secret written ballot and certified by the chapter Secretary.
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45 **Section 6.2.**

46 Members shall have an equal right to run and hold office, except those persons set forth in
47 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
48 state regulatory agencies as being a “supervisory employee.”



1 **Section 6.3.**

2 Elections shall be held during the month of May. Terms of office shall be from September 1 through
3 August 31.

4
5 **Section 6.4.**

6 Nominations may be made by the nominating committee, but whether or not such nominating
7 committee is used, nominations shall be permitted from the floor at the meeting held for the election.

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9 **Section 6.5.**

10 To be eligible, a member must be in good standing for one (1) year immediately preceding the
11 election, except in the initial election held in this organization.

12
13 **Section 6.6.**

14 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
15 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days
16 advance notice shall be given the membership prior to the holding of the election.

17
18 **Section 6.6.1.**

19 All members of the Chapter shall be eligible to vote for the positions of President,
20 Vice President, Secretary, Membership Officer, and Treasurer.

21
22 **Section 6.7.**

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

25
26 **Section 6.8.**

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

32
33 **Section 6.9.**

34 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
35 for removal of the member by the Board of Trustees. Removal of a board member because of
36 excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.

37
38 **Section 6.10.**

39 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
40 accordance with the procedures set forth below:

41
42 **Section 6.10.1.**

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

45
46 **Section 6.10.2.**

47 In the event of a vacancy in the office of Vice President, Secretary, Membership Officer, or
48 Treasurer, all members shall be notified of the vacancy and nominations solicited for the

1 position. Nominations shall be accepted for a period of twenty (20) calendar days following
2 the notification to members. The President, at his/her discretion, may either call a special
3 meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board
4 meeting. Each candidate for the position may submit a letter or have three (3) minutes to
5 address the board prior to the vote to describe their qualifications and reasons they are seeking
6 the position.
7

8 **Section 6.10.3.**

9 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
10 occurs; provided, however, that when vacancies occur in the office of Trustee, the President
11 shall direct that a meeting be held and that the members elect a successor for the remainder of
12 the vacant term. Election of the successor must be by majority vote. In the event that more
13 than two candidates run for the office, the candidate with the lowest vote total will be dropped
14 from the ballot after each round of voting until one candidate receives a majority of the votes
15 cast.
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18 **ARTICLE VII**

19 **MISCELLANEOUS PROVISIONS**
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22 **Section 7.1.**

23 Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State bylaws shall
24 always supersede local bylaws where conflict exists.
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27 **Section 7.2.**

28 This chapter shall send to the PSE State Office a list of names and addresses of its Board of Trustees
29 and members, together with other information required by PSE and shall notify PSE of all changes in
30 board members, members, and addresses.
31

32 **Section 7.3.**

33 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
34 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
35 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
36 agreement which would affect the rights of employees represented by PSE, nor any agreement
37 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
38 agent, unless such agreement is first reviewed and approved by the Executive Director of Public
39 School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the
40 Executive Director may be appealed to the Board of Directors.
41

42 **Section 7.3.1.**

43 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
44 submitted to the Regional Office, who will then forward the original to state headquarters after
45 appropriate copies have been made.
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ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and two (2) members at large in the chapter; and shall be responsible for advising members of their rights as outlined in the PSE State Bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of the Board of Trustees and shall work with the PSE Field Representative in developing proposals and negotiating agreements.

Section 8.3. Annual Convention Delegates.

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

Section 8.4. Audit Committee.

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

Section 8.5. Other or Special Committees.

The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this chapter.

ARTICLE IX

AMENDMENTS

Section 9.1. These bylaws may be amended by a majority vote of the members at any regular or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the members at least five (5) days prior to the meeting at which said vote is to be taken.

BY: _____ /Signed by/
Cher Morrow, Chapter Secretary

DATE: _____ 5/13/21 _____

Adopted by the membership on the 19th day of May 2001.
Amended by the membership on the 13th day April 2021.

