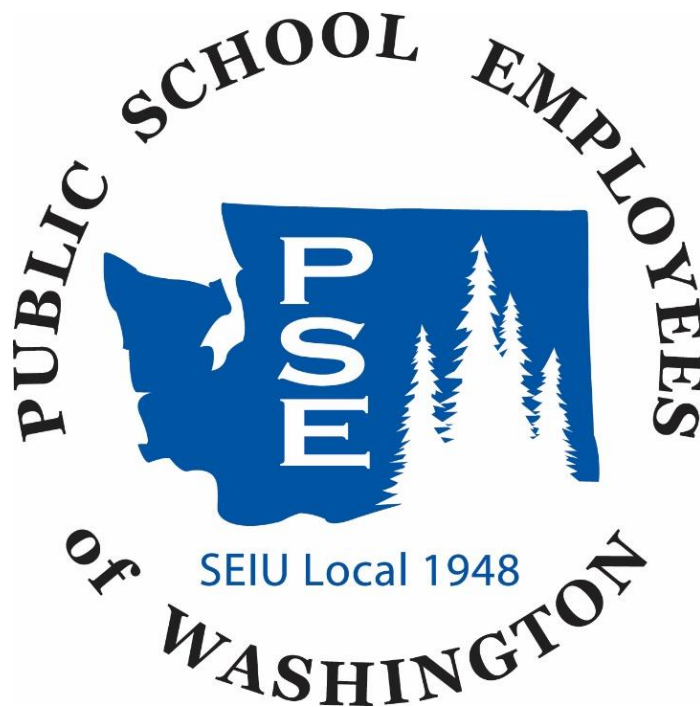


CHAPTER BYLAWS

WENATCHEE BUS DRIVERS



Public School Employees of Washington/SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

www.pseclassified.org

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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 Wenatchee (Bus Drivers) 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 by Public School Employees of Washington on July 11, 1974.

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

It is the mission of Public School Employees of Wenatchee (Bus Drivers) 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, gender, or political belief, shall be eligible for membership.

Section 1.2. Active Member.

Any classified school employee who is regularly employed by or for the Wenatchee School District, and who is a member of Public School Employees of Washington/SEIU Local 1948 (Bus Drivers), is eligible for membership in this chapter. A classified employee is one whose position does not require a teaching certificate.

Section 1.3. Member In Good Standing.

To be eligible to vote, to hold office, and to serve on any committee, 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; provided, however, that persons who are paying dues through a system of regular payroll deduction shall, for as long as they continue to pay through such payroll deduction, be considered to be in good standing.

Section 2.2. Chapter Rebates.

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

Section 2.3. Local Dues.

Local membership dues with a minimum of ten dollars (\$10.00) per year shall be voluntary.

Section 2.4. Refunds.

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

ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

Public School Employees of Wenatchee Bus Drivers shall be governed by a representative form of government.



1 **Section 3.2.**

2 Members shall suffer no impairment of freedom of speech concerning the operations of this organization.
3 Active discussions of organization affairs shall be encouraged and protected within this organization.
4

5 **Section 3.3.**

6 Members shall have the right to a full and clear accounting of all organizational funds. At all levels such
7 accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal
8 officers or by independent auditors not otherwise connected with the organization, and a financial audit at
9 least once a year which is made available to all members.
10

11 **Section 3.4.**

12 Members shall have the right to full participation, through discussion and vote, in the decision-making
13 processes of the organization and to pertinent information needed for the exercises of this right.
14

15 **Section 3.5. GOVERNING BODY.**

16 **Section 3.5.1. Board of Trustees.**

17 Except when general meetings of the chapter are in session, the business and property of this chapter
18 shall be managed by the Board of Trustees. The authority to govern and act on behalf of the
19 membership is vested in the elected Board of Trustees who shall decide all matters affecting the
20 purposes, aims and means of accomplishing the purposes of this chapter, not specifically provided
21 for in these bylaws or by action of the members at a regular or special meeting.
22
23

24 **Section 3.6. Operating Principles.**

25 In order to provide the chapter with the highest quality direction and management possible, the following
26 operating principles shall guide the Board of Trustees.
27

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

29 A positive, constructive, cooperative relationship between the Board of Trustees and the membership
30 is essential to achieving the mission and vision of the organization. Therefore, the board and
31 membership will conduct themselves in a way that promotes mutual trust, demonstrates respect for
32 individual dignity, and displays professionalism. The board shall utilize positive conflict resolution
33 methods and maintain open, honest lines of communication that respect an appropriate chain of
34 command within the chapter.
35

36 **ARTICLE IV**

37 **MEETINGS**

38 **Section 4.1.**

39 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the president
40 and signed by twenty percent (20%) of the members in good standing of this chapter.
41

42 **Section 4.2.**

43 The president shall provide at least five (5) business days notification to all members of any meeting called.
44 However, said five (5) business days notice may be waived by the Board of Trustees provided that every
45 reasonable effort is employed to notify the membership of the meeting.
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1 **Section 4.3.**

2 All matters affecting the purposes, aims and means of accomplishing the purposes of this chapter, not
3 specifically provided for in these bylaws shall be conducted at general chapter meetings. A minimum of ten
4 (10) members must be present to constitute a quorum before any chapter business may be transacted. At any
5 meeting of the membership of this chapter, each member in good standing shall be entitled to one (1) vote.
6 No proxy vote or absentee voting will be allowed. All voting will be decided by a majority vote of the votes
7 cast by members in good standing.
8

9 **Section 4.4.**

10 The election of officers and delegates, any disbursement from chapter funds of one hundred dollars
11 (\$100.00) or more, any bylaw or contractual changes, and any other business that the Board of Directors may
12 deem appropriate shall be issues requiring voting by secret ballot. ***Members must be present to vote at the***
13 ***meeting.*** The Voting Officer will provide a ballot to each member present. All ballot voting will be decided
14 by a majority vote of the votes cast by chapter members in good standing.
15

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

17 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also be
18 called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the
19 members of the Board of Trustees shall constitute a quorum.
20

21 **Section 4.6.**

22 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this
23 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE state
24 bylaws, these bylaws and with any special rules of order this chapter may adopt.
25

26 **Section 4.7.**

27 If the president deems that circumstances preclude in-person gatherings, and subject to the other Sections in
28 this Article, all meetings of this chapter may be conducted via internet video conferencing, provided that the
29 internet video conferencing platform is accessible to every member in good standing who wants to attend.
30
31

32 **ARTICLE V**

33 **BOARD OF TRUSTEES**

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36 **Section 5.1.**

37 The Board of Trustees shall be composed of the president, vice president, secretary, treasurer, membership
38 officer, and a unit representative elected by the unit from each classification of employees of the school
39 district if represented by the Public School Employees of Wenatchee Bus Drivers.
40
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42 **Section 5.2.**

43 The term of office shall be for a period of one (1) year, from the date of election, not to exceed five (5) years
44 consecutively.
45

46 **Section 5.3.**

47 The Board of Trustees shall hold monthly meetings during the academic school year, and such special
48 meetings as the president or the board shall deem necessary for the competent management of affairs of the
49 Chapter.



1 **Section 5.4.**

2 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board. All
3 voting at meetings of the Board of Trustees shall be by each member present in person and voting by proxy
4 shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.
5

6 **Section 5.5. Duties.**

7 **Section 5.5.1. President.**

8 The president shall preside at all meetings of the chapter and of the Board of Trustees. The president
9 shall be made aware of and supervise all activities of the chapter; execute all instruments in its
10 behalf; with the advice and consent of the Board of Trustees, to achieve the mission, vision, goals,
11 and objectives of the chapter. The president shall appoint all special committees not otherwise
12 provided for in the bylaws of the chapter, subject to the approval of the Board of Trustees, and serve
13 as an ex-officio member of all committees. The president shall report periodically to the membership
14 regarding the progress and standing of the chapter in regard to the president's official acts; and
15 perform all other duties of the office *and attend Zone Council meetings.*
16

17 **Section 5.5.2. Vice President.**

18 The vice president shall provide such assistance to the president as requested; serve as chairperson of
19 the Grievance Committee; Voting Officer; shall, in the absence of the president, perform duties of
20 that office; and in the case of permanent disability or resignation of the president, shall succeed to
21 that office for the unexpired portion of the current term of office.
22

23 **Section 5.5.3. Secretary.**

24 The secretary shall ensure that the minutes of general membership meetings and Board of Trustee
25 meetings are duly recorded. It shall be the duty of the secretary to keep all records of the chapter,
26 Board of Trustees, and to perform such other official functions as the president and Board of Trustees
27 may direct. The secretary shall act as custodian of all properties of the chapter.
28

29 **Section 5.5.4. Treasurer.**

30 The treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay
31 all obligations incurred by the chapter as authorized by the Board of Trustees; keep an accurate
32 record of receipts and disbursements; and maintain bank accounts and depositories designated by the
33 Board of Trustees. Such money shall be withdrawn only by checks signed by the president and/or
34 vice president and the Secretary and/or Treasurer. The treasurer shall render periodical financial
35 reports as required by the Board of Trustees, the membership, or Public School Employees of
36 Washington/SEIU Local 1948 to ensure that the chapter is in compliance with all laws and
37 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year
38 for all financial reports shall be from September 1 to August 31 of the following year, inclusive.
39

40 **Section 5.5.5. Membership Officer.**

41 It shall be the duty of the membership officer to obtain and post a current and accurate list of
42 members of the chapter in coordination with the membership information section at PSE state
43 headquarters; ensure that all members are paying dues; render periodical membership reports as
44 required by Public School Employees of Washington/SEIU Local 1948; and perform such other
45 official functions as the president and Board of Trustees may direct.
46

47 **Section 5.5.6. Unit Representative.**

48 A unit representative shall represent the classification of employees which elected them and express
49 to the Board of Trustees the needs, desires, and concerns of the members in their classification. They

1 will be responsible, along with the Grievance Committee, in advising an employee about their
2 contractual rights and assists in the grievance process.
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5 6 ARTICLE VI

7 8 ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES 9

10 **Section 6.1.**

11 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes ten
12 (10) working days notice of nominations and elections, and equal opportunities for competing candidates to
13 state their qualifications and reasons for seeking office to the chapter membership. The voting officer will
14 oversee the ballot process. Elections shall be conducted by secret written ballot and certified by the chapter
15 secretary.
16

17 **Section 6.2.**

18 Members shall have an equal right to run and hold office, except those persons set forth in
19 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state
20 regulatory agencies as being a “supervisory employee.”
21

22 **Section 6.3.**

23 Elections shall be held during the month of September. Terms of office shall be from date of election until
24 successors are elected.
25

26 **Section 6.4.**

27 Nominations may be made by a nominating committee, from the floor at a general meeting, or in a written
28 communication to the president. Members may self-nominate. All nominations must be made at least twelve
29 (12) working days prior to the general meeting in which elections are scheduled to be held.
30

31 **Section 6.5.**

32 To be eligible for office, a member must be in good standing for one (1) year immediately preceding the
33 election.
34

35 **Section 6.6.**

36 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
37 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days advance
38 notice shall be given the membership prior to the holding of the election.
39

40 **Section 6.6.1.**

41 All members of the Chapter shall be eligible to vote for the positions of President, Vice President,
42 Secretary, Treasurer and Membership Officer. In the election of a Unit Representative, only members
43 in the classification of employees that the Unit Representative will represent shall be allowed to vote.
44

45 **Section 6.7.**

46 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained in
47 these bylaws.
48
49

1 **Section 6.8.**

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 must be
4 given to the Board of Trustee member at least five (5) working days prior to the date of the meeting at which
5 the removal is to be voted upon. Such notice must state the cause for the proposed removal.
6

7 **Section 6.9.**

8 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for
9 removal of the member by the Board of Trustees. Removal of a board member because of excessive
10 absenteeism shall not require the two-thirds (2/3) vote of the membership.
11

12 **Section 6.10.**

13 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in accordance
14 with the procedures set forth below:
15

16 **Section 6.10.1.**

17 In the event the president cannot serve the remainder of his/her current term, the vice president shall
18 serve as president for the completion of the term.
19

20 **Section 6.10.2.**

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

29 **Section 6.10.3.**

30 Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs;
31 provided, however, that when vacancies occur in the office of unit representative, the president shall
32 direct that a classification meeting be held, and that the classification elect a successor for the
33 remainder of the vacant term. Election of the successor must be by majority vote. In the event that
34 more than two candidates run for the office, the candidate with the lowest vote total will be dropped
35 from the ballot after each round of voting until one candidate receives a majority of the votes cast.
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39 **ARTICLE VII**

40 **MISCELLANEOUS PROVISIONS**

41 **Section 7.1.**

42 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always
43 supersede local bylaws where conflict exists.
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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 and
3 members, together with other information required by PSE and shall notify PSE of all changes in board
4 members, members, and addresses.

5
6 **Section 7.3.**

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

14
15 **Section 7.3.1.**

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

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22 **ARTICLE VIII**

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24 **COMMITTEES AND DELEGATES**

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26 **Section 8.1. Grievance Committee.**

27 A Grievance Committee shall be composed of the vice president, unit representative, and one (1) member in
28 good standing appointed by the President; and shall be responsible for advising members of their rights as
29 outlined in the state bylaws, State Grievance Panel.

30
31 **Section 8.2. Negotiating Committee.**

32 A Negotiating Committee shall be comprised of the President, another member of the Board of Trustees
33 selected by the Board of Trustees, a member selected by the President, and two (2) members-at-large elected
34 by the general membership. Elections shall be held by the end of the month of October of the last school year
35 of the current contract. The current members will remain in office until the end of the current contract.

36
37 **Section 8.3. Governmental Relations Committee.**

38 The Governmental Relations Committee shall work as a liaison between chapter members and the zone
39 representative on the state PSE Legislative Council. Names and address of all committee members shall be
40 submitted to Public School Employees of Washington/SEIU Local 1948, and PSE shall be notified of any
41 changes in members or addresses.

42
43 **Section 8.4. Annual Convention Delegates.**

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

47
48 **Section 8.5. Audit Committee.**

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



1 **Section 8.6. Other or Special Committees.**

2 The President or Board of Trustees shall designate such special committees as they determine necessary in
3 the carrying out of the objectives and purposes of this chapter.
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ARTICLE IX
AMENDMENTS

11 **Section 9.1.**

12 These bylaws may be amended by a majority of the votes cast of the general chapter membership, by secret
13 written ballot; provided, that notice of intent to amend the bylaws be given to the members of the chapter at
14 least ten (10) working days prior to the vote.
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BY: _____ /Signed by/
Dwain Simpson, Chapter President

DATE: _____ 9/8/2022

- 32 Adopted July 11, 1974
- 33 Amended April 22, 1981
- 34 Amended February 23, 1998
- 35 Amended November 30, 2000
- 36 Amended February 16, 2001
- 37 Amended May 15, 2001
- 38 Amended February 14, 2003
- 39 Amended February 9, 2006
- 40 Amended March 20, 2008
- 41 Amended September 2, 2010
- 42 Amended January 22, 2018
- 43 Amended September 8, 2022

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