

BY-LAWS FOR THE KING COUNTY DNR/WTD CHAPTER OF SEIU, LOCAL 925

SUBORDINATION CLAUSE

The By-Laws of this chapter as set forth and any amendments hereto, shall at all times be subordinate to the Service Employees International Union and Local 925 Constitutions and By-Laws. If any conflict should arise between these By-Laws or any amendments thereto, the provisions of the International and Local 925 Constitutions and By-Laws shall take precedence.

The By-Laws set forth in this document and any amendments to it shall not supersede or supplant the legal processes and responsibilities of SEIU International and Local 925 to its membership with regard to contract negotiations, grievance processing, and any and all other matters legally due its membership.

OFFICERS

The Officers of the chapter shall be a President, two Vice Presidents, and the Council of Shop Stewards.

All chapter Shop Stewards, by virtue of their office, shall be members of the Council of Shop Stewards.

Union Staff Representative

The Union Staff Representative will be a resource for Shop Stewards and a communication link between the Unit and SEIU Local 925. The SEIU Local 925 assigns the Union Staff Representative. If asked by the Local to assist in the selection process, Officers of the unit will assign the Union Staff Representative to the chapter.

Chapter President

The chapter President shall be a Shop Steward and the principal officer of this chapter and shall supervise and conduct all the business and affairs of the chapter not assigned to Local 925 staff by the SEIU, Local 925 president.

The chapter President shall have the right to delegate or appoint any ~~Unit~~ Union Member in good standing to a position of responsibility that is normally reserved for or conducted by the chapter President.

The term of the office of the will be three (3) years. There is no limit to the number of terms an individual may serve as the chapter President, as long as the individual receives the most votes during the normal election process. The new chapter President will take office one (1) year prior to contract expiration.

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The Office of chapter President is open to all Union Members in good standing with at least twelve (12) months acting as Shop Steward prior to the election. This length of service may be waived by the Council of Shop Stewards on a case by case basis by super majority, 75%. Each candidate must submit, at least one month prior to the election, a "Letter of Interest" to the current Union Staff Representative. The Letter of Interest shall clearly state who is seeking the Office of chapter President, the reasons why the office is sought, and a letter of support from the members of the business team that the individual seeking office is currently part of.

The chapter President shall be elected to office by balloting of all union members in good standing. The most votes shall select the candidates to fill the office chapter President. In case of a tie, those candidates involved in the tie will have a run off election of the general membership in good standing until a sole candidate is selected.

If the chapter President decides to resign from office, a "Letter of Resignation" must be given to the current Union Staff Representative. The Letter of Resignation should state a brief reason for the resignation, be signed by the chapter President resigning, be dated, and include the effective date of the resignation. Once the Union Business Representative receives such a Letter of Resignation, he/she will require the Council of Shop Stewards to have the Letter of Resignation read at the next Shop Stewards meeting. The Union Staff Representative and the Council of Shop Stewards will come to consensus on the replacement of the chapter President until the end of the current term of office.

The chapter President may be recalled by petition to the Council of Shop Stewards. The petition asking for the recall must be dated, state in the title of the petition "Request for Unit President Recall", include a paragraph stating the true purpose of the petition, and the signatures of at least three quarters (3/4) of all those Union Members in good standing that comprise the chapter Membership. If the petition follows the proper format and contains the required number of signatures, the Union Staff Representative and the Council of Shop Stewards will conduct a secret ballot vote of all members in good standing on the question of recall.

The chapter President will assign or appoint Shop Stewards to handle conflict resolution or grievance issues, if a Member requiring one cannot find an acceptable Shop Steward. The chapter President may, or may not, be directly involved with conflict resolution or a grievance, this is the sole decision of the chapter President.

Chapter Vice President

The chapter Vice President shall be a Shop Steward and shall be responsible for the duties of conflict resolution and the handling and coordination of grievances

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as well as to supplement the chapter President in the completion of his/her duties and conduct chapter President responsibilities in their absence.

There shall be one chapter Vice President responsible for the West Section and one chapter Vice President responsible for the East Section (including Brightwater).

The term of the office of the chapter Vice President will be three (3) years to run concurrently with the Chapter President. There is no limit to the number of terms an individual may serve as the chapter Vice President, as long as the individual receives the most votes during the normal election process. The new chapter Vice President will take office one (1) year prior to contract expiration.

The Office of chapter Vice President is open to all ~~Unit~~ Union Members in good standing with at least twelve (12) months acting as Shop Steward prior to the election. This length of service may be waived by the Council of Shop Stewards on a case by case basis by super majority, 75%. Each candidate must submit, at least one month prior to the election, a "Letter of Interest" to the current Union Staff Representative. The Letter of Interest shall clearly state who is seeking the Office of chapter Vice President, the reasons why the office is sought, and a letter of support from the members of the business team that the individual seeking office is currently part of.

The chapter Vice President shall be elected to office by balloting of all union members in good standing. The most votes shall select the candidate to fill the office of chapter Vice President. In case of a tie, those candidates involved in the tie will have a run off election of the general membership in good standing, until a sole candidate is selected.

If the chapter Vice President decides to resign from office, a "Letter of Resignation" must be given to the current Union Staff Representative. The Letter of Resignation should state a brief reason for the resignation, be signed by the chapter Vice President resigning, be dated, and include the effective date of the resignation. Once the Union Business Representative receives such a Letter of Resignation, he/she will require the Council of Shop Stewards to have the Letter of Resignation read at the next Shop Stewards meeting. The Union Staff Representative and the Council of Shop Stewards will come to consensus on the replacement of the chapter Vice President until the end of the current term of office.

The chapter Vice President may be recalled by petition to the Council of Shop Stewards. The petition asking for the recall must be dated, state in the title of the petition "Request for Unit Vice President Recall", include a paragraph stating the true purpose of the petition, and the signatures of at least three quarters (3/4) of all those Union Members in good standing that comprise the chapter Membership. If

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the petition follows the proper format and contains the required number of signatures, the Union Staff Representative and the Council of Shop Stewards will conduct a secret ballot vote of all members in good standing on the question of recall.

The chapter Vice President will assign or appoint Shop Stewards to handle conflict resolution or grievance issues, if a Member requiring one cannot find an acceptable Shop Steward.

Shop Stewards

All members in good standing of the chapter are eligible to become Shop Stewards.

Members wanting to become Shop Stewards must present a "Letter of Interest" to the Council of Shop Stewards. The Letter of Interest must state why the individual wants to become a Shop Steward and have the approval of a majority of the individual's current business team members, obtained through an anonymous vote.

Members wanting to become Shop Stewards shall participate in Shop Steward training provided by the Union Staff Representative, or a combination of the Union Staff Representative and Chapter Leadership.

The term of Shop Steward is considered indefinite until resignation or replacement of the Shop Steward.

If a Shop Steward decides to resign from office, a "Letter of Resignation" must be given to the current Union Business Representative. The Letter of Resignation should state a brief reason for the resignation, be signed by the Shop Steward resigning, be dated, and include the effective date of the resignation.

A Shop Steward shall be deemed resigned if the Shop Steward has six (6) unexcused absences from Shop Steward's meetings during a calendar year, or has six (6) unexcused absences from Shop Steward's meetings consecutively.

Absences will be tracked on the monthly meeting minutes. There will be no limit to the number of Shop Stewards serving the chapter Membership.

A Shop Steward's duties include, but are not limited to, fair representation of each and every Union Member, support and enforcement of the SEIU Local 925, and Unit By-Laws and Constitutions, and support of the ideals and goals of the chapter as a collective bargaining entity.

A Shop Steward may be called on to inform members and/or management on Contract and By-Law questions, issues or facts. A Shop Steward must be knowledgeable and prepared to participate in any and all conflict resolutions or

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grievance issues. This includes doing a thorough investigation of King County and Local 925 Agreement rules and regulations and past practices. It is the responsibility of the steward to help the member to determine whether or not a grievance exists and to follow the proper procedures for fair representation, if indeed one does exist. Information may be requested from Management or WTD-HR about any related incidences in the past, as covered by union shop steward rights and responsibilities and in accordance with Article 24.6 of the collective bargaining agreement. The Local 925 President, Union Staff Representative, chapter President, Chapter Vice President or any Union Member may request that a Shop Steward participate in a conflict resolution or grievance issue at any level.

Union Secretary and Communications Team

All shop stewards are eligible to become the Union Secretary. The Union Secretary will take notes during general membership meetings, shop stewards meetings, leadership management committee meetings, and any other pertinent meeting when called upon. The Union Secretary may add up to two (2) members in good standing (preferably one from each section) as assistants. Together, they will comprise the communications team. Assistants to the Secretary will assist with communications, social media and other tasks as assigned by the Secretary.

The Secretary will be appointed by the Leadership Team (President and two Vice Presidents). The Communications Team members will serve a six (6) month term, however, can remain in the position if there are no interested candidates, for an unlimited term.

MEETINGS

Chapter Membership Meetings

Chapter meetings will be held on an "as-needed" basis with the exception that no more than six (6) months shall elapse between meetings. It shall be the right of the Officers of SEIU, its Local, the Union Staff Representative and the chapter President to schedule additional meetings when necessary.

The Union Staff Representative will determine the exact date, location and time of these meetings.

All Union members in good standing will be allowed to attend ~~Unit~~ meetings. Decisions made at any General Membership Meeting will be by majority of the members present.

Officers of SEIU, Local 925, the Union Staff Representative and chapter President shall set meeting agendas.

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If a Union member would like an issue placed on the agenda, the member shall make the issue known to the Union Staff Representative, Chapter Secretary or Shop Steward, a minimum of 15 days prior to the scheduled meeting. Notification of an issue less than 15 days before a scheduled meeting will be placed on the agenda at the discretion of the Union Staff Representative.

Notification of chapter meetings will be posted and/or delivered electronically through email when possible, at least 30 days prior to any scheduled meeting date.

It shall be mandatory upon the chapter President to call a special meeting of the chapter upon written request of twenty (20) members who are in good standing in the Union. Only such business as specified in the call for a special meeting may be considered at the meeting. The membership shall be given fourteen (14) days notice of any such meeting.

Shop Steward Meetings

Shop Steward meetings will take place on the third (3rd) Tuesday of each Month, or as decided upon by the Union Staff Representative, chapter President, or Chapter Vice President.

The meetings are to be held at the at the West Point and the South Wastewater Treatment Plants or at a place agreed to by the Union Staff Representative, chapter President, or Chapter Vice President. Virtual meetings are allowed to afford more Stewards the ability to attend.

The chapter President, Union Business Representative or designee shall preside over each meeting.

Decisions shall be made by super majority (75% approval) of the Council of Shop Stewards in attendance.

Minutes or notes will be taken at each meeting. The chapter President shall appoint an individual responsible for such minutes or notes if the Secretary or an Assistant to the Secretary is not available.

Only minutes or notes approved by the Union Staff Representative and/or the Leadership Team will be dispersed for posting to the general membership.

MEMBERSHIP VOTING (Contract Changes via MOU/MOA)

The chapter President or Council of Shop Stewards may call for a membership vote.

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Any Contract change that affects wages, benefits, or working conditions and requires a mutual “Memorandum of Understanding/Agreement” between Local 925 and Management shall go out for vote of the affected portion of the membership, if deemed necessary by a super majority of the Council of Shop Stewards present when the issue is discussed.

The method of voting shall consist of secret ballot and a sign-in sheet. Electronic voting can be used when in person voting is deemed unfeasible or where time and convenience are a factor. The method for voting on new contracts shall always consist of secret ballot and a sign-in sheet unless meetings in person are restricted due to mandate.

The chapter President or the Council of Shop Stewards will designate the time(s) and place(s) of membership voting. Notification of the vote must be posted a minimum of fourteen (14) days prior to the vote. No “lobbying” will be allowed at the polling site. Volunteers staffing the polling site are not to discuss issues during voting.

Individuals designated by the chapter President or Union Business Representative will count the vote. A minimum of two (2) Shop Stewards will be present to verify the vote results. The chapter President, a designee of the Chapter or Union Staff Representative shall be responsible for the posting of voting results.

COMMITTEES

In order to conduct the business of the chapter, special or ongoing committees may be established.

Negotiations

The negotiations committee will consist of the following members in good standing and The Union Staff Representative: The chapter President; One (1) representatives from Operations; One (1) representative from the Mechanical craft; One (1) representative from the Instrument Technician/Electrician craft; One (1) representative from Lab or Process; and three (3) at-large representatives from classifications not represented in the list above (Buildings and grounds - including gardener and painter. Inventory Purchasing Specialists, Safety). If there are not three (3) at-large candidates interested, candidate(s) receiving the most votes from Operations, Mechanical or Instrument Technician/Electricians, and process may be added. Representatives at the Coalition “Big Table” will be assigned by the Leadership team off of a list of representatives not seated at the “small table”. The representative(s) will be based on the highest vote totals of remaining representatives. The number of representatives for both tables are dependent on management permissions. Salary study negotiations are normally held

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concurrently with “small table”, therefore, small table negotiators may also be assigned to the salary study.

All ~~Unit~~ Union Members in good standing will be allowed to vote for one (1) representative per group or section. In the event of a tie a separate vote will be conducted to decide which of the candidates tying will be selected as the representative for each group or section.

The committee will be in place at least six (6) months prior to end of the current contract period. The complete negotiation team will meet at least once at least five (5) months prior to the beginning of contract negotiations. The negotiation team will disband after the contract has been ratified by the membership and accepted by the employer.

The negotiation team is charged with informing the Leadership Team and general membership of any decisions that will directly affect the contract terms and conditions. It shall also be understood by the negotiating committee members

selected by the Union Members, that they represent all of the membership collectively. The negotiations committee is also charged with an obligation to seek direction from the ~~unit~~ members as a whole to get feedback from the membership before agreeing to any contract terms and conditions.

Labor and Management Committee (LMC)

MAKEUP

The Union Membership sitting on the JLMC shall consist of four (4) labor representatives, the chapter President and the Union Staff Representative, for a total of six (6) seats. The Union Staff representative is assigned by the local.

LABOR MEMBERSHIP SELECTION

The chapter President has a seat on the committee by virtue of the presidency. Union Shop Stewards are not guaranteed any position on this committee and must follow the By-Laws as set forth in this section to become a member of this committee. The four (4) labor representatives will be in good standing with the union and selected from the membership in the following way:

There shall be two (2) Labor Representatives from the East section and two (2) from the West section.

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Posting for Letters of Interest will be at least twenty-eight (28) days prior to the vote. Letters of Interest will be accepted from interested candidates until fourteen (14) days prior to the voting process.

All Union Members in good standing will be allowed to vote for two (2) representatives. The top two (2) candidates from East Section and the top two (2) candidates from West Section will take the seats. In the event of a tie, a separate run-off vote will be conducted to select the representative for the position.

In the event there is not a candidate for one or more of the labor vacancies the position or positions will be appointed by the Council of Shop Stewards and filled with someone on the Council of Shop Stewards.

TERMS

The chapter President will have a seat on the committee for a term of three (3) years. The Union Staff Representative will sit on the LMC indefinitely. The term for all other members is one year. The LMC suspends its meetings during contract negotiations. The LMC members may be asked to meet during negotiations on an as-needed basis.

In the event a Labor LMC member chooses to resign, he/she must submit a Letter of Resignation to the Union Staff Representative at least twenty-eight (28) days prior to date of resignation, if possible. A replacement will be chosen to complete his/her term by the Council of Shop Stewards.

Job Progression Oversight Committee (JPOC)

MAKEUP

The union membership sitting on the JPOC shall consist of 2 representatives who are current shop stewards. There is also an LMC liaison position that may or may not be a 925 member. The President will solicit the stewards for interested candidates. Candidates will submit a letter of interest to the Council of Shop Stewards and the Council will appoint members to the JPOC from the list of qualified candidates through anonymous vote (if enough candidates warrant it). In the case where an insufficient number of letters of interest are submitted, the Council will appoint a member in good standing to the committee. Terms of membership will be defined in the JPOC charter.

Ad Hoc Committees and Volunteers

Ad-hoc Committees and volunteer positions may be established by the Leadership Team as needed. The Chapter President shall issue notice to all members of the

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establishment of such committees or volunteer positions, solicit volunteers from among the Chapter membership (in good standing), and make appointment of members to serve on such Ad-hoc Committees or in such volunteer positions.

RIGHTS OF UNIT MEMBERS

No provision of these By-Laws or application of parliamentary procedure or action by the chapter or its Officers shall be administered in such a way as to deprive individual members in good standing of the following rights:

- A. The right to nominate candidates or vote in elections or referendums of the chapter.
- B. The right to attend membership meetings and to participate in the deliberations and voting upon the business of such meetings.
- C. The right to meet and assemble freely with other members and to express views, arguments and opinions, and to express at meetings views upon candidates in an election of the chapter or upon any business properly before the meeting.
- D. The right to information concerning the conduct of chapter business.
- E. Any right established under the Constitution and By-Laws of SEIU, Local 925.

RESPONSIBILITIES OF CHAPTER MEMBERS

Each member shall be encouraged to carry out the duties and obligations necessary to make the chapter effective in protecting the rights of individual members and the chapter as a whole, and to further the goals of the chapter as determined by the officers and membership at meetings.

Amending of Bylaws

These bylaws may be amended or changed by any such proposal being submitted in writing, showing old language and new language, and read at two (2) regular meetings of the Council of Shop Stewards, and decided at the second meeting by a majority vote of the present Stewards. Upon approval of the Council of Shop Stewards the proposed language will be distributed to the Membership for no less than two (2) weeks before being voted on at a General Membership meeting. Upon a majority vote of "Yes" at the General Membership Meeting the Unit Business Representative will remove the old language and place the new language into the bylaws.

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