

Seattle Dispatchers' Guild By-Laws

Article I

The corporate name of this group is the "Seattle Dispatchers' Guild", herein referred to as "TheGuild".

Article II

Purpose

The purpose of the Guild shall be to improve wages, hours, working conditions, and other economic advantages through organization, negotiations and collective bargaining through all lawful methods to improve and promote civil service legislation and career service in the City Government.

Article III

Membership

Section 1.

All persons employed in Seattle 9-1-1, not otherwise represented by an authorized bargaining unit, are eligible for membership within the Guild, inclusive of all probationary and all permanent employees.

Section 2.

Every member in good standing shall have the right to attend any meeting, vote in any general or special election, address the Executive Board members with concerns and suggestions, run for office and be afforded the protections of Guild membership. A member is "good standing" when the member has fulfilled the requirements for membership in the Guild, and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership after appropriate proceedings consistent with lawful provisions of the constitution and by-laws of an organization. Delinquent and suspended members are considered non-members and are not entitled a vote on Guild matters.

Article IV

Membership, Dues and Assessments

Section 1.

Application for membership shall be made on prescribed application forms and shall be submitted to payroll upon receipt and retained by the secretary/treasurer for up to two years. Should an employee wish to join after 60 days from date of employment, they will need to submit the application form and any fees incurred by them to include an initiation fee of \$500.

Section 2.

Dues shall be calculated based on the following formula: $(\$22 + 105\% \text{ of Dispatcher 1 top step per current CBA})$, then rounded down to the nearest dollar. *(For example, If Dispatcher 1 top step is \$31.49, the formula is: $\$22 + (\$31.49 * 1.05) = \$55.06$, rounded down to \$55)*

Dues shall be re-evaluated within 60 days from the ratification of a new collective bargaining agreement (CBA) or following any annual increase in wages. Any increase in membership dues, outside of the listed formula, shall be proposed by the Executive Board and approved by the membership through a vote.

The normal method of dues payment is through automatic deduction by the employer, and will be initiated and tracked by the Treasurer, for all members.

Section 3.

When payable: Membership dues shall be payable monthly in advance and to the Guild Treasurer and in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th of the month in which they become due shall be in arrears and upon failure to pay dues or fines for two successive months shall stand suspended from the Guild but may be reinstated upon payment of all arrearages and upon payment of a reinstatement fee as provided in Section 4 hereof.

Section 4.

Reinstatement: A suspended member may be reinstated to membership in the Guild upon payment of all arrearages and upon payment of a reinstatement fee of not less than \$50.00 plus the current month's dues.

Section 5.

Non-member Fees: The Executive Board may establish a schedule of fees, as allowed by law, for those represented in this bargaining unit but are non-members, as described in Article III Section 2. These fees are established by the Executive Board and may be adjusted at any time to be current. These fees will be available to the bargaining unit upon request

Article V

Executive Board, Officers and Their Duties

Section 1.

The Guild shall be organized and run by an elected Executive Board, composed of eligible membership as described in Article V and VI.

Section 2.

Designation of Executive Board: The Executive Board of the Guild shall be a President, Vice-President, Secretary-Treasurer, two Shop Stewards, and three other members at large. All, except the President, are voting members of the Executive Board. The President will vote only in case of a tie vote.

Section 3.

Duties of the Executive Board: The Executive Board shall be responsible for the administration of the Guild policies, oversight of financial affairs, and other matters affecting the Guild. It shall have the authority to act in the name of the membership between meetings. The Executive Board shall be the governing body of the Guild, when the Guild itself is not in session. All matters affecting the policies, aims, and means of accomplishing the purposes of the Guild, not specifically provided for in these By-Laws or in its Articles of Incorporation, or by action of the Guild at a regular or special meeting, shall be decided upon by the Executive Board, which shall meet at the call of the President.

Section 4.

Duties of the President:

1. The President shall preside at all meetings and town halls of the Guild, as available.
2. They shall be a member ex-officio of all committees and may counter- sign all checks drawn against the funds of the Guild.
3. Shall enforce observance of the by-laws.
4. Shall appoint committees or other official posts, as provided for in the by-laws.
5. Shall attend all contract negotiation proceedings with the Employer.
6. Shall have general supervision of other Officers, committees, committee chairs and Guild positions.
7. The President is the only Officer with the authority to sign financial contracts, or other legal paperwork.
8. The President's vote will break ties, when necessary, for any official voting process.
9. Shall maintain ongoing communication with the Guild's legal counsel.
10. May initiate or sign Letters of Understanding, or similar documents, with the Employer, in accordance with these by-laws.
11. Shall assist members with the discipline process, ensuring adherence to the contract with the Employer and providing representative services.
12. The President is responsible for ensuring day-to-day operations of the Guild are being handled. This includes, minimally, oversight and delegation of the following duties:
 - a. Quarterly written or electronic correspondence with the membership

- b. Maintaining and regularly collecting Guild mail
 - c. Maintaining a cell phone for contact
 - d. Maintaining an internet presence and email list for the Executive Board
13. Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out their duties.

Section 5.

Duties of the Vice-President:

1. The Vice-President shall assist the President in all their activities.
2. In the absence of the President, the Vice-President shall preside at all meetings and perform all duties otherwise performed by the President and may countersign checks drawn against funds of the Guild.
3. Required to attend all Guild meetings and town halls, as available.
4. Shall maintain appropriate communications with legal counsel.
5. Shall assist members with the discipline process, ensuring adherence to the contract with the Employer and providing representative services.
6. Shall be the chair of the grievance committee.

Section 6.

Duties of the Secretary-Treasurer:

1. As Secretary this officer shall keep accurate records of the proceedings of all meetings of the Guild; draw authorized orders on the treasury to be approved by any two of the President, Vice-President, or Secretary-Treasurer; and perform such other duties as may be required by the Executive Board.
2. The Secretary shall promptly conduct the financial correspondence of the Guild, to include collecting mail from P.O. Box and maintaining monthly/yearly financial obligations.
3. As Treasurer this officer shall receive and take charge of all money, property and securities of the Guild delivered to them by the officer thereof. They shall deposit all money so received to the credit of the Guild and in the name of the Guild in a financial institution approved by the Executive Board and all disbursements shall be made by check. Any checks issued by the Guild shall immediately be brought to the attention of the Treasurer. The checks issued by the Guild may be approved by any two of the three principal officers and signed by any one of the three, to wit: President, Vice-President, and Secretary-Treasurer.
4. Shall submit a membership and financial report, to be added to the meeting minutes provided to the Guild membership at each scheduled general membership meeting.
5. Required to attend all Guild meetings and town halls, as available.
6. Treasurer shall provide general supervision and reporting for investments and bank accounts.
7. Secretary-Treasurer is the only Executive Board position not expected to assist members with discipline process, ensuring adherence to the contract with the Employer and providing representative services.

Section 7.

Duties of the Shop Steward:

1. Shall assist members with the discipline process, ensuring adherence to the contract with the Employer and providing representative services.
2. Required to attend all Guild meetings and town halls, as available.
3. Serves as an additional point of contact to the membership at large, for the purpose of disseminating information, as necessary, and soliciting feedback.
4. Shall take lead on production and dissemination of educational materials regarding union rights.
5. May be tasked with attending additional Guild training at the request of the President.

Section 8.

Duties of the Members-At-Large:

6. Required to attend all Guild meetings and town halls, as available.
7. Shall assist members with the discipline process, ensuring adherence to the contract with the Employer and providing representative services.
8. Serves as a primary point of contact to the membership at large, for the purpose of disseminating information, as necessary, and soliciting feedback.

Section 9.

General Shop Steward Info: Guild members of any particular shift not represented by a Board member and/or Shop Steward may petition the Guild Executive Board for a Shop steward representative, whose duty will be to attend such meetings and report business transacted at the meeting back to their shift. Should any Shop Steward vacancy occur for any reason, a new representative will be appointed in accordance with Article VI, Section 4.

Article VI

Eligibility for Office, Term of Office, Nominations, Elections, and Installation and Removal of Officers

Section 1.

Eligibility for Office: Any member in good standing with permanent employee status shall be eligible to hold any office.

Section 2.

Term of Office: The term of office for all positions shall be two (2) years. Said term shall commence on the last Wednesday of February immediately following the election.

Section 3.

Nominations of Elections of Officers: All Guild officers will be nominated at the 4th Quarter meeting and a predetermined time leading up to the election and voted upon by electronic or secure anonymous physical ballot. An election committee shall be selected by the President

and shall be charged with the responsibility of managing the election. The election and nomination shall be administered in the following methods:

- A. From these nominations an electronic or physical ballot shall be prepared by the election committee and shall be disseminated by email or agreed upon physical method to all voting members and be available for voting from February 1st until February 14th. Persons may only stand nominated for election to one office. Write-in candidates are acceptable. Results of the election will be made available to all members of the election committee. The results will be announced following the official count and ballot results will be maintained by the Secretary- Treasurer and kept for record up to two years. .

Section 4.

Filling of Vacancies: Vacancies in office shall be filled for the remainder of the unfulfilled term by appointment by the President and approval of the Executive Board, following the announcement of an upcoming vacancy. Should two or more vacancies arise within a given quarter, the board shall host a special election for interested parties to fulfill the remainder of the vacant seats set forth by an election committee. In the event of a vacancy in the position of President, such vacancy shall be filled by appointment by the Executive Board immediately following such vacancy, such appointment to be only until the next regular meeting at which time there will be a special election for the position of President for the remaining unexpired term of office. In the event a vacancy is filled as above by appointment of a person who is already an officer, they shall, if they accept the new appointment, be deemed to have resigned from their former office which will be filled as proved for in the preceding.

Section 5.

Removal of Officers: The Executive Board by a majority vote may recommend the removal of any Guild officer. Such recommendation shall be voted upon by the officers present at the next meeting. A three-fourths vote of the Executive Board shall be required for the removal of any such officer. Such action for removal can be requested by any member in good standing at any meeting.

Section 6.

Reasons for Removal of Officers: Officers of the Executive Board or any member of a committee may be removed from position for following reasons:

- Failure to perform outlined duties (including lack of meeting attendance without justified reason),
- Acts which would discredit the Guild and prevent the Guild from carrying out the best interests of its membership,
- Failure to maintain good standing within the Guild,
- Misappropriation of funds,
- Willful failure to represent any member in good standing.

This list should not be considered complete and additional actions or inactions, not specifically listed, could lead to removal from a position of office.

Any person accused under these circumstances, prior to a recall vote, will be given ten (10) days opportunity to refute, or explain any circumstances, in writing to the Guild.

Article VII

Meetings, Special Meetings, and Use of Robert's Rules of Order

Section 1.

General Membership Meetings: A meeting of the membership will be held quarterly.

Section 2.

Special Meetings:

1. Special meetings may be held at the call of the President or, in their absence or incapacity, at the call of an Executive Board member.
2. A majority of all the members of the Guild may at any time require a special meeting by filing a petition with the President or Vice-President which shall include a named date and time for the meeting, no earlier than 21 days subsequent to the date of the filing of such petition. The petition filed shall constitute a call to the members.
 - a. Any request to have a special meeting from the membership must:
 - i. Have been signed by twenty-five percent (25%) of the members in good standing.
 - ii. Include a specific agenda for the meeting and only business listed on the agenda is considered for discussion.

Section 3.

Executive Board Meetings: The members of the Executive Board shall meet at least four (4) times a year to discuss official business. These meetings can be at any time or place of their choosing.

Section 4.

Robert's Rules of Order: Robert's Rules of Order, Revised, shall be the guide in all cases to which they are applicable.

Article VIII

Committees

Section 1.

Committees: The President shall appoint standing and special committees or may appoint members to existing committees if approved by management.

Section 2.

Grievance Committee: The Grievance Committee shall consist of the Vice President, two (2) board members and one (1) board member alternate of their choosing. All grievances will be presented to the Vice President (or their designee should they be unavailable) to review with committee members within five (5) days.

Section 3.

Negotiation Committee: The President shall establish a committee of no less than 3 appointed members during contract negotiations. Those appointed to the committee are not required to attend all negotiations with the Employer, however they are considered the membership representation for contract issues.

Section 4.

Election Committee: The election committee shall consist of three (3) Guild members chosen by the President. The committee shall be chosen once nominations close but prior to the release of the electronic ballot.

Section 5.

Joint Labor Management Committee (JLMC): The JLMC shall consist of the President, Vice President and one additional designated board member. The JLMC will aim to meet with management no less than once per quarter to discuss general membership concerns/state of affairs.

Article IX

Expenses

Section 1.

Authorization: Except as herein provided, all monies expended by the Guild must be authorized and approved by the Executive Board. Expenditures will be reported at the next scheduled meeting and, if so desired, the membership may cause another vote to be taken.

Section 2.

Membership Requests: All requests from the membership for monies shall be referred to the Executive Board, who shall conduct a study of the facts surrounding the request. The Executive Board shall conduct a vote on the request and a majority vote shall constitute authorization for approval or rejection.

Section 3.

Regular Expenditures: Any expenses which are likely to recur are classified as regular expenses. The Executive Board may authorize to pay any specified regular expenses without first obtaining authorization, for any time as may be specified or until the authorization is revoked by the Executive Board. The Secretary- Treasurer shall keep a special log of all such authorizations made by the membership which shall include the date of authorization and be included at the end of these by-laws.

Article X

Rules of the Guild

Section 1.

Permanency: This Guild shall not have the power to dissolve while there are fifteen (15) dissenting members in good standing.

Section 2.

Public Statements: No member or members shall make any public statement as a representative of the Guild on any issue concerning the Guild without prior approval from the Guild President.

Section 3.

Political Endorsements: No member or group within the Guild shall use a Guild title of office to endorse a political cause without the consent of the membership by a vote held at a regular or special membership meeting of the Guild.

Section 4.

Quorum: A majority of the Executive Board shall constitute a quorum for the purpose of any decisions by the Executive Board, so long as it is inclusive of either President, Vice-President or both.

Section 5. Guild Property: Any items purchased, and the results of any work reimbursed by the Guild shall be the sole property of the Guild.

Section 6.

Financial Audit: The guild shall undergo a financial audit every 3 years, beginning in 2020. This shall be conducted by a third-party professional auditor, chosen by the Executive Board. Every audit shall be presented to the membership at the first meeting, upon completion.

Article XI

Resolutions

Section 1.

Resolutions submitted from the floor shall be drawn up in proper form by the Executive Board who will recommend and act on them for the proper expediency of said resolutions.

Section 2.

Letters or Memorandums of Understanding (LOU/MOU) or changes agreed upon to the current CBA between the Guild and Employer may be signed into effect by the Guild President once a vote is held amongst the Executive Board with a motion to pass. Should it fail to pass the negotiations team will continue to bargain until such time the board reaches a passing vote. If the

LOU/MOU would impact wages, promotions, or shift hours a minimum of two (2) town halls will be held prior to the vote of the Executive Board.

Article XII

Amendment to the By-Laws

Amendment to the By-Laws may be proposed at any Guild meeting by any Guild member or Officer and, if the motion is seconded, a vote of the Executive Board shall be taken.

- A. If the vote has a majority pass with the Executive Board, then the President will present the proposed By-Law change to the membership for a vote within 10 days. If the amendment is approved by a two-thirds majority vote of the voting membership, the amendment will be adopted and a copy of the same shall be attached to the By-Laws and retained in the Guild files.
- B. If the vote does not have a majority pass with the Executive Board, then the President will not present the proposed By-Law change to the membership for a vote. The member may request another vote at the next meeting, however they must present additional information or facts as to why that amendment is needed and why it should be voted on again, otherwise no new vote will be held.
 - a. If the amendment is voted down a second time by the Executive Board, that member may not request any additional votes for that amendment.
 - b. Additionally, if another member requests a vote for that amendment, they must present additional information or facts other than what has already been presented and justification for the additional vote requests, otherwise no new vote will be held.

Article XIII

Availability of By-Laws Effective Date of By-Laws

Section 1.

Availability of By-Laws: These By-Laws and amendments shall be retained by the Secretary-Treasurer and shall be made available to any member at his/her request. These By-Laws, resolutions and amendments shall be available at all Meetings. A copy of Roberts's Rules of Order, Revised, shall be retained by the Secretary-Treasurer and shall be available at all Meetings. Electronic copies of such are acceptable.

Section 2 Distribution of By-Laws: These by-laws shall be distributed to all Executive Board members upon their election or appointment to office. Acknowledgement of receipt and knowledge of these by-laws must be documented within the first available meeting minutes.

Section 3.

Effective Date and Acceptance of These By-Laws.

- A. These By-Laws shall become effective on December 1, 1977
- B. These By-Laws have been approved by the Board of Directors on November 19,
- C. 1984.
- D. These By-Laws have been approved, as amended, by the Board of Directors on October 22, 1984.
- E. These By-Laws have been approved, as amended, by the Board of Directors on February 1, 1985.
- F. These By-Laws have been approved, as amended, by the Board of Directors on November 17, 1988.
- G. These By-Laws have been approved, as amended, by the Board of Directors on January 21, 1989.
- H. These By-Laws have been approved, as amended, by the Board of Directors on February 3, 1984.
- I. These By-Laws have been approved, as amended, by the Board of Directors on February 7, 2002
- J. These By-Laws have been approved, as amended, by the Board of Directors on January 28, 2003
- K. These By-Laws have been approved, as amended, by the Board of Directors on March 1, 2004.
- L. These By-Laws have been approved, as amended, by the Board of Directors on January 26, 2008.
- M. These By-Laws have been approved, as amended, by the Executive Board on May 17th, 2019.
- N. These By-Laws have been approved, as amended, by the Executive Board on September 27th, 2019.
- O. These By-Laws have been approved, as amended, by the Executive Board on October 26th, 2023.
- P. These By-Laws have been approved as amended by the Executive Board on 2/19/2025

Signed:  _____, President

Attest:  _____, Secretary/Treasurer

**Seattle Dispatchers' Guild
Regular Expenditures**

1. Professional Fee. Member authorization vote 1/30/85. President and Secretary/Treasurer will be paid a Professional Fee for their regular duties at a rate of two hours per month at 1.5 times top D3 pay.
 - a. ~~Member authorization vote 3/11/2019. The President will be paid a Professional Fee for their regular duties at a rate of four hours per month at 1.5 times top D3 pay.~~ Board authorization vote on 02/19/25 vote to remove the four hour professional fee in addition to approved guild work.
2. Professional Fee. Member authorization vote 11/17/88. Any Guild member doing approved work for the Guild may bill the Guild and be reimbursed for their time at 1.5 times top D3 pay.
3. P.O. Box Rental. Member authorization vote 1/30/85. The Treasurer may pay the yearly P.O. Box rent without prior authorization.
4. Communication subsidy. Board authorization vote 3/11/2019. The Guild President shall be reimbursed \$60 per month as a communications subsidy for the purpose of conducting Guild business.
 - a. ~~Board authorization vote on 03/23/2023. Communication subsidy has been increased up to \$100/month to be paid on the Guild debit card.~~
 - b. Board authorization vote on 02/19/25 to remove the communication subsidy and provide the Guild President a guild cell phone that will be paid through guild funds up to \$100 a month.
5. Attorney fees. Board authorization vote on 5/17/2019. The current contract retainer for attorney representation through Vick, Julius, McClure shall be paid monthly without prior authorization.
6. Guild time. Board authorization vote on 9/25/2019. The City of Seattle shall be paid quarterly the cost of hours for 'Guild Time' without prior authorization.
7. Website Hosting. Board authorization vote on 3/23/2023. Approval for payment of up to \$150 annually for Guild website hosting and associated features.