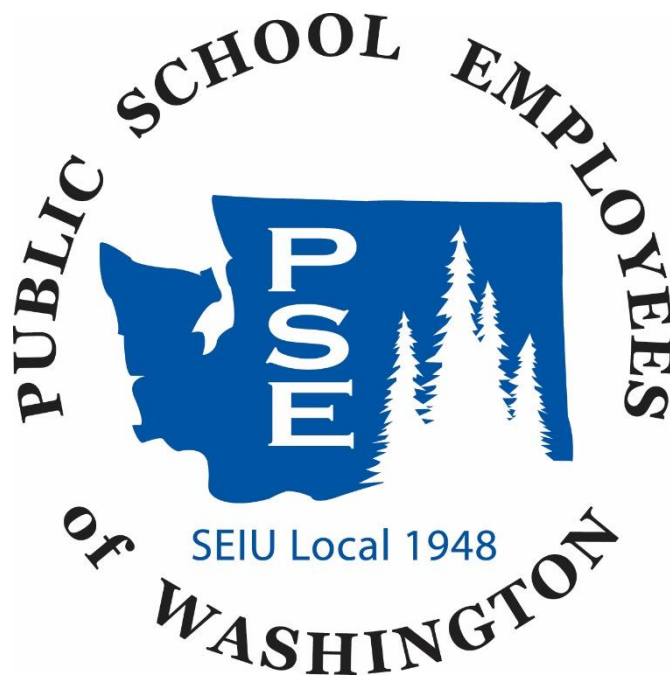


# CHAPTER BYLAWS

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## CENTRAL VALLEY PUBLIC SCHOOL EMPLOYEES



**Public School Employees of Washington/SEIU Local 1948**  
P. O. Box 798  
Auburn, Washington 98071-0798  
1-866-820-5652

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**PREAMBLE**

Employees organize primarily to secure better wages and better work conditions.

We hold that they also organize in order to participate in the decisions which affect them at work. One of the fundamental tenets of Democratic government is the consent of the governed.

We are both employees and citizens.

Collective bargaining is the expression of citizenship in employment. Participation in the political life of the nation, state, local municipalities and school district is an expression of that citizenship.

In the same way that we are organized to improve the terms and conditions of employment, we are equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life. Amidst unparalleled abundance, there should not be want.

We are under solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Central Valley School District and conduct internal organizational affairs according to democratic standards.

THEREFORE, we the classified school employees of Central Valley School District, in meeting, adopt these Bylaws this 31st day of January, 1974.

**NAME**

The name of this organization shall be the Public School Employees of Washington /SEIU Local 1948 Central Valley Chapter #206. This local organization shall be affiliated with and be a chapter of the 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. Public School Employees of Washington chartered this organization on January 31, 1974. This organization shall continue until a majority of all of the members vote to dissolve the organization.

**OBJECTIVES & PURPOSES**

The objectives and purposes of this organization are:

- To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
- To promote the organization of Public School Employees in the Central Valley School District Number 356.
- To promote the welfare of the membership of the Central Valley PSE Chapter #206 and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.
- To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours, work conditions,

1 vacations, holidays and other conditions of employment for the classified employees of Central  
2 Valley School District Number 356.

- 3
- 4 • Both as members and as citizens, we shall also employ available legislative and political action  
5 to establish adequate financial provisions for the improvement of public school education and  
6 equitable consideration for the classified school employees from the state legislators.
- 7
- 8 • To establish better fellowship and understanding among classified school employees and to  
9 strive for their overall betterment through training, legislation, and Association benefits.
- 10
- 11
- 12

## 13 **ARTICLE I**

### 14 **MEMBERSHIP**

#### 15 **Section 1.1. Eligibility.**

16 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national  
17 origin, sex, or political belief, who meets the requirements hereinafter listed, shall be eligible for  
18 membership.  
19

#### 20 **Section 1.1.1.**

21 All persons regularly employed as a classified school employee (as defined by the Public  
22 School Employees of Washington/SEIU Local 1948) by or in Central Valley School District  
23 and who are members of the Public School Employees of Washington/SEIU Local 1948, are  
24 eligible for membership in the organization.  
25

#### 26 **Section 1.2. Rights.**

27 To be eligible to vote and hold office, a member must be in good standing. To be in good standing a  
28 member must be employed and current in payment of dues and assessments as are required by these  
29 bylaws. Any member, who is on authorized leave of absence pursuant to the collective bargaining  
30 agreement, shall retain the right to vote.  
31

#### 32 **Section 1.2.1.**

33 Members shall suffer no impairment of freedom of speech concerning the operations of this  
34 organization. Active discussions of organization affairs shall be encouraged and protected  
35 within this organization.  
36

#### 37 **Section 1.2.2.**

38 Members shall have the right of receiving a five (5) workday notice prior to a vote being taken  
39 on any negotiable contract items and/or Chapter Bylaws changes. The meeting notice will  
40 include information regarding items to be discussed and/or voted upon.  
41

#### 42 **Section 1.2.3.**

43 Members shall have the right to full participation, through discussion and vote, in the decision-  
44 making process of the organization and to pertinent information needed for exercising this  
45 right.  
46

1 Members shall have the right to fair and democratic elections in the organization. This includes  
2 due notice of nominations and elections, equal opportunities for competing candidates and  
3 proper election procedures.  
4

5 **Section 1.2.4.**

6 Members shall have an equal right to run and hold office, except in the case of a member who  
7 holds a supervisory position in district management and is classified either by state statute or  
8 appropriate state regulatory agencies as being a “supervisory employee”.  
9

10 **Section 1.2.5.**

11 Members shall have the right to a full and clear accounting of all organizational funds. Such  
12 accounting shall include, but not be limited to, periodical reports to the membership by the  
13 Treasurer and a financial audit performed by a committee made up of chapter members at least  
14 once a year, results of which will be made available to all members.  
15

16 **Section 1.3. Dues.**

17  
18 **Section 1.3.1. State Dues.**

19 State dues shall be paid monthly to the state office of PSE via payroll deduction as outlined in  
20 the collective bargaining agreement. The rate of such dues is defined in the state bylaws.  
21

22 **Section 1.3.1.1. Chapter Rebate.**

23 Dues rebates from the state organization shall be received by the chapter in accordance  
24 with the provisions of the state bylaws.  
25

26 **Section 1.3.1.2. Refunds.**

27 Membership dues are not refundable except where an error resulting in an overpayment  
28 exists.  
29

30 **Section 1.3.2. Local Chapter Dues.**

31 Local dues will be assessed for the purpose of making funds available for the good and welfare  
32 of the local chapter members, such as scholarships, a local emergency relief fund, gifts and  
33 dinners for retirees, etc.  
34

35 Local membership dues of this organization shall be as follows:

- 36 • One (1) dollar per month from each payroll check from September through June for a  
37 total of \$10.00 per year.

38 Dues are non-refundable except where an error occurs.  
39  
40  
41

42 **ARTICLE II**

43 **CHAPTER MEETINGS**

44  
45  
46 **Section 2.1. General Membership Meetings.**

47 General membership meetings of this organization shall be held at least four (4) times annually at a  
48 time and place to be fixed by the Executive Board.

1 **Section 2.2. Special Meetings.**

2 Special meetings may be called by the President, the Executive Board, or by petition filed with the  
3 President and signed by twenty percent (20%) of the members of this organization.  
4

5 **Section 2.3. Notification of Meetings.**

6 The President shall provide at least a five (5) workday notification to all members of any meeting  
7 called. Notice of meetings shall include an agenda of items to be discussed and/or voted upon.  
8

9 **Section 2.4. Voting.**

10 A voting member is any classified employee of the Central Valley School District who is a member in  
11 good standing as defined in Article I, Section 1.2.  
12

13 At any meeting of the membership of this organization, each member in good standing present shall be  
14 entitled to one vote. A member must be present to vote, no proxy vote shall be allowed. Those present  
15 at any meeting of the membership of this organization shall constitute a quorum.  
16

17 **Section 2.5. Minutes.**

18 Minutes of all general membership meetings shall be submitted to the Chapter President, the Executive  
19 board and the building representatives, who will add them to the PSE building binders within fifteen  
20 (15) workdays of each meeting.  
21

22 **Section 2.6.**

23 All meetings shall be governed by Robert's Rules of Order and any standing rules as presented by the  
24 Central Valley PSE Executive Board.  
25  
26  
27

28 **ARTICLE III**

29 **BUILDING REPRESENTATIVES**

30  
31  
32 **Section 3.1. Building Representatives Duties.**

33 The representative shall assist the Executive Board in dispensing information to the building, and  
34 promote membership in PSE by making personal contact with new members in the building. The  
35 representative shall be available to the members in the building to answer questions pertaining to PSE,  
36 the contract, or be able to direct the member to the appropriate member of the Executive Board. The  
37 Building Representative(s) may assist the Grievance Officer regarding any potential grievances.  
38

39 **Section 3.2. Selection of Building Representative.**

40 The members in each building will select building representatives by October 15 of each school year.  
41 The Membership Coordinator will post notices to all PSE employees in each building of the  
42 opportunity to serve as building representative. Should there be more than one interested party, the  
43 building will hold an election overseen by the Membership Coordinator. If the building members don't  
44 select a representative by October 15, the president will appoint the building rep.  
45

46 **Section 3.3. Term.**

47 Building Representative positions will be for a term of one year. Building Representatives may fill the  
48 position for more than one term.

1 **Section 3.4. Building Representative Meetings.**

2 Building Representatives and the executive board shall meet at least two times annually, once towards  
3 the beginning of the new school year and once towards the end.  
4

5 **Section 3.5. Dismissal of a Building Representative.**

6 Whether the Building Representative is selected, elected or appointed, the executive board will have  
7 the ability to dismiss them from their position. In the event a building representative is voted to be an  
8 officer on the Executive Board, they will resign their building representative position, and another  
9 representative will be appointed to take their place.  
10  
11  
12

13 **ARTICLE IV**

14 **MANAGEMENT**

15 **Section 4.1. Executive Board.**

16 The business and property of this organization shall be managed by an Executive Board, except when  
17 the meetings of the organization are in session. All matters affecting the purposes, aims and means of  
18 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by  
19 action of the members at a regular or special meeting, shall be decided by the Executive Board.  
20  
21

22 **Section 4.2. Officers.**

23 The Executive Board shall be the governing and policy-making body of Central Valley PSE. The  
24 Executive Board shall be composed of the following:  
25

- 26 1. President
- 27 2. Vice President
- 28 3. Secretary
- 29 4. Treasurer
- 30 5. Grievance Officer
- 31 6. Membership Coordinator
- 32 7. Legislative Representative
- 33 8. Sergeant-at-Arms
- 34 9. Past President (Parliamentarian)  
35

36 **Section 4.3. Term of Office.**

37 The term of office of the directors of this organization shall be for a period of two (2) years and shall  
38 begin on the first day of the next fiscal year. Elections will be held in May. Officer's elected/selected  
39 to any position, which is vacant, shall serve immediately. The fiscal year of this organization shall be  
40 September 1 through August 31.  
41

42 **Section 4.3.1.**

43 The President, Secretary, Sergeant-at-Arms, and Grievance Officer will be elected in even  
44 numbered years. The Vice President, Treasurer, Membership Coordinator, and Legislative  
45 Representative will be elected in odd numbered years.  
46  
47  
48

1 **Section 4.4. Meetings of the Executive Board.**

2 The Executive Board shall hold regular meetings and such special meetings, as the President or  
3 Directors shall deem necessary for competent management of the affairs of this organization. Minutes  
4 of such meetings will be made available to the general membership through the building  
5 representative.

6  
7 **Section 4.5. Voting.**

8 Each member of the Executive Board shall possess one (1) vote in matters coming before the Board.  
9 Voting by proxy shall not be allowed. A majority of the members of the Executive Board shall  
10 constitute a quorum.

11  
12 **Section 4.6. Vacancies.**

13 A vacancy of any office, except that of Chapter President, occurring within the term shall be filled by  
14 the Executive Board. The office will only be filled for the remainder of the term in which the vacancy  
15 occurs. In the event the President cannot serve the remainder of his/her current term, the Vice  
16 President shall serve as President for the remainder of the term.

17  
18 **Section 4.7. Unexcused Absences.**

19 Unexcused absences from two (2) consecutive meetings of the Executive Board shall be due cause for  
20 removal of the board member by the Executive Board. Removal of a board member because of  
21 excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.

22  
23 **Section 4.8. Removal of a Board Member.**

24 Any board member may be removed from office by a two-thirds (2/3) majority vote of the membership  
25 at any regular or special meeting of the membership of the organization. Notice of the proposed  
26 removal of the board member must be given to the board member five (5) workdays prior to the date of  
27 the meeting at which the removal is to be voted upon. Such notice to the board member must state the  
28 cause for the proposed removal.

29  
30  
31  
32 **ARTICLE V**

33  
34 **OFFICERS, NOMINATIONS AND ELECTIONS**

35  
36 **Section 5.1.**

37 The officers of this organization shall be President, Vice President, Secretary, Treasurer, Grievance  
38 Officer, Membership Coordinator, Legislative Representative, Sergeant-at-Arms and Parliamentarian.

39  
40 **Section 5.2. Eligibility.**

41 To be eligible for office of President or Vice President, a member must be in good standing for one (1)  
42 year and must have attended a minimum of three (3) chapter meetings during the previous twelve (12)  
43 months.

44  
45 To be eligible for any other office of this organization, a member must be in good standing for sixty  
46 (60) workdays immediately preceding the election.



1 **Section 5.3. Obligation.**

2 Every officer and board member shall, upon assuming office, subscribe to the obligation of an officer  
3 and board member contained in these Bylaws.  
4

5 **Section 5.4. Nominations.**

6 Nominations may be made by a nominating committee; but whether or not such a nominating  
7 committee is used, nominations shall be permitted from the floor at a chapter meeting held to nominate  
8 officers. Individuals can only accept a nomination for one (1) office. Such meeting should be  
9 completed two (2) weeks prior to the meeting held to elect officers.  
10

11 **Section 5.5. Officer Elections.**

12 Voting for officers will be by secret ballot at a specified time and place. Balloting shall be so  
13 conducted as to afford all members a reasonable opportunity to vote. Voting will be done on the day  
14 of the chapter meeting held for the purpose of electing officers.  
15

16 The Executive Board shall designate a polling place at the site of the chapter business meeting. The  
17 polling site will remain open for one-half hour after the start of the chapter meeting, but will close no  
18 earlier than 6:30 p.m. Votes will be counted by one officer of the executive board not running for  
19 office and two members from the membership and the results will be announced to those attending the  
20 chapter meeting. The secretary will keep the election ballots with the minutes of the meeting for one  
21 year.  
22

23 **Section 5.6. Balloting.**

24 Officers shall be elected by secret ballot vote. At least five (5) workdays advance notice shall be given  
25 to the membership prior to holding the election for chapter officers.  
26

27 **Section 5.7. Records.**

28 Each member of the Executive Board shall turn all correspondence and other materials of said office  
29 over to his/her successor.  
30  
31  
32

33 **ARTICLE VI**

34 **DUTIES & RESPONSIBILITIES OF OFFICERS**

35 **Section 6.1. President.**

36  
37 The President shall preside at all meetings of the organization and the Executive Board. The President  
38 shall supervise all activities of the organization; execute all instruments in its behalf; appoint all special  
39 committees of the organization subject to approval of the Executive Board; report periodically to the  
40 membership regarding the progress and standing of the organization in regard to his/her official acts;  
41 act as installing officer and shall perform all other duties as directed by the membership.  
42  
43

44 **Section 6.2. Vice President.**

45 The Vice President shall act for the President in his/her absence and perform such other acts as the  
46 President or Executive Board may direct.  
47  
48

1 **Section 6.3. Secretary.**

2 It shall be the duty of the Secretary to keep all records of the organization, the Executive Board and to  
3 perform such other duties as the President or Executive Board may direct.  
4

5 **Section 6.4. Treasurer.**

6 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;  
7 pay all obligations incurred by the organization in payment as authorized by the Executive Board;  
8 maintain bank accounts and depositories designated by the Executive Board (and such money shall be  
9 withdrawn only by check signed by the Treasurer, President, or designee); render periodic financial  
10 reports as required by the Executive Board or by the membership; keep an accurate record of receipts  
11 and disbursements and shall act as custodian of all properties of the organization.  
12

13 The Treasurer will complete the annual 990 report required by the PSE state office which provides  
14 information to prove to the IRS that the Local Chapter income is less than \$50,000.  
15

16 **Section 6.5. Grievance Officer.**

17 The Grievance Officer shall be informed of the grievance procedures as stated in the contractual  
18 agreement between Central Valley School District and Public School Employees of Central Valley and  
19 shall assist members having a grievance or potential grievance. Other chapter officers, building  
20 representatives and the grievance committee will assist the grievance officer as necessary.  
21

22 **Section 6.6. Membership Coordinator.**

23 The Membership Coordinator shall register arrivals at meetings, keep current records of the  
24 membership and give a report of the membership two (2) times yearly to the Chapter. The  
25 Membership Coordinator will make sure all new employees have a new member packet and sign a  
26 membership card and will notify building representatives of new hires and transfers to their building.  
27

28 The Membership Coordinator will notify employees annually of the need to select a building  
29 representative and should there be a need to have an election for a building representative per  
30 Section 3.2, the Membership Coordinator will oversee that process at the building level.  
31

32 **Section 6.7. Legislative Representative.**

33 The Legislative Representative shall attend the annual Legislative Conference; report legislative  
34 activities to the membership; keep an accurate update of all legislative activities and their possible  
35 impact on classified employees and shall assist the Zone Legislative Council Member as needed. The  
36 Legislative Representative will chair a chapter Legislative Committee if one is necessary. In election  
37 years the Legislative Representative will set-up a candidate forum on issues related to the 4th  
38 Legislative District.  
39

40 **Section 6.8. Sergeant-at-Arms.**

41 The Sergeant-at-Arms shall be responsible to maintain order at all meetings. The Sergeant-at-Arms at  
42 the request of the President will keep an orderly flow to those members wishing to speak at meetings.  
43 The Sergeant-at-Arms in conjunction with the Membership Coordinator will ensure that those persons  
44 attending meetings are members in good standing. The Sergeant-at-Arms will assist with elections.  
45

46 **Section 6.9. Past President (Parliamentarian).**

47 In the event a new president is elected, the past president may serve for one year as a historian and  
48 mentor to the board. The Past President may also serve as parliamentarian for this association and

1 perform such other duties as assigned by the president. As Parliamentarian, the Past President shall be  
2 informed of procedural rules as stated in the latest edition of Robert's Rules of Order, the Bylaws of  
3 this organization and the standing rules for meetings adopted by this organization. The Past President  
4 (Parliamentarian) shall insure that meetings are conducted accordingly and shall rule in any  
5 controversy regarding parliamentary procedures.  
6  
7  
8

## 9 ARTICLE VII

### 10 MISCELLANEOUS PROVISIONS

#### 11 **Section 7.1.**

12 This organization shall be at all times subject to the provisions of the Articles of Incorporation and  
13 Bylaws of the Public School Employees of Washington/SEIU Local 1948.  
14  
15

#### 16 **Section 7.2.**

17 Except to the extent specified in the bylaws, no officer of this organization shall have the power to act  
18 as agent for, or otherwise bind this organization in any way whatsoever. No member, or group of  
19 members, or any other person or persons shall have the power to act on behalf of or otherwise bind the  
20 organization except to the extent specifically authorized in writing by the President or Executive Board  
21 of the organization.  
22  
23

#### 24 **Section 7.3.**

25 The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are applicable  
26 and in which they are not inconsistent with the Constitution, bylaws and special rules of this  
27 organization or of the Public School Employees of Washington/SEIU Local 1948.  
28

#### 29 **Section 7.4. Stipends.**

30 Stipends for each year will be in the amounts of \$750 to the President, \$500 to the Vice President and  
31 \$300.00 to the Grievance Officer and \$100 for all the other Executive board members. These funds  
32 shall be dispersed one-half (1/2) on October 1st and the remaining half (1/2) on March 1st by the  
33 Treasurer, and shall be dispersed from the dues rebate funds received from the state organization.  
34

35 Upon submission to the Treasurer of a copy of his/her cell/data phone bill the President will be  
36 reimbursed up to \$60 per month.  
37  
38  
39

## 40 ARTICLE VIII

### 41 COMMITTEES

#### 42 **Section 8.1. Legislative Committee.**

43 If the Executive Board deems it necessary to form a Legislative Committee, the Legislative  
44 Representative will chair the committee. The Legislative Representative shall be an elected position.  
45 The Legislative Representative will as necessary inform the membership of current legislative issues  
46  
47

1 and their possible impact on classified employees. The Legislative Representative will work with and  
2 assist the Zone 2 Legislative Council member as needed.

3  
4 **Section 8.2. Insurance Committee.**

5 The purpose of the Insurance Committee is to review and evaluate available insurance options and  
6 recommend insurance coverage to the membership.

7  
8 The Insurance Committee shall be made-up of a minimum of four (4) to a maximum of six (6)  
9 members elected at large for two (2) year terms on the committee. No elected member will serve more  
10 than two (2) consecutive terms without a break of at least one (1) year. In 2008 and each even  
11 numbered year thereafter, two to three (2-3) members will be elected for a two (2) year term. In 2008,  
12 two to three (2-3) members will be elected for a one (1) year term; in each odd numbered year  
13 thereafter, two to three (2-3) members will be elected for two (2) year terms.

14  
15 The committee will also have two (2) Board members, appointed by the President who will serve the  
16 same rotation as the committee members.

17  
18 The committee will elect a chairperson each yearly cycle and no chairperson will serve more than one  
19 (1) term without a break.

20  
21 The committee, through its chairperson, will report its activities to the chapter and/or the Executive  
22 Board at least twice a year.

23  
24 **Section 8.3. Bylaws Committee.**

25 The Bylaws Committee shall review all proposed Bylaws amendments and shall present any  
26 amendments to the membership for a vote. The Bylaws Committee will be chaired by the Vice  
27 President and members appointed by the Executive Board.

28  
29 **Section 8.4. Scholarship Committee.**

30 The Scholarship Committee shall recommend any scholarships to be offered by the Central Valley  
31 Chapter of PSE to the Executive Board. It shall be the duty of the Scholarship Committee to  
32 recommend to the Executive Board fundraising events that will underwrite the cost of such  
33 scholarships. It shall also be the duty of this committee to review applications and determine the  
34 recipients. Scholarships will only be awarded to Central Valley PSE members in good standing and  
35 children and/or grandchildren of Central Valley PSE members in good standing.

36  
37 **Section 8.5. Budget Committee.**

38 The Budget Committee shall be chaired by the Chapter President. The committee shall consist of the  
39 Treasurer and other members as assigned by the Chapter President.

40  
41 **Section 8.6. Grievance Committee.**

42 The chairperson shall be the Grievance Officer. The committee shall be composed ideally of one (1)  
43 member from each classification as selected by the chairperson and approved by the Executive Board.

44  
45 **Section 8.7. Negotiating Committee.**

46 The chairperson of the Negotiating Committee will be selected from the Executive Board. The chair  
47 of the committee will be responsible for the process used for the selection of the Negotiating  
48 Committee. The Negotiating Committee shall consist of the Executive Board and additional members

1 sufficient to represent each of the following bargaining unit classifications: Transportation,  
2 Maintenance, Custodial, Secretary/Clerical, Food Service, Educational Assistants/Supervisory  
3 Assistants, Technical, and the Early Childhood Program.

4  
5 The Negotiating Team, (those who actually go to the table), will consist of the Committee Chair, the  
6 Chapter President, the Grievance Chair, the PSE Field Representative, and other members of the  
7 Negotiating Committee as decided by the Executive Board.

8  
9 The negotiating chair will keep the Executive Board and membership apprised of bargaining issues as  
10 necessary and will work with the board to ensure that issues appropriate for collaborative bargaining  
11 are recognized and brought to the Negotiating Committee.

12  
13 **Section 8.9. Professional Development Committee.**

14 The Professional Development Committee shall study the educational needs of the classified  
15 employees of Central Valley. The committee shall consist of the following: 1) Classified Chairperson  
16 as approved by the Executive Board; 2) District Representative(s); 3) respective Building  
17 Representatives as assigned by the chairperson and approved by the Executive Board.

18  
19 **Section 8.10. Election Committee.**

20 The Election Committee is responsible for implementing elections pursuant to (Article V, Section 5.5).  
21 The committee will provide supervision for each election and will prepare each necessary ballot. The  
22 Vice President will chair the Election Committee in even numbered years, and the Sergeant-at-Arms  
23 will chair the Election Committee in odd numbered years.

24  
25 **Section 8.11. Membership Committee.**

26 The Membership Committee is responsible to assist the Membership Coordinator, including but not  
27 limited to communication with the building reps, help with the process of appointing/electing building  
28 reps annually, as well as process the annual certificates and pins.

29  
30 **Section 8.12. Other Committees.**

31 All other committees and their duties shall be at the discretion of the Chapter President with approval  
32 of the Executive Board.

33  
34  
35  
36 **ARTICLE IX**

37  
38 **CONVENTIONS & CONFERENCES**

39  
40 **Section 9.1. Annual Convention.**

41  
42 **Section 9.1.1. Election of Convention Delegates.**

43 Delegates to the PSE Annual State Convention shall be elected by the membership at large.  
44 Election will be by secret ballot. The Executive Board will determine the number of delegates  
45 who will attend convention. Board members go to convention automatically.

1 To be eligible for election as a convention delegate the member must have attended a minimum  
2 of two (2) CV-PSE chapter meetings and participate in all pre-convention meetings and/or  
3 functions.

4  
5 Members will receive notification of the meeting to elect convention delegates fifteen (15) days  
6 prior to the meeting per federal law, and should allow thirty (30) business days for PSE to  
7 process a postcard request.

8  
9 **Section 9.1.2. Chapter Delegates' Responsibilities.**

10 At the May meeting the chapter will review the proposed amendments to the state PSE bylaws.  
11 It is expected that delegates attend all business meetings and zone caucuses.

12  
13 State bylaw changes that represent an economic change to the membership, will be put to a  
14 chapter vote. That vote will give direction to the delegates on how to vote on the proposed  
15 bylaw amendment.

16  
17 Should the proposed amendment go to the floor of the convention, as proposed, the chapter  
18 delegate will be bound to vote as directed by the chapter. If the proposed amendment is  
19 amended on the floor of the convention, the chapter delegates will vote keeping the interests of  
20 the membership in mind.

21  
22 If possible and time permits, the chapter delegate committee, prior to voting on changes to the  
23 proposed bylaw amendment, will discuss those changes with each other.

24  
25 **Section 9.1.3. Convention Registration Costs.**

26 Convention delegates shall submit to the chapter treasurer a check to cover the cost of  
27 convention registration prior to convention. The chapter treasurer will hold the delegate's  
28 check. The delegate's check for the registration fee shall be returned at the conclusion of the  
29 convention if the delegate attends.

30  
31 **Section 9.1.4. Non-Attendance to Convention.**

32 If the delegate cannot attend the convention, the member's check shall be returned, provided  
33 one (1) month's notice is received prior to the convention date. If the delegate cannot attend  
34 because of an emergency, a decision to return the member's check will be made by the  
35 Executive Board.

36  
37 **Section 9.2. Legislative Conference.**

38 The Legislative Conference shall be attended by the Legislative Representative. Other representatives  
39 may attend as recommended by the Executive Board.

40  
41 **Section 9.3. Leadership Conference.**

42 The Leadership Conference is available to members, but first priority will be given to newly elected  
43 Chapter officers.

44  
45 **Section 9.4. Expenses.**

46 The Executive Board shall be responsible to approve reimbursement of expenses. Legitimate expenses  
47 shall include, but not be limited to, the following:

- 48 1. Convention or Conference Registration;

2. Convention or Conference Lodging;
3. Meals (not included in registration costs during convention or conferences) will be paid up to the following amounts: \$9.00 breakfast, \$11.00 lunch and \$20.00 dinner;
4. Transportation and gasoline will be reimbursed based on receipts for travel outside of Spokane County.

## ARTICLE X

### AMENDMENTS TO THE BYLAWS

#### **Section 10.1.**

These Bylaws may be amended by a majority vote of the membership at any regular or special meeting provided that a notice of intent to amend is given to the membership at least five (5) workdays prior to the meeting at which said vote is to be taken. Bylaws changes will be formulated by the Bylaws Committee per Section 8.3 of these bylaws.

#### **Section 10.2. Rules for Submission to the Bylaws Committee.**

1. All material must be written plainly or typed and signed by the sender and respective member proposing the change to the bylaws.
2. In addition to the proposal, the member should include the reason for the proposal and, if known, any portion of the Bylaws which is to be amended to conform to the proposed policy, practice or regulation.
3. The name, address and telephone number of the person(s) preparing the proposal must be included in case the committee needs to contact the sponsor for clarification.
4. All material should be sent to the Chapter Vice President who is the chair of the Bylaws Committee.

Signed: \_\_\_\_\_ Signed by \_\_\_\_\_  
Lynn Cross, Chapter Secretary

Date: \_\_\_\_\_ April 14, 2015 \_\_\_\_\_

Signed: \_\_\_\_\_ Signed by \_\_\_\_\_  
Jeff Cross, Chapter President

Date: \_\_\_\_\_ April 14, 2015 \_\_\_\_\_

Adopted by the membership this 31st day of January, 1974  
Revised by the membership this 8th day of September, 1979  
Revised by the membership this 11th day of May, 1982  
Revised by the membership this 15th day of March, 1983  
Revised by the membership this 8th day of November, 1983  
Revised by the membership this 22nd day of February, 1984  
Revised by the membership this 25th day of March, 1987

1 Revised by the membership this 24th day of March, 1988  
2 Revised by the membership this 8th day of June, 1988  
3 Revised by the membership this 11th day of October, 1988  
4 Revised by the membership this 12th day of May, 1998  
5 Revised by the membership this 31st day of August, 1998  
6 Revised by the membership this 10th day of April, 2000  
7 Revised by the membership this 7th day of May, 2001  
8 Revised by the membership this 7th day of December, 2004  
9 Revised by the membership this 22nd day of March, 2005  
10 Revised by the membership this 15th day of March, 2007  
11 Revised by the membership this 27th day of March, 2008  
12 Revised by the membership this 11th day of February, 2009  
13 Revised by the membership this 18th day of April, 2012  
14 Revised by the membership this 19th day of March, 2015

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