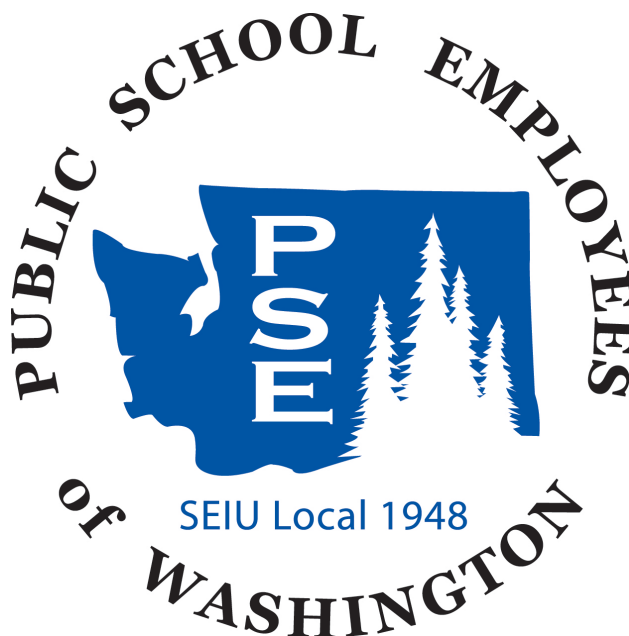


CHAPTER BYLAWS

Amended January 25, 2025

PUBLIC SCHOOL EMPLOYEES OF BETHEL



Public School Employees of Washington/SEIU Local 1948

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1 **P R E A M B L E**

2
3 Employees organize primarily to secure better wages and better working conditions.

4
5 We hold that they also organize in order to participate in the decisions which affect them at work. One of
6 the fundamental tenets of democratic government is the consent of the governed.

7
8 We are both employees and citizens. Collective bargaining is the expression of citizenship in employment.
9 Participation in the political life of the nation, state, local municipalities, and school district is but another
10 aspect of that citizenship.

11
12 In the same way that we are organized to improve the terms and conditions of employment, we are equally
13 dedicated to exerting ourselves, individually and collectively, to fulfill the promise of American life.
14 Amidst unparalleled abundance, there should not be want.

15
16 We are under a solemn obligation to represent the members of this Chapter forcefully and effectively in
17 collaborative negotiations with the management of the Bethel School District and to conduct internal
18 Chapter business according to democratic standards.

19
20 THEREFORE, we, the classified school employees of Bethel School District, in meeting, adopt these
21 Bylaws on February 24, 1973.
22
23
24

25 **A R T I C L E I**

26
27 The name of this chapter shall be Public School Employees of Bethel (Public School Employees of
28 Washington/SEIU Local 1948).
29
30
31

32 **A R T I C L E II**

33
34 It is affiliated with and is a chapter of the Public School Employees of Washington/SEIU Local 1948. It
35 was chartered by Public School Employees of Washington on November 28, 1967.
36
37
38

39 **A R T I C L E III**

40
41 The objectives and purposes of this Chapter are:

42
43 A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of
44 Washington/SEIU Local 1948.

45
46 B. To promote the chapter of Public School Employees in the Bethel School District.
47
48

- 1 C. To promote the welfare of the membership and the classified employees of the Bethel School District,
2 and to provide a voice in the determination of the terms and conditions of employment. We are
3 committed to the process of collective bargaining as a desirable, democratic and effective method to
4 achieve this.
- 5
- 6 D. To promote and provide systematic and effective employee management through collective bargaining;
7 to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations
8 on personnel matters, including wages, hours and working conditions, vacations, holidays and other
9 conditions of employment for the classified employees of Bethel School District.
- 10
- 11 E. Both as members and as citizens, we shall also employ available legislative and political action to
12 establish adequate financial provisions for the improvement of public school education and equitable
13 consideration for the classified school employees from the State Legislators.
- 14
- 15 F. To establish better fellowship and understanding among classified school employees and to strive for
16 their overall betterment through training.
- 17
18
19

20 ARTICLE IV

21 MEMBERSHIP

22 **Section 1. Eligibility.**

23
24 Except as otherwise provided in these Bylaws, any person without regard to age, sex, marital status, sexual
25 orientation, race, creed, color, national origin, honorably discharged veteran or military status, the presence
26 of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person
27 with a disability (RCW 49.60.180), who meets the requirements hereinafter listed shall be eligible for
28 membership.

29
30

- 31 A. All persons regularly employed as a classified school employee (as defined by the Public School
32 Employees of Washington/SEIU Local 1948) by or in Bethel School District, and who are members of
33 the Public School Employees of Washington/SEIU Local 1948, are eligible for membership in the
34 Chapter.
- 35

36 **Section 2. Dues.**

- 37 A. Application for membership shall be made on a standard dues deduction form provided by Public
38 School Employees of Washington/SEIU Local 1948.
- 39
40
- 41 B. Dues shall be one and seventy-five hundredths (1.75%) of each member's gross monthly earnings
42 with a cap of seventy-five dollars (\$75.00) per month. The monthly dues cap will be increased by the
43 sum of five dollars (\$5.00) annually
- 44
- 45 C. A local dues deduction of two dollars (\$2) per month will be paid to support Bethel Chapter operations
46 in addition to state dues. Such amount shall be paid monthly through payroll deduction. Each month
47 the District will send the Chapter Treasurer the amount collected.
- 48

- 1 D. Continuing Employment Rights. Employees who have continuing employment rights such as an
2 employee laid off, on an approved leave of absence, or terminated and going through the grievance
3 process to get their job back, shall be considered members in good standing. They shall be required to
4 pay local dues of two dollars (\$2) per month to be considered a member in good standing. Once they
5 lose their continuing employment rights, they are no longer considered members in good standing.
6
- 7 E. Membership dues are not refundable except where an error resulting in an overpayment exists.
8 Members who feel there has been an error shall provide their PSE Field Representative in a timely
9 manner the pay stubs that show the amounts mistakenly withheld along with an explanation of the error.
10
- 11 F. In a convention year, each chapter shall receive chapter rebates from the state organization in an
12 amount equal to six percent (6%) of the total monthly dues and fees paid by both members and
13 agency fee payers to the PSE
14
- 15 To qualify for rebates, the chapter must: (1) have filed a Chapter Financial Report (CFR) for the
16 previous fiscal year with the PSE state office; and (2) send at least one delegate to the most recent
17 biennial PSE convention. Rebate payments may be withheld from chapters that are not in compliance
18 with CFR submission requirements. The Board of Directors may adopt policies providing the
19 manner in which chapter rebates may be withheld for failing to submit the required reports. In years
20 PSE does not hold the annual business meeting, chapters will receive a rebate of four percent (4%)
21 so long as the chapter had at least one (1) delegate at the most recent convention.
22
- 23 The chapter rebates are intended to offset the cost of sending chapter delegates to the biennial PSE
24 convention and Legislative events. Chapter rebates should be used to send as many delegates to the
25 biennial PSE convention as are eligible, so long as the rebate is sufficient to do so. Any chapter not
26 represented by delegates at the biennial PSE convention shall not receive chapter rebates the
27 following year, except new chapters chartered in the interim between biennial PSE conventions.
28 Chapters shall receive chapter rebates every two (2) months.
29

30 **Section 3. Rights.**

- 31 A. Members shall suffer no impairment of freedom of speech concerning the operations of this Chapter.
32 Active discussions of Chapter business shall be encouraged and protected.
33
- 34 B. Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
35 due notice of nominations and elections, equal opportunities for competing candidates, and proper
36 election procedures which shall be specifically set forth.
37
- 38 C. Members shall have an equal right to run and hold office as long as the member does not have a conflict
39 of interest as described in the Article V (B) in the PSE State Bylaws which reads as follows: *Any PSE*
40 *member who is also a member of another union must disclose this fact before running for PSE office at*
41 *any level or participating in a vote on a matter which may raise a conflict of interest between PSE and*
42 *the other union. Failure to disclose such information in advance of the election or vote may result in*
43 *removal from the office or reconsideration of any other relevant vote.*
44
- 45 D. Members shall have the right to a full and clear accounting of all Chapter funds. At all levels such
46 accounting shall include, but not be limited to, periodic reports to the membership by appropriate fiscal
47 officers or by independent auditors not otherwise connected with the Chapter, and a financial audit at
48

1 least once a year which is made available to all members. The Board will appoint three (3) members
2 who are not on the Board to conduct an annual audit. A request for financial information must be
3 presented in person at a regularly scheduled Board of Trustees meeting outside of the Executive
4 Session.

5
6 E. The Audit Committee will be chosen at the First General Membership meeting of the school year. They
7 will provide a written report by the second General Membership meeting addressed as a Committee
8 report.

9
10 F. Members shall have the right to full participation, through discussion and vote, in the decision making
11 processes of the Chapter and to pertinent information needed for the exercise of this right.

12 13 **Section 4. Free-Riders.**

14 Any member who opts out of payment of regular dues, shall be characterized as a free-rider and shall be
15 entitled only to those rights and privileges as set forth in PSE Policies and Bylaws. Free-riders shall not
16 be entitled to hold any local or state office, attend state meetings, vote for local or state leaders or vote
17 for ratification of collective bargaining agreements. In addition, free-riders may not attend any PSE
18 sponsored functions. Free-riders will be allowed to attend local meetings and events on an invite only
19 basis with the intent of recruitment to the PSE Union. The Chair of the event shall be notified before the
20 start of the event.

21 22 23 24 **ARTICLE V**

25 26 **GENERAL MEMBERSHIP MEETINGS**

27 28 **Section 1. Schedule.**

29 General membership meetings of this Chapter shall be held as necessary at a time and place to be fixed by
30 the Board of Trustees (BOT). General Membership Meetings will be held four times a year. The Board of
31 Trustees will attempt to schedule meetings in September (1), January (2), March (3) and May (4) recognizing
32 that some district events or facility availability may have some effect on this and there may be a need to hold
33 it in a different month.

34 35 **Section 2. Special Meetings.**

36 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
37 President and signed by twenty percent (20%) of the members of this Chapter.

38 39 **Section 3. Notification.**

40 The President shall provide at least five (5) days notification to all members of any meeting called.
41 However, said five (5) days' notice may be waived by the Board of Trustees provided that every reasonable
42 effort is employed to notify the membership of the meeting.

43 44 **Section 4. Voter Rights.**

45 At any meeting of the general membership of this Chapter, each member in good standing present shall be
46 entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A minimum of
47 twenty-five (25) members must be present to constitute a quorum before any Chapter business may be
48 transacted.

1 **Section 5. Sergeant at Arms.**

2 Members may be appointed by the Board of Trustees to act as Sergeant at Arms at general membership
3 meetings. Sergeant-at-Arms shall be responsible to maintain order at all general meetings. The Sergeant-
4 at-Arms, at the request of the President, will keep an orderly flow to those members wishing to speak at
5 meetings. The Sergeant-at-Arms in conjunction with the Membership Officer will ensure that those
6 persons attending meetings are members in good standing. The Sergeant-at-Arms will assist with
7 elections
8
9

10 **ARTICLE VI**

11 **MANAGEMENT**

12
13
14 **Section 1. Board of Trustees.**

15 The business and property of this Chapter shall be managed by a Board of Trustees, except when the
16 meetings of the Chapter are in session. All matters affecting the purposes, aims and means of this Chapter,
17 not specifically provided for in these Bylaws or by action of the members at a regular or special meeting,
18 shall be decided by the Board of Trustees. Members are invited to attend these meetings with the exception
19 of Executive Sessions.
20

21 **EXECUTIVE SESSIONS**

22 All meetings of the Board of Trustees shall be open to the membership, but the Board may consider the
23 following items in closed executive sessions if it is determined by the Executive Board to be confidential:
24 collective bargaining negotiations, personnel issues, and investigatory matters, to receive and evaluate
25 complaints or charges brought against a director or staff member, to discuss with legal counsel representing
26 the Union, matters relating to litigation or potential litigation to which the Union, the Board, or a member
27 acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the
28 discussion is likely to result in an adverse legal or financial consequence to the Union.
29

30 **Section 2. Board of Trustees Responsibilities.**

31 Each member of the Board of Trustees must agree to do the following: become knowledgeable of the
32 Bylaws; follow the duties of their position as described in the Bylaws; and be willing to become
33 knowledgeable of the current collective bargaining agreement.
34

35 **Section 3. Issue Resolution Process.**

36 So that each member can be effectively represented, members should take their issue first to their unit
37 representative(s). As an alternative, if the member is uncomfortable working with the unit representative(s),
38 the member may ask any Executive Board Officer to work with them.
39

40 **Section 4. Confidentiality.**

41 Since some issues are of a confidential nature, members of the Board of Trustees shall maintain and respect
42 a member's right to have their issue addressed in a confidential manner.
43

44 **Section 5. Board Minutes.**

45 Minutes of Board meetings shall be distributed to members in the same manner as Chapter meeting
46 minutes. Issues of a confidential nature shall be communicated in a manner that respects the members' best
47 interests.
48

1 **Section 6. Board of Trustee Members.**

2 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer,
3 Membership Officer and two (2) unit representatives elected from each of the following units except the
4 Paraeducators, and Secretary/Clerks unit will be authorized five (5) unit representatives.

- 5
- 6 • Paraeducators (5)
 - 7 • Bus Assistants (2)
 - 8 • Child Nutrition (2)
 - 9 • Custodial (2)
 - 10 • Maintenance/Technology (2)
 - 11 • Mechanics (2)
 - 12 • Secretary/Clerical (5)
 - 13 • Transportation (2)
 - 14 • Other Services (2)
- 15

16 **Section 7. Term.**

17 The term of office of the Trustees of this Chapter shall be for a period of two (2) years. Elections shall be
18 held in March with the term of office beginning on September 1 of each year. Even numbered classification
19 rep positions will be elected in even numbered years. Odd numbered classification rep positions will be
20 elected in odd numbered years. Classification rep term will be for two (2) years upon election or the
21 remaining term from the vacated position they may fill.

22

23 **Section 8. Executive Board Term.**

24 The President, Treasurer, and Membership Officer will be elected on even numbered years. The Vice
25 President, and Secretary will be elected on odd numbered years. Board term will be for two (2) years upon
26 election or the remaining term from the vacated position they may fill.

27

28 **Section 9. Board of Trustees Transition.**

29 Incoming Board members will work with outgoing Board members and attend Board meetings during the
30 transition period (the date of election to August 31). Incoming Executive Board members will attend all
31 scheduled and required meetings for their newly elected executive position. Full duties for all Board of Trustees
32 will be assumed on September 1 of each year with the exception of negotiations. If contract negotiations
33 are still in session during the transition period, the outgoing Board members remain on the negotiations
34 team until negotiations are completed. An incoming President may become a non-voting member of the
35 negotiations team upon taking position September 1.

36

37 **Section 10. Board of Trustees Meetings.**

38 The Board of Trustees shall hold meetings as the President or Board of Trustees deems necessary for the
39 competent management of Chapter business. The Executive Board will meet within two (2) weeks before
40 the next Board of Trustee meeting.

41

42 **Section 11. Board of Trustee Votes.**

43 Each unit on the Board of Trustees shall possess two (2) votes in matters coming before the Board. A third,
44 fourth or fifth unit representative for these units will be allowed one (1) vote if one other representatives
45 from the unit are not in attendance. All voting at meetings of the Board of Trustees shall be by each
46 member present in person and voting by proxy shall not be allowed. Twelve (12) voting members of the
47 Board of Trustees shall constitute a quorum.

48

1 **Section 12. Executive Board/Classification Reps Recall.**

2 Any Executive Board Officer may be removed from office by a two-thirds (2/3) majority vote of the
3 membership at any regular or special meetings of the membership of the Chapter. Notice of the proposed
4 removal of the executive board member must be given to the officer five (5) days prior to the date of the
5 meeting at which the removal is to be voted upon. Such notice to the Officer must state the cause for the
6 proposed removal in writing. Such mere disagreement with the policies or position of the member shall not
7 be grounds for recall. Prior to the Board of Trustees advancing to membership the recommendation of the
8 removal of an executive board member, the Board of Trustees shall notify the Officer of the basis of their
9 recommendation for removal and give such person an opportunity to provide a defense against those
10 actions. The Executive Board member will be given a minimum of fifteen (15) days notice.
11

12 **Section 12.1- Removal/Recalled.**

13 If an Executive Board member/classification rep is asked to resign or is recalled from their position,
14 that member cannot run for a Board of Trustee position for two (2) years. They will need Executive
15 Board approval before being eligible to run for a position.
16

17 **Section 12.2. Composition and Requirements of Recall Panel for Classification Reps.**

18 The Recall Panel shall consist of nine (9) panel members, one (1) from each classification. One (1)
19 panel member and one (1) alternate shall be elected from each classification. They shall serve for a
20 period of two (2) years from September 1-August 31. Panel members' terms will start September 1
21 of even numbered years. Recall Panel members and their alternates shall be members of the Board
22 of Trustees and maintain strict neutrality. Alternates will only be used if the panel member is
23 unavailable.
24

25 **Section 12.3. Petition Requirements.**

26 The Board of Trustees/or twenty percent (20%) of any classification may petition the Executive
27 Board for the recall of any Trustee. Every recall petition must contain a clear statement of the
28 specific charges against the Trustee. Grounds for recall shall be neglect of duties, not revealing a
29 conflict of interest, or engaging in conduct detrimental to PSE of Bethel but not limited to mere
30 disagreement with policies or positions of the Trustee shall not be grounds for recall.
31

32 **Section 12.4. Petition Process.**

33 The recall petition shall be submitted to the Executive Board. Upon receipt of the petition, Bethel
34 Executive Board shall immediately be assigned to determine whether the petition satisfies the
35 procedural requirements set forth. The Executive Board shall make a determination within fourteen
36 (14) calendar days from receipt of petition.
37

38 **Section 12.5. Recall Panel Hearing.**

39 A hearing shall be scheduled with the Recall Panel no less than fourteen (14) calendar days from the
40 date the classification rep was served with the statement of recall. The quorum requirement for all
41 hearings before the Recall Panel shall be seven (7) members. The Recall Panel shall elect a chair
42 from the recall panel, who will conduct the hearing, and will only vote in case of a tie. The Recall
43 Panel shall be advised on procedural issues by the field representative. Each side shall have the right
44 to call witnesses and present evidence subject to cross examination.
45

46 **12.6. Decision.**

47 Within fourteen (14) calendar days of the hearing, the Recall Panel shall issue a written decision. A
48 decision for recall shall require the support of two-thirds (2/3) majority of the panel. If less than two-

thirds (2/3) of the panel members vote for recall, the petition will be dismissed. All decisions of the Recall Panel shall be final, with no right of appeal. In the event of a recall decision, the Board of Trustees shall make an interim appointment to fill the vacancy for the unexpired term of the recalled Trustee.

Section 13. Board of Trustees Absences.

Absences, unexcused by the Board of Trustees, from two (2) consecutive meetings of the Board of Trustees shall be due cause for removal of the Trustee by the Board of Trustees. Provided however, a Trustee who has one (1) unexcused absence shall receive a letter notifying the Trustee that a second consecutive unexcused absence will result in the Board removing them from their position. Trustees should inform the Secretary prior to the Board meeting to explain the reasons why they cannot attend. If the Secretary is unable to attend, he/she will notify the President or Vice President. If the Trustee is unable to give advance notification, they will contact the Secretary no later than five (5) days after the meeting to explain why he or she could not attend. After five (5) excused absences in one (1) year, the trustee will be asked to resign. Removal of a Board Member because of excessive absenteeism shall not require the two-thirds (2/3) vote of membership.

Section 14. Board of Trustee Vacancies.

Any vacancies occurring on the Board of Trustees (by reason of death, resignation or removal) shall be filled as follows:

- Unit representative vacancies shall be elected by the classification of which they are representatives.

Such replacement officer or unit representative shall serve during the unexpired term of the officer or unit representative whose position has become vacant.

Section 15. Conflicts of Interest.

- All members of the Board of Trustees as defined herein this Article shall be subject to the same parameters and standards regarding conflicts of interest as set forth in the PSE/SEIU Local 1948 State Bylaws, Article 5, Governance and Operations.
- Property purchased by the Chapter becomes the property of the Chapter and is to be used for Chapter business. Meeting Minutes stored on any of the Chapter's equipment is the property of this Chapter. All Chapter equipment and property will be signed for on a Hold Harmless agreement. The Hold Harmless agreement must be signed and returned to the Secretary (with exception, the Secretary will give his or her form to the Treasurer) prior to any assets being issued. All assets must be returned to the Chapter Secretary or Treasurer within fifteen (15) days of the end of an elected term or resignation.

ARTICLE V I I IMPROPER CONDUCT OR PERFORMANCE OF A CHAPTER LEADER

Section 1

Certain behaviors constitute improper conduct on the part of a chapter leader

- Failure to represent PSE of Bethel interests
- Misconduct
- Neglect of Duty

1 **Section 2. Misconduct.**

2 The following constitutes misconduct and are grounds for requesting the resignation/recall of a chapter
3 leader.

- 4
- 5 A. Misuse of chapter funds
 - 6 B. Improper use of chapter leader authority
 - 7 C. Harming the promotion of PSE membership
 - 8 D. Promoting another union
 - 9 E. Entering into any collective bargaining agreement, dispute or grievance settlement which affects
10 or pertains to wages, hours or working conditions of the chapter members or which would affect
11 the right of chapter members that is not first reviewed by and approved by the chapter leadership
12 through the representative.
 - 13 F. Sharing list of members with competitor unions.
 - 14 G. Not limited to examples A-F
- 15

16 **Section 3. Neglect of Duty.**

17 Examples of neglect of duty are

- 18
- 19 A. Failure to communicate with PSE of Bethel or Field Representative
 - 20 B. Not allowing access to local chapter members
 - 21 C. Not filing required reports with PSE of Bethel
- 22

23 **Section 4. Actions.**

- 24 A. Discipline: The chapters Board of Trustees may sanction the chapter leadership by restricting
25 their actions or authority, removing them from committees, or restricting access to chapter funds.
26 A written record of actions taken is to be maintained. However, the public announcement may be
27 limited to: Disciplinary action imposed on XXXX by the Board of Trustees for improper
28 conduct.
- 29 B. Request for Resignation - At least a simple majority of the chapters Board of Trustees may
30 request that the leader resign.
- 31 C. Recall - If a chapter leader fails to resign when requested, a written petition signed by the simple
32 majority of the chapters Board of Trustees will be submitted to the recall panel.
- 33
34
35

36 **ARTICLE VIII**

37
38 **OFFICERS AND UNIT REPRESENTATIVES, NOMINATIONS AND ELECTIONS**

39
40 **Section 1. Terms.**

41 The Officers of this Chapter shall be a President, a Vice President, a Secretary, Treasurer, and Membership
42 Officer. All officers shall be elected for a term of two (2) years.

43

44 **Section 2. Eligibility.**

45 To be eligible for office, a member must be in good standing for one (1) year immediately preceding the
46 election. This requirement does not apply to the election of classification representatives.

47
48

1 **Section 3. Voting Process.**

2 Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
3 ten (10) working days' notice of nominations and elections, and equal opportunities for competing
4 candidates to state their qualifications and reasons for seeking office to the Chapter membership.
5 Elections shall be conducted by secret written ballot and certified by the Chapter Secretary.

- 6
7 A. Officers shall be elected by secret ballot vote, when more than one (1) candidate is
8 nominated for a position.
9 B. Balloting shall be conducted so as to afford all members a reasonable opportunity to vote.
10 No proxy votes will be allowed.
11

12 **Section 3.1.**

13 In the event that an employee works in two (2) different units, they will be allowed one (1) vote
14 per unit that they work in, at the respective unit meetings. They will still only be allowed one (1)
15 vote at general membership meetings.
16

17 **Section 3.1.2. Virtual Meetings.**

18 General membership meetings and other Chapter activities may be conducted through
19 virtual platforms, and voting (except when restricted by law) for documents may be done
20 electronically.
21

22 **Section 4. Unit Representatives.**

23 Each unit shall consist of two (2) representatives with the exception of: Secretary/Clerks and
24 Paraeducators, who each have five (5) representatives. Unit representatives shall be elected to two (2)
25 year terms and must be a member in good standing. Members shall be given fifteen (15) days advance
26 notice of unit meetings. At that time, elections for unit representatives will be held. Nominations shall
27 be permitted from the floor at the meeting held to nominate unit representatives. Representatives shall
28 be elected by secret ballot. This election must be completed by March 31.
29

30 **Section 5. Board Seats.**

31 No member may hold or be nominated for more than one (1) office on the Board of Trustees unless there
32 are no other volunteers.
33
34
35

36 **ARTICLE IX**

37
38 **DUTIES OF EXECUTIVE, UNIT CLASSIFICATION REPRESENTATIVES,**
39 **BUILDING CONTACTS, AND OTHER NON-BOARD MEMBERS**
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41 **Section 1. President.**

42 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The President shall
43 supervise all activities of the Chapter; execute all instruments in its behalf; co-sign checks drawn against the
44 fund of the Chapter; report periodically to the membership regarding the progress and standing of the
45 Chapter in regard to the President's official acts; perform all other duties as prescribed in the Bylaws and
46 perform such other duties usually inherent in such office.
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1 **Section 2. Vice President.**

2 The Vice President shall act for the President in the President's absence and perform such other acts as the
3 President or Board of Trustees may direct. The Vice President may be authorized, by the Board of Trustees,
4 to act as a co-signer of checks drawn on the funds of the Chapter in place of or in addition to either the
5 President or Treasurer. The Vice President shall appoint a building liaison chairperson who shall be
6 responsible for ensuring that each building has a building liaison, conducting three (3) building liaison
7 meetings each school year, and, ensuring that building liaisons have the knowledge and information
8 necessary to perform their duties. The Vice President shall be chairman of the Classified Employee of
9 the Year Committee unless he/she is nominated for this award. The Vice President is also the Chair of
10 the Grievance and Bylaws Committee.
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12 **Section 3. Secretary.**

13 It shall be the duty of the Secretary to keep all records of the Chapter. The Secretary may be authorized, by
14 the Board of Trustees, to act as a co-signer of checks drawn on the funds of the Chapter in place of or in
15 addition to either the President, Vice President, or Treasurer, use a Board-approved debit card for approved
16 Chapter purchases, and to perform such other acts as the President and Board of Trustees may direct.
17 Minutes of meetings recorded by the Secretary will be distributed by the Secretary to all locations and will
18 be posted on the Chapter website. The secretary shall be responsible for preparing and distributing to
19 building liaisons Chapter and Board of Trustee meeting agendas, notices and other Chapter communication.
20 The Secretary will record an attendance record for each General Membership Meeting and add this record
21 to the Minutes.
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23 **Section 4. Treasurer.**

24 The Treasurer shall receive and be accountable for all assets belonging to the Chapter; pay all obligations
25 incurred by the Chapter in payment as authorized by the Board of Trustees; maintain bank accounts
26 designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by two (2)
27 of the following officers: the President, Vice President, Secretary or the Treasurer; use a Board-approved
28 debit card for approved Chapter purchases, and shall provide periodic financial reports as required by the
29 Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and
30 shall prepare an annual budget for the approval of the Board in August.
31

32 **Section 5. Membership Officer.**

33 Conducts New Employee Orientations (NEO). Assist in getting new members signed up. It shall be the
34 duty of the Membership Officer to maintain a current and accurate list of members of the Chapter in
35 coordination with the membership information section at PSE/SEIU 1948 state headquarters; ensure that
36 all members are paying dues; render periodical membership reports as required by Public School
37 Employees of Washington/SEIU Local 1948; and perform such other official functions as the President
38 and Board may direct.
39

40 **Section 6. Unit Representative.**

41 The representative shall dispense information to the unit, conduct periodic meetings with their unit as
42 needed, and promote membership in PSE by making personal contact with new members of the unit. The
43 representative shall be available to the members of their unit to answer questions pertaining to working
44 conditions and rights of employees and may assist in resolving concerns of contract violation, including
45 assistance in grievances.
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1 **Section 7. Building Liaison.**

2 The Vice President, Building Liaison Chairperson and Secretary will work together to contact each building
3 to establish a Building Liaison. Buildings may choose to hold a meeting and select their Liaison. The
4 selected person's name shall be forwarded to the Chapter Vice President by October 15. This is to be done
5 every year although the same person can be chosen/elected each year.
6

7 The Vice President will have at least three (3) building liaison meetings each school year. The purpose of
8 the meetings will include but not be limited to communication of labor relations issues, discussion of
9 current District developments, awareness/education of significant developments that will affect the
10 membership.
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12 A building liaison will have the responsibility of updating the PSE Board with the most current
13 information (contracts, bylaws, seniority lists, and shared leave, etc.). They will refer building staff to
14 their appropriate classification representative should issues arise. If there are issues that are brought to
15 the attention of the Building Liaison, they will forward the information to the Vice President who will
16 bring it to the Board of Trustees. Building Liaisons are responsible for informing the Sunshine
17 Coordinator of members in the building who have had a death in the immediate family (according to
18 Section 9.2 of the collective bargaining agreement) or have had a serious illness.
19

20 Building Liaisons (who are not on the Board of Trustees) are not authorized to serve in a Union
21 representation capacity during grievance or disciplinary meetings.
22

23 **Section 8. Communication Assistant.**

24 The Board shall appoint one (1) member who shall assist the Chapter Secretary and the Board in
25 communicating to PSE members and Building Liaisons. This involves assistance with the Chapter
26 website, and any other types of communications.
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28 **Section 9. Legislative Representative.**

29 The Board of Trustees shall appoint a legislative representative who shall be responsible for keeping the
30 Board and membership aware of relevant developments in the federal government, state legislature or state
31 government. This Committee is open to the general membership as well as Board of Trustees members and
32 is a two (2) year term.
33

34 **Section 10. Sunshine Coordinator.**

35 Each year the Board shall appoint a member to coordinate Sunshine recognition activities for members who
36 have had a death in the immediate family (according to Section 9.2 of the collective bargaining agreement),
37 have had a serious illness or retirement. Building Liaisons are responsible for informing the Sunshine
38 Coordinator of members in the building who should be recognized. The Sunshine Coordinator shall send a
39 report to the President before each general membership meeting. The Board will annually determine the
40 appropriate member recognition at the annual retreat. This position is open to the general membership as
41 well as Board of Trustees members and is a two (2) year term.
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ARTICLE X

MISCELLANEOUS PROVISIONS

Section 1. Bylaw Changes.

This Chapter shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington/SEIU Local 1948. The Bethel Chapter Bylaws shall be reviewed no less than every two (2) years with recommendations for Bylaw changes presented to the membership at the January general membership meeting for approval.

Section 2. Binding Procedure.

Except to the extent specified in the Bylaws, no officer of this Chapter shall have the power to act as agent for, or otherwise bind this Chapter in any way whatsoever. No member or group of members or any other person or persons shall have the power to act on behalf of or otherwise bind the Chapter except to the extent specifically authorized in writing by the President or Board of Trustees of the Chapter.

Section 3. Roberts's Rules of Order.

The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are applicable, and in which they are not consistent with the Bylaws and special rules of this Chapter or of the Public School Employees of Washington/SEIU Local 1948.

Section 4. Dissolvent of Chapter.

This Chapter shall continue until a two-third (2/3) vote of all of the members vote to dissolve the Chapter.

ARTICLE XI

CHAPTER BUDGET

Section 1. Budget.

The Board of Trustees shall annually develop a budget which shall be submitted to the membership for approval at the first meeting. The fiscal year shall run from September to August.

Section 2. Bi-Annual Convention.

The maximum number of delegates and/or alternates who may attend the bi-annual convention shall be determined by the PSE State Bylaws; the maximum the Chapter will send will be determined by the Board of Trustees. Board of Trustee members are automatically selected as delegates for convention. State and Bethel PSE Committee members will automatically be nominated for convention. Convention delegates shall be recommended by the Board of Trustees and voted upon by the membership at the third General Membership meeting of the curriculum school year. Nominations from the floor shall be taken at the meeting.

Conduct & Responsibility. Convention attendees are expected to attend all business meetings, arrive on time, and conduct themselves in a professional manner as representatives of this chapter. In the event that chapter funds have been disbursed for members to attend convention, and the member does not fulfill their obligation to attend (all required business meetings) without Board approval of an emergency situation, said member will be responsible for reimbursing any and all nonrecoverable funds. Also, any expenses incurred at convention by said member will not be eligible for reimbursement

After the Convention, the delegates shall make a summary report at the first general membership meeting of the year. Convention expenses shall be reimbursed as follows:

- A. Mileage Reimbursement - Mileage reimbursement will be paid at the District per mile rate. Mileage reimbursement will be calculated by the most direct route from the ESC to the destination. Those drivers pooling with two (2) or more delegates or alternates shall receive an additional ten (10) cents per mile. Parking costs shall be reimbursed after an acceptable receipt is received. Mileage will be reimbursed at the state mileage rate.
- B. Rooms - The Executive Board shall select the appropriate accommodation for the delegates and alternates, such as single, double rooms, or a delegate requested medical need. If it is decided that there is a need to share a room, then guests accompanying a registered delegate must pay one-half (½) of room charges per night in full prior to registration deadline. The President is allowed to have a single room, as there is business conducted that requires confidentiality.
- C. Registration – The Chapter will pay the registration fee of the delegates and alternates.
- D. Meal Reimbursement - Members will receive a per diem for meals. The per diem will be established by the Board of Trustees each year of convention based on Washington state per diem rates.
- E. Auction, Chapter Gift, and Emergency Relief Donation – The auction, gift, and donation amount shall be determined in the annual budget.
- F. Convention Supplies - The amount shall be determined in the annual budget for miscellaneous convention supplies such as shirts, buttons, and name tags.
- G. All convention reimbursements will be paid within two (2) weeks of closing of convention,

Section 3. Legislative Conference.

Any member may attend the conference although conference expenses will only be reimbursed for ten (10) members representing the Chapter. Conduct & Responsibility: Legislative conference attendees are expected to attend all business meetings, arrive on time, and conduct themselves in a professional manner as representatives of this chapter. In the event that chapter funds have been disbursed for members to attend legislative conference, and the member does not fulfill their obligation to attend (all required business meetings) without board approval of an emergency situation, said member will be responsible for reimbursing any and all nonrecoverable funds. Also, any expenses incurred at legislative conference by said member will not be eligible for reimbursement.

- A. Mileage Reimbursement - Mileage reimbursement will be paid at the District per mile rate. Mileage reimbursement will be calculated by the most direct route from the ESC to the destination. Those drivers pooling with two (2) or more members shall receive an additional ten (10) cents per mile. Mileage will be reimbursed at the state mileage rate.
- B. Rooms - The Board shall select accommodations for up to two (2) nights for those who attend the conference. President is allowed to have a single room, as there is business conducted that requires confidentiality

C. Registration - The registration fee of the up to ten (10) members attending the conference will be paid by the Chapter.

D. Meal Reimbursement - Members will receive a per diem for meals. The per diem will be established by the Board of Trustees each year of legislative conference based on Washington state per diem rates.

E. Chapter and Legislative Auction Gift - Shall be determined in the annual budget.

F. Chapter Gift and Emergency Relief Donation – The gift and donation amount shall be determined in the annual budget.

Section 4. Zone Meetings.

Any member may attend a zone meeting. Zone meeting expenses shall be reimbursed as follows:

A. Mileage Reimbursement - The mileage reimbursement will be at the District per mile rate. Mileage reimbursement will be calculated by the most direct route from the ESC to the destination. Those drivers pooling with two (2) or more members shall receive an additional ten cents (\$0.10) per mile.

Section 5. General Membership Meeting Expenses.

To facilitate member involvement in general membership meetings, the Chapter will spend up to four hundred dollars (\$400) each year on cash raffles and will also provide refreshments. The amount shall be determined in the annual budget.

Section 6. Board of Trustees Meeting Expenses.

In order to facilitate leader involvement in Board meetings, the Chapter will provide refreshments. The amount shall be determined in the annual budget.

Section 7. Scholarships.

Each year the Chapter will provide up to eight thousand dollars (\$8,000) in student and member scholarships. The amount shall be determined in the annual budget. The intent will be to provide one (1) scholarship to students at each of the four (4) Bethel School District high schools; one (1) scholarship to one (1) employee, one (1) scholarship for a sustaining student, one (1) scholarship to a non-district student, and one (1) scholarship to a current student in an alternative learning program. In the event that there is not an applicant from each of the Bethel School District's high schools, the other scholarships (up to four [4]) will be awarded to the next applicant from a Bethel School District high school with the next highest application scores. Unawarded funds may be divided amongst current applicants at the discretion of the Scholarship Committee.

Section 8. Recognition of Classified Employee Week.

The Chapter will spend money on activities and supplies to raise school and public awareness of Classified Employee Week. The amount shall be determined in the annual budget.

Section 9. Storage of Chapter Records.

The Chapter will purchase all necessary file cabinets and supplies to appropriately store Chapter files and records. Additionally, the Chapter will purchase the necessary storage facility space to secure the

records and supplies. Each officer shall sign for and be responsible for one (1) key to be used as necessary to access the Chapter cabinets and supplies. At the end of their term, the key shall be returned to the Secretary.

Section 10. Purchases.

Purchases authorized by the Board of Trustees will be reimbursed only with a cash register receipt. Such receipt shall be submitted within sixty (60) days of purchase.

Section 11. Additional Reimbursement Rules.

- A. Meal reimbursement will be made to members who must purchase a meal at a function which they are authorized to attend when such function does not provide the meal. Itemized food receipts must be submitted for reimbursement. Alcohol is not reimbursed.
- B. Lodging will be paid by the Chapter when attending authorized Chapter function. Reimbursement will be for the members' room expenses only. Hotel bill will be required for reimbursement. Prior approval by the Board of Trustees is required.

Section 11.1. Additional Mileage Reimbursement.

Mileage will be reimbursed for representing a member, attending interviews, Board of Trustees meetings, PSE sponsored training, and attending Committee meetings identified or authorized by the Chapter Bylaws or arises from the collective bargaining agreement on a quarterly basis under approval of Executive Board Members. It is the responsibility of the member to submit the Mileage Reimbursement form to the Treasurer or Executive Board Member by September 1, January 1, March 1, and May 1 unless good cause can be shown.

The mileage reimbursement will be paid at the State per mile rate. Mileage reimbursement will be calculated by the most direct route from the assigned job location of union member to the destination and back to the job location. Mileage must exceed fifteen (15) miles per quarter for the consideration of reimbursement.

Section 12. Reimbursement for the Cost of Substitutes.

The Chapter will reimburse the District for the cost of a substitute to make it possible for Chapter leaders to perform official functions.

ARTICLE XII

COMMITTEES AND OTHER CHAPTER ACTIVITIES

Section 1. Overview.

There shall be the following standing committees: Negotiating, Grievance, Classified Employee of the Year, Scholarship, Sergeant at Arms, and Membership. To be eligible as a committee chair, the employee must be a PSE member for one (1) year prior to assuming the chair. All committee chairs shall make written or verbal progress reports to the Board of Trustees. Committee chairs will maintain a record of committee activities which shall be turned over to the president at the conclusion of the chairs' term. Committees that are open to the general membership will be chosen at the general membership meetings which most closely correlate the time frame with the committee's task. All committees will be on a volunteer basis. If there are more volunteers than what is needed for a particular committee, those

wanting to serve on the committee will speak to the general membership about their desire and qualifications to be on such committee. The general membership attendees will then vote at that meeting by secret ballot for the committee members.

Section 2. Negotiating Committee.

The negotiating committee is responsible for effectively and assertively representing the best interests of the entire Chapter. It shall be authorized to reach tentative agreement with the District on membership concerns.

Special rules of the committee are:

- A. The committee shall be appointed by the Board of Trustees and shall consist of one (1) member from each classification and the Executive Board.
- B. A Chairperson shall be elected by the committee.
- C. Three (3) unexcused absences constitute automatic removal from the committee. After two (2) unexcused absences, the committee member will receive written notification that a third unexcused absence will result in their removal from the committee.
- D. In the event a breakdown in negotiations occurs for a prolonged period of time involving a serious confrontation, the membership will be polled for a consensus regarding further action.

Special procedures regarding proposal development and ratification of negotiated agreements:

- A. Preparation of a written proposal by the negotiating committee.
- B. Presentation of the proposal to a general membership meeting for approval. Approval shall be determined by a majority of ballots cast.
- C. Request to the District for mutual consent to re-open and/or modify the Collective Bargaining Agreement.
- D. Negotiation completed with the District.

Once negotiations have completed, a Chapter ratification meeting will be held. Written notification of the ratification meeting, and a summary of all changes shall be presented to the membership five (5) calendar days prior to the ratification meeting.

Section 3. Grievance Committee.

The Grievance Committee shall determine if the Chapter should support a grievance. In making such a determination, the committee shall determine if a grievance has merit up to the arbitration step. At the arbitration step, the committee shall determine if the grievance is a valid violation of the Collective Bargaining Agreement. The committee shall be appointed by the Board of Trustees and shall consist of one (1) member from each classification from the Board of Trustees. The Vice President is the Chairman of this committee except in a situation where the Vice President is the grievant in which case the committee will elect a chairperson.

Section 4. Classified Employee of the Year Committee.

The classified employee who exemplifies the best characteristics of being a PSE member and employee of the District will be chosen by a committee of five (5) members appointed by the Board of Trustees. Employees are nominated by filling out the nomination form and returning the form within the committee's timelines. The employee chosen for this award shall receive a two hundred fifty dollar (\$250) check, a plaque, and will be recognized with a portrait placed in the Bethel School District office and by the District Board of Directors. This committee is open to the general membership as well as the Board of Trustees members and is for a two (2) year term.

1 **Section 5. Scholarship Committee.**

2 The committee is responsible for ensuring that scholarship recipients are selected in a confidential, fair
3 way. The committee will make selections for the Chapter scholarship awards from the high school and
4 membership applications. The committee shall be appointed by the Board of Trustees at the second
5 general membership meeting and shall consist of one (1) member from each classification. The
6 committee, at its first meeting, shall elect its chair. No member with a family member applying for a
7 scholarship nor a member applying for a scholarship themselves will serve on the committee. This
8 committee is open to the general membership as well as the Board of Trustees. The term shall be for the
9 current school year.

10
11 **Section 6. Membership Committee.**

12 The committee shall be appointed by the Board of Trustees and shall consist of one (1) member from each
13 classification. The Membership Officer shall be the chairperson. The chairperson will oversee membership
14 registration at the general membership meetings. The chairperson will keep the President informed of
15 membership counts and will work with the President, state office, and the District with issues related to
16 maintenance of the Chapter membership records and rosters.

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18 **Section 7. Reclassification Committee Representatives.**

19 The Board of Trustees shall appoint three (3) representatives and two (2) alternates who shall meet with
20 the District representatives to review and determine whether recommended reclassification requests should
21 be supported. One (1) representative chosen by the other committee members shall make reports of
22 committee activities to the Board. This committee is open to the Board of Trustee members and is for a
23 two (2) year term.

24
25 **Section 8. Conference Committee Representatives.**

26 Committee representatives shall be the President (or designee) Secretary and one (1) classification
27 representative from each classification. They shall meet with District representatives pursuant to Section
28 6.1 of the Collective Bargaining Agreement to discuss member and District issues. One (1) representative
29 chosen by the other representatives shall make reports on Committee activities to the Board. This
30 Committee is limited to Board of Trustees members.

31
32 **Section 9. Holiday Help Committee.**

33 Sign up for the Holiday Help committee will be at the first general membership meeting. This committee
34 will decide the number of members families helped each year. The amount of money for this committee
35 will be in the annual budget decided on by the Board of Trustees yearly. Members must be in good
36 standing.

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38 **Section 10. Other Committees.**

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

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ARTICLE XIII
AMENDMENTS

Section 1. Amendments.

These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) days prior to the meeting at which said vote is to be taken. Such an amendment is subject to approval by the membership at the next regular meeting.

SIGNATURE PAGE

BY: Jennifer Hansen
Jennifer Hansen, Chapter President

DATE: Jan. 27th 2025

Amended by the Board of Trustees January 20, 1976
Amended by the Board of Trustees 1981-1982
Amended by the membership 1990-1991
Amended by the membership 1991-1992
Amended by the membership September 28, 1991
Amended by the membership March 16, 1995
Amended by the membership May 31, 1997
Amended by the membership April 25, 1998
Amended by the membership March 27, 1999
Amended by the membership November 18, 2000
Amended by the membership March 3, 2001
Amended by the membership March 4, 2006
Amended by the membership May 5, 2010
Amended by the membership September 22, 2012
Amended by the membership May 4, 2013
Amended by the membership January 11, 2014
Amended by the membership May 3, 2014
Amended by the membership January 10, 2015
Amended by the membership January 30, 2016
Amended by the membership January 30, 2017
Amended by the membership January 18, 2018
Amended by the membership February 19, 2019
Amended by the membership January 21, 2023
Amended by the membership January 27, 2024
Amended by the membership October 26, 2024
Amended by the membership January 25, 2025

Appendix A

General Membership Meeting Agendas

Meeting 1

Budget Approval

Appointment of Audit Committee

Appointment of Membership Committee

Classified Appreciation Committee Appointment

Oath of Office for New Officers

Convention Report to members

Meeting 2

Audit Report by Committee

Classified Employee of the year Appointment

Bylaw Review/Revision (minimum Biannually)

Meeting 3

Election of Officers

Election of Convention Delegates

Scholarship Committee Appointment

Legislative Convention Report to members

Meeting 4

Awards

Scholarship Announcements

VEBA reauthorization for the following school year