

CHAPTER BYLAWS

BREMERTON PROFESSIONAL EDUCATION ASSOCIATION

(HEREAFTER BPEA)

Amended May 2, 2022



Public School Employees of Washington / SEIU Local 1948

PO Box 798

Auburn, Washington 98071

866.820.5652

www.pseclassified.org

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P R E A M B L E

The Bremerton Professional Education Association (hereinafter BPEA) membership, employed as classified school employees of Bremerton School District 100-C, in meeting, adopt these Amended Bylaws this 17th day of April, 1990.

A. NAME OF ORGANIZATION

The name of this chapter shall be Bremerton Professional Education Association (BPEA) and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE) a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

B. DATE AFFILIATED WITH PSE

This chapter was originally chartered by the Public School Employees of Washington on July 1, 1982.

C. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of BPEA to work closely with PSE to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the State of Washington.

D. VISION - WHAT WE STRIVE TO ACHIEVE

We will provide service of superior quality and value that best meets the needs of our chapter members. We will achieve that purpose through an organization and working environment, which attracts the finest people, fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of integrity and commitment to do the right thing.

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all classified employees. As a result, PSE, our members, PSE employees, the School District in which we work, and the community in which we live will grow and prosper. Recognizing the needs of members and PSE staff, we are committed to:

E. VALUES WHICH GUIDE OUR DECISIONS, PERFORMANCE, AND CONDUCT

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
Embodying honesty and integrity in our conduct and relationships with others.
Treating others fairly, equally and respecting their individual dignity.
Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically "right" thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

1 **F. DISSOLVING ORGANIZATION**

2 This organization shall continue until a majority of all of the members vote to dissolve the organization.
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6 **ARTICLE I**

7
8 **MEMBERSHIP**
9

10 **Section 1. Eligibility.**

11 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national
12 origin, sex or political belief, who meets the requirements hereinafter listed, shall be eligible for
13 membership.
14

- 15 A. All persons regularly employed as Accounting, Secretarial, Clerical and/or Paraeducator school
16 employees (as defined by PSE) by or in Bremerton School District are eligible for membership.
17
- 18 B. All persons who are employed in a Temporary or Substitute position and who have worked longer
19 than thirty (30) work days in the current or immediately preceding school year.
20
- 21 C. Active Membership shall become effective upon receipt of a completed PSE membership
22 enrollment and dues authorization form.
23

24 **Section 1.2. Member In Good Standing.**

25 To be eligible to vote and to hold office, a member must be in good standing. To be in good standing,
26 the member shall be employed and current in payment of dues as are required by these Bylaws. Any
27 member, who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall
28 retain the right to vote and hold office. Any member who is terminated from employment shall not be
29 eligible to vote or hold office.
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33 **ARTICLE II**

34 **DUES**
35

36 **Section 2.1. State Dues.**

37 State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws and paid via
38 payroll deduction.
39

40 **Section 2.1.1. Chapter Rebates.**

41 This Chapter shall receive dues rebates from the state organization in accordance with the
42 provisions of the State Bylaws.
43

44 **Section 2.2. Local Dues to BPEA.**

- 45 A. Local dues of this chapter, if implemented, shall be as prescribed in the Bylaws via an
46 amendment. Such local dues shall be paid via payroll deduction of monthly wage.
47



- 1 B. Local dues of this chapter shall be one dollar (\$1.00) per month for every month except July
2 and August. Temporary/Substitute members are exempt. Local dues, as provided herein, shall
3 be utilized to fund BPEA scholarships.
4
- 5 C. Special Assessment of all members shall be collectible in the same manner as state and local
6 dues provided that a motion authorizing such special assessment is approved by a simple
7 majority of all votes at the chapter meeting.
8

9 **Section 2.3. Refunds.**

10 Membership dues are not refundable except where an error resulting in an overpayment exists.
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14 **ARTICLE III**

15 **GOVERNANCE AND OPERATIONS**
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18 **Section 3.1.**

19 PSE shall be governed by a representative form of government.
20

21 **Section 3.2.**

22 Members shall suffer no impairment of freedom of speech concerning the operations of this
23 organization. Active discussions of organization affairs shall be encouraged and protected within this
24 organization.
25

26 **Section 3.3.**

27 Members shall have the right to fair and democratic elections at all levels of the organization. This
28 includes due notice of nominations and elections, equal opportunities for competing candidates, and
29 proper election procedures which shall be specifically set forth.
30

31 **Section 3.4.**

32 Members shall have an equal right to run and hold office, except those persons set forth in
33 RCW 41.56.030, Paragraph 2, a, b, and c, and those employees classified either by State Statute or
34 appropriate State regulatory agencies as being a "supervisory employee".
35

36 **Section 3.5.**

37 Members shall have the right to a full and clear accounting at all levels of all organizational funds.
38 Such accounting shall include, but not be limited to, periodical reports to the membership by
39 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
40 and a financial audit at least once a year which is made available to all members.
41

42 **Section 3.6.**

43 Members shall have the right to full participation, through discussion and vote, in the decision making
44 processes of the organization and to pertinent information needed for the exercises of this right.
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1 **Section 3.7. Governing Body.**

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3 **Section 3.7.1. Board of Trustees.**

4 The business and property of this chapter shall be managed by a Board of Trustees, except when
5 the general meetings of the chapter are in session. All matters affecting the purposes, aims and
6 means of accomplishing the purposes of this chapter, not specifically provided for in these Bylaws
7 or by action of the members at a regular or special meeting, shall be decided by the Board of
8 Trustees.

9
10 **Section 3.7.2. PSE Field Staff.**

11 PSE field staff shall work closely with the chapter in an advisory position. All decisions
12 governing the business of the local chapter shall be the sole responsibility of the elected
13 officials and membership of the chapter.

14
15 **Section 3.8. Operating Principles.**

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

18
19 **Section 3.8.1. Board/Membership Relationships.**

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

26
27 **Section 3.8.2. Media.**

28 The President, or his/her designee, is the primary spokesperson for the chapter. Media
29 inquiries to individual Board members about matters of chapter concern should be referred to
30 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or
31 specific legislation should be referred to the Executive Director at State Headquarters.

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35 **ARTICLE IV**

36
37 **MEETINGS**

38
39 **Section 4.1.**

40 A minimum of four (4) annual general membership meetings of this chapter shall be held at such time and
41 place to be fixed by the Board of Trustees.

42
43 **Section 4.2.**

44 Special meetings may be called by the President/Co-Presidents, the Board of Trustees, or by petition filed
45 with the President/Co-Presidents and signed by twenty percent (20%) of the members of this chapter.

46
47 **Section 4.3.**

48 The President/Co-Presidents shall provide at least five (5) working days notification to all members of any



1 general membership or special meeting called. However, said five (5) days notice may be waived by the
2 Board of Trustees provided that every reasonable effort is employed to notify the membership of the
3 meeting.

4
5 **Section 4.4. Quorum.**

6 At any meeting of the membership of this chapter, each member in good standing present shall be entitled
7 to one (1) vote. A member must be present to vote except for mail ballots which will be allowed for the
8 election of officers only - no proxy vote will be allowed. After proper notification of a meeting, those
9 members present shall constitute a quorum. In the event a quorum is not met for three (3) consecutive
10 meetings, the members in attendance at the third meeting may conduct any and all business and vote on
11 issues at hand.

12
13 **Section 4.4.1. Committee Quorum.**

14 A majority of all members of any committee shall constitute a quorum at meetings of such
15 committees.

16
17 **Section 4.4.2. Board of Trustees Meetings & Quorum.**

18 Meetings of the Board of Trustees shall be called at the discretion of the President/Co-Presidents.
19 Meetings may also be called upon a motion of a majority of the members of the Board of Trustees
20 to the President/Co-Presidents. A majority of the members of the Board of Trustees shall
21 constitute a quorum at any Board of Trustee meeting.

22
23 **Section 4.5. Member Attendance.**

24 A sign in sheet will be made and recorded at the beginning of each general, Board of Trustee or special
25 meeting to determine the presence of voting members, thereby ensuring a quorum. The sign-in sheet shall
26 be pre-printed with the name and title of each Board of Trustee member along with a place for their
27 signature to verify their attendance. If a Board of Trustee is absent, a notation of excused or unexcused, as
28 defined in Article VI, Section 6.9, shall be made on the signature line. The sign-in sheet shall also contain
29 a place for each member at large to sign and identify his or her building and assignment.

30
31 **Section 4.6.**

32 All issues of business shall be carried by a simple majority of the votes cast with the exception of
33 Article VII, Section 6, referring to the removal of a Trustee.

34
35 **Section 4.7.**

36 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this
37 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
38 State Bylaws, these Bylaws and with any special rules of order this Chapter may adopt.

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42 **ARTICLE V**

43
44 **BOARD OF TRUSTEES & DUTIES**

45
46 **Section 5.1.**

47 The Board of Trustees shall be composed of five (5) or six (6) officers comprised of a President or two (2)
48 Co-Presidents, as determined by the membership, a Vice President, a Secretary, a Negotiations

1 Chairperson, a Treasurer, and seven (7) Trustees comprised of members at large, elected by the
2 membership in the same fashion as officers as prescribed herein. Selected Trustees shall consist of
3 members from each classification and grade level in an effort to provide the widest possible District
4 representation.

5
6 **Section 5.2.**

7 The term of office shall be for a period of two (2) years or until their successors are elected. No officer
8 shall hold the same office for more than two (2) consecutive terms or four (4) consecutive years.

9
10 **Section 5.3.**

11 The Board of Trustees shall hold regular meetings and special meetings as the President/Co-Presidents or
12 the Board shall deem necessary for the competent management of affairs of the chapter. General members
13 may attend and express opinions, but only the Board of Trustees may vote. One (1) copy of the minutes
14 shall be sent to each member ten (10) working days following the Board of Trustees meeting.

15
16 **Section 5.4.**

17 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All
18 voting at meetings of the Board of Trustees shall be by each member present in person, and voting by
19 proxy or absentee ballot shall not be allowed.

20
21 (Note: This section was added for informational purposes. It is intended that each Co-President
22 shall possess one (1) vote for a total of two (2) votes for both Co-Presidents).

23
24 **Section 5.5. DUTIES.**

25
26 **Section 5.5.1. President (Officer).**

27 The President/Co-Presidents shall preside at all meetings of the Chapter and of the Board of
28 Trustees. The President/Co-Presidents shall supervise all activities of the chapter; execute all
29 instruments in its behalf; countersign all checks drawn against the fund of the Chapter; appoint all
30 special committees of the Chapter subject to the approval of the Board of Trustees; report
31 periodically to the membership regarding the progress and standing of the Chapter in regard to the
32 President/Co-Presidents' official acts; serve in an ad hoc capacity on any/or all committees;
33 perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent
34 in such office.

35
36 **Section 5.5.2. Vice President (Officer).**

37 The Vice President shall act for the President/Co-Presidents in the President/Co-Presidents'
38 absence, serve as Chairperson of the Grievance Committee, and perform such other acts as the
39 President/Co-Presidents or Board of Trustees may direct. The Vice President may be authorized,
40 by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the Chapter in the
41 absence of either the President/Co-Presidents or Treasurer.

42
43 **Section 5.5.3. Secretary (Officer).**

44 It shall be the duty of the Secretary to keep all records of the Chapter, the Board of Trustees, and
45 to perform such other acts as the President/Co-Presidents and Board of Trustees may direct. In the
46 absence of a nominating committee, the Secretary shall print, distribute and collect all election
47 ballots.



1 **Section 5.5.4. Treasurer (Officer).**

2 The Treasurer shall receive and be accountable for all funds and monies belonging to the Chapter;
3 pay all obligations incurred by the Chapter in payment as authorized by the Board of Trustees;
4 maintain bank accounts and depositories designated by the Board of Trustees, and such money
5 shall be withdrawn only by checks signed by the President/Co-Presidents and the Treasurer; and
6 shall render a financial report at each general membership meeting and keep an accurate record of
7 receipts and disbursements; and shall act as custodian of all properties of the Chapter. The
8 Treasurer shall prepare an initial budget for discussion and approval at the first general
9 membership meeting each school year. Pursuant to Section 2 of this Article, the Vice President
10 may be authorized by the officers to sign checks in the absence of either the President/Co-
11 Presidents or the Treasurer.

12
13 **Section 5.5.5. Negotiations Chairperson (Officer).**

14 The Negotiations Chairperson shall appoint a committee consisting of at least one (1)
15 representative from the administrative building, elementary level, secondary level, and any other
16 appropriate area in order to provide the widest possible District representation. The Negotiations
17 Chairperson shall preside at all Negotiations Committee meetings for the purpose of bargaining
18 for wages, hours, and working conditions and report to the membership.

19
20 **Section 5.5.6. Trustee.**

21 A Trustee shall represent the classification of employees, which elected them and express to the
22 Board of Trustees the needs, desire, and concerns of the members in their classification. They will
23 be responsible, along with the Grievance Committee, in advising an employee about their
24 contractual rights.

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27
28 **ARTICLE VI**

29
30 **ELECTIONS, FILLING OF VACANCIES AND RECALL PROCEDURES**

31
32 **Section 6.1.**

33 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
34 fifteen (15) working days' notice of nominations and elections, and equal opportunities for competing
35 candidates to state their qualifications and reasons for seeking office to the chapter membership.

36
37 Elections shall be conducted by secret ballot and certified by the Chapter Secretary. Elections for
38 chapter officers or for convention delegates can be conducted using either in-person, building
39 distribution or PSE approved electronic voting methods.

40
41 **Section 6.2.**

42 Members shall have an equal right to run and hold office, except those persons set forth in
43 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by State Statute or appropriate
44 State regulatory agencies as being a "supervisory employee."

45
46 **Section 6.3.**

47 Elections shall be held during the month of April. Terms of office shall be from September 1 through
48 August 31.

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Section 6.4.

The Nominating Committee will make nominations. Nominations will be permitted from the floor at a meeting held prior to the election.

Section 6.5.

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

Section 6.6.

Members of the Board of Trustees shall be elected by secret mail ballot. Ballots shall be given to all members within eight (8) working days from the closing of the nominations. Members shall return ballots no later than sixteen (16) working days from the closing of nominations.

Section 6.7.

Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained in these Bylaws.

Section 6.8.

Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) majority vote of the membership at any regular or special meeting of the Chapter. Written notice of the proposed removal must be given to the Board of Trustee member at least five (5) working days prior to the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed removal.

Section 6.9.

Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for removal of the member by the Board of Trustees. An unexcused absence is when no notification of the absence has been given to an Officer. Unexcused absences are documented on the member attendance sign-in sheet of each meeting. Removal of a Board Member because of excessive absenteeism shall not require the two-thirds (2/3) vote of membership.

Section 6.10.

The Board of Trustees in accordance with the procedures set forth below shall fill a vacancy in any position, except that of President:

Section 6.10.1.

In the event the President cannot serve the remainder of his/her current term, the Vice President shall serve as President for the completion of the term.

Section 6.10.2.

Any other vacancies occurring on the Board of Trustees shall be filled by the remaining Trustees. In the event that such Trustee is an Officer, such selection shall be from the membership at large. Such appointee shall serve until the next general membership meeting at which time, by election, the appointee shall be affirmed or replaced.



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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

This Chapter shall be at all times subject to the provisions of the Bylaws of PSE. State Bylaws shall supersede local bylaws where conflict exists.

Section 7.2.

This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first reviewed and approved by the Executive Director of PSE or his/her designee, provided decisions of the Executive Director may be appealed to the State Board of Directors.

Section 7.3.

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/Co-Presidents or Board of Trustees of the Chapter.

Section 7.4.

Any issue/item having Collective Bargaining Agreement impact or effect shall be submitted to the membership prior to any Association action.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Labor Management Relations Committee (LMRC).

The LMRC shall consist of the President/Co-Presidents (Committee Chair), one (1) other Officer or Board of Trustee and three (3) members at large. Participating members shall be on a volunteer basis. If the volunteers exceed the maximum number of committee members, a vote will be held at a general membership meeting to determine who shall be on the committee.

Section 8.2. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and up to eight (8) members, each from a different building and job description; and shall be responsible for advising members of their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.

Section 8.3. Negotiations Committee.

The Negotiations Committee shall be composed of not less than five (5) or more than nine (9)

1 members. To the extent reasonably possible, at least one-half (1/2) of the committee shall remain on
2 the committee for two (2) consecutive contract negotiations. This committee shall be composed of
3 both Office Personnel and Paraeducators. Negotiations Committee members shall work with the PSE
4 Field Representative in developing proposals and negotiating agreements.

5
6 Upon development, the issues/interests by the BPEA negotiations team will be presented to the
7 membership. Tentative agreements resulting from contract negotiations are to be presented to the
8 entire membership for approval.

9
10 **Section 8.4. Nominating Committee.**

11 A Nominating Committee shall be selected by the membership to include at least one (1) member of the
12 Board of Trustees and two (2) members at large. The Nominating Committee will print, distribute, and
13 tally all ballots and submit a written report to the membership. In the absence of a Nominating
14 Committee, the Secretary shall print, distribute and collect the election ballots and three (3) members
15 of the Board of Trustees shall tally all the ballots and submit a written report to the membership.

16
17 **Section 8.5. Audit Committee.**

18 An Audit Committee shall be selected by the membership to audit the financial records of the Chapter.
19 The committee shall be comprised of a minimum of three (3) members. The audit must be completed by
20 September 15 each year.

21
22 **Section 8.6. Annual Convention Delegates.**

23 Convention Delegates shall be elected by the membership. Members shall be provided fifteen (15)
24 calendar days notice prior to the election of convention delegates. The number of allowed delegates is
25 determined by PSE. Approved expenses incurred by elected delegates attending the annual convention
26 shall be paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws.

27
28 **Section 8.7. Scholarship Committee.**

29 The Board of Trustees shall appoint the Scholarship Chairperson and the Chairperson shall select the
30 remaining committee members. The Scholarship Committee shall consist of no fewer than three (3)
31 members. Their responsibility shall be to distribute BPEA scholarship applications to eligible institutions
32 of education. The committee shall periodically review the scholarship requirements and candidate's
33 application form and present proposed changes to the membership for approval.

34
35 The Scholarship Committee shall screen all applicants and make their final selection of the scholarship
36 recipient/s. The committee may seek advice from a representative from the field of education for the final
37 selection of the scholarship recipients.

38
39 Of the two (2) BPEA scholarships, one (1) shall be entitled The Patsy Kenoyer Scholarship.

40
41 **Section 8.8. Sunshine Committee.**

42 The Sunshine Committee shall consist of not more than two (2) members. Their responsibility shall be to
43 see that cards, flowers, etc., from BPEA are sent to members who are in our thoughts.

44
45 **Section 8.9. School Calendar District Representative.**

46 The School Calendar District Representative shall consist of one (1) volunteer member. Should more than
47 one (1) member volunteer, a vote will be held at a general membership meeting to determine who shall

1 serve. The representative shall provide a report and seek input from the members, in attendance, at each
2 membership meeting held during the calendar process.

3
4 **Section 8.10. Building Representatives.**

5 Shall be elected in September and results given to the Chapter President/Co-Presidents and Secretary.
6 They will represent the members, needs, desires and concerns to the Chapter and will communicate the
7 activities of the Chapter to their building. They will be responsible in advising employees about their
8 contractual and Weingarten rights. If requested, the Building Representative may serve as a Union
9 Representative in disciplinary and investigatory meetings involving a member in their building. Length of
10 service is one (1) year, renewable.

11
12 **Section 8.11. Other or Special Committees.**

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

15
16 **Section 8.12. All Committees.**

17 Committees shall, at their first meeting, select the committee Chairperson, with the exception of the
18 Scholarship Committee and the Negotiations Committee. A quorum shall be a number consistent with a
19 majority of the particular committee. The Chairperson of each committee, upon request, shall submit
20 annual-written report to the President/Co-Presidents.

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24 **ARTICLE IX**

25 **AMENDMENTS**

26
27
28 **Section 9.1.**

29 These Bylaws may be amended by a simple majority vote of the membership at any regular or special
30 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the
31 membership at least five (5) working days prior to the meeting at which said vote is to be taken.

32
33
34 BY: B/K
35 Baylee Knight, Chapter President

36
37 DATE: 5/2/2022

38 Adopted by the membership April 17, 1990
39 Amended March 12, 1991
40 Amended October 17, 1994
41 Amended February 20, 1996
42 Amended May 31, 2002
43 Amended January 26, 2006
44 Amended December 7, 2006
45 Amended November 1, 2007
46 Amended April 22, 2008
47 Amended December 4, 2015
48 Amended May 2, 2022