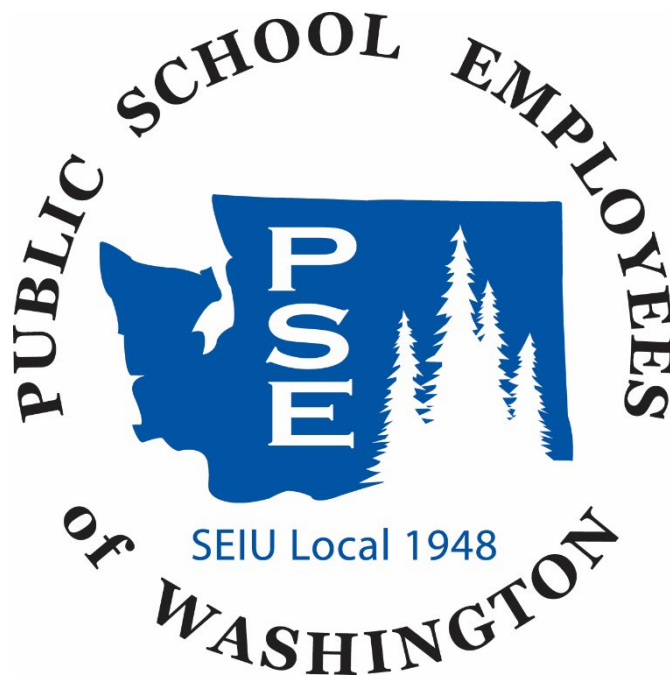


CHAPTER BYLAWS

CENTRAL VALLEY



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

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

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

7
8 We are both employees and citizens.

9
10 Collective bargaining is the expression of citizenship in employment. Participation in the political life
11 of the nation, state, local municipalities, and school district is an expression of that citizenship.

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

16
17 We are under solemn obligation to represent the members in good standing of this organization
18 forcefully and effectively in negotiations with the management of the Central Valley School District
19 and conduct internal organizational affairs according to democratic standards.

20
21 THEREFORE, we the classified school employees of Central Valley School District, in meeting, adopt
22 these Bylaws this 31st day of January 1974.

23
24 **A. NAME**

25 The name of this organization shall be the Public School Employees of Washington /SEIU Local 1948
26 Central Valley Chapter #201. This local organization shall be affiliated with and be a chapter of the
27 Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(C)5 labor
28 organization operating under the laws of the state of Washington. Public School Employees of
29 Washington chartered this organization on January 31, 1974. This organization shall continue until a
30 majority of all of the members in good standing vote to dissolve the organization.



40 **B. OBJECTIVES & PURPOSES**

41 The objectives and purposes of this organization are:

- 42
- 43 • To carry out and assist on a local basis the objectives and purposes of the Public School
44 Employees of Washington/SEIU Local 1948.
 - 45
 - 46 • To promote the organization of Public School Employees in the Central Valley School
47 District #356.
- 48

- To promote the welfare of the membership of the Central Valley PSE Chapter #201 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, vacations, holidays, and other conditions of employment for the classified employees of Central Valley School District.
- Both as members in good standing and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees from the state legislators.
- To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation, and Association benefits.

ARTICLE I

MEMBERSHIP

Section 1.1. Eligibility.

Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex, or political belief, who meets the requirements hereinafter listed, shall be eligible for membership. To be in good standing a member must be employed and current in payment of dues and assessments as are required by these bylaws.

Section 1.1.1. Members in Good Standing.

All persons regularly employed as a classified school employee (as defined by the Public-School Employees of Washington/SEIU Local 1948) by or in Central Valley School District and who are Members in Good Standing of the Public School Employees of Washington/SEIU Local 1948, are eligible for membership in the organization.

Section 1.1.2. Free-Riders.

Free-Riders: Any member who opts out of payment of regular dues, shall be characterized as a free rider, and shall be entitled only to those rights and privileges as set forth in PSE state policy and bylaws. Free-riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders, or vote for ratification of collective bargaining agreements. In addition, Free-riders may not attend any PSE sponsored functions.

Section 1.2. Rights.

To be eligible to vote and hold office, a member must be a Member in Good Standing. Any member who is on authorized leave of absence pursuant to the collective bargaining agreement, shall retain the right to vote.

1 **Section 1.2.1.**

2 Members in good standing shall suffer no impairment of freedom of speech concerning the
3 operations of this organization. Active discussions of organization affairs shall be encouraged
4 and protected within this organization.

5
6 **Section 1.2.2.**

7 Members in good standing shall have the right to receive notice when a vote is required on any
8 negotiable contract item and/or Chapter Bylaw changes.

9
10 **Section 1.2.3.**

11 Members in good standing shall have the right to full participation, through discussion and
12 vote, in the decision-making process of the organization and to pertinent information needed
13 for exercising this right.

14
15 Members in good standing shall have the right to fair and democratic elections in the
16 organization. This includes due notice of nominations and elections, equal opportunities for
17 competing candidates and proper election procedures.

18
19 **Section 1.2.4.**

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

23
24 **Section 1.2.5.**

25 Members in good standing shall have the right to a full and clear accounting of all
26 organizational funds. Such accounting shall include, but not be limited to, periodical reports to
27 the membership by the Treasurer at regular chapter meetings.

28
29 **Section 1.3. Dues.**

30
31 **Section 1.3.1. State Dues.**

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

34
35 **Section 1.3.1.1. Chapter Rebate.**

36 Dues rebates from the state organization shall be received by the chapter in accordance
37 with the provisions of the state bylaws.

38
39 **Section 1.3.1.2. Refunds.**

40 Membership dues are not refundable except where an error resulting in an overpayment
41 exists.

42
43 **Section 1.3.2. Local Chapter Dues.**

44 Local dues will be assessed for the purpose of making funds available for the good and welfare
45 of the local chapter members in good standing, such as scholarships, a local emergency relief
46 fund, gifts, and dinners for retirees, etc.

47
48 Local membership dues of this organization shall be as follows:

- One dollar (\$1) per month from each payroll check from September through June for a total of ten dollars (\$10) per year.

Dues are non-refundable except where an error occurs.

ARTICLE II

CHAPTER MEETINGS

Section 2.1. General Membership Meetings.

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

Section 2.2. Special Meetings.

Special meetings may be called by the President, the Executive Board, or by petition filed with the President and signed by twenty percent (20%) of the Members in Good Standing of this organization.

Section 2.3. Notification of Meetings.

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

Section 2.4. Voting.

A voting member is any classified employee of the Central Valley School District who is a Member in Good Standing as defined in Article I, Section 1.2.

A member in good standing can be in-person or online in a PSE designated forum (online will require showing your face in real time and listing your first and last name in the program used for online meetings) provided it is not for a secret vote for officers or a secret ballot vote. During specific chapter meetings, there may be electronic voting options along with in-person voting. At any meeting of the membership of this organization (in-person or online), each member in good standing shall be entitled to one vote. A member must be present to vote (if online, shall show their face in real time prior to vote), no proxy vote shall be allowed. Those present at any meeting of the membership of this organization shall constitute a quorum.

Section 2.5. Minutes.

Approved minutes of all general membership meetings shall be made available online to all members on the PSE portal.

Section 2.6. Robert's Rules of Order.

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

ARTICLE III

GOVERNANCE

Section 3.1.

This organization shall be governed by a representative form of government.

Section 3.2. PSE Staff.

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

Section 3.3. Executive Board.

The business and property of this organization shall be managed by an Executive Board. All matters affecting the purposes, aims and means of accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting, shall be decided by the Executive Board.

The Executive Board shall be elected at large, pursuant to Article IV of these bylaws, to ensure specific legal, fiscal, and operational requirements are met and that all functions as required by these bylaws are carried out. The Executive Board shall be charged with carrying out the day-to-day business of the chapter.

Section 3.3.1. Officers.

The Executive Board shall be the governing and policy-making body of Central Valley PSE.

The Executive Board shall be composed of the following elected officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Grievance Officer
6. Membership Secretary
7. Membership Outreach Coordinator
8. Legislative Representative
9. Sergeant-at-Arms

Section 3.4. Term of Office.

The term of office for the Officers of this organization shall be for a period of two (2) years and shall begin on the first day of the next fiscal year. Officer Elections will be held in spring (April or May) at a regular chapter meeting. Officers elected/selected to any position, which is vacant, shall serve immediately. The fiscal year of this organization shall be September 1 through August 31.

Section 3.4.1.

A. The President, Secretary, Sergeant-at-Arms, Grievance Officer, and Membership Outreach Coordinator will be elected in even numbered years.

B. The Vice President, Treasurer, Membership Secretary, and Legislative Representative will be elected in odd numbered years.

1 **Section 3.4.2. Board Member Transition.**

2 Incoming Board members may work with outgoing Board members and attend Board meetings
3 during the transition period from the date of election to December 31, attending all scheduled
4 and required meetings for their position if possible. Full duties for all newly elected board
5 members will be assumed on September 1 of each year.

6
7 If contract negotiations are still in session during the transition period, the outgoing Board
8 members remain on the negotiations team until negotiations are completed.

9
10 **Section 3.5. Confidentiality.**

11 Since some issues are of a confidential nature, members of the Executive Board shall maintain and
12 respect a member's right to confidentiality.

13
14 **Section 3.6. Meetings of the Executive Board.**

15 The Executive Board shall hold regular meetings and any special meetings, as the President or Officers
16 shall deem necessary for competent management of the affairs of this organization.

17
18 **Section 3.7. Voting.**

19 Each member of the Executive Board shall possess one (1) vote on matters coming before the Board.
20 Voting by proxy shall not be allowed. A majority of the members of the Executive Board shall
21 constitute a quorum.

22
23 **Section 3.8. Executive Board Agreements.**

24 Each member of the Executive Board must agree to do the following:

- 25 • Recite and sign a copy of the PSE oath of office.
- 26 • New Executive Board members must attend one (1) PSE leadership training within the first six
27 (6) months of taking office.
- 28 • Become knowledgeable and act in accordance with state and local bylaws.
- 29 • Become knowledgeable about the current collective bargaining agreement.
- 30 • Attend at least one (1) PSE leadership training per school year during their term of service.

31
32 **Section 3.9. Etiquette.**

- 33 A. All members of the Executive Board as defined herein this Article shall be subject to the same
34 parameters and standards regarding conflicts of interest as set forth in the PSE/SEIU Local 1948
35 State Bylaws, Article V, Governance and Operations.
- 36
37 B. Property purchased by the chapter becomes the property of the chapter and is to be used for
38 chapter business. Meeting Minutes stored on any of the chapter's equipment are the property of
39 this chapter. All chapter equipment and property will be signed for on a Hold Harmless agreement.
40 The Hold Harmless agreement must be signed and returned to the Secretary (with exception, the
41 Secretary will give her/his form to the Treasurer) prior to any assets being issued. All assets must
42 be returned to the chapter Secretary or Treasurer within five (5) days of the end of an elected term
43 or resignation.

44
45 **Section 3.10. Unexcused Absences.**

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

1 **Section 3.11. Removal of a Board Member.**

2 Any board member may be removed from office by a two-thirds (2/3) majority vote of the membership
3 at any regular or special meetings of the membership of the organization. Notice of the proposed
4 removal of the board member must be given to the board member ten (10) workdays prior to the date
5 of the meeting at which the removal is to be voted upon. Such notice to the board member must state
6 the cause for the proposed removal.
7
8

9 **ARTICLE IV**

10 **OFFICERS, NOMINATIONS AND ELECTIONS**

11 **Section 4.1.**

12 The executive officers of this organization shall be President, Vice President, Secretary, Treasurer,
13 Grievance Officer, Membership Secretary, Membership Outreach Coordinator, Legislative
14 Representative, and Sergeant-at-Arms.
15
16

17 **Section 4.2. Eligibility.**

18 To be eligible for office of President or Vice President, a member must be a Member in Good Standing
19 for one (1) year and must have attended a minimum of three (3) chapter meetings during the previous
20 twelve (12) months.
21

22 To be eligible for any other office of this organization, a member must be a Member in Good Standing
23 for sixty (60) workdays immediately preceding the election.
24

25 **Section 4.3. Obligation.**

26 Every officer shall, upon assuming office, subscribe to the obligation of an officer and board member
27 contained in these Bylaws.
28

29 **Section 4.4. Nominations.**

30 Nominations may be made by a nominating committee; but whether or not the election committee is
31 used, nominations shall be permitted from the floor at a chapter meeting held to nominate officers.
32

33 Individuals can only accept a nomination for one (1) office. This meeting should be completed two (2)
34 weeks prior to the meeting held to elect officers.
35

36 **Section 4.5. Executive Board Officer Elections.**

37 **Section 4.5.1. Executive Officers.**

38 Voting for officers will be by secret ballot at a specified time and place. Balloting shall be so
39 conducted as to afford all members a reasonable opportunity to vote. Voting will be done in
40 spring (April or May) on the day of the chapter meeting held for the purpose of electing
41 officers.
42
43

44 The Executive Board shall designate a polling place. The polling site will close at the start of
45 the chapter meeting. Votes will be counted by one (1) officer of the Executive Board not
46 running for office and two (2) members from the membership and the results will be announced
47 to those attending the chapter meeting. The Secretary will keep the election ballots with the
48 minutes of the meeting for one (1) year.

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February 21, 2023
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1 **Section 5.3. 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 5.4. Treasurer.**

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

13 The Treasurer will complete and submit the annual 990 report no later than Oct 25 as required by the
14 PSE state office. This information is an IRS requirement which shows that the Local Chapter income is
15 less than fifty thousand dollars (\$50,000).
16

17 **Section 5.5. Grievance Officer.**

18 The Grievance Officer shall be informed of the grievance procedures as stated in the contractual
19 agreement between Central Valley School District and Public School Employees of Central Valley and
20 shall assist members having a grievance or potential grievance. Other chapter officers, building
21 representatives and the grievance committee will assist the grievance officer as necessary.
22

23 **Section 5.6. Membership Officers.**

24 The Membership Officers (Secretary and Outreach Coordinator) will collaborate to notify employees
25 every two (2) years, or as needed, regarding selection of a PSE chapter building representative with the
26 assistance of the Vice President in the process of electing or appointing building representatives. Other
27 duties will include:

- 28 • Maintain positive relationships with building representatives.
- 29 • Keep open lines of communication.
- 30 • Assist in yearly scheduled training and meetings with building reps.
- 31 • Recognizing and celebrating members' years of service and retirement, with assistance from
32 the other Executive Board members.
- 33 • Maintain awareness of the membership status of the chapter.
- 34 • Share information with the Executive Board.
- 35 • Collaborate with the other Executive Board members about concerns that may arise.
36

37 **Section 5.6.1. Membership Secretary.**

38 The Membership Secretary will send new employee packets and PSE membership forms to the
39 Building Representatives to be given to all new hires in their buildings. The Membership
40 Secretary will process the annual certificates, pins, and plaques for members' years of service.
41

42 **Section 5.6.2. Membership Outreach Coordinator.**

43 The Membership Outreach Coordinator (MOC) will participate in events such as New
44 Employees Orientations, union blitzes, Member or Union Actions, meetings related to chapter
45 membership, and active recruitment of employees to union membership. The MOC will
46 provide materials that may be necessary for these events. (Ex: balloons, flyers, signs, t-shirts,
47 PSE info, etc.)
48

The Member Outreach Coordinator will be in contact with building representatives for support of all needs or concerns they express for the employees and members at their building sites.

Section 5.7. Legislative Representative.

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

Section 5.8. Sergeant-at-Arms.

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

ARTICLE VI

**DUTIES & RESPONSIBILITIES OF BUILDING REPRESENTATIVES,
COMMUNICATION ASSISTANT AND CLASSIFICATION REPRESENTATIVES**

Section 6.1. Building Representatives.

Section 6.1.1. Building Representative Duties.

Building Representatives are responsible for receiving new employee packets from the Membership Secretary, welcoming the new employee, delivering the packet of information, and offering to answer any question the new employee may have about PSE and membership. They communicate with, motivate, and mobilize members around issues they care about. Other duties will include:

- Build a positive relationship with the employees within their worksite.
- Listen to coworkers' issues, problems and concerns and communicate them back to the chapter leadership when appropriate.
- Communicate with the Membership Officers as needed.
- Distribute written communications such as PSE newsletters, flyers, etc. to employees when needed.
- Update and maintain the worksite PSE bulletin board with information provided by the chapter leadership and information relevant to their site and members.
- Attend trainings/meetings specific to their role with PSE.

Once a month Building Representatives will provide a synopsis to the President, Vice President, Grievance Officer, and the Field Representative outlining the discipline meetings that have occurred in the building. The synopsis should be submitted no later than the 10th of the month for the previous month's discipline meetings.

Section 6.1.2. Term of Office.

Building Representatives shall be appointed in odd numbered years for a period of two (2) years and shall begin on the first day of November unless filling a vacant position.

Section 6.1.3. Selection of Building Representative.

The Membership Outreach Coordinator will post notices to all PSE employees in each building of the opportunity to serve as building representative in the fall for a two (2) year term. Should there be more than one interested party, and the parties agree, they may share responsibilities and obligations. Otherwise, The Vice-President and Membership Officers will hold an election in the building for the position. In the event no member has volunteered to be a Building Rep, the Vice President may appoint someone who is willing to serve as a Building Representative.

Section 6.1.4. Building Representative Meetings.

Building Representatives will be given the opportunity for training two (2) times annually or as needed.

Section 6.1.5. Dismissal of a Building Representative.

Whether the Building Representative is selected, elected, or appointed, the executive board will have the ability to dismiss them from their position should they not fulfill the obligations and responsibilities of the position.

Section 6.2. Communication Assistant.

The Executive Board shall appoint one (1) member in good standing who shall assist the chapter President and the Board in communicating to all PSE members. This responsibility involves assistance with the chapter website, social media and other chapter communications as directed by the President or designee.

Section 6.3. Classification Representative.

Classification Representatives are volunteer positions that assist in sharing information that has been approved by the chapter president or designee to members in their unit (classification). They may arrange periodic meetings with their classification as needed with the presence of at least one executive board member and promote membership in PSE by making ongoing personal contact with members of their classification in the chapter. Those who volunteer for this position may have a seat on the negotiation committee per Section 8.6 as determined by the Negotiation Chair.

ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

This organization 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.

Section 7.2.

Except to the extent specified in the bylaws, no officer of this organization shall have the power to act as an agent for or otherwise bind this organization 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 organization except to the extent specifically authorized in writing by the President or Executive Board of the organization.

Section 7.3.

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 inconsistent with the Constitution, bylaws and special rules of this organization or of the Public School Employees of Washington/SEIU Local 1948.

Section 7.4. Stipends.

Stipends for each year will be in the amounts of:

- President - seven hundred fifty dollars (\$750)
- Vice President - five hundred dollars (\$500)
- Grievance Officer - three hundred dollars (\$300)
- All other Executive Board members and the Communication Assistant - two hundred (\$200)
- Building Representatives (maximum of two [2] representatives per building) - sixty (\$60)

These funds shall be dispersed one-half ($\frac{1}{2}$) in October and the remaining half ($\frac{1}{2}$) in March by the Treasurer and shall be dispersed from the dues rebate funds received from the state organization.

Upon submission to the Treasurer of a copy of his/her cell/data phone bill the President will be reimbursed up to sixty (\$60) per month.

Mileage reimbursement at the current standard mileage rate for Executive board members to attend discipline, Labor Management or any emergency meetings that may arise.

ARTICLE VIII

COMMITTEES

Section 8.1. Legislative Committee.

If the Executive Board deems it necessary to form a Legislative Committee, the Legislative Representative will chair the committee. The Legislative Representative shall be an elected position. The Legislative Representative will, as necessary, inform the membership of current legislative issues and their possible impact on classified employees. The Legislative Representative will work with and assist the Zone 2 Legislative Council member as needed.

Section 8.2. Bylaws Committee.

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

Section 8.3. Scholarship Committee.

The Scholarship Committee shall recommend any scholarships to be offered by the Central Valley Chapter of PSE to the Executive Board. It shall be the duty of this committee to review applications and determine the recipients.

Scholarships may be awarded to Central Valley PSE members in good standing, children and/or grandchildren of Central Valley PSE Members in Good Standing, and students in the Central Valley School District, with priority given to members' family. The funds to support scholarships will be taken from Central Valley PSE local dues.

Section 8.4. Budget Committee.

It is the duty of the Budget Committee to be responsible for overall policy matters related to the budget process and for coordinating the preparation of the budget itself. The committee shall have a detailed plan showing a forecast of the upcoming fiscal year receipts and disbursements; propose an annual budget subject to review by the Executive Board and presented to the membership each year. The committee shall be chaired by the Chapter President and will consist of the Treasurer and at least three (3) members at large as assigned by the Chapter President.

Section 8.5. Grievance Committee.

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

Section 8.6. Negotiating Committee and Bargaining Team.

The chairperson of the Negotiating Committee will be selected from the Executive Board. The chair of the committee will be responsible for the process used for the selection of the Negotiating Committee. The Negotiating Committee shall consist of the Executive Board and additional members sufficient to represent each of the following bargaining unit classifications: Transportation, Maintenance, Custodial, Secretary/Clerical, Food Service, Educational Assistants (Paraeducators), Supervisory Assistants, Specialists, Technical, and the Early Childhood Program.

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

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

Section 8.7. Professional Development Committee.

The Professional Development Committee shall represent the educational needs of the classified employees of Central Valley.

The committee shall consist of the following:

- Human Resource Specialist (Chair)
- At least three (3) Volunteers who are Members in Good Standing
- At least two (2) Administrators from the district
- PSE Field Representative

Section 8.8. Election Committee.

The Election Committee is responsible for implementing elections pursuant to Article IV. The committee will provide supervision for each election and will prepare each necessary ballot. The Vice President will chair the Election Committee in even numbered years, and the Sergeant-at-Arms will chair the Election Committee in odd numbered years.

1 **Section 8.9. Emergency Relief Committee.**

2 This committee shall review requests from Central Valley PSE members who apply for emergency
3 relief. The committee will consist of the Vice President, Treasurer and three (3) Members in Good
4 Standing individuals from the membership at large.

5
6 **Section 8.10. Other Committees.**

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

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10
11 **ARTICLE IX**

12
13 **CONVENTIONS & CONFERENCES**

14
15 **Section 9.1. Annual Convention.**

16
17 **Section 9.1.1. Election of Convention Delegates.**

18 Delegates to the PSE Annual State Convention shall be elected by the membership at large.
19 The election will be by secret ballot. The Executive Board will determine the number of
20 delegates who will attend the convention. Board members go to the convention automatically.

21
22 To be eligible for election as a convention delegate the member must have attended a minimum
23 of two (2) CV-PSE chapter meetings in the last twelve (12) months. Delegates are encouraged
24 to participate in all pre-convention meetings and/or functions.

25
26 Members will receive notification of the meeting to elect convention delegates fifteen (15) days
27 prior to the meeting per federal law and should allow thirty (30) business days for PSE to
28 process a postcard request.

29
30 **Section 9.1.2. Chapter Delegates Responsibilities.**

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

33
34 State bylaw changes that represent an economic change to the membership will be put to a
35 chapter vote. That vote will give direction to the delegates on how to vote on the proposed
36 bylaw amendment.

37
38 Should the proposed amendment go to the floor of the convention, as proposed, the chapter
39 delegate will be bound to vote as directed by the chapter. If the proposed amendment is
40 amended on the floor of the convention, the chapter delegates will vote keeping the interests of
41 the membership in mind.

42
43 If possible and time permits, the chapter delegate committee, prior to voting on changes to the
44 proposed bylaw amendment, will discuss those changes with each other.

45
46 **Section 9.1.3. Convention Registration Costs.**

47 Convention delegates shall submit to the chapter treasurer a check to cover the cost of
48 convention registration prior to convention. The chapter treasurer will hold the delegate's

check. The delegate's check for the registration fee shall be returned at the conclusion of the convention if the delegate attends.

Section 9.1.4. Non-Attendance to Convention.

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

Section 9.2. Legislative Conference.

The Legislative Conference shall be attended by the Legislative Representative. Other members in good standing are highly encouraged to attend as well. The total number of members able to attend will be recommended and approved by the Executive Board.

Section 9.3. T.E.A.M. Conference.

The Together Everyone Achieves More (T.E.A.M.) Conference is available to members in good standing, but first priority will be given to newly elected Chapter officers.

Section 9.4. Expenses.

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

1. Convention or Conference Registration.
2. Convention or Conference Lodging.
3. Meals not included in registration costs during convention, conferences, or TEAM (not including alcohol) will be paid up to the following amounts (when receipts are provided):
 - Twenty dollars (\$20.00) - breakfast
 - Twenty-five dollars (\$25.00) - lunch
 - Thirty-five dollars (\$35.00) - 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. Bylaw changes will be formulated by the Bylaw Committee per Section 8.2 of these bylaws.

Section 10.2. Rules for Submission to the Bylaw 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/
Beth Jorgenson, Chapter Secretary

Date: 3/29/23

Signed: /Signed by/
Cheryl Pirozok, Chapter President

Date: 3/29/23

Adopted by the membership January 31, 1974

Revised by the membership:

September 8, 1979	May 11, 1982	March 15, 1983	November 8, 1983
February 22, 1984	March 25, 1987	March 24, 1988	June 8, 1988
October 11, 1988	May 12, 1998	August 31, 1998	April 10, 2000
May 7, 2001	December 7, 2004	March 22, 2005	March 15, 2007
March 27, 2008	February 11, 2009	April 18, 2012	March 19, 2015
October 30, 2017	April 8, 2019	January 26, 2022	February 21, 2023