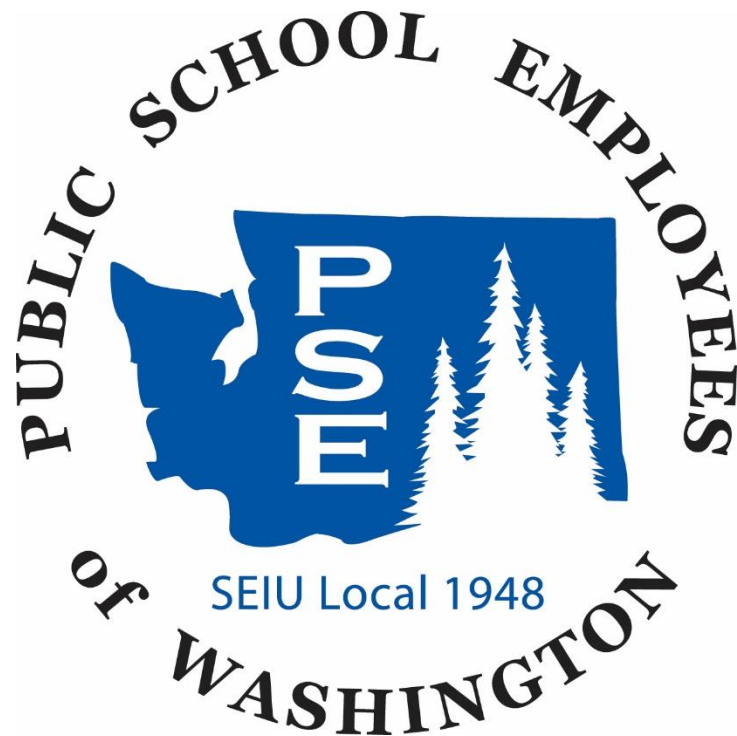


CHAPTER BYLAWS

CHENEY



Public School Employees of Washington/SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

TABLE OF CONTENTS

	Page
PREAMBLE	1
ARTICLE I NAME	1
ARTICLE II AFFILIATION	1
ARTICLE III DISAFFILIATION	1
ARTICLE IV OBJECTIVES AND PURPOSE	2
ARTICLE V MEMBERSHIP	2-3
ARTICLE VI CHAPTER AND CLASSIFICATION MEETINGS	3-4
ARTICLE VII CLASSIFICATION AND BUILDING REPRESENTATIVES	4
ARTICLE VIII OFFICERS, NOMINATIONS AND ELECTIONS (CHAPTER / CLASSIFICATION)	5
ARTICLE IX MANAGEMENT	5-7
ARTICLE X DUTIES OF OFFICERS / CLASSIFICATION REPRESENTATIVES	7-8
ARTICLE XI COMMITTEES	9-10
ARTICLE XII CONVENTIONS & CONFERENCES	10-11
ARTICLE XIII MISCELLANEOUS PROVISIONS	11
ARTICLE XIV AMENDMENTS TO THE BYLAWS	11-12

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P R E A M B L E

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

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

We are both employees and citizens.

Collective bargaining is the expression of citizenship in employment.

In the same way that we are organized to improve the terms and conditions of employment, we are equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life.

We are under a solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Cheney School District No. 360 and to conduct internal organization affairs according to democratic standards.

THEREFORE, we, the classified school employees of Cheney School District, in meeting, adopt these Bylaws this 9th day of January, 1964.

A R T I C L E I

N A M E

Section 1.1. The name of this organization shall be the Public School Employees of Cheney.

A R T I C L E II

A F F I L I A T I O N

Section 2.1. This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington on January 13, 1971.

A R T I C L E III

D I S A F F I L I A T I O N

Section 3.1. This organization shall continue until a majority of all of the members vote to dissolve the organization.

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ARTICLE IV

OBJECTIVES AND PURPOSE

Section 4.1. The objectives and purposes of this organization are:

1. To promote the organization of Public School Employees in the Cheney School District.
2. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
3. To promote the welfare of the membership and the classified employees of the Cheney School District, 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.
4. 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 and working conditions, vacations, holidays and other conditions of employment.
5. Both as members 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.
6. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

ARTICLE V

MEMBERSHIP

Section 5.1. Eligibility.

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

Except as otherwise provided in these Bylaws or in the Collective Bargaining Agreement between Cheney School District and the Public School Employees of Cheney, 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.

Section 5.2. Local Dues.

Local membership dues of this organization shall be as follows: Two dollars (\$2.00) per month from each payroll check.



1 **Section 5.3. State Dues.**

2 State PSE membership dues shall be set forth in the State Bylaws of the Public School Employees of
3 Washington/SEIU Local 1948.

4
5 Membership dues shall be payable monthly, in advance, through regular payroll deductions.

6
7 A member is considered to be in good standing for as long as they continue to pay through such
8 payroll deduction.

9
10 When an employee is on a leave of absence, dues will not be collected.

11
12 Membership dues are not refundable, except where an error resulting in an overpayment exists.

13
14 **Section 5.4. Rights.**

15
16 A. Members shall have the right to full participation, at all levels through discussion and vote, in
17 the decision making process of the organization and to pertinent information needed for the
18 exercises of this right.

19
20 B. Members shall suffer no impairment of freedom of speech concerning the operations of this
21 organization. Active discussions of organization affairs shall be encouraged and protected
22 within this organization.

23
24 C. Member shall have an equal right to run and hold office (See Article VIII, Section 8.2).

25
26 D. Members shall have the right to fair and democratic elections at all levels of the organization.
27 This includes due notice of nominations and elections, equal opportunities for competing
28 candidates, and proper election procedures which shall be specifically set forth (See Article
29 VIII, Sections 8.4 & 8.5).

30
31 E. Members, at all levels, shall have the right to a full and clear accounting of all organization
32 funds. At all levels such accounting shall include, but not be limited to, periodic reports to the
33 membership by appropriate fiscal officers or by independent auditors not otherwise connected
34 with the organization, and financial audit at least once a year which is made available to all
35 members.

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38
39 **ARTICLE VI**

40
41 **CHAPTER AND CLASSIFICATION MEETINGS**

42
43 **Section 6.1. General Membership Meetings.**

44 General membership meetings of this organization shall be held at least four (4) times annually at a
45 time and place to be set by the Executive Board or the membership. Members shall receive at least a
46 five (5) workdays notification of any chapter meeting called.

1 **Section 6.2. Special Meetings.**

2 Special meetings may be called by the Classification Representative, Chapter President or by petition
3 filed with the President and signed by twenty percent (20%) of the members. These meetings may be
4 called by giving a five (5) workdays notice.

5
6 **Section 6.3. Classification Meetings.**

7 Meetings of each Classification shall be held as needed, at a time and place to be set by the
8 Classification Representative and/or Chapter President. These meetings may be called by giving a five
9 (5) workdays notice.

10
11 **Section 6.4. Voting.**

12 A voting member is any classified employee of the Cheney School District, who is paying PSE dues
13 and is a registered member of the PSE of Cheney (member in good standing per Section 5.3). At any
14 meeting of the membership of this organization, each member present shall be entitled to one vote. A
15 member must be present to vote – no proxy vote will be allowed.

16
17 **Section 6.5. Quorum.**

18 Those present at any meeting of the membership of this organization shall constitute a quorum. In all
19 cases the majority shall rule.

20
21 **Section 6.6. Use of Chapter Funds for Drawings.**

22 A drawing may be held at four (4) chapter meetings per year with a limit of twenty-five dollars
23 (\$25.00) per meeting. The drawing will be conducted by the President.

24
25
26
27 **ARTICLE VII**

28
29 **CLASSIFICATION AND BUILDING REPRESENTATIVES**

30
31 **Section 7.1. Classification Representatives.**

32 A Representative shall be elected by members of the following units:

- | | |
|------------------------------------|---------------------|
| 33 Transportation | Technology/Printing |
| 34 Nutrition Services | Specialists |
| 35 Secretarial/Clerical/Accounting | Paraeducator |
| 36 Maintenance | Mechanics |
| 37 Custodial | |

38
39 **Section 7.2. Building Representatives.**

40 A Representative shall be elected by members of the following buildings:

- | | |
|-------------------------|------------------------|
| 41 Administration | Westwood Middle School |
| 42 Maintenance | Salnave Elementary |
| 43 Transportation | Snowdon Elementary |
| 44 Technology | Sunset Elementary |
| 45 High School | Windsor Elementary |
| 46 Cheney Middle School | Betz Elementary |
| 47 Homeworks | Three Springs |



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ARTICLE VIII

OFFICERS, NOMINATIONS AND ELECTIONS (CHAPTER / CLASSIFICATION)

Section 8.1. Elected Officers.

The elected officers of this organization shall be President, Vice President, Secretary, Treasurer, and Legislative Representative.

Classification Representatives shall be elected by their respective classification members at a classification meeting.

Building Representatives shall be elected by their respective buildings.

Section 8.2. Eligibility.

All elected officers must be a member in good standing for one (1) year immediately preceding the election (Article V, Section 5.2).

Section 8.3. Obligation.

Every officer and classification representative shall, upon assuming office, subscribe to the obligation of an officer or representative contained in these Bylaws.

Section 8.4. Nominations.

Nominations may be made by the nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the regular May meeting held to elect officers or representatives.

Section 8.5. Balloting.

Officers shall be elected by secret ballot vote and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least five (5) workdays advance notice shall be given the membership prior to the holding of the election for chapter officers and classification representatives. The candidate receiving a simple majority of the ballots cast shall be elected.

Section 8.6. Records.

Officers shall turn all correspondence and other materials of said office over to his/her successor.

ARTICLE IX

MANAGEMENT

Section 9.1. Business and Property.

The business and property of this organization will be managed by the Executive Board, except when the meetings of the organization are in session.

1
2 **Section 9.2. Executive Board.**

3 The Executive Board shall be composed of the following:

4 President

5 Vice President

6 Secretary

7 Treasurer

8 Legislative Representative

9 Classification Representatives – elected by each classification of employees of the school
10 district represented by the local Public School Employees Organization.
11 (see Article VII, Section 7. 1)

12
13 **Section 9.3. Term of Office.**

14 The term of office of the executive board members of this organization shall be for a period of two (2)
15 years. The President, Treasurer and Legislative Representative shall be elected in the odd numbered
16 years and the Vice President and Secretary shall be elected in the even numbered years. Odd and even
17 numbered years shall be determined by the numerical year in which they assume office.

18
19 Terms of the office shall begin on the first day of the next fiscal year, except an officer or
20 representative appointed to any position which is vacant, shall begin service immediately and shall be
21 appointed for a term no less than six (6) months nor greater than (2) years.

22
23 From the time of their election until the time their term of office actually begins, elected officers shall
24 be allowed to attend all meetings of the Executive Board and will serve in an advisory capacity.

25
26 **Section 9.4. Meetings.**

27 The Executive Board will hold a regular meeting and such special meetings as the President or the
28 Board shall deem necessary for competent management of affairs of the organization.

29
30 **Section 9.5. Voting.**

31 Each member of the Executive Board shall possess one (1) vote in matters coming before the Board.
32 All voting at the meetings of the Executive Board shall be by each member present in person, and
33 voting by proxy shall not be allowed. A simple majority of the Board members shall constitute a
34 quorum.

35
36 **Section 9.6. Absences.**

37 Unexcused absences from two (2) consecutive meetings of the Executive Board shall be due cause for
38 removal of the officer by the Executive Board. Removal of a Board member because of the excessive
39 absenteeism shall not require the 2/3 vote of the membership. The Executive Board shall determine
40 the nature of unexcused and excused absences.

41
42 **Section 9.7. Vacancies.**

43 A vacancy on the Executive Board, except that of the President, occurring before the end of their term,
44 shall be filled by the Executive Board.

1 **Section 9.8. Recall.**

2 Any Board member may be removed from office by a two-thirds (2/3) majority vote of the
3 membership at any regular or special meeting of the membership of the organization. Notice of the
4 proposed removal of the Board member must be given to the Board member five (5) days prior to the
5 date of the meeting at which the removal is to be voted upon. Such notice to the Board member must
6 state the cause for the proposed removal. A Classification Representative may be recalled by two-
7 thirds (2/3) majority vote in the respective classification.
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11 **ARTICLE X**

12 **DUTIES OF OFFICERS / CLASSIFICATION REPRESENTATIVES**

13 **Section 10.1. President.**

14
15 The President is the Public Relations Officer of this association. The President shall preside at all
16 meetings of the organization and the Executive Board or in the President's absence, by the Vice
17 President, or in the absence of either of the above named, by the Secretary of the Organization. The
18 President shall, as soon as possible and with advice and assistance of other officers and the Executive
19 Board, appoint the various committee chairpersons. The President shall be a member ex-officio of all
20 committees and shall have the power and duty to appoint such additional committees as may be
21 necessary.
22
23

24 The President will supervise all activities of the organization; execute all instruments in its behalf;
25 countersign the bank signature card, so as to countersign checks with either the Vice President or
26 Treasurer as needed; appoint a Parliamentarian and Benefits Chairperson with representation from all
27 units of the chapter, subject to the approval of the Executive Board; report periodically to the
28 membership regarding the progress and standing of the organization in regard to his/her official acts;
29 act as installing officer; and will perform all other duties as directed by the membership.
30

31 **Section 10.2. Vice President.**

32 The Vice President shall act for the President in the President's absence, perform such other acts as the
33 President or Executive Board may direct, and shall serve as the grievance officer. The Vice President
34 may be authorized, by the Executive Board, to countersign checks drawn on the funds of the
35 organization in place of or in addition to either the President or Treasurer. If the President is no longer
36 able to perform the duties of said office or resigns the Vice president shall succeed to that office for the
37 unexpired term. The Vice President shall take attendance at meetings and indicate membership status;
38 keep current records of the membership; give a report of the membership at least four (4) times yearly;
39 make sure all employees wishing to be members of PSE have a signed PSE Dues Authorization Card
40 on file with the District and State PSE office; endeavor to achieve one-hundred percent (100%) chapter
41 membership; and see that all new members receive a copy of these Bylaws and a Union Contract.
42

43 **Section 10.3. Secretary.**

44 It shall be the duty of the Secretary to issue meeting notices; record the minutes of the Chapter
45 meetings and the Executive Board meetings; and to perform such other secretarial duties as directed by
46 the President or Executive Board. The Chapter minutes shall be signed by the Secretary, dated and
47 approved with the signature of the President and transmitted to the various buildings in the district.
48 This shall be done as promptly as possible.
49

1 **Section 10.4. Treasurer.**

2 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;
3 pay all obligations incurred by the organization in payment as authorized by the executive board and
4 such money will be withdrawn only by check countersigned by the Treasurer, President and/or Vice
5 President; render periodic financial reports as required by the Executive Board or the membership;
6 keep an accurate record of receipts and disbursements; and will act as custodian of all properties of the
7 organization. The Treasurer shall serve as chairperson of the Budget Committee.
8

9 The Treasurer will complete the annual 990 report required by the PSE state office which provides
10 information to prove to the IRS that the Local Chapter income is less than \$50,000.
11

12 **Section 10.5. Legislative Representative.**

13 The Legislative Representative will be required to attend the annual Legislative Conference; report
14 legislative activities to the membership; keep an accurate update of all legislative activities and their
15 possible impact on classified employees; and assist the Zone 2 PSE Legislative Council as required.
16

17 **Section 10.6. Classification Representative.**

18 The Classification Representative shall preside over all classification meetings; serve on the Executive
19 Board; report to the general membership when needed; report to/assist the Grievance Officer regarding
20 any potential grievances(s); serve on the negotiations committee; and perform any other duties as
21 directed by the Chapter President. The Maintenance classification shall have two (2) representatives,
22 one (1) from custodial and one (1) from maintenance. The Transportation classification shall have
23 three (3) representatives, one (1) from drivers, one (1) from mechanics, and one (1) from the bus
24 supervision aides.
25

26 **Section 10.7. Building Representative.**

27 The Building Representative is the point of contact for their building regarding PSE matters, will keep
28 the bulletin board current, and distribute and post information. They shall perform any duties as
29 directed by the Chapter President.
30

31 **Section 10.8. Duties of Appointed Officers.**

32 The duties of the appointed officers shall be:
33

34 **Parliamentarian:** The Parliamentarian will be informed of procedural rules as stated in the
35 latest edition of Robert's Rules of Order Newly Revised, the Bylaws of this organization and
36 the standing rules for meetings adopted by this organization. The Parliamentarian shall insure
37 that meetings are conducted accordingly and shall rule in any controversy regarding
38 parliamentary procedures at General Membership meetings and Board meetings.
39

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

COMMITTEES

Section 11.1. Standing Committees.

The President shall appoint the chairpersons to the following standing committees: Benefits, Negotiation and Social.

Section 11.2. Duties of Chairperson.

Upon being appointed chairperson, the Chairperson shall in turn appoint the members of their respective committees in such numbers as directed by the President or as provided in these Bylaws. Members are to be selected from the various buildings and units in the district with no more than two (2) members from any one building. Committee members and Chairpersons shall serve for two (2) years from the date of their appointments. It shall be the duty of each Chairperson to coordinate the activities of the committee with the program of other committees and this Organization through the President, keep the membership informed on the activities of the committee and progress being made, and keep copies of all correspondence received and sent and at the close of his/her term shall turn them over to the successor.

Section 11.3. Vacancies.

Should a vacancy occur on any committee, it shall be filled by the committee Chairperson or, in the event the vacancy is in the office of the Chairperson, by the President. Persons appointed to fill vacancies shall serve the unexpired term.

Section 11.5. Budget Committee.

It is the duty of the Budget Committee to be responsible for overall policy matters relating 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.

Section 11.6. Grievance Committee.

The Grievance Committee shall be composed of the Grievance Officer (Chairman), and Executive Officer, at least one (1) classification representative from each classification represented by the Chapter, and the area rep for the PSE. The Grievance Committee shall handle all grievances between this organization and Cheney School District, assist any member in their rights to grieve, and report to the Executive Board.

Section 11.6.1. Grievance Validation Process.

Prior to a grievance being forwarded to the arbitration level, the local Association shall convene the Grievance Committee, which shall review the grievance. The committee will vote to support or not support the grievance through the arbitration process in a meeting called by the Committee Chairperson. A majority of the Committee members shall constitute a quorum to complete the review. This Committee shall meet within the time frame set by the current collective bargaining agreement. The vote of the Committee shall be communicated to the grievant and the PSE Field Representative or Regional Manager. The grievant will then have the choice of submitting his/her grievance to the State Grievance Panel for review or drop the grievance from further processing.

1 **Section 11.7. Negotiation Committee.**

2 The Negotiation Committee shall consist of the classification representatives and two (2) at large
3 members appointed by the executive board. The Negotiation team shall be no more than nine (9)
4 members selected from the committee, including the President and Vice President.

5
6 **Section 11.8. Social Committee.**

7 The Social Committee shall consist of the building representatives. Their duties will include sending
8 cards to members that are hospitalized, had a death in their immediate family (spouse, children, parents
9 are ill or otherwise need remembering; honor all retiring members with an appropriate memento; and
10 plan social activities as directed by the membership or the executive board.

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15 **ARTICLE XII**

16 **CONVENTIONS & CONFERENCES**

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19 **Section 12.1. Annual Convention.**

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21 **Section 12.1.1. Election of Convention Delegates.**

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

25
26 To be eligible for election as a convention delegate the member must have attended a minimum
27 of one (1) Cheney PSE local chapter meeting in a year. .

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

32
33 **Section 12.1.2. Chapter Delegates' Responsibilities.**

34 Chapter delegates are to attend all pre-convention meetings and functions and review the
35 proposed amendments to the state PSE bylaws. It is expected that delegates attend all business
36 meetings and zone caucuses during the convention.

37
38 **Section 12.1.3. Convention Registration Costs.**

39 Convention delegates shall submit to the chapter treasurer a check to cover the cost of
40 convention registration prior to convention. The chapter treasurer will hold the delegate's
41 check. The delegate's check for the registration fee shall be returned at the conclusion of the
42 convention if the delegate attends.

43
44 If the delegate cannot attend the convention, the member's check shall be returned, provided
45 one (1) months' notice is received prior to the convention date. If the delegate cannot attend
46 because of an emergency, a decision to return the member's check will be made by the
47 Executive Board.



1 **Section 12.2. Legislative Conference.**

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

4
5 **Section 12.3. Leadership Conference (T.E.A.M.).**

6 The Leadership Conference (currently known as T.E.A.M.) is available to members, but first priority
7 will be given to newly elected Chapter officers.

8
9 **Section 12.4. Expenses.**

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

- 12 1. Convention or Conference Registration;
- 13 2. Convention or Conference Lodging;
- 14 3. Meals (not included in registration costs during convention or conferences) will be paid up to
15 the following amounts: \$9.00 breakfast, \$11.00 lunch and \$20.00 dinner;
- 16 4. Actual cost of fuel, or the amount IRS approved rate per mile for use of personal vehicles.

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20 **ARTICLE XIII**

21
22 **MISCELLANEOUS PROVISIONS**

23
24 **Section 13.1.**

25 This organization shall be at all times subject to the Bylaws of the Public School Employees of
26 Washington.

27
28 **Section 13.2.**

29 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act
30 as agent for, or otherwise bind this organization in any way whatsoever. No member or group of
31 members or any other person(s) will have the power to act on behalf of or otherwise bind the
32 organization except to the extent specifically authorized in writing.

33
34 **Section 13.3. Robert’s Rules of Order.**

35 The latest edition of Robert’s Rules of Order Newly Revised shall be the guide in all cases in which
36 they are applicable, and in which they are consistent with the constitution, Bylaws and special rules of
37 this organization or of the Public School Employees of Washington. Robert’s Rules of Order Newly
38 Revised shall apply at all chapter meetings, Executive Board meetings and classification meetings.

39
40
41 **ARTICLE XIV**

42
43 **AMENDMENTS TO THE BYLAWS**

44
45 **Section 14.1. Notification.**

46 These Bylaws may be amended by a majority vote of the membership at any regular or special meeting
47 thereof; providing, that a notice of the intent to amend any specific provision be given to the members
48 at least five (5) workdays prior to the meeting at which said vote is to be taken.

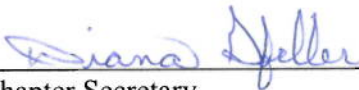


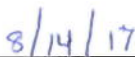
1 **Section 14.2. Rules for Submission to the Executive Board.**

2 All proposed amendments must be plainly written and in addition to the resolution itself, material
3 should include the reason for the proposal and, if known, any portion of the Bylaws which would have
4 to be amended to conform with the proposed policy, practice or regulation.

5
6 The names, address, and telephone number of the person(s) preparing the resolution must be included
7 in case the Executive Board needs to contact the sponsor for clarification or other problems which may
8 arise.

9
10 All material should be sent to the Chapter President. The President will submit the proposed
11 amendment(s) to the Executive Board and the sponsor of the amendment may also attend the
12 Executive Board meeting.

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23 _____
24 Chapter Secretary

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27 _____
28 Date

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32 Adopted by the membership this 9th day of January 1964
33 Amended January 1967
34 Amended September 1972
35 Amended December 1980
36 Amended January 25, 1990
37 Amended May 9, 1991
38 Amended October 2, 1991
39 Amended September 30, 2003
40 Amended December 14, 2006
41 Amended May 11, 2010
42 Amended May 18, 2017
43