

CHAPTER BYLAWS

KELSO CHAPTER 1



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 working 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 but another aspect 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 a solemn obligation to represent the members of this organization forcefully and
18 effectively in negotiations with the management of the Kelso School District and to conduct internal
19 organizational affairs according to democratic standards.

20
21 THEREFORE, we, the classified school employees of Kelso School District, in meeting, adopt these
22 bylaws this 8th day of May, 1973.
23
24

25 **ARTICLE I**

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27
28 The name of this organization shall be the Public School Employees of Kelso Chapter 1.
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31 **ARTICLE II**

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33
34 This local organization shall be affiliated with and be a chapter of the Public School Employees of
35 Washington/SEIU Local 1948. This organization was chartered by Public School Employees of
36 Washington/SEIU Local 1948 on March 3, 1969.
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38

39 **ARTICLE III**

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41
42 This organization shall continue until a majority of all of the members vote to dissolve the
43 organization.
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ARTICLE IV

The mission, vision, and values of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
- B. To promote the organization of Public School Employees in the Kelso School District.
- C. To promote the welfare of the membership and the classified employees of the Kelso 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.
- D. 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 for the classified employees of Kelso School District.
- E. 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.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and association benefits.
- G. 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.

CODE OF CONDUCT

Consistent with our values listed above, we are committed to the following code of conduct:

- Open, honest communication.
- Maintain a work environment based on trust and concern for the rights and welfare of others.
- Treat others fairly- with dignity, respect, and equality.
- Demonstrate accountability for our performance, actions, and behavior.
- Do the professional, technical, organizational, and ethically 'right' thing as opposed to the easy, popular, or politically expedient thing.
- Any acts or threats of discrimination, intimidation, coercion, harassment, bribery, or violence are absolutely unacceptable and will not be tolerated.
- Any behavior seeking to harm or undermine the values, goals, or operations of PSE, its parent union, or any of its local chapters is absolutely unacceptable and will not be tolerated.
- Comply with all local, state, and federal laws.

ARTICLE V

MEMBERSHIP

Section 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.

- A. Persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington/SEIU Local 1948, refer to Article III of the state bylaws) by or in Kelso 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.
- B. Active members who are paying dues through a system of regular payroll deduction shall, for as long as they continue to pay through such payroll deduction, be considered to be in good standing.

Section 1.1. Member in Good Standing.

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed, completed their probationary period and current in payment of dues as are required by these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

Section 1.2. 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 policy and bylaw. 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 2. Dues.

- A. Application for membership shall be made on a standard application form provided by the Public School Employees Association of Washington.
- B. Local membership dues of this organization shall be two dollars (\$2.00) per month. State membership dues shall be one and seventy-five hundredths (1.75%) of each member's gross monthly earnings with an adjusted dues cap of \$70.00. The monthly dues cap will be increased by the sum of five dollars (\$5.00) annually.
- C. Local and state membership dues shall be payable monthly through payroll deduction.
- D. Membership dues are not refundable except where an error resulting in an overpayment exists.

1 **Section 3. Rights.**

- 2
- 3 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
- 4 organization. Active discussions of organization affairs shall be encouraged and protected
- 5 within the organization.
- 6
- 7 B. Members in good standing shall have the right to fair and democratic elections at all levels
- 8 of the organization. This includes due notice of nominations and elections, equal
- 9 opportunities for competing candidates, and proper election procedures which shall be
- 10 specifically set forth.
- 11
- 12 C. Members shall have an equal right to vote, run and hold office; a member must be in good
- 13 standing. To be in good standing, the member shall be employed and current in the
- 14 payment of such dues for active membership as are required by these bylaws. Any member
- 15 who is on authorized leave of absence pursuant to their bargained contract, retains the right
- 16 to vote and hold office. Any member who is terminated from employment shall not be
- 17 eligible to vote or hold office.
- 18
- 19 D. Members in good standing shall have the right to a full and clear accounting of all
- 20 organizational funds. At all levels such accounting shall include, but not be limited to,
- 21 periodical reports to the membership by appropriate fiscal officers or by independent
- 22 auditors not otherwise connected with the organization, and a financial audit at least once a
- 23 year which is made available to all members in good standing.
- 24
- 25 E. Members in good standing shall have the right to full participation, through discussion and
- 26 vote, in the decision-making processes of the organization and to pertinent information
- 27 needed for the exercises of this right.
- 28
- 29
- 30

31 **ARTICLE VI**

32 **MEETINGS**

33

34

35 **Section 1.**

36 General membership meetings of this organization shall be held at least four (4) times annually.

37 Special meetings may be called by the president. Free riders are not permitted to attend general

38 membership meetings.

39

40 **Section 2.**

41 The president shall provide at least five (5) working days notification, unless urgency requires

42 otherwise, to all members in good standing of any special meeting called.

43

44 **Section 3.**

45 At any meeting of the membership of this organization, each member in good standing present shall be

46 entitled to one (1) vote. No proxy vote will be allowed. A minimum of three (3) officers and three (3)

47 members must be present to constitute a quorum before any organization business may be transacted.

48

ARTICLE VII
MANAGEMENT

Section 1.

The business and property of this organization shall be managed by the board of trustees, except when the meetings of the organization are in session. 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 board of trustees.

Section 2.

The Board of Trustees shall be composed of a president, vice president, secretary, treasurer, and a representative from each classification listed below. Classification representatives shall be known as Trustees.

Classifications Represented:

1. Nutrition Services
2. Secretarial/Clerical (including Accounting, Student Records Manager, and Post-Secondary Career Coordinator)
3. Custodial
4. Paraeducators (including Interpreters and Aides)
5. Maintenance
6. Technicians/Service Personnel (including Print Shop, Computer, Campus Security, Pool, and Activities Facilitator)
7. Specialists (including Certified Therapist's Assistants, Health Care, Transition Specialist, Intervention and Assistant Intervention Specialists)

Section 3.

The term of office of the Board of Trustees shall be for one (1) year; July 1 through June 30. Elections shall be held in the month of May. Effective September 1, 2009, an individual member may hold one (1) Board of Trustee position at a time.

Section 4.

The Board of Trustees shall hold monthly meetings as the president or the board deems necessary for the competent management of affairs of the organization. The exceptions to this being inclement weather, summer recess from school or a state of emergency, act of nature or catastrophic event.

Section 5.

Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board. All voting at meetings of the Board of Trustees shall be by each member present in person and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees present shall constitute a quorum. The immediate past-president may advise and assist the Board upon their request, however, the immediate past-president shall not possess a vote nor be counted to obtain a quorum.

Section 6.

Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership in good standing attending any regular or special meeting of the membership of the organization. Notice of the proposed removal of the trustee must be given to the trustee at least five (5) days prior to the

date of the meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal. Each written notice must contain a clear statement of the specific charges against the respondent. Grounds for removal shall be serious misconduct, such as criminal acts, advancement of the interests of another union or organization to the detriment of PSE, willful refusal to perform the duties of office, Code of Conduct violations, or gross incompetence/negligence. Mere disagreement with the policies or positions of the respondent shall not be grounds for removal.

Section 7.

Unexcused absences from three (3) meetings of the Board of Trustees and general membership meetings shall be due cause for removal of the trustee by the Board of Trustees. Removal of a board member because of excessive absenteeism shall not require the 2/3 vote referenced in Article VII, Section 6.

Section 8.

Any vacancies occurring on the Board of Trustees shall be filled by the remaining trustees. In the event that such trustee is an officer, the remaining trustees shall appoint a replacement. All other trustees' vacancies shall be filled from the classification of which they represent. Such appointees shall serve during the unexpired term of the vacant position.

Section 9. Building Representatives.

Building representatives, although not members of the Board of Trustees, provide an important role in maintaining open communication between the general membership and the Board of Trustees. The term of office for building representatives shall be one (1) year.

- Building Sites:
1. Barnes Elementary
 2. Butler Acres Elementary
 3. Carrolls Elementary
 4. Lexington Elementary
 5. Rose Valley Elementary
 6. Wallace Elementary
 7. Coweeman Middle School
 8. Huntington Middle School
 9. Kelso High School
 10. Loowit High School
 11. Kelso Virtual Academy
 12. Family Community Resource Center
 13. Warehouse/Maintenance/Transportation
 14. District Office

ARTICLE VIII

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1.

Members in good standing shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b, and c, and those employees classified either by State statute or appropriate State regulatory agencies as being a “supervisory employee”.

No free-rider shall be permitted to hold local office or participate in local chapter elections unless the criteria set forth in Article V, section 1.1 are met. Free-riders are not permitted to participate in chapter elections in any manner and no free-rider shall be recognized as a chapter leader by PSE.

Section 2.

The officers of this organization shall be president, vice president, secretary, and a treasurer. All officers shall be elected for a term of two (2) years. The president and secretary shall be elected on odd years and the vice president and treasurer shall be elected on even years. In the event of a natural disaster, declared state of emergency or catastrophic event that creates a delay of the election of chapter officers, the chapter president along with the board of trustees will seek guidance from the PSE State Office through the chapter’s field representative to formulate a plan to conduct legal elections when it is safe and practical to do so. LMRDA rules will be followed. If elections are delayed due to a natural disaster, declared state of emergency or catastrophic event, the officers who currently hold the position will remain in place until the time that elections may be conducted safely and with the full participation of the membership.

Section 2.A.

The president shall receive a five hundred dollar (\$500) yearly stipend to be disbursed by the treasurer in the month of July. The stipend must be requested in writing by the president before disbursement. In the event the position is vacated before the end of term, the stipend will be for time served only.

Section 2.B.

The vice president shall receive a four hundred dollar (\$400) yearly stipend to be disbursed by the treasurer in the month of July. The stipend must be requested in writing by the current vice president before disbursement. In the event the position is vacated before the end of term, the stipend will be for time served only.

Section 2.C.

The secretary shall receive a three hundred dollar (\$300) yearly stipend to be disbursed by the treasurer in the month of July. The stipend must be requested in writing by the current secretary before disbursement. In the event the position is vacated before the end of term, the stipend will be for time served only.

Section 2.D.

The treasurer shall receive a two hundred dollar (\$200) yearly stipend to be disbursed by the treasurer in the month of July. The stipend must be requested in writing by the current treasurer before disbursement. In the event the position is vacated before the end of term, the stipend will be for time served only.

Section 3.

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 meeting held to elect officers.

Section 4.

To be eligible for office, a member must be in good standing for a minimum of 24 months immediately preceding the election, except in the initial election held in this organization, and must qualify under the provisions of Article V, Section 3-C. To be eligible for trustee, a member must be in good standing for a minimum of 12 months immediately preceding the election and must qualify under the provisions of Article V, Section 3-C.

Section 5.

Officers shall be elected by secret ballot vote and the balloting shall be so conducted as to afford all members in good standing a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the membership in good standing prior to the holding of the election.

Section 6.

Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee, contained in these bylaws.

ARTICLE IX

DUTIES OF LEADERSHIP

Section 1. President.

- A. The president shall preside at all meetings of the organization and the Board of Trustees.
- B. They shall supervise all activities of the organization and execute all instruments in its behalf.
- C. The president shall appoint all special committees of the organization subject to the approval of the Board of Trustees.
- D. The president shall report periodically to the membership in good standing regarding the progress and standing of the organization in regard to their official duties.
- E. The president shall perform all other duties as prescribed in the bylaws and perform such other duties usually inherent in such office.
- F. The president is authorized, by the Board of Trustees, to act as a cosigner of checks drawn of the funds of the organization.
- G. The president shall serve on the zone council.
- H. The president shall serve as a member of the CBA maintenance committee.

1 **Section 2. Vice President.**

- 2
- 3 A. The vice president shall act for the president in the event both are absent or unable to
- 4 perform the duties of the presidency.
- 5
- 6 B. The vice president shall provide assistance to the president upon request.
- 7
- 8 C. The vice president shall serve as chairperson of the local grievance committee.
- 9
- 10 D. The vice president shall serve as a member of the CBA maintenance committee.
- 11
- 12 E. The vice president is authorized, by the Board of Trustees, to act as a cosigner of checks
- 13 drawn of the funds of the organization.
- 14
- 15 F. The vice president shall perform such other official functions as the president and Board of
- 16 Trustees may direct.
- 17

18 **Section 3. Secretary.**

- 19
- 20 A. The secretary shall ensure that minutes of general membership meetings and Board of
- 21 Trustee meetings are duly recorded and prepared for presentation.
- 22
- 23 B. The secretary may be asked to take notes during negotiations.
- 24
- 25 C. The secretary shall handle incoming and outgoing correspondence.
- 26
- 27 D. The secretary must maintain the official chapter bylaws.
- 28
- 29 E. The secretary shall serve on the CBA maintenance committee.
- 30
- 31 F. He/she is authorized, by the Board of Trustees, to act as a cosigner of checks drawn of the
- 32 funds of the organization.
- 33 G. The secretary shall ensure that all new members receive a union packet, contract and copy
- 34 of the bylaws upon employment. He/she shall work with the building site representatives to
- 35 maintain updated PSE informational binders and bulletin boards at each building site.
- 36
- 37 H. The secretary shall maintain a current and accurate list of members of the chapter. He/she
- 38 shall monitor all vacancies, job postings, hirings, resignations, etc, and render reports to the
- 39 Board of Trustees as necessary.
- 40
- 41 I. The secretary shall perform such other official functions as the president and Board of
- 42 Trustees may direct.
- 43

44 **Section 4. Treasurer.**

- 45
- 46 A. The treasurer shall receive and be accountable for all funds and moneys belonging to the
- 47 organization. The treasurer is authorized, by the Board of Trustees, to act as a cosigner of
- 48 checks drawn of the funds of the organization.

- B. The treasurer shall pay all obligations incurred by the organization in payment as authorized by the Board of Trustees.
- C. The treasurer shall maintain bank accounts and depositories designated by the Board of Trustees and such money shall be withdrawn only by check with two authorized signatures.
- D. He/she shall render periodical financial reports as required by the Board of Trustees, PSE of Washington SEIU Local 1948, or by the membership in good standing. As required by the IRS, the treasurer shall file all tax and other financial reports required by state and federal law.
- E. The treasurer shall keep an accurate record of receipts and disbursements.
- F. The treasurer shall act as custodian of all properties of the organization.
- G. The treasurer shall perform such other official functions as the president and Board of Trustees may direct.

Section 6. Legislative Chair Duties.

- A. To be in constant contact with and to assist the Zone 5 member of the Legislative Council as needed.
- B. To keep members in good standing apprised of what is happening in Olympia during legislative session and federally, as much as possible.
- C. To call members to action as needed.
- D. To attend legislative conference.
- E. Keep members apprised of local politics that concern or might affect classified employees.
- F. Take issues and concerns from members to legislative council.
- G. Coordinate and encourage members participation on local campaigns.
- H. Actively encourage members to register and vote.
- I. Perform such other official functions as the president and Board of Trustees may direct.

Section 7. Classification Trustee Duties.

- A. Act as a spokesperson for the classification. (A voice to the board and members.)
- B. Bring concerns of the classification to the board (eyes and ears).
- C. Keep members of their classification in good standing informed of board actions.

- D. Serve as a member of the Board of Trustees.
- E. Assist classification members with problems and situations that may arise.
- F. Assist with grievance procedures.
- G. Will hold two (2) meetings a year with members of their classification in good standing.
- H. Attend all Board of Trustee and general membership meetings.
- I. Perform such other official functions as the president and Board of Trustees may direct.

Section 8. Building Representatives Duties.

- A. Act as a spokesperson for the site. (A voice to the board.)
- B. Bring concerns of the building to the board (eyes and ears).
- C. Keep members of the building in good standing informed of the board actions.
- D. Work with the chapter secretary to identify and welcome new employees.
- E. Establish a visible bulletin board in the building and keep it maintained and updated.
- F. Disseminate information to members as it comes into buildings and maintain and update the building's union informational binder.
- G. Attend all general membership meetings.
- H. Take members concerns or problems to classification trustee.
- I. Advocate PSE throughout work site.

ARTICLE X

MISCELLANEOUS PROVISIONS

Section 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 2.

Except to the extent specified in the bylaws, no officer of this organization shall have the power to act as 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 board of trustees of the organization.

Section 3.

Robert's Rules of Order, current edition, 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 4. Workshops.

The following expenses will be paid by the treasurer of this organization by approval of the board of trustees.

- A. Workshops must be union related.
- B. A request for registration costs to be paid must be submitted to the board of trustees a minimum of two (2) weeks in advance.
- C. Lodging expenses must be pre-approved by the board of trustees a minimum of two (2) weeks in advance of event.
- D. The district approved mileage reimbursement for a reasonable number of cars (every attempt must be made to carpool or ½ the normal reimbursement will be paid). When traveling to the workshop mileage paid will be affected if side trips are on the way to or from the site.

IE:	home	workshop	side trip = mileage to site
	side trip	workshop	home = mileage from site
	side trip	workshop	side trip = no mileage

Distance to the destination will be taken from the district approved mileage voucher or from the internet.

Section 5.

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 approved by the Executive Director of Public School Employees of Washington or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

ARTICLE XI

COMMITTEES AND DELEGATES

Section 1. Grievance Committee.

A grievance committee shall be composed of at least one (1) representative from each affected building, the classification representative, and either the president or vice president.

Section 2. Negotiating Committee.

A negotiating committee shall be selected by the board of trustees. They shall work with the PSE field representative in developing proposals and negotiating the collective bargaining agreement. The persons selected shall have actively been involved in the affairs of the organization and attend a majority of the meetings. The negotiating committee shall advise the membership in good standing of the final tentative agreement five (5) working days before ratification of the contract.

Section 3. Audit Committee.

An audit committee shall be selected by the board of trustees.

Section 4. Other Or Special Committees.

The board of trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this organization.

Section 5. Convention Committee.

Delegates and alternates shall be elected by secret ballot by the membership in good standing.

A. Seminar Expenses

The following expenses will be paid by the treasurer of this organization.

1. The district approved mileage reimbursement for a reasonable number of cars (every attempt must be made to carpool or ½ the normal reimbursement will be paid). When traveling to the Convention mileage paid will be affected if side trips are on the way to or from the site.

IE:	home	Convention	side trip = mileage to site
	side trip	Convention	home = mileage from site
	side trip	Convention	side trip = no mileage

Distance to the destination will be taken from the district approved mileage voucher or from the internet.

- 1a. Airplane travel will be considered on the basis of cost of tickets vs. cost of mileage. Compensation to and from airport and car storage (a fair average public parking charge) will be paid, carpooling rules must be followed according to section 5, #1. In case a delegate prefers to drive, that delegate will be paid up to the cost of the plane ticket for mileage and with the compliance in section 5, #1, instead of District approved mileage amount.

1b. When attending convention and sharing a room with a PSE 2 member the cost will be evenly split with PSE 1 and PSE 2.

2. Registration for delegates.

3. Lodging for delegates.

4. A per diem of twenty dollars (\$20.00) per meal for meals not covered by registration expenses for each delegate and/or alternate.

5. Delegates are required to attend all sessions of seminar or refund will be required.

6. Delegates who are accompanied by a spouse or guest will be required to pay any additional cost that would not normally be incurred by the chapter, prior to the conclusion of the convention.

B. Refunds

It will be the responsibility of the non-attending delegate to contact seminar officials to request a refund of pre-paid seminar related expenses, or reimburse the group for expense if refund is not possible; except, when the board approves the delegate's absence.

C. Any expenses incurred over and above the budgeted amount will not be paid without the approval of the membership in good standing.

D. All delegates and alternates must be nominated and elected. The election must be by secret ballot.

Section 6. Nominating Committee.

A nominating committee may be appointed by the membership in good standing or elected to make nominations.

Section 7. Scholarship Committee.

A scholarship committee shall be selected by the board of trustees.

Section 8. Contract Maintenance Committee.

A contract maintenance committee shall be composed of the president, vice president, and secretary. The contract maintenance committee shall meet with officials of the District to discuss appropriate matters of mutual interest.

Section 9. Conflicts of Interest.

No committee member shall vote on any matter wherein he or she, or any member of their family, are the subject of the action. Committee members have an absolute responsibility to advise the committee of any potential conflict of interest and the secretary shall duly record the nature of the conflict. Failure to notify the committee of a conflict, or potential conflict of interest, in advance of a vote on the matter may result in the removal of the committee member from the committee and the question may be called for reconsideration and re-vote.

Section 10.

No free-rider may serve on any committee.

ARTICLE XII

SCHOLARSHIP COMMITTEE

Section 12.1.

The scholarship committee shall select scholarship recipients for the following scholarships.

Section 12.1.1.

Kelso Chapter 1 Scholarship – awarded to Kelso Chapter 1 members in good standing wishing to continue their education. There will be two (2) scholarships in the amount of five hundred dollars (\$500.00) which will be awarded annually. If no applications are made these funds may be used for Section 12.1.2.

Section 12.1.2.

Donna Smith Memorial Scholarship – awarded to the graduating senior of a parent, grandparent, or legal guardian that is a Kelso 1 member in good standing. There will be two (2) scholarships in the amount of five hundred dollars (\$500.00) which will be awarded annually. If no applications are made these funds may be used for Section 12.1.1.

Section 12.2.

The board of trustees will develop a scholarship application form. Application to be made available to members in good standing upon request.

Section 12.3. Process.

- A. The committee shall grant awards based first on demonstrated need of the recipient for the scholarship, second on academic qualifications, and third on community service.
- B. The committee shall review applications and grant awards consistent with the funds available for such purpose.
- C. All completed applications will be mailed to the Association's post office box.
- D. The board of trustees will present applications to the committee with applicant's name blacked out to insure fairness in the selection process.
- E. Members of the scholarship committee and their immediate families are not eligible for scholarship awards. Members should be particularly attentive to potential conflicts of interest in the administration of the scholarship program.
- F. The committee shall provide the treasurer with a copy of the applications of recipients who have been awarded scholarships.

G. Upon notice of enrollment a check in payment of a scholarship shall be issued payable to the educational institution and mailed directly to that institution.

H. The scholarship program is subject to review and approval by the board of trustees.

Section 12.4. General Guidelines.

Committee members shall remove themselves from reviewing applications and/or making decisions where potential conflicts of interest could occur. Committee members shall meet all deadlines when reviewing applications; submit all paperwork in neat and orderly fashion, select scholarship recipients; respect the confidential nature of personal information contained in applications; not reveal names of recipients until the chair makes the formal announcement; and refer all communications about committee decisions to the committee chair.

Section 12.5. Selection Criteria.

Need of the applicant will be the primary determinant and shall be given higher consideration than other criteria. The committee considers total family income and number of other dependents at home. Other criteria will be academic qualifications and community service.

Section 12.6. Disbursement of Awards.

Scholarship funds will be issued by check, drafted to the institution and mailed to the institution for use during the academic year. Kelso Chapter 1 reserves the right to revoke the scholarship in the event the student no longer meets the selection criteria.

Section 12.7. Scholarship Committee Schedule.

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| A. | Chair appointed by president. | October |
| B. | Completed applications due to board of trustees. | April 15 th or the following Monday |
| C. | Selection process complete. | May 15 |

ARTICLE XIII

PROFESSIONAL/VOCATIONAL TRAINING GUIDELINES

Section 1.

The district will commit to a program of tuition reimbursement to be distributed equally to all bargaining unit employees based on an equal per hour value. Courses must be approved as provided. Application and verification of tuition payment must be completed by May 31 of the year in which reimbursement is requested. All course work must be turned in for reimbursement within one (1) year of course completion. Maximum allowance shall not exceed one hundred percent (100%) of cost.

Section 2.

Courses must be college level classes or workshops. A passing grade is required for college classes.

Section 3.

Transcripts or in-service registration forms shall serve as verification of completion of credit.

Section 4.

An application for reimbursement and completed transcript or in-service registration forms must be turned in on or before May 31 in the calendar year in which compensation is requested.

Section 5.

Payment for reimbursement will be with the August warrant.

Section 6.

Ten (10) hours of approved course work is equal to one (1) credit.

ARTICLE XIV

AMENDMENTS

Section 1.

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

BY: /signed by Scott King/
Scott King, Chapter President

DATE: March 14, 2024

Adopted May 8, 1973.
Amended September 9, 1980.
Amended February 19, 1985.
Amended November 15, 1988.
Amended December 20, 1988.
Amended May 9, 1995.
Amended July 17, 2000.
Amended May 23, 2001
Amended November 20, 2001
Amended May 11, 2004.
Amended May 14, 2005.
Amended September 27, 2007.
Amended August 23, 2008.
Amended September 18, 2008.
Amended February 16, 2012.
Amended January 22, 2013.
Amended November 14, 2019.

1 Amended September 16, 2020.
2 Amended November 22, 2021.
3 Amended March 9, 2023.
4 Amended May 18, 2023.
5 Amended March 14, 2024.

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