

CHAPTER BYLAWS

(Amended October 15, 2024)

PUBLIC SCHOOL EMPLOYEES OF KENT SCHOOL FOOD ASSOCIATION (KFSFA)



Public School Employees of Washington/SEIU Local 1948

PO Box 798

Auburn, WA 98071-0798

1.866.520.5652

www.pseclassified.org

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CHAPTER NAME

The name of this chapter shall be Public School Employees of Kent School Food Service Association (KSFSFA) and shall be an affiliate of Public School Employees of Washington (PSE)/ SEIU Local 1948, or as it may be renamed, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Kent School Food Service Association (KSFSFA) to work closely with Public School Employees of Washington to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all employees in the state of Washington.

VISION - WHAT WE STRIVE TO ACHIEVE

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

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all employees. As a result, PSE, our members, PSE employees, the employer in which we work, and the community in which we live, will grow and prosper.

VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT

Recognizing the needs of members and PSE staff, we are committed to:

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

ARTICLE I
MEMBERSHIP

Section 1.1.

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, sex, sexual orientation, gender expression, veteran status or political belief, shall be eligible for membership.

Section 1.1.1. Potential Member.

Any school employee who is regularly employed by or for Kent School District (employer) and who is covered by or deemed by law to be eligible to be covered by a Public School Employees of Washington negotiated Collective Bargaining Agreement, is eligible for membership in this chapter.

Section 1.1.2. Member In Good Standing.

To be eligible to enjoy the full benefits of membership in the chapter, a member must be in good standing in accordance with state bylaws. To be in good standing, the member shall be employed and have authorized the payment of dues as is 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 1.1.3. Non-Member.

Except as may be permitted by law, employees who opt not to pay dues are non-members and are not eligible for full member benefits including but not limited to:

- Attendance at chapter meetings,
- Voting on contract ratifications,
- Voting on chapter business,
- Voting on chapter leadership,
- Election or appointment to any chapter office,
- Election as a convention delegate or alternate,
- Serving on committees (including bargaining committees),
- Applying for PSE grants (such as paid work release),
- Applying for PSE emergency relief funds, and
- PSE professional, personal, leadership education and training programs.
- Other PSE benefits may also not be available to non-dues paying members such as:
 - College tuition waivers and discounts are available to union members.
 - Dental insurance related service and discounts.
 - Discounts on life insurance.

Costco discounts, car/air travel, financing and hundreds of other services and products available through SEIU Member Benefits. Non-members can be invited to attend or apply for any of the above under the guise that will become a member. Should they not become a member, none of these benefits will be applicable to them. Non-members should be encouraged to join our union at

any time but especially during NEO (New Employee Orientation), contract surveys, contract negotiations and especially contract ratifications.

ARTICLE II

DUES

Section 2.1. State Dues.

State dues shall be paid monthly to the state office of PSE, consistent with processes and policies approved by the Executive Director and/or Board of Directors, as appropriate, and paid via payroll deduction.

Section 2.1.1. Chapter Rebates.

Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of processes and policies approved by the Executive Director and/or Board of Directors, as appropriate.

Section 2.3. Refunds.

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

ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

PSE shall be governed by a representative form of government.

Section 3.2.

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

Section 3.3.

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

Section 3.4.

Members shall have the right to full participation, through discussion and vote, in the decision making processes of the organization and to pertinent information needed for the exercises of this right.

Section 3.5. Governing Body.

Section 3.5.1. Board of Trustees.

Except when general meetings of the chapter are in session, the business and property of this chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the

membership is vested in the elected Board of Trustees who shall decide all matters affecting the purposes, aims and means of accomplishing the purposes of this chapter, not specifically provided for in these bylaws or by action of the members at a regular or special meeting.

Section 3.5.2. PSE Field Staff.

PSE field 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.

ARTICLE IV

MEETINGS

Section 4.1.

General membership meetings of this chapter shall be held at least four (4) times annually at a time and place to be determined by the membership or the Board of Trustees. Chapter meetings can normally be scheduled as follows to include:

- September/October – Welcome new leadership and provide convention report, plan community service team building event. Prioritize plans to welcome new members and attend New Employee Orientations.
- January – Prioritize plans to welcome new members and attend New Employee Orientations; Plan for Legislative activities (President’s Day in Feb). Planning for Educational Support Professional Week and celebration in March.
- April – Report on President’s Day Legislative events and Classified Week. Ideas for next year. News from worksites, National and State updates to child nutrition policies and procedures. Prioritize plans to welcome new members and attend New Employee Orientations.
- June – Elect chapter officers and convention delegates. Plan a “Welcome Back” event for both current and potential members to encourage them to join PSE before school starts. and an event to support the Emergency Relief Fund.

Section 4.2.

Special meetings may be called by the President, the Board of Trustees, or by petition of the general membership filed with the President and signed by twenty percent (20%) of the members in good standing of this chapter.

Section 4.3.

The President shall provide at least five (5) days notification to all members of any meeting called. However, such notice may be waived by the Board of Trustees in an emergency situation, provided that every reasonable effort is employed to notify the membership of the meeting.

Section 4.4.

At any meeting of the membership of this chapter, each member in good standing present shall be entitled to one (1) vote. A member must be present (in person or electronically) to vote -- no proxy vote will be allowed. A minimum of ten (10) members must be present to constitute a quorum before any chapter business may be transacted.

1 **Section 4.5. Board of Trustees Meetings.**

2 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be
3 called upon motion of a majority of the members of the Board of Trustees to the President. A majority of
4 the members of the Board of Trustees shall constitute a quorum. All members in good standing are eligible
5 to attend Board of Trustees meetings as observers.
6

7 **Section 4.5.1. Board Budgets.**

8 The Board of Trustees should come up with an annual budget. Budgets should be completed after
9 the current board has been elected for the fiscal/school year and approved by the membership. Such
10 budgets should include but are not limited to the following:
11

- 12 a) Member reimbursement for organizing potential members (reimbursement of union
13 leave to the employer if they require it)
- 14 b) Convention expenses
- 15 c) Expenses for PSE/SEIU leadership development opportunities
- 16 d) Sunshine committee (flowers or gifts)
- 17 e) Member and potential member outreach activities (Welcome back event for returning
18 and potential members BBQ; holiday parties)
- 19 f) Recognition of employees for Educational Support Professional Week Celebrations
- 20 g) Sponsoring of union members or community members in need
- 21 h) Donations or contributions to allied community organizations
22

23 **Section 4.6. Electronic Meetings.**

24 General membership meetings may be held electronically if approved by a majority of the Board of
25 Trustees. All voting at an electronic meeting will be taken by platform voting tools and the totals shall be
26 recorded by the Secretary.
27

28 **Section 4.7.**

29 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this
30 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE state
31 bylaws, these bylaws and with any special rules of order this chapter may adopt.
32
33
34

35 **ARTICLE V**

36 **BOARD OF TRUSTEES**

37 **Section 5.1.** The Board of Trustees shall be composed of the President, Vice President, Secretary,
38 Membership Officer, Treasurer, and a Unit Representative (herein known as a trustee) elected by the
39 employees from each classification represented by the local Public School Employees Chapter.
40
41
42

43 **Section 5.2.** The term of office shall be for a period of two (2) years, or until their successors are elected.
44

45 **Section 5.3.**

46 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the Board
47 shall deem necessary for the competent management of affairs of the Chapter.
48

1 **Section 5.4.**

2 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All
3 voting at meetings of the Board of Trustees shall be by each member present in person, and voting by
4 proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.
5

6 **Section 5.5. Duties.**

7
8 **Section 5.5.1. President.**

9 The President shall preside at all meetings of the chapter and of the Board of Trustees. The
10 President shall be made aware of and coordinate all activities of the chapter; execute all instruments
11 in its behalf; and work with PSE field staff, with the advice and consent of the Board of Trustees, to
12 achieve the mission, vision, goals, and objectives of the chapter. The President shall appoint all
13 special committees not otherwise provided for in the bylaws of the chapter, subject to the approval
14 of the Board of Trustees, and serve as an ex-officio member of all committees. The President shall
15 report periodically to the membership regarding the progress and standing of the chapter in regard
16 to the President's official acts; and perform all other duties of the office.
17

18 **Section 5.5.2. Vice President.**

19 The Vice President shall provide such assistance to the President as requested; serve as chairperson
20 of the Grievance Committee; shall, in the absence of the President, perform duties of that office;
21 and in the case of permanent disability or resignation of the President, shall succeed to that office
22 for the unexpired portion of the current term of office. The Vice President shall work in coalition
23 with and support of the membership officer to ensure that new hires join the chapter as dues paying
24 members and current members remain in good standing.
25

26 **Section 5.5.3. Secretary.**

27 The secretary shall ensure that the minutes of general membership meetings and Board of Trustee
28 meetings are duly recorded. It shall be the duty of the secretary to keep all records of the chapter,
29 the Board of Trustees, and to perform such other official functions as the President and Board of
30 Trustees may direct.
31

32 **Section 5.5.4. Membership Officer.**

33 It shall be the duty of the Membership Officer to obtain from the employer and/or PSE for the
34 purpose of maintaining a current and accurate list of members of the chapter that includes worksite
35 locations, in coordination with the membership department at PSE state headquarters; ensure that
36 dues paying membership levels are met or exceeded, according to goals adopted by the PSE state
37 Board of Directors; render periodical membership reports as required by Public School Employees
38 of Washington; and perform such other official functions as the president and Board of Trustees
39 may direct.
40

41 It shall also be the duty of the Membership Officer to (including but not limited to):
42

- 43 1. Work with designated PSE staff and their own Board to implement a process and an annual
44 calendar for new hires to become full members. PSE must communicate and schedule a
45 welcome meeting with all new hires prior to their 90th day of employment in order for said
46 employee to receive compensation for up to thirty minutes.
- 47 2. Work with PSE staff and their own Board to recruit, train and develop building and/or
48 classification/level reps in every building/area as practicable.

3. Meet (virtually or in person) with building/classification/level reps to discuss their work to communicate with members (current and potential) to share this information with the rest of the Board.
4. Request and share updated employee lists with building/level/classification reps and the entire Board.

Section 5.5.5. Treasurer.

The Treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks signed by the President (and/or Vice President) and the Treasurer. The Treasurer shall render periodical financial reports as required by the Board of Trustees, the membership, or Public School Employees of Washington to ensure that the chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties of the chapter.

Section 5.5.6. Trustee.

A Trustee shall represent the classification or level of employees which elected them (Elementary, Secondary, and Central Kitchen) and express to the Board of Trustees the needs, desires, and concerns of the members in their classification. They will be responsible for conducting meetings with their respective classifications of employees and in advising an employee about their contractual rights.

Section 5.5.7. Standards.

Each elected Officer or Trustee must effectively work to fulfill the duties of their role and individually and collectively meet or exceed standards for effective leaders and effective chapters, as approved by the State Board of Directors.

In addition, Officers are responsible for the following:

- Requesting and Maintaining seniority lists,
- Requesting new hire information and contacting all new hires regarding union membership,
- Working with their field representative regarding all aspects of contract negotiations,
- Determining which documents should be voted on which do not require a vote, and
- Encouraging both new and existing members to sign up for COPE.

Section 5.5.8. Training.

In order to support trustees in fulfilling their duties, it is the expectation of the chapter membership that each trustee will attend trainings made available to them by Public School Employees of Washington.

Section 5.5.9. Signing Up New Members.

It is the responsibility of all Board members to participate in new member signups.

ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

Section 6.1.

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

Section 6.2.

Members in good Standing shall have an equal right to run and hold office.

Section 6.3.

Elections for the President and Secretary shall be conducted in even numbered years and election of the Vice-President and Treasurer shall be conducted in odd numbered years. The Membership Officer shall be elected annually. All elections shall be conducted by private ballot, except in cases where an office is unopposed. Offices shall remain vacant until filled. Elections shall be held in the spring quarter. Terms of office shall be calculated from June 15 through June 14.

Section 6.4.

Nominations may be made by the nominating committee, but whether or not such a nominating committee is used, nominations shall be permitted from the floor at the meeting held for the election. All nominees must be present to accept or have previously communicated their acceptance of the nomination.

Section 6.5.

To be eligible to hold elected office within the chapter, a member must be in good standing (dues payer) for six (6) months immediately preceding the election. Newer members may serve the chapter membership in a variety of roles and on committees of the chapter, prior to running for elected office.

Section 6.6.

Members of the Board of Trustees shall be elected by secret ballot vote, except in cases where there is only one declared unopposed candidate, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days advance notice shall be given to the membership prior to the holding of the election.

Section 6.6.1.

All members in good standing of the Chapter shall be eligible to vote for the positions of President, Vice President, Secretary, Membership Officer, and Treasurer. In the election of a Trustee, only members in good standing in the classification of employees that the Trustee will represent shall be allowed to vote.

Section 6.7.

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

1 **Section 6.8.**

2 Any member of the Board of Trustees may be removed from office by majority vote of voting members
3 present at any regular or special meeting of the chapter. Written notice of the proposed removal must be
4 given to the Board of Trustee member at least five (5) working days prior to the date of the meeting at
5 which the removal is to be voted upon. Officers may also be removed in accordance with the state bylaws.

6
7 **Section 6.9.**

8 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for
9 removal of the member by the Board of Trustees. Removal of a board member because of excessive
10 absenteeism shall not require a vote of the membership.

11
12 **Section 6.10.**

13 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance
14 with the procedures set forth below:

15
16 **Section 6.10.1.**

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

19
20 **Section 6.10.2.**

21 In the event of a vacancy in the office of Vice President, Secretary, Membership Officer, or
22 Treasurer, all members shall be notified of the vacancy and nominations solicited for the position.
23 Nominations shall be accepted for a period of twenty (20) calendar days following the notification
24 to members. The President, at his/her discretion, may either call a special meeting of the Board of
25 Trustees, or act upon the vacancy at the next regularly scheduled board meeting. Each candidate
26 for the position may submit a letter or have three (3) minutes to address the board prior to the vote
27 to describe their qualifications and reasons they are seeking the position.

28
29 **Section 6.10.3.**

30 Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs;
31 provided, however, that when vacancies occur in the office of Trustee, the President shall direct that
32 a classification meeting be held (in-person or virtually) and that the classification elect a successor
33 for the remainder of the vacant term. Election of the successor must be by majority vote. In the
34 event that more than two (2) candidates run for the office, the candidate with the lowest vote total
35 will be dropped from the ballot after each round of voting until one (1) candidate receives a
36 majority of the votes cast.

37
38
39 **ARTICLE VII**

40
41 **MISCELLANEOUS PROVISIONS**

42
43 **Section 7.1.**

44 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always
45 supersede local bylaws where conflict exists.

1 **Section 7.2.**

2 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees and
3 members, together with other information required by PSE and shall notify PSE of all changes in Board
4 members, members, and addresses.

5
6 **Section 7.3.**

7 This chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute
8 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or
9 pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement
10 which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of
11 any collective bargaining unit, with the district, employer, or other entity or agent, unless such agreement is
12 first reviewed and approved by the Executive Director of Public School Employees of Washington or
13 his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

14
15 **Section 7.3.1.**

16 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
17 submitted to the regional service center, who will then forward the original to state headquarters
18 after appropriate copies have been made.

19
20
21 **ARTICLE VIII**

22
23 **COMMITTEES AND DELEGATES**

24
25 **Section 8.1. Grievance Committee.**

26 A Grievance Committee shall be composed of the Vice President and at least one (1) unit representative
27 from each classification of employees in the chapter; and shall be responsible for advising members of their
28 rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

29
30 **Section 8.2. Negotiating Committee.**

31 A Negotiating Committee shall consist of a representative elected from each classification of employees
32 represented by this bargaining unit and shall work with the PSE field representative in developing
33 proposals and negotiating agreements.

34
35 **Section 8.3. Annual Convention Delegates.**

36 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the
37 annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE State
38 Bylaws.

39
40 **Section 8.4. Audit Committee.**

41 An Audit Committee of at least two (2) members shall be selected by the Board of Trustees to audit the
42 financial records of the chapter. The Treasurer shall not be a member of the Audit Committee, which shall
43 act independent of, but in consultation with, the Treasurer. Audits must be completed on an annual basis to
44 ensure that all funds have been accounted for, to ensure transparency, and legal compliance for the chapter.

45
46 **Section 8.5. Other or Special Committees.**

47 The Board of Trustees shall designate such special committees as they determine necessary in the carrying
48 out of the objectives and purposes of this chapter.

ARTICLE IX

CONVENTIONS AND CONFERENCES

Section 9.1. Convention.

Section 9.1.1. Chapter Delegates' Responsibilities.

Elected delegates, whose convention expenses are paid from Chapter funds, are expected to carry out the following on behalf of the membership. All delegates should:

- Attend all scheduled business meetings and Leadership Training Expo.
- Be present to vote on the issues before the body at the business meetings.
- Attend the Zone Caucus meetings.
- Attend the closing Executive Director's speech and Ceremonies.

Section 9.1.2. Convention Registration Costs.

Convention delegates shall submit to the Chapter Treasurer a check to cover the cost of 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 and meets the requirements of Section 10.1.1.

Section 9.1.3. 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 and provided the chapter can receive a refund for the delegates registration. If the delegate cannot attend because of an emergency, a decision to return the member's check will be made by the Executive Board.

Section 9.1.4. Convention Elections.

All convention bylaws elections must be in accordance with state bylaws.

ARTICLE X

AMENDMENTS

Section 10.1.

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

SIGNATURE PAGE

BY: Debbie Matthes, Chapter President
Debbie Matthes, Chapter President (Nov 5, 2024 14:07 PST)
Debbie Matthes, Chapter President

DATE: 11/05/24

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