

# CHAPTER BYLAWS

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## LAKE CHELAN



**Public School Employees of Washington/SEIU Local 1948**

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1 **P R E A M B L E**

2  
3 **A. NAME**

4 The name of this Chapter will be Public School Employees of Lake Chelan an affiliate of Public  
5 School Employees of Washington/SEIU Local 1948, a not-for-profit 501 (c) 5 labor organization  
6 operating under the laws of the State of Washington. Public School Employees of Washington  
7 chartered this organization on January 30, 1974.

8  
9 **B. MISSION – OUR PURPOSE FOR EXISTING**

10 It is the mission of PSE of Lake Chelan to work closely with Public School Employees of  
11 Washington/SEIU Local 1948 to support Membership through collective bargaining and the  
12 protection of those rights, promote educational enrichment opportunities, encourage Membership  
13 growth, and provide quality leadership while working closely with the State Legislature in an effort  
14 to enact laws which will represent the best interest of all classified school employees in the state of  
15 Washington.

16  
17 **C. VISION – WHAT WE STRIVE TO ACHIEVE**

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

23  
24 Through the successful pursuit of our commitment, we expect our services, programs, and  
25 activities to achieve a leadership position in representing all classified employees. As a result,  
26 PSE, our members, PSE employees, the school district in which we work, and the community in  
27 which we live will grow and prosper.

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30 **A R T I C L E I**

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32 **OBJECTIVES AND PURPOSES**

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34 The objectives and purposes of this organization are:

- 35  
36 A. To carry out and assist on a local basis the objectives and purposes of the Public School  
37 Employees of Washington/SEIU Local 1948.  
38  
39 B. To promote the organization of Public School Employees in the Lake Chelan School District.  
40  
41 C. To promote the welfare of the Membership and the classified employees of the Lake Chelan  
42 School District, and to provide a voice in the determination of the terms and conditions of  
43 employment.  
44  
45 D. To promote and provide a systematic and effective employee management through collective  
46 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and  
47 collective negotiations on personnel matters, including wages, hours and working conditions,  
48 vacations, holidays and other conditions of employment.



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**ARTICLE II**

**ORGANIZATION**

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

**ARTICLE III**

**MEMBERSHIP**

**Section 3.1. Eligibility.**

Except as otherwise provided in these Bylaws, any person, without regard to race, creed, color, national origin, sex, or political belief, shall be eligible for Membership.

**Section 3.1.1. Active Member.**

Any classified school employee who is regularly employed by or for the Lake Chelan School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, is eligible for Membership in this Chapter. A classified employee is one whose position does not require a teaching certificate.

**Section 3.1.2. Member in Good Standing.**

To be eligible to vote and to hold office, a member must be in good standing. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington/SEIU Local 1948) by or in the Lake Chelan School District, and who are members of Public School Employees of Washington/SEIU Local 1948, are eligible for Membership in the organization, to vote and hold office. Any member, who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office. However, any member currently in an elected office who is on an authorized leave of absence for longer than three (3) months must resign their position. This requirement will not apply if the leave is based on illness, disability or education. Any member who is terminated from employment shall not be eligible to vote or hold office.

**ARTICLE IV**

**DUES**

**Section 4.1. Dues.**

- A. Dues shall be authorized by each employee by signing the dues authorization form supplied by Public Employees of Washington/SEIU Local 1948.
- B. Public School Employees of Washington/SEIU Local 1948 dues are one and seventy-five hundredths (1.75 %) percent of each member gross monthly earnings or fifty-six (\$56.00) dollars per month, whichever is less
- C. After receiving written authorization, the School District is authorized to deduct twelve (\$12.00) dollars annually from all employee's October paycheck; such deduction shall be paid

1 to the Chapter Treasurer by check to be deposited into the Chapter bank account. The purpose  
2 of such deduction is to support the cost of local Chapter administration and other purposes as  
3 determined by the Chapter (examples: student scholarships, member outreach, retirement gifts,  
4 etc.).

5  
6 D. Dues rebates from the state organization shall be received by Chapter in accordance with the  
7 provisions of the state Bylaws.

8  
9 E. Membership dues are not refundable except where an error resulting in an overpayment exists.  
10

## 11 ARTICLE V

### 12 GOVERNANCE AND OPERATIONS

#### 13 **Section 5.1.**

14 PSE shall be governed by a representative form of government.  
15

#### 16 **Section 5.2.**

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

#### 21 **Section 5.3.**

22 Members shall have the right to a full and clear accounting of all organizational funds. At all levels  
23 such accounting shall include, but not be limited to, periodical reports to the Membership by  
24 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,  
25 and a financial audit at least once a year which is made available to all members.  
26

#### 27 **Section 5.4.**

28 Members shall have the right to full participation, through discussion and vote, in the decision making  
29 processes of the organization and to pertinent information needed for the exercises of this right.  
30

#### 31 **Section 5.5. GOVERNING BODY.**

##### 32 **Section 5.5.1. Board of Trustees.**

33 Except when general meetings of the Chapter are in session, the business and property of this  
34 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of  
35 the Membership is vested in the elected Board of Trustees who shall decide all matters  
36 affecting the purposes, aims and means of accomplishing the purposes of this Chapter, not  
37 specifically provided for in these Bylaws or by action of the members at a regular or special  
38 meeting.  
39

##### 40 **Section 5.5.2. PSE Field Staff.**

41 PSE field staff shall work closely with the Chapter in an advisory position. All decisions  
42 governing the business of the local Chapter shall be the sole responsibility of the elected  
43 officials and Membership of the Chapter.  
44

1 **Section 5.6. OPERATING PRINCIPLES.**

2 In order to provide the Chapter with the highest quality direction and management possible, the  
3 following operating principles shall guide the Board of Trustees.

4  
5 **Section 5.6.1. Board/Membership Relationships.**

6 A positive, constructive, cooperative and transparent relationship between the Board of  
7 Trustees and the Membership is essential to achieving the mission and vision of the  
8 organization. Therefore, the board and Membership will conduct themselves in a way that  
9 promotes mutual trust, demonstrates respect for individual dignity, and displays  
10 professionalism. The board shall utilize positive conflict resolution methods and maintain  
11 open, honest lines of communication that respect an appropriate chain of command within the  
12 Chapter.

13  
14 **Section 5.6.2. Media.**

15 The President, or his/her designee, is the primary spokesperson for the Chapter. Media  
16 inquiries to individual board members about matters of Chapter concern should be referred to  
17 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or  
18 specific legislation should be referred to the executive director at state headquarters.

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22 **ARTICLE VI**

23  
24 **MEETINGS**

25  
26 **Section 6.1.**

27 General Membership meetings of this Chapter shall be held at least four (4) times annually at a time  
28 and place to be fixed by the Membership or the Board of Trustees.

29  
30 **Section 6.2.**

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

33  
34 **Section 6.3.**

35 The Board of Trustees shall provide at least five (5) days notification to all members of any meeting  
36 called. However, said five (5) days notice may be waived by the Board of Trustees provided that every  
37 reasonable effort is employed to notify the Membership of the meeting.

38  
39 **Section 6.4.**

40 At any meeting of the Membership of this Chapter, each member in good standing present shall be  
41 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum  
42 of seven (7) members must be present to constitute a quorum before any Chapter business may be  
43 transacted.

44  
45 **Section 6.5. Board of Trustees Meetings.**

46 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also  
47 be called upon motion of a majority of the members of the Board of Trustees to the President. A  
48 majority of the members of the Board of Trustees shall constitute a quorum.



1 **Section 6.6.**

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

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7 **ARTICLE VII**

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9 **BOARD OF TRUSTEES**

10  
11 **Section 7.1.**

12 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, and a  
13 Classification Representative (herein known as a Trustee) elected by each classification of employees  
14 listed below.

15 **Classifications:**

16	Custodial/Maintenance/Grounds	Secretary/Clerical
17	Food Service	Transportation
18	Educational Support	Professional/Technical
19		

20  
21 **Section 7.2.**

22 The term of office shall be for a period of two (2) years, or until their successors are elected. The term  
23 of office shall be September 1<sup>st</sup> through August 31<sup>st</sup> for the President, Vice President, Secretary, and  
24 Treasurer. The officer election/voting shall be done at a May meeting.

25  
26 **Section 7.3.**

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

29  
30 **Section 7.4.**

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

35  
36 **Section 7.5. Duties.**

37 **Section 7.5.1. President.**

38 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The  
39 President shall be made aware of and supervise all activities of the Chapter; execute all  
40 instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the  
41 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The  
42 President shall appoint all special committees not otherwise provided for in the Bylaws of the  
43 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of  
44 all committees. The President shall report periodically to the Membership regarding the  
45 progress and standing of the Chapter in regard to the President’s official acts; and perform all  
46 other duties of the office.  
47  
48



1 **Section 7.5.2. Vice President.**

2 The Vice President shall provide such assistance to the President as requested; serve as  
3 chairperson of the Grievance Committee; shall, in the absence of the President, perform duties  
4 of that office; and in the case of permanent disability or resignation of the President, shall  
5 succeed to that office for the unexpired portion of the current term of office.  
6

7 **Section 7.5.3. Secretary.**

8 The Secretary shall ensure that the minutes of general Membership meetings and Board of  
9 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of  
10 the Chapter, the Board of Trustees, and to perform such other official functions as the President  
11 and Board of Trustees may direct. The Secretary shall provide a copy of meeting minutes  
12 within ten (10) days after the meeting, to the Chapter President.  
13

14 **Section 7.5.4. Treasurer.**

15 The Treasurer shall receive and be accountable for all funds and monies belonging to the  
16 Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees;  
17 keep an accurate record of receipts and disbursements; and maintain bank accounts and  
18 depositories designated by the Board of Trustees. Such money shall be withdrawn only by  
19 checks signed by the President and/or Vice President and/or Secretary and the Treasurer. The  
20 Treasurer shall render periodical financial reports as required by the Board of Trustees, the  
21 Membership, or Public School Employees of Washington/SEIU Local 1948 to ensure that the  
22 Chapter is in compliance with all laws and regulations required by the Internal Revenue Service  
23 and the Department of Labor. The fiscal year for all financial reports shall be from September  
24 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all  
25 properties of the Chapter. The Treasurer's report shall be provided at each Chapter meeting.  
26

27 **Section 7.5.5. Trustee.**

28 A Trustee shall represent the classification of employees which elected them and express to the  
29 Board of Trustees the needs, desires, and concerns of the members in their classification. They  
30 will be responsible, along with the Grievance Committee, in advising an employee about their  
31 contractual rights. The term of office for trustees shall be one (1) year, September 1<sup>st</sup> through  
32 August 31st.  
33

34 **Section 7.5.6. Building Communication Liaison.**

35 The Liaison shall aid the Board of Trustees in dispensing information to the building, conduct  
36 periodic meetings with the members in the building, and promote Membership in PSE by making  
37 personal contact with new members in the building. The Liaison shall be available to the  
38 members in the building to answer questions pertaining to PSE, the contract, or be able to direct  
39 the member to the appropriate member of the Board of Trustees for assistance. Term of office is  
40 for one (1) year and shall be voted on in May.  
41

42 **Section 7.5.7. Membership Officer.**

43 It shall be the duty of the Membership Officer to maintain a current and accurate list of members  
44 of the Chapter, ensure that all members are paying dues; render periodical Membership reports as  
45 required by the Chapter; and perform other official functions as the President and Board of  
46 Trustees may direct. This position may be combined with any Board of Trustee or Building  
47 Liaison position.  
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## ARTICLE VIII

### ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

**Section 8.1.**

Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes ten (10) workdays 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 and certified by the Chapter Secretary.

**Section 8.2.**

Members 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.”

**Section 8.3. Elections.**

**Section 8.3.1. Executive Board.**

Elections shall be held during the month of May. Terms of office shall be two (2) years, from September 1 through August 31. The President, Secretary and Membership Officer shall be elected in the odd year and the Vice President and Treasurer shall be elected in the even year.

**Section 8.3.2. Classification Representative.**

Classification representatives will be elected each year in May. Terms of office shall be for one (1) year from September 1 through August 31.

**Section 8.3.3. Building Communication Liaison.**

Building communication liaisons will be elected by the classified employees at each building. Elections will be in September. Terms of office shall be one (1) year, October 1 through September 30. The President or his/her designee will designate the time, place and proctor for each building election.

**Section 8.4.**

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 for the election.

**Section 8.5.**

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

**Section 8.6.**

Members of the Board of Trustees 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 ten (10) workdays advance notice shall be given the Membership prior to the holding of the election.

In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents the membership from meeting in person for the purposes of voting for union officers through secret ballot for an extended period of time, the following process for appointment of interim local union officers to fill positions shall be utilized:

- 1 1. If an election cannot be held prior to the conclusion of the current school year, all officers who  
2 are currently in office and wish to continue to serve shall be considered “interim “ officers until  
3 such time an election can be safely held, which time shall not exceed six months;
- 4  
5 2. In the event that the President wishes to step down from the presidency, and/or is no longer  
6 eligible to serve as President, the Vice-president shall serve as the interim President until such  
7 time as a secret ballot election can occur, which time shall not exceed six months;
- 8  
9 3. In the event that any officer or Board Member (other than the President) no longer wishes to  
10 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to  
11 serve as the interim officer until such time as a secret ballot election can occur, which time  
12 shall not exceed six months.

#### 13 **Section 8.6.1.**

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

#### 17 **Section 8.7.**

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

#### 20 **Section 8.8.**

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

#### 26 **Section 8.9.**

27 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause  
28 for removal of the member by the Board of Trustees. Removal of a board member because of  
29 excessive absenteeism shall not require the two-thirds (2/3) vote of the Membership.

#### 30 **Section 8.10.**

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

#### 33 **Section 8.10.1.**

34 In the event the President cannot serve the remainder of their current term, the Vice President  
35 shall serve as President for the completion of the term.

#### 36 **Section 8.10.2.**

37 In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all members  
38 shall be notified of the vacancy and nominations solicited for the position. Nominations shall  
39 be accepted for a period of twenty (20) calendar days following the notification to members.  
40 The President will call a special meeting of the Membership to elect the vacated position.  
41 Each candidate for the position may submit a letter or have three (3) minutes to address the  
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1 Membership prior to the vote, to describe their qualifications and reasons they are seeking the  
2 position. Vacancies shall be filled only for the remainder of the term in which the vacancy  
3 occurs.  
4

5 **Section 8.10.3.**

6 When vacancies occur in the Office of Trustee or Building Communication Liaison, the  
7 President shall direct that a classification/building meeting be held and that the  
8 classification/building elect a successor for the remainder of the vacant term. Election of the  
9 successor must be by majority vote. In the event that more than two candidates run for the  
10 office, the candidate with the lowest vote total will be dropped from the ballot after each round  
11 of voting until one candidate receives a majority of the votes cast.  
12  
13

14 **ARTICLE IX**

15 **MISCELLANEOUS PROVISIONS**

16  
17  
18 **Section 9.1.**

19 This organization shall be at all times subject to the provisions of the Articles of Incorporation and  
20 Bylaws of the Public School Employees of Washington/SEIU Local 1948. Local Chapters shall adopt  
21 Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always supersede local bylaws  
22 where conflict exists.  
23

24 **Section 9.1.1.**

25 Except to the extent specified in the Bylaws, no officer of this organization shall have the  
26 power to act as agent for, or otherwise bind this organization in any way whatsoever. No  
27 member or group of members or any other person or persons shall have the power to act on  
28 behalf of or otherwise bind the organization except to the extent specifically authorized in  
29 writing by the Board of Trustees or Chapter.  
30

31 **Section 9.2.**

32 This Chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees  
33 and members, together with other information required by PSE and shall notify PSE of all changes in  
34 board members, members, and addresses.  
35

36 **Section 9.3.**

37 This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute  
38 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
39 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any  
40 agreement which would affect the rights of employees represented by PSE, nor any agreement  
41 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or  
42 agent, unless such agreement is first reviewed and approved by the Executive Director of Public  
43 School Employees of Washington or his/her designee, provided decisions of the Executive Director  
44 may be appealed to the Board of Directors.  
45

46 **Section 9.3.1.**

47 Original signed copies of all documents pertaining to issues outlined in Section 7.3. shall be

1 submitted to the regional service center, who will then forward the original to state  
2 headquarters after appropriate copies have been made.

3  
4 **Section 9.4. Convention Chapter Gift.**

5 Annually the Chapter shall vote to provide a Chapter gift for convention. The convention gift shall be  
6 no more than one-hundred twenty-five (\$125.00) dollars.

7  
8 **Section 9.5. Retirement Gifts.**

9 Retirement gift scales: five (5) to nine (9) years, twenty-five (\$25.00) dollars; ten (10) to fourteen (14)  
10 years, fifty (\$50.00) dollars; fifteen (15) to nineteen (19) years, seventy five (\$75.00) dollars; twenty  
11 (20) to twenty-nine (29) years, one-hundred (\$100.00) dollars; thirty plus (30+) years, one-hundred  
12 twenty five (\$125.00) dollars.

13  
14 **Section 9.6. Member Outreach.**

15 If due to death or serious illness of a member or immediate family member, the Chapter Board of  
16 Trustees shall have the ability to approve the sending of a monetary gift or remembrance (up to one  
17 hundred (\$100.00) dollars to the member or the member's immediate family.

18  
19 **Section 9.7. Convention or Legislative Conference Travel Reimbursement.**

- 20 • Approved mileage shall be reimbursed at the current state rate.  
21  
22 • Chapter debit card may be used at point of sale and valid itemized receipts must be submitted.  
23  
24 • All requests for reimbursement must be submitted, along with valid itemized receipt to the Chapter  
25 Treasurer.

26  
27 **ARTICLE X**

28  
29 **COMMITTEES AND DELEGATES**

30  
31 **Section 10.1. Grievance Committee.**

32 A Grievance Committee shall be composed of the President or Vice-President and the elected trustee  
33 from each classification of employees. The Grievance Committee will also be responsible for  
34 conducting grievance validation meetings.

35  
36 **Section 10.2. Negotiating Committee.**

37 The Board of Trustees shall be the Negotiating Committee and shall work with the PSE field  
38 representative in developing proposals and negotiating agreements. If a classification does not have a  
39 representative, the rest of the negotiating team will represent that classification.

40  
41 **Section 10.3. Annual Convention Delegates.**

42 The annual convention shall be paid by the Chapter or in accordance with appropriate provisions of  
43 PSE State Bylaws. Convention delegates shall be elected at the May meeting. At least thirty (30) days  
44 notification to PSE to order postcards is mandatory and fifteen (15) work days per State Bylaws  
45 advance notice shall be provided to the members prior to the election.

46  
47 In case neither the Delegates nor the Alternates are able to attend the Convention, the Treasurer must  
48 be informed, so he/she can apply for a refund of any monies paid for the Convention.

1 **Section 10.4. Audit Committee.**

2 An Audit Committee of two (2) members shall be selected by the Board of Trustees to audit the  
3 financial records of the Chapter. The treasury will be audited at least one time a year in the month of  
4 September. The outgoing and/or incoming Treasurer(s) shall be available to the audit committee as it  
5 completes the audit procedure.  
6

7 **Section 10.5. Labor/Management Committee.**

8 The Labor/Management Committee shall be composed of the President and at least two (2) members  
9 of the Board of Trustees. The duties of the Labor/Management Committee shall be to meet with the  
10 School District Administration on a regular basis to discuss issues and concerns as they relate to the  
11 administration /interpretation of the Collective Bargaining Agreement.  
12

13 **Section 10.6. Special Committees.**

14 The Board of Trustees shall designate such special committees as they determine necessary in the  
15 carrying out of the objectives and purposes of this Chapter.  
16

17 **Section 10.7. Scholarship Committee.**

18 The Scholarship Committee shall be appointed by the Board of Trustees, shall review all submitted  
19 scholarship applications, choose the scholarship recipient(s) and report back at a general Membership  
20 meeting. The Chapter shall approve how many scholarships shall be given and what the amount shall  
21 be. Children of members in good standing shall be eligible for scholarships.  
22

23 **Section 10.8. Legislative Conference.**

24 The election for Legislative Conference attendees shall be done at the Fall general meeting and the  
25 determination of how many members may attend will be decided by those members present and will  
26 depend on the availability of Chapter funds after budgeting for Convention Delegate costs. Once  
27 elected to attend the Legislative Conference, the Chapter members shall have expenses paid by the  
28 Chapter or in accordance with appropriate provisions of PSE State Bylaws (may access rebate funds to  
29 send members to Legislative Conference).  
30

31 **ARTICLE XI**

32 **AMENDMENTS**

33  
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35  
36 **Section 11.1.**

37 These Bylaws may be amended by a majority vote of the Membership at any regular or special  
38 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the  
39 members of the Board of Trustees at least five (5) workdays prior to the meeting at which said vote is  
40 to be taken.  
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42 **Section 11.2. Rules for Submission to the Board of Directors.**


- 43 1. All Material must be written plainly or typed and signed by the sender and respective member.  
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45 2. In addition to the resolution itself, material should include the reason for the proposal and, if  
46 known, any portion of the Bylaws which is to be amended to conform to the proposed policy,  
47 practice or regulation.  
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- 3. The name, address and telephone number of the person(s) preparing the resolution must be included in case the committee needs to contact the sponsor for clarification.
- 4. All material should be sent to the Chapter President.

**SIGNATURE PAGE**

Signed:   
Lisa Cleasman, Chapter President

Date: August 8, 2020

Adopted by the Membership on this 30<sup>th</sup> day of January 1974  
Amended by the Membership on this 30<sup>th</sup> day of January 2007  
Amended by the Membership on this 17<sup>th</sup> day of September 2009  
Amended by the Membership on this 22<sup>nd</sup> day of January 2015  
Amended by the Membership on this 14<sup>th</sup> day of January 2019  
Amended by the Membership on this 31<sup>st</sup> day of July 2020

