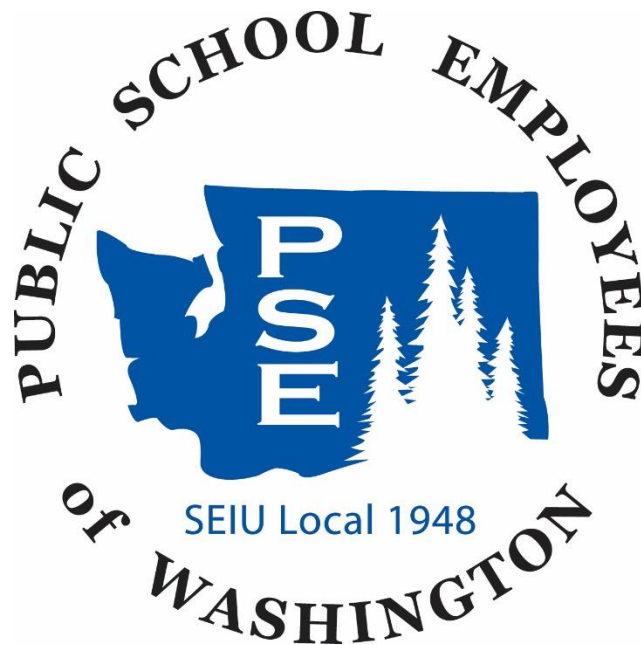


CHAPTER BYLAWS

WASHOUGAL PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948
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PREAMBLE

A. NAME.

The name of this chapter shall be Public School Employees of Washougal and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the state of Washington.

B. MISSION--OUR PURPOSE FOR EXISTING.

It is the mission of Public School Employees of Washougal to work closely with Public School Employees of Washington/SEIU Local 1948 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 education support professionals in the state of Washington.

C. 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 Public School Employees of Washington/SEIU Local 1948'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 education support professionals. As a result Public School Employees of Washington/SEIU Local 1948, our members, Public School Employees of Washington/SEIU Local 1948 employees, the school district in which we work, and the community in which we live will grow and prosper.

D. VALUES.

Recognizing the needs of members and PSE/SEIU local 1948 staff, we are committed to the following values:

- Striving for excellence and demonstrating pride in our work.
- Providing high-quality service.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Embodying honesty and integrity in our conduct and relationships with others.
- Demonstrating a high level of social responsibility.

1 **E. Code Of Conduct.**

2
3 Consistent with our values listed above, we are committed to the following code of conduct:

- 4
- 5 • Open, honest communication.
- 6 • Maintain a work environment based on trust and concern for the rights and welfare of
- 7 others.
- 8 • Treat others fairly with dignity, respect, and equality.
- 9 • Demonstrate accountability for our performance, actions, and behavior.
- 10 • Do the professional, technical, organizational, and ethically "right" thing as opposed to the
- 11 easy, popular, or politically expedient thing.
- 12 • Freedom of speech, and active discussions of organization affairs shall be encouraged and
- 13 protected within this organization.
- 14 • Any acts or threats of discrimination, intimidation, coercion, harassment, bribery, or
- 15 violence are absolutely unacceptable and will not be tolerated.
- 16 • Any behavior seeking to harm or undermine the values, goals, or operations of PSE, its
- 17 parent union, or any of its local chapters is absolutely unacceptable and will not be
- 18 tolerated.
- 19 • Comply with all local, state, and federal laws.
- 20
- 21
- 22

23 **ARTICLE I**

24 **MEMBERSHIP**

25
26
27 **Section 1.1.**

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

30
31 **Section 1.1.1. Active Member.**

32 Any education support professional who is regularly employed by or for the Washougal School
33 District, and who is a member of Public School Employees of Washington/SEIU Local 1948, is
34 eligible for membership in this chapter. An education support professional is one whose
35 position does not require a teaching certificate.

36
37 **Section 1.1.2. Free-Riders:**

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

43
44 **Section 1.1.3. Member In Good Standing.**

45 To be eligible to vote and to hold office, a member must be in good standing. To be in good
46 standing, the member shall be employed and current in payment of dues as are required by
47 these bylaws. Any member who is on authorized leave of absence pursuant to the Collective
48 Bargaining Agreement, shall retain the right to vote and hold office. However, any member in

1 an elected office or appointed position who is on an authorized leave of absence for longer than
2 three (3) months must resign their position; this requirement will not apply if the leave is based
3 on illness, disability, or education. Any member who is terminated from employment shall not
4 be eligible to vote or hold office.
5
6
7

8 ARTICLE II

9 DUES

10 **Section 2.1. State Dues.**

11 State dues shall be paid monthly to the state office of PSE/SEIU Local 1948 as outlined in the state
12 bylaws.

13 **Section 2.1.1. Chapter Rebates.**

14 Dues rebates from the state organization shall be received by the chapter in accordance with the
15 provisions of the state bylaws.
16
17
18
19

20 **Section 2.2. Local Dues.**

21 Local membership dues shall be two dollars (\$2.00) per month. Local dues shall be paid monthly to
22 the chapter treasurer by the school district. Any member who is on an authorized leave of absence
23 pursuant to the Collective Bargaining Agreement may have local dues collection suspended.
24

25 **Section 2.3. Refunds.**

26 Membership dues are not refundable except where an error resulting in an overpayment exists.
27
28
29

30 ARTICLE III

31 GOVERNANCE AND OPERATIONS

32 **Section 3.1.**

33 PSE/SEIU Local 1948 shall be governed by a representative form of government.
34

35 **Section 3.2.**

36 Members in good standing shall have the right to a full and clear accounting of all organizational
37 funds. At all levels such accounting shall include, but not be limited to, periodical reports to the
38 membership by appropriate fiscal officers or by independent auditors not otherwise connected with the
39 organization, and a financial audit at least once a year by the Board of Trustees which is made
40 available to all members in good standing.
41
42
43

44 **Section 3.3.**

45 Members in good standing shall have the right to full participation, through discussion and vote, in the
46 decision making processes of the organization and to pertinent information needed for the exercises of
47 this right.
48

1 **Section 3.4. Governing Body.**

2
3 **Section 3.4.1. Board of Trustees.**

4 Except when general meetings of the chapter are in session, the business and property of this
5 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
6 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
7 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically
8 provided for in these bylaws or by action of the members at a regular or special meeting.
9

10 **Section 3.4.2. PSE/SEIU Local 1948 Field Staff.**

11 PSE/SEIU Local 1948 field staff shall work closely with the chapter in an advisory position.
12 All decisions governing the business of the local chapter shall be the sole responsibility of the
13 elected officials and membership of the chapter.
14

15 **Section 3.5. Operating Principles.**

16 In order to provide the chapter with the highest quality direction and management possible, the
17 following operating principles shall guide the Board of Trustees.
18

19 **Section 3.5.1. Board/Membership Relationships.**

20 A positive, constructive, cooperative relationship between the Board of Trustees and the
21 membership is essential to achieving the mission and vision of the organization. Therefore, the
22 board and membership will conduct themselves in a way that promotes mutual trust,
23 demonstrates respect for individual dignity, and displays professionalism. The board shall
24 utilize positive conflict resolution methods and maintain open, honest lines of communication
25 that respect an appropriate chain of command within the chapter.
26

27 **Section 3.5.2. Media.**

28 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries
29 to individual board members about matters of chapter concern should be referred to the chapter
30 president. Inquiries about a position of PSE/SEIU Local 1948 on any matter of statewide
31 concern or specific legislation should be referred to the executive director at state headquarters.
32
33
34

35 **ARTICLE IV**

36 **MEETINGS**

37
38
39 **Section 4.1.**

40 General membership meetings of this chapter shall be held at least four (4) times annually at a time and
41 place to be fixed by the board of trustees. The president will call the board of trustees together in
42 September for the planning of the calendar for the year. If a scheduling conflict happens, a notice of
43 change will be sent out. When scheduling chapter meetings, they will not fall on holidays or the
44 workday before a three day weekend. Free riders are not permitted to attend general membership
45 meetings.
46
47
48

1 **Section 4.2.**

2 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the
3 president and signed by twenty percent (20%) of the members in good standing of this chapter.
4

5 **Section 4.3.**

6 The president shall provide at least five (5) working days notification to all members in good standing
7 of any meeting called. However, said five (5) working days' notice may be waived by the Board of
8 Trustees provided that every reasonable effort is employed to notify the membership of the meeting.
9 Posting notices in the buildings, on the web site, mass emails and robo calls, any one of them alone
10 will constitute as a notification. (It is the responsibility of the members to keep the secretary informed
11 of any change of address, phone number and email address.)
12

13 **Section 4.4.**

14 At any meeting of the membership of this chapter, each member in good standing present shall be
15 entitled to one vote. A member must be present to vote - no proxy vote will be allowed. A minimum
16 of eight (8) members must be present to constitute a quorum before any chapter business may be
17 transacted.
18

19 **Section 4.5. Board of Trustee Meetings.**

20 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also
21 be called upon motion of a majority of the members of the Board of Trustees to the president. Five (5)
22 members of the Board of Trustees shall constitute a quorum.
23

24 **Section 4.6.**

25 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
26 meetings; provided, that they shall be superseded by the bylaws and special rules of this chapter or of
27 the Public School Employees of Washington/SEIU Local 1948.
28
29
30

31 **ARTICLE V**

32 **BOARD OF TRUSTEES**

33 **Section 5.1. Executive Board.**

34
35 The Executive Board, also known as the E-Board, shall be composed of the president, vice president,
36 secretary, treasurer, membership officer and legislative representative. All elected by the membership
37 in good standing.
38
39

40 **Section 5.1.1. Board of Trustees.**

41 The Board of Trustees shall be composed of the E-Board, and a building representative (herein
42 known as a trustee) elected by the unit from each building of the school district if represented by
43 the local Public School Employees organization.
44

45 **Section 5.2.**

46 The term of office shall be for a period of two (2) years, or until their successors are elected.
47
48

1 **Section 5.3.**

2 The Board of Trustees shall hold regular meetings, and such special meetings as the president or the
3 board shall deem necessary for the competent management of affairs of the chapter.
4

5 **Section 5.4.**

6 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
7 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
8 by proxy shall not be allowed. Five (5) members of the Board of Trustees shall constitute a quorum.
9

10 **Section 5.4.1.**

11 The immediate past president shall act as an advisor to the Board of Trustees for one (1) year.
12 He/she will not have a vote.
13

14 **Section 5.5. Duties.**

15 **Section 5.5.1. President.**

16 The president shall preside at all meetings of the chapter and of the Board of Trustees. The
17 president shall be made aware of, and supervise all activities of the chapter; execute all
18 instruments in its behalf; and work with PSE/SEIU Local 1948 field staff, with the advice and
19 consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the
20 chapter. The president shall appoint all special committees not otherwise provided for in the
21 bylaws of the chapter, subject to the approval of the Board of Trustees, and serve as an ex-
22 officio member of all committees. The president shall report periodically to the membership
23 regarding the progress and standing of the chapter in regard to the president's official acts; and
24 perform all other duties of the office.
25

26 **Section 5.5.2. Vice President.**

27 The vice president shall provide such assistance to the president as requested; serve as
28 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties
29 of that office; and in the case of permanent disability or resignation of the president, shall
30 succeed to that office for the unexpired portion of the current term of office.
31

32 **Section 5.5.3. Secretary.**

33 The secretary shall ensure that the minutes of general membership meetings and Board of
34 Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of
35 the chapter, the Board of Trustees, and to perform such other official functions as the president
36 and Board of Trustees may direct.
37

38 **Section 5.5.4. Treasurer.**

39 The treasurer shall receive and be accountable for all funds and monies belonging to the
40 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;
41 keep an accurate record of receipts and disbursements; and maintain bank accounts and
42 depositories designated by the Board of Trustees. Such money shall be withdrawn by debit
43 card or checks signed by the two (2) members of the E-Board. The treasurer shall render
44 periodical financial reports as required by the Board of Trustees, the membership in good
45 standing, or Public School Employees of Washington/SEIU Local 1948 to ensure that the
46 chapter is in compliance with all laws and regulations required by the Internal Revenue Service
47 and the Department of Labor. The fiscal year for all financial reports shall be from
48

1 September 1 to August 31 of the following year, inclusive. The treasurer shall act as custodian
2 of all monetary accounts of the chapter.
3

4 **Section 5.5.4.1. Finance Management.**

5 At least three (3) officers, will be authorized on the bank's signature card, and shall be
6 signers on the chapter's accounts. All accounts will require two (2) signatures. The
7 chapter should have two debit cards used for chapter business in the names of the
8 president and the treasurer. The current treasurer along with other E-Board member(s)
9 will make arrangements with the bank when a signer needs to be removed or added.
10

11 **Section 5.5.4.1.1. Budget.**

12 The board of trustees will set the budget in the fall prior to October 31st, for
13 operations for the year. The budget can then be shared with the general
14 membership for approval. At any Board meeting the budget can be adjusted if
15 needed as long as there are funds in the reserves. The treasurer will keep the
16 board updated on budget balances and make recommendations when more funds
17 are needed.
18

19 **Section 5.5.4.1.2.**

20 To receive a retirement gift from the chapter, a member must meet all three of
21 the following:

- 22 1. Be a PSE/SEIU Local 1948 member in good standing at time of
23 retirement.
- 24 2. Be at retirement age of 65 or completed 20 years' service with
25 PSE/SEIU Local 1948.
- 26 3. Have completed 15 years of service with the Washougal School District.
27

28 If the above are satisfied then the member will receive one of the following:

- 29 1. Retiring at 15+ years of PSE/SEIU Local 1948 service, they will receive
30 a \$50.00 gift card.
- 31 2. Retiring at 20+ years of PSE/SEIU Local 1948 service, they will receive
32 a \$75.00 gift card.
33

34 **Section 5.5.5. Trustee.**

35 A trustee shall represent the building which elected them and express to the Board of Trustees
36 the needs, desires, and concerns of the members in their building. They will be responsible,
37 along with the Board of Trustees, in advising an employee about their contractual rights and/or
38 grievance matters. Term of office for trustees shall be for one-year term and be elected at the
39 September meeting.
40

41 **Section 5.5.6. Membership Officer.**

42 It shall be the duty of the membership officer to maintain a current and accurate list of all
43 members of the chapter in coordination with membership services at PSE/SEIU Local 1948's
44 state office; ensure that all members are paying dues; provide periodical membership reports as
45 required by PSE/SEIU Local 1948; and perform such other official functions as the president
46 and the board may direct; such as coordination of service pins and assisting the chapter
47 president in the planning of education support professionals week.
48

1 **Section 5.5.7. Legislative Representative.**

2 It shall be the duty of the Legislative Representative to provide a system through which
3 information is disseminated to members about legislative action; help educate, inform, and call
4 members to action. In addition, they serve as a sounding board for members concerns. This
5 ensures that we have the best possible representation for education support professionals. The
6 Legislative Representative shall attend Legislative Conference, Lobby Days, and any other
7 activity or training deemed necessary by PSE of Washougal. Expenses not covered by the state
8 PSE/SEIU Local 1948, will be covered by PSE of Washougal, within the budget restraints.
9

10
11
12 **ARTICLE VI**

13
14 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES.**
15

16 **Section 6.1.**

17 Members shall have the right to fair and democratic elections at all levels of the chapter. This includes
18 fifteen (15) working days' notice of nominations and elections, and equal opportunities for competing
19 candidates to state their qualifications and reasons for seeking office to the chapter membership.
20 Elections shall be conducted by secret written ballot and certified by the chapter secretary.
21

22 **Section 6.1.1.**

23 No free-rider shall be permitted to hold local office or participate in local chapter elections
24 unless the criteria set forth in Article VI (6.4) are met. Free-riders are not permitted to
25 participate in chapter elections in any manner and no free-rider shall be recognized as a
26 chapter leader by PSE.
27

28 **Section 6.2.**

29 Members in good standing shall have an equal right to run and hold office, except those persons set
30 forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or
31 appropriate state regulatory agencies as being a "supervisory employee."
32

33 **Section 6.3.**

34 Elections shall be held during the month of May. Nominations will be taken at the meeting prior to the
35 May meeting. All nominees will be notified to make sure they are willing to run. Terms of office will
36 be from September 1 through August 31. Even years we will elect the President, Secretary, and
37 Legislative Representative and on odd years, we will elect the Vice President, Treasurer, and
38 Membership Officer. Terms of office will be from September 1st to August 31st. The offices are for a
39 two year term. New officers will be sworn in at the May meeting or the first meeting they attend after
40 they are elected.
41

42 **Section 6.4.**

43 Nominations may be made by the nominating committee, but whether or not such nominating
44 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
45 Members, with the exception of free-riders, may nominate themselves or another member, so long
46 as that member is not a free-rider or any other individual seeking to nominate a free-rider, for any
47 open office. Any *Declaration of Intent to Run* form that is submitted on their own behalf by a
48 free-rider or any other individual seeking to nominate a free-rider, shall be rejected. Further, a

1 previous free-rider may not run for office until he/she signs a dual authorization membership form
2 and has been a regular dues paying member for at least 12 months.

3
4 **Section 6.5.**

5 To be eligible for office, a member must be in good standing for one (1) year immediately preceding
6 the election. Attendance at a PSE event such as legislative conference, annual convention, New
7 Leadership Academy, TEAM conference, steward training or similar PSE training must have been
8 completed prior to the member being nominated and elected. Candidates for the office of chapter
9 president are required to have served on the board of trustees prior to being nominated and elected.

10
11 **Section 6.6.**

12 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
13 conducted as to afford all members a reasonable opportunity to vote. At least fifteen (15) working
14 days advance notice shall be given the membership prior to the holding of the election.

15
16 **Section 6.6.1.**

17 All members in good standing of the chapter shall be eligible to vote for the positions of
18 president, vice president, secretary, treasurer, membership officer, and Legislative
19 Representative. In the election of a trustee, only members in good standing in the building that
20 the trustee will represent shall be allowed to vote.

21
22 **Section 6.7.**

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

25
26 **Section 6.8.**

27 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
28 membership at any regular or special meeting of the chapter. Written notice of the proposed removal
29 must be given to the Board of Trustee member at least five (5) working days prior to the date of the
30 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
31 removal. Each written notice must contain a clear statement of the specific charges against the
32 respondent. Grounds for removal shall be serious misconduct, such as criminal acts, advancement
33 of the interests of another union or organization to the detriment of PSE, willful refusal to perform
34 the duties of office, code of conduct violations, or gross incompetence. Mere disagreement with
35 the policies or positions of the respondent shall not be grounds for removal.

36
37 **Section 6.9.**

38 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
39 for removal of the member by the Board of Trustees. Removal of a board member because of
40 excessive absenteeism shall not require the 2/3 vote of the membership.

41
42 **Section 6.10.**

43 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in
44 accordance with the procedures set forth below:

45
46 **Section 6.10.1.**

47 In the event the president cannot serve the remainder of his/her current term, the vice president
48 shall serve as president for the completion of the term.

1 **Section 6.10.2.**

2 In the event of a vacancy in the office of vice president, secretary, treasurer, membership
3 officer, or Legislative Representative, all members in good standing shall be notified of the
4 vacancy and nominations solicited for the position. Nominations shall be accepted for a period
5 of twenty (20) calendar days following the notification to members. The president, at his/her
6 discretion, may either call a special meeting of the Board of Trustees, or act upon the vacancy
7 at the next regularly scheduled board meeting. Each candidate for the position may submit a
8 letter, or have three (3) minutes to address the board prior to the vote to describe their
9 qualifications and reasons they are seeking the position.

10
11 **Section 6.10.3.**

12 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
13 occurs; provided, however, that when vacancies occur in the office of trustee, the president
14 shall direct that a building meeting be held and that the building elect a successor for the
15 remainder of the vacant term. Election of the successor must be by majority vote. In the event
16 that more than two candidates run for the office, the candidate with the lowest vote total will be
17 dropped from the ballot after each round of voting until one candidate receives a majority of the
18 votes cast.

19
20
21 **ARTICLE VII**

22 **MISCELLANEOUS PROVISIONS.**

23
24 **Section 7.1.**

25 Local chapters shall adopt bylaws that do not conflict with PSE/SEIU Local 1948 state bylaws. State
26 bylaws shall always supersede local bylaws where conflict exists.

27
28 **Section 7.2.**

29 The chapter secretary shall send to the PSE/SEIU Local 1948 state office a list of names and addresses
30 of its Board of Trustees.

31
32 **Section 7.3.**

33 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
34 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
35 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
36 agreement which would affect the rights of employees represented by PSE/SEIU Local 1948, nor any
37 agreement affecting the scope of any collective bargaining unit, with the district, employer, or other
38 entity or agent, unless such agreement is first approved by the executive director of Public School
39 Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the executive
40 director may be appealed to the Board of Directors.

41
42 **Section 7.3.1.**

43 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
44 submitted to the regional service center, who will then forward the original to state office after
45 appropriate copies have been made.
46
47
48

ARTICLE VIII

COMMITTEES AND DELEGATES.

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the vice president and the Board of Trustees; and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of chapter officers (president, vice president, secretary, and treasurer) along with representative(s) appointed by the president from each classification of employees represented by this bargaining unit. The Negotiating Committee shall work with the PSE/SEIU Local 1948 field representative in developing proposals and negotiating agreements.

Section 8.3. Governmental Affairs Committee.

The Legislative Representative and committee shall work as a liaison between chapter members and the zone representative on the state PSE/SEIU Local 1948 Legislative Council. Names and addresses of all committee members shall be submitted to Public School Employees of Washington/SEIU Local 1948 and shall be notified of any changes in members or addresses.

Section 8.4. Annual Convention Delegates.

Delegates shall be elected by secret ballot, and be nominated and elected at the March meeting, in time for education support professionals week and early registrations for convention. Delegates will be announced on the web page. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE/SEIU Local 1948 state bylaws. Approved expenses shall be for registration, room cost and travel expenses. Travel by car: travel expenses shall be for mileage at current IRS rate and a food allowance of \$30.00. In the event the convention package does not include all meals: additional meals will be reimbursed or paid by chapter debit card at time of meal. In the event of air travel to Spokane area only, airfare must be economy class and cannot be over the allowance of \$150.00 round-trip and a food allowance of \$30.00. Airfare will be reimbursed within one week after receipts are received by the chapter treasurer. All expenses must have a signed receipt. Sign the back of the receipt and turn them in to the treasurer at convention's end; no later than August 15th of that year.

Section 8.4.1. Annual Convention Delegates Eligibility.

To be eligible the member must be an active member and in good standing as stated in Sections 1.1.1 and 1.1.2 and Section 6.5 and attend a minimum of ½ of the chapter meetings during that year (September-June). Those on district or PSE/SEIU Local 1948 business will be excused from a conflicting meeting.

Section 8.4.2. Convention Delegates Obligations.

An elected delegate agrees to go to the annual convention and be active during the business session(s) of the convention. Should an elected delegate not fulfill the obligations of the office they shall reimburse the chapter for registration, room cost, travel expenses, and any other costs incurred by the chapter on their behalf.

1 In the event a delegate is not able to attend the convention they must let the chapter president
2 know as soon as possible, so a request for a refund on pre-paid fees can be applied for. After
3 July 1st request for refunds are reviewed on an individual basis and refunds are issued only in
4 the event of an emergency, such as a death in the family or serious illness. Requests are
5 reviewed by the state president and only after approval by the state treasurer is a refund issued.
6 Request for refunds must be made prior to August 31st of that convention year.

7
8 **Section 8.5. Other Or Special Committees.**

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

11
12 **Section 8.6. Conflicts of Interest.**

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

19
20 **Section 8.7.**

21 No free-rider may serve on any committee until the following conditions are met; sign a dual
22 authorization membership form and be a regular dues paying member for at least twelve (12) months.

23
24
25
26 **ARTICLE IX**

27
28 **AMENDMENTS**

29
30 **Section 9.1.**

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

34
35 Adopted November 19, 1970.

36 Amended June 22, 1994.

37 Amended October 15, 1998.

38 Amended November 14, 2002.

39 Amended May 13, 2008.

40 Amended June 10, 2008.

41 Amended April 14, 2009.


42 Amended April 14, 2011.

43 Amended November 17, 2011.

44 Amended October 17, 2013.

45 Amended June 15, 2015.

46 Amended March 14, 2019.

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48 
Margie Shoemaker, Chapter President