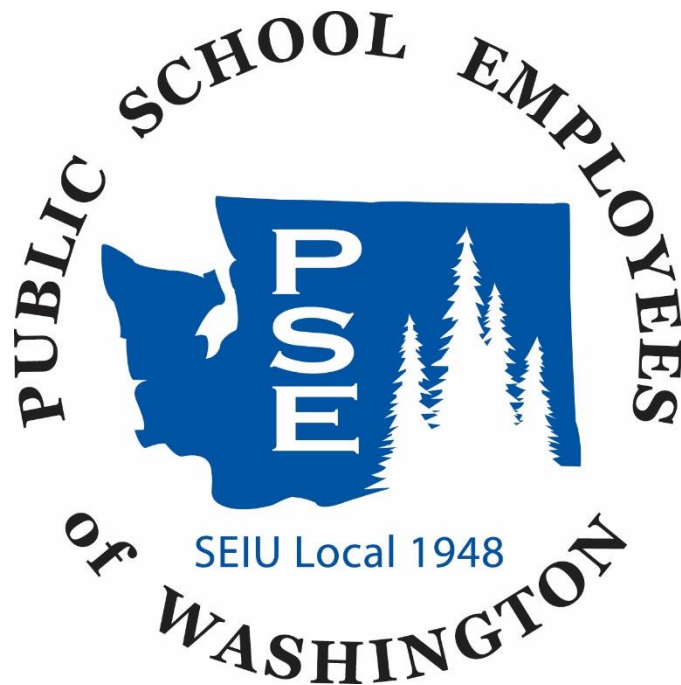


CHAPTER BYLAWS

WENATCHEE ASSOCIATION



Public School Employees of Washington / SEIU Local 1948
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PREAMBLE

A. NAME

The name of this chapter shall be the Wenatchee Association of Public School Employees and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), 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 the Wenatchee Association of Public School Employees 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 classified school employees 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 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 classified employees. As a result, PSE, our members, PSE employees, the school district in which we work, and the community in which we live will grow and prosper.

D. 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 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 an elevated level of social responsibility.

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ARTICLE I

MEMBERSHIP

Section 1.1. Members.

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

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Wenatchee School District in the classification of Secretary, Paraeducator, Professional or Technical 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/s does not require a teaching certificate.

Section 1.1.2. Member in Good Standing.

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed with authorization for the deduction of State and Local dues as required by these Bylaws.

Section 1.1.3. Free-Riders.

Free-Riders: Any member who opts out of payment of regular dues, shall be characterized as a free-rider, and shall be entitled only to those rights and privileges as set forth in PSE policies and Bylaws. Free-riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of collective bargaining agreements.

Further, a previous free-rider may not run for state office until he/she signs a dual authorization membership form and has been a regular due paying member for at least twelve (12) months. See State PSE Bylaws ARTICLE X, Section A.

Free-riders may become a member in good standing at any time by signing a dual authorization membership form.

ARTICLE I

DUES

Section 2.1. State Dues.

The School District is authorized to deduct State dues from members in good standing in the amount set forth by the PSE State Bylaws. State dues shall be paid monthly to the State office of PSE as outlined in the State Bylaws.



1
2 **Section 2.1.1. Chapter Rebates.**

3 Dues rebates from the State organization shall be received by the Chapter in accordance with
4 the provisions of the State Bylaws. See State PSE Bylaws ARTICLE XIII Affiliated Chapter
5 G.
6

7 **Section 2.2. Local Dues.**

8 The School District is authorized to deduct one dollar (\$1.00) monthly from all members in good
9 standing. Such deductions shall be deposited in the bank account of the Wenatchee Association of
10 Public School Employees. The purpose of such deduction is to support the cost of local Chapter
11 administration and any Chapter authorized expenditures.
12

13 **Section 2.3. Refunds.**

14 Membership dues are not refundable except where an error resulting in an overpayment exists.
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18 **ARTICLE III**

19 **GOVERNANCE AND OPERATIONS**
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22 **Section 3.1. Govern.**

23 Wenatchee Association of Public School Employees shall be governed by a representative form of
24 government.
25

26 **Section 3.2. Freedom of Speech.**

27 Members in good standing shall suffer no impairment of freedom of speech concerning the operations
28 of this organization. Active discussions of organization affairs shall be encouraged and protected
29 within this organization.
30

31 **Section 3.3. Accounting.**

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

37 **Section 3.4. Participation.**

38 Members in good standing shall have the right to full participation, through discussion and vote, in the
39 decision-making processes of the organization and to pertinent information needed for the exercises of
40 this right.
41

42 **Section 3.5. Governing Body.**

43
44 **Section 3.5.1. Board of Trustees.**

45 Except when general meetings of the Chapter are in session, the business and property of this
46 Chapter shall be managed by the Board of Trustees. The authority to govern and act on behalf
47 of the membership is vested in the elected Board of Trustees who shall decide all matters
48 affecting the purposes, aims and means of accomplishing the purposes of this Chapter, not

1 specifically provided for in these Bylaws or by action of the members in good standing at a
2 regular or special meeting.

3
4 **Section 3.5.2. PSE Field Staff.**

5 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions
6 governing the business of the local Chapter shall be the sole responsibility of the elected
7 officials and membership of the Chapter.

8
9 **Section 3.6. Operating Principles.**

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

12
13 **Section 3.6.1. Board/Membership Relationships.**

14 A positive, constructive, cooperative relationship between the Board of Trustees and the
15 membership is essential to achieving the mission and vision of the organization. Therefore, the
16 Board and membership will conduct themselves in a way that promotes mutual trust,
17 demonstrates respect for individual dignity, is sensitive to cultural diversity, and displays
18 professionalism. The Board shall utilize positive conflict resolution methods and maintain
19 open, honest lines of communication that respect an appropriate chain of command within the
20 Chapter.

21
22 **Section 3.6.2. Media.**

23 The President, or his/her designee, is the primary spokesperson for the Chapter. Media
24 inquiries to individual Board members about matters of Chapter concern should be referred to
25 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or
26 specific legislation should be referred to the Executive Director at State headquarters.

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30 **ARTICLE IV**

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32 **MEETINGS**

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34 **Section 4.1. General Membership Meeting.**

35 General membership meetings of this Chapter shall be held at least three (3) times annually at a time
36 and place to be fixed by the membership or the Board of Trustees. The Board of Trustees shall
37 develop a chapter budget to be presented and voted on by the general membership during a chapter
38 meeting. A minimum of five (5) members in good standing must be present to constitute a quorum
39 before any Chapter business may be transacted.

40
41 **Section 4.2. Special Meetings.**

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

44
45 **Section 4.3. Ratification.**

46 Following a tentative agreement, five (5) days prior to the scheduled contract ratification meeting,
47 members in good standing shall have access to a copy of the tentative agreement in order to permit
48 members sufficient time to review its contents.

1 **Section 4.4. Meeting Notification.**

2 The President shall provide at least five (5) working days notification to all members in good standing
3 of any meeting called. However, said five (5) working days’ notice may be waived by the Board of
4 Trustees provided that every reasonable effort is employed to notify the membership of the meeting.
5

6 **Section 4.5. Voting.**

7 At any meeting of the membership of this Chapter, each member in good standing present shall be
8 entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. In the
9 event of secret ballot voting, ballots will be distributed after discussion unless special announcements
10 are made at the time of the meeting notification.
11

12 **Section 4.6. Board of Trustee Meetings.**

13 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
14 be called upon motion of a majority of the members of the Board of Trustees to the President. A
15 majority of the members of the Board of Trustees shall constitute a quorum.
16
17

18 **ARTICLE V**

19 **BOARD OF TRUSTEES**
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23 **Section 5.1. Board Members.**

24 The Board of Trustees shall be composed of the President, Vice President, Secretary, Membership
25 Officer, Treasurer, and a Representative from each classification. The Executive Board shall consist of
26 the following officers: President, Vice President, Secretary, Treasurer, and Membership Officer.
27

28 **Section 5.2. Terms.**

29 The term of office shall be for a period of two (2) years, or until their successors are elected. The
30 President, Secretary, Secretary Representative, Professional Representative and Technical
31 Representative shall be elected in even years and the Vice President, Treasurer, Membership Officer
32 and Paraeducator Representative shall be elected in odd years. Terms of office shall be from June 1
33 through May 31.
34

35 **Section 5.3. Board Meetings.**

36 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
37 Board shall deem necessary for the competent management of affairs of the Chapter. Absences from
38 three (3) meetings of the Board of Trustees within a school year may be due cause for removal of the
39 member by the Board of Trustees.
40

41 **Section 5.4. Voting.**

42 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
43 All voting at meetings of the Board of Trustees shall be by each member present in person and voting
44 by proxy shall not be allowed. However, in the event of a need, electronic communication is permitted
45 for discussion and voting.
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1 **Section 5.5. Duties.**

2
3 **Section 5.5.1. President.**

4 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The
5 President shall be made aware of and supervise all activities of the Chapter; execute all
6 instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the
7 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The
8 President shall appoint all special committees not otherwise provided for in the bylaws of the
9 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of
10 all committees. The President shall report periodically to the membership regarding the
11 progress and standing of the Chapter in regard to the President's official acts; and perform all
12 other duties of the office. The President shall chair the Negotiating Committee.

13
14 **Section 5.5.2. Vice President.**

15 The Vice President shall provide such assistance to the President as requested; serve as
16 Chairperson of the Grievance Committee and Scholarship Committee; shall, in the absence of
17 the President, perform duties of that office; and in the case of permanent disability or
18 resignation of the President, shall succeed to that office for the unexpired portion of the current
19 term of office.

20
21 **Section 5.5.3. Secretary.**

22 The Secretary shall ensure that the minutes of general membership meetings be distributed to
23 all members in good standing within fourteen (14) days. Board of Trustees shall receive Labor
24 Management and Board of Trustee minutes within fourteen (14) days. It shall be the duty of
25 the Secretary to keep all records of the Chapter, the Board of Trustees, and to perform such
26 other official functions as the President and Board of Trustees may direct.

27
28 **Section 5.5.4. Membership Officer.**

29 It shall be the duty of the Membership Officer to maintain a current and accurate list of
30 members of the Chapter, ensure that all members in good standing are paying dues; render
31 periodical membership reports as required by the chapter; and perform such other official
32 functions as the President and Board of Trustees may direct. It shall be the duty of the
33 Membership Officer to provide potential members with union information as well as attend
34 New Employee Orientations. The Membership Officer will work closely with the President to
35 ensure all new hires are added to the chapter membership list and their status is updated upon
36 joining the union.

37
38 **Section 5.5.5. 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. Money withdrawn by checks shall be signed
43 by two (2) of the following; President, Vice President, Secretary, Treasurer. The President and
44 Treasurer shall also be authorized to have a chapter account debit card, which shall only be
45 used as authorized by the Board of Trustees. The Treasurer shall render periodical financial
46 reports as required by the Board of Trustees, the membership, or Public School Employees of
47 Washington/SEIU Local 1948 to ensure that the Chapter is in compliance with all laws and
48 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal

1 year for all financial reports shall be from September 1 to August 31 of the following year,
2 inclusive. The Treasurer shall be responsible for completing and submitting the Annual
3 Chapter Financial Report to the State no later than October 31 of each year. The Treasurer
4 shall act as custodian of all properties of the Chapter. In addition, if a new Treasurer is elected,
5 a chapter audit must be conducted within one (1) month of election.
6

7 **Section 5.5.6. Classification Representative.**

8 A Classification Representative shall represent the classification of employees which elected
9 them and express to the Board of Trustees the needs, desires, and concerns of the members in
10 their classification. They will be responsible for advising an employee about their contractual
11 rights.
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15 **ARTICLE VI**

16 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

17 **Section 6.1. Right to Hold Office.**

18 Members must be in good standing with PSE to have an equal right to run for a Board of Trustee
19 position.
20
21

22 **Section 6.2. Dates and Terms.**

23 Elections shall be held no later than May. Terms of office shall be from June 1 through May 31 (See
24 Section 5.2.).
25
26

27 **Section 6.3. Nominations.**

28 Nominations shall be permitted from the floor at the meeting held for the annual election of Board of
29 Trustees and Convention Delegates unless special announcements are made at the time of the meeting
30 notification. Nominees must be present to accept the nomination or have sent written acceptance prior
31 to the start of the meeting.
32

33 **Section 6.4. Eligibility.**

34 To be eligible, a member must be in good standing as defined in section 1.1.2.
35

36 **Section 6.5. Annual Election of Board of Trustees.**

37 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be
38 conducted so as to afford all members a reasonable opportunity to vote. At least ten (10) working days
39 advance notice shall be given to the members in good standing prior to the holding of the election.
40 Each candidate for the position may submit a letter and/or have three (3) minutes to address the
41 membership prior to the vote to describe their qualifications and reasons they are seeking the position.
42 After discussion, ballots will be distributed. Election of the successor must be by majority vote. In the
43 event that more than two (2) candidates run for the office, the candidate with the lowest vote total will
44 be dropped from the ballot after each round of voting until one (1) candidate receives a majority of the
45 votes cast.
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1 **Section 6.5.1. Eligibility.**

2 All members in good standing of the Chapter shall be eligible to vote for the positions of
3 President, Vice President, Secretary, Membership Officer, and Treasurer. In the election of a
4 Classification Representative, only members that the Classification Representative will
5 represent shall be allowed to nominate and vote respectively.
6

7 **Section 6.6. Obligations.**

8 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
9 contained in these Bylaws.
10

11 **Section 6.7. Recall.**

12 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
13 membership at any regular or special meetings of the Chapter. Written notice of the proposed removal
14 must be given to the Board of Trustee member at least five (5) working days prior to the date of the
15 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
16 removal.
17

18 **Section 6.8. Mid-Term Vacancies.**

19 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
20 accordance with the procedures set forth below:
21

22 **Section 6.8.1. President Term.**

23 In the event the President cannot serve the remainder of his/her current term, the Vice President
24 shall serve as President for the completion of the term.
25

26 **Section 6.8.2. Other Executive Board Terms.**

27 In the event of a vacancy in the office of Vice President, Secretary, Membership Officer, or
28 Treasurer, all members shall be notified of the vacancy and nominations solicited for the
29 position. The President, at his/her discretion, may either call a special meeting of the Board of
30 Trustees, or act upon the vacancy at the next regularly scheduled Board meeting. At the
31 designated meeting, the Board of Trustees in attendance will consider the nominations and vote
32 by secret ballot. Each candidate for the position may submit a letter and/or have three (3)
33 minutes to address the board prior to the vote to describe their qualifications and reasons they
34 are seeking the position. Election of the successor must be by majority vote. In the event that
35 more than two (2) candidates run for the office, the candidate with the lowest vote total will be
36 dropped from the ballot after each round of voting until one candidate receives a majority of the
37 votes cast. If there is a tie vote at the Board of Trustees level, the membership will be asked to
38 vote on the position at the next chapter meeting.
39

40 **Section 6.8.3. Classification Terms.**

41 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
42 occurs; provided, however, that when vacancies occur in the office of Classification
43 Representative, the President shall direct that a classification meeting be held and that the
44 classification elect a successor for the remainder of the vacant term. Election of the successor
45 must be by majority vote.
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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1. Chapter Versus State Bylaws.

Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always supersede local bylaws where conflict exists. PSE State Bylaws can be found on the PSE website at <https://www.pseclassified.org/>.

Section 7.2. Records Update.

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

Section 7.3. Agreements.

This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first approved by the Executive Director of Public School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

Section 7.3.1. Signed Copies.

Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to the Regional Service Center, who will then forward the original to State headquarters after appropriate copies have been made.

Section 7.4. Travel Reimbursement.

Approved mileage shall be reimbursed at the current state rate, referencing the current district mileage chart. However, in the event of a member creating additional miles: pickup or drop-off of other members as an example, additional mileage may be approved prior to the event, by the Board.

Meals will be reimbursed with an itemized receipt, not to exceed the following allowances:

- A. Breakfast is twenty-five dollars (\$25.00)
- B. Lunch is twenty-five dollars (\$25.00)
- C. Dinner is thirty dollars (\$30.00)

- Chapter Debit Card may be used at point of sale and valid itemized receipt must be submitted.
- All requests for reimbursement must be submitted, along with valid itemized receipts to the Chapter Treasurer within two (2) weeks of occurrence. Please allow two (2) weeks for processing reimbursements.
- Grocery items may be purchased in place of a restaurant meal and reported as a reimbursable meal, if falling within the above guidelines.

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ARTICLE VIII

COMMITTEES, DELEGATES AND REPRESENTATIVES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and a volunteer member in good standing from each classification annually.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of the Board of Trustees. In the event a classification representative is unable to commit to the negotiating team, a classification election will be held for that position. The Negotiating Committee shall work with the PSE Field Representative in developing proposals and negotiating agreements. If there is no representative elected from a classification, the rest of the committee shall represent that classification. In the event a new Chapter President is elected prior to contract ratification, the newly elected President may participate.

Special rules of the committee are:

- In a contract bargaining year, a survey shall be distributed in the fall to all members in good standing.
- A meeting of the General Membership shall be scheduled to share the survey results.
- Following the tentative agreement, five (5) days prior to the scheduled contract ratification meeting, members in good standing shall have access to a copy of the tentative agreement in order to permit sufficient time to review its contents.

Section 8.3. Annual Convention Delegates.

The maximum number of delegates and/or alternates who may attend the Annual Convention shall be determined by the PSE State Bylaws; the maximum number of delegates the Chapter may send will be determined by the Board of Trustees based on Chapter finances. Approved expenses incurred by delegates attending the Annual Convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws. Convention delegates and/or alternate nominations will be taken from the floor and be voted upon by the members in good standing using a secret ballot, no later than the month of May. At least fifteen (15) working days advance notice shall be provided to the members in good standing prior to the election. PSE needs a twenty-five (25) day notice to print and mail postcards.

Section 8.3.1. Convention Delegate Guidelines.

Delegates shall represent the best interests of the membership by attending workshops and meetings.

1. Delegates not attending workshops and meetings may be asked to reimburse the Chapter for incurred expenses.
2. If a delegate is unable to attend Convention after they have been registered, they may be responsible to reimburse the chapter for forfeited convention expenses. Delegates are encouraged to carpool whenever possible.
3. After the Convention, the group of delegates will report at the next chapter meeting.
4. Approved convention expenses shall be reimbursed according to Section 7.4.

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Section 8.4. Audit Committee.

An Audit Committee shall consist of at least three (3) volunteer members in good standing to audit the financial records of the Chapter between September 1 and October 31, to align with the fiscal year and the Annual Chapter Financial Report form submission deadline. A minimum of three (3) non-board members should be present. In addition, if a new Treasurer is elected, a chapter audit must be conducted within one (1) month of election.

Section 8.5. Bylaws Committee.

The Bylaws Committee shall consist of at least three (3) volunteer members in good standing and the Chapter President. The purpose of the committee will be to review the Bylaws at least every two (2) years and determine if there needs to be any changes or additions.

Section 8.6. Other or Special Committees.

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

Section 8.7. Legislative Conference.

Chapter members selected to attend the Legislative Conference shall have expenses paid by the chapter or in accordance with appropriate provisions of PSE State Bylaws. Guidelines set forth in Section 8.3.1 will be used for Legislative Conference.

Section 8.8. Scholarship Committee.

The Scholarship Committee shall consist of the Vice President as chair and at least three (3) volunteer members in good standing. The committee will review the application annually and be responsible for selecting the recipient(s). The recipient(s) shall be a dependent of a member in good standing of the Wenatchee Association of PSE.

Section 8.9. Building Representatives.

The Building Representatives are volunteer members in good standing and shall aid the Board of Trustees in dispensing information to the members within their building. The Building Representative is responsible for posting PSE notices, serving as liaison between their building and the Board of Trustees and acting as a PSE representative if the need arises.

ARTICLE IX
AMENDMENTS

Section 9.1. Amending Bylaws.

These Bylaws may be amended by a majority vote of the Chapter 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 Chapter at least five (5) working days prior to the meeting at which said vote is to be taken.



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BY: Lori Wisemore
Lori Wisemore, Chapter President

DATE: 2/13/24

BY: Deanna Roman
Deanna Roman, Chapter Secretary

DATE: 2/13/2024

- Adopted July 17, 1980
- Amended February 25, 1981
- Amended May 6, 1996
- Amended November 12, 1998
- Amended November 1, 2000
- Amended March 25, 2009
- Amended January 24, 2012
- Amended October 24, 2013
- Amended February 25, 2014
- Amended May 13, 2014
- Amended February 24, 2016
- Amended November 16, 2017
- Amended December 16, 2019
- Amended February 8, 2022
- Amended February 6, 2024

