

PUBLIC SCHOOL EMPLOYEES OF B E T H E L (PSE)

Website: www.bethelpse.org

B Y L A W S

Revised March 4, 2006

Public School Employees Of Washington

Website: www.pseofwa.org

P. O. Box 798

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Service Employees International Union

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P R E A M B L E

Employees organize primarily to secure better wages and better working conditions.

We hold that they also organize in order to participate in the decisions which affect them at work. One of the fundamental tenets of democratic government is the consent of the governed.

We are both employees and citizens. Collective bargaining is the expression of citizenship in employment. Participation in the political life of the nation, state, local municipalities, and school district is but another aspect of that citizenship.

In the same way that we are organized to improve the terms and conditions of employment, we are equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life. Amidst unparalleled abundance, there should not be want.

We are under a solemn obligation to represent the members of this chapter forcefully and effectively in collaborative negotiations with the management of the Bethel School District and to conduct internal chapter business according to democratic standards.

THEREFORE, we, the classified school employees of Bethel School District, in meeting, adopt these Bylaws on February 24, 1973.

A R T I C L E I

The name of this chapter shall be Public School Employees of Bethel (PSE).

A R T I C L E I I

It is affiliated with and is a chapter of the Public School Employees of Washington. It was chartered by Public School Employees of Washington on November 28, 1967.

A R T I C L E I I I

The objectives and purposes of this chapter are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
- B. To promote the chapter of Public School Employees in the Bethel School District.

- 1 C. To promote the welfare of the membership and the classified employees of the Bethel School District,
2 and to provide a voice in the determination of the terms and conditions of employment. We are
3 committed to the process of collective bargaining as a desirable, democratic and effective method to
4 achieve this.
5
- 6 D. To promote and provide systematic and effective employee management through collective
7 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective
8 negotiations on personnel matters, including wages, hours and working conditions, vacations,
9 holidays and other conditions of employment for the classified employees of Bethel School District.
10
- 11 E. Both as members and as citizens, we shall also employ available legislative and political action to
12 establish adequate financial provisions for the improvement of public school education and equitable
13 consideration for the classified school employees from the State Legislators.
14
- 15 F. To establish better fellowship and understanding among classified school employees and to strive for
16 their overall betterment through training.
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20 ARTICLE IV

21 MEMBERSHIP

22 **Section 1. Eligibility.** Except as otherwise provided in these Bylaws, any person without regard to race,
23 creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed shall be
24 eligible for membership.
25
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- 27
- 28 A. All persons regularly employed as a classified school employee (as defined by the Public School
29 Employees of Washington) by or in Bethel School District, and who are members of the Public
30 School Employees of Washington, are eligible for membership in the chapter.
31

32 **Section 2. Dues.**

- 33
- 34 A. Application for membership shall be made on a standard dues deduction form provided by Public
35 School Employees of Washington.
36
- 37 B. Each member shall pay a local dues deduction of two dollars (\$2.00) per month. Provided however,
38 until the one dollar (\$1.00) per month special assessment for the PSE building fund is discontinued,
39 local dues deduction shall be one dollar (\$1.00) per month. Such amount shall be paid monthly
40 through payroll deduction. Each month the District will send the chapter treasurer the amount
41 collected. It is understood that agency fee payers will not have to pay the local dues deduction.
42
- 43 C. Membership dues are not refundable except where an error resulting in an overpayment exists.
44 Members who feel there has been an error shall provide their PSE field representative in a timely
45 manner the pay stubs that show the amounts mistakenly withheld along with an explanation of the
46 error.
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1 D. Chapter Rebates. The Chapter, in accordance with the provision of the State Bylaws, shall receive
2 dues rebates from the State organization if a chapter member attends the annual convention. The
3 rebate shall be five percent (5%) of the total monthly dues paid by members and agency fee payers.
4

5 E. PSE Dues. Dues shall be one and five-tenths percent (1.5%) of each member's gross monthly
6 earnings or \$50 per month, whichever is less. The monthly dues cap will be increased in odd-
7 numbered years by \$1.00 until 2015 inclusive.
8

9 F. Continuing Employment Rights. Employees who have continuing employment rights such as an
10 employee laid off, on an approved leave of absence, or terminated and going through the grievance
11 process to get their job back, shall be considered members in good standing. Once they lose their
12 continuing employment rights, they are no longer considered members in good standing.
13

14 **Section 3. Rights.**

15
16 A. Members shall suffer no impairment of freedom of speech concerning the operations of this chapter.
17 Active discussions of chapter business shall be encouraged and protected.
18

19 B. Members shall have the right to fair and democratic elections at all levels of the chapter. This
20 includes due notice of nominations and elections, equal opportunities for competing candidates, and
21 proper election procedures which shall be specifically set forth.
22

23 C. Members shall have an equal right to run and hold office as long as the member does not have a
24 conflict of interest as described in the Article V (B) in the PSE State Bylaws which reads as follows:
25 *Any PSE member who is also a member of another union must disclose this fact before running for*
26 *PSE office at any level or participating in a vote on a matter which may raise a conflict of interest*
27 *between PSE and the other union. Failure to disclose such information in advance of the election or*
28 *vote may result in removal from the office or reconsideration of any other relevant vote.*
29

30 D. Members shall have the right to a full and clear accounting of all chapter funds. At all levels such
31 accounting shall include, but not be limited to, periodic reports to the membership by appropriate
32 fiscal officers or by independent auditors not otherwise connected with the chapter, and a financial
33 audit at least once a year which is made available to all members. The Board will appoint three
34 members who are not on the Board to conduct an annual audit.
35

36 E. Members shall have the right to full participation, through discussion and vote, in the decision making
37 processes of the chapter and to pertinent information needed for the exercise of this right.
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ARTICLE V

MEETINGS

Section 1. General membership meetings of this chapter shall be held as necessary at a time and place to be fixed by the membership or the Board of Trustees.

Section 2. Special meetings may be called by the President, the Board of Trustees, or by petition filed with the President and signed by twenty percent (20%) of the members of this chapter.

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

Section 4. At any meeting of the membership of this chapter, each member present shall be entitled to one vote. A member must be present to vote - no proxy vote will be allowed. A minimum of twenty-five (25) members must be present to constitute a quorum before any chapter business may be transacted.

Section 5. A measure may be submitted for a mail ballot of the full membership under the following situation.

A. A motion will be made and seconded at a regular meeting to submit a measure to a mail ballot.

B. A simple majority of the membership present vote in favor of submitting the measure to mail ballot.

C. The Board of Trustees should meet and determine the wording for the measure.

D. The Secretary shall, within five (5) days, mail ballots to all members in good standing.

E. Ballots shall be returned to the President postmarked within fifteen (15) days of the meeting.

Section 6. Parliamentarian. A member may be appointed by the Board of Trustees to act as Parliamentarian at chapter meetings.

ARTICLE VI

MANAGEMENT

Section 1. The business and property of this chapter shall be managed by a Board of Trustees, except when the meetings of the chapter are in session. All matters affecting the purposes, aims and means of this chapter, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting, shall be decided by the Board of Trustees. Members are invited to attend these meetings with the exception of Executive Sessions.

1 **Section 2.** Each member of the Board of Trustees must agree to do the following: become
2 knowledgeable of the Bylaws; follow the duties of their position as described in the Bylaws; and, be
3 willing to become knowledgeable of the current collective bargaining agreement.
4

5 **Section 3. Issue Resolution Process.** So that each member can be effectively represented, members
6 should take their issue first to their unit representative(s). As an alternative, if the member is
7 uncomfortable working with the unit representative(s), the vice-president shall work with the member.
8

9 **Section 4. Confidentiality.** Since some issues are of a confidential nature, members of the Board of
10 Trustees shall maintain and respect a member's right to have their issue addressed in a confidential
11 manner.
12

13 **Section 5. Board Minutes.** Minutes of Board meetings shall be distributed to members in the same
14 manner as chapter meeting minutes. Issues of a confidential nature shall be communicated in a manner
15 that respects the members' best interests.
16

17 **Section 6.** The Board of Trustees shall be composed of the President, Vice President, Secretary,
18 Treasurer and two (2) unit representatives elected from each of the following units.
19

- 20 • Assistants/Special Services
- 21 • Bus Assistants
- 22 • Child Nutrition
- 23 • Custodial
- 24 • Maintenance/Technology
- 25 • Mechanics
- 26 • Secretary/Clerical
- 27 • Transportation

- 28

29 **Section 7.** The term of office of the trustees of this chapter shall be for a period of two (2) years.
30 Elections shall be held in **March** with the term of office beginning on September 1 of each year.
31

32 **Section 8.** The president, secretary, child nutrition representatives, custodial representatives and
33 assistants/special services representatives will be elected on **even numbered years**. The vice president,
34 treasurer, transportation representatives, secretary/clerical representatives, maintenance/technology
35 representatives, mechanic representatives and bus assistant representatives will be elected on **odd**
36 **numbered years**.
37

38 **Section 9.** Incoming Board members will work with outgoing Board members and attend Board
39 meetings during the transition period (the period from the date of election to August 31). Full duties will
40 be assumed on September 1 of each year with the exception of negotiations. If contract negotiations are
41 still in session during the transition period, the outgoing Board members remain on the negotiations team
42 until negotiations are completed. An incoming President will become a non-voting member of the
43 negotiations team upon election.
44

45 **Section 10.** The Board of Trustees shall hold meetings as the President or Board of Trustees deems
46 necessary for the competent management of chapter business.
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1 **Section 11.** Each member of the Board of Trustees shall possess one (1) vote in matters coming before
2 the Board. All voting at meetings of the Board of Trustees shall be by each member present in person and
3 voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute
4 a quorum.

5
6 **Section 12.** Any officer may be removed from office by a two-thirds (2/3) majority vote of the
7 membership at any regular or special meeting of the membership of the chapter. A unit representative
8 may be removed by a two-thirds (2/3) majority vote of the unit members who attend the unit meeting.
9 Notice of the proposed removal of the trustee must be given to the trustee five (5) days prior to the date of
10 the meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for
11 the proposed removal.

12
13 **Section 13.** Absences, unexcused by the Board of Trustees, from two (2) consecutive meetings of the
14 Board of Trustees shall be due cause for removal of the trustee by the Board of Trustees. Provided
15 however, a trustee who has one unexcused absence shall receive a letter notifying the trustee that a second
16 consecutive unexcused absence will result in the Board removing them from their position. Trustees
17 should inform the secretary prior to the Board meeting to explain the reasons why they cannot attend. If
18 the trustee is unable to give advance notification, they will contact the secretary as soon as possible after
19 the meeting to explain why they could not attend. Removal of a Board member because of excessive
20 absenteeism shall not require the two-thirds (2/3) vote of membership.

21
22 **Section 14.** Any vacancies occurring on the Board of Trustees (by reason of death, resignation or
23 removal) shall be filled as follows:

- 24
- 25 • In the event that such trustee is an officer, such selection shall be from the membership at large.
26 Officer vacancies shall be filled by a vote of the Board of Trustees from a list of interested
27 candidates who are nominated at a chapter meeting.
- 28 • Unit representative vacancies shall be elected by the classification of which they are
29 representatives.

30
31 Such replacement officer or unit representative shall serve during the unexpired term of the officer or unit
32 representative whose position has become vacant.

33 34 35 36 **ARTICLE VII**

37 38 **OFFICERS, NOMINATIONS AND ELECTIONS**

39
40 **Section 1.** The officers of this chapter shall be a President, a Vice President, a Secretary and a Treasurer.
41 All officers shall be elected for a term of two (2) years.

42
43 **Section 2.** To be eligible for office, a member must be in good standing for one (1) year immediately
44 preceding the election.

1 **Section 3.** Officers shall be elected by a secret ballot vote, and the balloting shall be so conducted as to
2 afford all members a reasonable opportunity to vote. Elections shall take place within 15 days of the
3 nominating meeting. Nominated candidates will have candidate statements delivered to members prior to
4 the election. At least five (5) days advance notice shall be given the membership prior to the holding of
5 the election. Members in good standing, as determined by the most recent dues remittance, shall receive a
6 secret ballot vote at their work location. Ballots shall be returned within five (5) days to the building
7 contact. Results shall be publicized on the chapter website.

8
9 **Section 4.** Nominations may be made by the Nominating Committee, but whether or not such
10 Nominating Committee is used, nominations shall be permitted from the floor at the meeting held to elect
11 officers. The Nominating Committee must submit names of the nominees prior to the March meeting
12 held to nominate officers.

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14 **Section 5.** No trustee may hold or be nominated for more than one office on the Board of Trustees.
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18 **ARTICLE VIII**

19 **DUTIES OF BOARD MEMBERS**

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22 **Section 1. President.** The President shall preside at all meetings of the chapter and of the Board of
23 Trustees. The President shall supervise all activities of the chapter; execute all instruments in its behalf;
24 co-sign checks drawn against the fund of the chapter; report periodically to the membership regarding the
25 progress and standing of the chapter in regard to the President's official acts; perform all other duties as
26 prescribed in the Bylaws and perform such other duties usually inherent in such office.
27

28 **Section 2. Vice President.** The Vice President shall act for the President in the President's absence and
29 perform such other acts as the President or Board of Trustees may direct. The Vice President may be
30 authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the chapter in
31 place of or in addition to either the President or Treasurer. The Vice President shall be responsible for
32 ensuring that each building has a building contact, conducting three (3) building contact meetings each
33 school year, and, ensuring that building contacts have the knowledge and information necessary to
34 perform their duties.
35

36 **Section 3. Secretary.** It shall be the duty of the Secretary to keep all records of the chapter. The
37 Secretary may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds
38 of the chapter in place of or in addition to either the President, Vice President, or Treasurer, use a Board-
39 approved debit card for approved chapter purchases, and to perform such other acts as the President and
40 Board of Trustees may direct. Minutes of meetings recorded by the Secretary will be distributed by the
41 Secretary to all locations and will be posted on the chapter website. The secretary shall be responsible for
42 preparing and distributing to site contacts chapter and Board of Trustee meeting agendas and notices. The
43 secretary shall be responsible for coordinating and distributing to building contacts the chapter newsletter
44 and other communication.
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1 **Section 4. Treasurer.** The Treasurer shall receive and be accountable for all assets belonging to the
2 chapter; pay all obligations incurred by the chapter in payment as authorized by the Board of Trustees;
3 maintain bank accounts designated by the Board of Trustees; and such money shall be withdrawn only by
4 checks signed by two of the following officers; the President, Vice President, Secretary or the Treasurer;
5 use a Board-approved debit card for approved chapter purchases, and shall provide periodic financial
6 reports as required by the Board of Trustees or by the membership; and keep an accurate record of
7 receipts and disbursements; and shall prepare an annual budget for the approval of the Board in August.
8

9 **Section 5. Unit Representative.** The representative shall dispense information to the unit, conduct
10 periodic meetings with their unit as needed, and promote membership in PSE by making personal contact
11 with new members of the unit. The representative shall be available to the members of their unit to
12 answer questions pertaining to working conditions and rights of employees and may assist in resolving
13 concerns of contract violation, including assistance in grievances.
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17 **ARTICLE IX**

18 **MISCELLANEOUS PROVISIONS**

19 **Section 1.** This chapter shall be at all times subject to the provisions of the Articles of Incorporation and
20 Bylaws of the Public School Employees of Washington.
21

22 **Section 2.** Except to the extent specified in the Bylaws, no officer of this chapter shall have the power to
23 act as agent for, or otherwise bind this chapter in any way whatsoever. No member or group of members
24 or any other person or persons shall have the power to act on behalf of or otherwise bind the chapter
25 except to the extent specifically authorized in writing by the President or Board of Trustees of the chapter.
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28 **Section 3.** The latest edition of Robert's Rules of Order, shall be the guide in all cases in which they are
29 applicable, and in which they are not consistent with the Bylaws and special rules of this chapter or of the
30 Public School Employees of Washington.
31

32 **Section 4.** This chapter shall continue until a majority of all of the members vote to dissolve the chapter.
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37 **ARTICLE X**

38 **CHAPTER BUDGET**

39 **Section 1. Budget.** The Board of Trustees shall annually develop a budget which shall be submitted to
40 the membership for approval at the September meeting. The fiscal year shall run from September to
41 August.
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1 **Section 2. Annual Convention.** The maximum number of delegates and/or alternates who may attend
2 the Annual Convention shall be determined by the PSE State Bylaws; the maximum the chapter will send
3 will be determined by the Board of Trustees. Convention delegates shall be recommended by the Board
4 of Trustees and voted upon by the membership at the final general membership meeting of the curriculum
5 school year. Nominations from the floor shall be taken at the meeting. Members and alternates shall
6 represent the best interests of the membership by attending workshops and meetings. After the
7 Convention, they shall make a summary report at the next chapter meeting. Delegates with unexcused
8 absences from any convention meetings or workshops may not be eligible to attend future conventions
9 and shall be held financially responsible for reimbursing the chapter for forfeited convention expenses.

10
11 Convention expenses shall be reimbursed as follows:

- 12
13 A. Mileage Reimbursement. The mileage reimbursement will be paid at the District per mile rate.
14 Mileage reimbursement will be calculated by the most direct route from the ESC to the destination.
15 Those drivers pooling with two (2) or more delegates or alternates shall receive an additional ten (10)
16 cents per mile. Parking costs shall be reimbursed after an acceptable receipt is received.
17
18 B. Rooms - The Board shall select the appropriate accommodations for the delegates and alternates.
19
20 C. Registration – The chapter will pay the registration fee of the delegates and alternates.
21
22 D. Meal Reimbursement. Meals that are reimbursed will be determined each year by the Board.
23 However, in addition to a reasonable tip and tax, the chapter will reimburse a maximum of \$20 for
24 breakfast, \$25 for lunch, and \$30 for dinner.
25
26 E. Chapter Gift and Emergency Relief Donation – The gift and donation amount shall be determined in
27 the annual budget.
28
29 F. Convention Supplies. Up to \$500 may be expended for miscellaneous convention supplies such as
30 shirts, buttons, name tags.

31
32 **Section 3. Legislative Conference.** Any member may attend the conference although conference
33 expenses will only be reimbursed for fifteen members representing the Chapter.

- 34
35 A. Mileage Reimbursement - The mileage reimbursement will be paid at the District per mile rate.
36 Mileage reimbursement will be calculated by the most direct route from the ESC to the destination.
37 Those drivers pooling with two (2) or more members shall receive an additional ten (10) cents per
38 mile.
39
40 B. Rooms - The Board shall select the accommodations for one (1) night for those who attend the
41 conference.
42
43 C. Registration - The registration fee of the up to fifteen members attending the conference will be
44 paid by the Chapter.
45
46 D. Meal reimbursement - Each member will receive a paid lunch on Sunday reimbursed up to \$25, in
47 addition to a reasonable tip and tax.
48

1 E. Chapter and Legislative Auction Gift - The Chapter will pay up to two hundred dollars (\$200.00) for a
2 chapter auction gift and may purchase up to \$1,000 in auction gifts to be raffled at general
3 membership meetings. Funds expended for these gifts go to the PSE emergency relief fund.
4

5 **Section 4. Zone Meetings.** Any member may attend a zone meeting. Zone meeting expenses shall be
6 reimbursed as follows:
7

8 A. Mileage Reimbursement - The mileage reimbursement will be at the District per mile rate. Mileage
9 reimbursement will be calculated by the most direct route from the ESC to the destination. Those
10 drivers pooling with two (2) or more members shall receive an additional ten (10) cents per mile.
11

12 **Section 5. Chapter Meeting Expenses.** In order to facilitate member involvement in chapter meetings,
13 the chapter will spend up to \$500 each year on food and beverages and up to \$400 each year on cash
14 raffles.
15

16 **Section 6. Board of Trustees Meeting Expenses.** In order to facilitate leaders involvement in Board
17 meetings, the chapter will spend up to \$500 each year on food and beverages.
18

19 **Section 7. Scholarships.** Each year the chapter will provide up to \$3,000 in student and member
20 scholarships.
21

22 **Section 8. Recognition of Classified Employee Week.** The chapter will spend up to \$3,000 on
23 activities and supplies to raise school and public awareness of classified employee week.
24

25 **Section 9. Storage of Chapter Records.** The chapter will purchase all necessary file cabinets and
26 supplies to appropriately store chapter files and records. Additionally, the chapter will purchase the
27 necessary storage facility space to secure the records and supplies. Each officer shall receive and be
28 responsible for one key to be used as necessary to access the chapter cabinets and supplies. At the end
29 of their term, the key shall be returned to the secretary.
30

31 **Section 10. Purchases.** Purchases authorized by the Board of Trustees will be reimbursed only with a
32 cash register receipt. Such receipt shall be submitted within sixty (60) days of purchase.
33

34 **Section 11. Additional Reimbursement Rules.**
35

36 A. Meal reimbursement will be made to members who must purchase a meal at a function which
37 they are authorized to attend when such function does not provide the meal. Restaurant receipts
38 must be submitted for reimbursement. Alcohol is not reimbursed.
39

40 B. Lodging will be paid by the Chapter when attending authorized Chapter function. Reimbursement
41 will be for the member's room expense only. Hotel bill will be required for reimbursement. Prior
42 approval by the Board of Trustees is required.
43

44 **Section 12. Reimbursement For Lost Wages.** The chapter will spend up to \$5,000 each year to make it
45 possible for chapter leaders to perform their official functions. The Officers and Trustees of the
46 Association, while on Association business, will be reimbursed for lost wages or the cost of a substitute.
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ARTICLE XI

COMMITTEES AND OTHER CHAPTER ACTIVITIES

Section 1. There shall be the following standing committees: Negotiating, Grievance, Classified Employee of the Year, Scholarship, and Membership. To be eligible as a committee chair, the employee must be a member for one (1) year prior to assuming the chair. All committee chairs and one (1) joint (Labor/Management) committee representative from each committee shall make written or verbal progress reports to the Board. Each committee shall adopt operating procedures for Board approval. Committee chairs will maintain a record of committee activities which shall be turned over to the president at the conclusion of the chairs' term.

Section 2. Negotiating Committee. The Negotiating Committee is responsible for effectively and assertively representing the best interests of the entire Chapter. It shall be authorized to reach tentative agreement with the District on membership concerns.

Special rules of the Committee are:

- A. The Committee shall be appointed by the Board of Trustees and shall consist of one (1) member from each classification.
- B. A chairperson shall be elected by the Committee.
- C. Three (3) unexcused absences constitutes automatic removal from the Committee. After two (2) unexcused absences, the member will receive written notification that a third unexcused absence will result in their removal from the Committee.
- D. In the event a breakdown in negotiations occurs for a prolonged period of time involving a serious confrontation, the membership will be polled for a consensus regarding further action.

Special procedures regarding proposal development and ratification of negotiated agreements:

- A. Preparation of a written proposal by the Negotiating Committee.
- B. Presentation of the proposal to a general membership meeting for approval. Approval shall be determined by a majority of ballots cast.
- C. Request to the District for mutual consent to re-open and/or modify the collective bargaining agreement.
- D. Negotiation completed with the District.
- E. Once negotiations have completed, the results of the negotiations shall be first presented to unit meetings. Within two (2) weeks of unit meetings completion, a chapter ratification meeting will be held. Written notification of the ratification meeting, and a summary of all changes shall be placed in the US mail five (5) calendar days prior to the ratification meeting and delivered to the employees' homes. This notification shall include a summary of all changes and the time, date and place of the ratification meeting. Notice of ratification shall also be posted at each work site.

1 **Section 3. Grievance Committee.** The Grievance Committee shall determine if the Chapter should
2 support a grievance. In making such a determination, the Committee shall determine if a grievance has
3 merit up to the arbitration step. At the arbitration step, the Committee shall determine if the grievance is a
4 valid violation of the collective bargaining agreement. The Committee shall be appointed by the Board of
5 Trustees and shall consist of one member from each classification. The Committee shall elect its chair.
6

7 **Section 4. Classified Employee of the Year Committee.** The classified employee who exemplifies the
8 best characteristics of being a PSE member and employee of the District will be chosen by a Committee
9 of three (3) members appointed by the Board. Employees are nominated by filling out the nomination
10 form and returning the form within the Committee's timelines. The employee chosen for this award shall
11 receive a \$250 check, a plaque, and will be recognized with a portrait placed in the Bethel School District
12 office and by the District Board of Directors.
13

14 **Section 5. Scholarship Committee.** The Committee is responsible for ensuring that scholarship
15 recipients are selected in a confidential, fair way. The Committee will make selections for the chapter
16 scholarship awards from the high school and membership applications. The Committee shall be
17 appointed by the Board of Trustees and shall consist of one (1) member from each classification. The
18 Committee shall elect its chair. The term shall be for a school year. No member with a graduating senior
19 can serve on the Committee; and provided further that no member who is related in any manner to an
20 applicant may serve on the Committee.
21

22 **Section 6. Legislative Representative.** The Board of Trustees shall appoint a legislative representative
23 who shall be responsible for keeping the Board and membership aware of relevant developments in the
24 federal government, state legislature or state government.
25

26 **Section 7. Building Contact.** Members at each worksite shall meet in September to select a building
27 contact whose name shall be forwarded to the Chapter vice president by October 15. The vice president
28 will have at least three (3) building contact meetings each school year. The purpose of the meetings will
29 include but not be limited to communication of labor relations issues, discussion of current District
30 developments, awareness/education of significant developments that will affect the membership.
31

32 **Section 8. Membership Committee.** The Committee shall be appointed by the Board of Trustees and
33 shall consist of one (1) member from each classification. The Committee shall elect its chair. The
34 chairperson will oversee membership registration at the general membership meetings. The chairperson
35 will keep the President informed of membership counts and will work with the President, state office, and
36 the District with issues related to maintenance of the chapter membership records and rosters.
37

38 **Section 9. Other Or Special Committees.** The Board of Trustees shall designate such special
39 committees as they determine necessary in the carrying out of the objectives and purposes of this chapter.
40

41 **Section 10. Sunshine Coordinator.** Each year the Board shall appoint a member to coordinate sunshine
42 recognition activities for members who have had a death in the immediate family (according to Section
43 9.2 of the collective bargaining agreement) or have had a serious illness. Building contacts are
44 responsible for informing the sunshine coordinator of members in the building who should be recognized.
45 The Board will annually determine the appropriate member recognition at the annual retreat.
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1 **Section 11. Reclassification Committee Representatives.** The Board of Trustees shall appoint three
2 (3) representatives who shall meet with the District representatives to review and determine whether
3 recommended reclassification requests should be supported. One representative chosen by the other
4 representatives shall make reports of Committee activities to the Board. This shall be a two-year term.
5

6 **Section 12. Conference Committee Representatives.** Committee representatives shall be the President
7 (or designee) and one (1) classification representative from each classification who is appointed by the
8 Board. They shall meet with District representatives pursuant to Section 6.1 of our collective bargaining
9 agreement to discuss member and District issues. One (1) representative chosen by the other
10 representatives shall make reports of Committee activities to the Board.
11

12 **Section 13. Insurance Committee Representatives.** The Board of Trustees shall appoint three (3)
13 representatives who shall meet with District representatives to discuss our member interests and concerns
14 regarding their insurance benefits. One (1) representative chosen by the other representatives shall make
15 reports of Committee activities to the Board. The term of the appointment shall be two (2) years.
16

17 **Section 14. Communication Assistant.** The Board shall appoint one (1) member who shall assist the
18 chapter secretary and the Board in communicating to PSE members and building contacts. This could
19 involve assistance with the chapter website, newsletter, and any other types of communications.
20

21 22 23 ARTICLE XII

24 25 AMENDMENTS

26
27 **Section 1.** These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or
28 special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to
29 the members of the Board of Trustees at least five (5) days prior to the meeting at which said vote is to be
30 taken. Such amendment is subject to approval by the membership at the next regular meeting.
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34 Amended by the Board of Trustees January 20, 1976

35 Amended by the Board of Trustees 1981-1982

36 Amended by the membership 1990-1991

37 Amended by the membership 1991-1992

38 Amended by the membership September 28, 1991

39 Amended by the membership March 16, 1995

40 Amended by the membership May 31, 1997

41 Amended by the membership April 25, 1998

42 Amended by the membership March 27, 1999

43 Amended by the membership November 18, 2000

44 Amended by the membership March 3, 2001.

45 Amended March 4, 2006.
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