

# CHAPTER BYLAWS

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# MOSES LAKE

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

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## TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I        MEMBERSHIP	2
ARTICLE II       DUES	2
ARTICLE III      GOVERNANCE AND OPERATIONS	3
ARTICLE IV      MEETINGS	4
ARTICLE V       BOARD OF TRUSTEES	5
ARTICLE VI      OFFICERS/ELECTED POSITIONS	5
ARTICLE VII     ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	7
ARTICLE VIII    MISCELLANEOUS PROVISIONS	8
ARTICLE IX      COMMITTEES, DELEGATES AND OTHER CHAPTER ACTIVITIES	9
ARTICLE X       CHAPTER BUDGET	11
ARTICLE XI      AMENDMENTS	13
SIGNATURE PAGE	14

## P R E A M B L E

### A. NAME

The name of this Chapter shall be Public School Employees of Moses Lake School District and shall be an affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This organization was chartered by Public School Employees of Washington on January 24, 1969.

### B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of the Moses Lake Chapter to work closely with Public School Employees of Washington to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington. We are under a solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Moses Lake School District and to conduct internal organizational affairs according to democratic standards.

### C. VISION - WHAT WE STRIVE TO ACHIEVE

Employees organize primarily to secure better wages and better working conditions. 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 a high level of social responsibility.

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**ARTICLE I**  
**MEMBERSHIP**

**Section 1.1.**

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

**Section 1.1.1. Active Member.**

Any classified school employee who is regularly employed by or for the Moses Lake School District, and who is a member of Public School Employees of Washington, is eligible for membership in this Chapter. A classified employee is one whose position 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 and current in payment of dues as are required by these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

**ARTICLE II**  
**DUES**

**Section 2.1. State Dues.**

State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

**Section 2.1.1. Chapter Rebates.**

Dues rebates from the state organization shall be received by the Chapter in accordance with the provisions of the state bylaws.

**Section 2.2. Refunds.**

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

**Section 2.3. Scholarship Fund and Local Dues**

The Scholarship Fund will be determined by the annual chapter budget. The deadline to apply for each scholarship will be the same as the Moses Lake High School Counseling Office deadline. Scholarships will be paid directly to the Educational Institution upon proof of enrollment.

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# ARTICLE III

## GOVERNANCE AND OPERATIONS

### **Section 3.1.**

PSE shall be governed by a representative form of government.

### **Section 3.2.**

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

### **Section 3.3.**

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

### **Section 3.4.**

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

### **Section 3.5. Governing Body.**

#### **Section 3.5.1. Board of Trustees.**

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

#### **Section 3.5.2. PSE Field Staff.**

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

#### **Section 3.6. Operating Principles.**

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

#### **Section 3.6.1. Board/Membership Relationships.**

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

1           **Section 3.6.2. Media.**

2           The President or Co-Presidents, or his/her designee, is the primary spokesperson for the  
3           Chapter. Media inquiries to individual board members about matters of Chapter concern  
4           should be referred to the Chapter President(s). Inquiries about a position of PSE on any matter  
5           of statewide concern or specific legislation should be referred to the executive director at state  
6           headquarters.  
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10   **ARTICLE IV**

11   **MEETINGS**

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14           **Section 4.1.**

15           General membership meetings of this Chapter shall be held at least four (4) times annually at a time  
16           and place to be fixed by the membership or the Board of Trustees.  
17

18           **Section 4.2.**

19           Special meetings may be called by the President or Co-Presidents, the Board of Trustees, or by a  
20           petition filed with the President or Co-Presidents and signed by twenty percent (20%) of the members  
21           in good standing of this Chapter.  
22

23           **Section 4.3.**

24           The President or Co-Presidents shall provide at least ten (10) days notification to all members of any  
25           meeting called. However, said ten (10) days notice may be waived by the Board of Trustees provided  
26           that every reasonable effort is employed to notify the membership of the meeting.  
27

28           **Section 4.4.**

29           At any meeting of the membership of this organization, each member present shall be entitled to one  
30           vote. A member must be present to vote – no proxy vote will be allowed. The majority vote of  
31           members present will constitute legal action for any organization business transacted.  
32

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

34           The Board of Trustees shall hold monthly meetings, with the date and time set by each year’s board.  
35           Meetings shall be held monthly August through May. Special meetings may be called as the President  
36           or Co-Presidents, or the board shall deem necessary for the competent management of affairs of the  
37           Chapter.  
38

39           **Section 4.6.**

40           The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this  
41           Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE  
42           state bylaws, these bylaws and with any special rules of order this Chapter may adopt.  
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**ARTICLE V**

**BOARD OF TRUSTEES**

**Section 5.1.**

The Board of Trustees shall be composed of the President or Co-Presidents, Vice President, Secretary and Treasurer(hereafter known as the Executive Board) and a classification representative hereafter known as a Trustee) elected by the unit from each classification of employees of the Moses Lake School District if represented by the local Public School Employees organization.

**Section 5.2.**

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

**Section 5.3.**

An Alternate may be elected from any classification to serve in the absence of the Trustee. In the event that the Trustee cannot attend a meeting, the Alternate may attend and vote with the approval of the Board at the time of the meeting.

Alternates will be subject to any and all provisions of the Bylaws.

**ARTICLE VI**

**OFFICERS / ELECTED POSITIONS**

**Section 6.1.**

The officers of this organization shall be President or Co-Presidents, Vice President, Secretary, Treasurer, and Membership Chair. All officers shall be elected for a term of two (2) years. Classification reps shall be elected each year for a one-(1) year term.

**Section 6.2. Duties.**

**Section 6.2.1. President or Co-Presidents.**

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

1 **Section 6.2.2. Vice President.**

2 The Vice President shall provide such assistance to the President or Co-Presidents as requested;  
3 serve as chairperson of the Grievance Committee; shall, in the absence of the President or Co-  
4 Presidents, perform duties of that office; and in the case of permanent disability or resignation  
5 of the President or Co-Presidents, shall succeed to that office for the unexpired portion of the  
6 current term of office.  
7

8 **Section 6.2.3. Secretary.**

9 The Secretary shall ensure that the minutes of general membership meetings and Board of  
10 Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of  
11 the Chapter, the Board of Trustees, and to perform such other official functions as the President  
12 or Co-Presidents and Board of Trustees may direct.  
13

14 **Section 6.2.4. Treasurer.**

15 The Treasurer shall receive and be accountable for all funds and monies belonging to the  
16 Chapter; pay all obligations incurred by the Chapter as authorized by the voting membership;  
17 keep an accurate record of receipts and disbursements; and maintain bank accounts and  
18 depositories. Such money shall be withdrawn only by checks signed by the President or Co-  
19 Presidents and/or Vice President and the Treasurer. However, a debit card may be used by the  
20 President or Co-Presidents and/or Treasurer, with pre-approval by the elected Chapter officers.  
21 An officer cannot sign their own reimbursement check. The Treasurer shall render periodical  
22 financial reports as required by the Board of Trustees, the membership, or Public School  
23 Employees of Washington, to ensure that the Chapter is in compliance with all laws and  
24 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal  
25 year for all financial reports shall be from September 1 to August 31 of the following year,  
26 inclusive. The Treasurer shall act as custodian of all properties of the Chapter.  
27

28 **Section 6.2.5. Membership Chair.**

29 It shall be the duty of the Membership Chair to maintain a current and accurate list of members  
30 of the Chapter in coordination with the membership department at PSE state headquarters;  
31 ensure that all members are paying dues; render periodical membership reports as required by  
32 Public School Employees of Washington; and perform such other official functions as the  
33 President or Co-Presidents and Board of Trustees may direct.  
34

35 **Section 6.2.6. Executive Board.**

36 The Executive Board shall consist of the President/Co-Presidents, Vice President, Secretary,  
37 and Treasurer.  
38

39 **Section 6.2.7. Trustee.**

40 A Trustee represents each of the specific classifications of employees of the Moses Lake  
41 School District, if represented, by the local PSE organization. Trustees shall express to the  
42 Board of Trustees the needs, desires, and concerns of the members in their specific  
43 classification. They will be responsible in advising an employee about their contractual rights.  
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## ARTICLE VII

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

**Section 7.1.**

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

**Section 7.2.**

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

**Section 7.3.**

Elections shall be held during the month of May. Terms of office shall be from September 1 through August 31.

**Section 7.3.1.**

The President or Co-Presidents and Secretary will be elected in even numbered years. The Vice President, Treasurer, and Membership Chair shall be elected in odd numbered years.

**Section 7.4.**

Nominations may be made by the nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the meeting held for the election.

**Section 7.5.**

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

**Section 7.6.**

Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days advance notice shall be given the membership prior to the holding of the election.

**Section 7.6.1.**

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

**Section 7.7.**

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

1 **Section 7.8.**

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

7  
8 **Section 7.9.**

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

12  
13 **Section 7.10.**

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

16  
17 **Section 7.10.1.**

18 In the event the President or Co-Presidents cannot serve the remainder of his/her current term,  
19 the Vice President shall serve as President or Co-Presidents for the completion of the term.

20  
21 **Section 7.10.2.**

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

30  
31 **Section 7.10.3.**

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

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42 **ARTICLE VIII**

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44 **MISCELLANEOUS PROVISIONS**

45  
46 **Section 8.1.**

47 Local Chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall  
48 always supersede local bylaws where conflict exists.



1 **Section 8.2.**

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

5  
6 **Section 8.3.**

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

15  
16 **Section 8.3.1.**

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

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22 **ARTICLE IX**

23 **COMMITTEES, DELEGATES, AND OTHER CHAPTER ACTIVITIES**

24  
25 **Section 9.1. Grievance Committee.**

26 A Grievance Committee shall be composed of the Vice President who may appoint a grievance  
27 steward and at least one (1) trustee from each classification of employees in the Chapter.

28  
29 **Section 9.2. Negotiating Committee.**

30 A Negotiating Committee shall consist of the Board of Trustees and shall work with the PSE field  
31 representative in developing proposals and negotiating agreements.

32  
33 **Section 9.3. Annual Convention Delegates.**

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

37  
38 **Section 9.4. Audit Committee.**

39 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
40 Chapter, annually in September.

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42 **Section 9.5. Other or Special Committees.**

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



1 **Section 9.6. Scholarship Committee.**

2 The Committee will be made up of five (5) members and a Chairperson. The members shall meet at  
3 least once annually to consider applications for local PSE scholarships. Scholarships shall be awarded  
4 to members and dependents (up to age 24) of members in good standing.  
5

6 **Section 9.7. Annual Legislative Conference Attendees.**

7 The Board of-Trustees shall annually determine the number of delegates. If needed, delegates may be  
8 elected by secret ballot at the Chapter meeting to select said delegates. Approved expenses incurred by  
9 delegates attending the annual conference shall be paid by the Chapter as outlined in Sections 10.2,  
10 10.3 and 10.9 or in accordance with appropriate provisions of PSE State Bylaws.  
11

12 **Section 9.8. Nominating Committee.**

13 A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.  
14

15 **Section 9.9. Building Representatives.**

16  
17 **Section 9.9.1.**

18 It is the duty of the Building Representative to be a local facilitator of association activities. The  
19 Building Representative is responsible for posting PSE notices, serving as liaison between their  
20 building and elected PSE officials, acting as PSE representative if the need arises and assisting in  
21 any and all elections of this union.  
22

23 **Section 9.9.2.**

24 Each Elementary School, Middle School, High School, and Bus Garage, Special Services,  
25 Maintenance, Warehouse, Community Schools and District Office shall have one (1) Building  
26 Representative, within their workplace. The Building Representative may be elected by the PSE  
27 members within that building, or if no one is elected, then one will be appointed by the President  
28 or Co-Presidents for a term of one (1) year. The Building Representative must be elected by  
29 October 1<sup>st</sup> and must be a member in good standing.  
30

31 **Section 9.9.3.**

32 The Building Representative shall aid the Board of Trustees in dispensing information to the  
33 building, conduct periodic meetings with the members in the building, and promote membership  
34 in PSE by making personal contact with new members in the building. The Building  
35 Representative shall be available to the members in the building to answer questions pertaining to  
36 PSE, the contract, or be able to direct the member to the appropriate member of the Board of  
37 Trustees. The Building Representative(s) shall preside over respective building meetings;  
38 report to the general membership when needed; and report to/assist the Grievance Officer  
39 regarding any potential grievances.  
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# ARTICLE X

## CHAPTER BUDGET

### Section 10.1. Budget.

The Board of Trustees shall annually develop a budget which shall be submitted to the membership for approval at the September Chapter meeting. The fiscal year shall run from September 1<sup>st</sup> to August 31<sup>st</sup>.

### Section 10.2. Annual Convention.

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 will send will be determined by the Board of Trustees based on Chapter finances. Convention delegates shall be voted upon by the membership at the May general membership meeting. Nominations from the floor shall be taken at the meeting. Members and alternates shall represent the best interests of the membership by attending workshops and meetings.

Delegates with unexcused absences from any convention meetings or workshops may not be eligible to attend future conventions. If a member is unable to attend Convention after they have been registered, they are responsible to reimburse the Chapter for forfeited convention expenses, unless there is a death in the family or emergency illness which will require a doctor's note. Members whose expenses are reimbursed by State P.S.E. are not eligible for reimbursement from the Chapter.

Delegates are expected to carpool, with a minimum of two (2) persons per vehicle. Drivers will be approved by either the Treasurer or Co-President to carpool delegates to convention.

After the Convention, each delegate will summarize and report at the next Chapter meeting. There may be a question and answer session.

Convention expenses shall be reimbursed as follows:

- A. Mileage Reimbursement. The mileage reimbursement will be paid to the approved carpool drivers beginning from Moses Lake Transportation facility parking lot to the authorized destination at the State PSE per mile rate. Parking costs shall be reimbursed after an acceptable receipt is received.
- B. Rooms. The President/Co-Presidents or Treasurer shall select the appropriate accommodations for the delegates and alternates, based on at least double occupancy.
- C. Registration. The Chapter will pay the registration fee of the delegates and alternates. Delegates with unexcused absences from any convention meetings or workshops may not be eligible to attend future conventions. If a member is unable to attend Convention after they have been registered, they are responsible to reimburse the Chapter for forfeited convention expenses, unless there is a death in the family or emergency illness which will require a doctor's note. Members whose expenses are reimbursed by State P.S.E. are not eligible for reimbursement from the Chapter.
- D. Meal Reimbursement. Reimbursements for meals will be determined by the budget and vote of the general membership each year. The amount for each meal and the meals to be reimbursed will be determined according to the location of convention. An itemized receipt is needed for

1 reimbursement. (Alcoholic drinks will not be reimbursed). If meals are included in the  
2 registration at no charge, reimbursement will not be allowed for those meals. For members  
3 who have special dietary needs based on a doctor's recommendation, a member may be  
4 reimbursed for their meals with approval from the Executive Board if the convention does not  
5 provided for their dietary needs. A receipt must be provided by the member for this  
6 reimbursement.

- 7  
8 E. Chapter Gift and Emergency Relief Donation. The gift and donation amount shall be determined  
9 in the annual budget.

10  
11 **Section 10.3. Legislative Conference.**

12 Members whose expenses are reimbursed by State PSE are not eligible for reimbursement by the  
13 Chapter. Attendees are expected to carpool, with a minimum of two (2) persons per vehicle.

- 14  
15 A. Mileage Reimbursement. The mileage reimbursement will be paid at the PSE State per mile  
16 rate. Mileage reimbursement will be calculated by the most direct route from the Moses Lake  
17 Transportation parking lot to the final destination. Only drivers approved by the Treasurer and  
18 Co-Presidents' will be reimbursed for mileage.
- 19  
20 B. Rooms. The President/Co-Presidents or Treasurer shall select the accommodations for two (2)  
21 nights for those who attend the conference, based on double occupancy.
- 22  
23 C. Registration. The registration fee will be paid by the Chapter.
- 24  
25 D. Meal reimbursement. Reimbursements for meals will be determined by the budget and vote of  
26 the general membership each year. Allowable meals include Saturday lunch and dinner, and  
27 Sunday breakfast, unless meals are provided in the registration. An itemized receipt is needed  
28 for reimbursement. (Alcoholic drinks will not be reimbursed.) For members who have special  
29 dietary needs based on a doctor's recommendation, a member may be reimbursed for their  
30 meals with approval from the Executive Board if the legislative conference does not provide for  
31 their dietary needs. A receipt must be provided by the member for this reimbursement.
- 32  
33 E. Chapter and Legislative Auction Gift. The gift and auction donation will be determined in the  
34 annual Chapter budget.

35  
36 **Section 10.4. Zone Meetings.**

37 Any member may attend a Zone meeting.

38  
39 **Section 10.5. Chapter Meeting Expenses.**

40 In order to facilitate member involvement in Chapter meetings, monies for food, beverages, and PSE  
41 promotional items and/or cash for door prizes for chapter meetings shall be budgeted annually.

42  
43 **Section 10.6. Board of Trustees Meeting Expenses.**

44 In order to facilitate leader's involvement in Board of Trustees meetings, the board will annually budget  
45 for snacks for board meetings.

1 **Section 10.7. Recognition of Classified Employee Week.**

2 An amount shall be set annually for gifts, food, beverages, and miscellaneous expenses for staff  
3 recognition celebration and/or banquet.  
4

5 **Section 10.8. Purchases.**

6 Purchases authorized according to the yearly approved budget will be reimbursed only with an itemized  
7 cash register receipt. Such receipt shall be submitted within sixty (60) days of purchase and include name  
8 of member, purpose of item, and/or activity attended.  
9

10 **Section 10.9. Additional Reimbursement Rules.**

- 11
- 12 A. Meal reimbursement will be made to members who must purchase a meal at a function which they
- 13 are authorized to attend when such function does not provide the meal. Itemized restaurant
- 14 receipts must be submitted for reimbursement. (Alcohol is not reimbursed). For members who
- 15 have special dietary needs based on a doctor’s recommendation, a member may be reimbursed for
- 16 their meals with approval from the Executive Board if the conference, workshop or state
- 17 convention does not provide for their dietary needs. A receipt must be provided by the member
- 18 for this reimbursement.
- 19
- 20 B. Lodging will be paid by the Chapter when attending authorized Chapter functions.
- 21 Reimbursement will be for the member's room expense only. Hotel bill will be required for
- 22 reimbursement.
- 23
- 24 C. All receipts must include the member’s full name, purpose of a purchased item, and/or the activity
- 25 attended.
- 26
- 27 D. Any receipts turned in for reimbursement must be presented within sixty (60) days of the purchase
- 28 to the chapter treasurer.  
29

30 **Section 10.10. Reimbursement For Lost Wages.**

31 The Officers and Trustees of the Association, while on Association business, will be reimbursed for lost  
32 wages or the Chapter will reimburse the district for the cost of a substitute.  
33  
34  
35  
36

37 **ARTICLE XI**

38 **AMENDMENTS**

39  
40  
41 **Section 11.1.**

42 These bylaws may be amended by a majority vote of the membership in attendance at any regular or  
43 special meeting thereof; providing, that notice of the intent to amend any specific provision be given to  
44 the membership at least ten (10) working days prior to the meeting at which said vote is to be taken.  
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**SIGNATURE PAGE**

Signed By: Chantel Sterner  
Chantel Sterner, Chapter Secretary

Date: 3-25-14

Adopted by the membership on January 24, 1969  
Amended by the membership on May 10, 2001  
Amended by the membership on November 1, 2006  
Amended by the membership on August 31, 2009  
Amended by the membership on February 10, 2014

