WESTERN WASHINGTON UNIVERSITY
PROFESSIONAL STAFF ORGANIZATION
BYLAWS

http://www.wwu.edu/pso/documentation.shtml

ARTICLE I – NAME

The name of this organization shall be: the Professional Staff Organization (PSO).

ARTICLE II – PURPOSE

The purposes of the PSO shall be to:

1. Promote an active role for Professional Staff Organization members in the Western Washington University (Western) governance structure.
2. Provide a process whereby professional staff have formal representation in university planning, budgeting, and legislative processes, as well as in establishing university policies and procedures.
3. Represent the professional staff in matters pertaining to personal and professional welfare, development, and compensation.

ARTICLE III – MEMBERSHIP

1. Membership in the PSO shall be open to all individuals holding professional staff positions at Western and who are covered by the policies and procedures in the PSO Employee Handbook, unless specifically excluded by the President of Western Washington University.
2. Members shall be entitled to vote on all matters brought before the PSO.

ARTICLE IV – PSO EC

The PSO shall be administered by a PSO Executive Committee (PSO EC) that is comprised of officers and representatives from each of Western’s operational divisions, plus an at-large representative and a Minority Employee Council representative.

A. MEMBERS

1. Members of the PSO EC shall consist of:
   a) Officers: Past President, President, Vice President, and Secretary
   b) Division Representatives:
1. Two (2) members representing the Academic Affairs Division,
2. One (1) member representing the Business and Financial Affairs Division,
3. Two (2) members representing the Enrollment and Student Services Division,
4. One (1) member representing the President’s Office/University Relations and Community Development, and
5. One (1) At-Large position representing all divisions.

c) Liaison Representative:
   1. The Minority Employee Council President or designee

2. Elections and Terms
   a) Officers, division representatives, and the at-large representative shall be elected by majority vote of the PSO membership during the month of May and shall take office no later than July 1st.

   b) Terms of office are two-years and staggered so that no more than one-half of the EC positions will be open for re-election in any given year.

   1. Positions open for re-election in even-numbered years are:
      i. Vice President
      ii. Academic Affair Representative (Position 1)
      iii. Enrollment and Student Services Representative (Position 2)
      iv. Business and Financial Affairs Representative
      v. At-Large Representative

   2. Positions open for re-election in odd-numbered years are:
      i. President
      ii. Secretary
      iii. Academic Affair Representative (Position 2)
      iv. Enrollment and Student Services Representative (Position 1)
      v. President's Office/University Relations and Community Development Representative

c) Division representatives may serve an unlimited number of terms, contingent on being duly elected by majority vote of the PSO membership.

3. Duties of the EC:
   a) Implements the purposes of the PSO and manages the business, functions, programs, and activities of the PSO.

   b) Creates standing and ad hoc subcommittees to assist in the conduct of its duties and purposes as needed. The PSO President or designee shall, in consultation with the PSO EC, appoint members of the PSO to these committees.

   c) Creates new positions on the EC as needed. The position(s) may be filled by appointment of the EC on a trial basis for up to one year, after which the position must either be eliminated or formalized by majority vote of the PSO membership to become permanent after the one-year period.

   d) Ensures that the PSO Employee Handbook policies and procedures are followed, and provides guidance and clarification as needed.
e) Periodically reviews the PSO Employee Handbook and in collaboration with Human Resources Department recommends changes for approval by Western’s Administrative Officers.

B. OFFICERS

1. There shall be four officers: Past President, President, Vice-President, and Secretary.

2. The President, Vice President, and Secretary shall be elected at large from among the members of the PSO during the month of May by majority vote of the PSO membership and shall take office by July 1st.

3. The Past President position shall be filled by the exiting President once her/his term has expired. In the event that the President seeks another term of office, the Past President may remain in that position or vacate the position.

4. Terms of office are two years, starting July 1st and ending no later than June 30th of the second year.

5. Officers may serve an unlimited number of terms, contingent on being duly elected by majority vote of the PSO membership.

6. Duties of the President, Vice-President, and Secretary are those customarily performed by such officers, unless otherwise directed by the PSO EC:

a) The President shall:
   1. Preside at all meetings of the PSO and of the PSO EC.
   2. Be an ex-officio member of all PSO committees.
   3. Serve as Budget Authority for the PSO Operating budget, managed by BFA.
   4. In consultation with the PSO EC appoint all standing committees and all special committees of the PSO.
   5. Serve on university committees as required by administrative policy as a voting member representing professional staff.
   6. Act as the professional staff liaison to Western’s President and other executive-level administrators.
   7. Report on a regular basis to the membership regarding actions taken by the PSO EC on its behalf, to conduct PSO business, and facilitate discussion on topics and/or issues that affect its status in the governance structure of the university and/or welfare.

b) The Vice President shall:
   1. Assume the duties of the PSO President in her/his absence.
   2. Assist the PSO President in matters of PSO administration and other duties as assigned.

c) The Past President shall:
   1. Provide continuity of PSO administrative operations.
   2. Perform such duties as the PSO EC may require.
   3. In the event that the position is vacated, the duties will be reassigned to other officers.
d) The Secretary shall:
   1. Keep a record of the proceedings of all membership and PSO EC meetings.
   2. Manage archives of PSO records.
   3. Coordinate with the PSO Webmaster to get announcements and proceedings of all meetings posted on the PSO website.
   4. Carry on the official correspondence of the PSO except as the PSO EC may direct otherwise.
   5. Perform such duties as the PSO EC may require.

7. In the event of a potential or identified conflict of interest in an officer’s performance of her/his duties, the officer shall recuse her/himself from such duties. Duties may be delegated to another officer in consultation with the other officers.

ARTICLE V – VACANCIES

1. A vacancy occurs in any office or position, elective or appointive, or in any committee, when the position remains unfilled or the person holding the same submits a resignation to the PSO EC or ceases to be a member of the PSO.

2. In the event of a vacancy on any PSO standing committee or sub-committee, or vacancy of a PSO representative position on a University committee, the PSO President, in consultation with the EC, shall, with convenient speed, solicit nominees from the PSO membership and appoint a successor to serve out the unexpired term.

3. Officer and EC Vacancies
   a) In the event of a vacancy in the office of PSO President, the PSO Vice President shall assume that office and serve the remainder of the term as Acting President.
   b) In the event of a vacancy in any other EC position, excluding the Past President position, the members of the EC shall, with convenient speed, solicit nominees from the PSO membership and appoint a successor to serve out the unexpired term. The successor will be from the same division as the exiting EC division member.

ARTICLE VI – PSO MEETINGS

A. EXECUTIVE COMMITTEE MEETINGS

1. There shall be PSO EC meetings held periodically during the year as needed with a minimum of one per academic quarter. Meetings will be held at the call of the PSO President, on its own motion, or upon the request of any five (5) of its members.
2. A quorum shall consist of a majority of the EC members in attendance.
3. Special or emergency meetings of the PSO EC may be called by any PSO EC member.
B. GENERAL MEMBERSHIP MEETINGS

1. PSO general membership meetings shall be held periodically during the academic year for the purposes of conveying and/or seeking information relevant to the welfare of the PSO members, determining the PSO member’s position on PSO employee related issues, and conducting other PSO-related business.

2. The number, times, and locations of the meetings will be determined by the PSO EC.

3. Special or emergency meetings of the PSO may be called by any member of the PSO EC or by the PSO President following a request by at least five (5) members of the PSO.

4. At all meetings of the PSO, questions of parliamentary procedures shall be decided in accordance with Revised Robert’s Rules of Order.

5. A copy or summary of the proceedings of all PSO meetings shall be made available on the PSO’s website to the members.

ARTICLE VII – PSO COMMITTEES

1. The PSO EC may create, modify, or disband PSO committees, subcommittees, and work groups as needed to conduct the business of the PSO.

2. Standing committees of the PSO are permanent committees that meet regularly and consider all matters pertaining to their designated subject. They include the following:
   a) Salary and Benefits Committee
   b) Membership and Outreach Committee
   c) Legislative Committee
   d) Communication and Engagement Committee

3. Work groups of the PSO are short-term committees formed to complete projects of the PSO and include the following:
   a) PSO Nominations and Elections Committee
   b) PSO Complaint Appeals Committee

4. Standing committees and work groups of the PSO shall be chaired by a PSO EC member; appointed to the position by the PSO EC.

5. PSO committee members, unless otherwise stipulated, shall be members of PSO.

6. PSO representatives on university committees shall be selected by the PSO EC, in compliance with the criteria for membership as dictated by the committee’s organizing documents.

ARTICLE VIII– AMENDMENTS

1. Amendments to these Bylaws may be proposed by the PSO EC, Western’s administrative officers, and/or by any PSO member.

2. The PSO membership will be notified of the proposed amendment(s) at least thirty (30) days prior to voting on the proposed amendment.
3. Amendments to the PSO Bylaws shall be approved by a simple majority of the PSO members voting.

4. Amendments to the PSO Bylaws become effective only after approval by a Western’s administrative officers.

Amended and Approved by the PSO: June 8, 2012

Approved by the Vice Presidents September 21, 2015.