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 participate as one of four constituency groups in the governance structure of Western Washington University (Western).

ARTICLE III – MEMBERSHIP
Its membership shall consist of the professional staff at Western, defined as state employees who are in positions exempted from the provisions of the Civil Service Law (41.06.070 RCW). Professional staff are leaders and managers at Western who formulate and direct the university’s day-to-day operations.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1. The PSO shall be administered by a PSO Executive Committee (PSO EC) comprised of members of PSO duly elected by the PSO membership.

Section 2. The PSO EC consists of officers: Past President, President, Vice-President, and Secretary and representatives from each of Western’s operational divisions, plus an at-large representative, a Minority Employee Council representative, and a Lesbian, Gay, Bisexual, and Transgender (LGBT) Advocacy Council representative as described in the PSO Bylaws.

Section 4. Terms of office are two years and shall be staggered so that no more than one-half of the EC positions will be open for re-election any given year as described in the PSO Bylaws.

Section 5. In the event of a vacancy on the PSO EC outside of the annual election period, the PSO EC shall appoint a replacement from the PSO membership to serve out the unexpired term.

Section 6. The PSO EC shall have the authority to establish, modify, or disband its committees, subcommittees, and workgroups as needed; in compliance with the PSO Handbook and university policies and procedures.

Section 7. The PSO EC shall periodically review its organizing and operational documents, e.g., PSO Constitution, PSO Bylaws, the PSO Handbook to ensure compliance with university policies and procedures, and its operational practices, updating
said documents as needed in collaboration with the Human Resources Department for approval by Western’s administrative officers.

ARTICLE V – EXECUTIVE COMMITTEE MEETINGS

Section 1. The PSO EC shall meet at least once per academic quarter.
Section 2. The purpose of the EC meetings shall be to conduct the purposes, duties, and business of the PSO.
Section 3. A quorum shall consist of a majority of the EC members serving.
Section 4. Each PSO EC member shall have one vote. In the event of a tied vote, the PSO President shall cast the deciding vote.
Section 5. Proceedings of all PSO EC meetings shall be recorded and made available to any interested party.
Section 6. All PSO EC members shall be given at least seven days’ notice of a meeting unless it is deemed an emergency.

ARTICLE VI – MEMBERSHIP MEETINGS

Section 1. The PSO EC shall call at least two general meetings of its membership each year.
Section 2. The purpose of these meetings is report on the activities of the PSO EC on behalf of the PSO membership, convey and/or seek information relevant to the welfare of the PSO members, determine the membership’s position on PSO employee related issues, and/or conduct other PSO-related business.

ARTICLE VII – AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by the PSO EC, Human Resources Department, Western’s administrative officers, and/or by any PSO member.
Section 2. The PSO membership shall be notified of the proposed amendment(s) at least thirty (30) days prior to voting on the proposed amendment.
Section 3. Amendments to the PSO Constitution must be approved by two-thirds of the PSO members voting.
Section 4. Amendments to the PSO Constitution become effective only after approval by a Western’s administrative officers.

Amended and Approved by PSO: June 8, 2012

Approved by the Vice Presidents September 21, 2015.