

**WASHINGTON ASSOCIATION
OF SCHOOL ADMINISTRATORS**

STANDING RULES AND POLICIES

TABLE OF CONTENTS

100.0 GOVERNANCE

- 101.0 Board of Directors
- 102.0 Executive Committee
- 103.0 Regions
- 104.0 Committees
- 105.0 Component Groups

200.0 OFFICERS

- 201.0 President
- 202.0 President-Elect
- 203.0 Immediate Past President
- 204.0 Secretary
- 205.0 Treasurer

300.0 OPERATIONS

- 301.0 Policies and Official Positions
- 302.0 Personnel
- 303.0 Publications

400.0 AFFILIATIONS

- 401.0 Endorsement of Products

Appendix Material:

- A. Purpose of WASA
- B. Articles of Incorporation
- C. Bylaws
- D. Regional Map
- E. Code of Ethics
- F. Nomination and Election Rules for WASA President-Elect
- G. Policies and Official Positions

100.0 GOVERNANCE

101.0 BOARD OF DIRECTORS

101.1 PURPOSE

The Board of Directors shall have administrative responsibility for the programs as stated in the Bylaws and for developing processes to determine the goals and priorities for the organization.

101.2 POWERS AND DUTIES

The Board shall be the administrative body of WASA. The Board shall exercise all powers, duties, and rights of corporate directors, subject to the limitations and restrictions provided by the Bylaws. Its duties shall include:

- (a) Employing an Executive Director and establishing his/her terms of employment.
- (b) Setting and implementing policies and approving resolutions.
- (c) Developing processes to determine goals and priorities for WASA.
- (d) Acting on policy matters related to WASA activities.
- (e) Ratifying changes in the Articles of Incorporation or the Bylaws.
- (f) Considering and acting on all recommendations and proposals brought before it.
- (g) Approving dues increases and creating/terminating categories of membership.
- (h) Performing such other responsibilities as may be prescribed elsewhere in the Bylaws and the Standing Rules.

102.0 EXECUTIVE COMMITTEE

102.1 PURPOSE

The Executive Committee, in conjunction with the Executive Director, shall have the authority to take appropriate action on behalf of WASA between meetings of the Board of Directors. Action taken by the Executive Committee will be reported at the next regularly scheduled board meeting and included in the WASA Board minutes.

103.0 REGIONS

103.1 PURPOSE

The functions of each region shall be to promote within the region the purposes of WASA as stated in the Bylaws. Additional responsibilities may be adopted by the Board of Directors and recorded in the Standing Rules and Policies.

103.2 DESCRIPTION AND BOUNDARIES

- 103.2.1 Region 101 (Adams, Ferry, Stevens, Pend Oreille, Lincoln, Spokane, and Whitman counties)
- 103.2.2 Region 105 (Yakima, Kittitas, Grant, and part of Klickitat counties)
- 103.2.3 Region 108 (Skagit, Whatcom, San Juan, and part of Island counties)
- 103.2.4 Region 109 (Snohomish, and part of Island counties)
- 103.2.5 Region 110 (King County)
- 103.2.6 Region 111 (Pierce County)
- 103.2.7 Region 112 (Clark, Cowlitz, Skamania, Wahkiakum, part of Klickitat, and part of Pacific counties)
- 103.2.8 Region 113 (Grays Harbor, part of Mason, Lewis, Thurston, and part of Pacific counties)
- 103.2.9 Region 114 (Jefferson, Clallam, part of Kitsap, and part of Mason counties)
- 103.2.10 Region 123 (Asotin, Columbia, Garfield, Walla Walla, Franklin, Benton, and part of Adams counties)
- 103.2.11 Region 171 (Chelan, Douglas, Okanogan, and part of Grant counties)

103.3 REGION BYLAWS

Each region shall adopt Bylaws consistent with the Bylaws of WASA.

- 103.3.1 Each region shall have a leadership team, which shall include at least one representative from each component group and the elected region officers as provided in the region Bylaws. Unless provided an exception by the WASA Executive Committee, each member of the leadership team shall be a WASA Active Member. It shall be the responsibility of the leadership team to:
 - (a) Plan and coordinate the region's activities.
 - (b) Develop and maintain communications network throughout the region and association.
 - (c) Elect and/or appoint representatives to WASA committees and taskforces.

Region Bylaws should:

- (a) Indicate who is eligible for membership and the requirements for membership including membership dues, if they are assessed.
- (b) Indicate which officers the region will select, how they are chosen, and their responsibilities. The only region officer required by WASA guidelines is the president.
- (c) State the expected frequency and format of region meetings.
- (d) State what will constitute an official quorum of the group.
- (e) Define the procedures by which the amendments can be changed.

104.0 COMMITTEES

104.1 PURPOSE

Committees shall study and keep abreast of problems and trends related to school administration.

104.2 GENERAL STANDING COMMITTEE LISTING AND RESPONSIBILITIES

104.2.1 Honorary Awards Committee

- (a) Report to the WASA Board of Directors the nominees for the following WASA awards.
 1. Golden Gavel Award
 2. Barbara Mertens Legacy Award
 3. Service to WASA Award
 4. WASA Leadership Award
 5. Award of Merit
 6. Twenty-Year Award
 7. Student Achievement Leadership Award
 8. Community Leadership Award
 9. Retirement Award
- (b) Review the criteria established for the various honorary awards and recommend to the Board of Directors and membership needed changes in the criteria.
- (c) Recommend recipients and prepare documentation for the American Association of School Administrators (AASA) Distinguished Service Award.
- (d) Initiate any other awards that should be given by the Association for outstanding service.

104.2.2 Legislation and Finance Committee

- (a) Deal with governmental relations at the federal, state, and local levels.
- (b) Initiate, recommend, or conduct studies in the area of legislation and school finance, as indicated by adopted resolutions of the Board of Directors.
- (c) Review proposed legislation, which pertains to or has an effect on public education.
- (d) When instructed by the Board of Directors, the Legislation and Finance Committee shall initiate legislation consistent with WASA positions and policies.
- (e) Represent WASA in hearings, meetings, committees, etc., dealing with legislation, which affects public education.
- (f) Inform WASA membership of committee activities and utilize the membership for support of legislative action when required.
- (g) Some degree of flexibility is given to the chairperson and WASA staff regarding legislation that allows for changes in legislation during the session.

104.2.3 Membership Committee

- (a) Promote membership in WASA through a planned and well executed membership drive, in cooperation with regional presidents and the Board of Directors, specifically active during September, October, and November but continuing through February.
- (b) Actively encourage membership in the American Association of School Administrators.
- (c) Work to present any ideas and recommendations, which would better facilitate the encouragement of members in WASA.

104.2.4 Professional Learning Committee

- (a) Conduct, co-sponsor, or advertise seminars, meeting prices, etc., planned by WASA or other organizations for the purpose of professional growth and development of school administrators.
- (b) Suggest other areas for study and deliberation, which should be undertaken by the Professional Learning Committee.

104.2.5 Professional Standards and Ethics Committee

- (a) Evaluate and recommend ways in which WASA can improve its procedures and effectiveness in handling matters related to the ethical practices of its members.
- (b) Be responsible for the guidelines for members' use of the Legal Defense Fund, and update any material regarding administrators' contracts.
- (c) Review and/or revise as necessary the WASA Code of Ethics.
- (d) Review and advise the WASA Board regarding full coverage of legal defense costs.

104.2.6 School Construction Committee

- (a) Review laws and regulations related to the administration and application of the State School Building Assistance Program and recommend proposals for the improvement thereof.
- (b) Work closely with the State Board of Education to maintain the best possible regulations and procedures essential to an adequate and functional school building program in the state.
- (c) Consider and recommend legislation affecting the State School Building Assistance Program, communicate and process the recommendations through the Legislation and Finance Committee.

104.2.7 Small Schools Committee

- (a) Study those problems peculiar to small districts.
- (b) Serve as the Planning Committee for the WASA Small Schools Conference.
- (c) Provide information, programs, and/or assistance to small school district administrators.
- (d) Recommend to the Legislation and Finance Committee and to the WASA membership the policies, positions, legislation, and actions,

which will assist small school districts in meeting their responsibilities to their communities.

(e) Work with and through the Legislation and Finance Committee.

104.3 STANDING COMMITTEE COMPOSITION

- 104.3.1 Standing committees shall have at least one WASA Active Member from each region.
- 104.3.2 The President-elect shall appoint the vice-chairperson for each standing committee from the committee members. The vice-chairperson shall assume the chair the following year during the term of the President. The President-elect may appoint the vice-chairperson from non-committee members if the outside appointment would more nearly meet the goals of the committee, provide adequate experience, and maintain adequate representation.
- 104.3.3 All appointments are subject to approval by the Board of Directors.
- 104.3.4 Members of standing committees shall serve two-year terms unless otherwise approved by the Board.
- 104.3.5 Members of special committees and taskforces shall serve terms designated at the time of appointment.
- 104.3.6 Voting members on standing committees shall be one member from each region, plus any committee member designated as a voting member by the WASA Board. Ad hoc committee members have non-voting status.

105.0 COMPONENT GROUPS

105.1 COMPONENT GROUP LISTING

- 105.1.1 Business and Personnel Administrators
- 105.1.2 Instructional Program Administrators
- 105.1.3 Principals
- 105.1.4 Special Education Administrators
- 105.1.5 Superintendents

105.2 MEMBERSHIP IN A COMPONENT GROUP

Each WASA Active Member will select a component group consistent with current and anticipated profession responsibilities.

105.3 FUNCTION OF COMPONENT GROUPS

The function of each component group shall be to promote within the group the purposes of WASA as stated in the Bylaws. Additional responsibilities may be adopted by the Board of Directors and recorded in the Standing Rules and Policies.

105.3.1 Business and Personnel Administrators Component Group

The Business and Personnel Administrators Component Group (BPAC) shall work with WASA to:

- (a) Represent the variety of interests and positions of subgroups within the Business and Personnel Administrators Component Group and

act as representatives for WASA for these positions.

- (b) Foster communication among the sub-groups through such activities as lobbying efforts, job-alike meetings, and other activities as per the Board of Directors.
- (c) Foster communication among other, similar job-alike professional groups and associations such as the Washington Association of School Business Officials (WASBO), the Washington School Personnel Association (WSPA), and the Employee Relations and Negotiations Network (ERNN).
- (d) Provide opportunities for professional learning for business and personnel administrators and others.
- (e) Disseminate information on WASA opportunities to regional BPAC members.

105.3.2 Instructional Program Administrators Component Group

The Instructional Program Administrators Component Group (IPAC) shall work with WASA to:

- (a) Represent the variety of interests and positions of the sub-groups within the Instructional Program Administrators Component Group and act as representatives for WASA for these positions.
- (b) Foster communication among sub-groups through such activities as lobbying efforts, job-alike meetings, and other activities as per the Board of Directors.
- (c) Influence educational trends relating to curriculum and instruction at the district, building, and classroom levels.
- (d) Provide input for professional learning for instructional program administrators and others including strands at WASA Conferences.
- (e) Provide collegial and other support for program administrators to match service delivery to needs, foster quality, and identify resources in support of instruction to students with a focus on those special needs.
- (f) Utilize school, parent, and community resources as support in meeting diverse needs of students.
- (g) Disseminate information on WASA opportunities to regional IPAC members.

105.3.3 Principals Component Group

The Principals Component Group shall work with WASA to:

- (a) Present the variety of interests and positions of principals and act as representatives within WASA for these positions.
- (b) Foster communication among principals through such activities as lobbying efforts, job-alike meetings, special interest groups, and other activities as per the Board of Directors.
- (c) Foster communication among other, similar job-alike professional groups and associations such as the Association of Washington School Principals (AWSP), Elementary School Principals' Association of Washington (ESPAW), Association of Washington Middle Level Principals (AWMLP), and Washington Association of

Secondary School Principals (WASSP).

- (d) Provide opportunities for professional learning.
- (e) Provide collegial and other support for principals.
- (f) Disseminate information on WASA opportunities to regional Principals Component members.

105.3.4 Special Education Administrators Component Group

The Special Education Administrators Component Group shall work with WASA to:

- (a) Provide input in planning the OSPI/WASA Special Education Conference.
- (b) Foster communication among special education administrators through such activities as lobbying efforts, job-alike meetings, special interest groups, and other activities as per the Board of Directors.
- (c) Provide professional learning activities as appropriate for members of the Special Education Administrators Component Group.
- (d) Coordinate with other professional groups and associations concerned with the education of children with special needs.
- (e) Provide collegial support to members of WASA Special Education Administrators Component Group.
- (f) Disseminate information on WASA opportunities to regional Special Education Administrators Component members.

105.3.5 Superintendents Component Group

The Superintendents Component Group shall work with WASA to:

- (a) Provide input in planning the annual superintendent conference to provide professional learning and networking for members of the Superintendents Component Group.
- (b) Foster communication among superintendents through such activities as lobbying efforts, job-alike meetings, special interest groups, and other activities as per the Board of Directors.
- (c) Encourage participation by new superintendents in the annual conference for superintendents assuming new superintendent positions in Washington State.
- (d) Provide input to WASA executives on issues of interest to superintendents.
- (e) Provide collegial support for all WASA members.
- (f) Disseminate information on WASA opportunities to regional Superintendent Component members.

200.0 OFFICERS

201.0 PRESIDENT

The President-elect shall automatically succeed to the presidency following the term as President-elect. In the event of a vacancy in the office of President, the President-elect shall

immediately become President for the unexpired term as well as for the elected term.

202.0 PRESIDENT-ELECT

Each year WASA puts forward nominees for President-elect to be voted on by the membership. Nominees must meet the eligibility requirements specified in Article VI of the WASA Bylaws. Nominees will alternate from east to west of the Cascade Mountains annually

202.1 PRESIDENT-ELECT NOMINATING COMMITTEE

202.1.1 Membership

Members of the Nominating Committee shall be the President and Past President in consultation with the Executive Director.

202.1.2 Responsibilities

- (a) Seek nominations from eligible WASA Active Members.
- (b) Present slate of nominees to WASA Board of Directors.
- (c) Provide official rules and regulations to each candidate.
- (d) Brief candidates on rules and regulations and provide a copy of updated rules and timelines.
- (e) Set structure for candidates to seek clarification of rules or unique methods in campaigning. Unique approaches are to be shared with all candidates.
- (f) Monitor election and develop processes to handle any extraordinary situations.
- (g) Develop annual election timelines.

202.2 PRESIDENT-ELECT CAMPAIGN

202.2.1 The election campaign begins with the Board's acceptance of nominees and ends at the conclusion of the Summer Conference in June.

202.2.2 Candidates will make an official presentation during the campaign at Summer Conference in June.

202.2.3 Campaign will be conducted in accordance with official "Rules and Regulations Governing Annual Campaign for Office of President-elect."

202.3 BALLOTING PROCEDURES FOR PRESIDENT-ELECT ELECTION

202.3.1 The integrity of the ballots is assured through a secure online voting system. A ballot will be emailed to each WASA Active Member to the email address on file in the WASA Office by August 1. Ballots shall be due in the WASA office no later than August 15.

202.3.2 A three-member Board of Tellers, appointed by the President, will review, confirm, and certify the online, secured electronic ballot results.

202.3.3 In the event where there are more than two candidates and no individual candidate receives a majority of the votes cast, a run-off election will be held between the two candidates with the highest

number of votes.

202.4 PRESIDENT-ELECT RUN-OFF ELECTION

202.4.1 Confidential run-off ballots will be sent to WASA Active Members immediately following the primary election.

202.4.2 The balloting process described in 202.3, Balloting Procedures For President-elect Election, will be utilized.

202.5 PRESIDENT-ELECT CAMPAIGN RULES AND REGULATIONS

202.5.1 The campaign shall begin with the acceptance of the nominees by the WASA Board of Directors. No campaigning, including solicitation of votes, will occur prior to formal nomination by the Board.

202.5.2 Candidates will avoid the use of school district monies, facilities, or time in the campaign.

202.5.3 WASA will include President-elect candidate information and photos in several issues of *Hotline*. WASA will assist each candidate prepare (at no cost to the candidate) and send by electronic distribution a candidate brochure to all WASA Active Members.

202.5.4 Candidates will not use endorsements on campaign literature.

202.5.5 Signs will be prepared by WASA with candidates' name and photo to be displayed at Summer Conference.

202.5.6 Candidates will be given the opportunity to present personal data, positions on major issues, and their proposed goals for WASA at the Summer Conference (5 minutes).

202.5.7 WASA will sponsor a Candidates Reception at the Summer Conference. No individual candidate hospitality room will be allowed.

202.5.8 All campaign activities will terminate at the close of Summer Conference.

202.5.9 WASA will send out electronic ballots with the candidates' information no later than August 1 following the campaign.

202.5.10 Complaints alleging violation of any of these guidelines may be directed to the WASA Board in care of the WASA President. If, upon consideration of the complaint(s), the Board finds a violation has occurred, the Board will take such action as may be deemed appropriate.

203.0 IMMEDIATE PAST PRESIDENT

The President, at the end of his/her term, automatically assumes the position of Immediate Past President for one year.

204.0 SECRETARY

The Secretary shall be a member of the WASA Board who has the responsibility of supervising the taking of minutes. The Secretary will sign the official copy of minutes after

formal approval of the minutes by the Board.

205.0 TREASURER

The Treasurer shall be a member of the Board who has the responsibility of reviewing and verifying financial documents of the Association.

300.0 OPERATIONS

301.0 POLICIES AND OFFICIAL POSITIONS

Recommendation and action of the Board of Directors related to Association policies and official positions are contained in the minutes of Board meetings, which are available in the WASA Office (see Appendix G).

301.1 BYLAWS AMENDMENTS

The Bylaws may be amended at any regular or special meeting of the Board of Directors of this Association.

301.2 SPECIAL SERVICES

301.2.1 Special Services and Benefits

The Executive Director may authorize special services and benefits for membership.

301.2.2 Mailing List Restrictions

No organization or individual may use the Association's mailing list for any political or commercial purpose.

301.3 ENDORSEMENT OF CANDIDATES

WASA does not endorse candidates for office, with the exception of a WASA member running for a regional or national position with the American Association of School Administrators.

302.0 PERSONNEL

302.1 EXECUTIVE STAFF

The Executive Director will be hired by the Board of Directors in compliance with the Bylaws.

302.2 SUPPORT STAFF

The Association may employ personnel necessary to implement its purposes. The Executive Director is empowered to hire personnel and establish terms of their employment.

302.3 EVALUATION

302.3.1 Executive Director

- (a) The Executive Director shall be evaluated by the WASA Officers annually prior to the June Board meeting. A copy of the evaluation shall be given to

the Executive Director.

- (b) At the June Board meeting, the President of WASA shall review the evaluation of the Executive Director in executive session.

302.3.2 Evaluation of WASA staff

- (a) The Executive Director shall conduct annual evaluations of the WASA staff.
- (b) The Executive Director shall review the evaluations of WASA staff members with the Board of Directors in executive session at the June Board meeting.

302.4 COMPENSATION AND CONTRACT

302.4.1 Executive Director

The Executive Committee shall review at least annually, at the June Board meeting, the Executive Director's compensation and make recommendations regarding such compensation and the terms and length of the contract to the Board of Directors. The Board may provide the Executive Director with a contract not to exceed three years. Criteria for determining compensation will be based on comparison of superintendent contracts in the state.

302.4.2 Staff

The Executive Director shall review at least annually, at the June Board meeting, the compensation for WASA staff and make recommendations regarding compensation to the Board of Directors. Criteria for determining compensation will be based on comparison of industry type jobs.

302.5 CONFLICT OF INTEREST

WASA employees shall not engage in nor have a direct financial interest or gain in any activity which conflicts with his/her duties and responsibilities.

302.6 WHISTLEBLOWER PROTECTION

WASA shall not discharge, expel, or otherwise discriminate against any employee who in good faith reports alleged criminal activity or actions taken by WASA staff in violation of the Association's standing rules and policies.

303.0 PUBLICATIONS

303.1 PURPOSE

Publications are an important facet of WASA's efforts to inform both the profession and the public regarding important issues, research and development, and innovations in education and education administration.

400.0 AFFILIATIONS

400.1 PURPOSE

It is recognized that other organizations may exist with similar purposes and goals. Positive relationships should exist between and among such organizations to aid and assist each in achieving their goals. [Article IX, Section 11]

400.2 PROCEDURE

WASA will provide for affiliation or alliance by a separate organization, following the written request and after the following actions:

- 400.2.1 The Board of Directors, acting through its Executive Director or an ad hoc committee appointed by the President, will review written statements of purpose, position statements on issues, and minutes of the governing body for the past year from any state or national organization desiring to affiliate or ally with WASA, in order to assure compatibility and purposes.
- 400.2.2 After a review of the report of the Executive Director or ad hoc committee, the Board of Directors shall determine the question of affiliation or alliance.
- 400.2.3 Steps one and two may be repeated to review the continuation of affiliation or alliance of any organization whenever a majority of the Board of Directors deems it appropriate.

401.0 ENDORSEMENT OF PRODUCTS

401.1 PURPOSE

WASA does not actively endorse specific programs, products, activities, publications, or events.

401.2 PROCEDURE

WASA does establish partnerships which:

- (a) Promote administrative leadership professional.
- (b) Promote effective teaching and learning for students and staff.
- (c) Promote support for public education.
- (d) Inform the public and professional staff about specific issues that are important to WASA.

Revised January 2010
Approved by WASA Board of Directors 2/7/10
Revised October 2011
Approved by the WASA Board 12/8/11
Revised October 2012
Approved by the WASA Board 10/10/12
Revised December 2014
Approved by the WASA Board 12/16/14
Revised December 2016
Approved by the WASA Board 12/13/16
Revised April 17, 2017
Approved by the WASA Board 6/24/17
Revised November 2017
Approved by the WASA Board 12/6/2017