

Constitution and Bylaws of the Washington School Personnel Association

Constitution

Preamble

The Washington School Personnel Association shall stand as an organization committed to the goal of promoting sound practices in personnel administration and employee relations in public, private, and post-secondary education. Through its efforts, the Association shall seek to represent the needs of its members by providing programs and communications specifically designed to keep its members abreast of personnel practices to enable them to be effective in their roles as educational personnel professionals.

The Washington School Personnel Association shall be related in purpose and spirit to the Washington Association of School Administrators and the American Association of School Personnel Administrators.

Article I – Names

The official name of this organization shall be the “Washington School Personnel Association.”

Article II – Purpose

The purpose of the Washington School Personnel Association shall be to promote the growth of knowledge in school personnel administration toward a goal of more effective personnel practices and procedures in public, private, and post-secondary education.

Article III – Organizations

Executive Board - Officers

The Executive Board shall consist of the immediate Past President, the President, the President-Elect, the Secretary, and the Treasurer. All Executive Board members shall carry an equal vote.

Board

The Board shall consist of the immediate Past President, the President, the President-Elect, the Secretary, the Treasurer, and the Regional Representatives. All Board members shall carry an equal vote.

The fiscal year for the Association shall be September 1 through August 31.

Membership

Membership in the Association is established in the following categories as defined in the bylaws:

1. Active Membership
2. Retired Membership
3. Honorary Membership
4. Associate Membership (Non-Voting)

Article IV – Officers/Regional Representatives

Officers of the Association shall include the President, the President-Elect, the Past President, the Secretary, and the Treasurer, who shall be elected to terms by majority vote of active members by ballot. The Past President shall also be an official officer of the Association as well as the regionally elected representatives. Terms of Office for President, President-Elect, and Past President shall be one year each. Terms of office for Secretary, Treasurer, and Regional

Representatives shall be for two years. The individual elected as President-Elect shall serve the Association for three years through the term of office of Past President. A Regional Representative shall be selected by each region following procedures developed in each region. All officers and Regional Representatives shall officially take office on July 1.

Article V – Regional Units

Regional units of WSPA shall be organized to further the goals and purposes as stated in the WSPA Constitution and Preamble. Furthermore, the regional units will serve to further the communication between the membership and the state organization.

The regions of WSPA shall include all districts, agencies, and members serving (or residing for retirees) in the geographic areas served by counties or ESD's:

Region I: ESD 101

Region II: ESD 105, ESD 123, ESD 171

Region III: ESD 112, Lewis and Pacific counties

Region IV: ESD 113, ESD 121, Thurston county

Region V: ESD 114, Mason, Gray's Harbor county

Region VI: ESD 189

Members may elect to be active in the Region of their choice.

Article VI – Committees

Standing and special committees shall be established as needed to carry out the purposes of the Association. Committee appointments may be made by the President or Board. Members are encouraged to volunteer to participate on Association committees.

Article VII – Meetings

There shall be two (2) regular business meetings of the general membership, which shall take place in the Fall and the Spring except when the national conference is held in close proximity. Other meetings may be scheduled by the President and/or the Board as deemed necessary.

Regional meetings shall be held as necessary and are encouraged to be held monthly. The time and place shall be determined by the regional representative, who shall so notify the President and Executive Director.

Article VIII – Dues and Finance

Dues to the Association shall be determined annually by the Board, with changes approved in accordance with Article IX, Amendments, of the Bylaws.

Each region will be allocated funds to provide for the operation of regional activities. This amount shall be determined annually by the Board and shall be specified in the annual budget presented to the membership.

Article IX – Amendments

Amendments to this Constitution may be proposed, in writing, by a current member, at a regular Association meeting or to the Board and shall be voted upon. All amendments to the Constitution shall be revised by an ad hoc committee, which shall make a report to the membership. All proposed amendments to the Constitution shall be presented to and voted upon by the entire active

membership by ballot or at a statewide meeting of the membership. A majority affirmative vote of the returned ballots is necessary for approval of the amendment(s).

Bylaws

Article I – Duties of State Officers and Executive Director

Section 1. It shall be the duty of the President to preside or to arrange for presiding officers at all state meetings and conferences. The President shall be Chairperson and a member of the Executive Board and shall call extra meetings of the Board (1) whenever he or she deems it necessary, or (2) whenever he or she is requested to do so by a majority of the members of the Board. The President shall be a member of the Washington Educator Career Fair Steering Committee and shall attend AASPA conference if possible. The President shall also attend the Board's annual retreat and Board meetings normally scheduled in September, Fall Conference, January and Spring Conference. The President shall provide leadership for all activities of the Association and perform all other duties pertaining to his/her office. The President shall appoint special committees as provided in the Constitution and Bylaws of the Association. Upon request by the region, the President shall arrange for visitations by the President and/or designee to regional meetings.

Section 2. The President-Elect, shall preside at the meeting(s) in the absence of the President. The President-Elect shall be responsible for the Fall WSPA Conference. The President-Elect shall be responsible for the annual presentation of awards in accordance with the established guidelines for awards and recognition. The President-Elect shall attend the Board's annual retreat and Board meetings normally scheduled in September, Fall Conference, January and Spring Conference. The President-Elect will perform other duties as assigned by the President or the Board and will be responsible for conducting the annual Board transition meeting.

Section 3. The Secretary shall keep a complete and accurate record of all regular meetings of the Association and all meetings of the Board. The Secretary shall have the records present at all regular meetings of the Association and of the Board. The Secretary shall be responsible for directing the distribution of new-member information. Correspondence and special conference notices may be sent by the Secretary as requested. At the expiration of the term of office, the Secretary shall turn over to the successor all books, records, and property of the Association for which he or she is custodian. The Secretary shall keep an accurate list of all paid members. The Secretary shall attend the Board's annual retreat and Board meetings normally scheduled in September, Fall Conference, January and Spring Conference. The Secretary will perform other duties as assigned by the President or the Board.

Section 4. The Treasurer shall be responsible for the moneys due the Association and shall keep an accurate record of all Association funds and shall sign all checks for bills approved by the Board or by the President in the interval between meetings of the Board. The Treasurer shall have his or her records present at all regular meetings of the Association and of the Board. The Treasurer shall provide a current accounting of all Association revenue and expenditures to date at the annual transition meeting to facilitate the development of budget allocations for the following fiscal year. The Treasurer shall present a budget to the general membership annually following approval by the Board. At the expiration of the term of office, and after approval of an auditing committee, the Treasurer shall turn over to the successor all money, books, records, and property of the Association for which he or she is custodian. The Treasurer shall attend the Board's annual

retreat and Board meetings normally scheduled in September, Fall Conference, January and Spring Conference. The Treasurer will perform other duties as assigned by the President or the Board.

Section 5. The Past President shall serve as chairperson of the Nominating Committee for state officers. The Past President may assist the Executive Director with coordination and communication of legislative activities, including written position statements, resolutions and testimony, and shall serve as a member of the Legislative Committee. The Past President shall also perform such other duties as may be assigned by the President or the Board.

Section 6. The Executive Director, hired as a consultant by the Association, shall perform the contractual duties as specified in the consultant contract between the Executive Director and the Association. The Executive Director shall be responsible for planning, organizing, and conducting annual educator career fairs; preparing and distributing the quarterly newsletters and other communications as deemed necessary by the President and the Board; keeping the Board informed about legislative issues; and other duties as assigned by the President. An annual review of the consultant contract will be conducted by the Board. As part of the review, an evaluation of the performance of the Executive Director will be conducted by the Board prior to the conclusion of the Executive Director's annual contract.

Article II – Duties of Regional Representative Officers

Section 1. The primary task of the Regional Representative shall be to prepare timely and effective programs for the region which provide information and inservice to members. The Regional Representative shall be a member of the Board and shall respond to requests from the Board pertaining to the dissemination or collection of information and will work to ensure that the regional membership needs are communicated to the Board. The Regional Representative shall also be active in developing membership in WSPA. The Regional Representative shall perform such other duties as may be assigned by the President or the Board.

Section 2. The Regional Representative/Designee shall send out notices of all regional meeting, arrange meeting places, arrange the luncheon menus, and accept reservations from members. At the end of the term of office of the Regional Representative, all books, records, and property of the region shall be turned over to the newly elected Regional Representative. Regional Representatives are encouraged to involve other regional members as needed to fulfill the duties of the position.

Article III – Qualification, Terms of Office, Vacancy, and Removal of Executive Board Members, and Regional Representatives Officers and Executive Director

Section 1. All Association officers shall have major responsibilities in the area of personnel administration at the time of nomination and election for vacant positions. Determination of candidate qualification will be the responsibility of the Nominating Committee.

Section 2. If after having been elected, an officer assumes responsibilities outside of the area of personnel administration, the President (or President-Elect if the President is involved), will appoint a committee to review the duties of the new position to determine the eligibility of the individual to continue in the Association office. The Committee will send its recommendation to the Board.

Section 3. Terms of office for elected officers shall be as follows:

President-Elect	1	Secretary	2
President	1	Treasurer	2
Past President	<u>1</u>	Regional Representative	2
Total	3		

Section 4. Regions select Regional Representatives for two (2) year terms of office to the Board. Odd-numbered regions (Regions 1, 3, and 5) shall select Regional Representatives for terms of office during odd-numbered years, while even-numbered regions (Regions 2, 4, and 6) shall select Regional Representatives for terms of office during even-numbered years.

Section 5. Each year, new officers shall be announced in the Spring and will officially take office on July 1.

Section 6. In the event of a vacancy in the office of the President prior to January 1, the President-Elect shall at once succeed to the office of the President and shall serve the remainder of the vacant term. After January 1, the President-Elect shall also assume the office of the President and shall serve for the remainder of the vacant term for which he or she was elected.

Section 7. In the event of the vacancy in the office of President-Elect, a special election will be held to elect a new President-Elect.

Section 8. In the event of a vacancy in the office of Secretary or Treasurer, the president shall, with the concurrence of the Board, appoint a member to complete the remaining portion of the term of office.

Section 9. In the event of the vacancy in the office of Regional Representative or Regional Secretary, the regional unit shall determine the procedure for filling the vacancy.

Section 10. The Board shall be responsible for negotiating a contract with a consultant to perform the duties of the Executive Director.

Section 11. Any Board member, who in the judgment of the majority of the Board, is found to be performing the responsibilities as an elected representative of the Association in a less than satisfactory manner will be informed of same by the President of the Association. The President will give the Board member an opportunity to present any mitigating circumstances, either orally or in writing. After discussion of the circumstances with the Board, the President will then inform the member of the Association's decision regarding the elected position.

Article IV – Membership

Membership in the Association shall be defined as follows:

1. Active Membership – Active membership in the Association shall be for those individuals with responsibilities for personnel administration and related functions in public, private, or post-secondary school systems. It shall also include those employed in professional-technical positions in personnel-related fields including, but not limited to, employee relations, data processing, employee benefits, salary administration, staff selection, or substitute operations. Only active members have the right to vote.
2. Retired Membership – Retired membership in the Association shall be for those individuals who have been active members of the Association and have retired. All

retiring active members will be recognized with a plaque and appropriate recognition.

3. Lifetime Membership (Honorary) – A lifetime membership shall be awarded to an individual for meritorious service in school personnel work. Such an award will be recommended by the Board and authorized by a majority vote of active members present at a regular Association meeting. Honorary members will be afforded the following privileges:
 - a. Lifetime dues at not cost
 - b. Receipt of regular newsletters and mail outs, and
 - c. Special recognition as determined by the Board.
4. Associate Membership – Membership (non-voting) shall be opened to individuals serving in the capacity of administrative intern, consultant, and others with focus upon personnel functions as recommended by the Board.

Article V – Meeting and Rules of Procedure

Section 1. Robert’s Rules of Order. Robert’s Rules of Order shall govern the conduct of all state and regional meetings of the membership and the Board of the Association.

Section 2. Quorum. A quorum for Board meetings of the Association shall be constituted by four members.

Section 3. Board. Board decision may be made by a majority of the Board through conference call, by telephone, FAX, electronic mail, at regular executive meeting, or by mail ballot. Actions resulting from such phone or mail ballot shall be included in the minutes of the next regular meeting of the Board.

Section 4. General Membership Meeting(s). Notice of the time and place of general membership meetings shall be mailed to each active member no less than thirty (30) days before such meetings.

Article VI – Minutes of the Board Meetings

Minutes of all meetings of the Board shall be sent to all members of the Board and the Executive Director.

Article VII – Dues

The dues for active membership are \$75.00 per year, payable to the Treasurer of the Association. For members who have been active at least five (5) years in the Association, dues will be waived for the first year following retirement and will receive a fifty percent (50%) dues reduction thereafter.

Article VIII – Committees

The following are the standing committees of the Association and their purpose and responsibilities. Appointed committee members shall serve for the year for which they are appointed or, if appointed during the year, until the conclusion of the year, or when the committee task is completed, whichever is sooner.

Legislative Committee – Shall be chaired by a WSPA member who has been appointed by the President with approval of the Board, and shall consist of at least two (2) additional members (one

of which shall include the Past President) who are responsible for keeping the Board and the membership abreast of relevant legislative issues and events. The committee shall:

1. Initiate, recommend, or conduct communication to inform the membership of legislative activities.
2. Represent WSPA, as requested by the President, at hearings for proposed legislation and regulations and at appropriate meetings.
3. Maintain contact with other key organizations as necessary.
4. Report to the membership at regional or general membership meetings or through the WSPA newsletter as requested by the President.
5. Review and recommend changes to initial drafts of proposed state legislation and regulations.

Audit Committee – Shall consist of at least two (2) members (one of which shall include a past treasurer) who are responsible for auditing the records of the Treasurer of the Association on an annual basis and providing a written report to the Board and membership as to the condition of the records annually. The committee shall:

1. Review all records of the Treasurer, including budget documents, receipts, billings, checkbook, and banking statements.
2. Reconcile all statements to the checking and savings records of the bank.
3. Review all receipts and expenditures for appropriateness.

Nominating Committee – Shall be chaired by the current Past-President and shall also consist of a representative from each region. Responsibilities shall include preparing and presenting to both the Board and the membership the committee's recommendations for candidates for elected positions as Association officers. All candidates shall have major responsibilities for personnel administration at the time of nomination. Determination of candidate qualifications will be the responsibility of this committee. The recommendations of the committee shall be available to the Board prior to the spring general membership meeting and prior to the mailing of the ballots.

Membership Committee – Shall be chaired by a WSPA member who has been appointed by the President with approval of the Board and shall consist of at least two (2) additional members (one of which shall be the secretary) and shall be responsible for promoting membership and active participation in the organization.

Washington Educator Career Fair Steering Committee – The Chair of the Career Fair Steering Committee shall be appointed for a three-year term by the President with the approval of the Board.

Members of the Washington Education Career Fair Steering Committee shall include the WSPA President, Past President, President-Elect, WSPA Treasurer, WSPA Executive Director, three Washington Representatives from 2 public and 1 private colleges or universities, and three WSPA representatives who are to be selected so as to represent the state's geography and district size.

The Career Fair shall be organized and directed by consultants contracted by the Association to perform responsibilities as assigned. An annual calendar of events and responsibilities will be reviewed and approved by the Board. The Career Fair budget shall be presented to and approved by the Board prior to August 31.

1. Review and recommend changes in the Career Fair operations to the Board.
2. Prepare an annual budget to be presented to the Board each year.
3. Be responsible for maintaining good communication between WSPA and WECF Steering Committee regarding the Career Fair.

4. Assist in the operation of the Career Fairs as needed.

All standing committee members shall be recommended by the President and approved by the Board by September 30 the fall of each year.

Article IX – Amendments

Amendments to the bylaws may be proposed in writing by a current member, at a regular Association meeting or to the Board. All amendments to the Bylaws shall be reviewed by an ad hoc committee, which shall make a report to the Board. Subsequently, all approved amendments shall be presented to the entire membership through a ballot or at a statewide meeting of the membership. A majority affirmative vote is necessary for approval of the amendment.

Article X – Equal Opportunity

The Washington School Personnel Association is committed to providing equal opportunity and nondiscriminatory treatment to all members. Such equal opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, sex, gender, marital status, or physical, sensory, or mental disability.