

# WASA

| WASHINGTON ASSOCIATION OF SCHOOL ADMINISTRATORS |

## LEGAL ASSISTANCE FUND ACCESS PROCEDURES

1. In the event a WASA member feels that his/her due process or contract rights have been violated, the member should contact the WASA Executive Director or designee, either in person or by phone, to discuss the issue. Legal assistance is predicated on contact with the WASA Executive Director or designee prior to contacting an attorney.
2. The WASA Executive Director or designee may authorize up to \$500 for initial legal consultation for the WASA member. In the event, the WASA member requires expenditures beyond the \$500, the member must make the request in writing to the WASA Executive Director or designee.
3. If a WASA member is also an active AASA member, additional coverage is available. The first \$500 of such legal fees and expenses are not covered by the AASA program. Then, the maximum amount you may receive from the AASA Legal Support Program is \$2,000 for your initial membership year, increasing by \$2,000 for each additional year of your continuous active membership, as defined by AASA Bylaws. Assistance may not exceed a maximum of \$20,000 and may be limited by each case's circumstances. Legal Assistance to active members shall be available under the Legal Support Program without regard to race, creed, color, sex, marital status, age, or handicap.
4. If the member requests support beyond the initial \$500, the WASA Executive Director will contact the Professional Standards and Ethics Committee to request a special meeting to review the member's request for support. The special meeting will be conducted through a telephone or web-based conference.
5. The committee will conduct the review. The WASA Executive Director or designee will present the situation. The requesting member may or may not be present.
6. The committee will decide whether to approve the request. The committee can approve up to a total of \$3,000 per individual member.