

Reviewed
By 45 Supts.
April 29, 1987
Revised March 26, 2003
Revised March 28, 2018

Capital Region Educational Service District 113
Superintendent's Advisory Council

Adopted by
Capital Region ESD 113 Board
May 14, 1987
Revised April 8, 2003
Adopted by 44 Supts April 25, 2018

CONSTITUTION

ARTICLE I

A. Aims and Objectives

1. To carry out the intent of the law as defined in RCW 28A.310.430.
2. To provide technical advice and recommendations to the Educational Service District Board and/or the administration of Capital Region ESD 113.
3. To examine special problems of management, finance, housing, curriculum, special services, or related areas and suggest possible solutions.
4. To help secure better understanding of educational needs of the Educational Service District and enlist support in meeting these needs.
5. To identify school district interests, concerns, pressures, and expectations and sensitize the ESD 113 Board to these.
6. In all cases, it should be made clear to the members of the Superintendent's Advisory Council (SAC) that their purpose is to study all possible solutions to problems and develop recommendations to be submitted to the ESD 113 Board, but final action and responsibility must in all cases remain with the Educational Service District 113 Board.

ARTICLE II

A. Membership of ESD 113 Local School District Superintendents' Advisory Council's Executive Committee (SAC).

All local school district and tribal compact school superintendents of ESD 113 shall belong to an association to be known as the "ESD 113 Advisory Council." The Advisory Council shall have an Executive Advisory Committee hereinafter referred to as SAC. Its duties are as outlined above under ARTICLE I (A 1-6).

1. Membership - SAC shall consist of superintendents elected as follows:
 - a. Grays Harbor (2 superintendents)
 - b. Lewis (2 superintendents)
 - c. Mason (2 superintendents)
 - d. Pacific (1 superintendent)
 - e. Thurston (2 superintendents)
 - f. Additional members of the WASA Region 113 Executive Committee
2. Initial terms of office - SAC members shall have staggered terms of one and two years respectively, and, therefore, such terms shall be for a period of two years.

Term of office - each member of the SAC is to be elected at-large by a majority vote of the superintendents within his/her respective county attending the county meeting at which the election has been scheduled. The term of office of elected members shall commence as of August 1.

Vacancies - SAC will be filled by a majority vote of superintendents at the next

WASHINGTON ASSOCIATION OF SCHOOL ADMINISTRATORS

WASA Region 113 Capital Region ESD 113

BYLAWS

ARTICLE I NAME AND PURPOSES

SECTION 1 – NAME

The organization shall be named the Capital Region 113 Association of School Administrators-113 Region, hereinafter, commonly referred to as WASA-113. WASA-113 is a regional association of the Washington Association of School Administrators, hereinafter, commonly referred to as WASA.

SECTION 2 – PURPOSES

The purpose of WASA-113 is to promote within the WASA-113 region the purposes of WASA as stated in its bylaws. To the greatest extent practicable, the leadership actions will also fulfill the aims and objectives of the ESD 113 Advisory Council Executive Committee also referred to as the Superintendent's Advisory Council (SAC).

ARTICLE II MEMBERSHIP

SECTION 1 – ACTIVE MEMBERSHIP

To be an active member in WASA-113, one must be employed by a school district within the WASA-113 region and be an active member in WASA. Active members have voting privileges and are eligible to serve as WASA-113 officers.

SECTION 2 – SPECIAL MEMBERSHIPS

Persons eligible to be an Associate or an Honorary Life member under WASA bylaws may be Associate or Life members (respectively) in WASA-113. Associate and Honorary Life members shall have no voting privileges, nor shall they be eligible to serve as WASA-113 officers.

SECTION 3 – ELIGIBILITY AND TERMINATION

- A. The Executive Committee of WASA-113 shall have the sole authority and discretion to determine all questions of eligibility for and termination of membership consistent with WASA bylaws.
- B. Notice and hearing of a proposal to terminate an active member shall follow the guidelines in the WASA bylaws, with the Executive Board of WASA-113 acting as the hearing body and the written request for a hearing being directed to the President of WASA-113.

SECTION 4 – CONFLICT OF INTEREST

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

SECTION 5 – DUES

- A. Dues for active members shall be established annually. There shall be no dues for Associate and Honorary Life members.
- B. The membership and fiscal year shall date from September 1 through August 31 of the following year.

SECTION 6 – MEMBERSHIP REGION

The membership region for WASA-113 shall be the same as the Educational Service District Number 113 region.

ARTICLE III OFFICERS

SECTION 1 – OFFICERS

The Officers of WASA-113 must be Active Members of WASA and shall include:

- President
- President-Elect
- Past President
- Secretary-Treasurer
- WASA Board Representative

SECTION 2 – PRESIDENT

The president shall be the chief elective official of the WASA-113 and shall administer its affairs under the direction of the Executive Committee. The

president shall preside over all meetings of the Executive Committee and the membership, call meetings of the Executive Committee as necessary or upon the request of a majority of the members of the Executive Committee and perform such duties as may be prescribed in these bylaws.

SECTION 3 – PRESIDENT-ELECT

The president-elect shall assist the president and perform the duties of the president during any absence. In the event of a vacancy in the office of the president, the president-elect shall immediately become president for the remainder of the unexpired term as well as for the subsequent term.

SECTION 4 – SECRETARY-TREASURER

The secretary-treasurer (the executive assistant of the superintendent of ESD 113) shall maintain the funds of WASA-113, collect dues from members, maintain the financial records of WASA-113, pay legally obligated WASA-113 bills, and perform the other necessary functions usually delegated to the treasurer of an organization.

The secretary-treasurer shall maintain minutes of the Executive Committee and general membership meetings, notify members of meetings, provide copies of the bylaws to all new members, and perform the other necessary functions usually delegated to the secretary of an organization.

SECTION 5 – TERMS OF OFFICE

The term of office for regularly elected officers shall begin on August 1, following the date of their election. Each officer shall serve a two-year term or until a successor has been elected, if that is after August 1. The president-elect shall automatically become president following the term as president-elect.

SECTION 6 – VACANCIES

In case a vacancy occurs in the office of president-elect or secretary-treasurer, a Nominating Committee composed of members appointed by the president shall nominate one or more candidates. Further nominations and voting shall then proceed as outlined in Article 4 (ELECTIONS) of these bylaws.

ARTICLE IV ELECTIONS

SECTION 1 – NOMINATIONS

Each spring and preferably before April 1, the president will call for nominations. Each county shall bring forth nominations for open positions within their county. A ballot will be prepared for at large voting to occur in the May meeting.

The WASA Board of Directors representative is elected for a three-year term but serves on the WASA Board of Directors only when such service is required to meet the designated WASA-113 representation on that board. A vacancy in this position would be filled as needed and by the procedures specified.

The president-elect may not be elected from the same school district two consecutive terms.

When these nominations are presented at a meeting of the general membership of WASA-113, additional nominations for all positions may be made from the floor. Should the election be held rather by written electronic or mail ballot, there shall be an option to write in the name of a WASA-113 member not presented by the Nominating Committee.

SECTION 2 – VOTING

Voting shall be by secret ballot for each position. Tallying will be done by two members appointed by the president who are not candidates for any position. Voting may occur online, given the same voting secrecy.

If any candidate for a position receives less than a majority of the votes cast, a runoff shall be held between the two candidates receiving the highest number of votes.

ARTICLE V Executive Committee

SECTION 1 – MEMBERSHIP

The Executive Committee of WASA-113 shall be composed of the Capital Region ESD 113 Superintendent’s Advisory Council (SAC) members and at least one (if practicable) representative from each WASA component group and standing committee operating within the region. The regional component group and standing committee chairs should make the appointment from their respective groups whenever possible and terms should be for at least two years duration to assure continuity. Membership of the Capital Region ESD 113 Superintendent’s Advisory Council (SAC) shall at a minimum consist of superintendents elected as follows:

- a. Grays Harbor (2 superintendents)
- b. Lewis (2 superintendents)
- c. Mason (2 superintendents)
- d. Pacific (1 superintendent)
- e. Thurston (2 superintendents)

SECTION 2 – DUTIES

The Executive Committee has the general responsibility of carrying out WASA

interests within the region. Specifically, the Executive Committee is to:

- A. Plan and coordinate the region's meetings and activities, including reports from board members, standing committee representatives, and component groups.
- B. Elect and/or appoint representatives to WASA committees and task forces. Such elections and appointments will be handled in a manner consistent with the bylaws of both WASA and WASA-113.
- C. Develop and maintain a communications network throughout the region and WASA.

SECTION 3 – MEMBERSHIP REQUIREMENTS FOR ACTION

A majority of those present at an Executive Committee meeting shall have the power to act.

SECTION 4 – MEETINGS

The Executive Committee shall hold no less than three meetings per year. Typically these meetings will occur adjacent to the Capital Region ESD 113 Monthly Superintendent's Meetings.

SECTION 5 – COMPONENTS & COMMITTEES

WASA-113 Regional Component and Committee members will be self-selected or appointed for 2-year terms.

Components:

- BPAC
- IPAC
- Principals
- Special Education
- Superintendents

Committees:

- Honorary Awards
- Legislation & Finance
- Membership (ESD 113 Exec. Assistant will also serve on this committee)
- Professional Development
- Professional Standards & Ethics
- School Construction
- Small Schools

Article VI
GENERAL MEETINGS

SECTION 1 – NOTICE

Members must receive at least one week notice for a general meeting of the WASA-113 membership to be held.

SECTION 2 – MINIMUM NUMBER OF MEETINGS

There shall be a minimum of three meetings of the general membership each year. The meetings will be scheduled, as much as possible, at a time of day convenient for all members to participate.

SECTION 3 – MEMBERSHIP REQUIREMENTS FOR ACTION

A majority of those present at any meeting of the general WASA-113 membership shall have the power to act.

SECTION 4 – POWERS AND DUTIES

The powers and duties of the general membership shall include the following:

- A. Consider and act on all recommendations and proposals and advise the Executive Committee on implementing decisions of the general membership.
- B. Perform such other responsibilities as may be prescribed elsewhere in these bylaws.

ARTICLE VII
COMMITTEES

SECTION 1 – STANDING COMMITTEES AND COMPONENT GROUPS

Members and alternates to WASA standing committees shall be appointed by the President and ratified by the Executive Committee. Study committees and component groups of WASA are encouraged to organize within the WASA-113 region.

SECTION 2 – SPECIAL COMMITTEES

Special committees may be authorized by the general membership or the Executive Committee. Size, membership, and termination date of the committee shall be determined by the authorizing group. In cases where these factors are not clear, the Executive Committee shall make the final decisions.

ARTICLE 9 RULES OF ORDER

Robert's Rules of Order Newly Revised shall inform parliamentary procedure.

SECTION 1 – STANDING RULES AND POLICIES

All rules, policies, and positions adopted by the general membership or the Executive Committee in accordance with these bylaws, but not specifically covered therein, shall be reviewed and discussed for inclusion in the bylaws by the Executive Committee.

SECTION 2 – AMENDMENTS TO THESE BYLAWS

These bylaws may be amended at any meeting of the general membership of WASA-113 by a majority vote of the active members present, provided that:

- A. The proposed amendment was submitted in writing at the previous general meeting and subsequently mailed (emailed or shared electronically) to all WASA-113 members at least one week before the scheduled vote, or
- B. The proposed amendment is submitted by the Leadership Team and the written proposed amendment mailed (emailed or shared electronically) to all WASA-113 members at least one week before the scheduled vote.

ARTICLE 10 DISSOLUTION OR LIQUIDATION

In the event WASA-113 dissolves or liquidates, it shall be done in accordance with the procedures in the WASA bylaws.

Revised and shared with members in XX 2018. Adopted by WASA 113 members by electronic vote on _____