

WASHINGTON ASSOCIATION OF SCHOOL ADMINISTRATORS

METRO REGION 110

ESD 121

BYLAWS

ARTICLE I

NAME AND PURPOSES

SECTION 1 – NAME

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

SECTION 2 – PURPOSES

The purpose of WASA-Metro is to promote within the WASA-Metro region the purposes of WASA as stated in its bylaws.

ARTICLE II

MEMBERSHIP

SECTION 1 – ACTIVE MEMBERSHIP

To be an active member in WASA-Metro, one must be within the WASA-Metro region and be an active member in WASA. Active members have voting privileges and are eligible to serve as WASA-Metro 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-Metro. Associate and Honorary Life members shall have no voting privileges, nor shall they be eligible to serve as WASA-Metro officers.

SECTION 3 – ELIGIBILITY AND TERMINATION

- A. The Executive Committee of WASA-Metro 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-Metro acting as the hearing body and the written request for a hearing being directed to the President of WASA-Metro.

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 \$10.00 annually. There shall be no dues for Associate and Honorary Life members.
- B. The membership and fiscal year shall date from August 1, or one year through July 31 of the following year.

SECTION 6 – MEMBERSHIP REGION

The membership region for WASA-Metro shall be the same as the Educational Service District Number 121 region.

ARTICLE 3 OFFICERS

SECTION 1 – PRESIDENT

The President shall be the chief elective official of the WASA-Metro 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 2 – PRESIDENT-ELECT

The President-Elect shall assist the President and perform the duties of the President during his 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 3 – SECRETARY-TREASURER

The Secretary-Treasurer shall maintain the funds of WASA-Metro, collect dues from members, maintain the financial records of WASA-Metro, pay legally obligated WASA-Metro 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 4 – 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 one-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 5 – VACANCIES

In case a vacancy occurs in the office of President-Elect or Secretary-Treasurer, a Nominating Committee composed of three 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 4 ELECTIONS

SECTION 1 – NOMINATIONS

Each spring and preferably before April 1, a three-member Nominating Committee appointed by the President shall nominate one candidate or more for each officer whose term expires that July 31 (generally the President-Elect and Secretary-Treasurer). No member of the Nominating Committee may be nominate for one of the officers.

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-Metro 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 years.

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

SECTION 2 – VOTING

Voting shall be by secret ballot for each position. Tallying will be done by a two-member Election Board appointed by the President and composed of persons who are not candidates for any position.

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 5 EXECUTIVE COMMITTEE

SECTION 1 – MEMBERSHIP

The Executive Committee of WASA-Metro shall be composed of the WASA-Metro officers, the WASA Board of Directors representative, and at least one non-officer member of WASA-Metro who chairs one of the regions component groups. All Executive Committee members are also automatically part of the WASA-Metro Leadership Team.

SECTION 2 – DUTIES

The Executive Committee shall be the administrative body of WASA-Metro and its Leadership Team and, as such, shall exercise all the powers, duties, and rights of corporate directors subject to the limitations and restrictions provided by these bylaws and WASA's bylaws. Its duties shall include, but not be limited to:

- A. Employ any needed personnel and establish their terms and conditions of employment.
- B. Make recommendations to the general membership and the Leadership Team and implement recommendations and policies adopted by them.
- C. Perform such responsibilities as may be prescribed elsewhere in these bylaws.

SECTION 3 – MEMBERSHIP REQUIREMENTS FOR ACTION

A majority of the Executive Committee shall have the power to act.

SECTION 4 – MEETINGS

The Executive Committee shall meet as required for carrying out the business of WASA-Metro.

ARTICLE 6 Leadership Team

SECTION 1 – MEMBERSHIP

The Leadership Team of WASA-Metro shall be composed of at least one representative from each WASA component group and standing committee operating within the region. The region 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 on the Leadership Team. All WASA-Metro Executive Committee members also serve on the WASA-Metro Leadership Team.

SECTION 2 – DUTIES

The Leadership Team has the general responsibility of carrying out WASA interests within the region. Specifically, the Leadership Team is to:

1. Plan and coordinate the region's meetings and activities, including reports from board members, standing committee representatives, and component groups.
2. Develop and maintain a communications network throughout the region and with WASA.
3. 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-Metro.

SECTION 3 – MEMBERSHIP REQUIREMENTS FOR ACTION

A majority of those present at a Leadership Team meeting shall have the power to act.

SECTION 4 – MEETINGS

The Leadership Team shall hold no less than three meetings per year and will conduct business between meetings through the Executive Committee as referenced in Article 5.

ARTICLE 7 GENERAL MEETINGS

SECTION 1 – NOTICE

Members must receive at least one week notice for a general meeting of the WASA-Metro 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-Metro 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 Leadership Team and/or Executive Committee on implementing decisions of the general membership.
- B. Perform such other responsibilities as may be prescribed elsewhere in these bylaws.

The Executive Committee shall meet as required for carrying out the business of WASA-Metro.

ARTICLE 8 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-Metro region. Where such groups are active within WASA-Metro, they should assist in identifying members of the WASA-Metro Leadership Team.

SECTION 2 – SPECIAL COMMITTEES

Special committees may be authorized by the general membership, the Leadership Team 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 Leadership Team shall make the final decisions.

ARTICLE 9 RULES OF ORDER

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

SECTION 1 – STANDING RULES AND POLICIES

All rules, policies, and positions adopted by the general membership, Leadership Team or the Executive Committee in accordance with these bylaws, but not specifically covered therein, shall be recorded in a document entitled the “Standing Rules and Policies of WASA-Metro.”

SECTION 2 – AMENDMENTS TO THESE BYLAWS

These bylaws may be amended at any meeting of the general membership of WASA-Metro 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 to all WASA-Metro 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 to all WASA-Metro members at least one week before the scheduled vote.

ARTICLE 10
DISSOLUTION OR LIQUIDATION

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

Approved as amended on January 28, 1992

WASA METRO Region 110 Bylaws August 1, 2013