

**ASSOCIATION OF WASHINGTON SCHOOL PRINCIPALS
BYLAWS**

ARTICLE I - THE EXECUTIVE BOARD

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Section 1: PRIMARY FUNCTION

The Executive Board, (hereafter referred to as the Board) as defined in Article IV, Section 1, of the Constitution, shall be the policy-making body of the Association responsible for carrying out the purposes of the organizations set forth in Article II of the Constitution.

Section 2: DUTIES

- a. To meet on a regular basis as required by the Constitution or upon special call of the President.
- b. To determine and adopt policies relating to the administration and program of the Association as recommended by the Executive Director, President, committee chair, or any of its members and appearing on the prepared agendas of its meetings.
- c. To decide upon those policy actions taken at official board meetings which require ratification of the membership and establish procedures for such ratification.
- d. To review and adopt an annual budget.
- e. To receive, consider and establish procedures for adoption as Association policy, when appropriate, any resolution received from a component group and to initiate appropriate actions necessary to accomplish the intent of such resolution.
- f. To approve the working plan, including budget, of any standing or ad hoc committee, task force and commission of the Association; to receive and consider progress reports from the chair and to take action upon any recommendations included in these reports.
- g. To study continuously the goal in autonomy and unity which guides the relationship of the Association and its component groups and to establish policy and program designed for effective achievement and maintaining established goals.

ARTICLE II - THE EXECUTIVE COMMITTEE

Section 1: PRIMARY FUNCTION

The Executive Committee, as defined by Article VII, Section 1, in the Constitution, shall meet upon call of the President to consider actions necessary during interim periods between regular meetings of the **Executive** Board.

Section 2: DUTIES

- a. To make decisions on Association matters requiring immediate action as called for by the President either in special meetings or by written and/or telephone communication.
- b. To present its actions, when appropriate, to the **Executive** Board for approval at the next regular meeting of that body.
- c. To represent the Association as its official executive group at functions of, or with, any other organizations or agencies when it is not possible for full Executive Board to do so.

52. d. To assist annually in the evaluation of the Executive Director.

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ARTICLE III - THE PRESIDENT

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Section 1: PRIMARY FUNCTION

58. The President shall serve as the chief executive officer of the Association with responsibility for providing leadership and coordination for all aspects of its program and operations.

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Section 2: DUTIES

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a. To preside at all official business meetings of the Association.

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b. To appoint members and chair for Association standing committees, ad hoc committees, task forces, and commissions created and/or approved by the Executive Board in accordance with the powers granted to the President by ARTICLE VIII - COMMITTEES AND COMMISSIONS, of these Bylaws.

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~~c. To serve as ex-officio member of all committees and commissions or to delegate this responsibility to other members of the Executive Board.~~

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d. To give leadership to the implementation of Association resolutions and position papers, policies established by the Executive Board and the provisions of the Association Constitution, and cause to be considered by the Executive Board those resolutions presented and adopted by component groups.

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e. To maintain close liaison with the Presidents of the component groups, and with them, promote the unity of all members while preserving the autonomy of the component groups.

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f. To make executive decisions for the Association in emergency situations and present these to the Executive Board for confirmation when appropriate.

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g. To represent the Association publicly and serve as official spokesman for its program and policies.

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h. To annually prepare a written evaluation of the Executive Director after consultation with the Executive Committee.

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i. Serve as a member of the Washington School Principals' Education Foundation Board of Directors.

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ARTICLE IV - THE PRESIDENT-ELECT

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Section 1: PRIMARY FUNCTION

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The President-elect shall assist in all matters relating to the function of the President to prepare for assuming that position at the beginning of the next Association year.

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Section 2: DUTIES

101.

a. To preside at all official meetings of the Association if the President is absent.

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103.

b. To study thoroughly and continuously the program and operations of the Association in preparation for assuming the office of President.

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106.

~~c. To supervise and coordinate the activities of committees and commissions.~~

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108.

d. To solicit and compile resolutions and/or position papers to be considered by the Association.

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- 110.
- 111. e. To assume any other duties delegated by the President.
- 112.

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114. ARTICLE V - THE PAST PRESIDENT

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116. Section 1: PRIMARY FUNCTION

117. The Past President of the Association immediately following his or her incumbency and
118. for a period of one year, shall continue to be a member of the Executive Committee
119. and the Board contributing the expertise gained while serving as the chief executive
120. officer of the Association.

121.

122. Section 2: DUTIES

- 123. a. To attend official meetings of the Executive Committee and the Board.
- 124.
- 125. b. To assume any responsibilities delegated by the President.
- 126.
- 127. c. To give continuous scrutiny to the Bylaws and Constitution, and make
128. recommendations for any changes that appear necessary.
- 129.
- 130. d. ~~To serve as Association liaison to the State Board of Education.~~
To lead the orientation of new board members.
- 131.
- 132. e. To serve as a member of the Washington School Principals' Education Foundation
133. Board of Directors.
- 134.
- 135.

136. ARTICLE VI - THE COMPONENT GROUP REPRESENTATIVES

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138. Section 1: PRIMARY FUNCTION

139. The Component Group Representatives, which include President, President-elect, Past Presi-
140. dent, and Three-Year Representative from each component group, shall serve on the ~~Execu-~~
141. ~~tive~~ Board to assure a balance of input from the level of educational leadership represented by
142. each component group.

143.

144. Section 2: DUTIES

- 145. a. To represent their groups on the Association ~~Executive~~ Board.
- 146.
- 147. b. To provide liaison between the Association and their component boards.
- 148.
- 149. c. To encourage professional activity among members of their component groups.
- 150.
- 151. d. To promote membership in the Association and active participation in its program.
- 152.
- 153. e. To carry out duties assigned by the President
- 154.

155. Section 3: SPECIAL DUTIES OF COMPONENT GROUP PRESIDENTS

- 156. a. To be the official spokesperson for their component groups in interpretation of positions
157. on issues at meetings of the ~~Executive~~ Board and Executive Committee.
- 158.
- 159. b. To recommend members to the President for appointment to Association committees
160. and commissions.
- 161.
- 162. c. To provide liaison between the Association ~~Executive~~ Board and the membership.
- 163.

164. Section 4: ADDITIONAL COMPONENT GROUP REPRESENTATION

165. During such time as a current component group representative may be serving as an AWSP

166. officer, the component president shall appoint a current or former component ~~executive~~ board
167. officer to serve as a component representative until such time as the natural rotation
168. automatically fills the vacancy, thus maintaining four (4) component votes.

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171. ARTICLE VII - THE EXECUTIVE DIRECTOR

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173. Section 1: PRIMARY FUNCTION

174. To serve the Association as its employed administrator in all matters relating to the management,
175. professional, legislative, communication, and public relations aspects of the organization. These
176. functions may be delegated as necessary.

177.

178. Section 2: MANAGEMENT DUTIES

179. a. To maintain and preserve records including financial, membership and all proceedings
180. of the Association and the ~~Executive~~ Board and serve as the secretary/treasurer of the
181. Association.

182.

183. b. To conduct regular correspondence of the Association.

184.

185. c. To be responsible for editing and distribution of routine Association publications.

186.

187. d. To compile and keep current a complete list of all committee appointments.

188.

189. e. To notify the ~~Executive~~ Board members of all meetings, general and special.

190.

191. f. To be responsible for the management operations of the office including:

192.

(1) Employ and terminate employment of office staff.

193.

(2) Prepare an office structure chart with job descriptions to be presented to the
194. ~~Executive~~ Board for approval.

195.

(3) Supervise and evaluate the work of the office staff who are directly responsible
196. to him. All grievances should be brought to the attention of the Executive
197. Director by those employed within the Association's office. Should
198. individuals feel additional consideration should be given to their
199. problem, a letter should be forwarded to the Association's President
200. with a statement of the problem. This would be brought to the
201. attention of the Executive Committee for its disposition.

202.

(4) Provide office staff opportunity to air any grievances and to voice these
203. to the President if they cannot be resolved.

204.

205. g. To participate in the preparation of an annual budget for approval by the ~~Executive~~
206. Board.

207.

208. h. To prepare and submit the status of the budget to the ~~Executive~~ Board at regular and
209. special meetings.

210.

211. i. To be in attendance at all Association ~~Executive~~ Board meetings.

212.

213. j. To be a spokesperson for the organization within the framework that:

214.

(1) Recognition shall be given that the President is the official interpreter and
215. spokesman of the Association.

216.

(2) Speaking and interpreting shall be guided by Association policy positions.

217.

(3) The President's opinion shall be sought on sensitive matters.

218.

219. k. To devote energies to retaining and increasing the membership of the organization.

220.

221. l. To recommend to the ~~Executive~~ Board needed policy considerations.

222.

223. m. To serve as ex-officio member of the ~~Executive~~ Board and Executive Committee.
224.
225. n. To be the Executive Director to the three component groups.
226.
227. o. To be responsible to the Presidents of the three component organizations for activities
228. to be conducted on behalf of the component groups.
229.

230. Section 3: LEGISLATIVE DUTIES

231. a. To coordinate the Association's legislative program as developed by the Legislation
232. Committee and approved by the ~~Executive~~ Board.
233.
234. b. To serve as the Association's legislative representative during sessions with the State
235. Legislature.
236.
237. c. To provide assistance in the development of legislation to be initiated by the
238. Association.
239.
240. d. To assist the Chair of the Legislation Committee in coordinating legislative liaison
241. activities with other agencies and organizations.
242.
243. e. To inform the membership on the status of legislation through written and spoken
244. communications.
245.

246. Section 4: PROFESSIONAL DUTIES

247. a. To keep current with recent developments affecting the principal's role in the school.
248.
249. b. To provide background information and working papers for active committees and
250. commissions.
251.
252. c. To promote strong regional and local organizations and help them with development
253. of professional programs.
254.
255. d. To conduct studies on topics of current interest to members.
256.
257. e. To represent the Association in a wide variety of educational activities in the state
258. and nation.
259.
260. f. To attend meetings of state and national associations and organizations in order that the
261. Association may benefit from this wide base of knowledge and experience. ~~Out-of-~~
~~262. state meetings are to be approved by the Executive Board.~~

263.

264. Section 5: COMMUNICATION AND PUBLIC RELATIONS DUTIES

265. a. To plan and expedite a broad public relations program which shall include working
266. closely with the news media, legislature and other educational organizations.

267.

268. b. To publish the Association newsletter and other bulletins for distribution to the
269. membership.

270.

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272. ARTICLE VIII - COMMITTEES AND COMMISSION

273.

274. Section 1: PRIMARY FUNCTION

275. Association committees shall be considered the core of all activity designed to achieve
276. the purposes of the Association. Association members contribute their organizational and
277. leadership skills and experience through service on committees.

278.

279. Section 2: STANDING COMMITTEES AND COMMISSION

280. ~~a. The standing committees of the Association shall be:~~

281.

282. ~~(1) Professional Development~~

283.

284. ~~(2) Budget~~

285.

286. ~~(3) Legislation~~

287.

288. ~~b. The standing commission of the Association shall be the Professional Responsibilities~~

289. ~~and Rights Commission.~~

290.

291. c. The task responsibilities for each standing committee shall be developed by that
292. committee and submitted to the ~~Executive~~ Board for approval.

293.

294. d. Committee structure shall be guided by the following:

295.

296. (1) The number of committee members will be determined by the President, with
297. the approval of the ~~Executive~~ Board.

298.

299. (2) Selection of committee members shall be made by the Association President.
300. Component Presidents shall be consulted for appointment of members
301. to committees.

302.

303. (3) Members shall serve on a committee for three years with one-third of the
304. committee retiring each year.

305.

306. (4) The chair of a committee shall be appointed by the Association President.

307.

308. (5) The incoming Association President shall have the authority to review chair
309. positions at the beginning of the term of office and to re-appoint or
310. appoint chairs for the Association year.

311.

312. ~~(6) A committee chair shall prepare a written report to be presented to the~~

313. ~~Executive Board prior to the annual conference, and shall make such~~

314. ~~other progress reports as required by the President.~~

315.

316. (7) Committee activities including those of ad hoc committees shall be coordinated
317. by the President-elect.

318.

319. Section 3: AD HOC COMMITTEES

320.

321. a. Ad hoc committees shall be established by the president with the approval of the
322. Association ~~Executive~~ Board.

323.

324. b. Ad hoc committees shall consider the task for which the committee is appointed and
325. appropriate equal representation from each component group and geographical
326. distribution shall be considered in the appointment of members to serve on ad hoc
327. committees.

328.

329.

330.

320. c. ~~Selection~~ **Appointment** of committee members shall be made by the President. Component
321. Presidents shall be consulted in these appointments.
322.
323. d. The chair shall be appointed by the President.
324.
325. c. The committee chair shall submit periodic progress reports to the President
326. and a final report to the ~~Executive~~ Board when the task of the committee has been
327. completed.
328.

329. Section 4: SPECIAL COMPOSITION OF BUDGET COMMITTEE

330. a. The Budget Committee will include the **Budget Chair**, President-elect, the component Presidents-
elect,
331. and the Three-Year Representatives from the component groups. The President will serve
332. as an ex-officio member of the committee. The budget chair is a three-year position and rotates
333. among the component groups. **This position is appointed by the President.**
334.

335. ARTICLE IX - RESOLUTIONS/POSITION PAPERS

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337. Section 1: COMPONENT GROUPS RESOLUTIONS/POSITION PAPERS

338. a. It shall be the responsibility of the Association ~~Executive~~ Board to expedite and act
339. upon resolutions/position papers passed by the component groups.
340.
341. b. In fulfilling this responsibility, the following procedures shall be followed:
342. 1. Copies of component resolutions/position papers shall be exchanged with
343. all components for their information, consideration and discussion.
344. 2. Appropriate resolutions/position papers passed by components shall be
345. submitted to the Association.
346. 3. The ~~Executive~~ Board shall review the resolutions/position papers and
347. make proper disposition of them.
348.
349.

350. ARTICLE X - POSITION PAPERS

351.
352. Section 1:

353. In its support of the advancement of education for all students, the Association shall establish
354. official positions on issues important to achieving this goal.
355.

356. Section 2:

357. Official position statements of the Association shall be executed in writing and shall be
358. designated as Position Papers.
359.

360. Section 3:

361. Position Papers officially adopted shall be assigned numbers in order of adoption.
362.

363. Section 4:

364. A position paper may be generated for official consideration by:

365. a. An issue addressed by a resolution adopted by a component organization;
366.
367. b. The ~~Executive~~ Board of a component organization;
368.
369. c. An Association standing committee;
370.
371. d. An officially appointed ad hoc committee on a specified subject;
372.
373. e. The Association Executive Committee and/or Board.
374.

375. Section 5:

376. Position Papers may be submitted for consideration and action of the **Executive** Board
377. at any regular or special meeting.

378.

379. Section 6:

380. The Executive Board members shall be furnished proposed position papers thirty (30) calendar
381. days prior to the Board meeting at which official consideration will be given.

382.

383. Section 7:

384. In its consideration the Board may act to recommend position papers to the membership
385. at the next succeeding Annual Meeting in June for final action. Adoption of position papers shall
386. require a majority vote of those attending the Annual Meeting.

387.

388. Section 8:

389. In the event any position paper requires more immediate action than specified in Section 7
390. above, the **Executive** Board may adopt a position paper for temporary implementation.
391. This action will be subject to ratification at the next Annual Meeting in June.

392.

393. Section 9:

394. Official position papers of AWSP shall be reviewed annually at the spring Board meeting
395. which shall have the authority to remove or amend them as official positions of the
396. Association. A majority vote of the Board will be required.

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ARTICLE XIII - FINANCE

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401. Section 1: DUES AND NEWSLETTER

402. Annual dues shall include a subscription to the official publications of the Association. ~~The~~
403. ~~Principal News-~~

404.

405. Section 2: FINANCIAL OVERSIGHT

406. The Association shall have an annual compilation of its financial records performed by an independent
407. accounting firm. The Association is required to prepare consolidated
408. financial statements with Washington School Principals' Education Foundation (WSPEF)
409. annually. The preparation of consolidated statements will be either a review or an audit.
410. Audits are recommended every three to five years with a review in non audit years.
411. Reviews and audits are prepared by an independent accounting firm.

412.

413. Section 3:

414. The **Executive** Board shall determine the method of auditing.

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ARTICLE XIII - AMENDMENTS

418.

419. Section 1:

420. Amendments to the Bylaws must be presented in writing to the **Executive** Board thirty (30)
421. calendar days prior to voting on the amendment. These Bylaws may be amended
422. by majority vote at an official meeting of the **Executive** Board.

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