

ASSOCIATION OF WASHINGTON MIDDLE LEVEL PRINCIPALS

BYLAWS

ARTICLE I — MEMBERSHIP

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3 Section 1: **Active** membership requires persons to hold a valid state of Washington school principal's
4 credential and be actively engaged in administration in middle level schools or employed in professional work
5 related to middle level school administration.
6

7 Section 2: **Associate** membership is reserved for all persons who are not eligible for active or retired
8 membership.
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10 Section 3: **Retired** membership is reserved for former members who have retired from
11 education.
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13 Section 4: **Associate** or retired members may not vote or hold office in this organization.
14

ARTICLE II — EXECUTIVE OFFICERS

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17 Section 1: Executive officers will assume office on July 1, and their term of office will end the following June
18 30.
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20 Section 2: The duties of the executive officers shall be:

21 A. President

- 22 1. To call and preside at all meetings of AWMLP—general, Executive Committee and
23 Board of Directors.
- 24 2. To appoint members to AWMLP committees with the advise and approval of the
25 Executive Committee.
- 26 3. To serve as a member and attend meetings of the Executive Committee and the
27 Executive Board of the Association of Washington School Principals (AWSP)
28 according to the operating procedures of AWSP.
- 29 4. To serve as a member and attend meetings of the Washington School Principals
30 Education Foundation (WSPEF) Board according to the operating procedures of
31 WSPEF.
32

33 B. President-elect

- 34 1. To be present at all general, Executive Committee and Board of Directors'
35 meetings of AWMLP; to assist the President; and to preside at all meetings of
36 AWMLP in the absence of the President.
- 37 2. To assume the responsibilities of the president on July 1 with the formal passing of
38 the gavel at the fall board meeting.
- 39 3. To become acquainted with the duties and responsibilities of President.
- 40 4. To serve as a member and attend meetings of the AWSP Executive Board
41 according to the operating procedures of AWSP.
- 42 5. To participate in the ad hoc committees appointed by the AWMLP President.
- 43 6. To serve as election officer for all annual elections.
- 44 7. To perform other duties requested by the President or Board of Directors.
45

46 C. Vice President

- 47 1. To serve as a member and attend the meetings of the AWMLP Board of Directors
48 and Executive Committee.
- 49 2. To use his/her expertise to further the purposes of the organization and assist the
50 president in the performance of his/her duties.

- 51 3. To assume the office of President-elect following the one-year term as Vice
- 52 President.
- 53 4. To serve as AWMLP representative to the AWSP fall conference planning
- 54 committee. Responsibility begins during the Vice President term of office. The
- 55 conference occurs at the beginning of the President-elect term.
- 56

57 D. Immediate Past President

- 58 1. To serve on the AWMLP Executive Committee and Board of Directors for one
- 59 year following the term of office as President.
- 60 2. To serve as a member and attend meetings of the AWSP Executive Board for one
- 61 year following the term of office as President.
- 62 3. To serve as a resource mentor to the Executive Committee and to the Board of
- 63 Directors.
- 64

65 ARTICLE III — EXECUTIVE COMMITTEE

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67 Section 1: The Executive Committee of AWMLP shall consist of the Executive Officers; President, President-
68 elect, Vice President and Immediate Past President, and three additional officers; Association of Washington
69 School Principals' Representative (hereinafter known as the Three-Year AWSP Representative), National
70 Association of Secondary School Principals' Coordinator (hereinafter known as the NASSP Coordinator) and
71 Regional Director Representative.

72
73 Section 2: Duties of the Three-Year AWSP Representative:

- 74 A. To serve as a member and attend the meetings of the AWMLP Board of Directors and
- 75 Executive Committee.
- 76 B. To serve as a member and attend meetings of the AWSP Executive Board of Directors.
- 77 C. To serve as a member and attend meetings of the AWSP Budget Committee.
- 78 D. To report to the AWMLP Board of Directors on the business and decisions of the
- 79 AWSP Executive Board.
- 80 E. To notify the AWMLP President of the need for the selection of the AWSP President-
- 81 elect.
- 82 F. To serve as AWMLP Treasurer by:
- 83 1. Preparing a preliminary and final budget.
- 84 2. Presenting all budgets to the Board of Directors for approval.
- 85 3. Reporting the current status of the budget at each Board of Directors meeting.
- 86 4. To review annually the AWMLP budget with the office staff and to make
- 87 recommendations as needed.
- 88

89 Section 3: Duties of the NASSP Coordinator:

- 90 A. To serve as a member and attend meetings of the AWMLP Board of Directors and
- 91 Executive Committee.
- 92 B. To be the official AWMLP spokesperson for NASSP within the state.
- 93 C. To serve as liaison between AWMLP and NASSP.
- 94 D. To advise the Board of Directors of NASSP policies and programs.
- 95 E. To coordinate all official communications between AWMLP and NASSP.
- 96 F. To attend NASSP national meetings/conventions as AWMLP's delegate.
- 97 G. To help coordinate state attendance and activities at the annual NASSP convention.
- 98 H. To work with the AWMLP President to coordinate AWMLP/Washington Association
- 99 of Secondary School Principals (hereinafter known as WASSP)/NASSP business.
- 100
- 101

102 Section 4: Duties of the Regional Director Representative shall be:

- 103 A. To serve as a member and attend meetings of the AWMLP Board of Directors and
- 104 Executive Committee.
- 105 B. To serve as a liaison between the Executive Committee and Regional Directors.
- 106 C. To provide orientation, support, resources and mentoring to AWMLP Regional
- 107 Directors.

108
109 Section 5: The Three-Year AWSP Representative, NASSP Coordinator, and Regional Director
110 Representative shall take office on July 1 following their elections, and will finish their term of office on June
111 30.

112
113 Section 6: Duties of the Executive Committee shall be:

- 114 A. To act upon the decisions of the AWMLP Board of Directors.
- 115 B. To confirm the committee assignments as recommended by the President.

116
117 ARTICLE IV — AWMLP BOARD OF DIRECTORS

118
119 Section 1: The members of the AWMLP Board of Directors shall consist of the President, President-elect,
120 Vice President, Immediate Past President, Regional Directors, Three-Year AWSP Representative, NASSP
121 Coordinator, Regional Director Representative, WIAA Middle Level Representative, Middle Level Student
122 Leadership Committee Chair, At Large Representative, Middle Level Principal of the Year, and Immediate
123 Past Middle Level Principal of the Year.

124
125 Section 2: Ex-officio members shall include AWSP Executive Director or designee, Office of Superintendent
126 of Public Instruction (hereinafter known as OSPI) Liaison and additional liaisons as appointed.

127
128 Section 3: Duties of the Board of Directors (voting members) shall be:

- 129 A. To determine the policies of AWMLP and report the actions of the Board of Directors
- 130 to the membership at the annual conference.
- 131 B. To serve as a nominating committee for elections.
- 132 C. To confirm all committees appointed by the President.
- 133 D. To take action on all committee reports and recommendations.
- 134 E. To set the annual dues structure.
- 135 F. To make additions, deletions or changes in the regional structure.
- 136 G. To elect a Three-Year AWSP Representative at the spring Board of Directors meeting.
- 137 H. To elect a NASSP Coordinator at the spring Board of Directors meeting.
- 138 I. In the event that an elected officer of AWMLP can no longer meet the qualifications of
- 139 membership or is otherwise unable to serve, the Executive Committee shall recommend
- 140 to the Board of Directors an appropriate course of action to fill the vacancy.
- 141 J. To select the AWSP President-elect every three years, who then becomes the AWSP
- 142 President. WASSP and Elementary School Principals Association of Washington
- 143 (hereinafter known as ESPAW) Boards select the AWSP President-elect for the two
- 144 intervening years.
- 145 1. Eligibility and Process:
- 146 a. To be eligible for AWSP President-elect, individuals must presently serve or
- 147 have served on the AWSP Executive Board and not be scheduled to serve as
- 148 AWMLP President or President-elect the same year as he/she would serve as
- 149 AWSP President.
- 150 b. The AWMLP Board of Directors shall nominate the AWSP President-elect
- 151 according to the rotation as outlined in the AWSP Constitution.

- 152 c. The AWMLP Board of Directors shall submit to the AWSP Executive Board
- 153 (at least one year prior to the date that their nominee for AWSP President
- 154 will assume that office) its nominee for AWSP President-elect.
- 155 d. The list of eligible candidates will be presented to the AWMLP Board of
- 156 Directors at its winter meeting by the AWMLP Executive Committee.
- 157 e. The selection of AWSP President-elect shall be held at the AWMLP spring
- 158 board meeting.
- 159

160 ARTICLE V — REGIONAL DIRECTORS

161
162 Section 1: Regional Directors will be elected by the membership within each region for three-year terms and
163 shall not serve more than two successive full terms of office.

164
165 Section 2: New Regional Directors will be elected within 90 days of vacancy and the name shall be reported
166 to the President.

167
168 Section 3: The duties of a Regional Director shall be:

- 169 A. To represent his/her region on the Board of Directors.
- 170 B. To serve as a member and attend meetings of the Board of Directors.
- 171 C. To make an annual report of regional activities.
- 172 D. To disseminate information from the Board of Directors meetings to region members.
- 173 E. To encourage membership in AWSP/AWMLP and active participation in their
- 174 programs and conferences.
- 175 F. To encourage continuous professional activity among principals in his/her region.
- 176 G. To coordinate regional elections to select a Regional Director for a three-year term of
- 177 office. The Regional Director term of office will begin at the first fall meeting following
- 178 his/her election.
- 179 H. To annually coordinate regional elections for the selection of principal and assistant
- 180 principal of the year.
- 181 I. To notify the AWMLP Executive Committee of any need for redistricting.

182
183 ARTICLE VI — EXECUTIVE DIRECTOR

184
185 Section 1: Duties of the Executive Director (or designee) shall be:

- 186 A. To maintain and preserve records of AWMLP meetings and other business.
- 187 B. To conduct regular correspondence of AWMLP.
- 188 C. To serve as an ex-officio member of the AWMLP Board of Directors and Executive
- 189 Committee.
- 190 D. To perform other duties as requested by the AWMLP President, Executive Committee
- 191 and/or Board of Directors.
- 192

193 ARTICLE VII — ELECTIONS

194
195 Section 1: The AWMLP President-elect will serve as the election officer.

196
197 Section 2: Vice President Election

- 198 A. AWMLP will annually hold an election for Vice President; the Vice President will be
- 199 selected in alternating years from western and eastern Washington.
- 200 B. The President-elect will call for nominations for the position of Vice President at the
- 201 winter meeting of the Board of Directors.

- 202 C. Not more than two candidates for the position of Vice President shall be nominated by
- 203 the Board of Directors at their spring meeting and placed on a ballot for a vote of the
- 204 Association membership.
- 205 D. Vice President electronic ballots will be e-mailed to all AWMLP members following
- 206 the spring Board of Directors meeting.
- 207 E. Ballots must be tallied by June 15. Election results will be communicated in writing to
- 208 the candidates on or before July 1.
- 209 F. Results of the Vice President election will be announced in the first fall issue of
- 210 Principal Matters.
- 211

212 Section 3: Three-Year AWSP Representative Election

- 213 A. The President-elect will call for nominations for the position of Three-Year AWSP
- 214 Representative at the winter meeting of the Board of Directors.
- 215 B. The Three-Year AWSP Representative will be elected by the Board of Directors at their
- 216 spring meeting to a three-year term of office.
- 217 C. In order to serve in the position, the candidate must currently or previously have served
- 218 on the AWMLP Board of Directors. There is no limit on the number of terms a person
- 219 may hold the position; however, no more than two full terms may be successive.
- 220

221 Section 4: NASSP Coordinator Election

- 222 A. The President-elect will call for nominations for the position of NASSP Coordinator at
- 223 the winter meeting of the Board of Directors.
- 224 B. The NASSP Coordinator will be elected by the Board of Directors at their spring
- 225 meeting to a three-year term of office.
- 226 C. In order to serve in the position, the candidate must currently or previously have served
- 227 on the AWMLP Board of Directors. There is no limit on the number of terms a person
- 228 may hold the position; however, no more than two full terms may be successive.
- 229

230 Section 5: Regional Director Representative Election

- 231 A. The President-elect will call for nominations for the position of Regional Director
- 232 Representative at the winter meeting of the Board of Directors.
- 233 B. The Regional Director Representative will be elected by the Board of Directors at their
- 234 spring meeting to a three-year term of office.
- 235 C. In order to serve in the position, the candidate must currently or previously have served
- 236 on the Board of Directors. There is no limit on the number of terms a person may hold
- 237 the position; however, no more than two full terms may be successive.
- 238

239 Section 6: WIAA Representative

- 240 A. The WIAA Representative will be appointed by the AWMLP Executive Committee for
- 241 a three-year term.
- 242 B. There is no limit on the number of terms a person may hold the position; however no
- 243 more than two full terms may be successive.
- 244

245 Section 7: Student Leadership Committee Chair

- 246 A. Upon recommendation of the Middle Level Student Leadership Committee, the
- 247 AWMLP Executive Committee shall appoint the Middle Level Student Leadership
- 248 Committee chair.
- 249

250 Section 8: At Large Representative

- 251 A. The At Large Representative shall be appointed by the AWMLP Executive Committee
- 252 for a three-year term.

- 253 B. The At Large Representative shall be selected from under-represented membership
- 254 groups on the board.
- 255 C. There is no limit on the number of terms a person may hold the position; however no
- 256 more than two full terms may be successive.
- 257

258 ARTICLE VIII — STANDING COMMITTEES AND AD HOC COMMITTEES

259

260 Section 1: Standing Committees

- 261 A. Middle Level Student Leadership Committee
- 262 1. Statement of Purpose
- 263 a. Provide training opportunities for middle level students and advisers in
- 264 leadership techniques.
- 265 b. Coordinate and advise the middle level programs of the Washington
- 266 Association of Student Councils (WASC).
- 267 c. Provide a continuing program of student workshops and conferences for
- 268 middle level students.
- 269 d. Provide opportunities for responsible student involvement in and advice to
- 270 educational and professional groups regarding the middle level student.
- 271
- 272 2. Membership
- 273 a. Sitting members of the committee will be current middle level principals or
- 274 assistant principals as well as AWMLP members representing five
- 275 geographic areas of Washington state; northwest, northeast, southeast,
- 276 southwest and central.
- 277 b. One committee chair; in addition to the five sitting members.
- 278
- 279 3. Committee Responsibilities
- 280 a. Meet twice each school year to set policy and give middle level student
- 281 leadership program direction.
- 282 b. Serve a three-year term.
- 283 c. Promote programs within designated state regions.
- 284 d. Two members meet once yearly with the high school leadership committee to
- 285 establish the Washington State Student Leadership Program annual budget.
- 286 e. Report twice each year to the AWMLP Board of Directors.
- 287

288 Section 2: Ad Hoc Committees

- 289 A. Ad Hoc committees may be appointed by the AWMLP President and/or Board of
- 290 Directors as needed.
- 291

292 ARTICLE IX — BUDGETARY SUPPORT OF AWMLP PROGRAMS

293

294 Section 1: NASSP Convention Registration Scholarships

- 295 A. Support up to two members of the AWMLP Board of Directors for an amount to partially
- 296 cover their attendance at the NASSP Convention. The amount of the scholarship will be
- 297 determined by the AWMLP Board of Directors during their annual budget approval process.
- 298 Board members who are in their second year of service will be eligible, with the exception of
- 299 those that are currently in the officer rotation and the NASSP Coordinator.
- 300 B. Should more than two eligible members of the Board wish to access this option, attendees will
- 301 be determined by lottery.
- 302 C. Board members will be eligible to access this opportunity one time during their tenure on the
- 303 Board of Directors. Exceptions will be made if there are fewer than two eligible members

304 wishing to access scholarship dollars. To utilize both scholarships, board members who have
305 served more than two years will be eligible to access this opportunity by a lottery process.
306

307 Section 2: Board Meeting Professional Development Presenter Appreciation

308 A. Presenters will receive an honorarium and letter of appreciation for their contributions
309 to professional development at AWMLP Board of Director meetings. The honorarium
310 amounts will be determined annually as part of the budget approval process.
311

312 Section 3: Brian Barker Legacy Scholarship for Chewelah Peak Learning Center

313 A. An annual scholarship will be awarded for an eastern Washington school to send a team
314 of students to a middle level leadership program at Chewelah Peak Learning Center. The
315 amount of the scholarship will be determined by the AWMLP Board of Directors during
316 their annual budget approval process.

- 317 1. This scholarship is offered in conjunction with the Association of Washington
318 School Principals' Student Leadership Program, which will supplement the
319 amount of the scholarship.
- 320 2. School selection will be by rotation within the following AWMLP Board of
321 Director's regions: North Central Region, Three Rivers Region, Greater Yakima
322 Valley Region, and Inland Empire Region.
- 323 3. School selection will be submitted by May 1 using a process of the region's
324 choice.
- 325 4. If a school from within the region cannot attend a program at Chewelah Peak
326 Learning Center, the scholarship opportunity will be open for any school within
327 eastern Washington.
328

329 Section 4: AWMLP Western Washington Student Leadership Scholarship

330 A. An annual scholarship will be awarded to a school or group of schools in one of the
331 AWMLP Regions to pay the registration fees to send a team of students to an AWSP
332 sponsored middle level student leadership program.

- 333 1. The amount of the scholarship will be determined by the AWMLP Board of
334 Directors during their annual budget approval process.
- 335 2. This scholarship is offered in conjunction with the Association of Washington
336 School Principals' Student Leadership Program, which will supplement the
337 amount of the scholarship.
- 338 3. This scholarship can be used by one school or multiple schools within the region
339 based upon the selection process established by the region.
- 340 4. School(s) selection will be by rotation within the following regions located in
341 western Washington: Black Hills, East Pierce County, Kingco North, Kingco
342 South, Northwest, Olympic, St. Helens, Seattle, Sno-Isle, South King County,
343 West Pierce County.
- 344 5. School(s) selection will be submitted by May 1.
- 345 6. If no school(s) from within the region chose to utilize this scholarship, the
346 scholarship will be made available to the other regions in western Washington.
347

348 Section 5: Middle Level Student Leadership Committee

349 A. Financial support for committee activities will be provided by the Washington state
350 Student Leadership Committee. AWMLP will continue to support the Washington state
351 Student Leadership Program with a line item in their annual budget.
352

353 Section 6: Bob Mars Scholarship

354 A. Financial support for an annual scholarship to a middle level intern to help cover
355 expenses for attendance at one of the three AWSP-sponsored state conferences or any

356 AWSP professional development workshop in the memory of Bob Mars. The amount of
357 the scholarship will be determined by the AWMLP Board of Directors during their
358 annual budget approval process.
359

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361 Revised: November 1992
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