ASSOCIATION OF WASHINGTON SCHOOL PRINCIPALS
BYLAWS

ARTICLE I - THE EXECUTIVE BOARD

3. Section 1: PRIMARY FUNCTION
4. 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.

7. Section 2: DUTIES
9. a. To meet on a regular basis as required by the Constitution or upon special call of the President.
12. 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.
16. c. To decide upon those policy actions taken at official board meetings which require ratification of the membership and establish procedures for such ratification.
19. d. To review and adopt an annual budget.
21. 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.
25. 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.
30. 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

36. Section 1: PRIMARY FUNCTION
38. 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.

42. Section 2: DUTIES
43. 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.
46. b. To present its actions, when appropriate, to the Executive Board for approval at the next regular meeting of that body.
49. 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.
d. To assist annually in the evaluation of the Executive Director.

ARTICLE III - THE PRESIDENT

Section 1: PRIMARY FUNCTION

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.

Section 2: DUTIES

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

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.

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

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.

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.

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

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

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

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

ARTICLE IV - THE PRESIDENT-ELECT

Section 1: PRIMARY FUNCTION

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.

Section 2: DUTIES

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

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

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

d. To solicit and compile resolutions and/or position papers to be considered by the Association.
ARTICLE V - THE PAST PRESIDENT

Section 1: PRIMARY FUNCTION
The Past President of the Association immediately following his or her incumbency and for a period of one year, shall continue to be a member of the Executive Committee and the Board contributing the expertise gained while serving as the chief executive officer of the Association.

Section 2: DUTIES
a. To attend official meetings of the Executive Committee and the Board.
b. To assume any responsibilities delegated by the President.
c. To give continuous scrutiny to the Bylaws and Constitution, and make recommendations for any changes that appear necessary.
d. To serve as Association liaison to the State Board of Education. To lead the orientation of new board members.
e. To serve as a member of the Washington School Principals’ Education Foundation Board of Directors.

ARTICLE VI - THE COMPONENT GROUP REPRESENTATIVES

Section 1: PRIMARY FUNCTION
The Component Group Representatives, which include President, President-elect, Past President, and Three-Year Representative from each component group, shall serve on the Executive Board to assure a balance of input from the level of educational leadership represented by each component group.

Section 2: DUTIES
a. To represent their groups on the Association Executive Board.
b. To provide liaison between the Association and their component boards.
c. To encourage professional activity among members of their component groups.
d. To promote membership in the Association and active participation in its program.
e. To carry out duties assigned by the President

Section 3: SPECIAL DUTIES OF COMPONENT GROUP PRESIDENTS
a. To be the official spokesperson for their component groups in interpretation of positions on issues at meetings of the Executive Board and Executive Committee.
b. To recommend members to the President for appointment to Association committees and commissions.
c. To provide liaison between the Association Executive Board and the membership.

Section 4: ADDITIONAL COMPONENT GROUP REPRESENTATION
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.

ARTICLE VII - THE EXECUTIVE DIRECTOR

Section 1: PRIMARY FUNCTION
173. To serve the Association as its employed administrator in all matters relating to the management,
174. professional, legislative, communication, and public relations aspects of the organization. These
175. functions may be delegated as necessary.

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
182. b. To conduct regular correspondence of the Association.
184. c. To be responsible for editing and distribution of routine Association publications.
186. d. To compile and keep current a complete list of all committee appointments.
188. e. To notify the Executive Board members of all meetings, general and special.
190. 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.
205. g. To participate in the preparation of an annual budget for approval by the Executive
206. Board.
207. h. To prepare and submit the status of the budget to the Executive Board at regular and
209. special meetings.
210. i. To be in attendance at all Association Executive Board meetings.
212. 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
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. k. To devote energies to retaining and increasing the membership of the organization.
220. l. To recommend to the Executive Board needed policy considerations.
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 to be conducted on behalf of the component groups.

228.

229. Section 3: LEGISLATIVE DUTIES

230. a. To coordinate the Association's legislative program as developed by the Legislation Committee and approved by the Executive Board.

231.

232. b. To serve as the Association's legislative representative during sessions with the State Legislature.

233.

234. c. To provide assistance in the development of legislation to be initiated by the Association.

235.

236. d. To assist the Chair of the Legislation Committee in coordinating legislative liaison activities with other agencies and organizations.

237.

238. e. To inform the membership on the status of legislation through written and spoken communications.

239.

240. Section 4: PROFESSIONAL DUTIES

241. a. To keep current with recent developments affecting the principal's role in the school.

242.

243. b. To provide background information and working papers for active committees and commissions.

244.

245. c. To promote strong regional and local organizations and help them with development of professional programs.

246.

247. d. To conduct studies on topics of current interest to members.

248.

249. e. To represent the Association in a wide variety of educational activities in the state and nation.

250.

251. f. To attend meetings of state and national associations and organizations in order that the Association may benefit from this wide base of knowledge and experience. Out-of-state meetings are to be approved by the Executive Board.
Section 5: COMMUNICATION AND PUBLIC RELATIONS DUTIES

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

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

ARTICLE VIII - COMMITTEES AND COMMISSION

Section 1: PRIMARY FUNCTION

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

Section 2: STANDING COMMITTEES AND COMMISSION

a. The standing committees of the Association shall be:

   (1) Professional Development
   (2) Budget
   (3) Legislation

b. The standing commission of the Association shall be the Professional Responsibilities and Rights Commission.

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

d. Committee structure shall be guided by the following:

   (1) The number of committee members will be determined by the President, with the approval of the Executive Board.
   (2) Selection of committee members shall be made by the Association President. Component Presidents shall be consulted for appointment of members to committees.
   (3) Members shall serve on a committee for three years with one-third of the committee retiring each year.
   (4) The chair of a committee shall be appointed by the Association President.
   (5) The incoming Association President shall have the authority to review chair positions at the beginning of the term of office and to re-appoint or appoint chairs for the Association year.
   (6) A committee chair shall prepare a written report to be presented to the Executive Board prior to the annual conference, and shall make such other progress reports as required by the President.
   (7) Committee activities including those of ad hoc committees shall be coordinated by the President-elect.

Section 3: AD HOC COMMITTEES

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

b. Ad hoc committees shall consider the task for which the committee is appointed and appropriate equal representation from each component group and geographical distribution shall be considered in the appointment of members to serve on ad hoc committees.
320. c. **Selection Appointment** of committee members shall be made by the President. Component Presidents shall be consulted in these appointments.

321.

322. d. The chair shall be appointed by the President.

323.

324. c. The committee chair shall submit periodic progress reports to the President and a final report to the Executive Board when the task of the committee has been completed.

325.

326. **Section 4: SPECIAL COMPOSITION OF BUDGET COMMITTEE**

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

328.

329. **ARTICLE IX - RESOLUTIONS/POSITION PAPERS**

330. **Section 1: COMPONENT GROUPS RESOLUTIONS/POSITION PAPERS**

331. a. It shall be the responsibility of the Association Executive Board to expedite and act upon resolutions/position papers passed by the component groups.

332.

333. b. In fulfilling this responsibility, the following procedures shall be followed:

334. 1. Copies of component resolutions/position papers shall be exchanged with all components for their information, consideration and discussion.

335. 2. Appropriate resolutions/position papers passed by components shall be submitted to the Association.

336. 3. The Executive Board shall review the resolutions/position papers and make proper disposition of them.

337.

338. **ARTICLE X - POSITION PAPERS**

339. **Section 1:**

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

341.

342. **Section 2:**

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

344.

345. **Section 3:**

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

347.

348. **Section 4:**

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

350. a. An issue addressed by a resolution adopted by a component organization;

351. b. The Executive Board of a component organization;

352. c. An Association standing committee;

353. d. An officially appointed ad hoc committee on a specified subject;

354. e. The Association Executive Committee and/or Board.

355. **Section 5:**
Position Papers may be submitted for consideration and action of the Executive Board at any regular or special meeting.

Section 6:
The Executive Board members shall be furnished proposed position papers thirty (30) calendar days prior to the Board meeting at which official consideration will be given.

Section 7:
In its consideration the Board may act to recommend position papers to the membership at the next succeeding Annual Meeting in June for final action. Adoption of position papers shall require a majority vote of those attending the Annual Meeting.

Section 8:
In the event any position paper requires more immediate action than specified in Section 7 above, the Executive Board may adopt a position paper for temporary implementation. This action will be subject to ratification at the next Annual Meeting in June.

Section 9:
Official position papers of AWSP shall be reviewed annually at the spring Board meeting which shall have the authority to remove or amend them as official positions of the Association. A majority vote of the Board will be required.

ARTICLE XIII - FINANCE

Section 1: DUES AND NEWSLETTER
Annual dues shall include a subscription to the official publications of the Association. The Principal News.

Section 2: FINANCIAL OVERSIGHT
The Association shall have an annual compilation of its financial records performed by an independent accounting firm. The Association is required to prepare consolidated financial statements with Washington School Principals’ Education Foundation (WSPEF) annually. The preparation of consolidated statements will be either a review or an audit. Audits are recommended every three to five years with a review in non-audit years. Reviews and audits are prepared by an independent accounting firm.

Section 3:
The Executive Board shall determine the method of auditing.

ARTICLE XIII - AMENDMENTS

Section 1:
Amendments to the Bylaws must be presented in writing to the Executive Board thirty (30) calendar days prior to voting on the amendment. These Bylaws may be amended by majority vote at an official meeting of the Executive Board.

Adopted as revised by the AWSP Executive Board: September 22, 1983
Adopted as revised by the AWSP Executive Board: June 22, 1996
Adopted as revised by the AWSP Executive Board: January 29, 2005
Adopted as revised by the AWSP Executive Board: January 28, 2006
Adopted as revised by the AWSP Executive Board: April 28, 2011