

1 **WASHINGTON ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS**
2 **BYLAWS**

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4 ARTICLE I – PROCEDURE

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6 Section 1: Robert's Rules of Order (Revised) shall govern all meetings of the association.
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8 ARTICLE II – AMENDMENTS TO BYLAWS
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10 Section 1: Bylaws may be adopted or amended at any regularly scheduled Board meeting
11 by a two-thirds vote of the membership present and voting.
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13 ARTICLE III – ELECTION PROCEDURES
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15 Section 1: The past president shall be responsible for developing a slate of qualified and
16 willing candidates at the winter meeting. Candidates may be recommended by Board
17 members with permission of the nominees. The WASSP Executive Committee and two
18 Board members will review the nominees and recommend one for Board approval at the
19 spring meeting. A majority membership approval vote will follow to finalize the
20 election.
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22 Section 2: The elected WASSP officers (Second Vice President, President-Elect and
23 President) must be practicing building principals.
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25 Section 3: Once elected to WASSP office, should an officer leave the principalship, the
26 Executive Committee shall deliberate as to appropriateness of the officer continuing in
27 office, and shall make a recommendation to the Board for their determination. In
28 general, the Executive Committee shall do what it can to ensure that the WASSP
29 Presidency shall be filled by a building principal. Appointed positions, including
30 WASSP's appointments to AWSP, shall be filled and maintained following the same
31 guidelines.
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33 Section 4: The successful candidate will assume office at the time of ballot validation
34 after the fall meeting of the Board. The incoming President will assume his/her
35 responsibilities as President on July 1.
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37 ARTICLE IV – DUTIES OF OFFICERS
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39 Section 1: President

- 40 1. Official representative of WASSP.
- 41 2. Prepare agenda for Board meetings in cooperation with other officers and Executive
42 Director.
- 43 3. Preside at Executive Committee meetings.
- 44 4. Preside at Board meetings.
- 45 5. Present the next year’s preliminary budget for Board approval at the spring meeting
46 and the final budget for Board approval at the fall meeting.
- 47 6. Member of AWSP Board and Executive Committees.
- 48 7. Represent the Association in NASSP activities and events.

- 49 8. Provide direction, tasks, and appointments for various standing committees and
50 liaisons.
51 9. Provide WASSP news for AWSP newsletter.
52 10. Attend the WASSP Board meetings, the AWSP Washington Educators' Conference
53 and the NASSP Convention for which WASSP pays registration, meals,
54 transportation and lodging in accordance with AWSP policy.
55 11. Attend regional and national meetings as WASSP delegate for which WASSP pays
56 reimbursement for expenses in accordance with AWSP policy.
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58 Section 2: Immediate Past President

- 59 1. Member of AWSP Board.
60 2. Responsible for review/revisions of the constitution, bylaws, and handbook.
61 3. Responsible for developing a slate of qualified and willing candidates for the
62 elections to be held at the fall meeting of the Association.
63 4. Coordinate with the President-elect an orientation for new Board members at the
64 fall meeting.
65 5. Attend the WASSP Board meetings and regional meetings as WASSP's delegate for
66 which WASSP pays reimbursement for expenses in accordance with AWSP
67 policy.
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69 Section 3: President-Elect

- 70 1. Joint responsibility with the President for budget preparation for the upcoming
71 term.
72 2. Jointly coordinate the work of WASSP committees and arrange reporting to Board
73 as necessary.
74 3. Coordinate with the Immediate Past President an orientation for new Board
75 members at the fall meeting.
76 4. Assume the duties of president in his/her absence.
77 5. Member of AWSP Board.
78 6. Represent the Association in NASSP activities and events.
79 7. Attend NASSP regional and national meetings/conventions as WASSP delegate.
80 8. Attend the WASSP Board meetings and the NASSP Convention and the
81 Washington Educators' Conference for which WASSP pays registration, meals,
82 transportation and lodging in accordance with AWSP policy.
83 9. Attend regional and state meetings as WASSP delegate for which WASSP pays
84 reimbursement for expenses in accordance with AWSP policy.
85

86 Section 4: Second Vice President

- 87 1. Non-voting member of AWSP Board. Assumes voting privileges in the absence of
88 an Association voting member.
89 2. Coordinate annual Washington Educators' Conference.
90 3. Coordinate special awards and presentations.
91 4. Coordinate election of Second Vice President.
92

93 Section 5: AWSP Three-Year Representative/ Budget Chairperson

- 94 1. Coordinate WASSP and AWSP activities and relationships.
95 2. Monitor WASSP representation on AWSP committees.
96 3. Report AWSP activities and concerns to Board.

- 97 4. Attend the WASSP Board meetings, AWSP Board and regional meetings as
98 WASSP's delegate for which WASSP/AWSP pays reimbursement for expenses in
99 accordance with AWSP policy.
- 100 5. The term of office for the Three-Year Representative/Budget Chairperson position
101 shall be an appointed three (3) year term, with Board approval, beginning with
102 the September, 1994 Board Meeting.
- 103 6. Work with the Executive Committee and AWSP staff to prepare and make a
104 WASSP budget report for each board meeting.
- 105 7. Assume responsibility for the annual review, development, and approval of the
106 preliminary WASSP budget at the spring board meeting.
- 107 8. Assume responsibility for review, development, and approval of the final WASSP
108 budget at the fall board meeting.
- 109 9. Attend the WASSP board meetings, AWSP and regional meetings as WASSP's
110 delegate for which WASSP/AWSP pays reimbursement for expenses in
111 accordance with AWSP policy.

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113 Section 6: NASSP Coordinator

- 114 1. Serve as a member of the WASSP Board and Executive Committee.
- 115 2. Support the NASSP Principals Legislative Action Center (PLAC), share advocacy
116 information with WASSP members and attend the annual NASSP Advocacy
117 Conference.
- 118 3. Participate as a member of the AWSP Legislative Committee.
- 119 4. Attend NASSP regional and national meetings/conventions as WASSP's delegate
120 for which WASSP pays reimbursement for expenses in accordance with AWSP
121 policy.
- 122 5. Assist in planning the annual NASSP Region VII meeting.
- 123 6. The term of office for the NASSP Coordinator position shall be an appointed three
124 (3) year term, with Board approval, beginning with the September, 1994 Board
125 Meeting.

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127 Section 8: At Large Representative

- 128 1. Serve as an official WASSP voice to the Board for the underrepresented
129 membership.
- 130 2. Maintain contact and communication with the WASSP underrepresented
131 membership groups.
- 132 3. Attend the WASSP Board meetings, AWSP and regional meetings as WASSP's
133 delegate for which WASSP/AWSP pays reimbursement for expenses in
134 accordance with AWSP policy.
- 135 4. Encourage underrepresented members to serve on the Board, liaisons, committees,
136 and task forces.
- 137 5. The office for the At Large Representative position shall be an appointed three (3)
138 year term with Board approval, beginning with the September, 2002 Board
139 Meeting. For the 2001-2002 year, the term will begin as soon after the approval
140 of the constitutional and bylaws change as deemed reasonable by the Executive
141 Committee.

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143 Section 9: Executive Committee

- 144 1. Review the agenda of the Board prior to each meeting.

- 145 2. Carry out directives from WASSP Board.
- 146 3. Act upon immediate problems of WASSP.
- 147 4. Discuss and review the annual budget developed by the Budget Committee Chair
- 148 prior to sending it to the Board for approval.
- 149 5. Fill a vacancy created when an officer of WASSP becomes ineligible or unable to
- 150 serve his/her term of office.
- 151 6. Review and/or create task force assignments.

152

153 Section 10: Executive Staff

- 154 1. Plan activities for the Association.
- 155 2. Maintain and preserve records of all proceedings involving WASSP.
- 156 3. Oversee daily operation of Association business.
- 157 4. Serve as an ex-officio member of the Executive Committee.
- 158 5. Carry out policy decisions of the Board.
- 159 6. Carry out duties as directed by the Executive Committee and/or Board.

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161 Section 11: Executive Committee Representation Responsibilities

- 162 A. NASSP regional and national meetings/conventions. WASSP Executive
- 163 Committee will adjust representation to maintain organizational alignment
- 164 with NASSP and AWSP.
 - 165 a. NASSP Convention
 - 166 b. NASSP Leadership Assembly
 - 167 c. NASSP Principals Symposium
- 168 B. International Confederation of Principals

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170 ARTICLE V – STANDING COMMITTEES

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172 General Information: Each committee will develop a mission statement and annual

173 objectives in coordination with WASSP goals. Committees are encouraged to use a "task

174 force" model with specific objectives for each year. Representation on any committee

175 should be based on interest and geographical area balance. In the end-of-the-year report,

176 committee chairs will evaluate progress, suggest priorities for the following year, and

177 make recommendations for committee membership.

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179 The following standing committees shall represent WASSP and report to the

180 Board as directed:

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182 Section 1: Leadership

- 183 1. Provide training for high school students and student council/government advisors
- 184 in leadership techniques.
- 185 2. Provide a continuing program of student conferences/workshops.
- 186 3. Coordinate and advise on programs and activities of the Washington Association of
- 187 Student Councils (WASC) and the National Association of Student Councils
- 188 (NASC).
- 189 4. Coordinate participation in National Association of Student Councils
- 190 (NASC/NASSP) and National Honor Society sponsored activities.

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192 Section 2: Smaller Secondary Schools

- 193 1. Provide support and develop communication with and between smaller secondary
194 schools.
195 2. Provide and promote programs for the improvement of smaller secondary schools.
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197 Section 3: The Washington State High School Principal of the Year and WASSP High
198 School Assistant Principal of the Year Board “Chairs of Honor”

- 199 1. Annually, the Washington high school principal of the year and the WASSP high
200 school assistant principal of the year will occupy the two Board “Chairs of Honor”
201 for one year terms.
202 2. They will:
203 a. Participate as full members of the Board.
204 b. Speak on behalf of principals and assistant principals and recommend actions
205 which Board can take to address concerns and enhance the role of building
206 leaders.
207 3. The principal of the year will attend the annual Washington Educators’ Conference
208 as the Board’s official representative.
209 4. The assistant principal of the year will attend the annual AWSP Assistant
210 Principals’ Leadership Conference as the Board official representative.

211 ARTICLE VI – LIAISONS
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213 Section 1: Liaisons to other organizations pertinent to WASSP will be appointed by the
214 Executive Committee.
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216 Section 2: Duties of liaisons include:

- 217 1. Attend assigned association meetings.
218 2. Attend WASSP Board meetings.
219 3. Keep WASSP Board members and state members abreast of relevant issues.
220 4. Convey WASSP member interests to liaison association.
221

222 Section 3: The following are designated associations for liaisons to WASSP Board:

- 223 1. Alternative Programs.
224 2. Private Schools.
225 3. Washington Interscholastic Activities Association (WIAA).
226 a. The WIAA Liaison will represent WASSP at the WIAA Board of Director
227 meetings
228 b. The liaison will chair the WIAA WASSP Advisory Committee
229 i. The make-up of the committee shall be two Board members and two high
230 school administrator non-members. The committee make-up will represent
231 the large and small, urban and rural, and eastern and western Washington
232 high schools of the state.
233 ii. Committee members and WIAA Liaison will serve three-year staggered
234 terms and will have no more than a two member change each year.
235 iii. The committee will regularly review and discuss issues on the WIAA
236 Board of Directors’ meeting agenda to prepare the WIAA Liaison to
237 represent principal positions and concerns.
238 iv. The committee will also initiate issues the high school principals want
239 brought before the WIAA Board of Directors for discussion and action.
240 4. High School College Relations (HSCR).

- 241 5.Office of the Superintendent of Public Instruction (OSPI).
- 242 6.Skills Centers.
- 243 7.Others deemed appropriate by the WASSP Executive Committee.

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ARTICLE VII – TASK FORCES

247 Occasionally task forces will be convened to address a particular issue or concern or for
248 planning. Results of the task force will be reported to the WASSP Board members. Task
249 force members will be assigned by the WASSP Executive Committee with specific
250 objectives and timelines for completion of tasks.

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ARTICLE VIII – BOARD REPRESENTATION

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Section 1: Each WIAA football league shall have one representative on the Board.

256 Section 2: Each league will organize itself so that each elected representative is
257 responsible for communicating with his or her constituents.
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259 Section 3: Each league and/or membership area will rotate its representatives based upon
260 the rotation schedule as adopted by the Board. The term of office is three (3) years.
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262 Section 4: Duties of Board Members

- 263 1.Attend all Board meetings (or arrange for a substitute) for which WASSP pays
- 264 reimbursement for expenses in accordance with AWSP policy.
- 265 2.Review informational materials and agenda items prior to the meeting.
- 266 3.Come to meetings prepared to ask questions, discuss issues, provide information,
- 267 and assist in making all Board meetings interesting and profitable.
- 268 4.Establish a communication network within the league and update members on
- 269 WASSP issues, legislation, educational concerns, innovations, etc. A minimum
- 270 of three league meetings per year is recommended.
- 271 5.Become familiar with and encourage league use of grant funds . . . WASSP, AWSP,
- 272 LEAD, ESD grants.
- 273 6.Recruit candidates for state offices and committees.
- 274 7.Contact new principals and interns in the league to discuss with them the value of
- 275 AWSP, WASSP, and PAC membership.

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ARTICLE IX – COMPONENT RELATIONSHIPS

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Section 1: This organization shall be recognized as a component member of the National
282 Association of Secondary School Principals and the Association of Washington School
283 Principals.

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Section 2: This organization also recognizes and associates with the Parents-Teachers
Association

287 Section 3: This organization also recognizes and associates with the Washington
288 Association of Student Councils.

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ARTICLE X – DUES

Section 1: The dues of the Association shall be determined annually by the Board.

ARTICLE XI – ASSESSMENTS

Section 1: Special assessments must be voted on by the general membership at any regular or special meeting or by email.

BYLAWS REVISED:

- November 1983
- September 1993
- January 1995
- September 1995
- April 25, 1998
- September 2000
- November 2001
- September 2002
- February 2003
- June 2009
- October 2009
- June 2010
- April 2012
- October 2012
- April 2015