Section 1: Robert's Rules of Order (Revised) shall govern all meetings of the association.

ARTICLE II – AMENDMENTS TO BYLAWS

Section 1: Bylaws may be adopted or amended at any regularly scheduled Board meeting by a two-thirds vote of the membership present and voting.

ARTICLE III – ELECTION PROCEDURES

Section 1: The past president shall be responsible for developing a slate of qualified and willing candidates at the winter meeting. Candidates may be recommended by Board members with permission of the nominees. The WASSP Executive Committee and two Board members will review the nominees and recommend one for Board approval at the spring meeting. A majority membership approval vote will follow to finalize the election.

Section 2: The elected WASSP officers (Second Vice President, President-Elect and President) must be practicing building principals.

Section 3: Once elected to WASSP office, should an officer leave the principalship, the Executive Committee shall deliberate as to appropriateness of the officer continuing in office, and shall make a recommendation to the Board for their determination. In general, the Executive Committee shall do what it can to ensure that the WASSP Presidency shall be filled by a building principal. Appointed positions, including WASSP's appointments to AWSP, shall be filled and maintained following the same guidelines.

Section 4: The successful candidate will assume office at the time of ballot validation after the fall meeting of the Board. The incoming President will assume his/her responsibilities as President on July 1.

ARTICLE IV – DUTIES OF OFFICERS

Section 1: President
1. Official representative of WASSP.
2. Prepare agenda for Board meetings in cooperation with other officers and Executive Director.
3. Preside at Executive Committee meetings.
4. Preside at Board meetings.
5. Present the next year's preliminary budget for Board approval at the spring meeting and the final budget for Board approval at the fall meeting.
6. Member of AWSP Board and Executive Committees.
7. Represent the Association in NASSP activities and events.
8. Provide direction, tasks, and appointments for various standing committees and liaisons.


10. Attend the WASSP Board meetings, the AWSP Washington Educators’ Conference and the NASSP Convention for which WASSP pays registration, meals, transportation and lodging in accordance with AWSP policy.

11. Attend regional and national meetings as WASSP delegate for which WASSP pays reimbursement for expenses in accordance with AWSP policy.

Section 2: Immediate Past President

1. Member of AWSP Board.

2. Responsible for review/revisions of the constitution, bylaws, and handbook.

3. Responsible for developing a slate of qualified and willing candidates for the elections to be held at the fall meeting of the Association.

4. Coordinate with the President-elect an orientation for new Board members at the fall meeting.

5. Attend the WASSP Board meetings and regional meetings as WASSP’s delegate for which WASSP pays reimbursement for expenses in accordance with AWSP policy.

Section 3: President-Elect

1. Joint responsibility with the President for budget preparation for the upcoming term.

2. Jointly coordinate the work of WASSP committees and arrange reporting to Board as necessary.

3. Coordinate with the Immediate Past President an orientation for new Board members at the fall meeting.

4. Assume the duties of president in his/her absence.

5. Member of AWSP Board.

6. Represent the Association in NASSP activities and events.

7. Attend NASSP regional and national meetings/conventions as WASSP delegate.

8. Attend the WASSP Board meetings and the NASSP Convention and the Washington Educators’ Conference for which WASSP pays registration, meals, transportation and lodging in accordance with AWSP policy.

9. Attend regional and state meetings as WASSP delegate for which WASSP pays reimbursement for expenses in accordance with AWSP policy.

Section 4: Second Vice President

1. Non-voting member of AWSP Board. Assumes voting privileges in the absence of an Association voting member.

2. Coordinate annual Washington Educators’ Conference.

3. Coordinate special awards and presentations.

4. Coordinate election of Second Vice President.

Section 5: AWSP Three-Year Representative/ Budget Chairperson

1. Coordinate WASSP and AWSP activities and relationships.

2. Monitor WASSP representation on AWSP committees.

3. Report AWSP activities and concerns to Board.
4. Attend the WASSP Board meetings, AWSP Board and regional meetings as WASSP's delegate for which WASSP/AWSP pays reimbursement for expenses in accordance with AWSP policy.

5. The term of office for the Three-Year Representative/Budget Chairperson position shall be an appointed three (3) year term, with Board approval, beginning with the September, 1994 Board Meeting.

6. Work with the Executive Committee and AWSP staff to prepare and make a WASSP budget report for each board meeting.

7. Assume responsibility for the annual review, development, and approval of the preliminary WASSP budget at the spring board meeting.

8. Assume responsibility for review, development, and approval of the final WASSP budget at the fall board meeting.

9. Attend the WASSP board meetings, AWSP and regional meetings as WASSP's delegate for which WASSP/AWSP pays reimbursement for expenses in accordance with AWSP policy.

Section 6: NASSP Coordinator

1. Serve as a member of the WASSP Board and Executive Committee.

2. Support the NASSP Principals Legislative Action Center (PLAC), share advocacy information with WASSP members and attend the annual NASSP Advocacy Conference.

3. Participate as a member of the AWSP Legislative Committee.

4. Attend NASSP regional and national meetings/conventions as WASSP's delegate for which WASSP pays reimbursement for expenses in accordance with AWSP policy.

5. Assist in planning the annual NASSP Region VII meeting.

6. The term of office for the NASSP Coordinator position shall be an appointed three (3) year term, with Board approval, beginning with the September, 1994 Board Meeting.

Section 8: At Large Representative

1. Serve as an official WASSP voice to the Board for the underrepresented membership.

2. Maintain contact and communication with the WASSP underrepresented membership groups.

3. Attend the WASSP Board meetings, AWSP and regional meetings as WASSP's delegate for which WASSP pays reimbursement for expenses in accordance with AWSP policy.

4. Encourage underrepresented members to serve on the Board, liaisons, committees, and task forces.

5. The office for the At Large Representative position shall be an appointed three (3) year term with Board approval, beginning with the September, 2002 Board Meeting. For the 2001-2002 year, the term will begin as soon after the approval of the constitutional and bylaws change as deemed reasonable by the Executive Committee.

Section 9: Executive Committee

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

Section 10: Executive Staff
1. Plan activities for the Association.
2. Maintain and preserve records of all proceedings involving WASSP.
4. Serve as an ex-officio member of the Executive Committee.
5. Carry out policy decisions of the Board.
6. Carry out duties as directed by the Executive Committee and/or Board.

Section 11: Executive Committee Representation Responsibilities
A. NASSP regional and national meetings/conventions. WASSP Executive Committee will adjust representation to maintain organizational alignment with NASSP and AWSP.
   a. NASSP Convention
   b. NASSP Leadership Assembly
   c. NASSP Principals Symposium
B. International Confederation of Principals

ARTICLE V – STANDING COMMITTEES
General Information: Each committee will develop a mission statement and annual objectives in coordination with WASSP goals. Committees are encouraged to use a "task force" model with specific objectives for each year. Representation on any committee should be based on interest and geographical area balance. In the end-of-the-year report, committee chairs will evaluate progress, suggest priorities for the following year, and make recommendations for committee membership.

The following standing committees shall represent WASSP and report to the Board as directed:

Section 1: Leadership
1. Provide training for high school students and student council/government advisors in leadership techniques.
2. Provide a continuing program of student conferences/workshops.
3. Coordinate and advise on programs and activities of the Washington Association of Student Councils (WASC) and the National Association of Student Councils (NASC).
4. Coordinate participation in National Association of Student Councils (NASC/NASSP) and National Honor Society sponsored activities.

Section 2: Smaller Secondary Schools
1. Provide support and develop communication with and between smaller secondary schools.

2. Provide and promote programs for the improvement of smaller secondary schools.

Section 3: The Washington State High School Principal of the Year and WASSP High School Assistant Principal of the Year Board “Chairs of Honor”

1. Annually, the Washington high school principal of the year and the WASSP high school assistant principal of the year will occupy the two Board “Chairs of Honor” for one year terms.

2. They will:
   a. Participate as full members of the Board.
   b. Speak on behalf of principals and assistant principals and recommend actions which Board can take to address concerns and enhance the role of building leaders.

3. The principal of the year will attend the annual Washington Educators’ Conference as the Board’s official representative.

4. The assistant principal of the year will attend the annual AWSP Assistant Principals’ Leadership Conference as the Board official representative.

ARTICLE VI – LIAISONS

Section 1: Liaisons to other organizations pertinent to WASSP will be appointed by the Executive Committee.

Section 2: Duties of liaisons include:

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

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

1. Alternative Programs.
2. Private Schools.
   a. The WIAA Liaison will represent WASSP at the WIAA Board of Director meetings.
   b. The liaison will chair the WIAA WASSP Advisory Committee
      i. The make-up of the committee shall be two Board members and two high school administrator non-members. The committee make-up will represent the large and small, urban and rural, and eastern and western Washington high schools of the state.
      ii. Committee members and WIAA Liaison will serve three-year staggered terms and will have no more than a two member change each year.
      iii. The committee will regularly review and discuss issues on the WIAA Board of Directors’ meeting agenda to prepare the WIAA Liaison to represent principal positions and concerns.
      iv. The committee will also initiate issues the high school principals want brought before the WIAA Board of Directors for discussion and action.
3. High School College Relations (HSCR).
ARTICLE VII – TASK FORCES

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

ARTICLE VIII – BOARD REPRESENTATION

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

Section 2: Each league will organize itself so that each elected representative is responsible for communicating with his or her constituents.

Section 3: Each league and/or membership area will rotate its representatives based upon the rotation schedule as adopted by the Board. The term of office is three (3) years.

Section 4: Duties of Board Members

1. Attend all Board meetings (or arrange for a substitute) for which WASSP pays reimbursement for expenses in accordance with AWSP policy.

2. Review informational materials and agenda items prior to the meeting.

3. Come to meetings prepared to ask questions, discuss issues, provide information, and assist in making all Board meetings interesting and profitable.

4. Establish a communication network within the league and update members on WASSP issues, legislation, educational concerns, innovations, etc. A minimum of three league meetings per year is recommended.

5. Become familiar with and encourage league use of grant funds . . . WASSP, AWSP, LEAD, ESD grants.

6. Recruit candidates for state offices and committees.

7. Contact new principals and interns in the league to discuss with them the value of AWSP, WASSP, and PAC membership.

ARTICLE IX – COMPONENT RELATIONSHIPS

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

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

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