ASSOCIATION OF WASHINGTON MIDDLE LEVEL PRINCIPALS

BYLAWS

ARTICLE I — MEMBERSHIP

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

Section 2: Associate membership is reserved for all persons who are not eligible for active or retired membership.

Section 3: Retired membership is reserved for former members who have retired from education.

Section 4: Associate or retired members may not vote or hold office in this organization.

ARTICLE II — EXECUTIVE OFFICERS

Section 1: Executive officers will assume office on July 1, and their term of office will end the following June 30.

Section 2: The duties of the executive officers shall be:

A. President

1. To call and preside at all meetings of AWMLP—general, Executive Committee and Board of Directors.
2. To appoint members to AWMLP committees with the advise and approval of the Executive Committee.
3. To serve as a member and attend meetings of the Executive Committee and the Executive Board of the Association of Washington School Principals (AWSP) according to the operating procedures of AWSP.
4. To serve as a member and attend meetings of the Washington School Principals Education Foundation (WSPEF) Board according to the operating procedures of WSPEF.

B. President-elect

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

C. Vice President

1. To serve as a member and attend the meetings of the AWMLP Board of Directors and Executive Committee.
2. To use his/her expertise to further the purposes of the organization and assist the president in the performance of his/her duties.
3. To assume the office of President-elect following the one-year term as Vice President.
4. To serve as AWMLP representative to the AWSP fall conference planning committee. Responsibility begins during the Vice President term of office. The conference occurs at the beginning of the President-elect term.

D. Immediate Past President
1. To serve on the AWMLP Executive Committee and Board of Directors for one year following the term of office as President.
2. To serve as a member and attend meetings of the AWSP Executive Board for one year following the term of office as President.
3. To serve as a resource mentor to the Executive Committee and to the Board of Directors.

ARTICLE III — EXECUTIVE COMMITTEE

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

Section 2: Duties of the Three-Year AWSP Representative:
A. To serve as a member and attend the meetings of the AWMLP Board of Directors and Executive Committee.
B. To serve as a member and attend meetings of the AWSP Executive Board of Directors.
C. To serve as a member and attend meetings of the AWSP Budget Committee.
D. To report to the AWMLP Board of Directors on the business and decisions of the AWSP Executive Board.
E. To notify the AWMLP President of the need for the selection of the AWSP President-elect.
F. To serve as AWMLP Treasurer by:
1. Preparing a preliminary and final budget.
2. Presenting all budgets to the Board of Directors for approval.
3. Reporting the current status of the budget at each Board of Directors meeting.
4. To review annually the AWMLP budget with the office staff and to make recommendations as needed.

Section 3: Duties of the NASSP Coordinator:
A. To serve as a member and attend meetings of the AWMLP Board of Directors and Executive Committee.
B. To be the official AWMLP spokesperson for NASSP within the state.
C. To serve as liaison between AWMLP and NASSP.
D. To advise the Board of Directors of NASSP policies and programs.
E. To coordinate all official communications between AWMLP and NASSP.
F. To attend NASSP national meetings/conventions as AWMLP’s delegate.
G. To help coordinate state attendance and activities at the annual NASSP convention.
H. To work with the AWMLP President to coordinate AWMLP/Washington Association of Secondary School Principals (hereinafter known as WASSP)/NASSP business.
Section 4: Duties of the Regional Director Representative shall be:

A. To serve as a member and attend meetings of the AWMLP Board of Directors and Executive Committee.

B. To serve as a liaison between the Executive Committee and Regional Directors.

C. To provide orientation, support, resources and mentoring to AWMLP Regional Directors.

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

Section 6: Duties of the Executive Committee shall be:

A. To act upon the decisions of the AWMLP Board of Directors.

B. To confirm the committee assignments as recommended by the President.

ARTICLE IV — AWMLP BOARD OF DIRECTORS

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

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

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

A. To determine the policies of AWMLP and report the actions of the Board of Directors to the membership at the annual conference.

B. To serve as a nominating committee for elections.

C. To confirm all committees appointed by the President.

D. To take action on all committee reports and recommendations.

E. To set the annual dues structure.

F. To make additions, deletions or changes in the regional structure.

G. To elect a Three-Year AWSP Representative at the spring Board of Directors meeting.

H. To elect a NASSP Coordinator at the spring Board of Directors meeting.

I. In the event that an elected officer of AWMLP can no longer meet the qualifications of membership or is otherwise unable to serve, the Executive Committee shall recommend to the Board of Directors an appropriate course of action to fill the vacancy.

J. To select the AWSP President-elect every three years, who then becomes the AWSP President. WASSP and Elementary School Principals Association of Washington (hereinafter known as ESPAW) Boards select the AWSP President-elect for the two intervening years.

1. Eligibility and Process:

a. To be eligible for AWSP President-elect, individuals must presently serve or have served on the AWSP Executive Board and not be scheduled to serve as AWMLP President or President-elect the same year as he/she would serve as AWSP President.

b. The AWMLP Board of Directors shall nominate the AWSP President-elect according to the rotation as outlined in the AWSP Constitution.
c. The AWMLP Board of Directors shall submit to the AWSP Executive Board (at least one year prior to the date that their nominee for AWSP President will assume that office) its nominee for AWSP President-elect.
d. The list of eligible candidates will be presented to the AWMLP Board of Directors at its winter meeting by the AWMLP Executive Committee.
e. The selection of AWSP President-elect shall be held at the AWMLP spring board meeting.

ARTICLE V — REGIONAL DIRECTORS

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

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

Section 3: The duties of a Regional Director shall be:
   A. To represent his/her region on the Board of Directors.
   B. To serve as a member and attend meetings of the Board of Directors.
   C. To make an annual report of regional activities.
   D. To disseminate information from the Board of Directors meetings to region members.
   E. To encourage membership in AWSP/AWMLP and active participation in their programs and conferences.
   F. To encourage continuous professional activity among principals in his/her region.
   G. To coordinate regional elections to select a Regional Director for a three-year term of office. The Regional Director term of office will begin at the first fall meeting following his/her election.
   H. To annually coordinate regional elections for the selection of principal and assistant principal of the year.
   I. To notify the AWMLP Executive Committee of any need for redistricting.

ARTICLE VI — EXECUTIVE DIRECTOR

Section 1: Duties of the Executive Director (or designee) shall be:
   A. To maintain and preserve records of AWMLP meetings and other business.
   B. To conduct regular correspondence of AWMLP.
   C. To serve as an ex-officio member of the AWMLP Board of Directors and Executive Committee.
   D. To perform other duties as requested by the AWMLP President, Executive Committee and/or Board of Directors.

ARTICLE VII — ELECTIONS

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

Section 2: Vice President Election
   A. AWMLP will annually hold an election for Vice President; the Vice President will be selected in alternating years from western and eastern Washington.
   B. The President-elect will call for nominations for the position of Vice President at the winter meeting of the Board of Directors.
C. Not more than two candidates for the position of Vice President shall be nominated by the Board of Directors at their spring meeting and placed on a ballot for a vote of the Association membership.

D. Vice President electronic ballots will be e-mailed to all AWMLP members following the spring Board of Directors meeting.

E. Ballots must be tallied by June 15. Election results will be communicated in writing to the candidates on or before July 1.

F. Results of the Vice President election will be announced to the membership.

Section 3: Three-Year AWSP Representative Election

A. The President-elect will call for nominations for the position of Three-Year AWSP Representative at the winter meeting of the Board of Directors.

B. The Three-Year AWSP Representative will be elected by the Board of Directors at their spring meeting to a three-year term of office.

C. In order to serve in the position, the candidate must currently or previously have served on the AWMLP Board of Directors. There is no limit on the number of terms a person may hold the position; however, no more than two full terms may be successive.

Section 4: NASSP Coordinator Election

A. The President-elect will call for nominations for the position of NASSP Coordinator at the winter meeting of the Board of Directors.

B. The NASSP Coordinator will be elected by the Board of Directors at their spring meeting to a three-year term of office.

C. In order to serve in the position, the candidate must currently or previously have served on the AWMLP Board of Directors. There is no limit on the number of terms a person may hold the position; however, no more than two full terms may be successive.

Section 5: Regional Director Representative Election

A. The President-elect will call for nominations for the position of Regional Director Representative at the winter meeting of the Board of Directors.

B. The Regional Director Representative will be elected by the Board of Directors at their spring meeting to a three-year term of office.

C. In order to serve in the position, the candidate must currently or previously have served on the Board of Directors. There is no limit on the number of terms a person may hold the position; however, no more than two full terms may be successive.

Section 6: WIAA Representative

A. The WIAA Representative will be appointed by the AWMLP Executive Committee for a three-year term.

B. There is no limit on the number of terms a person may hold the position, however no more than two full terms may be successive.

Section 7: Student Leadership Committee Chair

A. Upon recommendation of the Middle Level Student Leadership Committee, the AWMLP Executive Committee shall appoint the Middle Level Student Leadership Committee chair.

Section 8: At Large Representative

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

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

ARTICLE VIII — STANDING COMMITTEES AND AD HOC COMMITTEES

Section 1: Standing Committees
A. Middle Level Student Leadership Committee
   1. Statement of Purpose
      a. Provide training opportunities for middle level students and advisers in leadership techniques.
      b. Coordinate and advise the middle level programs of the Washington Association of Student Councils (WASC).
      c. Provide a continuing program of student workshops and conferences for middle level students.
      d. Provide opportunities for responsible student involvement in and advice to educational and professional groups regarding the middle level student.
   2. Membership
      a. Sitting members of the committee will be current middle level principals or assistant principals as well as AWMLP members representing five geographic areas of Washington state; northwest, northeast, southeast, southwest and central.
      b. One committee chair; in addition to the five sitting members.
   3. Committee Responsibilities
      a. Meet twice each school year to set policy and give middle level student leadership program direction.
      b. Serve a three-year term.
      c. Promote programs within designated state regions.
      d. Two members meet once yearly with the high school leadership committee to establish the Washington State Student Leadership Program annual budget.
      e. Report twice each year to the AWMLP Board of Directors.

Section 2: Ad Hoc Committees
A. Ad Hoc committees may be appointed by the AWMLP President and/or Board of Directors as needed.

ARTICLE IX — BUDGETARY SUPPORT OF AWMLP PROGRAMS

Section 1: NASSP Convention Registration Scholarships
A. Support up to two members of the AWMLP Board of Directors for an amount to partially cover their attendance at the NASSP Convention. The amount of the scholarship will be determined by the AWMLP Board of Directors during their annual budget approval process. Board members who are in their second year of service will be eligible, with the exception of those that are currently in the officer rotation and the NASSP Coordinator.
B. Should more than two eligible members of the Board wish to access this option, attendees will be determined by lottery.
C. Board members will be eligible to access this opportunity one time during their tenure on the Board of Directors. Exceptions will be made if there are fewer than two eligible members wishing to access scholarship dollars. To utilize both scholarships, board members who have served more than two years will be eligible to access this opportunity by a lottery process.
Section 2: Board Meeting Professional Development Presenter Appreciation

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

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

A. An annual scholarship will be awarded for an eastern Washington school to send a team of students to a middle level leadership program at Chewelah Peak Learning Center. The amount of the scholarship will be determined by the AWMLP Board of Directors during their annual budget approval process.
   1. This scholarship is offered in conjunction with the Association of Washington School Principals' Student Leadership Program, which will supplement the amount of the scholarship.
   2. School(s) selection will be by rotation within the following AWMLP Board of Director's regions: North Central Region, Three Rivers Region, Greater Yakima Valley Region, and Inland Empire Region.
   3. If no school(s) from within the region attend a program at Chewelah Peak Learning Center, the scholarship opportunity will be open for any school within eastern Washington.
   4. School(s) selection will be facilitated by the Middle Level Student Leadership Committee.

Section 4: AWMLP Western Washington Student Leadership Scholarship

A. An annual scholarship will be awarded to a school or group of schools in one of the AWMLP Regions to pay the registration fees to send a team of students to an AWSP sponsored middle level student leadership program.
   1. The amount of the scholarship will be determined by the AWMLP Board of Directors during their annual budget approval process.
   2. This scholarship is offered in conjunction with the Association of Washington School Principals’ Student Leadership Program, which will supplement the amount of the scholarship.
   3. School(s) selection will be by rotation within the following regions located in western Washington: Black Hills, East Pierce County, Kingco North, Kingco South, Northwest, Olympic, St. Helens, Seattle, Sno-Isle, South King County, West Pierce County.
   4. If no school(s) from within the region chose to utilize this scholarship, the scholarship will be made available to the other regions in western Washington.
   5. School(s) selection will be facilitated by the Middle Level Student Leadership Committee.

Section 5: Middle Level Student Leadership Committee

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

Section 6: Bob Mars Scholarship

A. Financial support for an annual scholarship to a middle level intern to help cover expenses for attendance at one of the three AWSP-sponsored state conferences or any AWSP professional development workshop in the memory of Bob Mars. The amount of the scholarship will be determined by the AWMLP Board of Directors during their annual budget approval process.
Adopted: May 1987
Revised: November 1992
Revised: January 1995
Revised: May 1995
Revised: January 1997
Revised: May 1997
Revised: November 1997
Revised: January 2000
Revised: October 2000
Revised: February 2002
Revised: May 2002
Revised: October 2002
Revised: October 2003
Revised: February 2004
Revised: May 2004
Revised: October 2004
Revised: January 2005
Revised: October 2005
Revised: May 2007
Revised: October 2008
Revised: January 2009
Revised: January 2010
Revised: October 2010
Revised: November 2010
Revised: May 2014