

Washington Activity Coordinators Association Bylaws

1. Mission

- A. To serve professionals involved in student activities by providing opportunities and resources for building school culture through project management and professional growth.
- B. To advance this mission WACA upholds the following Vision:
 - 1. WACA supports the development of professionals who are involved in student activities by:
 - a. Hosting a premier conference for all professionals involved in any aspect of student activities.
 - b. Providing professional growth opportunities throughout the year through networking
 - c. Committing to assisting professionals in creating positive school cultures that foster a sense of belonging.

2. Annual Conference

- A. An annual conference shall be held to conduct Association business and further the mission of the Association.
- B. With input from the Board of Directors, the dates, times, and location of the annual conference shall be determined by a simple majority vote of the Executive Board, upon the recommendation of the Annual Conference Site Committee.
- C. Upon approval of the dates, time, and location of the Annual Conference by the Executive Board, authority shall be granted to the Treasurer and the Annual Conference Site Committee President to enter into a contract/agreement with the venue for the purpose of hosting the Annual Conference. It shall be required that both the Treasurer and one representative from the President Trio, sign such contract and/or agreement(s).
- D. A preliminary schedule of events for the Annual Conference shall be approved by a simple majority vote of the Board of Directors no later than the Winter Board meeting. The President, as needed, shall determine the final schedule of events.
- E. Registration fees for the conference and pre-conference shall be set and approved as part of the annual budget process and approved no later than the Fall Board meeting.
- F. Registration Cancellation Policy *shall be made public on the registration portal and shall state: "WACA does not accept conference cancellations. You may transfer your registration to another person from your building or district, per your district policies. If attempting to cancel due to an emergency, the request must be directed to the Treasurer, and requests will require a board vote, taking place at the conclusion of the conference."*
- G. Pre-conference events, fees, and stipends shall be included in the annual budget and approved by a simple majority vote of the Board of Directors, no later than the Winter Board meeting.
- H. Conference committees may be formed at the discretion of the President and granted specific authorities by simple majority vote of the Board of Directors.

3. Membership

- A. Any education professionals involved in project management, professional growth, culture building, equity, inclusion, diversity, social emotional learning, athletics, associated student body, and/or activities in primary, intermediate, or secondary schools are eligible to be a delegate to the Annual Conference.

- B. Membership to the Association shall be automatically granted to all delegates in good standing.
- C. Membership shall be on an annual basis and will begin at the opening of the Annual Conference and terminate at the opening of the subsequent Annual Conference.
- D. Membership may be granted to others with a simple majority vote of the Board of Directors, Membership fees, if any, shall be determined prior to the vote.
- E. Lifetime membership to attend the Hall of Fame Banquet, shall automatically be granted to WACA Hall of Fame inductees, and others who have served the Association at the discretion of the Board of Directors, by a two-thirds majority vote.

4. Executive Board

- A. The Executive Board of the Association shall be made up of the President-Elect, President, Past President, Secretary, Treasurer, and the appointed coordinators that fill essential jobs necessary for the successful function of the Association.
- B. The appointed coordinators shall be the Partner Coordinator, Program Coordinator, Webmaster, Communication Coordinator, and Certification Coordinator.
- C. It is the responsibility of the Executive Board to make decisions on behalf of the Association between meetings of the Board of Directors.

5. Board of Directors

- A. The Board of Directors of the association shall be made up of the Executive Board, Area Representatives, Middle Level Representative and High School Representative.
- B. The Board of Directors is the general decision-making body for the Association and has the final decision-making authority regarding Association business, unless others are specifically granted authority in the Bylaws of the Association.

6. Board of Directors: Elected Positions

- A. The following Association officer positions shall be filled by election: President-Elect, Secretary, Area Representative, Middle Level Representative, and High School Representative.
- B. The state shall be divided into nine (9) regional areas. Each designated region shall be eligible for one Area Representative on the Board of Directors.
- C. The Board of Directors, by simple majority vote, may combine two or more of the regional areas defined above, reducing the number of elected representatives. Areas may only be combined if an Area Representative is not elected, the position is unfilled, vacated, or is up for re-election (*an Area Representative cannot lose their elected position during their term due to the combining of regional areas*).
- D. Elections for these positions shall be held during the Annual Conference as outlined in the Bylaws of the Association, *Section 8. Election Procedures*.
- E. The following cycle shall be used to determine positions up for election: Odd numbered Area Representatives: odd numbered years. Even numbered Area Representatives: even numbered years. Middle Level Representative: even numbered years. High School Representative: odd numbered years. Secretary: 2021 and every three years thereafter. President-Elect: every year.
- F. A matrix of election/appointed rotations will be kept by the Board of Directors and updated as needed to stay current, the matrix should be kept in the Board Documents online archive.
- G. Newly elected Board of Directors shall assume office at the conclusion of the Annual Conference in which they were elected. Terms shall end at the conclusion of the Annual Conference in the last year of their term.

7. Board of Directors: Appointed Positions

- A.** Coordinator positions may be added to the Board of Directors to fulfill the essential jobs necessary for the successful function of the Association and its Mission, as needed.
 - 1.** Coordinator positions should not outnumber elected position on the Executive Board by more than double. Should a new position place the number of coordinator positions at more than double then current coordinator positions may have to be re-evaluated and combined to ensure the successful operation of the Mission of the Association.
 - 2.** Appointing a coordinator position above the threshold stated in subsection 1, above would require a two-thirds (2/3) vote of the Board of Directors.
 - 3.** Approving any changes to the number of, or job descriptions of coordinator positions must be done by a two-thirds (2/3) vote of the Board of Directors.
 - 4.** No sitting coordinator may have their position dissolved or combined until after their current term expires. Vacant positions may be combined with another coordinator position as needed.
 - 5.** A re-evaluation of current coordinator positions and job duties should be conducted by the Executive Board at least every five years, beginning in 2020.
- B.** The following Association officer positions shall be filled by appointment. Treasurer, Partner Coordinator, Program Coordinator, Webmaster, Communications Coordinator, and Certification Coordinator.
- C.** Appointments for these positions shall be held during the Annual Conference as outlined in the Bylaws of the Association.
- D.** The following cycle shall be used to determine positions up for appointment:
Treasurer: 2020 and every three years thereafter. Partner Coordinator: 2021 and every three years thereafter. Program Coordinator: 2020 and every three years thereafter. Webmaster: 2022 and every three years thereafter. Communications Coordinator: 2021 and every three years thereafter. Certification Coordinator: 2022 and every three years thereafter.
- E.** A matrix of election/appointed rotations will be kept by the Board of Directors and updated as needed to stay current, the matrix should be kept in the Board Documents online archive.
- F.** Newly appointed Board of Directors shall assume office at the conclusion of the Annual Conference in which they were appointed. Terms shall end at the conclusion of the Annual Conference in the last year of their term.

8. Election Procedures

- A.** Positions up for election shall be advertised prior to and at the Annual Conference. Candidates for office shall be required to complete an Application for Elected Office, which will include primary contact information of the candidate and a brief description of experience in activities.
- B.** In the event there are no applicants for an elected position as of the advertised deadline, the President may extend the deadline or designate the position as unfilled.
- C.** The following are requirements for members to be eligible for candidacy:
 - 1.** Candidates for President-Elect shall have experience as a previous Board of Directors member. The requirement may be waived by a simple majority vote of the President trio (*President, President-Elect, and Past President*).
 - 2.** Candidates for Middle Level Representative must be employed at a middle level school and High School Representative must be employed at a high school level (*including freshmen only campuses*) at the time of the election. Members from K-12 schools (*or other grade combinations that include both*

middle level and high school grades) shall be considered to have met this requirement at either level.

3. Candidates for Area Representative must be employed within the designated area for which they are a candidate at the time of the election.
- D. A member is not allowed to hold two Board of Director positions at the same time. In the event a candidate is a current member of the Board of Directors and is not in the final year of their term, the Board Member must resign their current position, effective at the conclusion of the Annual Conference, to become a candidate for another position on the Board.
- E. Candidates for President-Elect, Secretary, Middle Level Representative, and High School Representative shall be allowed to make speeches during a general session at the Annual Conference. Candidates for Area Representative shall be allowed to make a speech at their respective area meetings at the Annual Conference. Candidates running in a contested race shall be limited to three minutes each, and candidates in uncontested races shall be limited to two minutes. All other campaigning shall be by word of mouth.
- F. Issues pertaining to elections and/or irregularities shall be forwarded to the President. The President, with input from the Executive Board, shall determine remedies to the issue, if any. Removing a person from candidacy shall require a two-thirds (2/3) vote of the Board of Directors.
- G. President-Elect, Secretary, Middle Level Representative and High School Representative shall be elected by all delegates to the annual conference. Area Representatives shall be elected by the delegates from the corresponding area.
- H. All delegates to the Annual Conference shall be eligible to vote. Delegates must be present at voting time to be eligible to vote; there will be no absentee voting or proxy voting allowed.
- I. In the event a position has a single uncontested candidate, a vote does not need to take place and the person shall be declared elected.
- J. Write-in votes shall not be tabulated.
- K. Tabulation of ballots shall be by a minimum of two board members and shall not include any person on the ballot and be certified by a member of the Presidential Trio.
- L. If three or more candidates file for an elected office a primary election shall be held.
 1. For offices other than Area Representative, primary elections will be held immediately following campaign speeches during the Hall of Fame banquet. If one of the candidates receives a simple majority of the vote (*greater than 50.0%*) they shall be determined the winner of the election. If one of the candidates does not receive a simple majority, the two candidates receiving the most votes shall be on the final ballot for the general election.
 2. For Area Representatives primary elections will be held at the final area meetings. If one of the candidates receives a simple majority of the vote (*greater than 50.0%*) they shall be determined the winner of the election. If one of the candidates does not receive a simple majority, the two candidates receiving the most votes shall be placed on a second ballot at the same meeting.
- M. An automatic recount shall be conducted in the event tabulation of votes are less than 5% apart.
- N. In the event of a tie, the election shall be determined by lot (*random drawing*).
- O. Election results shall be announced prior to the close of the Annual Conference.
- P. Candidates for elected and appointed positions will be directed to attend a brief election results meeting at the Conference Registration Desk at the end of the voting conducted during the Friday morning Area Meetings, to be told of results prior to the

announcement to the general session.

9. Appointment Procedures

- A.** Positions up for appointment shall be advertised prior to and at the Annual Conference. Interested members shall be required to complete an Application for Appointed Office which will include primary contact information and a brief description of qualifications for the position.
- B.** In the event there are no applicants for an appointed position as of the advertised deadline, the President may extend the deadline or designate the position as unfilled.
- C.** The President-Elect shall consult with the other members of the Presidential Trio and shall rank candidates for appointed positions based on qualifications and ability to do the job.
- D.** Prior to the elections on the final day of the Annual Conference, the President-Elect will call a meeting of the Board of Directors to recommend one person, from the applicants, for each of the appointed positions. A simple majority vote of the Board of Directors is required to approve each appointed position. In the event a simple majority is not met, the President-Elect shall continue to recommend to the Board of Directors one person, from the applicant pool, until the position is filled by the Board of Directors. In the event a position is not filled by this process, the position shall be designated as unfilled.
- E.** A member is not allowed to hold two Board of Director positions at the same time. In the event an applicant for an appointed position is a current member of the Board of Directors and is not in the final year of their term, the Board Member must resign their current position, effective at the conclusion of the Annual Conference, to become an applicant for another position on the board.
- F.** Current Board of Directors that have completed an application for an appointed position, shall excuse themselves from the vote for the specific position in which they applied.
- G.** Appointments shall be announced prior to the close of the Annual Conference. Applicants shall be notified prior to this announcement, when possible.
- H.** Candidates for elected and appointed positions will be directed to attend a brief election results meeting at the Conference Registration Desk at the end of the voting conducted during the Friday morning Area Meetings, to be told of results prior to the announcement to the general session.

10. Unfilled/Vacated Board of Director Positions

- A.** In the event the position of Past President is vacated, the position shall remain unfilled for the balance of the term.
- B.** In the event the position of President is vacated, the President-Elect shall assume the position of President for the balance of the term. If both positions of President and President-Elect become vacated, the Past-President shall assume the office of President for the balance of the term.
- C.** In the event any other Board of Directors position is either unfilled or vacated, the President will recommend to the Board of Directors one person to serve the balance of the term or make a recommendation to leave the position unfilled. The recommendation to leave a position unfilled shall be either temporary or for the remainder of the term. A simple majority vote of the Board of Directors is required to approve the recommendation. In the event a simple majority is not met, the President shall continue to recommend one individual until the Board votes to approve the recommendation or votes to leave the position unfilled.
- D.** The process to appoint individuals to unfilled and vacated positions shall be

completed in a timely manner.

- E. Individuals appointed to unfilled or vacated positions shall assume office upon approval by the Board of Directors and end at the conclusion of the Annual Conference in the last year of the term for that office.

11. Removal from Board of Directors

- A. Officers, both elected and appointed, may be removed from office by a two-thirds vote of the Board of Directors.
- B. It shall take a minimum of two members of the Board of Directors to call for a vote to remove an officer from office.
- C. In the event a board member is being considered for removal from the board, the individual shall be allowed to address the board, in person or via written or electronic communication, prior to the vote for removal.
- D. Association members asking for the removal of an officer, elected or appointed, shall bring their concern/issue to at least one member of the President Trio (*President, President-Elect, Past President*). The President Trio, or part thereof, shall investigate the concern/issue and will determine if a vote to remove should come before the Board of Directors.
- E. In the event a member of the Board changes work location or job responsibilities during their term in office, the President shall communicate with the individual with a recommendation to resign or remain on the board, based on the circumstances of the change and ability to meet the responsibility of the board position.

12. Meetings

- A. The Board of Directors shall have a minimum of four meetings a year to conduct Association business. In addition, the Executive Board shall have a minimum of one additional meeting each year to conduct Association business.
- B. Board of Directors meetings will be scheduled for Post Conference (*immediately after the close of the Annual Conference*), Fall (*September/October*), Winter (*January*) and Pre-Conference (*immediately preceding the Annual Conference*). The Executive Board will schedule one additional meeting for Spring/early Summer. Other Board of Director meetings may be organized and facilitated through an online video conferencing platform, as needed.
- 3. Whenever feasible, the Spring Executive Board Meeting and the Fall Board Meeting shall take place in a viable location for future Annual Conferences and the remaining Board meetings at a location near the corresponding Annual Conference. Final decision on the location of each meeting shall be made at the discretion of the President.
- 4. Fall and Winter Board meetings and the Spring Executive Board Meeting shall be scheduled to begin on a Saturday and end no later than a mid-afternoon on Sunday. By a simple majority vote of the body scheduled to meet, a meeting may be scheduled beyond these times. Notification to the Board of time and location shall be as soon as feasible.
- 5. Association members and other guests may be allowed to attend meetings to share information and/or give presentations but shall have no voting rights.
- 6. The President is granted authority to cancel, suspend or reschedule any meeting due to extenuating circumstances that are beyond the control of the Board of Directors.

13. Board of Directors Voting Procedures & Quorum

- A. Quorum for a Board of Directors meeting is defined to be a minimum of two-thirds (2/3) of the respective members of the body.

- B. When voting at a scheduled Board of Directors meeting, the President may call for the vote by voice, hand, or secret ballot.
- C. Inductee voting for the WACA Hall of Fame shall be secret ballot, as outlined in the Bylaws of the Association.
- D. If a vote is required between regularly scheduled Board of Directors meetings, votes may be placed electronically (*video conference, email, text, etc.*) or may be done via conference call. Results shall be tabulated and shared with all respective Board of Directors members in a timely manner.

14. Fiscal Management

- A. The fiscal year for the Association shall run from October 1 to September 30.
- B. An annual balanced budget shall be developed by the Executive Board at the Spring meeting and approved at the Fall Board of Directors meeting by a simple majority vote of the Board of Directors.
- C. A fiscal report shall be given at each Board of Directors or Executive Board meeting. The report shall include all revenue and expenditures for the current fiscal year. In addition, a final year-end fiscal report shall be given to the Board of Directors at the Winter meeting.
- D. The approved budget and other fiscal reports shall be made available at the request of any Association member.
- E. After approval of the annual budget, line item expenditures in excess of five hundred dollars (\$500.00), not included in the approved budget, shall require a simple majority vote of the Executive Board.
- F. By a simple majority vote of the Board of Directors, authority shall be granted to the Treasurer to open an Association bank account at a bank or credit union location that is convenient for the Treasurer to conduct Association business.
- G. Association bank accounts shall have the Treasurer and a minimum of one member of the President Trio (*President, President-Elect, Past-President*) named as signers on the bank account.
- H. Checks drawn on the Association bank account shall require one approved signature.
- I. By a simple majority vote of the Board of Directors, authority shall be granted to the Treasurer to open a credit card account in the name of the Association. The credit card shall be used solely for the use of paying for costs directly related to Association business. If applicable, any rewards earned from the use of the credit card are the property of the Association.
- J. It shall take a two-thirds (2/3) majority of the Board of Directors to grant authority for the Association to seek additional credit, beyond a credit card, in the form of a short term or long-term loan.
- K. By simple majority vote of the Executive Board, authority shall be granted to the President or designee to enter into a personal services contract with an individual or group to present at the Annual Conference. All signed contracts for personal services shall be forwarded to the Treasurer in a timely manner.
- J. A representative from the President Trio shall have authority to enter into a contract with a venue, if required, for the purpose of holding Board of Directors meetings. All signed contracts for personal services shall be forwarded to the Treasurer in a timely manner.
- L. Any remuneration for Association work done by a Board member shall be approved by a simple majority vote of the Board of Directors.
- M. Conference invoices (both daily and cumulative) shall be reviewed and signed by two Board members, including at least one member of the President Trio.

15. Board of Directors Expenses

- A.** Expenses, including food, lodging, travel and incidentals, incurred by members of the Board of Directors, while conducting Association business, shall be paid by the Association as outlined in the Bylaws of the Association.
- B.** Lodging expenses will be based on single occupancy for the Annual Conference and double occupancy, when available, for all other meetings. Additional lodging expenses beyond those listed above shall be the responsibility of the individual and payable upon close of the meeting and/or Annual Conference.
- C.** Group meals shall be planned during meeting times and paid for by the Association, when possible. Costs for group meals should be commensurate with the current reimbursement rate for meals, as outlined below.
- D.** Meal expenses incurred by members of the Board of Directors, traveling more than 150 miles, one way, to conduct Association business, shall be reimbursed at a maximum rate of twelve dollars (\$12.00) for breakfast, fifteen dollars (\$15.00) for lunch and twenty dollars (\$20.00) for dinner. Original receipts will be required for reimbursement. When the meal occurs post-meeting, Board of Directors members may submit the per diem amount on their expense sheet at the meeting without a receipt. This will be limited to that one meal that occurs post-meeting.
- E.** The Association will not pay for, or reimburse for, the purchase of alcohol.
- F.** Mileage for travel to and from Association business shall be reimbursed at seventy-five percent (75%) of the current IRS mileage rate or actual cost, whichever is greater. Original receipts are required for reimbursement of actual costs. Alternative methods of transportation (*i.e. airfare*) will be reimbursed for the actual cost or the mileage rate, whichever is less. Carpooling is encouraged.
- G.** The Association will not pay for substitute costs for board members attendance at meetings or the Annual conference, unless approved by a simple majority vote of the Board of Directors.
- H.** Additional travel expenses (*toll charges, ferry fees, parking fees*) will be reimbursed at full rate. Original receipts are required for reimbursement.
- I.** The President, under extenuating circumstances, may authorize additional reimbursement for lodging, meals, and/or travel for individual board members conducting Association business.
- J.** If included in the annual budget, Board members shall have the opportunity to participate in professional development through the attendance at other conferences (*i.e. CADA*). The Association will pay for, or reimburse for, substitute costs, standard travel expenses, lodging, meals and registration fees associated with attendance at the conference. Lodging shall be based on a single occupancy and meal reimbursement for meals, not provided by the conference, shall be reimbursed at the \$12 breakfast/\$15 lunch/\$20 dinner rates. Any additional expenses beyond those directly association with the conference will be the responsibility of the individual. Participation shall be approved by simple majority vote of the Board of Directors.
- K.** Purchases by members of the Board of Directors will be reimbursed only for those purchases that have prior approval through the approved budget and approved by the President or prior approval by appropriate Board action. Original receipts are required for reimbursement.

16. Hall of Fame

- A.** The WACA Hall of Fame is established to honor individuals who have made a significant and lasting impact on student leadership through--project management, professional growth, culture building, equity, inclusion, diversity, social emotional learning, athletics, associated student body, and/or activities in primary,

intermediate, and secondary schools in Washington State.

- B. To be considered for induction into the Hall of Fame for the current year, nominations must be received by the Board of Directors on or before December 1st.
- C. Nomination will remain active for up to three years. Nominees not selected within the three years shall continue to be eligible for future nominations.
- D. Board members shall not be eligible for nomination or selection into the Hall of Fame while in office.
- E. One Hall of Fame Legacy Award shall be named each year.
 - 1. A Legacy Committee shall be established for the purposes of identifying and naming the Legacy Hall of Fame award each year.
 - 2. The purpose of the Legacy Committee is to identify and name individuals who meet the spirit of the Hall of Fame, yet are retired, no longer teaching, and/or no longer involved in activities.
 - 3. The President Elect shall serve as the head of the Legacy Committee and will work in cooperation with the High School and Middle Level Representatives.
 - 4. At least 3 and no more than 5 WACA members shall serve on the Legacy Committee. (*Retired education professionals with knowledge of individuals deserving Hall of Fame recognition are also welcomed to be part of the Legacy Committee*).
 - 5. The Legacy Committee shall report the name of the Legacy Hall of Fame selectee at the Winter Board meeting.
- F. Selection of inductees shall take place at the Winter Board meeting. Voting procedure:
 - 1. There will be a minimum of one inductee (*Legacy Award*) per year and a maximum of three inductees per year.
 - 2. The High School and Middle Level Representatives shall formally present all candidates using comparable information for each candidate at the Winter Board meeting.
 - 3. Each board member present may vote for as many nominees as they feel meet the criteria and demonstrate personal merit representative of Hall of Fame members.
 - 4. The Middle Level and High School Representatives will tabulate votes.
 - 5. Nominees receiving 75% of board votes are then eligible for induction.
 - 6. If more than two candidates receive 75% of the vote, the two with the highest percentage of votes will be selected for induction into the Hall of Fame.
 - 7. In the case of a tie, a simple majority vote will be held to narrow selection to the top two.
 - 8. A second tiebreaker will be decided by simple majority vote of the present members of the Legacy Committee.
- G. Individuals being inducted to the Hall of Fame shall be honored at the Annual Conference and will be provided up to four (4) complimentary dinner tickets to the banquet. Additional banquet tickets may be purchased from the Association and costs shall be commensurate with the actual cost to the Association. In addition, the Association shall provide each inductee a complimentary single night stay at the conference hotel for use by the inductee or guest(s) of the inductee.
 - 1. *Notification of Inductees:* Nominees are notified of their nomination via a letter in triplicate (person, administrator, district admin, if possible) by the High School and/or Middle School Representatives
 - 2. *Awarding of Inductees:* After the Winter Board meeting and prior to the conference, a group consisting of a Presidential Trio member, the inductee's area rep, and the nominator, or designees will present a certificate to the

inductee at a staff meeting or during the school day. The time will be determined by the administration in conjunction with the award presenters.

- a. The district administrative team and local press will also be notified via a standard WACA press release, sent by the Communications Coordinator and cc'd to Board of Directors members.
 - b. At the conference, the inductee will be introduced by the nominator, a person of their choosing, or a board member during the Hall of Fame banquet. They will receive their award and give an acceptance speech.
 - c. The Legacy winner will be notified personally (*if retired, or via family member if posthumously*) and invited to attend the Hall of Fame banquet. At the banquet, a Legacy committee member, or a person of the inductees or inductee's family chooses may introduce the inductee, and they will receive their award and give an acceptance speech. If the award is given posthumously, a family member may accept on their behalf.
- H. The Association shall maintain a perpetual award recognizing all inductees to the WACA Hall of Fame. Such perpetual awards shall be housed at the Leadership Offices at the Cispus Learning Center between conferences.

17. Board of Directors Recognition

- A. All outgoing Board of Directors will be recognized for their service during the end of the Annual Conference by being announced on stage.
- B. Board of Directors members at the end of their term will receive a commemorative plaque recognizing their service to the Association.
- C. The Past-President will also receive a ring, provided by a partner of the Association in recognition of their time and commitment to leading the Association.

18. Partners/Vendors/Sponsors

- A. A partner (*vendor*) program shall be part of the Annual Conference.
- B. The purpose of the partner program is to provide delegates with information about resources, products and services that benefit activities programs and to provide financial assistance to the Association for conducting Association business.
- C. Partner fees shall be determined as part of the budget process and approved as part of the budget at the Fall Board of Directors meeting and shall include refund policies and procedures.
- D. WACA may comp. booths up to 10% of the number of paid vendor booths (*e.g. if thirty booths rented, three may be comp'd*). These booths shall be offered at the discretion of the Partner Coordinator and shall be in addition to booths comp'd the DJ for the Social, and provider of the Social entertainment. These comp'd booths will be single booths. If a vendor receiving a comp'd booth wants a double booth, they will need to pay for the second booth.
- E. The Presidential Trio may comp additional vendor booths to vendors that provide a service to WACA at the Annual Conference.
- F. The President and Partner Coordinator shall be granted authority to reduce or waive partner fees for nonprofit organizations that provide resources and services to schools in implementing service projects.
- G. The President and the Partner Coordinator shall be granted authority to reduce or waive fees for partners that provide additional products or services to the Annual Conference or Association.

19. Additional Programs

- A.** The Association may develop and implement additional programs that further the mission of the Association, which are not outlined in the Bylaws of the Association, by simple majority vote of the Board of Directors.
- B.** Responsibility and authority of such programs shall be clearly developed and outlined prior to the approval process.
- C.** Such programs that generate revenue or require expenditures shall be included in the annual budget. If the additional revenue or expenditure is not included in the annual budget, then the annual budget shall be amended to include such by simple majority vote of the Board of Directors.

20. WACA Recognition Awards (Tabled for work in 2020-21)

- A.** *Fortin Award*
- B.** *Legislator of the Year Award*

21. Annual Conference Site Committee

- A.** The Annual Conference Site Committee will investigate, visit, vet, and if appropriate locations are found—enter into negotiations with venues for future Annual Conferences.
- B.** This committee shall be made up of at least one member of the Presidential Trio, the Program Coordinator, the Treasurer, and at least two Area Representatives and/or the High School or Middle Level Representatives. Others may also participate, but the goal is to keep this committee lean for the purposes of visiting sites if mileage, food, and lodging are involved as expenditures.
- C.** The Annual Conference Site should be negotiated for a two-year stay—2022-2023, for example—to maximize values offered by competing venues.
 - 1.** The Association should be able to achieve financial viability by balancing competing venues.
 - 2.** The committee should also look at options to balance Conference locations in regions of the state, to maximize delegate attendance.
- D.** The Annual Conference Site should be chosen, agreed upon, and negotiated at least three (3) years out from the current year for the sake of competing with other organizations seeking conference facilities during our Annual Conference window.
 - 1.** The signing goal for 2024-2025 should be during the 2021 calendar year, 2026-2027 in the 2023 calendar year.
 - 2.** This should provide a two-year window for the committee to investigate, visit, tour, and vet potential venues and chose a location for the next location block of the Annual Conference.
- E.** The committee shall present their recommendation to the Executive Board, then a vote shall be taken to approve their recommendation. Signature of Contracts with venues shall include a member of the Presidential Trio and the Treasurer.

22. Board of Director Responsibilities

A. All Board Members

- 1.** It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
- 2.** It is expected that board members respond in a timely manner to communications involving Association business.
- 3.** Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as

outlined in the Bylaws of the Association.

4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
 - a. Presents breakout session, as needed.
 - b. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
 - c. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of Presenters.
 - f. Assists in the recruitment of Partners.

B. President

1. Preside over all meetings of the Association, including:
 - a. Prepares agendas for all Association meetings.
 - b. Reviews the Constitution and Bylaws of the Association at Spring Executive Board meeting.
 - c. Communicates with Board members, in a timely manner, regarding required reports, etc.
2. Make arrangements and coordinates all meetings of the Association, including:
 - a. Determines dates, times and location of all Association meetings.
 - b. Makes necessary arrangements for lodging and meals for Association meetings.
 - c. Communicates with board members, in a timely manner, regarding logistics of Association meetings.
 - d. Creates and distributes a meeting Agenda.
3. Make recommendations for appointed positions, unfilled positions or vacated positions to the Board of Directors for approval, as outlined in the Bylaws of the Association.
4. Presides over the Annual Conference, including:
 - a. Responsible for the implementation of the meeting/convention contract with the venue.
 - b. Keeps clear lines of communication with the President Trio of all pertinent conference information.
 - c. Assigns duties and responsibilities of the Board of Directors.
 - d. Makes necessary arrangements for Board lodging and meals.
 - e. Selects and arranges for delegate conference shirts and Board attire.
 - f. Selects and arranges for logistics of keynote/general session speakers.
 - g. Coordinates with conference venue for audio and visual needs and room set-up for general sessions.
 - h. Coordinates all general session logistics (*keynote intros, announcements, banquet, etc.*)
 - i. Coordinates the annual banquet, including agenda and program.
 - j. Coordinates delegate meals with venue representative
 - k. Selects and arranges for delegate materials and supplies (*i.e. shirts, notepads, conference bags, logo items, etc.*)
 - l. Arranges for recognition (*plaques, certificates, other*) of board members whose term of office is ending. As specified in Section 17 of the Association Bylaws.
5. Notifies, by letter, the Principal/Supervisor of each Board member of the role in the Association. Notification shall be done by October 15 of each year.

6. Assumes the position of Past-President upon the conclusion of the term of President.
7. Participates with the Annual Conference Site Committee, as needed.
8. *Participates with the Fortin Award committee, as needed.*

C. President-Elect

1. Assumes the responsibilities of the President, in the absence of the President.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
 - a. Presents information (*theme, dates, location*) for the following Annual Conference at the closing general session.
 - b. Assumes the position of President upon the conclusion of the term of President-Elect.
4. Is the Chair of the Hall of Fame Legacy Committee.
5. Participates with the Annual Conference Site Committee, as needed.
6. *Participates with the Fortin Award committee, as needed.*

D. Past-President

1. Assumes the responsibilities of the President in the absence of both the President and President-Elect.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the election process for open board positions.
 - i. Works with other board members in the advertisement of open positions.
 - ii. Prints election materials including position information, applications and ballots.
 - iii. Oversees the counting and tabulation of ballots.
 - b. Manages the resource area of the conference.
 - i. Selects and arranges for the purchase of merchandise for the resource area.
 - ii. Manages the sale and inventory of the merchandise for the resource area.
 - iii. Works with the Treasurer to arrange for the credit card acceptance and funds management.
4. Participates with the Annual Conference Site Committee, as needed.
5. *Participates with the Fortin Award committee, as needed.*

E. Secretary

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Keeps an accurate record of all proceedings at meetings of the Association.
 - a. Distributes minutes of meetings to all respective board members in a timely manner.
3. Assists, as needed, other board members in the development and printing of Association forms and documents.
4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assists the Past President with the election process and tabulation of votes.

5. May seek opportunities to join other committees within the structure of the Association Bylaws.

F. Treasurer

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Manages the finances of the Association, including proper record keeping of all revenue and expenditures.
3. Manages all bank accounts, deposit accounts or other financial accounts for the Association.
4. Manages all credit cards, debit cards or other liability of the Association.
5. Manages the services and contracts with a merchant service for the acceptance of credit cards.
6. Prepares and presents a financial report for all Board of Directors meetings that includes all current revenue and expenditures for the current fiscal year.
7. Prepares and end of year (*fiscal year*) financial report for the Association.
8. Coordinates the filing of all required local, state and federal tax forms for the Association.
9. Reviews and *maintains* the insurance coverage for the Association.
10. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates registration of delegates for the conference and pre-conference.
 - i. Works with the President in the preparation of the confirmation notice to delegates.
 - ii. Works with the Technology Coordinator in implementation of the outline registration process.
 - b. Manages all records of payments received and payments pending for delegate registration.
 - i. Invoices, in a timely manner, all unpaid registrations.
 - c. Coordinates the check-in process at the conference.
 - i. Purchases and maintains inventory of nametag supplies (*ribbons, pins, holders, etc.*)
 - d. Maintains the inventory of the Association.
 - e. Maintains the database for the Association.
11. Prepares mailing labels, as needed.
12. Participates with the Annual Conference Site Committee, as needed.
13. Has signature responsibility at conclusion of Annual Conference Site Committee recommendation.
14. May seek opportunities to join other committees within the structure of the Association Bylaws.

G. Program Coordinator

1. Attends all Board of Director meetings and Executive Board meetings.
2. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the advertisement, recruitment and selection of presenters for breakout sessions.
 - i. Gathers details and information regarding all breakout sessions.
 - ii. Coordinates the placement (time and location), within the program, of each breakout session.
 - iii. Confirms with presenters the times and location of their

- presentations.
- iv. Coordinates with each presenter and the conference venue for audio and visual needs and set-up.
- v. Collects data on the participation and evaluation of each breakout session.
- vi. Prepares certificates/recognition for each presenter.
- vii. Coordinates the collation of shared materials for presenters.
- b. Coordinates the Pre-Conference.
 - i. Works with the President in the selection of presenters for the pre-conference.
 - ii. Coordinates the location of each pre-conference session.
 - iii. Confirms with presenters the times and location of their presentations.
 - iv. Coordinates with each presenter and the conference venue for audio and visual needs and set-up.
- c. Coordinates the implementation of other aspects (*Speaker Showcase, Meet the Pros, Book the Pros, etc.*) of the conference, based on the final program.
 - i. Coordinates the recruitment and selection of presenters and topics.
 - ii. Coordinates with the conference venue for audio and visual needs and room set-up.
- d. Creates the conference program booklet.
- e. Arranges for the printing and delivery of the conference program booklet.
- 3. Leads in the building of the digital conference program app, assists others able to support this task.
- 4. Participates with the Annual Conference Site Committee, as needed.
- 5. May seek opportunities to join other committees within the structure of the Association Bylaws.

H. Partner Coordinator

- 1. Attends all Board of Directors meetings and Executive Board meetings.
- 2. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the advertisement, recruitment and selection of conference Partners.
 - i. Collects Partner information for the conference handbook.
 - ii. Works with the President and Program Coordinator in the placement and length of Partner time with the Conference program.
 - iii. Confirms with each Partner the times, location and agenda of the conference program.
 - iv. Coordinates with the conference venue of the layout, placement and needs (power, internet, etc.) of the Partners.
 - v. Coordinates with the Treasurer in the collection of Partner fees.
 - vi. Creates a welcome packet for each Partner.
 - vii. Coordinates the recognition/thank you of each Partner.
 - viii. Serves as a liaison between the Association and Partners.
- 3. May seek opportunities to join other committees within the structure of the Association Bylaws.

I. Technology Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Maintains the WACA website.
 - a. Works with the Program Coordinator in collection of presenter applications and information (*topics, pictures, and materials*) to be posted on the website.
 - b. Works with the Partner Coordinator in the collection of Partner information (*business information, links, and pictures*) to be posted on the website.
 - c. Posts information and updates regarding the Annual Conference to the website.
 - d. Works with the Treasurer in the development of online conference registration for delegates.
 - e. If required, works with the conference venue for online reservations for lodging.
 - f. Works with the Treasurer to ensure the payment of required fees for the website.
 - g. Works with the Presidential Trio by posting information and updates about the Association.
 - h. Works with the Area Representatives in posting and updating their area communication to the website.
 - i. Works with the Communication Coordinator in posting and updating Association content on the website.
 - j. Maintains the links, content, and aesthetics of the website.
 - k. Updates the website, as needed.
4. Maintains the WACA administrator account, including archiving all official email requests.
5. Maintains digital records of the current Association Constitution and Bylaws.
 - a. Will provide a secure portal for board members to access said documents.
6. Maintains archives of all other WACA documents, including, but not limited to, agendas, minutes of meetings, conference agendas and programs, Hall of Fame documents and election documents.
7. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Takes, creates and prints the WACA Board pictures for display.
 - b. Takes digital pictures of presenters, speaker, area delegates, Hall of Fame and general conference pictures for inclusion on the website.
 - c. When able, uses technology to enhance the conference.
 - d. Serves as a liaison between the venue AV staff and general session speakers and breakout presenters.
8. Works with the Communications Coordinator to enhance the Association social media presence.
9. May seek opportunities to join other committees within the structure of the Association Bylaws.

J. Communication Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Works with the President in the preparation of Association mailings.
 - a. Prepares and coordinates the mailing of a conference advertisement to

- all secondary schools in the fall and winter of each year.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assist the Past President in the election process and tabulation of votes.
 - b. Works with the President and President-Elect in the development of the conference evaluation.
 - i. Creates and electronically distributes the evaluation to all delegates.
 - ii. Collates the evaluation results and forwards to the President in a timely manner.
 4. Works with the Technology Coordinator to enhance the Association social media presence.
 - a. At a minimum, a newsletter shall be created and made available to members quarterly, unless specified otherwise by the Board of Directors.
 - b. Creates, develops, or acquires new content to be added to the Association website at least on a quarterly basis. May be in place of a newsletter.
 5. May seek opportunities to join other committees within the structure of the Association Bylaws.

K. Certification Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Manages all processes related to adviser certification, including:
 - a. Receive completed applications.
 - b. Verify applications.
 - c. Notify applicants of their status.
 - d. Conduct audits of submitted applications (up to 10% a year).
 - e. Order/Create certificates.
 - f. Mail and/or present certificates at the annual conference.
 - g. Create and maintain a tracking database.
 - h. Notify certified advisers whose certifications will expire within the year.
3. Maintains requirements with the Office of the Superintendent of Public Instruction (OSPI) for the Association to offer clock-hours to delegates at the completion of the Annual Conference.
 - a. Prepares clock-hour forms and has them ready to hand out at the conclusion of the last day of the Annual Conference.
4. May seek opportunities to join other committees within the structure of the Association Bylaws.

L. High School Representative

1. Attends all Board of Directors meetings.
2. Works with the Middle Level Rep in coordinating the Hall of Fame program.
 - a. Coordinates the advertising and collection of nominations.
 - b. Maintains the nomination records and collects additional information, as needed.
 - c. Shall formally present all candidates for Hall of Fame using comparable information for each candidate at the Winter Board meeting.
 - d. Assists the President in the voting process for Hall of Fame inductions.
 - e. Tabulates the votes.

- f. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
- 3. Active member of the Hall of Fame Legacy Committee.
 - a. Shall meet with other committee members to determine the qualifications of legacy candidates for the Hall of Fame.
 - b. Shall formally present Legacy Hall of Fame inductee to the Board of Directors at the Winter Board Meeting.
 - c. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
- 4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the giveaway process at the conference.
 - b. Assists Area Representatives, as needed.
 - c. Assists the Program Coordinator with collection and compilation of presenter's materials.
- 5. May seek opportunities to join other committees within the structure of the Association Bylaws.

M. Middle Level Representative

- 1. Attends all Board of Directors meetings.
- 2. Works with the High School Rep in coordinating the Hall of Fame program.
 - a. Coordinates the advertising and collection of nominations.
 - b. Maintains the nomination records and collects additional information, as needed.
 - c. Shall formally present all candidates for Hall of Fame using comparable information for each candidate at the Winter Board meeting.
 - d. Assists the President in the voting process for Hall of Fame inductions.
 - e. Tabulates the votes.
 - f. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
- 3. Active member of the Hall of Fame Legacy Committee.
 - a. Shall meet with other committee members to determine the qualifications of legacy candidates for the Hall of Fame.
 - b. Shall formally present Legacy Hall of Fame inductee to the Board of Directors at the Winter Board Meeting.
 - c. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
- 4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the giveaway process at the conference.
 - b. Assists Area Representatives, as needed.
 - c. Assists the Program Coordinator with collection and compilation of presenter's materials.
- 5. May seek opportunities to join other committees within the structure of the Association Bylaws.

N. Area Representative

- 1. Attends all Board of Directors meetings.
- 2. Communicates with delegates within their designated area a minimum of four (4) times per school year.

- ## 23. Changes to the Bylaws and Board Responsibilities

- Modified: September 22, 2017, September 22, 2019, January 19, 2020.**