

WYOMING ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS

The mission of WAEMSP is to promote and support the improvement of education for all Wyoming children through effective educational leadership. (Adopted June 8, 2004)

BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Wyoming Association of Elementary and Middle School Principals (WAEMSP). (Adopted January 15, 2009)

ARTICLE II - PURPOSE

The purpose(s) of this Association shall be:

- A. To lead in the advocacy and support for elementary and middle level principals and other educational leaders in their commitment to all children.
- B. To facilitate positive educational leadership.
- C. To serve as the voice for elementary and middle level principals.
- D. To enhance the image of the elementary and middle school principal as an educational leader and to promote greater recognition of the professional skill and performance demanded by the position.
- E. To enhance the unique and harmonious relationships among elementary and middle level principals, teachers, other educators, and other associations.
- F. To strengthen positive relationships among principals, schools, parents, and communities.

ARTICLE III - AFFILIATIONS

- A. The Wyoming Association of Elementary and Middle School Principals shall be affiliated with the National Association of Elementary School Principals.
- B. The Wyoming Association of Elementary and Middle School Principals may affiliate with other associations having similar purposes upon the approval of the general membership.

ARTICLE IV - BUDGETING AND FINANCIAL ACCOUNTING

Section 1 - Budget Preparations

- A. The Executive Board shall prepare an annual budget and present it to the members present at the last general meeting prior to July 1st.
- B. A majority of the members present at the last general meeting prior to July 1st must approve the proposed budget.

Section 2

A. Document Retention Guidelines: The following schedule provides retention periods for the major categories of both paper and electronic documents.

- 1. Accounting
 - a. Budgets 7 years
 - b. Officers and Directors Expense Reports 3 years
 - c. Accounts receivable and payable ledgers 7 years
 - d. Receipts - Hard copy 1 year/ scan afterward 7 years
- 2. Corporate Records
 - a. Annual Reports Permanent
- 3. Taxes
 - a. Income Tax Returns 7 years
Adopted June 9, 2013

Section 3 - Auditing and Accounting

- A. The Treasurer's records (*bank records, investments, and receipts*) will be audited annually by a committee of Executive Board members, comprised of regional representative's and vice president appointed by the President. *The audit will take place at the annual board retreat in June.* A report will be made to the Executive Board at its first meeting following the audit.
- B. A complete written accounting of all receipts and expenditures will be presented at each Executive Board meeting and General Membership meeting by the Treasurer.
 - 1. The Executive Director shall provide the Treasurer a written accounting of all expenditures at each Executive Board and General Membership meeting.
 - 2. The monies received by those other than the Treasurer shall be forwarded to the Treasurer for deposit in the general account.
- C. All expenditures must be substantiated by written receipts.

1. Cash advances may be given for state meeting organizations, publications, or attendance of WAEMSP officers at meetings specified in the WAEMSP Bylaws and for any other situation specified by the WAEMSP Executive Board.
 2. In the event of the cash advancements, a complete accounting of the use of the advancement accompanied by receipts shall be made to the Treasurer. -Any unused portion of the advancement shall be returned or accounted for.
- D. Representatives of WAEMSP to the NAESP National Leader's Conference shall receive equal portions of budgeted funds to assist with expenses.
- E. In addition to the Executive Director and the Treasurer, all WAEMSP bank accounts shall carry the additional signature of the President who shall be eligible to operate the account in the event that the elected or appointed officer is unable to do so. The additional signature is not required for the normal operation of the account. (amended 1-27-2015)

ARTICLE V - LEGAL BENEFITS PROGRAM (LBP) OF WAEMSP

- A. Active members of the Wyoming Association of Elementary and Middle School Principals who request and receive funds from the National Association of Elementary School Principals under the Legal Benefits Program (LBP) will be reimbursed up to the amount of \$500.00 by WAEMSP.
1. First-year members will be eligible for a reimbursement of \$200.00. In the second consecutive year, members will be eligible for a reimbursement of \$300.00. Those holding WAEMSP membership for three or more consecutive years will be eligible for a \$500.00 reimbursement.
 2. If an individual does not have continuous membership, the current period of membership will determine his/her status.
- B. Members may request and receive funds up to \$500.00 from WAEMSP for financial assistance of legal action that is job-related.
1. The Executive Board of WAEMSP will determine the amount of money to be awarded.
 2. Expenses must exceed \$500.00 before a member becomes eligible for WAEMSP reimbursement.
 3. The LBP guidelines will be used by the WAEMSP Membership and Executive Board
- C. Emeritus members who were former active members will be eligible under the same rules as active members. Both active and associate continuous membership will be counted toward eligibility.

- D. Aspiring, Associate, and Retired Principal members are not eligible to participate in the Legal Benefits Program.
- E. At the close of the fiscal year if funds are available, \$10.00 per active and institutional active membership will be added to the LBP account. (Adopted June 6, 1997) - Hold a minimum of \$1,000 in reserve to cover contributions to at least 2 members for the next year.
- F. Legal Benefits Program Guidelines and Procedures will be utilized as guidelines when reviewing each case. (NAESP Policy Statement 1100.4) Effective March 1, 1998
- G. NAESP members receive two types of legal protection through the Legal Benefits Program (LBP):
 - 1. Active WAEMSP/NAESP members are eligible for reimbursement up to \$10,000 from NAESP based on continuous years of membership, following a \$500 deductible, paid by WAEMSP, accruing at \$1,000 for each year of continuous membership, for eligible job-protection-related legal claims.
 - 2. Educators Professional Liability Plan. NAESP members may receive up to \$14,500 in legal fees and up to \$2,000,000 of damage/settlement costs under the Legal Benefits Program (LBP) Educators Professional Liability Plan provision, for assistance in civil suits, such as student injury or false allegations of abuse.

ARTICLE VI - REGIONS

1. Regions

For organizational purposes, the state is divided into five (5) WAEMSP regions as follows:

- A. Northwest Region includes Park, Big Horn, Washakie, Hot Springs, and Fremont counties.
- B. Northeast Region includes Crook, Campbell, Weston, Sheridan and Johnson counties.
- C. Central Region includes Natrona and Converse counties.
- D. Southeast Region includes Laramie, Goshen, Platte, Albany, Niobrara and Carbon counties.
- E. Southwest Region includes Sweetwater, Uinta, Lincoln, Sublette, and Teton counties.

Amended June 9, 2013

2. State Conference

- A. The Annual Conference of the association shall rotate among the regions as outlined in ARTICLE VI of the Bylaws on a schedule determined by the Executive Board. The order of rotation shall be Northwest, Northeast, Central, Southeast, Southwest.

ARTICLE VII - MEMBERSHIP

Section 1 - Categories and Qualifications

The Association shall have regular and special categories of membership.

- A. Regular Membership shall include Active and Emeritus members:
 1. Active: Active Membership is available to all practicing principals, assistant principals, and others employed in professional work related to the elementary and middle school principalship.
 2. Emeritus: Emeritus Membership is available to all retired WAEMSP/NAESP members, and includes all WAEMSP/NAESP programs and services (including the Legal Benefits Program) and membership in AARP.
- B. Special categories of membership may be established by the Executive Board, in conjunction with NAESP, such as:
 1. Associate: Associate membership is available to superintendents, supervisors, consultants, or college instructors who work in the field of elementary/middle education.
 2. Institutional: Institutional Membership includes an Active Membership and a duplicate set of member publications for the institution.
 3. Aspiring Principal: Aspiring Principal Membership is available to teachers, graduate students, counselors, and others pursuing a career as an elementary or middle school principal or assistant principal.
 4. Retired: Retired membership is available to all retired WAEMSP/NAESP members. Active members, or current Emeritus members, and includes some WAEMSP/NAESP benefits and services but does not include the Legal Benefits Program.
- C. Those people eligible for membership will belong both to the National Association of Elementary Principals and Wyoming Association of Elementary and Middle School Principals (membership voted January 25, 1991, effective November 1, 1992.)

Section 2 - Rights and Benefits

Regular members of the Association shall be entitled to all of the Association's member services and benefits, including the right to vote and hold office. Active members who are ~~on-line~~ principals or assistant principals may hold elected or appointed office. All special category members shall be entitled to the rights and privileges of the Association as determined by the Executive Board, including the right to hold an appointed office. (Amended Jan. 19, 2006)(Amended Jan. 17, 2008)

Section 3 - No Discrimination

The Association shall not deny membership on the basis of race, creed, national origin, religion, age, disability, or gender.

Section 4 - Membership Year

The joint membership year will run from November 1, to October 31, each year.

ARTICLE VIII – DUES

The annual dues of active membership, aspiring principal's membership, institutional membership, retired membership, associate membership and emeritus membership shall be determined by the Executive Board of the Association, subject to approval of the membership. Beginning February 1 of each year dues will be prorated for new members based on the number of months remaining in the membership year. (Amended January 15, 2009)

ARTICLE IX - OFFICERS

Section 1 - Officers

- A. The officers of this Association shall consist of State President, State President Elect (who shall become President after one year of service as State President-Elect), State Vice-President (Who shall become the State President-Elect in the second year and President the third year), State Editor, Secretary, Treasurer, Federal Relations Coordinator to the National Association of Elementary School Principals, State Legislative Coordinator, Middle Level Representative, and the State Representative to the National Association of Elementary School Principals. (Amended Jan. 19, 2006) (Amended Jan. 27, 2015)
- B. The above officers and the Presidents/Co-Presidents of each of the five regions of the state (Northwest, Northeast, Central, Southwest, and Southeast shall constitute the Executive Board. The State Executive Director of the Wyoming Association of Elementary and Middle School Principals, who is appointed by the Executive Board, shall be an Ex-Officio member of the Executive Board. Adopted June 9, 2013

Section 2 - Term of Office

Unless otherwise provided for in these Bylaws, all officers shall be elected or appointed for one year to begin July 1. The State Representative to the National Association of Elementary School Principals and the State Federal Relations Coordinator to the National Association of Elementary School Principals shall serve a term of three (3) years. The Vice-President will serve a term of (3) years. The first year they will serve as Vice-President, year 2 will be President-Elect, and year three will serve as President of the Association. The Middle Level Representative shall serve a term of two (2) years. The State Representative, State Federal Relations Coordinator, and Middle Level Representative may serve two consecutive terms. (Amended Jan. 19, 2006)(Amended Jan. 27, 2015)

Section 3 - Nomination, Election, and Appointments

A. State Vice President, State Representative, Federal Relations Coordinator, and Middle Level Representative. (Amended Jan. 19, 2006)

1. The call for nominations for these offices will be published in the Newsletter and/or by special bulletin over the listserv prior to the Annual Conference. Nominations will be accepted at the General Meeting of the membership at the Annual Conference. This slate of candidates shall also be presented to the membership of WAEMSP in the issue of the newsletter that follows the Annual State Conference. Adopted June 9, 2013
2. Election of the above named officers shall either be by paper or electronic ballot. A paper ballot shall be mailed by the State Executive Director to those qualified to vote following the Annual Conference. Adopted June 9, 2013
3. Space shall be provided on the ballot for write-in candidates.
4. Election of these officers shall be by written or electronic ballot. The State President shall appoint a committee of three members of the Association to check and count ballots and to report the results of the election by newsletter and electronic means prior to the end of the school year. Adopted June 9, 2013
5. In case of a tie vote for any officers, a run-off election will be held prior to the end of the school year. If still a tie after the run-off election, a flip of the coin will be held by the President and the Executive Director to determine the winner. Adopted June 9, 2013 -- The executive board will vote on which candidate to appoint the person if there is a second tie.

B. Secretary

1. The State President shall appoint a member of the Association to serve as Secretary.
2. This appointment shall be subject to the approval of the Executive Board

C. Treasurer

1. The State President shall appoint a member of the Association to serve as Treasurer.
2. This appointment shall be subject to the approval of the Executive Board.

D. State Representative to the National Association of Elementary School Principals

1. The State Representative to NAESP shall be elected in the same manner as the other officers of the Association. This office will be a three year term with the years being consecutive. This office may serve two consecutive terms. (Adopted 1/20/05)
2. The State Representative shall assume the duties upon the expiration of the predecessor's term.
3. The State Representative shall hold active membership.

E. State Editor

1. The Executive Director shall serve as State Editor.

F. Membership Chairperson

1. The Executive Director of WAEMSP shall serve as Membership Chairperson of this Association.

G. Federal Relations Coordinator to the National Association of Elementary School Principals

1. The Federal Relations Coordinator to NAESP shall be elected in the same manner as the other officers of the Association. This office will be a three year term with the years being consecutive. This office may serve two consecutive terms. (Adopted 1/20/05)
2. The Federal Relations Coordinator shall assume the duties upon the expiration of the predecessor's term.
3. The Federal Relations Coordinator shall hold active membership.

H. State Legislative Coordinator

1. The President shall appoint a member of the Association to serve as State Legislative Coordinator.
2. This appointment shall be subject to the approval of the Executive Board

I. Middle Level Representative (Added Jan. 19, 2006)

1. The Middle Level Representative shall be elected in the same manner as the other officers of the Association. This office will be a two year term with the years being consecutive. This office may serve two consecutive terms.
2. The Middle Level Representative shall assume the duties upon the expiration of the predecessor's term.
3. The Middle Level Representative shall hold active membership.
4. The Middle Level Representative must be the principal of a school which includes upper elementary or middle grades only and does not include any grades lower than 4th grade, or higher than 9th grade.

J. Regional President

1. Regional Presidents shall bring the name of the new Regional President or Co-President to the General Assembly meeting at the State Conference. (Amended Jan. 27, 2015)
2. The Regional President or Co-Presidents may be appointed for two-year terms. (Adopted Jan 18, 1996) (Amended Jan. 27, 2015)

Section 4 - Eligibility for Office and Qualifications of Candidates

- A. Any Active member shall become eligible to hold elective office in WAEMSP.
- B. Candidates shall be considered on the basis of effective leadership qualifications.

Section 5 - Vacancies

When a vacancy occurs in an elective office and unless otherwise provided for by these Bylaws the Executive Board shall appoint a qualified member to the unexpired term of that elective office.

ARTICLE X - DUTIES OF OFFICERS

A. Duties of the State President

1. Calls and presides at all meetings of the Association and of the Executive Board of the Association.
2. Appoints the Secretary, Treasurer, ~~Editor~~, and State Legislative Coordinator of the Association.
3. Serves as a member of the Associations Executive Board.

4. Appoints all committees and/or individuals to serve as directed by the Executive Board except the Nomination Committee and the elected positions of the Executive Board.
5. Keeps other officers of the Association informed of activities of the Association.
6. Acts upon immediate problems of the Association which are not otherwise provided for.
7. Represents the Association at the National Association of Elementary School Principals annual Leadership Conference and at the Delegate Assembly of the National Association of Elementary School Principals.
8. Serves as a member of the selection committee for Wyoming's National Distinguished Principal.
9. Sets the agenda for general membership meetings, which may include luncheons and banquets.
10. In collaboration with the Regional President in charge of the State Conference, the President sets the vision and theme for the WAEMSP Annual Conference and presides over this event.

B. Duties of the State President-Elect

1. Becomes State President of the Association after one year of service as State President-Elect.
2. Serves as a member of the Association's Executive Board.
3. Presides at all meetings of the Association and of the Executive Board in the absence of the President (Adopted Jan. 27, 2015)
4. Represents the Association at the National Association of Elementary School Principals annual Leadership Conference and at the Delegate Assembly of the National Association of Elementary School Principals.
5. Coordinates the work of all appointed committees and insures their effectiveness.
6. Serves as Chairperson of the Wyoming Booth at the NAESP Annual Convention. (See Appendix A)
7. Orders and presents the plaque for the outgoing President at the last General Meeting of the year.

C. Duties of the State Vice-President

1. Works closely with the State President and other officers of the Association in planning the agenda for Annual State Convention and General Membership meetings of the Association.
4. Serves as a member of the Association's Executive Board.
5. Coordinates and presides over recognition of retirees at the Annual State Conference
6. Serves as a member of the selection committee for Wyoming's National Distinguished Principal.
7. Becomes the State President-Elect of the Association after one year of service as Vice President (Amended Jan. 27, 2015)

D. Duties of the Secretary

1. Keeps a record of the minutes of the Association's Membership and Executive Board meetings and insures that a summary of these are published in the Association Newsletter.
2. Serves as a member of the Association's Executive Board.

E. Duties of the Treasurer

1. Monitors the finances as outlined in Article IV, Section 2 of the Bylaws.
2. Insures that all bills of the Association are paid.
3. Serves as a member of the Association's Executive Board.

F. Duties of the State Representative to the National Association of Elementary School Principals

1. Promotes membership of those eligible in the National Association of Elementary School Principals and Wyoming Association of Elementary and Middle School Principals.
2. Keeps the membership of the Association informed of activities of the NAESP and acts as liaison between the WAEMSP and NAESP.
3. Serves as a member of the Association's Executive Board.

G. Duties of the State Editor

1. Issues a minimum of three (3) newsletters per year. The first issue is to follow the fall Executive Board meeting, the second issue is to precede the Annual State Conference, and the third issue is to follow a spring Executive Board meeting.

2. Disseminates information regarding dues, membership, current educational practices, and other information pertinent to the Association membership.
3. Publishes the list of candidates for elected offices for the coming year in an issue of the Newsletter.
4. Serves as a member of the Association's Executive Board.
5. Maintains Association website and social media

H. Duties of the Federal Relations Coordinator to the National Association of Elementary School Principals

1. Coordinates a state-level network of Congressional contact people.
2. Establishes effective communication systems for congressional issues.
3. Keeps up-to-date on federal relation issues.
4. Informs the State Association and its members of federal issues and needed actions.
5. Recommends State Association action on federal issues where appropriate.
6. Maintains a continually updated listing of state and local activities in federal relations.
7. Keeps NAESP informed of state concerns on federal issues.
8. Serves as a member of the Association's Executive Board.

I. Duties of the Middle Level Representative (Added Jan. 19, 2006)

1. Promotes the concept and position of the middle level principal.
2. Acts as a liaison between NAESP's middle level representative and the WAEMSP Executive Board.
3. Recommends to the WAEMSP Executive Board activities or programs that would further promote more inclusion of middle level principals in the activities of the WAEMSP.
4. Actively recruits middle level principals in the state as active members in WAEMSP/NAESP.
5. Serves as a member of the Association's Executive Board.

J. Duties of the State Legislative Coordinator

1. Coordinates a state-level network of legislative contact people.
2. Establishes effective communication system for effective communication for legislative issues
3. Keeps up to date on legislative issues.
4. Informs the State Association and its members of legislative issues and needed actions.
5. Maintains a continually updated listing of state and local activities in legislative relations.
6. Identifies and tracks names and numbers of bills associated with education issues.
7. Serves as a member of the Association's Executive Board.

K. Duties of the Regional President/Co-President

1. Presides at all regional meetings of the Association held within the region.
2. May appoint a Secretary-Treasurer of the region.
3. Arranges the time and place, and acts as coordinator of all meetings of the Association held within the region.
4. Recommends the agenda and the convention program for the Annual State Convention hosted in the region, subject to the approval of the Associations Executive Board. (See Appendix B)
5. Schedules at least one regular regional meeting annually of members of the Association who belong to the region. You are encouraged to hold one meeting after each Executive Board meeting.
6. Works closely with the Editor for the purpose of bringing items from the region to the attention of the membership.
7. Serves as a member of the Nominating Committee of the Association.
8. Serves as a member of the Association's Executive Board.
9. Mentor Coordinator for their region
 - Call all new principals make a connection with the new principals
 - Check to see if new principals have a mentor if not would they like one
 - Encourage them to join the association

*Generate a list of ideas for Regional Co-Presidents for activities they can do within their region to encourage membership and way to strengthen the association.

10. Serve on audit committee.

L. Duties of the Executive Board

1. Carries out the general activities and policies of the Association.
2. Decides upon the time and place of the Annual State Convention.
3. Determines the amount of the annual dues of the Association, subject to the approval of the membership.
4. Directs the manner of approval and payment of the Association's bills.
5. Requests an accounting of the Association's accounts and reports findings to the membership.
6. Appoints the appropriate number of delegates to represent the WAEMSP at the Delegate Assembly of the National Association of Elementary School Principals.
7. Appoints an Executive Director and delineates the responsibilities of that position.

M. Duties of the Executive Director

1. Serves as membership chairperson for the Association.
2. Maintains a list and contact eligible Association members.
3. Receives and transmits to the Association Treasurer monies collected for membership dues.
4. Keeps a current list of paid memberships.
5. Keeps records of membership and will give service certificates to the members at the Annual State Conference. Membership certificates will be awarded in five- year increments.
6. Gives new members a certificate.
(Amended Jan. 27, 2015)
7. Performs such duties as defined by the President and Executive Board as outlined in the Executive Director's Job Description. (See Appendix G)

8. Serves as a member of the Association's Executive Board. Serves as a member of the selection committee for Wyoming's National Distinguished Principal.
9. Serves as Editor for the association

ARTICLE XI - COMMITTEES and/or APPOINTMENTS

The Association shall provide for the special concerns of the organization through individual appointments and/or the establishment of ad-hoc committees. The Executive Board may appoint committee members as necessary. Appointments will be for one year, unless abolished or continued by the Executive Board.

ARTICLE XII - MEETINGS

Section 1 - Association Meetings

- A. General Meeting. A meeting of the general membership of the Association. The time and place of the Association's General meetings shall be at the discretion of the Executive Board. A minimum of 10 days prior notice must be given to the membership. (Amended January 15, 2009)
- B. Annual Meeting. A meeting of the general membership held during the Annual Conference.
- C. Regional Meeting. A meeting of the general membership of that region called by the Regional President and at a time and place determined by the Regional President.
- D. Executive Board Meeting. A meeting of the Executive Board of the Association. It shall meet a minimum of three times during the year. Executive Board meetings may be held electronically at the convenience of the Board. (Amended January 15, 2009)

ARTICLE XIII - PROCEDURE FOR CONDUCTING MEETINGS

Roberts Rules of Order shall be the governing procedure for all meetings of the Association unless otherwise specified in the Bylaws.

ARTICLE XIV - RULES OF DEBATE

The Association shall be governed by the rule that, unless otherwise ordered, debate shall be limited to five minutes.

ARTICLE XV – AMENDMENTS

These By-laws may be amended at any General Meeting of the Association, provided:

- A. That the proposed amendment carries the signature of not less than three members in good standing.
- B. That the proposed amendment shall have been presented to the membership by being published in the Newsletter prior to the General Meeting at which it is voted upon.
- C. That the proposed amendment shall be approved by a majority of members present.

ARTICLE XVI - RATIFICATION

The revised Bylaws shall become effective upon ratification by a majority of members present at the meeting following a Newsletter publication or the meeting at which it is read.

Amended June 8, 1990 - Wapiti Valley, Wyoming
Amended January 22, 1993 - Casper, Wyoming
Amended January 20, 1995 - Jackson, Wyoming
Amended January 18, 1996 - Thermopolis, Wyoming
Amended June 8, 1998 - Wapiti Valley, Wyoming
Amended January 20, 2005 – Rock Springs, Wyoming
Amended January 19, 2006—Cody, Wyoming
Amended January 17, 2008—Casper, Wyoming
Amended January 15, 2009—Cheyenne, Wyoming
Amended October 3, 2011 - Cheyenne, Wyoming
Amended June 9, 2013 – Saratoga, Wyoming
Amended January 27, 2015 – Lander, Wyoming
Amended January 26, 2016 Cody, Wyoming