

**WASDA**

**CONSTITUTION**

**BYLAWS**

**and**

**POLICIES**

*Updated July 2013*

# **WASDA CONSTITUTION**

## **ARTICLE I - NAME**

The name of this organization shall be the "Wisconsin Association of School District Administrators."

## **ARTICLE II - BELIEF STATEMENTS & MISSION STATEMENT**

### **WASDA BELIEF STATEMENTS**

We believe:

- That superintendents exist to serve children, community and the profession.
- That superintendents exist to ensure that all children receive a quality education.
- That superintendents are responsible for providing leadership and engaging the community for our educational future.
- That superintendents embody and model strong ethical behavior.

### **MISSION STATEMENT**

WASDA, as the premiere collaborative educational leadership association, serves superintendents by providing professional support and expanding their capacity to be effective, innovative leaders.

*(Passed by ballot vote of the WASDA Membership April 2010)*

## **ARTICLE III - MEMBERSHIP**

### **SECTION 1**

Any person who is legally certified as a public school administrator, a CESA administrator or an administrator of a County Handicapped Children's Education Board and who serves as the chief administrator of either a public school district, a CESA Agency or a County Handicapped Children's Education Board in the state of Wisconsin, and who is responsible directly to a board of education, is eligible to become a full voting member of this association. One additional central public school office administrator designated by the district's chief school administrator may become a voting member providing he/she is certified as a school administrator and is designated to serve the district in that capacity in the absence of the chief school district administrator.

### **SECTION 2**

Other classifications of membership may be established in accordance with the provisions of the Bylaws.

## **ARTICLE IV - ADMINISTRATIVE ORGANIZATION**

Management of the affairs of this Association shall be vested in a Board of Directors. Board members shall be elected from within the voting membership in accordance with the provisions of the Bylaws.

## **ARTICLE V - OFFICERS AND THEIR DUTIES**

### **SECTION 1**

The officers of the Association shall be the President-elect, who shall be chosen as provided in the Bylaws; the President, who shall have succeeded to the presidency upon completion of one term as President-elect or as otherwise provided in the Bylaws; and the Past President, who shall have succeeded to the past presidency upon completion of one term as President or as otherwise provided in the Bylaws. The officers shall serve as an Executive Committee of the Board of Directors, responsible for the preparation of agenda for meetings of the Board of Directors, representing the Board of Directors as necessary in the absence of the Board of Directors, and in general, providing executive direction to the WASDA, subject to approval of the Board of Directors.

## **SECTION 2**

The Board of Directors shall hire an Executive Director who shall also act as Treasurer of the Association and have such duties as are provided for in the Bylaws and as directed by the Board of Directors.

## **ARTICLE VI - MEETINGS**

### **SECTION 1**

There shall be an annual business meeting of the membership at the time of the conference and such other regular and special meetings as provided in the Bylaws.

### **SECTION 2**

There shall be a minimum of four meetings of the Board of Directors each year and such other special and regular meetings as provided for in the Bylaws.

## **ARTICLE VII - AMENDMENTS TO THE CONSTITUTION**

This Constitution may be amended by a two-thirds vote of those voting by a mail ballot in the same procedures as used for a general election.

## **ARTICLE VIII - RATIFICATION OF THE CONSTITUTION**

This Constitution may be ratified by a majority of those casting ballots.

# **WASDA BYLAWS**

## **ARTICLE I - MEMBERSHIP**

### **SECTION 101**

Voting members. Only those described in Article III, Section 1, of the Constitution, shall have the right to vote.

### **SECTION 102**

Associate member. Any person who is an educator employed by a school district or university system is eligible to become an Associate Member. Any educator who is employed by a vendor that sells goods or services to local schools is not eligible to be an Associate Member. Associate Members will receive all WASDA mailings and will be able to attend WASDA conferences at the member rate.

### **SECTION 103**

Honorary members. Upon retirement from active duty, voting members will become honorary members and will be eligible to attend all meetings of the Association and retain all of the rights and privileges associated therewith, with the exception of the right to vote and hold office.

### **SECTION 104**

Business Partner Member. Any business, vendor, corporation or private individual marketing a product or service to Wisconsin public school districts. The fee for a Business Partner Membership, as well as the benefits, shall be determined by the WASDA Board of Directors annually. Membership in this category does not constitute a WASDA endorsement of any goods or services.

### **SECTION 105**

Student members. Any person who is a full time graduate student and is not eligible for active membership shall be eligible for student membership. Student members must be enrolled in a program of educational administrators. Student members would receive all publications of the Association and have access to meetings of the Association. Other rights and privileges afforded to full voting members are not extended to student members. The student membership dues would be assessed at \$20 per student per year.

**SECTION 106**

The membership year shall begin as of July 1 and end June 30 of each year.

**SECTION 107**

Voting membership in the Association shall be terminated by the Board of Directors when a voting member no longer meets all requirements for voting membership.

**ARTICLE II - MEMBERSHIP DUES**

**SECTION 201**

Membership dues shall be reviewed annually by the Board of Directors. Recommendations by the Board of Directors for changes in dues shall be made to the membership at the annual business meeting. No change of dues may be made except by confirmation by simple majority vote of the members present and voting at the annual business meeting.

**SECTION 202**

The Board of Directors shall, at the annual business meeting, recommend a schedule of dues for membership to be levied against all classes of non-voting members the Association recognizes.

**SECTION 203**

The full voting membership dues are \$955, the associate membership dues are \$150 and the Business Partnership dues are \$955.

**SECTION 204**

There will be no dues or fees of any kind levied upon honorary members for membership in the Association.

**SECTION 205**

All membership dues are due and payable to the Executive Director on or before October 1 of the membership year beginning July 1.

**ARTICLE III - ELECTION OF DIRECTORS**

**SECTION 301**

1. One board member shall be elected within each Cooperative Educational Service Agency (CESA) except as herein stated. Board members shall be elected by the total voting membership of the CESA or unit in which a vacancy occurs.
2. All CESAs with more than forty-five (45) school districts therein shall be eligible to elect two (2) board members. This Board of Directors representation shall be from contiguous and reasonably equal geographic areas as established by the WASDA Board of Directors and specified in Appendix A.
3. WASDA voting members employed as chief school district administrators within the twenty (20) largest Wisconsin school districts shall be eligible to elect a board member. District eligibility shall be determined by the most current enrollment data as reported by the Department of Public Instruction.
4. Initial length of board member term of office, general election procedures, and other related issues which arise upon implementation of this Section (301) shall be determined by the WASDA Board of Directors.

**SECTION 302**

The Executive Director shall conduct the election. In so doing he shall:

1. Notify the voting membership of each CESA, prior to March 1, of the pending vacancy on the Board of Directors and whether an incumbent is eligible for reelection.

2. Inform the voting membership of the established deadline of April 15 for having names included on the election ballot.
3. Remind the membership of the opportunities for having an eligible name placed upon the election ballot, which shall include either or any of the following:
  - A. Written declaration by a voting member.
  - B. Nomination papers signed by three voting members.
4. In the event more than two candidates qualify for the ballot, there shall be a primary election held not less than 30 days before the general election, to be conducted in the same manner as the general election. Ballot order shall be determined by draw of names by the Executive Director of the Association in the presence of two voting members who are not candidates for the office.
5. Shall distribute the election ballots by mail to the voting membership by May 15, with an established deadline for return of the completed ballot of June 1.
6. Shall supervise the counting of the ballots.

### **SECTION 303**

1. Election of directors shall be by plurality.
2. The Executive Director shall supervise the counting of the ballots.

### **SECTION 304**

In the event of a tie vote:

1. The Executive Director shall prepare ballots for a special election between the tied candidates and shall mail ballots to all eligible voters according to provision of the Bylaws.
2. The special election ballots shall be distributed at least fifteen days prior to the deadline date for counting the ballots.
3. In case of a second tie which might occur in the special election, the tie shall be broken by the Board of Directors after having invited the candidates to appear before them.

### **SECTION 305**

The term of office shall be three years. However, a member may be elected a maximum of two consecutive three-year terms or an unexpired partial term not to exceed one-half of the length of a regular term plus two consecutive three-year terms, the combined total of which may not exceed seven and one-half years.

### **SECTION 306**

A member or director, having been elected to the office of President-elect, shall retain continuous voting membership on the board until he/she completes a one-year term in the capacity of Past President.

### **SECTION 307**

Once elected to the Board of Directors or having assumed an office of the Wisconsin Association of School District Administrators, a member must maintain eligibility for voting membership or that member's place on the board or office held becomes vacant. In the event that a director moves out of his/her CESA constituency, his/her position shall be declared vacant.

### **SECTION 308**

Vacancies on the board shall be filled, for the unexpired term, by the election conducted by the Executive Director in the same manner as provided within Article III for the regular election of directors with the exception that the dates shall be altered to fit the circumstances.

### **SECTION 309**

All newly elected directors shall take office July 1 or as soon thereafter as the election can be verified.

## **ARTICLE IV - ELECTION OF OFFICERS**

### **SECTION 401 (*Passed by Ballot Vote - December 1995*)**

The office of President-elect shall be filled from within the membership. The Board of Directors' Executive Committee shall act as the nominating committee. This nominating committee shall place before the Board of Directors the name of a President-elect nominee from the board. The Board of Directors shall vote to confirm the President-elect nominee at the January board meeting. This vote must be by a two-thirds majority of the board members present at the January meeting.

Any paid-up member of the association may have his/her name placed on the ballot by submitting a petition with no less than 30 signatures of voting members of the association represented thereon, to the chairman of the nominating committee no later than March 15.

In the event no full voting member submits a petition to have his/her name placed on the ballot for this office, the board-elected nominee shall assume the office of President-elect on July 1.

In the event one full voting member submits a petition to have his/her name placed on the ballot for this office, the Executive Director shall conduct a general election for the President-elect at the time of the election for Directors.

In the event more than two candidates qualify for the ballot, there shall be a primary election held not less than 30 days before the general election, to be conducted in the same manner as the general election. Ballot order shall be determined by draw of names by the Executive Director of the association in the presence of two voting members who are not candidates for the office. The two candidates with the greatest number of votes shall qualify for the general election ballot.

The election of President-elect shall be by plurality and if the election results in a tie vote, such tie shall be broken in the same manner as provided for in the case of directors in Section 304 of Article III.

### **SECTION 402**

The President-elect shall become the next President, and the President shall become the next Past President.

### **SECTION 403**

In the event of a vacancy in the office of President, the President-elect shall immediately become President and shall serve the remainder of the unfilled term, to be followed by serving his/her own term of office. In the event of a vacancy in the office of the President-elect, a special election will be held to fill the vacancy, using the same procedure as in the original election for said office. In the event of a vacancy in the office of the Past President, the Board of Directors, at the next duly called meeting of the Board of Directors, shall elect one of its number to the office who shall perform the duties of the office without title.

## **ARTICLE V - POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS**

### **SECTION 501**

The Board of Directors of the Wisconsin Association of School District Administrators shall be free to exercise its judgment on all matters pertaining to the association except as are acted upon by the meetings of the association. Association business transacted by the Board of Directors shall be reported by the WASDA Director at his/her regular CESA advisory meetings.

**SECTION 502**

The President shall preside at all meetings of the association and meetings of the Board of Directors except as otherwise provided.

The President shall appoint committees, with the approval of the Board of Directors, as are necessary to conduct and develop the program of the association.

The President-elect and the Executive Director shall represent the association at the AASA Annual Spring Leadership Conference.

**SECTION 503**

The President-elect shall assist the President and preside at meetings in the absence of the President.

**SECTION 504**

The Board of Directors shall set the agenda for all board meetings of the association. Voting members may submit agenda items for association meetings for the board's consideration.

**SECTION 505**

The Board of Directors shall be empowered to hire an Executive Director and shall be authorized to enter into a contract with the successful candidate for a term not to exceed three years, the full contract year to begin July 1 and continue through the following June 30.

The salary of the Executive Director shall be determined by the Board.

The Board of Directors shall define and describe in writing the duties of the Executive Director and review such description each time that a contract is offered, renewed or amended.

The Executive Director and his/her office secretary shall be bonded to the extent of \$15,000 each with an honest and faithful performance bond paid by the association.

**ARTICLE VI - MEETINGS**

**SECTION 601**

Meetings of the Wisconsin Association of School District Administrators:

1. The annual business meeting of the association shall be held in the spring of the year in conjunction with the WASDA annual association conference at a time and place designated by the Board of Directors, to conduct the business of the association.
2. Special or other meetings of the association may be called by the Board of Directors through the President of the association.
3. Special meetings of the association shall be called by the President upon receipt of a petition in writing, signed by at least ten percent of the voting members. Such meeting shall be held at a reasonable time and place not less than fifteen nor more than thirty days from the date such petition is received.

**SECTION 602**

Meetings of the Board of Directors:

1. There shall be at least four regular meetings of the Board of Directors during each calendar year in conjunction with the following meetings:

- A. Wisconsin Association of School Boards convention in Milwaukee during the month of January.
  - B. Annual business meeting of the Wisconsin Association of School District Administrators.
  - C. Statewide conference for chief school administrators called by the State Superintendent of Public Instruction in Madison during the month of September.
  - D. Each November at a date, time and place to be selected by the Board of Directors and after notice of such meeting is published in a regular or special publication released to the membership.
2. In addition, the Board of Directors, through the President, or the President by his/her own action, may call such other meeting as may be needed to carry on the work of the Board of Directors of the Wisconsin Association of School District Administrators.
3. All meetings of the Board of Directors shall be open to the membership.

**SECTION 603**

In the event that neither the President nor the President-elect is present at either a duly called meeting of the membership of the Wisconsin Association of School District Administrators or the Board of Directors, a chairman shall be elected from the membership of the remaining members of the Board of Directors who are present, to preside at such duly called meeting.

**ARTICLE VII - Committees**

**SECTION 701**

The President of the association shall appoint the committee chairpersons and the committee members following the commencement of his/her term as President.

**SECTION 702**

Appointment of members to standing committees by the President of WASDA shall be for a two-year term of office but they will retain their eligibility for reappointment to the same committee or appointment to another committee and thus, the original appointment will not necessarily be limited to a two-year term.

**SECTION 703**

Committee reports shall be filed with the Executive Director of the Wisconsin Association of School District Administrators as directed by the President.

**ARTICLE VIII - AMENDMENTS**

These Bylaws may be amended by a simple majority vote of those voting by a mail ballot in the same procedure as used for a general election.

**WASDA POLICIES**

**AASA ELECTION POLICY**  
(Financial support for candidates)

In order for a candidate running for AASA office to qualify for financial assistance from the WASDA, the candidate first must receive the endorsement of the WASDA Board of Directors. Any WASDA candidate that receives the endorsement of the WASDA Board of Directors shall receive financial assistance on a matching basis not to exceed \$500. Thus, the candidate would have to spend a minimum of \$1,000 of his/her own money in order to receive \$500 from the WASDA.



## AWARDS

### 1. WASDA DISTINGUISHED SERVICE AWARD:

#### A. Award

1. Certificate of award comparable in size to the awards given in other areas of this program.
2. Engraved School Bell

#### B. Requirements:

1. The individual must be a member of WASDA for at least the last ten years.
2. The individual must have served as chairman and a member of various committees during this period of time.
3. The individual must be a person of high moral character and one who would be an example of a high caliber administrator.
4. The individual must have worked constructively in some WASDA capacity.
5. The individual may be a person who has suggested original ideas for helping improve the organization.
6. Committee members are to give consideration to nominations received from full voting members only. However, supporting letters and related background information will be received from sources other than full voting WASDA members for review by the committee members.
7. Committee members are encouraged to give special consideration to members of the WASDA who have already retired from their positions as full time school district superintendents.

### 2. WASDA OUTSTANDING EDUCATOR AWARD:

#### A. Award

1. Certificate of award comparable in size to the awards given in other areas of this program.
2. Engraved school bell.

#### B. Requirements:

1. The recipient must have made clearly recognizable outstanding contributors in the field of education on the local, state and/or national levels.
2. Other suggested criteria:
  - a. Be a member of the state and national school administrators association.
  - b. Be a member of various committees and other professional organizations.
  - c. Author of professional books or articles in professional journals.
  - d. Responsible for having promoted better education in the position they have served.
  - e. Aided other educators in the development of worthy educational objectives.
3. Committee members are to give consideration to nominations received from full voting members only. However, supporting letters and related background information will be received from sources other than full voting WASDA members for review by the committee members.
4. Committee members are encouraged to give special consideration to members of the WASDA who have already retired from their positions as full time school district superintendents.

### 3. WASDA AWARD OF SPECIAL RECOGNITION FOR SERVICE TO WISCONSIN:

#### A. Award

1. Certificate of award comparable in size to the awards given in other areas of this program.
2. Engraved school bell.

- B. Requirements:
  - 1. Not be a voting member of WASDA.
  - 2. Contributed in an outstanding way toward goals of WASDA.
  - 3. The individual is to have made an outstanding contribution toward promoting the cause of status of public education in Wisconsin.
  - 4. Committee members are to give consideration to nominations received from full voting members only. However, supporting letters and related background information will be received from sources other than full voting WASDA members for review by the committee members.

4. 15-YEAR AWARD:

- A. Award
  - 1. Certificate of Award
  - 2. Tie tack bearing the name of the association, the outline of the state of Wisconsin and the notation "15" years.
- B. Requirements:
  - 1. Granted to any school administrator who has served for fifteen (15) years as the chief school executive directly responsible to a school board.
  - 2. Granted to any school administrator who is currently and has been for ten (10) years a member in good standing of the Wisconsin Association of School District Administrators or a member in good standing of a state superintendent's association of another state.

5. 20-YEAR AWARD:

- A. Award
  - 1. Certificate of Award
  - 2. Tie tack bearing the name of the association, the outline of the state of Wisconsin and the notation "20" years.
- B. Requirements:
  - 1. Granted to any school administrator who has served for twenty (20) years as the chief school executive directly responsible to a school board.
  - 2. Granted to any school administrator who is currently and has been for ten (10) years a member in good standing of the Wisconsin Association of School District Administrators or a member in good standing of a state superintendent's association of another state.

6. 25-YEAR AWARD:

- A. Award
  - 1. Certificate of award.
  - 2. Tie tack bearing the name of the association, the outline of the state of Wisconsin and the notation "25" years.
- B. Requirements:
  - 1. Granted to any school administrator who has served for twenty-five (25) years as the chief school executive directly responsible to a school board.
  - 2. Granted to any school administrator who is currently and has been for ten (10) years a member in good standing of the Wisconsin Association of School District Administrators or a member in good standing of a state superintendent's association of another state.

7. 30-YEAR AWARD:

A. Award

1. Certificate of award.
2. Tie tack bearing the name of the association, the outline of the state of Wisconsin and the notation "30" years.

B. Requirements:

1. Granted to any school administrator who has served for thirty (30) as the chief school executive directly responsible to a school board.
2. Granted to any school administrator who is currently and has been for ten (10) years a member in good standing of the Wisconsin Association of School District Administrators or a member in good standing of a state superintendent's association of another state.

8. HONORARY LIFE MEMBERSHIP AWARD:

A. Award

1. Retirement pin with number of years served as a superintendent.
2. Certificate of award comparable in size to the awards given in other areas of this program.

B. Requirements:

1. The recipient must have retired from school work.
2. The recipient must have total experience in educational work on any level of at least twenty-five (25) years.
3. The recipient must have been a member of the Wisconsin Association of School District Administrators at the time of retirement and for at least a total of five (5) years.
4. CESA Administrators who were county superintendents are to receive credit for the years served as county superintendents.

C. NON-Honorary Life Retirees:

WASDA members who do not qualify for Honorary Life Membership will also have their name printed in the retirement banquet program and will be recognized by the membership as retiring from the profession at the banquet. They will be presented with a printed certificate at the banquet.

9. PAST PRESIDENT:

A. Award

1. Lapel Pin

B. Requirement:

1. Must have served as President of the Wisconsin Association of School District Administrators.

10. WASDA BERT GROVER CHILD ADVOCACY AWARD:

A. Award

1. \$1000 donation to the recipient's local school district.
2. A piece of original artwork from the recipient's local school district to be framed and presented to the recipient at a local event. WASDA will pay for the cost of framing the artwork.
3. WASDA will also write a separate check for \$200 to the student artist.
4. The award recipient will make the presentation of the \$1000 check to their district and the presentation of the \$200 check at the same local event.

- B. Requirements:
1. Individuals or organizations can be nominated.
  2. WASDA members must make the nomination.
  3. The individual or organization must have demonstrated strong concern for children.
  4. Nominees who have had national, state, and/or area wide impact will be given priority over those with only a local impact.
  5. WASDA members making nominations may seek individual or organizations both within and outside of WASDA.
  6. All nominations shall be received by the WASDA Child Advocacy Committee Chairperson.
  7. The WASDA Child Advocacy Committee will evaluate the nominations and coordinate the selection process with the WASDA Executive Board. The WASDA Bert Grover Child Advocacy Award will be presented at the WASDA Annual Educational Conference in the spring.
  8. All nominees for the WASDA Bert Grover Child Advocacy Award will receive a WASDA Certificate of Recognition. WASDA members submitting nominations will be responsible for presenting these Recognition Certificates to the individuals they have nominated. The WASDA Child Advocacy Committee will assist in this procedure.

11. SUPERINTENDENT OF THE YEAR AWARD:

- A. Award
1. Engraved plaque to be presented at the Jt. WASB/WASDA/WASBO Convention.
- B. Requirements.
- The successful recipient will be chosen by a committee after the following process has occurred:
1. JULY--AASA will send out all nomination materials and application forms to local school districts and administrators.
  2. SEPTEMBER--All nominations must be sent to AASA, where each application is checked for completeness and then sent to the state association.
  3. SEPTEMBER--WASDA seats a selection committee. This committee reviews all nominations from Wisconsin. The committee consists of the WASDA Board of Directors.
  4. NOVEMBER--WASDA names the Superintendent of the Year from Wisconsin as selected by the committee and submits that name to the AASA by November 15.
  5. DECEMBER--The national selection committee for AASA selects the four national finalists.
  6. JANUARY--The national selection committee interviews the four finalists in Washington, D.C.
  7. FEBRUARY--At the national AASA convention the National Superintendent of the Year is announced and honored along with all of the state winners.

**CONSTITUTION**

Whereas, the WASDA represents the educational leadership in the state of Wisconsin with the specific purpose of excellence in education, and

Whereas, the WASDA shall promote educational welfare of Wisconsin youths; professional growth and welfare of administrative, teaching and other school district personnel; placing the needs, problems and achievements of public schools to district residents; area meetings of educational leaders for the discussion of common interest; and to cooperate with the professional organizations and other organizations interested in improving education.

Be it, therefore, resolved that the WASDA select a Constitution Committee to monitor the association's activities in respect to compliance with the constitution and bylaws of the association, and

Further be it resolved that the committee review the constitution and bylaws on a yearly basis for the purpose of recommending changes made necessary or appropriate because of circumstances or progressive outmoding to the membership.

### **ETHICS**

Problems involving the ethical conduct of any WASDA member shall be referred to the WASDA Executive Director. The following steps shall be followed by the Executive Director:

1. The Executive Director shall determine if the ethical problem can be resolved internally.
2. The Executive Director may seek advice and counsel from the WASDA Executive Committee.
3. The Executive Committee can determine whether an investigation is necessary.
4. An investigation will be done by the Executive Committee and/or a committee they establish.
5. The Executive Committee may impose judgements or disciplinary action.
6. A WASDA member that is subject to judgements or disciplinary action may appeal to the full Board of Directors.

### ***RIGHTS OF INDIVIDUAL MEMBERS***

Every WASDA member shall be presumed to be innocent of ethical transgressions until evidence proves to the contrary. The administrator has available the following rights and avenues of appeal whenever ethical conduct is questioned and at all levels of disciplinary procedure the administrator has the right to be represented by counsel.

1. If the WASDA Executive Committee determines that sufficient grounds exist to institute an investigation, the member whose ethical conduct is being questioned shall be notified in writing by registered letter that an ethics complaint is being investigated.
2. Any member whose ethical conduct is under investigation is entitled to written notice of specific charges lodged against him/her and to know the name(s) of his/her accuser(s).
3. Any member whose ethical conduct is under investigation shall have the right to appear at any session where complaints concerning his/her ethical conduct are under review. The WASDA Executive Committee shall inform the accused member of their recommendations, including recommendations for disciplinary action, if any.
4. Any member subject to suspension or expulsion from WASDA shall be notified in writing by the President that the WASDA Executive Committee has recommended that the member be suspended or expelled from WASDA membership. He/she shall be informed of the time limits within which an appeal may be made and of appeal procedures.
5. The WASDA Executive Committee shall establish a satisfactory time and date for a hearing. The WASDA Executive Committee and the member shall be present to make statements. The hearing must be held within 60 days of the Board's recommendations.
6. The WASDA Executive Committee will take action following the hearing. If suspension or expulsion is determined by majority vote of the Executive Committee, notice will be provided the member with an outline of the procedures for appeal.

## ***APPEAL PROCEDURE***

Every member has the right to appeal suspension or expulsion by the WASDA Executive Committee. An appeal must be filed within 60 days following the date of written notification for suspension or expulsion by the Executive Committee.

A petition for appeal shall be made in writing to the President of WASDA.

The Executive Committee shall recuse themselves during deliberations and vote in the appeal process. The WASDA Board of Directors shall appoint a President Pro Tem solely for the appeal process.

It shall be the responsibility of the Board of Directors to notify the appellant within 60 days of the receipt of the petition of the time and place for the hearing of the appeal to show cause why the decision of the Board should not be approved and implemented. The Board of Directors decision shall be final.

The accused member shall bear all his/her personal and privately contracted legal expenses incurred in appearing before the WASDA Board of Directors.

## ***REVIEW PROCEDURE***

Any accused member has the right to request that his/her case be reopened and judgements reevaluated whenever new evidence becomes available. The request shall be made in writing to the WASDA Executive Committee. The Executive Committee examine the evidence and determine whether sufficient grounds exist for reopening and reevaluating the case. The decision of the WASDA Executive Committee shall be final, and no further appeals are available from it.

*(Adopted by the WASDA Board of Directors - June 29, 2005)*

## **LIAISON WITH STATE DEPARTMENT OF PUBLIC INSTRUCTION**

The Executive Committee, by direction from the Board of Directors, represents the WASDA in all meetings with the Department of Public Instruction.

## **MEMBERSHIP PERSONAL SERVICE**

### **INVESTIGATIVE PROCEDURES:**

In the event a full voting member, in good standing, needs assistance from the WASDA in his/her relations with the school board, that steps to be taken to secure such assistance be as follows:

1. If the district administrator wishes to obtain legal counsel, the administrator shall contact the Executive Director of the WASDA or, if the Executive Director is not available, the chairman of the School Administrator-School board Relations Committee.
  - A. Upon proper authorization legal counsel will be provided the member requesting legal assistance.
  - B. Upon authorization by the WASDA Executive Director the member requesting legal services shall be authorized to expend up to \$1000 in defense of his/her position or contract language based on the following criteria.
    - During the first year as a full voting WASDA member, the member will be eligible to receive up to \$250 for legal support.
    - During the second year as a full voting WASDA member, the member will be eligible to receive up to \$500 for legal support.
    - During the third year as a full voting WASDA member, the member will be eligible to receive up to \$750 for legal support.
    - During the fourth year as a full voting WASDA member and thereafter, the member will be eligible to receive up to \$1000 for legal support.
    - Legal defense funds can only be used once for each district in which the member is employed.

*(Adopted by the WASDA Board of Directors, June 28, 2006, to be effective July 1, 2006.)*

2. Should an administrator desire a fact finding investigation, the administrator shall contact the Executive Director of the WASDA or the Chairman of the WASDA Administrator-School Board Relations Committee. Such investigation, to be effective, should have the approval of the respective school board. In general, the investigating team shall be composed of the Executive Director of the WASDA, the Executive Director of the WASB, two members of the WASDA Administrator-School Board Relations Committee and two members of the WASB. The findings of said investigative team shall be confidential information reserved to the respective administrator and the board of education.

#### GUIDELINES FOR COMMITTEE MEMBERS IN CONDUCTING FACT FINDING INVESTIGATIONS:

1. The School Administrator-School Board Relations Committee will conduct an investigation only when a written request is received as outlined in the Investigation Procedures.
2. The School Administrator-School Board Relations Committee members will conduct a fact finding investigation only when such investigation is authorized and directed by the Chairman of the School Administrator-School Board Relations Committee.
3. WASDA and its School Administrator-School Board Relations Committee shall always act in a highly professional manner when participating in any requested investigation.
4. Identification of areas of conflict and reasons for local actions taken shall be of major concern to the WASDA committee.
5. The committee shall always keep in mind that a school's only reason for being is to serve the children of the community and any recommendations should in no way jeopardize this function.
6. One of the aims of the committee should be to provide help and understanding, not only for the administrator, but, the school board and community as well.
7. The investigation should be impartial in seeking out the truth and members of the committee should not get involved in any discussion of their own ideas and convictions about the particular situation.

#### **POLITICAL ENDORSEMENTS**

It shall be the policy of the WASDA Board of Directors to follow the School Administrators Alliance endorsement procedures. Further, it shall be the policy of WASDA to ensure that each board member has had the opportunity to discuss the SAA's endorsement proposal with their respective CESAs prior to a formal vote by the WASDA Board of Directors. The WASDA board also reserves the right to withdraw from the endorsement process at any time. Finally, the WASDA board reserves the right to endorse a candidate separate from the SAA.

*(Revised by the WASDA Board of Directors, August 9, 2006.)*