



WASHINGTON STATE ASSOCIATION FOR SUPERVISION and CURRICULUM DEVELOPMENT

PROCEDURAL GUIDELINES

Revised – April 2014; Approved by the Board, June 2014

ANNUAL STATE CONFERENCE

The Washington State ASCD annual conference provides a variety of educational experiences for participants. In most cases, WSASCD will partner with other educational associations. In such cases, the guidelines for expenses will be agreed upon between each participating organization. When WSASCD solely hosts the annual conference, the association has adopted the following guidelines to address expenses relating to the conference:

- 1) Major presenters with a personal service contract will be paid their fee and expenses as specified in the WSASCD contract.
- 2) Other presenters are encouraged to attend the conference and to pay conference registration fees.
- 3) Complimentary lodging at the annual conference is limited to: president and executive director. Other complimentary lodging will be authorized by the Executive Committee within the limits of the complimentary housing provided by the conference hotel(s).

ANNUAL CONFERENCE PLANNING GUIDELINES

The following planning committee items require board approval:

- Theme and Logo Design
- Proposed Budget
- Registration Fees
- Conference Format

The planning committee has the latitude to make decisions regarding keynote and action lab speakers, concurrent sessions; arrangements, brochures and other flyers. The committee is to strive for an income in excess of expenses (profit) by 25% or more.

APPOINTMENTS

While the board president may appoint committees and their chairs for any tasks not otherwise outlined in the bylaws, every effort should be made to use available resources and board input when making appointments.

AUDITS

The Board will authorize audits, preferably utilizing the services of an educational agency, institution, or the auditing firm used by the contract provider with whom WSASCD has contracted for professional services.

AWARDS

State Recognition Program

Program Description:

There are three parts to the WSASCD State Recognition Awards program: 1) the State Whole Child Awards, 2) the Outstanding Young Educator Award, and 3) the Cultivating Character Award.

- A. The State Whole Child Awards are designed to acknowledge and honor schools that have made significant contributions to student learning by creating a school culture with programs that exemplify one or more of the five tenets of The Whole Child Initiative: *Healthy, Safe, Engaged, Supported, and Challenged*. Any school that meets the criteria may be nominated. The Whole Child Awards are presented at a venue within the recipient's school district.
- B. The Outstanding Young Educator Award is designed to acknowledge young educators (40 and younger and who is recognized as a "rising star"). The award is presented annually at the WSASCD Annual Conference Awards Luncheon in October.
- C. The Cultivating Character Award celebrates the accomplishments of a school which demonstrates effective implementation of a character education program based on the belief that the ethical, social and emotional development of children is as important as their academic achievement. The Cultivating Character Award is presented at a venue within the recipient's school district.

Nominations Procedures

Nominations must be made by a WSASCD member. Submit a nomination portfolio which includes the following:

1. Completed nomination form.
2. Two letters of nomination from WSASCD members.
3. One letter from the candidate's immediate supervisor that addresses the candidate's professional, intellectual, and personal integrity (not to be included in letters of nomination).
4. School Information – Vision or mission statement and demographic information.
5. Whole Child Awards:
 - a. A summary statement (maximum of 200 words) describing how your school has created a school culture with programs that exemplify the specific tenet for which the nomination is made.
 - b. Specific Whole Child Tenet Information – A maximum of two pages (one-sided) addressing the information in Section 7 relative to the specific Whole Child tenet for which the nomination is made.
6. Cultivating Character Award: Summary Statement (maximum 1,000 words) - What has this school accomplished with regard to character education that motivates you to nominate it for the WSASCD Cultivating Character Award?
7. Outstanding Young Educator Award: Summary Statement (maximum 1,000 words) - What has this nominee accomplished in teaching and learning that motivates you to nominate him or her for the WSASCD OYEA?

Timeline:

Nomination forms for the State Recognition Program will be distributed to our members through an email Newsflash and placed on the WSASCD website. Nominations must be received by the announced deadline date.

Operating Procedures---Fall/Winter

1. The president (or president-elect) shall appoint a chair (who is not a member of the WSASCD Board), and a board representative to serve as a liaison to the selection committee.
2. The chair and the executive director shall establish a timeline and submission date for State Recognition nominations.
3. The chair shall appoint a selection committee. The selection committee shall consist of 4-6 WSASCD members who reside in the chair's area of the state. The make-up of the committee shall reflect the diversity of the job classifications of the membership.

4. The chair and the executive director shall develop a timeline for selection committee meetings and for sending letters of notification.
5. The chair and the WSASCD Board representative shall be voting members of the selection committee.
6. The chair shall submit the names of the selection committee to the president and the executive director upon formation of the committee.

Operating Procedures---Spring

1. The chairperson shall convene a meeting of the selection committee to review the nominations.
2. The WSASCD Board representative shall assist the chairperson in conducting the meeting and will answer procedural questions.
3. The selection committee shall review all State Recognition Nominations. Nominations which are incomplete are disallowed. However, the Chair should make every effort to notify nominators of incomplete packets.
4. The selection committee shall identify the outstanding nominee in each recognition category. NOTE: If an outstanding nominee cannot be identified in one or more recognition categories, the committee may decide by majority vote to not give an award for that category. "Ties" are allowed if a decision cannot be made as to one recipient.
5. The chair shall notify the executive director of the nominations selected by the selection committee.
6. The executive director will arrange for ordering the State Recognition plaques.
7. The chair shall provide a report to the WSASCD board, giving the selection committee's recommendations for the State Recognition Awards.
8. The WSASCD Board shall vote to approve the committee's recommendations.
9. The chair shall send a notification letter to each award-nominee to determine what venue the award will be given. The OYEA award will be given at the annual conference by the president. Representatives of the board will present the awards for State Whole Child Awards and the Cultivating Character Award.

BOARD AGENDAS AND MATERIALS

The executive director shall be responsible for assisting with planning the agenda and preparing materials. Whenever possible the board will operate with a consent agenda. The agenda and available supporting materials will be provided to board members one week prior to meetings. The executive director will also prepare minutes and distribute them within a reasonable time following a meeting.

The executive director will be responsible for updating materials in an electronic cloud-based, automatic, file-synchronization service for board members, which should contain copies of the Constitution, Procedural Guidelines, Strategic Plan, ASCD documents, committee lists, and other materials deemed significant to the operation of the organization.

BOARD CANDIDATE ORIENTATION

Following Executive Committee approval of the slate of board candidates, a brief candidate orientation will be given by the board President or Past President. The orientation will take place at the June Retreat.

BOARD MEMBER MENTORSHIP

New board members will be assigned a mentor from the current board by the president by the fall meeting of the board.

BOARD MEMBER RESPONSIBILITIES

A new Board Member Orientation shall be conducted by the past president at either the June retreat or the fall meeting of the board. New board members assume their official responsibilities at the June retreat. All board members are

expected to attend board meetings and the annual state conference. Attendance at the international conference is encouraged.

BOARD MEETINGS – QUORUM

A quorum (majority) of eight (8) members must be present to take action on agenda items requiring a vote of the Board of Directors. If a quorum is not present, then the President shall request a record of the votes from each member on each agenda item requiring action. Following the meeting, the Executive Director shall contact all absent members to review the agenda item(s) to secure their vote. The minutes shall reflect the passing or failure of an agenda item once the votes of the absent members have been secured. While it may require only one vote of an absent member to pass or fail a motion, all absent members must have opportunity to respond to the action taken on agenda items.

CONFERENCES AND WORKSHOPS

Any institutions of higher education or clock hour providers wishing to provide college credit and/or clock hours at association sponsored conferences and workshops will be required to provide appropriate on-site staff needed to process necessary paperwork and materials.

CONFERENCE AND WORKSHOP REGISTRATION FEE REFUND POLICY

A cancellation fee of \$50 will be imposed for any professional development event. Individual exceptions for waiving the cancellation fee can be authorized by the Executive Director. No Shows = No Refund.

If conference and workshop attendance is seriously affected by adverse weather conditions, refunds will be issued in accordance with the conference insurance policy and determined by the Executive Committee.

CONFLICTS OF INTEREST

The board shall strive to avoid conflicts of interest that may impinge on the board's credibility among the association membership. Effort should be made to ensure that all association members are treated equally and fairly in all association matters.

COOPERATION WITH OTHER ORGANIZATIONS

The association will strive to cooperate with the other organizations in joint planning efforts that do not infringe significantly on the budget or interfere with other organizational plans. Cooperative efforts should reflect the association's goals.

DIVERSITY

Diversity is defined as differences in age, gender, ethnicity, role responsibility, and geographic location. Affirming diversity suggests practices and ideas that promise:

- to raise the level of affiliate awareness about the need to actively recruit and retain diverse members, particularly in leadership positions;
- to present exemplary diversity recruitment possibilities; and
- to provide assistance and support for affiliate efforts in diversity recruitment.

ENDORSEMENTS

WSASCD does not formally give endorsements.

EXECUTIVE COMMITTEE

The Executive Committee consists of the three elected officers, the President, President-Elect or Past President, the ASCD Representative, and the Executive Director. The Executive Director shall be an appointed officer of the Association, and shall serve as an ex-officio member. Executive Committee conference calls shall be called on an as-needed basis by the board president. Conference calls may be used for limited agenda items. The Executive Committee is authorized to take action for ratification of non-quorum board actions pending approval of the board at its next scheduled meeting.

EXECUTIVE DIRECTOR

Every effort shall be made to appoint this position six months prior to the official starting date, in order to allow for a transition period. The position will be advertised, applicants screened to a number predetermined by the board, and board interviews will be held. A letter of intent will be offered to the selected candidate. This person will attend board meetings and participate in association activities during the transition, and shall be reimbursed for expenses incurred when conducting official association business. A contract will be offered at least three months prior to the determined starting date.

The Executive Director is responsible to the Executive Committee and Board of Directors for carrying out the policies and directives as set forth by the Executive Committee and the Board of Directors. The WSASCD Board is the policy making body of the association. It establishes policy under the leadership of the President.

The job description of the Executive Director for the association shall be:

General Duties and Responsibilities

The general duties and responsibilities of the Executive Director include the following: General Office Management, Board Secretary, Membership Development, Coordination of Association Activities, Communication and Public Relations, Conference and Workshop Oversight, and Personal and Professional Standards.

Specific Duties and Responsibilities

1. General Office Management

- Organize and maintain office operations including supplies, printing, telephone, and fax services.
- Maintain and preserve records including financial, membership, and all proceedings of the association, the Executive Board, and all committees, both regular and special.
- Compile and keep current a complete list of committee appointments.
- Prepare with the president an annual budget for approval by the Board of Directors.

2. Board Secretary

- Maintain up-to-date documents, including the constitution, procedural guidelines, strategic plan, contracts, and other significant organizational documents.
- Notify Executive Board and Board of Directors of all meetings, general and special.
- Attend all meetings of the Executive Board and Board of Directors.
- Prepare and propose board agenda to the president.
- Distribute board agenda, minutes, and all necessary study materials to board members one week prior to the meeting.
- Suggest to the president needed modifications for procedural guidelines and/or constitution.
- Coordinate local arrangements with hotel, meals, lodging, and other related matters for board meetings.
- Record and disseminate minutes of each board meeting prior to the subsequent board meeting.

- Seek and accept constructive suggestions for enhancement of the job description.

3. Membership Development

- Develop brochures, flyers, and programs to maintain and increase membership in the association in collaboration with the Membership Chair and/or established committee.
- Organize and manage annual membership campaigns.
- Coordinate and oversee preparation of mailings, invoices, collection of dues and membership reports to the Board.
- Coordinate an up to date and accurate database management system of all members and member types.

4. Coordination/Management of Association Activities

- Maintain goals, annual objectives, activities, and resolutions of the association.
- Attend, and participate in, activities of ASCD including Affiliate Region meetings, Annual Conference, and Affiliate Leadership Conference.
- Provide support and assistance to association committees as directed by the President.
- Research conference and workshop sites and negotiate contracts for hotels.
- Attend annual conference committee meetings and provide overall coordination of professional development events.

5. Communication and Public Relations

- Correspond with board members, association members, ASCD, and other international affiliates.
- Maintain communication with OSPI, the State Board of Education, news media, and other organizations consistent with association policies and practices.
- Submit a year-end report on progress of annual board goals and association status.
- Develop and oversee printing and distribution of association publications, brochures, flyers and other appropriate correspondence.
- Provide assistance to the editor of the association journal and other publications as needed.
- Respond to inquiries about WSASCD and its programs and activities.
- Obtain and disseminate reports from persons representing WSASCD on committees and commissions.
- Complete ASCD annual Affiliate Status Profile.
- Ensure website services that reflect current and ongoing information and documents.

6. Personal and Professional Qualifications

- Maintain poise and emotional stability in the full range of all professional responsibilities.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Exercise good judgment in arriving at decisions.
- Develop and strive to achieve executive director growth plan that includes and supports board/association goals.

Evaluation

The evaluation of the Executive Director for the association shall be implemented as follows:

1. The three presidents (past, current, and elect) will conduct the evaluation. The trio will provide consistency over a three-year period so that recommendations are followed.
2. The job description will be the basis for the evaluation. Each board member will be asked to respond to a series of questions regarding each of the identified areas of job responsibilities. The questions will focus on commendations, recommendations, and areas of major concern.
3. Board responses will be summarized by the panel of presidents who will prepare a report of the evaluation for review by the entire board. The president and/or the panel of presidents will review the report with the Executive Director.

EXPENSE COVERAGE FOR BOARD AND OTHER MEMBERS

WSASCD, being a volunteer, service-oriented, common cause organization, strives to keep operating expenses at a minimum. Thus, Board service is financed by the member's voluntary contributions of time, experience, and expertise, and supported by the WSASCD budget when needed. The following guidelines have been established for board member expenses.

Executive committee member expenses for WSASCD business will be paid with no prior approval necessary.

Board member expenses, including meals, transportation, lodging, parking fees and substitute, if needed, for board meetings, workshops and conferences shall be covered by the representing school district, university or agency. Other members who are asked by the president or executive director to attend board meetings, provide a service, serve on a committee, or represent the organization, may be reimbursed for expenses as authorized.

The president's, or president-elect's and executive director's expenses for the annual ASCD Affiliate Leadership Conference shall be covered by the association. Other board members and elected national association representatives shall be responsible for covering their own expenses at the international conference, except as may otherwise be determined by the board of directors or executive committee. The president's housing for the annual state conference shall be included in the package of rooms allotted as complementary to the association by the conference site.

When invited to officially represent the association at dinners or other meetings, the board president or his/her designee shall have expenses covered by the association. Expenses will be reimbursed upon submission of an Expense Claim and required receipts to the Executive Director for approval. In the event there may be a question about authorized expenses, the question will be referred to the executive committee for a decision.

JOURNAL ADVISORY COMMITTEE

The journal editor shall identify and appoint individuals to serve on the Journal Advisory Committee. Members selected shall be representative of the diversity of association membership.

JOURNAL EDITOR

The editor for *Curriculum in Context* is responsible for the publication of the journal in cooperation with the editorial committee and under the direction of the Board of Directors of WSASCD. The specific duties of the editor are detailed below. The journal editor shall serve as chair the committee and submit the names of the committee to the Board.

Responsibilities

1. Maintain a high quality journal with emphasis on service to the members of WSASCD;
2. Edit and design the journal;
3. Maintain a close working relationship with the Board of Directors;
4. Provide the time and office support necessary to produce a high quality journal;
5. Serve as Chair the Journal Advisory Committee and appoint members in good standing to serve on the committee. The editor shall submit the names to the Board of Directors.

Term of Office

The editor of *Curriculum in Context* is appointed to a three-year term of office by the board of directors of WSASCD. The editor should attend all board meetings as a voting member. At the completion of the second year of the first term of office, the editor and board of directors should review the work of the editor and jointly decide whether a second term of

office is appropriate. In the event a transition is requested, the editor should serve for only two terms of office and a transition period for the new editor should occur in the last year of the term of office.

MEMBERSHIP LISTS

The membership list of association members will not be available for purchase. In cases where members may educationally benefit from information sent to them from other organizations or businesses, the executive committee will make the decision whether to provide the membership list.

MEMBERSHIP YEAR

The period of membership for each person who joins the Association and pays annual dues shall begin on the first day of the month their dues are received, and end one year later. Members joining through the ASCD Joint Dues Program also establish membership on the anniversary of the initial dues collection.

NOMINATIONS AND ELECTIONS

The nominating committee shall be chaired by the President or the Past President and consist of at least one board member and the executive director.

In developing a slate of candidates for the three year positions, the committee should strive for an appropriate representation of geographic locations, job classifications, gender and ethnic groups. To maintain this balance on the board, candidates may run unopposed. Candidates for each of the ten regionally represented board positions should be nominated to insure that the ESD areas are represented:

East Side

NEWESD 101 - Spokane
 ESD 123 - Pasco
 ESD 105 - Yakima
 NCESD 171 - Wenatchee

West Side

NWESD 189 - Mount Vernon
 PSESD 121 Puget Sound North
 PSESD 121 Puget Sound South
 Olympic ESD 114- Bremerton
 ESD 113 - Olympia
 ESD 112 - Vancouver

Elections for the eleventh and twelfth board positions shall be for a representative from higher education, and one as representative for International ASCD. (Two additional positions shall be appointed, one from OSPI and one as the Editor of the Curriculum in Context.)

A slate consisting of candidates, one for each open position shall be prepared and presented to the executive committee by the first of January so that the slate can be submitted to the Board of Directors for approval at the February meeting. Changes may then be made and/or candidate consent may be obtained in a timely manner. The nominations committee shall attempt to have available substitute names in case one or more of the original slate candidates declines. In the event a candidate withdraws at such time that it is impossible to select another for the election, the remaining candidate shall be declared elected.

Candidates will be asked to submit a picture and biographical summary. Membership in WSASCD and ASCD is required. President-elect candidates are asked to submit a brief statement of their vision/goals for the organization. These statements, biographies, and pictures shall be included in the election brochure and ballot.

Potential board candidates should be contacted and provided a list of expectations regarding the WSASCD board position. This list should include board meeting dates, information about travel reimbursement, and substitute cost if necessary (for classroom teachers only). If necessary, the school district of the new board members who are classroom teachers will be reimbursed the cost of substitutes for their attendance at board meetings.

The WSASCD nominations chair or executive director may, if necessary, contact the candidate's supervisor to discuss the amount of support that may be available for the candidates who serve on the WSASCD board.

In keeping with ASCD election procedures, campaigning for office is not permitted. Candidates may not do anything which formally or informally could be interpreted as campaigning; i.e., signs, hats, brochures, phone calling, buttons, speeches, etc. Candidate information shall be posted on the website. A formal electronic ballot shall be prepared and members notified as to the process for accessing the ballot on line.

Names of successful candidates will be communicated to the Board and posted on the website.

OFFICIAL POSITION ON ISSUES AND PROGRAMS

Because the association membership represents a variety of roles, opinions, and approaches, the board shall not take an official position on issues, outside the parameters defined by the ASCD Legislative Agenda, produced yearly. Ordinarily, the board and board resources shall not be used to promote specific programs.

RESPONSIBILITIES OF OFFICERS

The responsibilities of the officers of WSASCD shall be as follows:

President

- Represent WSASCD at conferences
- Preside over meetings of the Board and Executive Committee
- Participate in the Affiliate Leadership Conference
- Provide support for the Annual Conference Committee
- Direct review of WSASCD Constitution and Procedural Guidelines
- Conduct the evaluation of the executive director with the assistance of the President-Elect and/or Past President
- Make committee appointments
- Conduct New Board Orientation in alternate years
- Prepare correspondence and articles for the newsletter and Curriculum in Context as requested.
- Chair Membership Committee
- Chair Nominating Committee in alternate years
- Appoint Annual Conference chair in cooperation w/ Past President in alternate years

President-Elect

- Serve as voting member of Executive Committee
- Perform duties of President when he/she is absent during alternate years
- Participate in Regional Conferences
- Participate in the Affiliate Leadership Conference
- Assist in the evaluation of the executive director
- Chair the Student Chapter Program

- Chair of the Influence/Advocacy Committee in alternate years
- Prepare correspondence and articles for the newsletter as needed

Past President

- Serve as voting member of Executive Committee
- Chair Nominating Committee
- Conduct Board Candidate Orientation
- Conduct New Board Member Orientation
- Assist in the evaluation of the executive director
- Chair the Student Chapter Program in alternate years
- Prepare correspondence and articles for the newsletter as needed

ROTATION OF OFFICERS' COMMITTEE RESPONSIBILITIES

	<u>Chair</u>	<u>Alternate Year Chair</u>
<u>President</u>	<u>Membership</u>	<u>Nominations</u> <u>Board Orientation</u> <u>Appoint AC Chair</u>
<u>President Elect</u>	<u>Student Chapters</u> <u>Appoint AC Chair</u>	<u>Influence/Advocacy Team</u>
<u>Past President</u>	<u>Nominations</u> <u>Board Orientation</u> <u>Influence/Advocacy</u>	<u>Student Chapters</u>

SPECIAL CONFERENCES AND/OR WORKSHOPS

Consistent with its mission, WSASCD will evaluate the opportunities for involvement in sponsorship of conferences and/or workshops that realize the mission of the association. To assist in this evaluation and decision making process, the following criteria will be used:

The conference and/or workshop

- reflects the association's mission and Strategic Plan;
- meets the needs of educators in the state of Washington;
- is at least financially self-supporting and does not infringe on the budget of the association;
- complement but not supplant other activities within the association.

The following procedures will be followed to review a proposal to co-sponsor a conference and/or workshop:

1. Proposals must be received in writing and address the criteria above;
2. Written proposals will be reviewed by the Executive Committee;
3. The Executive Committee will present a recommendation to the board;
4. A majority vote is required by the board to approve a sponsorship;
5. Documentation of the proposal guidelines will become the responsibility of the Executive Director with direct assistance from the individual(s) making the proposal. This documentation shall include:
 - contractual arrangements with costs and professional standards and responsibilities clearly delineated;

- minimum enrollment waiver with established timelines;
- logistics and planning committee members with designation of roles and responsibilities clearly defined;
- expected outcomes precisely stated and with an accompanying evaluation format.

TREASURER POSITION

The Treasurer shall be selected by and from the Board of Directors for a one-year term with the option of renewable terms. The Treasurer has the responsibility of reviewing and verifying financial documents of the association.

*Revised – April, 2014
Washington State ASCD*