

**BYLAWS**

**WASHINGTON ASSOCIATION OF MARKETING EDUCATORS**

**ARTICLE I MEMBERSHIP**

Section 1. QUALIFICATIONS

Any person meeting the qualifications of Article III of the Constitution shall be eligible for membership in the Washington Association of Marketing Educators.

Section 2. DISCIPLINE

The Washington Association of Marketing Educators shall have the power to censure, suspend, or expel any members for cause and shall in turn notify the Executive Board if a hearing or appeal is desired. It must be filed in writing with the President within ten (10) working days of the disciplined member's receipt of the Executive Board's notification. The Executive Board shall, thereafter, within twenty (20) days, hold a hearing at which the disciplined member may appeal on his/her own behalf.

**ARTICLE II DUES AND FINANCE**

Section 1. DUES

A. Annual dues for each class of membership shall be:

Active Members	\$20.00	Associate Members	\$20.00
Student Members	5.00	Retired Members	15.00

B. Dues shall be due and payable at the beginning of each school year (September – August). Dues for the school year are payable by Fall Leadership Conference. Membership year begins July 1<sup>st</sup> and expires June 30<sup>th</sup>.

C. The dues of all members shall be payable to the Washington Association of Marketing Educators, or can be paid through WA-ACTE.

Section 2. BUDGET

A proposed budget shall be prepared and submitted by the Executive Board to the Association at its annual meeting. The annual meeting of the Washington Association of Marketing Educators shall be scheduled to coincide with the Washington DECA Fall Leadership Development Conference.

Section 3. AUDITING

A qualified individual who shall be chosen by the Executive Board shall audit the financial records every two years. A non-WAME member shall conduct the audit. The audit report will be available to any WAME member upon request. .

Section 4. FISCAL YEAR

The fiscal year shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 5. Washington DECA Executive Committee

WAME is responsible for paying all fees of its members who sit on the Washington DECA Board of Directors Executive Committee.

***ARTICLE III OFFICES***

Section 1. OFFICERS

The elected officers of Washington Association of Marketing Educators shall be President, President-Elect, Immediate Past-President, Secretary and Treasurer as set forth in the Constitution of the Washington Association of Marketing Educators.

In addition to the above officers, additional officer positions known as the WA-ACTE Professional Development Representative, WA-ACTE Legislative Representative, and Membership Coordinator will be established under these Bylaws, and will not conflict with the Washington Association of Marketing Educators Constitution.

Section 2. TERMS OF OFFICE

The term of the President, President-Elect, and the Immediate Past President shall be for a period of one year or until their successors are elected.

The term of office of the Secretary, WA-ACTE Professional Development Representative and the Membership Coordinator shall be for a period of two years, and elected on the odd years.

The term of office of the Treasurer, WA-ACTE Legislative Representative will be for a period of two years, and elected on the even years.

### Section 3. VACANCY IN OFFICE

The President-Elect shall fill a vacancy in the office of the President. The vacancy thus created in the office of President-Elect shall be filled by the election of one of the members at a regular meeting of the membership.

A vacancy in any of the following offices WA-ACTE Professional Development Representative, Secretary, Treasurer, WA-ACTE Legislative Representative, or Membership Coordinator shall be filled by a vote of the membership at the next regular meeting. An acting WAME officer may be appointed by the President to serve the vacated position until the office is filled by a vote of the membership. Consideration should be given to any individual who is qualified, including the immediate Past President of WAME.

### Section 4. DUTIES.

#### A. The President shall:

1. Preside over all meetings of the general membership and Executive Board;
2. Create agendas, set board meeting times, dates, and locations;
3. Appoint all committee members and committee chairs;
4. Arrange for all in-services and programs and conduct all business of the Association;
5. Inform the membership of pertinent problems and programs coordinate meetings and activities with the affiliated organizations;
6. Represent, whenever possible, the Association at meetings of the ACTE and MEA;
7. Serve as a member of the Board of Directors of Washington DECA Executive Committee.
8. Make an annual report of Association activities to the general membership;
9. Provide at least three (3) newsletters, e-blasts or updates to the general membership each year;
10. Attend the National ACTE conference in December as the organization's representative.

#### B. The President-Elect shall:

1. Serve as a member of the Executive Board;
2. Succeed to the office of President upon the expiration of his/her regular term, and in the event of a vacancy in that office, for the unexpired portion as well;

3. Perform all duties of the President in the case of absence or inability to act on the part of the President. In such an instance the President-Elect shall become that acting President;
4. Serve as a member of the board of directors of Washington DECA, Inc. and the Washington DECA Executive Committee
5. Serve as an ex-official member of all committees;
6. Assist the President by providing advice on parliamentary rules and procedures;
7. Attend Conclave in June as the organization's representative.
8. Fulfill WAME's responsibly for planning the annual Coop Conference. (This responsibility rotates between WAME and WADOT). Responsibility will be every other year. The planner receives a \$1,500.00 stipend.

C. The Immediate Past-President shall:

1. Serve as a member of the Executive Board;
2. Serve as a general advisor to the President, other officers, and the Association;
3. Serve as chair of the Northwest Curriculum Academy
4. Attend MEA conference in January as the organization's representative.
5. Serve as Chair of the Washington DECA Board of Directors Executive Committee
- 6.

D. The Secretary shall:

1. Serve as a member of the Executive Board;
2. Keep complete and accurate minutes of the proceedings of the Association;
3. Conduct such correspondence and fulfill such duties as the President deems necessary;
4. Provide a copy of the minutes at the next meeting of the general membership;
5. Compile a record of the Association's activities for his/her term of office.

E. The Treasurer shall:

1. Serve as a member of the Executive Board;
2. Conduct such correspondence and fulfill such duties as the President deems necessary;
3. Receive and record all membership dues and other monies paid to the Association and deposit them into the account of the Washington Association of Marketing Educators;
4. Disburse Association funds only on approval from the President and maintain a record of these disbursements;
5. Compile an itemized statement of all receipts and expenditures to be presented to auditing individuals and then used to report to the Association at the annual business meeting;
6. Act as the treasurer for the Northwest Curriculum Academy;

7. Compile a record of the Association's activities for his/her term of office.

F. The WA-ACTE Professional Representative shall:

1. Serve as a member of the Executive Board;
2. Represent the Washington Association of Marketing Educators by voting on the WA-ACTE Board when necessary;
3. Develop professional development seminars for the WA-ACTE conference;
4. Plan and Coordinate the WAME Workshop. The planner receives \$750.

G. The WA-ACTE Legislative Representative shall:

1. Serve as a member of the Executive Board;
2. Represent the Washington Association of Marketing Educators at all WA-ACTE Legislative meetings;
3. Provide a copy of the minutes of each WA-ACTE Board meeting to the President for review and comment;
4. Coordinate activities between the Legislative Committee and the members of Washington Association of Marketing Educators;

H. The Membership Coordinator Shall:

1. Serve as a member of the Executive Board;
2. Represent the Washington Association of Marketing Educators at all WA-ACTE membership committee meetings;
3. Keep and document a list of members;
4. Promote the advantages of membership in our professional organizations.

#### ***ARTICLE IV NOMINATIONS AND ELECTION***

##### Section 1. NOMINATIONS

Nominations for all WAME officer positions shall come from the floor at an annual membership meeting normally held at the Fall Leadership Development Conference.

##### Section 2. ELECTIONS

Elections of the officers shall be by secret ballot. This will normally occur at the Fall Leadership Development Conference. A majority vote will elect a member into the office for which he/she is a candidate.

#### ***ARTICLE V COMMITTEES***

##### Section 1. COMMITTEE APPOINTMENTS

All members of committee shall be appointed by the President to serve

during the President's term.

Section 2. STANDING COMMITTEE

The program of work, as adopted by the Executive Board, shall determine standing committees.

The acting standing committees are:

1. Northwest Curriculum Academy
2. Hall of Fame Committee

***ARTICLE VI AMENDMENT***

These bylaws shall be amended by a majority vote of the membership during any meeting at which there is a quorum, a quorum shall be 50% plus one paid members. No amendment may be accepted which is in conflict with the constitution of the Association.