

By- Laws for Washington School Public Relations Association

ARTICLE I: NAME

The name of this organization shall be the Washington School Public Relations Association (WSPRA).

ARTICLE II: GEOGRAPHICAL LOCATION

The geographical location of WSPRA shall encompass the State of Washington

ARTICLE III: OBJECTIVES

The objectives of this organization are to

- Establish a clear philosophy,
- Develop effective techniques, and
- Promote sound practices for a school public relations program in the State of Washington
- Abide by NSPRA's Code of Ethics

ARTICLE IV: MEMBERSHIP

Section 1: Active membership shall be open to anyone who supports the organization's objectives.

Section 2: All WSPRA Members are permitted to vote. The Chapter President, President Elect, Vice President of Finance and one other elected chapter officer shall be members of the National School Public Relations Association. Inability to pay for NSPRA membership does not automatically preclude a member from serving on the Board. If the potential Board Member demonstrates that his/her district is unable to pay for NSPRA membership, the WSPRA Board will consider a scholarship to provide that Board member's NSPRA membership.

Section 3: Membership year is September 1 through August 31.

ARTICLE V: DUES

Section 1: The establishment of dues, and all policies pertaining thereto, shall be on the recommendation of the executive committee.

Section 2: Dues are payable in September of each year to the WSPRA vice president for finance.

Section 3: Approval by 2/3 of the members present shall be required on all matters affecting dues.

ARTICLE VI: BUDGET

Section 1: The vice president of finance shall be responsible for submitting an annual budget to the executive committee in September based on income and expenditures of the prior year and estimated income and expenditures of the coming year. The executive committee is responsible for approving the budget.

Section 2: Members requiring reimbursements shall submit expense vouchers to the vice president of finance before checks can be issued.

Section 3: Disbursements over \$100 must be authorized by the president or president-elect if they are not budgeted items.

ARTICLE VII: SCHOLARSHIPS

Section 1: The Washington School Public Relations Association shall provide three scholarships annually to cover registration fees for the National School Public Relations Association (NSPRA) seminar providing funds are available and the board deems it fiscally responsible.

Section 2: The scholarships will be made available to the president-elect, one member who has not attended a NSPRA seminar, and one member who has attended a NSPRA seminar. The recipients of the member scholarships shall be determined by the executive committee based on criteria established through consensus. If the president-elect is unable to attend the conference, the president-elect scholarship shall be awarded to the current president. If both are unable to attend, the scholarship will not be given that year.

ARTICLE VIII: OFFICERS

The chapter president, president-elect, vice president for finance, vice president for marketing/communications, and vice president for Eastern Washington shall be members of the National School Public Relations Association (NSPRA). All other members are encouraged to be members of the National Association.

Officers of WSPRA shall be elected May 1 in the year elections are held, and shall be reported to the national office by May 15. Names shall be placed in nomination by a nominating committee that is chaired by the immediate past-president and consists of the two immediate past-presidents, president, and president-elect. Newly elected officers take office on July 1. The term of office shall be for one year. No elected officer shall serve in the same capacity for more than three consecutive terms.

Officers and their duties shall be:

Section 1: President shall be the executive director and shall preside at meetings of WSPRA and the executive committee. The president shall appoint the chairmen of all the standing and special committees, and shall approve the selection of committee members made by the chairmen. The president shall approve unbudgeted disbursements. The president shall maintain an active liaison with NSPRA, through the state coordinator and the Northwest Region Vice President.

Section 2: President-elect shall perform the duties of the president when the president is unable to perform those duties, and perform other duties as the president might direct. The president-elect shall become president when the president's term expires. This officer shall be registered as the Chapter's vice president for legal purposes.

Section 3: Eastern Washington vice president shall promote WSPRA chapter membership, serve as WSPRA contact person for Eastern Washington members, and conduct a yearly meeting for Eastern Washington members.

Section 4: Vice president, electronic communication shall promote WSPRA via electronic social media, including the updating of the WSPRA Web site, Facebook, Twitter and emerging social media communication. All WSPRA minutes, Bylaws, historical information and membership information will be located on the chapter Web site. This officer will work with the Vice President for Marketing and Communication and the Web master.

Section 5: Vice president, marketing/communication shall promote WSPRA among the greater educational community, keep written records of chapter and executive committee meetings, assist in handling chapter correspondence, keep a record of chapter activities. This officer shall be registered as Chapter secretary for legal purposes.

Section 6: Vice president for finance shall keep financial records, maintain a membership listing, disburse budgeted funds, and provide financial reports at each executive committee meeting. This officer shall be registered as Chapter treasurer for legal purposes.

Section 7: Immediate past-president shall serve as state coordinator to NSPRA, chair the annual nominations committee, coordinate national and state awards and perform other duties as he/she recognizes the need.

Section 8: All vacancies occurring in any office shall be filled by the executive committee.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1: The governing body of WSPRA shall be the executive committee. It shall consist of the elected officers and the immediate past president.

Section 2: The executive committee shall be responsible for all policy decisions affecting the association. It shall carry out all directions as voted by the membership.

ARTICLE X: MEETINGS

Section 1: A minimum of three meetings annually of WSPRA shall be scheduled by the executive committee.

Section 2: The executive committee and the general membership shall meet once a year east of the Cascades.

Section 3: The executive committee shall meet on notice from the president. A majority of the executive committee shall constitute a quorum.

ARTICLE XI: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the membership present at any association meeting, providing that at least 30 days notice in writing has been given of any proposed amendment. After approval, all amendments shall be submitted to the Executive Board of the National School Public Relations Association for approval before they become effective.

ARTICLE XII: AFFILIATION

This association shall be an affiliate of NSPRA.

ARTICLE XIII: NON-PROFIT STATUS AS DEFINED BY INTERNAL REVENUE CODE 501 (c)(3)

This organization is organized exclusively for charitable purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law.) Or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law.) Upon dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE XIV: PROHIBITED ACTIVITIES

“No part of the earnings of the chapter shall inure to the benefit of, or be distributed to, its directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in these Bylaws. Except as provided in Section 501(h) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue law, no substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including the publishing or distribution of campaign statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the

Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law.

Upon dissolution of the Chapter, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the Chapter, dispose of all the assets of the Chapter exclusively for the purposes of the Chapter in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, or scientific purposes as shall at the time qualify as an exempt organization of organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Executive Board shall determine.”

Revised: Nov. 5, 2010

Revised: May 7, 2009

Revised: May 21, 2004