

BYLAWS
OF THE
WASHINGTON TRAFFIC AND SAFETY EDUCATION ASSOCIATION

This Association shall be guided by the following Bylaws to augment and clarify the precepts established by the Constitution of the Washington Traffic and Safety Education Association, to which these Bylaws will be subsidiary.

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WTSEA Bylaws • Table of Contents

- 1.0 Association Membership** 4
 - 1.1 Membership year
 - 1.2 Membership categories and dues

- 2.0 Elected Officers**..... 4
 - 2.1 Duties of the President..... 4-5
 - 2.2 Duties of the President-elect..... 5
 - 2.3 President-elect and President Elections..... 5-6
 - 2.4 Resignation of an elected officer 6

- 3.0 Appointed Officers**.....7
 - 3.1 Terms of Office..... 7
 - 3.1.2 Resignation of an Appointed Officer 7
 - 3.2 Duties of the Coordinating Secretary 7
 - 3.3 Duties of the Treasurer 7
 - 3.4 Duties of the Membership Secretary 8
 - 3.5 Duties of the Member-at-large 8
 - 3.6 Duties of the University Representative 8-9
 - 3.7 Other Officials 9

- 4.0 The Executive Committee** 9-10

- 5.0 Board Membership Committee**..... 10
 - 5.1 Membership Committee Chairmanship..... 10
 - 5.2 Membership Committee Duties..... 10
 - 5.3 Board Areas of Representation..... 11
 - 5.4 Area Representative Duties..... 11-12
 - 5.5 Board Member Agreement..... 12
 - 5.6 Shared Duties and Interchangeability..... 12
 - 5.7 Board Membership Proxy..... 12
 - 5.8 Maintenance of Records and Files..... 12-13
 - 5.9 Area Representative Elections..... 13-14
 - 5.10 Board Vacancies.....14
 - 5.11 Reimbursements and Stipends 14
 - 5.12 Board Membership Resignation and Removal.....14-15

- 6.0 Standing Committees** 15
 - 6.1 The Standing Committees 15
 - 6.2 Functions and Duties of Standing Committees..... 15-16
 - 6.2.1.1 Board Membership Committee..... 15
 - 6.2.1.2 WTSEA Membership Committee..... 15-16
 - 6.2.1.3 In-service Committee..... 16
 - 6.2.1.4 Constitution and Bylaws Committee..... 16
 - 6.2.1.5 Legislative Committee..... 16
 - 6.2.1.6 Youth Liaison Committee..... 16
 - 6.2.1.7 Ad Hoc Committees..... 16

7.0 Association Meetings	16-17	
7.1 Board Meetings	16-17	
7.2 Conferences and Workshops	17-18	
7.2.4 Clock Hours	17-18	
7.3 ADTSEA Meetings (Conference)	18	
8.0 Awards and Scholarships	18-20	
8.1 Cliff Boyce Teacher of the Year Award (CBTYA)	18	
8.2 TSE Distinguished Service Award	18-19	
8.3 WTSEA Lifetime Membership Award	19	
8.4 The Central Washington University Foundation	19-20	(Section needs revising)
(CWUF)– Traffic Safety Education Scholarship Fund		
9.0 Financial Support for Youth Safety Groups	20	
10.0 Communications	20	
11.0 Amendments	20	
12.0 Official Address	20	
13.0 Appendix	21-	(New section; under construction)

1.0 Association Membership

1.1 **Membership year**

- 1.1.1 The membership year shall be from September 1 of each calendar year until August 31 of the following calendar year.
- 1.1.2 New members who join and pay their dues after March 1 shall have their membership extended through the new membership year beginning in September.
- 1.1.3 Renewing members will have their membership dues expire September 1st, regardless of the date they pay.

1.2 **Membership categories and dues**

- 1.2.1 **Annual dues** for membership in the WTSEA shall be established for **Active, Associate, Student, and Contributing members** as part of the Annual Budget approved at the last Board meeting of each year. Payment of annual dues is required for members to be designated as current and to receive the benefit of free clock hours offered by WTSEA.
- 1.2.2 **The clock hour fee** for conference attendees who are not current WTSEA members shall be established as part of the Annual Budget approved at the last Board meeting of each year.
- 1.2.3 No dues shall be assessed to **Honorary members**, nor shall they be charged for clock hours at any in-service for which WTSEA offers clock hours.
- 1.2.4 **Lifetime membership** benefits include complimentary membership dues, complimentary guest registration at WTSEA-sponsored conferences and workshops, and any other benefits which are made available to Active members.
- 1.2.5 Recipients of the **Lifetime Membership** Award become members of WTSEA for life unless they renounce their membership in writing to the Board.

2.0 Elected Officers

2.1 **Duties of the President**

- 2.1.1 Prepare the agenda for the Board meetings, along with consultation from the Executive Committee and input from the Board Members.
- 2.1.2 Monitor progress toward completion of Board resolutions and actions.
- 2.1.3 Conduct Executive Committee and Board Meetings.
- 2.1.4 Represent the Association at hearings, meetings, etc. and act as **Master of Ceremonies**, or designate such person, at WTSEA-sponsored conferences, in-services, and workshops.
- 2.1.5 Perform duties as chief member of the **Executive Committee**:
 - a) Recommend policies for consideration by the Board.
 - b) Prepare the Annual Budget, with the assistance of the Treasurer and Coordinating Secretary, and submit it to the Board of Directors for approval at the last regular meeting of the year.
 - c) Authorize non-budgeted disbursements if urgently needed between Board of Director meetings.
 - d) Establish timelines and places for meetings of the Association Board of Directors and make provisions for the same.
 - e) Carry out other duties as necessary.
- 2.1.6 Write an annual article or letter, and other updates as necessary, for printed or electronic publication to keep the membership informed of current issues

or events in Traffic Safety.

- 2.1.7 Monitor in-service and conference planning and conduct at least one workshop or presentation at our annual conference during the two-year term,.
- 2.1.8 Consult with other Board members through e-mail, phone or other means prior to the Board meeting to review the Agenda and budget.
- 2.1.9 Appoint persons to fill vacancies, or for the accomplishment of interim tasks, or to fill other non-elected positions necessary to meet obligations and objectives of the Board of Directors.
- 2.1.10 Serve as the Association's official Liaison to the American Driver and Traffic Safety Education Association (ADTSEA) and attend the annual ADTSEA conference, providing a report at the fall Board meeting.
- 2.1.11 Chair the **WTSEA Legislative Committee**, and serve as the point-of-contact with the Association's lobbyist, or designate a member or members to fulfill these roles.

2.2 Duties of the President-elect

- 2.2.1 Consult with the President regarding preparation of the agenda for Board meetings.
- 2.2.2 Assist the President in the performance of his/her duties.
- 2.2.3 Assist the President in the planning and conduct of in-service sessions, workshops, and conferences.
- 2.2.4 Assume the duties of the President in his/her absence or disability.
- 2.2.5 Make arrangements for the facilities of Board meetings.
- 2.2.6 Establish **the Master Calendar**, which includes timelines from the President, Committee Chairpersons, and all other business that may require designated completion dates.
- 2.2.7 Update the Master Calendar as needed at each Board meeting.
- 2.2.8 Monitor the completion of duties and functions as outlined for officers, Board members, and committees as designated on the Master Calendar.
- 2.2.9 Chair the **WTSEA Constitution Committee** and serve as **Parliamentarian** during Board meetings, or designate a member to fulfill this role.
- 2.2.10 Create and distribute in-service, conference, and workshop promotion and registration materials.
- 2.2.11 Serve as **Registration Chair** for WTSEA conferences and workshops.
- 2.2.12 Carry out Board Resolutions (e.g., thank you letters, committee reports, surveys), with the cooperation of the Coordinating Secretary.
- 2.2.13 Submit at least one article for publication on the WTSEA website during the two-year term, and/or be an in-service presenter.
- 2.2.14 Serve as a member of the Executive Committee.
- 2.2.15 Create, update and distribute annually the **Association Directory**, in conjunction with the Coordinating Secretary and Treasurer.

2.3 President-elect and President Elections

- 2.3.1 The **Executive Committee** shall coordinate the process for the election of a new President-elect every two years during even-numbered years.
- 2.3.2 After nominations are obtained (according to the Constitution Article V, Section 16), the Coordinating Secretary shall mail ballots to all Active members during the 3rd week of August in the same envelope as the conference registration materials.

- 2.3.3 Instructions for returning the ballot within 30 days will be included along with instructions for how to mark the ballot.
 - 2.3.4 The election packet shall contain four (4) items:
 - a) A ballot with at least two candidate names and provision for a write-in candidate.
 - b) Instructions for marking the ballot, enclosing it and returning it.
 - c) A secrecy envelope (so marked with a stamp)
 - d) A self-addressed return envelope with provision for the voter to print and sign his/her name for the purpose of validation.
 - 2.3.5 When received, the envelopes will not be opened but will be placed in a locked election box. This box will have a lid with a slot on it.
 - 2.3.6 Members who have not returned ballots by mail may drop their ballots into the election box at the fall conference up until the official adjournment of the WTSEA meeting on the last day. Extra ballots shall be on hand if members did not bring them with.
 - 2.3.7 The Coordinating Secretary, together with at least two other Board members, shall count the ballots within one week prior to the December Board meeting.
 - 2.3.8 Before opening the envelopes, the voter's name shall be checked against a list of current members. Any ballot from a non-member shall be discarded without opening the envelope. If the voter is a member, the name shall be checked on a list created for recording the results of the election. If more than one ballot is received from any member, all subsequent ones shall be discarded.
 - 2.3.9 After verification and recording, the envelope shall be opened and the secrecy envelope containing the ballot is to be placed in a container separate from the return envelopes.
 - 2.3.10 Once all secrecy envelopes are opened, counting of the ballots can begin. The Secretary will open the envelope, show it to the two counters, who will subsequently tally the result on a separate sheet. When the counting is complete, the two tally sheets shall be compared.
 - 2.3.11 If they match, the election is validated and the results will be recorded and announced to the membership according to the Constitution, Article V, section 16. If they don't match, a recount will commence until they agree.
 - 2.3.12 The return envelopes and ballots shall be preserved until the February Board meeting in case a recount is called for.
 - 2.3.13 The same procedures shall be used in the event an election is necessary to fill a vacancy for the office of President.
- 2.4 **Resignation of an Elected Officer.** (4-26-14)
- 2.4.1 An elected officer wishing to resign should submit a written letter to the WTSEA Executive Committee, addressed to the President (or to the President-elect if the sitting President is resigning)
 - 2.4.2 The President (or President-elect) shall accept such written notice of resignation and present the letter to the Board at the next Board meeting, at which time it becomes official upon approval of the Board.
 - 2.4.3 A letter of acceptance of the resignation and appreciation for the member's service shall then be sent to the resigning officer.
 - 2.4.4 An attempt shall be made to fill the vacancy ASAP.

3.0 Appointed Officers

3.1 **Terms of Office for Appointed Officers**

- 3.1.1 The WTSEA President shall appoint, with approval of the Board, a **Coordinating Secretary, Treasurer, Membership Secretary, and Member-at-large, University Representative**, and other officials as determined necessary by the Board of Directors, for an indeterminate term, or until replaced by the Board.
- 3.1.2 **Resignation of an Appointed Officer.** An Appointed Officer wishing to resign should submit a written letter to the WTSEA Executive Committee, addressed to the President. The President shall accept a written notice of resignation from an Appointed Officer and present the letter to the Board at the next Board meeting, at which time it becomes official upon approval of the Board. A letter of acceptance of the resignation and appreciation for the member's service shall then be sent to the resigning officer. An attempt shall be made to fill the vacancy ASAP. (4-26-14)

3.2 **Duties of the Coordinating Secretary**

- 3.2.1 Provide an agenda at Board meetings and record and distribute minutes for Board meetings.
- 3.2.2 File and store Association inventory - records, minutes, materials, equipment, etc.
- 3.2.3 Maintain a file for legislative materials and mailings.
- 3.2.4 Maintain a file of the Association Bylaws and Constitution updates and provide copies as needed.
- 3.2.5 Work in coordination with the Treasurer in regard to Treasurer duties.
- 3.2.6 Serve as facilitator to the Executive Committee and WTSEA Board for activities, projects, research, etc.
- 3.2.7 Carry out annual and periodic mailings and/or electronic communications with Association membership.
- 3.2.8 Coordinate elections together with the Membership Secretary and Executive Committee. (See Bylaw 2.4.1)
- 3.2.9 Create and distribute in-service, conference, and workshop promotion and registration materials.
- 3.2.10 Carry out Board Resolutions (e.g., thank you letters, committee reports, surveys).
- 3.2.11 Work in coordination with the Treasurer to create, update and distribute annually the **Association Directory**.
- 3.2.12 File the **Clock Hour provider approval** with OSPI in July.
- 3.2.13 Create, update and distribute the WTSEA Board member contact list and Board member notebooks to all members as needed.

3.3 **Duties of the Treasurer**

- 3.3.1 Keep financial records for the Association.
- 3.3.2 Administer the Association's checking and savings account.
- 3.3.3 Pay the Association's bills.
- 3.3.4 Perform Public Disclosure requirements (registrations, reports, etc.)
- 3.3.5 File the **annual tax report** with the IRS and the **state sales tax report** in early December.
- 3.3.6 Prepare regular budget reports for each Board meeting.
- 3.3.7 Assist in preparation of the Annual Budget.
- 3.3.8** Prepare and distribute reimbursements for expenses incurred.

3.4 Duties of the Membership Secretary

- 3.4.1 Chair the **WTSEA Membership Committee** and the **Board Membership Committee**. (Bylaw 5.0)
- 3.4.2 Promote Association membership
- 3.4.3 Prepare state/Area membership status report for each Board meeting, with the assistance of the Coordinating Secretary and Treasurer.
- 3.4.4 Oversee the process of selecting recipients for Association Awards and honors, to include the sending of cards, flowers, etc. in cooperation with other members.
- 3.4.5 Maintain and have at hand a current roster of all paid-up members at each meeting of the Board. Provide each Board member a current alphabetized list of paid-up WTSEA members in the Area he/she represents.
- 3.4.6 At the December meeting-provide to each representative an alphabetized list of Traffic Safety instructors in his/her Area with an indication as to which ones are currently paid-up. It shall be the duty of the Area representative, then, to contact unpaid members to promote membership in WTSEA.
- 3.4.7 Serve as **Clock Hour Coordinator** for WTSEA conferences and workshops. Create and maintain a current listing of school districts and their respective TSE Coordinators in each Area and provide this list to each Area representative.
- 3.4.8 Work with the Coordinating Secretary and other Executive Committee members in conducting Association and Board Area elections.

3.5 Duties of the Member-at-large

- 3.5.1 The Member-at-large shall be the **immediate past-President** unless he/she is unable to continue service on the Board of Directors. In that case, it should be someone else who has been president in the past with experience to guide the organization. When no other past-president is available, it should be a long-term, experienced member of the Association.
- 3.5.2 Serve on the **WTSEA Membership Committee**; As a member of that committee, **chair** the **Awards Sub-Committee**, which shall coordinate nominations, selection and granting of any and all WTSEA awards and honors.
- 3.5.3 Maintain the files and nominations for Association Awards.
- 3.5.4 Assist and mentor the President in the performance of his/her duties.
- 3.5.5 Assist the President in the planning and conduct of In-service conferences and workshops.
- 3.5.6 Serve as a member of the **Executive Committee**.
- 3.5.7 Chair the **In-Service Committee**.

3.6 Duties of the University Representative (4-26-14)

- 3.6.1 The **University Representative** shall be the professor designated by Central Washington University (CWU) to supervise or teach the courses for the Traffic Safety Education teacher endorsement program, unless he/she is unable to continue service on the Board of Directors.
- 3.6.2 Attend all regularly scheduled and special Board meetings, and arrange for a meeting place for the Board when meeting on the CWU campus.
- 3.6.3 Accept and perform assignments as designated by the President or fulfill the duties as prescribed in the Constitution and Bylaws.
- 3.6.4 Promote Association membership.
- 3.6.5 Submit at least one article for publication on the WTSEA website during my tenure, or be an in-service presenter at one or more WTSEA-sponsored workshops or

conferences.

- 3.6.6 Assist in the planning and conduct of WTSEA-sponsored conferences and workshops.
- 3.6.7 Seek to supply names or nominate WTSEA members for recognition or awards.
- 3.6.8** Serve as the Association's liaison for the **Central Washington University Foundation (CWUF) – Traffic Safety Education Scholarship Fund.**

3.7 Other Officials

- 3.7.1 Other officials may from time to time be appointed to assist in carrying out the stated goals of the WTSEA.
- 3.7.2 A stipend may be paid to such officials appointed under this section's authority if approved by the Board.
- 3.7.3 Such officials may include **Lobbyists** during and immediately prior to the legislative session to advise the Board and to encourage passage of safety legislation that the Association, through their Board members, believes will support the achievement of the purposes and objectives of the Association.
- 3.7.4 Such officials should be appointed by a majority vote of the Board of Directors.
- 3.7.5 Such officials shall be advisory in nature only. They shall not have a vote in any Board decisions or actions unless they are elected or appointed members of the Board.
- 3.7.6 Such officials as a Lobbyist shall represent the Board's position on policy and legislation, as approved by a majority vote of the Board.
- 3.7.7 When said Lobbyist needs direction from the Board between regularly scheduled meetings, the Executive Committee, by unanimous agreement, shall approve such direction and action.
- 3.7.8 Any such interim approval for direction or action given by the Executive Board shall be reported to the Board at the next regularly-scheduled meeting.
- 3.7.9 The President shall appoint an **Association Webmaster(s)** to maintain the Association website and manage the e-mail list-serve.
- 3.7.10 The President shall appoint an **Association Historian** to:
 - 3.7.10.1 Write an annual summary of key issues, legislation, policy changes, and Board actions.
 - 3.7.10.2 Write a summary and conduct videotaped interviews of individuals who have served our organization with distinction and/or who have received the Cliff Boyce Teacher-of-the-Year Award, the Distinguished Service Award, or the Lifetime Member award.
 - 3.7.10.3 Take photographs of members and events and maintain a database of these photos to be archived.
 - 3.7.10.4 Maintain a notebook of annual summaries and summaries of Association award recipients.
 - 3.7.10.5** Work with the Association Webmaster(s) to put relevant information on our website.

4.0 The Executive Committee

- 4.1 The Executive Committee shall be empowered to act for the Board in between regular meetings of the Board, by unanimous agreement, in actions that
 - 4.1.1 approve non-budgeted disbursements,
 - 4.1.2 support or oppose legislation pending when time does not permit input or action from the full Board.

- 4.1.3 involve other Association-related business
- 4.2 The Executive Committee shall review and approve all requests for reimbursement by Board members.
- 4.3 The president shall not act unilaterally, or represent WTSEA in any formal communication, in a way that can be interpreted to represent the voice of WTSEA, without at least the approval of the Executive Committee. (4-26-14)

5.0 **Board Membership Committee**

5.1 **Board Membership Committee Chairmanship**

- 5.1.1 The Chairperson of the Board Membership Committee shall be the Membership Secretary.
- 5.1.2 The Executive Officers shall serve on the Board Membership Committee and assist the Membership Secretary in carrying out the duties of this committee.

5.2 **Board Membership Committee Duties**

- 5.2.1 The Board Membership Committee shall be responsible for the preparation and supply of the **Board Membership Agreements** (Letter of Commitment) and to ensure that they are signed, kept on file, and that a copy is provided to each Board member.
- 5.2.2 The Board Membership Committee shall prepare and distribute a **Board Member notebook**, complete with a current copy of the WTSEA Constitution and Bylaws, to each Board member. When a Board member retires, vacates or is removed from the Board, the Secretary shall retrieve the notebook and re-distribute it to the succeeding Board member.
- 5.2.3 The Board Membership committee shall be responsible to monitor the performance of the members of the Board according to the agreements, and to report to the Board any members becoming delinquent in their duties as agreed. This information shall be made available at each regular Board meeting for consideration of possible action by the Board
- 5.2.4 It shall be the duty of the current chairperson of the Board Membership Committee to notify in writing any Board member who has been removed by action of the Board, as provided, within ten calendar days of such action.
- 5.2.5 The Board Membership Committee shall conduct all Association Area and Officer elections.
- 5.2.6 The Board Membership Chairperson shall monitor the status of Area elections and vacancies. He/she shall notify Area Board Representatives when their respective Areas are due for elections and shall coordinate elections in vacant Areas. He/she shall be responsible for counting ballots for Area elections and for formally validating and announcing the winners.

5.3 Board Areas of Representation

- 5.3.1 Representative positions on the Board shall be one representative from each of the Areas designated in section 5.32 of these Bylaws.
- 5.3.2 The representative Areas of WTSEA shall be comprised of the nine Educational Service Districts (ESD) as follows:
 - (1) ESD 101 - Spokane
 - (2) ESD 105 - Yakima
 - (3) ESD 123 - Pasco
 - (4) ESD 171 - Wenatchee
 - (5) ESD 112 - Vancouver
 - (6) ESD 113 - Olympia
 - (7) ESD 114 - Bremerton
 - (8) ESD 121 - (Puget Sound ESD), Renton
 - (9) ESD 189 – Anacortes
- 5.3.3 No member of the Board shall be deprived of his/her seat solely because of any modification in the structure of the Areas for purposes of representation, but shall continue as a representative, at the option of the member, until the end of the term to which he/she was elected or appointed, or until such time as an election is held in the new Area in which he/she is located.

5.4 Area Representative Duties

- 5.4.1 Attend all regularly scheduled and special Board Meetings. The ability to attend by conference call shall be provided.
- 5.4.2 In the event of a conflict on a meeting date, obtain an alternate (proxy) who is an Active Association member from the respective Area to perform the representative responsibilities of the meeting. (See Bylaw 5.6)
- 5.4.3 Be a contributing member of at least one standing committee.
- 5.4.4 Accept and perform assignments as designated by the President.
- 5.4.5 Promote Association membership in the representative Area, and contact unpaid members as necessary, requesting them to renew their memberships.
- 5.4.6 Submit at least one article for publication on the WTSEA website during the three-year term, or be an in-service presenter.
- 5.4.7 Assist in the planning and conduct of WTSEA-sponsored conferences and workshops.
- 5.4.8 Arrange for and host at least one Area meeting, or otherwise communicate annually with the members in the Director's respective Area between September and May to share information and receive feedback from members. These meetings may be held at the annual WTSEA conference If properly arranged for, and with clearly-stated performance objectives, clock hours can be provided.
- 5.4.9 Monitor status of Area members and supply names to the Membership Committee of members who have retired. Inform the Executive Committee if it becomes known that past or present Area members are ill, have suffered a tragedy or have deceased. Share notable "good news" regarding members as well.
- 5.4.10 When appropriate, nominate respective Area members who are eligible for awards and scholarships.

- 5.4.11 Maintain an updated phone/address list of all TSE Coordinators from the school districts in the respective Area of representation. Contact each TSE Coordinator at least once per year and attempt to become familiar with each TSE program's operation, needs, and concerns.
- 5.4.12 In the spring of the year when the Area term expires, assist with conducting the election as provided in Bylaw 5.8.

5.5 Board Member Agreement (Letter of Commitment)

- 5.5.1 As provided in Article V, Section 13 of the Constitution, each member of the Board of Directors shall execute a "Board Membership Agreement." (See Appendix)

5.6 Shared Duties and Interchangeability

- 5.6.1 All Board members share in the duty of promoting Traffic Safety Education and projecting a positive image to the public.
- 5.6.2 All Board members share in the duty of planning and coordinating the annual WTSEA conference, and should endeavor to make presentations or participate in workshops.
- 5.6.3 All Board members share in the responsibility to be familiar with the Association constitution, bylaws and website and to offer suggestions for improvement as needed.
- 5.6.4 All Board Members (Officers and Area Representatives) shall sign their respective **Board Member Agreement** (Bylaw 5.5; See Appendix for Board Member Agreements for each Board position), and it shall remain in effect during the term of service on the WTSEA Board,
- 5.6.5 If re-elected, a new **Board Member Agreement** shall be signed.
- 5.6.6 When necessary, due to variable capabilities of individuals to carry out their duties, the President may assign any particular duty designated in these Bylaws to another officer, with the consent of the Board.

5.7 Board Membership Proxy

- 5.7.1 If an Area representative is unable to attend a meeting of the Board, he/she should notify the President and send a proxy who is an Active Association member in the respective Area which he/she represents.
- 5.7.2 The proxy so designated shall be able to perform any and all functions of the assigned Board member.
- 5.7.3 In lieu of sending a proxy, an elected or appointed Officer unable to attend a Board meeting shall notify the President and provide him/her with whatever report or information necessary. The President shall then fulfill the absent officer's obligation at the Board meeting.
- 5.7.4 An arrangement can also be made for an absent Board member to participate in a conference call so that an Officer/Representative can make his/her report and participate in voting, especially when a quorum would otherwise not be met.

5.8 Maintenance of Records and Files (4-26-14)

- 5.8.1 All Officers in the Association, including the immediate past-President, and the Chairperson of all Standing Committees, shall maintain appropriate files which shall be passed on to their successor at the time of change or responsibility.
 - 5.8.1.1 Included in these files shall be instructions for procedures and timelines for carrying out tasks so that successors can function when they assume

office.

5.8.1.2 Any Association property the officer has in his/her possession shall also be itemized in an inventory sheet.

5.9 Area Representative Elections

- 5.9.1 The Board member completing a three-year term, or final portion thereof, shall be responsible to obtain at least two nominees from the paid-up Active Members from that Area who have indicated a willingness to serve on the Board of Directors for the next succeeding term. The current Board member may submit his/her own name as one of the two candidates.
- 5.9.2 No person shall be officially designated as a nominee who has not consented to his/her nomination as a candidate and to serve if elected.
- 5.9.3 The Board member shall submit the names of the nominees in writing, with a brief statement provided by the nominee, to the Membership or Coordinating Secretary prior to August 1 of the final year of that term.
- 5.9.4 The Board member completing his/her three-year term or final portion thereof may, at his/her option, shall advertise the fact of an Area meeting for such an election and the names of all candidates proposed along with any brief statement provided by such candidate. Such notice shall be mailed or e-mailed to each Active Association member of record in the Area at least ten calendar days prior to such announced meeting. Such election meeting shall be held prior to the Board summer planning meeting. The Membership and/or Coordinating Secretary shall be notified in writing or by e-mail of the results, or by direct report at the summer planning Board meeting.
- 5.9.5 If the Board member does not opt to hold such an Area election meeting as provided, the Coordinating Secretary shall, by June 10 develop and mail ballots which shall be free of any identifying marks, to each of the paid-up members of those Areas due for an election. He/she shall include a return-addressed envelope bearing a prepared place for the name and signature of the member voting. Only one ballot will be accepted in an envelope and only those ballots returned in the prepared envelope and bearing the name of the member voting will be counted. Instructions shall be included to return the ballot, postmarked by July 25.
- 5.9.6 At the summer planning meeting, the Coordinating Secretary will, together with at least two other members of the Board of Directors, remove the ballots from the signed or printed envelopes after verifying the status of the voter. They shall tabulate the votes in each Area in such a manner that it will be impossible to determine which ballot came from which envelope, following the same procedure outlined for officer elections in Bylaw 2.4. All ballots and envelopes will be preserved by the Coordinating Secretary until after the annual meeting (fall conference), in case of a challenge to the election results.
- 5.9.7 The Coordinating Secretary shall notify in writing, prior to August 31, the results of the election to the following persons:
1. The winner of the election in each Area.
 2. The other candidates
 3. The President of the Association
 4. The current Board Membership Secretary.
- 5.9.8 The results of the election shall be posted on the WTSEA website, announced at following the December Board meeting, and included in the minutes of the meeting.

- 5.9.9 If a tie results in an Area between two members running for a position on the Board of Directors, the tie will be resolved by vote of the Board of Directors at the December Board meeting.
- 5.9.10 If no members from an area accept a nomination for an election, an attempt shall be made to find two willing candidates at the fall conference and hold an election during the WTSEA meeting.
- 5.9.11 If the office still remains vacant, the Board will attempt to find a representative from another area to serve by appointment.

5.10 Board Vacancies (Area Representatives)

- 5.10.1 The President shall fill vacancies on the Board by appointment, with majority approval by the Board.
- 5.10.2 The newly-appointed Area Representative shall serve until the end of the unexpired term.
- 5.10.3 A regular election, as provided in Article V, Section 16 of the Constitution and/or in Section 5.8 of the Bylaws, shall then be held.

5.11 Reimbursements and Stipends to Board members or Individuals:

- 5.11.1 Board Members, or other individuals retained by the Board to carry out a function, who incur expenses due to the necessary performance of their duties (stamps, mileage, etc.) may submit a **Request for Reimbursement Form**, together with receipts, to the President of the Association. If approved by the Board, the President shall direct the Treasurer to pay the Board member, by check, from the Association account.
- 5.11.2 Whenever possible, requests for reimbursement should be submitted to the President for consideration and approval before such expenditure occurs.
- 5.11.3 As may be necessary, a stipend for services may be paid to those individuals who perform services or responsibilities in the interest of this Association. Such payments to individuals will be made only upon an executed **Letter of Agreement for Services**, authorized by the Board and signed by the President and the individual. Such agreements shall specify the duties and responsibilities to be accomplished, as well as timelines when applicable, and the specific amount of payment to be dispersed.
- 5.11.4 When the need to approve such services occurs between regularly scheduled Board meetings, the Executive Committee may execute such agreements, which shall be valid until such time as the full Board can meet to review and approve the actions taken. Such agreements shall be reviewed and updated annually by action of the full Board if the need for services extends beyond one year.
- 5.11.5 Following the approval of such payments by the Board of Directors, Association funds will be properly budgeted and dispersed by the Treasurer of the Association.
- 5.11.6 Such payments will not constitute the “employment” of any individual. All such individuals will be “independent contractors” and as such are responsible for their own Social Security payments and other taxes.

5.12 Board Membership Resignation and Removal

- 5.12.1 **Resignation of an Area Representative.** Resigning members shall submit a written letter of resignation to the President. The President shall accept such written notice of resignation from an Area Representative. The letter shall be

presented to the Board and approved at the next meeting after receiving the letter. A notice of acceptance and letter of appreciation for the member's service shall then be sent to the resigning representative. An attempt shall be made to fill the vacancy ASAP according to procedures outlined in Bylaw 5.9.

- 5.12.2 Board Members failing to fulfill their obligations under the signed Board Membership Agreements, as monitored by the Board Membership Committee, will be referred by the committee to the Board at any regular meeting of the Board, for consideration for removal from the Board.
- 5.12.3 Members of the Board may be removed from the Board prior to the conclusion of their term for non-participation or for other good and sufficient cause upon a three-fourths majority vote of the members of the Board present and voting, providing that such vote shall comprise at least half of the current membership of the Board. [See Article V, Section 14 of the Constitution]
- 5.12.4 The President shall appoint a person to fill any vacancy on the Board, as approved by a majority vote of the Board of Directors. When possible, the President shall appoint a new representative from the respective vacant Area to complete the existing term created by the resulting vacancy. A new election shall then be held as provided in Bylaw 5.8

6.0 Standing Committees

6.1 **The Standing Committees of this Association shall be:**

- 6.1.1 Board Membership Committee
- 6.1.2 WTSEA Membership Committee
- 6.1.3 In-service Committee
- 6.1.4 Constitution and Bylaws Committee
- 6.1.5 Legislative Committee
- 6.1.6 Youth Activities and Senior Driver Committee

6.2 **Function and Duties of the Standing Committees:**

- 6.2.1 The Standing Committees shall be chaired by an Officer or other Board member who shall prepare a report for each Board meeting. Committee members shall meet prior to the start of official business at each Board meeting, or during the lunch recess, and shall meet or otherwise communicate between Board meetings as necessary. The specific function and duties of each standing committee are as follows:

6.2.1.1 The **Board Membership Committee** shall be chaired by the Membership Secretary of WTSEA and he/she shall monitor the status of the Board membership and make a status report to the Board at each regular meeting of the board.

6.2.1.2 The **WTSEA Membership Committee** shall be chaired by the Membership Secretary and shall function to promote membership in WTSEA. In addition, the Membership Committee shall prepare a state/area membership status report for each Board meeting; select recipients for Awards; send cards, flowers, etc.; and coordinate registration for WTSEA conferences and workshops. This committee coordinates clock hours and Area elections as well. An **Awards Sub-Committee** shall be established and chaired by the Member-at-Large to assist the Membership Secretary in coordinating nominations, as well as selecting and granting of any and all WTSEA awards and honors. This committee shall also maintain the files and nominations for Association

Awards.

- 6.2.1.3 The **In-service Committee** shall be chaired by the Member-at-large and shall provide a statewide annual conference and, as determined by action of the Board of Directors, shall coordinate statewide or regional workshops as necessary. Further, if the OSPI and/or the DOL sponsor a TSE conference or workshop, the In-service Committee shall coordinate to lend WTSEA's assistance and support as necessary.
- 6.2.1.4 The **Constitution and Bylaws Committee** shall be chaired by the President-Elect and shall monitor the status of the operating guidelines of the Association on an ongoing basis and recommend changes in the Constitution and/or Bylaws as warranted.
- 6.2.1.5 The **Legislative Committee** shall be chaired by the Association President and shall study and recommend legislation for Traffic Safety Education. The Committee shall also be a watchdog for any and all legislation or policy changes, which might affect the future of Traffic Safety Education, and of traffic, road or driver safety in general. The Legislative Committee shall alert the members of the Association as required during a legislative session, and shall keep the Board alerted on a continuing basis throughout the year. This committee shall post notices on the Association list-serve and website when action is deemed necessary and shall post a summary of all legislation and policy changes that occur in each calendar year.
- 6.2.1.6 The **Youth Activities and Senior Driver Committee** shall be chaired by appointment of the President and shall support and promote youth /senior citizen Traffic Safety Education activities within WTSEA guidelines.
 - 6.2.1.6.1 The chair of this committee shall make a report to the Board at each Board meeting of its activities.
 - 6.2.1.6.2 The chair shall work in conjunction with the Treasurer to itemize an annual budget category for this committee's activities and to accurately record all financial transactions pertaining to the Senior Driver program and/or youth programs.
- 6.2.1.7 **Ad Hoc Committees:** Ad Hoc Committees may be established as deemed necessary by the Board of Directors.

7.0 **Association Meetings**

7.1 **Meetings of the Board of Directors:**

- 7.1.1 All meetings of the Board are open meetings and all paid-up members of the Association are welcome to attend whether members of the Board or not.
- 7.1.2 Further, they may participate in committee deliberations, and in limited discussion during meetings, **EXCEPT** they shall not be entitled to vote unless they are serving as a designated proxy for an absent member of the Board.
- 7.1.3 Regular Board meetings are to be held five times a year as follows: on the Third Saturday of September; on the First Saturday of December; during the Annual Spring Conference, or if no spring conference, on the last Saturday of February; on the last Saturday of April; and by the second Saturday of August. These meeting dates are subject to change due to circumstances such as weather, or by the decision of the Board or Executive Committee.
- 7.1.4 No member of the Board may vote on any question if not currently a paid-up

Active member of WTSEA.

- 7.1.5 The Membership Secretary shall maintain and have at hand a current roster and contact information for all paid-up members at each meeting of the Board.
- 7.1.6 One of the first items of business at the September Board meeting shall be an accounting of paid up Board members.
- 7.1.7 At the December meeting of the Board, the Membership Secretary shall provide each Area representative with an alphabetized list of the Traffic Safety instructors in his/her Area, with an indication as to which ones are currently paid up and which ones are not. This shall include the names of past members, over at least the past three years, who have not renewed membership.
- 7.1.8 It shall be the duty of the representative to contact unpaid members to promote membership in WTSEA.
- 7.1.9 The WTSEA President shall be responsible to ensure that each Board member receives a reminder of upcoming Board meetings and an agenda for the meeting at least ten days prior to such meeting.
- 7.1.10 Other Board meetings may be called, as necessary, by agreement of the Executive Committee.
- 7.1.11 The Executive Committee shall designate a summer planning meeting in August at which the annual budget, elections and the fall conference will be the principal agenda items. Committees may also meet, when necessary, between regular Board meetings.

7.2 Conferences and Workshops

- 7.2.1 The registration fee for all WTSEA conferences and workshops shall be set by the WTSEA Board of Directors.
- 7.2.2 Board members will assist in the preparations, setup, handling of registration/clock hours, speaker introductions, distribution of materials (handouts, WTSEA information, door prizes, etc.) and otherwise be available to support the conference chair in any way necessary to ensure that the conference or workshop runs smoothly.
- 7.2.3 It shall be desirable to schedule a portion of the annual WTSEA conference agenda to support time for a general membership meeting and/or Area meetings, as well as a Board meeting at which all members are encouraged to attend.
- 7.2.4 WTSEA is an “**Approved Clock Hour Provider**” as designated annually by the Washington State Board of Education. As such, we will follow the guidelines stipulated in the “**WTSEA Clock Hour Application Packet**,” or otherwise arrange for clock hours to be available for attendees of WTSEA-sponsored conferences and workshops.
 - 7.2.4.1 Clock Hours** [New section – Approved 12-7-13]
 - 7.2.4.2 The Membership Secretary shall serve as Clock-Hour Coordinator and keep records of all clock hours granted by WTSEA for a minimum of 7 years.
 - 7.2.4.3 WTSEA shall approve clock hours for workshops or conferences only when a clock-hour application has been properly submitted and approved according to the directions stipulated in the clock hour application packet.
 - 7.2.4.4 WTSEA shall approve clock hours for workshops or conferences only when the Clock Hour Coordinator, or other officer(s) of this Association,

can verify attendance and other requirements.

7.2.4.5 This Association shall in general NOT approve clock hours for individual projects, such as curriculum work, development of lesson/route plans, etc. unless time, completed work and other requirements can be verified. A separate fee shall be charged.

7.2.4.6 Current Association members shall receive free clock hours when attending WTSEA-sponsored workshops or conferences. The clock hour fees for non-members and for individual projects shall be set by the Board at its annual budget meeting.

7.3 ADTSEA Meetings (Conference)

7.3.1 The WTSEA Board will provide limited financial support for the President and/or another Officer to represent WTSEA as a delegate to the ADTSEA national conference.

8.0 Awards and Scholarships

8.1 Cliff Boyce Teacher of the Year Award (CBTYA)

8.1.1 The Cliff Boyce Teacher of the Year Award shall be awarded at the Annual WTSEA Conference.

8.1.2 The WTSEA Board of Directors shall annually select a recipient of the Cliff Boyce Teacher of the Year Award to recognize a person who has provided, over a number of years, outstanding service and contribution to Traffic Safety Education, especially in the state of Washington.

8.1.3 Any Active Member of WTSEA in good standing may nominate a person to be a recipient of this award, using the latest approved nomination form available upon request from the WTSEA Coordinating Secretary or the individual designated to receive nominations. Nomination forms may also be downloaded at any time from the WTSEA website: wtseanews.com The Coordinating Secretary shall mail nomination forms to all Active members with the registration packet for the annual conference. Nomination forms must be received by the Secretary within 30 days of said conference. The recipient of the award must be a member of WTSEA.

8.1.4 All names received in nomination for the award shall remain in consideration for the award for a period of three years, provided the nominator re-activates the nomination in writing each year.

8.1.5 An individual shall be designated by the Board to receive all nominations for this award and to coordinate the process for selection of the recipient as directed by the Board. This designated individual will maintain a permanent CBTYA file. This same individual shall, likewise, coordinate nominations for other awards granted by this Association and maintain respective files for those awards.

8.1.6 It is not necessary to notify or consult with Award nominees about being nominated.

8.1.7 A sample of the Cliff Boyce Teacher of the Year Award nomination form is enclosed as an addendum to these By-laws and/or on our website.

8.2 TSE Distinguished Service Award:

8.2.1 The TSE Distinguished Service Award shall be awarded at the Annual WTSEA Conference, or as necessary.

8.2.2 The WTSEA Board of Directors may select a recipient for the TSE Distinguished Service Award to recognize a person who has shown outstanding

service in Traffic Safety Education. This award should be given to Administrators, Coordinators, Legislators or other people supportive of traffic safety education, not to teachers.

- 8.2.3 Nominators may reactivate nominations made in the previous three years (if they still qualify), by submitting the name and stating that the nomination is on file.
- 8.2.4 The Coordinating Secretary shall mail nomination forms to all Active members with the registration packet for the annual conference. Nomination forms must be received by the Secretary within 30 days of said conference.
- 8.2.5 It is not necessary to notify or consult with Award nominees about being nominated.
- 8.2.6 A sample of the Distinguished Service Award application form is enclosed as an addendum to these Bylaws and/or on our website.

8.3 WTSEA Lifetime Membership Award:

- 8.3.1 The WTSEA Lifetime Membership Award shall be awarded at the Annual WTSEA Conference, or as necessary.
- 8.3.2 The WTSEA Board of Directors may select a recipient for the WTSEA Lifetime Membership Award to recognize a retired person who has shown outstanding and sustained service in Traffic Safety Education.
- 8.3.3 The honor of this award includes complimentary membership dues, complimentary guest registration at WTSEA-sponsored conferences and workshops, and any other benefits which are made available to Active members.
- 8.3.4 The nominee must have been a member of WTSEA for at least twenty (15) years.
- 8.3.5 The nominee must have served WTSEA in an elected and/or appointed position for a minimum of five (5) years.
- 8.3.6 The nominee must have submitted not less than three (3) articles for publication in the *WTSEA Journal* and/or the WTSEA website; or have presented a workshop or program at an in-service or conference; or have received the "Cliff Boyce Teacher of the Year Award;" or have had an invention, innovation, or publication adopted in Traffic Safety.
- 8.3.7 The nominee must be retired from T.S.E. and/or not actively teaching in any field.
- 8.3.8 A sample of the WTSEA Lifetime Membership Award nomination form is enclosed as an addendum to these Bylaws and/or is available on our website. *OK. Where is this document? Probably need to create it. Do we even have a current list? We need a historian to research candidates, interview them, take pictures, write a brief history and then create a page honoring them on our website.*

8.4 The Central Washington University Foundation (CWUF)– Traffic Safety Education Scholarship Fund: [This section still needs revising as of April 2012]

- 8.4.1 The purpose of the fund is to provide limited financial assistance in the form of scholarships to students/teachers to complete university Traffic Safety Education course work **in pursuit of a Traffic Safety Education Endorsement.**
- 8.4.2 The WTSEA **endorses** *what?* **and** will provide limited financial support, to include stationery and postage, for the administration of the fund, **in concert with the Central Washington University Foundation.** *Does such a "Foundation" exist? If so, it must have been registered, etc.*

- 8.4.3 The WTSEA Board shall designate a liaison person to the CWUF. **Scott Calahan?**
- 8.4.4 **The funds shall be administered by CWUF under guidelines established by the WTSEA Board.** *So, where are these "guidelines?" Scotty??*
- 8.4.5 Contributions will be made directly to the CWUF – TSE Scholarship Fund, Barge Hall, Central Washington University, Ellensburg, WA 98926.
- 8.4.6 **The CWUF will provide regular reports to the WTSEA Board.**
Shouldn't recipients be members of WTSEA and be expected to convert to Active Membership once certification is complete? What about Conditional candidates or commercial school candidates who do not have teaching degrees and cannot receive a TSE endorsement? Should the scholarship be retroactive, being paid only once the recipient completes the coursework? Is there, in fact, a TSE Foundation registered at Barge Hall, CWU? Any monies in the fund? Finally, we haven't awarded this in years? So why do we still have it? Scott ---Can you take on this section and suggest new language for the Board to consider?

9.0 Financial Support for Youth Safety Groups:

- 9.1 This Association shall provide limited financial support and encouragement to the state SADD organization in its support of traffic safety.
- 9.2 Financial support for state SADD programs, other than budgeted items, must be supported by performance objectives.
- 9.3 The **Youth Activities and Senior Driver Committee** shall develop an application process for acquiring such financial support that is equally accessible to any club which is a member of the national SADD organization or other youth safety group.
- 9.4 Moneys disbursed for this purpose shall be itemized in the WTSEA budget and in the financial records of this Association.

10.0 Communications:

- 10.1 WTSEA will host a website which shall be utilized to inform our membership of association conferences, workshops, meetings, etc.
- 10.2 The website will also host relevant, updated information on issues in Traffic Safety Education.

11.0 Amendments:

- 11.1 The By-Laws of this Association may be amended by a two-thirds majority of those Board members present and voting at any regular meeting of the Board of Directors, PROVIDED that a quorum be met.

12.0 Official Address:

- 13.1 The official address of this Association is:

**WTSEA
P.O. Box 264
Olympia, WA 98507-0264**

- 13.2 The official address may be changed, with the approval of the Board of Directors, when a new Coordinating Secretary is appointed so that he or she may establish an official address near his or her work place or home.

Appendix
(Under Construction)

Include in this Appendix section: (As separate documents) Section 1 was approved on 4-26-14. (I don't know how to attach them here. Help...Teri Gaul?)

1) Board member Agreement/Letter of Commitments for the following positions:

- A) Area Representative
- B) President
- C) President-elect
- D) Member-at-large
- E) Coordinating Secretary
- F) Treasurer
- G) Membership Secretary
- H) University Representative

2) Information and nomination forms for the Association Awards

- A) Cliff Boyce Teacher of the Year award
- B) Distinguished Service Award

3) Clock Hour Application Packet

4) Inventory of WTSEA property and to whom it is assigned

5) Procedure Manuals for:

- A) Conference Chairman – Timeline and tasks for putting on a conference
- B) Timeline of tasks to be accomplished throughout the year and specific procedures explaining details of tasks carried out by respective positions:
 - Treasurer
 - Coordinating Secretary
 - Clock Hour Coordinator
 - Membership Secretary
 - University Representative (Scholarship program)

6) Procedure Manual and inventory of property for the Senior Driver program

7) Anything else?

Note: See new Bylaw 5.8.1.1. These are all documents that should be developed in the interest of helping successive members in the future run the association business effectively without having to re-invent the wheel. Currently, the same people have been doing the work, but all of the procedures, tasks, steps, etc. are in our heads. If we were to suddenly cease to be members of the Board, the Board would struggle to function. It is high time we write our stuff down. I propose this is a good place to keep the finished work because all have easy access to it when needed.

Individuals responsible for the above sections should be assigned to bring a draft by the August meeting.