

**BYLAWS**  
**WAYNE COUNTY ASSOCIATION OF SCHOOL BOARDS**  
**ADOPTED MAY 14, 2015**  
ARTICLE I: PURPOSE AND NAME

Section 1. Purpose

The purpose of the organization shall be the improvement of the services rendered by the school districts of Wayne County through the cooperative efforts of the members of the school boards; this purpose to be advanced by discussion of common problems, research activities resulting in advisory recommendations, coordination of legislative activities, and by the fostering of a greater civic and school consciousness among the school districts of Wayne County.

Section 2. Name

The name of the organization shall be the Wayne County Association of School Boards. In all cases where "Association" is referred to herein, the Wayne County Association of School Boards is intended.

ARTICLE II: MEMBERSHIP

Section 1. School District Membership

The Board of Education of any public school district in Wayne County, including the Wayne County Regional Educational Service Agency Board of Education, may become a member of the Association on the payment of the current annual membership dues.

ARTICLE III: GENERAL MEMBERSHIP MEETINGS

Section 1. Annual

The annual meeting of the Association shall be held during the school year at a time and place to be determined by the Executive Board.

Section 2. Regular

Regular meetings of the Association shall be held at such time and place as shall be determined by the Executive Board, provided that there shall be at least one (1) general membership meeting per year.

### Section 3 Special

Special meetings may be called by the President or by any six (6) elected members of the executive board. Written notice of the time and place of any such special meetings shall be e-mailed to each district board member at least five (5) days in advance of the date set for the meeting. Such notice shall state the purpose, or purposes for which the meeting is called, and no other business shall be transacted.

### Section 4. Meeting Notification

WCASB will maintain an e-mail list of all public school board members. For all meetings, other than Executive Board meetings, an e-mail will be sent at least 30 days in advance notifying members of the event including registration information. Two weeks prior to the event, another reminder e-mail will be sent.

## ARTICLE IV: QUORUM AND PARLIAMENTARY AUTHORITY

### Section 1. Quorum at Regular or Special Meetings

A representation of ten (10) of the member boards shall constitute a quorum at these meetings.

### Section 2. Quorum at Executive Board Meetings

Four (4) members of the Executive Board shall constitute a quorum of the Executive Board.

### Section 3. Parliamentary Authority

Roberts Rules of Order Newly Revised shall constitute the Parliamentary Authority for the Association.

## ARTICLE V: VOICE AND VOTING

### Section 1. Voice

All persons present at a general, executive, or special meeting of the Association shall be equally privileged in the expression of opinion, provided that they are members of the Association by virtue of board membership in a member district, or have a seat on the Executive Board.

## Section 2. Voting

Each member district shall be entitled to one (1) vote to be cast by that Board's President or the president's appointee who must be in attendance at the time of the vote.

## Section 3. Motions and Resolutions

- A. Motions or resolutions, which deal with procedural matters or which involve recommendations to member districts shall be subject to majority approval of all member districts, present and voting at a regular or special Association meeting.
- B. Motions or resolutions, which would indicate the position of the Association on particular issues, shall be subject to majority approval of member districts.
- C. (1) A motion or resolution may be voted upon at any regular or special meeting, provided that the Executive Board has previously approved such resolution by a majority vote and has submitted it to board members in writing, no less than fifteen (15) days prior to the meeting at which it is to be voted upon.  
(2) A motion or resolution considered, but not approved by the Executive Board shall be submitted in writing by the Executive Board to the board members, no less than Fifteen (15) days prior to the meeting at which it is to be voted upon.  
(3) A motion or resolution not covered by the provisions of (2) or (3) above may be voted upon at any general or special meeting if two thirds (2/3) of the member districts, present and voting shall approve. Passage of motions or resolutions shall be governed as stated in sections 3A and 3B above.
- D. All persons present at a regular or special meeting who are members of the Association by virtue of board membership in a member district shall be equally privileged in offering amendments to motions or resolutions which are to be voted on at the meeting. An amendment to a motion or resolution still shall be subject to the same approval as the bylaws provided for the current motion or resolution.

## ARTICLE VI: EXECUTIVE BOARD

### Section1. Executive Board

- A. The Executive Board shall consist of fifteen (15) members, with voting power, thirteen (13) of whom shall be elected by the Association from member boards, with no more than one member from any one board.
- B. The Board of Education of the School District of the City of Detroit shall be entitled to appoint one (1) of the fifteen (15) Executive Board members with voting power.

C. The Board of Education of the Wayne County Regional Education Service Agency shall be entitled to appoint one (1) of the Fifteen (15) Executive Board members with voting power.

D. The Executive Board may invite a representative from WCSSA or any other educational organization to join the Board without voting power. Such an appointment shall be approved by a majority of the Executive Board of the Association.

E. The Board of Education of the School District of the City of Detroit and the Board of Education of the Wayne County Regional Educational Service Agency, shall be entitled to name an alternate to attend WCASB meetings. Should both the appointed member and alternate be in attendance, only the appointed member has voting rights.

F. Executive Board members must be physically present to be counted in attendance.

## Section 2. Elections

The President, with the advice and consent of the Executive Board, shall appoint a Nominating Chair (who may convene a committee of three). Any interested local district board member may request an application from the Nominating Chair to express interest in serving on the Executive Board. Nomination Chair will gather all applications and present to the Executive Board at the next scheduled Executive Board meeting or may request a special meeting to be called to consider said applicants. The slate (with consent by nominees) will be provided to the general membership thirty (30) days prior to the next general meeting. Voting Shall Be As Specified in Article V, Section 2.

## Section 3: Term of Office

Members of the Executive Board shall be elected for a four year term, coincident with the Association fiscal year. In all cases membership in good standing on a Wayne County Board of Education shall be a condition necessary to continue as a member of the Executive Board.

## Section 4. Involuntary Resignation

After a member has three (3) absences in a fiscal year, a letter will be sent by the Secretary of the Association to confirm the member's desire to consider serving. If the member chooses to resign, or if the member does not respond to the Association's correspondence, a letter of involuntary resignation will be sent to the member.

## Section 5. Vacancies

- A. The Executive Board shall appoint a person to fill a vacancy on the Executive Board if any of the following conditions apply:
1. The member fails to be reelected to their local Board.
  2. The member chooses not to run for reelection to their local Board.

3. The member chooses to resign from the Executive Board.
  4. The member is subject to involuntary resignation.
- B. Any appointment shall be effective until the next election.

#### Section 6. Regular Meetings of the Board

The Executive Board shall meet at such times and places to be determined by a majority of the board present.

#### Section 7. Special meetings of the Board

Special meetings of the Executive Board may be called by the president, or by any six (6) members of the Executive Board, provided notice of such meetings shall be provided/ mailed not less than seven (7) days in advance of such meetings.

#### Section 8. Voting

Each Executive Board member present shall have one (1) vote.

### ARTICLE VII: OFFICES AND OFFICERS

#### Section 1. Election of Officers

The members of The Executive Board shall elect from among their number, the President, the Vice President, the Secretary, and the Treasurer for the following fiscal year.

#### Section 2. Vacancies

Any office which becomes vacant during the year shall be filled by election within the Executive Board

#### . Section 3. Duties of the President

The President of the Association shall:

- A. Arrange for and call meetings of the Association and the Executive Board as required
- B. Act as Chairperson of all meetings of the Association and the Executive Board
- C. Be responsible for the appointment of committees for special purposes when directed
- D. Be responsible for interpreting and explaining the established policies of the Association and/or shall designate such person or persons as the President sees fit to represent the Association in such an interpretation

E. Perform such other duties as usually pertain to this office

#### Section 4. Duties of the Vice President

The Vice President of The Association shall, in the absence of the President, act as chair of the meetings of the Association and of the Executive Board.

#### Section 5. Duties of the Secretary

The Secretary shall:

- A. Keep accurate minutes to be kept of all meetings of the Association and the Executive Board.
- B. Conduct the correspondence of the Association.
- C. E-mail notices of Association meetings to all board members.
- D. E-mail all Executive Board Meetings to all Executive Board members.
- E. The Secretary may delegate e-mail notifications.

#### Section 6. Duties of the Treasurer

The Treasurer shall:

- A. Collect and receive all monies due the Association.
- B. Make payments for materials and services as directed by the Executive Board.
- C. Keep accurate records and accounts of the Association.
- D. Prepare a proposed budget to be considered by the Executive Board at the March Executive Board meeting.
- E. Provide the necessary records to conduct the annual review.
- F. Furnish a satisfactory surety bond in an amount to be paid out of the funds of the Association.

### ARTICLE VIII: COMMITTEES

#### Section 1. Chair

Committee chairs shall be appointed annually by the President for a one-year term to carry out the purposes of the Association as specified in article 1, section 1.

#### Section 2. Programs

The Executive Board, shall determine programs to be presented at General Membership meetings, with such programs being directly related to the purposes of the Association and of current interest to the membership.

### Section 3. Nominating Committee

The President, with the advice and consent of the Executive Board, shall appoint a nominating chair. The Nominating Chair will follow Article VI, Section 2, Application Process.

### Section 4. Financial Review

The President, with the advice and consent of the Executive Board, shall appoint either a Financial Review committee of three (3) persons, not including the Treasurer, or request the Business Officer of Wayne County RESA, to prepare a report of the Association's financial records for the prior fiscal year. This report shall be submitted to the executive board, no later than the October executive board meeting. The report shall be presented to the Association for final consideration and approval at its next General Membership Meeting.

## ARTICLE IX: AFFILIATIONS

### Section 1. Local and State

Affiliations may be established with other local or state organizations having purposes parallel with those of the Association, for periods not in excess of one year, provided that such affiliation is approved by a majority vote of the Executive Board members present at a regular meeting.

### Section 2. Other Affiliations

Except as provided for in section 1 of this article, no affiliations may be established with groups, political parties, or other organizations by or for the Association through its member boards, its Executive Board or Its Executive Officers. It is expressly understood that the sole purpose of the Association is the improvement of the services rendered by the public schools.

## ARTICLE X: FISCAL SCHOOL YEAR, BUDGET, AND DUES

### Section 1. Fiscal Year

The fiscal year of the Association shall commence on July 1 each year and end the following June 30.

### Section 2. Budget

The Executive Board shall adopt a recommended budget for the ensuing fiscal school year at its March Executive Board meeting. The recommended budget shall be

presented to the Association for final consideration and approval at the next general membership meeting. Member districts in good standing will be provided with the recommended budget at least thirty (30) days prior to the next General Meeting.

### Section 3. Dues

Annual dues shall be assessed on a graduated scale determined by the following school district classification.

- |                           |                           |
|---------------------------|---------------------------|
| 1 - 2500 teachers or over | 4 - 100-249 teachers      |
| 2 - 1000-2499 teachers    | 5 - 99 or less teachers   |
| 3 - 250-999 teachers      | 6 – less than 25 teachers |

The amount of dues for these classifications shall be determined by the Executive Board for the ensuing fiscal year at the May Executive Board Meeting.

## ARTICLE XI: BYLAWS

### Section I. Bylaw Review

Bylaws will be reviewed every three years. The President, with the advice and consent of the Executive Board will appoint a committee to determine if changes are necessary. After review by the Executive Board, any suggested changes will be mailed /provided to all member boards in good standing for consideration at least thirty (30) days prior to voting at the next General Membership Meeting.

All persons present at regular meetings shall be equally privileged in offering changes to the bylaws for consideration, provided that they are members of the Association by virtue of board membership in a member district, and further provided that such proposed amendment is subject to the provisions given in section 3 below.

### Section 2. Voting

Each member district, present and in good standing, shall be entitled to one vote on proposed bylaws.

### Section 3. Procedures for Amendments

A. A proposed by-law amendment submitted by a member district in writing to the President of WCASB, will be considered by the Executive Board at a special meeting called by the President or at the next regularly scheduled board meeting.



#### Section 4. Final approval of amendments

Final approval of any amendments to the bylaws after one of the above procedures (see Article XI, Section 3), has been followed, shall be approved by a majority of the member districts of the Association in good standing, present and voting. Revised and approved bylaws will be e-mailed to each board member.