

POLICIES
of the
Washington Association for
Bilingual Education

September 15, 2017

PURPOSE

The purpose of this publication is to carry forward the records of the work done by the WABE Board of Directors and by other members of the Association so that it may result in lasting benefit and not be lost or duplicated by succeeding generations.

It is intended to be a dynamic document, changing with the needs of the Association. The Association Secretary is charged with maintaining the master file and with distributing updated policies to Board members.

WABE Operational Policies

Table of Contents

Section 1000 Administration

- 1010 Policy Development and Approval
- 1020 Classes of Rules
- 1100 Membership
- 1120 Board Member Rights & Privileges
- 1130 Conflict of Interest
- 1140 Regular Board of Directors Meetings
- 1141 Cyber meetings
- 1142 Board Minutes
- 1150 WABE Media
- 1160 Promotions and Advertising
- 1170 Elections

Section 2000 Finance

- 2010 Budget Development Process
- 2020 Tax Status
- 2030 Authorization for Expenditures
- 2040 Insurance
- 2100 Travel

Section 3000 Personnel

- 3010 Equal Opportunity
- 3020 Staff Categories and Job Descriptions
- 3030 Wage and Salary Plan
- 3040 Compensated Time

Section 4000 Programs

- 4010 Annual conference
- 4020 Special Interest Groups
- 4030 Regional Professional Development Programs

Section 1000 Administration

1010 Policy Development and Approval

In order for the business of the Association to have continuity over time, and for the Board of Directors to govern the Association, it is necessary to create policies.

1. Any member of the Association, the Board or any staff member may recommend a policy or policy revision for Board consideration. Policies should have a title and a concise statement of purpose. Written drafts should be given to the Board prior to the first Board meeting at which considered.
2. Approval of new or revised policy will be in two steps: review and final approval. Between the steps there will be a period for Board input.
3. Proposed policies or revisions should be referred to the relevant committees, groups or staff for input prior to consideration by the Board, and always before final approval.
4. After the new or revised policy has been reviewed by relevant committees and other interested parties, the Board will review the policy and comments and suggested revisions and take one or more of the following steps:
 - A) Reject
 - B) Revise
 - C) Table for further work or consideration (which may be specified)
 - D) Approve
5. In the case of 4 A-C above, a schedule will be developed for final outcome of the proposed policy.
6. The President-Elect and the Parliamentarian will review Policies and Procedures by June 30 of each year and prepare any necessary updates for the Late Summer/Fall meeting. Draft policy updates may be submitted by any Board member.
7. Policies will be adopted by a simple majority vote of the Board.

1020 Classes of Rules

WHEREAS, by their nature, rules of operation are distinguished by such attributes as the importance of their subject matter, the scope of their coverage, and the authority necessary to create or change them,

THEREFORE, be it resolved by the Board of Directors that the following categories will serve as guidelines for our operation:

- 1. Bylaw:**
As defined in the Association bylaws. Bylaws can only be approved by a vote of the Association.
- 2. Policy:**
Policies address issues of importance that are wide in scope and/or of great interest to the Association at large. Policies are created by the Board. (Policy 1010)
- 3. Procedure:**
A procedure is established by a committee or a staff person and documents the process for some internal business below the level of policies. Procedures do not require approval by the Board, yet may benefit from Board input.

1100 Membership

WABE Membership is included in registration for the Annual Conference. Non-members may participate in all WABE events. Individuals may become members of WABE for a \$40 fee. Membership will expire the day before the Annual Conference regardless of when the fee was paid. Membership may be renewed either by attending the Annual Conference or paying \$40.

1120 Board Member Rights and Responsibilities

1. Members of the Board of Directors have the right to access WABE records, mailing lists, electronic and print archives for purposes of carrying out WABE business.
2. Members of the Board of Directors are encouraged to promote the Mission and Vision of WABE whenever possible through their professional contacts.
3. Members of the Board of Directors will be provided free registration and travel expenses to attend WABE events, including the annual conference.
4. If a Board member makes a presentation to promote WABE and WABE Mission at another organization's event, WABE will pay travel expenses. The Board member will petition the Board for approval. The Board member will seek to have the other organization provide free registration.

1130 Conflict of Interest

1. A Member of the Board of Directors may not participate in a discussion or vote on a question concerning a decision in which they personally, their business operations, their business partners or their family might benefit financially.
2. Members of the Board of Directors may not use WABE resources such as mailing lists, website or newsletter for their personal or business gain.
3. Members of the Board of Directors may contract with WABE for services delivered as long as the above conditions of this Policy are met.

1140 Regular Board of Director Meetings

Board of Director meetings are governed by Article 5.5 in the By-laws. The President will call a meeting in the late summer/early fall, one in the early winter, and one to be held at the annual conference.

Agendas to include, but not limited to:

Late summer/early fall:

- Budget approval
- Assignment of annual conference duties
- Assignment of planning team for Regional professional development
- Assignment of liaisons to other organizations

Winter meeting:

- Finalize annual conference details
- Determine theme for subsequent year annual conference
- Determine venue for annual conference 2 years ahead

Spring meeting (usually held at the Annual Conference)

- Collect financial records from conference for budget planning
- Debrief and plan for next conference

1141 Cyber Meetings

Cyber Meetings are governed by Addendum A of the By-laws, adopted May 12, 2012. That text is copied here:

Rules of Order for E-mail Meetings

As the following is limited, these guidelines should be supplemented by related material in the current edition of *Robert's Rules*, indicated by the references in the section headings below.

Quorum [Robert's (S3, S39)]. For an e-mail message to be part of a meeting, it must be sent to *all* members (with the exception of returned ballots). Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.

For a vote to be valid in the context of an e-mail meeting, a quorum of ballots must be returned. Unless otherwise provided for, this quorum is one half. This need for a vote quorum results from the fact that it is harder to know who is following an e-mail meeting than who is attending a face-to-face meeting; hence, the concept of a quorum based on attendance is less applicable to e-mail meetings.

An equipment malfunction among the membership that significantly interferes with reading, writing, or delivering e-mail requires the chair to recess or adjourn the meeting without a vote. E-mail meetings shall not be held when equipment malfunction is a significant hindrance.

Call to order [Robert's (S3)]. An e-mail meeting is called to order with a message from the chair containing a "subject" (or equivalent) line stating "Call to order" and a body beginning with "The e-mail meeting will come to order."

The call-to-order message should explain which meeting has been called to order, because unlike attendees at ordinary meetings, members may be participating in multiple simultaneous e-mail meetings.

Minutes [Robert's (S3)]. Minutes consist of the full transcript of the meeting, comprising all of the e-mail messages that were part of it. Their accuracy can usually be assumed, so minutes need not be read or approved in e-mail meetings.

Floor [Robert's (S3)]. In face-to-face meetings, obtaining the floor prevents more than one person from speaking at the same time and gives various members a chance to be heard. Obtaining the floor is typically an arbitration process and is unnecessary in e-mail meetings because messages can be sent simultaneously by different members. In an e-mail meeting, the floor is trivially and implicitly obtained simply by sending an e-mail message to the membership, and rules of order for obtaining the floor are generally unnecessary.

Voting [Robert's (S4)]. When issues are decided by a vote, all voters may have to be present in the same room at the same time, as when secret ballots must be counted in the presence of the membership. However, a vote by e-mail shall be acceptable unless explicitly disallowed. To conduct an e-mail vote, a ballot is sent to the voting membership stating exactly what is to be voted on and containing at the beginning a clearly designated place for the member to mark a vote. The subject line (or equivalent) should contain the term "ballot."

The simplest kind of vote is the *consensus vote*. The ballot specifies that only nay votes need be returned. No nay votes means the measure is approved, so no vote quorum applies.

If a vote is to be counted, the ballot should clearly designate the choices. Here are two hypothetical examples:

I vote _____ (fill in "yes," "no," or leave blank).

I vote for _____ (fill in "Jones," "Miller," "Wang," or leave blank).

In a *verbose public vote*, each voter e-mails a completed ballot to all members. In a *terse public vote*, completed ballots are returned to the sender. Voting may be conducted by the chair, the secretary, or the voting commissioner. The votes for each option are tabulated to produce a report that accompanies the announcement of the result. This report is sent after a deadline (by default, one full business day after ballot distribution). Ballots returned after the deadline but received before the report is sent are valid votes and must be included in the report.

Secret balloting may be conducted by the voting commissioner, who must be trusted to maintain the confidentiality of the ballots and to count them reliably. Alternatively, special software can be used for balloting, or a brief, appropriately scheduled face-to-face balloting session may be needed.

Voting commissioner [Robert's (S46)]. Voting in e-mail meetings can be more complex than in face-to-face meetings, so it may be desirable to establish the office of voting commissioner. This person distributes ballots, receives and counts returned ballots, and announces results. The voting commissioner's integrity must be trusted if the office is to be a help rather than a hindrance to the conduct of the meeting.

2. In lieu of ballots emailed to each Board member, votes not requiring confidentiality may be held electronically with tools such as Doodle or other.

1142 Board Minutes

1. Minutes for live and electronic meetings will be recorded by the Secretary.
2. The Minutes will be the official record of all decisions made by the Board of Directors.
3. The Secretary will store Minutes on Google docs for access of all Members of the Board of Directors.

1150 WABE Media

1. The President or his/her designee will report WABE news and announcements to the Membership through an electronic newsletter, *The World of WABE*. The newsletter will be sent to membership at least quarterly.
 - a. Articles and announcements submitted to the *World of WABE* are welcomed from members. They must support the mission of WABE, which is to promote linguistic diversity, improve bilingual education, and enhance multicultural awareness. This format is not intended for advertisement of commercial products or trainings. Maximum size is 500 words.
2. The President or his/her designee will maintain the **WABE website**. Updates will be kept current in all subpages. The President or designee will review and update the site at least bi-weekly.

1160 Promotions and Advertising

1. The President shall appoint a Board member to supervise promotions and advertising for WABE programs. The designated Board member will submit a plan for advertising to the Executive Council for approval by Dec 31.

1170 Elections

Procedures for Nominations and Elections

1. The Parliamentarian and a Board Representative from Eastern WA and Western WA comprise the Nominations and Elections Committee.

2. Nominations for the Executive Committee open positions are agreed upon by the Nominations and Elections Committee and presented to the WABE Board at the October Board meeting. The Board votes on the slate of officers.
3. At least two months before the conference, a call for nominations for the open Regional Representative positions will be sent to membership. People may nominate themselves or a colleague, as long as they are current members of WABE. Nominations must be sent to the Parliamentarian by two weeks prior to the conference.
4. Ballots will be prepared and color coded by region and distributed at registration (i.e. Northwest Region ballot, Northeast Region ballot; Southwest Region ballot; Southeast Region ballot).
5. Each candidate running for Regional Representative will introduce themselves and speak to membership at the business meeting on Saturday morning of the conference.
6. A table solely for the purpose of voting will be set up in a convenient location and manned by volunteers.
7. WABE membership will be instructed at the business meeting and during the morning announcements to vote at the voting table before 12:00 noon for candidates from their region only.
8. A map of the four regions along with a list of districts corresponding to each region will be posted at the voting table.
9. Ballots will be counted by volunteers at the conclusion of voting. Results will be given to the Parliamentarian.
10. Results will be announced at the closing conference ceremony by the Elections Committee.

Section 2000 Finance

2010 Budget Development Process

The Executive Committee of the Board of Directors, the Accountant, and the Event Planner will develop a draft budget for the subsequent calendar year by July 31. They will present the draft budget to the Board of Directors at the late summer/fall meeting for approval.

2020 Tax Status

The tax status of the Washington Association for Bilingual Education is 501(c)(3). IRS definition:

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an *action organization, i.e.*, it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

Organizations described in section 501(c)(3) are commonly referred to as *charitable organizations*. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170.

The organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. If the organization engages in an excess benefit transaction with a person having substantial influence over the organization, an excise tax may be imposed on the person and any organization managers agreeing to the transaction.

Section 501(c)(3) organizations are restricted in how much political and legislative (*lobbying*) activities they may conduct. For a detailed discussion, see Political and Lobbying Activities. For more information about lobbying activities by charities, see the article Lobbying Issues; for more information about political activities of charities, see the FY-2002 CPE topic Election Year Issues.

2030 Authorization for Expenditures

1. Expenditures of more than \$2000 that are not previously budgeted will be subject to a vote of the Board of Directors and will be co-signed by the President and the Treasurer. Expenditures that have been specifically allocated in the budget will not require a vote of the Board, but will still be required to co-signed by the President and the Treasurer.
2. The Past President or designee, in collaboration with the Treasurer, will balance the checkbook with the bank records quarterly.

2035 Access to Financial Records

The Treasurer, the President, and the Accountant will have passwords to all accounts and access to all financial records, electronic and paper versions.

2040 Insurance

The Board of Directors will maintain insurance policy covering Directors & Officers Liability and Employment Practices Liability. The coverage will be at a minimum \$1,000,000 for each category for each policy period. The President or designee will ensure that the policy is paid and updated as necessary.

2100 Travel

1. WABE may reimburse members of the Board of Directors, employees, guests and contractors for travel to and from WABE events.
2. Reimbursement will be aligned with the Washington State Office of Financial Management (OFM) per diem rates in effect at the time of travel. There is a 50 mile minimum for reimbursement for hotel expenses.
3. Reimbursement will be provided for mileage, meals, lodging and other travel related expenses such as bridge tolls.
4. Receipts must be submitted for lodging and other travel related expenses. Receipts are not required for mileage and meals.

Section 3000 Personnel

3010 Equal Opportunity

WABE is dedicated to offering equal employment opportunity to without regard to sex, age, disability, race, color, ethnicity, national origin, religion, sexual orientation, marital status, veteran or conscientious objector status, or any other category protected by law and unrelated to the ability to fulfill the duties of the position.

3015 Anti-Harassment

Sexual harassment or harassment of any kind will not be tolerated by the Association, including harassment based on the above-named protected categories.

3020 Staff Categories and Job Descriptions

1. WABE will contract with qualified individuals to assist with carrying out its Mission and Vision as determined by action of the Board of Directors.
2. Executive Secretary
 - a. is a contractor position
 - b. will assist with planning of Association events, organization of documents, promotions and advertising in collaboration with members of the Board of Directors
 - c. Maintain WABE membership lists that includes relevant information related to;
 - i. Member status (active, past, student, volunteer),
 - ii. Contact information (email address, list serve, mailing labels),
 - iii. Participation in activities (annual conference, Regional workshops, clock hours, Special Interest Groups, committees, consultant, other)
 - iv. Board member (status, role, address, email, phone
 - v. Conference vendors (contact information)
 - d. Manage Verification of Clock Hours - Work under OSPI guidelines to document attendance of participants requesting clock hours. (Check the sign-in sheet to confirm that the person requesting clock hours signed in at the conference or workshop.)
 - e.
3. Accountant
 - a. is a contractor position
 - b. Work under the supervision of the Treasurer as direct by the Board
 - c. Manage financial information in Quick Books including;
 - i. Sources and amount of income
 - ii. Types and amounts of expenditures in categories established by the Board and as required for tax filing.
 - iii. Balance the checking account monthly

- iv. Prepare fiscal reports as requested by the Board and as stated in Policy 1110 and 2010.
 - v. Provide *Internal Control* by monitoring the bank account, third party registration/invoicing, and Treasure's check deposits
 - vi. Complete and file all tax documents required by the IRS
- d.
4. Web Manager
- a. Maintain and update all pages of the main WABE website www.wabewa.org.
 - b. Monitor content of all WABE sub-websites to ensure consistency with WABE Mission and Vision:
 - i. Dual Language Washington
 - ii. Special Education
 - iii. OCDE GLAD Trainers Network
 - iv. Secondary Education
 - v. Conference.
 - c. Report regularly to the Board of Directors on website status and needs.

3030 Wage and Salary Plan

The Executive Secretary will be paid \$25 per hour for services. The Executive Secretary are independent contractors and are not entitled to benefits, insurance, FICA, federal or state tax withholdings. Contractors are responsible for these items.

3040 Compensated Time

The Executive Secretary will determine his/her compensated time and bill WABE monthly. The billed time will not exceed the allocated budget amount for the year.

Section 4000 Programs

4010 Annual Conference

1. WABE will hold an annual conference to promote latest research in instruction, program design and products for the improvement of education for bilingual students.
2. The Annual Conference will be held in the spring of each year.
3. The location of the Annual Conference will rotate between the central, western and eastern regions of the state. Schedule:
 - a. 2013 Yakima
 - b. 2014 Tacoma
 - c. 2015 Kennewick
 - d. 2016 Bellevue
 - e. 2017 Yakima
 - f. 2018 Tacoma
 - g. 2019
 - h. 2020
4. Conference Fees. The purpose of conference fees are to pay expenses associated with the annual conference, and to allow WABE to carry out programs during the rest of the year. WABE also seeks to keep the fees affordable to school districts.

Fee	Time	Amount
Onsite Registration	At conference	\$325
Regular Registration	On or after January 1	\$300
Early Bird Registration	Until or on December 31	\$275
Presenter	N/A	Free
Co-presenter	→	Regular registration rules apply
Student w ID	N/A	50%
Emeritus (retired)	N/A	50%
Student Volunteer	N/A	Free on day of volunteering
Membership fee	Expires the day before the Conference	\$40

5. Free Admission to Raffle Winner. The winner of the annual free attendance raffle for the subsequent year's conference will be entitled to conference fee, lodging, meals, transportation, and substitute. Optional admissions are not included. The Secretary will keep records of the winner and complete all registration, lodging, and other details as necessary. The award is transferable by the winner only.

4011 Vendors

All booths at WABE are in the foyer space to maximize opportunities between attendees and vendors. Each booth space includes: one 6' skirted table, two chairs, one wastebasket, id sign, wireless internet

WABE Operational Policies

September 15, 2017

access, 20 amps of power, two booth staff attendance, Friday night reception, opportunity to participate in the Exhibit prizes given away during the general sessions, and complimentary parking.

Fee	Time	Amount
Early Bird Booth Registration	Set by planner	Regular booth Fee: \$400.00 Premium booth Fee: \$600.00
Full Booth Registration	Set by planner	Regular booth Fee: \$450.00 Premium booth Fee: \$650.00
Additional Marketing Opportunities		
<p>Sponsor an Attendee: \$250. Sponsor a district participant’s registration to the conference. The badge and materials will all include company information. The company will also be thanked during the general session and in the conference program for providing scholarship opportunities to district employees.</p> <p>Half-Page Ad in the Conference Program: \$250 – Graphics to be sent by 6 weeks before Conference date. Advertisement size 5.5”x 4.25”.</p>		

4012 Volunteers

1. A volunteer is a high school or college student. He/she will receive free registration for each day of service to WABE in managing conference tasks.
2. Tasks may include but are not limited to: attendance monitoring at sessions, assisting registration staff, carrying and setting up table items or display items on stage, posting information.
3. Volunteers will receive one night free lodging if they stay for one day, two nights lodging if they stay two days.

4020 Special Interest Groups

Any group of 20 WABE members may petition the WABE Board of Directors for authorization to form a SIG. SIGs connect WABE members based on professional areas of interest in bilingual education and enable WABE members to network, share information and resources, and exchange ideas about the professional issues that most concern them. Once approved, SIGs are given certain responsibilities and benefits.

1. Benefits:

- a. Widening the scope of expertise for discussion and publication on topics of interest
- b. May petition for added support for SIG activities and this support will be considered by the WABE Board
- c. May submit articles for the WABE newsletter and other WABE publications
- d. There shall be no additional fees beyond WABE membership fees (and conference fees at the Annual Conference) to participate in a SIG.

- e. Gratuitous meeting venue at WABE Annual Conference if approved two months in advance of Annual Conference

2. Responsibilities:

- a. Each SIG will have an annually-elected governing body to include no less than a Chair, Assistant Chair, Secretary and Treasurer. The SIG may determine the date and manner of the election. It will be the Chair's responsibility to communicate with the Past-President of WABE with updates and minutes. Roberts Rules of Order shall be used as protocol for SIGs.
- b. Plan and implement a minimum of one session (either a half-day or full-day strand). A minimum of 20 participants will be required.
- c. Plan and implement a Business Meeting during WABE's annual conference.
- d. Provide a report to the WABE Board on important trends and issues that concern the SIG, as well as resolutions for action.
- e. SIGs are encouraged to organize and implement activities periodically throughout the year to enhance communication and collaboration of SIG members.
- f. SIGs will submit minutes of each meeting to WABE in a timely manner.

3. Communication

- a. Each SIG will have a designated Contact Person for annual conference and other inquiries.
- b. Official contact between WABE and all SIGs: Past-President and Treasurer.
- c. Website: If SIGs have website or other electronic communication sites, they will internally monitor website content. The WABE webmaster will spot check for concerns. The WABE logo will be visible on each web page.
- d. The term "WABE" will accompany the name of the SIG on all communication, electronic and print, including websites.
- e. There will be a standing agenda item at all board meeting for the Past President to report on the status of all SIGs.
- f. Any registration for SIG events will be run through the WABE website.

4. Fiscal Relationship:

- a. SIGs will maintain their own budget codes for income and expenses.
- b. SIGs will submit a yearly budget request to the President in time for approval at the WABE budget meeting.
- c. SIGs will manage their budget in compliance with all WABE policies, procedures and bylaws.
- d. WABE will provide fiscal support and resources as approved by the Board of Directors of WABE.

4030 Regional Professional Development Programs

1. WABE will provide regional professional development opportunities to increase access to high quality research and classroom strategies.
2. The President-Elect will coordinate the Regional presentations with the assistance of Regional Representatives. The President-Elect will refer to the ***President-Elect Regional Presentation Duties Checklist***.
3. Fees: Fees for regional professional development opportunities will be \$75 per person for one day events. Fees may be adjusted for longer events.
4. Refunds: No refunds. Substitutions will be accepted through the day of the event. No-shows will be charged the full registration amount. During the registration process the registrant will be asked to “accept” the cancellation policy.
5. Cancellation: Events will be cancelled one week in advance if fewer than 15 people have registered.
6. Presenter Information:
 - All presenters are vetted and approved by the WABE Board.
 - Presentations begin at 8:30, end at 3:30.
 - Professional presenters will be contracted for regional programs. The presenter’s fee will be \$1000 per presentation. Co-presenters will share the fee and will not be reimbursed for travel.
 - Travel expenses will be reimbursed according to state OFM per diem rates, including state government hotel rates. Co-presenters will share transportation and lodging.
 - WABE will reimburse presenters up to \$3.00 per participant for printing, materials and supplies. Presenter must turn in a receipt for reimbursement.
 - Materials to be posted on the WABE website must be sent to the web manager before the workshop.
 - WABE will provide am/pm snacks at \$3 per person max.
7. District Information:
 - The hosting district will provide a venue to seat 50 people.
 - The hosting District must commit to cover the costs of building usage including additional fees such as custodial and maintenance.
8. Regional Representative Responsibilities:
 - **Set up** a minimum of ONE Regional workshop per year.
 - **Facilitate** Regionals with follow up emails and logistics.
 - **Begin planning** Regionals for the following year on July 1.
 - **Choose** a Presenter from the WABE list of presenters, or obtain approval from the Board for a presenter of their own.
 - **Explore** all the Districts in your area, not just the one you are familiar with, if your region is large.
 - The Regional Representatives will refer to the ***Regional Representatives Regional Presentation Duties Checklist*** for procedures related to Regional Programs.

4040 Institutes

Institutes are one- or two-day professional learning events focused around the focus areas of Special Interest Groups and/or specific topics of interest to WABE members. Costs are kept low through offering minimal meal service and partnering with organizations who also promote the focus area of the Institute. Institutes may be held once or twice a year in geographical areas of the state not in proximity to the annual conference for that year.

Institute Fee	Time	Amount
2-day onsite		\$300
2-day Regular Registration	On or after _____	\$250
2-day Early Bird Registration	Until or on _____	\$200
1-day late		\$200
1-day regular		\$150
1-day early		\$125
Workshop Presenter	N/A	Free
Co-presenter	→	Regular registration rules apply
Student w ID	N/A	50%
Emeritus (retired)	N/A	50%
Student Volunteer	N/A	Free on day of volunteering
Vendor		\$500