



Washington Association of Maintenance & Operations Administrators
POLICIES & PROCEDURES

WAMOA POLICIES AND PROCEDURES

<u>Series</u>	<u>Classification</u>
1000	BOARD OF DIRECTORS
2000	ELECTIONS
3000	COMMITTEES
4000	GENERAL MEMBERSHIP
5000	ADMINISTRATION
6000	FINANCIAL MANAGEMENT
7000	OPERATIONS
8000	CONFERENCE



POLICIES and PROCEDURES - TABLE of CONTENTS

<u>Series</u>	<u>Classification</u>
1000	Board of Directors
	1010 Officers and their Duties
	1020 Term of Office for Board Officers
	1030 Regional Representatives and their Duties
	1040 Term of Office for Regional Representatives
	1050 Term of Office for Educational Partner Representative
2000	Elections
	2010 Elections
	2020 Vacancies in the Offices
	2030 Resignations
	2040 Recognitions
	2050 Campaigning
3000	Committees
	3010 Committee Goals
	By-Laws and Ethics
	Certification
	Compliance
	Conference
	Educational Partners
	Historian
	Legislative
	Nominations and Elections
	Professional Development
	Programs
	Publications
	Resource Conservation
	Technical Advisory Committee
	Technology Operations
	3020 Legislative Committee Functions
	3030 Professional Development Committee Functions
	3040 Nominations and Elections Committee Functions
4000	General Membership
	4010 Dues
	4020 Definition of Membership



Washington Association of Maintenance & Operations Administrators

POLICIES & PROCEDURES

- 4021 Active Membership
- 4022 Associate Membership
- 4030 Application for Membership
- 4040 Suspension or Expulsion
- 4050 Privileges

5000

Administration

- 5010 WASA/WASBO Membership Sponsored by WAMOA
- 5020 Membership / Educational Partner Mailing Lists
- 5030 Dissemination of Annual Budget
- 5040 Open Books and Accounts
- 5050 Endorsements
- 5060 Publication Distribution

6000

Financial Management

- 6010 Operating Capital
- 6020 Annual Budget
- 6030 Per Diem
- 6040 Up-Front Funding for Regional Program Expenses
- 6050 Investment of WAMOA Funds
- 6060 Expenditures
- 6070 The John Helmlinger Memorial Scholarship Fund

7000

Operations

- 7010 Membership Year
- 7020 Association with other State and National School Facility Administrators

8000

Conference

- 8010 Money Awards and Door Prizes
- 8020 Conference Fund
- 8030 Conference Site Selection
- 8040 Annual Meeting
- 8050 Exhibitor Booths



Washington Association of Maintenance & Operations Administrators

POLICIES & PROCEDURES

1000 BOARD OF DIRECTORS

1000 Board of Directors

The members of the Board of Directors shall consist of the following: President, Vice President, Immediate Past President, Secretary Treasurer, one Representative from each Region as set forth in the By-Laws of the Association and all serving committee chairs.

1010 Officers

President

In addition to the charges set forth in the By-Laws, the duties of the President are as follows:

1. Preside over all meetings of the Board of Directors and/or General Membership
2. Select Board Members to serve on the Executive Committee
3. Review existing Committees; determine if the work of the committees requires their continued existence
4. Form Committees and appoint members as needed
5. Present the Officers and Committee Chairs to the Membership at the General Session
6. Act as a Public Relations/Goodwill Ambassador for the Association or appoint a designee to act for them at appropriate meetings, conferences or other functions where it is in the interest of the Association to be represented
7. Appoint members to fill vacancies on the Board of Directors and select Committee Chairs

Vice President

The duties of the Vice President shall be:

1. Preside over meetings of the board of directors and/or the General Membership in the absence of the President
2. Empowered with the office of the President when the President is absent; reports to the President
3. Serve as President for the balance of the term in the event the position is vacated
4. Facilitate and monitor Strategic Plan
5. Serve on the Executive Committee
6. Monitor the Committees and report to the President

Immediate Past President

Provide continuity for the operations of the organization, and other duties as assigned.

Secretary/Treasurer

The duties of the Secretary Treasurers are as follows:



Washington Association of Maintenance & Operations Administrators

POLICIES & PROCEDURES

1. Responsible for recording and accounting of all financial transactions of the Association, its accounts, liabilities and financial condition and see that all expenditures are duly authorized and are evidenced by proper receipts and vouchers.
2. Generally have supervision of the finances of the Association. Keep the usual accounting records of the association, according to standard accounting practices.
3. The Secretary/Treasurer also shall make a full report of the financial condition of the Association as may be required by the Board of Directors or by the laws of the State.
4. Keep a complete and permanent record of all proceedings of the Board of Directors.
5. The Secretary/Treasurer works with the Executive Coordinator on all financial and budgetary business. See 5005 for Executive Coordinator job duties.

1020 Term of Office for Board Officers

The term of office for the President, Vice President and Secretary Treasurer shall be for one year with the option of serving consecutive terms if reelected.

1030 Regional Representatives

The duties of the Representatives from each Regional organization shall be:

1. Serve as a voting member of the Board of Directors.
2. Attend all board meetings and report on Regional activities. If the Representative is unable to attend a regularly scheduled Board meeting, the Representative shall submit a written report of activities to the President to present to the Board at that meeting.
3. Arrange and hold regional meetings at discretion of regional membership.
4. Seek new membership at the local level.
5. Seek nominations for Officers of the Board of Directors.
6. May be asked to serve on the Executive Committee.

1040 Term of Office for Regional Representatives

The terms of the representatives for Regional Areas shall be for two years and staggered so that, as nearly as may be, the terms of one-half shall expire each year. Region elections shall take place at the last region meeting prior to the Annual Conference. Region elections will be held on even years for the following Regions; 2, 4, 6N, 6S, and 8. Odd year elections will be for the following Regions; 1, 3, 5, 7, and 9.

1050 Term of Office for the Educational Partner Representative

The Executive Coordinator will solicit interest from all Ed Partners in April at the same time elections are opened. Ed Partners interested in being the Ed Partner representative



Washington Association of Maintenance & Operations Administrators

POLICIES & PROCEDURES

on the board will notify the WAMOA office of their interest by August 15th. Upon taking office the President will appoint the Representative.



Washington Association of Maintenance & Operations Administrators POLICIES & PROCEDURES

2000

ELECTIONS

2010

Elections

Nominations are opened at the April board meeting and are closed at the board meeting prior to the conference. The officers shall be elected at the Annual Meeting and shall take office at the last general session of that meeting. They shall hold their office for one year or until their successors are elected and installed. Elections for these offices shall be conducted by official ballot from Active members of good standing at the Annual Meeting. Absentee ballots must be requested by eligible voting members from the Membership Chair and submitted to the Elections Chair no later than the Monday before the Annual Meeting. Ballots will be counted, and results will be presented to the membership. A majority ballot will elect to office in each case. In case of a tie vote, balloting among Active members will proceed until a decision is reached. In the event of an uncontested slate of candidates, a vote of affirmation shall be taken at the Annual Business Meeting.

2020

Vacancies in the Offices of President, Vice Pres. and Secretary/Treasurer

Nominees shall possess the following minimum qualifications:

1. Be a WAMOA Active Member in good standing.
2. Have served at least one full term or currently be serving as a Board member or Committee Chairperson.
3. The President, Vice President and Secretary Treasurer, if he/she elects, may run more than one consecutive year.

2030

Resignations

In the event of resignations of an officer, the President will contact the Nominations and Elections Committee chairperson to have the committee provide a list to fill the unexpired term on an interim basis until the next scheduled Board meeting. (Ref By-Laws Article XI, Section D)

2040

Recognitions

Nominations for Founder Award and Honorary membership shall come from the general membership and be submitted by the Regional Chairs to the Board of Directors. Candidates' information must be submitted to the President prior to the last board meeting prior to the conference.

2050

Campaigning (Elective Office)

Campaigning will be limited to a single page, incorporated into the WAMOA journal to the membership at large and may be posted on social media by the Executive Coordinator. The information will be provided by the candidate for office, reviewed by the Elections Chairperson/Committee for content, and formatted by publications.



Washington Association of Maintenance & Operations Administrators

POLICIES & PROCEDURES

3000

COMMITTEES

3010

Committee Chair Responsibilities

By-Laws and Policies & Procedures:

To maintain the By-Laws, maintain Policy and Procedures and to monitor and advise the Board of Directors on matters of interpretation.

Certification: Review applications and determine if requirements are met

Compliance: Update the board on compliance issues affecting schools, act as liaison with regulatory agencies.

Conference:

To hold an Annual Conference for the purpose of educational training, professional networking and generating annual operating capital.

Educational Partners: Act as liaison for educational partners to the board.

Historian: Maintain and share appropriate historical data for the organization.

Legislative: Update the board of current legislative processes. To encourage and assist legislation in conjunction with other educational associations.

Nominations and Elections: To conduct the nomination and election of the President, Vice President, and Secretary/Treasurer. To review information provided by candidates to be used for campaigning purposes, to determine ethical content and accuracy.

Professional Development:

To function as the organizer of WAMOA Leadership Seminar to serve the WAMOA membership. With the goal of upgrading the skills and knowledge of our membership

Programs: Administers sponsorships, scholarships, founders award, and honorary member.

Resource Conservation: Liaison on all matters pertaining to resource conservation for educational facilities and updates board regularly.

TAC: Liaison to the Technical Advisory Committee; update the board regularly.

Technology Operations: To represent technology infrastructure operations and foster collaboration between maintenance and technology departments.



POLICIES & PROCEDURES

3020

Legislative Committee Functions

The functions of the Legislative Committee are in two areas of interest:

1. Initiating legislation; and,
2. Disseminating information important to WAMOA.

Initiation of legislation:

The committee shall not directly initiate legislation on its own. WAMOA will, however, sponsor memberships for a member of its own Legislative Committee to other professional associations. (Ref.: 5010). The WAMOA member serving on the OSPI Technical Advisory Board shall also act as a contact between that board and the WAMOA Legislative Committee. It is through these contacts that legislation can be initiated and supported.

Information Dissemination:

The legislative Committee should provide, prior to a legislative session, a list of bills being considered. A “do support” or “don’t support” should be provided on bills that appear to be beneficial to WAMOA membership or supportive of the work engaged in by the majority of WAMOA members. This information should be sent to all Board members, along with a listing of representatives and senators. Periodically, a legislative update would be sent to Board members for the purpose of updating their members. When immediate support for a piece of legislation is required, correspondence will be implemented. Such correspondence will consist of board members and legislative committee members.

3030

Professional Development Committee Functions

To function as the organizer of WAMOA Leadership Seminar to serve the WAMOA membership. With the goal of upgrading the skills and knowledge of our membership.

Financing:

A budget shall be established and administered by the Chairperson, utilizing the moneys generated from training seminars, and it is intended that the Professional Development committee’s operations will be supported through income generated from training seminar fees and board approved budget.

3040

Nominations and Elections Functions

Nominations shall be declared open by the Nominations chair as of the April meeting of the WAMOA Board and declared closed in the course of business at the board meeting prior to the conference. Functions include conducting the nomination and elections, reviewing information provided by candidates for campaigning purposes, and determines ethical content and accuracy. The information will then be forwarded to the Executive Coordinator upon approval for formatting and distribution to the publisher to be included in the WAMOA journal and for social media content.



4000 GENERAL MEMBERSHIP

4010 Dues

The dues for members are:

Active Members:	As set by Board of Directors
Educational Associate Members:	As set by Board of Directors
Non-Educational Associate Members:	As set by Board of Directors
Educational Partner Members:	As set by Board of Directors
Honorary Members:	None - or as set by Board
Retired Members:	None - conference fee set by Board

4020 Definition of Membership

A WAMOA MEMBER IS: That person who has program management level authority and/or responsibility for one or more M & O programs in an educational facility within the State of Washington. (Includes construction programs.)

Program Management Level Authority and/or Responsibility definition:

1. Administrative Oversight of the Program(s).
2. Budget Authority.
3. Exempt from Fair Labor Management Rules.

4021 Active Membership

Persons regularly employed in a position of program management level authority and/or responsibility for maintenance, operations, and facilities in an educational institution. This is a voting membership which is non-transferable and in-state employment is required.

4022 Associate Membership

A. Educational Associate Members

Those persons regularly employed in the field of maintenance, operations, and facility programs related to an educational institution, but do not meet the definition of an Active Member. This is a non-voting membership which is non-transferable and state residency is not required. Subject to Fair Labor Management Rules.

B. Non-Educational Associate Members

Those persons regularly employed in a position of administrative, managerial, or supervisory responsibility in the field of maintenance, operations, and facility programs not related to an educational institution. This is a non-voting membership which is non-transferable and state residency is not required.

C. Educational Partner Member

Supplier, contractor representative, or other agency or association who offers or provides membership, products, goods or 'services for a fee' to maintenance and operations departments in educational institutions. This is a non-voting membership which is non-transferable and state residency is not required.



Washington Association of Maintenance & Operations Administrators POLICIES & PROCEDURES

D. Honorary Member

Honorary members shall be those persons who have rendered distinguished service to this Association. Honorary non-voting membership may be extended to any person who the Association shall elect to honor by majority vote of those members present at a regular or special meeting of the Board of Directors.

E. Retired Member

Former Active members who are retired. Active members in good standing may retain a non-voting membership in the Association upon retirement.

F. Founder Award

Founder Award shall be a member in good standing, must have shown unselfish and dedicated commitment to WAMOA. (refer to the founders award qualifications, see forms)

4030 Application for Membership

Application for membership shall be made by use of a form of the Association signed by the applicant and accompanied by payment of one year's dues.

4040 Suspension or Expulsion

The membership of any member may be terminated for cause.

Notice of a meeting called for the purpose of suspension or expulsion shall be given by the Board of Directors to the person in question at least twenty (20) days before the date of the next Board of Directors meeting and shall be in writing.

Suspension or expulsion shall be voted by a majority vote of the Board of Directors present at the meeting called for such purpose. Such a vote may be taken only provided that in addition to the recommendation of the By-Laws and Ethics Committee, that a statement of said charged shall be mailed by certified mail to the member charged at his/her last recorded address at least fifteen (15) days before final action is to be taken thereon. This statement shall be accompanied by a notice of the time and place when the Board of Directors is to take action, and the member shall be given an opportunity, if he/she wishes, to present a defense in person before the Board of Directors prior to the taking of said vote. (See By-Laws Article VIII, Section E)

4050 Privileges

M&O Educational Associate Members, Non-Educational Associate Members, Educational Partner Members, Honorary Members and Retired Members shall be entitled to all privileges of Active Members except the right to vote, unless an appointed member of the board or hold elective office in the Association.



Washington Association of Maintenance & Operations Administrators

POLICIES & PROCEDURES

5000 ADMINISTRATION

5005 **Executive Coordinator**

Provide overall coordination of the organization including fiscal and budgetary management. Serve as the coordinator of the association, overseeing all day-to-day routine work activities of the organization. Oversee the receipt and processing of membership applications and maintain master membership files. Full responsibilities are described in the job description.

5010 **Professional Association Membership Sponsored by WAMOA**

WAMOA may sponsor a membership in professional association(s) and said members shall serve on the respective Legislative Committees with the primary responsibility of keeping WAMOA informed on pertinent legislative appointment and authorize payment if the WAMOA member appointed is not already a member of said professional association.

5020 **Membership / Educational Partner Mailing Lists**

It is the policy of WAMOA that membership / Educational Partner mailing lists will be provided to current Active members only.

5030 **Dissemination of Annual Budget**

The annual budget as approved by the Board of Directors shall be disseminated to those members in good standing at their request.

5040 **Open Books and Accounts**

Books and accounts of WAMOA shall be open at all times during regular meeting hours to the inspection of any member of WAMOA.

5050 **Endorsements**

The Association shall not endorse nor oppose candidates for public office, either partisan or non-partisan; nor shall it take a position on political issues unless they affect the operation or support of public schools.

The Association shall not endorse products or services of private companies. The Board of Directors may, however, instruct staff to advise Association members of the availability of products or services which it deems to be beneficial to the educational institutions of the state.

5060 **Publication Distribution**

Single copies of Association publications may be distributed without charge to local school district Superintendents and Business Managers, intermediate school district Superintendents, Office of State Superintendent of Public Instruction staff, Legislators, Presidents of other like organizations. All others shall be charged at rates established by the Board of Directors.

The president may, at his/her discretion, and with the approval of the Board, distribute the materials, publications or research of other organizations when such are consistent with policies adopted by the Association.



6000 FINANCIAL MANAGEMENT

6010 Operating Capital

All financial sources, membership dues, work shops, conferences, etc. generated by this organization shall become the capital for the operating budget.

6020 Annual Budget

Officers, Representatives of Regional Chapters and Committee Chairs shall submit a yearly estimated budget to the Secretary/Treasurer by December of each year for board approval. Yearly budget will be submitted by the President and Secretary for the December Board meeting. Officers, Representatives of Regional Chapters and Committee Chairs shall be primarily responsible for the administration of their approved operating budget.

6030 Per Diem

Officers, Representatives of Regional Chapters and Committee Chairpersons and any of the membership at large so authorized by the By-Laws and Ethics, Presidential or Board action, shall be reimbursed for room expenses at a hotel/motel's going commercial room rate up to a maximum of \$150.00 per day double occupancy, and up to a maximum of \$75.00 per day for meals and refreshments. Additional expenses in excess of above rates may be approved by the Board at their discretion. Per diem shall be paid only while the Officer or Chairperson is in the process of conducting bona fide WAMOA business.

Automobile mileage will be paid at the rate currently allowed by the United States Internal Revenue Service.

6040 Up-Front Funding for Regional Program Expenses

Up-front funding is generally not allowed. The normal procedure for program presentations, billing and subsequent payment is to be followed as a general rule.

A Regional Representative's request for a check for a program in advance of its actual presentation may be allowed however, under certain circumstances, i.e.

1. The presenter requires such a procedure,
2. The Regional Representative makes the request a reasonable time in advance for the Treasurer to be able to respond in a timely manner,
3. The check be sent to the Regional Representative for disbursement to the program presenter upon satisfactory performance,
4. The Regional Representative immediately receive a formal legitimate billing at the time the check is disbursed, and that he/she in turn sign such bill, noting the check number issued in payment on the face of the bill, and
5. The bill is sent immediately to the Treasurer.



POLICIES & PROCEDURES

6050

Investment of WAMOA Funds

Statement of Purpose:

1. To ensure that the investment of WAMOA funds is done in a safe and secure manner without any unnecessary risk.
2. To provide adequate liquidity, make no investment longer than three months.
3. Market specification shall be avoided.
4. Safety of principal and interest shall prevail over yield in all investment fund performance and status.

Risk:

1. It shall be the policy of WAMOA to minimize risk to the greatest extent possible by investing WAMOA funds only in investments insured by FDIC or NCUA.
2. No personal gain may be realized investments or expenditures.
3. An amount of money from the WAMOA general fund shall be set aside in the event financial liability for the fall conference is incurred. (Ref. 8020)

6060

Expenditures

The Secretary / Treasurer shall assure that all expenditures are duly authorized and are evidenced by proper receipts and vouchers. Board Officers, Representatives of Regional Chapters, Committee Chairs and members authorized by the Board may authorize payment. Authorization by those primarily responsible for their operating budget is preferred. An Officer of the Board may sign in their absence.

6070

The John Helmlinger Memorial Scholarship Fund

The Scholarship shall receive priority funding “In Perpetuity”, or until such time as the WAMOA organization is dissolved. Programs Chair shall administer.



Washington Association of Maintenance & Operations Administrators
POLICIES & PROCEDURES

7000

OPERATIONS

7010

Membership Year

The membership year to be from the date of beginning of the Annual Fall Conference until the next Annual Fall Conference.

7020

Associations with Other State and National School Facility Administrators

It is in the interest of WAMOA to meet with other school Maintenance and Operations Administrators, to foster the advancement of School Facilities.



Washington Association of Maintenance & Operations Administrators POLICIES & PROCEDURES

8000 CONFERENCE

8010 Money Awards and Door Prizes

It is the policy of WAMOA not to sponsor money awards and door prizes. Vendors who wish to give away merchandise via drawings at their booths are not affected by this policy.

8020 Conference Fund

A conference reserve fund shall be carried over from the general fund each year as a line item in the WAMOA budget equal to the expenses of the conference the previous year. This is to insure the ability to fund the annual fall conference. The amount shall be reviewed occasionally by the board and be adjusted as needed.

8030 Conference Site Selection

The Conference Committee shall select within the State of Washington a location for the annual fall conference and make appropriate recommendations to the Board of Directors, who will then make the final decision. Site location will be reviewed periodically.

8040 Annual Meeting

In the Policies and Procedures, "Annual Meeting" shall be understood to be the same as "Annual Fall Conference".

There shall be an annual Meeting of this Association to be held at such time and place as may be designated by the Board of Directors. The Annual Meeting shall be a general assembly of the Association members for the purpose of conveying information and conducting Association elections and other business.

- Every Active member in good standing in attendance shall have one vote at the general assembly.
- Matters affecting the Association shall be voted upon at the general assemblies at the discretion of the Board of Directors.
- A copy of the proceedings or a summary thereof of meetings of the Association shall be published on the official newsletter of the Association or distributed to the members.

8050 Exhibitor Booths

Each exhibitor booth must be purchased before the Fall Conference which includes one Educational Partner Membership.