



BYLAWS

OF THE WESTERN ASSOCIATION OF STUDENT EMPLOYMENT ADMINISTRATORS (WASEA)

A California Non-Profit Public Benefit Corporation

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ARTICLE I

The name of this corporation shall be the Western Association of Student Employment Administrators.

**ARTICLE II
OFFICE**

Section 1: Principal Office - The principal office of the Association for the transaction of its business is located in Alameda County, CA. The Executive Board may also change the principal office from one location to another. Any change of the location shall be noted by the Secretary on these Bylaws opposite this Section, or this Section may be amended to state the new location.

Section 1: amended by the Executive Board to change the principal office from San Diego County, CA to Alameda County, CA on 4/22/2004.

Section 2: The Executive Board may at any time establish branch or subordinate offices at any place or places where the Association is qualified to do business.

**ARTICLE III
OBJECTIVES OF THE ASSOCIATION**

Section 1: To promote the professional preparation, dedication, effectiveness, and recognition of student employment administrators in post-secondary education.

Section 2: To facilitate the sharing of information and expertise among student employment administrators, educational institutions, employers, and others concerned with student employment administration.

Section 3: To assist educational institutions, employers of students, and others to develop and promote effective programs of part-time student employment.

Section 4: To serve the interests and needs of students, educational institutions, and employers by improving and coordinating student employment plans and programs.

Section 5: To inform members of trends in employment and professional development, including interpreting governmental guidelines related to financial aid, job placement, human resources, career services, and student employment.

Section 6: To provide regular conferences and training opportunities for WASEA members as an effective forum for professional development, information sharing and problem solving related to student employment.

Section 7: To promote and conduct research, cooperative studies, workshops and other related activities as may be required to fulfill the purposes of this Association.

ARTICLE IV MEMBERSHIP

Section 1: There shall be three (3) classifications of membership in this Association, which shall be classified as: Individual, Institutional, and Associate membership.

Section 2: INDIVIDUAL MEMBERSHIP. Individual membership shall include persons employed in institutions of post-secondary education, provided: that the institution is located in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming and U.S. territories in the Pacific Islands; and that the institution is accredited by a regional accrediting association, verification of which may be found in the Education Directory of the Federal Department of Education. Individual members shall be entitled to vote on matters brought before the association.

Section 3: Individual membership shall also be open to persons employed with or representing public and private agencies and organizations concerned with or engaged in the support and/or administration of student employment provided they are from the geographic areas indicated in Section 2 of this Article.

Section 4: INSTITUTIONAL MEMBERSHIP. Institutional membership shall be open to single institutions located in the geographic areas indicated in Section 2 of this Article, who are accredited by a regional accrediting association, having an interest in promoting the administration of student employment which meet the following criteria.

- (1) Institutions must maintain a regular faculty and curriculum and have a regularly enrolled body of students in attendance at the place where its educational activities are regularly scheduled.
- (2) Institutions must normally have a full-time employee on-campus with primary responsibility for the administration of student employment.
- (3) Each institutional member shall be listed as a voting member and receive all association benefits of membership.
- (4) Additional representatives may be designated when appropriate dues are paid.

Section 5: ASSOCIATE MEMBERSHIP. Associate, non-voting, membership shall be open to persons located outside the geographical boundaries of the association who are concerned with or engaged in the support and/or administration of student employment. The dues for Associate membership shall be the same as the individual membership rate.

Section 6: Upon receipt of an application and payment of dues to the Association, the person or institution becomes a member

Section 7: DUES. The dues structure of the Association shall be the amount established by the Executive Board and approved by the voting members of the Association. Until modified by the Association members, individual membership dues shall be \$60 per year, institutional membership dues shall be \$85 per year, entitling the institution to two (2) representatives and the dues for each additional representative shall be \$40 per year.

Section 8: TERM OF MEMBERSHIP. Membership shall be on a rolling basis, effective for twelve months from the date of membership dues payment.

Section 9: VOTING. Each member, whether individual or institutional, is entitled to one vote on each matter submitted to a vote by the members. Voting at duly held meetings shall be by voice vote.

Section 10: PROXIES. Proxies shall not be permitted for any use by any member of the Association in the transaction of business, including but not limited to nominations and elections.

ARTICLE V EXECUTIVE BOARD and OFFICERS

Section 1: AUTHORITY. The Board of Directors referred to herein as the Executive Board, shall have full authority over the affairs of the Association and shall perform the functions of the Association during the interim between meetings of the Association. Such authority shall not include that of rescinding or modifying any official action taken by the Association.

Section 2: MEETINGS. The Executive Board shall meet during the annual meetings for the Association. Regular meetings of the Executive Board may be held at any place within or outside the State of California that has been designated from time to time by resolution of the Board. Special meetings of the Board may be called by the President upon petition of four (4) members of the Executive Board. Four (4) voting members of the Executive Board authorized in these Bylaws constitutes a quorum of the Executive Board for the transaction of business.

Section 3: MEMBERS OF THE BOARD. The Executive Board shall consist of the Association officers included in Section 6 of Article V of these Bylaws.

Section 4: The Executive Board shall act on behalf of the Association between meetings.

Section 5: Members are entitled to notice and have rights to attend membership meetings. Generally, members do not have statutory rights of attendance at executive board meetings.

Section 6: OFFICERS, TITLES, AND ELIGIBILITY. The Executive Board shall consist of the association officers as follows: President, President-Elect, Vice President of Finance, Secretary, Vice President of Marketing & Membership, Vice President of Professional Development, Vice President of Conferences & Awards. Officers of the Association must hold individual and/or institutional membership within the Association.

Section 7: SUPERVISION OF ELECTION. Election of officers shall be held each year under supervision of a Nominating Committee appointed by the President and subject to the approval of the Executive Board.

Section 8: ELECTION. Officers of the Association shall be elected at large from the voting membership of the Association. Elections shall be held each year for the officers. Their terms of office shall be as noted:

(1) PRESIDENT-ELECT - shall be elected annually for a one-year term as President Elect, advancing to the office of President at the beginning of the next year. The terms of these offices shall coincide with the fiscal year July 1 through June 30.

(2) SECRETARY – shall be elected for a two-year term of office during each even numbered year to serve during the following two years. The term of office shall coincide with the fiscal year July 1 through June 30.

(3) VICE PRESIDENT OF FINANCE - shall be elected for a three-year term of office effective retroactively from July 2014. (i.e., the next election of the Vice President of Finance will occur during 2017). The term of office shall coincide with the fiscal year July 1 through June 30.

(3) VICE PRESIDENT OF MARKETING & MEMBERSHIP - shall each be elected for a two year term of office, one during each odd-numbered year and one during each even-numbered year to serve during the following two years. The term of office shall coincide with the fiscal year July 1 through June 30.

(4) VICE PRESIDENT OF CONFERENCES & AWARDS – shall be elected for a two year term of office beginning in 2017. The term of office shall coincide with the fiscal year July 1 through June 30.

(5) VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT – shall be elected for a two year term of office beginning in July 2015. The term of office shall coincide with the fiscal year July 1 through June 30.

Section 10: ELECTION BALLOT. The Nomination Committee shall submit ballots to the voting membership. Candidates receiving the greatest number of votes cast by the Association’s voting membership shall prevail.

Section 11: VACANCIES - A vacancy occurring in any position of the Executive Board other than that of the President shall be filled by an appointment of the Executive Board until the next regular election of members of the Executive Board. In the case of the President position being vacant, the President Elect will finish out the current President's term and will complete their concurrent appointment as President. In the case the President Elect position become vacant, the Association should hold a special election for the members to elect the new President Elect. Members should have a period of 30 days to nominate potential candidates after which the association will hold the special election.

ARTICLE VI PARLIAMENTARY AUTHORITY

Section 1: MEETINGS; CHIEF OFFICER AND PARLIAMENTARY AUTHORITY. Meetings of members shall be presided over by the President of the Association or, in his or her absence, by the President-Elect of the Association or, in the absence of all of these persons, by a Chairperson chosen by a majority of all the voting members, present in person. The Secretary of the Association shall act as Secretary of all meetings of members, provided that in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

Meetings of members of the Association shall be governed by ROBERTS RULES OF ORDER, as such rules may be revised from time to time insofar as such rules are not consistent with or in conflict with these Bylaws, with the Articles or Incorporation of this Association, or with any provision of law.

ARTICLE VII COMMITTEES

Section 1: GENERAL. There shall be such Standing Committees as are designated by the Bylaws. Additional committees may be established by the President and/or Executive Board as deemed necessary.

Section 2: APPOINTMENT OF COMMITTEES. The President, subject to the approval of the Executive Board, shall appoint such committees as are deemed necessary to carry out the functions of the Association.

Section 3: DUTIES. Duties of the standing committees shall be directed and defined by the President with the approval of the Executive Board. Standing committee chairs and members are appointed by the appropriate board member coordinating the committee’s activities. Those not specified will be appointed by the President.

Section 4: STANDING COMMITTEES.

- (1) Nominating Committee.
- (2) Bylaws/Policies & Procedures Committee.
- (3) Editorial Committee.
- (4) Finance Committee.

ARTICLE VIII EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS

Section 1: AUTHORIZATION TO ENTER INTO CONTRACT . The Executive Board except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Association by any other contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2: AUTHORIZATION TO MAKE PAYMENT . Except as otherwise specifically determined by resolution of the Executive Board, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Association shall be signed by the Vice President of Finance, President-Elect, or the President of the Association.

Section 3: DEPOSIT OF FUNDS . All funds of the association shall be deposited within three business days from the time of receipt to the credit of the Association in such banks, trust companies, or other depositories as the Vice President of Finance may select upon approval of the Executive Board.

Section 4: CONTRIBUTIONS. The Executive Board may accept on behalf of the Association any contribution, gift, bequest, or device for the charitable or public purposes of this Association.

ARTICLE IX FISCAL YEAR

The fiscal year of the Association shall begin on the 1st day of July and end on the 30th Day of June in each year.

ARTICLE X ASSOCIATION PROFITS AND ASSETS

No member, member of the Executive Board, officer, employee, or other person connected with this Association, or any private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Association provided, however, that this provision shall not prevent payment to any such person or reasonable compensation for services performed for the Association in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Executive Board; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the Association assets on dissolution of the Association. All members of the Association shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the Association, whether voluntarily or involuntarily, the assets of the Association, after all debts have been satisfied, then remaining in the hands of the Executive Board, shall be distributed as required by the Articles of Incorporation of this Association and not otherwise.

**ARTICLE XI
EMPLOYEES**

Provided the necessary funds are available, the Executive Board may employ personnel whose title, duties and remuneration shall be determined by the Executive Board. Any paid employee with fiscal responsibility may be bonded at the expense of the Association in the amount determined by the Executive Board.

**ARTICLE XII
AMENDMENTS**

These Bylaws may be amended only by a two-thirds (2/3) majority affirmative vote of the Association members voting after a canvass of the entire voting membership providing that each amendment shall have been proposed in writing to the Secretary by the Executive Board, a committee authorized by the Association, or by a petition of five percent (5%) of the active members of the Association; provided that a copy of the amendment shall have been distributed to each active member of the Association at least thirty (30) days before the vote is finalized by the Executive Board.