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**WJEA  
Bylaws  
&  
Job Descriptions**

for

**Board Members  
Committee Chairs**



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Washington Journalism Education Association  
PO Box 24389  
Seattle WA 98124  
**[www.wjea.net](http://www.wjea.net)**

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## ▶ ABOUT THE WASHINGTON JOURNALISM EDUCATION ASSOCIATION

Several organizations are devoted to scholastic journalism, but our particular emphasis is the support of journalism teachers and advisers in the state of Washington. Consistent with the mission of our parent national organization, JEA, “we support free and responsible scholastic journalism by providing resources and educational opportunities, by promoting professionalism, by encouraging and rewarding student excellence and teacher achievement, and by fostering an atmosphere which encompasses diversity yet builds unity.”

The members of WJEA are involved in the teaching or advising of various forms of journalism, including the publishing of newspapers, yearbooks, and magazines, as well as television and radio broadcasting and publishing on the Internet. Whether you are a new adviser or an experienced one, we hope you find our organization helpful, and we urge you to get involved in our programs, events and award opportunities.

## ▶ ABOUT THIS BOOKLET

As a non-profit, 501(c)(3) corporation, WJEA is required to hold to specific Bylaws and to provide Form 990 to the Internal Revenue Service each year. Each member is asked to become familiar with the Bylaws, and to participate in two general membership meetings each year.

This booklet also contains job descriptions for all WJEA officers and committee chairs. If you volunteer to chair a committee or to run for an office, it is very important that you read carefully your responsibilities.

Current officers and committee chairs are listed in the most recent edition of the WJEA Directory, which is distributed at the beginning of December. The Directory also includes a calendar of events and activities for the upcoming year.

## ▶ WHERE TO FIND THE MOST UP-TO-DATE INFORMATION

Current information on happenings and activities is readily available at the organization’s official website [www.wjea.net](http://www.wjea.net) where you may also download current entry forms for awards and scholarships. The WJEA website also provides other useful links for curriculum or even legal help. If you’d like to share ideas and concerns with other WJEA members, go to our WJEA blogspot at [www.wjeablogspot.com](http://www.wjeablogspot.com)

▶ **A free student press reflects the intellectual health of a vibrant, dynamic school** ◀

## WJEA AWARD CHAIRS

**WJEA Journalism Adviser of the Year**

**Future Journalist of the Year**

**Lu Flannery Outstanding Journalist Award**

**Fern Valentine Freedom of Expression Award**

**WJEA Adviser Scholarships (2 given)**

**WJEA Administrator of the Year**

- draws content from a variety of sources, but articles written by WJEA members and their students are generally given preference for publication
- recruits members to submit articles as needed
- publishes newsletter four times during the school year (October, January, April & June)
- files expense reports within 30 days to the treasurer for reimbursement (i.e. phone, travel and gas mileage, postage, other office supplies used in conducting WJEA business)
- receives stipend as set by Executive Committee
- be familiar with the award and its prerequisites
- provide mailing address for receipt of nomination forms and materials
- make sure forms and nomination materials are correct and up-to-date before they are distributed to membership (via insertion in MORE and on the website)
- collect all nomination materials and confirm receipt (if appropriate) to nominees
- organize committee to judge entries (journalism professionals or colleagues who have no personal connection to nominees)
- arrange to have plaque or certificate made to be presented to the winner(s) at either the WJEA State Conference awards ceremony, at a school assembly, or at a meeting of their school board
- present the award to the winner(s) at the State Conference awards ceremony or other appropriate venue.
- write press release about winner and submit it to their school district, to their local media; press release also goes to the WJEA newsletter and website
- contact those who did not win, congratulating them on being nominated

## FREEDOM OF EXPRESSION TASK FORCE CHAIR

- and to WJEA member list
- writes an article for MORE
- arranges for student guides to escort speakers to their rooms
- arranges for adviser hospitality room and program
- makes arrangements with traffic department (parking for vans and busses)
- prepares program and material for packets to hand out at registration: include name tags, WJEA brochure, campus maps, room assignments, program changes
- arranges for a keynote speaker
- introduces or assigns someone to introduce keynote speaker
- makes sure rooms are open and prepared for speakers
- files an expense report within 30 days with the treasurer for reimbursement
- organizes information for distribution to members about freedom of expression issues
- acts as a resource for advisers seeking help in handling controversy
- reports to the JEA free expression board and the SPLC on current freedom of expression issues in the state of Washington
- files expense reports within 30 days to the treasurer for reimbursement of expenses conducting WJEA business
- Upon approval of Executive Committee and available budget, attends one National Freedom of Expression Task Force meeting per year at WJEA expense.

## WEB MANAGER

- updates WJEA website monthly and create new pages as needed
- files expense reports within 30 days to the treasurer for reimbursement (i.e. phone, travel and gas mileage, postage, other office supplies used in conducting WJEA business)
- website will include links to or information about:
  - Student Press Law Center
  - O.S.P.I. Grade Level Expectations
  - WJEA activities & events (camps, conferences, workshops etc.)
  - Current WJEA calendar
  - WJEA Blogspot
  - Opportunity information and time lines for nominations & entries
  - WJEA officer's e-mail addresses
  - WJEA adviser online publication links
- receives stipend as set by Executive Committee

## NEWSLETTER EDITOR

- compiles, designs, publishes, and mails MORE newsletter
- distributes deadline schedule at August General Membership meeting

## ARTICLE I: NAME

Section 1. The name of this corporation shall be Washington Journalism Education Association. It shall be acceptable to refer to the organization by the acronym WJEA.

## ARTICLE II: PURPOSES

The purpose of this corporation shall be to operate exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any successor provision or code, including, without limitation, (1) to promote high standards of journalism and communication education in schools in Washington State; (2) to promote a recognized journalism curriculum in each high school in the State of Washington, taught by a teacher with training and/or experience in journalism; (3) to improve, through workshops, conferences, research and related activities, the professional status of communications teachers and publications advisers in the State of Washington; (4) to aid Washington State Communications teachers in securing better teaching conditions, adequate consideration, compensation, and better rapport among colleagues and administrators; (5) to publicize the education and employment opportunities in the field of journalism and communications to students, school personnel and the community; and (6) to gain recognition for the significance of all areas of communications education.

## ARTICLE III: MEMBERSHIP

Section 1. Members. The membership of the corporation shall consist of one class of active members. Membership in the corporation shall be open to any individual supporting the purposes of the corporation. Active members, for notice and voting purposes, shall be those whose current dues have been paid. Membership shall be for one year, from August 1 through July 31 of each year. Active membership shall commence upon payment of dues; and shall expire on the July 31st next following. (Dues paid after May 1 shall apply to the ensuing year.)

Section 2. Privileges of Membership. Members in good standing of the corporation shall be entitled to vote for members of the Board of Directors as provided in these Bylaws. In addition, members in good standing shall receive regular issues of *MORE* newsmagazine and copies of general mailings addressed to their homes. Students of members in good standing shall be eligible to compete in the WJEA State Contest. Students of members in good standing shall be eligible for reduced rates at certain WJEA-sponsored activities and are eligible to apply for WJEA scholarships and grants. Members in good standing are eligible to serve as members of the Board of Directors, officers and advisory council members.

Section 3. JEA Membership. Members are encouraged to join the national Journalism Education Association.

## ARTICLE IV: MEETINGS OF MEMBERS

Section 1. Annual Meetings. The annual meeting of the members for election of directors to succeed those whose terms expire, and for the transaction of such other business as may properly come before the meeting, shall be held each year in May on such date and time and at such place as may be designated in a notice to be distributed as provided in Section 3.

Section 2. Special Meetings. Special meetings of the membership for any purpose or purposes may be called at any time by the president of the corporation or by the Board of Directors, at such time and place as the president or the Board of Directors may pre-

scribe. Special meetings of the members may also be called by members having at least twenty (20) votes entitled to be cast at such a meeting. Upon request by such members, it shall be the duty of the secretary to call such a special meeting of the membership at such time and place as the secretary may fix, not fewer than ten (10) nor more than fifty (50) days after the receipt of said request. If the secretary shall neglect or refuse to issue such call within five (5) days of such receipt, the members making the request may issue the call, specifying the time and place of the meeting.

Section 3. Notice of Meetings. Written or printed notices stating the date, place and hour of the meeting, and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered to each member entitled to vote at such meeting not fewer than ten (10) nor more than fifty (50) days before the date of the meeting, either personally or by mail, at the direction of the president or the secretary, or the members calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at the member's address as it appears in the records of the corporation, with postage prepaid.

Section 4. Quorum. Members holding one-twentieth (1/20th) of the votes entitled to be cast at any meeting, represented in person or by proxy, shall constitute a quorum. The vote of a majority of the votes entitled to be cast by the members present or represented by proxy at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members.

Section 5. Proxies. At any membership meeting, any member entitled to vote at the meeting may vote by proxy executed in writing by the member. A proxy shall be valid only if executed and dated within eleven (11) months of the date of the meeting at which the proxy vote is cast.

Section 1. Powers and Qualifications. The affairs of the corporation shall be managed by the Board of Directors, who shall be chosen from the active membership of the corporation as provided herein.

Section 2. Number and Term. The number of directors of the corporation shall be not fewer than five nor more than twenty-five. The Board of Directors, by amendment of these Bylaws, may increase or decrease the number of directors, provided that no decrease in number shall have the effect of shortening the term of any incumbent. There shall be two categories of directors: Officer/Directors and Ex-officio Directors. The Ex-officio Directors shall be the Chairpersons of each standing committee of the corporation as listed in Section 7 of this Article, plus the immediate past president of the corporation. The term of Office for an Ex-officio Director shall be one (1) year, except the immediate past president whose term shall be two (2) years. The Officer/Directors shall be elected by the membership from members of the corporation who have been members in good standing for at least one year prior to their nomination. The term of office for an Officer/Director shall be two (2) years.

Section 3. Executive Committee. The four elected officers provided for in Article IX along with the Immediate Past President shall comprise an Executive Committee. The Executive Committee shall have and exercise such authority of the Board of Directors in the management of the corporation as may be specified in these Bylaws, in the Articles of

on fees, keeps books and pays all bills of workshop

- negotiates a letter of agreement with college and works with college on implementing the agreement, allocating rooms, collecting fees, etc. publishes registration brochure, sending out three mailings
- works with Student Workshop director in selecting staff; setting program, assigning focus groups and sending out follow-up letters
- attends JEA fall conference, at WJEA expense, to evaluate guest workshop keynoters
- with Student Workshop director, selects Summer Workshop keynoter and/or other speakers and negotiate agreements and make arrangements for their food and housing
- keeps accurate books and make stipend payments to workshop staff, providing appropriate forms for IRS compliance
- evaluates workshop and make suggestions for next year
- receives stipend as approved by Executive Committee

### SUMMER STUDENT WORKSHOP DIRECTOR

- publicizes workshop in MORE and other venues
- makes decisions about technology in "workshop office" area, chooses and hires office assistant (upon approval of Adviser Workshop director)
- with Adviser Workshop director and Executive Committee input, sets a budget, decides on staffing needs
- works with Adviser Workshop director in selecting workshop staff; setting program, assigning focus groups and sending out follow-up letters
- receives and processes all conference registration forms
- prepares conference promotion/registration forms and arranges for mailing and distribution
- attends spring JEA Convention, at WJEA expense, to promote the workshop to a broader audience
- oversees all aspects of the student workshop: program, staffing and recordkeeping
- evaluates workshop and make suggestions for next year
- receives stipend as approved by Executive Committee

### JOURNALISM DAY DIRECTOR

- coordinates the one-day event with the sponsoring school
- schedules date one year in advance
- arranges for rooms and special equipment with site after requests are made by speakers
- coordinates list of topics and makes sure speakers are assigned
- creates promo flyer for handout to advisers and students at summer workshop
- creates and mails registration brochures (upon registrar's approval) to all schools

#### ARTICLE V: BOARD OF DIRECTORS

## IMMEDIATE PAST PRESIDENT

- sends updated list of board members to Secretary of State
- monitors WJEA investments
- works with appropriate committee person(s), perhaps the secretary or a membership chair, to facilitate production of the membership directory (this procedure is flexible, depending upon the president's appointments each year and the computer skills of volunteers)
- submit to a biennial audit (prior to July 31)
- remains on board for two years as an Executive Board member
- serves as a resource person
- supervises in-service training programs
- serves as elections chairperson (present nominees to Board in March, send proxy ballots to membership by April 1, conduct elections at May general membership meeting)
- files expense reports within 30 days to the treasurer for reimbursement of expenses

## HISTORIAN

- maintains archives
- keeps clippings pertaining to high school journalism
- when possible, keeps a pictorial record of WJEA events throughout the years
- brings to attention of members and circulates materials which may be of use in the classroom
- keeps a file of Student Press Law Center publications
- files monthly expense reports with the treasurer for reimbursement of your expenses

## SPRING STATE CONFERENCE & WRITE-OFF CHAIR

- in September, begins to plan for student, parent and community involvement
- appoints three or more assistant chairpersons from WJEA membership: contest awards chair, judges chair, and program/seminar chair
- collects crates of detailed manuals and a trunkload of supplies to be sorted among chairs
- works closely with WJEA treasurer/contest registrar to create the contest and conference entry form
- files expense reports within 30 days to the treasurer for reimbursement of expenses (i.e. phone, travel and gas mileage, postage, other office supplies used in conducting WJEA business)

## SUMMER ADVISER WORKSHOP DIRECTOR

- must have a masters degree in order to oversee clock hour and university credits for adviser attendees
- with Student Workshop director and Executive Committee input, sets a budget, decides

Incorporation, or by resolution of the Board of Directors. However, no such committee shall have the authority of the Board of Directors to amend, alter or repeal the Bylaws; elect, appoint or remove any member of any such committee or any director or officer of the corporation; amend the Articles of Incorporation; adopt a plan of merger or adopt a plan of consolidation with another corporation; authorize the voluntary dissolution of the corporation or revoke proceedings therefore; adopt a plan for the distribution of the assets of the corporation not in the ordinary course of business; or amend, alter or repeal any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee; the designation and appointment of any such committee and the delegation of authority to it shall not operate to relieve the Board of Directors or any individual director of any responsibility imposed upon it, him or her by law.

Section 4. Election. The Officer/Directors of the Board of Directors shall each be elected every two years by a majority of the membership voting in person or by proxy to hold office until the expiration of his or her two-year term of office and until his, her or their respective successors are elected and qualified. The Ex-Officio Directors shall be appointed by the President, with the approval of the other Officer/Directors.

Section 5. Nominations. The Officer/Directors shall be chosen from nominations submitted by the Nominating Committee or made at the Spring Conference or by write-in vote on a member's proxy. The President shall appoint a Nominating Committee, chaired by the Immediate Past President, no later than January 1 of the election year. Nominees shall be members in good standing for at least one year preceding the election year. Nominees shall be listed in the issue of *MORE* preceding the Spring Conference and announced at the Spring Conference. Proxies shall be mailed to members by April 1 and may be returned no later than the date of the annual membership meeting.

Section 6. Vacancies. The Board of Directors shall have power to fill any vacancy occurring in the Board and to fill any directorship to be filled by reason of an increase in the number of directors by amendment to these Bylaws. The director appointed or elected, as the case may be, to fill a vacancy shall be elected or appointed for the unexpired term of his predecessor in office. Any Officer/Director appointed by the Board by reason of an increase in the size of the Board shall stand for election for the remainder of the specified term for such position at the next annual membership meeting.

Section 7. Standing Committees. The standing committees of the corporation may include Adviser Scholarships, Administrator of the Year, Advisor of the Year, Student Workshop Grants, Historian/Librarian, Future Journalist of the Year, Membership Outreach, Journalism Day, Regional Conferences, Spring Conference, State Contest, Summer Workshops, Lu Flannery Outstanding Journalist Award, and Fern Valentine Free Expression Award. The President, with the approval of the other Officer/Directors, shall appoint both the members of each committee and a chairperson for each committee. The duties and responsibilities of each such committee shall be as specified by the Executive Committee.

Section 1. Annual Meeting. The annual meeting of the Board of Directors shall be held immediately after the annual membership meeting. Said meeting shall be held at the same place as the membership meeting unless some other place shall be specified by

## ARTICLE VI: MEETINGS OF THE BOARD OF DIRECTORS

resolution of the membership at such meeting. The Annual Meeting is held in March.

Section 2. Regular Meetings. The Board of Directors shall meet no fewer than four times per year. All meetings of the Board of Directors shall be open to members in good standing.

Section 3. Special Meetings. Special Meetings of the Board of Directors may be called by the President, by written petition of at least five (5) members of the Board of Directors, or by written petition of at least twenty (20) members in good standing of the corporation, provided at least ten (10) days' written notice is given to all members of the Board of Directors.

Section 4. Notice of Meetings. Notice of the time and place of all meetings of the Board of Directors shall be given by the secretary, or by the person or persons calling the meeting, by mail, e-mail, or by personal communication over the telephone or otherwise, at least three (3) days prior to the date on which the meeting is to be held or, alternatively, by publication of notice thereof in the issue of *MORE* preceding such meeting. Attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where the director attends a meeting for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any meeting of the Board of Directors need be specified in the notice or any waiver of notice of such meeting.

Section 5. Quorum. One-third of the Board of Directors, including at least two Officer/Directors, shall constitute a quorum for the transaction of business. The act of the majority of directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. At any meeting of the Board of Directors at which a quorum is present, any business may be transacted, and the Board may exercise all of its powers. A director who is present at such a meeting shall be presumed to have assented to the action taken at that meeting unless the director's dissent or abstention is entered in the minutes of the meeting or the director files his or her written dissent or abstention to such action with either the person acting as secretary of the corporation immediately after the adjournment of the meeting.

Section 6. Meetings Held by Telephone or Similar Communications Equipment. Members of the Board of Directors or its committees may participate in a meeting of the Board or such committees by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

Any corporate action required or permitted by the Articles of Incorporation or Bylaws, or by the laws of the State of Washington, to be taken at a meeting of the members or the Board of Directors (or its committees) of the corporation, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members or directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote, and may be described as such.

**ARTICLE VII:  
ACTIONS BY WRITTEN  
CONSENT**

**TREASURER**

- creates a form for motions to be submitted in writing, and files forms in a notebook with the originals of minutes
- alerts president of unfinished business from past meetings; help him/her with agenda before meetings
- composes, edits/proofreads, copy, and mails Board minutes to each Board member within 10 days after each meeting; run 10 extra copies to take to the next Board meeting for reference
- sends summary of Board action to MORE editor for inclusion in next issue
- conducts Board correspondence as requested
- assists in association projects and programs as needed
- notifies principals and superintendents of members appointed or elected to office or of award winners
- assists treasurer and/or membership chairperson in facilitating production of the Membership Directory, which should be completed and mailed first class by Nov. 1 to all paid members and members of the advisory council
- files monthly expense reports with the treasurer for reimbursement of expenses (i.e. phone, travel and gas mileage, postage, other office supplies used in conducting WJEA business)
- takes in all monies
- issues all checks for bills, fees, reimbursements, and scholarships
- keeps regular books of account
- signs and executes with the president all bank accounts; deeds; bonds, CD's, and other investments; and other obligations, or instruments in the name of the corporation
- drafts the budget
- files written reports of all contests, workshops and other activities of the corporation no later than six weeks after the close of such an event and archives them
- attends board meetings as a voting member
- prepares financial report for regular Board meetings
- acts as registrar or designates a registrar for all events except Summer Workshop, and makes financial report after each
- maintains tax status with IRS
- keeps records of all financial transactions
- maintains the data base for membership records
- supplies labels from the updated mailing list to various chairs and officers as requested
- makes list of paying JEA members and mails to JEA with check

## PRESIDENT

- must be the elected director of the corporation; take over duties at the start of the official WJEA fiscal year, August 1, and preside at the board meeting at summer workshop
- shall exercise the usual executive powers pertaining to the office
- presides at regular meetings (no fewer than four) of the Board of Directors and General Membership. Five meetings are the standard: August, October, December, March and May. Two Board meetings—the March and August meetings—are advertised as “General Membership” meetings
- must give written notice of meetings (recommended to include an agenda) to all board members at least 10 days in advance of meetings
- makes sure that a quorum exists (quorum for board business: one third of the Board of Directors including at least two officers)
- appoints committee chairs and members, with the approval of the Executive Committee
- serves as State Director for JEA
- attends JEA/NSPA conventions each year at the expense of WJEA
- plans the annual working retreat for current board members and invited members for no fewer than 12 and up to the maximum number of ex-officio directors
- oversees that all committees are functioning
- files expense reports within 30 days to the treasurer for reimbursement of expenses

## VICE-PRESIDENT

- takes over duties of president as necessary in his/her absence or temporary disability
- fulfills the unexpired term of president should a vacancy arise and appoint a new vice president in accordance with Article V, Sec. 6
- attends all board meetings as a voting member
- oversees one-half of WJEA standing/appointed committees as agreed upon with the president
- coordinates the public relations activities of the association
- represents WJEA at official functions when the president cannot attend
- contacts members of the Advisory Board after president has selected Board
- chairs an audit committee of three members at the end of each two-year term (prior to July 31)
- purchases a gift for the outgoing president (past practice has been presentation at the State Banquet the first Monday evening of the Summer Workshop)
- files expense reports within 30 days to the treasurer for reimbursement of your expenses

## SECRETARY

- attends all Board meetings and takes accurate and thorough minutes (longhand or on WJEA laptop)

## ARTICLE VIII: WAIVER OF NOTICE

Whenever any notice is required to be given to any member or director of the corporation by the Articles of Incorporation or Bylaws, or by the laws of the State of Washington, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

## ARTICLE IX: OFFICERS

Section 1. Officers Enumerated. The officers of the corporation shall be a president, one or more vice presidents, a secretary, a treasurer, and the immediate past president, each of whom shall be elected for a two-year term by the members of the corporation in good standing. The officers shall be elected from among members in good standing who have been such for at least one year prior to nomination. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board of Directors may prescribe.

Section 2. The President. The president must be a director of the corporation. The member shall exercise the usual executive powers pertaining to the office of president. The president shall preside at meetings of the Board of Directors and committees exercising any authority of the board and of the membership. The president shall appoint committee chairs and members, with the approval of the Executive Committee. The president shall serve as state director for JEA and will attend two meetings of state directors per year at spring and fall JEA national conventions, or will appoint a designee to attend such meetings.

Section 3. The Vice President. In the absence or temporary disability of the president, the vice president shall act as president for the remainder of the president’s unexpired term. Should a vacancy occur in the office of the president, the vice-president shall fill the vacancy for the unexpired term, and a new vice president shall be appointed in accordance with Article V, Section 6. The vice-president shall coordinate the public relations activities of the association.

Section 4. The Secretary. It shall be the duty of the secretary to keep records of the proceedings of the Board of Directors and of the membership. The secretary shall distribute minutes of the proceedings of the Board of Directors within ten (10) days of such proceedings to Board members and shall submit a summary of action taken by the Board of Directors for inclusion in the next issue of the WJEA newsletter. The secretary shall also create the WJEA Membership Directory, and distribute it to all members no later than December 1 annually. In addition, the secretary shall distribute membership information to new members (including both the directory and the WJEA Handbook.) The secretary will maintain records of all clock-hour recipients from programs offered by WJEA, in accordance with OSPI office of Professional Education and Certification.

Section 5. The Treasurer. The treasurer shall have the care and custody of and be responsible for all funds and investments of the corporation and shall keep regular books of account. The treasurer shall deposit all funds and other valuable effects in the name of the corporation in such depositories as may be designated by the Board of Directors, to sign and execute with the president all deeds, bonds, contracts, and other obligations, or instruments in the name of the corporation and, in general, shall perform all the duties incident to the office of the treasurer. *Committee chairpersons shall submit written*

reports of all contests, workshops, and other activities of the corporation to the treasurer no later than six (6) weeks after the close of such an event. The treasurer shall reimburse members for all authorized expenses, provided proper expense vouchers are submitted promptly. The treasurer shall prepare and distribute the annual budget and prepare and distribute such financial reports as may be required by the Executive Committee. The treasurer shall also maintain an updated mailing list and supply labels to various chairs and officers as requested, and disseminate revisions or additions to the membership directory. The treasurer shall maintain the database for membership record.

Section 6. Immediate Past President. The immediate past president shall serve as a resource person and shall supervise in-service training programs and shall serve as elections chairperson.

Section 7. Vacancies. Vacancies in any office arising from any cause may be filled by the Board of Directors at any regular or special meeting.

Section 8. Honoraria. Honoraria of all officers and agents of the corporation shall be fixed by the Board of Directors and reviewed annually.

Section 9. Removal. Any officer elected or appointed may be removed by the Board of Directors whenever in its judgment the best interests of the corporation will be served thereby.

Section 1. Advisory Council. An advisory council of professionals in communications may be appointed to act in support of the corporation. Members of such council shall be nominated by the president and approved by the Executive Committee annually at the June board meeting. Members of the advisory council shall be honorary members of the corporation and will receive mailings as do general members. Duties of members of the advisory council shall include serving on Publications Boards of any adviser-members' schools requesting such service; serving as resource persons for corporation members and their student staff members; acting as resource people and/or speakers in training meetings held by the corporation; and such other duties as may be designated by the Executive Committee.

Section 1. Annual Dues. The annual membership dues for active members of the corporation shall be established annually by the Board per capita payable in advance to the treasurer of the corporation. Dues are payable by August 1 of each year, and shall be considered delinquent if not paid by October 1. Dues paid after May 1 will apply to the ensuing year.

Section 2. Fiscal Year. The last day of the fiscal year of the corporation shall be July 31.

Section 5. Books and Records. The corporation shall keep at its registered office, its principal office in this state, or at its secretary's office if in this state, the following: current articles and bylaws; a record of members, including names, addresses and classes of membership, if any; correct and adequate records of accounts and finances; a record of officers and directors; names and addresses; minutes of the proceedings of the members, if any, of the board, and any minutes which may be maintained by committees of the board. Records may be written or electronic if capable of being converted to writing.

The records shall be open at any reasonable time to inspection by any member of more than three (3) months standing or a representative of more than five percent (5%) of the membership. Costs of inspecting or copying shall be borne by such member except for copies of articles or bylaws. Any such member must have a purpose for inspection reasonably related to membership interests. User sale of members' lists by such member if obtained by inspection is prohibited.

Section 6. Amendment of Bylaws. These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the Board of Directors. This vote may occur in person or by proxy at any annual or special meeting of the Board. These Bylaws may also be amended by a two-thirds majority vote of the membership entitled to vote at any regular or special meeting thereof, provided written notice of the proposed amendments has been provided to all members entitled to vote not fewer than thirty (30) days prior to such meeting.

Section 7. Rules of Procedure. The rules of procedure at meetings of the membership and of the Board of Directors of the corporation shall be the rules contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or with any resolution of the Board of Directors.

Section 1. MORE. The official publication of the corporation shall be the newsletter *MORE*. The editor shall be appointed by the president, with the approval of the Executive Committee. The newsletter shall be prepared and mailed to all members in good standing no fewer than five times per year. Additional issues may be authorized by the Board of Directors. The newsletter is to be mailed to the home address of all members, unless the member specifically requests otherwise. The newsletter is to be mailed to all current members by first-class postage. Copies of the newsletter may also be mailed to noncurrent members; to all schools and media; or to other distribution as determined by the Board of Directors, at lower-class postage rates.

Section 2. WJEA Handbook. Information useful to members shall be maintained and revised upon the decision of the Board. Its contents, editor and method of distribution are to be as determined by the Board of Directors.

Section 3. Membership Directory. A membership directory listing all current members, shall be maintained, and distributed annually to all members as determined by the Board of Directors.

Section 4. The Guide. A promotional publication listing WJEA activities, events, calendar, and member services, updated annually. Content and distribution to be determined by the Board of Directors.

#### ARTICLE X: ADVISORY COUNCIL

#### ARTICLE XI: ADMINISTRATIVE AND FINANCIAL PROVISIONS

#### ARTICLE XII: PUBLICATIONS