

WYOMING ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS

The mission of WAEMSP is to promote and support the improvement of education for all Wyoming children through effective educational leadership. (Adopted June 8, 2004)

BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Wyoming Association of Elementary and Middle School Principals (WAEMSP). (Adopted January 15, 2009)

ARTICLE II - PURPOSE

The purpose(s) of this Association shall be:

- A. To lead in the advocacy and support for elementary and middle level principals and other educational leaders in their commitment to all children.
- B. To facilitate positive educational leadership.
- C. To serve as the voice for elementary and middle level principals.
- D. To enhance the image of the elementary and middle school principal as an educational leader and to promote greater recognition of the professional skill and performance demanded by the position.
- E. To enhance the unique and harmonious relationships among elementary and middle level principals, teachers, other educators, and other associations.
- F. To strengthen positive relationships among principals, schools, parents, and communities.

ARTICLE III - AFFILIATIONS

- A. The Wyoming Association of Elementary and Middle School Principals shall be affiliated with the National Association of Elementary School Principals. (See Appendix I)
- B. The Wyoming Association of Elementary and Middle School Principals may affiliate with other associations having similar purposes upon the approval of the general membership.

ARTICLE IV - BUDGETING AND FINANCIAL ACCOUNTING

Section 1 - Budget Preparations

- A. The Executive Board shall prepare and approve an annual budget prior to July 1st. Amended January 29, 2019.
- B. An accounting of the budget will be made to the members at the annual conference(s). Amended January 29, 2019.

Section 2 – Retention Guidelines

A. Document Retention Guidelines: The following schedule provides retention periods for the major categories of both paper and electronic documents.

- 1. Accounting
 - a. Budgets 7 years
 - b. Officers and Directors Expense Reports 3 years
 - c. Accounts receivable and payable ledgers 7 years
 - d. Receipts – Hard copy 1 year / scan afterward 7 years
- 2. Corporate Records
 - a. Annual Reports Permanent
- 3. Taxes
 - a. Income Tax Returns 7 years
Adopted June 9, 2013

Section 3 - Auditing and Accounting

- A. The Treasurer's records (*bank records, investments, and receipts*) will be audited annually by a committee of Executive Board members, comprised of regional representative's and vice president appointed by the President. *The audit will take place at the annual board retreat in ~~June~~ the spring of each year.* A report will be made to the Executive Board at its first meeting following the audit.
- B. A complete written accounting of all receipts and expenditures will be presented at each Executive Board meeting and General Membership meeting by the Treasurer.
 - 1. The Executive Director shall provide the Treasurer a written accounting of all expenditures at each Executive Board and General Membership meeting.
 - 2. The monies received by those other than the Treasurer shall be forwarded to the Treasurer for deposit in the general account.
- C. All expenditures must be substantiated by written receipts.

1. Cash advances **or per diem** may be given for **out of** state meeting organizations, publications, or attendance of WAEMSP officers at meetings specified in the WAEMSP Bylaws and for any other situation specified by the WAEMSP Executive Board.
 2. In the event of the cash advancements, a complete accounting of the use of the advancement accompanied by receipts shall be made to the Treasurer. -Any unused portion of the advancement shall be returned or accounted for.
- D. Representatives of WAEMSP to the NAESP National Leader's Conference shall receive equal portions of budgeted funds to assist with expenses.
- E. In addition to the Executive Director and the Treasurer, all WAEMSP bank accounts shall carry the additional signature of the President who shall be eligible to operate the account in the event that the elected or appointed officer is unable to do so. The additional signature is not required for the normal operation of the account. (amended 1-27-2015)

ARTICLE V - LEGAL BENEFITS PROGRAM (LBP) OF WAEMSP

- A. Active members of the Wyoming Association of Elementary and Middle School Principals who request and receive funds from the National Association of Elementary School Principals under the Legal Benefits Program (LBP) will be reimbursed up to the amount of \$500.00 by WAEMSP.
1. First-year members will be eligible for a reimbursement of \$200.00. In the second consecutive year, members will be eligible for a reimbursement of \$300.00. Those holding WAEMSP membership for three or more consecutive years will be eligible for a \$500.00 reimbursement.
 2. If an individual does not have continuous membership, the current period of membership will determine his/her status.
- B. Members may request and receive funds up to \$500.00 from WAEMSP for financial assistance of legal action that is job-related.
1. The Executive Board of WAEMSP will determine the amount of money to be awarded.
 2. Expenses must exceed \$500.00 before a member becomes eligible for WAEMSP reimbursement.
 3. The LBP guidelines will be used by the WAEMSP Membership and Executive Board
- C. Emeritus members who were former active members will be eligible under the same rules as active members. Both active and associate continuous membership will be counted toward eligibility.

- D. Aspiring and Associate Principal members are not eligible to participate in the Legal Benefits Program.
- E. At the close of the fiscal year if funds are available, \$10.00 per active, **active AP** and institutional active membership will be added to the LBP account. (Adopted June 6, 1997) - Hold a minimum of \$1,000 in reserve to cover contributions to at least 2 members for the next year.
- F. NAESP Legal Benefits Program Guidelines and Procedures will be utilized as guidelines when reviewing each case.
- G. NAESP members receive two types of legal protection through the Legal Benefits Program (LBP):
 - 1. Active WAEMSP/NAESP members are eligible for reimbursement up to \$10,000 from NAESP based on continuous years of membership, following a \$500 deductible, paid by WAEMSP, accruing at \$1,000 for each year of continuous membership, for eligible job-protection-related legal claims.
 - 2. Educators Professional Liability Plan. NAESP members may receive up to \$14,500 in legal fees and up to \$2,000,000 of damage/settlement costs under the Legal Benefits Program (LBP) Educators Professional Liability Plan provision, for assistance in civil suits, such as student injury or false allegations of abuse.

ARTICLE VI - REGIONS

1. Regions

For organizational purposes, the state is divided into five (5) WAEMSP regions as follows:

- A. Northwest Region includes Park, Big Horn, Washakie, Hot Springs, and Fremont counties.
- B. Northeast Region includes Crook, Campbell, Weston, Sheridan and Johnson counties.
- C. Central Region includes Natrona and Converse counties.
- D. Southeast Region includes Laramie, Goshen, Platte, Albany, Niobrara and Carbon counties.
- E. Southwest Region includes Sweetwater, Uinta, Lincoln, Sublette, and Teton counties.

Amended June 9, 2013

2. State Conference

B. The Annual Conference of the association shall rotate among the regions as outlined in ARTICLE VI of the Bylaws on a schedule determined by the Executive Board. ~~The order of rotation shall be Northwest, Northeast, Central, Southeast, Southwest.~~

ARTICLE VII - MEMBERSHIP

Section 1 - Categories and Qualifications

The Association shall have regular and special categories of membership.

A. Regular Membership shall include Active, Active Assistant and Emeritus members:

1. Active Principal: Practicing elementary and middle-level principals and related titles receive all NAESP/WAEMSP benefits and services including Legal Benefits Program (\$2 million individual professional liability coverage, as well as liability coverage / up to \$10,000.00 for job protection defense, based on continuous years of membership), access to webinars, research, online learning, discounts on ASCA membership, conference registration, and resources. Amended January 29, 2019.
2. Active Assistant Principal: Active assistant principals and related titles receive all NAESP/WAEMSP benefits and services including Legal Benefits Program (\$2 million individual professional liability coverage, as well as liability coverage / up to \$10,000.00 for job protection defense, based on continuous years of membership), access to webinars, research, online learning, discounts on ASCA membership, conference registration, and resources. Amended January 29, 2019.
3. Emeritus: Emeritus Membership is available to all retired WAEMSP/NAESP members, and includes all WAEMSP/NAESP programs and services including the Legal Benefits Program. Amended January 29, 2019.

B. Special categories of membership may be established by the Executive Board, in conjunction with NAESP, such as:

1. Associate: Available to professors of education or non-administrators. Includes all benefits and services except the Legal Benefits Program. Amended January 29, 2019.
2. Institutional: Institutional Membership includes an Active Membership and a duplicate set of member publications for your school library.
3. Aspiring Principal: Available to all students, teachers, graduate students, counselors, and others pursuing a career, but not yet practicing, as an elementary or middle level administrator. Includes all NAESP/WAEMSP benefits and services except the Legal Benefits Program. Amended January 29, 2019.

- C. Those people eligible for membership will belong both to the National Association of Elementary Principals and Wyoming Association of Elementary and Middle School Principals (membership voted January 25, 1991, effective November 1, 1992.)

Section 2 - Rights and Benefits

Regular members of the Association shall be entitled to all of the Association's member services and benefits, including the right to vote and hold office. Active members who are principals or assistant principals may hold elected or appointed office. All special category members shall be entitled to the rights and privileges of the Association as determined by the Executive Board, including the right to hold an appointed office. (Amended Jan. 19, 2006)(Amended Jan. 17, 2008)

Section 3 - No Discrimination

The Association shall not deny membership on the basis of race, creed, national origin, religion, age, disability, or gender.

Section 4 - Membership Year

The joint membership year will run from November 1, to October 31, each year.

ARTICLE VIII – DUES

The annual dues of active membership, assistant principal, aspiring principal's membership, institutional membership, associate membership and emeritus membership shall be determined by the Executive Board of the Association, subject to approval of the membership. Beginning February 1 of each year dues will be prorated for new members based on the number of months remaining in the membership year. (Amended January 29, 2019.)

ARTICLE IX - OFFICERS

Section 1 - Officers

- A. The officers of this Association shall consist of State President, State President Elect (who shall become President after one year of service as State President-Elect), State Vice-President (Who shall become the State President-Elect in the second year and President the third year), State Editor, Secretary, Treasurer, Federal Relations Coordinator to the National Association of Elementary School Principals, State Legislative Coordinator, Middle Level Representative, and the State Representative to the National Association of Elementary School Principals. (Amended Jan. 19, 2006) (Amended Jan. 27, 2015)
- B. The above officers and the Presidents/Co-Presidents of each of the five regions of the state (Northwest, Northeast, Central, Southwest, and Southeast shall constitute the Executive Board. The State Executive Director of the Wyoming Association of Elementary and Middle

School Principals, who is appointed by the Executive Board, shall be an Ex-Officio member of the Executive Board. Adopted June 9, 2013

Section 2 - Term of Office

Unless otherwise provided for in these Bylaws, all officers shall be elected or appointed for one year to begin July 1. The State Representative to the National Association of Elementary School Principals and the State Federal Relations Coordinator to the National Association of Elementary School Principals shall serve a term of three (3) years. The Vice-President will serve a term of (3) years. The first year they will serve as Vice-President, year 2 will be President-Elect, and year three will serve as President of the Association. The Middle Level Representative shall serve a term of two (2) years. The State Representative, State Federal Relations Coordinator, and Middle Level Representative may serve two consecutive terms. (Amended Jan. 19, 2006)(Amended Jan. 27, 2015)

Section 3 - Nomination, Election, and Appointments

A. State Vice President, State Representative, Federal Relations Coordinator, and Middle Level Representative. (Amended Jan. 19, 2006)

1. The call for nominations for these offices will be published in the Newsletter and/or by special bulletin over the listserv prior to the Annual Conference. Nominations will be accepted at the General Meeting of the membership at the Annual Conference. This slate of candidates shall also be presented to the membership of WAEMSP in the issue of the newsletter that follows the Annual State Conference. Adopted June 9, 2013
2. Election of the above named officers shall either be by paper or electronic ballot. ~~A paper~~ **An electronic** ballot shall be **emailed** by the State Executive Director to those qualified to vote following the Annual Conference. Adopted June 9, 2013
3. Space shall be provided on the ballot for write-in candidates.
4. Election of these officers shall be by ~~written or~~ electronic ballot. The State President ~~shall appoint a committee of three members of the Association to check and count ballots and to~~ **and the Executive Director shall verify the results and** report the results of the election by newsletter and electronic means prior to the end of the school year. Adopted June 9, 2013
5. In case of a tie vote for any officers, a run-off election will be held prior to the end of the school year. If still a tie after the run-off election, a flip of the coin will be held by the President and the Executive Director to determine the winner. Adopted June 9, 2013 -- The executive board will vote on which candidate to appoint the person if there is a second tie.

B. Secretary

1. The State President shall appoint a member of the Association to serve as Secretary.

2. This appointment shall be subject to the approval of the Executive Board

C. Treasurer

1. The State President shall appoint a member of the Association to serve as Treasurer.
2. This appointment shall be subject to the approval of the Executive Board.

D. State Representative to the National Association of Elementary School Principals

1. The State Representative to NAESP shall be elected in the same manner as the other officers of the Association. This office will be a three-year term with the years being consecutive. This office may serve two consecutive terms. (Adopted 1/20/05)
2. The State Representative shall assume the duties upon the expiration of the predecessor's term.
3. The State Representative shall hold active membership.

E. State Editor

1. The Executive Director shall serve as State Editor.

F. Membership Chairperson

1. The Executive Director of WAEMSP shall serve as Membership Chairperson of this Association.

G. Federal Relations Coordinator to the National Association of Elementary School Principals

1. The Federal Relations Coordinator to NAESP shall be elected in the same manner as the other officers of the Association. This office will be a three-year term with the years being consecutive. This office may serve two consecutive terms. (Adopted 1/20/05)
2. The Federal Relations Coordinator shall assume the duties upon the expiration of the predecessor's term.
3. The Federal Relations Coordinator shall hold active membership.

H. State Legislative Coordinator

1. The President shall appoint a member of the Association to serve as State Legislative Coordinator.
2. This appointment shall be subject to the approval of the Executive Board

I. Middle Level Representative (Added Jan. 19, 2006)

1. The Middle Level Representative shall be elected in the same manner as the other officers of the Association. This office will be a two-year term with the years being consecutive. This office may serve two consecutive terms.
2. The Middle Level Representative shall assume the duties upon the expiration of the predecessor's term.
3. The Middle Level Representative shall hold active membership.
4. The Middle Level Representative must be the principal of a school which includes upper elementary or middle grades only and does not include any grades lower than 4th grade, or higher than 9th grade.

J. Regional President

1. Regional Presidents shall bring the name of the new Regional President or Co-President to the General Assembly meeting at the State Conference. (Amended Jan. 27, 2015)
2. The Regional President or Co-Presidents may be appointed for two-year terms. (Adopted Jan 18, 1996) (Amended Jan. 27, 2015)

Section 4 - Eligibility for Office and Qualifications of Candidates

- A. Any Active member shall become eligible to hold elective office in WAEMSP.
- B. Candidates shall be considered on the basis of effective leadership qualifications.

Section 5 - Vacancies

When a vacancy occurs in an elective office and unless otherwise provided for by these Bylaws the Executive Board shall appoint a qualified member to the unexpired term of that elective office.

ARTICLE X - DUTIES OF OFFICERS

A. Duties of the State President

1. Calls and presides at all meetings of the Association and of the Executive Board of the Association.
2. Appoints the Secretary, Treasurer, and State Legislative Coordinator of the Association.
3. Serves as a member of the Associations Executive Board.
4. Appoints all committees and/or individuals to serve as directed by the Executive Board except the Nomination Committee and the elected positions of the Executive Board.
5. Keeps other officers of the Association informed of activities of the Association.
6. Acts upon immediate problems of the Association which are not otherwise provided for.
7. Represents the Association at the National Association of Elementary School Principals Annual Leadership Conference. ~~and at the Delegate Assembly of the National Association of Elementary School Principals.~~
8. Serves as a member of the selection committee for Wyoming's National Distinguished Principal.
9. Sets the agenda for general membership meetings, which may include luncheons and banquets.
10. In collaboration with the Regional President in charge of the State Conference, the President sets the vision and theme for the WAEMSP Annual Conference and presides over this event.

B. Duties of the State President-Elect

1. Becomes State President of the Association after one year of service as State President-Elect.
2. Serves as a member of the Association's Executive Board.
3. Presides at all meetings of the Association and of the Executive Board in the absence of the President (Adopted Jan. 27, 2015)
4. Represents the Association at the National Association of Elementary School Principals Annual Leadership Conference. ~~and at the Delegate Assembly of the National Association of Elementary School Principals.~~

5. Coordinates the work of all appointed committees and insures their effectiveness.
6. ~~Serves as Chairperson of the Wyoming Booth at the NAESP Annual Convention. (See Appendix A)~~
7. Orders and presents the plaque for the outgoing President at the last General Meeting of the year.

C. Duties of the State Vice-President

1. Works closely with the State President and other officers of the Association in planning the agenda for Annual State Convention and General Membership meetings of the Association.
4. Serves as a member of the Association's Executive Board.
5. Coordinates and presides over recognition of retirees at the Annual State Conference
6. Serves as a member of the selection committee for Wyoming's National Distinguished Principal.
7. Becomes the State President-Elect of the Association after one year of service as Vice President (Amended Jan. 27, 2015)

D. Duties of the Secretary

1. Keeps a record of the minutes of the Association's Membership and Executive Board meetings and insures that a summary of these are published in the Association Newsletter.
2. Serves as a member of the Association's Executive Board.

E. Duties of the Treasurer

1. Monitors the finances as outlined in Article IV, Section 2 of the Bylaws.
2. Insures that all bills of the Association are paid.
3. Serves as a member of the Association's Executive Board.

F. Duties of the State Representative to the National Association of Elementary School Principals

1. Promotes membership of those eligible in the National Association of Elementary School Principals and Wyoming Association of Elementary and Middle School Principals.

2. Keeps the membership of the Association informed of activities of the NAESP and acts as liaison between the WAEMSP and NAESP.
3. Serves as a member of the Association's Executive Board.

G. Duties of the State Editor

1. Issues a minimum of three (3) newsletters per year. The first issue is to follow the fall Executive Board meeting, the second issue is to precede the Annual State Conference, and the third issue is to follow a spring Executive Board meeting.
2. Disseminates information regarding dues, membership, current educational practices, and other information pertinent to the Association membership.
3. Publishes the list of candidates for elected offices for the coming year in an issue of the Newsletter.
4. Serves as a member of the Association's Executive Board.
5. Maintains Association website and social media

H. Duties of the Federal Relations Coordinator to the National Association of Elementary School Principals

1. Coordinates a state-level network of Congressional contact people.
2. Establishes effective communication systems for congressional issues.
3. Keeps up-to-date on federal relation issues.
4. Informs the State Association and its members of federal issues and needed actions.
5. Recommends State Association action on federal issues where appropriate.
6. Maintains a continually updated listing of state and local activities in federal relations.
7. Keeps NAESP informed of state concerns on federal issues.
8. Serves as a member of the Association's Executive Board.

I. Duties of the Middle Level Representative (Added Jan. 19, 2006)

1. Promotes the concept and position of the middle level principal.
2. Acts as a liaison between NAESP's middle level representative and the WAEMSP Executive Board.

3. Recommends to the WAEMSP Executive Board activities or programs that would further promote more inclusion of middle level principals in the activities of the WAEMSP.
4. Actively recruits middle level principals in the state as active members in WAEMSP/NAESP.
5. Serves as a member of the Association's Executive Board.

J. Duties of the State Legislative Coordinator

1. Coordinates a state-level network of legislative contact people.
2. Establishes effective communication system for effective communication for legislative issues
3. Keeps up to date on legislative issues.
4. Informs the State Association and its members of legislative issues and needed actions.
5. Maintains a continually updated listing of state and local activities in legislative relations.
6. Identifies and tracks names and numbers of bills associated with education issues.
7. Serves as a member of the Association's Executive Board.

K. Duties of the Regional President/Co-President

1. Presides at all regional meetings of the Association held within the region.
2. May appoint a Secretary-Treasurer of the region.
3. Arranges the time and place, and acts as coordinator of all meetings of the Association held within the region.
4. Recommends the agenda and the convention program for the Annual State Convention hosted in the region, subject to the approval of the Associations Executive Board. (See Appendix B)
5. Schedules at least one regular regional meeting annually of members of the Association who belong to the region. You are encouraged to hold one meeting after each Executive Board meeting.
6. Works closely with the Editor for the purpose of bringing items from the region to the attention of the membership.

7. Serves as a member of the Nominating Committee of the Association.
8. Serves as a member of the Association's Executive Board.
9. Mentor Coordinator for their region
 - Call all new principals make a connection with the new principals
 - Check to see if new principals have a mentor if not would they like one
 - Encourage them to join the association

*Generate a list of ideas for Regional Co-Presidents for activities they can do within their region to encourage membership and way to strengthen the association.

10. Serve on audit committee.

L. Duties of the Executive Board

1. Carries out the general activities and policies of the Association.
2. Decides upon the time and place of the Annual State Convention.
3. Determines the amount of the annual dues of the Association, subject to the approval of the membership.
4. Directs the manner of approval and payment of the Association's bills.
5. Requests an accounting of the Association's accounts and reports findings to the membership.
6. Appoints the appropriate number of delegates to represent the WAEMSP at the Delegate Assembly of the National Association of Elementary School Principals.
7. Appoints an Executive Director and delineates the responsibilities of that position.

M. Duties of the Executive Director

1. Serves as membership chairperson for the Association.
2. Maintains a list and contact eligible Association members.
3. Receives and transmits to the Association Treasurer monies collected for membership dues.
4. Keeps a current list of paid memberships.

5. Keeps records of membership and will give service certificates to the members at the Annual State Conference. Membership certificates will be awarded in five-year increments.
6. Gives new members a certificate.
(Amended Jan. 27, 2015)
7. Performs such duties as defined by the President and Executive Board as outlined in the Executive Director's Job Description. (See Appendix G)
8. Serves as a member of the Association's Executive Board. Serves as a member of the selection committee for Wyoming's National Distinguished Principal.
9. Serves as Editor for the association

ARTICLE XI - COMMITTEES and/or APPOINTMENTS

The Association shall provide for the special concerns of the organization through individual appointments and/or the establishment of ad-hoc committees. The Executive Board may appoint committee members as necessary. Appointments will be for one year, unless abolished or continued by the Executive Board.

ARTICLE XII - MEETINGS

Section 1 - Association Meetings

- A. General Meeting. A meeting of the general membership of the Association. The time and place of the Association's General meetings shall be at the discretion of the Executive Board. A minimum of 10 days prior notice must be given to the membership. (Amended January 15, 2009)
- B. Annual Meeting. A meeting of the general membership held during the Annual Conference.
- C. Regional Meeting. A meeting of the general membership of that region called by the Regional President and at a time and place determined by the Regional President.
- D. Executive Board Meeting. A meeting of the Executive Board of the Association. It shall meet a minimum of three times during the year. Executive Board meetings may be held electronically at the convenience of the Board. (Amended January 15, 2009)

ARTICLE XIII - PROCEDURE FOR CONDUCTING MEETINGS

Roberts Rules of Order shall be the governing procedure for all meetings of the Association unless otherwise specified in the Bylaws.

ARTICLE XIV - RULES OF DEBATE

The Association shall be governed by the rule that, unless otherwise ordered, debate shall be limited to five minutes.

ARTICLE XV – AMENDMENTS

These By-laws may be amended at any General Meeting of the Association, provided:

- A. That the proposed amendment carries the signature of not less than three members in good standing.
- B. That the proposed amendment shall have been presented to the membership by being published in the Newsletter prior to the General Meeting at which it is voted upon.
- C. That the proposed amendment shall be approved by a majority of members present.

ARTICLE XVI - RATIFICATION

The revised Bylaws shall become effective upon ratification by a majority of members present at the meeting following a Newsletter publication or the meeting at which it is read.

Amended June 8, 1990 - Wapiti Valley, Wyoming
Amended January 22, 1993 - Casper, Wyoming
Amended January 20, 1995 - Jackson, Wyoming
Amended January 18, 1996 - Thermopolis, Wyoming
Amended June 8, 1998 - Wapiti Valley, Wyoming
Amended January 20, 2005 – Rock Springs, Wyoming
Amended January 19, 2006—Cody, Wyoming
Amended January 17, 2008—Casper, Wyoming
Amended January 15, 2009—Cheyenne, Wyoming
Amended October 3, 2011 - Cheyenne, Wyoming
Amended June 9, 2013 – Saratoga, Wyoming
Amended January 27, 2015 – Lander, Wyoming
Amended January 26, 2016 Cody, Wyoming
Amended January 29, 2019 Laramie, Wyoming

Delete all of Appendix A

~~Wyoming Association of Elementary School Principal~~

~~Tips for setting up the W AESP booth at the NAESP convention~~ **~~Responsibility: President-Elect~~**

Review all items with W AESP Board

- ~~Work with the Wyoming State Representative and Executive Director as to who will attend the National Convention.~~
- ~~Schedule Wyoming Principals and spouse to attend to the booth when the exhibit hall is open. Check with W AESP officers as to their availability to work as they will be attending NAESP meeting throughout the convention.~~
- ~~Order Wyoming brochure and Map—1 case is plenty:
Wyoming Travel Commission
Dept. A
Cheyenne, Wyoming 82002
307-777-7777
Sometimes the Travel Commission will give small gifts or daily give-aways~~
- ~~Order Wyoming bucking horse pins—Cost is \$147.50 plus tax for 1000 pins: 1 set of pins is plenty.
Action Ads Incorporated 508 West 19th
P.O. Box 1106
Cheyenne, Wyoming 82003 307-634-0784~~
- ~~Giveaway Cowboy Hat Sometimes this is donated and sometimes it is purchased.~~
- ~~Bring a gift for the Zone 7 breakfast, \$50.00 maximum. (Example bead work, art print, work with State Representative)~~
- ~~Possible incentive for those who work the booth—Zone 7 breakfast is paid.~~
- ~~Set up time for booth 1—2 hours. The booth needs to be set up on Friday, between 8 AM and 6 PM prior to the opening of the convention, on Saturday at 10:00 AM.~~
- ~~Obtain an exhibitor ribbon at registration prior to going into convention hall, this is a good ribbon to have, as it gets you on the exhibit floor when the convention hall is closed.~~
- ~~Check on the guidelines for shipping, returning and bringing the booth paraphernalia into the exhibit hall.~~

- ~~Throughout the convention check booth to make sure it is in working order.~~
- ~~Hang WAESP banner, goal buster banner.~~
- ~~Ask Wyoming principals who are attending the NAESP convention to bring brochures from their locale.~~
- ~~Convention goers love to pick up freebies. The more the booth has, the better.~~
- ~~Read the Booth information from NAESP (it may be sent to the State Representative and/or the Executive Director).~~
- ~~Be creative and use your imagination!~~

Appendix B

Wyoming Association of Elementary School Principals

Tips for a Successful Wyoming Annual State Convention Responsibility: **Executive Director & Regional Presidents**

1. Awards:
 - a. National Distinguished Principals ???
 - b. Retired Principals
 - c. Summer Reading Program
 - d. ~~Corporate sponsors~~
 - e. Membership - framed certificates/~~pins~~ - new members
5, 10, 15, 20, 25, 30 certificates, possible some type of recognition for longest membership
2. Retired Principals who attend the state convention, WAMESP waives the conference fee ~~and also pays for their banquet ticket.~~
3. ~~List of membership and years service for convention folder~~
4. ~~Banners and state awards, (goal buster joint membership).~~
5. ~~Jackalope~~
6. Exhibitors: ~~(usually their fee covers continental breakfast and! or breaks during the sessions).~~ Exhibitor fee determined by WAEMSP Executive Board.
7. Contact **Lifetouch to take photo badges for attendees.** ~~someone to take group photos and also photos at the banquet (possibly Don Garber, at Lifetouch).~~
8. Reception prior to banquet **gala** (possibly Don Garber, at Lifetouch).
9. ~~Banquet meal: WAESP pays for person/persons who host reception prior to banquet and NAESP guest.~~
10. NAESP speaker - If they come arrange with them the room, meals and air fare (usually NAESP picks up the tab but check with them)
11. **Door prizes: \$25 Amazon Gift Cards.** ~~Giveaway gifts from local merchants.~~
12. ~~Check with WAEMSP if the convention fee will be waived for first year members.~~
13. ~~Gifts for staff members who help make the convention successful. Ex: secretaries, aides, in-kind services, etc.~~
14. ~~Video tape the banquet.~~

Appendix C

Wyoming Association of Elementary School Principals

National Distinguished Principal Responsibilities

1. The selection of the winner is a secret until you announce it at the banquet **winner's school**.
2. Send letters to Superintendent, ~~School Secretaries~~ and Elementary Principals, **via the list serve**, about the selection process.
3. Selection committee comprised of President, ~~Past~~ **Vice** President, current NDP, ~~and the two~~ **one** previous NDP, **and executive director** those on the selection committee are practicing principals. ~~Should the Past President no longer be an on-line principal, an additional previous NDP will be asked to serve on the committee.~~
4. Once a selection is made notify the winners ~~next of kin~~ **superintendent**. ~~(This award is announced at the dinner banquet. Usually the significant other and or family members surprise the recipient). Also let the recipient's school know of the award and the school superintendent.~~ **Make the superintendent aware of the surprise assembly which is when the announcement will be made.**
5. Plaque is made and is billed to the association, which is awarded at the banquet. **Marquis Awards in Powell has been preparing the plaques for WAEMSP NDP.** ~~Certificates are made for all recipients. Shelly at 1-800-327-2446 in Powell, Wyoming or Wyoming Trophy and Engraving Gifts and Incentives 307-634-6621, Cheyenne, Wyoming.~~
6. ~~Name is also engraved on a plaque located at the State Department, please make arrangements for that to take place.~~
7. At the banquet **surprise assembly**, give a brief speech about the award. ~~experience at the NDP reception.~~
8. ~~Explain the selection process. Introduce the selection team. Introduce the recipients and possibly something about each of them.~~
9. Give all recipients their packet either at the banquet or mail to them.
10. ~~Encourage nominations from each Regional Presidents (6), to represent each region.~~
11. Encourage nominations from the Executive Board.
12. NDP bring gift to Washington D.C. representing Wyoming - ~~Investigate the use of the corporate sponsor.~~

Appendix D

WYOMING NATIONAL DISTINGUISHED PRINCIPALS 1983-2024

1983	Diane Smith	Laramie
1984	Michael Caffrey	Green River
1985	Bruce Heimback	Guernsey
1985	Ray Willard (South Dakota)	Cheyenne
1986	William Owen Jones	Casper
1986	Charles Cashman (Maine)	Laramie
1987	Paul Scissons	Newcastle
1988	Bill Hambrick	Casper
1989	George Mathes	Gillette
1990	Diana Ohman	Torrington
1991	Mike Klopfenstein	Pine Bluffs
1992	Ronald Tolman	Afton
1993	Norman Bock	Laramie
1994	Regan Lefdahl	Gillette
1995	Chuck Huber	Casper
1996	Walter Wragge	Sheridan
1997	Lynn Westbrook	Cheyenne
1998	Kareen Bangert	Gillette
1999	Norm Carrell	Casper
2000	Alan Allred	Afton
2001	Betsy Sell	Cody
2002	Sharon Knudson	Cheyenne
2003	Christine Frude	Casper
2004	Harper Lee Park	Casper
2005	Carla Gregorio	Cheyenne
2006	Scott Stults	Sheridan
2007	Janet Materi	Cheyenne
2008	Vesta Demester	Evanston
2009	Mary Jo Chouinard	Riverton
2010	Brent Caldwell	Big Horn
2011	Jason Hillman	Sheridan
2012	Rick Skatula	Casper
2013	Kenny Jones	Powell
2014	Layne Parmenter	Lyman
2015	Brenda Creel	Cheyenne
2016	Mitch Craft	Sheridan
2017	Breez Longwell Daniels	Thermopolis
2018	Mike Wood	Cody
2019	Dr. Keri Shannon	Gillette
2020	Heather Moro	Laramie

2021
2022
2023
2024

Bertine Bahige
Anne Marie Covey
Dave Hardesty
Scott Schiller

Gillette
Green River
Laramie
Powell

~~Appendix E~~

National Distinguished Principal Plaque

~~Plaque: Design created by Jo Campbell, Gillette, 1989.~~

~~Plaque Made: Marquis Awards & Specialties, Inc.~~

~~_____ 108 N. Bent~~

~~_____ Powell, WY 82435~~

~~_____ 800 327 2446~~

~~Walnut background — Size 7 ½ x 11 ½ w/hood on back~~

~~Gold frame with solid black background 7 x 10 ½~~

~~Outline of the bucking horse with a cowboy on the horse~~

~~Outline is in gold~~

~~Wording: All done in gold:~~

~~Wyoming Association of
Elementary School Principal's~~

~~Curve at the top above the outline of the horse~~

~~_____ (Large and small letters)~~

~~_____ ½ " letters~~

~~1989~~

~~Distinguished~~

~~Principal~~

~~Award~~

~~_____ Heavier print goes across the picture of the horse.~~

~~Presented For~~

~~Outstanding Performance To~~

~~_____ Large and small print — same type of printing as the 1st two lines~~

~~Principal's Name~~

~~_____ Gothic print like the 2nd set of words.~~

Appendix F

Past Presidents of Wyoming Association of Elementary School Principals

1982-1983	Norman Bock	Laramie
1983-1984	Norman Bock	Laramie
1984-1985	Karen Heeren	Rawlins
1985-1986	Karen Heeren	Rawlins
1986-1987	Merton Rustad	Powell
1987-1988	Diane Smith	Laramie
1988-1989	Del Harbaugh	Sundance
1988-1989	Peggy Basom	Laramie
1989-1990	Terry Bridwell	Cheyenne
1990-1991	Kareen Skillestad	Gillette
1991-1992	Michael Klopfenstein	Pine Bluffs
1992-1993	David Williams	Laramie
1993-1994	Bruce Heimback	Guernsey
1994-1995	Lynn Westbrook	Cheyenne
1995-1996	James Provance	Kemmerer
1996-1997	David Johnson	Cheyenne
1997-1998	Anne LaPlante	Casper
1998-1999	Jeffrey Keil	Sheridan
1999-2000	Robert Heimbaugh	Lusk
2000-2001	Bruce Heimback	Guernsey
2001-2002	Janet Materi	Rawlins
2002-2003	Kenny Jones	Powell
2003-2004	Matt Hoch	Gillette
2004-2005	Jill Bramlet	Wheatland
2005-2006	Rene Rickabaugh	Casper
2006-2007	Layne Parmenter	Lyman
2007-2008	Scott Stults	Sheridan
2008-2009	Ginger Sleep	Powell
2009-2010	Carla Gregorio	Cheyenne
2010-2011	Kris Cundall	Greybull
2011-2012	Tom Cook	Cody
2012-2013	Sean Murray	Cody
2013-2014	Brenda Creel	Cheyenne
2014-2015	Tim Foley	Cody
2015-2016	Margee Robertson	Cheyenne
2016-2017	Lu Kasper	Green River
2017-2018	Leslie Voxland	Lander
2018-2019	Brian Knox	Gillette
2019-2020	Greg Legerski	Pinedale
2020-2021	Heather Moro	Laramie
2021-2022	Dave Hardesty	Laramie

2022-2023
2023-2024
2024-2025

Clay Cates
Anne Marie Covey
Amy Bell

Gillette
Green River
Big Piney

Appendix G

WAEMSP Executive Director Job Description

1. In collaboration with the State Representative, contact all eligible principals in the state, by whatever means necessary, promoting membership in WAEMSP.
2. Arrange for current members to be notified that membership fees are due. Collect and forward membership fees to WAEMSP Treasurer. Keep a current list of paid memberships and possible members. Report regularly to the Executive Board the status of membership.
3. Be at all Executive Board Meetings and other Board meetings as deemed necessary.
4. ~~Organize and coordinate housing, registration, and delegates to the National Convention. Send room deposits to national as required. Organize the Wyoming Hospitality Room at the National Convention.~~
5. Be the Constitution and By-Laws expert of the Association, ensuring alignment with the NAESP Constitution and recommending changes to the Board.
6. ~~Distribute and collect ballots each May~~ Prepare ballot for electronic voting procedure each March from each WAEMSP member for the offices of President Elect and Vice President annually, and State Representative, Federal Relations Coordinator and Middle Level Representative when appropriate.
7. Keep an accurate record of member's longevity and designate those members for the association's five-year interval membership awards at each annual conference. New WAEMSP members are also to be recognized.
8. Act as parliamentarian at all association meetings.
9. Have an accounting of all Executive Director expenditures/funds at each Executive Board meeting. Any expenditure over the budget will not be reimbursed without prior approval of the Executive Board.
10. Promote, support, and actively pursue the goals and objectives as set forth annually by state and national associations to other associations, agencies, and legislators with rep to the Executive Board.
11. Promote, support, and actively pursue resolutions as set forth annually by the state and national associations to other associations, agencies, and legislators with reports to the Executive Board.
12. Provide a clearinghouse for communicating current elementary/middle school administration vacancies in the state each spring.

13. In collaboration with the WAEMSP Legislative Coordinator, inform members on legislative issues pertaining to the work that we do at the time that they are being discussed by legislators.
14. Promote, organize, and provide appropriate recognition for the WAEMSP Summer Reading Program.
15. Work in collaboration with the President and responsible Regional President in providing ideas, organizational materials, and information in preparation for the Annual WAEMSP Conference. Prepare and present annually, either orally, or in written form, a State of the Association Report at the annual conference.
16. Work in collaboration with the WAEMSP Executive Board to promote, organize, and develop other professional development opportunities for elementary/middle school principals across the state.
17. Act as the National Distinguished Principal liaison with NAESP, and work collaboratively with the current NDP to assure distribution of NDP nomination materials, selection, and proper recognition of the Wyoming National Distinguished Principal at the annual conference.
18. Prepare timely WAEMSP Newsletters (October, January, March, May). Provide Executive Director Reports and Membership Reports for each issue.
19. Work in collaboration with the WAEMSP Treasurer in establishing budget and financial reporting strategies for the Executive Board and general membership.
20. Act as the List Owner for the WAEMSP Listserv, which includes management of the list, determining who is on the list, and promoting the use of the list for information dissemination and collection.
21. Provide current association information to NAESP for inclusion on the WAEMSP Web Page.
22. Establish professional goals for the year (2-4). Present these goals to the Executive Board at the September Board meeting and provide progress reports throughout the year.
23. **Lead weekly virtual collaboration meetings for the membership.**
24. Perform such other duties as defined by the President and/or the Executive Board.

Appendix H

Retiree Procedures

Responsibility: Vice-President

August-September

1. Executive Director contacts all school districts to gather information on principals who have retired.
2. Vice-President continues to compile list of retirees from various sources: electronic media, letters, phone calls, etc.
3. This information is shared with Executive Board

December-~~October~~

1. Retiree list is finalized.
2. Invitations are sent to retirees to attend Annual Conference and/or Awards-Banquet ~~Gala~~.
3. Order Retiree Plaques ~~Gifts~~ (Marquis Awards, Powell)
4. Continue to follow-up on retirees and who will be attending banquet or conference.
5. Secure friends/colleagues of retirees to speak on their behalf at the banquet.
6. Make arrangements for delivery or mailing of plaques to retirees not in attendance. s