

# WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

Policies adopted by the WIAA Executive Board are enclosed in a box.

The WIAA Executive Board has the authority to make editorial changes in the WIAA Handbook. Editorial changes may belong to, but are not limited to, one or more of the following categories:

1. Correction of typographical errors
2. Changes in wording that reflect current interpretations
3. Change in the RCW or WAC
4. The result of a court order

Editorial changes may be incorporated into the subsequent year's WIAA handbook until the print deadline date.

## MISSION STATEMENT

The Washington Interscholastic Activities Association exists to assist member schools in operating student programs that foster achievement, respect, equity, enthusiasm and excellence in a safe and organized environment.

The indicators to determine satisfactory progress toward achieving the mission shall be:

1. At least 80 percent of all students within a member school will be active participants in at least one (1) activity annually.
2. Public understanding and support of the value of interscholastic activities and athletics in education will be increased.
3. All member schools will implement a written plan to address citizenship.
4. All member schools will employ competent, caring and knowledgeable coaches.
5. Achievement and excellence will be recognized.

## CONSTITUTION

### 1.0.0 NAME OF ORGANIZATION

1.1.0 The name of this organization shall be the Washington Interscholastic Activities Association, hereinafter referred to as the Association, and this publication shall be its official Handbook.

#### PREAMBLE

Recognizing the authority of school districts' boards of directors in the State of Washington to plan, supervise and administer interscholastic activities; we, therefore, establish this constitution of the Washington Interscholastic Activities Association to provide for the welfare and protection of all students involved in interscholastic activities.

### 2.0.0 PURPOSE OF THE ASSOCIATION

2.1.0 **PURPOSE OF THE ASSOCIATION** - This Association shall plan, supervise and administer the interscholastic activities approved and delegated by the school districts boards of directors.

2.2.0 **GOALS OF THE ASSOCIATION** - To this end this Association shall:

- 2.2.1 Recognize that the primary responsibility of secondary schools is to educate youth;
- 2.2.2 Establish standards to ensure the safety, health and general welfare of all participants;
- 2.2.3 Protect students, schools and personnel from exploitation by special interest groups;
- 2.2.4 Emphasize interscholastic activities as an integral part of the total educational process;
- 2.2.5 Formulate and maintain policies which will cultivate the ideals of good sportsmanship;
- 2.2.6 Design all activities to provide for fair and equal opportunities for all participants;
- 2.2.7 Promote uniformity of standards in interscholastic activities;
- 2.2.8 Provide a clear channel of communication for member school districts;
- 2.2.9 Recognize excellence in performance as a result of training and practice in the competitive process.
- 2.2.10 Encourage and promote diversity of its membership at all levels of the Association.

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### 3.0.0 MEMBERSHIP

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**PHILOSOPHY OF THE CROWD MANAGEMENT:** *Each WIAA member school is responsible for managing the student and adult spectators attending an event on behalf of that school. Member schools are expected to promote fairness, equity and safety during all contests. Standards of acceptable behavior at events must be developed and monitored at each event in which the school participates. Inappropriate behavior at an event will cause the school to follow article 27.0.0, rule violations and penalties.*

**AFFIRMATION OF GOALS 2.2.1, 2.2.2, and 2.2.9.**

**3.1.0 CRITERIA FOR WIAA MEMBERSHIP** – Washington public or Washington State Board of Education approved private schools are eligible for WIAA membership.

3.1.1 **MEMBERSHIP OF THE ASSOCIATION** - The Washington Interscholastic Activities Association is a voluntary organization for member schools. Membership in the Association shall be open to any State of Washington school district. A district may enroll a high school or junior high and elementary school or a middle school having either a seventh grade, an eighth grade, or seventh and eighth grades. A school district may be public or private and a private school district shall be considered separate and distinct from a public school district.

3.1.2 The public or private school(s) become members when so authorized by the school district board of directors.

**3.2.0 ASSOCIATION YEAR** - The fiscal Association year shall be from August 1 to July 31.

**3.3.0 MEMBERS' COMPLIANCE WITH THE RULES** - All member school districts of the Association must comply with the rules as stipulated in the Constitution and Rules and Regulations of the Association for interscholastic programs. Intramural programs which involve only students from that school, whether instruction or coaching is provided, are not required to meet the Rules and Regulations of the Association. Failure to adhere to the Rules and Regulations of the Association are grounds for imposing the penalties outlined in Article 27.0.0 of the Association Handbook. These rules shall not be waived by agreement or otherwise.

3.3.1 When a school becomes a member of WIAA and enrolls in a particular activity, all of its activities which come under Association jurisdiction must be included in that membership.

3.3.2 Each member school has a responsibility to educate its student-athletes, coaches, and other appropriate persons on state association rules, regulations, and policies that could affect them. Further, the member school should monitor its compliance with such state association information.

3.3.3 Member school districts have the authority to make any rule more restrictive than those that follow.

**3.4.0 RESPONSIBILITIES OF SCHOOL REPRESENTATIVES** - Students, school staff, and school boards of member school districts in all interscholastic relationships are obligated to practice and promote the highest principles of sportsmanship and ethics. Member school districts must maintain proper crowd control at all interscholastic contests and events.

**3.5.0 THE SCHOOL VOTE** - The principal of each member school, or designee as authorized by the school board, shall have one (1) vote when voting by questionnaires, polls, WIAA District meetings or any other appropriate time. The local School Board shall list the representative(s) in WIAA matters on the annual WIAA membership form. The voting representative shall be the member school's principal unless some other designee is authorized by the School Board via written notification to WIAA.

**3.6.0 ESTABLISHMENT OF SERVICE FEES** - Fees of the Association shall be established by the WIAA Executive Board and approved by a majority vote of the Representative Assembly at the spring meeting. The following items will be used in determining the fee schedule: a) services rendered by WIAA; b) number of activities in which schools participate; c) number of students served. The current fees are as follows: High School - \$55.00 per activity; \$0.35 per student. Middle/Junior High School - \$10.00 per activity; \$0.05 per student.

3.6.1 Schools that combine in all WIAA-sponsored sports and/or all activities shall be charged one (1) fee and shall receive only one (1) set of rules, passes and trophy. Schools that combine in only one (1) activity shall pay separate membership fees, receive separate sets of rules, supervisory passes and trophies.

3.6.2 Member school service and Labor and Industries fees are due November 1. Schools that fail to submit service and L & I fees by December 1 will be excluded from participation in regular season contests and culminating events until fees are remitted and be assessed a \$100.00 late fee.

NOTE: Labor and Industries fees cover registered WOA officials for regular and post season contests.

**3.7.0 DIVISION OF THE ASSETS OF THE ASSOCIATION** - In the event the Washington Interscholastic Activities Association should be dissolved or cease to exist, all assets, including the building and land, would be equally divided among the Association's member schools of that year.

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### 4.0.0 CLASSIFICATION OF SCHOOLS

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**4.1.0 DATES FOR CLASSIFICATION OF HIGH SCHOOLS** - All high schools are to be classified according to enrollment in grades 10-12. (Schools new to the Association will take the average of their estimated enrollment for their first two years.)

4.1.1 The P-223 enrollment figures as sent to the Office of State Superintendent of Public Instruction will be used for classification purposes.

- 4.1.2 A school's classification is determined by the average monthly enrollment from January 1 through May 1, October 1 and twice the November 1 count of odd-numbered years and will be the basis for classification for the next two years.
- 4.1.3 The responsibility for investigating enrollment figures lies with the WIAA Executive Board and this may be invoked by any member school with the support of four (4) other member schools.

**4.2.0 HIGH SCHOOL CLASSIFICATIONS** - High schools shall be classified as "4A", "3A", "2A", "1A", "2B" and "1B". Every four (4) years the enrollment parameters for each classification shall be adjusted to promote more equitable distribution in the number of schools. "4A", "3A", "2A", "1A", 17% of the total schools based on 10-12 enrollment from the top down (largest to smallest). The parameters for distribution for the "2B" and "1B" classification shall be 16% of the remaining schools per classification.

- 4.2.1 In four-year high schools (grades 9-10-11-12), any students who are repeating the 9th grade shall be counted in the school's 10-12 WIAA enrollment figures for that year even though, academically, the school may not consider them sophomores.
- 4.2.2 School districts with a single high school and a separate, approved alternative school(s), as reported on district P-223 enrollment forms, must assign their students for WIAA Classification Head-count purposes to the high school in which the students would normally be enrolled provided that the alternative school(s) is not a separate member of the WIAA with a demonstrated two year history of participation in the same number of WIAA sanctioned activities as other WIAA member schools of the same enrollment.
- 4.2.3 Students must be counted in their school of residence unless they are enrolled in a separately established member school. Member schools in this situation must attempt to gain league affiliation and demonstrate a two (2) year history of participation in the number of WIAA sanctioned activities comparable to other WIAA member schools of the same enrollment.

**4.3.0 OPTING FOR A HIGHER CLASSIFICATION** – A school may opt up to a higher classification. If a school chooses to opt up, it must be for all sports and activities under WIAA jurisdiction. There will be two (2) opportunities to opt up: A) The first opportunity will be prior to the enrollment count. After all the schools desiring to opt up have done so on WIAA Classification Commitment Form 3, the member schools will be divided into equal classifications after the numbers are finalized by the WIAA. B) The second opportunity to opt up will be a two week period after all the classification numbers have been finalized. A school opting up during this two week period must have approval from their District Board and the WIAA Executive Board. This rule will only be applied during the years that schools are reclassified using percentages.

**4.4.0 CLASSIFICATION FOR ALL-BOY SCHOOL or ALL-GIRL SCHOOL** - In an all-boy or all-girl school, the enrollment is doubled to determine classification for athletics.

**4.5.0 CLASSIFICATIONS FOR SCHOOLS IN MULTIPLE HIGH SCHOOL DISTRICTS** - In multiple high school districts the total grade level enrollment figures are listed on the OSPI P-223 form. The following method will be used to calculate a high school's enrollment when that high school is part of a multiple high school district:

- 4.5.1 All of the district's 10-12 grade September enrollment as reported to the WIAA office will be totaled.
- 4.5.2 Each high school's percentage of that total will be determined by the September count as reported to the WIAA by each WIAA high school in a multiple high school district.
- 4.5.3 The percentage for each high school as calculated above will be applied to the school district's January 1 through May 1, and October 1 through December 1 of odd-numbered years average as reported on the OSPI P-223 enrollment form to determine a single school's enrollment.

**4.6.0 CLASSIFICATIONS FOR ALTERNATIVE SCHOOLS IN MULTIPLE HIGH SCHOOL DISTRICTS** - School districts that have alternative high schools may separate the alternative school enrollment count. This separation of student enrollment may occur under the following conditions:

- 4.6.1 In order to separate an alternative school's enrollment for classification purposes, an alternative school must demonstrate a two (2) year history of participation in the same number of WIAA sanctioned activities as other WIAA member schools of the same enrollment.
- 4.6.2 Once a school has met these criteria, it must continue to do so in order to establish a separate enrollment for classification purposes.
- 4.6.3 Out of district students enrolled in an alternative school (without athletics) with a separate OSPI number may be deducted from the regular school count but will not be added to their resident school district count for classification determination.

**4.7.0 COMBINED PROGRAMS - DEFINITION** - *Students from more than one WIAA member school competing as one team.*

- A. *Schools that combine in all WIAA-sponsored sports and/or all activities shall be considered as one (1) school and are not required to follow the combined program approval process.*
- B. *The process of approval requires the following steps:*
  - 1. *Verification of each school's enrollment by the WIAA office, and*

2. *Approval of each school board of school(s) involved, and*
3. *Approval of the league(s) involved, and*
4. *Approval of the WIAA District(s) involved, and*
5. *Appropriate action of the WIAA Executive Director.*
  - a. *Any combination for team or individual sports or activities between a 1B, 2B 1A and/or a 2A school will be permitted provided all steps above have been completed.*
  - b. *A combination between any 1B, 2B, 1A, or 2A school with either a 3A or 4A school must be approved at least through the levels described above in steps 2,3, and 4, and then by the WIAA Executive Director.*
  - c. *Any configuration of classifications of member schools may combine for individual sports for regular season play and coop for post season play. This option is not available for team sports.*
  - d. *Combined programs will not be allowed for team sports or activities for 3A and 4A schools (whether 3A with 3A, 3A with 4A, or 4A with 4A.)*
  - e. *Combined programs will not be allowed for individual sports for post-season play for 3A or 4A schools (whether 3A with 3A, 3A with 4A, or 4A with 4A.)*
  - f. *No competition will be allowed until the WIAA Executive Director has taken the appropriate action.*
  - g. *The WIAA Executive Board will review each action taken by the Executive Director.*
  - h. *Program approval shall coincide with the two (2)-year classification/allocation cycle.*
- C. *The combined teams' classification is determined by combining the enrollments of the schools.*
  1. *The total 10-12 grade enrollment of the schools involved will determine the classification for that sport.*
  2. *The name used for the team must indicate the schools involved.*
- D. *Following the determination of classifications approval for the combined program would be for the next two (2) year classification period.*
- E. *Either school district may terminate the program(s) providing written notification is given.*
- F. *The WIAA Office must be notified annually on the status of each program via the WIAA membership form.*

**4.8.0 COOPERATIVE PROGRAMS - DEFINITION** - Students from more than one WIAA member school sharing resources, but competing as representatives of their home school in individual sports/activities.

- A. *The WIAA Executive Director is authorized to coordinate all requests for cooperative programs, contingent upon written confirmation of approval from both school districts, league (s), and WIAA District(s).*
- B. *Following the determination of classifications, approval for the cooperative program will be for the next two (2) year classification period.*
- C. *Either school district may terminate the program(s) providing notification is given prior to January 1 of the year preceding the termination of the program(s).*
- D. *The WIAA Office must be notified annually on the status of each program via the WIAA membership form.*
- E. *Wrestling - An outing involving a cooperative wrestling program will equal one (1) team date (also refer to the wrestling player/match limitation.)*
- F. *Individuals score separately for their representative school.*

**4.9.0 EXEMPTION FROM CLASSIFICATION** - Schools will compete in postseason events within their classification in all athletic activities. The WIAA Executive Board may waive this rule in special cases due to geography and competition with other schools.

- 4.9.1 **APPEAL OF DETERMINED CLASSIFICATION** - A school may appeal their determined classification to the District Director's Appeals Committee. A decision of the District Director's Appeals Committee may be appealed to the WIAA Executive Board. The initial appeal must be filed no later than January 10 of the classification year.

**4.10.0 COMPETITION OUTSIDE OF CLASSIFICATION** - Any school that chooses to play in school athletic competition outside of its own classification throughout the season may do so; however, unless granted an exception as in Article 4.9.0 they may not participate in post-season play outside their classification.

**4.11.0 ALLOCATION FORMULA** - The number of schools in a given classification statewide is divided by the number of tournament entries. This figure is then divided into the number of schools in the classification in each WIAA District. The result is the allocation for that district.

- 4.12.0 APPLICATION OF THE ALLOCATION FORMULA** - The Allocation Formula shall be applied each even-numbered year. In cases of fractional team (ideal allocation) representation in athletic districts, the WIAA Executive Board is empowered to make decisions regarding the fractional representation.
- 4.12.1 The Allocation Formula is applied by the WIAA Executive Board to the WIAA Districts for all post-season tournament events except baseball and wrestling.
- 4.12.1.a. Baseball allocations will be assigned to districts, then placed into the state tournament bracket which will consist of four-team regional events in each classification.
- 4.12.1.b For wrestling, the state shall be divided into regions for each classification.
- 4.12.2 The Allocation Formula is the basis for allotting representatives from WIAA Districts to the Representative Assembly.

## **5.0.0 ACTIVITY DISTRICTS**

***PHILOSOPHY OF THE ACTIVITY DISTRICT:** In an effort to serve the membership more efficiently and due to the sheer size and scope of the Washington Interscholastic Activities Association, it is necessary to share the responsibilities and authority in the administration of policies and procedures of the Association and encourage local authority and involvement as much as possible.*

***AFFIRMATION OF ASSOCIATION GOALS 2.2.7 AND 2.2.8. THEREFORE:***

- 5.1.0 THE ACTIVITY DISTRICT** - The Washington Interscholastic Activities Association shall consist of Activity Districts, each representing a geographical area of the State, and each functioning as an operational subdivision of the Association. Activity Districts shall be periodically studied by the WIAA Executive Board, and established by the Representative Assembly.
- 5.1.1 The WIAA Executive Board shall periodically direct a study of WIAA Activity Districts to determine any need for redistricting, including without limitation, any changes in the number of such districts, their geographic locations and boundaries, and membership in such district. The WIAA Executive Board may initiate such study at any time it determines, from information available or in response to requests from member schools, that such a study is necessary. Such a study shall, however, be made at least once in every ten (10) years.
- 5.1.2 The WIAA Executive Board shall report the results of the study and make any proposals covering redistricting to the Representative Assembly. Changes approved by the vote of the Representative Assembly (as provided in Article 7.0.0) shall go into effect the next school year.
- 5.2.0 MEMBERSHIP OF THE ACTIVITY DISTRICT AND LEAGUES** - All member school districts shall be designated as school districts. All school districts shall be members of and subject to the rules and regulations of the Activity District in which they are located.
- 5.2.1 The member schools of WIAA have the authority to form league(s) for activity competition so long as such league is in compliance with WIAA handbook regulations.
- 5.2.2 Disputes concerning league alignment between individual schools and league(s) shall be referred to their WIAA District Board for resolution.
- 5.2.3 In cases where WIAA District Board(s) are unable to resolve league alignment disputes, these disputes shall be appealed to the WIAA Executive Board for mediation.
- 5.2.4 Ultimate authority to resolve league alignment(s) shall be vested in the WIAA Executive Board.
- 5.2.5 Changing League Alignment - Schools that change league alignment shall not alter allocations during the second year of an allocation cycle.
- 5.3.0 ACTIVITY DISTRICT RESPONSIBILITIES** - The Activity District has responsibilities delegated by the WIAA and may have a constitution, and rules and regulations for the operation of the Activity District.
- 5.4.0 CONFLICT OF RULES** - Activity District rules shall not supersede nor conflict with any provision of the Constitution or the Rules and Regulations of this Association. When there is a conflict, the Washington Interscholastic Activities Association Constitution and the Rules and Regulations shall prevail.
- 5.5.0 CHANGING ACTIVITY DISTRICT** - Creation of new Activity District(s) may be pursuant to and in the same manner provided for in the Constitution (Article 7.0.0).
- 5.5.1 A member school desiring to change from one activity district to another shall submit a written request and provide rationale to the WIAA Executive Board for approval.
- 5.5.2 A request to change activity districts, if granted by the WIAA Executive Board, shall take effect in the next classification period.

## **6.0.0 REPRESENTATIVE ASSEMBLY**

***PHILOSOPHY OF THE REPRESENTATIVE ASSEMBLY:** To remain a viable and responsive organization it is necessary to have a clearly defined system that identifies the process by which existing rules and regulations can be changed to continue to support the goals of*

*this Association and assure that every member school has a voice. A primary function of the Representative Assembly is to adopt rules and regulations that are proposed by the membership. AFFIRMATION OF ASSOCIATION GOAL 2.2.8. THEREFORE:*

- 6.1.0 LEGISLATIVE PROCESS OF REPRESENTATIVE ASSEMBLY** - The legislative authority of the Washington Interscholastic Activities Association shall be vested in separate high school and middle level Representative Assemblies composed of duly elected representatives.
- 6.2.0 HIGH SCHOOL LEGISLATIVE BODY** - The high school Representative Assembly is a legislative body having the authority and jurisdiction to consider any and all questions that may arise in the interest of activity relations among member high schools in the State of Washington. The high school Representative Assembly shall have thirty-five (35) elected members.
- 6.3.0 MIDDLE LEVEL LEGISLATIVE BODY** - The middle level Representative Assembly is a legislative body having the authority and jurisdiction to consider any and all questions that may arise in the interest of activity relations among the member middle level schools in the State of Washington. The middle level Representative Assembly shall have eighteen (18) elected members.
- 6.4.0 REPRESENTATIVE ASSEMBLY AND THE WIAA EXECUTIVE BOARD** - The Representative Assemblies are empowered to pass legislation and to direct the WIAA Executive Board to carry out its policies.
- 6.5.0 REPRESENTATIVES FROM ACTIVITY DISTRICTS** - The representatives shall be elected pursuant to procedures adopted by their respective Activity Districts. Such elections shall be held and the Association office notified of the duly elected representative.
- 6.6.0 QUALIFICATIONS FOR A REPRESENTATIVE** - Each of these representatives must be either a school board member, school superintendent, assistant superintendent of schools, administrative assistant, principal, vice principal, activities director, coach or teacher within a member school of a member school district at the appropriate level.
- 6.7.0 REPRESENTATIVES FROM EACH ACTIVITY DISTRICT** - Each WIAA District shall determine the means to elect the Representatives from that District.
- 6.8.0 APPLICATION OF THE ALLOCATION FORMULA** - A modified Allocation Formula will be used to determine the number of representatives from each WIAA District.
- 6.8.1 ALLOCATION FORMULA MODIFICATIONS FOR HIGH SCHOOL REPRESENTATIVES - The following modifications to the Allocation Formula will be utilized in determining the number of representative assembly members from each WIAA District.
- A. MINIMUM NUMBER OF HIGH SCHOOL REPRESENTATIVES
1. Districts with only one (1) classification of schools will be allotted one (1) representative, regardless of the number of schools in that classification.
  2. Districts with two (2) or more classifications of schools will be allotted at least two (2) representatives.
- B. MAXIMUM NUMBER OF HIGH SCHOOL REPRESENTATIVES - Districts will be allotted no more than one (1) less representative than the number required to defeat an amendment.
- 6.8.2 MIDDLE LEVEL REPRESENTATIVES - Each WIAA District shall have two representatives.
- 6.9.0 REGULAR MEETING** - There shall be **one** Representative Assembly meeting for each Assembly during the school year. The place and time of the meeting shall be determined by the WIAA Executive Board before the close of the preceding year.
- 6.9.1 The WIAA Executive Director shall prepare the agenda for each of the Assemblies and assign proposed amendments to the appropriate Assembly.
- 6.9.2 Both Assemblies must approve an issue or amendment that affects all member schools.
- 6.10.0 SPECIAL MEETINGS** - Special meetings of either or both Representative Assemblies may be called by a majority of the WIAA Executive Board.
- 6.11.0 RULES FOR MEETINGS**- Unless otherwise specified in the WIAA Constitution all meetings of the Representative Assembly shall be conducted in accordance with Robert's Rules of Order.
- 6.12.0 QUORUM** - Two-thirds of the membership of the Representative Assembly constitute a quorum. A quorum is necessary to conduct the business of the Representative Assembly.
- 6.13.0 PRIVILEGES AT REPRESENTATIVE ASSEMBLY MEETINGS** - A representative of any member school of the Association may have the privilege of the floor at the Representative Assembly, but only duly elected members may vote.
- 6.14.0 VACANCY OF OFFICE** - A member of the Representative Assembly shall vacate that position when elected to the WIAA Executive Board.
- 6.15.0 PRESIDING OFFICER** - The President or designee of the Association shall preside at the meetings of the Representative Assembly.
- 6.16.0 EXPENSES FOR ASSEMBLY MEMBERS** - Expenses for delegates to the Representative Assembly shall be paid as determined by the WIAA Executive Board.

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## 7.0.0 AMENDMENTS

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**7.1.0 REPRESENTATIVE ASSEMBLY ACTION** - The WIAA Constitution and General Rules and Regulations of the WIAA may be amended **during the** meeting of the Representative Assembly by a sixty percent (60%) vote of the appropriate Assembly (middle level, high school or combined).

7.1.1 Redistricting proposals resulting from a WIAA Executive Board directed study shall be presented **during the** meeting of the Representative Assembly.

**7.2.0 PROPOSAL OF AMENDMENTS** - Amendments must be submitted on the appropriate form and may be proposed by one of the following:

7.2.1 A single member school's administrator authorized by their school board to handle Association matters.

7.2.1.1 The sponsoring school must have at least four other schools sign and support the proposed amendment on the appropriate form. The form must be signed by the originating school's superintendent.

7.2.1.2 The proposed amendment must then be presented to the league for review. When the sponsoring schools are from different leagues, each league is to review the proposed amendment and each league may attach a statement to the form expressing concern or support. A league may require resubmission of the amendment if it is to be revised.

7.2.1.3 The proposed amendment must then be presented to the WIAA Activity District Board for review. When the sponsoring schools are from different WIAA Activity Districts, each WIAA District Board is to review the proposed amendment; and each Board may attach a statement to the form expressing concern or support. A WIAA District Board may require resubmission of the amendment if it is to be revised.

7.2.1.4 The proposed amendment will then be submitted by the WIAA District Director to the WIAA Executive Director with the amendment form signed by the appropriate league and WIAA District(s). All accompanying statements are to be included.

7.2.1.5 The sponsors may submit the proposed amendment form signed by the appropriate league and WIAA District(s). All accompanying statements are to be included.

7.2.2 The WIAA Executive Board.

7.2.3 The Washington State School Directors Association.

7.2.4 The proposed amendment is to be submitted to the WIAA Executive Director with the amendment form signed by the chairperson of the sponsoring committee or by the president of the WIAA Executive Board.

**7.3.0 DUE DATE FOR AMENDMENTS** - The completed form must be submitted to the WIAA office by the second Friday in January.

**7.4.0 DISTRIBUTION OF PROPOSED AMENDMENTS** - The WIAA Executive Director is responsible for distributing copies of all proposed amendments.

**7.5.0 INTERSCHOLASTIC ACTIVITIES COMMITTEE (IAC)** - A WSSDA Special Committee for WIAA will review on behalf of WSSDA all proposals to be submitted to the WIAA Representative Assembly. WSSDA and WIAA will cooperate in the distribution and communication to school boards the results of the review. Individual committee members will communicate with and, where appropriate, attend WIAA District meetings.

**7.6.0 PUBLISHING THE PROPOSED AMENDMENTS** - All proposed amendments are to be sent by the WIAA office following the Representative Assembly meeting at which the amendments will be presented. Reasons for and against the amendments are to be included.

7.7.1 A summary of the reactions from the various leagues, WIAA Districts, and committees are to be sent to each WIAA District Director.

**7.7.0 CHANGING WORDING OF AN AMENDMENT** - The wording of a proposed amendment may be changed by a sixty percent (60%) vote of the members of the Representative Assembly present, provided the intent of the proposed amendment is not altered.

**7.8.0 EFFECTIVE DAY OF AMENDMENTS** - An amendment shall become effective on **August 1** of the following school year, or on another date specified in the amendment.

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## 8.0.0 WIAA EXECUTIVE BOARD

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*PHILOSOPHY OF THE WIAA EXECUTIVE BOARD: Every organization needs to identify the process for the democratic selection of Executive leaders who are dedicated to serving the general membership within the framework of the established goals and defined responsibilities of their office. Members of the WIAA Executive Board are elected from the WIAA membership giving them a mandate to administer the policies of the association and make decisions that are in the best interest of the entire state.*

- 8.1.0 MEMBERSHIP** – The executive authority of this Association shall be vested in an Executive Board consisting of thirteen members, one each from the nine Activity Districts and four members selected by the WIAA Executive Board on a rotation basis for a three-year term from three regions. Region A will consist of Districts 1 and 2; Region B from Districts 3 and 4; and Region C from Districts 5, 6, 7, 8 and 9. Qualification for selection is based on item 8.3.0.
- 8.2.0 TERM OF OFFICE** – Each member shall be elected for a term of three years beginning **August 1** during the first year of the term and concluding with the summer meeting during the third year of the term. Board members may be re-elected. **Each WIAA District shall determine the means to elect the Executive Board member from that District** and members will be elected by the following schedule: Districts 2, 8, 9 in 2013; Districts 1, 3, 7 in 2014; **Districts 4, 5, 6 in 2015** and succeeding years in a similar manner. Four at-large members shall be selected in order to provide female, ethnic, position (see 8.3.0) and geographic representation on the Executive Board. Each region will have one at-large representative, with the fourth at-large representative selected from any of the **districts** by the following schedule: the **state-wide** at-large representative in 2013; and Region A in 2014; **Region B and Region C in 2015**. Districts 1 and 2 are represented by Region A; Districts 3 and 4 are represented by Region B; Districts 5, 6, 7, 8 and 9 are represented by Region C; all Districts are represented by the **state-wide** at-large position.
- 8.3.0 QUALIFICATIONS** – Each of these members shall be either a district or building level administrator, athletic director, activities director, coach or teacher within a member school district or a school director who sits on the WSSDA IAC committee.
- 8.4.0 PROCEDURE FOR ELECTION** –The nine Executive Board members representing the WIAA Districts shall be nominated at the meeting of the Representative Assembly by the Activity District they represent and must be a member of that Activity District. In the case of more than one nomination from an Activity District, the Executive Director of the WIAA shall mail ballots to all the schools of the Activity District concerned.
- 8.5.0 PROCEDURES FOR VACANCIES** – Should a vacancy occur on the WIAA Executive Board, the vacancy shall be filled by the WIAA District in which the vacancy occurred and such elected representative shall take office immediately. Should a vacancy occur for an at-large position, the Executive Board shall request nominations from each of the regions and make the appropriate appointment.
- 8.6.0 PRESIDING OFFICER** - The President of the Association shall preside at the meetings of the WIAA Executive Board.
- 8.7.0 MEETINGS** - The WIAA Executive Board shall meet upon the call of the President or on a petition of five members of the WIAA Executive Board.
- 8.8.0 RULES FOR MEETINGS** - All meetings of the WIAA Executive Board shall be conducted in accordance with Robert's Rules of Order.
- 8.9.0 QUORUM** - Two-thirds of the WIAA Executive Board is a quorum. A quorum must be present to conduct WIAA Executive Board business.
- 8.10.0 FLOOR PRIVILEGES** - Any member of the Association may have the privilege of the floor at WIAA Executive Board meetings, but only duly elected members may vote.
- 8.10.1 Should an elected member of the Board be unable to attend a regular or special meeting of the WIAA Executive Board, the WIAA Activity District shall be represented by an elected alternate who shall have the same floor and voting privileges as the regular member.
- 8.10.2 The process and procedures for electing the alternate to the WIAA Executive Board shall be adopted by each WIAA District Board and shall include Article 8.3.0 qualifications, 8.13.0 responsibilities, service on Board hearing committees, and notification to the WIAA office prior to the meeting, The pro tem membership is in effect for any meeting and the person will complete and perform such duties as shall be assigned by Board action during such meeting.
- 8.11.0 HONORARY MEMBERS OF WIAA EXECUTIVE BOARD** - The duties and privileges of the honorary members shall be to attend WIAA Executive Board meetings and to participate in the discussions and business of the Association without voting privileges. Honorary members shall include representatives of the Washington State School Directors Association, Washington Secondary School Athletic Administrators Association, Washington Association of Secondary School Principals, Association of Washington Middle Level Principals, Washington Association of School Administrators, Washington State Coaches Association, Washington Officials Association, Washington Federation of Independent Schools, and a representative of the Fine Arts and Leadership programs under WIAA jurisdiction. The Fine Arts position will rotate between the Washington Music Educators Association and the Washington State Forensic Association with WSFA in 2011-2014 and WMEA 2014-2017 and succeeding years in a similar manner.
- 8.12.0 RESPONSIBILITIES OF WIAA EXECUTIVE BOARD** - The WIAA Executive Board shall have the following responsibilities:
- 8.12.1 Direct general management of funds and business of the Association;
- 8.12.2 Hear and decide all protests and questions not specifically defined by the Association's Handbook;
- 8.12.3 Act as an appeal body for schools, leagues, and WIAA Districts;
- 8.12.4 Mediate cases where WIAA District Board(s) are unable to resolve disputes between leagues or two or more Districts;
- 8.12.5 Establish a yearly calendar of events including the beginning and ending dates for each sport or activity season;



- 8.12.6 Determine allocations, management, sites, dates, formats, schedules and rules and regulations for Regional and State events;
- 8.12.7 Waive and modify rules and regulations as may be deemed necessary;
- 8.12.8 Adopt annually a Policy Handbook which provides guidelines and procedures for the operation of the WIAA office;
- 8.12.9 Appoint a Fact Finder to investigate alleged WIAA rule(s) violations. Refer to Appendix 12, Procedure for WIAA Fact-Finding.
- 8.12.10 Take disciplinary action against a member school that violates a rule or regulation;
- 8.12.11 Perform other functions as assigned by the Representative Assembly;
- 8.12.12 Select the Executive Director and approve the selection of other administrative staff members.

**8.13.0 ASSOCIATION OFFICERS AND PROTESTS** – *If any one of the WIAA Executive Board members is directly involved in a protest, the Board member shall be immediately disqualified. The President may appoint a person to take the place of such member while deciding that case.*

8.13.1 *The Board President is a voting member of the Executive Board.*

8.13.2 *Board Conflict of Interest – WIAA Executive Board members must recuse themselves from voting on an issue that would constitute a conflict of interest or the appearance of such.*

*Such issues would include, but not be limited to, any issue that could provide any possible personal or professional gain due to the outcome of a decision.*

*Conflict of interest would also include any Executive Board member who has voted on an appeals issue that has been acted upon at a league or a district level or any Executive Board member whose school is directly involved in an appeal.*

**8.14.0 DUTIES OF EXECUTIVE DIRECTOR** - The Executive Director's duties shall include the following:

- 8.14.1 Disburse funds of the Association upon the order of the WIAA Executive Board;
- 8.14.2 Prepare an annual budget for WIAA Executive Board action;
- 8.14.3 Prepare an annual financial report which shall be audited by a competent accountant;
- 8.14.4 Supervise Association business and personnel;
- 8.14.5 Interpret the rules and regulations of the Association as approved by the WIAA Executive Board;
- 8.14.6 Manage the WIAA office;
- 8.14.7 Make final decisions in eligibility cases appealed to the WIAA Office;
- 8.14.8 Any other duties as assigned by the WIAA Executive Board;
- 8.14.9 Hire and manage the WIAA staff.

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## 9.0.0 COMMITTEES

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**PHILOSOPHY OF COMMITTEES:** *The strength of any organization is reflected by its willingness to seek out the opinions of its myriad constituencies. The identification and establishment of committees provides a flow of informed opinion and information for the association and the membership. The communication and decision making process is enhanced when the goals of this organization are incorporated in all committee recommendations. AFFIRMATION OF ASSOCIATION GOAL 2.2.8 OF THE ASSOCIATION. THEREFORE:*

**9.1.0 ESTABLISHMENT OF COMMITTEES** - The WIAA Executive Board may establish or abolish special committees as deemed necessary.

9.1.1 The WIAA Executive Board shall appoint members to serve on special committees.

**9.2.0 SPECIAL COMMITTEES** - Special committees are appointed by the WIAA Executive Board or by Representative Assembly action. Their responsibilities shall include the following:

9.2.1 Review all items appropriate to their individual field of activity, including proposed amendments and other committee reports.

9.2.2 Solicit input from each WIAA District.

9.2.3 Report their findings and recommendations to the WIAA Executive Board and Representative Assembly.

9.2.4 Submit amendments for Representative Assembly action when appropriate.

**9.3.0 WIAA DISTRICT DIRECTORS COMMITTEE** - Each WIAA District Director is a member of this Committee.

9.3.1 Each WIAA Activity District shall have their director as a member of this committee or a designee selected by the WIAA District's Executive Board.

9.3.2 The WIAA Executive Director, as authorized by the WIAA Executive Board, shall determine the scheduled meetings.

**9.4.0 TERM OF COMMITTEE** - Special committees expire on August 31, unless reappointed by the WIAA Executive Board or unless continued by Representative Assembly action.