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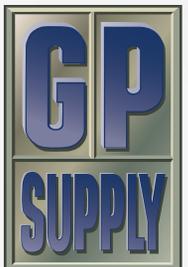


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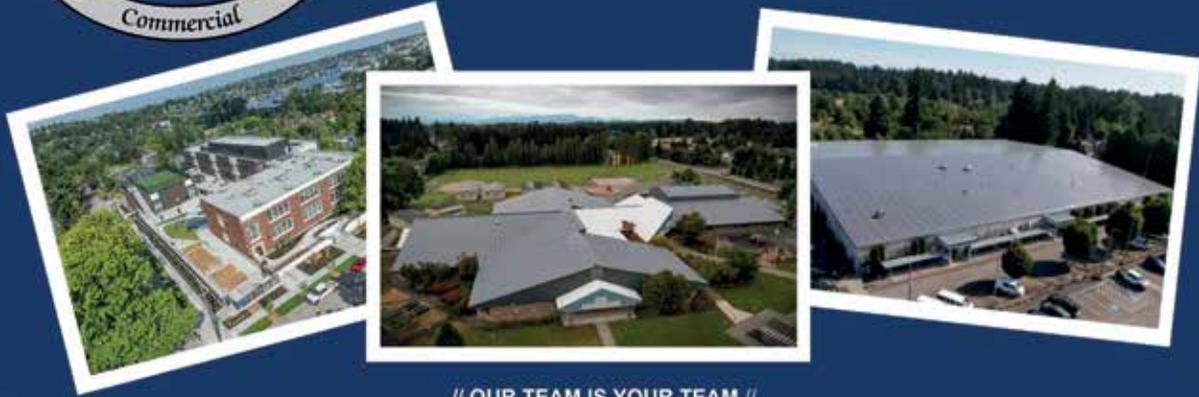


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## PRESIDENT'S MESSAGE

**T**he start of a new year often brings a mix of fresh energy and full calendars. Between work, family, and the many responsibilities that come with our roles, finding time to pause and reflect can be a challenge. Still, this season offers an opportunity to reset, reconnect, and refocus on what matters most both personally and professionally.

One thing that has stood out to me recently is the work of the WAMOA Board. Board development has been an intentional area of focus for us, and as a growing organization, it's important that we continue to ask ourselves how we can be as efficient, effective, and impactful as possible. Meaningful work is a priority. I've encouraged our board to look closely not just at what we do, but how we do it making sure our time, energy, and efforts are aligned with delivering real value to our members. That balance between thoughtful discussion, decisive action, and a little well-timed humor has made the work both productive and enjoyable.

Another clear sign of WAMOA's growth is that we are in the process of hiring our second employee. We've reached a tipping point as an organization, with continued growth in our Conference, leadership development, Regional Trainings, committee work, and legislative involvement. That growth brings opportunity, but it also requires capacity. Adding an extra set of hands will allow us to better support our members, strengthen the work already underway, and push WAMOA to new heights. This is an exciting step forward and one that reflects both where we are and where we're headed.

Looking ahead, we have several opportunities to come together. Our annual Day on the Hill will take place on February 3, 2026, with in-person meetings, followed

by virtual meetings February 4-6, giving members a chance to engage directly in advocacy and share our collective voice. Our Leadership Seminar in Leavenworth on March 19-20 continues to be a valuable space to recharge, learn, and grow as leaders. We'll be welcoming Jahmad Canley, who joined us at our Conference and has continued his work with a virtual session held on December 3, with a second lunchtime session scheduled for February 4. These sessions were/are open to all WAMOA members. Regional Training Seminars are also in full planning mode, gearing up for a summer of learning closer to home. I encourage you to participate in whatever way fits your schedule, each event strengthens our shared sense of community.

At the heart of WAMOA are relationships. We are strongest when we take the time to listen, respect differing perspectives, and remain open to being challenged by one another. These connections built through conversation, shared experiences, and mutual support are what make this organization more than a professional association. Growth rarely happens in comfort, and it's often sparked by trust, collaboration, and a willingness to learn together. This spirit is what moves WAMOA forward and makes our work meaningful.

Thank you for the work you do every day and for your continued engagement with WAMOA. I'm proud of the direction we're heading and grateful to serve alongside such a dedicated group of professionals. I look forward to connecting with you at upcoming events and throughout the year ahead. 🙌

*Cisco*



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**Immediate Past President:** Devlin Piplic, Northshore S.D. dpiplic@nsd.org, 425-408-7816

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### Region 1

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### Region 2

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### Region 3

Nicole Daltoso, Evergreen Public Schools,

Jason Ackley, Vancouver Public Schools

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### Region 4

Frank Wilson, Olympia SD, Robert Kuhn, Tumwater S.D.

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### Region 5

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### Region 6N

Julius Carter, Issaquah S.D., Co-chair - vacant

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### Region 6S

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Bonney-Lake SD

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### Region 9

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### Trade Show

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### Professional Development

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### Environmental Health & Safety

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### Technical Advisory Committee

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Devlin Piplic, Northshore S.D. (West Rep) dpiplic@nsd.org

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### Technology

Dave Baird, Olympia S.D., dbaird@osd.wednet.edu

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Bryce Williams, Co-chair - NWAP,

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## Executive Committee

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Geoff Lawson, Vice President

Jessica Beehner, Secretary/Treasurer

Jerry Page, Region Rep

Joan Moore, Region Rep

Rosey Burkhard, Region Rep

Alicia Lawver, Conference Chair

## National School Plant Management Association

State Representatives: Cisco Gomez & Geoff Lawson



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## We are RESILIENT.

### Objective:

- Promoting peer-to-peer support through the cultivation and fostering of professional relationships and mentoring.

### Strategies:

- **Reach** new M&O leaders and non-members.
- **Inform** District Leadership of WAMOA resources.
- **Promote** leadership at the region level.
- **Promote** participation in WAMOA-sponsored events.

### Tactics:

- Regular Region meetings, in-person or Zoom.
- Peer-to-peer support via coffee breaks.
- Booth presence in WASBO, WASA and WSSDA conferences.
- Disseminate promotional materials such as a brochure and "What's In It For Me" widely.

### Measurements:

- Survey members and ed partners on how you heard about WAMOA.
- Report WAMOA ambassador activities in board reports.

## We are COLLABORATIVE.

### Objectives:

- Providing opportunities for school facilities-focused leadership education.
- Sharing best practices in support of creating healthy, safe environments for student learning.
- Collaborating to address challenges and crises that affect Washington schools.
- Connect members to training opportunities and mentors.

### Strategies:

- **Facilitate** relevant professional development opportunities.
- **Promote** WAMOA professional certification program.
- **Promote** avenues for collaboration **among** members.
- Promote and Develop Knowledge Pool

### Tactics:

- Add WAMOA participation to professional certification qualification.
- Create a district certification-focused resource page to inform members of certification and/or compliance requirements.
- Continue virtual opportunities to be more inclusive and accessible to members.
- Expand opportunities for engagement with ed partners through Ed Partner Resource Page online and written communications.

### Measurements:

- Report participants in WAMOA certification or professional certification programs.
- Report web traffic to resource pages/member-focused pages on the website.

## We are ADVOCATES.

### Objectives:

- Working with state legislators to support full funding for the maintenance and operation of school assets.
- Partnering with other school-focused organizations.

### Strategies:

- **Facilitate** personal interactions with legislators.
- **Utilize** collaboration to present a unified message to legislators.

### Tactics:

- Prioritize participation in Day on the Hill, Legislative Day with Mitch; Interim School Tours with Legislators.
- Prepare participants for legislative interactions with unified messaging to enhance effectiveness.
- Develop AEA priorities that reflect and reinforce WASA and related priorities.
- Mentor future TAC and Legislative representatives.
- Relate session reporting to AEA priorities and in laypersons' language.

### Measurements:

- Graphically report on contacts/visits.
- Report school tour with legislators.
- Report outcomes on grants that WAMOA partners with OSPI.
- TAC and Legislative Highlights in Journal; full reports on website.



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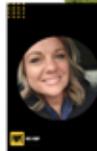
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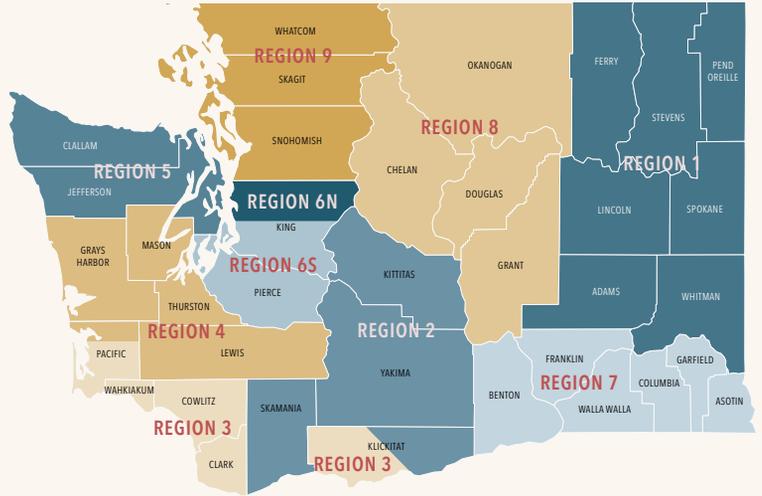
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- Integrus Architecture
- Knit Studios
- McGranahan Architects
- NAC Architecture
- Peoplespace
- Shive-Hattery
- Wolf Gordon
- Spees Design Build
- Zee Design & Build

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- Central Paving
- Precision Concrete Cutting
- Rainier Asphalt & Concrete
- TerraFirma

### AUDIO AND COMMUNICATIONS

- Day Wireless Systems
- EVCO Integrated Solutions

### AUTOMATION AND CONTROLS

- ATS Automation

### BLEACHERS

- Nor-Pac Seating

### CONSTRUCTION AND CONSTRUCTION MANAGEMENT

- Hellas Construction
- Korsmo Construction
- Macdonald-Miller Facility Solutions
- Millig Design Build
- Sellen Construction
- CONSULTING
- Extra Effort Consulting & Supply, LLC
- Financial Alternatives
- Krazan & Associates
- MENG Analysis
- Perkins Coie LLP
- SCJ Alliance
- Testing Services LLC

### ENERGY

- Advanced Energy Management
- Ameresco
- Building Potential/Smart Buildings Center
- Custom Energy
- Engineering Economics, Inc
- Energy Trust of OR
- Evergreen Energy Partners - RJH Consulting
- Environmental Controls Corp
- Harris
- McKinstry
- New Energy Technology
- Pacific ECS LLC
- Puget Sound Energy
- Resource Synergy

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### ELEVATORS AND ELEVATOR CONSULTANTS

- Kone Elevator

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- Apex Companies, LLC
- GFT - formally BCE Engineers, Inc
- Leaf Engineers
- TRC Companies for Cascade Natural Gas

### ENVIRONMENTAL

- A1 Asbestos
- Catchall Environmental
- Fulcrum Environmental Consulting, Inc.
- GrayMar Environmental
- Sazan Environmental Services

### EQUIPMENT RENTALS & SALES

- Hanwha Vision
- Pape Machinery
- Sunbelt Rentals
- SWS Equipment
- Vanmar Equipment & Sales

### FACILITIES SERVICES

- ABM
- Atlas Facilities Maintenance

### FILTER SALES

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### FIRE PROTECTION

- AAA Fire Protection
- Performance System Integration

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- Division 9 Flooring
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- The Beresford Company
- Forbo Flooring
- Mannington Commercial
- Great Floors, LLC
- Milliken Carpet
- Mohawk Group
- Gerflor USA
- Spectra Contract Flooring
- Pacific Floorcare
- Pacific Modular
- Patcraft
- Perspective
- Roppe Corp
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- Shaw Contract
- Standard Paint & Flooring LLC
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### FURNISHINGS

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- Demco
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- VS America

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### HEATING

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### HVAC SYSTEMS AND CONTROLS

- ACI Mechanical & HVAC Sales
- Geary Pacific Supply
- Intel Air Solutions
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- LONG Building Technologies

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- Apollo Solutions Group
- Convergent Technologies
- Ednetics
- Honeywell
- Incident IQ
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- Waxie Sanitary Supply
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- Pacific Golf & Turf
- Planet Turf
- Tarkett Sports

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- Keystone Technologies
- Musco Sports Lighting
- Northwest Control Company
- Pacific Lamp & Supply Co
- PLS
- SeaTac Lighting & Controls

## MECHANICAL CONTRACTORS AND SALES

- Elite Mechanical Services, LLC
- Mechanical Sales, Inc.

## MODULAR BUILDINGS

- ATCO Structures & Logistics USA
- Aries Buildings Systems, LLC
- Pacific Mobile Structures, Inc.
- Willscot

## MOVING SERVICES AND MATERIALS

- Hilldrup
- Rentacrate
- Rubbermaid Commercial Products
- Suddath Workplace Solutions

## PAINT

- Armadillo Painting, LLC

## PARTITIONS

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- Wind Northwest

## PEST CONTROL

- Western Exterminator Company

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- Buell Recreation
- Great Western Recreation
- Miracle Playsystems
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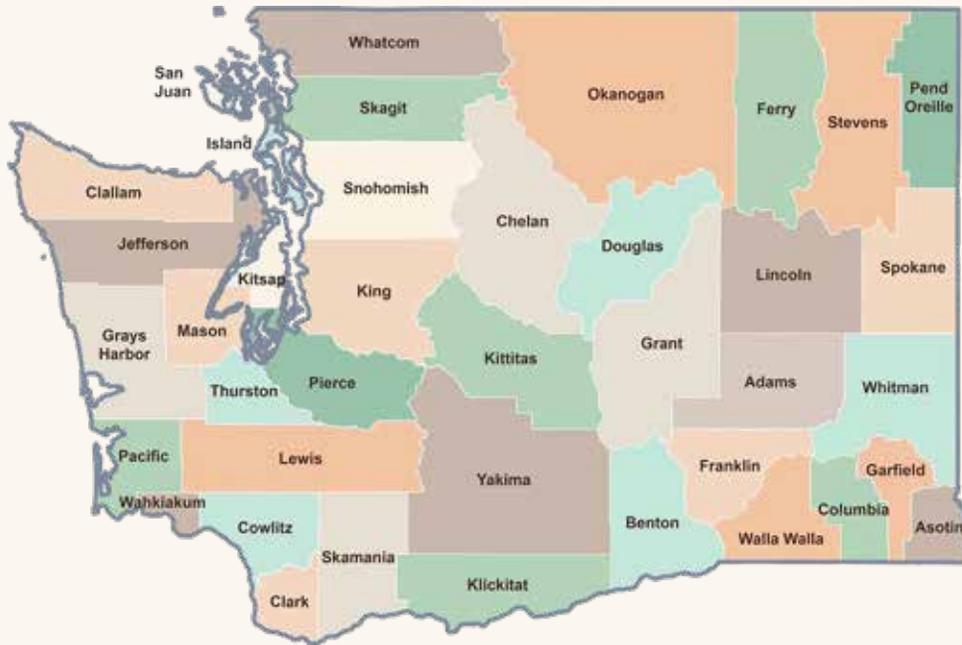


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- Pacific - Pacific County Health and Human Services*
- Pend Oreille - Northeast Tri County Health District*
- Pierce - Tacoma - Pierce County Health Department*
- San Juan - San Juan County Health and Community Services*
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- Skamania - Skamania County Community Health*
- Snohomish - Snohomish Health District*
- Spokane - Spokane Regional Health District*
- Stevens - Northeast Tri County Health District*
- Thurston - Thurston County Public Health and Social Services*
- Wahkiakum - Wahkiakum County Public Health and Human Services*
- Walla Walla - Walla Walla County Community Health*
- Whatcom - Whatcom County Health Department*
- Whitman - Whitman County Public Health*
- Yakima - Yakima Health District*

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# PROFESSIONAL CERTIFICATION

**WAMOA's Professional Certification Program** is designed to promote and foster the highest degree of professionalism in its members engaged in managing, maintaining, and constructing educational facilities. WAMOA's members may apply for, and be granted, certification acknowledging professional achievement at three different levels:

- *Educational Facilities Specialist (EFS)*
- *Educational Facilities Administrator (EFA)*
- *Educational Facilities Master (EFM)*

Each of these levels represents, and requires, different degrees of demonstrated knowledge and experience.

*To receive an application form and brochure on the WAMOA Professional Certification Program, or for more information contact the Certification Chair or visit [www.wamoa.org/Certification](http://www.wamoa.org/Certification).*

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<i>Mitch Denning</i> . . . . .	.2016	<i>Tim Engh</i> . . . . .	.2025
<i>Gary Jefferis</i> . . . . .	.2016	<i>Kelly Gregg</i> . . . . .	.2025
<i>Larry Quarnstrom</i> . . . . .	.2016	<i>Michael Knaack</i> . . . . .	.2025
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## ARTICLE I NAME OF THE ORGANIZATION

### A.1 Name

a) The name of the organization shall be Washington Association of Maintenance and Operations Administrators (hereinafter referred to as WAMOA or the Association.)

## ARTICLE II PURPOSE OF THE ORGANIZATION

### A.1 Purpose

a) Promoting and fostering the highest degree of professionalism in the maintenance and operations of educational facilities.

b) Assisting the members of the Association by promoting the exchange of ideas, technical data

and other information, and finding solutions to common problems so as to raise the standards of educational facility maintenance and operations throughout the State of Washington.

c) Provide an organization within the State of Washington to further encourage, develop and promote methods, materials and procedures leading to increased efficiency in the field of educational facility maintenance and operations.

d) Collect, organize, publish and distribute educational materials and statistical data to promote the effective maintenance and operation of educational facilities within the State of Washington.

e) Stimulate, encourage and foster new and innovative procedures or practices which are or may prove to be advantageous to statewide programs, local education institutions and school districts and/or members of the Association.

f) Encourage and assist in passage of legislation.

g) Engage in the dissemination of the information to members of the Association, their administrations, local, state and federal officials, and members of the legislative departments as appropriate.

## ARTICLE III MANAGEMENT OF THE ORGANIZATION

### Section A The affairs of the Association shall be managed by a Board of Directors

### A.1 Board of Directors - Composition The Board of Directors is composed of:

- a) President
- b) Vice President
- c) Immediate Past President
- d) Secretary/Treasurer
- e) Appointed Committee Chairpersons
- f) One active member Region

Representative and one Co-Region Representative\* from each of the following regions:

- Region 1 - Adams, Ferry, Stevens, Pend Oreille, Lincoln, Spokane and Whitman counties.
- Region 2 - Kittitas, Yakima Counties, Royal, Wahluke School Districts in Grant County; Bickleton, Goldendale School Districts in Klickitat County.
- Region 3 - Clark, Cowlitz, Skamania, Wahkiakum Counties, part of Klickitat County, part of Pacific County.
- Region 4 - Grays Harbor, Lewis, Thurston Counties and parts of Mason and Pacific Counties
- Region 5 - Kitsap County; North Mason County, Peninsula SD, Jefferson County, Clallam County
- Region 6 North - North King County .
- Region 6 South - Pierce County and South King County.
- Region 7 - Asotin, Columbia, Garfield, Walla Walla, Franklin and Benton Counties; Othello School District in Adams County.
- Region 8 - Chelan, Douglas, Grant and Okanogan Counties.
- Region 9 - Island, San Juan, Skagit, Snohomish and Whatcom Counties.

\*Co-Representatives hold a non-voting seat on the Board.

Members may attend any monthly region meeting regardless of where they reside.

g) The President, Vice President, Immediate Past President, Secretary/Treasurer and additional Board Members approved by the Board of Directors shall serve a one-year term of office.

h) All members of the Board, with the exception of Co-Region Representatives, shall be entitled to vote as active Board Members on Board actions.

### A.2 Board - Officers

a) The Officers of the Board of Directors shall be the President, Vice President, Immediate Past President and Secretary/Treasurer - consistent with requirements of RCW 24.03A.585.

### A.3 Board - Authority

The Board of Directors shall have the power, but may not delegate the power to:

a) Purchase or otherwise acquire, lease, sell, convey, transfer or assign any property, right, interests or privileges of the Association upon such terms and conditions and for such prices as the Board sees fit.

b) Authorize the President and Secretary/Treasurer to pay bills for expenditures having prior Board approval. Secretary/Treasurer will report all transactions at the next Board meeting.

c) Employ an Executive Director, elect or appoint assistants to the officers, and to employ such servants or agents upon such terms and conditions as said Board may see fit, with power to remove or suspend any of the said Board Directors, Executive Director, assistants or agents of the Association by majority vote of the Board.

d) Authorize the borrowing of money for the Association and for that purpose to execute or cause to be executed in the name of the Association such bills, notes or other evidence of indebtedness as may be expedient or desirable.

## Section B Executive Committee

### B.1 Executive Committee Members

The Executive committee of the Board of Directors shall be composed of:

- a) President
- b) Vice President
- c) Secretary/Treasurer
- d) Four members of the Board

appointed by the President, three of whom shall be representatives of the area regions.

### B.2 Executive Committee - Authority

a) The Executive committee shall be vested with authority and powers of the Board of Directors when the Board of Directors is not in session and shall report to the Board of Directors any action taken at the next succeeding regular meeting. The Executive Committee will understand

that it cannot take any actions that are prohibited under RCW 24.03A.575(5).

b) Four (4) members of the Executive Committee shall constitute a quorum for the transaction of any business.

c) Meetings may be called at any time by the President or upon the call of four (4) members of the Executive Committee.

d) Provided that if 2/3 of the membership of the Board of Directors, upon notice of an executive committee meeting, desire to have the entire Board of Directors meet on the proposed agenda, then the entire Board of Directors shall meet to transact such business.

### Section C Budget

#### C.1 Board - Budget Approval

a) The entire Board of Directors shall have the opportunity to approve an annual budget prepared by the Secretary/Treasurer.

### ARTICLE IV PRESIDENT

#### A.1 Role

a) The President shall manage and operate the Association pursuant to the policies of the Board of Directors in a

manner such as to fulfill the purposes and aims of the Association and the membership thereof. The President shall be the Chairperson of the Board and the Executive Committee.

### ARTICLE V VICE - PRESIDENT

#### A.1 Role

a) The Vice President shall be empowered with the office of the President when the President is incapacitated or unavailable. Should the position of President be vacated, the Vice President shall serve for the balance of the unexpired term as outlined in Article XXII, Section D.

### ARTICLE VI IMMEDIATE PAST-PRESIDENT

#### A.1 Role

a) Duties as assigned by the President.

### ARTICLE VII SECRETARY/TREASURER

#### Section A Supervision

##### A.1 Accounting and Transactions

a) The Secretary/Treasurer shall be responsible for recording and accounting

of all financial transactions of the Association, its accounts, liabilities and financial condition and shall see that all expenditures are duly authorized and are evidenced by proper receipts and vouchers.

b) The Secretary/Treasurer shall generally have supervision of the finances of the Association. He/she shall supervise the accounting records of the association, according to standard accounting practices.

### Section B Financial Reporting

#### B.1 Reporting to Board

a) The Secretary/Treasurer also shall make a full report of the financial condition of the Association as may be required by the Board of Directors or by the laws of the State.

### Section C Proceedings

#### C.1 Recording - Meeting Minutes

a) The Secretary/Treasurer shall keep a complete and permanent record of all proceedings of the Board of Directors.



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## ARTICLE VIII STANDING COMMITTEES

### Section A Established Committees

#### A.1 Description

a) The Association shall have Standing Committees: see item 3000 in the Policy and Procedures.

### Section B Committee Chairs

#### B.1 Role

a) The Chairperson of the standing committees shall be appointed by the President to serve a one-year term.

b) Committee chairperson shall select, appoint, and replace committee members and administer their budget. The chairperson of these committees shall continue to serve during the year and until their respective successors have been appointed or they have been relieved of service by order of the President.

c) The President shall have the power to remove the chairperson of these committees if he/she deems it expedient in his/her discretion.

## ARTICLE IX COMPENSATION

### A.1 Position

a) Directors and general officers shall not be compensated for their services, except that upon approval by the Board of Directors.

b) Ordinary and necessary expenses incurred in the conduct of the Association business may be reimbursed to Directors and/or Officers.

## ARTICLE X MEMBERSHIP

### Section A Membership Qualifications

#### A.1 Eligibility - Definition

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

b) Program Management Level Authority and/or Responsibility definition:  
i. Administrative Oversight of the Program(s).  
ii. Exempt from Fair Labor Management Rules.

### Section B Memberships

#### B.1 Membership Categories

a) ACTIVE MEMBER: Persons regularly employed in a position of program management level authority and/or responsibility for maintenance operations, and facilities in an educational institution as defined in the Policies and Procedures. This is a voting membership and in-state employment is required.

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

c) NON-EDUCATIONAL ASSOCIATE MEMBER: Those persons regularly

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

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

e) HONORARY MEMBER: Honorary non-voting membership in this Association may be extended to any person who the Association shall elect to honor by majority vote of those members present at a regular or special meeting of the Board of Directors.

f) RETIRED MEMBER: Active members in good standing may retain a nonvoting membership in the Association upon retirement.

### Section C Application

#### C.1 Process

a) Application for Membership: WAMOA has equal membership for all persons regardless of race, creed, sex, age, nationality, marital status, or disabilities.

b) The Executive Director may, if the applicant for membership is found to be engaged in the occupation described in Article X, Section B, assign such applicant to active or associate membership.

c) The Board of Directors may, in considering any application for membership, take into account the degree to which the applicants past conduct is consistent with the Code of Ethics of the Association and may provide for appropriate procedures by which interested parties, including the applicant, may address any alleged inconsistencies of conduct.

- i. An applicant may appeal a membership denial to the Board of Directors.
- ii. The vote of the Board of Directors as to the granting or denial of any application shall be final and not subject to review.

## Section D Termination

### D.1 Process

a) The membership of any member shall be terminated by death, resignation or non-payment of dues or by action of the Board of Directors.

b) The vote of a majority of the Directors shall be required to suspend or expel a member.

c) All rights, title and interest in the assets, properties, franchise and privileges of this Association shall cease upon the termination of membership, but any obligation or indebtedness to this Association shall continue until discharged.

## Section E Suspension or Expulsion

### E.1 Process

a) Suspension or Expulsion: Any member may be suspended or expelled for causes including breach of terms or conditions of these By-Laws, or violations of a provision or provisions of the Code of Ethics of the Association, which, by reference is made a part of these By-Laws.

b) Such cause shall be determined by a vote of the Board of Directors, such vote being taken only pursuant to an investigation and recommendation on such a matter by the Ethics Committee of the Association.

c) The vote of the Directors shall be final and not subject to review.

## ARTICLE XI DUES

### A.1 Assessment and Adjusting

a) Dues of all categories of members of the Association shall be reviewed periodically and approved by majority vote of the Board of Directors at a regular or special meeting.

b) Special Assessment. At any special meeting of the Board of Directors, called for the purpose of making an assessment, the two-thirds vote of the entire Board shall be required to approve such assessments for this purpose.

c) The members of the Board may vote in person or by ballot.

## ARTICLE XII NOMINATIONS AND ELECTIONS

### Section A Eligibility

#### A.1 Membership Requirement

a) All nominees for the offices of President, Vice President, Secretary/Treasurer, and Representatives and Chair

Positions shall be active members in good standing.

## Section B Elections

### B.1 Process

a) Elections for these offices shall be conducted by official ballot from active members in good standing at the Annual Meeting.

b) Absentee ballots must be requested by members and submitted to the Membership chair prior to the Annual Meeting according to procedures outlined in the WAMOA Policies and Procedures.

c) Ballots will be counted and results will be presented to the membership.

d) A majority ballot will elect to office in each case. In case of a tie vote, balloting among active members will proceed until a decision is reached.

e) Absentee ballots shall be counted in each of the ballots.

f) In the event of an uncontested slate of candidates, a vote of affirmation shall be taken at the Annual Business Meeting.

g) Only Active members shall be entitled to vote.

## Section C Region Representatives and Co-Representatives

### C.1 Selection and Term

a) Active members shall, by region, elect a Regional Representative and a Co-Region Representative who will also serve on the Board of Directors.

b) The Region Representative is a voting position on the Board. The Co-Representative is a non-voting member on the Board.

c) The terms and structure of the Representative and Co-Representative are outlined in the Policies and Procedures.

d) Vacancies in the Board of Directors among representatives of regions shall be filled at the next regional chapter meeting by election among active members from within the region. The Co-Region representative is a candidate for a vacated Region Representative position.

e) The newly elected representative shall immediately take office and shall hold office for the balance of the unexpired 2 year term.

## Section D Vacancies - Officers

### D.1 Resignation of Directors

a) A director may resign at any time by delivering a written notice (in the form of a record) to the President, the Secretary, or another officer designated for that purpose in the articles or bylaws.

b) A director may also resign by providing oral notice to the board during a board meeting.

### D.2 Vacancy of Elected Positions

c) A vacancy in the office of the President shall be filled by the Vice President through the end of the vacated term. Vacancies in the office of the Vice President and Secretary/Treasurer shall be filled for the remainder of the term by action of the Executive Committee.

d) Nominees shall be active members in good standing.

## Section E Founders Awards and Honorary Membership

### E.1 Nominations and Selection

a) Nominations for Founder Award and Honorary membership shall come from the general membership and be submitted by the Regional Chairs to the Board of Directors.



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# ASSOCIATION BY-LAWS

b) The Founders Award and Honorary Membership will be awarded by majority vote of the Board of Directors at the meeting prior to Fall Conference/Annual Business Meeting.

## ARTICLE XIII MEETINGS

### Section A Special Meetings

#### A.1 Determination

a) Special meetings of the Association may be held upon the call of the President or upon the direction of the majority of Directors or upon written petition signed by a majority of active members qualified to vote.

b) The Secretary shall give at least thirty (30) days notice of any such meeting.

### Section B Minutes

#### B.1 Recording

a) The Secretary/Treasurer and Executive Director shall act as recorders at all meetings and conferences. After approval by the Secretary/Treasurer minutes will be sent out by the Director to the Board of Directors.

b) If not present, this function may be performed by any of the members present, as chosen by those in attendance.

### Section C Presiding Officer

#### C.1 Authority

a) The President shall preside at all meetings of the membership.

b) In their absence the next officer in due order who may be present shall preside. For purposes of these By-Laws, the due order shall be as follows: President, Vice President, Immediate Past President, Secretary/Treasurer.

### Section D Order of Business

#### D.1 Sequence

a) The regular order of business shall be:

- i. Call of the roll
- ii. Reading of minutes of previous meetings
- iii. Reports of officers and committees
- iv. Unfinished business
- v. New business

b) At the appropriate conference, the election of officers and the election or appointment of committees shall follow new business in the order of business.

## ARTICLE XIV RULES OF ORDER

### A.1 Governing Rules

a) Robert's Rules of Order shall be the parliamentary authority of this Association.

## ARTICLE XV CODE OF ETHICS - CODE OF CONDUCT

### A.1 Adherence

a) Each member of the Association shall by virtue of application agree to abide by the provisions of the Code of Ethics and Code of Conduct, which by reference is made a part of these By-Laws.

b) All registered participants at WAMOA events, and their guests, are expected to abide by the Code of Ethics and Code of Conduct as a condition of their participation.

## ARTICLE XVI FISCAL YEAR

### A.1 Definition

a) The fiscal year of the Association shall be January 1 through December 31.

## ARTICLE XVII MODE OF AMENDMENT

### A.1 Process

a) Amendments to the By-Laws shall be proposed by a signed petition from a majority of active members in good standing, or a two-thirds vote of Board of Directors present at a board meeting.

b) Such a petition shall be sent to the President to verify authenticity and assigned to the By-Laws and Ethics Committee for study and recommendation.

c) These proposed amendments may be adopted through an affirmative vote of two-thirds of the members of the Board of Directors at any annual or regular meeting, provided notice of such proposed amendment or amendments, together with the name or names of the member or members proposing the same shall be given to each active member at least sixty (60) days prior to the annual or regular board meeting at which such proposed amendment or amendments shall be considered.

## ARTICLE XVIII NON-PROFIT CHARACTER OF ASSOCIATION

### A.1 Structure

a) The Association is organized for non-profit purposes only and no money or other property of the Association shall ever benefit any member or other individual except for the reimbursement of actual expenses incurred in carrying out the purposes of the Association and


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## NON-EDUCATIONAL ASSOCIATE MEMBERS

as authorized by the Board of Directors except those paid positions defined by the WAMOA By-Laws.

b) The Executive Committee shall direct an audit to be performed a minimum of once every biennium by a certified accounting firm. The scope of the audit shall include a review of our financial records and to verify non-profit status of our organization and report their findings to the executive committee. The Executive Committee will then report the findings to the Board of Directors.

### ARTICLE XIX OFFICIAL ADDRESS

#### A.1 Definition

a) The official address of the Association shall be as designated by the Board of Directors.

### ARTICLE XX DISTRIBUTION OF ASSETS UPON ASSOCIATION TERMINATION

#### A.1 Process

a) The Association shall use its full funds only to accomplish the objectives and purposes specified in the By-Laws, and no part of such funds shall be distributed to the Directors of the Association.

b) The Association may elect voluntarily to dissolve by a majority vote of its Directors.

c) On dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and charitable, educational, scientific, or philanthropic organization to be selected by the Board of Directors.

d) In the event the Board of Directors is unable to agree on a disposition of said assets, the Superior Court of the county wherein the offices of the Association exist shall be petitioned and requested to distribute said assets.

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## 1000 BOARD OF DIRECTORS

### 1000 Board of Directors

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

### 1010 Officers

#### President

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

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

#### Vice President

The duties of the Vice President shall be:

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

6. Monitors the Region Representatives, active Committees, and reports to the President

#### Immediate Past President

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

#### Secretary/Treasurer

The duties of the Secretary Treasurers are as follows:

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

#### 1020 Term of Office for Board Officers

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

#### 1030 Regional Representatives

The duties of the Representatives (2nd year of service) and Co-Representatives (1st year of service, non-voting position) from each Region shall be:

1. Serve as a voting member of the Board of Directors.
2. Attend all board meetings and report on Regional activities. If neither Representative is unable to attend a regularly scheduled Board meeting, the Representative shall submit a written report of activities to the President to present to the Board at that meeting.

3. Arrange and hold regional meetings at discretion of regional membership.
4. Seek new membership at the local level.
5. Seek nominations for Officers of the Board of Directors.
6. May be asked to serve on the Executive Committee.
7. The Representative serves in the mentor capacity for the Co-Representative-sharing the responsibilities of Region Representation with a focus on increasing membership

#### 1040 Term of Office for Regional Representatives

Regional Representation will be comprised of a Representative and Co-Representative (the Co-Representative being a non-voting position). The terms of the representatives for regions shall be for two years from regional representative elections. Each Regional Representative (second year of elected service) will serve first in a Co-Representative capacity (first year of their elected service). The Co-Representative will be promoted to Representative for their second year of elected service - coinciding with the election of the new Co-Chair. Region Co-Representative elections shall take place at the last regional meeting prior to the Annual Conference. Vote of affirmation may apply if no nominations arise from the last regional meeting prior to the Annual Conference.

#### 1050 Term of Office for the Educational Partner Representative

The Executive Director will solicit interest from all Ed Partners in April at the same time elections are opened. Ed Partners interested in being the Ed Partner representative on the board will notify the WAMOA office of their interest by August 15th. Upon taking office the President will appoint the Representative.

There will be two Ed Partners, one representing the East side of the state and one representing the West side with the intent that each should serve two-year alternating terms, serving at the pleasure of the President.

## 2000 ELECTIONS

### 2010 Elections

Nominations are opened April 1st and are closed at the board meeting prior to the conference. The officers shall be elected at the Annual Meeting and shall take office at the last general session of that meeting. They shall hold their office for one year or until their successors are elected and installed. Elections for these offices shall be conducted by official ballot from Active members of good standing at the Annual Meeting. Absentee ballots must be requested by eligible voting members from the Membership Chair and submitted to the Elections Chair no later than the Monday before the Annual Meeting. Ballots will be counted, and results will be presented to the membership. A majority ballot will elect to office in each case. In case of a tie vote, balloting among Active members will proceed until a decision is reached. In the event of an uncontested slate of candidates, a vote of affirmation shall be taken at the Annual Business Meeting.

### 2020 Vacancies in the Offices of President, Vice Pres. and Secretary/Treasurer

Nominees shall possess the following minimum qualifications:

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

### 2030 Resignations

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

### 2040 Recognitions

Nominations for Founder Award and Honorary membership shall come from the general membership and be submitted to the Programs Chair. Candidates' information must be submitted prior to the last board meeting prior to the fall conference.

### 2050 Campaigning(Elective Office)

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

## 3000 COMMITTEES

### 3010 Committee Chair Responsibilities By-Laws, Policies & Procedures, and Compliance

To maintain the By-Laws, maintain Policy and Procedures and to monitor and advise the Board of Directors on matters of interpretation. Update the board on compliance and conservation issues affecting schools, act as liaison with regulatory agencies.

### Conference

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

### Educational Partners

Act as liaison for educational partners to the board.

### Elections and Programs

To conduct the nomination and election of the President, Vice President, and Secretary/Treasurer. To review information provided by candidates to be used for campaigning purposes, to determine ethical content and accuracy. Administers sponsorships, scholarships, founders award, and honorary member.

### Historian

Maintain and share appropriate historical data for the organization.

### Legislative

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

### Professional Development

Organizes the WAMOA Leadership Seminar to serve the WAMOA membership, with the goal of enhancing the skills and knowledge of our membership. Review certification applications and determine if requirements are met.

### TAC

Liaison to the Technical Advisory Committee; update the board regularly. Technology Operations: To represent technology infrastructure operations and foster collaboration between maintenance and technology departments.

### 3020 Legislative Committee Functions

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

- Initiating legislation; and,
- Disseminating information important to WAMOA.

### Initiation of legislation

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



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### **Information Dissemination:**

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

### **3030 Professional Development Committee Functions**

Organizes the WAMOA Leadership Seminar to serve the WAMOA membership, with the goal of enhancing the skills and knowledge of our membership. Review certification applications and determine if requirements are met.

#### **Financing:**

A budget shall be established and administered by the Chairperson. The Professional Development committee’s operations will be supported through income generated from the seminar and additional funds as approved by the board.

### **3040 Election and Program Chair Functions**

Nominations shall be declared open by the Elections and Program chair as of April 1st and declared closed in the course of business at the board meeting prior to the fall conference. Functions include conducting the nomination and elections, reviewing information provided by candidates for campaigning purposes, and determines ethical content and accuracy. The information will then be forwarded to the Executive Director upon approval for formatting and distribution to the

publisher to be included in the WAMOA journal and for social media content.

## **4000 GENERAL MEMBERSHIP**

### **4010 Dues**

The dues for members are:

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

### **4020 Definition of Membership**

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

Program Management Level Authority and/or Responsibility definition:

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

### **4021 Active Membership**

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

### **4022 Associate Membership**

#### **A.Educational Associate Members**

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

#### **B.Non-Educational Associate Members**

Those persons regularly employed in a position of administrative, managerial,

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

#### **C.Educational Partner Member**

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

#### **D.Honorary Member**

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

#### **E. Retired Member**

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

#### **F. Founder Award**

Founder Award shall be a member in good standing, must have shown unselfish and dedicated commitment to WAMOA.

### **4030 Application for Membership**

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

### **4040 Suspension or Expulsion**

#### **4050 Privileges**

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

## **5000 ADMINISTRATION**

### **5005 Executive Director**

Provide overall direction of the organization including fiscal and budgetary

management. Serve as the director of the association, overseeing and coordinating all day-to-day routine work activities of the organization. Oversee the receipt and processing of membership applications and maintain master membership files. Full responsibilities are described in the job description.

#### **5010 Professional Association Membership Sponsored by WAMOA**

WAMOA may sponsor a membership in professional association(s) if it is for the good of the organization and is board approved.

#### **5020 Membership / Educational Partner Mailing Lists**

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

#### **5030 Dissemination of Annual Budget**

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

#### **5040 Open Books and Accounts**

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

#### **5050 Endorsements**

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

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

#### **5060 Publication Distribution**

Single copies of Association publications may be distributed without charge to local school district Superintendents and Business Managers, intermediate school district Superintendents, Office of State Superintendent of Public Instruction staff, Legislators, Presidents of other like organizations. All others shall be charged at rates established by the Board of Directors. The president may, at his/her discretion, and with the approval of the Board, distribute the materials, publications or research of other organizations when such are consistent with policies adopted by the Association.

### **6000 FINANCIAL MANAGEMENT**

#### **6010 Operating Capital**

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

#### **6020 Annual Budget**

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

#### **6030 Per Diem**

Officers, Representatives of Regional Chapters and Committee Chairpersons and any of the membership at large so authorized by the By-Laws and Ethics, Presidential or Board action, shall be reimbursed for room expenses at a hotel/motel's going commercial room rate up to a maximum of \$175.00 per day double occupancy or federal per diem rates, whichever is higher, and up to a maximum of \$75.00 per day or federal per diem rates, whichever is higher, for meals and refreshments, if not provided as part of a event. Additional expenses in excess of above rates may be approved by the Board at their discretion. Per diem shall be paid only while the Officer or Chairperson is in the process of conducting bona fide WAMOA business.

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

#### **6040 Up-Front Funding for Regional Program Expenses**

Up-front funding is generally not allowed. The normal procedure for program presentations, billing and subsequent payment is to be followed as a general rule. A Regional Representative's request for a check for a program in advance of its actual presentation may be allowed however, under certain circumstances, i.e.

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

#### **6050 Investment of WAMOA Funds Statement of Purpose:**

1. To ensure that the investment of WAMOA funds is done in a safe and secure manner without any unnecessary risk.





# POLICIES AND PROCEDURES

2. To provide adequate liquidity, any long-term investment should be accessible in case of emergency.
3. Market specification shall be avoided.
4. Safety of principal and interest shall prevail over yield in all investment fund performance and status.

**Risk:**

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

**6060 Expenditures**

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

**6070 The John Helmlinger Memorial Scholarship Fund**

The Scholarship shall receive priority funding "In Perpetuity", or until such time as the WAMOA organization is dissolved. Elections and Programs Chair shall administer the program.

**7000 OPERATIONS**

**7010 Membership Year**

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

**7020 Associations with Other State and National School Facility Administrators**

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

**8000 CONFERENCE**

**8010 Money Awards and Door Prizes**

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

**8020 Conference Fund**

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

**8030 Conference Site Selection**

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

**8040 Annual Meeting**

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

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

**8050 Exhibitor Booths**

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





## PAST PRESIDENTS

Glen Anderson..... Puyallup/Kent. . . . . 1982-1984  
 Roger Smith..... Longview . . . . . 1984-1986  
 Vic Espinosa ..... Clover Park . . . . . 1986-1987  
 Robert Pierce..... Central Kitsap. . . . . 1987-1988  
 Brian Reece..... Marysville . . . . . 1988-1989  
 Dennis Randolph ..... Selah. . . . . 1989-1990  
 Roger Thordarson .... Auburn . . . . . 1990-1991  
 Carl Hockhalter ..... Spokane . . . . . 1991-1992  
 Jim Morris..... Longview . . . . . 1992-1993  
 Pete Keithly ..... South Kitsap . . . . . 1993-1994  
 John Helmlinger ..... Tacoma. . . . . 1994-1995  
 Ted Bolden..... Kelso . . . . . 1995-1996  
 Glen Anderson..... Kent. . . . . 1996-1997  
 Matt Johns..... North Thurston. . . . . 1997-1998  
 Dennis Randolph ..... Selah. . . . . 1998-1999  
 Daniel Lea..... Kent. . . . . 1999-2000

Rick Jacobson ..... Spokane . . . . . 2000-2001  
 John Mannix..... Spokane . . . . . 2001-2002  
 Rick Jacobson ..... Spokane . . . . . 2002-2003  
 Shirley Fairbanks..... Yakima . . . . . 2003-2004  
 Tom Kuehn..... Olympia . . . . . 2004-2005  
 Carl Larson ..... Snoqualmie Valley .. 2005-2007  
 Tim Wood..... Spokane . . . . . 2007-2008  
 Carl Larson ..... Snoqualmie Valley .. 2008-2010  
 Dan Modrall ..... Evergreen. . . . . 2010-2011  
 Steve Story ..... Bethel . . . . . 2011-2013  
 Ernie Elton..... Central Kitsap. . . . . 2013-2015  
 Tom Harris..... Quincy . . . . . 2015-2017  
 Paul Harris..... Tacoma. . . . . 2017-2019  
 Marina Tanay..... Sumner-Bonney Lake . 2019-2022  
 Travis Bown ..... Mead. . . . . 2022-2024  
 Devlin Piplic ..... Northshore..... 2024-2025



## HONORARY MEMBERS

Glen Anderson	Shirley Fairbanks	Greg Lee	Clarence Seely
Ron Aubrey	Don Glitschka	Clint Marsh	Roger Smith
Dr David Austin	Carl Hockhalter	Chuck Minor	Tim Smith
Carter Bagg	Gary Jefferis	Jim Morris	Junior Smith
Dr Terry Bergeson	Pete Keithly	Cindy Pleasants	Steve Story
John Bingham	Phyllis Keithly	George Price	Tisha Stril
Don Brandvold	Merle Kirkley	Dennis Randolph	Dave Tarran
Harvey Childs	Tom Kuehn	Brian Reece	Terry Taylor
Mitch Denning	Ernie LaPierre	Bob Reisanauer	Roger Thordarson
Vic Espinosa	Carl Larson	Tom Rodenbough	Bryan Welsh
			Bob Witheridge



## PUBLICATIONS AND RESOURCES

### WAMOA Publications

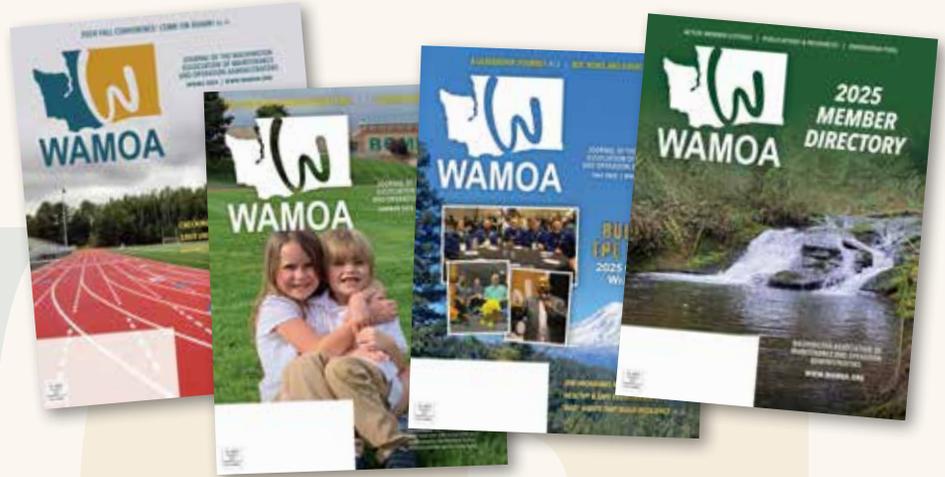
#### QUARTERLY JOURNAL

Provides the latest information on a variety of M&O topics and events.

#### WAMOA DIRECTORY

Annual directory of membership, resources and association information.

For inquiries and information on all WAMOA Publications, contact Katie Granado: [office@wamoa.org](mailto:office@wamoa.org) • 509.202.7843



### WAMOA Member Resources

#### WAMOA Job Hotline

For current listings visit the WAMOA website.

#### WSU Cooperative Extension Energy Program

Information: 360.956.2000  
PO Box 43165, Olympia, WA 98504-3165  
Email: [powerline@energy.wsu.edu](mailto:powerline@energy.wsu.edu)  
[www.energy.wsu.edu](http://www.energy.wsu.edu)

#### Northwest Disability Business Technical Assistance Center

ADA assistance, manual, checklists & handbooks  
800.949.4232  
[www.nwadacenter.org](http://www.nwadacenter.org)

#### Industrial Materials Exchange (IMEX)

An alternative to waste disposal, IMEX networks for industrial materials.  
Technical/Compliance Assistance: 206.263.8899  
[www.govlink.org/hazwaste/business/imex](http://www.govlink.org/hazwaste/business/imex)

#### Washington State Department of Ecology

Waste Reduction & Recycling.....800.832.9253  
Hazardous Waste Hotline.....800.633.7585  
PO Box 47600, Olympia, WA 98504-7600  
[www.ecology.wa.gov](http://www.ecology.wa.gov)

#### Environmental Protection Agency

Information: 800.424.4372  
1200 Sixth Ave, Suite 900, Seattle, WA 98601  
[www.epa.gov/region10](http://www.epa.gov/region10)

#### Washington Department of Labor & Industries

Work Place Safety & Health  
Catalogs of free films, videos, posters and publications  
[www.lni.wa.gov/safety](http://www.lni.wa.gov/safety)

#### WAMOA Office

Phone: 509.202.7843  
Email: [office@wamoa.org](mailto:office@wamoa.org)

Resources Available to WAMOA Members:

- WAMOA Professional Certification Program
- Asbestos/AHERA Training & Certification
- Annual Conference Workshops
- Quarterly News Magazine
- Annual Directory of Organization Membership & Resources
- Knowledge Pool of Member Expertise in M&O Related Fields



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## CODE OF ETHICS AND CODE OF CONDUCT

The purpose of the Washington Association of Maintenance and Operations Administrators is to promote and foster the highest degree of professionalism in the maintenance and operations of educational facilities, and to strengthen the quality of maintenance and operations through professional management.

Persons engaged in the management of educational facilities must recognize the magnitude of the responsibility inherent in their type of work. The need for the respect and confidence of administration, faculty, students and members of the community provides the incentive to accomplish and maintain the highest possible degree of ethical conduct. This code of ethics provides standards by which to judge conduct.

**In fulfillment of these obligations, WAMOA members (and those representing WAMOA in any capacity) are ambassadors to the organization, at all times, and make a commitment to:**

1. Adhere to the precept that professional management is the singularly most important goal of this profession.
2. Obey all federal, state and local laws, rules, regulations, and institutional policies governing educational facility maintenance and operations, while reserving the right to act through appropriate channels to seek modification of such laws, rules and regulations which are not in the best interest of safe, efficient and economical operation.
3. Subscribe to the concept of equal opportunity in employment.
4. Cooperate at all times with public administration officials and other recognized professional organizations to develop improved educational facilities maintenance and operations programs.
5. Promote optimum efficiency in maintenance and operations programs.
6. Participate in the exchange of methods, ideals, technical data and other information with national, state and local professional organizations to raise the standards of educational facilities maintenance and operations programs in the State of Washington.
7. Not use WAMOA for personal gain, promotion or interests.
8. Promote state-wide and community understanding of the role of maintenance and operations professionals within the educational system.
9. Encourage and foster understanding and cooperation between university, community college, private and public school maintenance and operations administrators, personnel and the larger community.
10. Facilitate the exchange of ideas on maintenance, operations and administration within the field of common interests of the members of the Association through conferences, meetings, newsletters, etc.
11. Encourage, foster relationships and cooperation between WAMOA, state and local agencies.
12. Accept the responsibility to report any violation of this code to the Association for appropriate action.

**WAMOA Events: ALL attendees of a WAMOA event in ANY capacity - Members, Ed. Partners Guests, etc. - at any WAMOA event (Conferences, Regional Trainings, regional meetings, etc.) must abide by the Code of Conduct. Registration and attendance at events may require a signed Code of Conduct prior to participation.**

### WAMOA CODE OF CONDUCT

WAMOA is dedicated to promoting camaraderie, diversity and fostering the highest degree of professionalism in its members. With that in mind, WAMOA seeks to provide a friendly, safe, supportive, and harassment-free environment for all WAMOA participants, regardless of gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion, or other group identity.

Harassment of participants will not be tolerated in any form and WAMOA expects immediate compliance from anyone asked to stop harassing behavior. Noncompliance could result in termination of membership.

**Please immediately report any incidents of intimidating, threatening, harassing or other behavior that might be of concern to WAMOA Executive Director Katie Granado, or any board member.**

*Katie Granado, WAMOA Executive Director • Phone: 509.202.7843 • Email: [office@wamoa.org](mailto:office@wamoa.org)*

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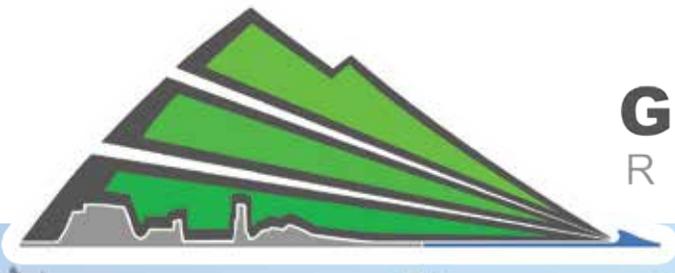
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