



**WASHINGTON STATE**  
FUNERAL DIRECTORS ASSOCIATION

**WSFDA District  
Memorandum of Understanding**

**Section 1. Current Districts and their encompassing counties**

Northwest District - Whatcom, Skagit, Island, and Snohomish counties

Puget Sound District - King, and Pierce Counties

Southwest District - Thurston, Lewis, Cowlitz, Pacific, Wahkiakum, Clark, and Skamania

Peninsula District - Clallam, Jefferson, Kitsap, Mason, Grays Harbor

North Central District - Chelan, Okanogan, Grant, and Douglas Counties

Central Valley District - Yakima, Klickitat, and Kittitas Counties

Blue Mountain District - Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin,  
Whitman, and Adams Counties; as well as boarding counties in  
Oregon

Inland Empire District - Ferry, Stevens Pend Oreille, Lincoln, Spokane, Adams, and  
Whitman Counties; as well as bordering counties in Idaho.

**Section 2. Mission**

The mission of the Washington State Funeral Directors Association districts (WSFDA Districts) is for the advancement of the funeral service profession throughout State of Washington, the education of its practitioners as well as the education of the public, and the promotion and advocacy of high ethical standards and practices.

**Section 3. Objectives**

- 1 - To provide a unified medium for those engaged in the funeral service profession
- 2 - To promote and maintain high standards of conduct in the funeral service profession
- 3 - To represent the membership in conveying local views and ideas to the WSFDA
- 4 - To be an avenue for the dissemination of legislative information
- 5 - To promote and obtain Continuing Education Units (CEU's) from the WSFDA
- 6 - To be a catalyst for the WSFDA

#### **Section 4. District Membership**

For the purposes of this section, a funeral establishment shall consist of any establishment licensed under section 18.39 of the Revised Code of Washington and in good standing with the Washington State Department of Professional Licensing that is engaged in any legal and acceptable methods of disposition of human remains for the benefit of the general public. Funeral Establishments including all staff members of the funeral establishment located within the State of Washington, Funeral Establishments in bordering counties within the States of Idaho and Oregon, Actively enrolled students in a Nationally accredited mortuary program, Funeral Suppliers, retired licensed funeral professionals, independent licensed funeral directors and/or embalmers, and Pet Loss Professionals are qualified for membership in the districts of the WSFDA.

District membership, district officers and district voting privileges are reserved for current members of the WSFDA. The WSFDA Board of Directors shall review any application for new membership in the WSFDA. Upon acceptance of membership in the WSFDA, the Board of Directors shall submit a recommendation to the district officers to accept or deny the district membership based on the criteria set forth in these policies and procedures.

#### **Section 5. Termination**

Termination of membership with the Washington State Funeral Directors Association shall constitute and be a termination of membership in the WSFDA district.

#### **Section 6. Meetings**

District meetings are open to all members and their guests unless designated as a closed meeting at the discretion of the district leadership and sitting WSFDA President. Meetings will be held Biannually in the spring and fall.

#### **Section 7. Voting**

Each member firm as described in section 4, shall be entitled to 1 vote. At least one firm member must be represented in person in order to cast the funeral establishment firms vote. NO proxy votes will be accepted.

## **Section 8. Officers**

The business of the WSFDA district shall be conducted in conjunction with the District leadership represented by a district President & Vice President in conjunction with the WSFDA Executive Director and WSFDA Board of Directors.

## **Section 9. Election of Officers**

The election of Officers shall take place every two years at the fall district meeting. WSFDA members must cast their vote in person. Any employee of a member firm is eligible to serve as an officer. However to be nominated for the position of President at the time of election nominees must hold a current license in the State of Washington as a Funeral Director and/or Embalmer.

## **Section 10. Vacancies**

A vacancy in the office of Vice President because of resignation, removal, disqualification, death or otherwise may be filled by a simple majority vote consisting of fifty-one percent (51%) of the members present at a duly noticed meeting. The vacancy of President shall be filled by a fifty-one percent (51%) majority vote of the member present at a duly noticed meeting. (Duly noticed meeting shall be those described by the WSFDA bylaws, section 15-D)

## **Section 11. Duties of Officers**

### **1 - President.**

The President shall be the principal executive officer of the WSFDA district and will work directly with the WSFDA Executive Director and the WSFDA Board of Directors. He/She shall generally supervise and control the bi-annual meetings, attend either in person or tele/video conference special meetings as prescribed in WSFDA bylaws Article III Section 2, Assist with the selection, reserving, and organizing bi-annual district meetings. At no time is a district President allowed to enter into deeds, mortgages, bonds, contracts, or other instrument of agreement without the approval of WSFDA and a two-thirds majority of the WSFDA districts membership. In general, he/she shall perform all duties incident to this office and such other duties as may be prescribed by resolution of the membership, and WSFDA board of directors from time to time.

## Section 11. Duties of Officers Cont.

### **2 - Vice President**

In the Absence of the President or in the event of disability or refusal to act, the Vice President shall perform all duties of the President. In the case of resignation, removal or death the Vice President shall assume the role of Interim-President until a duly noticed meeting can be held and an election can take place to replace the President for the remainder of the current term. Upon assuming the Interim position of President the Vice President will assume all the powers and responsibilities as described under the duties of the President. The Vice President is responsible for recording minutes of all proceedings of the membership and Officers, and submitting the approved minutes to the WSFDA within 20 days of the WSFDA district meeting. Minutes are to be approved by the districts officers (President, Vice President) prior to submittal to WSFDA, where they will be posted to the WSFDA website for Public viewing.

### **Section 12. Dues.**

Annual membership dues paid to the Washington State Funeral Directors Association shall include membership in the firms respective WSFDA District.

### **Section 13. WSFDA District Financial Accounts**

WSFDA Districts are eligible to open and maintain their own checking accounts to be able to run the daily business of the WSFDA district. Districts choosing to open and maintain their own checking/savings account do not have permission to use the WSFDA EIN number as their corporate EIN number.

The WSFDA will not assume any liability nor be held financially responsible for any profits or losses incurred by WSFDA districts that choose to operate their own financial checking/savings accounts. The WSFDA will not be held financially responsible for any venue fees, speaker fees or meal fees on behalf of any district that maintains their own separate checking/savings accounts.

The WSFDA will not accept any registration payments on the behalf of the WSFDA districts that operate their own checking/savings accounts. This includes online registrations made on the wsfda website, nor the use of the WSFDA Credit Card processing application at the door of the event.

The WSFDA will only accept RSVPs for those districts that maintain their own accounts, and the members of that district will need to pay their district leadership directly at the event.

### **Section 13. WSFDA District Financial Accounts Cont.**

WSFDA districts that DO NOT maintain separate checking/savings accounts, will receive assistance from the WSFDA general financial account for all accounts payables/receivables related to the WSFDA District meetings. Monies received from online pre-registration or monies collected at the door for the WSFDA District meeting will be deposited into a WSFDA sub-account in the name of that district. Any account payables due for WSFDA district meetings will be made by the WSFDA, on behalf of the WSFDA district, and will be paid directly to an invoiced venue/speaker fee from the districts WSFDA sub-account. Payment in full will be made on the day of the event.

### **Section 14. Continuing Education Units (CEU's).**

As an extension of the membership benefits with the WSFDA, Continuing Education Units (CEU's) are offered at no cost to current WSFDA membership. District meetings can range up to five(5) CEU hours per year and may include mandatory OSHA/WISHA training. Current WSFDA members attending a bi-annual district meeting will not incur any additional fees above the set cost of the dinner for the listed number of CEU's of that meeting. CEU certificate will be issued via email to the attendees of the meeting within 7 business days of each district meeting.

Non-WSFDA members attending the bi-annual district meeting will incur a nominal fee, to be Determined by the Board of Directors of the WSFDA, for obtaining the continuing education certificate for the listed number of CEU's of the meeting. CEU certificate will be issued via email to the attendees of the meeting within 7 business days of each district meeting.

### **Section 15. Changes to Policies and Procedures**

Whereas each WSFDA district has been created by the WSFDA, for benefit of the membership of the WSFDA, any change to the WSFDA district Memorandum of Understanding may only be made by recommendation of the Board of Directors of the WSFDA and two-thirds majority vote of the WSFDA district membership.

### **Section 16. Dissolution of WSFDA Districts**

The dissolution of the WSFDA districts can only be approved by recommendation of the Board of Directors of the WSFDA and two-thirds majority vote of the WSFDA district membership.