



**WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
BYLAWS**

**Amended by the Delegate Assembly  
August 8, 2016**

**Article I ~ Members**

- A. Qualifications  
Any person meeting the qualifications of Article III of the Constitution shall be eligible for membership in the Washington Association for Career and Technical Education.
- B. Membership Categories
  - 1. Professional Members are individuals actively employed in or concerned with Career and Technical Education.
  - 2. Retired Members are individuals who are retired from active employment in Career and Technical Education and have been Washington Association for Career and Technical Education members for at least one (1) year.
  - 3. Student Members are individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor, or administrator.
- C. Association Rights  
The Washington Association for Career and Technical Education Executive Board shall have the power to censure, suspend, or expel any member for cause and shall serve notification by registered mail, return receipt requested. The member shall notify the Executive Board if a hearing is desired. Request for hearing shall advise if legal counsel is expected. If an appeal is desired, it must be filed in writing with the Executive Director within ten (10) working days of the member's receipt of the Executive Board notification.

If the member expects to be represented by legal counsel, the member shall so state in the notice of appeal. The Executive Board shall thereafter, within twenty (20) working days, hold a hearing at which a member may appeal in his/her own behalf. All legal and other costs incident to the appeal shall be borne by the member.

**Article II ~ Dues and Finance**

- A. Annual Dues shall be:
  - 1. Professional Member \$75
  - 2. Retired Member \$35
  - 3. Student Member \$0
- B. Dues
  - 1. Dues shall be due and payable at the time of enrollment and each year thereafter on the anniversary date of enrollment.
  - 2. Any member whose dues are not paid within thirty (30) days after the anniversary date shall be dropped from membership.
  - 3. The dues of all members shall be payable to the Washington Association for Career and Technical Education. Dues collected by treasurers of affiliated sections shall be forwarded with a list of members whose dues are included in each remittance to the Washington Association for Career and Technical Education.
- C. Budget  
A proposed budget for the next fiscal year shall be prepared by the Executive Committee by May 1. The proposed budget shall be presented and adopted at the last Executive Board meeting prior to the current fiscal year ending June 30. Any expenditure beyond the adopted budget shall have prior approval by the Executive Board by formal action at an open Executive Board meeting.
- D. Financial Records Review  
The financial records shall be provided by a qualified accountant, who shall be chosen by the Executive Committee. The balance sheet and revenue & expenditures shall be submitted at each Board meeting to the Executive Board. The Accounting Committee shall review the financial records and submit a report to the Executive Board at its annual Summer Conference.
- E. Fiscal Year  
The fiscal year shall be from July 1 through June 30.

### Article III ~ Affiliated Sections

#### A. Affiliated Sections

1. Any group of twenty-five (25) or more first-time Washington Association for Career and Technical Education members or an elapsed member that is renewing membership engaged in a specific instructional or service area of Career and Technical Education and desiring to be affiliated as a section upon submission of a proposal for organization, a constitution and bylaws, a slate of officers, a list of professional members, and a program of activities for the membership year; and upon recommendation of the Executive Board and approval by vote of the Delegate Assembly.
2. Sections now recognized as affiliates of the Washington Association for Career and Technical Education are:
  - Washington Association of Career and Technical Administrators (WACTA)
  - Washington Association of Agricultural Educators (WAAE)
  - Washington State Business Education Association (WSBEA)
  - Washington Career Counseling & Employment Readiness (WA-CCER)
  - Family and Consumer Sciences Educators (FACSE)
  - Washington Association of Marketing Educators (WAME)
  - Washington Industrial Technology Education Association (WITEA)
  - Washington Association of Skilled & Technical Sciences (WASTS)
  - Health Science Career and Technical Educators (HSCTE)
3. The sections' constitutions and/or bylaws shall be subject to approval by the Washington Association for Career and Technical Education Executive Board.
4. The policies and programs of the sections shall be subordinate to and in conformity with the general policies and programs of the Washington Association for Career and Technical Education Executive Board.
5. The sections shall be autonomous in selecting their officers in determining their policies and programs within the restrictions of Section A. 4. of this Article and in operating their activities.
6. Affiliated sections are required to prepare an annual "State of the Section Report" to be submitted to the Executive Board by the first meeting after the Delegate Assembly. Sections

are to submit their officers and committee members to the WA-ACTE office by September 1.

7. Any affiliated section failing to meet the minimum requirement of seventy-five (75) Professional Washington Association for Career and Technical Education members for two (2) consecutive years is subject to forfeiture of its affiliation. Notices of such forfeiture shall be given ninety (90) days before the effective date by the Washington Association for Career and Technical Education Executive Board. Said section may, within the ninety (90) day period, reorganize and take such other action as to provide the necessary qualifications in accordance with these Bylaws. Upon further evaluation by the Executive Board, notice of forfeiture of affiliation shall be withdrawn provided that, in the opinion of the Executive Board, evidence has been presented showing just cause of continuation of the affiliation.
8. Reinstatement of Affiliated Sections
  - a. An affiliated section of the Washington Association for Career and Technical Education which has forfeited affiliation, on application and having reached the required number of members and with a plan for maintaining and/or increasing membership, can be re-admitted to affiliation.
  - b. When affiliation of the section has been forfeited, Washington Association for Career and Technical Education may, at its discretion, reinstate that affiliation provided that the section makes application for such reinstatement in writing by submitting the *Application for Reinstatement* to the Executive Committee.
  - c. Upon receiving the *Application for Reinstatement* from a forfeited section the Executive Committee will present the application and a recommendation to the Executive Board. The forfeiture status of a section may be withdrawn for any reason that the Executive Board deems adequate. Such withdrawal shall take effect upon a majority vote of the Executive Board present at an Executive Board meeting at which reasons for withdrawal are considered.

### Article IV ~ Officers

#### A. Officers

The elected officers of the Washington Association for Career and Technical Education shall be the President, President Elect, and Past President.

- B. Terms of Office  
Officers are elected to a three-year term rotating through the positions of President Elect, President, and Past President for a term of one year each.
- C. Vacancy in Office
  1. A vacancy in the office of President shall be filled by the President Elect. The vacancy thus created in the office of President Elect shall be filled by the election of one of the Board members at a regular or special meeting of the Executive Board.
  2. Should the office of President become vacant and the President Elect is unable to assume the office of President, a special meeting shall be called by the Past President or the Executive Director for the purpose of electing a President and a President Elect from the Executive Board membership to serve the remainder of the term.
  3. All elections to fill vacancies shall be by ballot of the Executive Board and a majority shall elect.
- D. Duties
  1. Each officer will serve as chair of one of the Strategic Plan Committees as defined in Policies and Procedures and to be assigned no later than the fall meeting of the Executive Committee.
  2. The President shall:
    - a. Preside at all meetings of the Delegate Assembly and of the Executive Board.
    - b. Appoint all committees (except nominating) subject to approval of the Executive Board.
    - c. Submit an annual report at Summer Conference.
    - d. Perform duties prescribed by these Bylaws, by the parliamentary authority adopted by the Association and such standing rules as may be adopted by the Executive Board.
  3. The President Elect shall:
    - a. Perform all duties of the President in the absence of the President.
    - b. Succeed to the office of President for the unexpired term in the event of a vacancy.
    - c. Assume other duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.
  4. The Past President shall:
    - a. Assume duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.

**Article V ~ Nominations and Elections**

- A. Nominations Committee  
The President shall organize a Nominations Committee by the January Board meeting, composed of one (1) Board member acting as chairperson of the

Nominations Committee and one (1) member representing each of the other Sections. Washington Association for Career and Technical Education staff must notify each Section by March 1 of the existing and/or newly created positions to be filled together with the nomination procedures. Nominees for President Elect may be from any section. The Nominations Committee shall submit its report at the May Board meeting. No name shall be placed in nomination without the consent of the nominee.

- B. Election of Officers  
Election of officers shall be by electronic ballot prior to the annual Summer Conference. A plurality vote shall elect. The President shall take office at the close of the Delegate Assembly. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

**Article VI ~ Meetings**

- A. Meetings
  1. A Washington Association for Career and Technical Education Conference shall be held annually at a time and place determined by the Executive Board for the purpose of providing inservice training and electing officers.
  2. Summer Conference Committee
    - a. There shall be a Summer Conference onsite Chairperson, appointed by the Professional Development Committee Chair, whose duty shall be to assist in the planning and supervision of the Summer Conference in cooperation with the Professional Development Committee Chair and the State delivery agencies.
    - b. Summer Conference committees shall include credentials, elections, and resolutions, appointed by the President.
- B. Delegate Assembly
  1. A Delegate Assembly shall be held in conjunction with the annual Conference to receive reports, amend the Constitution and/or Bylaws, and other business as may properly come before this Assembly.
  2. Determination of the policies and program of the Washington Association for Career and Technical Education shall be vested in a representative Delegate Assembly.
  3. The official call to the Delegate Assembly giving the time and place of the meeting shall be published by the Executive Director on May 1.

4. The voting members of the Delegate Assembly shall be:
  - a. Elected officers of the Washington Association for Career and Technical Education.
  - b. The Executive Board.
  - c. Delegate representation of each Section:
    - (1) Two delegates from each Section.
    - (2) One additional delegate for sections having membership of 100 as of May 1; an additional delegate is added for each 50 members thereafter.
5. No member may be elected as a delegate from more than one section and no member shall vote in more than one capacity.
6. A quorum for the Delegate Assembly shall be a majority of the voting members registered with the Credentials Committee.
7. Delegate Assembly Order of Business
  - a. Call to Order
  - b. Invocation
  - c. Pledge of Allegiance
  - d. Standing Rules
  - e. Roll Call of Delegates
    - (1) Seating of Delegates and Alternates
  - f. Credentials Report
  - g. Reading and Approval of Minutes
  - h. Executive Committee Reports
    - (1) Strategic Plan Review (previous year)
      - (a) Acceptance of Report
    - (2) Strategic Plan (draft)
      - (a) Presentation of Budget
      - (b) Approval of Strategic Plan
    - (3) Executive Director's Report
      - (a) Acceptance of Report
  - i. Resolutions Committee Report
    - (1) Reading and Board Position
    - (2) Action
  - j. Standing/Special Committee Reports
  - k. New Business
    - (1) Constitution Change
    - (2) Bylaws Change
    - (3) Election of President Elect
  - l. Announcement of New Officer
    - (1) Passing of the Gavel
  - m. Adjournment
8. The order of business as listed under Section 7. may be changed by two-thirds (2/3) vote of the Delegate Assembly.
9. Resolutions
  - a. Proposed resolutions shall be submitted in writing to the Executive Director no later than July 1.
  - b. The Executive Director shall email and/or mail copies of all resolutions to be presented

to the Delegate Assembly to each delegate no less than ten (10) days prior to such meeting.

- c. The sponsor of any resolution submitted to the Delegate Assembly shall be at the meeting to answer questions and otherwise justify their resolution.

## **Article VII ~ Executive Board**

- A. Executive Board
  1. The Executive Board shall consist of:
    - a. Elected officers of the Washington Association for Career and Technical Education.
      - (1) One representative elected or appointed from each Affiliated Section.
    - b. A quorum of the Executive Board shall be the assembly of a majority of the officers and representatives.
- B. Executive Board Power
 

The Executive Board shall have the necessary power and authority to carry out the business of the Washington Association for Career and Technical Education.
- C. Duties
 

Duties of the Washington Association for Career and Technical Education Executive Board shall be:

  1. Carryout the program and policies of the Delegate Assembly and to exercise the general authority of the Delegate Assembly between its annual meetings.
  2. Approve all requests for expenditures in excess of the budgeted amounts.
  3. Determine the accounts for placement of all monies received by the Washington Association for Career and Technical Education and approve all disbursements by officers.
  4. Determine bonding procedures for employees and the President.
  5. Perform all duties prescribed in the Bylaws and Policies and Procedures.
  6. Review and approve the annual budget.
  7. Appoint delegates to the Association for Career and Technical Education Assembly of Delegates.
- D. Official Use of Stationery and Titles
 

Official stationery and official titles of officers shall be used only in the promotion of policies that have been approved by the Executive Board.
- E. Meetings
 

Regular meetings of the Washington Association for Career and Technical Education Executive Board shall be held in accordance with action of the Executive Board, on call of the President, or on request of a majority of the members of the Executive Board.

- F. Expenditures  
Expenditures of the Executive Board shall be allowed as provided in the annual budget.
- G. Executive Director
1. The Executive Director shall be employed on a contractual basis by the Executive Board for a term not to exceed three (3) years. At the end of the contracted term, the Executive Director may be re-appointed by the Board. Duties of the office shall begin on July 1, or on whatever date shall be set up by the Executive Board. The Executive Director shall be evaluated annually in Executive Session on or before the last Executive Board meeting before June 30.
  2. The Executive Director shall:
    - a. Have general administrative charge, under the direction of the Executive Board, of all the Washington Association for Career and Technical Education activities.
    - b. Be responsible for the maintenance of regular books of account and submit them, together with all other records and supporting documents, to the Executive Board at any meeting as requested or required.
    - c. Submit to the Executive Board monthly and annual financial statements and audit review.
    - d. Give full report of activities during the year to the Delegate Assembly at the annual Washington Association for Career and Technical Education Summer Conference.
    - e. Assist in the preparation of the annual budget and Strategic Plan in conjunction with the Executive Committee for approval by the Executive Board and presentation at the annual Delegate Assembly.
- H. Salaried/Contract Personnel  
Other salaried personnel, upon recommendation by the Executive Director, may be employed by the Executive Board. The Executive Director shall evaluate salaried personnel on or before the last Executive Board meeting before June 30 and submit the evaluations, in Executive Session, with recommendations to the Executive Board.

#### **Article VIII ~ Executive Committee**

- A. Executive Committee Members  
The members of the Executive Committee shall be the elected officers.
- B. Duties  
The Executive Committee shall:
  1. Be responsible for the transaction of necessary business between meetings of the Executive

Board and business that may be referred to it by the Executive Board, and shall make a complete report of its actions to the Executive Board.

2. Select a qualified accountant to review or audit the financial records of the Washington Association for Career and Technical Education.
  3. Prepare and submit to the Executive Board a proposed budget at the last Board meeting prior to June 30.
- C. Meetings  
Meetings shall be at the call of the President. The Executive Director may attend as an ex officio member.
- D. Quorum  
A majority of elected officers shall constitute a quorum.

#### **Article IX ~ Committees**

- A. Committee Appointments  
All members of committees shall be appointed by the President to serve during the President's term.
- B. Standing Committees  
The Strategic Plan as adopted by the Executive Board shall determine the standing committees for the upcoming year.
- C. Committee Expenses  
Expenses of the standing committees as outlined in the Strategic Plan for business and travel shall be provided in the annual budget as outlined in Policies and Procedures.

#### **Article X ~ Dissolution**

If the Association ceases operating as a functioning Association, as determined by the officers and/or staff remaining at the time of dissolution, all assets shall be donated to one or more existing non-profit educational organizations.

#### **Article XI ~ Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Washington Association for Career and Technical Education in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Association may adopt.

#### **Article XII ~ Amendments**

These Bylaws may be amended at any annual meeting of the Delegate Assembly by two-thirds (2/3) vote provided that the text of the proposed amendments shall have been emailed and/or mailed at least ten (10) days prior to the Delegate Assembly.