

**WA-ACTE  
Delegate  
Assembly**

**Summer  
Conference  
Spokane**

**Meeting Notebook  
August 5, 2019**



**DELEGATE ASSEMBLY ORDER OF BUSINESS**  
**The Davenport Grand Hotel, Spokane**  
**Monday, August 5, 2019, 6:00 – 7:00 p.m.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Standing Rules
5. Roll Call of Delegates
  - (a) Seating of Delegates and Alternates
6. Credentials Report
7. Reading and Approval of Minutes
8. Executive Committee Reports
  - (a) 2018-2019 Strategic Plan Review (previous year)
    - 1) Acceptance of Report
  - (b) 2019-2020 Strategic Plan (draft)
    - 1) Presentation of Budget
    - 2) Approval of 2019-2020 Strategic Plan
  - (c) Executive Director's Report
    - 1) Acceptance of Report
9. Resolutions Committee Report
  - (a) Reading and Board Position
  - (b) Action
10. Standing/Special Committee Reports
11. New Business
  - (a) Constitution Change
  - (b) Bylaws Change
  - (c) Election of President Elect
12. Announcement of New Officer
  - (a) Passing of the Gavel
13. Adjournment



**Standing Rules of the Delegate Assembly of  
Washington Association for Career and Technical Education**

**Rule 1.**

- (a) The Credentials Committee, directly after the opening ceremonies of the Delegate Assembly, shall report the number of delegates and alternates registered as present with proper credentials.
- (b) A member registered as an alternate may, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during the continuance of the Delegate Assembly.

**Rule 2.** For admission to the assembly hall, to facilitate identification and seating, members, alternates, and others shall be required to wear the badge/ribbon issued upon registration.

**Rule 3.** A resolution offered by an individual member shall be in writing, signed by the maker and the seconder—each of whom shall be a voting member of the assembly—and shall be sent directly to the Administrative Assistant.

**Rule 4.**

- (a) All resolutions except those proposed by the Executive Board or by committees, and all recommendations made in reports of officers or committees of the assembly that are not in the form of resolutions, shall be referred without debate to the Resolutions Committee; resolutions proposed by the Executive Board or by committees shall be presented by the Board or proposing committee directly to the assembly.
- (b) Each member who offers a resolution shall be given an opportunity to explain it to the Resolutions Committee if he or she so requests.
- (c) The Resolutions Committee shall prepare suitable resolutions to carry into effect recommendations referred to it, and shall submit to the assembly, with the Committee's own recommendation as to appropriate action, these and all other resolutions referred to the Committee, except questions which the Committee by a vote of two thirds of its members may decide not to report.
- (d) The assembly by a majority vote may suspend this Rule 4 and may immediately consider a question at a certain time, even if the Committee has voted not to report it.

**Rule 5.** No member shall speak in debate more than once on the same question, or longer than two minutes, without permission of the assembly granted by a two-thirds vote without debate.

Rule 6. All reports and other material for the permanent record or printed proceedings shall be in typing and, immediately on presentation, shall be sent to the Administrative Assistant.

Rule 7. Notices for announcement to the assembly shall be in writing, signed by the person (or a proper representative of the persons) under whose authority the announcement is issued, and shall be sent to the Administrative Assistant.

Rule 8. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the assembly in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Association and these standing rules.

Other Rules. Only official delegates may make motions, discuss, or vote. To be recognized by the Chair, stand and state your name. Once delegates are seated, their section's Executive Board Representative will indicate any changes in delegate count. The chairman of each section shall be the WA-ACTE Executive Board Representative. In the absence of this person, a chairperson will need to be identified. Section delegates will be seated at the front of the room; guests and unseated alternates will be at the back of the room. When you make a motion, stand and identify yourself and section. Write the motion as stated on a motion card.



**MINUTES OF THE DELEGATE ASSEMBLY OF  
WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
The Davenport Grand Hotel, Spokane  
Monday, August 6, 2018**

***CALL TO ORDER***

President Kevin Plambeck called a meeting of the Delegate Assembly of Washington Association for Career and Technical Education to order on Monday, August 6, 2018, at The Davenport Grand Hotel in Spokane at 6:04 p.m.

***INVOCATION***

An invocation was delivered to the Delegate Assembly by Past President Gene Wachtel.

***PLEDGE OF ALLEGIANCE***

The Delegate Assembly recited the Pledge of Allegiance.

***STANDING RULES***

The *Standing Rules of the Delegate Assembly* were included in the books.

Upon motion duly made by Peter Rustemeyer, seconded by Dottie Record, and unanimously carried, it was

RESOLVED: That the delegates forgo the reading and that the standing rules of the Delegate Assembly meeting be approved as written.

***ROLL CALL OF DELEGATES***

Seating of Delegates and Alternates

Credentials Committee members Vern Chandler, Franciene Chrisman, and Tess Alviso called the roll call by section for attendance at Delegate Assembly.

Present:

- WA-ACTE Executive Committee: Past President Gene Wachtel, President Kevin Plambeck, President Elect Shani Watkins
- Administration: Kari Duffy, Wes Allen, Maggie Bagwell, Donetta Oremus, Sara Hatfield, Kim Berhow, Vicki Leifer
- Agricultural Education: Nathan Moore, Adam Corum, Jennie Wagner
- Business Education: Mark Sabo, Peter Rustemeyer, Ariel Dykstra, Roger Beck
- Career Counseling and Employment Readiness: Nora Zollweg, Terry Derrig Laurie Price
- Family and Consumer Sciences: Jacqueline Brewster, Donna Abbey, Tricia Littlefield, Dottie Record, Rachel Aszklar
- Industrial Technology Education: Matt Merfeld, Doug Merrill, Lew Keliher, Ross Short, Marcus Sullivan
- Marketing Education: Brenda Grabski, Tom Robinson, Emily Wray
- Skilled and Technical Sciences: Chris Names, Sarah Patterson
- Health Sciences: Bonnie Smith, Heather Brown, Terri Karkau

### ***CREDENTIALS REPORT***

The Credentials Committee reported that 38 out of 42 delegates were present, and had been accredited (90%), thus constituting a quorum.

### ***READING AND APPROVAL OF MINUTES***

Copies of the minutes had been previously distributed to delegates.

Upon motion duly made by Chris Names, seconded by Sara Hatfield, and unanimously carried, it was

RESOLVED: That the minutes of the Delegate Assembly meeting of Monday, August 7, 2017, be approved.

### ***EXECUTIVE COMMITTEE REPORTS***

#### ***2017-2018 STRATEGIC PLAN REVIEW***

Acceptance of Report – President Kevin Plambeck submitted the 2017-2018 Strategic Plan Review for the year ending June 30, 2018, copies of which had been previously distributed to delegates.

Upon motion duly made by Terri Karkau, seconded by Peter Rustemeyer, and unanimously carried, it was

RESOLVED: That the 2017-2018 Strategic Plan Review to the delegates be approved.

## **2018-2019 STRATEGIC PLAN**

President Elect Shani Watkins submitted the draft Strategic Plan for the 2018-2019 year, copies of which had been previously distributed to delegates.

### Strategic Plan Approval

Upon motion duly made by Sara Hatfield, seconded by Ariel Dykstra, and unanimously carried, it was

RESOLVED: That the 2018-2019 Strategic Plan of the President to the delegates be approved as a draft to be completed at the September meeting.

## **PRESENTATION OF BUDGET**

President Elect Shani Watkins presented an estimated statement of revenues and expenses for the 2018-2019 year, and based on those estimates, a proposed budget was presented at the May 19, 2018, Executive Board meeting for approval and adoption.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Tim Knue submitted the 2017-2018 Executive Director's Report for the year ending June 30, 2018, copies of which had been previously distributed to delegates.

Upon motion duly made by Peter Rustemeyer, seconded by Tricia Littlefield, and unanimously carried, it was

RESOLVED: That the 2017-2018 Executive Director's report to the delegates be approved.

## **RESOLUTIONS COMMITTEE REPORT**

### Reading, Board Position, and Action

The Board made a motion at the May meeting to sunset all of the continuing resolutions and to incorporate them into the Strategic Plan, which would reset resolutions to any newly proposed resolutions.

## **STANDING AND SPECIAL COMMITTEE REPORTS**

Tim Knue reviewed the Financial Committee Report that had been previously distributed to delegates.

Upon motion duly made, seconded, and unanimously carried, it was

RESOLVED: That the Financial Committee Report be accepted as presented.

## **NEW BUSINESS**

### Constitution Change

No changes.

### Bylaws Change

No changes.

## **ELECTION OF PRESIDENT ELECT ANNOUNCEMENT OF NEW OFFICER**

Upon motion duly made by Terry Derrig, seconded by Marcus Sullivan, and unanimously carried, it was

RESOLVED: That Lew Keliher be approved as President Elect by acclamation.

Lew Keliher was present and thereupon accepted the office to which he was elected.

### Passing of the Gavel

President Kevin Plambeck passed the gavel to President Elect Shani Watkins who would now reign as President for the 2018-2019 year.

Outgoing Past President Gene Wachtel presented Past President Kevin Plambeck with the outgoing president's plaque.

## **ADJOURNMENT**

There being no further business to come before the Delegate Assembly, the meeting adjourned at 7:04 p.m.

*Minutes Submitted by Tess Alviso, WA-ACTE Executive Assistant*



**Vision:**

Every student prepared for life and career

**Mission:**

Support our members in providing high quality CTE opportunities for all students in Washington State

**Purpose:** Provide leadership and services to our members as they prepare students for lifelong career success

Strategic Plan End of Year Recap – Review Target Met

Area	Sponsor	Objectives	Measurement	Target	Target Met
Quality Professional and Leadership Development					
P1 Grow network of partners & sponsors of WA-ACTE professional development	Tim Knue Officers All Sections	Increase number of partners and sponsors of WA-ACTE professional development activities, including new online or LiveStream options	Increase partners and sponsors by at least 2 by August 2019	All sections provide at least one new partner and/or sponsor of WA-ACTE professional development activities, including new online or LiveStream options	WA-ACTE continues to recruit new partners that support and champion WA-ACTE  WA-ACTE continues to focus on development on online and LiveStream options for providing expanded professional development
P2: Deliver professional development options using LiveStream for web/hybrid methods	Tim Knue Officers All Sections	Develop a strong web/hybrid option for members to access timely and effective professional development	Deliver at least one timely and relevant option of web/hybrid professional development for each section of WA-ACTE	All sections and WA-ACTE provide multiple options of timely and relevant web/hybrid professional development for each section of WA-ACTE	During WA-ACTE fall conference all sections supported sessions to offer at the conference and several were videoed to provide as asynchronous professional development options
P3: Use/Implement CTE curriculum program platform					
P4: Each section offers at least 1 session to WA-ACTE fall STEM conference that may be videoed	All Sections	Develop a series of relevant timely sessions that may be videoed for member access	Sections offer at least one offering at fall conference	Minimum of five sections offer a session at WA-ACTE fall conference that is videoed	Each session actively recruited at least one session for fall conference that could be videoed for later professional development activities

P5: Each section offers professional development sessions supporting their individual sections at the WA-ACTE Summer Conference	All Sections	Develop a series of relevant timely sessions that may be videoed for member access	Sections support up to 6 professional development offerings	All sections offer relevant professional development offerings (minimum of 5) to their respective sections	All sections provided sessions that best support their individual session for summer conference.
Area	Sponsor	Objectives	Measurement	Target	Target Met
Promotion and Advocacy					
A1: Lift CTE message	Tim Knue Officers All Sections				
A2: Foster and expand relationships with established partners	Tim Knue Officers All Sections				
A3: Foster new relationships	Tim Knue Officers All Sections				
A4: Expand relationship with PESB – CTE and STEM issues	Tim Knue Officers	Collaborate with PESB and serve on the PESB CTE board			Tim, Lew, Shani, and Kevin, among others on the executive board attended the PESB meetings related to certification requirements

A5: Develop strategies for promotion of work-based learning/career connected learning and apprenticeships	Tim Knue Officers All Sections	Attend WBL and Career Connected Learning meetings to become learning partners in the process advocating for CTE			Tim attended CCL meetings regularly and supported WA-ACTE and CTE through advocacy during those meetings
Advancement of Policy and Legislation					
L1: Establish legislative focus	Tim Knue Officers Jesse All Sections	Establish legislative focus for this session			Legislative focus developed with the assistance of WACTA and other champions to ensure all advocating for the same outcomes – Two focuses this year, one flowed through the session, the other was not picked up – will plan to focus again during the 2019-2020 school year to support advancement of the legislative focus
L2: WOVE	Tim Knue All Sections	Weekly WOVE sent out to paid districts/ members			Weekly WOVE sent out timely and effectively.
Area	Sponsor	Objectives	Measurement	Target	Target Met
L3: Continue strong lobbying efforts on behalf of CTE	Tim Knue Jesse Officers All Sections	Participate and advocate with your legislators Provide at least one Student Story to each of your school and home legislators			Student stories shared during legislative session, Tim and Jesse spend time daily on the hill advocating for career and technical education

					Officers met together on the hill to advocate for CTE
L4: Revise & update legislative resources	Tim Knue Jesse Shani	Update and revise legislative resources as supports membership			Continue to revise, update, and support legislative resources as meets the needs of membership – included WACTA section in particular to support development of language for legislative outreach
<b>Strategic Partnerships</b>					
N1: Communicate with all educators with CTE endorsements across the state	WA-ACTE	Devise a list of all CTE teachers grades 7-12 to share resources, collaborate, and support through WA-ACTE efforts			Initial list based on WA-ACTE members, need to collaborate with others to develop a full list of ALL CTE teachers regardless of WA-ACTE affiliation
N2: Engage partners in establishing media campaigns highlighting effective CTE programs	Tim Knue Officers All Sections				
N3: Establish effective CTE blog for weekly / monthly / quarterly communication	Shani	Get the great work happening across the state in CTE out via a regular WA-ACTE blog communication			This was not fully developed. A template has been developed that can be proofed and modified for use during the 2019-2020

					year, if a good direction to continue
Area	Sponsor	Objectives	Measurement	Target	Target Met
Innovative Practice					
Q1: Develop Strong Leadership of WA-ACTE and its sections	Tim Knue Officers All Sections	Provide learning support to the executive board that helps inform their board learning and section leadership support	All sections will develop strong strategic plans within their sections and share those plans with their membership and with the WA-ACTE executive board	All sections will provide WA-ACTE with their strategic plan for the year using the same broad areas within the WA-ACTE strategic plan	WA-ACTE executive board members developed collaboratively, the strategic plan during each quarterly meeting. WA-ACTE executive board members reviewed the strategic plan and updated, adjusted, and revised as necessary to move the mission, vision, and objectives forward.
Q2: Share & review conference evaluations with board & sections	WA-ACTE office All Sections	All board members will review and provide feedback on conference evaluations and provide input and suggestions for improvement	All board members will review and provide effective feedback at executive board session	Review all conference evaluations with board and sections to ensure that we continue to learn and grow and develop the best possible professional development available to CTE teachers across Washington	After each conference, the conference evaluations were provided to all members of the executive committee for review, input, and suggestions for improvement

<p>Q3: Review section membership in WA-ACTE for discussion of affiliated membership structure</p>	<p>Kevin Plambeck Tim Knue Officers All Sections</p>	<p>Determine if WA-ACTE sections are interested in becoming affiliated members with WA-ACTE</p> <p>Set up structures and systems to support affiliated membership that supports members and sections</p>		<p>Decide if WA-ACTE will develop an affiliated membership structure to support WA-ACTE and each individual section</p>	<p>Kevin has done a lot of research in this area. Each executive board leader from each section has discussed this option with their leadership and so far the result is that section leaders and their boards seem to receive the idea of affiliated membership well.</p> <p>This work will continue into the 2019-2020 school year as the systems and structures are fleshed out and determined to meet the needs of all members and sections</p>
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## Washington Association for Career & Technical Education Profit & Loss Budget Performance

	Jun '17 - Jun '18	Jul '18 - Jun '19	YTD Budget	%
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fall Conference	\$ 70,425.00	\$ 69,925.00	\$ 94,000.00	74%
Foundation Scholarships	\$ -	\$ -	\$ 3,000.00	0%
Grants	*grants shown in Summer Conference Revenue			\$ -
Other Revenue Sources	\$ 9,217.15	\$ 11,436.98	\$ -	
<b>Related Conferences</b>				
WACTA Conference Revenue	\$ -	\$ 93,725.19		*****
Spring Conference (2018)	\$ 50,068.22	\$ 1,000.00		
<b>Total Related Conferences</b>	<u>\$ 50,068.22</u>	<u>\$ 94,725.19</u>		
Summer Conference	\$ 317,890.00	\$ 431,900.00	\$ 345,000.00	125%
WA-ACTE Dues	\$ 115,495.00	\$ 126,374.00	\$ 120,000.00	105%
WOVE-Government Relations	\$ -	\$ 6,000.00	\$ 6,000.00	100%
<b>Total Income</b>	<u>\$ 563,095.37</u>	<u>\$ 740,361.17</u>	<u>\$ 568,000.00</u>	<b>130%</b>
<b>Expense</b>				
<b>Association Activities</b>				
Advocacy	\$ 4,473.20	\$ 22,125.00	\$ 24,000.00	92%
Coalition Memberships	\$ -	\$ 500.00	\$ 2,000.00	25%
Committee Assignment	\$ -	\$ -	\$ 1,500.00	0%
Government Relations	\$ 6,729.39	\$ 2,066.00	\$ 6,000.00	34%
<b>Related Conferences</b>				
Fall/Nov. Conference Expenses	\$ 58,548.36	\$ 25,817.82	\$ 42,000.00	61%
WACTA Conferences	\$ 45,307.93	\$ 70,972.09	\$ -	*****
Summer Conference Expenses	\$ 100,472.74	\$ 148,424.54	\$ 105,000.00	141%
<b>Total Association Activities</b>	<u>\$ 215,531.62</u>	<u>\$ 269,905.45</u>	<u>\$ 180,500.00</u>	<b>150%</b>
Cash Reserves	\$ 8,668.10	\$ -	\$ 23,000.00	0%
Contracted Services	\$ 4,500.00	\$ 4,800.00	\$ 6,500.00	74%
Educational Scholarships/Awards	\$ 2,600.00	\$ 2,600.00	\$ 3,600.00	72%
Leadership	\$ 28,801.13	\$ 33,166.96	\$ 31,000.00	107%
Office Expense	\$ 54,577.17	\$ 42,536.87	\$ 59,300.00	72%
<b>Office Staff</b>				
Contracted Office Help	\$ -	\$ -	\$ 500.00	0%
Payroll Taxes	\$ 17,778.50	\$ 18,247.39	\$ 20,000.00	91%
Professional Fees	\$ 1,544.00	\$ 881.00	\$ 1,500.00	59%
Salaries	\$ 218,360.04	\$ 224,910.84	\$ 226,299.00	99%
Staff Development	\$ 180.00	\$ 115.00	\$ 300.00	38%
Travel - Executive Director	\$ 13,388.64	\$ 7,803.67	\$ 15,000.00	52%
<b>Total Office Staff</b>	<u>\$ 251,251.18</u>	<u>\$ 251,957.90</u>	<u>\$ 263,599.00</u>	<b>96%</b>
Payroll Expenses	\$ -	\$ -		
<b>Total Expense</b>	<u>\$ 565,929.20</u>	<u>\$ 604,967.18</u>	<u>\$ 567,499.00</u>	<b>107%</b>
<b>Net Ordinary Income</b>	\$ (2,833.83)	\$ 135,393.99	\$ 501.00	
<b>Other Income/Expense</b>				
Other Expense	\$ 341.00	\$ -	\$ -	
<b>Net Other Income</b>	<u>\$ (341.00)</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>Net Income</b>	<u>\$ (3,174.83)</u>	<u>\$ 135,393.99</u>	<u>\$ 501.00</u>	



1:26 PM

**Washington Association for Career & Technical Education**  
**Summary Balance Sheet**  
**As of June 30, 2019**

07/26/19

Accrual Basis

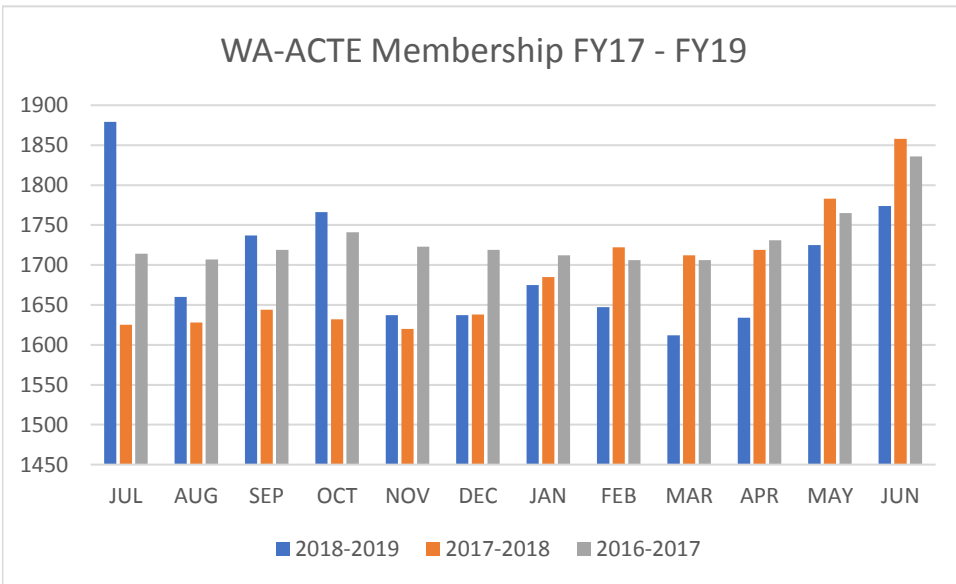
	<u>Jun 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	434,065.10
Other Current Assets	<u>3,550.86</u>
<b>Total Current Assets</b>	<u>437,615.96</u>
<b>Fixed Assets</b>	<u>401,496.00</u>
<b>TOTAL ASSETS</b>	<b><u>839,111.96</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	(275.00)
Other Current Liabilities	<u>(8,982.32)</u>
<b>Total Current Liabilities</b>	<u>(9,257.32)</u>
<b>Long Term Liabilities</b>	<u>155,804.27</u>
<b>Total Liabilities</b>	<u>146,546.95</u>
<b>Equity</b>	<u>692,565.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>839,111.96</u></b>

**Washington ACTE Membership Report**  
**Fiscal Year: 2019 Month: June**

Previous Month	1725		
New Members	68		
Rejoined Members	43		
Expired Members	62		
Current Month	1774	30-day Grace	62

	Self-Designated Section	Current Month 6/30/2019	Previous Month 5/31/2019	Retention Goal 6/30/2019	Retention Goal %	Fiscal Year Net Gain/Loss
<b>WA-ACTE</b>		1774	1725	1858	-5%	-84
<b>ACTE</b>		443	426	456	-3%	-13
<b>Unknown Paid Section*</b>		760	590			
<b>WACTA</b>	385	132	282	133	-1%	-1
<b>WAAE</b>	163	119	120	125	-5%	-6
<b>WSBEA</b>	258	140	142	133	5%	7
<b>WA-CCER</b>	114	62	60	63	-2%	-1
<b>FACSE</b>	320	208	206	185	12%	23
<b>WAME</b>	92	55	53	48	15%	7
<b>WITEA</b>	476	310	328	320	-3%	-10
<b>WASTS</b>	204	71	72	58	22%	13
<b>HSCTE</b>	108	59	54	41	44%	18

\*Not a paid section member thru WA-ACTE





*From President Shani Watkins*

*Kevin Plambeck  
Past President*

*Lew Keliher  
President Elect*

*Tim Knue  
Executive Director*

*Tess Alviso  
Executive Assistant*

*Franciene Chrisman  
Executive Assistant*

*Vern Chandler  
Membership/Awards Co-Chair*

*Wes Allen  
Administration*

*Nathan Moore  
Agricultural Education*

*Matt Monnastes  
Business Education*

*Nora Zollweg  
Career Counseling & Employment Readiness*

*Trudy Swain  
Family and Consumer Sciences*

*Pam Reichel  
Health Sciences*

*Doug Merrill  
Industrial Technology Education*

*Brenda Grabski  
Marketing Education*

*Chris Names  
Skilled and Technical Sciences*

**BUDGET 2019-2020 • APPROVED 5-18-19**

July 1, 2019 to June 30, 2020

<b>OPERATING REVENUES</b>		<b>2019-2020</b>
WA-ACTE Membership Dues		\$120,000
Conferences / PD		
Summer Conference Revenues		\$340,000
OSPI/WTECB Grant		\$12,000
SC Exhibitors		
SC Sponsors		
Fall Conference		\$75,000
Misc./Interest/Clock Hours		\$8,000
CTE Foundation Scholarships		\$2,600
WOVE - Government Relations		\$6,000
<b>TOTAL BUDGET REVENUES 2018-2019</b>		\$563,600
<b>BUDGETED EXPENSES</b>		<b>2019-2020</b>
<b>Office Staff</b>		
Salaries/Benefits & Related Taxes		\$253,687
Travel Expenses-Executive Director		\$10,000
Professional Fees		\$1,500
Staff Development		\$300
<b>Total Office Staff Expenses</b>		\$265,487
<b>Office Expenses</b>		
Postage		\$800
Supplies		\$2,500
Telephone/Electronic Communications		\$8,000
Computer Equipment & Software		\$1,500
Computer Maintenance/Upkeep		\$1,500
Office-Utilities/Recycle/Custodial		\$11,000
Office - Insurance/Bond		\$2,200
Office - Interest/Taxes		\$13,000
Printing		\$0
Equipment Lease/Maintenance		\$5,500
Miscellaneous Association Expenses		\$1,500
<b>Total Office Expenses</b>		\$47,500
<b>EX Board Leadership Expenses</b>		
WA-ACTE Executive Board		\$13,000
ACTE/Regional's		\$20,000
Substitute Days		\$0
<b>Total Leadership Expenses</b>		\$33,000
<b>Educational Scholarships/Awards</b>		
Teacher of the Year		\$1,000
Student Leadership Award		\$1,600
<b>Total Educational Scholarship/Awards</b>		\$2,600
<b>Association Activities</b>		
Committee Assignment		\$0
Conferences		
Summer Conference		\$150,000
Fall Conference		\$30,000
Related Conferences		
Advocacy		\$24,000
/Gov Relations		\$3,000
Coalition Memberships		\$2,000
<b>Total Association Activities</b>		\$209,000
<b>Contracted Services</b>		
Audit Review		\$0
Attorney/CPA		\$1,000
Accountant		\$4,800
Bank Charges		\$0
<b>Total Contracted Services</b>		\$5,800
<b>Cash Reserve Fund</b>		
Unrestricted Funds (TBD)		\$0
<b>Total Cash Reserve</b>		\$0
<b>TOTAL BUDGETED EXPENSES</b>		\$563,387
<b>BUDGET Remainder</b>		\$213

# **Executive Director's 2019 Year-End Association Report and Strategic Plan Review**

## **OUR MISSION**

Washington ACTE's mission is to support our members in providing high quality CTE opportunities for all students in Washington State.

## **WA-ACTE CORE PURPOSE**

To provide leadership and services to our members as they prepare students for lifelong career success.

We accomplish our Purpose by Providing Members:

- **Quality Professional Development**
- **Advocacy and Promotion of Career and Technical Education**
- **Advancement of Policy and Legislation**
- **Networking and Communication**
- **Continuous Quality Association Improvement**

It has been a busy and productive year for the Washington Association for Career and Technical Education. Your officers and association staff started the year with the yearly retreat/planning meeting in August shortly after the Summer Conference in Spokane to plan and accomplished the following highlights this year:

### **QUALITY PROFESSIONAL DEVELOPMENT:**

- Summer Conference 2018 – Spokane, Davenport Grand Hotel
  - Conducted a Blood Drive in conjunction with our conference for the Spokane area
  - 594 attendees and vendors along with additional guests
  - Rachael Mann – Keynote Speaker
  - Sponsorships for 2018:
    - Platinum
      - Boeing
    - Gold
      - OSPI
    - Silver
      - Center of Excellence for Aerospace & Advanced Manufacturing
      - Klein Educational Systems
      - Northwest Tech Inc.
      - Washington State Employees Credit Union (WSECU)
      - Washington State Workforce Training and Education Coordinating Board
    - Bronze
      - Aerospace Joint Apprenticeship Committee
      - CCI Learning
      - Project Lead The Way
- Fall Conference 2018
  - 161 attendees
- Digital 3.0 professional development
  - Livestream platform began sharing professional development in the digital space with livestreaming of sessions and webinars to share with members
  - Summer Conference had 217 unique Livestream views, thus extending our reach

## **ADVOCACY AND PROMOTION OF CAREER AND TECHNICAL EDUCATION:**

- Joined with other organizations in advancing the work of CTE together - OSPI CTE department, Washington STEM (WA STEM), Association for Washington Business (AWB), State Board of Education (SBE), State Board for Community and Technical Colleges (SBCTC), Workforce Training Board (WTB), activities included:
  - Met with Dave Masten – OSPI Government Relations
  - Met with Microsoft Philanthropies – Redmond
  - Business and Higher Ed Roundtable – Renton Technical College
  - State Board of Education – MJ Bolt Advisory Group meeting
  - Ed Dennis PLTW Regional Director phone call
  - Partnership for Learning and Washington Roundtable Meeting – Seattle
  - PESB – CTE Workgroup Phase II – OSPI
  - Painters and Allied Trades Discussion
  - “Beyond Basic Education” Forum w/ Sup. Reykdal, Bellingham WA
  - Met with PEI, Olympia
  - Call with John Drescher, Apple Inc.
  - Joint Legislative Reception with WACTA for Legislative Members
  
- Executive Director presentations and key meetings attended throughout the year:
  - Delivered presentation at “Focus on CTE” event Anacortes High School
  - U.S. Dept of Education, Apprenticeship Expansion Virtual Meeting
  - HNH Sponsorship Meeting – Olympia
  - National Policy Seminar (ACTE) – Washington DC
    - Met with 10 of 12 Congressional Members
  - CCW Leg Day – Olympia
  - Met with Biller Foundation – Seattle
  - AWB Education Committee meeting – CCW
  - Apprenticeship Meeting – Olympia
  - Attended Work-integrated Learning Taskforce Meeting, Vancouver WA
  - Attended and presented at the WAAE Summer Conference, Omak WA
  - Attended National ACTE Board Meeting in DC, representing the National Executive Directors’ Association (NEDA) - I am currently the NEDA President.

## **ADVANCEMENT OF POLICY AND LEGISLATION:**

- Established regular meetings with OSPI and State Board of Education in coordination of our mutual work
  - PESB/OSPI Certification Meetings: CTE Certs and Routes to Certify – OSPI
  - Met with Dave Masten, OSPI – Olympia
  - HB 1600 “Work-Integrated Learning Initiative” advisory committee work sessions
  - Senate Assembly Days
  
- Multiple meetings during the year with legislators
  - Phone call with Rep. Rick Larsen – Perkins & WIOA
  - Met with Sen. Schoesler
  - Met with Rep. Wilcox
  - Met with Rep. Irwin
  - Met with Rep. Dave Paul – Prime sponsor of our CTE Resources bill
  - Met with Sen. Zieger
  - Met with Rep. Ybarra – CTE Resources bill
  - Met with Sen. Rolfes – CTE Resources bill
  - Met with House staff on CTE bill language

- Met with Rep. Sells
- Met with Rep. Walsh
- Joined CWU meeting on Tech Ed Program
- Met with Rep. Frame
- Met with Speaker Chopp
- Met with Sen. Rivers – Prime sponsor of CTE resources bill
- Met with Rep. Van Wuerven
- Met with Rep. Sullivan
- Met with Rep. Santos
- Met with Rep. Stonier
- Met with Rep. Steele
- Met with Sen. Wellman
- WSRP Leg Reception – Olympia

#### **NETWORKING AND COMMUNICATION:**

- Traveled around the state presenting Thank-You Awards to legislative members for their support and work on funding CTE: Sen. Braun, Sen. Rolfes, Rep. Manweller
  - Delivered presentation at “Focus on CTE” event Anacortes High School
  - Continue to represent WA-ACTE in the Workforce Boards meeting around WBL and CCW
  - Participate with Career Connect Washington as they develop the Governor’s career connected learning initiative
  - HDCC & WSDC Joint Committee Days Reception – Olympia
  - Multiple campaign events for incumbents and candidates around state
  - FFA Foundation Event
- Washington ACTE e-Blasts share timely information with all members on a regular basis
- Continue to use social media, Facebook - @WashCTE; Twitter - @WashCTE and #IamCTE

#### **CONTINUOUS QUALITY ASSOCIATION IMPROVEMENT:**

- Washington ACTE’s website is now one year old in June under the leadership and expertise of Kevin Plambeck we continue to improve workability
- Continue to work with the Washington CTE Foundation Board raising resources to support CTE students and teachers in doing their good work
- Continued board discussion of what it means to be an affiliated section of Washington ACTE; Kevin Plambeck has agreed to continue leading the discussion for the upcoming year
- Provided board learning at each board meeting throughout the year
- Washington ACTE continues to be in solid financial status at the conclusion of the year, see Finance Committee Year End Report for 2019



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

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

**Article I ~ Name**

The name of this organization shall be the WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION. This organization declares its relation to the Association for Career and Technical Education as an affiliated state Association.

**Article II ~ Object**

The object of the Washington Association for Career and Technical Education shall be to promote and improve the cause of Career and Technical Education to the state of Washington and to render service to its members; to pledge active assistance and support in promoting the program outlined by the Association for Career and Technical Education in the fulfillment of purpose and objectives.

**Article III ~ Members**

- A. To be eligible for membership in the Washington Association for Career and Technical Education, a person shall be engaged or interested in Career and Technical Education work of a professional nature and/or hold a Career and Technical Education teaching certificate.
- B. All members shall have the right to vote and hold office in the Washington Association for Career and Technical Education or in any section.

**Article IV ~ Affiliated Sections**

- A. A Section shall consist of a group of seventy-five (75) members of the Washington Association for Career and Technical Education engaged in a specific instructional or service area of Career and Technical Education.

- B. Sections now recognized as affiliates 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)

**Article V ~ Officers**

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

**Article VI ~ Parliamentary Authority**

*Robert's Rules of Order, Newly Revised* shall govern the proceedings of the Washington Association for Career and Technical Education.

**Article VII ~ Amendment**

This Constitution may be amended at any annual meeting of the Delegate Assembly by a 3/4 vote, provided that the text of the proposed amendments shall have been sent to all the membership at least six (6) weeks prior to the annual meeting of the Delegate Assembly of the Washington Association for Career and Technical Education.





**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.