

2020-2021

WA-ACTE

Leadership

Handbook

9/21/20 Update



WA-ACTE 2020-2021

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WA-ACTE 2020-2021

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WELCOME

As a member of the WA-ACTE Executive Board, you have been selected to one of the highest offices in the Association. The membership of WA-ACTE has instilled in you their trust that you will deliberate carefully, explore issues fully, make decisions, and work in the best interest of the profession of the Association.

This Leadership Handbook has been prepared to provide you a sense of continuity and awareness of all aspects of WA-ACTE, including expectations of leadership, the governance and staff structure, policies and procedures, and Association programs and services. The purpose of the Handbook is to help guide you as you fulfill your responsibilities as a leader in the Association. It is intended to be a “living” document. We encourage you to add materials and documents related to your individual sections.

Your position on the WA-ACTE Board carries with it responsibilities. Your commitment to the mission and purpose of the Association is critical. You are one of the most visible representatives of the Association and profession.

WA-ACTE wants you to have a successful and rewarding experience as part of the WA-ACTE Leadership Team.

LEADERSHIP

***Leadership is the privilege
To have the responsibility
To direct the actions of others
In carrying out
The purposes of the organization,
At varying levels of authority,
And with accountability
For both successful
And failed endeavors***

Wes Roberts

WASHINGTON ACTE MISSION STATEMENT:

“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

CORE VALUES

Advocacy

WA-ACTE believes that the field of Career and Technical Education needs a strong voice at the local, state, and national level to support its importance to students and to promote public awareness of the value of CTE in education and the economy.

Lifelong Learning

WA-ACTE embraces the concept of lifelong learning and recognizes how CTE creates a foundation for students to understand its importance in a rapidly changing environment.

Collaboration

WA-ACTE understands that it cannot accomplish its purpose without the strong support and partnership of other individuals and organizations who share in its vision.

Accountability

WA-ACTE supports the concept of accountability and encourages members to demonstrate their active contributions to all learners.

Service

WA-ACTE encourages the individual commitment of its members to the organization and the profession of Career and Technical Education, through professional service and support.

Diversity

WA-ACTE values diversity among its members and students and actively works to increase the diversity among its members.

TRAITS OF EFFECTIVE LEADERS

- ◆ Make Others Feel Important – If your goals and decisions are self-centered, team members will lose their enthusiasm quickly. Emphasize their strengths and contributions, not your own. Share the credit whenever possible.
- ◆ Promote A Vision – Team members need a clear idea of where you are leading them, and they need to understand why that goal is valuable to them. Your job as a leader is to provide that vision.
- ◆ Follow The Golden Rule – Treat others the way you enjoy being treated. An abusive leader attracts few loyal team members.
- ◆ Admit Mistakes – If people suspect that you're covering up your own errors, they'll hide their mistakes too, and you'll lack valuable information for making decisions. When you're right – don't gloat.
- ◆ Criticize Others Only In Private – Public praise encourages others to excel, but public criticism only embarrasses and alienates everyone.
- ◆ Stay Close To The Action – You need to be visible to the members of your organization. Talk to people, ask questions – often you will gain new insights into your position and find new opportunities for motivating team members.

WA-ACTE GOVERNING DOCUMENTS

WA-ACTE's governing documents, in hierarchical order are:

1. Articles of Incorporation
2. Bylaws and Constitution
3. Purpose Statement
4. Policies and Procedures Manual
5. Strategic Plan
6. Budget
7. Consent Agenda
8. Reimbursement Procedures
9. Roles and Responsibilities Descriptions

ARTICLES OF INCORPORATION

WA-ACTE is a not-for-profit corporation in the state of Washington since 1946. The Articles of Incorporation include the name of the corporation, purposes for which it was formed, and a statement that all rules of the corporation are to be embodied in the Bylaws. A copy of the Articles of Incorporation is retained in the WA-ACTE Headquarters.

CONSTITUTION

The purpose of a Constitution is to establish the structure by which the organization can function in a smooth and orderly fashion.

BYLAWS

The Bylaws of an incorporated not-for-profit organization include provisions with respect to:

- The purpose of the organization
- Qualifications of membership
- The election and duties of its directors
- The role of the members (if any)
- Meetings of members and directors, including notice, quorum, and voting
- The role of Executive and other committees
- The role and relationship of state Associations and affiliated organizations
- The organization's fiscal year
- How the Bylaws are amended
- Indemnification and dissolution procedures

Bylaws are living documents and subject to change as organizational needs change, but there should be relatively few substantive changes. Operational details belong in the Policies and Procedures Manual.

POLICIES AND PROCEDURES MANUAL

The Policies and Procedures Manual includes those rules that are set by the Executive Board and can only be changed by the Board. Policies are established by the Board to guide the Association so that it runs effectively, efficiently, legally, and ethically. Policy decisions affect the organization as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the Association.

Included in the Manual are the standing rules for the conduct of the Executive Board. Also included are those standard operating procedures that the Board desires to have controlling authority over (i.e., investment guidelines, creation of sections, election procedures, expense reimbursement, etc.). Specific action items or annual decisions are generally not part of the Manual.

The Policies and Procedures Manual is reviewed, changed (if necessary), and approved annually by the Executive Board. The Past President is in charge of drafting proposed changes.

MEETINGS

Attendance at all scheduled board meetings is mandatory. It is expected that all materials related to the meeting are reviewed prior to the meeting. Reimbursement will be based on WA-ACTE written policy. If a position is vacant for two consecutive meetings, that representative shall be subject to removal from the Board.

There shall be at least 5 meetings per year either in person or by conference call.

Roberts Rules of Order are used to operate the meetings.

Executive Session will be called by the President to deal with staffing or confidential Association business. All official action shall be taken in an open meeting.

THE CONSENT AGENDA

The WA-ACTE Executive Board follows the "Consent Agenda" format for its meetings. This format allows the Board to properly review and accept the delegated work of the staff and committees and focus its attention on the broader philosophical and policy issues challenging the Career and Technical Education profession and the Association.

What is a Consent Agenda?

A Consent Agenda is an automatic approval agenda. It is used for two purposes:

- 1) to speed routine items that are always approved by the Board without discussion
- 2) to approve items that have already been delegated by the Board to committees, task forces, or staff.

Items placed on a Consent Agenda are those which do not require Board discussion. It assumes the Executive Board has done its homework and reviewed the information prior to the meeting.

What can be included on a Consent Agenda?

There is no limitation as to what can be included on a Consent Agenda. Realistically, only those items that do not require Board discussion (as described above) should be included. Items that are routinely included by Associations are: approval of minutes, officer reports, staff reports, committee reports, and financial reports. Items that require approval of motions by the Board, but are routine (i.e., approval of Section reports) can be included.

How does the Consent Agenda work?

One of the first items of business at the Executive Board meeting is the approval of the Consent Agenda. Those items that have been included in the Consent Agenda will be listed in the overall meeting agenda. Approval of the Consent Agenda implies approval of all items included. In Roberts Rules of Order, this is referred to as "general consent." Under these conditions, the method of general consent can be used either to adopt by motion without the steps of stating the question and putting the motion to a formal vote or it can be used to take action without the formality of a motion.

THE CONSENT AGENDA - continued

Whenever a Board Member does not agree with an item on the Consent Agenda, they can ask that it be taken off the Consent Agenda and placed as a separate item on the meeting agenda. Prior to approval of the Consent Agenda the President will ask if there is any item that a Board Member wishes to discuss. If so, that item will be moved to the regular agenda. Whenever possible, a board member should ask the President in advance of the meeting.

Why use a Consent Agenda format?

By putting routine and designated items for quick approval, the Board can spend its time discussing policy and strategic issues that demand its attention. It also allows the Board to have ample time to thoroughly discuss those issues that are sensitive or controversial in nature. The Consent Agenda also facilitates the organizations desire to streamline the decision-making process and include a greater number of members in the planning and implementation of programs and services.

COMMITTEES

Each board member will serve on one of the three Strategic Plan Committees:

- ◆ Professional Development
- ◆ Membership/Awards
- ◆ Legislation

Board members will recruit two additional individuals from their section to serve on the other two committees.

REPORTS

A board report containing section activities is due to the WA-ACTE office 17 days prior to each board meeting to be included in the board books.

An Annual Report of your section's accomplishments to meet their Strategic Priorities Plan/ Program of Work is due in the WA-ACTE office by July 1 each year.

If you have an item you would like on a WA-ACTE board agenda, please notify the staff or Executive Director at least two weeks prior to the board meeting.

BUDGET

The budget is an expression of how the Association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the Association. The programs contained within the budget should be aligned with the WA-ACTE operations and Strategic Plan. The Board approves and adopts the budget in May of each year.

BUDGET CYCLE

The WA-ACTE fiscal year runs from July 1 through June 30. The accrual method of accounting is used, so income and expenses are shown in the year/month in which the activity or program takes place.

The President Elect, Executive Director, with input from the Past President and President, develop the final budget for submission to the Executive Board. Each year WA-ACTE is required to obtain approval from the Executive Board for monies it intends to disburse. These procedures play a key role in assuring appropriate planning and financial controls of the Association.

CHANGING THE BUDGET

WA-ACTE recognizes that there are times during the year when opportunities arise that are in the members' best interest to address immediately and also that resource requirements can sometimes shift.

In order for changes to be made to the budget, the Executive Director and Executive Committee shall provide a recommendation for action to the Executive Board. If necessary, the Executive Committee may approve changes to the budget.

FINANCIAL STATEMENTS

The WA-ACTE Executive Board is provided financial statements at each Board meeting showing the income and expense performance of the Association. Along with a Finance Committee report, these statements provide valuable up-to-date information on ongoing programs and enable the Board to make informed decisions concerning the viability and profitability of the Association. Questions regarding the financial status of any program should be directed to the Executive Director and Executive Committee.

STRATEGIC PLAN

The Strategic Plan represents an expression of the core purpose and values of the Association and serves as a blueprint for the future direction of the organization. The Plan serves as a map for the priority allocation of resources and determines the annual objectives and work plan for the volunteers and staff.

The status of the WA-ACTE Strategic Plan is to be reviewed annually by the Executive Board. The goals and objectives are to be reviewed every two to three years. Strategies and tactics for achieving the goals and objectives are identified and implemented by committees and staff.

It is risky to assume that even a well-conceived strategic plan will automatically happen. Associations need to plan and think through the implementation phase. Success depends on key factors, such as:

- The strength of volunteers and staff “buy-in” and ownership
- The degree to which the plan is linked to special annual program plans
- The degree to which a method of monitoring the plan and updating it annually is formalized
- Commitment by the board to work the Plan

Adopting contemporary approaches to strategic planning allows an Association to meet the pressures of progress aggressively and to develop priorities to meet members’ needs and to move the Association ahead.

ROLE OF STAFF

The WA-ACTE staff serves as a resource to the Board. The Executive Director assumes much of the responsibility of the management and implementation of the direction established by the Board. The staff provides direct contact with the membership and is accessible daily by phone or email. The staff provides a communication link with the Board and the membership. The relationship between the staff and the Board is one of partnership and collaboration.

The Executive Director is employed by the board on a three-year contract to conduct business of the Association. The Executive Director reports directly to the Executive Committee for direction and evaluation.

Staff duties are outlined in the Job Descriptions, which serve as the basis for evaluation.

STAFF COMMITTEE POSITION

Basic Function:

Serves as an informed resource person to the chair and members of the committee. Assists the chair in facilitating committee discussions and activities which address the committee's charge. Works with the chair to ensure that all committee work is consistent with the Association's goals and objectives.

Responsibilities:

- ◆ Provides thorough orientation for each new committee chair and assists the chair in providing orientation for members.
- ◆ Works with the chair to develop a plan of work that will allow the committee to effectively and efficiently discharge its responsibilities.
- ◆ Works with the chair to develop agendas and conduct effective meetings of the committee.
- ◆ Provides administrative support for planning and execution of all committee meetings.
- ◆ Drafts the minutes of committee meetings for review and approval of the chair.
- ◆ Works with the committee chair and members to ensure that the work of the committee is carried forth between committee meetings.
- ◆ Facilitates communication of committee activities, including requests for action and/or proposed policies to the executive director and board.

Committee Minutes:

- √ Include the date, time and place of the meeting. Note the chair's name, members present and absent, and other key people in attendance.
- √ Note all formal motions and passage or defeat.
- √ Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- √ Include a brief summary of discussions.
- √ Provide information on the time and place for the next meeting.
- √ Distribute the minutes to all committee members.
- √ Meeting minutes do not require formal approval by the committee.

VOLUNTEER LEADER /STAFF PARTNERSHIP

The Formula for Association Success

Goal:

Building an association culture constructed on trust, mutual respect, and shared responsibilities and accountability.

Key to Success:

Building and nurturing a strong partnership between the volunteer leadership and the association staff.

The Formula:

1. Clarity and consensus on roles and responsibilities of both volunteer leaders and staff.
2. Value and respect the knowledge, expertise, and skills of both volunteers and staff.
3. Maximize the unique talent and skills of volunteers and staff in implementing the strategic direction of the association.
4. Understand and embrace the difference between the work of a policy board and the operational responsibilities of staff.
5. Shared vision and clarity on what constitutes success.
6. Ongoing communication between volunteer leaders and staff – no surprises.
7. Involvement of both in the planning process.
8. Recognition and appreciation for each other's time and efforts.
9. Availability of appropriate resources and information to achieve success.
10. Volunteer leaders provide passion and a unique knowledge of the association members; staff provides objectivity, continuity, and unique skills in necessary functional areas.
11. Value the diversity of styles and consider all ideas equally.
12. Understand that it takes the full commitment of both volunteer leaders and staff to achieve the association's desired success.

DEVELOPING AND STRUCTURING THE MEETING AGENDA

- ◆ Provide an agenda sheet with the beginning and ending time for the meeting and topics to be discussed and/or acted on.
- ◆ Sequence the agenda items thoughtfully. Start with items that will unify the committee; this sets the stage for working together. Early in the meeting is a good time to discuss topics that require energy and creativity. Don't put difficult topics back-to-back. End the meeting with topics that will unify the committee; people like to leave meetings feeling that they are part of a productive team.
- ◆ Do not over schedule the meeting. Provide sufficient but not too much time for each topic. A good approach is to show key times for topics on the agenda.
- ◆ Provide written background on topics whenever possible.
- ◆ Indicate whether an item is for discussion only or if action is expected.
- ◆ Identify the person who is presenting each item.

TIPS FOR PRESIDING OVER A MEETING

- ◆ Open the meeting on time.
- ◆ Announce the business to be conducted.
- ◆ Recognize members.
- ◆ Restate the issue to be voted on before calling for a vote, if necessary explain the consequences of the vote.
- ◆ Put all issues to a fair vote; don't make assumptions about how committee members feel.
- ◆ Don't let discussions drift or go on too long.
- ◆ Stay with the agenda. Seek the committee's agreement for agenda changes.
- ◆ Close the meeting on time.

GUIDELINES FOR EFFECTIVE TEAM / COMMITTEE MEMBERSHIP

- ◆ Contribute ideas and solutions
- ◆ Recognize and respect differences in others
- ◆ Value the ideas and contributions of others
- ◆ Listen and share information
- ◆ Ask questions and get clarification
- ◆ Participate fully and keep your commitments
- ◆ Be flexible and respect the partnership created by a team – strive for the “win-win”
- ◆ Have fun and care about the team/committee and the outcomes

CHARACTERISTICS OF A HIGH-PERFORMANCE TEAM / COMMITTEE

- √ Participative leadership – creating an interdependence by empowering, freeing up, and serving others.
- √ Shared responsibility – establishing an environment in which all team members feel responsibility as the manager for the performance team.
- √ Aligned on purpose – having a sense of common purpose about why the team exists and the function it serves.
- √ High communication – creating a climate of trust and open, honest communication.
- √ Future focused – seeing change as an opportunity for growth.
- √ Focused on task – keeping meetings and interactions focused on results.
- √ Creative talents – applying individual talents and creativity.
- √ Rapid response – identifying and acting on opportunities.

ENHANCING COMMITTEE EFFECTIVENESS

The Chairperson's Role as Facilitator

- ◆ Be a facilitator of meetings; don't hold court. The committee belongs to the association, not to the chair.
- ◆ Guide, mediate, probe, and stimulate discussions. Let members thrash out ideas, committees are not formed to validate the thinking of the chair or staff.
- ◆ Encourage a clash of ideas, but not of personalities. Good decisions are made when committees examine all sides of an issue, but don't let members personalize the debate. When emotions run high, take a break.
- ◆ Prevent one-sided discussions.
- ◆ Deal with dysfunctional behaviors. Don't let a person who is blocking constructive discussions ruin the discussion.
- ◆ Keep discussions on track; periodically restate the issue and the goal of the discussion.
- ◆ Monitor participation; control talkative members and draw out silent members.
- ◆ Use well-placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused.
- ◆ Be sensitive to the feelings of members. Look for visual and verbal cues to determine if a member is not happy and deal with it.
- ◆ Keep the group focused on the central question and moving toward a decision.
- ◆ Seek consensus, but unanimity is not required. Sometimes an idea is compromised by trying to get every person to completely agree.
- ◆ Close the meeting by noting achievements.

COMMITTEE MEMBER POSITION DESCRIPTION

Basic Function:

Reports to the committee chair. Actively participates in the work of the committee; provides thoughtful input to the deliberations of the committee; focuses on the best interests of the Association; and works toward fulfilling the committee's goals.

Responsibilities:

- √ Reviews all relevant materials before committee meetings. Makes contributions and voices objective opinions on issues.
- √ Attends committee meetings or arranges for a substitute.
- √ Carries out individual assignments made by the committee chair.
- √ Works as part of a committee and staff team to ensure the committee proposes policies/activities that help Association members.
- √ Represents the committee in meetings of other association groups (sections).
- √ Promotes clarity within the committee on the committee's role and how it supports and fits within the interests of the Association.

CHARACTERISTICS OF WELL-FUNCTIONING TEAMS (Committees)

Purpose:

Members proudly share a sense of why the team exists and are invested in accomplishing its mission and goals.

Priorities:

Members know what needs to be done next, by whom, and by when to achieve team goals.

Roles:

Members know their roles in getting tasks done and when to allow a more skillful member to do a certain task.

Decisions:

Authority and decision making lines are clearly understood.

Conflict:

Conflict is dealt with openly and is considered important to decision-making and personal growth.

Personal Traits:

Members feel their unique personalities are appreciated and well utilized.

Effectiveness:

Members find team meetings efficient and productive and look forward to this time together.

Success:

Members know clearly when the team has met with success and share in this equally and proudly.



**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.



WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

POLICIES AND PROCEDURES

Amended by the Washington ACTE Executive Board
October 8, 2016

The Washington Association for Career and Technical Education believes in the process of total quality improvement and organizational goals will be developed annually by the Executive Board. These need to address the following areas:

- **Membership and Membership Services**
- **Constitution, Bylaws, Policies and Procedures**
- **Legislation**
- **Standing and Working Committees**
- **Professional Development, Career and Technical Education Teacher Recruitment, and Preparation**

Revision of the Policies and Procedures Manual:

Changes in the Policies and Procedures Manual may be made by a majority of the voting members of the Executive Board.

Officers:

The officers, as identified in the Bylaws, are: President, President Elect, and Past President.

Eligibility of Officer Candidates:

1. In order to be eligible to be a candidate for a WA-ACTE Executive Committee office, each candidate must:
 - a. Have been a member of the WA-ACTE Executive Board within a five-year time period; or Have demonstrated active participation with the WA-ACTE Executive Board within the past five years; or Have been a Board member in an affiliated WA-ACTE section within the past five years; and
 - b. Be a member in good standing of the WA-ACTE, ACTE, and his/her affiliated state section; and
 - c. Have on file with the WA-ACTE office a completed application form by May 1 of the year of the election.
2. In the event that no one applies for a position that is open, the WA-ACTE Executive Board may nominate up to two candidates that meet the above criteria by the last Board meeting prior to June 30.
3. In the event that there are more than two qualified candidates, all are eligible to seek the open office. The person receiving the greatest number of votes will be elected to that position.
4. 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.

Duties and Functions of the Officers:

President:

1. Develop an agenda and distribute to Board members at least ten (10) calendar days prior to the Board meetings.
2. Provide written information regarding items that require Board action to Board members.
3. Call and preside over all meetings of the Executive Board and Executive Committee.
4. Present all relevant correspondence at the Executive Board and Executive Committee meetings. (Provide official correspondence file to WA-ACTE office at the end of the year for permanent records.)
5. Implement and carry out functions as outlined in the Strategic Plan.
6. Function in accordance with the Bylaws and Policies and Procedures of the Washington Association for Career and Technical Education.
7. Appointments:
 - a. Establish such committees and select committee chairpersons and members as may be necessary to carry out the Strategic Plan.
 - b. Appoint the Past President as the nominating committee chairperson by or before the January Board meeting. Insure that a slate of eligible candidates is ready for presentation at the last Executive Board meeting prior to June 30 and the Delegate Assembly at Summer Conference.
 - c. All appointments will be for a period of one year unless otherwise stated.

8. Serve as an ex-officio member of all committees to insure the continuity of assigned functions and serve as chair of one of the Strategic Plan Committees.
9. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
10. Appoint members, with the approval of the Board, to represent the Association at the Association for Career and Technical Education Assembly of Delegates. Selection of delegates should be representative of a cross-section of the sections on the WA-ACTE Executive Board and should be rotated among the sections from year to year.
11. Provide the Executive Board members with a written report of the Association for Career and Technical Education Assembly of Delegates proceedings.
12. Participate in or appoint a representative to participate in ACTE, National Policy Seminar, and Region V activities organized on a national and regional basis.
13. Assume responsibility for approval for expenditure of Association funds within the annual budget approved by the Board. To carry out this responsibility, the President must be a co-signee on each check.
14. Expenditure of funds for any category that exceeds the budgeted amount requires the prior approval of the Board.
15. In cooperation with the Executive Director, be responsible for communications with all other professional organizations.
16. Attend other professional meetings in which the interests of the Association are concerned; for example, state or regional meetings of affiliated sections, state leadership conferences of youth leadership organizations.
17. Provide appropriate written reports to the Executive Committee on meetings attended, activities completed, etc.
18. Perform other duties common to such an officer and assume any other duties assigned to the office by the Executive Board.
19. Provide information to the President Elect regarding duties, responsibilities, and procedures of the office of President.
20. Provide input in development of the annual Budget.

President Elect:

1. Assume the duties of the President in case of absence or disability of the President.
2. Assume the office of President in case of vacancy in that office.
3. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
4. Represent the Association at meetings and in committees as requested by the President and/or the Executive Board.
5. Develop with the Executive Committee the Strategic Plan for the following year.
6. Present the draft Strategic Plan to the Executive Board at the Board meeting prior to Summer Conference and to the Delegate Assembly.
7. Serve as chair of one of the Strategic Plan Committees.
8. Prepare annual Budget in conjunction with the Washington Association for Career and Technical Education Executive Committee and Executive Director and present to the WA-ACTE Executive Board at the last Board meeting prior to June 30.
9. Request a Calendar of Activities for the next year from each section by the fall retreat.
10. Provide information to the incoming President Elect regarding duties, responsibilities, and procedures for the office to be done in a written record and to be given to the new officer at Summer Conference.
11. Perform any other duties assigned to the office by the President and/or the Executive Board.
12. Participate in or appoint a representative to participate in ACTE, National Policy Seminar, and Region V activities organized on a national and regional basis.

Past President:

1. Assist and guide the President in carrying out his/her duties.
2. Be a member of the Executive Board and Executive Committee.
3. Assume other responsibilities as delegated by the President and/or Executive Board.
4. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
5. Serve as chair of one of the Strategic Plan Committees.
6. Provide input in development of the Washington Association for Career and Technical Education annual Budget.
7. Participate in or appoint a representative to participate in ACTE and Region V activities organized on a national and regional basis.
8. Serve as chair of the Nominations Committee.

Executive Committee:

The President, President Elect, and Past President shall comprise the Executive Committee. The Executive Director may be invited as an ex-officio (nonvoting member) and the Executive Assistants may be invited to staff the meetings.

Duties and Functions of the Executive Committee:

1. Meet prior to each Executive Board meeting and review agenda for the Board meeting, review financial statements, review correspondence and committee reports, review reports of the President and Executive Director, and develop motions dealing with specific actions for presentation to the Executive Board.
2. Recommend appropriate changes in Board policies, procedures, or Association activities to the Executive Board.
3. Review and provide input for proposed Strategic Plan and annual Budget.

4. Serve as a screening committee for prospective permanent contracted WA-ACTE personnel.
5. Evaluate the Executive Director with input from the WA-ACTE Board.
6. Reviews staff evaluations and make recommendations to the Executive Director.

Executive Board:

Executive Board Membership:

The Executive Board, as identified in the Bylaws, shall be composed of the officers of the Association, a representative of each affiliated section, and ex-officio (nonvoting members).

Requirements of Board Members:

Members must maintain membership in the WA-ACTE, ACTE, and their respective affiliated sections. The terms of Board members should be a two-year term with staggered terms.

Requirements of Affiliated Sections:

1. Representatives to the Executive Board are determined according to individual section policies within the Constitutional Bylaws.
2. State Presidents of the affiliated section organizations shall ensure that themselves or their Washington Association for Career and Technical Education Board Representative are present at all Executive Board meetings and represents their sections.
3. State Presidents of the affiliated section organizations are responsible to notify the President and the Executive Director upon any change in Executive Board representation.
4. Sections will notify the Washington Association for Career and Technical Education office of dues changes no later than March 1 for the upcoming year.
5. If a section does not maintain an annual average of 75 WA-ACTE Professional members, the section will be placed on a two-year probationary period. The section will be eligible to receive assistance from the Membership Chair in recruiting and retaining members during this period. Professional members, as defined in Article I. B.1. of the Bylaws, are individuals actively employed in or concerned with Career and Technical Education.
6. At the end of the probation, if a section has not reached 75 WA-ACTE Professional members, the section will lose representation on the WA-ACTE Executive Board in accordance with Article III, Section 7. of the WA-ACTE Bylaws.

New WA-ACTE Sections:

1. In order to qualify for consideration as a new WA-ACTE section, at least twenty-five (25) of the members must meet one of the following requirements:
 - a. Be a first-time Professional member of WA-ACTE; or
 - b. Be a lapsed member of WA-ACTE who is renewing their WA-ACTE membership while joining the new section. For a lapsed member to be eligible to be counted as a member of a new section, the lapsed member must have been lapsed for a period of one year.
2. The new section has two years for continuous growth to reach 75 dues-paying section members. If the section does not maintain an annual average of 75 WA-ACTE Active members, the section will be placed on a two-year probationary period. The section will be eligible to receive assistance from the Membership Chair in recruiting and retaining members during this period.
3. At the end of the probation, if a section has not reached 75 WA-ACTE Active members, the section will lose representation on the WA-ACTE Executive Board in accordance with Article III, Section 7. of the WA-ACTE Bylaws.

Executive Board Duties:

1. Speak for the Association reflecting the position statements as adopted by the Delegate Assembly and the Executive Board.
2. In conjunction with the President Elect, prepare the Strategic Plan of the Washington Association for Career and Technical Education for approval at the WA-ACTE Annual Conference.
3. Supervise the implementation and accomplishment of the yearly Strategic Plan.
4. Determine the policies of the Association.
5. Provide suggestions to the President of agenda items for the Executive Board meetings.
6. Assist officers in meeting their responsibilities and carrying out their duties.
7. The Executive Board maintains primary responsibilities for all employment issues.
8. Approve the WA-ACTE annual Budget. Proposed budget will be presented at the last Board meeting prior to June 30 for approval.
9. Submit section annual Strategic Plan with an evaluation of progress, activities, and forthcoming officers to the Executive Board at the Board meeting prior to Summer Conference.

Executive Board Procedures:

1. All officers and section representatives shall attend every meeting of the Executive Board as called by the President. If a position is vacant for two consecutive meetings, that officer or representative shall be subject to removal from the Board.
2. There shall be at least five (5) meetings of the Executive Board each fiscal year either in person, by GoToMeeting, or by conference call.

3. Executive Board meetings are to be conducted according to Robert's Rules of Order, Newly Revised.
4. A Board quorum shall consist of a simple majority of the voting members of the Executive Board.
5. Sections or agencies which want their report as part of the official record will submit their reports in written form to the WA-ACTE office seventeen (17) days prior to Board meetings for inclusion in Board books.
6. The functions and duties of Board members shall be presented at the fall Board meeting by the President and Executive Director.

Executive Session:

1. Executive sessions will be called for by the President to deal with staffing and confidential Association business.
2. All official action shall be taken in an open meeting.

Employed Personnel:

Executive Director:

The Executive Director is employed by the Washington Association for Career and Technical Education on a three-year (3) contract to conduct business of the Association as set forth by the Washington Association for Career and Technical Education Executive Committee and Board. The Executive Director reports directly to the Executive Committee for direction and evaluation with input from the Executive Board.

Duties and Functions of the Executive Director:

Refer to Job Descriptions and Personnel Policies and Procedures.

Executive Assistants:

Refer to Job Descriptions and Personnel Policies and Procedures.

Association Committees:

Committee Chairpersons:

Committee chairpersons shall be appointed annually by the President, with ratification by the Executive Board. Committee chairs need not be an official member of the Executive Board, but must be a current Association member.

Duties and Functions of Committee Chairperson:

1. Select a representative committee (representing various educational levels and disciplines). All committee members must be current members of WA-ACTE (with approval of the President).
2. Call and preside over all meetings of the committee.
3. Ensure consideration of all special populations within all program areas.
4. Submit to the President and Executive Board a written report of the committee's accomplishments when assigned functions are completed.

WA-ACTE Finance Committee:

1. Purpose: The Finance Committee shall provide financial review of completed or proposed financial documents and related material and make recommendations to the Executive Committee for recommendation to the Executive Board.
2. Members: The WA-ACTE Treasurer, the Executive Director, Accountant, Past President, and at least one other Board member or member at large shall be members of the Finance Committee. The members of the Finance Committee shall be approved by the Executive Board.
3. Responsibilities:
 - a. The Finance Committee will oversee:
 - i. Preparation and presentation of financial statements.
 - ii. Preparation and presentation of budgets.
 - iii. Supervision of annual audits/reviews.
 - b. The Finance Committee will:
 - i. Search for the selection of repositories for investment of funds, and make presentation of such findings to the Board for action.
 - ii. Work with the Executive Committee on all major transactions.
 - iii. Review and assess the financial impact of new programs and projects.
 - iv. Perform other activities prescribed from time to time by the Executive Board.
4. Term: Each committee member shall serve for one year from time of appointment. Terms are renewable annually.

Bylaws and Policies and Procedures Committee:

1. The Past President working with the Executive Committee shall review the Bylaws and the Policies and Procedures Manual annually and make any appropriate recommendations for change to the Executive Board.
2. Receive proposed Bylaws and Policies and Procedures Manual changes from Association members.
3. Policies and Procedures Manual will be approved when appropriate at an Executive Board meeting.

4. Assure submission of the proposed Bylaws amendments by email and/or mail to the official delegates at least ten (10) days prior to the Delegate Assembly.

Credentials Committee:

Purpose: Review and validate electronic election results, approve delegates and alternates, call roll at Delegate Assembly, and tabulate votes for Delegate Assembly. The Credentials Committee will be appointed by the President by the last Executive Board meeting prior to June 30. The President will appoint a committee chair. The committee will consist of a minimum of two (2) members. Members of the Executive Committee (President, President Elect, and Past President) cannot serve on this committee. Members of this committee need not be on the WA-ACTE Executive Board but must be registered for the WA-ACTE Annual Conference and not be affiliated with the candidates running for office. WA-ACTE staff or conference volunteers may also serve on this committee. The President has the authority to appoint any WA-ACTE member in good standing to the Credentials Committee. The duties of the Credentials Committee shall be as follows:

General Election:

1. The committee will be responsible for reviewing and validating the electronic election results from the general election for the position of President Elect. After the electronic election results have been validated and the winner determined, the Chair of the Credentials Committee will place the results in a sealed envelope. The sealed envelope shall be presented to the President prior to Delegate Assembly. The Credentials Committee shall not disclose the results of the election.

Delegate Assembly:

1. Meet with WA-ACTE Staff to certify all delegates by noon on the day the Delegate Assembly is held.
2. During Delegate Assembly, conduct roll call and certify delegates and alternates for seating.
3. Tabulate all votes taken at Delegate Assembly.

Delegates:

In order to qualify as a delegate to the WA-ACTE Delegate Assembly, the Delegate must be:

1. A WA-ACTE member in good standing.
2. Selected by and be a dues-paying member of the section which member is seeking to represent.
3. Registered for the WA-ACTE Annual Conference.

Election Committee:

The President shall appoint a member in good standing and not affiliated with the candidates running for office to chair the Election Committee. Members of the Executive Committee (President, President Elect, and Past President) cannot serve on this committee. The committee will work with the WA-ACTE staff and President to develop voting procedures.

Every-Member Vote Procedures:

All WA-ACTE members in good standing will have an opportunity to vote for WA-ACTE President Elect by an electronic election held within 30 days of the start of the WA-ACTE Annual Conference, provided there are two candidates.

Strategic Plan Committees:

The Strategic Plan Committees may include, but are not limited to, Professional Development, Legislative, and Membership/Awards committees which will be established in the Annual Strategic Plan created by the Executive Committee and Director and submitted to the Executive Board at the Board meeting prior to Summer Conference. Each committee chair is expected to perform their duties prescribed by these Policies and Procedures, by the parliamentary authority adopted by the Association, and such standing rules as may be adopted by the Executive Board.

Professional Development Committee:

One of the three officers shall be chairperson of the WA-ACTE Professional Development Committee. The chair will appoint chairpersons for committees and ask each committee chairperson to make suggestions to pass on to the next committee. This committee and staff will coordinate plans for the WA-ACTE Summer Conference with the appropriate state educational agencies. Suggested activities to complete that task are, but not limited to, the following:

1. Registration (Executive Director is chairperson):
 - a. Electronically mail pre-registration material by March 30.
 - b. Arrange for registration facilities and conduct onsite registration.
 - c. Provide for late registration at conference headquarters during the entire conference.
2. Social:
 - a. Arrange all WA-ACTE social functions.
 - b. Conduct all WA-ACTE social functions.

3. Exhibits:
 - a. Staff shall assign exhibitor booth numbers.
 - b. Solicit exhibitors, starting in November, prior to the conference.
 - c. Initiate contracts with participating exhibitors.
 - d. Coordinate door prizes.
4. Housing and Site Coordination:
 - a. Coordinate physical arrangements for inservice activities.
 - b. Arrange for facilities for Association activities.
5. Prepare a budget for the annual WA-ACTE Summer Conference.

Legislative Committee:

One of the three officers shall be chairperson of the WA-ACTE Legislative Committee. This committee and staff will coordinate advocacy plans for the WA-ACTE. Suggested activities to complete that task are, but not limited to, the following:

1. Solicit ideas for inclusion in legislative agenda from Board members, sections, committee members and appropriate state agencies.
2. Prepare legislative agenda with Executive Director and submit to Board for approval.
3. Provide copies of approved legislative agenda to policymakers, sections, and other interested parties.
4. Monitor progress toward attainment of legislative goals.
5. Provide testimony before legislative committees as needed.
6. Report legislative activities to Board.
7. This committee will function as the WA-ACTE Resolutions Committee:
 - a. Solicit resolutions and ideas for resolutions from members.
 - b. In conjunction with staff, prepare resolutions to be submitted to the Delegate Assembly.
 - c. In conjunction with staff, prepare copies of proposed resolutions and present to the Executive Board meeting prior to Summer Conference for recommendation and action.
 - d. Present the resolutions to the Delegate Assembly.
 - e. Monitor progress of the Association toward attainment of proposed action of the resolutions.

Membership/Awards Committee:

One of the three officers shall be chairperson of the WA-ACTE Membership/Awards Committee. This committee and staff will coordinate and conduct the activities required of the membership/awards for the WA-ACTE. Suggested activities to complete that task are, but not limited to, the following:

1. Develop an action plan in support of the membership goal contained in the Strategic Plan.
2. Perform such other duties as delegated by the Executive Board.
3. Provide information to the incoming Membership Chair regarding duties and responsibilities.
4. Provide input in development of the Washington Association for Career and Technical Education annual Budget.

Nominations Committee:

1. The President shall organize a Nominations Committee by the January Board meeting composed of one (1) Board member acting as chairperson.
2. WA-ACTE staff must notify each section by March 1 of the existing and/or newly created positions to be filled together with the nomination procedures.
3. Nominees for President Elect may be from any section and must be current members of WA-ACTE and ACTE.
4. The nominating committee shall submit its report at the last Board meeting prior to June 30.

WA-ACTE Campaign Policies:

The following policies have been set forth to regulate campaigning procedures. These campaigning procedures apply to the candidate, any supporter of a candidate, and sections of the WA-ACTE. The over arching purpose of this policy is to create equal access to members by candidates in seeking their vote for office, while not inundating members with campaign information.

1. Guidelines for Election of Officers
 - a. Permitted Campaign Activities
 - i. Campaign material may only be distributed through free, electronic means such as email and social media.
 - ii. Any candidate or supporter of a candidate (including section leadership) may speak personally to any other individual or group and ask for support in the election.
 - iii. Candidates may ask supporters to write personal letters of support to other colleagues on their behalf. Such letters must be distributed by electronic means only.
 - iv. Candidates are allowed to submit uniform emails to WA-ACTE for WA-ACTE to distribute to members through the WA-ACTE's established e-blast system. The e-blast will include both candidates' information available at the time.

- b. Prohibited Campaign Activities
 - i. Negative campaigning is not allowed by anyone covered by this policy.
 - ii. The development of any printed material by candidates or their supporters is strictly forbidden.
 - iii. Sales and promotional gimmicks or any giveaways, such as campaign buttons are forbidden.
 - iv. Following the nomination for office (President Elect), candidates who are current positions of leadership within the WA-ACTE structure should not be provided with visibility opportunities (campaign opportunities) beyond those typical of their normal duties and activities.
- c. Violations of Campaigning Prohibitions
 - i. All complaints regarding possible violations of these campaign policies must be submitted to the WA-ACTE Executive Committee, via the President and/or Executive Director, in writing and signed by the person or group issuing the complaint.
 - ii. The Executive Committee will notify the candidate charged with the violation that a complaint has been filed and give that individual the opportunity to respond.
 - iii. The Executive Committee will follow up with individuals in and related to the complaint that compiled the information. The Executive Committee will make a determination regarding the violation after the ballots for the election have been counted, but prior to the certification of the election and the announcement of the winner.
 - iv. If it is found that the campaigning prohibition was violated, the Executive Committee will determine if the candidate should be disqualified. If a winning candidate is disqualified, the individual with the second highest number of votes will be declared the winner of the election. If a losing candidate is disqualified, they will be informed, but no further action will be necessary.
 - v. A candidate may be disqualified even if they were not personally involved in or aware of the campaign activities cited in an official complaint.

Reimbursable Expenditures:

General Reimbursement Policies for Board Members of the Association:

1. All reimbursements for travel must be within the approved guidelines.
2. All out-of-state travel by any member or employee shall be specifically approved by the Executive Board prior to the travel. Portland shall be considered in-state.
3. A travel reimbursement form shall be completed, signed, and have appropriate receipts. It must be submitted to the Executive Committee prior to reimbursement.
4. Substitutes for classroom teachers who are serving as Executive Committee members for the Association shall be reimbursed at a rate of basic substitute cost as the budget allows.
5. Reimbursements shall be paid at the least expensive rate for travel to required meetings.

Lodging:

1. Lodging accommodations will be based on same gender double occupancy. Members requesting other lodging accommodations will be responsible for half of the double occupancy rate. If a medical or other circumstance approved by the President exists that prevents room sharing, reimbursement will be at the single rate.
2. If the total number attending any given meeting results in an uneven number of any one gender, the single occupancy rate shall be fully reimbursed.

Transportation:

1. Private car mileage will be reimbursed at the current rate approved by the IRS, adjusted in January, plus special charges such as bridge tolls, parking fees, and ferries for Association travel.
2. Public transportation will be reimbursed if car transportation is not a feasible means when on official Association business.
3. Car rental will be reimbursed if approved in advance by the President and if private, public, or conference-arranged transportation is not feasible.
4. Transportation will only be reimbursed for conference functions, meals, and Association business and functions.

Meals:

1. Those meals that are consumed during Association business will be reimbursed, unless the meals are catered for the group and paid for by the Association. Meals included in registration will not be reimbursed.
2. Rates for reimbursement will be based on prevailing state per diem rates. No receipts are required for the above maximum amounts.
3. Banquets and luncheons may exceed the maximum amounts if the person is representing the Washington Association for Career and Technical Education in an official capacity by approval of the President.
4. WA-ACTE will not purchase any alcoholic beverages with revenue generated from memberships, workshops, or conference registrations. The source of all funds used to purchase alcoholic beverages will be identified and approved by the Executive Committee prior to purchase.

Executive Director Travel:

1. Executive Director travel shall be reimbursed according to the above rates.
2. The Executive Director's out-of-state travel shall have prior approval by the Executive Board.
3. Reimbursement forms, with appropriate attachments, must be submitted to the Executive Committee for approval prior to reimbursement.

Staff Travel:

1. Staff travel shall be reimbursed according to the above rates.
2. The staff shall have prior approval for out-of-Olympia travel by the Executive Director.
3. Reimbursement forms, with appropriate attachments, must be submitted to the Executive Director for approval of reimbursement.

WA-ACTE CODE OF ETHICS

The career and technical educator believes in the worth and dignity of each individual and in the value of Career and Technical Education in enhancing individual development. Consequently, career and technical educators strive for the highest ethical standards to merit the respect and confidence of students, colleagues, and the community. They use their skills and knowledge to develop each of their students or colleagues to maximize human potential. This statement provides a framework by which to guide career and technical educators and the institutions through which they work in attaining the highest degree of professionalism.

With respect to self, the career and technical educator:

- Represents personal and professional qualifications in a true and accurate manner.
- Maintains confidentiality of students and colleagues except where disclosure is compelled by law or to serve a compelling professional need.
- Bases professional action and decisions upon sound, objective rationale without influence of favors, gifts, or personal or political advantage.
- Recognizes and accepts responsibility for individual actions, judgments, and decisions.
- Strives throughout one's career to master, maintain and improve professional competence through study, work, travel, and exploration.
- Contributes to the growing body of specialized knowledge, concepts, and skills that characterize Career and Technical Education.
- Strives for the advancement of Career and Technical Education, upholds its honor and dignity, and works to strengthen it in the community, state, and nation.
- Participates actively in the work of professional organizations to define and improve standards of Career and Technical Education preparation and service.
- Establishes and maintains conditions of employment conducive to providing high-quality Career and Technical Education.
- Prepares carefully as a teacher so instruction is accurate, current, objective and scholarly, and designed to enhance the students' individual capabilities.
- Exercises professional judgment in presenting, interpreting, and critiquing ideas, including controversial issues.
- Joins with other professionals whose mission is to improve the delivery of Career and Technical Education to the nation's citizens.

With respect to others, the career and technical educator:

- Uses individual competence as a principal criterion in accepting delegated responsibilities and assigning duties to others.
- Provides statements about a colleague or student in a fair, objective manner without embarrassment or ridicule.
- Provides educational and/or career options to all students or colleagues.
- Evaluates students and colleagues without regard to race, color, creed, sex, status, or any other factor unrelated to the need for Career and Technical Education;
 - Allows any student or colleague to participate in the program who can benefit from the program and
 - Provides the same benefits or advantages to all students or colleagues in the program.
- Respects the rights and reputations of the students and colleagues with whom one works, and the institution with which one is affiliated.
- Acts to safeguard the health and safety of students and colleagues against incompetent, unethical, or illegal behavior of any person, whether student or colleague.
- Promotes admission to the profession of persons who are fully qualified because of character, education, and experience, according to legally established criteria and standards.
- Exercises professional judgment in the choice of teaching methods and materials appropriate to the needs and interests of each student.
- Influences effectively the formation of policies and procedures that affect one's professional work.

WHISTLEBLOWER POLICY

General:

The Washington Association for Career and Technical Education Code of Ethics and Conduct ("Code") requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of WA-ACTE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility:

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation:

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations:

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the executive director is in the best position to address an area of concern. However, if you are not comfortable speaking with the executive director or you are not satisfied with your executive director's response, you are encouraged to speak with someone on the executive committee or anyone else on the executive board whom you are comfortable in approaching. The executive director or executive board members are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

Compliance Officer:

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the finance committee. The Compliance Officer has direct access to the finance committee of the executive board and is required to report to the finance committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the finance committee.

Accounting and Auditing Matters:

The finance committee of the executive board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the finance committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith:

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations:

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Review and Enforcement of the WA-ACTE Whistleblower Policy:

WA-ACTE established and implemented a Whistleblower Policy in October 2011. The Policy was created to establish and formalize an anti-fraud program and controls with the goal of deterring and detecting potential fraud within the organization. An annual review of the Whistleblower will occur during the Finance Committee meeting held prior to the WA-ACTE Annual Summer Conference to make suggestions and or request updates. These changes will be updated by the Compliance Officer and distributed to the Finance Committee and the WA-ACTE staff no later than 30 days following the last day of the WA-ACTE Annual Summer Conference. The Whistleblower Compliance Officer is the Chair of the Finance Committee.

Roles of the Compliance Officer:

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the finance committee. The Compliance Officer has direct access to the finance committee of the executive board and is required to report to the finance committee at least annually on compliance activity. The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days.

CONFLICT OF INTEREST POLICY

Article I

Purpose:

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the "Organization"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions:

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest:

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures:

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and all material facts and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

Retention Policy

WA-ACTE will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely

Current Records: Records for which convenience, ready reference, or other reasons are retained in the office space and equipment of the association

Institutional and Legal Records	
Articles of Incorporation	Permanent
Bylaws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

Employee Payroll Files	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Forms	7 years
W-4 Forms	7 years
Garnishments	Termination plus 1 year

Employee Personnel Files	
Employment Application or Resume	Termination plus 1 year
Employment History	Termination plus 1 year
Beneficiary Designation	Until employee termination
Medical Records	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings and Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination
Employee Injury/Accident Reports	7 years
Retirement Benefits	Life of the employee
Disability Records	Life of the employee
General Files	
Pension/Retirement Plans	7 years after termination of individual plan

Federal Tax Records	
Form 990 and 990-T with support	Permanent

Financial Records	
Accounts Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent

Capital Property Records	
Property Records	Current plus 7 years
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years
Long-Term Debt Records	Current plus 7 years
Property Improvement Records	Current plus 7 years

Facilities Records	
Building Permits	Current plus 7 years
Building Plans and Specifications	Permanent
Office Layouts	Current
Zoning and Operating Permits	Current
Maintenance Records	Current

Insurance Records	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years

Litigation Records	
Claims/Court Documents	Current

CAREER AND TECHNICAL STUDENT ORGANIZATIONS POLICY

1. Any organization wishing to receive a recommendation from the Washington ACTE to OSPI for consideration as a state approved CTSO must first seek sponsorship by one of the officially recognized instructional program areas (sections) on the Washington ACTE board of directors. The Washington ACTE board Rep will provide minutes from their section showing the official support of their section board and members to recommend the petitioner to OSPI. This must take place prior to consideration by the Washington ACTE board with a formal statement of justification by the section for the addition of a new CTSO for their members.
2. The petitioning organization and the sponsoring Washington ACTE board representative will work together to provide the Washington ACTE board a written proposal for consideration which includes the following documentation and items:
 - a) Completed resolution passed and approved by the Washington ACTE section proposing a new CTSO.
 - a. Including documents demonstrating how the new CTSO will maintain its relationship with the sponsoring section throughout the years.
 - b) Minutes and statement from sponsoring section showing full section support for a new CTSO.
 - c) Documentation that the new CTSO is currently fully established and with proof that the petitioning organization is registered as a separate and independent officially recognized non-profit corporation with the IRS and the Washington Secretary of State OR provides the proof of completed paper work that will be filed to become a separate and independent officially recognized non-profit corporation with the IRS and the Washington Secretary of State.
 - d) How the petitioning organization is an integral component of one or more approved career and technical education (CTE) instructional/curricular program and demonstrates their connections to a related industry.
 - e) Membership must require concurrent enrollment in at least one of the related CTE programs
 - f) Within the articles of incorporation, constitution and bylaws of the organization it is very clear that this is a student driven organization lead by an annually elected set of student officers.
 - g) How the petitioning organization prepares students for career experiences beyond high school in, but not limited to, the CTE program area(s).
 - h) How the petitioning organization develop each student's personal, leadership, technical, and occupational skills.
 - i) How the petitioning organization directly help students achieve Washington state learning goals, especially goals three and four with respect to critical thinking, problem solving, and decision-making skills. Details can be found at <http://www.k12.wa.us/CurriculumInstruct/learningstandards.aspx>.
 - j) Provide evidence as to the need for this new CTSO and demonstrate how they are not providing duplicated services with an existing CTSO, along with a clear statement as to why the goals of the organization cannot be achieved with an established CTSO organization.

The Washington ACTE board representative for that section will submit the completed proposal as outlined above, to the Washington ACTE president to be placed on the next regularly scheduled Washington ACTE face-to-face board meeting agenda. The section representative will present the proposal and the resolution to recommend; for introduction and review by the Washington ACTE board at the meeting. Then the Washington ACTE board will take action to move forward with the request. If the Washington ACTE agrees to accept the request for consideration the Executive Committee will schedule final passage of the resolution for the next regularly scheduled Washington ACTE face-to-face board meeting. This will allow time for the full Washington ACTE board and existing CTSO's to review and comment on the proposal prior to final passage of the resolution.

Upon receiving the approval of the Washington ACTE Board of Directors with the passage of the resolution to recommend the organization, a letter of recommendation will be submitted to OSPI for their consideration.

