

**WA-ACTE
Delegate
Assembly**

**Summer
Conference
Spokane**

**Meeting Notebook
August 6, 2018**



DELEGATE ASSEMBLY ORDER OF BUSINESS
The Davenport Grand Hotel, Spokane
Monday, August 6, 2018, 6:00 – 7:00 p.m.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. [Standing Rules](#)
5. Roll Call of Delegates
 - (a) Seating of Delegates and Alternates
6. Credentials Report
7. Reading and Approval of [Minutes](#)
8. Executive Committee Reports
 - (a) 2017-2018 Strategic Plan Review (previous year)
 - 1) Acceptance of Report
 - (b) 2018-2019 Strategic Plan (draft)
 - 1) Presentation of Budget
 - 2) Approval of 2018-2019 Strategic Plan
 - (c) Executive Director's Report
 - 1) Acceptance of Report
9. [Resolutions](#) Committee Report
 - (a) Reading and Board Position
 - (b) Action
10. Standing/Special Committee Reports
11. New Business
 - (a) [Constitution](#) Change
 - (b) [Bylaws](#) Change
 - (c) Election of President Elect
12. Announcement of New Officer
 - (a) Passing of the Gavel
13. Adjournment



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

Rule 1.

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

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

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

Rule 4.

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

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

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

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

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

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



**MINUTES OF THE DELEGATE ASSEMBLY OF
WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
The Davenport Grand Hotel, Spokane
Monday, August 7, 2017**

CALL TO ORDER

President Gene Wachtel called a meeting of the Delegate Assembly of Washington Association for Career and Technical Education to order on Monday, August 7, 2017, at The Davenport Grand Hotel in Spokane at 6:00 p.m.

INVOCATION

An invocation was delivered to the Delegate Assembly by President Elect Kevin Plambeck.

PLEDGE OF ALLEGIANCE

The Delegate Assembly recited the Pledge of Allegiance.

STANDING RULES

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

Upon motion duly made by Will Sarett, seconded by Jackie Brewster, and unanimously carried, it was

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

ROLL CALL OF DELEGATES

Seating of Delegates and Alternates

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

Present:

- WA-ACTE Executive Committee: Past President Lew Keliher, President Gene Wachtel, President Elect Kevin Plambeck
- Administration: Sly Boskovich, Shani Watkins, Wes Allen, Diane Carver, Kari Duffy, Erin O'Neill, Will Sarett
- Agricultural Education: Nathan Moore, Adam Corum, Cami Browne
- Business Education: Jackie Floetke, Roger Beck, Peter Rustemeyer, Ariel Dykstra
- Career Counseling and Employment Readiness: Nora Zollweg, Laurie Price, Terry Derrig
- Family and Consumer Sciences: Genevieve Menino, Summer Henson, Dona Eddy, Holly White, Molly McFadden, Deborah Waters-Palaki
- Industrial Technology Education: Tim Winn, Matt Merfeld, Doug Merrill, Ross Short, James Sullivan, Bill Rahr, John Davis, Marcus Sullivan
- Marketing Education: Taryn Veloni, Darby Vigus, Betsi Feider
- Skilled and Technical Sciences: William Clifton, Chris Names, Jim Flatmo
- Health Sciences: Bonnie Smith, Roxanne Trees, Thomas Walker

CREDENTIALS REPORT

The Credentials Committee reported that 43 out of 43 delegates were present, and had been accredited (100%), thus constituting a quorum.

READING AND APPROVAL OF MINUTES

Copies of the minutes had been previously distributed to delegates.

Upon motion duly made by Peter Rustemeyer, seconded by Shani Watkins, and unanimously carried, it was

RESOLVED: That the minutes of the Delegate Assembly meeting of Monday, August 8, 2016, be approved.

EXECUTIVE COMMITTEE REPORTS

2016-2017 STRATEGIC PLAN REVIEW

Acceptance of Report – President Gene Wachtel submitted the 2016-2017 Strategic Plan Review for the year ending June 30, 2017, copies of which had been previously distributed to delegates.

Upon motion duly made by Ariel Dykstra, seconded by Sly Boskovich, and unanimously carried, it was

RESOLVED: That the 2016-2017 Strategic Plan Review to the delegates be approved.

2017-2018 STRATEGIC PLAN

President Elect Kevin Plambeck submitted the draft Strategic Plan for the 2017-2018 year, copies of which had been previously distributed to delegates.

Strategic Plan Approval

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

RESOLVED: That the 2017-2018 Strategic Plan of the President to the delegates be approved as a draft to be completed at the upcoming inservice meeting.

PRESENTATION OF BUDGET

President Elect Kevin Plambeck presented an estimated statement of revenues and expenses for the 2017-2018 year, and based on those estimates, a proposed budget was presented at the May 20, 2017, Executive Board meeting for approval and adoption.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Tim Knue submitted the 2016-2017 Executive Director's Report for the year ending June 30, 2017, copies of which had been previously distributed to delegates.

Upon motion duly made by Shani Watkins, seconded by Deborah Waters-Palaki, and unanimously carried, it was

RESOLVED: That the 2016-2017 Executive Director's report to the delegates be approved.

RESOLUTIONS COMMITTEE REPORT

Reading, Board Position, and Action

Upon motion duly made by Jim Flatmo, seconded by Marcus Sullivan, and unanimously carried, it was

RESOLVED: That the amendments to Continuing Resolutions 1, 3, and 7 be accepted as presented and Continuing Resolutions 2, 4, 5, 6, 8, 9, 10, and 11 be approved as a full package.

STANDING AND SPECIAL COMMITTEE REPORTS

Lance Wrzesinski reviewed the Financial Committee Report and Year-End Review that had been previously distributed to delegates.

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

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

NEW BUSINESS

Constitution Change

No changes.

Bylaws Change

The proposed Bylaws change was for a \$5 increase per year for the next three years. The WA-ACTE Executive Board recommended a do pass. Discussion followed by the delegates.

Upon motion duly made by Jim Flatmo, seconded by Chris Names, and further discussion it was

RESOLVED: That the motion failed with 25 yea, 17 nay, and 1 abstention.

Upon motion duly made by Chris Names, seconded by William Clifton, it was

RESOLVED: That the Delegate Assembly be recessed for 10 minutes.

Upon motion duly made by Sly Boskovich, seconded by Erin O'Neill, it was

RESOLVED: That the previous motion to amend the Bylaws be reconsidered.

RESOLVED: That the motion failed with 23 yea, 18 nay, and 2 abstentions.

ELECTION OF PRESIDENT ELECT ANNOUNCEMENT OF NEW OFFICER

Upon motion duly made by Nathan Moore, seconded by Nora Zollweg, and unanimously carried, it was

RESOLVED: That Shani Watkins be approved as President Elect by acclamation.

Shani Watkins was present and thereupon accepted the office to which she was elected.

Passing of the Gavel

President Gene Wachtel passed the gavel to President Elect Kevin Plambeck who would now reign as President for the 2017-2018 year.

Outgoing Past President Lew Keliher presented Past President Gene Wachtel with the outgoing president's plaque.

ADJOURNMENT

There being no further business to come before the Delegate Assembly, the meeting adjourned at 7:17 p.m.

Minutes Submitted by Tess Alviso, WA-ACTE Executive Assistant



Strategic Plan Review

2017 - 2018 Program of Work

VISION

Every student prepared for life and career.

MISSION

“WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.”

CORE PURPOSE

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

Quality Professional Development

Ongoing Activities

- Summer Professional Development Expo

- Fall Summit (Conference)
- Spring STEAM Conference

- Section Conferences

Goals and objectives:

1. Continue growth of network of partners and sponsors for WA-ACTE professional development
2. Establish platforms and resources needed to deliver professional development over the web or hybrid methods

Resources needed:

- Outreach to potential sponsors
- Project management, equipment & software
- Continued board & OSPI discussion to determine if/how we move forward

Status:

Ongoing

Basic equipment purchased for one room. Reviewing software and delivery options for online/web professional development. Did some preliminary recording at Spring STEM conference. Summer Conf '18 will pilot web delivery model using Livestream platform. Will begin professional development in the digital space with livestreaming of sessions and webinars to share with members.

OSPI is interested – Lew K. has solicited files into a central location.



Strategic Plan Review

2017 - 2018 Program of Work

VISION

Every student prepared for life and career.

MISSION

“WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.”

CORE PURPOSE

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

Advocacy and Promotion

Ongoing Activities

- Working with state agencies
 - Liaison positions on board

- Working with stakeholder associations
 - Linking business/labor with sections

- Public relations programs

Goals and objectives:	Resources needed:	Status:
1. Develop strategies to lift our CTE message throughout the year(s)	<ul style="list-style-type: none"> • Training, board learning time & input, plan development and implementation support from sections 	Continued work with WACTA and their Marketing Committee.
2. Foster and expand relationships with our established partners.	<ul style="list-style-type: none"> • Board members willing to help serve/connect with partners to be our voice with them. 	Exec. Dir. reaches out to partners and invites members to connect.
3. Expand our relationship with PESB around CTE & STEM issues	<ul style="list-style-type: none"> • Board members willing to help serve/connect with partners to be our voice with them. 	Exec. Dir. and Board members attending various forums surrounding STEM and Connected Learning. Exec. Dir. and Board members sit on OSPI CTE Certification Committee meetings with PESB. Exec. Dir. and WA-ACTE Officers attending WA-STEM events
4. Develop strategies for promotion of models for work-based learning/career connected learning and apprenticeships	<ul style="list-style-type: none"> • Board learning on varied initiatives surrounding issue 	



Strategic Plan Review

2017 - 2018 Program of Work

VISION

Every student prepared for life and career.

MISSION

“WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.”

CORE PURPOSE

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

Advancement of Policy and Legislation

Ongoing Activities

- WOVE and PAC
- CTSO Civic Engagement Day

- Work on the hill
- Registered lobbyist

- OSPI, PESB, WTECB & SBCTC connections

Goals and objectives:

1. Establish legislative focus for upcoming legislative session
2. Increase WOVE resources
3. Continue strong lobbying efforts
4. Revise and update legislative resources for members

Resources needed:

- Work with section leadership and board to survey issues among sections
- Board discussion, plan development and implementation support
- Subcontract with lobbyist
- Utilize staff and board member time to review resources.

Status:

2018 Legislative Focus established
2 page CTE/Skill Center Funding briefing complete.
Legislative Committee beginning work on 2019 Legislative Focus /Legislative Session strategies.

Contract for 2019 established.

WACTA Exec. Board and WA-ACTE Exec. Comm. will revise and create resources for 2019 Legislative Session.



Strategic Plan Review

2017 - 2018 Program of Work

VISION

Every student prepared for life and career.

MISSION

“WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.”

CORE PURPOSE

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

Networking and Communication

Ongoing Activities

- WA-ACTE Website
- CTE Online Community

- Email blasts

- Social Media
 - #IamCTE, #WeAreCTE

Goals and objectives:

Resources needed:

Status:

1. Obtain names and emails for all certified CTE educators with endorsements in Washington State

- PESB records request.

PESB Public Records Request received

2. Update website

- Utilize web design partner(s) to update website for easy and prompt entry of information

Website update is complete. Fine tuning continues.

3. Engage partners in establishing media campaigns for CTE

- Develop list of partners willing to market and promote CTE

WACTA working on marketing activities



Strategic Plan Review

2017 - 2018 Program of Work

VISION

Every student prepared for life and career.

MISSION

“WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.”

CORE PURPOSE

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

Quality Association Improvement

Ongoing Activities

- Quality Association Standards

- ACTE Conferences and Programs

- Financial

Goals and objectives:

1. Develop strong leadership of WA-ACTE and its sections
2. Share and review conference evaluations with board and sections
3. Review section membership in WA-ACTE for discussion of affiliated membership structure

Resources needed:

- Board discussion; plan development and implementation support
- Scheduled/planned review sessions
- WA-ACTE and section membership data
- Board discussion on membership structure

Status:

Fall '17 inservice held to orient section leadership to WA-ACTE procedures and Exec. Bd. responsibilities

Summer, Fall and Spring conference evaluations complete

Initial GoToMeeting with Section Presidents and Section WA-ACTE Board Reps in planning stages. Work to continue into Fall 2018.

Washington Association for Career & Technical Education Profit & Loss Budget Performance

	Jul '16 - Jun '17	Jul '17 - Jun '18	YTD Budget	%
Ordinary Income/Expense				
Income				
Fall Conference	\$ 83,069.99	\$ 70,425.00	\$ 94,000.00	75%
Foundation Scholarships	\$ -	\$ -	\$ 3,000.00	0%
Grants	*grants shown in Summer Conference Revenue		\$ 15,000.00	0%
Other Revenue Sources	\$ 1,196.92	\$ 9,217.15	\$ -	
Related Conferences				
Spring Conference	\$ -	\$ 50,068.22		
Total Related Conferences	\$ -	\$ 50,068.22		
Summer Conference	\$ 431,323.16	\$ 317,890.00	\$ 320,000.00	99%
WA-ACTE Dues	\$ 113,265.00	\$ 115,495.00	\$ 120,000.00	96%
WOVE-Government Relations	\$ -	\$ -	\$ 6,000.00	0%
Total Income	\$ 628,855.07	\$ 563,095.37	\$ 558,000.00	101%
Expense				
Association Activities				
Advocacy	\$ -	\$ 4,473.20	\$ 24,000.00	19%
Coalition Memberships	\$ -	\$ -	\$ 2,000.00	0%
Committee Assignment	\$ -	\$ -	\$ 1,500.00	0%
Government Relations	\$ 1,544.00	\$ 6,729.39	\$ 6,000.00	112%
Related Conferences	\$ 24,421.02	\$ 103,856.29	\$ 25,000.00	415%
Summer Conference Expenses	\$ 91,284.10	\$ 100,472.74	\$ 105,000.00	96%
Total Association Activities	\$ 117,249.12	\$ 215,531.62	\$ 163,500.00	132%
Cash Reserves	\$ -	\$ 8,668.10	\$ 42,000.00	21%
Contracted Services	\$ 3,865.00	\$ 4,500.00	\$ 6,000.00	75%
Educational Scholarships/Awards	\$ 2,400.00	\$ 2,600.00	\$ 3,600.00	72%
Leadership	\$ 32,975.56	\$ 28,801.13	\$ 28,000.00	103%
Office Expense	\$ 50,098.87	\$ 54,577.17	\$ 55,500.00	98%
Office Staff				
Contracted Office Help	\$ -	\$ -	\$ 500.00	0%
Payroll Taxes	\$ 17,060.24	\$ 17,778.50	\$ 20,000.00	89%
Professional Fees	\$ 1,886.57	\$ 1,544.00	\$ 1,000.00	154%
Salaries	\$ 212,000.04	\$ 218,360.04	\$ 219,125.00	100%
Staff Development	\$ 262.55	\$ 180.00	\$ 300.00	60%
Travel - Executive Director	\$ 7,016.15	\$ 13,388.64	\$ 10,000.00	134%
Total Office Staff	\$ 238,225.55	\$ 251,251.18	\$ 250,925.00	100%
Total Expense	\$ 444,814.10	\$ 565,929.20	\$ 549,525.00	103%
Net Ordinary Income	\$ 184,040.97	\$ (2,833.83)	\$ 8,475.00	
Other Income/Expense				
Other Expense	\$ 341.00	\$ -	\$ -	
Net Other Income	\$ (341.00)	\$ -	\$ -	
Net Income	\$ 183,699.97	\$ (2,833.83)	\$ 8,475.00	

Washington Association for Career & Technical Education

Balance Sheet Prev Year Comparison

07/30/18

As of June 30, 2018

Accrual Basis

	Jun 30, 18	Jun 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	315,318.30	283,296.24	32,022.06	11.3%
Other Current Assets	3,995.00	5,000.00	(1,005.00)	(20.1)%
Total Current Assets	319,313.30	288,296.24	31,017.06	10.8%
Fixed Assets				
Office Equipment/Furniture				
Accumulated Depreciation	(34,447.00)	(34,447.00)	0.00	0.0%
Total Office Equipment/Furniture	(34,447.00)	(34,447.00)	0.00	0.0%
Property and Land				
Land	220,576.00	220,576.00	0.00	0.0%
Property - Building	215,367.00	215,367.00	0.00	0.0%
Total Property and Land	435,943.00	435,943.00	0.00	0.0%
Total Fixed Assets	401,496.00	401,496.00	0.00	0.0%
TOTAL ASSETS	720,809.30	689,792.24	31,017.06	4.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accounts Payables				
Accounts Payable Refunds	(9,250.00)	(500.00)	(8,750.00)	(1,750.0)%
Total Accounts Payables	(9,250.00)	(500.00)	(8,750.00)	(1,750.0)%
Flowthru	56,202.93	8,285.00	47,917.93	578.4%
Total Other Current Liabilities	46,952.93	7,785.00	39,167.93	503.1%
Total Current Liabilities	46,952.93	7,785.00	39,167.93	503.1%
Long Term Liabilities				
Accounts Payable House Loan	162,400.28	167,717.32	(5,317.04)	(3.2)%
Total Long Term Liabilities	162,400.28	167,717.32	(5,317.04)	(3.2)%
Total Liabilities	209,353.21	175,502.32	33,850.89	19.3%
Equity				
Retained Earnings	514,289.92	330,589.95	183,699.97	55.6%
Net Income	(2,833.83)	183,699.97	(186,533.80)	(101.5)%
Total Equity	511,456.09	514,289.92	(2,833.83)	(0.6)%
TOTAL LIABILITIES & EQUITY	720,809.30	689,792.24	31,017.06	4.5%

Washington ACTE Membership Report
Fiscal Year: 2018 Month: June

Previous Month	1783		
New Members	48		
Rejoined Members	51		
Expired Members	-24		
Current Month	1858	30-day Grace	23

	Self-Designated Section	Current Month 6/30/2018	Previous Month 5/31/2018	Retention Goal 6/30/2018	Retention Goal %	Fiscal Year Net Gain/Loss
WA-ACTE		1858	1783	1836	1%	22
ACTE		456	456	519	-12%	-63
Unknown Paid Section*		932	783			
Unknown Section	43					
WACTA	396	133	262	113	18%	20
WAAE	185	38	34	36	6%	2
WSBEA	255	133	138	156	-15%	-23
WA-CCER	124	63	61	59	7%	4
FACSE	302	185	179	210	-12%	-25
WAME	101	48	56	64	-25%	-16
WITEA	484	320	333	316	1%	4
WASTS	192	58	57	82	-29%	-24
HSCTE	80	41	41	42	-2%	-1

*Not a paid section member thru WA-ACTE



From President Kevin Plambeck

*Gene Wachtel
Past President*

*Shani Watkins
President Elect*

*Tim Knue
Executive Director*

*Tess Alviso
Executive Assistant*

*Franciene Chrisman
Executive Assistant*

*Vern Chandler
Membership/Awards Co-Chair*

*Kari Duffy
Administration*

*Nathan Moore
Agricultural Education*

*Mark Sabo
Business Education*

*Nora Zollweg
Career Counseling & Employment Readiness*

*Jackie Brewster / Genevieve Menino
Family and Consumer Sciences*

*Bonnie Smith
Health Sciences*

*Matt Merfeld / Doug Merrill
Industrial Technology Education*

*Brenda Grabski
Marketing Education*

*Chris Names
Skilled and Technical Sciences*

2018-2019 Strategic Plan DRAFT

Strategy Map:

Vision: Every student prepared for life and career

Mission: support our members in providing high quality CTE opportunities for all students in Washington State

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

DRAFT Strategy Map:

Member Themes

Organization Themes

Outcomes:

Students Master CTE Curriculum

Students exemplify success for life through CTE programs offered in local schools

Enrollment in WA- ACTE grows

Resources to support individual members increases

Stakeholder Involvement

Students engaged in effective CTE programs

Members effectively utilize professional development to create and implement dynamic CTE programs at local schools

Community and parent involvement increase in advocacy of effective CTE programs

Financial Concerns

Economic Stability for students and families

Financial management is sound

Instructional and Administrative Processes

Curriculum is strong and well-developed

Instruction is effective

Marketing plan is developed and executed

Professional development plan developed and effective

Organizational Capacity

Board provides effective leadership

Instructors are dedicated and satisfied

Administrative staff and officers are competent

DRAFT Strategic Plan Scorecard:

Area	Sponsor	Objectives	Measurement	Target
Quality Professional Development				
P1 Grow network of partners & sponsors of WA-ACTE professional development				
P2: Establish platforms & resources needed to deliver professional development over the web/hybrid methods				
P3: Use/Implement CTE curriculum program platform				
Advocacy and Promotion				
A1: Lift CTE message				

A2: Foster and expand relationships with established partners				
A3: Foster new relationships				
A4: Expand relationship with PESB – CTE and STEM issues				
A5: Develop strategies for promotion of work-based learning/career connected learning and apprenticeships				
Advancement of Policy and Legislation				
L1: Establish legislative focus				
L2: WOVE				
L3: Continue strong lobbying efforts on behalf of CTE				
L4: Revise & update legislative resources				

Networking and Communication				
N1: Communicate with all educators with CTE endorsements across the state				
N2: Engage partners in establishing media campaigns highlighting effective CTE programs				
N3: Establish effective CTE blog for weekly / monthly / quarterly communication				
Quality Association Improvements				
Q1: Develop Strong Leadership of WA-ACTE and its sections				
Q2: Share & review conference evaluations with board & sections				

Q3: Review section membership in WA-
ACTE for discussion of
affiliated membership
structure

--

--

--

--

DRAFT

BUDGET 2018-2019 • APPROVED 5-19-18

July 1, 2018 to June 30, 2019

OPERATING REVENUES	2018-2019
WA-ACTE Membership Dues	\$120,000
Conferences / PD	
Summer Conference Revenues	\$320,000
OSPI/WTECB Grant	\$25,000
SC Exhibitors	
SC Sponsors	
Fall Conference	\$94,000
Misc./Interest/Clock Hours	
CTE Foundation Scholarships	\$3,000
WOVE - Government Relations	\$6,000
TOTAL BUDGET REVENUES 2018-2019	\$568,000
BUDGETED EXPENSES	2018-2019
Office Staff	
Salaries/Benefits & Related Taxes	\$246,299
Travel Expenses-Executive Director	\$15,000
Contracted Office Help	\$500
Professional Fees	\$1,500
Staff Development	\$300
Total Office Staff Expenses	\$263,599
Office Expenses	
Postage	\$1,000
Supplies	\$3,800
Telephone/Electronic Communications	\$8,000
Computer Equipment & Software	\$7,000
Computer Maintenance/Upkeep	\$500
Office-Utilities/Recycle/Custodial	\$15,000
Office - Insurance/Bond	\$2,500
Office - Interest/Taxes	\$13,000
Printing	
Equipment Lease/Maintenance	\$6,500
Miscellaneous Association Expenses	\$2,000
Total Office Expenses	\$59,300
EX Board Leadership Expenses	
WA-ACTE Executive Board	\$12,000
ACTE/Regional's	\$18,000
Substitute Days	\$1,000
Total Leadership Expenses	\$31,000
Educational Scholarships/Awards	
Teacher of the Year	\$1,000
WA-ACTE Memorial Teacher Scholarship	\$1,000
Student Leadership Award	\$1,600
Total Educational Scholarship/Awards	\$3,600
Association Activities	
Committee Assignment	\$1,500
Conferences	
Summer Conference	\$105,000
Fall Conference	\$42,000
Related Conferences	
Advocacy	\$24,000
/Gov Relations	\$6,000
Coalition Memberships	\$2,000
Total Association Activities	\$180,500
Contracted Services	
Audit Review	\$200
Attorney/CPA	\$1,000
Accountant	\$4,800
Bank Charges	\$500
Total Contracted Services	\$6,500
Cash Reserve Fund	
Unrestricted Funds (TBD)	\$23,000
Total Cash Reserve	\$23,000
TOTAL BUDGETED EXPENSES	\$567,499



Executive Director's 2017-2018 Year-End Association Report and Strategic Plan Review

OUR MISSION

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

WA-ACTE CORE PURPOSE

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

We accomplish our Purpose by Providing Members:

- Quality professional development
- Advocacy and promotion of Career and Technical Education
- Advancement of policy and legislation
- Networking and communication
- Continuous quality association improvement

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

QUALITY PROFESSIONAL DEVELOPMENT:

- Summer Conference 2017 - Spokane, Davenport Grand Hotel
 - Donated over 200 backpacks and school supplies for local Spokane County school children in partnership with local Salvation Army
 - 573 registrants with nearly 700 total including exhibitors, speakers, and additional guests
 - Key new sponsorship for 2017; Boeing Company with Ray Conner speech to attendees
- Fall Conference 2017
 - 229 registrants
- Digital 3.0 Professional Development
 - Have a Livestream platform to begin sharing professional development in the digital space with livestreaming of sessions and webinars to share with members.

ADVOCACY AND PROMOTION OF CAREER AND TECHNICAL EDUCATION

- Joined with other organizations in advancing the work of CTE together: Washington STEM (WA STEM), Washington Business Alliance (WaBA), Association for Washington Business (AWB), State Board of Education (SBE), State Board for Community and Technical Colleges (SBCTC), OSPI - CTE Department, Workforce Training Board (WTB). Activities included:
 - "Preparing Students for Twenty-First-Century Jobs"
 - King County Conversation about Career-Connected Learning - Seattle
 - Workshop - Strategies for Implementing Effective Career-Connected Learning Programs for In-School and Out-of-School Youth - Mount Vernon
 - Ethnic Chamber of Commerce Coalition (ECCC) presentation - Seattle

- Washington Workforce Conference Presentation - SeaTac
- AgForestry Public Policy Project - Burlington
- WaBA “Connecting Educators to Industry” Event - Chehalis
- Re-Wire Policy Conference - SeaTac Hilton
- Workforce Board meeting on Career-Connected Learning - Lacey
- Washington STEM Summit - Redmond
- West Valley SD, Yakima Apprenticeship Tour/Clinic - Yakima
- Wisconsin Delegates on Youth Apprenticeship - Lacey
- Presented CTE Legislative issue(s) at Washington STEM Leg Day - Olympia
- Met with three CTC College Presidents - Bellingham
- Executive Director presentations and key meetings attended throughout the year:
 - Invited by AWB to join a panel at the annual AWB Policy Summit on the value and contribution of high-quality CTE programs to future of business and the economy of Washington State
 - League of Education Voters and TVW Legislative Reception - Olympia
 - Pathways discussion with Bob Schwartz - Harvard Graduate School of Education
 - Aerospace Center of Excellence ACAT Meetings - Everett
 - JLARC - SAO Audit CTE hearing & testimony - Olympia
 - U.S. Dept of Education, Apprenticeship Expansion Virtual Meeting

ADVANCEMENT OF POLICY AND LEGISLATION

- Established regular meetings with OSPI and State Board of Education in coordination of our mutual work
 - Certification Policy and Practice Committee Initial Conference Call
 - Certification Policy and Practice Committee
 - PESB/OSPI Certification Meetings: CTE Certs and Routes to Certify - OSPI
 - Met with Dave Masten, OSPI - Olympia
 - WA-ACTE is a named participant in the HB 1600 “Work-Integrated Learning Initiative” advisory committee

NETWORKING AND COMMUNICATION

- Traveled around the state presenting Thank-You Awards to legislative members for their support and work on funding CTE: Sen. Braun, Sen. Rolfes, Rep. Manweller
 - Met with Senator Schoesler - Leg Bldg., CTE session issues
 - Met with Rep. Bergquist - JLOB, HB 2311
 - Met with Madison Strader, LA for Congressman Adam Smith; possible CTE bill - Renton
 - Congresswoman Delbene CTE School Tour - Lake Stevens
 - Met with Congressman Larsen on his proposed bill
 - Participated in Senator Murray’s “Future of Work” meetings
 - Continue to represent WA-ACTE in the Workforce Board’s meeting around WBL and CCW
 - Participate with Career Connect Washington as they develop the Governor’s career-connected learning initiative
 - HDCC & WSDC Joint Committee Days Reception - Olympia
 - Multiple campaign events for incumbents and candidates around state
- Washington ACTE e-News Blasts share timely information with all members on a regular basis.

CONTINUOUS QUALITY ASSOCIATION IMPROVEMENT

- Washington ACTE's website went through a full upgrade and rolled out in June under the leadership and expertise of Kevin Plambeck.
- Continue to work with the Washington CTE Foundation Board raising resources to support CTE students and teachers in doing their good work.
- Began the board discussion of what it means to be an affiliated section of Washington ACTE...to be continued.
- Provided Board learning at each board meeting throughout the year.
- Washington ACTE continues to be in solid financial status at the conclusion of the year.

Executive Director's 2018 Activities Year-End Report

a. August

- i. Joined the presentation to Sen. Braun from WaBA for his work for CTE in the final budget
- ii. Summer Conference 2017 – Spokane
- iii. ACTE-Advance CTE: Building Strong Partnerships to Support a High-quality CTE System – Webinar
- iv. Presentation to Rep Manweller for WA-ACTE Leg of Year Award 2017
- v. Executive Committee and Staff planning session - Olympia
- vi. Webinar | Building Competencies for Careers: Preparing Students for Twenty-First-Century Jobs
- vii. Advice for Washington STEM | Tim Knue and Gilda Wheeler phone call
- viii. GoToWebinar - Webinar: How NC3T can help you with employer engagement
- ix. '17 Officer Team GoToMeeting

b. September

- i. Conversations with MJ Bolt –State Board of Education - Phone
- ii. Discussion of WA-CTE Foundation and Washington STEM possibilities - Seattle
- iii. '17 Officer Team GoToMeeting
- iv. Senator Rolfes' CTE Award Presentation – Silverdale
- v. Invitation: Call with NC3T
- vi. Commission on Hispanic Affairs P-Tech Webinar
- vii. AWB Education Panel Call
- viii. King County Conversation about Career Connected Learning – Seattle
- ix. AWB Policy Summit Panel Presentation – Suncadia
- x. Skagit STEM – Community Movie Presentation – Mount Vernon
- xi. 1000-hour conversation with select CTE Directors – GoToMeeting
- xii. Request for Proposals for Career Connected Learning & Registered Apprenticeship Expansion – phone w/ CTE Foundation
- xiii. '17 Officer Team GoToMeeting
- xiv. Workshop - Strategies for Implementing Effective Career Connected Learning Programs for In-School and Out-of-School Youth – Mount Vernon
- xv. WA-ACTE Leg Committee Meeting - GoToMeeting
- xvi. Northern WACTA Group Mtg – Lake Stevens

c. October

- i. Aerospace Center of Excellence ACAT Meeting – Everett
- ii. Discussion with Bob Schwartz - Harvard Graduate School of Education
- iii. Conversations with MJ Bolt –State Board of Education - Phone
- iv. Call to Action By Ethnic Chamber of Commerce Coalition (ECCC) – Seattle
- v. WACTA Fall Conference – Pasco
- vi. Washington STEM CTE Advisory Meeting – Pasco
- vii. Skill Ctr Directors Mtg – Pasco
- viii. WA-ACTE Leg Committee Meeting 2017-2018 – GoToMeeting
- ix. Gael Tarleton Fundraising Event – Seattle
- x. FACSE Conference – Spokane
 1. Parli-Pro Presentation to FACSE Board – Spokane
 2. Advocacy 101 Presentations
 3. CCL/Swiss Trip – Lunch Keynote
- xi. Met with Madison Strader, LA for Congressman Adam Smith; possible CTE bill - Renton
- xii. CEMETS Mtg – Olympia
- xiii. Washington ACTE Board Meeting – SeaTac Red Lion
- xiv. Sumner SD Community Forum on Pathways with NC3T
- xv. Lunch with Justin M. from PESB
- xvi. Regular Officer Team GoToMeeting
- xvii. ACTE State Leaders Webinar
- xviii. Met with Jesse Taylor, Leg Aide - Tacoma
- xix. Met with Becky Wallace – OSPI
- xx. WA-ACTE Leg Committee GoToMeeting
- xxi. Met with Becky Wallace – OSPI

- xxii. ACTE States Conference Call
- xxiii. WA-ACTE Fall Conference – Great Wolf
- d. November**
 - i. AMCAT Advisory Meeting – Sno-Isle TECH
 - ii. Regular Officer Team GoToMeeting
 - iii. Washington Workforce Conference Presentation – SeaTac Doubletree
 - iv. Met with member of AgForestry Public Policy Project – Burlington
 - v. WA-ACTE Leg Committee GoToMeeting
 - vi. WA-ACTE FAME Committee GoToMeeting
 - vii. League of Education Voters and TVW Legislative Reception – Olympia
 - viii. Met with Becky Wallace – OSPI
 - ix. Workforce Board meeting on Career Connected Learning – Lacy
 - x. HDCC & WSDC Joint Committee Days Reception – Olympia
 - xi. WACTA Board – GoToMeeting
 - xii. WA-ACTE Leg Committee GoToMeeting
 - xiii. Republican Committee Days Reception – Olympia
 - xiv. FFA AgForestry Public Policy – GoToMeeting
 - xv. Certification Policy and Practice Committee Initial Conference Call/Zoom
 - xvi. Congresswoman Delbene CTE School Tour – Lake Stevens
 - xvii. WA-ACTE Leg Committee GoToMeeting
 - xviii. Planning call for Washington Business Alliance (WaBA) Panel Presentation
 - xix. Washington STEM Summit – Redmond
 - xx. Met with three CTC College Presidents – Bellingham
 - xxi. WA-ACTE Leg Committee GoToMeeting
- e. December**
 - i. WaBA “Connecting Educators to Industry” Event – Chehalis
 - ii. PESB/OSPI Certification Meeting1: CTE Certs and Routes to Certify – OSPI/Zoom
 - iii. ACTE VISION Conference – Nashville, TN – 106 registered attendees from Washington
 - iv. Regular Officer Team GoToMeeting
 - v. STAND WA Legislative Preview call
 - vi. Re-Wire Policy Conference – SeaTac Hilton
 - vii. West Valley SD, Yakima Apprenticeship Tour/Clinic – Yakima
- f. January**
 - i. Washington State Auditor’s Office – CTE Report Results – Webinar
 - ii. WA-ACTE Leg Committee GoToMeeting – now held weekly (Thursday @4pm) during session
 - iii. MJ Bolt/State Board of Education pre-meeting web call
 - iv. JLARC – SAO Audit CTE hearing & testimony – Olympia
 - v. WA-ACTE Leg Committee GoToMeeting – now held weekly (Thursday @4pm) during session
 - vi. Met with Blood Works staff – by phone
 - vii. AMCAT Advisory Meeting – Sno-Isle TECH
 - viii. Met with Becky Wallace – OSPI
 - ix. Regular Officer Team GoToMeeting
 - x. PESB/OSPI Certification Meeting2: CTE Certs and Routes to Certify – OSPI
 - xi. State Board of Education Meeting – Tumwater
 - xii. AWB Education Committee Meeting – Olympia
 - xiii. AWB Leg Day (AM) Conference – Hotel RL, Olympia
 - xiv. Regular Officer Team GoToMeeting
 - xv. AWB Leg Reception - Hotel RL, Olympia
 - xvi. Met with Becky Wallace – OSPI
 - xvii. Met with Great Wolf Lodge Staff, Fall Conference Improvements – Olympia
 - xviii. Met with Superintendent Chris Reykdal – OSPI
 - xix. Met with OSPI Government Relations – Pritchard Library
 - xx. WACTA Board Meeting – GoToMeeting
 - xxi. WA-ACTE Leg Committee GoToMeeting – now held weekly (Thursday @4pm) during session
 - xxii. WACTA SnoCo Sub-Area Group meeting – Marysville
 - xxiii. Met with Becky Wallace – OSPI
 - xxiv. Met with Mary Nagel – Olympia
 - xxv. Met with Senator Schoesler – Leg Bldg., CTE session issues
 - xxvi. Met with Rep. Berquist – JLOB, HB 2311
 - xxvii. WA-ACTE Leg Committee GoToMeeting – now held weekly (Thursday @4pm) during session
 - xxviii. WA-ACTE Board Meeting - SeaTac
 - xxix. Met with OSPI – B. Wallace

- xxx. Meeting w/ Wisconsin Delegates on Youth Apprenticeship – Lacey
- xxxi. Apprenticeship Conference – RL Hotel, Olympia
- xxxii. Officer Team GoToMeeting
- xxxiii. Washington STEM Reception – Olympia
- xxxiv. Met with Mike Oechsner on HB 2311
- xxxv. Met with Rep Harris on HB 2311
- xxxvi. Presented CTE Leg issue(s) at Washington STEM Leg Day – Olympia
- xxxvii. Met with Senator Wellman staff member – HB 2311

g. February

- i. Weekly Leg GoToMeeting
- ii. Met with Susan Mielke – CTE FTE proviso language
- iii. U.S. Dept of Education, Apprenticeship Expansion Virtual Meeting
- iv. MJ Bolt, State Board of Education Advisory Meeting – Zoom
- v. PESB Certification Meeting – Olympia
- vi. Met with OSPI – B. Wallace
- vii. Officer Team GoToMeeting
- viii. Professional Development Committee GoToMeeting
- ix. CTSO Civic Engagement Pre-Training – RL Hotel, Olympia
- x. Met with Senator Wagner
- xi. Met with Rep Tarleton
- xii. TVW Gala – RL Hotel, Olympia
- xiii. CTE Funding GoToMeeting
- xiv. Met with Rep Griffey
- xv. Professional Development Committee GoToMeeting
- xvi. Met with Rep Santos
- xvii. Weekly Leg GoToMeeting
- xviii. WA Democrats 2018 Crab Feed – Lakewood, WA
- xix. Officer Team GoToMeeting
- xx. Republican Party Legislative Reception – Olympia

h. March

- i. Weekly Leg GoToMeeting
- ii. ACTE Legislative Seminar – Washington DC
- iii. Mark Perna – Branding and Positioning Presentation – DC
- iv. National Executive Directors Association (NEDA) meeting – DC
- v. Met with Rep Adam Smith
- vi. Met with Rep Suzan DelBene
- vii. Met with Rep Rick Larsen
- viii. Met with Senator Murray
- ix. Capitol Hill CTSO Reception, Met Sen Tim Kaine – DC
- x. Met with Rep Denny Heck
- xi. Met with Jaime Herrera Beutler
- xii. Met with Sen Cantwell
- xiii. WACTA Spring Conference – Vancouver, WA
- xiv. Met with Career Connect Washington – Seattle, WA
- xv. CTE Foundation Board meeting – Seattle, WA
- xvi. CTE Foundation Board meeting – Seattle
- xvii. Exec Board GoToMeeting
- xviii. AWB Workforce Summit – Bellevue
- xix. Professional development GoToMeeting
- xx. Washington STEM “Creating Impact” Reception – Seattle
- xxi. Developmental Education Using Competency-Based Education – Webinar
- xxii. Met with David Beard – Schools Out Washington (SOWA) – Seattle
- xxiii. HDCC & WSDC PAC Event – Seattle
- xxiv. Legislative GoToMeeting
- xxv. CTE Interns presentation - Olympia

i. April

- i. Region V Conference – Colorado Springs
- ii. Video professional development meeting with KP and Paul – Olympia
- iii. OSPI/PESB CTE Certification meeting – Olympia
- iv. SnoCo Directors meeting – Granite Falls
- v. Met with Jesse Taylor – Olympia
- vi. ACTE State Leaders Conference call
- vii. Professional development GoToMeeting
- viii. Meeting with PEI - CTE work – Olympia

- ix. PBS; What Works: Three Strategies for Student Success – Yakima
 - x. ACTE – Oregon ACTE conference planning conference call
- j. May**
- i. Convening on the Changing Nature of Work and the Workforce (Sen Murray) – Seattle
 - ii. Met with Congressman Larsen – Mount Vernon
 - iii. WACTA Board Retreat – Blaine
 - iv. Officer GoToMeeting
 - v. WA Rural Pathways Summit – Bellingham
 - vi. CenterForce Auction – Tacoma
 - vii. Met with Becky Wallace, SC planning – Olympia
 - viii. Met with Dave Mastin, OSPI – Olympia
 - ix. WA-ACTE Board meeting – SeaTac
 - x. Foundation call with Ralph Ibarra
 - xi. Senator Joe Fain Campaign Event – Auburn
 - xii. ACTE Educators in Action Conference Call
 - xiii. Livestream call
 - xiv. WA-ACTE Leg Committee GoToMeeting – Begin the 2019 Leg Ask
 - xv. Met with Becky Wallace – Reg meeting OSPI
 - xvi. OSPI Alternative Learning Webinar
 - xvii. Second “Future of Work” Senator Murray – Tacoma
- k. June**
- i. Met with Superintendent Reykdal – Olympia
 - ii. Participated in interviews for OSPI CTE Assistant Director – Olympia
 - iii. CTE Foundation Meeting – GoToMeeting
 - iv. WA-ACTE FAME Committee Meeting – GoToMeeting
 - v. Career Connect Washington Webinar
 - vi. Officer Team Meeting – GoToMeeting
 - vii. OSPI Alternative Learning Webinar
 - viii. Vacation – Hawaii
- l. July**
- i. SW Washington Plan II Cohort presentation – GoToMeeting
 - ii. Workforce Board Breakfast Meeting – Olympia
 - iii. Melanie Morgan Campaign Event – Tacoma
 - iv. Workforce Training Board Meeting – Olympia
 - v. Officer Team Meeting – GoToMeeting
 - vi. CTE Funding Group meeting – GoToMeeting
 - vii. Summer Conference Prep – Olympia
 - viii. Evaluation Debrief and Prep for ATP RFP to OSPI with Kevin Plambeck– Conway
- m. August**
- i. Annual Summer Conference - Spokane
 - ii.



POLITICAL ACTIVISM

CONTINUING RESOLUTION 1

WHEREAS, Activism in the legislative and political process is crucial to the success of Career and Technical Education; and

WHEREAS, Career and Technical Education is equipment and technology intensive and high cost, requiring legislative support; and

WHEREAS, Communication of program successes will insure continuation of Career and Technical Education inclusion in ongoing educational reform; and

WHEREAS, The education of parents, business, community, and government leaders is essential to garner support for Career and Technical Education programs; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourage section leadership and their members to increase their level of involvement and activism in the legislative and political process in order to supply justification for strong Career and Technical Educational opportunities for all students and that the association provides inservice training on political involvement.

RESOLVED, That WA-ACTE sections encourage increased participation by leadership and their members in the Civic Engagement Day.

Adopted by: WA-ACTE Delegate Assembly 8/22/94
Amended: 8/7/17



PROFESSIONAL DEVELOPMENT

CONTINUING RESOLUTION 2

WHEREAS, The Washington State legislature continues calling for education reform including changing roles for teachers, guidance personnel, and administrators; and

WHEREAS, All reform initiatives call for changing roles of educators and the related professional development needed for members of the Washington Association for Career and Technical Education; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education maintains a professional development standing committee which will propose various strategies to meet the professional development needs of the Washington Association for Career and Technical Education members.

RESOLVED, That the Office of Superintendent of Public Instruction (OSPI), Professional Educators Standards Board (PESB), State Board for Community and Technical Colleges (SBCTC), Workforce Training and Education Coordinating Board (WTECB), Association of Washington Business (AWB), and the Business Roundtable continue to be invited to participate with the Washington Association for Career and Technical Education Professional Development opportunities.

Adopted by: WA-ACTE Delegate Assembly 8/14/95

Amended: 8/10/15



CAREER AND TECHNICAL EDUCATION FUNDING AND ECONOMIC DEVELOPMENT

CONTINUING RESOLUTION 3

WHEREAS, Career and Technical Education provides for the development of a skilled workforce serving secondary students annually; and

WHEREAS, The development of the workforce is essential to the economic health of the state; and

WHEREAS, Career and Technical Education is an integral part of the educational system; and

WHEREAS, Preparation for work and careers is vital to the state's education efforts; and

WHEREAS, All Career and Technical Education programs are very equipment and technology intensive; and

WHEREAS, Effective Career and Technical student leadership organizations require strong support from a teacher/advisor; and

WHEREAS, Continuous improvement and innovation requires seeking new ideas and strategies that can be applied at the classroom level; and

WHEREAS, Funding in Career and Technical Education has limited resources for equipment and technology, Career and Technical student leadership organizations, and innovative projects; and

WHEREAS, Tenuous Federal resource levels for Career and Technical Education can further impact the ability of the state to provide meaningful Career and Technical Education programs for students; therefore, be it

RESOLVED, that we encourage the continued work of the legislature to recognize the value of Career and Technical Education and provide the required resources to sustain and grow relevant and rigorous Career and Technical Education programs.

RESOLVED, That the Washington Association for Career and Technical Education partner with other education, business, and labor organizations to obtain support for required resources for Career and Technical Education programs to greater drive economic development at the local, regional, and state levels.

Adopted by: WA-ACTE Delegate Assembly 8/19/96

Amended: 8/7/17



LEADERSHIP DEVELOPMENT

CONTINUING RESOLUTION 4

WHEREAS, Leadership within Career and Technical Education Programs is essential to the development of a world class workforce; and

WHEREAS, The development of quality leadership begins with membership in professional organizations and is enhanced through professional development and peer mentoring; and

WHEREAS, The creation of a system which encourages leadership development and leads to continuous improvement; and

RESOLVED, The Washington ACTE believes administrative internship program provides valuable professional development to potential Career and Technical administrators.

RESOLVED, That the Washington Association for Career and Technical Education work collaboratively with the Office of Superintendent of Public Instruction and WAVA to maintain and continually update the Administrative Internship program.

RESOLVED, That the Administrative Internship program curriculum contain information on the value of belonging to professional associations and that involvement in professional association activities, such as Legislative Policy Seminar, Summer Conference, WOVE Legislative Update, and 100% membership is an expectation.

RESOLVED, That the Administrative Interns join WAVA and WA-ACTE.

RESOLVED, That the Washington Association for Career and Technical Education provide professional development opportunities in leadership at multiple levels within Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/19/96

Amended: 8/10/15



COMMITTEE FOCUS ON RECRUITMENT AND RETENTION

CONTINUING RESOLUTION 5

WHEREAS, A professional Association must meet the needs of its membership; and

WHEREAS, Washington Association for Career and Technical Education has a rapidly retiring membership; and

WHEREAS, Washington Association for Career and Technical Education has a need to attract new, younger members in order to sustain and build as an organization; and

WHEREAS, The teaching profession has changed in workload and intensity, we must meet the needs of members that keep them in CTE classrooms; and

WHEREAS, WA-ACTE must inform CTE educators of the many benefits of continuing membership including professional development, advocacy of CTE and supporting legislation, and networking opportunities; and

WHEREAS, It is essential that association member needs are identified and met to ensure the retention of WA-ACTE members; and

RESOLVED, That the Washington Association for Career and Technical Education and WA-ACTE sections gather information on the needs and activities that would benefit the membership of our association.

RESOLVED, That the findings shall be submitted to the Washington Association for Career and Technical Education Membership Committee on an annual basis, for recommendations to the Washington Association for Career and Technical Education Executive Board.

RESOLVED, That the WA-ACTE work with the Office of Superintendent of Public Instruction (OSPI) and WAVA-An Association of Career and Technical Education Administrators to obtain a current list each year of all CTE teachers in the state in order to share professional opportunities which include, but not limited to, membership benefits, conference participation, and other services available.

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/10/15



EQUITY AND DIVERSITY

CONTINUING RESOLUTION 6

WHEREAS, Career and Technical Education's purpose is to expand, improve, modernize, and develop quality Career and Technical Education programs in order to meet the needs of the state's and nation's existing and future workforce for marketable skills to improve productivity and promote economic growth; and

WHEREAS, Individuals must not be excluded from participation in, be denied the benefits of, or be subjected to discrimination in Career and Technical Education programs or in the workforce because of national origin, race, age, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or a disability; and

WHEREAS, Individuals must be assured full access to quality Career and Technical Education programs by individuals who are disadvantaged, disabled, students entering nontraditional occupations, single parents or homemakers, individuals with limited English proficiency, and individuals incarcerated in correctional institutions; and

WHEREAS, Equal opportunity in education is fundamental to equality in all forms of human endeavor, especially in the work place; and

WHEREAS, Practices of discrimination often exist unconsciously and through practices long enshrined in tradition; and

WHEREAS, The strengths of our society are built upon the contributions of our diverse cultures; and

WHEREAS, Washington Association for Career and Technical Education recognizes that diversity and equity in the educational environment will foster cultural awareness, mutual understanding, and respect; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education continue to support the development and implementation of Career and Technical Education program standards which emphasize principles of equity, thus informing students and workers of their rights to a non-discriminating education and work environment.

RESOLVED, That the Washington Association for Career and Technical Education is committed to developing and using equitable practices within the association.

RESOLVED, That the Washington Association for Career and Technical Education work with other agencies and organizations to increase the participation of diverse student populations in Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/10/15



ACCOUNTABILITY

CONTINUING RESOLUTION 7

WHEREAS, One of the goals of the Washington Association for Career and Technical Education is to improve the public perception of Career and Technical Education; and

WHEREAS, The Washington Association for Career and Technical Education is the leading voice for Career and Technical Education in Washington State; and

WHEREAS, Data collection must be improved to adequately demonstrate the benefits and accomplishments of Career and Technical Education to prepare a well-educated and competitive workforce for a global economy; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourages the Office of Superintendent of Public Instruction (OSPI), State Board of Education (SBE), Professional Educator Standards Board, and the Workforce Training and Education Coordinating Board (WTECB) to secure a collection of data at the state level that demonstrates the value of Career and Technical Education toward the development of a competitive workforce.

RESOLVED, That the data related to CTE collected be utilized to provide rationale to the legislature for their support of Career and Technical Education as an integral part of Basic Education and continued funding.

Adopted by: WA-ACTE Delegate Assembly 8/11/03
Amended: 8/7/17



HIGH SCHOOL GRADUATION AND DROPOUTS

CONTINUING RESOLUTION 8

WHEREAS, Any student dropping out of school is unacceptable; and

WHEREAS, The Washington State Institute for Public Policy has determined that the cost to the state of Washington for each student who drops out is \$10,500 per year per student for the rest of that student's life; and

WHEREAS, The Office of Superintendent of Public Instruction (OSPI) established, in 2004, incremental improvement goals to reach the 85 percent goal of on-time high school graduation rates by 2014; and

WHEREAS, The on-time state graduation rate for the graduating class of 2014 is 82.9% and CTE completers rate is 91.4%*; and

WHEREAS, The 2015 legislature passed an operating budget which provides funds for the systemic development of statewide dropout prevention and intervention programs, including Jobs for Washington's Graduates (JWG) and the Building Bridges Program; and

WHEREAS, the provision of Career and Technical Education programming is an essential intervention for dropout prevention and intervention and Career and Technical Education student completers graduate at a higher rate; therefore, be it

RESOLVED, That WA-ACTE supports the continued funding and development of statewide dropout prevention initiatives that encourages local Career and Technical Educators to work with their school district in building programs that utilize effective interventions such as JWG, the Building Bridges Program, and Career and Technical Student Organizations.

RESOLVED, That Career and Technical Education is recognized as a best practice in assisting students to graduate on time and as a vehicle for student re-engagement.

*OSPI CTE Stakeholder Report August 2015 (latest data available)

Adopted by: WA-ACTE Delegate Assembly 8/15/05

Amended: 8/10/15



TEACHER PREPARATION / RECRUITMENT / RETENTION

CONTINUING RESOLUTION 9

WHEREAS, The CTE profession is experiencing a loss of pre-service teacher education programs and funding for them; and

WHEREAS, There is an unacceptable shortage of CTE teachers exacerbated by an increase in teacher retirements; and

WHEREAS, There is a need to attract new teachers and to increase teacher diversity in order to sustain and expand current programs and implement new programs; and

WHEREAS, Recruitment and retention is critical to the ongoing success of CTE programs; and

WHEREAS, Many new teachers leave the profession after the first few years of teaching; therefore, be it

RESOLVED, That WA-ACTE and WA-ACTE sections market the teaching profession with students as a viable career opportunity.

RESOLVED, That the sections of Washington ACTE create a New Teacher Mentorship Program to assist new teachers.

Adopted by: WA-ACTE Delegate Assembly 8/13/07

Amended: 8/10/15



ADDITIONAL RESOURCES

CONTINUING RESOLUTION 10

WHEREAS, The CTE Congressional Caucus is working tirelessly for Career and Technical Education at the national level; and

WHEREAS, The CTE Congressional Caucus could be influential in the development of new federal resources; and

WHEREAS, States need resources in addition to Carl D. Perkins Career and Technical Education Act; and

WHEREAS, State CTE Programs educate and train secondary and postsecondary students to meet the increasing demands of business and industry; and

WHEREAS, Career and Technical Education Exploratory Programs are valuable to middle school and junior high students; and

WHEREAS, CTE Programs and student leadership programs are recognized as a Best Practice in graduating students on time; and

WHEREAS, Additional resources are needed to support program and instructor certification to meet industry standards; and

WHEREAS, Equipment and technology needs are intensive in CTE Programs nationwide and should be federally funded; and

WHEREAS, A quality teacher mentoring program, according to the research, is essential in teacher retention especially during the first five years; and

WHEREAS, The creation of a federal incentive for school districts with a certified CTE administrator would assist in preventing the further erosion of qualified CTE administrators; and

WHEREAS, Federal startup funds for new and innovative CTE Programs would assist states in targeting high demand fields; therefore, be it

RESOLVED, That WA-ACTE work with the National Association for Career and Technical Education and the Congressional Caucus to secure additional resources for Career and Technical Education such as:

- administrative stipend
- middle school exploratory activities
- equipment and technology
- instructors and programs certification
- start-up funds for new programs
- mentoring programs for new teachers
- support for CTSOs
- career pathways
- pre-apprenticeships

Adopted by: WA-ACTE Delegate Assembly 8/11/08

Amended: 8/10/15



STUDENT LEADERSHIP

CONTINUING RESOLUTION 11

WHEREAS, Student leadership is an integral part of Career and Technical Education Programs; and

WHEREAS, CTE student leadership is a proven means of increasing student engagement in schools resulting in higher graduation rates; and

WHEREAS, CTE student leadership provides the personal development and workplace skills desired by business and industry; and

WHEREAS, CTE student leadership offers benefits to all secondary (Grades 7-12) students in Washington State; and

WHEREAS, CTE student leadership organizations in Washington State require statewide leadership (state directors); and

WHEREAS, Current legislation provides for student leadership organization support at the state level; therefore, be it

RESOLVED, That WA-ACTE, their section leadership, and members lobby legislative members, along with business/industry supporters to provide a structure for adequate financial support for current approved Career and Technical Student Leadership Organizations (DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and WCTSMA) and potential future organizations.

Adopted by: WA-ACTE Delegate Assembly 8/14/11
Amended: 8/8/16



**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.