



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

**Amended by the Executive Board  
May 18, 2024**

**Article I ~ Name**

The name of this organization shall be the WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION hereinafter referred to as Washington ACTE (WA-ACTE) or the Association. This organization declares its relation to the Association for Career and Technical Education as an affiliated state Association.

**Article II ~ Mission and Purpose**

The mission of the association is to support our members in providing high quality CTE opportunities for all students in Washington State. To provide leadership and services to our members as they prepare students for lifelong career success and to provide leadership to enhance and support Career and Technical Education (CTE) in communities and schools. Our Purpose is accomplished by providing members:

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

**Article III ~ Members**

**A. Qualifications**

1. To be eligible for membership in the Washington Association for Career and Technical Education, a person shall be engaged or actively involved in Career and Technical Education work of a professional nature and/or hold a Career and Technical Education teaching certificate.
2. All members shall have the right to vote and hold office in the Washington Association for Career and Technical Education.

**B. Membership Categories**

1. Professional Members are individuals actively employed or involved with Career and Technical Education.
2. Retired Members are individuals who are retired from active employment in Career and Technical Education and have been a Washington Association for Career and Technical Education professional member 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 of Membership**

1. The Washington Association for Career and Technical Education Board shall have the power to censure, suspend, or remove any member for cause in written, facsimile, or electronic format.
2. The member shall notify the Board if an appeal hearing is desired. Request for hearing shall advise the Board if legal counsel is expected. If an appeal is desired, it must be filed in written, facsimile, or electronic format with the Executive Director within ten (10) working days of the member's receipt of the Board notification.
3. If the member expects to be represented by legal counsel, the member shall so state in the notice of appeal. The Board shall thereafter, within twenty (20) working days, hold a hearing at which a member may appeal on his/her own behalf. All legal and other costs related to the appeal shall be borne up front by the member.

**Article IV~ Affiliated Sections**

**A. Affiliated Sections**

1. 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 Educators of Business & Marketing (WE-BAM)
  - Washington Career Counseling & Employment Readiness (WA-CCER)
  - Family and Consumer Sciences Educators (WA-FACSE)
  - Washington Industrial Technology Education Association (WITEA)
  - Washington Association of Skilled & Technical Sciences (WASTS)
  - Health Science Career and Technical Educators (HSCTE)
  - New and Emerging in Washington (NEW)
2. 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.
3. 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 desiring to be affiliated as a section with WA-ACTE may petition to become a group within the New and Emerging in Washington section to the Board in writing with evidence of the following criteria:

- a. All New or renewing sections must require a combined membership of both the new section and Washington ACTE.
  - b. The interest of the potential section is clearly defined as being directly involved in or closely related to a Career and Technical Education program of instruction.
  - c. The potential section represents an interest that is statewide in scope.
  - d. The potential section cannot be identified as an existing section and/or is not currently being served by an existing section.
  - e. The potential section is organized in the interest of expanding and improving Career and Technical Education.
  - f. The potential section/group must have established itself as a 501 C organization with the Washington Secretary of State, a constitution and bylaws, a slate of officers, a list of potential professional members, and a program of activities for the membership year.
  - g. The President of the potential/renewing section/group may participate as a non-voting member of the Board for at least one year.
  - h. New Section requests for full affiliation status will be considered at a regularly scheduled Board meeting after the first year of participation in the New and Emerging in Washington Section.
4. Upon the Board recommendation and approval, the new organization will be recognized as a subgroup within the New and Emerging in Washington section prior to and until the group can become an official section of WA-ACTE. All groups and or sections are expected to comply with the following:
- a. The sections' constitutions and/or bylaws shall be subject to approval by the Washington Association for Career and Technical Education Board.
  - b. The policies and programs of all sections shall be subordinate to and in conformity with the general policies and programs of the Washington Association for Career and Technical Education Board.
  - c. 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.
  - d. Affiliated sections are required to prepare an annual "State of the Section Report" to be submitted to the Board by the first meeting after the annual Summer Conference. Sections are to submit their officers and committee members to the WA-ACTE office by September 1.
  - e. Any currently 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 will

be reassigned as a subgroup within the NEW section. Notices of such reclassification shall be given ninety (90) days before the effective date by the Washington Association for Career and Technical Education Board. Said section may, within the ninety (90) day period, take such action as to provide the necessary qualifications in accordance with these Bylaws to maintain affiliated section status.

5. The Washington Association for Career and Technical Education Board shall have the power to censure, suspend, or remove any affiliated section for cause determined by the Board, which shall serve notification to the last known officers of the affiliated section. If an appeal is desired, it must be filed in writing with the Executive Director within ten (10) working days of the officer's receipt of the Board notification of final action.
6. Reinstatement of Affiliated Sections or sub groups
  - a. An affiliated section/group of the Washington Association for Career and Technical Education, which has forfeited their section/group's affiliation, may upon application showing they have reached the required number of members along with a plan of correction and/or for maintaining and/or increasing membership, and having meet all the criteria in Section 3 of this Article, may have their affiliation reinstated.
  - b. When affiliation of the section/group 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 a *Letter Seeking Reinstatement* to the Executive Committee.
  - c. Upon receiving a *Letter Seeking Reinstatement* from a forfeited section/group the Executive Committee will present the application and a recommendation to the Board. The forfeiture status of a section may be withdrawn for any reason that the Board deems adequate. Such withdrawal shall take effect upon a majority vote of the Board present at any Board meeting at which reasons for withdrawal are considered.

#### **Article V ~ 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. Washington ACTE dues collected by treasurers of affiliated sections shall be forwarded on a monthly (30-day cycle) basis 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 Board meeting prior to the current fiscal year ending June 30. Any expenditures beyond 10% of the adopted budget category shall have prior approval by the Executive Committee and formally reported at the next scheduled Board meeting.

D. Financial Records Review

The financial records shall be provided by a qualified accountant, chosen by the Executive Committee. The balance sheet and revenue & expenditures shall be submitted at each Board meeting to the Board. The Fiscal Committee shall review the financial records and submit a report to the Board at its annual Summer Conference.

E. Fiscal Year

The fiscal year shall be from July 1 through June 30.

### Article VI ~ 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 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 Board membership to serve the remainder of the term.
3. All elections to fill vacancies shall be by ballot of the 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 Board.
  - b. Appoint all committees (except nominating) subject to approval of the 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 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 Board.

4. The Past President shall:

a. Assume duties assigned to the office by these Bylaws, the Policies and Procedures, or the Board.

### Article VII ~ Selection of Officers

A. Nominations Committee

The President shall organize a Nominations Committee by the January Board meeting, with the Past President 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 February 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 with either Professional or Retired status in Washington ACTE. The Nominations Committee shall submit its nominations report at the May Board meeting. No name shall be placed in nomination without the consent of the nominee.

B. Selection of Officers

Selection of officers shall be by a plurality vote of the Board at the last face-to-face Board meeting prior to June 30. The Officers shall take office at the conclusion of the Summer Conference board meeting. In the event that there are no viable nominations, the current officers will serve in their current role(s) until a new President Elect is put forward by the Nominations Committee.

### Article VIII ~ Conferences and Meetings

A. Conferences

1. A Washington Association for Career and Technical Education Conference shall be held annually at a time and place determined by the Board for the purpose of providing professional development and a board meeting. Additional professional development events may take place.
  - a. The Professional Development Committee Chair, whose duties shall be to assist association staff in the planning, work, and supervision of professional development in cooperation with State agencies.

B. Meetings

1. Regular meetings of the Washington Association for Career and Technical Education Executive Board shall meet six (6) times each year virtually and/or in-person in accordance with actions of the Board, on call of the President, or on request of a majority of the members of the Board. The Board Calendar year will commence with the first meeting of the Board at the Annual Washington ACTE Conference ending at the last board meeting prior to the Annual Conference.
  - a. One representative elected or appointed from each Affiliated Section in good standing.
  - b. A quorum of the Board shall be the assembly of a majority of the officers and representatives.

## Article IX: Board Authority

- A. The Board shall have the necessary power and authority to carry out the business of the Washington Association for Career and Technical Education.
- B. Duties  
Duties of the Washington Association for Career and Technical Education Board shall be:
  - 1. Carryout the program and policies of the Association and to exercise the general authority given to the board.
  - 2. Approve all requests for expenditures in excess of 10% of any category amounts.
  - 3. Oversee 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 members to represent their section on each of the standing committees. (Professional Development; Legislative; and Foundation, Awards, Membership, and Engagement)
- C. Official Use of Imagery and Titles  
Official images and official titles of officers shall be used only in the promotion of policies that have been approved by the Board.
- D. Meetings  
Board meetings will take place six (6) times each year virtually or face-to-face with one meeting required to happen in connection with the annual Summer Conference hosted by the association.
- E. Expenditures  
Expenditures of the Board shall be allowed as provided in the annual budget.
- F. Executive Director
  - 1. The Executive Director shall be employed on a contractual basis by the 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 Board. The Executive Director shall be evaluated annually in Executive Session on or before the last Board meeting before June 30.
  - 2. The Executive Director shall:
    - a. Have general administrative charge, under the direction of the 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 Board at any meeting as requested or required.
    - c. Submit to the Board monthly and annual financial statements and audit review.
    - d. Give full report of activities during the year to the Board 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 Board at the last Board meeting before June 30.

- G. Salaried/Contract Personnel  
Other salaried personnel or contracted service personnel, upon recommendation by the Executive Director, may be employed/engaged by the Executive Committee. The Executive Director shall evaluate salaried and contracted personnel on or before the last Board meeting before June 30 to report any recommendations/adjustments to the Board in Executive Session.

## Article X ~ Executive Committee

- A. Executive Committee Members  
The members of the Executive Committee shall be the elected officers along with the Executive Director as an ex officio member.
- B. Duties  
The Executive Committee shall:
  - 1. Be responsible for the transaction of necessary business between meetings of the Board and business that may be referred to it by the Board and shall make a complete report of its actions to the 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 Board a proposed budget for adoption at the last Board meeting prior to June 30.
  - 4. Meetings shall be at the call of the President A majority of elected officers shall constitute a quorum.

## Article XI ~ Committees

- A. Committee Appointments  
All members of committees shall be appointed by the President to serve during the President's term.
- B. Standing Strategic Committees  
The Strategic Plan as adopted by the Board shall determine the standing committees for the upcoming year. Officers shall be the chair and supported by assigned staff when available. (Professional Development; Legislative and Resolutions; and Foundation, Awards, Membership, and Engagement)
- 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 XII ~ 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 are not inconsistent with these Bylaws and any special rule of order the Association may adopt.

## Article XIII~ Amendments

- A. These Bylaws may be amended by the Board. Proposed amendments will follow the following procedural process:

1. First Board meeting: introduction of proposed amendments to the Board for understanding to allow Board members to share with their individual sections. Providing text of the proposed changes are to be provided to the board prior to this first meeting when available to share. Following this first meeting notification of proposed amendments will be sent to all members inviting them to provide comments to their section board representative.
2. Second Board meeting: discussion of proposed amendments and input received from members. Proposed amendments may be amended at this time. Following the second meeting a progress update will be sent to all members inviting them to again engage with comments to their section representative.
3. Third Board meeting: adoption of amendments will take place at the third board meeting followed by notification of final result to all members.

#### **Article XIV ~ Dissolution**

If the Association ceases operating as a functioning Association, as determined by the officers and/or staff remaining at the time of dissolution; after all fiscal obligations and/or debts are cleared, and all assets shall be liquidated and donated to one or more existing non-profit educational organizations with a focus on CTE and/or workforce training.