

**WA-ACTE  
Delegate  
Assembly**

**Summer  
Conference  
Spokane**

**Meeting Notebook  
August 8, 2016**



**DELEGATE ASSEMBLY ORDER OF BUSINESS**  
**The Davenport Grand Hotel, Spokane**  
**Monday, August 8, 2016, 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) 2015-2016 Strategic Plan Review (previous year)
    - 1) Acceptance of Report
  - (b) 2016-2017 Strategic Plan (draft)
    - 1) Presentation of Budget
    - 2) Approval of 2016-2017 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



**Washington Association for Career and Technical Education**  
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**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  
Yakima Convention Center  
Monday, August 10, 2015**

***CALL TO ORDER***

President Michelle Spenser called a meeting of the Delegate Assembly of Washington Association for Career and Technical Education to order on Monday, August 10, 2015, at the Yakima Convention Center at 6:05 p.m.

***INVOCATION***

An invocation was delivered to the Delegate Assembly.

***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 Doug Meyer, and unanimously carried, it was

RESOLVED: That the standing rules of the Delegate Assembly meeting be approved.

***ROLL CALL OF DELEGATES***

Seating of Delegates and Alternates

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

Present:

- WA-ACTE Executive Committee: Past President Shepherd Siegel, President Michelle Spenser, President Elect Lew Keliher

- Administration: Will Sarett, Kevin Plambeck, Shani Watkins, Katie Searle, Teri Pablo, Linda Hupka, Sly Boskovich, Chris Johnson
- Agricultural Education: Aubrey Markel, Lori Sanderson, Julia Collins, Jennie Wagner, Matt Asplund
- Business Education: Mark Sabo, Susan Sears, Jackie Floetke, Ariel Dykstra, Leah Warnick, Taryn Fletcher
- Career Guidance and Counseling: Jewel Robinson, Wendy Hurst, Laurie Price
- Diversified Occupations: Terry Derrig, Joe Derrig, Geri Prater
- Family and Consumer Sciences: Rene' Ketchum, Vicki Zimmerman, Dawn Boyden, Tricia Littlefield, Genevieve Menino, Dottie Record, Trudy Swain, Lori Bialkowski
- Industrial Technology Education: Jarred Foss, Ross Short, Tim Winn, James Sullivan, Bill Rahr, John Davis, Matt Merfeld, Karl Ruff, Cody Peone
- Marketing Education: Darby Vigus, Susie Roberts, Doug Aubert
- Skilled and Technical Sciences: Ryan Nickels, Jill Van Berkomp, Creed Nelson, Chris Names, Doug Meyer
- Health Sciences: Bonnie Tidwell, Terri Karkau, Tom Walker

### ***CREDENTIALS REPORT***

The Credentials Committee reported that 56 out of 57 delegates were present, and had been accredited (98%), thus constituting a quorum.

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

Copies of the minutes had been previously distributed to delegates.

Upon motion duly made by Shani Watkins, seconded by Bonnie Tidwell, and unanimously carried, it was

RESOLVED: That the minutes of the Delegate Assembly meeting of Monday, August 4, 2014, be approved.

### ***OFFICERS' REPORTS***

#### ***2014-2015 STRATEGIC PLAN REVIEW / EXECUTIVE DIRECTOR'S REPORT***

Acceptance of Report – Executive Director Tim Knue submitted the 2014-2015 Strategic Plan Review and Executive Director's Report for the year ending June 30, 2015, copies of which had been previously distributed to delegates.

Upon motion duly made by Rene' Ketchum, seconded by Chris Names, and unanimously carried, it was

RESOLVED: That the 2014-2015 Strategic Plan Review and Executive Director's Report to the delegates be approved.



## **2015-2016 STRATEGIC PLAN**

President Elect Lew Keliher submitted the Strategic Plan for the 2015-2016 year, copies of which had been previously distributed to delegates.

## **PRESENTATION OF BUDGET / PROJECTED INCOME**

President Elect Lew Keliher presented an estimated statement of revenues and expenses for the 2015-2016 year, and based on those estimates, a proposed budget was presented at the May 16, 2015, Executive Board meeting for approval and adoption.

## **RESOLUTIONS COMMITTEE REPORT**

### Reading, Board Position, and Action

Proposed Resolution 1 was withdrawn by the Executive Board at the August 8 Executive Board meeting.

Upon motion duly made by Susie Roberts, seconded by Doug Aubert, and unanimously carried, it was

RESOLVED: That Continuing Resolution 9 be pulled from the package of Continuing Resolutions.

Upon motion duly made by Doug Meyer, seconded by Terry Derrig, and unanimously carried, it was

RESOLVED: That the amendments to Continuing Resolutions 1-8 and 10-11 be accepted as presented.

Upon motion duly made by Rene' Ketchum, seconded by Susie Roberts, and unanimously carried, it was

RESOLVED: That Continuing Resolution 9 be amended in the second Whereas to replace the word exasperated with exacerbated.

## **STANDING AND SPECIAL COMMITTEE REPORTS**

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

Upon motion duly made and unanimously carried, it was

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

## **NEW BUSINESS**

### Strategic Plan Approval

Upon motion duly made by Matt Asplund, seconded by Tricia Littlefield, and unanimously carried, it was

RESOLVED: That the 2015-2016 Strategic Plan of the President to the delegates be approved.

Constitution Change – Adding WA-CCER as a section combining WADOT and CGCA.

Upon motion duly made by Tricia Littlefield, seconded by John Davis, it was

RESOLVED: That the amendment to the Constitution be approved.

Bylaws Change – Adding WA-CCER as a section combining WADOT and CGCA. Dues increase of \$5 per year for the next three years.

Upon motion duly made by Vicki Zimmerman, seconded by Dawn Boyden, it was

RESOLVED: That the amendments to the Bylaws be approved.

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

Upon motion duly made by James Sullivan, seconded by Rene' Ketchum, and unanimously carried, it was

RESOLVED: That Gene Wachtel be approved as President Elect by acclamation.

Gene Wachtel was present and thereupon accepted the office to which he was elected.

### Passing of the Gavel

President Michelle Spenser passed the gavel to President Elect Lew Keliher who would now reign as President for the 2015-2016 year.

Outgoing Past President Shep Siegel presented Past President Michelle Spenser with the outgoing president's plaque.

## **ADJOURNMENT**

There being no further business to come before the Delegate Assembly, the meeting adjourned at 6:55 p.m.

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





## Strategic Plan 2015-2016

### MISSION

"Washington 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 Career and Technical Education Conference**
  - Certification courses

- **Fall STEM & ARTS Conference**
  - Expand audience and delivery methods

- **Section Conferences**
  - Washington ACTE presence at each

New goals and objectives:	Resources needed:	Status:
1. Work to deliver Fall Conference as a "hybrid" this year. Work to offer 2014 as a full virtual in 2016.	<ul style="list-style-type: none"> <li>• Suggest a dedicated volunteer to manage the project.</li> </ul>	This is still in development – the capture of SC & FC will again take place this year. With a plan to get it out virtually this year.
2. Continue use of the "WAVA" professional development tool from January 2015. Provide assistance for PD committee's use in 2016 early on.	<ul style="list-style-type: none"> <li>• Suggest a board member volunteer to take this on and provide what is needed.</li> </ul>	N/A
3. Improve ability for all involved to meet timelines for planning and delivery of professional development.	<ul style="list-style-type: none"> <li>• Each section buys in and a commitment to provide what is needed on time.</li> </ul>	Much improved for 2016 – still need to tighten timelines and deliverables.



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## Advocacy and Promotion

### Ongoing Activities

- Working with State Agencies**

- Working with Stakeholder Associations**

- Linking business/labor with sections
- Expand Lobby Group

- Public Relations Programs**

- Refine Coalition letter and seek sign on each winter

New goals and objectives:	Resources needed:	Status:
1. Encourage CTE speakers/presentations to share with other associations and conferences throughout the year (outreach).	<ul style="list-style-type: none"> <li>• Volunteer project leadership and contribution by each section.</li> </ul>	Executive Director has spoken to various groups; WACTA is inviting groups to their board meetings.
2. Promote Washington ACTE membership with each section's Membership Committee Representative at each of the section conferences throughout the year in order to maintain growth numbers (strengthen within).	<ul style="list-style-type: none"> <li>• Commitment of each section to work with their Membership Committee representative to provide time and space at their conferences and conventions.</li> </ul>	Overall membership numbers are the highest level in the past 35 years...8% higher than last year with a total of 1868 as of June 30, 2016.



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## Advancement of Policy and Legislation

### Ongoing Activities

- **WOVE and PAC**
- **Legislative Policy Seminar**
  - Coalition for CTE issues during session

- **Work on the Hill**
- **Registered Lobbyist**

- **OSPI, WTECB, and SBCTC Connections**
- **Liaison Positions on Board**

<b>New goals and objectives:</b>	<b>Resources needed:</b>	<b>Status:</b>
1. Reach out to OSPI candidates for 2016 and seek their positions on CTE.	<ul style="list-style-type: none"> <li>• Executive Director time and travel.</li> </ul>	Multiple candidates and both parties have been contacted and connected with.
2. Create a CTE caucus/group within each of WEA, WSSDA, WSSA, AWSP, etc.	<ul style="list-style-type: none"> <li>• Create Ad Hoc committee to develop a plan of action to address each group.</li> </ul>	A CTE Coalition is forming with the help/lead of WaBA, LEV, and others.
3. Expand resources/funding for Leg/lobby work by Washington ACTE.	<ul style="list-style-type: none"> <li>• Provide and promote a direct contribution method by individuals to the WOVE PAC.</li> <li>• Increase the number of WOVE Legislative Update subscriptions.</li> <li>• Create a WOVE PAC website.</li> </ul>	WOVE subscriptions are down over last year...are we meeting the fields needs? How can we improve/increase?



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## Networking and Communication

### Ongoing Activities

- WA-ACTE Website

- Email Blasts

- Social Media

New goals and objectives:	Resources needed:	Status:
1. Expand the #IamCTE campaign for public understanding of what all is involved with CTE in our state.	<ul style="list-style-type: none"> <li>• Use of marketing tools at each of the section meetings, conferences, and conventions throughout the year.</li> <li>• Create "un-earned" media opportunities with each of our sections.</li> </ul>	Domain names purchased – website development is happening.
2. Use and make available conference networking app for ongoing connections for conferences. Work to make available to sections.	<ul style="list-style-type: none"> <li>• Incorporate into the SC budget to begin; each conference provides additional resources. Capture some costs with less print costs and staff time.</li> </ul>	Use WHOVA app at fall and summer conference – other sections have begun to use for their conferences.



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## Quality Association Improvement

### Ongoing Activities

- Quality Association Standards

- ACTE Conferences and Programs

- Financial

#### New goals and objectives:

1. Board training focused on helping each section understand their role on our board and support the role they play within their section.

2. Continue to monitor and seek improvement in association revenue and expenditures.

3. Annual Finance Review conducted by college student program with instructor supervision.

#### Resources needed:

- Incorporate into our fall board inservice; then provide additional training during the year.

- Finance Committee to continue their charge.

- Line up local CTE or college program to conduct each in the spring for 2016.

#### Status:

How best to meet this need will be discussed at the August Board meeting to plan for 2016-2017.

Finance Committee continues to meet – very good financials as we close the year.

Completed by Centralia CC accounting program this last June.

# WA-ACTE BUDGET REPORT

	June 2016	Year to Date	2015-2016 Budget	Actual to Budget	% of Budget
<b>OPERATING REVENUES</b>					
WA-ACTE Membership Dues	\$9,760.00	\$103,550.00	\$78,250	\$25,300.00	132.33%
Summer Conference Revenues	\$0.00	\$235,346.88	\$220,000	\$15,346.88	106.98%
Fall Conference	\$0.00	\$92,640.00	\$80,000	\$12,640.00	115.80%
* OSPI Grant (Summer Conference)	\$0.00	\$13,080.00	\$14,000	-\$920.00	93.43%
Foundation Scholarships	\$0.00	\$0.00	\$3,000	-\$3,000.00	0.00%
WOVE - Government Relations	\$0.00	\$6,000.00	\$6,000	\$0.00	100.00%
<b>TOTAL BUDGET REVENUES 2014-2015</b>	<b>\$9,760.00</b>	<b>\$450,616.88</b>	<b>\$401,250</b>	<b>\$49,367</b>	<b>112.30%</b>
<b>BUDGETED EXPENSES</b>					
<b>Office Staff</b>					
Salaries/Benefits & Related Taxes	\$16,941.98	\$201,438.56	\$203,528	-\$2,089.44	98.97%
Travel Expenses-Executive Director	\$75.00	\$9,749.40	\$8,000	\$1,749.40	121.87%
Contracted Office Help	\$0.00	\$0.00	\$500	-\$500.00	0.00%
Professional Fees	\$0.00	\$540.00	\$700	-\$160.00	77.14%
Staff Development	\$0.00	\$0.00	\$300	-\$300.00	0.00%
<b>Total Office Staff Expenses</b>	<b>\$17,016.98</b>	<b>\$211,727.96</b>	<b>\$213,028</b>	<b>-\$1,300.04</b>	<b>99.39%</b>
<b>Office Expenses</b>					
Postage	\$296.01	\$1,548.81	\$2,000	-\$451.19	77.44%
Supplies	\$373.57	\$3,061.37	\$2,500	\$561.37	122.45%
Telephone/Electronic Communications	\$601.31	\$6,996.08	\$8,500	-\$1,503.92	82.31%
Computer Equipment & Software	\$189.96	\$5,084.32	\$500	\$4,584.32	1016.86%
Computer Maintenance/Upkeep	\$0.00	\$559.43	\$1,000	-\$440.57	55.94%
Office-Utilities/Recycle/Custodial	\$264.07	\$10,650.20	\$5,000	\$5,650.20	213.00%
Office - Insurance/Bond	\$0.00	\$1,764.00	\$1,800	-\$36.00	98.00%
Office - Interest/Taxes	\$761.49	\$11,868.40	\$13,000	-\$1,131.60	91.30%
Printing Cost	\$0.00	\$0.00	\$2,000	-\$2,000.00	0.00%
Equipment Lease/Maintenance	\$493.51	\$6,696.54	\$9,000	-\$2,303.46	74.41%
Miscellaneous Association Expenses	\$68.60	\$1,121.76	\$1,000	\$121.76	112.18%
<b>Total Office Expenses</b>	<b>\$3,048.52</b>	<b>\$49,350.91</b>	<b>\$46,300</b>	<b>\$3,050.91</b>	<b>106.59%</b>
<b>Leadership Expenses</b>					
WA-ACTE Executive Board	\$925.53	\$11,627.11	\$15,000	-\$3,372.89	77.51%
ACTE/Regional's	\$0.00	\$10,981.54	\$10,000	\$981.54	109.82%
Substitute Days	\$0.00	\$0.00	\$1,000	-\$1,000.00	0.00%
<b>Total Leadership Expenses</b>	<b>\$925.53</b>	<b>\$22,608.65</b>	<b>\$26,000</b>	<b>-\$3,391.35</b>	<b>86.96%</b>
<b>Educational Scholarships/Awards</b>					
Teacher of the Year Scholarship	\$0.00	\$0.00	\$1,000	-\$1,000.00	0.00%
WA-ACTE Memorial Teacher Education Scholarship	\$0.00	\$0.00	\$1,000	-\$1,000.00	0.00%
Student Leadership Award	\$0.00	\$1,800.00	\$1,600	\$200.00	112.50%
<b>Total Educational Scholarship/Awards</b>	<b>\$0.00</b>	<b>\$1,800.00</b>	<b>\$3,600</b>	<b>-\$1,800.00</b>	<b>50.00%</b>
<b>Association Activities</b>					
Committee Assignment	\$0.00	\$0.00	\$1,500	-\$1,500.00	0.00%
Summer Conference	\$0.00	\$70,775.78	\$65,000	\$5,775.78	108.89%
Related Conferences	\$0.00	\$23,912.51	\$25,000	-\$1,087.49	95.65%
<b>Total Association Activities</b>	<b>\$0.00</b>	<b>\$94,688.29</b>	<b>\$91,500</b>	<b>\$3,188.29</b>	<b>103.48%</b>
<b>Contracted Services</b>					
Attorney	\$0.00	\$0.00	\$1,000	-\$1,000.00	0.00%
Accountant	\$350.00	\$4,200.00	\$4,200	\$0.00	100.00%
Bank Charges	\$42.00	\$50.00	\$1,000	-\$950.00	5.00%
<b>Total Contracted Services</b>	<b>\$392.00</b>	<b>\$4,250.00</b>	<b>\$6,200</b>	<b>-\$1,950.00</b>	<b>68.55%</b>
<b>Cash Reserve Fund</b>					
Mortgage Principle			\$7,000		
Add to Cash Reserve			\$0		
<b>Total Cash Reserve</b>		<b>\$0.00</b>	<b>\$7,000</b>		
<b>TOTAL BUDGETED EXPENSES 2015-2016</b>	<b>\$21,383.03</b>	<b>\$384,425.81</b>	<b>\$393,628</b>	<b>-\$2,202.19</b>	<b>97.66%</b>

\* Includes OSPI/PEMCO/WTCEB

**WA-ACTE**  
**STATEMENT OF REVENUES AND EXPENSES**  
**AND CHANGES IN FUND NET ASSETS**  
**For Month Ended June 30, 2016 and June 30, 2015**

	<b>Month Ended 6/30/2016</b>	<b>Month Ended 6/30/2015</b>
<b>OPERATING REVENUES:</b>		
WA-ACTE Membership Dues	\$103,550.00	\$81,720.00
Summer Conference Revenues	\$235,346.88	\$218,741.00
OSPI Grant	\$13,080.00	\$12,000.00
Fall Conference	\$92,640.00	\$84,925.00
Grants - Others	\$0.00	\$3,000.00
WOVE- Government Relations	\$6,000.00	\$6,000.00
<b>Total Operating Revenues</b>	<b>\$450,616.88</b>	<b>\$406,386.00</b>
<b>OPERATING EXPENSES:</b>		
Office Staff	\$211,727.96	\$209,692.21
Office Expenses	\$49,350.91	\$40,091.38
Leadership	\$22,608.65	\$24,691.00
Educational Scholarships/Awards	\$1,800.00	\$1,200.00
Association Activities	\$94,688.29	\$86,734.71
Contracted Services	\$4,250.00	\$4,890.94
<b>Total Operating Expenses</b>	<b>\$384,425.81</b>	<b>\$367,300.24</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$66,191.07</b>	<b>\$39,085.76</b>
<b>NON OPERATING REVENUES (EXPENSES)</b>		
Interest Income	\$18.41	\$12.90
Depreciation Expense	-\$5,522.00	-\$5,522.00
Non-Operating Expenses	\$0.00	\$0.00
Non-Operating Income	\$3,394.51	\$2,268.45
<b>Total Nonoperating Revenues (Expenses)</b>	<b>-\$2,109.08</b>	<b>-\$3,240.65</b>
<b>CHANGES IN NET ASSETS</b>	<b>\$64,081.99</b>	<b>\$35,845.11</b>
<b>TOTAL NET ASSETS, Beginning of Year</b>	<b>\$266,507.96</b>	<b>\$229,326.85</b>
<b>TOTAL NET ASSETS, End of Year</b>	<b>\$330,589.95</b>	<b>\$265,171.96</b>



**WA-ACTE**  
**STATEMENT OF NET ASSETS**  
**For Month Ended June 30, 2016 and June 30, 2015**

	<b>Fiscal Year Ended 6/30/2016</b>	<b>Fiscal Year Ended 6/30/2015</b>
<b>ASSETS:</b>		
Checking Accounts	\$202,077.08	\$113,156.24
Accounts Receivable	\$0.00	\$0.00
Prepaid Expenses	\$2,500.00	\$0.00
Property and Land	\$401,496.00	\$407,018.00
<b>TOTAL ASSETS</b>	<b>\$606,073.08</b>	<b>\$520,174.24</b>
<b>LIABILITIES:</b>		
Loan Payable - House	\$173,171.13	\$178,360.66
Accounts Payable	\$1,490.00	\$3,729.62
Accounts Payable - Flowthru	\$9,266.00	\$5,955.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$183,927.13</b>	<b>\$188,045.28</b>
Unearned Revenues	\$91,556.00	\$66,957.00
<b>TOTAL NET ASSETS</b>	<b>\$330,589.95</b>	<b>\$265,171.96</b>
<b>TOTAL NET ASSETS AND LIABILITIES</b>	<b>\$606,073.08</b>	<b>\$520,174.24</b>

## WA-ACTE MEMBERSHIP REPORT FOR THE YEAR ENDING JUNE 30, 2016

Sections	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Administration	263	272	312	291	285	277	291	244	243	242	315	280	293	285	285	303	312	323	341	339	316	346	336	327	346	361	388
Agricultural Education	148	137	121	137	139	120	127	121	127	122	133	129	133	132	156	163	160	167	161	157	168	167	161	154	163	170	200
Business Education	309	302	310	330	325	334	312	274	264	285	283	280	275	255	269	280	269	319	320	267	260	276	250	231	235	274	283
Career Counseling & Employment Readiness																											105
Family and Consumer Sciences	405	387	404	402	397	389	385	373	364	393	395	374	363	359	342	376	375	381	393	377	369	380	362	336	334	343	361
Marketing Education	103	102	113	112	120	133	120	104	102	105	105	93	117	105	96	108	105	121	111	101	102	103	97	83	89	90	110
Industrial Technology Ed	69	86	107	123	147	141	134	137	127	125	127	144	143	137	139	159	164	168	223	198	224	216	218	214	250	407	494
Skilled and Technical Sciences	277	280	294	295	302	287	292	280	271	256	250	242	253	283	283	309	307	346	364	305	203	176	146	137	159	202	208
Health Sciences																					72	85	70	60	65	74	70
Occupational Educators																					71	91	64				
Diversified Occupations	59	95	109	117	126	129	180	130	127	142	192	153	138	123	131	161	127	130	126	118	101	87	78	65	55	50	
Career Guidance & Counseling	104	100	119	124	142	155	153	132	127	123	126	124	108	119	116	107	104	113	104	92	79	79	76	72	60	74	

## WA-ACTE/ACTE COMPARATIVE REPORT

Year	WA-ACTE	ACTE
2016	1868	495
2015	1729	471
2014	1469	419
2013	1390	394
2012	1491	418
2011	1603	424
2010	1553	445
2009	1556	441
2008	1674	507
2007	1628	471
2006	1542	485
2005	1525	454
2004	1518	404
2003	1582	466
2002	1579	466
2001	1663	548
2000	1741	527
1999	1639	538
1998	1608	663
1997	1678	672
1996	1760	690
1995	1660	478
1994	1640	443
1993	1639	433
1992	1596	451
1991	1556	472



JULY 2015 – JUNE 2016 MEMBERSHIP REPORT FOR THE MONTH AND FISCAL YEAR ENDING JUNE 30, 2016

Previous Month	1768
New	+ 58
Rejoin	+ 49
Expired	- 7
Current Month	1868

	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	6/15 2016 Goal Retention	+/- % Goal Retention	Fiscal Year Net Gain/Loss
WA-ACTE	1806	1619	1609	1717	1735	1709	1708	1712	1727	1747	1768	1868	1729	8%	139
ACTE	480	469	483	514	517	494	485	492	487	484	485	495	471	5%	24

	6/16	6/16	6/15	6/15	+/- % Goal Retention	Non-Renewals July 2015 - June 2016
	Paid Section Dues Thru WA-ACTE	Self-Designated Section	Paid Section Dues Thru WA-ACTE	Self-Designated Section		396
WAVA	164	388	139	361	7%	59
WAAE	33	200	28	170	18%	33
WSBEA	155	283	156	274	3%	57
WACCER	64	105	54	110	-15%	28
FACSE	268	361	216	343	5%	64
WAME	65	110	59	90	22%	17
WITEA	320	494	304	407	21%	105
WASTS	82	208	76	202	3%	44
HSCTE	43	70	37	74	-5%	18



## *From President Lew Keliher*

*Michelle Spenser  
Past President*

*Gene Wachtel  
President Elect*

*Tim Knue  
Executive Director*

*Tess Alviso  
Executive Assistant*

*Franciene Chrisman  
Executive Assistant*

*Vern Chandler  
Membership/Awards Co-Chair*

*Shani Watkins  
Administration*

*Aubrey Markel  
Agricultural Education*

*Mark Sabo  
Business Education*

*Terry Derrig / Jewel Robinson  
Career Counseling & Employment Readiness*

*Dawn Boyden  
Family and Consumer Sciences*

*Terri Karkau  
Health Sciences*

*John Davis  
Industrial Technology Education*

*Darby Vigus  
Marketing Education*

*Ryan Nickels  
Skilled and Technical Sciences*



## Strategic Plan 2016-2017

### MISSION

"Washington 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 Conference Expo.

- Fall CTE-STEM & Arts Conference

- Section Conferences

New goals and objectives:	Resources needed:	Status:
1. Establish platforms and resources needed to deliver professional development over the web.	<ul style="list-style-type: none"><li>• Project manager, equipment, and software</li></ul>	
2. Investigate the use of CTE curriculum program similar to, or in conjunction with, CTE-AZ.	<ul style="list-style-type: none"><li>• Continued board &amp; OSPI discussion to determine if we move forward</li></ul>	
3.	<ul style="list-style-type: none"><li>•</li></ul>	



## Strategic Plan 2016-2017

### MISSION

"Washington 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

New goals and objectives:	Resources needed:	Status:
1. Develop strategies to lift our CTE message throughout the year(s).	<ul style="list-style-type: none"><li>• Training, board learning time &amp; input, plan development and implementation support from sections</li></ul>	
2. Connect with new Superintendent at OSPI. Continue to foster relationships with our established partners. Expand our relationship with PESB around CTE & STEM issues.	<ul style="list-style-type: none"><li>• Board members willing to help serve/connect with partners to be our voice with them.</li></ul>	
3.	<ul style="list-style-type: none"><li>•</li></ul>	



## Strategic Plan 2016-2017

### MISSION

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### 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

New goals and objectives:	Resources needed:	Status:
1. Need to increase our WOVE resources.	<ul style="list-style-type: none"><li>• Board discussion, plan development, and implementation support</li></ul>	
2.	<ul style="list-style-type: none"><li>•</li></ul>	
3.	<ul style="list-style-type: none"><li>•</li></ul>	





## Strategic Plan 2016-2017

### MISSION

"Washington 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

New goals and objectives:	Resources needed:	Status:
1. Obtain names and emails for all certified CTE educators with endorsements in Washington State.	<ul style="list-style-type: none"><li>• PESB records request.</li></ul>	
2.	<ul style="list-style-type: none"><li>•</li></ul>	
3.	<ul style="list-style-type: none"><li>•</li></ul>	



## Strategic Plan 2016-2017

### MISSION

"Washington 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

#### New goals and objectives:

1. Possible web-based streaming of WA-ACTE board meetings.

2.

3.

#### Resources needed:

- Board discussion; plan development and implementation support (i.e., Periscope, Facebook Live, etc.)

- 

- 

#### Status:

# BUDGET 2016 - 2017 • APPROVED 5-21-16

July 1, 2016 to June 30, 2017

REVENUE	2016-2017
<b>OPERATING REVENUES</b>	
WA-ACTE Membership Dues	\$105,000
Summer Conference Revenues	\$276,300
Fall Conference	\$94,000
Grants	\$15,000
Foundation Scholarships	\$3,000
WOVE - Government Relations	\$6,000
<b>TOTAL BUDGET REVENUES 2016-2017</b>	<b>\$499,300</b>
<b>EXPENSES</b>	<b>2016-2017</b>
<i><b>Office Staff</b></i>	
Salaries & Related Taxes	\$232,160
Travel Expense - Executive Director	\$10,000
Contracted Office Help	\$500
Professional Association Fees	\$700
Staff Development	\$300
<i><b>Total Office Staff Expenses</b></i>	<b>\$243,660</b>
<i><b>Office Expenses</b></i>	
Postage	\$1,500
Supplies	\$3,500
Telephone/Electronic Communications	\$8,500
Computer Equipment & Software	\$2,000
Computer Maintenance/Upkeep	\$1,000
Office-Utilities/Recycle/Custodial	\$12,000
Office - Insurance/Bond	\$1,800
Office - Interest/Taxes	\$13,000
Printing	\$2,000
Equipment Lease/Maintenance	\$6,000
Miscellaneous Association Expenses	\$2,000
<i><b>Total Office Expenses</b></i>	<b>\$53,300</b>
<i><b>Leadership Expenses</b></i>	
WA-ACTE Executive Board	\$12,000
ACTE/Regional's	\$15,000
Advocacy	\$6,000
Substitute Days	\$1,000
<i><b>Total Leadership Expenses</b></i>	<b>\$34,000</b>
<i><b>Educational Scholarships/Awards</b></i>	
Teacher of the Year Scholarship	\$1,000
WA-ACTE Memorial Teacher Education Scholarship	\$1,000
Student Leadership Award	\$1,600
<i><b>Total Educational Scholarship/Awards</b></i>	<b>\$3,600</b>
<i><b>Association Activities</b></i>	
Committee Assignments	\$1,500
Summer Conference	\$80,000
Related Conferences	\$25,000
<i><b>Total Association Activities</b></i>	<b>\$106,500</b>
<i><b>Contracted Services</b></i>	
Audit Review	\$0
Attorney	\$1,000
Accountant	\$4,500
Bank Charges	\$1,000
<i><b>Total Contracted Services</b></i>	<b>\$6,500</b>
<i><b>Cash Reserve Fund</b></i>	
Unrestricted Funds (TBD)	\$35,000
Mortgage Principle	\$7,000
Add to Cash Reserve	\$0
<i><b>Total Cash Reserve</b></i>	<b>\$42,000</b>
<b>TOTAL BUDGETED EXPENSES 2016-2017</b>	<b>\$489,560</b>
<b>Budget Remainder</b>	<b>\$9,740</b>



## What Washington ACTE Has Done for You!

and continues to strategically support our members in meeting our mission

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

*Washington ACTE's core purpose is 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**

### Quality Professional Development:

**The Washington ACTE...**

- Provided, in cooperation with OSPI and WTECB, the annual Career and Technical Education Summer Conference in 2015 at the Yakima Convention Center, titled "CTE...STEM Leaders in Washington" with 602 paid registrations with Mark C. Perna, *Tools for Schools, Founder/Author*, on the "Increasing Enrollment, Retention, and Performance with the Y and Z Generations" as our opening speaker. Closing speaker Jeff Charbonneau, 2013 National Teacher of the Year, spoke to the conference titled "Never Limit Yourself or Your Students."
- Hosted the 2015 Washington ACTE Fall Conference titled "CTE & STEM: Innovations in Integration & Implementation" at Great Wolf Lodge with 310 registered attendees with Michelle Burreson, Senior Manager of Workforce Development, Manufacturing & Safety – Boeing Commercial Airplanes, as the keynote speaker.
- Continue to develop the ability for Washington ACTE and our sections to offer hybrid and virtual conferences as well as methods for webinars to be on file for member access.
- Use of our repository for previous conference presentations and video to extend the professional development opportunities for members in our Washington CTE Digital Community
- Assisted sections in offering specific conferences for their members at various times throughout the year.

### Advocacy and Promotion of Career and Technical Education:

**The Washington ACTE...**

- Continue to work with board members of the Washington CTE Foundation in promoting innovation in CTE for both students and educators.
- Collaborated with a variety of education stakeholder associations and industry representatives to advance CTE in our state. Key groups included: Washington Education Association (WEA), League of Education Voters (LEV), Ready Nation, and others during the 2016 Legislative Session. Presented about CTE opportunities to various education groups.
- Promoted our profession during the statewide Career and Technical Education Month by holding a "Civic Engagement Day" with Career and Technical Student Organizations in Olympia. During the day state CTSO officers and local CTSO chapters had displays in the state capitol sharing the benefits of CTE. Governor Inslee signed a proclamation for CTE month in February.
- Worked with OSPI, WTECB, SBCTC, SBE, and WSAC in various ways and times to inform their work and to help create a sense of collaboration with WA-ACTE for the inclusion and betterment of CTE in their work.
- Honored both Senator Christine Rolfes (LD-23) and Senator Ann Rivers (LD-18) as "2015 Legislators of the Year" for their support of Career and Technical Education during the legislative session.

## Advancement of Policy and Legislation:

### The Washington ACTE...

- Uses our WOVE PAC to support our networking with candidates and to conduct interim political activities to advance the funding needs and policies to support the CTE needs of our students and programs.
- Represented our members during legislative sessions this year in Olympia.
- Was deeply involved with the help of many association members and legislators to work for increased funding of CTE MSOC, related grants, and programs in the budget process when both the House and Senate failed to advance any of the "Resource to Allowable Expenditures Model" for CTE funding.
- Worked collaboratively with OSPI, WTECB, WEA, LEV, and several legislators to pass a variety of related legislation that supports education and CTE.
- Coordinated a delegation of Career and Technical Education educators representing our state at the federal level during the ACTE's National Policy Seminar in Washington DC for Perkins and ESEA issues.

## Networking and Communication:

### The Washington ACTE...

- Continued to promote the "I am CTE" marketing campaign over social media with the #IamCTE hashtag to raise awareness of our different outstanding CTE programs and CTSOs that are a part of the full CTE family of programs. In work with legislators and community members they are proud of an outstanding individual program but fail to understand that program is first a CTE program and our funding for CTE is very important.
- Continue to promote and encourage our members to access and use the Washington ACTE online community for posting information and networking with CTE educators across the state.
- Expanded our social network presence through Facebook, Twitter, and our own "Washington CTE Community of Practice". Please join us to promote our programs as CTE (#IamCTE) where and when you can with your social networks.
- Continuously update the WA-ACTE's website for our association and section information along with legislative updates and links with other education partners.
- Post advocacy information on our website to assist members in advocating with their local policymakers to advance CTE in our state.

## Continuous Quality Association Improvement:

### The Washington ACTE...

- Ended our 2015-2016 fiscal year with 1,868 members...the most in more than 30 years! WA-ACTE ended the year with an 8% increase in membership (up 139 members since June 30, 2015)! 7 of our 9 sections all ended the year with membership increases ranging from 3% to 22%! Now our goal for 2016-2017 is to retain those numbers!
- Works in partnership with the CTE Foundation and provided \$200 travel scholarships for Career and Technical Student Organizations, awarded our Teacher of the Year a \$1,000 award and continue to offer the \$1,000 WA-ACTE Memorial Teacher Education Scholarship.
- Again received the GOLD Quality Association Award from the national ACTE for the 16th year in a row, which represents the highest standard for an ACTE state association in the nation.
- Continues to grow conference attendance and improving the quality of both our conferences each year.

## Core Values:

- **Advocacy** - WA-ACTE believes that the field of Career and Technical Education needs a strong voice at the local, state, and national level to support its importance to students and to promote public awareness of the value of CTE in education and the economy.
- **Lifelong Learning** - WA-ACTE embraces the concept of lifelong learning and recognizes how CTE creates a foundation for students to understand its importance in a rapidly changing environment.
- **Collaboration** - WA-ACTE understands that it cannot accomplish its purpose without the strong support and partnership of other individuals and organizations who share in its vision.
- **Accountability** - WA-ACTE supports the concept of accountability and encourages members to demonstrate their active contributions to all learners.
- **Service** - WA-ACTE encourages the individual commitment of its members to the organization and the profession of Career and Technical Education, through professional service and support.
- **Diversity** - WA-ACTE values diversity among its members and students and actively works to increase the diversity among its members.



## **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 Legislative Policy Seminar.

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

Amended: 8/10/15



## **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



**PROPOSED AMENDMENT**



**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 ~~over 310,227~~ 357,878 (~~2014-2015 2013-2014 Perkins Consolidated Annual Report\*~~) 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 Quality Education Council, and the funding taskforce 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.

\* <http://www.wtb.wa.gov/Documents/2015PerkinsCAR.pdf>

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

Amended: 8/10/15



## **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

**PROPOSED AMENDMENT**



**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; and

WHEREAS, The Workforce Training and Education Coordinating Board reported in its *Workforce Training Results 2015 annual report*\* on CTE that 88% 95% of employers reported satisfaction with new employees who were program completers as evidenced by survey responses; 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.

\* <http://www.wtb.wa.gov/Documents/WorkforceTrainingResults2015.pdf>

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

Amended: 8/10/15



## **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

**PROPOSED AMENDMENT**



**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.

~~—RESOLVED, That WA-ACTE, their section leadership, and members encourage OSPI to amend the CTE Standards to require the use of state-approved Career and Technical Student Organizations (CTSOs) in order to meet student leadership requirements.~~

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

Amended: 8/10/15



## FINANCIAL COMMITTEE REPORT

### 2015-2016 Year End Review



#### GREEN LIGHT (Going Well – Keep Up the Good Work)

- **MEMBERSHIP:** Numbers are at the highest levels seen in three decades with 1868 members at the end of the year. This year's membership overall is up 8% over last year.
- **SUMMER CONFERENCE:** Attendance is larger than last year's numbers with less than a week to go. We have a greater number of breakout sessions with the inclusion of Sunday offerings; increased numbers attending the STEM strand offerings, new CTE instructor "Boot Camp," and new offerings for jewelry programs.
- **ASSOCIATION REVENUES:** 12% above budget - \$44K back to budget this year
- **ASSOCIATION EXPENSES:** 2.34% under budget



#### YELLOW LIGHT (Develop, Monitor & Revise Where/When Needed)

- It will be important for all involved to retain membership levels going forward and grow total membership.
- Conference(s) revenue continues to be approximately 80% of the association's overall revenue; we need to find the way to have greater attendance at each conference while maintaining costs to the best of our ability.
- Continued Finance Committee meetings to review monthly financials.



#### RED LIGHT (Immediate Attention – Next Steps)

- Recommendations to consider for GAAP naming conventions and current liability separation from Centralia College Educational Audit Teams will be addressed at the next Finance Committee's meeting.

The Finance Committee met July 28, 2016, and reviewed the 2015-2016 fiscal year's financial records, and reviewed the Centralia College Educational Audit Team's "Independent Accountant's Review Report."

Centralia College Educational Audit Team's "Independent Accountant's Review Report," Accountant's Conclusion: "...we are not aware of any material modifications that should be made to accompanying financial statements in order for them to be in accordance with GAAP."

(Full report dated 6/9/2016 on file at the WA-ACTE office.)

**PROPOSED AMENDMENTS  
DELEGATE ASSEMBLY 8-8-16**



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

**Amended by the Delegate Assembly  
August 10, 2015**

**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:

- ~~WAVA~~ An Washington Association of Career & Technical Education Administrators (WACTA ~~WAVA-ACTEA~~)
- 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 for~~ Skilled & and 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 WA-CTE.

**PROPOSED AMENDMENTS  
DELEGATE ASSEMBLY 8-8-16**



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

**Amended by the Delegate Assembly  
August 10, 2015**

**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 Association Members are individuals actively employed in or concerned with Career and Technical Education. of the Washington Association for Career and Technical Education shall include instructors, directors, others interested in the promotion of Career and Technical Education, or employed by or affiliated with a Career and Technical Educational agency.
2. All persons who have been retired from one of the above positions shall be 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. of the Washington Association for Career and Technical Education.
3. All persons who are students preparing for a professional Career and Technical Education career shall be 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. of the Washington Association for Career and Technical Education.

**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 Association Member	<del>\$65 (2015-2016)</del>
	\$70 (2016-2017)
	\$75 (2017-2018)
23. Retired Member	<del>\$25 (2015-2016)</del>
	\$30 (2016-2017)
	\$35 (2017-2018)
32. Student Member	\$0
4. Leave of Absence	<del>\$25 (2015-2016)</del>
	<del>\$30 (2016-2017)</del>
	<del>\$35 (2017-2018)</del>

**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. It shall be mailed to the Executive Board ten (10) days prior to the May Board meeting and adopted at that meeting.~~ 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 active~~ 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:
  - ~~WAVA An Washington Association of Career & Technical Education Administrators (WACTA WAVA-CTEA)~~
  - 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 for~~ Skilled & and 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 requested to prepare an annual ~~Strategic Plan "State of the Section Report" with an evaluation of their progress, activities, and forthcoming officers and delegates~~ 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-CTE office by September 1.~~
7. Any affiliated section failing to meet the minimum requirement of seventy-five (75) ~~Professional Active~~ 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 WA-ACTE** staff must notify each Section by March 1 of the existing and/or newly created positions to be filled together with the nomination procedures. 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 President Elect**, whose duty shall be to assist in the planning and supervision of the Summer Conference in cooperation with the **Professional Development Committee Chair President Elect** 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 Officers Reports**
    - (1) Strategic Plan Review **(previous year)**
      - (a) Acceptance of Report
    - (2) Strategic Plan **(draft)**
      - (a) Presentation of Budget
      - ~~(b) Presentation of Projected Income~~
      - (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) Strategic Plan Approval~~
    - ~~(12) Constitution Change~~
    - ~~(23) Bylaws Change~~
    - (34) 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 by the May 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.