

# Washington Association of Career & Technical Administrators WACTA

## Bylaws

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### Article I Purpose

#### Section I

- I. The primary purpose of the Washington Association of Career & Technical Administrators (WACTA) is to provide general direction to the administrators of the state by conveying current, pertinent, information on, or related to, career and technical education. The WACTA Executive Board and Executive Committee shall serve as the governing bodies of this association; shall oversee and execute the business and financial responsibilities with full transparency; shall hold the best interest of the membership as its highest priority, and shall assist in developing and implementing the mission and vision of the association. All WACTA members shall serve to support the mission and vision of the association and all career and technical education initiatives in the best interest of the students of the State of Washington.

### Article II Membership

#### Section II Active Membership

- I. Any person currently serving in the role as an administrator conducting the primary functions and responsibilities of Career & Technical Education (CTE) in the State of Washington and who is a vested, paid, member of the WACTA shall be deemed an active member of this association
- II. Active members may enter into all discussions, serve on all committees, have full voting privileges, and serve as officers of the association
  - A. Voting Rights and Procedures - *Article XI*
- III. Non-CTE Administrators Associate Membership
  - A. Associate membership is open to anyone who supports the mission of the association to include but not limited to retirees, interns, state agency employees, and post-secondary education organizations

- B. Associate members may enter into general discussions, serve on committees as ex-officio members, but are not entitled to hold office or have voting privileges

### **Article III Dues and Finances**

#### **Section III Dues and Finances**

- I. Annual dues shall be \$75.00 for active members and \$50 for associate members and 1st year active members
  - A. Dues shall be paid annually, based on a fiscal year beginning July 1
  - B. Membership shall be terminated upon non-payment of dues after 1 year from the payment date
- II. Fiscal records of the association shall be reviewed annually by the executive board and made available to the association present at each conference business meeting. The executive board may request access and updates of the financial records at any time during the year.

### **Article IV Elected Officers**

#### **Section IV Elected Officers**

- I. Elected Officers
  - A. President
  - B. President Elect
  - C. Secretary
  - D. Treasurer
  - E. Past President
- II. Terms of Office
  - F. President Elect is a three year commitment noted in the following terms of office:
    - 1. Year 1: President Elect
    - 2. Year 2: President
    - 3. Year 3: Past President
  - G. The term of office, for any office held, shall be one year
    - 1. No member shall be eligible to serve more than two consecutive terms in the same office with the exception of the positions of secretary and treasurer

H. Vacancies in an office shall be filled by a member of the executive board, or an appointee of the active membership designated by the president, until such times as an election can be held to fill the vacancy with the general association membership present.

1. In the event of a vacancy of the president occurs during the term of the president, the president elect would immediately assume the role of president

a) The succession of elections will occur as routinely scheduled to fill the president elect vacancy

I. In the event an officer no longer qualifies as an active member, the executive board may extend active membership of said officer until the end of the officer's term

III. Duties of the officers shall include

1. President

a) Authorize all expenses incurred by the Program of Work and supported by the annual budget of the association

(1) Any expenditures not provided for in the annual budget shall be approved by the executive committee before authorization

b) Serve as ex-officio member of all committees, and of all area groups

(1) The president shall serve as the chairperson of the executive committee and executive board

(2) Be empowered to represent the association on other boards and committees and any call to action by other agencies on career and technical education related matters

(3) Serve as, or appoint a designee to serve as, the administrator representative on the WA-ACTE board and membership committee

2. President Elect

a) Assume the duties of the president in the event of the president's absence

b) Serve as the chair of the legislative committee and work in tandem with the appointed Legislative Liaison to gain experience and develop continuity in the WACTA legislative message

c) Serve on the WA-ACTE legislative committee in conjunction with the WACTA Legislative Liaison

3. Secretary

a) Maintain association non-fiscal records including but not limited to business meeting agenda and minutes for the executive board, executive committee, and association

b) Collect membership and data base from WA-ACTE

c) Ensure all relevant association materials and information are expedited for website posting or dissemination to the association

(1) Conference materials, professional development documents, bulletins, legislative information, etc.

d) Provide support during the registration and evaluation completion process at conferences or professional development offered by the association

- (1) Create, disseminate, and collect evaluations and clock hour forms for processing
  - e) Provide support for any other correspondence or documents needed by the association as directed by the president
- 4. Treasurer
  - a) Maintain association fiscal records and have the power to interpret the eligibility of person for membership under the provision of the bylaws for such eligibility
  - b) Establish protocol for conference registration and collection of funds as approved by the executive board
    - (1) Work in collaboration with the secretary to facilitate all registration, processing, and closeout processes of conferences and professional development options offered by the association
  - c) Have authority to execute and record all monetary transactions as deemed necessary for the functions of the association and approved by the president, where appropriate, or by the executive board, where appropriate
  - d) Establish and manage committee budgets and other categorical expenditures in collaboration with the president and executive board
  - e) Prepare and provide a written account of all association fund balances at each regular association business meeting, executive board and committee meetings, or as requested by the executive board or committee or president
- 5. Past President
  - a) Serve as Chair of Inservice Committee
  - b) Serve on the WA-ACTE Professional Development Committee
  - c) Primary responsibility for planning WACTA spring and fall conferences

## **Article V Nominations and Elections**

### **Section V Nominations and Elections**

- I. Nominating Committee
  - A. Shall consist of three past presidents of the association and other association members
  - B. Shall have the duty to nominate candidates for the offices to be elected at the business meeting in the spring of each year, or immediately in the event a vacancy of any given office unexpectedly occurs
  - C. Before the election at the spring meeting, additional nominations from the floor shall be permitted
- II. Elected Officers
  - A. Shall be elected annually by ballot at the spring business meeting

1. Electronic ballot options may be used if applicable to facilitate this process
- B. Terms of office shall begin at the close of the annual summer business meeting, at which time each newly elected officer will be installed

## **Article VI Meetings**

### **Section VI Meetings**

- I. Regular business meetings of the association shall be held at the annual fall, spring, and summer conferences unless otherwise ordered by the association or the executive committee or executive board. The August meeting shall be known as the Annual Meeting and shall be the time of officer installation.
- II. For purposes of conducting essential business and operations of the association, a quorum shall be considered a simple majority 51% of those present at a regular meeting with the exception on voting for dissolution of the association
  - A. Proxy voting rights may be granted - *Article XI*
  - B. Dissolution vote requirement - *Article XIII*

## **Article VII Executive Committee and Executive Board**

### **Section VII Executive Committee and Executive Board**

- I. Executive Committee
  - A. Executive Committee shall consist of
    1. Elected officers of the association and the officer member appointed to the WA-ACTE board
  - B. Executive Committee shall
    1. Have general supervision of the affairs of the association between its business meetings
    2. Make recommendations to the association
    3. Prepare the annual budget and Program of Work
    4. Perform other duties that are specific in these bylaws
    5. Collaborate on the legislative agenda for the association
      - a) Approve final agenda prior to implementation
      - b) Assist with implementation plan of the legislative agenda
  - C. Executive Committee meetings
    1. May be called by the president

2. May be called upon the written request of three members of the executive committee or executive board
  3. Require a simple majority 51% of the executive board present at the time of the meeting or granted proxy vote, to constitute a quorum
  4. Minutes of all meetings will be posted on the association website within five business days of the meeting date and presented to general membership at the next scheduled business meeting
- D. Executive Board shall consist of
1. Executive committee members plus the area group leaders from each of the recognized geographic area groups
  2. Area Group Leaders will
    - a) Be selected annually on or before May 30th of each calendar year by CTE administrators within each area group through a locally determined process
    - b) Attend all executive board meetings starting with the spring WACTA retreat and ending with the last board meeting in the spring of each year
  3. Executive Board shall
    - a) Have collaborative supervision and input regarding the affairs of the association between its business meetings
    - b) Make recommendations to the association
    - c) Collaborate in the preparation of the annual budget and Program of Work
    - d) Perform other duties that are specific in these bylaws
    - e) Collaborate on the legislative agenda for the association
      - (1) Approve final agenda prior to implementation
      - (2) Assist with implementation plan of the legislative agenda
  4. Executive Board Meetings shall
    - a) Be called by the president
    - b) May be called by a simple majority 51% of the executive board or as noted above

## **Article VIII**

### **Representatives on the WA-ACTE Executive Board**

#### **Section VIII** Representatives on the WA-ACTE Executive Board

- I. WA-ACTE Representatives
  - A. The association will be represented on the WA-ACTE board by the WACTA officer or member appointed annually by the WACTA executive committee
  - B. The association will be represented on the WA-ACTE professional development , legislative, and membership standing committees by an officer or member appointed by the WACTA president

## **Article IX Committees**

### **Section IX Committees**

#### **I. Committees**

##### **A. Awards Committee shall**

1. Meet at each regular business meeting and as needed to plan and execute the needs of the association
2. Create and implement a nomination and selection protocol for the established awards of
  - a) Outstanding Career & Technical Education Administrator of the Year
  - b) CTE VIP
3. Coordinate the selection, distribution, and payment of
  - a) President Elect
  - b) Past President
  - c) President's Award
  - d) Legislative Award - each area group submits directly to the awards provider
  - e) Other awards as deemed appropriate by the president or approved by the executive board
4. Collaborates with the association treasure to establish and maintain a budget
5. One representative from each area group shall serve as a member of the awards committee for no less than a one year term

##### **B. Communications and Marketing Committee shall**

1. Meet at each regular business meeting and as needed to plan and execute the needs of the association
2. Develop and implement a communication and marketing strategy that effectively and efficiently conveys the message of CTE to various stakeholders around Washington State
3. Maintain regular communication with the executive board regarding efforts to promote CTE
  - a) Work collaboratively with the president and secretary to maintain current feedback, input and information exchange for the betterment of the association's goal of communication and marketing
4. One representative from each area group shall serve as a member of the communications and marketing committee for no less than a one year term

##### **C. In-service Committee shall**

1. Meet at each regular business meeting and as needed to plan and execute the needs of the association

2. Work collaboratively with the association secretary to assure all needs of the conference are met
    - a) Secretary and in-service chair will confirm all conference needs with the conference coordinator
  3. One representative from each area group shall serve as a member of the in-service committee for no less than a one year term
- D. Internship Committee shall
1. Meet at each regular business meeting and as needed to plan and execute the needs of the association
  2. Create and implement a nomination and selection protocol to establish a cohort of CTE director interns annually
  3. Work collaboratively with identified personnel at the Office of the Superintendent of Public Instruction (OSPI) and provide the executive board with updates on the status of the program
  4. One representative from each area group shall serve as a member of the internship committee for no less than a one year term
- E. Legislative Committee shall
1. Meet at each regular business meeting and as needed to plan and execute the needs of the association and facilitate the created joint legislative agenda with WA-ACTE
  2. Work collaboratively with the president elect and legislative liaison of the association to plan, develop, and execute a statewide legislative initiative to further the legislative agenda of the association
    - a) The legislative agenda implementation plan will be shared and discussed with the executive board for final approval
  3. One representative from each area group shall serve as a member of the legislative committee for no less than a one year term
- F. Scholarship Committee shall
1. Meet at each regular business meeting and as needed to plan and execute the needs of the association
  2. Create and implement a nomination and selection protocol to select a scholarship recipient(s) of the Phyllis Lawson CTE scholarship annually
  3. One representative from each area group shall serve as a member of the scholarship committee for no less than a one year term
- G. Other committees, or assignments, standing or special, shall be appointed by the president as the association or the executive board shall deem necessary to carry on the work of the association
1. Funds to support any of the committee or special assignments may be executed at the discretion of the president in accordance with the bylaws

**Article X**  
**Parliamentary Authority**



## **Section X Parliamentary Authority**

- I. The Association shall
  - A. All association official meetings shall be held to follow the outlined standards as noted in the current edition of *Robert's Rules of Order, Newly Revised* and shall be governed by these rules of conduct in all cases to which they are applicable and in which they are not inconsistent with the association's bylaws and any special rules of order the association may adopt

## **Article XI Voting Rights and Procedures**

### **Section XI Voting Rights and Procedures**

- I. Only active members of both the executive board and executive committee shall hold account for one vote per person
  - A. In the event that more than one individual represent the same area group, agency, or specialized group, there may only be one vote cast per group
- II. Associate members are considered non-voting members and may not cast any association related vote
- III. Proxy vote may be granted by any voting member to any other voting member of either the executive board or executive committee so long as a written notice of granting proxy clearly identifying the grantee and identified proxy vote member is provided to the president at least 24 hours prior to the vote occurring
  - A. In the event a proxy vote is utilized, both the written notice to grant proxy given to the president and the matter being voted on, including the vote outcome, must be verbally acknowledged by the president and entered into the meeting minutes by the secretary
- IV. Electronic vote options are available on any matter at the discretion of the president
  - A. Voting may take place during any regular or special meeting as long as a simple majority 51% of those present at the time of the vote of either the executive board, executive committee, or association membership is present and has the opportunity to vote electronically or offer their proxy vote
    1. In the event electronic voting is being used but is not available for any reason to any aforementioned member, and/or this member does not wish to opt for proxy voting, there must be an option to submit a vote via another means be it verbal or written
- V. In all voting cases, only votes cast by members in good standing, with fully paid membership dues, shall be allowed to count

**Article XII  
Amendment of Bylaws**

**Section XI** Amendment of Bylaws

- I. The association bylaws may be amended at any regular meeting of the association by a simple majority 51% vote of those members present at the time of the vote, provided that the amendment has been submitted electronically to all members in good standing at least 10 working days prior to the meeting vote

**Article XIII  
Dissolution**

**Section XI** Dissolution

- I. The executive board shall adopt a resolution recommending that the association be dissolved and directing that the question of such dissolution to a vote at a regular meeting of members having such voting rights
- II. A resolution to dissolve the corporation shall be adopted upon receiving at least two-thirds of the votes of the members present at such meeting
- III. Where there are no members, or no members having voting rights with regard to the question, the dissolution of the corporation shall be authorized at a meeting of the executive board upon the adoption of a resolution to dissolve by the vote of a majority of the directors in office
- IV. In the event of a dissolution or liquidation, the assets of the association, after payment of all debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of WACTA as designated by the executive board

**Bylaw Amendment Dates**

8/19/92	8/9/96	10/23/97	10/8/99	3/28/03	3/23/06
8/9/06	3/14/12	2/27/13	2/25/14	2/23/16	10/10/17

