



## WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

### POLICIES AND PROCEDURES

Amended by the Washington ACTE Executive Board  
October 8, 2016

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

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

#### **Revision of the Policies and Procedures Manual:**

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

#### **Officers:**

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

#### **Eligibility of Officer Candidates:**

1. In order to be eligible to be a candidate for a WA-ACTE Executive Committee office, each candidate must:
  - a. Have been a member of the WA-ACTE Executive Board within a five-year time period; or Have demonstrated active participation with the WA-ACTE Executive Board within the past five years; or Have been a Board member in an affiliated WA-ACTE section within the past five years; and
  - b. Be a member in good standing of the WA-ACTE, ACTE, and his/her affiliated state section; and
  - c. Have on file with the WA-ACTE office a completed application form by May 1 of the year of the election.
2. In the event that no one applies for a position that is open, the WA-ACTE Executive Board may nominate up to two candidates that meet the above criteria by the last Board meeting prior to June 30.
3. In the event that there are more than two qualified candidates, all are eligible to seek the open office. The person receiving the greatest number of votes will be elected to that position.
4. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

#### **Duties and Functions of the Officers:**

##### **President:**

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

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

**President Elect:**

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

**Past President:**

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

**Executive Committee:**

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

**Duties and Functions of the Executive Committee:**

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

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

#### **Executive Board:**

#### **Executive Board Membership:**

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

#### **Requirements of Board Members:**

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

#### **Requirements of Affiliated Sections:**

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

#### **New WA-ACTE Sections:**

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

#### **Executive Board Duties:**

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

#### **Executive Board Procedures:**

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

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

**Executive Session:**

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

**Employed Personnel:**

**Executive Director:**

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

**Duties and Functions of the Executive Director:**

Refer to Job Descriptions and Personnel Policies and Procedures.

**Executive Assistants:**

Refer to Job Descriptions and Personnel Policies and Procedures.

**Association Committees:**

**Committee Chairpersons:**

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

**Duties and Functions of Committee Chairperson:**

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

**WA-ACTE Finance Committee:**

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

**Bylaws and Policies and Procedures Committee:**

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

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

#### **Credentials Committee:**

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

#### **General Election:**

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

#### **Delegate Assembly:**

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

#### **Delegates:**

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

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

#### **Election Committee:**

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

#### **Every-Member Vote Procedures:**

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

#### **Strategic Plan Committees:**

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

#### **Professional Development Committee:**

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

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

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

**Legislative Committee:**

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

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

**Membership/Awards Committee:**

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

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

**Nominations Committee:**

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

**WA-ACTE Campaign Policies:**

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

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

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

**Reimbursable Expenditures:**

**General Reimbursement Policies for Board Members of the Association:**

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

**Lodging:**

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

**Transportation:**

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

**Meals:**

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

**Executive Director Travel:**

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

**Staff Travel:**

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



## WA-ACTE CODE OF ETHICS

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

### **With respect to self, the career and technical educator:**

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

### **With respect to others, the career and technical educator:**

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

## WHISTLEBLOWER POLICY

### **General:**

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

### **Reporting Responsibility:**

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

### **No Retaliation:**

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

### **Reporting Violations:**

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

### **Compliance Officer:**

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

### **Accounting and Auditing Matters:**

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

### **Acting in Good Faith:**

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

### **Confidentiality:**

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

### **Handling of Reported Violations:**

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

### **Review and Enforcement of the WA-ACTE Whistleblower Policy:**

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

### **Roles of the Compliance Officer:**

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

## CONFLICT OF INTEREST POLICY

### Article I

#### **Purpose:**

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

### Article II

#### **Definitions:**

1. Interested Person

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

2. Financial Interest:

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

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

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

### Article III

#### **Procedures:**

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

**WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

***Retention Policy***

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

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

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

<b>Institutional and Legal Records</b>	
Articles of Incorporation	Permanent
Bylaws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

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

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

<b>Federal Tax Records</b>	
Form 990 and 990-T with support	Permanent

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

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

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

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

Litigation Records	
Claims/Court Documents	Current

## CAREER AND TECHNICAL STUDENT ORGANIZATIONS POLICY

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

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

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