

**HEALTH SCIENCE CAREER AND TECHNICAL EDUCATORS
SECTION OF WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
BY-LAWS**

Article I - Members

Membership shall be subject to the HSCTE Constitution and consistent with Washington Association for Career and Technical Education (WA-ACTE)

Article II – Fiscal (Dues and Finances)

HSCTE is a non-profit organization engaged in permissible activities and filed with IRS as a 501 C-3.

A. An annual budget shall be proposed by the board prior to submitting it for approval at the Summer Conference General Business meeting. Passage requires a majority vote by members.

B. Any dues change shall be determined, proposed, and announced by the Executive Board prior to the Summer Conference Business meeting. Passage requires a majority vote by members.

C. Dues paid to WA-ACTE will be transmitted to the HSCTE Account.

D. The fiscal year shall be July 1 – June 30th.

E. An annual audit review by members or officers appointed by the President will review, publish and report their findings of the Treasurer’s transactions and expenditures at the annual Executive Board meeting and at the Summer Conference Business meeting.

Article III – Governance

The organizational structure includes voting and non-voting members, elected, appointed, or ex-officio non-voting members. Each officer and committee chair has one vote.

A. Executive Board Members shall be officers who are elected/ approved at the annual Summer Conference Business meeting. The President, President-elect, Past President, Vice President, Professional Development Officer, and the Secretary shall be elected positions. The Treasurer position may be either an elected or appointed position, as determined by the Executive Board. If the treasurer is appointed, they are an ex-officio position. The Professional Development Officer shall be an elected position. The OSPI Program Supervisor is an ex- officio member.

B. The Executive Board is responsible for program management, fiscal affairs, and shall have the authority and power to carry out the business of HSCTE. A quorum of the Executive Board includes a majority of officers present. No compensation is offered to those performing the duties of their position except as approved in the HSCTE Budget.

C. Terms of Office: The President-Elect is elected to a 3-year term rotating from President-Elect to President and Past-President. Vice President, Secretary and Professional Development Officer is elected to a two-year terms. Treasurer, if elected or appointed, is a two year term.

D. Vacancy in Office: If the office of President is vacated, the President-elect will fill the position. The vacancy thus created for the President Elect will be filled by the election of one of the board members at a regular or special meeting of the Executive Board. 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. All elections to fill vacancies shall be by ballot of the Executive Board and majority shall elect. Other vacancies shall be appointed by the Executive board until the next annual election.

E. Officer Duties: **President** shall preside at meetings and implement plans according to the purposes of the organization. **President-elect** shall perform the duties of the President in case of absence, succeed to the office of President, and assume other duties as assigned. **Vice President** shall perform duties as assigned by the President. **Secretary** shall keep accurate reports at all meetings and assume other duties as assigned. **Treasurer** shall keep records of all financial transactions. **Professional Development Officer** plans professional development for the membership. **Past President** assists the board.

F. Committee Chairs

Volunteer Committee members may be engaged and appointed for: Web site management, Nominations, Conference Planning Membership/Marketing, Awards/ Scholarship, Legislative, Publicity, or as Representatives to CTSOs. Responsibilities are determined by the Policies and Procedures.

G. HSCTE Board

The entire Board when it meets is charged with approving Business, planning events, assuring completion of tasks and projects.

Article IV – Nominations and Elections

Nominations for elected officers and selected appointed committee members shall occur before the Summer Conference. Election will be by a majority vote of members present at the Business meeting, followed by installation of officers. Committee members will be authorized at the Business Meeting.

Article V –Meetings

A. The HSCTE Executive Board will hold a minimum of three meeting annually, with additional meetings called by the President as needed and at mutually determined locations.

B. There shall be one Board meeting immediately preceding Summer Conference.

C. There shall be one Business meeting of the HSCTE general membership at the annual WA-ACTE Conference.

D. All members shall have one vote on issues brought before the general membership for consideration.

Article VI – Amendments

A. These By-Laws amendments must first be approved by the Executive Board, then approved by a majority vote of the membership present at the annual Summer Conference Business Meeting or alternatively by technology-assisted means, providing adequate notification is provided...

B. Members will have a minimum of 30 days to view the amendment(s) before voting on the same.

Article XI – Defense and Indemnification

The organization holds a policy to limit personal liability of board members.

Article X – Policies and Procedures

The HSCTE By-Laws and Policies and Procedures guide the HSCTE Section.