



Washington Association for Career Counseling & Employment Readiness

BY-LAWS

ARTICLE I: MEMBERS

Membership shall be subject to the WA-CCER Constitution and consistent with the Washington Association for Career and Technical Education.

ARTICLE II: DUES & FINANCES

A. Annual Dues shall be \$25 per year.

B. Dues:

1. Dues shall be paid to the WA-CCER treasurer or to the Washington Association for Career and Technical Education. Upon receipt WA-CCER will transmit section dues to the WA-CCER treasurer.
2. Dues shall be due and payable at the time of enrollment and each year thereafter on the anniversary date of enrollment.

C. Budget:

1. A proposed budget for the next fiscal year shall be prepared by the President-Elect with guidance of Past President and Treasurer and made available to the WA-CCER Board prior to the August board meeting and adopted at that meeting. Any expenditure beyond the adopted budget shall be approved by the WA-CCER officers.
2. The fiscal year shall be from July 1 through June 30.

ARTICLE III: OFFICERS

A. Executive Board members:

1. The elected officers of the WA-CCER shall be the President, President-Elect, Past President, Secretary and Treasurer and serve as members of the Executive Board.
2. A quorum of the Executive Board shall be the assembly of a majority of the officers.
3. The Executive Board shall have the necessary power and authority to carry out the business of WA-CCER.
4. No officer, board member or committee member shall be entitled to receive a salary for performing the duties of their position.

B. Terms of Office:

1. The President-Elect is elected to a three-year term rotating through the positions of President-Elect, President, and Past President for a term of one year each.
2. Secretary and Treasurer are each elected to a two-year term.

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 WA-CCER Board.
2. All other vacancies shall be appointed by the WA-CCER Board until the next general election.

D. Duties

1. The President shall:
 - a. Preside at all meetings and implement the strategic plan.
2. The President-Elect shall:
 - a. Perform all duties of the President in the absent of the President.

- b. Assist the President as needed
 - c. Succeed to the office of President for the unexpired term in the event of a vacancy.
 - d. Assume other duties assigned to the offices by the Policies and Procedures or the WA-CCER Board.
3. The Past President shall:
 - a. Act as an advisor to the President.
 - b. Assume duties assigned to the office by the Policies and Procedures, or the WA-CCER Board.
 4. The Secretary shall:
 - a. Keep accurate reports at all meetings.
 5. The Treasurer shall:
 - a. Shall keep records of all financial transactions.

ARTICLE IV: NOMINATIONS AND ELECTIONS

- A. Nominations Committee: The President shall organize a Nominations Committee by the March Board meeting.
- B. Nominations and elections will take place at the annual summer conference and voted on by the general membership.
- C. Officers shall be elected by a majority vote of the members present at the annual meeting.

ARTICLE V: MEETINGS

- A. There will be at least three meetings annually of the WA-CCER Board.
- B. Additional meetings may be called by the President.
- C. There shall be one general membership meeting at the annual WA-ACTE Conference.
- D. All members shall have one vote on issues brought before the general membership for consideration

ARTICLE VI: WA-CCER BOARD

- A. Board Members
The members of the Board shall be the elected officers, WA-ACTE Representative, Legislative Representative, Scholarship Chair, Membership Chair, Student Leadership Coordinator, Publicity Chair and OSPI Program Supervisor as an ex-officio member.
- B. Duties
The Executive Board shall be responsible for the transaction of necessary business between meetings and shall make a report of its actions to the WA-CCER Board.
- C. Stipends for conference planners may be awarded with WA-CCER Board approval.

ARTICLE VII: COMMITTEES

- A. Committee Appointments
All committee chairs shall be appointed and/or approved by the president to serve during the President's term.
- B. Committee Expenses
Expenses of committees for business and travel shall be as provided in the annual budget.

ARTICLE VIII: AMENDMENTS

- A. These By-Laws may be amended by a two-thirds vote of the active membership present at the annual summer meeting provided that members are informed of all by-law changes ten-days prior to the meeting.
- B. All proposed changes to the By-Laws must first come before and be approved by the WA-CCER Board Members. All By-Laws and changes will be submitted to WA-ACTE after they have been approved.