

Association of Career and Technical Education Administrators

BY LAWS

ARTICLE I - OFFICES

The Corporation may have offices at such places inside or outside this State as the Board may from time to time determine or the business the Corporation may require.

ARTICLE II- PURPOSES

The purposes for which this corporation has been organized are as follows:

- To promote and monitor Career and Technical Education initiatives in New York State
- To maintain professional standards among personnel involved in the various aspects of Career and Technical Education in New York State; and
- To cooperate with the Association of Career and Technical Education and any other professional group with objectives compatible with those of ACTEA, Inc., of New York State.

ARTICLE III- MEMBERSHIP

Membership in ACTEA, Inc., shall be from all those persons in New York State who are designated as a line administrator (or other supervisory title) of programs related to preparation of people for the workforce. Such persons are typically employed by an educational board at the city, county, district or state level. Also eligible for membership are persons in staff administrative positions that support vocational education programs in New York State. Membership requires payment of dues as stipulated by the By-Laws.

Section 1 - Active Member

Any person who meets the membership criteria stated above will be granted all of the privileges due a voting member.

Section 2 - Associate Member Any person who wishes to affiliate with the organization, but is not eligible to be an active member, will be granted all of the privileges due a nonvoting member. Associate members would typically be an administrative student, vendor, advisory committee member, academic administrator etc.

Section 3 - Institutional Membership

An institution or subdivision whose primary function is preparation of people for the workforce may pay dues as stipulated by the By-Laws and may appoint one person as an active member.

Adopted on 12/04/08

Section 4 - Retired Member

Any person wishing to continue active membership after retirement.

Section 5 - Membership Dues

The annual ACTEA, Inc. active, associate, institutional, and retirement dues shall be established by the Executive Committee. Active and retired membership dues include membership in Association of Career and Technical Education Administrators and New York State Association of Career and Technical Education. NCLA membership is optional.

Section 6 - Membership Year

ACTEA, Inc. membership shall be July 1 to June 30. In order to be a voting member, dues must be paid by April 1 of the membership year.

Section 7 - Membership Roll A membership roll showing the list of members as of April 1, certified by the Secretary of the Corporation, shall be produced within ten (10) days following a written request of any member of the Corporation.

ARTICLE IV – CORPORATION MEETINGS

Section 1 – Annual Meeting

The Annual Meeting of the members of the Corporation shall be held at the Annual Conference. Every active member shall be sent at his/her address as it appears on the membership roll of the Corporation, a notice stating the time and place of the Annual Meeting.

Section 2 - Quorum

The active members present at any meeting shall constitute a quorum to conduct the business of the Corporation.

Section 3 Special Meeting

A special meeting of the Corporation may be called by the President, by the Executive Committee or by written request through the Executive Committee by ten (10) percent of the active members. The Executive Committee shall call the special meeting within sixty (60) days. Ten (10) days advance notice shall be given to active members indicating time, place and agenda.

Section 4 – Order of Business

The order of business at all meetings of the members shall be as follows:

- Call to order by the President or the President's designated officer
- Reading of the minutes of the last meeting

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- Report of the President

Report of the Secretary

- Report of the Treasurer
- Report of the Executive Committee
- Report of the Standing Committees
- Report of any Special Committees
- Unfinished Business
- New Business
- Announcements
- Adjournment

Section 5 - Procedures

Parliamentary procedures for conducting meetings shall be according to Roberts Rules of Order.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1 - Management of Corporation

The Corporation shall be managed by the Executive Committee which shall consist of the President, the Vice President, the Secretary, the Treasurer, the Past-President (immediate), and seven (7) representatives, called Directors, one from each Zone and one representing the Big Five Cities. Each member of the Executive Committee must be at least nineteen (19) years of age and an active member.

The Executive Committee shall plan and outline the general policies to be observed by the Association; shall initiate or recommend any studies or procedures that are consistent with the purposes of the Association described in Article II; shall participate in the planning of all conferences, meetings and workshops; and, shall consult with all standing and special committees.

Article V – Executive Committee. –

Section 1a. – Each zone will elect/select an **Associate Zone Representative** whose roles and responsibilities are as follows:

Attend Executive Committee meetings (in addition to the Zone Representatives) when invited to do so, for the purpose of participating in sub-committees or for doing other work as assigned by the Executive Committee.

Work independently of the Zone Representatives on work assigned by the Executive Committee.

Serve as an alternate to the Zone Representative in the event that he/she is unable to attend a meeting of the ACTEA Executive Committee. In this case, the Associate Zone Representative will be acting with full authority of the respective zone to act in the best interests of the organization. In the absence of the Zone

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Representative, the Associate Representative shall have full voting authority during his/her participation in business meetings of the Executive Committee.

To work collaboratively with the Zone Representative and zone members on all matters associated with the work of the zone.

Qualifications:

The Alternative Zone Representative/Executive Committee Member shall be an active member of ACTEA, Inc. as described in the by-laws. An active member shall be a line administrator (or other supervisory title) of programs related to preparation of people for the workforce. Such persons are typically employed by an educational board at the city, county district or state level. Also, eligible for membership [in ACTEA] are persons in staff administrative positions that support career and technical education programs in New York State. Membership requires payment of dues as stipulated by the By-Laws.

Section 2 - Chairperson

In the absence of the President or the Vice President, a Chairperson, chosen by the President/Executive Committee, shall preside.

Section 3 - Quorum

The presence of five(5) voting members of Executive Committee shall constitute a quorum to conduct business.

Section 4 – Actions

A majority vote by the Executive Committee, provided a quorum is present shall constitute an Action of the Committee. Each officer and Director present shall have one (1) vote.

Section 5 – Meetings

The Annual Meeting of the Executive Committee shall be the next meeting following the Annual Meeting of the members.

Regular Meetings of the Executive Committee may be held as scheduled without notice.

Special Meetings The Executive Committee is held upon three (3) days notification to each officer and Director by the President. The Secretary, at the written request of two (2) Directors may also call a special meeting by the same process.

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Adjournment – of any meeting to another time and place may be made by a majority of officers and Directors present, regardless of the quorum status. Rescheduling of the adjourned meeting follows the special meeting requirements.

To **reconvene**, an adjourned meeting without following the Special Meeting requirements, all members of the Executive Committee present at the previously adjourned meeting must be notified by the President or designee.

Section 6 – Committees

Appointments to all committees shall be made by the President. Special Committees shall be named by the President as circumstances require or as directed by the Executive Committee. Standing Committees shall include:

Legislative Committee – chaired by a person selected by the President to review current and proposed legislation and brief the Executive Committee.

Auditing Committee - chaired by a person selected by the President to audit all financial accounts and reports of the Corporation at least once a year;

Nominating Committee - chaired by the past President. The Nominating Committee recommends a slate of officers to the Executive Committee at least two months prior to the Annual Meeting; and

Budget Committee - this Committee, chaired by the Vice President and including the Treasurer, will develop an annual budget to be presented to the Executive Committee

Awards Committee - this Committee, chaired by the Secretary, will notify the Executive Committee of annual award guidelines; receive and review award nominations; and, make recommendations to the Executive Committee.

Student Organizations – this Committee, chaired by the person selected by the President, will act as a liaison to Skills USA Board. In addition, this person will provide communication to and from other Career and Technical Education Student Organizations, as appropriate.

ARTICLE VI – OFFICERS

Section 1 - Election and Terms of Office

The President and Vice President shall be elected in EVEN years for a two-year term of office. The Secretary and the Treasurer shall be elected in ODD years for a two-year term of office. Elections shall be conducted via a mailed ballot prior to the Annual Meeting of the members.

Each officer shall assume the responsibilities of their respective offices on July 1st following the election. Each will hold office until the expiration of the elected term or, the election of his/her successor or his/her resignation or removal.

Filling an officer vacancy created by a resignation, death or removal shall be by appointment by the President for the remainder of the unexpired term.

Section 2 – President

The President shall be the Chief Executive Officer of the Corporation. He/she shall preside at all meetings of the Corporation and the Executive Committee. He/she shall be the general manager of the affairs of the Corporation and shall see that all orders and resolutions of the Executive Committee are implemented.

The President shall serve as the Ex-Officio of all committees. The President shall make appointments to all standing committees and fill all interim vacancies.

The President shall see that an annual budget is developed and approved by a majority of the Executive Committee at the Annual Meeting of the Executive Committee. The President shall have the authority to poll the Executive Committee on matters requiring attention between meetings. A majority vote of the poll shall constitute official action by the committee.

Section 3 – Vice President

During the absence or disability of the President the Vice President shall have all power and functions of the President. The Vice President shall chair the Budget Committee; activities of respective annual conference committees; and shall perform other duties as the President or the Executive Committee shall prescribe.

Section 4 – Secretary

The Secretary shall keep minutes of the Executive Committee meetings and the minutes of the Corporation meeting. He/she shall attend to such correspondence as may be assigned to him/ her and perform all duties

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incidental to his/her office.

The Secretary shall keep a Membership Roll containing the names alphabetically arranged of all the persons who are members of the Corporation showing their places of residence and their current membership status. H/she shall be responsible for determining eligibility for persons to participate as members in good standing for the purpose of voting, holding office or other functions of the Corporation.

Section 5 – Treasurer

The Treasurer shall have the care and custody of all the funds and securities of the Corporation, and shall deposit said funds in the name of the Corporation in such bank or trust company as the Executive Committee may elect. He/She, when duly authorized by the Executive Committee, shall sign and execute all contracts in the name of the corporation, when countersigned by the President. He/She, when duly authorized by the Executive Committee, shall sign all checks, drafts, notes and other orders for the payment of money.

The Treasurer shall at all reasonable times exhibit the books and accounts to any member of the Corporation upon application. At the end of each corporate year, he/she shall have an audit of the accounts of the Corporation made by the Auditing Committee and shall present such audit in writing at the Annual Meeting of the members. At that time, he/she shall also present an annual treasurer's report setting forth in full the financial condition of the Corporation.

Section 6 – Sureties and Bonds

The Executive Committee may require at its discretion any officer or agent of the Corporation or any person or organization, etc. Associated with ACTEA, Inc. to execute to the Corporation, a bond in such sum and with such conditions the committee may direct, conditioned upon the faithful performance of duties including responsibilities for negligence and for the accounting of all property, funds or sureties of the Corporation which may be held by that person(s), organization. etc.

ARTICLE VII – DIRECTORS

Section 1 – Election and Terms of Office

Directors from the EVEN numbered zones shall be elected in EVEN years for a two-year term of office. Directors from the ODD numbered zones shall be elected in ODD years for a two-year term of office. The Director for the Big Five Cities shall be elected at the discretion of the electing body for a two-year term of office.

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New Directors shall assume their responsibilities on July 1st following their election. A Director elected to fill a vacancy created by a resignation, death or removal shall be elected to the unexpired term of his/her predecessor.

Section 2 – Removal of Directors

Any or all of the Directors may be removed by a two-third vote of the electing body.

Section 3 – Increase/Decrease in Number of Directors

The number of Directors may be increased or decreased by a majority vote of the membership or a majority vote of the Executive Committee. A decrease in the number of Directors shall not shorten the term of office of an incumbent.

Section 4 – Resignation

A Director may resign at any time by written notice to the President or the Secretary of the Corporation. Unless otherwise specified in the notice, resignation shall take effect upon receipt. The acceptance of the resignation shall not be necessary for it to become effective.

ARTICLE VIII- SEAL

The seal of the Corporation shall be as follows:



Adopted on 12/04/08

ARTICLE IX – CONSTRUCTION

If there be any conflict between the provisions of the Certificate of Incorporation and these By-Laws, the provisions of the Certificate of Incorporation shall govern.

ARTICLE X – AMENDMENTS

The By-Laws may be adopted, amended or repealed by two-thirds majority of the members at the time they are entitled to vote any regular meeting.

APPENDIX

Zone Map (defined)