

**BYLAWS  
of the  
SUPPORT STAFF SECTION  
of the  
NEW AND RELATED SERVICES  
OKLAHOMA ASSOCIATION OF CAREER AND TECHNOLOGY  
EDUCATION**

**ARTICLE I: NAME**

The name of the association shall be the Support Staff Section (SSS), a section of the New and Related Services (NRS) of the Oklahoma Association of Career and Technology Education (OkACTE).

**ARTICLE II: PURPOSE**

The purposes of the OkACTE/SSS are:

- Section 1 To assume and maintain an active leadership in the promotion of career and technology education.
- Section 2 To bring together career and technology education support staff through membership in a state and national association devoted exclusively to their interests.
- Section 3 To provide professional development for support staff and the opportunity to discuss new or innovative ideas or any challenges affecting support staff on a state and national level.
- Section 4 To promote a positive working relationship with fellow support staff, teachers and administrators.
- Section 5 To affiliate and cooperate with the OkACTE and Association for Career and Technical Education (ACTE), through NRS, to accomplish the mission of career and technology education.

## **ARTICLE III: MEMBERSHIP AND STRUCTURE**

### Section 1 MEMBERSHIP

#### **A. Eligibility**

Individuals employed in a support staff position associated with career and technology education and who are members of OkACTE shall be eligible for membership.

#### **B. Dues**

- 1) Annual dues of \$55.00 shall constitute membership in OkACTE (\$50.00) and the SSS (\$5.00). Changes in SSS Membership dues may be proposed by members during the business meeting at Spring Update and/or Summer Conference and become operative upon approval by membership.
- 2) Additional annual dues of \$75.00 may be paid for membership in ACTE (\$60.00), NRS (\$10.00) and ACTE/SSS (\$5.00). Membership in ACTE is encouraged for all members but only mandatory for President. The President's national dues will be paid by the Support Staff Section.

#### **C. Fiscal Year**

The fiscal year of the OkACTE/SSS shall be August 1 through July 31.

### Section 2 STRUCTURE

SSS is a section of NRS, which is composed of sections approved by the ACTE Board of Directors.

Support Staff Section shall be entitled to representation by a Sectional Vice President on the NRS Executive Committee.

## **ARTICLE IV: EXECUTIVE COMMITTEE**

### Section 1 EXECUTIVE COMMITTEE

- A. The Officers of the SSS of OkACTE, six Regional Board Members and Advisor shall constitute the Executive Committee.
- B. The Executive Committee shall constitute the administrative/voting body of the SSS and carry out all of the activities necessary for successful operation. They shall meet prior to Summer Conference and Spring Update or at the call of the President or upon written request of a majority of the Executive Committee.
- C. The Executive Committee shall manage and control the affairs and funds of the organization, and among its duties shall:
  - a) Have direction and charge of conferences and conventions.
  - b) Develop objectives and strategies.
  - c) Evaluate the accomplishments of the SSS.
  - d) Approve the annual budget.
  - e) Require an external audit at the close of each fiscal year and review results at the Summer Conference.
  - f) Receive and act upon committee reports.
  - g) Provide for safekeeping and investment of all funds.

## **ARTICLE V: OFFICERS, REGIONAL BOARD MEMBERS AND ADVISOR**

### Section 1 OFFICERS

The Officers of the SSS of OkACTE shall be President, President-Elect, Vice President/Parliamentarian, Secretary, Treasurer, Reporter/Historian and Immediate Past President.

Article V: Officers, Regional Board Members and Advisor  
Section 1: Officers, duties and terms of office, continued

Duties and terms of office are:

**A. President**

- 1) Be a current member of ACTE, OkACTE, NRS and SSS.
- 2) Preside over all meetings of the membership and Executive Committee.
- 3) Perform the duties described in the officer's manual.
- 4) Serve as Vice President of NRS during term of office.
- 5) Serve a one-year term.

**B. President-Elect**

- 1) Be a current member of OkACTE and SSS.
- 2) Served at least one year on the Board of Directors.
- 3) In the absence of the President, preside over all meetings of the membership and Executive Committee.
- 4) Perform the duties as assigned by the President and/or Board of Directors.
- 5) Serve a one-year term.
- 6) Automatically become President at the termination of the President's term.

**C. Vice President/Parliamentarian**

- 1) Be responsible to ensure all meetings of the Executive Committee and all Business Meetings of the membership are conducted according to the guidelines set forth in Article X, Parliamentary Authority.
- 2) Serve a one-year term, but no more than two consecutive terms.

**D. Secretary**

- 1) Record minutes and keep agendas, treasurer's reports,

membership lists, By-Laws and printed materials distributed to the membership.

- 2) Forward copies of all the above mentioned materials to the Advisor for permanent preservation.

Article V: Officers, Regional Board Members and Advisor  
Section 1: Officers, duties and terms of office, continued

- 3) Serve on the By-Laws and Strategic Priorities Committees.
- 4) Perform duties as designated by the President/Executive Committee.
- 5) Serve a one-year term, but no more than two consecutive terms.

**E. Treasurer**

- 1) Receive, record, and distribute funds as designated by the Executive Committee.
- 2) Keep an exact account of receipts and expenditures.
- 3) Ensure no payment is made unless properly documented.
- 4) Submit records for annual audit.
- 5) Complete and submit the IRS tax form 990 501(c)(6) before determined deadline.
- 6) Serve a two-year term, but no more than two consecutive terms.

**F. Reporter/Historian**

- 1) Submit photographs and articles to appropriate publications as requested.
- 2) Be responsible for a SSS photo album to include pictures, newsletters, news releases, award winners and other historical items related to the SSS.
- 3) Serve a one-year term, but no more than two consecutive terms.

**G. Immediate Past President**

- 1) Provide guidance and assistance to the President as requested.
- 2) Perform duties as directed by the Executive Committee.
- 3) Serve for one year after completing term as President.

Article V: Officers, Regional Board Members and Advisor  
Section 1: Officers, duties and terms of office, continued

**H. Six Regional Board Members**

- 1) Attend all Board Meetings.
- 2) Serve as liaisons with career and technology centers, Oklahoma Department of Career and Technology Education (ODCTE) and Skills Centers within assigned regions.
- 3) Maintain contact with those members in assigned regions, keeping mailing lists current and members informed.
- 4) Serve a two-year term, but no more than two consecutive terms.

**I. Advisor**

- 1) Be appointed by the State Director of *CareerTech*.
- 2) Be an employee of the Oklahoma Department of Career and Technology Education (ODCTE).
- 3) Attend all Executive Committee meetings serving in an advisory capacity .
- 4) Monitor state, regional and national activities related to the SSS and keep the Executive Committee informed.
- 5) Provide guidance and leadership in identifying and meeting the professional needs of the SSS membership.
- 6) Promote the SSS and the concerns of its membership within the OkACTE and the career and technology education system.
- 7) Work in a liaison capacity prior to annual and semi-annual meetings to ensure coordination of sectional schedules.
- 8) Coordinate communications regarding schedules and in-servicing opportunities to the SSS members.

**Section 3 LEADERSHIP TRAINING**

Each officer shall attend the OkACTE sponsored Leadership Training held in conjunction with Summer Conference or as designated by OkACTE.

## Section 4 VACANCIES

Should a vacancy occur in any office, except that of President or President-Elect, a successor may be appointed by the Executive Committee. If a vacancy occurs in the office of President, the President-Elect shall become President for the remainder of that term, in addition to serving the full term for which they were elected. If a vacancy occurs in the office of President-Elect, the Vice President/Parliamentarian shall assume the office of President-Elect, then move to the office of President.

## ARTICLE VI: NOMINATIONS AND ELECTIONS OF OFFICERS AND BOARD MEMBERS

### Section 1 NOMINATIONS

The Executive Committee shall appoint a Nominating/Awards Committee. The committee shall accept qualified nominations and applications for the office of President-Elect, Vice President/Parliamentarian, Secretary, Treasurer, Reporter/ Historian and six Regional Board Members.

- A. Nominees for the office of President-Elect and Vice President/Parliamentarian must have served at least one year on the Board of Directors and hold current membership in OkACTE, NRS and SSS.
- B. Nominees for Secretary, Treasurer, and Reporter/Historian must have been a member of the SSS for at least one year and hold current membership in OkACTE and SSS.
- C. The six Regional Board Members shall hold current membership in OkACTE and SSS and consist of one representative for each of the following areas as defined on the **attached map**:

NORTHWEST	SOUTHWEST
NORTH CENTRAL	SOUTH CENTRAL
NORTHEAST	SOUTHEAST
- D. The terms of Board Members are alternated so that three new Board Members are elected each year.

## Section 2 ELECTIONS

Elections shall be held at the Business Meeting during Summer Conference.

- A. All nominees must be submitted and approved by July 1<sup>st</sup>, prior to Summer Conference.
- B. The Officers and Regional Board Members shall be elected by ballot with a majority vote of the members present. If a majority vote is not reached on the first ballot, the names of the two candidates receiving the most votes will be put on a second ballot and the one receiving the most votes on the second ballot is elected.
- C. The officers and regional board members shall be elected by voice if there is only one candidate.
- D. The term of office shall begin at the close of the Summer Conference business meeting at which the officers were elected.

## ARTICLE VII: MEETINGS

### Section 1 BUSINESS MEETINGS

The business meetings will be held during Summer Conference and Spring Update and may include the following:

- A. Approval of minutes of previous meeting.
- B. Acceptance of Treasurer's report to be filed for audit.
- C. Acceptance of the Nominating Committee's slate of candidates.
- D. Election of new officers at Summer Conference.
- E. Consideration of actions as requested by OkACTE.
- F. Review of proposed SSS By-Laws.
  - 1) Vote on amended By-Laws at Summer Conference.

2) Distribute approved By-Laws at Spring Update.

## Article VII: Meetings

### Section 1: Business Meetings continued

- G. Review of reports from standing committees and officers.
- H. Dues changes.
- I. Consideration of other items of business.
- J. At least two-thirds of the SSS membership shall constitute a quorum.

### Section 2 SPECIAL MEETINGS

Special Meetings may be called by the President or by the Executive Committee.

- A. The purpose for the meeting shall be stated in the call and, except in cases of emergency, at least seven days written notice shall be given before the meeting.
- B. The President or Executive Committee shall appoint a representative to attend the NRS Standing Committee meetings including but not limited to the Mutual Benefits, Legislative and Political Action Committees.
- C. At least two-thirds of the Executive Committee shall constitute a quorum.

## **ARTICLE VIII: STANDING COMMITTEES**

### Section 1 COMMITTEE MEETINGS AND COMMITTEE RESPONSIBILITIES

- A. Committee meetings shall be called by the Chairperson or by any two of its members.
- B. A committee member unable to attend a designated committee meeting shall make every effort to send a representative in their place.
- C. The SSS President shall serve as an ex-officio member of all committees with the exception of the Nominating Committee.

## Article VIII: Standing Committees

### Section 1: Committee Meetings and Committee Responsibilities continued

- D. A simple majority of a committee's members shall constitute a quorum.
- E. Committee reports shall be provided by the Chairperson to the SSS President, Executive Committee or membership upon request.

### Section 2 STANDING COMMITTEES OF OkACTE/SSS ARE:

- A. The Nominating/Awards Committee shall perform the following:

#### 1) **Nominating Committee**

- a. Nominate at least two candidates for each elective office by May 15.
- b. Seek consent of each nominee before placing name on the ballot.
- c. Collect and prepare short biographical sketches of nominees and prepare ballots for distribution at the annual meeting.
- d. Distribute and count ballots to determine election results.
- e. Inform SSS membership and OkACTE office of election results.
- f. Perform other duties as assigned by the Executive Committee.

#### 2) **Awards Committee**

- a. Distribute criteria and deadlines for SSS award nominations/applications to members as established by OkACTE.
- b. Inform all nominees/applicants of the award consideration procedure.
- c. Conduct screening of award applications and determine recipients.
- d. Notify Executive Committee, SSS membership and OkACTE of award recipients.

- e. Arrange for certificates and/or plaques for SSS award winners.
- f. Obtain outgoing officer plaques and/or certificates for presentation at Summer Conference.
- g. Perform other duties as assigned by the Executive Committee.

B. By-Laws/Strategic Priorities Committee

1) **By-Law Committee**

- a. Review the By-Laws.
- b. Submit amendments in writing to the advisor 90 days prior to Summer Conference.
- c. Distribute amended By-Laws to membership 30 days before Summer Conference.
- d. Present amended By-Laws that call for ratification at Summer Conference.
- e. Prepare ratified By-Laws and present to membership at Spring Update.

2) **Strategic Priorities Committee**

- a. Review the Strategic Priorities.
- b. Submit amendments/revisions to the Executive Committee.

**ARTICLE IX: AMENDMENTS OF BYLAWS**

The By-Laws may be amended provided any changes have been submitted **in writing** to the SSS Advisor at least 90 days prior to Summer Conference. The Advisor will submit only properly received amendments to the Executive and By-Laws Committees within 30 days of receipt. The Executive Committee shall submit proposed amendments to all SSS members at least 30 days prior to Summer Conference. Proposed amendments become operative upon approval by two-thirds vote of all members present at Summer Conference. Approved By-Laws will be distributed at Spring Update.

**ARTICLE X: PARLIAMENTARY AUTHORITY**

*Parliamentary Procedure At a Glance*, New Edition, O. Garfield Jones, shall

govern any provisions not covered by the By-Laws of the SSS.