

Oklahoma Association of Career and Technology Education

Bylaws

ARTICLE I. NAME

The name of this organization shall be the Oklahoma Association of Career and Technology Education. However, the letters "OkACTE" may be officially used to designate the organization, its divisions, or members thereof.

ARTICLE II. PURPOSE

The purposes of the OkACTE shall be:

- A. To unite the profession of career and technology education and serve the needs of its members.
- B. To promote a closer relationship between state and national agencies primarily engaged in career and technology education and other state and national agencies and professional organizations engaged in education.
- C. To unify all the career and technology education interests of the same through representative membership.
- D. To promote local, state and national legislation on behalf of career and technology education.
- E. To increase the effectiveness of career and technology education throughout the state.
- F. To encourage further development of programs of education related to career and technology ~~adult~~ education.
- G. To emphasize and encourage the promotion and expansion of the officially recognized career and technology student organizations.

The OkACTE shall have and possess all rights, powers and privileges given to the OkACTE by common law, to sue and be sued, to borrow money and to secure payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold, sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings, and for other proper objects of the OkACTE.

ARTICLE III. MEMBERSHIP

- A. Eligibility
 1. All persons interested in the purposes of the OkACTE shall be eligible for membership.
 - a. OkACTE is an affiliate association and unified with the Association of Career and Technical Education "ACTE".
 2. The State Program Specialists and Career and Technology Teacher Educators of the respective divisions of the Oklahoma Department of Career and Technology Education shall encourage all full-time students in teacher training to invest in student membership in OkACTE and in the Association for Career and Technical Education.
 3. Membership dues shall be collected by OkACTE under the supervision of the Executive Director.

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4. Membership shall begin with payment of dues. The membership shall extend from July 1 of one year until June 30 of the following year, regardless of the time when dues are paid.

B. Classification

Membership shall be available in the following classifications:

1. Individual - annual dues of \$60.00 to OkACTE and ACTE annual dues as set by ACTE plus annual dues to a division of OkACTE.
2. Support Staff, teacher aides, para-professionals and part-time employees - annual dues of \$30.00 to OkACTE and annual section dues to a division
2. Student Membership - annual dues of \$10.00 to OkACTE and ACTE dues as set by ACTE; will be offered only to full-time students preparing to become career and technology education teachers.
3. Loyalty Membership - annual dues of \$15.00 to OkACTE and ACTE dues as set by ACTE; will be limited to retired career and technology education personnel.
4. Associate Membership - annual dues of \$60.00 to OkACTE for Corporations, owners, and persons representing business, industry, and the military.
5. OkACTE Life Membership - OkACTE Life Membership will be awarded to each outgoing president of OkACTE. Persons in career and technology education will be required to pay annual division dues in order to maintain full membership status.

C. Voting and Holding Office

Individual OkACTE members shall be considered eligible for voting, leadership positions, committee assignments, awards and any other division and/or association activity.

- D. The above dues shall entitle the member to be classified in any one division of the association. Multi-division membership may be obtained upon payment of additional affiliated division's dues. A member shall be entitled to only one vote for the office of OkACTE President-elect.

ARTICLE IV. ORGANIZATIONAL STRUCTURE

A. Divisions

The Divisions of OkACTE shall be those of Administration, Adult Workforce Development, Agricultural Education, Business and Information Technology Education, Customized Business and Industry Training Services, Family & Consumer Sciences Education, Guidance, Health Careers Education, Marketing Education, New and Related Services, Educational Services - Special Populations, Technology Engineering, and Trade and Industrial Education.

1. Every person has the opportunity to join OkACTE and to be affiliated with a recognized division. In addition to OkACTE/ACTE association dues, division dues (as established by each affiliated division) shall be paid to the division(s) in which the member chooses to affiliate. These dues must be paid in order for the member to be eligible for division voting, leadership positions, committee assignments, and other division activity.

2. The divisional structure of the OkACTE shall parallel the divisional structure of the ACTE. The divisions of OkACTE and their respective divisional organizations are: Administration (OCLA—Oklahoma Council of Local Administrators and OkCTEEC—Oklahoma Career and Technical Education Equity Council); Adult Workforce Development (OTWEA-Oklahoma Transitional Workforce Educators' Association); Agricultural Education (OAETA-Oklahoma Agriculture Education Teachers' Association); Business and Information Technology Education; Customized Business and Industry Training Services (CBITS); Family & Consumer Sciences Education (OATFACS Oklahoma Association for Teachers of Family & Consumer Sciences Education); Guidance (OkACTE Guidance Division); Health Careers Education (OHOETA-Oklahoma Health Occupations Education Teachers' Association); Marketing Education (OMET-Oklahoma Marketing Education Teachers); New and Related Services (NRS) Sections are: Instructional Materials (OKVIM), Personnel Development (OVEPDA),) Communications and Marketing Officer (CMO), General and Related Subjects, Makers of Policy, Support Staff, (Tech Prep Education), Telecommunication Technologies (Tele Tech) STEM (Science, Technology, Engineering and Math); Educational Services - Special Populations (ESSP); Technology Engineering, (OTEA--Oklahoma Technology Engineering Association); Trade and Industrial Education (T & I Education Association).
3. Each organization, which functions as an OkACTE division, shall indicate this relationship in their organization's bylaws. Article I. Name shall state, "The name of this organization shall be _____ and shall function as the _____ division of the Oklahoma Association of Career & Technology Education.
4. The operating policies of the divisions shall conform to the policies established by the OkACTE Executive Committee and the OkACTE Bylaws.
5. Each division shall elect officers to govern the division activities and represent its interests.
6. The divisions shall organize to provide services to members' at all instructional levels.
7. Divisions must maintain the level of membership, which qualified them for divisional status by November 1 of each year. Divisions whose membership drops below this level shall be permitted one (1) year beyond the fiscal year in which the membership dropped below the minimum required level to regain the minimum membership requirement before losing divisional status. Any division failing to meet these requirements may become a section of New and Related Services.
8. When a section in the division of New and Related Services meets the following criteria, New and Related Services may submit to the OkACTE Executive Director an Amendment to the OkACTE Bylaws for the section to become a division with a vice-president:
 - a. The interest of the section is clearly defined as being directly involved in or closely related to career and technology education.
 - b. The section represents an interest that is national in scope.
 - c. The section cannot be identified in an existing division and/or is not currently served by an existing division.
 - d. The section is organized in the interest of expanding and improving career and technology education.
 - e. The section can identify at least 75% of the member's eligible to vote who have declared affiliation with the section.

B. Associated Organizations

Any group, which cannot otherwise identify itself in the divisional structure of the association and desires to affiliate with the Oklahoma Association of Career & Technology Education, must meet the following requirements:

1. The operating policies of the group shall conform to policies approved by the OkACTE Executive Committee and the OkACTE Bylaws. The group shall be organized to obtain specific educational objectives in harmony with the overall purpose of OkACTE and ACTE.

2. The group must submit a letter of application to the OkACTE Executive Committee, together with the following:
 - a. A list showing members, including their president, vice-president, secretary-treasurer, and reporter, their addresses and position held;
 - b. Payment of the regular dues for all names submitted;
 - c. The potential membership they may acquire; and
 - d. A copy of their proposed constitution and a statement indicating a willingness to adjust such constitution to eliminate points of conflict with OkACTE and ACTE constitutions.
 3. Upon approval by the OkACTE Executive Committee for the new group to affiliate with OkACTE, the group requesting affiliation will become a section in New and Related Services. When this new section meets the criteria for divisional status (as established in Article IV, Section A-8) New and Related Services may submit to the OkACTE Executive Director an amendment to the OkACTE Bylaws for the section to become a division, with the President of the new division becoming a Vice-President of the OkACTE and serving on the Executive Committee. The officers of the new division will become members of the OkACTE Advisory Committee.
 4. If the Executive Committee disapproves an application, steps shall be taken immediately to notify the group of such disapproval and to return all dues and records received from this group.
 5. Each division shall have a committee to plan and implement a program of work for the division and assist in the implementation of the OkACTE Program of Work.
- C. The OkACTE shall affiliate with ACTE upon terms of application set up by ACTE.

ARTICLE V. GOVERNING BODIES

A. Members

The business of the OkACTE shall be conducted by the members at the annual meeting, except that during the year the OkACTE Executive Committee and/or the OkACTE Advisory Committee shall act for the OkACTE.

B. Executive Committee

1. The OkACTE Executive Committee shall be composed of the President, President-elect, and Past President of the OkACTE, and the President of each affiliated division. The Executive Director of the OkACTE shall serve as an ex-officio, non-voting member of the OkACTE Executive Committee. The State Director of Career and Technology Education shall serve as an advisor.
2. The OkACTE Executive Committee shall constitute the administrative body of the OkACTE.
3. The OkACTE Executive Committee shall have management and control of the affairs and funds of the Association 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 OkACTE;
 - d. Approve the annual budget;
 - e. Require an external audit be performed at the close of each fiscal year and review results at the annual meeting;
 - f. Receive and act upon committee reports;
 - g. Provide for safekeeping and proper investment of all funds of the OkACTE; and
 - h. The *CareerTech* Administrative Council Executive Director shall prepare the CTAC annual budget, which shall include resources and strategies necessary to implement the OkACTE Program of Work. He/she shall have the responsibility for organizing and maintaining an office and staff to accomplish the goals and objectives of the OkACTE.

C. OkACTE Advisory Committee

1. Membership

The OkACTE Advisory Committee shall be composed of the OkACTE President, Past President, President-elect and officers of each affiliated division, the State Advisor of each affiliated division, and the Associate State Directors of Career and Technology Education. The State Director of Career and Technology Education shall serve as Advisor. The Executive Director of the OkACTE shall serve as an ex-officio, non-voting member.

2. Purposes

- a. To provide an opportunity for wider participation of the membership in the affairs of the OkACTE.
- b. To provide a close working relationship between the divisions and the Executive Director.
- c. To provide a broad base for the development and execution of the annual program of work including the annual meeting of the OkACTE.
- d. To provide an organizational framework where divisions' efforts can be coordinated in any and all efforts of the OkACTE.
- e. To function as an executive group on matters which the OkACTE Executive Committee wishes.
- f. Otherwise assist the Executive Committee, divisions and individual members in matters of concern to each.

3. Officers of the OkACTE Advisory Committee

- a. The President of the OkACTE shall serve as chairperson of the OkACTE Advisory Committee.
- b. The Past President of the OkACTE shall serve as Vice-Chairperson.
- c. The Executive Director of the OkACTE shall serve as Secretary of the OkACTE Advisory Committee.

4. *Career*Tech Administrative Council (CTAC)

- a. The OkACTE shall maintain an operating agreement with the Association of Technology Centers, Inc. for the purpose of maintaining the office of the Executive Director.
- b. This partnership shall be referred to as the *Career*Tech Administrative Council.
- c. Each OkACTE division shall elect a representative to this Council for a three-year term according to the rotation system defined in the OkACTE operating policies.
- d. The CTAC shall include the OkACTE President, President-elect, and each OkACTE Division President serving in a voting capacity and for a term of one year, representing the interests of the Oklahoma Association of Career & Technology Education. Furthermore, in a non-voting, ex-officio capacity shall be the thirteen (13) ODCTE Division Advisors.
- e. The Council will operate according to the operating agreement and policies and procedures of the *Career*Tech Administrative Council.
- f. Amendments to the Administrative Council Operating Agreement must be approved by a majority vote of the OkACTE Executive Committee.

ARTICLE VI. OFFICERS

A. Only affiliated and/or life members in the OkACTE shall be eligible for membership on the OkACTE Executive Committee and on the OkACTE Advisory Committee, to serve as delegates and to hold any other office.

B. The officers of the OkACTE shall be: President, President-elect, Past President and the President from each affiliated division. These officers shall constitute the OkACTE Executive Committee.

C. Duties of Officers

1. The President shall perform all the duties as assigned by the OkACTE Executive Committee. The term of office shall be one year. The President, or in his/her absence, the President-elect shall preside at all meetings of the OkACTE.
2. The President of each affiliated division shall preside at all meetings of the division, and shall represent the division on the OkACTE Executive Committee and the OkACTE Advisory Committee.
3. The President-elect shall serve for a period of one year prior to assuming the duties of President. The President-elect shall be a member of the *CareerTech* Administrative Council and shall perform such duties as directed by the OkACTE Executive Committee or the OkACTE Advisory Committee.
4. The Past President shall serve in an advisory capacity to the president and coordinate and oversee the activities of all Association committees. The Past President will also chair the Nominating Committee. The term of office shall be one year.
5. In the event of a vacancy in the office of the President or President-elect, the OkACTE Executive Committee is empowered to fill said vacancy until the prescribed procedures can be followed to elect.

ARTICLE VII. ELECTION OF OFFICERS

A. Procedures for Nominating the President-elect

1. A division may nominate a candidate for President-elect, except those divisions having a member originally nominated by that division currently serving in any one of the positions of OkACTE President, Past President, or President-elect.
2. The OkACTE Nominating Committee shall present to the membership at the OkACTE Summer Conference General Session and via electronic media candidate(s) for the office of President-elect. Additional nominations may be made from the membership providing each nominee has been interviewed by the Nominating Committee and is approved by a majority of the members voting.

B. Election of President-elect

The President-elect shall be elected by the membership of the OkACTE.

At the OkACTE General Session, two nominee(s) for the office of President-elect shall be presented by the OkACTE Nominating Committee. Each eligible member of the OkACTE shall cast their vote electronically once their registration and association dues have been paid for the current year. The OkACTE President, Past President and the President-elect shall be responsible for the certification to the OkACTE Executive Director the name of the person duly elected. In case of a tie vote of two or more nominees, these officers shall cast the deciding vote for the office. A plurality vote shall constitute an election.

ARTICLE VIII. COMMITTEES

- A. The establishment of committees shall be determined by the OkACTE Policies and Procedures.
- B. The membership of such committees shall be appointed by the President from names recommended by the President from each Division.

ARTICLE IX. MEETINGS

- A. The OkACTE shall have one annual meeting to be held at the time and place of the annual conference, called by the office of the State Director of Career and Technology Education, who will be asked to assure ample time is provided for an annual meeting during the conference.

- B. Special meetings shall be called by the OkACTE President when authorized by the Executive Committee of OkACTE.
- C. One meeting of the OkACTE Advisory Committee (prior to the annual OkACTE meeting) shall be called by the OkACTE President to plan for the annual meeting and conduct other pending business.
- D. Other meetings of the OkACTE Executive Committee or OkACTE Advisory Committee may be called as needed.

ARTICLE X. ESTABLISHMENT OF POLICIES

- A. The Executive Committee and/or the Advisory Committee shall establish written policy as needed for their operation.
- B. Such policy shall be recorded in the minutes and later compiled into a set of written policies, showing when adopted and where the policy originated - that is, Association adopted, Executive Committee adopted or Advisory Committee adopted.

ARTICLE XI. AMENDMENTS

The OkACTE Executive Committee must approve all proposed amendments, schedule distribution of notification to the membership, set the date for voting, and determine the method for voting by the membership. No less than thirty days prior to the date set by the OkACTE Executive Committee for the official vote on the proposal, a copy of the proposed amendment(s) and rationale shall be distributed to each OkACTE member. These Bylaws may be amended or revised by two-thirds vote of all members present at any regular meeting of the OkACTE or by two-thirds vote of all members returning a ballot.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws of the OkACTE.

BYLAWS AND OPERATING AGREEMENT OF THE CAREERTECH ADMINISTRATIVE COUNCIL, INC.

Representing the Oklahoma Association of Career and Technology Education
and the Oklahoma Association of Technology Centers, Inc.

I. NAME

The name of this organization shall be the *CareerTech* Administrative Council, Inc. and be referred to as the CTAC.

II. PURPOSE

The CTAC is organized to direct the operation of the office of the executive director of the Oklahoma Association of Career and Technology Education and the Oklahoma Association of Technology Centers, Inc.

III. GENERAL

1. The CTAC shall be composed of the following:

One elected representative from each OkACTE Division elected for a three-year term (13), OkACTE President, and Past-president, OkACTE Division Presidents (13), OATC President, President-elect and Past-president, and OATC Board Members (8).

Ex-Officio (non-voting) members shall be:

State Director of Career & Technology Education

Associate State Director for Educational Services

Assistant State Director of Field Service

ODCTE Program Administrators(13)

OATC OSSBA Representatives (2)

President of the Technology Center Superintendents' Association

OkACTE/OATC Executive Director

2. The Executive Committee shall be composed of the Chair and Vice Chair of OkACTE/OATC Administrative Council, Inc. OkACTE President, OkACTE President-elect, OATC President, and the OkACTE/OATC Executive Director and State Director as ex-officio and non-voting members. Their duties and responsibilities shall include but not be limited to:

- a. providing for the safekeeping and proper investment of all funds of the CTAC;
- b. serving as a fact finding committee on issues which affect career and technology education;
- c. developing strategies for implementing courses of action recommended by

the CTAC.

3. Newly elected representatives shall begin their term September 1. They shall be invited to attend the Fourth Quarterly CTAC meeting with their predecessor. Current members will retain their voting privileges until September 1.
4. The CTAC shall organize internally and be responsible for the development and administration of all policies and procedures.
5. The officers of the CTAC shall be Chair and Vice Chair.
 - a. The officers shall be elected from the membership of the CTAC at the 4th quarterly meeting. In even numbered years the Chair will come from OkACTE; the Vice Chair from OATC. In odd numbered years, the Chair will come from OATC; the Vice Chair from OkACTE.
 - b. Terms of office shall be for one year.
 - c. The duties of the officers shall be those normally associated with the offices and as otherwise specified by the CTAC.
6. The CTAC is authorized to employ an Executive Director and other employees as needed and to determine duties and responsibilities of all employees. (Appendix B)
7. Unusual circumstances not covered by the agreement shall be decided by majority vote of the CTAC.
8. At the beginning of each fiscal year, all representatives shall sign the Operating Agreement for the Oklahoma Association of Career and Technology Education and the Oklahoma Association of Technology Centers, Inc., signifying the approval of the participation of the organization which each represents in the operation of the office. (Appendix C)

IV. FISCAL

1. The fiscal year of the CTAC shall be July 1 to June 30.
2. An annual budget shall be prepared and funds to support the budget shall be provided by OkACTE, OATC, and other revenue sources.
3. Expenditures in excess of those listed in the annual budget cannot be made without the approval of the CTAC.
4. All monies shall be deposited and held in account in financial institutions as directed by the CTAC.
5. The Executive Director has the authority to sign checks drawn on account up to the amount of \$500.00. One additional person as determined by the CTAC shall co-sign all checks drawn on account which are greater than \$500. This

person shall also approve all expenditure documentation.

6. On other than normal fixed expenses, funds will be expended only upon receipt of an itemized statement and approval of Executive Director or Chair of the CTAC.
7. For official CTAC meetings, all members shall be entitled to meal and travel allowance.
8. An external audit of the collections and disbursements shall be prepared annually.
9. Upon the dissolution of the OkACTE/OATC cooperative agreement the inventory of the office equipment shall be converted to cash and with the other assets of the CTAC shall be returned to the two organizations proportionately based on contributions provided by each organization to the support of the CareerTech Administrative Council, Inc.

**BYLAWS OF THE
OKLAHOMA ASSOCIATION OF TECHNOLOGY CENTERS, INC.**

ARTICLE I - NAME

- Section 1.** The name of the organization shall be THE OKLAHOMA ASSOCIATION OF TECHNOLOGY CENTERS, INC. and hereafter shall be referred to as OATC.

ARTICLE II - PURPOSE

- Section 1.** The purpose of the organization shall be to promote and foster career and technology education in general and to provide professional development and service for board members and superintendents and leadership for the advancement of career and technology education.

ARTICLE III - HEADQUARTERS

- Section 1.** The headquarters of the organization shall be located at the office of the CareerTech Administrative Council, Inc., (CTAC) Oklahoma City, Oklahoma.

ARTICLE IV - OkACTE/OATC GOVERNANCE STRUCTURE

- Section 1.** OATC shall cooperate with the Oklahoma Association of Career and Technology Education according to the operating agreement of the CareerTech Administrative Council (CTAC).

ARTICLE V - MEMBERSHIP

- Section 1.** Membership shall be limited to each member of the Board of Education and each superintendent from each technology center district in Oklahoma and each members of the Board of Education and the superintendent from each public school district in Oklahoma maintaining technology center approved by the State Board of Career and Technology Education and electing to be affiliated with OATC and paying annual dues.

ARTICLE VI - OFFICERS

- Section 1.** The officers of the Council shall be the President, the Past President and the President elect.
- Section 2.** The president, past president and president elect, shall be elected from among the membership. Terms of office shall be for one year; these officers may succeed themselves if so elected by the membership.
- Section 3.** The duties of the president and president elect shall be stated in the OATC Policies and Procedures and those otherwise specified by the Board of Directors.

Section 4. The OATC Board of Directors shall represent OATC on the CareerTech Administrative Council (CTAC).

ARTICLE VII - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. The Board of Directors shall consist of the officers of the Council, four superintendents and four board members elected for a three-year term according to the OATC Policies and Procedures. The Directors from the Oklahoma State Schools Boards Association (OSSBA) District 15, shall also be members of the OATC Board of Directors in an ex-officio, non-voting capacity, as long as they serve as a Director from District 15. The state Director of Oklahoma Department of Career and Technology Education or his/her designee shall serve as the advisor.

Section 2. The Executive Committee shall be comprised of the OATC President, Past President and President Elect and one board member and superintendent from the Board of Directors elected by the Board. The Executive Director of OkACTE/OATC shall serve as an ex-officio member of the Executive Committee.

Section 3. Vacancy:

- A. Should a vacancy occur on the Board of Directors, the membership shall fill that vacancy from the membership according to requirements of the Policies and Procedures for electing members of the Board of Directors.
- B. Should a vacancy occur on the Executive Committee, the remaining members of the Executive Committee shall fill that vacancy from the Board of Directors.

Section 4. Duties of the Executive Committee:

- A. Recommend to the membership at the annual membership meeting the amount of the annual membership dues.
- B. Conduct the business of the Council in accordance with guidelines set forth by the Policies and Procedures.
- C. Meet at least quarterly. Call meetings of the membership other than the annual when necessary.
- D. Approve the annual budget.
- E. Quorum: A quorum shall consist of a simple majority.
- F. The Board of Directors shall select from its membership, representatives to the Oklahoma CareerTech Administrative Council. These representatives shall serve on that Council according to the Policies and Procedures.
- G. Annually review and approve the Policies and Procedures for OATC.
- H. Annually review the OATC Bylaws and make recommendations to the general membership.

ARTICLE VIII - COMMITTEES

- Section 1.** Committees may be established by the Board of Directors as needed or desired.
- Section 2.** Members of committees shall be appointed by the President with approval by the Board of Directors.
- Section 3.** Duties of the committees shall be defined by the President when the committee is established.

ARTICLE IX - OSSBA DISTRICT 15

- Section 1.** The school board members of OATC shall also be known as District 15 of the OSSBA.
- Section 2.** The school board members of the OATC membership shall be elected by the membership of OATC to the Board of Directors for the Oklahoma State Schools Boards Association (OSSBA).
- Section 3.** These representatives shall be elected for two-year terms.

ARTICLE X - MEETINGS

- Section 1.** The annual membership meeting shall be held according to Policies and Procedures.
- Section 2.** Other meetings shall be called as deemed necessary by the Board of Directors.
- Section 3.** A quorum shall be those present and voting.

ARTICLE XI - DUES

- Section 1.** The annual dues shall be established by the membership at the annual meeting.

ARTICLE XII - AMENDMENTS

- Section 1.** These Bylaws may be amended by two-thirds vote of all members present at any meeting of the membership where a quorum is present provided the proposed amendment has been circulated to the membership in writing at least ten (10) days before the meeting.