

**BYLAWS  
NEW AND RELATED SERVICES  
A DIVISION OF THE  
Oklahoma Association for Career and Technology  
Education**

**ARTICLE I: NAME**

The name of this organization shall be New and Related Services and function as the NRS division of the Oklahoma Association for Career & Technology Education.

**ARTICLE II: PURPOSE**

The purposes of New and Related Services (NRS), of the Oklahoma Association for Career and Technology Education (Oklahoma ACTE) shall include:

- A. To provide representation for those individuals and/or groups who are not elsewhere represented or accommodated within the divisional structure of Oklahoma ACTE/ACTE.
- B. To keep members of NRS informed of trends, plans, policies, and current happenings of the Oklahoma ACTE and their implications for the development and welfare of Career and Technology education.
- C. To act as a clearinghouse for the dissemination of new ideas, research, and other items which will aid in upgrading programs and services in the various sections of NRS.
- D. To develop high professional attitudes, standards, and competencies among those engaged in the programs and services represented by NRS.
- E. To promote professional relationships with other divisions, organizations, and agencies.

**Section 1: Membership**

Members of Oklahoma ACTE /ACTE who are not clearly served through membership in other established divisions shall be eligible for membership in New and Related Services and for sectional membership within NRS.

- A. Eligibility  
A member of New and Related Services must:
  - 1) Be a member of Oklahoma ACTE and ACTE.
  - 2) Be interested in the purposes of NRS.
  - 3) Pay current membership dues of \$10.
  - 4) Declare membership in a recognized NRS section.
- B. Classification  
Membership shall be available in the following classifications:

- 1) Members declaring major affiliation with NRS must pay full Oklahoma ACTE, ACTE and NRS dues and be considered to have “primary membership.”
    - a. For exceptions, refer to the OkACTE bylaws, Article III B.
  - 2) Members who have primary membership in another division of Oklahoma ACTE may join NRS after paying NRS dues and will be considered to have “secondary membership” within NRS.
- C. Voting
- Membership qualifications and privileges are the same for primary and secondary memberships; however, a person holding membership in more than one division is limited to one vote in the election of the Oklahoma ACTE and ACTE President-Elect.

## Section 2: NRS Structure

NRS shall be composed of sections approved by the ACTE Board of Directors. The active sections in Oklahoma include:

- A. **Curriculum, Instruction, and Assessment (CIA)** – Professionals engaged in the preparation and dissemination of instructional materials.
- B. **Communications and Marketing** - Professionals with the responsibilities for communication activities for *CareerTech* education.
- C. **Dropout Recovery/ABE**
- D. **General & Related Studies**
- E. **Makers of Policy**
- F. **Professional Development**
- G. **Information Technology** - Professionals involved in any area of telecommunications, computer systems, and educational technology including: videoconferencing, distance learning, data networking, web development, computer support, technology training, and any other aspect of educational technology.

No minimum requirement for membership shall be established for ACTE – recognized sections. Any other group which is not recognized by ACTE as a division or as an NRS section may become a section of Oklahoma ACTE/NRS if it meets the requirements for affiliation as established in the Oklahoma ACTE Bylaws. Such groups shall be entitled to representation by a Sectional President on the NRS Executive Committee.

## Section 3: NRS Section Application

Groups wishing to become a section of Oklahoma ACTE /NRS shall file a letter of application with the NRS Executive Committee. The NRS Executive Committee will review the application and make a recommendation to the Oklahoma ACTE Executive Committee for approval or disapproval. Final action must be made by the Oklahoma ACTE Executive Committee. However, to become a recognized section of NRS at the national level, the procedure must begin with the ACTE Vice President for NRS.

## **Section 4: NRS Divisional Requirements**

When a section in NRS meets the requirements for Oklahoma ACTE/ACTE divisional status as established in Article IV of the ACTE Bylaws, NRS may submit to the Oklahoma ACTE Executive Director an amendment to the Oklahoma ACTE Bylaws for the section to become a division with a Vice President.

To qualify a section must meet the following criteria:

- A. The interest of the section is clearly defined as being directly involved in or closely related to career and technical 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 technical education.
- E. The section can identify at least 75% of their members eligible to vote who have declared affiliation with the section.

## **ARTICLE IV: OFFICERS**

### **Section 1: Officers of NRS**

The officers shall be elected by the NRS membership and shall include: President-Elect, Secretary, Treasurer, Reporter, and *CareerTech* Administrative Council Representative. The NRS Executive Committee shall consist of these elected officers, the President, Immediate Past President, the Section Presidents (who serve as NRS Vice Presidents), and the NRS Advisor. They are considered NRS officers and are voting members of the NRS Executive Committee, with the exception of the Advisor (as this is an appointed, not an elected, position).

These officers shall perform the duties assigned to that office as outlined in the NRS Policies and Procedures and by the parliamentary authority adopted by NRS.

### **Section 2: Terms and Duties of Officers**

- A. Executive Committee
  - 1) The Executive Committee shall be comprised of all officers and the Advisor of NRS. All officers must be members in good standing (all dues paid—ACTE, Oklahoma ACTE, NRS, and Sectional, if applicable).
  - 2) If a vacancy occurs in any elected office or chair position, the Executive Committee shall appoint an interim replacement to fill the vacancy until the prescribed procedures of election can be followed during the annual meeting. The exception to this is the office of President. If a vacancy occurs in the office of President, the President-Elect shall step in to fulfill this office. If, for some reason this is not possible, the Executive Committee shall appoint an interim replacement.
  - 3) Each officer shall be elected by simple majority vote during the annual meeting and shall assume office at that time. The position of Advisor is an appointed position.

- 4) The office of President-Elect is essentially a three year term of office. The first is the elected position of President-Elect, followed by a year as President, followed by a year as the Past President.
- 5) Each member of the Executive Committee will be expected to attend NRS meetings, and Executive Committee meetings.
- 6) Each member of the Executive Committee will be expected to attend the Oklahoma ACTE sponsored leadership training held in conjunction with the annual meeting, or at such time as designated by the Oklahoma ACTE Advisory Committee.

Note: More detailed responsibilities and duties of officers can be found in the NRS Policies and Procedures.

B. President

The President shall:

- 1) Serve a one-year term of office. This year will follow one year served as President-Elect and precede one year to be served as Immediate Past President.
- 2) Perform all the duties assigned the office of president and any other duties directed by the Executive Committee.
- 3) Approve all division expenses (in writing).
- 4) Ensure a financial audit of the books is done annually.

C. President-Elect

The President-Elect shall:

- 1) Serve a one-year term of office. This year will precede assuming the office of President.
- 2) Perform all the duties assigned the office of president-elect and any other duties directed by the Executive Committee.

D. Secretary

The Secretary shall:

- 1) Serve a one-year term of office, not to exceed two consecutive terms in the same office.
- 2) Perform all the duties assigned the office of secretary and any other duties directed by the Executive Committee.

E. Treasurer

The Treasurer shall:

- 1) Serve a two-year term of office, not to exceed two consecutive terms in the same office.
- 2) Be bonded, if funding allows
- 3) Secure the President's signature as approval for all expenses before any check can be written or sent for payment.
- 4) Make no changes to banking or financial accounts without the expressed

- approval of the Executive Committee.
  - 5) Have all financial documents ready and available for the yearly audit.
  - 6) Compile and ensure tax returns are filed in a timely manner.
  - 8) Perform all the duties assigned the office of treasurer and any other duties directed by the Executive Committee.
- F. Reporter  
The Reporter shall:
- 1) Serve a one-year term of office, not to exceed two consecutive terms in the same office.
  - 2) Perform all the duties assigned the office of reporter and any other duties directed by the Executive Committee.
- G. Immediate Past President  
The Immediate Past President shall:
- 1) Serve a one-year term of office. This year will immediately follow the year served as President.
  - 2) Perform all the duties assigned the office of past president and any other duties directed by the Executive Committee.
- H. NRS Vice Presidents (Section Presidents)  
Each Vice President shall:
- 1) Be elected for each recognized NRS section reflecting a membership of at least one NRS member.
  - 2) Serve a one-year term of office, not to exceed two consecutive terms in the same office.
  - 3) Perform all the duties assigned the office of vice president and any other duties directed by the Executive Committee.
- I. *CareerTech* Administrative Council (CTAC) Representative  
The CTAC Representative shall:
- 1) Serve a three-year term of office
  - 2) Perform all the duties assigned the office of CTAC Representative and any other duties directed by the Executive Committee.
- J. Advisor  
The Advisor shall:
- 1) Be appointed by the State Director of *CareerTech*. No limit to the term of office is specified.
  - 2) Be an employee of the Oklahoma Department of Career and Technology Education.
  - 3) Attend NRS Executive Committee Meetings, serving in an advisory capacity.
  - 4) Provide guidance and leadership in identifying professional needs of the division.
  - 5) Promote NRS within OkACTE and the *CareerTech* system.

- 6) Monitor state, regional, and national activities related to NRS and keep the Executive Committee informed.
- 7) Shall review all bank statements each month.

### **Section 3: Resignation and Removal**

- A. Any officer or committee chair/representative may resign at any time by giving written notice to the President and Executive Committee. Such resignation shall take effect at the time specified therein, or if time is not specified, at a time determined by the Executive Committee.
- B. An officer or committee chair/representative may be removed from office, with cause, by a three-fourths affirmative vote of the Executive Committee at any regular or special meeting of the Executive Committee at which a quorum is present.

## **ARTICLE V: ELECTION OF OFFICERS**

### **Section 1: Nominating Committee**

The nominating committee shall be chaired by the Immediate Past President. Members of the nominating committee shall be appointed by the NRS President and shall consist of one representative per Section. At the annual meeting, additional nominations from the floor shall be permitted. Candidates shall hold current membership in Oklahoma ACTE, ACTE, and primary membership in NRS. Any NRS Section may nominate a candidate for President-Elect.

### **Section 2: Term of Office**

The officers shall be elected by ballot or vote to serve for one year or until their successors are elected, except for the office of Treasurer which is for two years and the CTAC Representative which is for three years. The term of office shall begin at the close of the annual meeting at which they are elected. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

### **Section 3: Funding - ACTE Convention/Region IV Conference**

Oklahoma ACTE provides funding to attend the ACTE Convention for voting delegates. NRS members selected to serve as a voting delegate will be determined by the following order of officers: President, Past President, President-Elect, Secretary, Treasurer, and Reporter. The number of delegates per division allowed will be determined by Oklahoma ACTE based on membership and based on the availability of the officers to serve. Additional funding from NRS may be provided, if necessary and available, for the division delegates.

## **ARTICLE VI: MEETINGS**

### **Section 1: Regular Meetings**

The business of NRS shall be conducted by the members at any meeting of the membership where a quorum is present. An Annual Meeting of NRS will take place during summer conference each year. The business conducted 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 nominees
- D. Election of new officers
- E. Consideration of actions as requested by Oklahoma ACTE
- F. Review of proposed NRS Bylaws
- G. Review of reports from standing committees, ad hoc committees, and officers
- H. Consideration of other items of business

10% of NRS membership will constitute a quorum.

### **Section 2: Special Meetings**

Special meetings may be called by the President, by the Executive Committee, or upon the written request of ten current members of NRS to the President or Executive Committee. 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.

10% of NRS membership will constitute a quorum.

### **Section 3: Executive Committee Meetings**

Regular meetings of the Executive Committee shall be held as needed. Special meetings of the Executive Committee may be called by the President or may be called upon the request of three members of the Executive Committee.

50% of all Executive Committee members will constitute a quorum for committee meetings.

## **ARTICLE VII: GOVERNING BODIES**

### **Section 1: Members**

The business of NRS shall be conducted by the members at the Annual Meeting.

### **Section 2: Executive Committee**

- A. The officers of NRS (President, President-Elect, Secretary, Treasurer, Reporter, and Immediate Past President), one Vice President from each recognized section (the Section President), the *CareerTech* Administrative Council Representative, and the NRS Advisor shall constitute the NRS Executive Committee.

- B. The Executive Committee shall have management and control of the affairs and funds of NRS between its annual business meetings, fix the hour and place of meetings, make recommendations to NRS, and perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the NRS, and none of its acts may conflict with action taken by NRS or Oklahoma ACTE.

## **ARTICLE VIII: COMMITTEES**

The establishment of committees shall be determined by the NRS Policies and Procedures.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern NRS in all cases to which they are applicable and consistent with these Bylaws and any special rules of order NRS may adopt.

## **ARTICLE X: AMENDMENT OF BYLAWS**

These Bylaws may be amended or revised at any meeting of NRS by a two-thirds vote of all members present or by electronic vote of all NRS members by an approval of two thirds of all votes cast. Any NRS member can submit suggest bylaw changes to the Executive Committee for review and consideration. The Executive Committee shall submit any properly received amendments to the NRS members at least 30 days prior to the vote. Proposed revisions become operative upon approval.