

**BYLAWS  
of the  
SUPPORT STAFF DIVISION  
of the  
OKLAHOMA ASSOCIATION OF CAREER AND TECHNOLOGY  
EDUCATION**

**ARTICLE I: NAME**

The name of the association shall be the Support Staff Division (SS) of the Oklahoma Association of Career and Technology Education (OkACTE).

**ARTICLE II: PURPOSE**

The purpose of the OkACTE/SS is:

- 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 or national level.
- Section 4 To promote a positive working relationship with fellow support staff, teachers, and administrators.
- Section 5 To collaborate with the OkACTE and Association for Career and Technical Education (ACTE) 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.

- 1) Active Members – An active member must have paid dues and have attended one or both Support Staff Conferences (Spring Leadership and/or Oklahoma Summit) in the last fiscal year or within the current fiscal year.
- 2) Non-Active Members – A member who has paid dues but has not participated in a SS Conference (Spring Leadership and/or Oklahoma Summit) in the last fiscal year or within the current fiscal year. A non-active member is not eligible to vote.

## **B. Dues**

- 1) Annual dues of \$45.00 shall constitute membership in OkACTE (\$30.00) and SS (\$15.00). Changes in SS membership dues may be proposed by members during the business meeting at Spring Leadership Conference and/or Oklahoma Summit and become operative upon approval by membership.
- 2) Additional annual dues of \$80.00 may be paid for national membership in NRS ACTE. Membership in ACTE is encouraged for all members but only mandatory for the President. During the current term of office, the President's national dues will be paid by the Support Staff Division, unless the dues are paid by the employer.

## **C. Fiscal Year**

The fiscal year of the OkACTE/SS shall be September 1 through August 30.

## Section 2 STRUCTURE

Support Staff Division (SS) is a section of New and Related Services (NRS) at the ACTE level, which is composed of sections approved by the ACTE Board of Directors. SS 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 Executive Committee shall consist of the Officers of the SS of OkACTE, four Board Members and the Advisor.
- B. The Executive Committee shall constitute the administrative/voting body of the SS and carry out all of the activities necessary for successful operation. They shall meet prior to the Oklahoma Summit and Spring Leadership Conference or at the call of the President or upon written request of a majority of the Executive Committee.
  - 1) The Advisor is a nonvoting member of the Executive Committee
- C. The Executive Committee shall manage and control the affairs and funds of the organization, and among its duties shall:
  - 1) Have direction and charge of conferences and conventions.
  - 2) Develop objectives and strategies.
  - 3) Evaluate the accomplishments of the SS.
  - 4) Approve the annual budget.
  - 5) Require an internal audit at the close of each fiscal year and review results at Oklahoma Summit.
  - 6) Receive and act upon committee reports.
  - 7) Review Bylaws annually \*The bylaws committee shall be appointed by the President and Advisor. \*

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

### **Section 1 OFFICERS**

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

#### **A. President**

- 1) Hold current membership in ACTE, OkACTE, NRS, and SS.
- 2) Served at least two years as an Officer on the Executive Committee.
- 3) Preside over all meetings of the membership and Executive Committee.
- 4) Serve a one-year term, but no more than two consecutive terms.

#### **B. President-Elect**

- 1) Hold current membership in OkACTE and SS.
- 2) Served at least one year as an Officer on the Executive Committee.
- 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 Executive Committee.
- 5) Serve a one-year term.
- 6) Automatically become President upon completion of the current term of office.

#### **C. Vice President**

- 1) Hold current membership in OkACTE and SS.
- 2) Served at least one year as an Officer on the Executive Committee
- 3) 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.
- 4) Serve a one-year term, but no more than two consecutive terms.

#### **D. Secretary**

- 1) Hold current membership in OkACTE and SS.
- 2) Served at least one year as an Officer on the Executive Committee
- 3) Record minutes and keep agendas, treasurer's reports, membership lists, bylaws and printed materials distributed to the membership.
- 4) Forward copies of all the above mentioned materials to the Advisor for permanent preservation.
- 5) Perform duties as designated by the President/Executive Committee.
- 6) Serve a one-year term, but no more than two consecutive terms.

#### **E. Treasurer**

- 1) Hold current membership in OkACTE and SS.
- 2) Served at least one year as an Officer on the Executive Committee
- 3) Receive, record, and distribute funds as designated by the Executive Committee.
- 4) Keep an exact account of receipts and expenditures.

- 5) Ensure no payment is made unless properly documented.
  - Approved by Advisor and President
- 6) Submit records for annual audit and provide Advisor with a copy of annual audit report.
- 7) Compile and ensure that taxes are filed in a timely manner
- 8) Serve a two-year term, but no more than two consecutive terms.

#### F. Reporter/Historian

- 1) Hold current membership in OkACTE and SS.
- 2) Served at least one year as an Officer on the Executive Committee
- 3) Submit photographs and articles to appropriate publications as requested.
- 4) Responsible for social media content that includes any materials, documents, photographs, graphics and other information that is created, posted for SS information
- 5) Be responsible for the SS electronic files of pictures, newsletters, news releases, award winners and other historical items related to the SS. Upon approval, of the President and Advisor, upload to the online document retention system.
- 6) Collaborate with OkACTE to maintain the SS website.
- 7) Serve a one-year term, but no more than two consecutive terms.

#### G. Past President

- 1) Hold current membership in OkACTE and SS.
- 2) Provide guidance and assistance to the President as requested.
- 3) Perform duties as directed by the Executive Committee.
- 4) Serve for one year after completing a term as President.

#### H. Four Board Members

- 1) Must have been a Support Staff member for at least one year.
- 2) Hold current membership in OkACTE and SS.
- 3) Attend all Executive Committee meetings.
- 4) Serve as liaisons with career and technology centers, Oklahoma Department of Career and Technology Education (ODCTE) and Skills Centers
- 5) Serve a one-year term, but no more than two consecutive terms.

#### I. Advisor

- 1) Hold current employment with the Oklahoma Department of Career and Technology Education (ODCTE).
- 2) Be appointed by the State Director of CareerTech.
- 3) Attend all Executive Committee meetings serving in a nonvoting advisory capacity.
- 4) Monitor state, regional and national activities related to the SS and keep the Executive Committee informed.
- 5) Provide guidance and leadership in identifying and meeting the professional needs of the SS membership.
- 6) Promote the SS and the concerns of its membership within the OkACTE and the career and technology education system.

- 7) Work in a liaison capacity prior to meetings to enhance statewide membership involvement.
- 8) Review monthly bank statements.
- 9) Maintain historical files and notebook of correspondence and annual events. Upon approval, of the President and Advisor, upload to the online document retention system.

## Section 2 LEADERSHIP TRAINING

Executive Committee members shall attend OkACTE sponsored Leadership Training as designated by OkACTE.

## Section 3 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 shall assume the duties of President-Elect for the remaining term.

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

## Section 1 NOMINATIONS

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

- A. Nominees for the office of President-Elect and Vice-President must have served at least one year as an officer on the Executive Committee and hold current membership in OkACTE and SS.
- B. Nominees for Secretary, Treasurer, and Reporter/Historian must have served as a SS Board Member for one year, and hold current membership in OkACTE and SS.
- C. The four Board Members must have been a SS Member for at least one year and shall hold current membership in OkACTE and SS

## Section 2 ELECTIONS

- A. An election of officers, with the exception of President and Immediate Past President, shall be held prior to or during the Spring Leadership Conference. Installation of officers will be held during the annual Oklahoma Summit of the OkACTE/ODCTE.
- B. To replace any other elected officer, the Executive Committee will determine if the vacancy should be filled before the next regularly scheduled election. If the Executive Committee feels the office should be filled, nominations will be solicited from the membership. Elections will be held via email, or at the next regular meeting, whichever method is the most expedient to fill the vacancy. The newly

elected officer will fill the remainder of the former officer's term.

- C. If an officer is not fulfilling the duties of their position, any member of the Executive Committee may call for a vote of the entire Executive Committee to remove the non-performing member from office. If the committee votes to remove the member from office, the vacated office will be filled according to the bylaws.

## **ARTICLE VII: MEETINGS**

### **Section 1 BUSINESS MEETINGS**

The business meetings will be held during Oklahoma Summit and Spring Leadership Conference and may include the following:

- A. Approval of previous meeting minutes.
- B. Acceptance of Treasurer's report including current Statement of Condition
- C. Installation of new officers and recognition of outgoing officers.
- D. Consideration of actions as requested by OkACTE.
- E. Review of recommendations to SS Bylaws.
  - 1) Vote on bylaws
  - 2) Distribute approved bylaws.
- F. Review of reports from Standing Committees and Officers.
- G. Consideration of dues changes.
- H. Consideration of other items of business.
- I. At least two-thirds of the SS active members, at the meeting, 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 Awards, Comprehensive Professionals Council, CTAC, Diversity Action Committee, Membership Services, Mutual Benevolence, and Political Action Committee.
- 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 Chair 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.
- ~~C.~~—The SS President shall serve as an ex-officio member of all committees
- D. A simple majority of a committee's members shall constitute a quorum.
- E. Committee reports shall be provided by the Chair to the SS President, Executive Committee or membership upon request.

## Section 2 STANDING COMMITTEES OF SS

- A. The Awards Committee shall perform the following:
  - 1) The Committee consists of the Awards Chair, Advisor, President, and previous award winner.
  - 2) Distribute criteria and deadlines for the SS award nominations/applications to active members.
  - 3) Inform all nominees/applicants of the award consideration procedure.
  - 4) Notify OkACTE of award recipients. This notification includes name, headshot, and bio.
  - 5) Obtain outgoing officer gifts for presentation.
  - 6) Perform other duties as assigned by the Executive Committee.
  
- B. The Bylaws Committee shall perform the following:
  - 1) Committee members include, Advisor, President, and at least two other officers appointed by the President.
  - 2) Review the bylaws annually.
  - 3) Receive suggested amendments in writing from any SS active member or the Executive Committee.
  - 4) The Advisor will distribute proposed amendments to the bylaws to active membership 30 days prior to vote.
  - 5) The Advisor will distribute approved bylaws to active membership.

### **ARTICLE IX: AMENDMENTS OF BYLAWS**

The bylaws may be amended by changes submitted to the Executive Committee. Any SS member may submit proposed bylaw changes to the Executive Committee for review and consideration. The Advisor shall submit proposed amendments to all active SS members 30 days prior to vote. Proposed amendments become operative upon approval by two-thirds vote of all members present. The Advisor will distribute approved bylaws.

### **ARTICLE X: PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised* shall govern any provisions not covered by the bylaws of the SS.