

ALASKA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

CONSTITUTION Adopted November 19, 2004

Article I ~ Name

The name of this organization shall be the ALASKA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION, hereinafter referred to as AACTE. This organization declares its relation to the Association for Career and Technical Education as an affiliated state association.

Article II ~ Goals

The goals of the AACTE shall be to promote and improve the cause of Career and Technical Education to the state of Alaska and to render service to its members.

Article III ~ Members

Section 1

To be eligible for membership in the AACTE, a person shall be engaged or interested in Career and Technical Education work of a professional nature and/or hold a Career and Technical Education teaching certificate.

Section 2

All members shall have the right to vote and hold office in the AACTE.

Article IV ~ Affiliated Sections

Section 1

A Section shall consist of a group of AACTE members engaged in a specific instructional or service area of Career and Technical Education.

Article V ~ Officers

The officers of the AACTE shall be the President, President Elect, Secretary, Treasurer, and Past President.

Article VI ~ Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the proceedings of the AACTE.

Article VII ~ Amendments

This Constitution may be amended at any annual meeting of the association by a two-thirds vote, provided that the text of the proposed amendment(s) shall have been published in an official publication of the AACTE, and/or sent to all the membership at least thirty (30) days prior to the annual meeting .

Article VIII ~ By-Laws

By-laws consistent with the constitution shall be adopted by the total membership of the association with a two-thirds vote of all members present and voting required for approval. Adoption may also be ratified by a mail ballot following presentation of proposed by-laws at the annual meeting.

ALASKA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

BY-LAWS Adopted November 19, 2004

Article I ~ Members

Section 1. Qualifications

Any person meeting the qualifications of Article III of the Constitution shall be eligible for membership in the AACTE.

Section 2. Membership Categories

- a. Professional Members of the AACTE shall include those currently engaged in career and technical education, or employed by or affiliated with a Career and Technical Education agency. (Members of this group include but are not limited to; teachers, supervisors, coordinators, directors, administrators, researchers, curriculum specialists, guidance counselors, workforce preparation specialists, etc.)
- b. Loyalty Members of the AACTE shall include those who have retired from active employment in career and technical education.
- c. Student Members of the AACTE shall include students who are full-time students preparing for a professional position in career and technical education.
- d. All persons who are contacts for an institutional/organizational membership shall be Patron Members of the AACTE.
- e. All persons who are contacts for a business partnership shall be Business Partners of the AACTE.

Article II ~ Dues and Finance

Section 1. Annual Dues shall be:

- a. Professional Member \$35
- b. Loyalty Member \$15
- c. Student Member \$5
- d. Patron Member \$
- e. Business Partner Member \$

Section 2. Dues

- a. Dues shall be due and payable at the time of enrollment and each year thereafter on the anniversary date of enrollment.
- b. Any member whose dues are not paid within sixty (60) days of the anniversary date shall be dropped from membership.
- c. The dues of all members shall be payable to AACTE. Dues collected by treasurers of affiliated sections shall be forwarded with a list of members whose dues are included in each remittance to the AACTE.

Section 3. Budget

A proposed budget for the next fiscal year shall be prepared by the Executive Committee by August 1 and adopted by the Board by August 31. Any expenditure beyond the adopted budget shall have prior approval by the Board by formal action at a Board meeting.

Section 4. Audit & Financial Records

- a. An annual audit shall be conducted each year by June 30. The audit report shall be shared with members at the annual PDC conference.
- b. The balance sheet and revenue & expenditures shall be made available at each Board meeting with additional reports made available to the President as requested.

Section 5. Fiscal Year

The fiscal year shall be July 1 through June 30.

Article III ~ Affiliated Sections

- a. The following are recognized as potential affiliated divisions of the AACTE:
 - Administration (local administrators of career and technical education)
 - Adult Workforce Development
 - Agriculture Education
 - Business Education
 - Career Education
 - Family and Consumer Sciences Education
 - Guidance
 - Health Occupations Education
 - Marketing Education
 - New and related services
 - Special Needs
 - Technology Education
 - Trade and Industrial Education
- b. The policies and programs of the sections shall be subordinate to and in conformity with the general policies and programs of the AACTE.
- c. The sections shall be autonomous in selecting their officers in determining their policies and programs within the restrictions of Section 1.b of this Article and in operating their activities.
- d. An affiliated section of the AACTE that has terminated affiliation status for whatever reason may be reinstated by the AACTE.

Article IV ~ AACTE Officers, AACTE Board of Directors, and AACTE Executive Committee

Section 1. AACTE Officers

The officers of the AACTE shall be the president, president elect, secretary, treasurer, and past president.

Section 2. AACTE Board of Directors

- a. The officers stated above in Section 1 comprise the AACTE Board of Directors hereinafter referred to as the Board, plus ex-officio board members as described in Article IV, Section 5.
- b. Quorum - A majority of elected officers shall constitute a quorum.
- c. Duties of the AACTE Board shall be:
 - (1) Carryout the program and policies of the association.
 - (2) Approve all requests for expenditures in excess of the budgeted amounts.
 - (3) Determine the accounts for placement of all monies received by the AACTE and approve all disbursements by officers.
 - (4) Perform all duties prescribed in the by-laws and policies and procedures.
 - (5) Review and approve the annual budget.
 - (6) Appoint delegates to the Association for Career and Technical Education Assembly of Delegates.
 - (7) Development of policies and procedures manual as deemed appropriate by the Board.

Section 3. Expenditures of the Board

- a. Expenditures of the Board shall be allowed as provided in the annual budget.

Section 4. AACTE Executive Committee

- a. Executive Committee Members - The AACTE Executive Committee is comprised of the president, president-elect, and past president.
- b. Duties of the Executive Committee:
 - (1) Be responsible for the transaction of necessary business between meetings of the Board and business referred to it by the Board, and shall make a complete report of its actions to the Board.
 - (2) Select a qualified candidate to audit the financial records of the AACTE.
 - (3) Prepare and submit to the Board a proposed budget for their approval at the beginning of each fiscal year.

Section 5. Ex-officio Board Members

Ex-officio members of the AACTE Board of Director's may include; the state director for career and technical education or designee, AACTE membership chair, region five representative, UA system representative, AHRIC representative, CTSO representative, etc. to be determined each year by the AACTE Board. Ex-officio members do not have voting privileges on the AACTE Board.

Section 6. Terms of Office and Eligibility

- a. All officers, except the president-elect, are elected to a one-year term with the president-elect rotating through the positions of president elect, president, and past president for a term of one year each resulting in three consecutive years. The secretary and treasurer may be candidates to succeed themselves for one additional term. All officers will commence their term effective July 1.
- b. AACTE officers must be a current member in good standing with the national ACTE, and have been a member of the AACTE for at least two consecutive years immediately prior to nomination for the office. A person may not be nominated for the office of president-elect while serving as the AACTE president.

Section 7. Vacancy in Office

- a. A vacancy in the office of president shall be filled by the president-elect. The vacancy thus created in the office of president-elect shall be filled by the president appointing an eligible replacement with approval of the Board.
- b. Should the office of president become vacant and the president-elect is unable to assume the office of president, the past president shall appoint an eligible replacement for each position with approval of the Board.

Section 8. Duties of Officers

- a. The President shall:
 - (1) Preside at all meetings of the AACTE and its Board.
 - (2) Appoint all committee chairs (except nominating) subject to approval of the Board.
 - (3) Perform duties prescribed by these by-laws and such standing rules as may be adopted by the Board.
- b. The President-Elect shall:
 - (1) Perform all duties of the president in the absence of the president.
 - (2) Succeed to the office of president for any unexpired term in the event of a vacancy.
 - (3) Assume other duties assigned to the office by these by-laws, the Policies and Procedures, or as adopted by the Board.
 - (4) Be responsible for the development and monitoring of the program of work for the ensuing year.
 - (5) Be responsible as chair for the following year's PDC annual conference.
- c. The Past President shall:
 - (1) Assume duties assigned to the office by these by-laws, the Policies and Procedures, or as adopted by the Board.
 - (2) Chair the nominations committee.
- d. The Secretary shall:
 - (1) Keep official minutes of the association for all meetings, with all recorded minutes added to the archived material of the association.
 - (2) Use official stationery and official titles of officers only in the promotion of policies that have been approved by the Board or the association members.

e. The Treasurer shall:

- (1) Keep regular books of account and will submit them together with all other records and papers to the president at any meeting when requested to do so.
- (2) Submit a report to the membership of all accounts balances at each annual conference along with an annual audit report filled by an independent participant selected with Board approval.
- (3) Maintain all financial documents as needed for association operation with Board approval.
- (4) All invoices and bills submitted for payment must be approved by the Board and subject to the approved budget.

Article V ~ Nominations and Elections

Section 1. Nominations Committee

The past president shall organize a nominations committee acting as chairperson. Nominees for president-elect, treasurer and secretary will be solicited each year with at least two eligible candidates sought for each position. Names of each candidate will be presented to the membership at the annual AACTE conference.

Section 2. Elections

Election of officers shall be by mail ballot. The election process will occur the spring of each year. AACTE members will be notified of election results in the spring communication to each member with the newly elected officers taking office effective July 1.

In the event of only one candidate for an elected office, a formal election would not be held. The candidate will assume the uncontested position effective July 1.

Article VI ~ Meetings

Section 1. Meetings

- a. The AACTE (PDC) conference shall be held annually at a time and place determined by the Board for the purpose of providing in-service training and meeting association objectives. Additional meetings may be called at the discretion of the Board upon written or printed notice to the membership.
- b. The Board shall meet at the call of the president or upon the written request of five (5) board members or twenty-five (25) active members.

Article VII ~ Committees

Section 1. Committee Appointments

All members of committees shall be appointed by the president to serve during the President's term unless expressly stated differently in the by-laws.

Section 2. Standing Committees

The Committee Chair shall:

- a. Be responsible to carry out the charge of the committee.
- b. Be responsible for all recording, reporting, and back-up materials associated with the committee assignment.
- c. Standing Committee shall include but not be limited to the following:
 - (1) Membership
 - (2) Legislative Action
 - (3) Constitution and By-Laws
 - (4) Resolutions
 - (5) Nominations and Elections
 - (6) Budget and Audit
 - (7) Conference
 - (8) Awards and Scholarships
 - (9) Publications

Section 3. Ad-hoc Committees

Ad-hoc committees may called at the discretion of the president to accomplish specific needs as they arise.

Section 4. Committee Expenses

Expenses of committees for business and travel shall be as provided in the annual budget.

Article VIII ~ Dissolution

If the Association ceases operating as a functioning association, as determined by the officers and/or members at the time of dissolution, all assets shall be donated to one or more existing non-profit educational organizations after meeting all association obligations.

Article IX ~ Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the AACTE in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rule of order the association may adopt.

Article X ~ Amendments

These Bylaws may be amended at any annual meeting of the AACTE by two-thirds (2/3) vote provided that the text of the proposed amendments shall have been mailed at least thirty (30) days prior to the members.