

Bylaws

OF THE

VIRGINIA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (VACTE)

ARTICLE I: MEMBERSHIP

Section 1. Classification of Membership. All career and technical education teachers and administrators, individuals, firms, and organizations interested in the purpose of this Association shall be eligible for membership in one of the following classifications:

- a. Affiliated Membership. Open to persons actively engaged in career and technical education
- b. Life Membership. Open to any affiliated member of VACTE who wished to pay lifetime membership dues (The Lifetime membership dues are set by the Board of Directors.)
- c. Student Membership. Open to those persons enrolled as graduate or undergraduate students interested in careers and technical education
- d. Associate/Corporate Membership. Open to individuals, companies, corporations, groups, and organizations that are interested in career and technical education
- e. Loyalty/Retired Membership. Open to individuals who have retired from full-time activities in the field of careers and technical education

Section 2. Payment of Dues. Application for membership shall be submitted to the VACTE treasurer, the Vice President for Membership, or through any divisions.

Section 3. Voting Privileges. The following membership classifications shall have voting privileges:

- a. Affiliated Members
- b. Life Members

Section 4. Association Newsletter. All member classifications are entitled to receive the Virginia Association for Career and Technical Education newsletter "The Viewpoint".

Section 5. Membership Year. The membership year of the VACE shall for twelve (12) months July 1 to June 30 which is the membership and Association fiscal year.

Section 6. Disposition of Surplus Funds. The Executive Board shall have the authority to appropriate any part of all surpluses to the scholarships Fund each year.

Section 7. Communication with ACTE. The Association shall maintain continuing contact with the officers and staff of the Association for Career and Technical Education, including the transmission of membership dues, donations, and other contribution designed for the ACTE.

Section 8. Multiple Division Memberships. A VACTE member may be a member of more than one Division. However, for purposes of VACTE membership reporting, a VACTE member shall be identified with only one Division.

Section 9. Local Chapters. Local chapters may be established to render services to local communities by implementing and augmenting the activities of the professional associations for career and technical educators. Procedures for organizing and maintaining a local chapter are contained in the Virginia Career and Technical Association Guidelines for Establishing Local Chapters.

ARTICLE II: DIVISIONS

Section 1. Divisional Classifications. The Division of the Association shall be:

- a. Administrators – Virginia Association for Career and Technical Education Administrators (VACTE)
- b. Agriculture – Virginia Associations of Agriculture Educators (VAAE)
- c. Business and Information Technology – Virginia Business Education Association (VBEA)
- d. Health Occupations & Medical Services – Virginia Health Occupations Education Association (VHOEA)
- e. Employment Training – Virginia Employment & Training Association (VETA)
- f. Family and Consumer Sciences - Virginia Associations of Teachers of Family and Consumer Sciences (VATFACS)
- g. Marketing – Virginia Association of Marketing Educators (VAME)
- h. Special Needs Personnel – Virginia Special Needs Personnel (VAVESNP)
- i. Technology Education – Virginia Technology Education Association (VETA)

- j. Trade and Industry – Virginia Association of Trade and Industry Educators (VATIE)

Section 2. Formation of a New Division. When a group of career and technical educators meet the following criteria, it may petition the Executive Board to become a division with a divisional representative on the VACTE Executive Board. Criteria for establishing a division are as follows:

- a. The interest of the group is clearly defined as being directly involved in or closely related to career and technical education.
- b. The group represents an interest that is state wide.
- c. The proposed new division shall be organized in the interest of expanding or improving Career and Technical education.
- d. The group must petition in writing to the Executive Board for divisional status.
- e. The group must have at least fifty (50) affiliated members of the division and VACTE.

ARTICLE III: OFFICERS AND METHOD OF ELECTION

Section 1. President Elect. A president-elect shall be elected annually. After serving a year as president-elect, this officer shall assume the duties of president.

Section 2. Vice President for Membership. A vice president of membership shall be elected for a two (2) year term.

Section 2A. Vice President for Legislation. A vice president for legislation shall be elected for a two (2) year term.

Section 2B. Secretary. A secretary shall be elected for a two (2) year term.

Section 2C. Treasurer. A treasurer shall be elected for a two (2) year term.

Section 3. Method of Electing Officers.

- a. No division or candidate may have successive terms in the same officer position unless no other candidate is available.
- b. The Executive Board will solicit from each division, except the division currently having the president-elect, nominations for the office of president-elect.
- c. The Executive Board will solicit from each having division, except the division currently having the vice president for membership and vice president for legislation, nominations for the office of vice president.

- d. The Executive Board shall review the nominations to determine the eligibility of each nominee based on service described in Sections 3.b. and 3.c. above.
- e. The Executive Board shall present a slate of candidate(s) for each office at the annual business meeting.
- f. There shall be a call for nominations from the floor at the annual business meeting. Candidates' eligibility must meet the requirements as certifies by the Executive Board.
- g. Each candidate shall be introduced at the annual business meeting and will be expected to speak 3-5 minutes or to have another member speak in his/her behalf.

Section 5. Election Procedures.

- a. In the event that there is only one candidate for the offices of president-elect and vice president for membership, the Executive Board will hold a special meeting following the annual business meeting to approve that candidate.
- b. If there is a dual slate for either office, each candidate will make available to the secretary by January 1, a glossy black and white photograph and a biographical sketch not to exceed three hundred (300) words. Photographs and biographical sketches of all candidates will accompany the ballot.
- c. In the event of more than one candidate for an office, ballots will be mailed to all members following the annual meeting. Ballots shall be returned to the secretary and shall be counted by the Election Committee.
- d. The name of the candidates for each receiving the highest number of voted from the membership at large shall be submitted to the Executive Board as its spring meeting and be confirmed and declared elected. The results shall be published in the "Viewpoint".
- e. Ballots will be kept on file. If there is no appeal within thirty (30) days following the announcement of the elections, the ballots will be destroyed.

Section 8. Election of Association of Career and Technical Education (ACTE) Region II Policy Committee Representative.

- a. The Executive Board will elect the ACTE Region II Policy Committee Representative for a three (3) year term. Nominations shall be received by the president prior to the VACTE annual meeting in the year of election. The representative shall be voted on at the Executive Board meeting immediately prior to the annual meeting, but no later than December of the election year.
- b. The candidates must have served as a voting member of the VACTE Board, candidates may be members who have served on the Board previously.

- c. No division or candidate may have successive terms in this office.

Section 9. Effective Date of Office. New officers and divisional representatives shall take offices as of July 1. The fiscal year of the organizations is July 1 to June 30.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. President. The president shall preside at all meetings; shall call special meetings when the need arises; shall appoint all special committees and with the approval of the Executive Board, shall appoint the standing committees. The president shall fill vacancies in the committee assignments and shall be an ex-officio member of all committees.

Section 2. President-elect.

- a. The president-elect shall in the absence of the president perform the duties of the president: in case of permanent vacancy in the office of president, shall automatically become president for the remainder of the term. This shall not jeopardize the regular term.
- b. If for any reason a president or a president-elect is unable to serve and there is no rising officer, the Executive Board shall appoint a replacement. This member shall meet the requirements as set forth in Article III, Section 3.b.
- c. The president elect shall work closely with the president and will be a member of the Executive Board and Executive Committee.

Section 2A. Vice President for Legislation

- a. The vice president for legislation, assisted by the Legislative Committee, shall chair the committee to develop a legislative platform and implementation strategy and shall act as a liaison for VACTE and ACTE legislative matters affecting the organization and its divisions.
- b. If for any reason a vice president for legislation is unable to serve and there is no rising officer, the Executive Board shall appoint a replacement. This member shall meet the requirements as set forth in Article III, Section 3.b.

Section 2B. Secretary.

- a. The secretary shall keep accurate records of all meetings of the Association, the Executive Board, and the Executive Committee meetings, serve as custodian of the records of VACTE, and shall perform other such duties as assigned by the president.
- b. If for any reason a secretary is unable to serve and there is no rising officer, the Executive Board shall appoint a replacement. This member shall meet the requirements as set forth in Article III, Section 3.b.

Section 2C. Treasurer.

- a. The treasurer shall be in charge of all receipts for the organization and make disbursements as authorized by the president, Executive Board, and Executive Committee; submit financial reports to the Executive Board; prepare and submit records for an annual audit; and file all necessary financial forms for state and federal agencies.
- b. If for any reason a treasurer is unable to serve and there is no rising officer, the Executive Board shall appoint a replacement. This member shall meet the requirements as set forth in Article III, Section 3.b.

Section 3. Vice president for Membership.

- a. The vice president for membership, assisted by the membership committee, shall provide for developing and implementing an annual membership and retention plan working with VACTE divisions throughout the year.
- b. If for any reason the vice president for membership is unable to serve, and there is no rising officer, the Executive Board shall appoint a replacement. This member shall meet the requirements as set forth in Article III, Section 3.b.
- c. The vice president for membership shall report regularly to the VACTE Executive Committee and the VACTE Executive Board, regarding progress of membership recruitment and retention efforts.

Section 4. Divisional Representatives. The duties of the divisional representatives shall be as follows:

- a. To represent the division on the Executive Board. The term of office shall be three (3) years.
- b. To promote membership in the VACTE and the ACTE by contacting persons who are directly or indirectly affiliated with the division.
- c. To serve as a chairman (as appointed by the president) of one of the standing committees of VACTE.
- d. To make arrangements for the selection of a successor before the expiration of term of office, the results to be submitted in writing to the president and retiring representative.

Section 5. Past President. The past president shall be a member of the Executive Board and the Executive Committee. The duties of the past president shall be as follows:

- a. To serve as an advisor to the president.
- b. To serve as chair of the Nominating Committee.
- c. To serve as chair of the Constitution and Bylaws Committee.

Section 6. ACTE Region Policy Representative. The ACTE Region II Policy Committee Representative shall serve as the Virginia Representative to the ACTE Region II Policy Committee and serve as a voting member of the VACTE Board.

ARTICLE V: MEETINGS

Section 1. The Annual Meeting.

- a. The annual meeting of the VACTE shall be held at such time and place as the Executive Board may decide. The Executive Board shall designate a conference fee to be paid by persons attending the conference.
- b. The Executive Board will be responsible for the program of activities, and each member will be notified through the mail with a flyer.
- c. The number of members present shall constitute a quorum.

Section 2. ACTE Delegates.

- a. The Association shall be represented at the annual Association for Career and Technical Education, and the number of delegates will be in accordance with the ACTE Bylaws.
- b. The selection of the delegates shall be determined by the divisions, and the Executive Committee will see that the delegates are properly instructed.

ARTICLE VI: EXECUTIVE BOARD

Section 1. Composition. The Executive Board shall be composed of the president, president-elect, vice president for membership, and vice president for legislation, secretary, treasurer, past president, the divisional representatives, and the ACTE Region II Representative. A representative of the Virginia Department of Education will serve as an ex-officio non-voting member of the Board.

Section 2. Consultants. A representative of the Department of Education, with responsibilities for career and technical education, may serve as the consultant to the Executive Board.

Section 3. Observers. Divisional officers are encouraged to attend Executive Board Meetings as observers. They will not be considered members of the Board.

Section 4. Call of Board Meeting/Quorum. The Executive Board shall meet at least three (3) times during each fiscal year or at the call of the president or at the written request of five (5) members of the Board. A majority of the board members shall be present to constitute a quorum.

An alternate may attend, with voting privileges, with a written authorization from the Board representative being represented.

Section 5. Members' Expenses. The Association in accordance with the adopted budget shall pay travel expenses incurred by members of the Executive Board in the performance of their duties.

Section 6. Budget. The Executive Board shall adopt an annual budget for the Association.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. Composition. The Executive Committee shall consist of the president, president-elect, vice president for membership, vice president for legislation, secretary, treasurer, and immediate past president.

Section 2. Authority. The Executive Committee of the Association shall coordinate the activities of the Association with the Executive Director of the ACTE in accordance with policies and directives established by the Executive Board. This Committee is to take appropriate action on emergency matters that cannot wait until the next Board Meeting. Action(s) of the Executive Committee shall be reported to the Executive Board.

Section 3. Quorum. Five (5) members of the Executive Committee shall be responsible for preparing an annual budget for consideration by the Executive Board prior to July 1.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees. Chairmen of the following standing committees shall come from the Executive Board and shall be appointed by the president of the Association.

- a. A Resolution Committee shall draft statements expressing requests or decisions to be acted upon by the Association.
- b. A Public Relationships Committee shall interpret and clarify the purposes and activities of the Association to its members and the general public. Special emphasis shall be placed on Career and Technical Education Week
- c. An Election Judges Committee shall meet prior to the spring meeting of the Executive Board and shall count the ballots for the election. The chairman shall report to the Executive Board at its spring meeting.

- d. An Auditing Committee shall be charged with the responsibility of auditing the records of Association. The Committee shall report its findings at the annual meeting.
- e. A Program Committee, chaired by the president-elect, shall develop and implement the program for the annual meeting.
- f. A Scholarship Committee shall publicize the VACTE Scholarship, receive and review applications, and recommend recipients to the Executive Board.
- g. A Membership Committee working under the direction of the vice president for membership shall have the responsibility for developing and implementing an annual membership recruitment and retention plan with VACTE Divisions throughout the year.
- h. An Editorial Committee shall collect, select, and edit all articles for the newsletter and other printed information concerning VACTE.
- i. A Ways and Means Committee shall plan and implement fund-raising projects for the benefit of the Association.
- j. A Legislative Committee shall develop the VACTE legislative program of action and career and technical education policy positions for use at the local, state, and national level. The Committee shall develop strategies for the implementation of the VACTE legislative program of action.
- k. A Constitution and Bylaws Committee, chaired by the past-president, shall receive and propose amendments to the Executive Board for approval. Approved changes are then presented to the membership at the annual business meeting for passage.
- l. An Awards Committee, appointed by the president, shall receive nominations for VACTE awards and select the recipients of these awards.

ARTICLE X: PUBLICATION

The official publication of the Virginia Career and Technical Association shall be the "Viewpoint." This publication shall be published at least two (2) times annually at the discretion of the Executive Committee. The payment of annual dues entitles members to receive "Viewpoint" publication.

ARTICLE XI: SCHOLARSHIP FUND

An annual scholarship, as budgeted, shall be awarded as follows:

- a. To a graduating high school student to be used in furthering or entering his/her studies in a field of career and technical education. (See guidelines on scholarship application.)
- b. To a rising college senior who will be teaching in the career and technical education field upon graduation

ARTICLE XII: PARLIAMENT AUTHORITY

All meetings shall be conducted in accordance with Robert's *Rules of Order – Newly Revised*.

The President shall appoint a parliamentarian for the annual business meeting.

ARTICLE XIII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of members present and voting at the annual business meeting provided that amendments are offered in writing to the president thirty (30) days prior to the date of the annual meeting, and are provided further that the amendments are made available to the membership through an official release at least ten (10) days prior to the date of the annual meeting.