

Bylaws of the
Arkansas Association for Career and Technical Education



Molly Lindsey, Executive Director
1000 Ridge Ave.
Mena, AR 71953
Phone: 833-275-2283
info@arkansasacte.org
www.arkansasacte.org

Arkansas ACTE Bylaws

Article I Name

The name of this Association shall be Arkansas Association for Career and Technical Education (Arkansas ACTE).

Article II Mission and Purposes

The mission and purposes of this Association shall be:

- A. To assume and maintain active state leadership in the promotion and extension of career and technical education.
- B. To render service to local communities in stabilizing, promoting, and extending career and technical education.
- C. To provide a state open forum for the discussion of all questions involved in career and technical education.
- D. To unite all the career and technical education interests of the state with the Association for Career and Technical Education (ACTE).
- E. To serve as a unifying agency for all career and technical personnel of the state by representation and participation of all state career and technical services.
- F. To promote educational activities for Arkansas ACTE members and the youth of Arkansas.

Article III Membership

A. Eligibility

1. Any individual interested in the purposes of the Association shall be eligible for membership.
2. Arkansas membership requires national membership in ACTE.

B. Classification of Members

Membership is available in the classifications listed below. Dues are paid to national ACTE office or the state divisional treasurer.

1. Professional Membership
 - a. Available to individuals actively engaged in career and technical education.
 - b. Members in this category are eligible for any service/position in ACTE.

2. Retired Membership
 - a. Individuals who are retired from active employment in career and technical education and have been an ACTE member for at least one (1) year.
 - b. Retired members cannot be employed either full or part time in career technical education or related field.
 - c. Retired members must notify ACTE should they regain employment and renew at the Professional Membership rate.
 - d. Members in this category are eligible for any service/position in Arkansas ACTE.

3. Life Membership
 - a. Individuals who, as of January 1, 2006, are life members of the association will be recognized as either professional or retired members with all rights and privileges accorded to that member classification but with no obligations to pay dues.

4. Student Membership
 - a. Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full time in the education system as a teacher, counselor, or administrator.

5. Educational Institution Membership
 - a. Any school district, technical and career center, curriculum center, community college or university. An educational institution member may appoint one representative and one alternate to exercise its rights as a member. The appointment and any change in appointment shall be made by written notice to the executive director of Arkansas ACTE.

- b. A representative of an educational institution must pay the association dues for that state in which that individual resides where such affiliated state association requires concurrent membership in ACTE.

6. National Affiliate Organization Membership

- a. Any national not-for-profit organization that has a professional interest in activities that foster the improvement and expansion of career and technical education. A national affiliate organization may appoint one representative and one alternate to exercise its rights as a member. The appointment and any change in appointments shall be made by written notice to the executive director of ACTE.
- b. The organization's purpose and actions shall not be in conflict with ACTE policies.
- c. A representative of a national affiliate organization must pay the association dues.

7. Corporate Membership

- a. Corporate memberships shall be available to corporations, owners, and persons representing businesses, industry, and the military

C. The above dues shall entitle the member to be classified in one division of the association.

- 1. Members will also need to pay divisional dues which are set by each division.
- 2. Multi-divisional membership may be obtained upon annual payment of \$5.00 dues for each additional division membership.
- 3. A multi-divisional member is entitled to only one vote.

D. Application for or renewal of membership shall be filed with the Arkansas ACTE Executive Director, the state divisional treasurer, or national ACTE.

E. Voting and Holding Office

- 1. Only Professional, Retired, Life, and Individual Education Institution Members are eligible to vote.

2. Only Professional, Retired, Life, and Individual Education Institution Members are eligible for any service/position in ACTE.

F. Membership Year

1. Membership year shall begin with receipt of dues at the Arkansas ACTE office and shall extend for one year (twelve months).

Article IV Organizational Structure

A. Divisions

The divisions of the association shall be those of Administration, Agricultural Education, Business Education, Engineering and Technology Education, Family and Consumer Sciences Education, Counseling and Career Development, Health Science Education, Marketing Education, New and Related Services, Post-Secondary, Adult and Career Education, and Trade and Industrial Education.

1. The operating policies of the division shall conform to policies approved by the Arkansas ACTE Board of Directors and the Arkansas ACTE Bylaws.
2. Divisions in Arkansas ACTE will be revised to reflect the changes of the Association for Career and Technical Education.

B. Board Liaison

The Arkansas Board of Directors can select a representative to serve as a liaison to the board of directors. The liaison representative shall serve for one year and shall be a non- voting member of the Board of Directors.

1. The Arkansas Department of Career Education Director shall name one representative from the Career and Technical Education staff to serve as a liaison to the Arkansas ACTE Board of Directors.

Article V Governing Board

A. Members

1. Duties

- a. At the annual meeting the members shall consider such business provided for in these Bylaws, and such items as referred to it by the Board of Directors.

2. Meetings
 - a. Meetings of the members shall be during the annual conference of the association at a time and place designated by the Board of Directors.
 - b. The meeting shall be open but voting shall be restricted to Arkansas ACTE members.
 3. All members in good standing shall have the privilege of the floor at all sessions of the membership meeting. [promoted from “c” under Meetings.]
 4. A majority of the members present shall constitute a quorum.
- A. Board of Directors.
1. The Board of Directors shall have the management and control of the affairs and funds of the association, and among its duties shall:
 - a. Provide direction and input toward conferences
 - b. Develop objectives and strategies for implementation and evaluation of the Arkansas ACTE Strategic Plan.
 - c. Approve the annual budget and review the financial activities of the association and report findings to the membership.
 - d. Receive and act upon committee reports
 - e. Provide for the safekeeping and proper investment of all funds of the association
 - f. Appoint the Executive Director and designate the term of office and compensation
 2. Membership of the Board of Directors
 - a. The Board of Directors shall be composed of the president, president-elect, past president, and one member of each division plus one member for every 100 affiliated members as of January 1.
 3. A majority of the Board of Directors present shall constitute a quorum.
 4. The Board of Directors shall meet a minimum of two times each year and at other times at the call of the president or when requested by a majority of the Board of Directors.
 5. If a member of the board of directors is unable to attend a meeting, a written proxy should be handed to the president before the board meeting. This proxy would entitle a member of the same division to represent said board member with full privileges at the board meeting.

6. When it is necessary for the Board of Directors to convene an "Executive Session," immediately following the "Executive Session" the Board of Directors will take formal action, in an open meeting, on such items as were discussed in the "Executive Session." The minutes will identify items discussed, and report action taken on these items by the Board of Directors.
7. Members of the Board of Directors shall be reimbursed mileage incurred while attending officially called meetings of the Board of Directors.

B. Executive Committee

1. The Executive Committee of the Board of Directors shall be composed of the president, president-elect, and past president. The Executive Director of the association shall serve as an ex-officio, non-voting member.
2. The Executive Committee of the Board of Directors shall, when the Board is not in session, coordinate the activities of the Board with the Executive Director of Arkansas ACTE. The Executive Committee shall prepare the annual budget and establish strategies to implement the Strategic Plan.

Article VI Officers

A. The officers of the association shall be president, president-elect, and past president.

B. Duties of officers

1. The president shall preside at all meetings of the Arkansas ACTE, Board of Directors, and Executive Committee and shall perform all duties assigned to that office. The president shall serve on the Board of Directors and the Executive Committee. The term of office shall be one year.
2. The president-elect shall preside in the absence of the president, shall perform all duties assigned to the office of president-elect, and shall serve on the Board of Directors and the Executive Committee. The term of office shall be one year.
3. The past president shall serve in an advisory capacity to the president, shall serve on the Board of Directors and the Executive Committee, and shall serve as a liaison of the Nominating Committee. The term of office shall be one year.

Article VII Election of Officers

A. Eligibility

1. The officers of Arkansas ACTE shall be elected from the professional, retired, life, and individual education institution members of the association who have participated in ACTE activities.
 2. A nominee must have served on one of the following within the last five years:
 - a. The Arkansas ACTE Board of Directors, state, region, or national committee.
 3. Nominees shall be selected on the basis of demonstrated leadership in career and technical education.
- B. Process of Nominations
1. The Nominating Committee will meet in the spring of each year to elect no more than two nominees for the office of president-elect.
 2. At the annual meeting the nominees shall be presented to the members. At this time nominations for president-elect can be made from the floor and will be added to the ballot provided they meet the nominating criteria.
- C. Method of Election
1. Each eligible member of Arkansas ACTE may vote in the online election.
 2. If there is only one nominee for president-elect, a voice-vote will be taken at the annual business meeting rather than an online election.

Article VIII Committees

All Arkansas ACTE committee members, Region IV committee members, and ACTE committee members shall be appointed from the membership of the association. Recommendations shall be submitted to the Executive Director who will then present them to the Executive Committee. The Board of Directors, acting upon recommendations from the Executive Committee, shall approve all committee appointments.

- A. The Awards Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
- B. The Bylaws Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.

- C. The Audit Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
- D. The Scholarship Support Fund Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
- E. The Nominating Committee shall be composed of one representative of each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
- F. The Resolutions Committee, chaired by the president-elect, shall be composed of one representative from each division.
- G. Ad hoc committees may be appointed by the Board of Directors or president as the necessity arises. Ad hoc committee members usually serve for only one year. Examples of ad hoc committees are an audit committee and a conference planning committee.

Article IX Annual Meeting

- A. The annual meeting of the Arkansas ACTE shall be held in late July or early August.

Article X Amendments

The Arkansas ACTE bylaws may be amended as follows:

- A. Proposed amendments accompanied by a written rationale for the change shall have been approved by at least one of the following: a division, the Bylaws Committee, or the Board of Directors.
- B. All proposed amendments and their written rationales must be in the hands of the Executive Director four months prior to the date set for the annual meeting.
- C. Proposed amendments with a written rationale shall be reviewed by the Bylaws Committee who may recommend acceptance or rejection.
- D. All proposed amendments shall be electronically distributed to the membership at least 30 days in advance of the annual meeting.
- E. Amendments to the Arkansas ACTE Bylaws shall be approved by a majority of those present and voting and, unless otherwise provided by the amendment, they shall become effective immediately after the close of the annual meeting.

- F. Any changes in the Association for Career and Technical Education Bylaws that directly affect the wording in the Arkansas ACTE Bylaws shall supersede the Arkansas ACTE Bylaws.

Article XI Parliamentary Authority

Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws or Policies & Procedures Manual of the Arkansas ACTE.