



OACTE

Oregon Association for Career and Technical Education

Proposed changes to Bylaws

Oregon Association for Career and Technical Education

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Oregon Association for Career and Technical Education

BYLAWS

(as amended March 15, 2010)

ARTICLE I – Name

The name of this association shall be the Oregon Association for Career and Technical Education, hereinafter referred to as OACTE.

ARTICLE II – Mission and Goals

A. Mission

The mission of OACTE is to promote and support quality career and technical education (CTE) opportunities through leadership, advocacy, professional development, and partnerships.

B. Purposes

1. Leadership

- Foster excellence and innovative approaches in career and technical education.
- Encourage new, effective, and innovative career and technical education delivery models and strategies.
- Assure career and technical education is an integral part of the PK-16 comprehensive education and workforce development systems.
- Provide leadership in the continuous improvement of education for student achievement and success.
- Promote the development of PK-16 career development strategies and comprehensive guidance.
- Recognize outstanding career and technical education programs, students, educators, partners, and supporters.
- Encourage membership, leadership, and professional involvement at the local, state, and national levels.

2. Advocacy

- Advocate legislation and public policies to enhance career and technical education.
- Promote the interests of career and technical education at state and national levels.
- Inform policymakers, parents, students, educators, administrators, employers, and the public about the value of career and technical education.
- Communicate career and technical education performance to all stakeholders.

3. Professional Development

- Promote professional development opportunities on a state and regional basis.
- Sponsor an annual statewide spring conference and/or other opportunities for professional development.
- Share best practices, strategies, and resources.
- Develop and maintain an active OACTE website.

4. Partnerships

- Foster strategic partnerships that enhance career and technical education.
- Facilitate local, regional, and statewide networking and collaboration among individuals and groups to accomplish OACTE's mission and goals.

- Promote partnerships among education (PK-16), business, industry, labor, workforce development, economic development and community organizations, and others to support career and technical education.
- Encourage professional technical student leadership opportunities.

ARTICLE III – Membership

A. Eligibility

Any individual interested in the mission and goals of OACTE shall be eligible for membership.

B. Classification of Members

1. Individual

a. Professional Membership

Individual actively employed in or concerned with career and technical education.

C. Voting and Holding Office

1. Individual Professional Members may serve as officers of the association.
2. The OACTE Board shall determine policies and procedures for the determination of voting eligibility.

D. Membership Year

1. Membership shall begin with receipt of dues at the OACTE office and extend for one year (12 months).

E. Rights of Membership

1. Only those individuals who are in attendance at the annual business meeting of OACTE shall be eligible to vote, at the business meeting.
2. Only members in good standing shall be eligible to hold office, or serve on OACTE standing committees.
3. If a vote is necessary outside of the annual business meeting, all active members in good standing are eligible to vote electronically

F. Dues Setting Authority

OACTE shall not increase the dues by more than \$15 in a given year with out membership approval.

ARTICLE IV – The Board

- A. The OACTE Board consists of the executive offices of President, Vice-President, Immediate Past President , and Treasurer; the Executive Assistant (ex-officio), an Oregon Department of Education liaison (ex-officio) and the elected area representative from the following areas and will serve a three year term:

1. CTE Regional Coordinator
2. Elementary/Middle School
3. Secondary School
4. Career Pathways Representative (secondary or post-secondary)
5. Career Coordinator/Counselor representative (secondary or post-secondary)
6. Community College
7. Higher education (community college and baccalaureate granting college or university)
8. Community College Dean
9. Conference Planning Chairperson

- B. The Board shall plan OACTE meetings, recommend general policies for action and conduct other activities related to the mission of the organization.

- C. Duties and responsibilities of the Board are as follows:

1. To provide direction and implementation of OACTE conferences, general meetings, and publications;
 2. To provide for the safekeeping, reporting, and proper use of Association funds;
 3. To adopt the annual Association budget after presentation by the Treasurer at the first annual board meeting
 4. To appoint the professional staff, designate the terms of employment, and determine the amount of compensation;
 5. To determine and administer OACTE policies;
 6. To assume responsibilities in regard to Board meetings and work toward the accomplishment of the yearly Program of Work; must not miss more than three consecutive meetings. Individuals missing three consecutive meetings can be asked to leave the Board.
 7. To evaluate the goals and accomplishments of OACTE.
 8. Review and publish an annual report.
- D. Special meetings of the OACTE Board shall be called by the President or at the written request of three members of the OACTE Board.
- E. A majority of the members of the OACTE Board shall constitute a quorum at any regular or special meeting.

ARTICLE V – Executive Officers

- A. The executive officers of OACTE include the President, Vice President, Immediate Past President, and Treasurer.
1. Executive Officers are elected from among the elected board representatives by majority vote of the Board at the last meeting prior to the Annual OACTE Conference.
 2. To be eligible to hold an Executive Office, you must have served at least one year as an area representative. If an executive officer’s area position expires during his/her term the board may grant a one year extension.
- B. Duties of Executive Officers
1. The President shall serve as an ex-officio member of all committees and, with the concurrence of the OACTE Board, shall make all appointments and fill all interim vacancies. He/she shall authorize payment of expenditures, as recommended by the Treasurer, incurred by OACTE committees and shall carry out policies and goals of the OACTE Board.
 2. The Vice-President shall be responsible for membership, to include eligibility determination and membership recruitment. The Vice President shall also serve as chairperson of the nominating committee, and fulfill the duties of the President in his/her absence.
 3. The Treasurer shall work cooperatively with the Executive Assistant to maintain the financial records of the Association in permanent record form, and shall perform all other duties assigned to that office.
 4. The Immediate Past President shall serve in an advisory capacity to the president and perform all other duties assigned to that office.
- C. Resignation and Removal
1. If because of disability, resignation or other cause any office becomes vacant, the Board shall be empowered to fill the said office until the prescribed procedures shall be followed to elect a member for the un-expired term.
 2. The Board, by a three-fourths vote of all its members, may remove any officer from office for cause.

ARTICLE VI –Ex-Officio Board Members

Ex-officio Board Members include the, Executive Assistant and the Oregon Department of Education liaison.

- A. The Executive Assistant shall be a paid position to assist the Board in its duties and oversee all conference coordination activities. The position and salary shall be approved annually by the Executive Board. The Executive Assistant shall keep minutes in permanent record form of all meetings of the Association and shall perform all other duties assigned to that office.
- B. The Oregon Department of Education liaison to OACTE shall be a staff person recommended by the Assistant Superintendent of that division. Approval of the individual shall be by a majority vote of the Executive Board.

ARTICLE VII – Executive Committee

The Executive Committee of OACTE shall consist of all the officers as defined in Article V, and the Executive Assistant who shall serve as an ex-officio, non-voting member.

- A. The Executive Committee shall be authorized to transact Executive Board duties in emergency situations where it is not feasible to call the entire OACTE Board into session to transact said business. In addition, the Executive Committee can conduct routine business matters of the organization.
- B. The Executive Committee will not have the power to make budgetary or policy decisions without ratification of the OACTE Board.
- C. The Executive Committee shall also:
 - 1. Make recommendations to the OACTE Board.
 - 2. Supervise the implementation of the Program of Work.
 - 3. Develop the leadership abilities of the area representatives
 - 4. Assist area representatives meeting their responsibilities and carrying out their duties.
 - 5. Assist in the development of the agenda for the OACTE Board meetings;
 - 6. Study and research the various sources of income and amounts as a guide in preparing the budget.
- D. Special meetings of the Executive Committee shall be called by the President of the Association.
- E. A majority of the members of the Executive Committee shall constitute a quorum at any regular or special meeting.

ARTICLE VIII – Nominations and Elections

- A. Nomination Procedures
 - 1. The President shall appoint a Nominating Committee of three to five members.
 - 2. A notice of open Board positions shall be sent to the membership so members shall have an opportunity to nominate individuals for each position.
 - 3. The Nominations Committee shall be responsible for determining that candidates meet requirements for office and for submitting to the membership a slate of nominees for each office to be filled by election. From the list of individuals nominated, the Nominating Committee shall select two individuals for each open position and their names shall be placed on the ballot.
 - 4. Nominations may be made by members from the floor, only if there are not two eligible candidates identified by the Nominating Committee, while nominations are being considered during a business meeting. Nominees must then be verified by the Nominations Committee to meet requirements of the office.
- B. Election Procedures
 - 1. The ballots shall be placed in each member’s conference packet and distributed with registration materials at the Spring Conference.
 - 2. The Nominating Committee’s report shall be given at the annual business meeting.

3. The election of Board members shall be at the annual OACTE Conference under the supervision of the Nominating Committee.
4. Active members present at the Annual OACTE business meeting shall vote by secret ballot and the ballots will be counted by the Executive Assistant and two volunteer (non-Board member) tellers. Announcement of the election results shall be made at the business meeting.
5. The newly elected Board members shall take office at the close of the Conference.
6. If any OACTE office becomes vacant during that term, the OACTE Board shall appoint an active association member of the Association to fill the vacancy and serve out the term.

ARTICLE IX – Standing Committees

The standing committees of OACTE shall be Leadership, Marketing, Conference Planning, Information Technology and Budget. Each committee shall be chaired by a member of the OACTE Board. The committee members shall be voluntary by member participants. The committee members shall perform the duties assigned to their respective committees. Special committees may be appointed by the President of the Association as deemed necessary.

The chairs of the standing committees provide an ongoing report on specific projects or topics and any recommendations to the OACTE Board.

ARTICLE X – Meetings

- A. General Membership Meetings: There shall be at least one OACTE general membership business meeting held annually for the purposes of electing officers, amending the By-laws, adopting resolutions, and/or transacting any other appropriate business. Notice shall be given previous to such meeting or meetings.
 1. General membership business meetings, for the purposes set forth earlier in section A, will be held at the OACTE annual conference. Should any unforeseen conditions prevent holding the conference at that time, the OACTE Board shall hold the conference and meeting(s) at another time and at the earliest feasible date.
 2. A quorum for membership business meetings shall consist of a simple majority of active members in attendance at the annual conference.
- B. OACTE Board Meetings: The OACTE Board shall hold at least six meetings during the year and will function according to Article IV of the By-laws.
- C. Executive Committee Meetings: The OACTE Executive Committee shall hold at least six meetings during the year and will function according to Article VII of the Bylaws.

ARTICLE XI – Amendments

The Bylaws of the OACTE may be amended by a two-thirds vote at any regular general membership business meeting as defined in Article X, provided that proposed amendments have been posted to the OACTE web site at least 30 days prior to the meeting.

ARTICLE XII – Parliamentary Authority

The current edition of Roberts Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable, when they are not inconsistent with the Bylaws & Policy and Procedures Manual, and any special rules of the order the Association may adopt.