

INDIANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

BYLAWS, proposed for adoption May 2018

Article I. Name

The name of this 501 (c) (3) organization shall be the Indiana Association for Career and Technical Education, abbreviated Indiana ACTE.

Article II. Mission and Purpose

A. Mission

The mission of the Indiana Association of Career and Technical Education (Indiana ACTE) is to provide educational leadership in developing a competitive workforce.

B. Purposes

1. Leadership and Program Improvement. To foster excellence in career and technical education.
2. Policy Advocacy. To advocate state and national public policy to benefit career and technical education.
3. Professional Development. To provide access to professional development and act as a clearing-house for education and information relating to career and technical education.
4. Public Awareness. To enhance public awareness of career and technical education.

C. Powers

The Indiana ACTE shall have and possess all the rights, powers and privileges given to corporations by common law, including to sue and be sued, to borrowing money and secure the payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold, sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings and for other proper objects of such corporation to receive dues and donations for carrying out the objects aforesaid.

Articles III. Affiliation

- A. The Indiana ACTE shall be unified with the Association for Career and Technical Education (ACTE).
- B. Indiana delegates to ACTE shall be appointed by the Indiana ACTE President.

Article IV Membership

A. Eligibility

Any individual interested in the mission and purposes of the association shall be eligible for membership.

B. Membership Categories

Membership shall consist of four (4) categories:

1. Professional. Individuals who are actively employed in or concerned with career and technical education.
2. Retired. Individuals who are retired from active employment in career and technical education and have been an ACTE member for at least one (1) year.

3. Student. Individuals who are enrolled as secondary students in a career and technical education program or full-time undergraduate college students preparing to become career and technical educators and who are not employed full time.
4. Corporate. Corporate membership shall be available to corporations, owners, and persons representing business, industry and the military.

C. **Voting and Holding Office**

1. Those holding membership in Indiana ACTE shall be eligible for voting, serving on committees, and serving as officers of the Indiana ACTE.
2. The Board of Directors shall establish and disseminate policies and procedures to determine voter eligibility.

D. **Membership Year**

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

E. **Dues Setting Authority**

Dues for all categories of membership will be set by the Board of Directors and approved by the Leadership Council.

Article V. Organizational Structure

A. **Indiana ACTE Divisions**

1. Indiana ACTE members whose interest and/or occupations are directly involved in a subject-specific area of Career and Technical Education may belong to an Indiana ACTE subject-specific division.
2. Any group of members desiring to organize as a subject-specific division may request to be recognized as an Indiana ACTE subject-specific division.
3. Indiana ACTE subject-specific divisions shall identify representatives to serve on the Indiana ACTE Leadership Council.

B. **Affiliated Associations**

1. Subject-specific associations that are organized to provide leadership and services to their members may affiliate with Indiana ACTE.
2. Any association or organization whose interests and/or occupations are directly involved in and/or closely related to career and technical education may request of the Board of Directors to be recognized as an Indiana ACTE affiliated organization.
3. Affiliated organizations shall identify representatives to serve on the Indiana ACTE Leadership Council.

Article VI. Governance

A. **Executive Committee**

Composition

President, President Elect, Past President, Vice President of Operations and Executive Director

Duties

The Executive Committee of the Board of Directors may act in place and stead of the Board of Directors between board meetings on matters, except those specifically reserved to the board by these bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by a majority vote of the board of directors at the next board meeting. The Executive Committee shall hire the Executive Director and designate the terms of employment and compensation.

B. Board of Directors. These members have the right to vote on policies and business of Indiana ACTE.

Composition.

Indiana ACTE elected and appointed officers, directors and chairs. Elected officers for ACTE from Indiana ACTE and Region III Representative will be non-voting members.

Duties.

1. The Board of Directors shall be the governing body of the Indiana ACTE and shall have the authority and responsibility for the supervision, control and direction of the Indiana ACTE.
2. The board of directors shall establish and publish policies and operating procedures not specified in these bylaws.

C. Leadership Counsel. These members have the right to vote on business brought before the meeting by the Board of Directors.

Composition.

1. Indiana ACTE division representatives-the division's president and president elect or their designees.
2. Affiliate organization representatives-the organizations president and president-elect or their designees.
3. Indiana ACTE elected and appointed officers, directors and chairs.
4. Indiana CTSO representatives-each CTSO state advisor and president or their designees.
5. CTE staff at the Indiana Department of Education and Department of Workforce Development.
6. Any Indiana member who serves in an ACTE elected office.
7. Region III representative.
8. Staff from other agencies may be appointed by the board of directors.

Duties

The Leadership Council shall consider business provided for in these bylaws and items referred to it by the Board of Directors. In establishing their agenda, Leadership Council members may add items of business pertinent to the affairs of the Indiana ACTE.

Meetings.

Leadership Council meetings shall be held at a time and place designated by the Board of Directors. The Indiana ACTE president shall preside at Leadership Council meetings.

Article VII. Officers

A. Elected Officers

The elected officers of the association shall be President-Elect, Vice President of Operations, and Vice President of External Relations.

B. Appointed Officers

The appointed officers of the association shall be a Parliamentarian, Legislative Chair, Secretary, Conference Chair, Professional Development Chair and Region III Representative. They shall be appointed by the President and approved by the Board of Directors.

C. Duties of Officers

1. **The President** shall perform all the duties assigned to that office and holds the power to appoint committee chairs and other offices as needed by the Board of Directors. The term of office shall be one year. They will have one vote on the Executive Committee, Board of Directors and Leadership Council.

2. **The President-Elect** shall serve for a period of one year prior to assuming the duties of the President. The President-Elect shall perform such duties as directed by the Board of Directors or the Executive Committee. They will have one vote on the Executive Committee, Board of Directors and Leadership Council.
3. **The Past President** shall serve in an advisory capacity to the President, mentor to new officers and shall perform such duties as directed by the Board of Directors or the Executive Committee. The term of office shall be for one year. They will have one vote on the Executive Committee, Board of Directors and Leadership Council.
4. **The Vice President of Operations** shall oversee records and communications, finances and budget, and fund development; shall perform such duties as directed by the Board of Directors or the Executive Committee; and shall serve on the Indiana ACTE Executive Committee. The term of office shall be for two years. They will have one vote on the Executive Committee, Board of Directors and Leadership Council.
5. **The Vice President of External Relations** shall oversee the legislative chair and public policy work of the Indiana ACTE; shall perform such duties as directed by the Board of Directors or the Executive Committee; and shall serve as liaison to corporate members, exhibitors, and CTSO's. The term of office shall be for two years. They will have one vote on the Board of Directors and Leadership Council.
6. **The Region III Representative and any Vice Presidents for ACTE from Indiana** shall serve on the Indiana ACTE Board of Directors and the Region III Policy Committee and shall perform such duties as directed by the Board of Directors or the Executive Committee. They will be non-voting member on the Board of Directors but will have one vote on the Leadership Council. Their term of office shall be for three years.
7. **The Executive Director** shall have the responsibility for organizing and maintaining operations to accomplish the mission, purpose and goals of the Indiana ACTE; shall perform such duties as directed by the Board of Directors or the Executive Committee; and shall serve on the Executive Committee, Board of Directors and Leadership Council. They will have no vote on the Executive Committee, Board of Directors and Leadership Council.
8. **The Parliamentarian** shall advise on proper procedures for conduct of the Indiana ACTE business; shall oversee implementation of bylaws and rules of order and report to the Vice President of Operations; shall perform such duties as directed by the Board of Directors or Executive Committee; shall serve on the Board of Directors and Leadership Council as a non-voting member.

Article VIII. Election of Officers

A. Eligibility and Term of Office

1. The Board of Directors shall be elected from the Indiana ACTE members. Candidates will be selected based on demonstrated leadership in Career and Technical Education and the Indiana ACTE and voted on by the delegates from each affiliation of no more than two to be selected by the affiliate.
2. The term of each elected office shall begin on the January 1 following election at our annual meeting.

B. Process and Method of Election

1. The Board of Directors shall establish and disseminate detailed policy regarding the nominating procedure and method of election which is detailed in the policy and procedure manual.

2. The Indiana ACTE members and Leadership Council members shall be notified of the upcoming election and invited to submit nominations for officers to be elected and leaders to be appointed. Each affiliate will be invited to submit nominees for open offices.
3. Each eligible member of the Indiana ACTE shall receive notice of the election, information about the candidates, and instructions for voting.

Article IX. Committees

The Board of Directors shall establish procedures for the creation and operation of standing committees and special committees as needed to accomplish the work of the Indiana ACTE. Committee members shall be appointed by the Board of Directors, Leadership Council or chairs of the committee.

A. Standing Committees

- Audit Committee
- Nominating Committee
- Awards and Recognition Committee
- State Conference Planning Committee
- Bylaws Committee

B. Task Force

The Board of Directors may appoint a task force with defined duration, purposes and responsibilities as needed to carry out the work of the Indiana ACTE

Article X. Adopting New Bylaws

Re-writing bylaws will occur under the direction of the Executive Committee by appointing a bylaws task force for re-writing the bylaws which will include the Parliamentarian, Vice President of External Relations and may include other appointed members. Once the bylaws are passed by the Executive Committee, they will be submitted to the Board of Directors. Once passed by the Board of Directors, they will be submitted to the membership for a period of at least 60 days and then be voted on by the Leadership Council at the annual conference.

Article XI. Amendments

These bylaws may be amended by action of the Board of Directors and a vote of two-thirds of the currently serving members of the Leadership Council, provided that a notice of any proposed amendment(s) is distributed to all members of the Leadership Council for review and input, at least 30 days prior to when the vote will be taken. Unless otherwise provided, they shall be effective upon their adoption by the Leadership Council.

Article XII. Line of Succession

A. President

In the event of resignation/removal of the President of Indiana ACTE, the Vice President of Operations shall succeed until the President-Elects term is up and can succeed to office.

B. President-Elect

In the event of resignation/removal of the President-Elect, the Vice President of External Relations will succeed to finish out the term of office. A new President-Elect will be elected on the next ballot

C. Vice Presidents

- If either of the vice presidents resign, a replacement shall be appointed by the President for the remainder of that term.
- D. The Board of Directors, by three-fourths vote by all its members, may remove any officer for cause.
- E. The Executive Committee may bring cause for termination of the Executive Director to the Board of Directors for a three-fourths vote of no confidence.

Article XIII. Rules of Order

ROBERT'S RULES OF ORDER, latest edition, will govern any provision not covered in the bylaws of Indiana ACTE.
Revised May 2018