

BY - LAWS
OF THE
NEW YORK STATE ASSOCIATION for CAREER & TECHNICAL EDUCATION

TABLE OF CONTENTS

ARTICLE I - MEMBERSHIP.....Page 1

ARTICLE II - FINANCES.....Page 2

ARTICLE III - ORGANIZATION OF THE ASSOCIATION.....Page 2

ARTICLE IV - OFFICERS.....Page 6

ARTICLE V - COMMITTEES.....Page 10

ARTICLE VI - MEETINGS.....Page 10

ARTICLE VII - AMENDMENTS.....Page 11

DOCUMENT HISTORY.....Page 12

BY - LAWS
OF THE
NEW YORK STATE ASSOCIATION for CAREER & TECHNICAL EDUCATION

ARTICLE I - MEMBERSHIP

Membership classification in *The Association* shall be as follows:

- A. **Active** membership is open to all persons interested in **career and technical education** and who pay the required dues of *The Association*. Membership entitles the members to all benefits and voting privileges of *The Association*.
- B. **Life** membership is open to all persons interested in **career and technical education** and who pay the required dues of *The Association*. Membership entitles the members all the benefits and voting privileges of *The Association*.
No Longer available
- C. **Student** membership shall be available to those people enrolled in programs preparing for employment in the field of **career and technical education** and who pay the required dues of *The Association*.
- D. **Retiree** membership is open to all persons retired from active participation in **career and technical education** and who pay the dues of *The Association*. **Retiree** membership entitles the members to all benefits and voting privileges of *The Association*.
- E. **Honorary** membership in *The Association* may be granted by the *Executive Board* to those people who have made an outstanding contribution to the field of **career and technical education**. **Honorary** members shall receive all benefits of *The Association* including voting privileges.
- F. **Sponsorship** membership in the *Association* shall be available to any organization, private or public, including business and industry who show an interest in **career and technical education** and who pay the required dues. The representative from the organization is entitled to all benefits and voting privileges of the *Association*.

All members may attend the ***Annual Business Meeting***???

ARTICLE II - FINANCES

- A. **Fiscal Year** - *The Association* fiscal year shall be from July 1 to June 30.
- B. **Annual Dues** - Dues are payable annually. Renewal date will be one year from date of original membership application. The dues shall be set by the *Executive Board*.
- C. **Expenses** – The expenses of the *Executive Board* and others shall be paid while on business of *The Association* as determined each year by the *Executive Board*. The annual budget will determine all expenditures. An expenditure in excess of 10% of any budget line in the annual budget must be approved by a majority of the *Executive Board*. **?? We need to review the make-up(representation) of the Executive Committee.**

ARTICLE III – ORGANIZATION OF THE ASSOCIATION

NEW YORK STATE ASSOCIATION for CAREER & TECHNICAL EDUCATION

ORGANIZATIONAL FLOW CHART

EXECUTIVE BOARD

President, President Elect/Past President,
Treasurer, Secretary

ADVISORY COUNCIL

(Maximum of 25 members)
Executive Board, representatives of affiliated associations
Appointed by the NYSACTE President
and representatives from other organizations.

| | |
|---------------------------------|--------------------------------------|
| AFFILIATE ASSOCIATIONS | PRIVATE & PUBLIC AGENCIES |
| APPOINTED COMMITTEES | RETIREES |
| BUSINESS & INDUSTRY | STATE EDUCATION DEPARTMENT |
| COUNSELORS | CAREER PATHWAYS |
| GOVERNMENT | YOUTH ORGANIZATIONS |
| LABOR ORGANIZATIONS | AT LARGE |
| POST SECONDARY EDUCATION | |

ARTICLE III - ORGANIZATION OF THE ASSOCIATION (continued)

A. Executive Board

1. Purpose:

The governing group of *The Association* shall be the *Executive Board* as described in the **Constitution**. Each officer of the *Executive Board* shall have one vote.

2. Duties: ??(References to Annual meeting and budget)

The *Executive Board* shall convene at the Call of the President and shall:

- a. Transact business on behalf of *The Association*.
- b. Develop and implement the annual program of work and/or Memorandum of Agreement for *The Association*.
- c. Make an annual report of its accomplishments at the *Annual Business Meeting*.
- d. Be responsible for the safekeeping and proper investment of all funds of *The Association*.
- e. Obtain a bond for the Treasurer.
- f. Approve an operating budget for presentation to the *Annual Business Meeting*.
- g. Select date and location for the *Annual Business Meeting* and/or Conference.
- h. Approve President's appointment of delegates and alternate delegates to the Association for Career and Technical Education, and standing committee assignments.
- i. Set policy of the *Association* and provide for the implementation of general policies established for the *Association*.
- j. Interpret the Constitution, By-Laws, and all policies of the *Association*.

B. Advisory Council

1. Purpose:

- a. To provide a clearinghouse for ideas relative to *The Association* policies and practices and to advise the *Executive Board* on such matters.
- b. To study and make recommendations on items referred to them by the President, with approval of the *Executive Board*.
- c. To bring to the attention of the *Executive Board* matters which it believes will assist in carrying forward the purposes of *The Association* as stated in **Article II** of the **Constitution**.

B. Advisory Council (continued)

2. Composition:

- a. The *Advisory Council* shall consist of the *Executive Board*, and up to twenty-five (25) members which may include representatives of affiliated associations appointed by NYSACTE President and representatives from other organizations.
- b. The Chair of the *Advisory Council* shall be the President.
- c. Appointments to and the length of service on the *Advisory Council* shall be proposed by the President and approved by the *Executive Board* .

3. Membership:

Membership on the *Advisory Council* shall be one voting representative each from the following affiliated organizations:

A. Affiliated Associations

1. Association of Career & Technical Education Administrators of New York State (ACTEA)
2. Business Teachers Association of New York State (BTANYS)
3. New York Association of Agriculture Educators (NYAAE)
4. New York State Association of Family and Consumer Science Educators (NYS AFCSE)
5. New York State Health Occupations Educators Association (NYS HOEA)
6. New York State Technology and Engineering Education Association (NY STEA)
7. New York State Vocational Teachers Association (NYS VTA) ??
8. New York State Work Experience Coordinators Association (NYS WECA)
9. Vocational Instruction & Academics in Corrections (VIAC) ??

Membership: (continued)

- | | |
|-------------------------------|------------------------------|
| B. Committees | H. Post Secondary Education |
| C. State Education Department | I. Labor Organizations |
| D. Business and Industry | J. Retirees |
| E. Government | K. Private & Public Agencies |
| F. Counselors | L. Youth Organizations |
| G. Career Pathways | M. At Large |

C. Annual Business Meeting

??? How do we do this??? This entire section needs review

Purpose - The *Annual Business Meeting* to be held in **July** shall transact such business of *The Association* as may be proposed by the *Executive Board*. Constitutional amendments, amendments to the By-Laws and member resolutions shall be discussed and voted on at the *Annual Business Meeting* .

Membership Voting:

- A. Credentials shall be required when entering the meeting area to establish valid identity for all persons attending the *Annual Business Meeting* . These credentials shall consist of proof of active membership (paid dues or Honorary membership) in *The Association*. i.e.: membership card.
- B. A quorum shall consist of the number of members in attendance.
- C. Each **NYSACTE** member present at the *Annual Business Meeting* is eligible to cast one vote. Under no condition shall a member be granted proxy voting rights.
- D. In case of a tie vote, the President or presiding officer shall cast the deciding vote.

C. Annual Business Meeting (continued)

Responsibilities of the *Executive Board*:

- A. The President of *The Association* shall be the presiding officer at the *Annual Business Meeting*.
- B. The President-Elect of *The Association* shall serve as the presiding officer in the absence of the President.
- C. The Secretary of *The Association* shall serve as the Secretary of the *Annual Business Meeting*.
- D. Additional assignments, including those for President-Elect / Past President, may be made at the discretion of the President of *The Association*.

ARTICLE IV - OFFICERS

A. Election

- 1. The President shall appoint a Nominating Committee to solicit nominations for *Executive Board* positions and submit them to the *Executive Board*. An election shall be held and after voting ballots have been returned, the nominating Committee shall open and count the ballots and certify to the President the name(s) of the nominee(s) duly elected.
- 2. Nominees for President-Elect, Treasurer and Secretary shall be approved by the *Executive Board* and presented to the *Advisory Council* for its input.
- 3. A nominee for President–Elect shall have served as a voting member of the *Advisory Council* prior to being nominated.
- 4. Each eligible member of *The Association* as of April 1st of the current year shall be mailed a ballot by April 15th for voting. It shall be returned no later than May 10th of that year.
- 5. Officers shall take office on July 1st following their election.
- 6. President-Elect and Treasurer will be elected in odd-numbered years. The Secretary will be elected in even-numbered years.

ARTICLE IV - OFFICERS (continued)

A. Election (continued)

7. A Special Election may be held, with the approval of the *Executive Board* and in accordance with election rules, for the office of President if a vacancy occurs prior to the completion of the term for that office.

B. Terms

1. The President and President-Elect shall serve for a term of two (2) years. The Immediate Past President shall serve for one (1) year. The President-Elect shall become President in the year following the final term of the President. The President and President-Elect may be elected to succeed him/herself for a total of two (2) terms.
2. The Treasurer and Secretary shall serve for two (2) years and may be elected to succeed him/herself for a total of three (3) terms.

C. Succession

1. In the event the President is unable to discharge his/her duties, the office shall be assumed by the President-Elect. When the vacancy occurs, a special election shall be held to fill the position of President-Elect. The Nominating Committee shall seek nominees for the office of President-Elect. Nominees for the office of President-Elect shall be voted upon by mail ballot of the general membership in accordance with election rules.
2. In the event the President-Elect is unable to discharge his/her duties, the office shall be filled by the Immediate Past President. The Nominating Committee shall seek nominees for the office of President-Elect. Nominees for the office of President-Elect shall be voted upon by mail ballot of the general membership in accordance with election rules.
3. Should a vacancy occur in the office of Secretary or Treasurer, the President shall make an appointment to fill that office for the unexpired term with the approval of the *Executive Board*.

ARTICLE IV – OFFICERS (continued)

D. Removal

Any officer may be removed from office for cause by a majority vote of the *Executive Board*

E. Bonding

The Treasurer shall be bonded during his/her term in office for an amount to be determined by and paid for by the *Executive Board*.

F. Duties

1. President:

The President shall perform the duties usually incumbent upon a President which include:

- Preside at meetings of the *Association*, The Executive Board, Advisory Council, and the *Annual Business Meeting*.
- Appoint members to the Advisory Council and Ex-Officio members to the Executive Board as necessary.
- Chair the delegation to the Annual Convention of the Association for Career and Technical Education.
- Serve as an ex-officio member of all committees.
- Set and implement policy for the *Association* between the Executive Board meetings subject to the subsequent review of the Executive Board.
- Appoint a Parliamentarian for the *Annual Business Meeting*.

2. President-Elect:

The President-Elect shall perform the following duties:

- Attend all *Executive Board* meetings.
- Act for the President in case of the latter's absence.
- Coordinate committees, meetings and promote *The Association*.
- Plan a program of activities for the *Annual Business Meeting* which will meet the special interests of the membership and other duties assigned by the President.
- Coordinate meetings and perform other duties assigned by the President.

ARTICLE IV—OFFICERS (continued)

3. Immediate Past President:

During the first year served by the President, the Immediate Past President shall act in an advisory role to the President.

4. Treasurer:

The duties of the Treasurer shall be:

- Prepare an annual budget for approval by the *Executive Board* and *Annual Business Meeting* members.
- Attend all *Executive Board* meetings.
- Receive and deposit all funds paid to *The Association*.
- Keep an exact accounting of all financial transactions, with supporting documentation.
- Transmit dues to the designated officer of each *Affiliated Association*.
- Prepare a quarterly financial statement for use by the *Executive Board*.
- Meet with and present records to the Audit Committee, annually.
- Counsel the Budgeting & Finance Committee.

5. Secretary:

The duties of the Secretary shall be:

- Attend all meetings of *The Association*, including the *Executive Board*, Advisory Council, and the *Annual Business Meeting*.
- Keep an accurate record of the proceedings of these meetings.
- Furnish members of the *Executive Board* minutes of all meetings within 30 days of said meeting.
- Conduct such correspondence and fulfill such other duties as the President shall assign.
- Arrange for any meetings/conferences planned by *The Association*.

6. Ex - Officio Members:

Ex - Officio members may be appointed to the *Executive Board* at the discretion of the President and with approval of the *Executive Board*. Ex - Officio members shall not have voting privileges.

??Should designate the President or designee to attend National Conference/Region I and Liason to ACTEA

ARTICLE V – COMMITTEES

A. Duties

Each committee shall inform the President-Elect of all meetings prior to those meetings.

Each committee shall develop and present to the President-Elect a program of activities within two (2) months of its approval by the *Executive Board* and perform other duties as directed by the President and *Executive Board*.

B. Standing

The President shall appoint, with approval of the *Executive Board*, standing committees which may include, but not be limited to: Budgeting & Finance, Communications/Newsletter, Constitution & By-Laws, Nominating, Professional Development, Public Information, and Government Relations.

C. Special

The President shall appoint, with approval of the *Executive Board*, special committees as needed for the *Association*.

ARTICLE VI – MEETINGS

??? Many of these activities are not happening?? What do we do?

A. Annual Business Meeting

The *Annual Business Meeting* of *The Association* shall be held once a year in July at such day, time and place as the *Executive Board* shall decide. The membership shall be notified of the date and place of the *Annual Business Meeting*.

B. Executive Board

The *Executive Board* shall meet four times a year during the months of January, April, July and September as described in the **Constitution**. The *Executive Board* shall meet the day prior to all Advisory Council meetings as well as the *Annual Business Meeting* at the call of the President. Special meetings of the *Executive Board* may be called at the request of a majority of its members. All *Executive Board* members shall be notified in writing at least four weeks prior to the Board meeting.

C. Advisory Council ??Currently 3 meetings??

The *Advisory Council* shall meet four times a year in conjunction with the *Executive Board*. All *Advisory Council* members shall be notified in writing at least four weeks prior to the *Advisory Council* meeting.

D. A C T E Convention

Arrangements shall be made for delegates to participate in the annual convention of the Association for Career and Technical Education.

E. Conference

The *Executive Board* shall determine if *The Association* shall sponsor or co-sponsor a conference in any given year. The conference shall not take the place of the *Annual Business Meeting*, but may be held in conjunction with it. Members will be notified in writing if the *Executive Board* decides a conference shall be held.

ARTICLE VII - AMENDMENTS

A. Executive Board

Amendments to the **By-Laws** may be submitted by any member of *The Association*. Amendments must be in writing and submitted to the *Executive Board* at least six (6) weeks prior to the Annual meeting. Voting on the amendment(s) to the **By-Laws** shall be conducted at the *Annual Business Meeting*. The **By-Laws** may be amended by a two-thirds vote of all members present and voting.

?? It appears that we will need to schedule an Annual Meeting to change the current By-Laws

BY - LAWS
OF THE
NEW YORK STATE ASSOCIATION for CAREER & TECHNICAL EDUCATION

Document History:

Adopted by First Annual Assembly of Delegates..... September 30, 1972

Amended.....March 19, 1977

Amended.....December 16, 1978

Amended.....November 4, 1984

Amended.....October 31, 1987

Amended..... June 1, 1991

Amended.....August 19, 1993

Amended.....March 6, 1998

AmendedJuly 31, 2002

AmendedJanuary 8, 2005

AmendedJanuary 20, 2007