



Association for Career Technical Education of Arizona

Constitution

By-Laws

Policies and Procedures

- Each Document is a separate entity
- Each Document has its own amendment process
- Each Document has its own date of any amendment changes

Preface

Constitution

A written instrument embodying the fundamental principles (rules and structure) for the Association for Career and Technical Education of Arizona.

By-Laws

The Standing rules (not in the constitution) adopted by the Association for Career and Technical Education of Arizona chiefly for the governance of its members and regulation of its affairs.

Policies and Procedures

The Governance Policies and Procedures for an organized, professional association that are sanctioned by the Executive Committee and Board of Directors.



ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF ARIZONA

Constitution

Constitution last amended:

- March 6, 2001 for Association Name Change
- Name Change Published in Newspaper June 11, 2001
- Paperwork Filed with Arizona Corporation Commission

Constitution

ARTICLE I NAME

- The name of the Association shall be the Association for Career and Technical Education of Arizona (ACTEAZ).

ARTICLE II PURPOSES

The purposes of the Association are to:

- Establish and maintain active leadership in all types of Career and Technical Education.
- Render service to member organizations and local communities in promoting and stabilizing Career and Technical Education.
- Provide an open forum for the study and discussion of questions related to Career and Technical Education.
- Unify Career and Technical Education interests in the State by representative membership.
- Cooperate with interests in other states, the region, and at the national level, in the further development and improvement of programs of education related to Career and Technical Education.
- Encourage the development and improvement of programs of education related to Career and Technical Education.
- Encourage the development and maintenance of active affiliated divisions.
- Possess all the rights, powers, and privileges given to the Association by common law; to sue and be sued, to borrow money and secure the payment of the same by notes, bonds and mortgages upon personal and real property; 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 or for proper objects and Associations; and to receive dues and donations for carrying out the objects and purpose aforesaid.

ARTICLE III MEMBERSHIP

- Any individual, organization or business interested in promoting the purpose of the Association and Career and Technical Education shall be eligible for membership.

ARTICLE IV PROGRAM OF WORK

- Each year the Association of Career and Technical Education of Arizona will develop a Program of Work which will serve as an overall framework of purpose and direction. The Program of Work reflects the primary efforts of the Association, through a series of goal areas which are delineated into objectives and activities.

ARTICLE V

ORGANIZATIONAL STRUCTURE

- The organization shall be comprised of affiliated divisions representing statewide organizations which meet the criteria established by the Board of Directors. (By Laws II, reference Appendix).

ARTICLE VI

GOVERNANCE

- Management of the Association shall be vested with the Board of Directors which is assisted by the Executive Committee. The Board consists of:
 - The elected officers of the Association.
 - The appointed officers of the Association.
 - The immediate Past President of the Association.
- The elected Presiding Officer of each affiliate is required to be an active member of ACTEAZ and shall automatically have a seat on the Board of Directors unless that individual is also a member of the Executive Committee, in which case the affiliate may name one of its members to serve on the Board of Directors, if the Presiding Officer is unable to serve.
- There shall be one vote per each representative/affiliate body.
- Only active members of the Association shall be eligible for a seat on the Board of Directors or the Executive Committee.

ARTICLE VII

EXECUTIVE COMMITTEE

- The Executive Committee assists the Board of Directors and consists of:
 - The President.
 - The Past-President.
 - The President-Elect.
 - The Vice President.
 - The Secretary.
 - The Treasurer.

ARTICLE VIII

COMMITTEES

- Committees can contribute ideas and suggestions to the Association.
- Committees shall be established through By-Laws.
- Committees will be appointed by the President and shall report to the President or the appropriate governing body of the Association as the President directs.
- Committees will be formed and disbanded by a majority vote of the Executive Committee based on the needs of the Program of Work and/or Strategic Plan.

ARTICLE IX

AMENDMENTS

- To amend this Constitution, it shall be necessary for any member to present to the Board of Directors a proposed amendment in writing at least 60 days before the annual meeting. Proposed amendments, approved by the Board of Directors, shall be circulated to the membership of ACTEAZ at least 30 days prior to the annual meeting. ACTEAZ, at a regular business meeting, may adopt, amend or reject the proposed amendments, but it shall require a two-thirds vote of the members present to adopt.



By-LAWS

BY-LAWS AMENDED:

- **JULY 2003**
- **JANUARY 25, 2008**
- **FEBRUARY 6, 2015**

By-Laws

MISSION STATEMENT

The Association for Career and Technical Education of Arizona is dedicated to professional development and advocacy for the advancement of Career Technical Education.

BY-LAW I

FEES AND DUES

- The Board of Directors shall determine the types and amount of dues. Payment of dues shall entitle an individual or Association/Institution to membership in ACTEAZ

BY-LAW II

MEMBERSHIP

Membership classification shall be defined as:

- **Active**
Professional Individuals engaged in Career and Technical Education.
- **Student**
Individuals who are not engaged in teaching or providing guidance services, but who are enrolled in an institution of higher education and actively pursuing a course of study that will enable them to become affiliated with Career and Technical Education.
- **Retired**
Individuals who have retired from Career and Technical Education.
- **Corporate / Institutional**
Organizations, firms, businesses, industries, civic groups, governmental agencies or other groups who have an interest in espousing the purposes of the Association and wish to promote its activities.

The privilege of voting and holding offices shall be reserved to active members.

Affiliate Divisions

- To be eligible for representation on the (ACTEAZ) Board of Directors, each affiliate division must have no less than ten (10) active ACTEAZ Members.
- Each year each affiliate will submit a form that their affiliate meets that criteria.

BY-LAW III

FISCAL YEAR AND TERMS OF OFFICE

- The fiscal year of ACTEAZ shall coincide with that of the National Association for Career and Technical Education July 1 to June 30 and our IRS Tax Fiscal Year. The terms of office of the various officers shall correspond to the fiscal year.

BY-LAW IV

OFFICERS AND APPOINTED REPRESENTATIVES OF THE ASSOCIATION

Elected officers for the Association shall be:

- President.
- Past-President.
- President-Elect
- The Vice President.
- The Secretary.
- The Treasurer.

The appointed members of the Board of Directors shall be representative of:

- The Arizona Department of Education State Director for Career and Technical Education.
- Arizona Community College Career and Technical Education.
- Institute Related to Career Technical Education Mission. (Global Pathways Institute etc.)
- Presiding officer from each affiliate organization that meet the affiliate membership requirements for their organizations.
(AATA, ABEA, ACOVA, AME, ATIEA, FACS Ed, AZHCEA)
- Joint Technical District.
- At Large Members as appointed by the President.
- Fellowship Program.
- Business Partnership Educational Liaison/Workforce Development.
- Business / Industry.
- Arizona University Career Technical Education.
- Region V Vice-President if from Arizona (ex-officio), if applicable.
- Financial Review Chair (ex-officio).

These representatives on the Board shall be appointed by the President of the Association with the consent of the Executive Committee.

BY-LAW V DUTIES OF THE GOVERNING BODIES

The Board of Directors shall:

- Determine, direct and implement the general policies and programs of the Association.
- Act on proposals and suggestions of the Executive Committee.
- Approve and implement an Annual Budget.
- Approve and implement an Annual Program of Work.
- Shall have the authority to set dues.
- If officer cannot fill their term, the Board of Directors can vote to fill the unexpired term if Vice-President, Secretary or Treasurer. If a President – Elect position opens and before time of assuming Presidency a new election must take place to fill that position.
- Board of Directors can remove a Board Member for cause with $\frac{3}{4}$'s of the vote.

The Executive Committee shall:

- Prepare the agenda for meetings of the Board of Directors.
- Approve the agenda for meetings of the Association's General Membership.
- Prepare an annual budget to present to the Board of Directors.
- Prepare an annual Program of Work with the assistance of the appropriate committees / Board.
- Represent the Association on the planning committee for the Career and Technical Education Conference and make fiscal decisions for Summer Conference.
- Provide leadership toward the attainment of the purposes of the Association and assist the Board of Directors to function efficiently.
- Determine the compensation for contractual consultants or consulting / management corporation(s) to be approved by the Board of Directors in yearly budget adoption.
- Determine the scope of duties for all contractual consultants or consulting / management corporation(s) provided to association.
- Approve and determine the scope of the website, publications, marketing and membership materials.
- Responsible for organizing and maintaining headquarters as needed and include in the yearly budget.
- Executive Committee may act in place of Board of Directors between meetings and shall report actions to Board of Directors at next meeting.

BY-LAW VI

DUTIES OF THE ELECTED OFFICERS

The President shall:

- Preside at all meetings of the Association, its Board of Directors and its Executive Committee.
- Chair the Association Delegation to the National Association for Career and Technical Education Assembly of Delegates.
- Submit names for appointments for the Board of Directors to the Executive Committee and then to Board of Directors for current year.
- Work with the Executive Director(s) to keep the Board of Directors, Executive Committee, and others informed of the conditions and operations of the Association.
- Appoint committees and submit to the Board at Leadership Board Retreat.
- Chair the Strategic Plan with the Executive Committee.
- Prepare agendas for meetings.
- Co-Chair Legislative.
- Oversee Marketing / Public Relations.
- Serve as Chair of the Summer Conference.
- Perform the duties usually associated with the office of the President.
- Work with Executive Director or designee and Treasurer on State and Federal reports required.
- Appoint and oversee the Fellowship Coordinator.
- Designate which elected officers shall chair which committees based on the committees established for the year and the Strategic Plan.
- Ensure that consultant or management company contracts are prepared and ready for voting by the Executive Committee / Board.
- Sign contracts as needed on behalf of the association.

The President - Elect shall:

- Preside over meetings in the absence of the President.
- Succeed to the office of the President at the conclusion of the term as President-Elect.
- Succeed to the office of President in the event that this office is declared vacant by the Board of Directors, fill the unexpired term, and remain in the office of President for the following term.
- Chair the following committees: Co-Chair Summer Conference Committee.
- Oversee Marketing / Public Relations.
- Chair Nominating Committee and others as designated by the President.
- Sign contracts, as needed, on behalf of the association.
- Perform duties assigned by the President or the Executive Committee.

The Past - President shall:

- Act as Parliamentarian.
- Co-Chair Legislative Committee.
- Oversee committees as assigned by the President.
- Perform other duties assigned by the President or the Executive Board.
- Sign tax return for the past fiscal year of Presidency. (New President or Treasurer could sign if not available).

The Vice President shall;

- Chair task force for By-Laws, Resolutions, Policies and Procedures as needed.
- Chair Awards Committee.
- Perform duties assigned by the President or the Executive Committee.
- Coordinates Awards Ceremony at Summer Conference.

The Secretary shall:

- Keep an accurate record of all proceedings of meetings of the general membership, the Board of Directors, Executive Committee and Summer Conference Steering Committee.
- Distribute Sign in sheets and determine quorum.
- Provides motion forms and committee forms for information for the minutes that was presented.
- Within two weeks send draft of minutes to President and Executive Director for review and Dissemination.
- Minutes will be in Board Electronic Binder or sent to Board for approval at next meeting.
- Reviews, as part of team, conference programs, published brochures and pamphlets.
- Perform duties assigned by the President or the Executive Committee.

The Treasurer shall:

- Maintain an accurate financial record of the Association.
- Be responsible for the preparation of an annual budget.
- Present an itemized electronic statement of disbursements, payables, receivables and balances at each meeting of the Board of Directors. Receipts will be available for inspection upon request.
- Oversee Association financial records and submit them for the annual financial review committee and tax accountant.
- Works with Financial Review Committee for the reports that they need.
- Work with President, Executive Director(s) on State and Federal reports required.
- Oversees Scholarship Committee Amounts for ACTEAZ Sponsored Scholarships.
- Perform duties assigned by the President or the Executive Committee.

BY-LAW VII

ELECTION OF OFFICERS

The Nominating Committee shall:

- Be Chaired by the President-Elect and consist of two other individuals who are active members of the Association, have served as members of the Executive Committee within the previous three years, have been appointed by the President and approved by the Executive Committee.
- Receive nominations from active members of the Association based upon criteria for office.
- Nominate at least two individuals (if possible) for each elective office and report these nominations to the Board of Directors after nominating committee meets and selects candidates.
- Send the information for an official electronic ballot to the voting company stating the rules of the election and containing the names of the nominees with a provision for one write in candidate for each elective office.
- Notice will go to the members from the Election Company for electronic voting. List will be our current membership list.
- Electronic ballots will be accepted during April and early May (Dates to be determined by nominating committee).
- Election Company will send results from the electronic voting to ACTEAZ.
- Report the results of the election to the Board of Directors no later than May 31st.
- The term of the office for each of the elected offices shall be two years commencing July 1, except for the President-Elect, President, and Past President which will follow an annual progression. Each officer (other than the President's cycle) can serve for two consecutive terms for the same office.
- In the event that the President is unable to fill his/her term as President, the President-Elect becomes President and also serves his regular term as previously elected.
- Vacancies that may occur in the office of Vice President, Secretary, or Treasurer shall be filled by majority vote of the Board of Directors.
- Should the office of President-Elect become vacant for any reason, the President shall receive nominations for that office from the Board of Directors and shall proceed with an electronic ballot election within two weeks of the nominations.
- An individual who receives a majority of the votes for any elected office shall be declared elected to that office. If no candidate receives a majority, an electronic ballot run off election will be conducted between the two individuals with the most votes.

BY-LAW VIII

MEETINGS

- No business may be conducted by a governing body of the Association unless a quorum is present. A majority of the membership of the governing body shall constitute a quorum.
- The Board of Directors shall meet at least six (6) times a year.
- The Executive Committee shall meet at least (4) times a year.
- Special meetings may be called by the President or by majority of the Executive Committee.
- The time and place for meetings shall be determined by the President with the consent of the Executive Committee.
- A written agenda or notice for electronic binder for each regular meeting of the Executive Committee, or the Board of Directors, shall be emailed to the members of those governing bodies by the President, or a designee of the President, at least one week prior to the meeting. Agendas will also be placed in Board Electronic Binder and / or Website.
- *Robert's Rules of Order, Newly Revised*, shall govern all cases in which they are applicable and in which they are not inconsistent with the Constitution and these By-Laws.

BY-LAW IX

ANNUAL MEETING or ASSEMBLY OF DELEGATES

- Annual meeting may be held at the ACTE Summer Conference as part of, or separate from, the Board of Directors meeting. If not at this time, then Board of Directors will decide on date, time and location. Members are welcomed and encouraged to attend. Those eligible members that are present at the Annual Meeting shall constitute a quorum for the transaction of business for ACTEAZ at this annual meeting.
- As part of an annual meeting, there may be an Assembly of Delegates to promulgate resolutions if there is a need or a request by members that is approved by the Board of Directors.
- If an Assembly of Delegates, each division shall have one delegate for each ten (10), or major portion thereof, of its members in good standing in both their divisions and ACTEAZ.
- Amendments to these By-Laws from the Delegate Assembly become effective immediately if prior conditions for changing the By-Laws are met.

BY-LAW X

AMENDMENTS

These By-Laws may be amended by two-thirds favorable vote of the Board of Directors provided that:

- A quorum is present.
- A copy of the proposed amendment revisions is in the possession of the members of the Board of Directors at least fifteen (15) days prior to the meeting at which action is to be taken on the proposed amendments.

Amendments to these By-Laws become effective immediately if prior conditions for changing the By-Laws are met.

BY-LAW XI

COMMITTEES

Committees appointed by the President shall be up to the President's discretion based upon the Strategic Plan to disband, establish new or use current committees.

- Nominating as chaired by the President-Elect.
- Resolutions, By-Laws, Policies and Procedures, and Awards as chaired by the Vice President.
- Legislative as co-chaired by the President, Past President or designee.
- Scholarship as chaired by the Treasurer and / or Scholarship Chair.
- Annual Conference Committee as chaired by the President (Executive Committee. Community College, University and Affiliate and ADE Representatives work on Conference Committee).
- Professional Development Committee as chaired by Executive Team or designees. (Includes Premier Series, Fellowship Program, Mid-Winter, Miscellaneous Conferences)
- Business Partnership as chaired by Executive Team Designee and Board Representative.
- Marketing / Public Relations as co-chaired by the Executive Team or designee,
- Membership / Membership Services Committee as co-chaired by the Executive Team or designee.
- Others as designated by the President and Executive Committee.
- Changes to the Chairman status of each committee can be changed by the President and Executive committee based upon the needs for that year's Program of Work.

BY-LAW XII

LOBBYIST STATUS/ADVOCACY

The Board of Directors of the Association for Career and Technical Education of Arizona, having reviewed applicable laws governing the activities of lobbyists in the State of Arizona, has elected to serve in this capacity. The Executive Committee will select and supervise the appointed lobbyist.

The association will not participate, publish or distribute statements of any political campaign on behalf of any candidate for public office.

MISCELLANEOUS PROVISIONS

Notices: When under provision of these By-Laws, notice is required to be given to any officer, director or member it shall not be construed to mean personal notice but such notice shall be given by any means calculated to give actual notice addressed to each member, officer or director at such address as appears on the books of the association. Notices may be issued in written, facsimile or electronic format. Any member, director, or officer may waive any notice required to be given under these by-laws.

Dissolution: The dissolution of the Association shall follow the requirements of the Arizona Corporation Commission or corresponding Arizona rules. Upon dissolution all just debts and claims will be paid. Any funds remaining would be distributed to organized 501 C3 or C6 Non Profit with similar goals and as our State Association. Decision would be made by Board of Directors.

Insurance: The Association shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of all its agents including, directors, consultants and employees against any liability asserted against or insured by the agent in such capacity arising out of the agent's status as such.

Indemnification. To the fullest extent permitted by law, but limited to the Association's insurance coverage, the Association shall indemnify and hold harmless any and all past, present or future Directors and Officers, as identified and defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent, employee or consultant of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, consultants, employee or agent on behalf of the Association.