

# Michigan Association for Career and Technical Education

## Michigan ACTE Constitution

### ARTICLE I -- NAME

**Section 1.** The official name of this organization shall be the Michigan Association for Career and Technical Education, referred to as "MI ACTE".

### ARTICLE II -- GOALS

**Section 1.** To unite into one state-wide organization, people who are interested in Career & Technical Education (CTE) affiliated with National ACTE as a unified state.

**Section 2.** To promote the interests of Career & Technical Education throughout the State of Michigan.

**Section 3.** To unite with other occupational associations to initiate and promote legislation for the betterment of Career & Technical Education, specifically Career & Technical Education in general at the local, state, and national level and to inform the membership of pending legislation.

**Section 4.** To support areas of special interest to teachers and coordinators, and the general improvement of Career & Technical Education at the local, state, and national levels.

**Section 5.** To emphasize and encourage the promotion, improvement, and expansion of Career & Technical Education Programs in Michigan.

**Section 6.** To encourage and assist members in the use of high professional standards within Career & Technical Education.

**Section 7.** To communicate to the public a more adequate understanding of Career & Technical Education.

**Section 8.** To promote and encourage leadership development and professional development for Career & Technical Education at local, state and national levels.

**Section 9.** To promote and encourage research in Career & Technical Education and to disseminate results of such research to members.

**Section 10.** To foster cooperation between Career & Technical Education, business, industry and government.

## **Michigan Association for Career and Technical Education**

- Section 11.** To promote cooperation and an exchange of ideas between associations with similar goals.
- Section 12.** To promote cooperation with teacher education programs for the improvement of Career & Technical Education.
- Section 13.** To promote cooperation with the State of Michigan for the improvement of Career & Technical Education.
- Section 14.** To promote understanding and cooperation between Career & Technical Education and general education.
- Section 15.** To raise funds by means of dues and other appropriate methods for the operation of the Association in keeping with the goals mentioned herein.
- Section 16.** Bylaws and policies shall not be in conflict with the National ACTE Bylaws and operating policies.
- Section 17.** Members have the opportunity to affiliate with any division category in the National ACTE structure.

### **ARTICLE III - MEMBERSHIP**

**Section 1. Eligibility of Membership**

Membership with Voting Rights

- A. Professional Membership - for individuals interested in the advancement and promotion of Career & Technical Education who complete the application and pay annual dues.
- B. Student Membership - for individuals who are enrolled as students preparing to become Career & Technical Education professionals as defined by National ACTE.

**Section 2. Holding Office** - All professional members shall be considered eligible to be elected or appointed to the MI ACTE Board of Directors.

**Section 3. Statement of Assurance of Compliance with Federal Laws-** (Policy of Non-Discrimination) The policy of the MI ACTE is that no person shall, on the basis of race, color, national origin, gender, age, disability, weight, sexual orientation, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination. Any person suspecting a discriminatory practice should contact the MI ACTE President.

## Michigan Association for Career and Technical Education

**Section 4. Non-Assignable Membership** - Membership and the rights and privileges of a member shall not be assignable.

**Section 5. One Vote** - Each member with voting privileges shall have one vote at a meeting of the members.

**Section 6. Membership Shall Cease**

- A. Upon receipt of a member's resignation letter presented to the Board of Directors of the Association by the Secretary at the first meeting after its receipt.
- B. Upon failure of a member to renew their dues.
- C. A member may be suspended for a period of time or expelled for cause such as violation of the constitution or Rules of the Association, or for conduct prejudicial to the best interests of the Association only when the following procedure by the Board of Directors has been followed: Suspension or expulsion shall be by a two-thirds (2/3) vote of the members of the Board of Directors, provided that a statement of the charges shall have been mailed by registered mail to the member under charges at the last recorded address at least fifteen (15) days before final action is taken thereon; this statement shall be accompanied by a notice of the time (when) and place (where) the Board of Directors is to take action in the premises. The member shall be given an opportunity to present a defense at the time and place mentioned in such notice.

**Section 7. Membership Year** - Membership shall begin with receipt of dues to either:

- A. MI ACTE's Treasurer.
- B. Dues may also be paid via an affiliated Career & Technical Education Association, the National Association for Career and Technical Education or designated dues collection agencies.
- C. Renewal date is determined by National ACTE.

**Section 8. Membership Dues**

- A. MI ACTE dues shall be determined by a 2/3 vote of the Board of Directors.

## Michigan Association for Career and Technical Education

### ARTICLE IV- FISCAL YEAR

**Section 1.** The fiscal year shall begin on August 1<sup>st</sup> and end on July 31<sup>st</sup>.

### ARTICLE V - MEMBERSHIP MEETINGS

**Section 1. Annual Meeting-** There shall be an annual meeting each year for election of officers and for receiving the annual reports of officers, and the transaction of other business. The annual meeting of MI ACTE shall be determined by the Board of Directors and announced at least 30 days prior to the meeting.

**Section 2. Special Meetings -** Special meetings may be called by: (a) The Board of Directors at their discretion, (b) Twenty-five percent (25%) of the membership having signed a petition stating the reason for such meeting and presenting said petition to the Secretary for the Secretary's certification and presentation to the directors at their next regularly scheduled meeting.

- A. At the Board meeting when the certified petition is presented, the Board of Directors will set a time, date and place where such special meeting shall take place.
- B. The date of the special meeting must be held within 60 calendar days of the above Board Meeting but cannot be held within 60 calendar days prior to the annual membership meeting.
- C. Notice for any special meeting is to be given in the same manner as for the annual meeting. No business other than that specified in the notice of meeting shall be transacted at any special meeting of the members of the Association.

**Section 3. Majority for Membership Meetings -** At all meetings of the Association, either annual or special, a majority of the members present will act on proposed motions. If utilizing electronic meetings, the majority of membership responses will act on proposed motions. When motions are proposed at the meetings, a simple majority will constitute approval.

**Section 4. Order of Business -** The order of business (meeting agenda) of the Association shall be determined by the Board of Directors.

## Michigan Association for Career and Technical Education

### ARTICLE VI - OFFICERS

**Section 1.** Officers of MI ACTE shall be President, President-Elect, Past President, Secretary and Treasurer, elected from the voting membership of the association or appointed by the Board of Directors.

**Section 2.** Term of Office

- A. The term of office for President Elect shall be two years, advancing to President for two years and Past President for two years.
- B. The term of office for the Treasurer shall be three years.
- C. The term of office for the Secretary shall be two years.
- D. The Officers shall, upon election or by appointment by the Board of Directors, enter upon the performance of their duties and shall continue in office until their successors shall be duly elected. The term of office begins on August 1<sup>st</sup> through July 31<sup>st</sup>.

**Section 3.** Election of Officers

- A. Eligibility
  - 1. Only a current Board Director shall be eligible to hold an office in this Association.
  - 2. The President and President-Elect shall not succeed themselves.
- B. Process of Nomination
  - 1. The officers for the ensuing year shall be selected and elected by the Board.
  
  
  
  
  
  
  
  
  
  
  - 5. A majority vote of the active Board of Directors present shall be necessary for a candidate to be elected.

## **Michigan Association for Career and Technical Education**

### **Section 4. Order of Succession**

- A. In case of the inability of the President to serve, the President-Elect shall succeed to the Presidency and fulfill that remaining term of office, then continue the following year as President in their own term of office.
- B. In case of the inability of the President-Elect to serve as President, the Board of Directors shall appoint a President according to the procedures set forth under Section 5, of this Article, entitled Vacancies.

### **Section 5. Vacancies**

- A. Whenever any vacancy occurs in an office by death, resignation, or otherwise, it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at the next regularly scheduled or special Board Meeting.
- B. The chosen person shall hold office until the successor has been selected at a meeting of the Board.

### **Section 6. Duties of Officers**

- A. The President shall:
  - 1. Appoint the Directors to the Board, as needed, subject to the approval of the Board.
  - 2. Work closely with State of Michigan CTE Director.
  - 3. Present an annual report to the general membership at the annual business meeting.
  - 4. Appoint an audit committee subject to Board of Director's approval, to review the annual Treasurer's report.
  - 5. Prepare a program of work at the first meeting of the year to be communicated with the general membership.
  - 6. Preside at all meetings of the Association and Board.
  - 7. Shall have general supervision over the affairs of this Association.
  - 8. Appoint all committee chairpersons they may deem necessary for this term of office. The President shall be an ex-officio member of all committees.
  - 9. Communicate with the Board of Directors.
  - 10. Take the initiative in encouraging Career & Technical Education personnel to join professional organizations in general, MI ACTE specifically.
  - 11. Attend meeting and functions deemed important to the Association.
  - 12. Assist other officers, Board Directors and committee chairpersons in

## Michigan Association for Career and Technical Education

carrying out their responsibilities.

13. Send copy of Agenda to the Board of Directors prior to a Board, Annual or Special meeting.
14. Work with committee chairpersons to develop an annual report of the Board's accomplishments during the prior year that will be made available to all current members.

B. The President-Elect shall:

1. Be aware of all official activities of the President and the members of the Executive Board, standing committees, etc.
2. Assume the duties of the President in their absence. Perform special assignments such as: consultant to standing committees.
3. Assist the President in appointing members to the Board and committees.
4. Attend MI ACTE Board Meetings. Add to all roles including Board Directors.
6. Take initiative in encouraging Career & Technical Education personnel to join MI ACTE.
7. Work with the President's program of work as it relates to the President.
9. Succeed the President.

C. The Past President Shall:

1. Be aware of all official activities and act in an advisory capacity to the President and Directors of the Board, standing committee, etc.
2. Assist the President in appointing members to the Board and Committees.
4. Work with the President's program of work as it relates to the Past President.

D. The Secretary Shall:

1. Submit an annual report to the Board.
3. Take minutes during all Board meetings and general meetings and shall send a copy of the minutes to each Board Director within 14 calendar days of such meetings.
4. Work with MI ACTE President's program of work as it relates to the Secretary.
5. Keep a systematic file of all correspondence, records, list of committees, reports, etc., and remind officers and committee chairpersons of assignments as agreed upon during meetings. All

## Michigan Association for Career and Technical Education

documents need to be archived annually and passed to the successive secretary.

- E. The Treasurer Shall:
  - 1. Record all income from dues, conferences, donations, and other sources and deposit them in a federally insured financial institution in the name of MI ACTE.
  - 2. Disburse funds of MI ACTE as authorized by the Board of Directors and to keep records of all receipts and expenditures.
  - 3. Prepare an annual financial report for MI ACTE that will be presented to the Board and subject to audit by the Auditing Committee, and other financial reports as may be called for during the year.
  - 4. Assist the Board of Directors in the preparation of the annual budget.
  - 5. .
  - 6. Assist with the arrangements for collection of dues.
  - 7. Keep accurate lists of names, emails, and addresses of all members.
  - 8. Work with National ACTE in maintaining a file system for the automatic renewal of members at appropriate times.
  - 9. Shall file the appropriate forms to maintain tax-exempt status.
  - 10. Responsible to file income tax forms.

### **Section 3. General Duties of the Board of Directors**

- A. Attend Board meetings
- B. Serve on a subcommittee
- C. Participate in special assignments, such as membership promotion, plan or act as consultant for the program in their area for the annual MI ACTE meeting, in addition to those duties specified for each Director.



## Michigan Association for Career and Technical Education

### ARTICLE VII - BOARD OF DIRECTORS

**Section 1.** The property, affairs, activities, and concerns of the Association shall be vested in a Board of Directors, consisting of MI ACTE

A. Elected Officers (Executive Committee)

President  
President-Elect  
Past-President  
Secretary  
Treasurer

B. Board of Directors may include representation within the following categories:

At-large Board Directors  
CTSO Representative  
Secondary Representative (CEPD Council Chair)  
Post-Secondary Representative  
State Department Representative

C. If Michigan has a National ACTE Fellow, they shall be an ex officio Director of the Board for that year.

D. The appointed Directors of the Board shall, upon 2/3 majority vote of the Board approving the President's appointment, immediately enter into the performance of their duties and shall continue in that office until their successors shall be duly appointed.

**Section 2. Governing Powers** - The Board of Directors may:

A. Hold meetings at such times and places as it deems proper.

B. Raise funds to support the organization.

C. Appoint committees on particular subjects from the Directors of the Board, or other members of the Association.

D. Audit bills, assist in preparing a budget and by majority vote authorize the spending of monies received.

E. Print and circulate documents and publish articles.

F. Communicate.

G. Employ agents.

**Michigan Association for Career and Technical Education**

## Michigan Association for Career and Technical Education

- H. Devise and carry into execution such other measures as it deems proper and expedite to promote the objectives of the Association and to best protect the interests and welfare of the members.
- I. Conduct professional development activities.

### Section 4. Meetings of the Board

- A. Regular meetings of the Board of Directors shall be set by the first meeting of the year.

**Section 5. Quorum** - A simple majority of the Board of Directors present shall constitute a quorum for the transaction of business. In the absence of the President and President-Elect, the quorum present may choose a Chairperson for the meeting.

**Section 6. Voting** - The majority of the Quorum will constitute the approval of all motions at a Board of Directors meeting. In the event that action is required between regularly scheduled Board meetings, the Board may conduct business electronically which includes a Quorum vote held electronically.

**Section 7. Order of Business** - The order of business shall be followed at all meetings of the Board of Directors, as determined at the first meeting of the year.

**Section 8. Absence (Appointed Directors)** - Should any Director of the Board be absent from two meetings of the Board of Directors without sending a communication to the President stating the reason for absence, and if the reason should not be accepted by the Board of Directors, that Director's seat on the Board shall be declared vacant upon a 2/3 majority vote of those Directors present.

**Section 9. Vacancies (Appointed Directors)** - Whenever any vacancy occurs in the appointed Directors of the Board, whether that be by death, resignation, or otherwise, it shall be filled without undue delay by the president as confirmed by a simple majority of the Board of Directors.

## ARTICLE VIII - COMMITTEES

### Section 1. The Executive Committee

- A. Shall be composed of the President, President-Elect, Past President, Secretary, and Treasurer.
- B. The Executive Committee may act on items requiring immediate action that may arise between Board of Directors' meetings.

## **Michigan Association for Career and Technical Education**

- Section 2.** Committees shall be determined by the first meeting of the year.
- Section 3.** The President shall have the power to appoint each year, subject to approval by the Board of Directors, such committees as may be deemed necessary.
- Section 4.** The chairperson of committees shall be appointed by the President.
- Section 5.** Expenses incurred by members of committees shall be reimbursed when authorized by the Board of Directors.

### **ARTICLE IX - COPIES OF THE BY-LAWS**

- Section 1.** A copy of the by-laws shall be made available to all members.

### **ARTICLE X -- DISTRIBUTION OF ASSETS**

- Section 1.** In the event of dissolution, all assets, real and personal, shall be distributed to such non-profit organizations as determined by the Board of Directors.

### **ARTICLE XI - AMENDMENTS**

- Section 1.** The MI ACTE Constitution may be amended as follows:
- A. All proposed amendments shall be distributed to each MI ACTE Member at least 30 days prior to the vote.
  - B. Proposed Board of Directors amendments shall be submitted for acceptance or rejection to the Membership. A 2/3 majority affirmative vote is needed by the Board of Directors sixty (30) days prior to the date set for the meeting,
  - C. Amendments to the bylaws shall be approved by majority vote of all members present and voting at the meeting, and unless otherwise provided by the amendment they shall become effective immediately upon their adoption by the membership.

### **ARTICLE XII -- PARLIAMENTARY AUTHORITY**

Robert's Rules Of Order newly revised, will govern any provisions not covered by the bylaws of the Association.

## **Michigan Association for Career and Technical Education**

Approved April 15, 2016

Revised November 8, 2019 and submit for membership approval January 27, 2020