

BYLAWS

NEW MEXICO ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION, INC.

ARTICLE I Membership

- Section 1. All persons interested in the purposes of the Association shall be eligible for membership.
- Section 2. Membership applications shall be filed with the Association for Career and Technical Education.
- Section 3. Membership shall begin with the receipt of dues and extend for one full year (twelve months).
- Section 4. Five classes of membership shall be provided. All classes of membership except Honorary and Institutional/Organizational membership shall require concurrent membership in the Association for Career and Technical Education, the New Mexico Association for Career and Technical Education and an affiliated division of NMACTE.
- a. Affiliate Membership is available to vocational educators who pay annual dues to ACTE, NMACTE, and an affiliated division of NMACTE.
 - b. Student Membership is available only to fulltime students preparing to be employed in vocational education who pay annual student dues to ACTE, NMACTE, and an affiliated division of NMACTE.
 - c. Loyalty Membership may be granted by the Association through its Board of Directors to individuals who have retired from active service in vocational education and who pay annual loyalty dues to ACTE, NMACTE, and an affiliated division of NMACTE.
 - d. Honorary Membership may be granted by the Association through its Board of Directors to individuals who have made significant contributions to vocational education in the state of New Mexico.
 - e. Institutional/Organizational Membership is available to institutions/organizations that wish to support the work of the New Mexico Association for Career and Technical Education by paying annual institutional/organizational dues.
- Section 5. Only members who have paid dues on or before the annual meeting shall have the privilege of voting or holding office.

Section 6. Only members who have paid dues to an affiliated Division, the New Mexico Association for Career and Technical Education and the Association for Career and Technical Education on or before the annual meeting shall have the privilege of being a representative or delegate to the Association for Career and Technical Education convention as specified in the Bylaws of the Association for Career and Technical Education. Verification will provided by division membership rosters.

Section 7. Dues are paid directly to Association for Career and Technical Association. New Mexico Association for Career and Technical Education and division dues included with the Association for Career and Technical Education dues are transferred to New Mexico Association for Career and Technical Education. New Mexico Association for Career and Technical Education will transfer dues to divisions.

ARTICLE II Elected Officers

Section 1. The officers of the Association and their terms of office shall be:

Past-President	One year
President:	One year
President-elect:	One year
Secretary:	One year

Section 2. The Secretary shall serve a one year term and be elected by voting delegates present at the Annual Meeting. The Secretary shall automatically succeed to the President-elect and shall serve on the Executive Committee and the Board of Directors during the one year term as the Secretary.

Section 3. The President-elect shall serve for a one year term and shall automatically succeed to the Presidency of the Association for a one year term and shall serve on the Executive Committee and the Board of Directors during the one year term as President-elect, the one year term as President, and the one year term as Past-president.

Section 4. All officers shall have been active members of this Association for at least three years immediately preceding the election.

Section 5. Nominations of Officers:

- a. A Secretary-elect can be nominated from any affiliated Division.
- b. Names of candidates from affiliated Divisions must be submitted in writing to the Association Nominating Committee. Names and biographical sketches of candidates must be received in the Association office prior to the Spring Board Meeting.

- c. The Association Nominating Committee shall be composed of the Executive Committee of the Association and shall meet annually at the Spring Board Meeting to review candidates.
- d. The Association Nominating Committee shall determine the two most qualified candidates for the office of Secretary-elect and shall approve them as nominees for that office.
- e. The nominees shall be presented to the membership at the annual meeting. Each nominee shall make a three minute presentation to the general membership. A simple majority of the voting delegates present shall determine the result of elections.

Section 6. The duties of the officers are as follows:

- a. President. The President shall preside at all meetings of the Association including the meetings of the Executive Committee and subject to the approval of the Executive Committee shall appoint the chairperson of all Standing Committees and any special committees. The President shall represent the Association as spokesperson on matters of policy or, at his/her discretion, assign responsibility for such representation; review Association policies and recommend priorities to be considered by the Executive Committee, and serve as ex-officio member without vote on all committees. In his/her absence, the President shall designate the Past-president or the President-elect to act in his/her stead. In the event the President fails to do so, the Executive Committee shall appoint an elected office to preside.
- b. President-elect. The President-elect shall serve in any capacity as directed by the President as occasions may demand and to make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education. The President-elect shall serve as the chair of the Membership Committee responsible for recruiting new members and retaining current members.
- c. Past-president. The Past-president shall provide advice to the President and make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education. The Past-president shall serve as chair of the Program Leadership Committee responsible for developing a Program of Work consistent with the purposes of the Association.
- d. Secretary. The Secretary shall serve in any capacity as directed by the President; will record the proceedings of all official meetings including the Executive Committee and the Board of Directors meetings; will provide copies of the proceedings to each member of the Board and the Executive Committee and will make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education.

- e. All officers shall be voting members of the Board of Directors.

ARTICLE III

Executive Committee

- Section 1. The Executive Committee shall be responsible for the management of the Association in accordance with the Constitution and Bylaws.
- Section 2. The Executive Committee shall be composed of the President, Past-president, President-elect, and the Secretary. The Executive Director and Financial Analyst of the Association shall be non-voting members of the Executive Committee.
- Section 3. The functions of the Executive Committee shall include but not be limited to:
 - a. Acting for the Association in making corporate management decisions between meetings of the Board of Directors within policies prescribed in the Bylaws of the Association and the policies established by the Board of Directors; it shall cause to be prepared the annual budget and shall be responsible for the fiscal policies of the Association.
 - b. Select and appoint the Executive Director or Operations Consultant and determine the terms of the Executive Director's or Operations Consultant's contract subject to approval of the Board of Directors.
 - c. Evaluate annually the performance of the Executive Director or Operations Consultant in accordance with the duties and responsibilities as set forth in the job description or contract.
 - d. Select and appoint the Financial Analyst and determine the terms of the Financial Analyst subject to approval of the Board of Directors.

ARTICLE IV

Board of Directors

- Section 1. The Board of Directors shall be composed of the President, President-elect, Immediate Past-president, Secretary, Division delegates, CTSO Project Director, Region IV Policy Committee member, the Director of the Career, Technical and Workforce Education Bureau, of the New Mexico Public Education Department, or designee. The Executive Director, CTSO Project Director, Region IV Policy Committee member, and the Financial Analyst shall serve as ex-officio member of the Board of Directors. All ex-officio members shall be non-voting members of the Board of Directors.

Section 2. The administration of the Association shall be vested in the Board of Directors and shall be responsible for the interpretation of the Constitution and the Bylaws.

Section 3. The Board of Directors shall be responsible for the development of all policies for the administration and management of the business, property, financial operations, and program of work of the Association.

ARTICLE V

Divisions of the Association

Section 1. An affiliated Division shall consist of any identifiable major group of members, which operates as a mutually inclusive and compatible unit not served by any other operating Division.

Section 2. Each affiliated Division shall elect a compliment of officers for the Division in accordance with the procedures set forth in the Constitution and Bylaws of the Association and shall adopt a constitution and appropriate bylaws for the organization and operation of the division which are fully compatible with the Constitution and Bylaws of the New Mexico Association for Career and Technical Education. At the time of their election, each Division President must be a member of the affiliated Division, the New Mexico Association for Career and Technical Education and the Association for Career and Technical Education.

Section 3. When a group not served by an existing affiliated Division meets the following criteria, it may petition the Board of Directors of the Association in writing to become an affiliated division with the recognition and all rights and bestowed privileges and responsibilities given other affiliated Divisions of the Association.

- a. The interest of the group is clearly defined as being directly involved in or closely related to vocational, technical, practical arts, and career education.
- b. The group represents an interest that is statewide in scope.
- c. The group cannot be identified in an existing Division and/or is not served by a single existing affiliated Division.
- d. The group is organized in the interest of expanding and improving vocational, technical, practical arts and career education.
- e. The group must have attained an active membership in the New Mexico Association for Career and Technical Education of at least ten members.

Section 4. Affiliated Division status in the Association shall be rescinded when:

- a. The membership of the Division falls below the ten members required for Divisional status for two consecutive years. At this

- time the Executive Committee will review the status of said Division and may recommend to the Board of Directors that the Division be put on probation or removed from Divisional status or,
- b. The affiliated Division may, upon majority vote of its Executive Committee, petition the Board of Directors of the Association for dissolution of said affiliated Division.

- Section 5. The Divisions of the Association currently recognized are:
- Administration
 - Agriculture
 - Business and Office Education
 - Health Occupations
 - Family and Consumer Science
 - Marketing Education
 - Post-Secondary / Adult Education
 - Trades, Industrial, Technical and Technology Education

ARTICLE VI

Executive Director

- Section 1. The Executive Director is designated as the professional administrator responsible for the efficient management of the professional business activities of the Association.
- Section 2. The Executive Director shall be appointed and the level of compensation shall be established and determined annually by the Executive Committee.
- Section 3. The Executive Director shall act as general manager of the Association under the direction of the Executive Committee.
- Section 4. The Executive Director shall fulfill the duties and responsibilities as set forth in the job description or contract for the position as established by the Executive Committee and approved by the Board of Directors.

ARTICLE VII

Financial Analyst

- Section 1. The Financial Analyst is designated as the professional analyst responsible for preparing financial statements and reconciling the monthly bank statements of the professional business activities of the Association.
- Section 2. The Financial Analyst shall be appointed and the level of compensation shall be established and determined annually by the Executive Committee.

Section 3. The Financial Analyst shall fulfill the duties and responsibilities as set forth in the job description or contract for the position as established by the Executive Committee and approved by the Board of Directors.

ARTICLE VIII Standing Committees

Section 1. The Standing Committees shall be: Bylaws, Membership, Legislation, Conference, Public Relations, Program Leadership, Awards, Hospitality, and Region IV Committee (to be made up of the New Mexico representatives to the Region IV committees). The Conference Committee shall be composed of all Division Presidents, Standing Committee Awards and Hospitality, or their designee, and all CTSO's, HED, and PED members. Each affiliated Division delegates will serve as liaison from the Board of Directors to one Standing Committee as appointed by the President of the Association.

Section 2. The chairperson of each Standing Committee shall be designated by the Association President and shall serve at the pleasure of the President.

Section 3. Members of each Standing Committee shall be composed of representatives of each affiliated Division recommended by the Division Delegate with committee size being determined by the Executive Committee based on the Program of Work.

Section 4. Each Standing Committee chairperson shall report the substantive actions of each meeting to the Executive Committee and the Board of Directors in person and in writing.

Section 5. A Program of Work for each Standing Committee will be developed and utilized for conducting the activities of the Committee and will be submitted to the Program Leadership Committee for presentation to the Board of Directors for approval.

Section 6. Ad Hoc Committees and Task Forces may be appointed to accomplish specific tasks by the Association President upon prior approval of the Board of Directors. Ad Hoc Committees shall be temporary committees which do not duplicate the functions of the Standing Committees and have an unspecified point of termination. Task forces shall be temporary bodies which do not duplicate the activities of either Standing Committees or the Ad Hoc Committees and have a specified termination date.

- Section 7. The functions of the Standing Committees, Ad Hoc Committees and Task Forces and all activities conducted by these groups will be consistent with the Constitution and Bylaws of the Association.
- Section 8. The President, with the approval of the Executive Committee, shall fill any vacancies which may occur in offices or committees during the year.

ARTICLE IX

Association for Career and Technical Education Region IV Representation

- Section 1. The New Mexico Association for Career and Technical Education Board of Directors shall recommend individuals holding membership in ACTE and NMACTE to the Region IV Vice-president for selection to the Region IV Policy Committee.
- Section 2. The member of the New Mexico Association for Career and Technical Education selected to serve on the Policy Committee of Region IV shall be a non-voting member of the Board of Directors of the New Mexico Association for Career and Technical Education and shall participate in all meetings of the Board as a liaison between the Association and Region IV of the Association for Career and Technical Education.
- Section 3. Standing and Other Committees:
- a. The New Mexico Association for Career and Technical Education Board of Directors shall recommend individuals holding membership in ACTE and NMACTE to the Region IV Vice-president for selection to the Region IV Awards Committee and other committees established by Region IV for carrying out the purposes of ACTE within the region.
 - b. The term of office for regional committees shall be three years commencing July 1 on a rotational basis as established by the ACTE Board of Directors. A member may not serve more than one term on a committee except when appointed to fill an expired term.

ARTICLE X

Meetings

- Section 1. The Annual Meeting of the New Mexico Association for Career and Technical Education shall be conducted during the Annual NMACTE Conference.
- Section 2. The Board of Directors shall meet on a quarterly basis as provided in the Bylaws of the Association. Special meetings may be called by the

President, the Executive Committee or by petition signed by a majority of the Board of Directors.

Section 3. The Executive Committee shall meet at least quarterly. Special meetings may be called by the President or by the President or by a majority of the Executive Committee.

Section 4. All members of the Executive Committee, the Board of Directors, Committees and staff shall be reimbursed for reasonable necessary expenses incurred while attending meetings of the Executive Committee or Board of Directors and approved committee meetings except when such meetings are scheduled at the time of the annual convention. A schedule for reimbursement shall be established by the Executive Committee. Any requests for reimbursement not included in the approved reimbursement not included in the approved Association budget may be presented to the Executive Committee for consideration.

Drafted October 2005

Board of Directors Approved November 2005

Member Approved April 2006