

**Constitution and Bylaws
of the
Rhode Island Association
For Career and Technical Education (RIACTE)**

CONSTITUTION

Article I - Name

The name of the organization shall be the Rhode Island Association for Career and Technical Education (Rhode Island ACTE), Inc., an affiliate of the Association for Career and Technical Education.

Article II - Objectives

The major objectives of the Association shall be:

Section 1 - To build and maintain active participation, leadership and advocacy in career and technical education.

Section 2 - To provide support to districts and communities in promoting career and technical Education.

Section 3 - To provide opportunities for open forums in order to network, discuss topics that are relevant to career and technical education, and unify these interests statewide.

Section 4 - To collaborate with other states to continue to move career and technical education forward into the future.

Section 5 - To encourage, support and advocate for the continued growth, improvement and promotion of CTE programs and services.

Section 6- To have and possess all of the rights, powers and privileges of corporations 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, 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.

Article III - Membership

Section I - Eligibility

Any individual who is interested in the objectives of the Association shall be eligible for membership as described in Article III, Section 3.

Section 2 - Dues

- A. Membership dues will be recommended by the Board of Directors. Any changes to the dues structure shall be approved by a majority vote of those members who are present and voting at the business session held during the annual conference.
- B. The membership year will be on a cycle, with membership renewal occurring one year from the date of ACTE headquarters' receipt of dues form the individual member.

Section 3 - Classification of Members

Membership shall be available in the following classifications:

- A. Professional Membership - For those individuals who are actively engaged in or interested in supporting career and technical education, maintained by full payment of both RIACTE and ACTE dues. Professional members shall be able to vote, hold an office and receive all privileges of the Rhode Island ACTE.
- B. Corporate Membership - For those individuals representing corporations or business/industry and the military, maintained by payment of a special RIACTE and ACTE dues. Corporate members serve in an advisory capacity.
- C. Retired Membership - For those individuals who are retired from active employment in career and technical education and have been a member of ACTE for at least five (5) Years, maintained by full payment of both RIACTE and ACTE dues. Retired members shall be able to vote, hold an office and receive all privileges of the Rhode Island ACTE.
- D. Life Membership - Members who, as of January, 2019 are life members of the Association will be recognized as either Professional or Retired members with all rights and privileges accorded to that member classification, but with no obligation to pay dues.
- E. Educational Institution Membership - For schools, school districts, and post-secondary Institutions, maintained by full payment of both RIACTE and ACTE dues.
- F. Student Membership - For those individuals who are preparing to teach in career and technical education or for those enrolled full-time in a recognized post-secondary career and technical education programs, maintained by full payment of both RIACTE and ACTE dues. Student members shall receive all privileges of the Rhode Island ACTE.
- G. National Affiliate Organization Membership - For any national not-for-profit organization that has a professional interest in activities that support the improvement and expansion of career and technical education, maintained by full payment of both RIACTE and ACTE dues. and whose objectives and vision align with RIACTE and ACTE Policies.

Section 4 - Membership Protocols

- A. Application for Membership - includes completing an application form and remitting the form and dues to the Association for Career and Technical Education. The ACTE will return state and division dues to the Rhode Island ACTE Treasurer, who will then remit division dues to division treasurers.
- B. Membership Year - shall be on an annual, cyclical basis.
- C. Fiscal Year - The fiscal year of the Association shall be from September 1 of one year through August 31 of the following year.

Article IV - Divisions

Section 1 - Establishment of Divisions

The divisions comprising the Association may be those fields of service designated in the Association for Career and Technical Education and other related fields of service with ten (10) or more paid members who have petitioned the Executive Board of Directors for approval as an affiliated division with a designated Vice-President. All approved affiliated divisions of the Association shall encourage the planning of sectional programs and activities that align with the varied interests within the individual divisions.

Section 2 - Disaffiliation/Reinstatement

During any calendar year, an affiliated division whose membership drops below ten (10) paid members shall be automatically dropped as an affiliated division of the Association for the following year or until they again achieve the status of ten (10) or more paid members and also apply to the Executive Board of Directors for approval to be reinstated as an affiliated division of the Association.

Article V - Election of Officers

Section 1 - Eligibility

- A. Officers of RIACTE shall be elected from the professional members of the Association. Officers should be nominated on the basis of leadership in and support of career and technical education.
- B. The tenure of each officer shall be one (1) year, and officers shall assume the duties of their office on following the election.
- C. In the event that the President is absent from a meeting, the President-Elect, succeeded by the Vice-President, will act as President during the meeting.
- D. In the event the President-Elect is unable to assume the office of the President, the presidency will pass to the Vice-President.
- E. A Rhode Island ACTE officer may not serve in the same office more than five (5) consecutive terms.

Section 2 - Nominating Procedures

- A. The nominating committee will submit a full slate of officers that shall include President-Elect, Vice-President, Secretary, and Treasurer to the Executive Board of Directors prior to the annual meeting (or summer institute).
- B. Nominations may be made from the floor.
- C. Nominees must present a consent-to-serve form, a biography and a platform statement to the membership prior to the official election. This information will be posted on the RIACTE website and provided to the membership prior to the election.
- D. A simple majority of votes cast is required to win.
- E. Voting will be by secret ballot.
- F. In the case of a tie vote, The RIACTE Executive Board shall cast the deciding vote.

Section 3 - Vacancies

- A. If a vacancy should occur in the Office of President, the President-Elect shall assume the duties of the President for the remainder of the term of office.
- B. In the event that an Office of the Executive Board of Directors is not filled by the nominating committee or an office becomes vacant, the Executive Board of Directors may appoint any eligible professional member to fill the vacancy until the next official election.

Article VI - Executive Board of Directors**Section 1 - Composition of the Board**

Management of the Association shall be vested in the Executive Board of Directors that will be comprised of the following professional members:

- A. President, President-Elect, Immediate Past-President, Vice President, Secretary, Treasurer, the ACTE Region I Policy Committee State Representative, and the Vice-Presidents representing the Affiliated Divisions.
- B. The President of the RIACTE shall serve as the Chairperson of the Executive Board of Directors.
- C. The Executive Board of Directors may call for non-voting liaison representatives from business, industry, organizations and governmental agencies to attend a Board meeting in an advisory capacity.
- D. In the event that a member of the Executive Board of Directors is unable to attend a meetings of the Board, it shall be the responsibility of that member to select an alternate prior to the meeting, and notify the Chair or Secretary. The alternate will have voting privileges.
- E. A simple majority of the Board shall constitute a quorum at all Board meetings.

Section 2 - Duties

The Executive Board of Directors shall have the following duties:

- A. Provide direction while in charge of meetings, conferences and conventions.
- B. Approve all publications and media announcements.
- C. Create strategies for implementation of the Association's Strategic Plan.
- D. Align and coordinate various committee activities with the Strategic Plan.
- E. Approve the annual budget.
- F. Approve minutes of the annual meeting.
- G. Receive committee reports and determine actionable items.
- H. Ensure the safekeeping and proper investment of all Association funds.
- I. Declare a vacancy in an office whenever a vacancy occurs.
- J. Determine the time and place of the Association's annual meeting.
- K. Abide by the Association for Career and Technical Education (ACTE) Code of Ethics.

Article VII - Meetings

Section 1 - Annual Meeting

There shall be at least one (1) annual meeting of the Rhode Island ACTE. The purpose of the annual meeting shall be to hold the election of officers, submit yearly reports and conduct other business as needed. The time, place and length of this annual meeting shall be determined by the Executive Board of Directors. The number of members present shall constitute a quorum.

Section 2 - Special Meetings

When warranted, special meetings of the Association or Executive Board of Directors may be called by the President or other Officer at the request of at least six (6) members of the Executive Board of Directors. For special meetings, both a written notice and an agenda must be sent out to members at least thirty (30) days prior to the proposed meeting.

Section 3 - Quorum

- A. Annual Meeting - The number of members present at the annual business meeting shall constitute a quorum.
- B. Board of Directors Meetings - The presence of a simple majority of the Board of Directors shall constitute a quorum.
- C. Executive Committee Meetings - The presence of three (3) of the five (5) members shall be necessary to constitute a quorum.

Article VIII - Committees

Section 1 - Standing and Permanent Committees

- A. The Executive Board of Directors shall determine the validity and necessity of all committees to fulfill the objectives, mission and vision of the Rhode Island ACTE. The President shall appoint any additional committees which may be determined to be necessary.
- B. All standing and permanent committee chairs, vice-chairs and members shall be appointed by the President, subject to the approval of the Executive Board of Directors.
- C. Committees and/or delegates shall be limited to exercising only those powers that are specifically vested in them.
- D. The President, with the approval of the Executive Board of Directors, shall appoint annually committees to conduct business related to the Association.

Section 2 - Audit Committee

- A. The President, with the approval of the Executive Board of Directors, shall appoint annually three (3) members to serve as the Audit Committee. The purpose of this committee is to review the records of the Association and submit a report to the Executive Board of Directors and the general membership at the annual meeting.

Article IX - Parliamentary Procedure

Section 1 - The Association shall follow Robert's Rules of Order for parliamentary procedure, except where otherwise provided for in the Bylaws.

Article X - Amendments

Section 1 - This Constitution and Bylaws may be amended and/or revised by a two-thirds ($\frac{2}{3}$) vote of the members present and voting at the annual or special meeting of the Association, provided that written notice of the proposed change/action has been printed and distributed to the members prior to the voting at the annual or special meeting. At that time additional bylaws that align with the Articles of Incorporation may be adopted.

Article XI - Dissolution of the Association

Section 1 - Proceedings, whether forced or voluntary, to dissolve the Rhode Island Association for Career and Technical Education shall begin immediately upon a two-thirds ($\frac{2}{3}$) majority vote of the Board of Directors. All members must be present. These dissolution proceedings shall be initiated only after conclusive evidence has been established that there is no other reasonable alternative.

Section 2 - Dissolution proceedings protocol:

- A. A quorum shall consist of all members of the Board of Directors.
- B. Upon ratification of the motion to dissolve, the Executive Director shall advertise the action in three major regional newspapers. The advertisement shall advise members that all holdings and property will be disposed of by public auction.
- C. Any proceeds from the disposed property, holdings, and other assets shall be applied toward any legal indebtedness of the Association. Remaining proceeds shall be distributed to active career and technical education student organizations (CTSOs) that are chartered and have a non-profit, tax-exempt status.
- D. The Board of Directors shall be responsible for preventing any Association funds from being used to benefit any members.