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**CONSTITUTION**  
**ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION RESEARCH**  
**(ACTER)**

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Revised: December 2005, Revised December 2007, Revised December 2010  
Revision Adopted July 2020

**GENERAL PROVISIONS**

***Article 1: Name***

The name of this organization shall be the **Association for Career and Technical Education Research (ACTER)**.

***Article 2: Purposes***

- A. To stimulate research and development activities related to career and technical education;
- B. To stimulate the development of training and education programs designed to prepare persons for responsibilities in career and technical education research;
- C. To foster a cooperative effort in research and development activities within career and technical education, with other areas of education, and with other disciplines; and
- D. To facilitate the dissemination of research findings and the diffusion of knowledge.

***Article 3: Membership***

- A. ***Members*** shall be persons actively engaged in research and development activities related to career and technical education. Members shall be entitled to the rights and privileges of the Association without restriction.
- B. ***Student members*** shall be persons actively pursuing graduate degrees as full-time, resident students (as defined by the students' institutions). Student members shall be entitled to the rights and privileges of the Association.
- C. ***Emeritus members*** shall be those persons who have officially retired and who have paid their dues for three consecutive years prior to retirement. Emeritus members shall be entitled to the rights and privileges of the Association without restriction.
- D. The annual membership period shall be for 12 months from the date the member joins in one year to the same date in the next year.
- E. Membership in ACTER is independent of membership in the American Education Research Association (AERA), the Association for Career and Technical Education (ACTE) and of the New and Related Services (NRS) Division of ACTE. Separate dues are required to belong to these groups and ACTER members are encouraged to join them.

#### **Article 4: Membership Dues**

- A. The Executive Committee shall make recommendations to members concerning dues.
- B. A majority of members attending the annual meeting must approve changes in dues.

#### **Article 5: Meetings**

- A. There shall be an annual business meeting of the Association in conjunction with the annual Association for Career and Technical Education VISION conference to include the installation of officers, reports of the Executive Committee, and other committee reports. Additional general meetings may be called at the discretion of the Executive Committee upon written or printed notice to the membership.

#### **Article 6: Publications**

- A. Publications of the organization shall be concerned with career and technical education research and inquiry.
- B. All publications shall be approved either by the Executive Committee or by Editorial Boards or Committees sanctioned by the Executive Committee.
- C. *Career and Technical Education Research (CTER)* shall be the official research publication of the organization. *CTER* shall be published under the direction of the CTER Editorial Board comprised of at least 12 active members of ACTER who are appointed by the Executive Committee. The *CTER* Editorial Board reports to the Executive Committee through the *CTER* Editor.
- D. Other publications such as membership directories and monographs that promote the cause of career and technical education research will be encouraged.

### **OFFICERS OF THE ORGANIZATION**

#### **Article 7: Officers**

- A. The officers of the Association shall consist of an elected President, President-Elect, Past-President, Recording Secretary, Membership Secretary, Treasurer, Historian, and Ambassador-at-Large.
- B. Unless otherwise indicated, all officer duties described under the remaining sections of this article refer to the operation of the CTE Research and Professional Development Conference or other ACTER meetings.
- C. The duties of each officer are listed in the Operations Manual.

#### **Article 8: Term of Office**

- A. The President, President-Elect, and Past President shall serve one-year terms. All other elected officers shall serve a two-year term and shall not be elected to the same office for more than two subsequent terms. The Ambassador-at-Large and Membership

Secretary shall be elected in odd years, and the Treasurer and Recording Secretary shall be elected in even years. The Historian may be re-elected without restriction on term length.

- B. The President-Elect serves for one year and then succeeds automatically to President and then to Past President, both for one year.
- C. All newly elected officers shall take office at the ACTER business meeting.
- D. If a vacancy occurs, the Executive Committee shall appoint a replacement from the ACTER membership. The appointed officer shall meet the criteria specified in Article 9.

### ***Article 9: Officer Eligibility***

- A. Prospective officers must have been a member of ACTER for two consecutive years prior to nomination.
- B. Nominees for President-Elect must have previously held an ACTER office or have served on the Executive Committee.

## **COMMITTEES**

### ***Article 10: Executive Committee***

- A. The Executive Committee shall consist of:
  - 1. The elected officers—President, Immediate Past President, President-Elect, Recording Secretary, Membership Secretary, Treasurer, Historian, and Ambassador-at-Large
  - 2. Ex-officio, non-voting members:
    - a. CTER Leadership—Editorial Board Chair, Editor, and Managing Editor
    - b. CTE Research and Professional Development Program Chair
    - c. Trustees appointed to chair standing committees—Parliamentarian, Finance Trustee, Professional Development Trustee, and Research Development Trustee
    - d. Webmaster
- B. No individual may serve in more than one Executive Committee position at one time. Exceptions may be made when a position is vacant for 60 days.
- C. The Executive Committee shall be the administrative body of this organization and shall be empowered to transact business for the Association.
- D. The Executive Committee meets at the annual ACTER Conference and at the discretion of the president.
- E. Removal from the Executive Committee
  - 1. Misuse of funds, fraud, neglect of responsibilities, or other evidence of harm to ACTER shall be cause to remove an elected officer or a non-voting, ex-officio member of the Executive Committee.
  - 2. In such cases warranting removal of an elected officer, a special meeting shall be called by any elected officer. The officer who called the meeting shall provide evidence of cause to remove an Executive Committee member. A motion to remove the member shall be made and seconded by Executive Committee members other

- than the person who called the meeting. The motion will carry and the individual will be removed by a three-fourths vote of the elected officers.
3. Trustees and the webmaster serve on the executive committee at the discretion of the president and may be removed and replaced as the president deems necessary.
  4. Removal of a *CTER* staff member shall require a three-fourths vote of the *CTER* Editorial Board at a meeting called by the Editorial Board Chair. If there is cause to remove the Editorial Board Chair, ACTER president may convene the Editorial Board for a motion and vote for removal.

### ***Article 11: Nominating Committee***

- A. The President shall appoint a committee to nominate a slate of candidates for ACTER officers.
- B. The Nominating Committee shall select at least two candidates for each elected office and prepare the election ballot. In the case of the officers who may serve more than one term of office, two candidates are not required if the current officer is being nominated for another term. Members of the Association may submit names of nominees to the Nominating Committee.
- C. The Nominating Committee shall conduct the election of officers for the Association through an e-mailed ballot procedure using the official membership list of that date. The election of officers shall be concluded by November 1.

### ***Article 12: Auditing Committee***

A committee shall be appointed by the President to audit the financial records not later than thirty days prior to the annual business meeting

### ***Article 13: Membership Committee***

A Membership Committee may be appointed by the President at the request of the Membership Secretary. The Membership Secretary shall chair the Membership Committee.

### ***Article 14: CTE Research and Professional Development Conference Program Chair***

- A. The President and President-Elect shall jointly appoint a CTE Research and Professional Development Conference Incoming Chair for a term of two years and in time to serve one year with the current chair.
- B. The person selected will serve one year as Incoming Chair and then automatically ascend to serve a one-year term as Program Chair of the CTE Research and Professional Development Conference.
- C. The Incoming Chair will assist the current chair with the CTE Research and Professional Development Conference and develop plans for the next year's conference.

### ***Article 15: Special Committees***

- A. Trustees, appointed by the president, shall recruit and chair the Constitution and By-Laws Committee, Finance Committee, Professional Development Committee, and Research Development Committee.
- B. The president shall appoint ad hoc committees for special projects and non-routine needs.

## **AMENDMENTS**

### ***Article 16: Amendments***

Proposed amendments to the Constitution may be made by a 2/3 vote of ACTER members present at the annual business meeting of the organization at ACTE and will become effective immediately upon a favorable vote. Such amendments must be submitted to the membership by e-mail or another electronic media at least 60 days before the annual meeting.

## **DISSOLUTION**

### ***Article 17: Dissolution***

In the event of the dissolution of the Association for Career and Technical Education Research, all assets remaining after the payment of outstanding debts and obligations shall be transferred to the CTE Scholars section of the ACTE Division of New and Related Services.