

CONSTITUTION AND BY-LAWS

OF

**THE NORTH DAKOTA CAREER
& TECHNICAL EDUCATION
ADMINISTRATORS**



CONSTITUTION

ARTICLE I

Name of Affiliation

This organization shall be called the North Dakota Career & Technical Education Administrators hereafter referred to as NDCTEA. It shall be conducted as an affiliate organization of the North Dakota Association for Career and Technical Education, the National Council of Local Administrators, and the North Dakota Council of Educational Leaders.

ARTICLE II

Purpose

The purposes of the NDCTEA shall be to:

1. Promote and develop Career & Technical Education in secondary and post-secondary schools of North Dakota.
2. Assist the members in matters of organization, administration and supervision of local programs.
3. Promote Career & Technical Education by keeping the people of this State informed through a public relations program.
4. Foster close integration of Career & Technical Education within the overall educational system.
5. Promote and develop affirmative legislative action pertaining to Career & Technical Education in North Dakota.

ARTICLE III

Membership

Section 1. Active Membership

Active membership in the NDCTEA shall be open to any member whose major responsibility is the administration and supervision of Career & Technical Education in any (1) public school system, (2) comprehensive high school or career center, area Career & Technical school, community college and career department heads in a college or university, (3) non-profit private career school, (4) state entity, and as may be further defined by the executive committee.

Section 2. Associate Membership

Associate membership shall be open to any person interested in the welfare of the NDCTEA.

Associate members shall have voting privileges providing they are members of ACTE and NDACTE.

Section 3. Emeritus Membership

Any member who has retired from employment as a local administrator or supervisor and who has been an active member of the NDCTEA shall be eligible for emeritus membership. Emeritus membership shall have voting privileges.

ARTICLE IV

Dues and Fees

Section 1. Membership Dues

Membership dues for the association is \$30, of which \$20 is sent to the National Council of Local Administrators as North Dakota is an unified state. Dues shall be payable to the treasurer and shall cover membership from July 1 through June 30.

Section 2. Fees

Additional fees may be assessed to members of the NDCTE association for operational expenses. The Executive Committee will annually review the need for association fees and provide recommendations for approval by members during the August meeting.

ARTICLE V

Meetings

Section 1. Quorum

Forty percent of the current membership shall constitute a quorum.

Section 2. Meeting

The NDCTEA shall hold at least two business meetings each year. One meeting shall be held in August in conjunction with the State Career and Technical Education Professional Development Conference. Additional meetings shall be held at the discretion of the Executive Committee.

Section 3. Executive Committee Meetings

The Executive Committee shall meet at least twice a year. Both meetings shall precede the annual meetings of the NDCTEA. Other meetings shall be held on call of the president or a majority vote of the executive committee.

ARTICLE VI

Officers

Section 1. Elected Officers

The elected officers of the NDCTEA shall be a president, vice president, secretary, and treasurer. The term of each elected officer shall be for one year and may not be in succession with the exception of the treasurer who shall be elected for a two-year term. The past-president will serve a term of one year following his/her term as president.

Section 2. Executive Committee

The Executive Committee shall consist of the elected officers of the NDCTEA together with the past-president and two other active members who shall be elected at large during the August annual business meeting. The past-president shall have a term of one year. The two at large members shall have a term of two years, one to be elected on alternate years and may not be elected to succeed themselves without a one-year interim lapse.

Section 3. Election

The president shall appoint a nominating committee to be chaired by the past-president and two members to organize a slate of officers prior to the annual August meeting. It shall be the duty of this committee to present a slate of candidates for the office of vice president and secretary (annually) and treasurer (biannually). Nominations for all offices may be taken from the floor. The election will be held during the August meeting. The vice president will assume the office of president at the conclusion of the August meeting. Only active members of the NDCTEA may be nominated or elected to any office.

Section 4. Duties

Officers: The duties of the president, vice president, secretary, and treasurer shall be those set forth in the By-laws. The president shall serve as chairperson of the Executive Committee; in the event of absence, the president shall designate the vice president to preside at NDCTEA or Executive Committee meetings.

ARTICLE VII

Parliamentary Authority

Robert's Rules of Order, Revised, will cover provisions not covered by this constitution of the North Dakota Career and Technical Education Administrators.

ARTICLE VIII

Amendments

This constitution may be amended by a two-thirds majority at any stated meeting of the NDCTEA; provided printed notice of proposed amendment shall have been sent to all members not less than ten days prior to the action taken. Any action for constitutional amendment shall, prior to vote, be subject to modification in the same manner as for other propositions submitted for the NDCTEA action.

BY-LAWS
OF
THE NORTH DAKOTA CAREER & TECHNICAL EDUCATION ADMINISTRATORS

ARTICLE I

Duties of Officers

Section 1. President.

- a. The president shall coordinate NDCTEA meeting dates, times, and locations in conjunction with the Department of Career and Technical Education administrator meetings.
- b. The president shall work with officers and standing committee chairs to develop meeting agendas.
- c. The president will preside NDCTEA meetings, and communicate the meeting agenda, financials, and previous meeting minutes to all members at least one week prior to the event.
- d. The president shall appoint all special committees with the approval of the Executive Committee and shall appoint the standing committees.
- e. The president will serve as the awards representative for the association, and will present honors for NDCTEA Administrator of the Year and New Teacher of the Year at the PDC.
- f. The president shall review and serve as chair for the Constitution and Bylaws committee.
- g. During a legislative year, the president will be serve as NDCTEA representative at the NDCEL Legislative Assembly and work with the NDCTE to assist in communicating legislative updates or platform materials.
- h. The president shall fill vacancies in committee assignments and shall be an ex-officio member the NDCTEA Executive Committee for one year.
- i. The president shall send a letter of invitation and NDCTEA membership information on behalf of NDCTEA to all 'NEW' Career and Technical Education administrators.

Section 2. Vice President.

- a. The vice president shall work with the president to develop meeting agendas and materials, and shall perform other duties as assigned by the president.
- b. The vice president shall, in the absence of the president, perform the duties of the president.
- c. The vice president will serve as chair for the Public Relations Committee.
- d. The vice president will be responsible for updates to the NDCEL website's affiliate page for NDCTEA and other promotional activities approved by the NDCTEA Executive Committee.

Section 3. Secretary.

- a. The secretary shall keep accurate records of all NDCTEA meetings and Executive Committee meetings, and shall perform other duties as assigned by the president.
- b. The secretary shall communicate meeting minutes via e-mail within ten days of adjournment of each meeting.
- c. The secretary shall work with the vice president to coordinate food and beverages for meetings or hospitality events.

Section 4. Treasurer.

- a. The treasurer shall work with the president and NDCEL in preparing the annual budget and presentation to the Executive Committee for approval during the August meeting.
- b. The treasurer will provide updated financial reports to the president via e-mail at least one week prior to NDCTEA meetings.
- c. The treasurer will work with NDCEL to prepare all receipts for the organization and make disbursements as authorized by the president and Executive Committee.
- d. The treasurer will work with the executive director of NDACTE for administrator recruitment, retention, and membership dues information and updates.
- e. The treasurer will provide members with district NDCTEA fee invoices at the August meeting.
- f. The treasurer will serve in a two year rotation.

Section 5. Immediate Past President.

- a. The immediate past president shall be a member of the Executive Committee and serve as an advisor to the president.
- b. The immediate past president shall serve as chair for the Nominating and Election Committee.

ARTICLE II

Committees

Section 1. Voting

Committee members may vote by any practical means, when deemed necessary, on matters requiring their action between meetings. A majority vote of the committee membership shall constitute action. All bills incurred by any committee for expense shall be collected by the chairperson of that committee and submitted to the Executive Committee for approval. The president may appoint annually a legislative committee, and public relations committee and such other committees as may be deemed necessary.

Section 2. Executive Committee

- a. The Executive Committee shall be responsible for planning the program for the annual business meetings and such other general meetings as may be held.
- b. The Executive Committee shall be empowered to make appointments to fill vacant unexpired terms to any elective office to which succession does not apply.
- c. A majority of the executive committee members at any Executive Committee shall constitute a quorum for the purposes of conducting business.
- d. The Executive Committee will monitor and communicate federal and local CTE policy updates, and work with the president to annually review the NDCTEA Constitution and Bylaws.
- e. The Executive Committee shall serve as evaluators for the Reuben Guenther Scholarship applications.

Section 3. Standing and Special Committees

- a. NDACTE Representative – NDCTEA member serving on NDACTE board on behalf of CTE administrators.
- b. NDCEL Representative – NDCTEA member serving on the NDCEL board on behalf of CTE administrators.
- c. Nominations & Election Committee – chaired by the past president and responsible to submit a slate of officers for the August meeting.
- d. Awards Committee – will be appointed by the president to oversee awards activities.
 - a. NDCTEA Administrator of the Year
 - a. Recruit nominations and communicate NDCTEA Administrator of the Year form at the January meeting for March 31 deadline.
 - b. Review nominations at the April meeting for selection.
 - c. Communicate recipient to DCTE and secure award for the fall PDC Conference
Communicate award recipient to NDCEL.
 - b. NDACTE New Teacher of the Year
 - a. Work with NDACTE to communicate the New Teacher of the Year award and scholarship.
- e. Public Relations Committee – chaired by the vice president to promotional activities.
 - a. Oversee annual promotional campaign for NDCTEA and CTE Great Hall.
 - b. Oversee promotional events as appointed.

ARTICLE III

Order of Business

Call to order by president or delegated officer.

Review of agenda

Reading and approval of the minutes of the last meeting. Financial report.

Report of the President.

Report of standing committees. Report of

special committees. Unfinished business.

New business.

Appointment of committees.

Announcements.

Adjournment.

ARTICLE IV

Membership Dues (Fees)

The membership dues shall be-set by members at the annual meeting for active and associate members and (\$0.00) no charge for emeritus members. Membership year shall be July 1 through June 30. Dues are payable to the treasurer. The Executive Committee shall review membership dues annually.

ARTICLE V

Parliamentary Authority

Robert's Rules of Order, Revised, will cover provisions not covered by these by-laws of the North Dakota Career & Technical Education Administrators.

ARTICLE VI

Amendments

These by-laws may be amended by a two-thirds majority at any stated meeting of the NDCTEA, provided printed notice of proposed amendment shall have been sent to all members not less than ten days prior to the action taken. Any action for by-law amendment shall, prior to vote, be subject to modification in the same manner as for other propositions submitted to the NDCTEA action.