

## **Article I – Name**

The name of this organization shall be the “West Virginia Association for Career and Technical Education.”

## **Article II – Mission and Purpose**

### **A. MISSION**

The mission of the West Virginia Association for Career and Technical Education (WVACTE) is to provide educational leadership in developing a competitive workforce.

### **B. PURPOSE**

1. To establish and maintain active leadership in all types of career and technical education (CTE).
2. To affirm and support the purpose of the Association for Career and Technical Education (ACTE).
3. To unite into one statewide organization those persons who are interested and concerned with CTE.
4. To unify all the CTE interests of the state through representative membership.
5. To promote the concept of CTE by providing information to the public and its elected representatives pertaining to the status, needs, and future opportunities.
6. To cooperate with other states in the further development of CTE.
7. To promote harmonious relations between educators, boards of education, and other school staff participating in or affecting CTE.
8. To provide resources necessary for the function of the WVACTE.

## **Article III – Membership**

### **A. ELIGIBILITY**

1. Any individual interested in the mission and purpose of the WVACTE shall be eligible for membership.
2. West Virginia membership requires national membership in ACTE.

### **B. MEMBERSHIP CLASSIFICATIONS**

Membership shall consist of one of the following individual memberships. Dues are paid to the national ACTE office or the WVACTE Treasurer.

1. *Professional Membership.* For administrators, counselors, and/or full-time teachers actively engaged in CTE and adult programs; maintained by full payment of appropriate State division(s) dues, where applicable and WVACTE dues.
2. *Retired Membership.* Individuals who are retired from active employment in CTE and have been a member for at least one year. Retired members cannot be employed either full/part-time. Retired members must notify WVACTE should they regain employment and renew at the Professional Membership rate.
3. *Student Membership.* Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the educator system as a teacher, counselor, or administrator.

### **C. VOTING AND HOLDING OFFICE**

Individuals from the following membership classifications shall be considered eligible for voting and serving as officers.

1. Professional Members
2. Retired Members

**D. MEMBERSHIP YEAR**

The membership year shall extend from the date dues are paid until one year later.

**E. MEMBERSHIP DUES**

The annual dues for each type of membership shall be determined by the Executive Committee and approved by the Executive Committee and approved by the membership at the designated meeting.

**Article IV – Organizational Structure**

**A. DIVISIONS**

**1. ESTABLISHMENT**

When a group in the WVACTE meets the following criteria, it may petition the Executive Committee to become a division association with a Vice President and Director.

- a. The interest of the group is clearly defined as being directly involved in or closely related to CTE, or adult 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 currently served by a single existing division.
- d. The group is organized in the interest of expanding and improving CTE and/or adult education.
- e. The group presents a petition in writing to the Executive Committee for approval at least ninety (90) days before the designated meeting. After Executive Committee approval, the petition shall be voted upon by the membership of the Association at the designated meeting. A two-thirds vote by those members present at the designated meeting shall be required for acceptance.
- f. Each Division President is responsible for submitting a yearly summary report by June 30.

**2. MEMBERSHIP**

An active division shall meet at least one of the following qualifications.

- a. In cases where there are ten or fewer eligible members, an active division shall consist of five or more active members.
- b. Maintain fifty percent (50%) or more of eligible active members of the division.
- c. Maintain an active membership of twenty-five (25) teachers, supervisors, teacher trainers, and others directly involved in providing CTE services.

**3. INACTIVE STATUS**

If a division fails to meet the qualifications in any given year, it shall remain a division for that year. However, at the beginning of the next WVACTE administrative year, it shall be declared inactive and shall remain an inactive division until it meets the qualifications. When an inactive division meets the qualification, it immediately becomes an active division. The WVACTE President shall instruct the Executive Secretary to notify the Division President regarding active or inactive status.

## Article V – The Governing Board

### A. ASSEMBLY OF MEMBERS (MEMBERSHIP)

#### 1. *Dues*

The Assembly of Members shall transact such business of the WVACTE as may be proposed by the Executive Committee, members present, and such other business provided by these Bylaws.

#### 2. *Meetings*

Meetings of the Assembly of Membership shall be held during the designated meeting(s) of the WVACTE and at a time and place designed by the Executive Committee. The Executive Secretary shall provide written/electronic notice to the membership fourteen (14) days prior to the designated meeting.

- a. All meetings of the Assembly of Membership shall be open, but voting shall be restricted to WVACTE members.
- b. All voting members in good standing shall have the privilege of the floor at all sessions of the assembly.
- c. Special meetings of the WVACTE may be called at any time at the discretion of the Executive Committee or shall be called by the President upon written/electronic petition of at least ten (10) percent of the active membership.

### B. EXECUTIVE COMMITTEE

1. The Executive Committee shall have the management and control of the affairs and funds of the WVACTE except as instructed as a meeting of the memberships, or as to business upon which only the members may take action in accordance with these Bylaws. Among its duties, the Executive Committee shall:
  - a. Have direction and charge of meetings, conferences, and conventions.
  - b. Evaluate the accomplishments of the WVACTE.
  - c. Approve the annual budget for presentation to the membership.
  - d. Receive and act upon committee reports.
  - e. Provide safekeeping and proper investment of all funds of the WVACTE.
2. The Membership Secretary will be under the direction of the Executive Committee and shall serve until a successor is appointed by the Executive Committee.
3. The Executive Treasurer will be under the direction of the Executive Committee and shall work in concert with the Membership Secretary and shall serve until a successor is appointed by the Executive Committee.
4. The Executive Secretary will be under the direction of the Executive Committee and shall work in concert with the Membership Secretary and shall serve until a successor is appointed by the Executive Committee.

### C. MEMBERSHIP OF EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of active members that are elected officers of the WVACTE, immediate past president, President, and/or Directors/President-elect or active Divisions Vice President, and shall serve such terms as provided in the Bylaws.
2. A division shall not be represented by more than two active members on the Executive Committee at any one time.
3. The Executive Committee shall hold a minimum of two meetings per year for the transaction of WVACTE business.

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4. The President shall call a meeting of the Executive Committee within sixty (60) days after the designated meeting to appoint the Executive Secretary and Membership Secretary and start plans for the coming year.

### Article VI – Officers

- A. The officers of this WVACTE shall be a President, the President-elect, and the Vice Presidents. The number of Vice Presidents shall be the same as the number of active divisions in the WVACTE. All officers shall be elected as provided in the Bylaws and shall serve until their successors have been elected. The vice presidents shall be the elected Presidents of their respective divisions. Divisions are listed in the WVACTE procedures manual.
- B. DUTIES OF OFFICERS
  1. It shall be the duty of the President to preside at WVACTE meetings and the business meeting of the Executive Committee, to appoint committees, and to make any other action necessary to carry out the mandate of the membership. The President shall be an ex-officio member of all committees.
  2. The President-elect shall assist the President in any way the President may request, preside over meetings in the absence of the President, and serve as a member of the Executive Committee.
  3. The Division Vice Presidents shall perform all the duties assigned to a Vice President and shall represent their division on the Executive Committee.
- C. QUALIFICATIONS OF OFFICERS
  1. Be a WVACTE member in good standing with at least five consecutive years of membership. (This requirement may be waived in the case of a new division and at the discretion of the Executive Committee.)
  2. Be able to take sufficient time off from employment necessary to attend to the duties of the WVACTE.

### Article VII – Election of Officers

- A. TERMS OF OFFICE
  1. The President, the President-elect, and the immediate past president shall serve for a period of two years in each office.
  2. Newly elected officers shall take office at the closure of the designated meetings at which they are elected and shall serve until successors are duly elected.
- B. PROCESS OF NOMINATION
  1. The President shall appoint a nominating committee.
  2. Any active member wishing to run for office may apply by letter to the nominating committee. This is not a requirement.
  3. The nominating committee will announce at the designated meeting its recommendation of the candidates for President-elect. The floor will be opened for nominations.
  4. A majority vote of the active members attending the designated meeting shall be required to elect the President-elect.
- C. METHODS OF ELECTION
  1. Directors and officers of WVACTE shall be elected by mail or electronic ballot as determined by the Executive Committee.

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2. Division Vice Presidents shall be elected from eligible memberships of their respective divisions by mail or electronic ballot as determined by the Executive Committee.
3. The Executive Committee shall establish a detailed policy regarding campaigns for office and shall publish such a policy to all candidates along with the announcement of the slate. Failure to comply with these requirements may result in disqualification. The WVACTE Executive Committee shall be charged with the responsibility of deciding whether to disqualify a candidate when a violation is reported. Voting shall commence no later than the WVACTE-designated meeting and shall remain open for thirty (30) days. Each eligible member of the WVACTE, as of thirty (30) days prior to the commencement of the voting period shall receive access to the ballot for voting. The WVACTE Executive Committee shall certify the names of the persons duly elected. In case of a tie vote of two or more nominees, the WVACTE Executive Committee shall cast the deciding vote for the office. A plurality vote shall constitute an election.
4. If at any time during the election process, a candidate for office withdraws or is disqualified, the Board of Directors will determine if the office is to be declared vacant.

### D. VACANCIES

1. If a vacancy occurs in the Office of President, the President-elect shall become President and shall serve as President for the remainder of that term and the term for which they were elected. A vacancy in the Office of President-elect shall be filled by the Executive Committee. A two-thirds vote of the members of the Executive Committee shall be required to fill the vacancy. Such a vote may be taken by mail/electronic vote. Vacancies for Vice Presidents shall be filled by the division that the Vice President represents.
2. If a vacancy occurs because a division becomes inactive, the Director and Vice President from the divisions will not be eligible to serve on the Executive Committee. They will become eligible immediately upon their division regaining active status.

## **Article VIII – Rules of Order**

- A. The WVACTE shall be governed by these Bylaws.
- B. Robert's Rule of Order – Revised Edition shall govern the WVACTE in all cases in which they are not inconsistent with the WVACTE's Bylaws.

## **Article IX – Amendments**

- A. These Bylaws may be amended by a two-thirds vote of the active members at the designated meeting of the WVACTE, provided that at least thirty (30) days written/electronic notice shall have been given to the members concerning such proposed amendment or amendments.
- B. Amendments to these Bylaws may be proposed by: (1) the Executive Committee; (2) any committee appointed by the president to propose amendments; or (3) by any group of ten or more active members. It shall be the duty of the Executive Secretary to provide notice to the membership if the proposed amendment(s) meets any of the three requirements listed above.

**Article X – Committees**

**A. STANDING COMMITTEES**

The President shall, within sixty (60) days after the designated meeting, appoint active members of the WVACTE to the necessary standing committees, designating their chairperson, to serve during his/her term of office. For more information about Standing Committees and their duties, check the procedures manual.

**B. SPECIAL COMMITTEES**

The President shall appoint, from time to time, such special committees as are necessary to conduct the affairs of the WVACTE.

**Article XI – Fiscal and Administrative Years**

- A. The fiscal year of the WVACTE shall be the same as that of the ACTE.
- B. The administrative year of the WVACTE shall extend from the close of the designated meeting until the close of the next designated meeting.

Updated and passed on August 27, 2024, at the virtual Members Business Meeting.