

CONSTITUTION AND BY-LAWS

OF

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

OF

**CAREER
&
TECHNICAL EDUCATION**



ARTICLE I

Name of Affiliation

This organization shall be called the North Dakota Career & Technical Education Administrators of Career & Technical Education 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 total 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 of North Dakota Association for Career and Technical Education 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

Annual dues shall be a sum sufficient to cover essential expenses of the organization as determined by the executive committee. They shall be payable to the treasurer and shall cover membership from July 1 through June 30.

ARTICLE V

Meetings

Section 1. Quorum

40% 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 All Service Career & Technical Conference. One meeting shall be held in October in conjunction with the North Dakota Council of Educational Leaders 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, president elect, a vice president, and a secretary/treasurer. The term of each elected officer shall be for one year and may not be in succession with the exception of the secretary/treasurer who shall be elected for a two-year term.

Section 2. Executive Committee

The Executive Committee shall consist of the elected officers of the NDCTEA together with the retiring president and two other active members who shall be elected at large during the October annual business meeting. The retiring 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 of three to five members at the annual meeting in August. It shall be the duty of this committee to present a slate of candidates for the office of vice president (annually) and the office of secretary/treasurer (biannually). Nominations for all offices may be taken from the floor. Election will be held and officers installed at the annual meeting in October. The president-elect will assume the office of president and the vice-president will assume the office of the president-elect. Only active members of the NDCTEA may be nominated or elected to any office in the council.

Section 4. Duties

Officers: The duties of the president, president-elect, vice-president, and secretary/treasurer shall be those set forth in their respective job descriptions. The president shall be chairperson of the executive committee; in event of absence the president shall designate the president-elect or 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 Council of Local 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
OF
CAREER & TECHNICAL EDUCATION

ARTICLE I

Officers

Section 1. Duties of President

The president shall preside over meetings of the NDCTEA and executive committee and perform duties authorized by the constitution. The president shall appoint all committees and act as ex-officio member of the committees. The president shall appoint persons to fill all non-elected vacancies. The president shall assume responsibility for promotion and development of membership in the organization and shall assist the president-elect with the public relations responsibility.

Section 2. Duties of the President-Elect

The president-elect shall assume the duties of the president in the event of his/her absence and in the event of a vacancy shall fill the office of president for the remainder of the term. The president-elect shall assume the responsibility of public relations as a prime duty.

Section 3. Duties of Secretary/Treasurer

The secretary/treasurer shall keep clean and accurate records of all proceedings of the NDCTEA and executive committee. This person shall be the correspondence agent and perform such other duties as assigned by the president. He/she shall establish the necessary bank account(s), receipt all funds coming to the NDCTEA and disburse funds on the approval of the executive committee. Any expenditure not provided for in the annual budget shall have prior approval of

the NDCTEA membership. He/she shall present a financial report at each business meeting. All financial records shall be made available to the executive committee, on call, for audit.

Section 4. Duties of the Executive Committee

The executive committee shall be responsible for planning the program for the annual business meetings and such other general meetings as may be held. The executive committee shall be empowered to make appointments to fill vacant unexpired terms to any elective office to which succession does not apply. A majority of the executive committee members at any executive committee shall constitute a quorum for the purposes of conducting business.

ARTICLE II

Committees

Section 1. 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.

ARTICLE III

Order of Business

Call to order by President or delegated officer.

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

The membership dues shall be ten (\$10.00) dollars annually 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.