

**CAREER AND TECHNICAL EDUCATION ASSOCIATION OF NEW JERSEY  
BYLAWS**

**ARTICLE I - NAME**

- A. The name of this association shall be Career and Technical Education Association of New Jersey, hereafter known as CTEANJ as a unified state association with ACTE.
- B. CTEANJ is an organization of career and technical education associations/organizations representing such areas as but not limited to: Administration, Adult Workforce Development, Agriculture Education, Business and Technology Education, Cooperative Education, Family and Consumer Sciences Education, Health Occupations Education, Industrial Arts Education, Marketing Education, School-to-Work/Careers, Special Needs Education, Tech Prep, Technology Education, Trade and Industrial Education, or groups organized for similar purposes.

**ARTICLE II - MISSION AND PURPOSES**

- A. *Mission*  
The mission of the Career and Technical Education Association of New Jersey (CTEANJ) is to provide educational leadership in developing a competitive global workforce.
- B. *Purposes*
  - 1. Leadership and Program Improvement. To foster excellence in career and technical education.
  - 2. Policy Development. To advocate national, state and local public policy to benefit career and technical education.
  - 3. Knowledge Connectivity. To act as a clearinghouse for education and information relating to all aspects of career and technical education, while providing access for professional development through programs, workshops, conferences, services and opportunities that will ultimately benefit all students.
  - 4. Awareness. To create public awareness of career and technical education and its importance in developing a competitive global workforce.
- C. *Powers*  
The administration and authority of CTEANJ business will be vested in the Executive Committee.

**ARTICLE III - MEMBERSHIP AND DUES**

- A. *Eligibility*  
Any individual interested in the mission and purposes of CTEANJ and ACTE shall be eligible for membership.
- B. *Classification of Members*  
The Association shall consist of two (2) classifications of membership:
  - 1. Individual
  - 2. Associate
- C. *Individual Membership*
  - 1. Professional Membership  
Individuals actively employed in or concerned with career and technical education. Professional members are required to hold state and ACTE membership simultaneously.
  - 2. 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 education system as a teacher, counselor or administrator.
  - 3. Retired Membership  
Individuals who are retired from active employment in career and technical education or services and have been a member or at least one year. Retired members cannot be employed either full or part time in career and technical education. Retired members must notify CTEANJ should they regain employment and renew at the professional membership rate.

4. Honorary Life Membership

Any individual recognized by the Association’s Executive Committee for outstanding contributions to career and technical education.

D. *Associate Membership*

Associate membership shall be available to persons representing business, industry and the military.

E. *Membership Year*

Membership shall begin with receipt of dues by the Membership Chairperson of CTEANJ from individuals listed in the membership classification or from the Association of Career and Technical Education national office and will extend for one year (twelve [12] months).

F. *Dues*

Annual dues will be set by the Executive Committee and/or ACTE for all membership classifications:

1. Professional;
2. Student;
3. Retired;
4. Honorary Life; and
5. Associate.

**ARTICLE IV - OFFICERS**

A. The Officers of this Association shall consist of President, Vice President for Membership, Vice President for Program, Corresponding Secretary, Recording Secretary, Treasurer and Immediate Past-President.

B. Terms of Office:

- President. . . . . two (2) year term; elected in even numbered years.
- Vice President for Membership. . . . .two (2) year term; elected in odd numbered years.
- Vice President for Program. . . . .two (2) year term; elected in even numbered years.
- Corresponding Secretary . . . . . two (2) year term; elected in even numbered years.
- Recording Secretary . . . . .two (2) year term; elected in odd numbered years.
- Treasurer . . . . . two (2) year term; elected in odd numbered years.
- Immediate Past President . . . . . two (2) year term following service as President.

C. The officers of this Association shall also serve as the officers of the Executive Committee.

D. The officers of this Association shall be from the Individual Professional and Retired membership classifications.

**ARTICLE V - DUTIES OF OFFICERS**

A. The President shall preside at all meetings of the Association. He/she shall be Chairperson of the Executive Committee and a member ex-officio of all committees. He/she shall, with the approval of the Executive Committee, appoint the chairperson and members of all standing committees.

B. The Vice President for Program shall preside at all meetings of the Association and the Executive Committee in the absence of the President. He/she shall be responsible for the program activities of the Association.

C. The Vice President for Membership shall prepare, distribute and receive membership applications, keep membership records of the Association, and prepare membership reports for the Executive Committee.

D. The Corresponding Secretary shall attend to the correspondence of the Association and the Executive Committee. It shall also be his/her duty to send out notices, announcements and bulletins as directed by the Executive Committee or the President.

E. The Recording Secretary shall keep complete and accurate minutes of all meetings of the Association and the Executive

Committee.

- F. The Treasurer shall be responsible for the Association finances. He/she shall keep an accurate record of receipts and expenditures, furnish statements at all meetings of the Executive Committee and submit an itemized report of receipts and expenditures with vouchers for annual audit.
- G. The Immediate Past-President shall be the Executive Committee's Representative on the Nominating Committee and shall serve as its Chairperson. He/she shall also serve as the representative on the Executive Committee for those regular members who are not members of an affiliate.

#### **ARTICLE VI - AFFILIATES**

- A. An AFFILIATE shall be an educational association or organization.
- B. The Affiliate shall have objectives in accordance with ARTICLE II - MISSION AND PURPOSES of these Bylaws.
- C. The Affiliate has an organizational structure and a membership of at least twenty-five (25) members or eighty percent (80%) of maximum potential members from the previous year.
- D. The Affiliate has:
  - 1. Presented a written petition for affiliation to the Executive Committee; and
  - 2. An approved petition by a majority vote of the Executive Committee.
- E. The Affiliate has at least one scheduled meeting per year.

#### **ARTICLE VII - ELECTION OF OFFICERS**

- A. Eligibility

Only members of the Individual Professional and Retired membership classifications shall be eligible for office.
- B. Nominating Process
  - 1. Each affiliate representative shall annually submit one name for membership on the Nominating Committee.
  - 2. The Immediate Past President shall be the Chairperson of the Nominating Committee.
  - 3. Affiliate representatives, Executive Committee members and members-at-large are encouraged to suggest nominees to the Nominating Committee.
- C. Method of Election
  - 1. The ballot of approved nominees for all scheduled elected offices shall be prepared for mailing.
  - 2. The Election Ballot shall be mailed to all eligible voting members by March 31 of each year.
  - 3. The Election Ballot shall be returned in an envelope marked "Ballot" to the Nominating Committee by May 1.
  - 4. The Nominating Committee shall count all ballots and notify the Executive Committee as to the names of the persons duly elected.
  - 5. In case of a tie vote for two (2) or more nominees, the Executive Committee shall cast secret ballots to decide the vote.

6. In the event of a vacancy in any office of CTEANJ, the Executive Committee is empowered to fill the said office by appointment until the next annual election at which time the prescribed procedures for nomination and election shall be followed to elect a member for the unexpired term.

#### **ARTICLE VIII - EXECUTIVE COMMITTEE**

- A. The elected officers of the Association as indicated in ARTICLE IV - OFFICERS, Section A, are members of the Executive Committee.
- B. The Executive Committee shall also consist of one representative or alternate from each Affiliate. The Affiliate representative and alternate are to be identified by the Affiliate by July 1 of each year. The Affiliate is entitled to one (1) vote for each decision made by the Executive Committee.
- C. The Executive Committee shall also include as non-voting liaison members: (1) the New Jersey State Director of Career and Technical Education or his/her designee; and (2) other non-voting liaison members as deemed necessary by the Executive Committee.
- D. The duties of the Executive Committee shall be:
  1. Keeping a record of all its proceedings;
  2. Determining the guidance of standing and ad hoc committees;
  3. Directing all meetings, workshops and conferences;
  4. Approving all publications;
  5. Proposing an annual budget;
  6. Approving all expenditures;
  7. Distributing annual financial reports to the membership;
  8. Establishing operational procedures and policies of the Association; and
  9. Appointing any other positions necessary for the efficient operation of the Association.
- E. In order to maintain representation of the affiliated educational associations/organizations, it is necessary for all Executive Committee members to attend meetings regularly. In the event that an Executive Committee member or his/her alternate fails to attend three consecutive scheduled committee meetings, the Executive Committee is empowered to declare the office vacant and direct the Corresponding Secretary to contact the Affiliate for a replacement.

#### **ARTICLE IX - STANDING COMMITTEES**

- A. Standing committees and their chairperson shall be appointed by the President with the approval of the Executive Committee.
- B. Standing Committees and their duties shall include:
  1. A BYLAWS COMMITTEE consisting of at least three (3) members to review, edit and make recommendations concerning amendments to the Association's Bylaws.
  2. A CONFERENCE COMMITTEE consisting of at least three (3) members to successfully plan and carry out detailed

arrangements for participation at the New Jersey Education Association (NJEA) Annual Convention and other conferences.

3. A FINANCE COMMITTEE consisting of at least three (3) members to review and audit the accounts of the Association for the fiscal year. The committee shall submit a written audit report to the Executive Committee for membership publication. The committee shall also prepare a proposed annual budget.
4. A LEGISLATIVE COMMITTEE consisting of at least three (3) members to review current and proposed local, state and federal legislation and regulations related to career and technical education and prepare appropriate recommendations to the Executive Committee for action..
5. A MEMBERSHIP COMMITTEE consisting of at least three (3) members to promote continued membership in the Association. The committee shall maintain a current membership list and make it available to the Executive Committee.
6. A NOMINATING COMMITTEE shall be appointed as indicated in ARTICLE VII - ELECTION OF OFFICERS, Section B, of these Bylaws and shall operate in accordance with the procedure established.
7. A PUBLIC RELATIONS COMMITTEE consisting of at least three (3) members shall be appointed to assist in the development of materials, programs and publications to promote a positive public image of career and technical education.
8. A SCHOLARSHIP COMMITTEE consisting of at least three (3) members shall be appointed to conduct the CTEANJ Scholarship Program.

#### **ARTICLE X - MEETINGS**

A. General Membership

1. The annual meeting of the Association shall be held in each fiscal year, at such time and place as voted upon by the Executive Committee. The announcement of this meeting shall be made to the membership sixty (60) days prior to the scheduled date of the meeting.
2. A quorum for the purpose of transacting business shall consist of fifty-one percent (51%) of the members present.
3. Additional meetings of the Association may be called by the Executive Committee, or upon the written request of fifty (50) members of the Association who pledge themselves to be present. The announcement of additional meetings shall be made over the signature of the President at least thirty (30) days in advance of the meeting.

B. Executive Committee

1. At least four (4) meetings will be held on a pre-scheduled basis to be determined by the Executive Committee. Additional meetings of the Executive Committee may be held at the call of the President.
2. A quorum for the transaction of business shall consist of fifty-one percent (51%) of the members of the Executive Committee.

#### **ARTICLE XI - AMENDMENTS**

The CTEANJ Bylaws may be amended as follows:

- A. Proposed amendments must be in the hands of the Chairperson of the Bylaws Committee sixty (60) days prior to the date set for the annual meeting.
- B. Proposed amendments shall have been approved by at least one (1) affiliate, the Bylaws Committee or the CTEANJ

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Executive Committee prior to submission to the Chairperson of the Bylaws Committee.

- C. Proposed amendments shall be reviewed by the Bylaws Committee; the committee may recommend acceptance or rejection to the Executive Committee.
- D. Proposed amendments shall be submitted to the Executive Committee for approval thirty (30) days prior to being mailed to the membership.
- E. Proposed amendments shall be mailed to the membership for a mail vote.
- F. Amendments to these Bylaws shall be approved by a two-thirds (2/3) positive vote of those ballots returned within fifteen (15) days of the first class postmark date on the mailed ballot sent to eligible voting members.
- G. Amendments to these Bylaws shall become effective at the beginning of the next fiscal year.
- H. The Executive Committee shall be empowered to initiate such amendments as may be necessary to conduct the business of the Association in a satisfactory and efficient manner. Such action by the Executive Committee shall then follow the steps defined in this Article to make it official.

#### **ARTICLE XII - FISCAL YEAR**

The fiscal year shall be July 1 to June 30.

#### **ARTICLE XIII - DISSOLUTION**

In the event of dissolution, the assets of CTEANJ shall be distributed among the Affiliates of record at the time of dissolution. The assets are to be apportioned at a ratio of each Affiliate's membership in CTEANJ to the current membership of CTEANJ.

#### **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

The current edition of *Robert's Rules of Order, Newly Revised*, will govern any provision not covered by the Bylaws of CTEANJ.