

**California Association for Career and Technical Education**  
**Bylaws**  
 Adopted October 1, 2003  
 Revised March 2, 2004  
 Reviewed October 27, 2006  
 Revised February 26, 2007  
 Revised February 23, 2009  
 Revised June 12, 2015

Article I – Name

The name of this Association shall be “California Association for Career and Technical Education (CACTE).”

Article II – Purposes

The purpose of this Association shall be:

Section A – To unify all the career and technical education interests of the State through representative membership relating to national issues.

Section B – To inform the people of California, including elected officials, of the purpose, needs and accomplishments of career and technical education.

Section C – To emphasize and encourage the promotion and improvement of career and technical education through advocacy and seeking of fiscal and human resources.

Section D – To promote and develop opportunities for leadership and for professional development of members.

Section E – To promote pre-service and in-service professional development for all career and technical educators.

Section F – To serve as the state affiliate to the Association of Career and Technical Education.

Article III – Recognized Associates

Section A - The following associates will be recognized by CACTE for the purpose of promoting interest and support for career and technical education in the following areas of interest.

Section B - Associates:

• Administration	• Finance & Business
• Agriculture & Natural Resources	• Health Sciences & Medical Technology
• Arts, Media, & Entertainment	• Hospitality, Tourism & Recreation
• Building Trades & Construction	• Information Technology
• Business and Industry Partners	• Marketing, Sales & Service
• Counseling and Student Support	• Manufacturing & Product Development
• Economic and Workforce Development	• New and Related Services
• Education, Child Development & Family Services	• Special Needs
• Energy & Utilities	• Public Service
• Engineering & Design	• Transportation
• Fashion & Interior Design	

Section C – Associates are nominated by the president and confirmed by the Executive Committee with a majority vote.

#### Article IV – Membership

##### Section A – Eligibility

Any individual interested in the purposes of CACTE shall be eligible for membership.

##### Section B – Classification of Members and Dues

Membership shall be available in the following classifications:

	Annual Dues
1. Standard Membership (Active) Available to individuals concerned with career and technical education who are members of ACTE	\$29.00
2. Business and Industry Partners Available to individuals and firms supporting career and technical education	\$0
3. Loyalty Membership (Retired) Available to individuals concerned with career and technical education who have been ACTE members for at least five years and are now retired.	\$15.00
4. Student Membership Available to individuals who are enrolled as students preparing to become career and technical educators and who are not employed in the education system as a teacher, counselor or administrator.	\$0

Section C - Only Standard Members shall be considered eligible for voting and/or serving as officers, committee members or members of the ACTE Assembly of Delegates.

##### Section D – Membership Year

Membership shall begin with receipt of dues at the ACTE office and extend for one year (12 months).

#### Article V – Officers

Section A – The officers of CACTE and their terms of office shall be President, one (1) year term; President-Elect, one (1) year term; Past President, one (1) year term; Secretary, two (2) years term; and Treasurer, two (2) years term. An officer's term shall begin on July 1 and extend to June 30.

##### Section B – Duties of the Officers

###### 1. President

The President shall preside at all meetings of CACTE including the meetings of the Executive Committee and, subject to the approval of the Executive Committee, shall appoint the chairperson and members of all standing committees and any special committees deemed necessary by the Executive Committee. The President shall represent CACTE as spokesperson on matters of policy or, at his/her discretion, assign responsibility for such representation; review Association policies and recommend priorities to be considered by the Executive Committee, and serve as member ex-officio without vote on all committees.

In his/her absence, the President shall designate the Past President or the President-Elect to act in his/her stead. In the event the President fails to do so, the Executive Committee shall appoint an elected officer to preside.

Article V – Officers - *Continued*

2. President-Elect

The President-Elect shall serve in any capacity as directed by the President as occasions may demand and to make himself/herself available at the request of the Executive Committee in promoting the general welfare of CACTE.

3. Secretary

The Secretary shall serve in any capacity as directed by the President, will cause the accurate recording of proceedings of all official meetings of the Executive Committee and Annual Meeting, and will make himself/herself available at the request of the Executive Committee in promoting the general welfare of CACTE.

4. Treasurer

The Treasurer shall serve in any capacity as directed by the president will present any financial reports necessary and will make himself/herself available at the request of the Executive Committee in promoting the general welfare of CACTE. The Treasurer shall direct the activities of the Budget Committee in the development of the annual budget.

Section C – Qualifications of Officers

All officers shall be current members of ACTE and CACTE at the time of nomination and election.

Section D – Nominating Committee

The Nominating Committee shall be appointed by the President with approval of the Executive Committee and meet 60 days prior to the Annual Meeting. The Nominating Committee should represent a cross section of ACTE membership in California. The Nominating Committee should nominate no more than two (2) individuals for election to the office of President-Elect of the Association. Such nominations shall be announced no later than thirty (30) days prior to the Annual Meeting. Additional nominations may be made from the floor providing each nominee is thereafter interviewed and approved by the Nominating Committee and is approved by a majority of the members in attendance. If there are not two candidates for office, the office shall be declared vacant by the Executive Board.

Nominations of candidates for the office of Secretary and Treasurer should be made biennially. Such nominations by the Nominating Committee should consist of two (2) individuals for each office. The procedure for selecting the nominees for each office shall be determined by the Nominating Committee for the respective offices. At the business meeting at the annual CACTE meeting, at least two nominees for the office shall be presented to the members. Additional nominations may be made from the floor providing each nominee is thereafter interviewed and approved by the Nominating Committee and is approved by a majority of the members in attendance. If there are not two candidates for office, the office shall be declared vacant by the Executive Board.

Section E – Election and Terms

The President-Elect shall serve for a one (1) year term and shall automatically succeed to the Presidency of CACTE for a one (1) year term and shall serve on the Executive Committee during the one (1) year term as President-Elect, the one (1) year term as President and one (1) year term as Past-President.

The President-Elect will be elected by mail or electronic ballot as determined by the Executive Committee, prior to the annual California Association of Career Technical Education meeting.

The Secretary shall be elected by mail or electronic ballot as determined by the Executive Committee, for a two (2) year term, being elected in odd-numbered years.

The Treasurer shall be elected by mail or electronic ballot as determined by the Executive Committee, for a two (2) year term, being elected in even-numbered years.

Procedures for all balloting will be established by the Executive Committee. The terms of all officers shall commence at the conclusion of the annual meeting at which they were elected. Results of the election will

be announced prior to the conclusion of the annual meeting. In the case of a tie vote, the election shall be decided by a flip of a coin. No President may serve successive full terms.

#### Section F – Succession and Vacancies

Vacancies occurring by reason of death, resignation, incapacity, judgment of recall, or other disqualification shall be filled as follows:

1. A vacancy in the office of President shall be filled by the President-Elect who shall complete the unexpired term.
2. A vacancy in the office of President-Elect shall be filled by appointment of the President with approval of two-thirds (2/3) vote of the Executive Committee.

#### Article V – Officers - *Continued*

3. In the event a vacancy occurs in the office of both the President and President-Elect, the immediate Past President shall assume the responsibilities of the President for the unexpired term.
4. In the event the immediate Past President cannot serve, the Executive Committee, by an affirmative two-third (2/3) vote shall appoint an acting President to fulfill the unexpired term. The presiding officer in this interim shall be the member of the Executive Committee with the longest continuous service on the Committee.
5. Executive Committee shall make every effort to provide at least two nominations to stand for election to any office on the Executive Committee. A majority vote of the Executive Committee shall be necessary to fill the vacancy from the nominees.

#### Section G - Executive Director

The President shall nominate a person for the position of Executive Director and this person will need to be approved by the Executive Committee before taking office. The Executive Director will hold the position for two years and will be authorized to sign contracts with prior approval of the Executive Committee. The position of Executive Director is a part-time volunteer position.

#### General Duties:

- Be directly responsible to the President of CACTE in all capacities
- Establish and maintain an efficient communications system between CACTE and ACTE, California Department of Education and any other government or educational organization that works with CACTE.
- Serves as the contact person for local, state, regional, and national purposes as directed by the President of CACTE.
- Attends all Executive Committee and Executive Board Meetings, but is a non-voting member of these groups.
- Attends all committee meetings as directed by the President.
- Makes arrangements for all Executive Committee and Executive Board Meetings.
- Works with ACTE to arrange for the seating of voting delegates at the ACTE Annual Convention.
- Promotes the Association's activities for Career and Technical Education Week.
- Financial assistance will be provided for the Executive Director to be a member of the National Executive Directors Association of ACTE and to attend their meetings.
- Assume other responsibilities as assigned by the President and the Executive Committee.

#### Article VI – Representation at ACTE Events

Section A – The President or proxy shall represent CACTE at the ACTE Assembly of Delegates, National Policy Seminar and ACTE Region V Conference and any other seminar, conference or meeting that is of interest to the organization and furthers CACTE stated purposes. Selection of CACTE delegates shall conform to ACTE guidelines.

Section B – The President of the California Association of Career Technical Education shall be authorized to represent CACTE as a delegate to the ACTE Assembly of Delegates. The President shall appoint any additional delegates and alternate delegates as needed.

Section C – Travel expenses of the CACTE President and other delegates or a portion thereof shall be offered as outlined in the annual budget.

#### Article VII – Executive Board

Section A – The Executive Board of CACTE shall be composed of the following CACTE officers: President, Past President, President-Elect, Secretary, Treasurer, and an ex-officio member from the California Department of Education.

1. Member-at-large will be nominated by the President and be ratified by the Executive Board by a majority vote.
2. The Member-at-large will serve a one-year term.

#### Article VII – Executive Board- *Continued*

Section B – The Executive Board shall meet at the call of the President and at least once annually.

Section C – The Executive Board shall make management decisions within the prescribed Bylaws of the Association and will manage the overall activities of the Association.

Section D – The Executive Board shall act as the Budget Committee and shall prepare and approve an annual budget and shall be responsible for the fiscal well-being of the Association. The Executive Board shall also provide for an annual audit of the Association's finances.

Section E – For the purposes of voting on motions, a quorum will be defined as a majority of the members of the Executive Board present.

#### Article VIII – Executive Committee

Section A – The Executive Committee of CACTE shall be composed of the members of the Executive Committee, the chairpersons from each of the Associate groups, and Chairpersons of the Standing Committees.

Section B – The Executive Committee shall meet at the call of the President and at least twice annually.

**Section C** – The Executive Committee shall have the authority to do the following: Recommend bylaws changes, develop the association's goals, receive and review information from the standing, ad hoc committees and task forces, develop legislative platforms, approve the annual budget, make recommendations to the Executive Committee relating to issues brought before the Executive Board and serve as a liaison to the regions.

Section D – For the purposes of voting on motions, a quorum will be defined as a majority of the members of the Executive Committee present.

#### Article IX – Committees

Section A – The Committees shall be Membership, Legislative Advocacy, Professional Development, Nominations, Awards, Innovative Programs, Finance, Public Information, By-laws and Conference and other committees as appointed by the President and approved by the Executive Committee.

Section B – The Chairpersons from each of the Committees will hold a non-voting advisory position with the Executive Board.

Section C – Reports of all Committees shall be included in the minutes of the Executive Committee.

Section D – The Chairpersons of each of the Committees will be appointed by the President except the chair of the Bylaws Committee who will be chaired by the President-Elect, which is an elected position. Chairpersons shall hold their position for one year and may be re-appointed.

Section E – The Awards Committee's purpose is to recommend to the Executive Board recipients for the various awards offered by CACTE and ACTE and to provide recognition to these recipients at the state level and forward the recommended applications to ACTE for national recognition.

Section F – The Innovative Programs Committee will be responsible for identifying and publicizing innovation career and technical education programs.

Section G – The Audit Committee will oversee the annual audit.

#### Article IX – Committees – *Continued*

Section H – The Public Information Committee will maintain a timely, two-way media/public relations program to position CACTE as a resource for education writers and reporters, administrators who serve as spokespersons for their agencies, and for organizational and community advocates in the field of career and technical education.

Section I – The Bylaws Committee will be responsible for making recommendations to the Executive Committee of possible changes to the bylaws and after approval of the Executive Board shall send these proposed changes to the membership for consideration and voting at the annual meeting.

Section J – The Conference Committee will be responsible for organizing and planning conferences

#### Article X – Meetings

Section A – An Annual Meeting shall be held at a time and place determined by the Executive Committee. Members shall be notified at least ninety (90) days in advance of the Annual Meeting.

Section B – Special meetings may be called by the Executive Committee.

#### Article XI – Rules of Order

Section A – The order of all meetings and actions of CACTE shall be governed by the current edition of Robert's Rules of Order.

#### Article XII – Amendments

Section A – The Bylaws of CACTE may be amended and/or revised by an affirmative vote of majority of the membership voting at any Annual Meeting provided that notice of the proposed changes be given to the membership at least thirty (30) days prior to the Annual Meeting at which time a vote will be taken on the changes.

#### Article XIII – Dissolution of the Association

Section A – Proceedings, forced or voluntary, to dissolve the California Association of Career and Technical Education shall begin immediately upon a two-thirds (2/3) majority vote of the Executive Committee.

Section B – Dissolution proceedings can be initiated only after conclusive evidence establishes that no other reasonable alternative exists.

Section C – Dissolution proceedings:

1. A quorum will consists of 2/3 members of the Executive Committee.
2. Immediately upon ratification of the motion to dissolve, the President shall advertise the action in three (3) major regional newspapers for the next three (3) consecutive Mondays.
3. The advertisement of the dissolution shall state and advise members that all holdings and property will be disposed of by public auction on the fourth Monday following the initial action.
4. All proceeds from the disposed property, holdings and other assets shall be applied toward any legal indebtedness of the Association. The remaining proceedings, if any, shall be distributed to career and technical student organizations in California, according to the membership in the Association that have career and technical student organizations that are chartered and are of a non-profit, tax exempt status.
5. The Executive Committee shall be responsible for preventing any Association funds from being used for the benefit of any member.