

Career and Technical Education Association of Wisconsin Bylaws

Article I: Name

Section 1: Name

The name of this organization shall be **the Career and Technical Education Association of Wisconsin (CTEAW)**.

Article II:

Section 1: Alignment with the Association of Career and Technical Education (ACTE)

The Career and Technical Education Association of Wisconsin is directly linked to the national ACTE organization as a Unified State Association. As a result of this categorization of affiliation CTEAW shall meet the following criteria:

- A. CTEAW will be the single affiliated association with ACTE.
- B. CTEAW's bylaws, policies and activities shall not be in conflict with the ACTE Bylaws and must meet the requirement of ACTE operating policies.
- C. Professional members in CTEAW will hold joint membership with ACTE simultaneously.

Article II: Mission and Purpose

Section 1: Mission and Vision

Mission Statement:

To empower Wisconsin's students, educators, and industries by advancing high-quality career and technical education (CTE) that fosters lifelong learning, innovation, and workforce readiness. We are committed to equitable access, industry collaboration, and preparing students for high-wage, high-demand careers that drive Wisconsin's economy forward.

Vision Statement:

A future where every Wisconsin learner has the skills, knowledge, and opportunities to succeed in a dynamic global workforce.

Section 2: Purpose

The Career and Technical Education Association of Wisconsin is a professional organization which represents a broad base of constituents interested in supporting the field of CTE education in the state of Wisconsin.

Specific, core purposes of the Association shall be the following:

- Increase understanding of the value and impact of CTE programs in Wisconsin.
- Promote policies that support the advancement of career and technical education in Wisconsin
- Equip career and technical educators with tools, resources, and knowledge to enhance teaching effectiveness and student outcomes
- Celebrate excellence in career and technical education

Article III: Membership

Section 1: Eligibility

Membership is open to any individuals and organizations engaged in or supportive of career and technical education in Wisconsin, including but not limited to educators, administrators, post- secondary students, and industry representatives.

Section 2: Categories of Membership

1. **Professional Membership:** Individuals actively employed in or concerned with career and technical education
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 educational system as a teachers, counselors, or administrators.
3. **Retired Membership:** Individuals who are retired from active employment in career and technical education and have been an ACTE member for at least one (1) year. Retired members cannot be employed either full or part time, and must notify ACTE should they regain employment and renew at the Professional Membership rate.

4. **Educational Institution Membership:** Any school district, technical and career center, curriculum center, community college or university which holds an Educational Institution Membership with ACTE. An Educational Institution Member with CTEAW may appoint one representative and one alternate to exercise its rights as a member. This will be the same individual who was identified as the representative for the purpose of ACTE membership. The appointment and any change in the appointment shall be made by written notice to the executive director of ACTE.

Section 3: Membership Year

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

Section 4: Membership Dues

CTEAW dues for all classification of members will be set by the CTEAW Board of Directors.

- A. Membership dues will be reviewed annually and approved by a majority vote of the CTEAW Board of Directors. Membership dues will be recommended to the Board by the Executive Committee.

Section 4: Rights & Privileges of Membership

- A. Voting- Individuals with a Professional or Retired membership shall be eligible to vote on matters taken to the membership for a vote.
- B. Holding Office- Individuals with a Professional or Retired Membership shall be eligible to hold office within this organization.
- C. Any differences in privileges and service within CTEAW that are differentiated by membership category will be determined by the Board of Directors. This could include such things as discounts on registration fees or publications.

Article IV: Board of Directors

Section 1: Function

The Board shall constitute the governing body of the Career and Technical Education Association of Wisconsin (CTEAW) and its principal duties shall be to set policy and give direction to the organization.

Section 2: Membership of Board of Directors

The Board of Directors shall include:

1. Officers: President, President-elect, Secretary, Treasurer, and Immediate Past President.
2. ACTE Region III Wisconsin Representative
3. Standing Committee Chairs: Leaders of standing committees as outlined in Article V.

Section 3: Executive Committee

A. Composition

The Executive Committee shall be composed of the President, President-elect, Secretary, Treasurer, and Immediate Past President.

B. Duties

The Executive Committee may act in place of the Board between Board meetings on matters, except those specifically reserved to the Board by the bylaws or by law. Action of the Executive Committee shall be reported to and if appropriate ratified by the Board at the next Board meeting.

C. Executive Committee Meetings

The Executive Committee will meet to deal with issues that may arise between Board meeting which do not require the establishment of a special Board meeting. The Executive Committee will meet to establish the agenda for any meetings of the Board as a whole. A special meeting of the Executive Committee may be call by the President of the Association. A majority of the Executive Committee membership shall be considered a quorum.

Section 4: Duties of Officers

1. **President:** Presides over meetings of the Association, Board, and Executive Committee; represents the organization, and ensures the implementation of any Board approved strategic initiatives

2. **President-elect / Vice-President:** Assists the President and assumes duties in their absence.
3. **Secretary:** Records and maintains meeting minutes and official documents.
4. **Treasurer:** Manages the organization's finances and prepares financial reports.
5. **Immediate Past President:** Provides guidance to the Board and assists with continuity.

Officers of the Association shall perform other duties as assigned by the Board President.

Section 5: Election of Officers & Standing Committee Chairs

- A. Officers & Standing Committee Chairs shall be elected by the general membership.
- B. A slate of candidates will be annually presented to the membership electronically. The specific time frame will be established and shared by the Board of Directors with the membership.

Section 6: Terms of Office

- A. The office of President-Elect, President, and Immediate Past-President will be one-year terms. The President- Elect will serve in that role for one year before automatically becoming the President. Upon completion of the one year as President, they will serve as the immediate Past President and will hold that office for one year.
- B. The office of Secretary and Treasurer will be two-year terms with the election to each occurring on alternating years.

Section 7: Vacancy

If any office should become or is vacant during a term, except for the President, the Board of Directors shall appoint a professional or retired member of the association to fill that vacancy and serve out the term. If the office of President would become vacant the President- Elect will serve as acting president for the remainder of that year and then serve their own year as President.

Section 8: Eligibility Criteria

Any individual running for office or for a standing committee chair or appointed to such position must be a member of the Association.

Section 8: Removal

The Board by a three - fourth vote may remove an officer or committee chair for non-performance of duties or just cause.

Article V: Meetings

Section 1: Annual Meeting

An annual meeting of the general membership shall be held to install officers, review the organization's activities, and discuss future goals.

Section 2: Regular Meetings

The Board of Directors shall meet at least quarterly to conduct the business of the organization.

Section 3: Special Meetings

Special meetings may be called by the President or a majority of the Board of Directors with appropriate notice to the membership.

Section 4: Quorum

A quorum for conducting business shall be a simple majority of the Board of Directors or, in Annual, Regular, and Special meetings, at least 20% of the active membership.

Article VI: Committees

Section 1: Standing Committees

A. The following standing committees shall be established to carry out the organization's work:

1. **Advocacy and Policy Committee:** Focuses on legislative efforts and advocacy for CTE.
2. **Professional Development Committee:** Plans and executes workshops, conferences, and training sessions.
3. **Membership and Outreach Committee:** Recruits and retains members while promoting the organization.

4. **Awards and Recognition Committee:** Coordinates recognition of excellence in CTE.
5. **Finance Committee:** Oversees budget preparation and financial planning.

B. Chairs of the Standing Committee will be elected by the membership of the association and will be voting members on the Board.

C. Standing Committee size and the appointment of the committee members (with the exclusion of the chair) will occur through a process determined by the Board of Directors considering representation of the membership, the responsibilities of the committee, the expressed interest from the members, and the expertise of the individuals.

D. The term of office for the Chair of a Standing Committee will be two years. Chairs may run for a second consecutive term, with the exception of the Finance Committee, where the Chair cannot serve consecutive terms.

Section 2: Ad Hoc Committees

The President, with Board approval, may establish temporary committees as needed to address specific projects or initiatives.

Article VII: Finances

Section 1: Fiscal Year

The fiscal year shall begin on July 1 and end on June 30.

Section 2: Budget

The Board of Directors shall approve an annual budget and oversee its implementation.

Section 3: Financial Oversight

The Treasurer shall provide regular financial updates to the Board, and the organization's finances shall be subject to an annual audit or review.

Article VIII: Parliamentary Authority

Sections 1: Robert's Rules of Orders

The current edition of Robert's Rules of Order will be used for the handling of business not covered by the Bylaws or and previously approved policies or procedures of the association.

Article IX

Bylaws

Section 1: Proposal of Amendments

Amendments to these by-laws must be submitted in writing including a rationale for change and may be proposed by the Board of Directors or by a petition signed by at least 25 of the-professional-membership.

Section 2: Adoption of Amendments

Proposed amendments shall be distributed to the membership at least 30 days prior to a vote. Amendments shall be adopted by a two-thirds majority of those voting.

Article VIII: Dissolution

In the event of dissolution, all remaining assets shall be distributed to a nonprofit organization with purposes consistent with the mission of the Career and Technical Association of Wisconsin, as determined by the Board of Directors.

Section 3: Adoption of By-Laws

These by-laws shall take effect upon approval by a majority vote of the founding members of the Career and Technical Association of Wisconsin.

Article X: Indemnification

No officer, director, or member of the association shall be personally liable for the debts, obligations, or liabilities of the association, provided that such individual acted in good faith, within the scope of their authority, and in a manner reasonably believed to be in the best interests of the association.

Adopted on [Date]