**KACTE Bylaws**

ARTICLE I

NAME

The name of this non-profit organization shall be the KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (hereafter referred to as the KACTE).

It shall be an affiliate of the Association for Career and Technical Education (hereafter referred to as ACTE).

ARTICLE II

MISSION and PURPOSES

A. Mission

The mission of the KACTE is to provide educational leadership in developing a competitive workforce.

B. Purposes

1. Leadership and Program Improvement. To foster excellence in career and technical education in Kentucky.
2. Policy Development. To advocate Kentucky and national 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 an access for professional development.
4. Awareness. Promote public awareness of the value of career and technical education as an integral part of the total program of education and solicit public support for these programs.

C. Powers

1. No part of the net earnings of the KACTE shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the KACTE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes set forth herein. No substantial part of the activities of the KACTE shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the KACTE shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this section, the KACTE shall not carry on any other activities not permitted to be carried on (A) by an association exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (B) by an association, contributions to which are deductible under section l70 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
2. Upon the dissolution of the KACTE, after paying or making provision for the payment of all the liabilities of the KACTE, all of the assets of the KACTE shall be disposed of exclusively for the purpose of the KACTE in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the Law) as the KACTE shall determine. June 2009 -- 3
3. The association shall have and possess all the rights, powers, and privileges given to corporations by common law, including to sue and be sued, to borrow money and secure the payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings, and for other proper objects of such corporation to receive dues and donations for carrying out the objects aforesaid.

ARTICLE III

MEMBERSHIP

A. Eligibility

Any individual interested in the mission and purposes of the association shall be eligible for membership.

B. Classification of Members

The Association shall consist of four (4) classes of membership:

1. Individual
2. Educational Institutions
3. State or National Affiliate Organizations
4. Associate

C. Individual Membership

1. Professional Membership: individuals actively employed in or concerned with career and technical education. Kentucky is a unified state requiring professional members in KACTE to hold state and ACTE membership simultaneously.
2. Retired Membership: Individuals who are retired from active employment in career and technical education and have been a KACTE member for at least one (1) year. Retired members cannot be employed either full- or part-time in career and technical education. Retired members must notify KACTE should they regain employment and renew at the professional Membership rate.
3. Life Membership: Individuals who, as of May 1, 2006, are life members of the association will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.
4. 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.

D. Educational Institution Membership

Any school district, technical and career center, curriculum center, community technical college or university.

E. State or National Affiliate Organization Membership

1. Any state or national organization that has a professional interest in activities that foster the improvement and expansion of career and technical education.
2. The Organization’s purpose and actions shall not be in conflict with ACTE/KACTE policies.

F. Associate Membership

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

G. Dues for Individual membership classification shall be set by vote at the Annual Meeting. The KACTE Board of Directors will set the dues for Educational Institutional, State of National Affiliate Organization, and Associate memberships.

1. Voting and Holding Office
2. Individuals from the following membership classification shall be considered eligible for voting and serving as committee members.
	1. Individual Professional and Retired Members
	2. Educational Institution Members
	3. State or National Affiliate Organizations
3. Individual Professional Members are the only ones that may serve as officers of the association.
4. Failure to pay the annual dues by the required date shall constitute the resignation of the member.
5. The Board of Directors shall determine policies and procedures for the determination of voting eligibility.

I. Membership Year

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

ARTICLE IV

ORGANIZATIONAL STRUCTURE

1. The KACTE shall be organized into a state association for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education in the state.
2. Career and technical education clubs organized on college campuses, and with active KACTE members as advisors, may become affiliated with the KACTE upon submission of a copy of their bylaws and a list of their officers. Clubs must meet annually to be eligible for affiliation.
3. KACTE shall provide for Services Division Organizations through specific occupational interest. Problems of the various members may be studied, explored, discussed and solved.

ARTICLE V

OFFICERS

1. The officers of the state association shall be a President, President-Elect, Immediate Past President, Secretary, Treasurer, Immediate (one year) Past Treasurer and the ACTE Region II Representative. These constitutional officers shall constitute the Executive Committee.
2. The President, President-Elect, Immediate Past-President, Secretary, Treasurer, Immediate Past-Treasurer, ACTE Region II Representative, and Service Area Vice Presidents shall constitute the Board of Directors.
3. The Board of Directors of KACTE may employ an Executive Director of the State Association.
4. KACTE shall recommend a KACTE member to serve on the Region II ACTE Policy Committee. The KACTE member selected shall serve a three-year term starting July 1 of the first year until June 30 of the third year of the three-year term. The selection shall be made at the annual business meeting of the year prior to the expiration of the incumbent’s three-year term. The nominating committee will make the recommendation to the full membership. In case of a vacancy, the Executive Committee shall recommend a replacement to the Board of Directors. The KACTE member selected to serve as the KACTE representative on ACTE Region II Policy Committee shall be a voting member of the KACTE Board of Directors.

ARTICLE VI

ELECTION OF OFFICERS

1. The President-Elect, Secretary, and Treasurer of the State Association shall be elected by a majority vote of eligible members present and voting at the annual meeting of the KACTE.
2. The President-Elect, the Secretary-Elect, and Treasurer-Elect shall be nominated by a nominating committee. The President-Elect shall serve a one-year term beginning August 1 following election and automatically ascend to president. The Secretary-Elect of the State Association shall be nominated for a one-year term beginning August 1 following election. The Treasurer-Elect of the State Association shall be nominated for a two-year term. The newly elected officers shall assume their offices on August 1 following election.
3. The nominating committee for the officers of the State Association and the ACTE Region II Policy Committee Representative shall be composed of the representative from each of the service areas currently voting on the Board with the chairperson being the immediate past president of the State Association.
4. Additional nominations for all offices may be made by members from the floor at the annual meeting provided a written vita or resume is submitted to the presiding officer at the time the nomination is made and the candidate meets the qualifications of KACTE.
5. Each service area with twenty (20) or more affiliate members shall appoint or elect its KACTE Vice President. For each 75 additional members above the initial 20 members, an additional representative for the division may be selected by the division. The representative must be an ACTE/ KACTE member. The term shall start August 1 following his or her appointment. A service area that falls below twenty (20) affiliate members shall have one year to raise membership or shall be placed under the New and Related service area. Any group of members wishing to start a new service area shall be represented by the New and Related Division VP until they have established twenty (20) or more affiliate members and have established a service area organizational structure. Upon meeting the requirements for representation as a service area on the Board of Directors, the service area may petition the board for approval to have a representative on the board.
6. It is recommended that Representatives from service area divisions be appointed for 2-year terms with Agriculture Education, Business Education, Guidance, Technology Education, Trade and Industrial Education, and New and Related Services being appointed on odd-numbered years and Family and Consumer Sciences Education, Health Science Technology Education, Marketing Education, Pathways to Careers/Special Needs, and Administration being appointed on even-numbered years.
7. The President Elect shall assume any unexpired term of the President. A vacancy of a Board member other than any office of the State Association shall be filled by the respective service area in which the vacancy occurs. In the event that this vacancy is not filled within 30 days, the President shall appoint a representative from the service area.
8. In the event of vacancy in any office (President-Elect, Secretary, Treasurer, and ACTE Region II Representative) in KACTE, the nominating committee will make recommendations to the full board.
9. Additional nominations of candidates, who meet KACTE’s requirements, may be made by board members at a meeting of the full board. The position will be filled by majority vote at a board meeting. The position will be filled at the first regularly scheduled or called meeting after the vacancy of the office occurs.
10. Delinquency of Duty. If any KACTE Board member fails to attend two consecutive Board meetings while failing to notify the President or Executive Director, the Board can declare the position vacant at the second meeting and the vacancy will be filled per Article VI, MEMBERSHIP, and SECTION H.

ARTICLE VII

DUTIES OF OFFICERS

1. The president shall perform all of the duties assigned to that office. The term of office shall be one year. The President, or in his or her absence, the President-Elect, shall preside at all meetings of the KACTE, the Executive Committee and the Board of Directors.
2. The president-elect shall serve for a period of one year prior to assuming the duties of the president. The president-elect shall perform such duties as directed by the Board of Directors or the Executive Committee. The president-elect shall attend all meetings of the association, Board of Directors and Executive Committee. The president-elect shall serve as Co-Chair of the KACTE Liaison Committee.
3. The immediate past president shall serve in an advisory capacity to the president. The term of office shall be for one year. The immediate past president shall serve as chair of the KACTE nominating committee, the Executive Director’s contract committee, and co-chair the Resolution committee. The immediate past president shall attend all meetings of the association, Board of Directors and Executive Committee.
4. The Secretary shall keep a full and accurate record of the proceedings of all meetings of the KACTE, Board of Directors, and Executive Committee.
5. The Treasurer shall work with the Executive Committee and the Executive Director to establish operating budgets, will audit all financial records of the Association, and will provide a report to the Board of Directors on the financial status of KACTE at all Board meetings and the Annual Business meeting.
6. The ACTE Region II Representative will serve as liaison between KACTE and ACTE Region II. He/she will have duties as assigned by ACTE Region II, as well as, KACTE.
7. The Board of Directors shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control and direction of the Association. The Board of Directors shall hire the executive director and designate the term of employment and compensation. The Board of Directors shall have among its duties the following:
	1. Provide for the safekeeping and proper use of the funds of the KACTE.
	2. Give final approval of the program for the annual meeting of the KACTE
8. The Executive Committee may act in place and stead of the Board of Directors between Board meetings on matters, except those specifically reserved to the Board by these Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting.

ARTICLE VIII

COMMITTEES

1. The Board of Directors shall establish procedures for the creation and operation of standing committees and task force committees, as it deems necessary. The President shall recommend for appointment by the Board of Directors the following chairpersons: Bylaws, Public Relations, Finance, Awards, Membership, Audit, Nominating, Leadership and others as needed. Co-Chairpersons of the Liaison and Resolutions committee will also be appointed.
	1. Awards Committee Chairperson must submit the nominations for ACTE/KACTE Awards to the Executive Board for approval at the Spring Meeting.
	2. The President will appoint the Immediate Past-President to serve on the Resolutions Committee as Co-Chairperson.
	3. The President will appoint the President-Elect to serve on the Legislative Liaison Committee as Co-Chairperson.
2. The President shall have the power to appoint ad hoc committees subject to approval of the Executive Committee or Board of Directors.

ARTICLE IX

MEETINGS

1. The State Association shall hold an annual meeting at which time the business of the KACTE shall be conducted.
2. Those eligible members present shall constitute a quorum for the transaction of business at any regularly scheduled annual meeting.
3. The President shall call all meetings of the Board of Directors and the Executive Committee, and this Board and the committee shall meet at least quarterly.
4. Upon written request of a majority of the Board of Directors the President shall call a meeting of the Board.
5. In order to transact business, these quorums shall be required:
	1. Executive Committee -- 3
	2. Board of Directors -- majority of Board members
6. A member of the Board of Directors may be represented at Board meetings by a written proxy statement that has been given for presentation to the chair at the meeting specified. The chair shall identify who may exercise the vote. Proxy votes shall be passed in accordance to the *Policy and Procedures Handbook*.

ARTICLE X

AFFILIATED ORGANIZATIONS

Organizations of career and technical education personnel whose members are members of the KACTE may be officially designated by the KACTE Executive Committee as "Affiliated Organizations."

ARTICLE XI

AMENDMENTS

1. All proposed amendments accompanied by a written rationale shall be submitted to the Bylaws Committee 30 days prior to the spring meeting preceding the Annual Business meeting. Submissions may be made by a service area vice president on behalf of the service area, the Bylaws Committee, or the Board of Directors. The Bylaws Committee will review and present to the board of directors all proposed amendments at the spring meeting preceding the Annual Business Meeting.
2. All proposed amendments shall be noticed to the members at least 60 days prior to the annual meeting.
3. Proposed amendments with a written rationale submitted to the Board of Directors will be presented to the membership at the annual meeting with the Board’s recommendation to adopt or reject.
4. Bylaws may be amended only by a two-thirds vote of all members at the Annual State Meeting, or called State Meeting.

ARTICLE XII

PARLIAMENTARY AUTHORITY

*Robert's Rules of Order*, newly revised, shall govern the KACTE in all cases to which they are applicable, subject to such rules as have been or may be adopted.

ARTICLE XIII

POLICY AND PROCEDURES

*Policy and Procedures Handbook*, upon approval of the KACTE Board of Directors, shall establish Policy and Procedures by which completion of the goals of these Bylaws and of the association are completed.

Bylaws adopted as amended July 10, 2002, July 17, 2006, July 28, 2008, July 6, 2009, and July 18, 2011.