

LOUISIANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION BYLAWS

Article I---Name

The name of this corporation shall be Louisiana Association for Career and Technical Education.

ARTICLE II---Mission and Purposes

A. Mission

The mission of the Louisiana Association for Career and Technical Education (LACTE) 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
2. Knowledge Connectivity -- to act as clearinghouse for education and information relating to all aspects of career and technical education
3. Awareness -- to create public awareness of career and technical education
4. Professional Development -- to provide an access for professional development

C. Powers

The Association shall have and possess all rights, powers, and privileges given to corporations by common law.

ARTICLE III---Membership

A. Eligibility

Any person interested in the mission and purposes of this Association shall be eligible for membership.

B. Classification of Members

The Association shall consist of one (1) class of membership:

1. Individual

C. Individual Membership

1. Professional Affiliate Membership

Any person actively employed in or concerned with career and technical education

2. Retired Membership

Retired educators who wish to continue to support career and technical education

- a. Retired members cannot be employed either full- or part-time

- b. Retired members must notify LACTE should they regain employment and renew at the Professional Affiliate Membership rate
- D. Voting and Holding Office
 - 1. Individuals from the following membership classifications shall be considered eligible for voting and serving as committee members:
 - a. Individual Professional Affiliate Members
 - 2. Individuals Professional Affiliate Members shall be considered eligible to serve as officers of the association
- E. Dues
 - 1. Dues for each type of membership shall be stipulated in the *Policy and Procedures Manual*.
 - 2. Dues shall be approved by majority of the membership in an electronic ballot or by a vote taken at an LACTE general assembly.
- F. Membership Year
 - 1. Membership is for one year from the date of payment of annual dues.
 - 2. Membership shall be effective upon payment of annual dues.
- G. Unified State Association
 - 1. LACTE is a unified state association of the Association for Career and Technical Education (ACTE) as of July 2013.
 - 2. Simultaneous membership in both LACTE and ACTE is required.
 - 3. Payment of LACTE and ACTE dues shall be made through ACTE.

Article IV---Organizational Structure

- A. National Affiliation
 - 1. This Association is organized as the state association affiliated with the Association for Career and Technical Education (ACTE).
 - 2. The bylaws of this Association shall not be in conflict with ACTE bylaws.
 - 3. The Association is entitled to the following delegates to the ACTE Assembly of Delegates, which meets at the time of the Annual ACTE Convention:
 - a. The president of the state association or other such member designated by that state association shall be a member of the Assembly of Delegates.
 - b. One delegate is authorized for each two hundred (200) paid members (excluding student members) or major fraction thereof.
 - c. The Executive Council will appoint the delegates.
- B. Divisions

The divisions of the Association shall be those identified and approved by ACTE.

 - 1. Each member's divisional affiliation shall be determined as designated on the member application form.
 - 2. Each division should be organized to comply with the organizational structure of LACTE.
 - 3. Membership in a division of LACTE requires membership in LACTE.
- C. Regions
 - 1. LACTE shall be a member of an ACTE region as determined by ACTE.
 - 2. LACTE officers shall be consulted concerning leadership assignments within the structure of the ACTE region.

Article V---Governing Board

- A. The Executive Council shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control, and direction of the Association.
- B. The Executive Council shall have the authority to employ an Executive Director, define duties and responsibilities, and determine enumeration for that position.
- C. If because of disability, resignation or other cause the Executive Director position becomes vacant, the Executive Council shall be empowered to fill the said position for the unexpired term. A Director may be removed as permitted under applicable law.
- D. The Executive Council shall be composed of the officers of the Association, Division Presidents, Division Presidents-Elect, and Executive Director (non-voting).
- E. Each officer of the Association shall have one vote.

Article VI---Officers

- A. The officers of this Association shall be President, President-Elect, Secretary, Parliamentarian, and Past President, all of whom shall be members in good standing of the Association.
 - 1. The term of office shall be one year.
 - 2. The President shall appoint persons to serve as Secretary and Parliamentarian.
- B. Duties of Officers
 - 1. The President shall perform all of the duties assigned to that office. The President, or in his/her absence, the President-Elect, shall preside at all meetings of the Association and Executive Council.
 - 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 Executive Council.
 - 3. The Past-President shall serve in an advisory capacity to the president.
 - 4. Specific duties of these offices and all other officer positions shall be outlined in the *Policy and Procedures Manual*.
- C. Resignation and Removal
 - 1. If because of disability, resignation or other cause any officer position becomes vacant, the Executive Council shall be empowered to fill the said office.
 - 2. The Executive Council, by a three-fourths vote of all its members, may remove any officer from office for cause.

ARTICLE VII---Election of Officers

- A. Eligibility and Process of Nomination for President-Elect
 - 1. The President-Elect is the only officer for which an election is held.

2. A system of rotating officer positions according to divisions shall be used to ensure that all divisions have the opportunity to nominate members for President-Elect. This system shall be outlined in the *Policy and Procedures Manual*.
 3. The Nominating Committee shall submit to the membership such names, as have been provided by presidents of the eligible divisions, for the office of President-Elect.
- B. Method of Election
1. An election for the office of President-Elect shall be held at the Annual Business Meeting.
 2. The President-Elect shall be elected by a majority vote of those members present and voting.
- C. Other Officer Appointments
1. The President shall appoint officer positions of Secretary and Parliamentarian.
 2. Active division Presidents or Presidents-Elect shall be eligible for these positions.

ARTICLE VIII---Committees

- A. The Executive Council shall establish procedures for the creation and operation of standing committees as it deems appropriate.
- B. Standing committees shall be composed of representatives from LACTE divisions. Committee members shall be current LACTE members.
- C. Ad hoc committees may be appointed by the President upon approval of the Executive Council.
- D. The chairpersons of all committees shall be appointed by the President.
- E. Appointments to ACTE and Region IV committees shall be made by the President and communicated with ACTE and Region IV personnel.
- F. Duties of standing committees shall be outlined in the *Policy and Procedures Manual*.

ARTICLE IX---Meetings

- A. The Annual Business Meeting of the Association shall be held at the time and place of the LACTE Annual Conference.
- B. A general meeting of the Association shall be held at the discretion of the officers of the Association upon written or electronic notice to the membership at least ten days in advance of the meeting. General meetings shall be open for discussion and disposition of any business that may be brought before the assembly by any member or officer.
- C. The Executive Council shall determine the expenses for meetings to be defrayed by the Association. These expenses shall be paid in accordance with state travel regulations.

ARTICLE X---Amendments

The LACTE Bylaws may be amended as follows:

- A. Proposed amendments must be submitted to the Executive Council at least ninety (90) days prior to the date set for the Annual Business Meeting.
- B. Proposed amendments shall be reviewed by the Bylaws Committee who may recommend acceptance or rejection.
- C. All proposed amendments shall be submitted to the membership of the Association at least thirty (30) days prior to the Annual Business Meeting.
- D. Amendments shall be approved by a majority vote of all members present and voting and, unless otherwise provided by the amendment, they shall become effective immediately after the close of the Annual Business Meeting.

ARTICLE XI---Parliamentary Authority

Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws of the Association.

ARTICLE XII---Miscellaneous Provisions

- A. **Fiscal Period**
The fiscal period shall be from October 1 to September 30, or such other period as approved by the Executive Council.
- B. **Notices**
Whenever, under the provisions of these Bylaws, notice is required to be given to any officer, director, or member, it shall not be construed to mean personal notice, but such notice shall be given by any means calculated to give actual notice addressed to each member, officer or director at such address as appears on the books of the Association. Notices may be in written, facsimile or electronic format.
- C. **Incorporation**
 - 1. Notwithstanding enumeration of powers specified in the Articles of Incorporation, nothing shall be construed as empowering this corporation to engage in activities which in themselves are not in furtherance of religious, charitable, scientific, literary or educational purposes within the meaning of the Section 501(c)3 Internal Revenue Code 1954 as now in effect or hereinafter amended.
 - 2. This corporation is a non-profit corporation as defined in L.R.S. 12:201, Subsection C, Revised Statutes of the State of Louisiana. No part of the net earnings or other assets of this corporation shall inure to the benefit of any private shareholder or individual.
- D. **Dissolution**
The dissolution of the Association shall follow the requirements of the Louisiana Nonprofit Corporation Act. Upon dissolution it shall be the obligation of the Executive Council to ensure that all just debts and claims against the Association are paid. Any funds remaining after payment of all debts and obligations shall be

distributed among the divisions on a percentage basis in proportion to the membership in each division.

E. Indemnification

To the fullest extent permitted by law, but limited to the Association's insurance coverage, the Association shall indemnify and hold harmless any and all past, present or future Directors or Officers, as identified and defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent or employee of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, employee or agent on behalf of the Association.

F. Insurance

The Association shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of all its agents, including officers, directors and employees, against any liability asserted against or incurred by the agent in such capacity arising out of the agent's status as such.