

# MARYLAND CAREER AND TECHNOLOGY ADMINISTRATORS BYLAWS

## ARTICLE I – NAME

The name of this organization shall be Maryland Career and Technology Administrators (MCTA).

## ARTICLE II – PURPOSE

The purpose of the Maryland Career and Technology Administrators organization is to *advance Career and Technology Education across Maryland.*

This organization is an Association for Career & Technical Education (ACTE) State Chapter representing Career Technology Education (CTE) professionals as an Administration Division. The organization is a unified State Chapter with ACTE; thus, membership in ACTE is required for all MCTA members.

## ARTICLE III – MEMBERSHIP

The MCTA will have Agency Membership, with one voting member representative for each of Maryland's 24 public school systems. The Local Director of Career and Technology Education, or his/her designee will hold the agency membership. Additional CTE administrative and supervisory personnel, active or retired, representing CTE in educational agencies of all levels are voting members through individual ACTE membership. Additional CTE professionals in participating educational agencies may attend meetings as non-voting members.

## ARTICLE IV – ORGANIZATION

The MCTA will be led by a Collaborative Team that consists of:

**President** – The president of MCTA shall perform such duties as usually pertain to this office and preside at all meetings. The person in this position is responsible for developing the agenda in conjunction with MCTA members and leading a minimum of two MCTA meetings per year. The president is also responsible for ongoing communications with the Maryland State Department of Education, Division of Career and College Readiness (DCCR) on behalf of the MCTA, collaborating with the DCCR to develop agendas for the joint meetings between the two groups, and for providing leadership during those joint meetings. Committees may be appointed as necessary to assist the president in conducting MCTA business.

**President-Elect** – The president-elect shall act in the absence of the president and is expected to succeed to the office of president at the next election.

**Treasurer** –The duties of the treasurer shall be those that usually pertain to such office. The treasurer shall have charge of all the funds of this organization—shall deposit them in such banks as collaborative team shall direct, shall remit to the MCTA collaborative team such funds as are due, and shall disburse all funds subject to the approval of the MCTA collaborative team. The treasurer shall make a detailed report at all MCTA meetings showing the true financial condition of the organization and shall submit the books and a report for internal audit.

**Past President** – The past president shall advise the collaborative team on matters pertaining to the organization and serve in other capacities as appointed by the president.

**Executive Director** – The MCTA shall acquire the services of an executive director to carry out responsibilities as assigned by the collaborative team. The executive director shall be an ex-officio member of the collaborative team. The executive director arranges for the location and the refreshments for each meeting, develops agendas in collaboration with MCTA officers, prepares minutes of all meetings, distributes the minutes to the members of the MCTA, and is responsible for other duties as described in the Consultant Agreement.

## **ARTICLE V – NOMINATIONS**

The collaborative team will present a slate of officers biennially. In addition, any member of MCTA may make nominations from the floor. Elections will be held during the annual meeting and terms will begin July 1.

## **ARTICLE VI – RESIGNATION**

Resignation of a member of the collaborative team shall take effect upon receipt of his/her written resignation. In this case, the collaborative team shall appoint a member to take such position until the next election, at which time the position will be filled by a majority vote of the membership.

## **ARTICLE VII – MEETINGS**

The annual meeting of the MCTA shall be held each summer at such time and place as set by the collaborative team. Notice of the annual meeting shall be sent to the membership at least 30 days prior to the time set for the annual meeting. The slate of officers shall be presented and voted upon biennially at the annual meeting. Those members in attendance shall constitute a quorum. Only members of the MCTA shall be voting members at the annual meeting.

There shall be two regular meetings annually of MCTA. The executive director shall issue notice of all regular meetings in writing to the members two weeks prior to the meeting. The MCTA will develop a calendar for the coming year no later than September

l of the current year. The number and agenda of joint meetings with DCCR will be determined through collaborative planning by the president and DCCR representative.

The president shall call special meetings of the MCTA when deemed necessary.

The rules contained in the current edition of Robert's Rules of Order shall govern the MCTA in all cases for which they are applicable.

#### **ARTICLE VIII – LIABILITY**

The individual property of the collaborative team and members of this organization shall not be subject to payment of any MCTA debts to any extent, but the property of the MCTA alone shall be liable for any organization debts. Bonding insurance shall be maintained for all officers.

#### **ARTICLE IX – FISCAL YEAR**

The fiscal year of the MCTA shall begin on July 1 of each year and run until June 30 of the following year. The compensation for the executive director shall begin on January 1 and run through December 31 of each year for tax purposes.

#### **ARTICLE X – AMENDMENT OF BYLAWS**

The bylaws may be changed, amended or repealed by a two-thirds vote of the membership present at the annual meeting or at any regular meeting of MCTA. The proposed amendment, change, or repeal to be acted upon shall be stated in the notice of the meeting to members. Written notice shall be given to members at least thirty days prior to the date of the meeting.

Adopted: February 10, 2005.

Amended: July 21, 2015.

Amended: July 24, 2018