



**Utah Association for Career and Technical Education**

**BYLAWS**

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**February 2018-2022**

**Utah Association for Career and Technical Education  
Utah ACTE**

**BYLAWS**  
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**The mission of the  
Utah Association for Career  
and Technical Education (Utah ACTE)  
is to provide  
Leadership and Advocacy  
for Career and Technical Education  
Programs and Professionals  
educational leadership in developing a  
competitive workforce.**

**(This aligns with ACTE's Mission Statement)**

# UTAH ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION UTAH ACTE

February 2018

## Article I -- Name

The name of this organization shall be the Utah Association for Career and Technical Education here after referred to as Utah ACTE. The name will be in alignment with the national ACTE name.

## Article II -- Mission and Purposes

The mission of the Utah Association for Career and Technical Education (Utah ACTE) is to provide leadership and advocacy for Career and Technical Education programs and professionals. educational leadership in developing a competitive workforce.  
(This aligns with ACTE's Mission Statement)

Utah ACTE is a private, nonprofit professional association devoted exclusively to the promotion and development of career/technical education in the state of Utah. The purpose of Utah ACTE is to render service to its members and collaborate with the national ACTE in programs for the improvement of applied technology and career education in the community, the State and the nation.

### Purposes:

1. Leadership and Program Improvement. To foster excellence in career and technical education.
2. Policy Development. To advocate state public policy to benefit career and technical education.
3. Knowledge Connectivity. To act as a clearing- house for education and information relating to all aspects of career and technical education, while providing an access for professional development.
4. Awareness. To create public awareness of career and technical education.

(This aligns with ACTE's Purposes)

## Article III -- Membership

### Section 1 Classification of Membership

- a. Professional Membership is offered to individuals concerned with career/technical education who are from states with unified state associations.

### Section 2 Membership Dues

- a. The membership year shall begin with the receipt of dues by Utah ACTE Executive Committee and shall extend for one full calendar year (12

months). Procedures for the payment of dues shall be determined by the Executive Committee (See Article V--Officers, Section 2 for Executive Committee members).

- b. The annual dues for membership shall be established by Utah ACTE Board of Directors (See Article V--Officers, Section 3 for Board of Director members) for the State of Utah on an annual basis thirty (30) days prior to the beginning of the fiscal year. Any changes will be posted in Utah ACTE communication.

#### Article IV -- Divisions

##### State Divisions

- Section 1** Each state division shall elect a president-elect from the membership of the division. The term of office shall be determined by each division's bylaws. President-elects and Presidents from divisions with 10 members or more shall serve on the ACTE Board of Directors. The division President is a voting member of the board.
- Section 2** Each division shall have a policy committee to plan and implement a strategic plan for the division and assist in the implementation of the Utah ACTE strategic plan.
- Section 3** Emerging divisions must align with current ACTE Divisions or Sections, any exceptions must be approved by the Executive Committee. Or if less than ten members, as approved by the Executive Committee.
- Section 4** Divisions now recognized as affiliates of Utah ACTE are listed in the policy manual.
- ~~Section 1 — A Division shall consist of a minimum of ten (10) professional members of Utah ACTE. Emerging divisions must align with current ACTE Divisions or Sections, any exceptions must be approved by the Executive Committee. Or if less than ten members, as approved by the Executive Committee.~~
- ~~Section 2 — Divisions now recognized as affiliates of Utah ACTE are: (1) Administration (2) Agriculture Education (3) Business Education (4) Family and Consumer Sciences Education (5) Guidance and Career Development (6) Health Science Education (7) Information Technology Education (8) Marketing Education (9) Technology and Engineering Education (10) Skilled and Technical Sciences Education (11) Work-based Learning.~~
- Section 3** **5** Each Division shall have on file a copy of their current bylaws with the Utah ACTE Executive Committee. Division bylaws need to state unification with Utah ACTE. The Division's bylaws should be reviewed annually. Any changes or

amendments to the bylaws should be filed with the Executive Committee annually.

- Section 4 **6** The division's membership dues shall be determined by each division. Changes to Division dues must be submitted to the membership chair 30 days prior to the beginning of the fiscal year.

#### **Article V -- Officers**

- Section 1 **Eligibility:** Only members who are in good standing and who have been members of Utah ACTE and ACTE for a minimum of two (2) years immediately preceding the nomination shall be eligible to be a candidate for President-Elect of Utah ACTE. Candidates for office shall be members of Utah ACTE and ACTE. Division representatives of the Board must be Utah ACTE and ACTE members.
- Section 2 **Executive Committee Officers:** The officers of Utah ACTE Executive Committee shall be: President, President-Elect, Immediate Past President, Finance Chair, Secretary, Executive Assistant, Conference Chair, Membership Chair, and Legislative Chair. President, President-Elect and Past-President will be elected by the general membership of Utah ACTE. All other officers on the Executive Committee will be appointed by the current president. These Board of Directors members shall have voting privileges in this committee only.
- Section 3 **Board of Directors:** Voting members of the Utah ACTE Board of Directors shall consist of each division's president or designated substitute and in the event of a tie vote, the current Utah ACTE President. Each Division shall have one vote on all matters concerning Utah ACTE. Non-voting members of the Utah ACTE Board of Directors shall include the Executive Committee members, the Utah State Board of Education (USBE) CTE Director, Utah State Board of Regents Representative, Utah System of Technical Colleges Representative, the USBE CTE State Specialist over the Division from which the Utah ACTE President was selected, and others who are invited to serve as committee chairs or in some other capacity. These members will have no voting privileges on board matters.

#### **Article VI -- Committees**

- Section 1 **Standing Committees**  
There shall be established standing committees; membership of said committees shall be from the general membership of Utah ACTE. The Chairs of each committee and members thereof shall be selected by the Utah ACTE President with approval by the Executive Committee.  
Each chair of a standing committee shall sit on the board of directors and will report the activities and recommendations from their committee to the board as directed by the Utah ACTE president. The chairs have no voting privileges on the board.

Committees that may be established are:

Legislative Committee  
Awards Committee  
Membership Committee  
Communications Committee  
Conference Committee  
Marketing Committee

Section 2 Duties and Structure – Details on duties and the structure of each committee can be found in the policy and procedure manual.

### **Article VII - Election and Appointment of Officers**

Section 1 President-Elect: Divisions will have until October to forward the candidacy of two people to the Board according to the following rotation: ~~Family and Consumer Sciences Education, Technology and Engineering Education, Skilled and Technical Sciences Education, Agriculture Education, Marketing Education, Business Education, Work Based Learning, Guidance and Career Development, Administration, Information Technology Education, Health Science Education.~~ **to the rotation stated in the policy manual.** If not enough candidates are forthcoming, candidates will be nominated by the Board of Directors. The current President-Elect will plan and coordinate the election process for these nominees during a general session held at the annual conference.

Utah ACTE members may vote at the annual conference. The term of office for president-elect shall commence July 1 of each year. **The term of office shall be three years.**

Section 2 Representatives to the Board of Directors: Division representatives to the Board of Directors shall be the Division president or their assigned substitutes. The results of this election should be reported annually to the Executive Committee by July 1.

### **Article VIII -- Meetings**

Section 1 Board of Directors

- a. Utah ACTE Board of Directors shall meet as often as needed. The time and place of each meeting shall be set by the President and approved by the Board of Directors.
- b. Business will be transacted when a simple majority of divisions are represented.

- c. Board of Director Meetings will be conducted by the Utah ACTE President using Robert's Rules of Order as appropriate (see Article XI-- Rules of Order).
- d. Minutes of the Board of Directors meeting will be at each meeting. These minutes will be distributed to the members of the Board of Directors prior to the next board meeting. A copy of the meeting minutes will be placed in a permanent file after corrections and approval.

Section 2 Executive Committee

- a. The Executive Committee shall meet as needed to conduct the business of Utah ACTE.
- b. The time and place of each meeting shall be set by the Utah ACTE president.

Section 3 Annual Conference

- a. The business meeting of Utah ACTE shall be held during the annual conference.
- b. All members of Utah ACTE who are present at the annual conference shall be considered voting delegates.
- c. Election of officers and other Utah ACTE business shall be conducted at the annual conference.
- d. The Utah ACTE membership chair shall certify membership for the election of any candidate, See article 5 Section 1.

**Article IX-- Rules for Amendments**

Section 1 Procedure for Proposing Amendments

- a. By submitting a signed proposal in writing to the Executive Committee, subject to the approval of the Board of Directors.  
Or
- b. By written referendum signed by ten (10) percent of the membership.
- c. Formalized proposed amendments to the Bylaws must be available to the general membership of Utah ACTE.
- d. Amendments to the Bylaws shall be passed by a two thirds majority vote of the ballots cast.
- e. Amendments become effective immediately upon ratification.

**Article X -- Affiliation with the National Organization**

Utah ACTE ratifies the charter and bylaws of ACTE, declares its relation to ACTE as an affiliate and unified state association and pledges its active assistance and support in promoting the program outlined by the national association (ACTE) in the fulfillment of its purposes and objectives. (See Article II -- Mission and Purpose)

### **Article XI – Order for Transacting Utah ACTE Business**

Robert's Rules of Order Revised and its parliamentary rule shall be the official process for the transaction of Utah ACTE business.

### **Article XII -- Grievance Procedures**

If a situation arises where a member disagrees with the decision of the Board, the grievance should be brought to the attention of the Board by way of the Division president. A written grievance may be presented to the Executive Committee at least 30 days prior to the next Board of Directors meeting. If the Executive Committee is unable to resolve the issue and/or disagreement, the Executive Committee will refer the issue to the Board of Directors at their next meeting for discussion.

### **Article XIII - Tax Status**

Utah ACTE is recognized by the State and Federal Government as a tax exempt Section 501 (c) (3). As such the following policies are in effect:

- a. Utah ACTE is organized exclusively for educational purposes.
- b. No part of the net earnings shall inure to the benefit or be distributed to its members, trustees, directors, officers or any private person, except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes. No substantial part of the activities are for the carrying on of propaganda, or otherwise attempting to influence legislation or political campaigning.
- c. In the event of the dissolution of Utah ACTE, assets shall be distributed to another 501 (c) (3) organization that promotes Career and Technical Education in the state of Utah or to the Association for Career and Technical Education.