

KACTE Building on 2022-23 Achievements

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Culminating a year of growth and accomplishment under Kentucky Association for Career and Technical Education (KACTE) President J.R. Drummond's theme, **CTE: Education That Works!**, will be the KACTE Annual Business Meeting, to be held at the Galt House Hotel on Wednesday, July 19, 2023, in conjunction with the 2023 Kentucky Career and Technical Education (CTE) Summer Program. Drummond is Work-Based Learning Coordinator, Tech and Design Academy, Doss High School.

Proposed Bylaw amendments; a resolution to embed diversity, equity, inclusion and belonging (DEIB) principles in all KACTE activities; and election of officers will be on the KACTE Annual Meeting agenda. Drummond will recap the year's accomplishments in his stewardship report and recognize the 2022-23 Board prior to Past-President Kelli Dickson installing the 2023-24 KACTE Board under the leadership of President Josh Mitcham, Director, FFA Leadership Training Center. Mitcham will comment on his theme, **KACTE: Moving the Needle**, in his acceptance remarks.



For the 22nd consecutive year -- every year since its inception -- the Kentucky Association for Career and Technical Education (KACTE) was recognized as an Association for Career and Technical Education (ACTE) Quality Association Standards honoree. The recognition signifies that KACTE pursues quality customer service and administers its programs in alignment with accepted association best practices. KACTE received its award at the annual ACTE Career Tech Vision Conference in Las Vegas, Dec. 1-3, 2022.

THE FIRST CONTESTED ELECTION in several years will be held for President-Elect. Christi Hack, Principal, Jessamine Career Technology Center and KACTE Leadership Committee Co-chair, and Lisa Slaven, Transition Readiness Facilitator, Hardin County Schools and KACTE Communications Committee Chair, are the competing candidates. Two other positions are uncontested. Dexter Knight, University of Kentucky and

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KACTE Representative to the Association for Career and Technical Education (ACTE) Region 2 Policy Committee is running for Treasurer. Dickson, Family and Consumer Sciences teacher, Monroe County High School, is running to succeed Knight as ACTE Region 2 Representative.

Current Treasurer Mark Hobbs, Advanced Manufacturing instructor, Harrison County Area Technology Center (ATC), is retiring from teaching and declined to seek re-election. Secretary Sharon Collins, Family and Consumer Sciences teacher, Warren East Middle School, will begin the second year of a two-year term when the 2023-24 KACTE Board is installed.

Bylaw Amendments

As explained by Steve Stubbs, Morehead State University, Constitution and Bylaws Committee Chair, communication with the state Personnel Department regarding payroll deduction led to the recommended amendment in KACTE Bylaws Article II, C.1. to clarify KACTE does not participate in partisan politics. KACTE is allowed to advocate for policy within certain budget guidelines.

Life Memberships no longer are offered, thus the need to eliminate the current Article III, C.2.

ACTE uses “divisions” to describe what KACTE lists as “service areas.” Divisions is the term used throughout the ACTE affiliates. The recommended amendments eliminate the service area term and replace with divisions. Note in the first reference in Article IV.C. the current Bylaws state “Services Division Organizations.” Eliminating Services and changing the subsequent references conforms to ACTE terminology.

The amendments proposed in Article VI.B. clarify the election and installation of the Secretary and Treasurer. The positions are Elect when the vote occurs in July prior to their effective term beginning on August 1.

The recommended amendments were endorsed by the KACTE Board at its April 27 meeting. A marked copy of the Bylaw amendments are attached at the end of this **News&Notes**.

Resolution

There was one resolution presented to the KACTE Board at its last meeting by Tina Excellent, Family and Consumer Sciences teacher, Somerset High School, Resolutions Committee Chair. The original version subsequently modified by President Drummond was drafted by Sheila Marable, Graphic Design Educator, Pleasure Ridge Park High School, and a participant in the KACTE Fellows Leadership Program. The KACTE Board approved the resolution to be placed on the Annual Meeting agenda for ratification. The purpose is to embed DEIB principles in all KACTE programs and services.

KACTE Action Schedule 2023

All times listed are Eastern

- ➔ **June 1** — Kentucky Farm Bureau CTE Awards submission deadline.
- ➔ **July 18-21** — **2023 Summer Program**, Galt House Hotel, Louisville.
- ➔ **July 18** — **2023-24 KACTE Board Orientation**, Galt House Hotel, Louisville.
- ➔ **July 19** — **KACTE Annual Meeting**, Galt House Hotel, Louisville.
- ➔ **Aug. 1** — Fellows Leadership Program application deadline.
- ➔ **Sept. 8** — **KACTE Board Meeting**, FFA Leadership Training Center, Hardinsburg.
- ➔ **Oct. 12-14** — ACTE Region 2 Leadership Conference, Huntsville, AL.
- ➔ **Nov. 29-Dec. 2** — ACTE Career Tech Vision Conference, Phoenix, AZ.

KACTE BOARD RESOLUTION AFFIRMING ITS COMMITMENT TO EQUITY

WHEREAS, the vision of the KACTE is to ensure that each student is empowered and equipped with the knowledge and skills to be successful in a complex and competitive world.

WHEREAS, the KACTE resolutely stands against all acts of discrimination and assures equity and belonging in all facets of the Association.

WHEREAS, we believe that educational leaders must embrace diversity, assure equality and shape the future of all of Kentucky’s children. The KACTE is dedicated to tackling racism through support of inclusionary teacher preparation programs and making a concerted effort to bring equity among board members.

WHEREAS, every student in the Commonwealth deserves equitable access to excellent career and technical education that provides unique experiences and perspectives, quality preparation, and are committed to the success of all learners.

NOW, THEREFORE, BE IT RESOLVED, the Kentucky Association for Career and Technical Education (KACTE) Board encourages KACTE members, CTE teachers, and CTE leaders across the Commonwealth to examine policies, procedures, instructional best practices and funding decisions to ensure children of identifiable groups have equal access to career and technical educational opportunities. We urge district leaders to think unconventionally and

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innovatively to serve all students regardless of race, gender, faith, learning ability, sexual orientation, geographical location, or socioeconomic status.

BE IT RESOLVED, All KACTE officers, committees, programs and tasks incorporate this principle into their program of work.

2022-23 KACTE Accomplishments

Among the many KACTE activities since December 2022, the plan to continue membership growth received Board approval at the April 27 meeting. Details are reviewed below.

Advocacy remains a major focus of KACTE's efforts to fulfill its mission. With support from KACTE's contract legislative agent, McCarthy Strategic Solutions, and member communications with General Assembly members, Senate Bill 3 to provide \$1 million in excess liability insurance for all public school teachers passed and was signed by Gov. Andy Beshear. The 2023 30-day General Assembly session

also saw the passage and subsequent Governor approval of SB7 and SB25. SB7 restricts public employee payroll deduction of dues for organizations that participate in partisan political activity, specifically supporting election campaigning. The restriction does not apply to KACTE. SB25 adds to postsecondary readiness indicators three hours of dual credit or three hours of postsecondary articulated credit.

Student Leadership Day held on Feb. 21 was an opportunity for Career and Technical Education Student Organization (CTSO) members to participate in a citizenship experience. Almost 400 CTSO members attended. They were able to witness Gov. Beshear sign a proclamation declaring February Career and Technical Education Month. Student Leadership Day was held in conjunction with a CTE Showcase of more than 30 CTE programs displayed in the Capitol. Students were recognized with a House resolution and a Senate citation.

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KACTE Membership Activities at the 2023 CTE Summer Program

KACTE seeks to continue the momentum of membership growth at the 2023 CTE Summer Program that has been building through the 2022-23 administrative year. Membership increased by almost 60 since the 2022 CTE Summer Program and totals approximately 630. Members are encouraged to renew their membership at the KACTE booth in the CTE Meeting Place at the Summer Program, at the Galt House Hotel, July 18-21. KACTE is moving toward an all-digital membership process that includes the ability for members to update their personal records. Non-members can begin taking advantage of the many KACTE benefits by joining at the first-time membership fee of \$99 for those who never have been KACTE members.

Access the membership process at this link: [New Member Application.](#)

There will be several membership-focused opportunities at the CTE Summer Program.

- **All members — current, renewing, or new — will receive a gift** in appreciation of their membership. Please visit the KACTE booth in the CTE Meeting Place to pick up your gift, wrist band, and membership ribbon.
- **The Annual CTE Awards Dinner**, sponsored by the Kentucky Farm Bureau, will be held on Tuesday evening, July 18. The 2023 CTE Award honorees will be recognized at the invitation-only event that also will recognize the outgoing 2022-23 KACTE Board and the incoming 2023-24 KACTE Board.
- **Door prizes will be given away at the KACTE Annual Meeting**, to be held in Ballroom C, Galt House Hotel, Wednesday, July 19, 5:15 p.m. Members are asked to attend and participate in the election of 2023-24 officers; vote on Bylaw amendments; ratify a resolution on diversity, equity, inclusion and belonging; witness the installation of the 2023-24 Board; and hear incoming President Josh Mitcham deliver his acceptance remarks.
- **A members-only gala** tentatively is planned for Wednesday, July 19, following the KACTE Annual Meeting. The event site, entertainment and food and refreshments are pending confirmation of sponsorship.
- **KACTE Night at the Louisville Bats** minor league baseball game will be Thursday, July 20, at Slugger Field, which is located on Main Street east of the Galt House. Members will receive a ticket that also can be used to redeem \$6 in food or beverage. It will be \$2 night at the ballpark. Hot dogs, nachos and beer are \$2 each. Members can bring guests, but non-members and guest tickets will be \$15 each. That includes entry to the stadium and the \$6 for food and beverage.

KACTE is planning these events to express its appreciation to its members.

The CTSO state officers met separately, and they visited about 40 state representatives and senators on Feb. 22. HOSA officers presented remarks before both the House and Senate Education Committees.

The second in-person session of the **KACTE Fellows Leadership Program** was held in Frankfort Feb. 9-10. The agenda concentrated on advocacy and implementation of high-quality CTE standards. The Fellows met with Senate Education Committee Chair Steven West and McCarthy Strategic Solutions Principal Jeff Busick. They witnessed a session of the Kentucky House of Representatives where each Fellow was recognized with a citation. Office of Career and Technical Education (OCTE) Policy Adviser Regan Satterwhite provided an overview of how high-quality CTE standards may be implemented in all programs.

The Fellows also spent time planning their presentation at the 2023 CTE Summer Program. They are asking Summer Program participants to attend their program to learn the value of leadership development through the KACTE Fellows Leadership Program.

KACTE understands the importance of improving **recruitment and retention** of CTE teachers. The KACTE Board at its April 27 meeting approved an expenditure of \$4,000 in professional development grant funds for Secretary Sharon Collins and OCTE Academic Program Manager Beth Engle to attend the Teach CTE Summit in St. Paul, MN, June 27-29. The program will share best practices across the nation for recruitment and retention of CTE teachers. KACTE is partnering with OCTE to develop a plan to support enhanced recruitment and retention.

An updated and revised **KACTE Policy and Procedures Handbook** was approved by the Board at the April 27 meeting. When the revision is complete, it will be posted on the KACTE website, www.kyacte.org. Among the changes, social media and public relations activities are combined in a new Communications Committee. A new Scholarship Committee oversees the Perkins Assistanceship Grant and the Stratton-Tipton Special Needs Scholarship.

The Board approved establishing a **Teacher Educator/CTE Student page** on the KACTE website to share information on scholarship and learning opportunities.

KACTE provides the financial rewards for the annual **Entrepreneurship Contest** organized by the CTSO state advisers. Nathaniel Moore, Jessamine Career Technology Center, received the \$1,000 first prize. Dayton Shoemaker, Marion County High School, was second; Carson Thompson, Green County High School, was third; and Payton Burnham, Louisville Mercy Academy, was fourth.

Finally, the KACTE Board approved establishing a **Postsecondary Student Liaison** position. The non-voting liaison will be invited to attend all KACTE Board meetings and encouraged to participate in discussions of CTE issues, particularly those affecting pre-service teachers. KACTE Teacher Educator Vice-President Angela Gott will serve as liaison mentor.

KENTUCKY CTE **EMPOWERED** Today's Career and Technical Education

*2023 Career and Technical Education Summer Program
July 18-21, Galt House Hotel, Louisville, Kentucky*

Todd Whitaker to Keynote CTE Summer Program Opening Session

Dr. Todd Whitaker is one of the nation's leading authorities on staff motivation, teacher leadership, and principal effectiveness. Todd has written more than 60 books including the national best seller, ***What Great Teachers Do Differently***. He has spent his life pursuing his love of education by researching and studying effective teachers and principals.

More than 325 separate breakout sessions covering all program pathways and all levels of CTE instruction are scheduled for the Galt House Hotel and additional venues in Louisville July 18-21. Shuttle transportation will be available to the off-site sessions and the parking lot for commuting participants.

The CTE Meeting Place has been redesigned to provide a better flow for distribution of breakfasts and lunches on Wednesday, July 19, and Thursday, July 20. There will be more seating available, and the redesign will offer better access to the exhibit booths.

As this **News&Notes** is being written, the Galt House Hotel and the overflow hotel, Courtyard by Marriott, are sold out. KACTE is working with Louisville Tourism to secure additional housing.

The preregistration deadline is July 1. The fee is \$300. On-site registration will be available at \$425. Go to this link to complete registration:

[**CTE Summer Program Registration 2023**](#)



Todd Whitaker

KACTE Moving the Needle

The Kentucky Association for Career and Technical Education (KACTE) is *Moving the Needle!*

"KACTE's strong and growing membership is the foundation of its efforts to support CTE and CTE professionals like you," 2023-24 KACTE President Josh Mitcham, Director, FFA Leadership Training Center, said in announcing his theme for the coming year. He hopes to involve all members in moving the association forward in fulfilling its mission to provide educational leadership in developing a competitive workforce. **KACTE is working for CTE and for YOU.**

KACTE's **advocacy** helped secure a doubling of Career and Technical Education (CTE) funding by the Kentucky General Assembly. The commitment includes a contract with a registered lobbyist.

Annually, Kentucky gives back to CTE professionals and CTE pre-service teachers thousands of dollars in **scholarships, stipends and grants.**

KACTE's **CTE Learn** on-line portal is a CTE professional development site, with some courses offering transferable college credit.

KACTE's **professional development** commitment includes managing the logistics of the Annual CTE Summer Program. It offers leadership development through the **KACTE Fellows Leadership Program.**

KACTE **communicates** with information sharing on its website, www.kyacte.org, member e-blasts, and social media.

KACTE's **annual awards program** recognizes members, CTE professionals, and CTE champions for outstanding accomplishments.

*Thank you for your support of KACTE
and its mission, programs, and services.*

*Highlights of KACTE's Member Benefits show
what's in KACTE for CTE career professionals.*



KACTE Member Benefits

☞ Legislative Advocacy --

KACTE is the only Kentucky association representing all CTE levels and pathways before both the U.S. Congress and the Kentucky General Assembly. A contract with a Kentucky Legislative Agent helps educate legislators.

☞ Professional Learning

opportunities, include the Annual CTE Summer Program.

☞ On-line professional

development through *CTE Learn*.

☞ Leadership Skills development, including the **KACTE Fellows Leadership Program.**

☞ Teaching Resources and access to ACTE's best practices database, podcasts and more.

☞ Information sharing at conferences, by e-mail blasts, and through mailed communication to members.

☞ Recognition and Awards for outstanding effort at work or for contributions to CTE and the community.

☞ Support of Student

Organizations, including the annual Student Leadership Day in Frankfort.

☞ KACTE's Website, www.kyacte.org; Facebook page, @kyacte; and on Twitter, @kyacte.

☞ ACTE's *Techniques Magazine*, the premier CTE publication.

☞ Several scholarship, stipend, and grant programs to support pre-service teachers, professional development, enhancing partnerships, and furthering CTE in Kentucky.

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 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 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 KACTE shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that 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 KACTE shall be the carrying on of propaganda or otherwise attempting to influence legislation, and~~ 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, 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) (6) 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 170 (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 KACTE, after paying or making provision for the payment of all the liabilities of KACTE, all of the assets of KACTE shall be disposed of exclusively for the purpose of 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.
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 or National Affiliate Organization, and Associate memberships.

H. Voting and Holding Office

1. Individuals from the following membership classification shall be considered eligible for voting and serving as committee members.
 - a. Individual Professional and Retired Members
 - b. Educational Institution Members
 - c. State or National Affiliate Organizations
2. Individual Professional Members are the only ones that may serve as officers of the association.
3. Failure to pay the annual dues by the required date shall constitute the resignation of the member.
4. 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

- A. 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.
- B. 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.
- C. 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

- A. 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.
- B. The President, President-Elect, Immediate Past-President, Secretary, Treasurer, Immediate Past-Treasurer, ACTE Region II Representative, and ~~Service Area~~ Division Vice Presidents shall constitute the Board of Directors.
- C. The Board of Directors of KACTE may employ an Executive Director of the State Association.
- D. 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

- A. The President-Elect, Secretary, and Treasurer of the State Association shall be elected by a majority vote of eligible members present physically or virtually by video or telephonic conferencing and voting at the annual meeting of KACTE.
- B. 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 **in even-numbered years** for a two-year term beginning August 1 ~~on the odd years~~ following election. The Treasurer-Elect of the State Association shall be nominated in **even** ~~odd-numbered years~~ for a two-year term **beginning August 1 following election.** ~~on even years. The newly-elected officers shall assume their offices on August 1 following election.~~
- C. 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~~ **divisions** currently voting on the Board with the chairperson being the immediate past president of the State Association.
- D. 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.
- E. Each ~~service area~~ **division** 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~~ **division** 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~~ **division**. Any group of members wishing to start a new ~~service area~~ **division** 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~~ **division** organizational structure. Upon meeting the requirements for representation as a ~~service area~~ **division** on the Board of Directors, the ~~service area~~ **division** may petition the board for approval to have a representative on the board.
- F. It is recommended that Representatives from ~~service area~~ divisions be appointed for 2-year terms with Agriculture Education, Business Education, ~~Guidance~~, **Career Counseling, Engineering and** 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.
- G. 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~~ **division** 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~~ **division**.

- H. 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.
- I. 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.
- J. 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

- A. 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.
- B. 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.
- C. 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.
- D. The Secretary shall keep a full and accurate record of the proceedings of all meetings of the KACTE, Board of Directors, and Executive Committee.
- E. 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.
- F. 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.
- G. 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:
 - a. Provide for the safekeeping and proper use of the funds of the KACTE.
 - b. Give final approval of the program for the annual meeting of the KACTE
- H. 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

- A. 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, Social Media/Website, Finance, Awards, Membership, Audit, Nominating, Leadership and others as needed. Co-Chairpersons of the Liaison and Resolutions committee will also be appointed.
 - a. Awards Committee Chairperson must submit the nominations for ACTE/KACTE Awards to the Executive Board for approval at the Spring Meeting.
 - b. The President will appoint the Immediate Past-President to serve on the Resolutions Committee as Co-Chairperson.

- c. The President will appoint the President-Elect to serve on the Legislative Liaison Committee as Co-Chairperson.
- B. 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

- A. The State Association shall hold an annual meeting physically or virtually by video or telephonic conferencing at which time the business of the KACTE shall be conducted.
- B. Those eligible members present shall constitute a quorum for the transaction of business at any regularly scheduled annual meeting.
- C. The President shall call all meetings to be held physically or virtually by video or telephonic conferencing of the Board of Directors and the Executive Committee, and this Board and the committee shall meet at least quarterly.
- D. Upon written request of a majority of the Board of Directors the President shall call a meeting of the Board physically or virtually by video or telephonic conferencing.
- E. In order to transact business, these quorums shall be required:
 - a. Executive Committee -- 3
 - b. Board of Directors -- majority of Board members
- F. 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 KACTE may be officially designated by the KACTE Executive Committee as "Affiliated Organizations."

ARTICLE XI AMENDMENTS

- A. All proposed amendments accompanied by a written rationale shall be submitted to the Bylaws Committee 30 days prior to the spring meeting of the Board of Directors preceding the Annual Business meeting. Submissions may be made by a ~~service-area~~ **division** vice president on behalf of the ~~service-area~~ **division**, 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 of the Board of Directors preceding the Annual Business Meeting.
- B. All proposed amendments shall be noticed to the members at least 60 days prior to the annual meeting by mailing or electronic distribution to the last known address.
- C. Proposed amendments with a written rationale submitted to the Board of Directors will be presented to the membership at the annual meeting physically or virtually by video or telephonic conferencing with the Board's recommendation to adopt or reject.
- D. Bylaws may be amended only by a two-thirds vote of all members at the Annual State Meeting, or called State Meeting either physically or virtually by video or telephonic conferencing.

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, KACTE shall establish policy and procedures by which the goals of these Bylaws and of the association are completed.

Bylaws adopted and amended _.