

**BY-LAWS OF THE NORTH DAKOTA
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

ARTICLE I. NAME

Section A. The name of this organization shall be the *North Dakota Association for Career and Technical Education*.

ARTICLE II. LOCATION

Section A. The principal offices of the association shall be at the discretion of the Executive Director

Section B. Other offices that the business of the Association may require shall be at the discretion of the Executive Board.

ARTICLE III. MISSION AND PURPOSES

Section A. Mission: The mission of the North Dakota Association for Career and Technical Education is to:

1. Promote and improve career and technical education.
2. Provide service, leadership opportunities, and recognition to its members.
3. Support career and technical education as an integral part of the educational system.

Section B. Purposes: The purposes of the Association are to:

1. Establish and maintain active leadership in career and technical education.
2. Provide service to member organizations and local communities in promoting career and technical education.
3. Provide opportunities for the study and discussion of issues relating to career and technical education.
4. Unify career and technical education divisions in the state through representative membership.
5. Collaborate with other states, the region, and the nation in the further development of career and technical education.

6. Encourage the development and improvement of career and technical education.
7. Support division activities.

ARTICLE IV. MEMBERSHIP

Section A. Individuals, organizations, or firms interested in promoting the purposes of the Association shall be eligible for membership.

Section B. Membership classifications shall be defined as:

1. **Professional:** Individuals engaged in or working with career, technical, and/or practical arts education and who pay regular annual dues or life dues to the Association for Career and Technical Education and the North Dakota Association for Career and Technical Education.
2. **Student:** Individuals who are enrolled as full time students preparing to become career and technical educators and who are not employed in the education system as a teacher, counselor, or administrator. Former active members CANNOT elect to become student members.
3. **Retired:** Individuals who have retired from career and technical education.
4. **Associate:** Organizations, firms, businesses, industries, civic groups, governmental agencies, or other groups who have an interest in espousing the purposes of the organization and wish to promote its activities.
5. **Honorary:** Individuals, groups, or firms that have made outstanding contributions in promoting the purposes of the organization and who have been approved by the Executive Board.

Section C. Dues for each classification of membership shall be determined by a majority of those voting at the annual meeting.

Section D. The membership year for the North Dakota Association for Career and Technical Education shall run from July 1 to June 30 of each year.

Section E. The privilege of voting shall be reserved to active members.

Section F. The privilege of holding office shall be reserved to active members.

ARTICLE V. ORGANIZATIONAL STRUCTURE

Section A. Any statewide educational organization whose active membership is engaged in career, technical, or practical arts education that has an NDACTE membership of ten (10) individuals or more and submits a letter requesting affiliation with a copy of their constitution or by-laws may be granted division status in the organization by majority vote of the Executive Board.

Section B. Affiliated divisions whose active membership in NDACTE falls below ten (10) shall be notified by the chair of the membership committee of the Association.

Section C. Affiliated divisions shall appoint a representative of that division to serve a three (3) year term as a voting member of the Executive Board of the Association, provided that individual is an active member of the Association.

ARTICLE VI. GOVERNING BOARD

Section A. Management of the Association shall be vested with the Executive Board, whose membership shall be:

1. The elected officers of the Association.
2. The immediate past president of the Association.
3. One (1) individual representing each affiliated division, who shall be appointed by that division and who shall serve a three (3) year term.
4. One (1) individual representing the North Dakota Department of Career and Technical Education, who shall be appointed by its Director and who shall serve a one (1) year term. Typically, this is a representative from the service area in which our Association president is part of.

Section B. Only active members of the Association shall be eligible for a seat on the Executive Board.

Section C. Non-voting ex-officio members of the Executive Board shall be:

1. The Executive Director, who shall be appointed by the Executive Board.
2. Each member serving on regional or national ACTE boards or committees.
3. The Director of the North Dakota Department of Career and Technical Education.

ARTICLE VII. DUTIES OF THE GOVERNING BOARD

Section A. The Executive Board shall have the management and control of the affairs and funds of the Association and among its duties shall be to:

1. Determine, direct, and implement the general policies and programs of the Association.
2. Provide direction for and implementation of Association meetings and conferences.
3. Provide direction for and implementation of Association publications.
4. Provide for the safekeeping and investment of Association funds.
5. Appoint and determine the scope of duties for the Executive Director.
6. Approve and implement an annual program of work.
7. Approve and implement an annual budget.
8. Elect honorary members.
9. Provide leadership toward the attainment of the purposes of the Association.

ARTICLE VIII. OFFICERS

Section A. Elected officers for the Association shall be:

1. President
2. President-Elect
3. Vice President

Section B. The term of office for the Association officers shall be one (1) year.

ARTICLE IX. DUTIES OF EXECUTIVE COMMITTEE OFFICERS

Section A. The president shall:

1. Preside over all meetings of the Association and its Executive Board.
2. Be the chairperson of the Association delegation to the Association for Career and Technical Education Assembly of Delegates.

3. Appoint committees and serve as an ex-officio member of them.
4. Perform duties usually devolving upon the office of president.

Section B. The president-elect shall:

1. Preside over meetings in the absence of the president.
2. Succeed to the office of president in the event that office is declared vacant by the Executive Board, fill the unexpired term, and remain in the office of president for the following term.
3. Perform duties assigned by the president or the Executive Board.

Section C. The vice president shall:

1. Preside over meetings in the absence of the president and president-elect.
2. Succeed to the office of president-elect in the event that office is declared vacant by the Executive Board, and fill the unexpired term.
3. Perform duties assigned by the president or the Executive Board.

Section D. The past-president shall:

1. In the event a vacancy occurs in the office of both the president and president-elect, the immediate past-president shall assume the responsibilities of the president for the unexpired term.
2. Chair the annual performance evaluation of the NDACTE executive director.
3. Chair the Resolutions Committee.

ARTICLE X. ELECTION OF OFFICERS

Section A. The nominating committee shall:

1. Be chaired by the president-elect.
2. Consist of members appointed by the president.
3. Make nominations for the office of vice president.

Section B. Procedure for election to the office of vice president shall be:

1. The nominating committee shall place in nomination its selections at the annual Association business meeting.
2. Association members may nominate candidates for the office at that annual Association business meeting.
3. Election to the office shall be by secret ballot during the day of the annual Association business meeting.
4. The individual who receives a majority of the votes cast for the office shall be declared elected to that office. If no candidate receives a majority, a secret ballot run-off election shall be held between the two candidates with the most votes.

Section C. Election to the office of president and president-elect shall take place at the annual Association business meeting.

Section D. Officers shall be elected for a term of one (1) year and will assume office at the conclusion of the annual Association Awards Luncheon.

Section E. No elected office may succeed to the same office the following year except as noted in ARTICLE IX of these by-laws.

ARTICLE XI. MEETINGS

Section A. The annual meeting of the Association shall be held during the ND CTE Professional Development Conference.

Section B. Special meetings of the Association may be held at the call of the president.

Section C. The Executive Board shall meet at least three (3) times each year at such time and place as the president may direct.

Section D. A majority of the members of the Executive Board may petition the president for a special meeting with that Board. The president shall call the Executive Board into session forthwith.

Section E. No business may be conducted by the Executive Board unless a quorum is present. A majority of the membership of the Executive Board shall constitute a quorum.

ARTICLE XII. COMMITTEES

Section A. Standing Committees appointed by the president shall be:

1. Nominating committee chaired by the president-elect.
2. Resolution committee chaired by the immediate past president.
3. Legislative committee chaired by the president.
4. Policies committee chaired by the president-elect.
5. Audit committee chaired by the vice president.

Section B. Other standing committees may be formed or disbanded by a majority vote of the Executive Board and shall be appointed by the president.

Section C. Ad hoc committees may be formed or disbanded by the president or by a majority vote of the Executive Board.

Section D. Committees shall report to the president, the Executive Board, or to others as the president directs.

Section E. The Association shall pay committee and/or committee member expenses only upon prior authorization by the Executive Board. Adoption of the Association annual budget shall be construed to meet the requirement of prior authorization.

ARTICLE XIII. AMENDMENTS

Section A. These by-laws may be amended by a 2/3 favorable vote of those voting at the annual meeting provided that a copy of the proposed amendment is in the possession of the members of the Executive Board at least thirty (30) days prior to the meeting at which action is to be taken on the proposed amendment.

Section B. Amendments to these by-laws become effective immediately if the provisions set forth in ARTICLE XIII, SECTION A, are met.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

Section A. *Robert's Rules of Order, Newly Revised*, shall govern all cases in which they are applicable and in which they are not inconsistent with these by-laws.

Updated September 5th, 2009. August 9, 2022.