

# OKLAHOMA ASSOCIATION OF CAREER AND TECHNOLOGY

## EDUCATION SERVICES-SPECIAL POPULATIONS

### BYLAWS

#### ARTICLE I. NAME and MISSION

The name of this organization shall be Oklahoma Association of Career and Technology Education; Education Services-Special Populations OkACTE-ESSP and will be referred to as Education Services-Special Populations (ESSP). The organization's mission is to provide and enhance the learning of all students attending Career and Technology Education, including those from all areas of special populations.

#### ARTICLE II. PURPOSE

- A. The general purposes of the Education Services-Special Populations *Division* are:
- Updating ESSP members on trends, plans, and policies, and current happenings of the Oklahoma Association of Career and Technology Education.
  - Enhancing the professional attitudes and competencies of the membership.
  - Promoting inter-agency collaboration.

#### ARTICLE III. MEMBERSHIP

- A. Eligibility
- All persons interested in the purposes of the ESSP shall be eligible for membership.
  - Membership shall begin with payment of dues and shall extend from July 1 until June 30 of the following year, regardless of the time dues are paid.
  - Except for support personnel, those joining the ESSP are also expected to pay annual dues to the Association of Career and Technology Education (ACTE), and Oklahoma Association of Career and Technology Education (OkACTE). Support personnel (teachers' aides and/or paraprofessionals who work directly with students and instructors) who join the ESSP are only required to join OkACTE.
- B. Dues
- Annual dues for membership include:

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|--|-------|
| Association of Career and Technology Education (ACTE)  | 80.00 |
| Oklahoma Association of Career and Technology Education (OkACTE)   | 60.00 |
| Oklahoma Association of Career and Technology Education Education Services-Special Populations OkACTE ESSP | 20.00 |
  - Dues are payable on or before annual Career Tech Summer Conference in August of each year.
  - Each year, ten percent of the ESSP account balance, on December 31, will be transferred to the Casy Cundiff Scholarship fund. The amount to be transferred will not change without a unanimous vote of the executive team. If the executive team makes a change, the change will be in effect for that calendar year, only. Any permanent changes will be brought before all members during the August business meeting.

#### ARTICLE IV. ORGANIZATIONAL STRUCTURE

- A. This organization shall be affiliated with the Association of Career and Technology Education through the Education Services-Special Populations Division and the Oklahoma Association of Career and Technology Education.
- B. The division consists of career and technology educators who provide services and/or instruction to students who attend technology centers in Oklahoma including members of special populations. This may include, but is not limited to: special education personnel, academic personnel, dropout recovery/at risk program personnel, Skills Center personnel, Career Services, ABE/GED, and any others interested in the purposes of the division.
- C. Individuals of special populations will include but are not limited to the following guidelines: persons who qualify for services under the Individuals with Disabilities Education Act, persons who qualify for services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, economically disadvantaged individuals, individuals preparing for

nontraditional training and employment, single parents, including single pregnant women, individuals with other barriers to education achievement, including individuals with limited English proficiency, and individuals who have dropped out of secondary school without receiving a diploma or recognized equivalent.

## **ARTICLE V. GOVERNING BODIES**

### **A. Members**

- a. The business of the ESSP shall be conducted by the members at the annual meeting. During the year, the ESSP Executive and Advisory Committee shall act for the Division.

### **B. Executive Committee**

- a. The ESSP Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer, Reporter, Past President, CTAC Representative, and the ODCTE State Advisor State Staff Member(s) assigned to the Education Services-Special Populations division.
- b. The ESSP Executive Committee shall constitute the administrative body of the division.
- c. The ESSP Executive Committee shall have management and control of the affairs and funds of the division and its duties shall include:
  - i. Development of objectives and strategies.
  - ii. The direction and charge of meetings occurring during Summer Conference and/or other times of the year.
  - iii. Assistance in planning for the annual Career Tech Summer Conference, and other professional development opportunities.
  - iv. Evaluate the accomplishments of the program of work.
  - v. Approval of the annual budget.
  - vi. Requiring an audit to be performed at the close of each membership year and presenting reviewed results at the annual meeting.
  - vii. Receiving and acting upon committee reports.

### **C. Advisory Committee**

- a. The ESSP Advisory Committee is responsible for assisting in planning and implementing all ESSP statewide conferences, including, but not limited to the annual Career Tech Summer Conference, and other professional development opportunities. The Advisory Committee will ensure that all factions of the membership are represented in the planning process.
- b. The ESSP Advisory Committee shall be composed of the Executive Committee members and:
  - i. OkACTE-PAC/Legislative Representative.
  - ii. OkACTE Mutual Benefits Plan Representative.
  - iii. OkACTE Awards Committee Representative.
  - iv. OkACTE Kalidescope Committee Representative.
  - v. OkACTE Comprehensive Professional Council Representative (CPC)
  - vi. OkACTE Membership Development/Services Committee Representative.
  - vii. State Staff Representative(s) assigned to the division.
- c. The ESSP Advisory Committee shall carry out the program of work and shall:
  - i. Provide an opportunity for wider participation of the membership in the affairs of the ESSP Division.
  - ii. Provide a close working relationship among ESSP members.
  - iii. Provide a broad base for the development and execution of the annual program of work.
  - iv. Provide an organizational framework where members' interests can be coordinated in any and all efforts of the ESSP Executive Committee.
  - v. Otherwise assist the Executive Committee and individual members in matters of concern.

## **D. ARTICLE VI. OFFICERS**

A. Only ESSP members, primary or secondary, are eligible to hold office and serve as representatives to OkACTE.

### **B. Officers:**

- a. The officers shall consist of president, president-elect, past president, secretary, treasurer, and reporter.
- b. Officers shall be expected to attend all Executive Committee meetings. Any officer missing two consecutive Executive Committee meetings should be referred to the Executive Committee for review of that member's status on the committee. The Executive Committee has the authority to remove officer members and designate a replacement.
- c. All officers shall maintain an electronic, job-related file, which shall be turned over at the end of the term or in any event of their tenure ending. This file shall be maintained on the official ESSPOK electronic drive to which all Executive and Advisory Committee Members will be given access.

C. Duties of Officers

- a. The president shall:
  - i. Prepare agenda for all meetings.
  - ii. Preside at all meetings of the division.
  - iii. Chair the Executive and Advisory Committee.
  - iv. Serve as ex-officio on all division committees.
  - v. Appoint, with the approval of the Executive Committee, the members of all standing committees.
  - vi. Appoint, with the approval of the Executive Committee, representatives to serve on OkACTE committees, with the exception of the CTAC Representative who is elected for a 3-year term.
  - vii. Oversee the implementation of the ESSP program of work.
  - viii. Serve as a voting delegate and attend all required meetings at the ACTE Annual Convention.
  - ix. Serve as a member of the Career and Technology Administrative Council.
  - x. Perform all other duties customary to the office.
- b. The president-elect shall:
  - i. Preside, in the absence of the president, at division meetings.
  - ii. Chair, in the absence of the president, the Executive and Advisory Committee.
  - iii. Assist the President with the implementation of the ESSP program of work.
  - iv. Serve, in the absence of the president, as first alternate to the ACTE Delegates Assembly and attend all required ACTE meetings.
  - v. Assist the past-president to prepare the slate of officer nominations to be presented at the annual business meeting held during Summer Conference.
- c. The past-president shall:
  - i. Collect nominated officer bios and share with ODCTE.
  - ii. Prepare ballot.
  - iii. Provide assistance to the president, as needed.
  - iv. Serve as parliamentarian.
  - v. Chair the ESSP Nominating Committee and prepare the slate of officer nominations to be presented at the annual business meeting held during Summer Conference.
  - vi. Solicit and compile biographical sketches of nominated division officers in the spring prior to Career Tech Summer Conference and forward to the division advisor from ODCTE for inclusion in the Summer Conference packet.
- d. The secretary shall:
  - i. Keep accurate and complete minutes of all meetings and correspondence of the ESSP Division Business Meeting, Executive and Advisory Committee meetings.
  - ii. Assist with distributing the ESSP membership pins and new member certificates and keep accurate records of the distribution.
  - iii. Send out notices, announcements, and bulletins, as directed by the Executive Committee and/or the president.
  - iv. Maintain an ESSP notebook that contains copies of all letters, memos, and committee reports, committee and/or Advisory Council.
- e. The treasurer shall:
  - i. Collect all monies for the ESSP Division.
  - ii. Maintain an accurate record of receipts and expenditures.
  - iii. Furnish statements at all meetings of the Executive and Advisory Committee.
  - iv. Submit an itemized report of receipts and expenditures for annual audit.
  - v. Pay only those bills submitted and approved by the president and advisor and/or those approved bills / expenses which may be recurring.
  - vi. Monitor, oversee, and manage all bank and income accounts for the ESSP Division.
- f. The reporter shall:
  - i. Assist the secretary and members with public relations for the division.
  - ii. Maintain and update the website and other social media for OkACTE ESSP.
  - iii. Perform other duties as assigned by the Executive Committee.
  - iv. Mentor and train the ESSP Reporter Standing Committee Member in preparation for them becoming the Reporter for the following year.
- g. The Career Tech Administrative Council (CTAC) Representative shall:
  - i. Attend quarterly meetings of CTAC

- ii. Serve on the Career Tech Administrative Council as a voting member and report council activities to the division membership during the annual division business meeting held during the Career Tech Summer Conference
- iii. Perform such duties as directed by the Executive Committee.

**ARTICLE VII. ELECTION OF OFFICERS AND REPRESENTATIVES**

- A. Election of officers and representatives shall be electronic. Nominations will be held from 15 January to 15 February. Voting will be available 1 March to 1 April.
- B. The ESSP Nominating Committee comprised of the ESSP Past-President, who will serve as chairperson, the ESSP President-Elect, and other ESSP members selected by the past-president shall select and announce a slate of candidates to be given to the Executive Committee. This slate will be the final ballot for the offices to be filled during the Career Tech Summer Conference.
- C. Electronic ballots and biographical sketches of all candidates shall be available 1 March
- D. All candidates shall hold current membership in the following:
  - a. Oklahoma Association of Career and Technology Education, Education Services-Special Populations .
  - b. Oklahoma Association of Career and Technology Education (OkACTE).
  - c. The Association of Career and Technical Education (ACTE).
- E. The officers and representatives shall be elected by electronic ballot and serve in terms as follows:
  - a. President: 1-year, automatic promotion of President-Elect.
  - b. Past-President: 1-year, automatic promotion of President.
  - c. President-Elect, Secretary, Reporter-Elect, Political Action Committee Representatives, Mutual Benevolence Plan Representative, Kalidescope Committee Representative, Comprehensive Development Council Representative: 1-year
  - d. Treasurer: 2-years.
  - e. CTAC Representative: 3-years.
  - f. Reporter: 1-year, automatic promotion of Reporter-Elect.
  - g. Membership Development Services Representatives (2) and Awards Committee Representatives (2): 2-years (1 elected on rotating years).
- F. If there is one candidate for any office, the election for that office may be viva voce.
  - a. The officers shall be elected by majority vote. If majority vote is not reached on the first ballot, the names of the two candidates receiving the most votes will be put on the second ballot and the one receiving the most votes elected. This will occur 2 April to 6 April.
  - b. The term of office shall begin at the close of the annual Career Tech Summer Conference which immediately follows their election in the Spring.
  - c. Elected officers are required to attend the OkACTE annual leadership seminar.
  - d. No officer shall serve more than a single, consecutive, allotted term for a particular position except with the express permission of the Executive Committee and the absence of any other qualified candidate seeking the office. After a term away from a particular office, an individual may seek a previously held office again without restriction. In the absence of any qualified candidates for an office or in the event of a vacancy during a term, the President and/or the Executive Committee may appoint an individual to serve the term or remainder of a term with confirmation from a majority vote of the Executive Committee.

**ARTICLE VIII. COMMITTEES**

- A. Special committees may be appointed by the president or Executive Committee.
- B. The membership of such committees shall be appointed by the president from names recommended by the Executive and Advisory Committee and/or from volunteers obtained through the annual membership survey.

**ARTICLE IX. STANDING COMMITTEES**

- A. The membership of such committees shall be appointed by the president from names recommended by the executive committee and advisory council and/or from volunteers obtained through the annual membership survey.
- B. Standing Committees:
  - a. The standing committees of the Education Services-Special Populations Division shall consist of the Conference/Program Planning Committee, the Nominations Committee, the Membership Development/Services Committee, the Outstanding Student Award Committee, the Awards Committee, Reporter Committee, and the By-laws Review Committee.
  - b. All members of each committee shall serve one year, unless otherwise noted in committee descriptions.

- C. Duties of the Standing Committees:
- a. The Conference/Program Planning Committee (1-year term) shall:
    - i. Be chaired by the president-elect.
    - ii. Survey the ESSP membership for input regarding conference programs and in-service activities and refer the information to the ODCTE advisor for consideration.
    - iii. Assist the ODCTE advisor with the conference program planning meeting held prior to the annual Career Tech Summer Conference.
    - iv. Perform other duties as assigned by the Executive and Advisory Committee.
  - b. The Nominations Committee (1-year term) shall:
    - i. Be chaired by the ESSP Past-President, co-chaired by the ESSP President-Elect, and include as members the Reporter and Reporter-Elect
    - ii. Consist of one or more additional members (aside from the above) selected by the past-president and approved by the Executive and Advisory Committee.
    - iii. Select and announce a slate of candidates, by 15 February, to be given to the Executive Committee. This slate will be the final ballot for the division offices.
    - iv. Tabulate the ballots and report the results: (a) to newly elected candidates within one week of the election's end; and (b) to the membership at-large no later than the business meeting held during the annual Career Tech Summer Conference.
    - v. Perform other duties as assigned by the Executive and Advisory Committee.
  - c. The Membership Development/Services Committee (2-year term) shall:
    - i. Be chaired by the OkACTE Membership Development/Services Representative.
    - ii. Be responsible for the membership recruitment and development and shall work cooperatively with the OkACTE Membership Services Committee.
    - iii. Identify and contact OkACTE members who could also be secondary members of the ESSP.
    - iv. Plan and implement the ESSP New Member Orientation held during the annual Career Tech Summer Conference.
    - v. Perform other duties as assigned by the Executive and Advisory Committee.
  - d. The Awards Committee (2-year term) shall:
    - i. Be chaired by the Award Committee Representative
    - ii. Prepare agenda for awards ceremony.
    - iii. Review/revise and distribute awards information and applications, including the Casy Cundiff Scholarship, to ESSP members.
    - iv. Evaluate resumes of nominees and select and notify ESSP award recipients.
    - v. Develop and oversee a review and selection process for the applications / nominations receive for the Casy Cundiff Scholarship.
    - vi. Provide assistance to ESSP award recipients to develop the required notebooks and submit to the ESSP Awards Committee
    - vii. Assist with planning the awards luncheon/ceremony held during the annual Career Tech Summer Conference.
    - viii. Assist with the solicitation of funds for the Casy Cundiff Scholarship
    - ix. Mentor and train the first-year Award Committee Representative in preparation for them to become the Awards Committee Chair for the following year.
    - x. If necessary or requested, maintain an advisor emeritus position who sits on the committee
    - xi. Perform other duties as assigned by the Executive and Advisory Committee.
  - e. The Reporter Committee (2-year term) shall:
    - i. Be chaired by the Reporter and include by-fault the Reporter-Elect
    - ii. Assist the reporter and members with public relations for the division.
    - iii. Assist in maintaining and updating the website and other social media for OkACTE ESSP.
    - iv. If necessary or requested, maintain an advisor emeritus position who sits on the committee
    - v. Perform other duties as assigned by the Reporter Committee Chair.
  - f. The By-Laws Review Committee (1-year term) shall:
    - i. Be chaired by the ESSP President-Elect.
    - ii. Annually review and make recommendations regarding proposed amendments to the ESSP by-laws.
    - iii. Solicit, accept, and consider proposed amendments to the by-laws.
    - iv. Distribute proposed by-law amendments at least 30 days prior to the ESSP Division Business Meeting held during the annual Career Tech Summer Conference.
    - v. Present proposed by-law revisions for a vote of acceptance and non-acceptance during the ESSP Division Business Meeting.

- vi. Tabulate the results of the vote on the proposed by-law revisions and report the results during the ESSP Division Business Meeting.
- vii. Perform other duties as assigned by the Executive and Advisory Committee.

#### **ARTICLE X. MEETINGS**

- A. The ESSP Division shall have one annual business meeting to be held at the time and place of the Career Tech Summer Conference.
- B. The Executive and Advisory Committee will meet prior to the annual meeting of members to plan the business meeting, to plan activities for the Career Tech Summer Conference, and to conduct other pending business.
- C. Other meetings of the Executive Committee and Advisory Committee may be called by the president as needed, but shall meet no less than two times throughout the year.

#### **ARTICLE XI. ESTABLISHMENT OF POLICIES**

- A. The Executive and Advisory Committee shall establish written policy as needed for their operation.
- B. Such policy shall be recorded in the minutes and later compiled into a set of written policies by the ESSP Secretary. The minutes will show when adopted and where the policy originated, for example: ESSP Division adopted, Executive Committee adopted or Advisory Council adopted.

#### **ARTICLE XII. AMENDMENTS**

- A. These by-laws may be amended by two-thirds vote of all members present at the annual ESSP Business Meeting, provided: that one-month notice is given to the members regarding the proposed revisions or amendments. The proposed amendments or revisions shall be distributed to ESSP membership 30 days prior to the date set for official vote on the proposal.

#### **ARTICLE XIII. PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order Newly Revised* will govern any provision not covered by the ESSP By-laws.

Pending Revisions Approval: 5/1/2024

Revisions Approved: 8/1/2024