

# OKLAHOMA ASSOCIATION OF CAREER AND TECHNOLOGY EDUCATION

## CTE FOR ALL – OKLAHOMA

### BYLAWS

#### ARTICLE I: ORGANIZATION and OPERATION

- A. **NAME:** The name of this organization shall be CTE For All – Oklahoma (C4A-OK), hereinafter ‘the Organization’, and shall be referred to as the same as a division within the Oklahoma Association of Career and Technology Education (OkACTE).
- B. **MISSION and ORGANIZATION:** The Organization’s mission is to provide for and enhance the learning of all career and technology education (CTE) students, especially those considered to be ‘special populations’ and to support and aid CTE professionals in supporting these students. The Organization is established as a trade association as outlined by the Internal Revenue Code 501(c)(6).
- C. **PURPOSE:** The Organization shall support scholarships for students, student-dependents, and professionals with the Oklahoma CTE environment; support the professional development of CTE professionals serving ‘special populations’; and promote inter-agency collaboration within the Oklahoma CTE environment.
- D. **FUNDING:** The Organization shall be primarily funded through membership dues, with established minimum amounts, as determined by the Organization’s Executive Committee and applicable revenues from OkACTE and the national Association of Career and Technology Education (ACTE). Additional funding may be sought via monetary and/or in-kind donations from community partners, meeting admissions, and other sponsorships.
- E. **DISSOLUTION:** In the event of the Organization’s complete dissolution, defined as no longer existing under the OkACTE umbrella in any form:
- a. All outstanding debts shall be paid to the appropriate parties from the Organization’s current funds, (and)
  - b. All membership dues obtained through automatic deductions shall be immediately halted, (and)
  - c. All remaining Organization funds shall be donated to the Casy Cundiff Scholarship Fund.
- F. **CONTACT INFORMATION:**
- a. 2801 N. Lincoln Blvd, #130, Oklahoma City, OK 73105

#### ARTICLE II: MEMBERSHIP

- A. **ELIGIBILITY:**
- a. All persons interested in the purposes of the Organization shall be eligible for membership.
  - b. Membership shall begin with the payment of dues and shall extend from May 1 of one year to April 30 of the following year, regardless of the time dues are paid.
  - c. Those joining the Organization shall also pay annual dues to ACTE and OkACTE. Support staff, teacher aides, paraprofessionals, and part-time employees shall only pay Organization and OkACTE dues.

**B. MEMBERSHIP ACTIVITIES and INVOLVEMENT:**

- a. Only current, paid members of the Organization are eligible for holding leadership positions, committee assignment, voting on the business of the Organization, awards, and any other Organization activity deemed 'members-only' by the Organization, OkACTE, and/or ACTE.

**ARTICLE III: GOVERNANCE**

A. **MEMBERS:** Organization members shall conduct the overall business of the Organization at the annual meeting. Any votes held at the annual meeting shall require only a simple majority of the present membership for approval or denial of a motion, except where otherwise specified below.

B. **EXECUTIVE COMMITTEE:** An Executive Committee (EC), elected by Organization members, shall conduct the administrative duties of the Organization. The EC shall consist of the following: President, President-elect, Past President, Secretary, Treasurer, Reporter, and an unelected representative from the Oklahoma Department of Career and Technology Education (ODCTE), who shall only serve as an advisor and not a voting member of the EC.

- a. The primary duties of the EC are as follows:
  - i. Plan and direct conferences and professional development;
  - ii. Develop and execute an annual strategic plan;
  - iii. Develop, approve, and adhere to an annual budget;
  - iv. Receive and act upon Advisory Committee (AC) reports;
  - v. Manage the fiduciary duties of the Organization;
  - vi. Receive nominations for and confirm AC members
- b. The EC shall have the power to remove officers and AC members, for cause. This includes but is not limited to: illegal activities, dereliction of duties, and/or activities which may harm the Organization. Such removals shall take place with the guidance of OkACTE and require a simple majority vote of the EC for approval or denial.
  - i. In the event of illegal activities, the President, in consultation with OkACTE shall be empowered to remove the offending officer(s) and/or representative(s).
    - 1. If the President is the offender, the President-elect or Past President shall be likewise empowered.
  - ii. Depending on the type and severity of the illegal action(s), the offender(s) may be subject to additional legal action.
- c. Officers shall attend, at a minimum: OkACTE Summit, OkACTE Leadership, EC meetings, Division professional development, and other role-specific meetings which may be called by the division or OkACTE.
- d. Additional duties of the EC shall be defined in an annually updated Policies and Procedures Manual (PPM) to be made publicly available.

**C. ELECTIONS:**

- a. President Rotation:
  - i. In order for a member to qualify for nomination and election to the Presidential rotation, they shall have previously served as an EC member or the equivalent within another division of OkACTE or ACTE.
- b. Nomination and election of Organization's EC officers shall take place between January and April.
- c. Nomination and election of officers shall be performed electronically with the results publicly announced following the conclusion of elections.

- d. Officers shall assume their duties to the Organization following the last day of Summit in that year, except where otherwise specified below.
- e. Newly elected officers may be asked and are expected to attend specific meetings prior to the start of their term to prepare them for their duties.
- f. If a position has only one nominee, the nominee shall automatically be confirmed in the position. Nominees to a position, who are not currently serving in that position, take precedence over a nominee currently serving in that position (see Article V-B).

**D. VACANCIES:**

- a. Vacancies on the EC or AC shall be filled by nominees approved by the President. Such appointees shall serve the remainder of that position's role except for vacancies in the presidential rotation.
- b. In the event of vacancy in the Presidential vacancy, the current Past President shall assume the duties of the President for the remainder of that term year yet otherwise continue within the regular presidential rotation schedule.
- c. President-elect vacancy: If such a vacancy occurs between the end of Summit on one year and prior to the elections held the following year, the role shall be filled by special election with the new President-elect entering the full presidential rotation. If the vacancy occurs after the election cycle and prior to Summit of a given year, the newly elected President-elect shall begin their term immediately and serve the remainder of that year's term along with their regular term in the presidential rotation.
- d. Vacancies in the Past President position shall not be filled. If a Presidential successor is needed under this circumstance, the EC may:
  - i. Allow the President-elect to assume the role of President; (or)
  - ii. Ask another Past President to fill the role

**ARTICLE IV: ADVISORY COMMITTEE**

- A. **STANDING COMMITTEES:** The Organization shall have the following standing committees: Awards, Membership, and Political Action.
  - a. The committees shall be chaired by a nominated representative(s) who shall be confirmed by the EC. Chairs of these committees shall also be members of the AC and act as Organization representatives to OkACTE.
- B. **REPRESENTATIVES:** The Organization shall nominate, and the EC shall confirm, the following Organization representatives to OkACTE: CTAC, Kaleidoscope, and Mutual Benevolence. These representatives shall also be members of the AC.
- C. **ADDITIONAL:** The Organization's Reporter-elect shall serve on the AC. The Reporter-elect position shall be nominated and elected during regular officer elections.
- D. **DUTIES:** Additional duties of all AC members shall be defined in the annually updated PPM.
  - a. AC members shall attend any meetings called for their positions by OkACTE and the Organization.
  - b. Chairs of standing committees shall recruit volunteers from the Organization's membership to serve on their committees and shall hold regular meetings with their committee to conduct the business delegated to that committee.
  - c. All chairs and representatives shall make reports to the EC no less than quarterly on their committee's business and put forth such business to the EC as may require a vote of the EC.

## ARTICLE V: EXECUTIVE and ADVISORY COMMITTEE TERMS and SPECIAL POSITIONS

- A. **TERM LENGTHS:** The following shall be the length of terms for the Organization's elected officers and appointed representatives.
- a. **Presidential Rotation – President, President-elect, Past President:** Each shall serve a one-year term in each position for a total of three years in the Presidential rotation. The exception to this would be in the event of a vacancy as defined above.
  - b. **Secretary:** one-year term
  - c. **Treasurer:** two-year term
  - d. **Reporter:** two-year term (beginning as the Reporter-elect for one year and Reporter the next)
  - e. **Chairs / Representatives:** one-year terms (positions as defined under Article IV)
- B. **TERM LIMITS:**
- a. The Presidential rotation shall limit those elected to their rotation years. A Past President rotating off must wait one election year before running for President-elect.
    - i. Exception: if no other Organization member runs for President-elect in a given year, the current Past President may reenter the Presidential rotation with the approval of the full Organizational membership via a vote held at the annual business meeting.
    - ii. Prior to such a vote being held, nominations for President-elect shall be held during the annual business meeting. Anyone nominated at this time, shall take precedence over the Past President. In the event of one nomination, the nominee shall be immediately confirmed to the position. In the event of more than one nomination, the nominees shall leave the room while a vote is held by the remaining Organization members with the elected member being informed upon reentry following the vote.
  - b. All other EC and AC roles shall not be term limited. However, nominations and elections shall be held every year to allow other Organization members the opportunity to serve in any position open for election or nomination.
- C. **SPECIAL POSITIONS:** The Organization shall maintain, such as volunteers are available, the below unelected, long-term special positions. The positions shall ensure continuity of Organization business across election cycles and are meant to align the Organization with established practices as a legal business entity. None of the below shall be voting members of the EC or AC while serving only in the capacity of the below positions. Additional responsibilities may be prescribed in the Organization's PPM.
- a. **Scholarship and Awards Liaison:**
    - i. Shall have previously served as the Award Chair or equivalent in another OkACTE or ACTE division; (and)
    - ii. Shall have demonstrated detailed knowledge of and success in execution of the Organization's and OKACTE's awards and scholarship processes; (and)
    - iii. Shall act as an advisor to the current Awards Chair(s); (and)
    - iv. Shall manage the Casy Cundiff Scholarship in tandem with the appropriate ODCTE representative.
  - b. **Technology Liaison:**
    - i. Shall have previously served as the Reporter or equivalent in another OkACTE or ACTE division; (and)
    - ii. Shall have demonstrated detailed knowledge of and success in execution of managing all technical aspects of the Organization's website and other digital technology; (and)
    - iii. Shall act as an advisor to the current Reporter and Reporter-elect; (and)
    - iv. Shall manage the most technical aspects of the Organization's digital technology such as coding and integrations of other software in tandem with the Reporter and Reporter-elect.

c. **Financial Liaison:**

- i. Shall have previously served as the Treasurer or equivalent in another OkACTE or ACTE division; (and)
- ii. Shall have demonstrated detailed knowledge of and success in execution of managing all aspects of the Organization's finances; (and)
- iii. Shall act as an advisor to the current Treasurer; (and)
- iv. Shall oversee the annual financial review process in tandem with OkACTE and the Treasurer; (and)
- v. Shall serve as 'financial manager' of the Organization's monetary account(s).

**ARTICLE VI: DIVISION FINANCES**

- A. **BUDGET:** The EC shall develop an annual budget to be approved by the Organization's membership at the annual meeting. The Treasurer shall lead the development of the budget.
- a. Expenditures not covered by the annual budget or exceeding the amounts established by the annual budget must be approved by majority vote of the EC.
  - b. The EC shall be empowered to reallocate funds in the event of a surplus in another area and must be approved by majority vote of the EC.
- B. **ACCOUNTS:** The Organization shall maintain monetary accounts in good standing for the management of Organizational funds.
- a. Signatories on accounts shall be as follows and must be approved as signatories in the annual business meeting and/or an EC meeting with their names and positions recorded in the meeting minutes: President, President-elect, Treasurer, Financial Liaison.
  - b. Signatories on accounts shall be added and/or removed within one month of the decision to add or remove the individual.
  - c. In the event of abuse of funds and/or illegal activities involving the Organization's funds:
    - i. An investigation shall commence to determine if the actions were purposeful or negligent; (and)
    - ii. OkACTE and the Organization's bank shall be immediately informed; (and)
    - iii. The offender(s) shall have access to the Organization's funds revoked immediately until the nature of the actions in question is determined; (and)
    - iv. Remedy for an offense shall be sought using appropriate and/or legal measures
  - d. Any individual proven to have purposefully abused and/or committed illegal activities involving Organization funds shall be permanently barred from serving on the EC or AC.
- C. **CASY CUNDIFF SCHOLARSHIP:** The Organization shall support the Casy Cundiff Scholarship by issuing a donation to the scholarship fund each January in an amount equal to ten percent (10%) of the Organization's total bank balance as of December 31 of the previous year.
- D. **MAINTENANCE and REPORTING:** The Treasurer shall prepare and issue quarterly financial reports for review by the EC and public distribution to the membership. The Treasurer shall also:
- a. Maintain a detailed account ledger of all Organizational transactions, updated monthly; (and)
  - b. Retain in the Organization's files all bank statements, invoices, receipts, and other documentation of the Organization's financial transactions; (and)
  - c. Ensure the Financial Liaison is provided with the appropriate documentation to file the Organization's annual taxes; (and)
  - d. Assist the Financial Liaison in preparing for the Organization's annual financial review by OkACTE.

- E. **FIXED ANNUAL EXPENDITURES:** The following shall be expenditures automatically approved for each fiscal year. The expenditures shall be included on any final budget under the category of 'Fixed Expenditures' and must be fully funded. If the amount listed on the budget does not cover the total need of the expenditure, the Organization is automatically empowered to expend the amount necessary to cover the expenditure with the amounts exceeding the budgeted amount reported at the next meeting of the EC and recorded in the publicly available minutes.
- a. ACTE VISION: The travel, lodging, and registration costs of ACTE VISION shall be fully funded for the Organization's President or their designee. If called upon to do so, the President or designee must also serve as a member of the Oklahoma delegation to ACTE and adhere to all requirements for that role. No other costs shall be covered or reimbursed.
  - b. Software and Digital Technology: Costs related to procuring and maintaining the Organization's website and other digital software and digital technology shall be fully funded.
- F. **ANNUAL FINANCIAL REVIEW:** The Organization shall fully cooperate with OkACTE for an annual financial review. All materials requested for the review shall be provided by the appropriate officer prior to the deadline set by OkACTE.

### **ARTICLE VII: MEETINGS**

- A. An annual business meeting shall be held at the time and place of the OkACTE annual conference.
- B. EC meetings shall be held no less than quarterly, not to include the annual business meeting.
  - a. Additional meetings may be called, as necessary, to handle the Organization's business.
  - b. The Secretary or a designee shall record minutes for all EC meetings and the annual business meeting and publicly report those minutes within two weeks after a meeting.
- C. AC meetings shall be held at times and places determined by the appropriate chair but must be conducted to align with Article IV.

### **ARTICLE VIII: ESTABLISHMENT OF POLICIES**

- A. The EC shall establish a set of annually-updated policies and procedures as needed for the Organization's operation.
- B. Such policies and procedures shall be approved by a majority vote of the EC after input from all EC and AC members. The approval shall be noted in the minutes and compiled into a written Policy and Procedure Manual (PPM). The approved PPM shall be made publicly available on the Organization's website.

### **ARTICLE IX: AMENDMENT of BYLAWS**

- A. The Organization's bylaws may be amended by a two-thirds majority vote of all members present at the annual business meeting.
  - a. No less than one month preceding a vote on the amendment of the Organization's bylaws, prior notice must be given to members of proposed updates to the Organization's bylaws.
  - b. Notice may be given on the Organization's website provided the notice is publicly available and conforms to the appropriate timeline.
  - c. A copy of the proposed bylaws must be included in any update notice, and the President's or designees' contact information must be provided for purposes of receiving feedback.

