

**BYLAWS OF THE SOUTH CAROLINA ASSOCIATION FOR CAREER AND
TECHNICAL EDUCATION, INC.**

ARTICLE I: NAME

The name of this corporation shall be the South Carolina Association for Career and Technical Education, Inc. (SCACTE).

ARTICLE II: PURPOSES

The purpose of the Association shall be:

Sec. A. To establish and maintain active leadership in initiating, extending, improving, and promoting career & technical education;

Sec. B. To serve as a unifying agency for all personnel in career & technical education;

Sec. C. To advance the ideals and standards of career & technical education;

Sec. D. To act as a central agency to help keep the people of the state clearly and reliably informed of the purposes, needs, and accomplishments of career & technical education in the state;

Sec. E. To provide an opportunity for discussion of all questions involved in career & technical education; and

Sec. F. To be a vital and integral part of the Association for Career and Technical Education (ACTE) and to help plan, develop, and implement its program of work.

ARTICLE III: POWERS

Under s12-758 of the South Carolina Laws of Incorporation, the Association shall have the following powers:

Sec. A. To make contracts and to lend money, under such regulation as may be fixed in the bylaws of the Association, possessing the same powers in such respects as individuals now enjoy;

Sec. B. To borrow money for the purpose of carrying out the objects of its charter, to make notes, bonds or other evidences of debt and to secure the payment of its obligations by mortgage or deed of trust on any or all of its property and franchises, both real and personal;

Sec. C. To expel or suspend members or associates;

Sec. D. To enforce the collection of dues and charges under such penalties as may be provided in the bylaws;

Sec. E. To have succession, by its corporate name, for the period limited in its charter and, when no period is limited, in perpetuity;

Sec. F. To sue and be sued;

Sec. G. To use a common seal and to alter the same at pleasure;

Sec. H. To hold, purchase, lease, mortgage or otherwise dispose of and convey such real and personal estate as is limited by its charter or, if not so limited, such an amount as business of the Association requires;

Sec. I. To appoint such subordinate officers and agents as the business of the Association requires, prescribe their duties and fix their compensation;

Sec. J. To make bylaws consistent with any existing law for the management of its property of the regulation of its affairs, and

Sec. K. To receive and disburse division funds as approved by each division.

ARTICLE IV: MEMBERSHIP

Sec. A. Any individual interested in Career & Technical education shall be eligible for membership.

Sec. B. Membership shall be available in the following classifications:

1. Affiliated membership – For individuals who are actively engaged in Career & Technical education and whose annual dues are paid as part of the “package” of SCACTE/ACTE membership.
2. Loyalty membership – For individuals who have retired from active duty in Career & Technical education.
3. Student membership – For individuals who are enrolled as full-time students preparing to become Career & Technical educators and who are not employed full-time in the education systems as a teacher, counselor, or administrator.
4. State membership – For individuals who are actively engaged in Career & Technical education and pay annual dues to SCACTE.
5. Business/Industry membership – For corporations, companies, etc., who actively support or participate in Career & Technical education.

Sec. C. Only State, Affiliated, and Loyalty members shall be considered eligible for voting and serving as officers or committee members.

Sec. D. Classifications of memberships shall be reclassified only by the members in convention, and dues rates for said memberships shall be recommended by the Board of Directors and subject to approval by the membership.

Sec. E. Membership shall begin with receipt of dues by the Association. The membership year shall extend from receipt of dues for one calendar year.

Sec. F. The South Carolina Association for Career and Technical Education shall allow its members to utilize the ACTE multi-divisional membership provision in the payment of their affiliated dues “package.” Multi-divisional membership in SCACTE may be implemented under plans and dues structures established by the Board of Directors.

ARTICLE V: DIVISIONS

Sec. A. A division shall be composed of at least twenty-five (25) affiliated, loyalty, and state members representing a field or fields of professional interest of Career & Technical education in South Carolina. Each division shall maintain a list on file of its current officers and a copy of its current constitution, bylaws and operating procedures, which shall be compatible with those of SCACTE and ACTE. It is the responsibility of the division president to make notification to the SCACTE board of changes to officers, the constitution, the bylaws and/or operating procedures.

Sec. B. The New and Related Services Division shall be comprised of members who do not request to join an existing division and members of divisions who have fallen below the minimum membership requirements and have thus been reclassified as a section in the New and Related Services Division. Additional divisions may be added as sections emerge which meet the criteria outlined in Sec. C. but each section shall be included in the New and Related Services Division until such time as it meets the criteria of these bylaws and approval of the Board of Directors. The president of each section in the New and Related Services Division shall meet as an executive committee for the division. The chairman of the New and Related Services Division Executive Committee shall represent the division of the SCACTE, Inc. Board of Directors. The President-Elect of the section next in line for chairman shall serve as President-Elect of the division. It shall be the responsibility of the New and Related Service Division to comply with the rules and regulations of these bylaws.

Sec. C. New Divisions:

1. When a section in the New and Related Services Division meets the following criteria, it may petition the Board of Directors to become a division with all the privileges of a division if:
 - a. The interest of the section is clearly defined for being directly involved in or closely related to Career & Technical education.
 - b. The section represents an interest that is statewide in scope.
 - c. The section cannot be identified in any existing division and/or is not currently served by a single existing division.
2. The section shall petition, in writing, the Board of Directors for divisional status no later than February 1 of the current membership year in order that the section, if approved, may be eligible to receive all privileges of a division at the beginning of the next membership year.

Sec. D. Any existing division whose membership does not have a minimum membership of twenty-five (25) affiliated, loyalty, and state members at some point during the year shall be permitted one (1) membership year in which to regain the minimum membership requirement

before losing divisional status. This one-year period of grace shall commence April 15 of the year the Executive Committee determines the membership insufficient for division status. Any division failing to meet these requirements shall become a section within the New and Related Services Division.

Sec. E. All divisions shall encourage divisional programs, activities, and services that meet the special needs of members within their respective divisions, provided they promoted the SCACTE and ACTE programs of work.

ARTICLE VI: Officers

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Sec. A. The elected officers of the Association shall be: the President, the President-Elect, the Past President, Secretary/Treasurer, Divisional Presidents; and as ex-officio nonvoting members the President-Elects representing the divisions that have at least a minimum number of affiliated, loyalty, and state members.

Sec. B. The appointed officers shall be:

1. An Editor Reporter, appointed by the Board of Directors.
2. A Parliamentarian, appointed by the President.
3. ACTE Regional Representatives and other appointed officers.

Sec. C. Eligibility:

1. President-Elect

The President-Elect shall be an affiliated or loyalty member of a recognized division with the Association for a minimum of the last three consecutive years and shall be a member in good standing as certified by the Nominating Committee. A candidate for this office shall submit a letter from his or her employer stating they understand the commitment in time and giving their support. (Memorandum of Understanding)

2. Divisional Presidents

Each Divisional President shall be a member of a recognized division within the Association and shall be a member in good standing as certified by the Nominating Committee. Additional qualifications for the respective Divisional Presidents may be established by the various divisions.

3. Secretary/Treasurer

The Secretary/Treasurer shall be an affiliated or loyalty member of a recognized division with the Association and shall be in good standing as certified by the Nominating Committee. A candidate for this office shall submit a letter from his or her employer stating they understand the commitment in time and giving their support.

Sec. D. Process of Nominations

1. President, President-Elect, Secretary/Treasurer

- a. The Nominating Committee shall present one or more nominations for each vacant office to be voted on by the membership present at the annual business meeting.

- b. Additional nominations for all vacant offices may be made by members from the floor at the annual meeting provided a written resume is submitted to the presiding officer at the time the nomination is made and the candidate meets the qualifications of SCACTE.

2. Divisional Presidents

Divisional Presidents shall be nominated by the process described in the constitution, bylaws and operating procedures of the division, which shall be compatible with those of SCACTE and ACTE.

Sec. E. Method of Electing

1. President-Elect, Secretary/Treasurer

The President-Elect and the Secretary/Treasurer shall be elected by a majority vote of all affiliated, loyalty, and state voting members present at the Annual Business Meeting.

2. Divisional Presidents

The Divisional Presidents representing divisions shall be elected by a method prescribed in the constitution, bylaws, and operating procedures of the division, which shall be compatible with those of SCACTE and ACTE.

Sec. F. Term of Office

1. The regular term of office for all officers shall be elected by a method prescribed in the constitution, bylaws and operating procedures of the division, which shall be compatible with those of SCACTE and ACTE.

2. President-Elect shall take office July 1 of the calendar year elected. The following year on July 1 (s)he shall become President of the Association, and on July 1 of the following year (s)he shall become Past President of the Association.

3. Divisional Presidents

Divisional Presidents representing divisions shall be elected to serve for one-year term. Individual division Presidents may serve a two-year term provided it has been approved by the membership and is stated in the division by-laws.

4. Secretary/Treasurer - The Secretary/Treasurer shall be elected to serve a two-year terms beginning in odd numbered years.

Sec. G. Duties of Officers

1. President – The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee and shall perform all other duties assigned to the office.

2. President-Elect – The President-Elect shall preside in the absence of the president, shall assist the President as requested, and shall serve as Program Chairman for the annual convention of the year in which (s)he shall be President-Elect.

3. Past President – The Past President shall chair the Past Presidents' Council, the Nominating Committee, serve as an ex-officio member of the Awards Committee and shall perform other duties as assigned by the Board. Should this office become vacant, the President shall delegate these responsibilities to another individual.

4. Divisional Presidents – The Divisional Presidents shall represent their division on the Board of Directors.

5. Secretary/Treasurer – The Secretary/Treasurer shall:
 - a. Keep and promptly distribute to the members of the Board of Directors a full and accurate record of the proceedings of the general meetings of the Association and all meetings of the Board of Directors and Executive Committee.
 - b. Conduct such correspondence and fulfill such other duties as the Board of Directors shall assign.
 - c. Upon completion of the term of office, shall file with the Executive Director a complete record of the Secretary/Treasurer’s office.
 - d. The Secretary/Treasurer shall serve as chairperson of the Finance Committee and shall be responsible for monitoring, supervising, and reporting the financial affairs of the Association.

Sec. H. Unfulfilled Term of Office

1. In the event an elected officer is unable to fulfill a term of office, the SCACTE Board of Directors will appoint a person to complete the term of office.
2. The recommendation shall be submitted within 10 working days of the date the vacancy occurs. The SCACTE Board of Directors shall fill the vacancy within 30 days of the date the vacancy occurs.
3. If no recommendations are submitted, the SCACTE Board of Directors shall act according to Article VII Sec. A. 1. a.

Sec. I. Executive Staff

1. Employment – There may be an Executive Director who shall be employed by the Board of Directors.
2. Duties
 - a. The Executive Director shall manage, supervise, and direct the operation of the Association within the authority delegated to him or her by the Executive Committee and the Board of Directors. The Executive Director may sign all contracts on behalf of the Corporation as may be authorized in writing by the Board of Directors. Provision shall be made by the Association for the Executive Director to be bonded and the records to be audited at the end of each fiscal year. The auditor shall be selected by the Board of Directors each year. The President shall appoint a committee of three (3) members of the Board of Directors who were not involved in keeping any of the financial records to review the audit and report back to the Board.
 - b. The Executive Director shall prepare a financial statement monthly showing the actual cash position of the Association and shall mail a copy to the President of the Association. The financial statement shall be kept on file in the Association’s office.

ARTICLE VII: GOVERNING BODIES

Sec. A. Board of Directors

1. The Board of Directors shall:
 - a. Conduct all Association business except as otherwise stated in the bylaws.
 - b. Provide for the safekeeping and proper investment of all funds of the Association.

- c. When appropriate appoint the Executive Director and designate the term of office, hours, and any applicable compensation of said person. The Executive Director shall keep accurate membership records and assist the officers and Board of Directors in promoting the activities of the Association.
- d. Appoint the Editor-Reporter who shall edit the SCACTE NEWSLETTER and shall be responsible for the publicity of the Association.

2. Membership

The Board of Directors shall be composed of:

The elected officers

The divisional Presidents representing the divisions

President-Elect of the divisions

The Standing Committee Chairpersons

ACTE Region II Representative

Executive Director, if employed.

The Executive Director, President-Elect of the divisions, and the Standing Committee Chairpersons, shall serve as ex-officio, non-voting members.

3. Meetings

The Board of Directors shall meet at least four (4) times a year at such time and place as the President may direct. Meetings shall be held at the call of the President, or upon a petition of a majority of the members of the Board. All Board members shall be notified by the President, in writing, at least one (1) week in advance of the time, place, and date of meetings.

4. A simple majority of the membership as defined in this Article, Section A.2. shall constitute a quorum.

Sec. B. Executive Committee

1. The Executive Committee shall constitute the leadership for the Board of Directors, shall act as a planning committee for the Board of Directors, and shall work under the supervision of the President and with the Finance committee in preparing a budget for the approval of the Board of Directors.

2. The Executive committee shall consist of the President, President-Elect, Secretary/Treasurer, Executive Director, if employed, and Past President. Those eligible voting members present shall constitute a quorum for the transaction of business at any regularly scheduled annual meeting.

ARTICLE VIII: COMMITTEES

Sec. A. Standing Committees

1. The standing committees of the Association shall be the following:
 - a. Awards
 - b. Bylaws
 - c. Federal Legislative
 - d. Finance

- e. Membership
- f. Nominating
- g. Program
- h. Public Relations
- i. State Legislative

2. Each standing committee shall consist of one member from and selected by each recognized division and appointed by the President and approved by the Board of Directors, with the exception of the Federal Legislative Committee which shall be appointed based on the Congressional Districts and the Awards Committee. The chairperson is to be appointed by the President with the approval of the Board of Directors.

3. SCACTE standing committee chairpersons serve one year terms, (with the exception of the Awards Committee, which will be a three-year term), subject to reappointment, and provide training for their counterparts in each division.

Sec B. The Awards Committee shall have the responsibility of selecting award winners for the designated National ACTE Excellence Awards to recognize excellence and innovation in the Career and Technical Education field.

1. The SCACTE Awards Committee will select award winners in the National ACTE Excellence Award categories. The following procedures will guide the Awards process;
 - a. The chairman will be appointed by the President and will work closely with the Executive Director. The Executive Director will provide training regarding the Awards criteria and the process.
 - b. The chairman will agree to a three-year term and appoint members, with the approval of the board. Members of the committee may serve a two-year term with the opportunity for reappointment and can serve no more than two terms.
 - c. The chairman, with the approval of the board, will also appoint a representative of business or industry to serve on the selection committee along with at least two members of a recognized division.
 - d. The Past President shall serve as an ex-officio member of the Awards Committee.
 - e. The Awards Committee will receive nominations and present one nominee in each of the award categories, that has an award winner, to the Regional Awards Committee.
 - f. The Awards Committee will ensure that the SCACTE Awards Program follows National/Regional Award Program guidelines and deadline dates.
 - g. The Awards Committee will recommend modifications to existing awards or recommend new award categories to the SCACTE who will in turn present those recommendations to the Region II Awards Committee.
 - h. Members of the Awards Committee are not eligible, during their service to this Committee, to receive an award.

2. The SCACTE Awards Committee, through the SCACTE, will provide for the following communication:
 - a. They will ensure that all state divisions, award committee members and officials have access to current information on awards (resume requirements, forms, etc.) including any deadlines set by ACTE.
 - b. The SCACTE will update and maintain the awards area of the organization's webpage and provide links and resources to the ACTE Awards Program webpage.
 - c. The Chair will monitor the electronic file for each award winner to be forwarded to the ACTE.
 - d. The Chair must verify SCACTE membership of all nominations through the Executive Secretary.
 - e. It shall be the duty of the Chair to ensure delivery of state applications to appropriate destinations within the established time frame.
 - f. The scoring rubric provided by the ACTE shall be employed by the committee.
 - g. The SCACTE Excellence Awards are to be presented at the SCACTE Awards program in conjunction with the annual conference or any appropriate end of the year business meeting.

Sec. C. Special committees shall be appointed by the President as deemed necessary a subject to the approval of the Board of Directors.

ARTICLE IX: ADVISORY COUNCIL

Sec. A. An advisory council is hereby authorized to offer council and advice, when needed, to the Board of Directors.

Sec. B. The advisory council may consist of any of the following members:

1. A representative from the State Department of Education.
2. The Director of the State Board of Technical and Comprehensive Education.
3. Other agencies and organizations may be represented on the Advisory Council when deemed advisable by the Board of Directors.
4. The Past Presidents Council.

Sec. C. The members of the Advisory Council may be invited to meetings of the Board of Directors at the invitation of the President acting as Chairman of the Board.

ARTICLE X: PAST PRESIDENTS' COUNCIL

Sec. A. All Past Presidents who are members in good standing shall constitute the Past Presidents' Council.

Sec. B. The immediate Past President shall serve as the chairperson of the Past Presidents' Council.

Sec. C. The Past Presidents' Council shall serve in an advisory capacity to the Executive Committee and to the Board of Directors and shall undertake such tasks as may be assigned to it by the Board of Directors of the President.

ARTICLE XI: AFFILIATION WITH ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE)

Sec. A. The South Carolina Association for Career and Technical Education (SCACTE) shall be affiliated with the Association for Career and Technical Education (ACTE) and shall help to plan, develop, and implement its program of work.

Sec. B. The South Carolina Association for Career and Technical Education shall be represented at the ACTE assembly of Delegates by the Association President, or designee, and by delegates chosen by the Board according to the Board's operating procedures, which shall conform to ACTE delegate eligibility and selection requirements.

Sec. C. Each division shall submit to the President an official list of delegates and alternate delegates for the ACTE Assembly of Delegates. This list is to be submitted on a timetable specified by the President.

Sec. D. The President, or designee, shall lead the SCACTE delegation to the ACTE convention.

Sec. E. In the absence of full representation for the ACTE Assembly of Delegates, the President, or designee, shall fill vacancies from the official list of alternate delegates.

ARTICLE XII: ANNUAL CONVENTION

Sec. A. The Annual Convention of the Association shall be held at such time and place as the Board of Directors shall establish.

Sec. B. The business of the Association shall be transacted at the Annual Convention except as otherwise provided herein. All members in good standing shall have the privileges of voting and speaking on the floor at all sessions of the Convention.

Sec. C. Those eligible members present shall constitute a quorum for the transaction of business at any regularly scheduled annual meeting.

ARTICLE XIII: REIMBURSEMENT

Sec. A. Board of Directors – Travel reimbursement for Board meetings may be paid to the elected officers and other representatives. Board members may be reimbursed for appropriate expenses at rates established by the Board in the adoption of the budget.

Sec. B. Committees – Chairpersons and members of committees may be reimbursed for travel and related expenses at rates established by the Board of Directors in the adoption of the budget. Advance authorization for reimbursement must be secured from the President and Secretary/Treasurer.

Sec. C. ACTE Convention Representation – The expenses of the President and the President- Elect of the Association may be reimbursed by the Association. The expenses of all officers and other

representatives of the Association may be reimbursed by the Association as designated in the budget approved by the Board.

Sec. D. Executive committee and other official representation – Reasonable and expected expenses incurred in the performance of their duties by members of the Executive Committee and other officially designated representatives of the Association may be reimbursed at rates established by the Board of Directors in the adoption of the Budget. Advance authorization for reimbursement must be secured from the President and Secretary/Treasurer.

ARTICLE XIV: DISSOLUTION OF THE ASSOCIATION

Sec. A. To initiate consideration of dissolving to the South Carolina Association for Career and Technical Education, a majority of the Board of Directors present must vote in favor of a motion calling for a meeting convened for the purpose of voting on the dissolution.

Sec. B. Dissolution proceedings can be initiated only after convulsive evidence establishes that no other reasonable alternative exists.

Sec. C. Upon ratification of the motion for a dissolution meeting, the Executive Director shall give written notice to each member thirty (30) days in advance of the meeting explaining the purpose of the meeting.

Sec. D. A two-thirds (2/3) vote of the members registered and present at the meeting is necessary to ratify the notice for dissolution.

Sec. E. Immediately upon ratification of the motion to dissolve, the Executive Director shall advertise the action in three major regionally representative newspapers for the next three consecutive Mondays.

Sec. F. The advertisement of the dissolution shall state and advise members that all holdings and property will be disposed of by public auction on the fourth Monday following the initial action.

Sec. G. All proceeds from the disposed property, holdings, and other assets shall be applied toward any legal indebtedness of the Association. The remaining proceeds, if any, shall be distributed to Career & Technical education student organizations in South Carolina, according to the membership in the Association divisions which have Career & Technical student organizations that are chartered and are nonprofit, tax-exempt statuses.

Sec. H. The Association Board of Directors shall be responsible for preventing any of the Association funds from being used for the benefit of any member.

ARTICLE XV: PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, NEWLY REVISED will govern any provision not covered in these bylaws.

ARTICLE XVI: AMENDMENTS

Sec. A. These bylaws may be amended as follows:

1. All proposed amendments must be submitted to the membership of the Association at least ten (10) days prior to the Annual Convention at which time the amendment is to be considered. Notification by email with proposed bylaws changes on the website shall be deemed appropriate.
2. The Chairperson of the Constitution Committee, at this meeting, will present the proposed amendment(s) for action by the membership.
3. Amendments to the bylaws require a two-thirds (2/3) vote of the members present at the business meeting.

ARTICLE XVII: RATIFICATION

Adopted and amended March 9, 1979

Amended March 7, 1981

Amended July 26, 1982

Amended July 25, 1983

Amended July 1990

Amended July 29, 1992

Amended July 28, 1993

Amended July 27, 1994

Amended July 28, 1999

Amended July 15, 2002

Amended July 14, 2003

Amended June 23, 2009

Amended June 28, 2010

Amended June 25, 2013

Amended June 28, 2016