

## **BY-LAWS OF THE CAREER AND TECHNOLOGY EDUCATION ADMINISTRATORS**

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### **ARTICLE I- NAME**

Section A. - The name of this association shall be The Career and Technology Education Administrators.

Section B. - the Career and Technology Education Administrators, CTEA, shall be affiliated with the South Carolina Association of School Administrators, SCASA, and the South Carolina Association of Career and Technical Education, SCACTE.

### **ARTICLE II-PUPROSES**

The purposes of the association shall be:

Section A. - To establish and maintain active leadership in initiating, extending, improving, and promoting career and technology education.

Section B. - To improve the general administration of career and technology education through services to and professional improvement of our members.

Section C. - To stimulate and foster support for career and technology education.

Section D. - To provide the opportunity for open discussion of issues affecting career and technology education.

Section E. - To cooperate with the State Department of Education and teacher education institutions in all phases of career and technology education.

Section F. - To cooperate and coordinate with our affiliates to improve all education.

### **ARTICLE III – POWERS**

The association shall have the following powers:

Section A. - To make contracts under such regulation as may be fixed in the by-laws of the association, possessing the same powers in such respects as individuals now enjoy;

Section B. - To expel or suspend members or associates;

Section C. - To collect dues;

Section D. - To use a common seal and to alter the same at pleasure;

Section E. - To appoint such subordinate officers and agents as the business of the association requires, prescribe their duties, and;

Section F. - To make by-laws not inconsistent with any existing law for the management or the regulation of its affairs.

### **ARTICLE IV- MEMBERSHIP**

Membership in this association shall begin upon the member's anniversary date upon payment of dues.

Section A. – Membership shall be available in the following classifications:

1. Active-For individuals engaged in directing and /or supervising career and technology education in the public schools and colleges of South Carolina at the school, district, county, or state levels.
2. Associate-For any individual who is interested in supporting career and technology education and who does not meet the requirements for other membership categories.
3. Honorary- Extended to a person or persons selected by the Executive Committee.
4. Lifetime Honorary-Extended to persons who have been members for at least ten years before retirement. Requires a majority vote of the membership.

Section B. - Only active members shall be considered eligible for voting and serving as officers or committee members.

Section C. - Professional personnel in the State Office of Career and Technology Education of the South Carolina State Department of Education and career and technology teacher educators are eligible for membership either under the associate or active classification.

## ARTICLE V-OFFICERS

The officers shall be elected from the active membership of the association:

Section A. - The elected officers of the association shall be President, President-Elect, and Secretary-Treasurer.

Section B. - Officers shall be elected by July 1 of each year.

1. Terms are for one year or until a successor is duly elected.
2. All officers are installed by the incumbent President during the meeting in which they are elected.
3. A retired officer shall transfer all records, correspondence and other materials related to his/her office to the newly elected officer.

Section C. - Duties of officers:

### 1. President

The President shall preside at all meetings of the association and the executive committee, appoint all committees, sign all contracts, and perform other duties assigned to the office. The President shall serve as a member of the Board of Directors of the South Carolina Association of Career and Technical Education.

### 1. President-Elect

The President-Elect shall preside in the absence of the President and serve as Parliamentarian and Program Chairman.

### 2. Secretary/Treasurer

The Secretary/Treasurer shall record the proceedings of all meetings of the association, conduct all necessary correspondence, submit an annual report of receipts and expenditures, pay all approved bills and have the financial record checked by designated members of the Executive Committee.

Section D. - Unfulfilled Term of Office

1. Should the office of President become vacant the office shall be filled by the President-Elect. The Executive committee shall appoint a member to fill the vacated office of President-Elect.
2. Should the office of Secretary/Treasurer become vacant the Executive Committee shall appoint a member to fill the vacant office.

## ARTICLE VI- EXECUTIVE COMMITTEE

Section A. - The Executive Committee shall:

1. Be composed of the elected officers of the association and the immediate Past President. The Director of the Office of Career and Technology Education, State Department of Education may serve as advisor to the Committee.
2. Meetings of the Executive Committee may be called by the President of the association or by rules specified in Roberts Rules of Order Newly Revised.
3. The Executive Committee may transact business of an emergency nature between regular meetings of the association. They shall report their action at the first association meeting following the emergency.
4. The Executive Committee shall establish a program of work for each year and cause to be prepared a budget to fund said program.
5. The executive Committee shall:
  - a. appoint a delegate to represent SCACTE at ACTE,
  - b. regulate services for the members,
  - c. appoint Ad Hoc Committees,
  - d. provide checking the financial records of the association and the annual audit,
  - e. meet upon the call of the President or according to rules specified in Article VI, Section A, 2.
6. The Executive Board shall:
  - a. Consist of the members of the Executive Committees plus the chairpersons of each of the Standing committees of the Association;
  - b. Meet prior to all business meetings to review committee reports and establish an agenda for the meeting.

#### **ARTICLE VII-COMMITTEES**

Section A. - The Standing Committees of the Association shall be: 1) By-laws, 2) Competitive Events, 3) Historical and Archive, 4) Legislative, 5) Membership 6) Nominating 7) Program 8) Publicity, 9) Professional Development, 10) Scholarship, 11) Cosmetology, and 12) Career and Technology Centers

Section B. - The Legislative Committee of the Association shall be composed of the members of the Executive Committee plus members at large appointed by the President.

Section C. - The chairs of CTEA committees shall serve on the corresponding SCASA and SCACTE committees.

Section D. - The presence of a majority of the members who have registered for an announced meeting of this association shall constitute a quorum.

Section E. - The duties of the Nominating Committee will include nominating representatives from the Career and Technology Education Administrators to the South Carolina Association of School Administrators Board for a three-year term, the terms being staggered.

#### **ARTICLE VIII- DUES**

Section A. - Dues for active members shall be based upon the salary of the individual, according to the dues structure of the South Carolina Association of School Administrators. Dues for associate members shall be fifty (\$50) dollars per year. All dues are payable on or before the individual's membership renewal date.

Section B. - Dues for active membership are payable to the Executive Director of the South Carolina Association of School Administrators. Dues for associate membership are payable to the Executive Director of the South Carolina Association of School Administrators, on or before the individual's membership renewal date.

Section C. - Dues for membership in SCACTE shall be based on the dues structure of SCACTE.

#### **ARTICLE IX-REIMBURSEMENT**

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 membership in the adoption of the budget. Advance authorization must be secured from the President and Treasurer.

#### **ARTICLE X-AMENDMENTS**

The Constitution may be amended as follows:

Any members wishing to propose amendments to the Constitution or bylaws must submit in writing the proposed amendment to the Secretary of the Association at least twenty days prior to a scheduled meeting of the Association; said amendments being read at one meeting and voted on at the next meeting. By-laws may be changed by a two-thirds vote of the members who have registered for announced meeting of the Association.

Adopted January 1990  
Revised August 1992  
Revised February 2002

Revised May, 1991  
Revised April 1998  
Revised June 2008