

**CONSTITUTION & BYLAWS OF THE
KANSAS COUNCIL OF CAREER & TECHNICAL EDUCATION
ADMINISTRATORS (KCCTEA)**

As amended August 10, 2001

CONSTITUTION

Article I

Name

The organization shall be called the Kansas Council of Career & Technical Education Administrators (KCCTEA).

Article II

Objectives

The objectives of this organization shall be:

1. To perpetuate the philosophy underlying Kansas programs of career and technical education.
2. To develop ways and means by which career and technical education programs may effectively serve youth and adults in Kansas.
3. To perpetuate mutual cooperation in the promotion of a sound and effective program for career and technical education.

Article III

Membership

Section 1 - Active Members

Active membership in this organization shall be limited to persons who hold administrative positions in career and technical education as follows: presidents, vice-presidents, directors, assistant directors, division heads, department heads, deans, commissioners, assistant commissioners, department chairs, superintendents, assistant superintendents, principals, assistant principals, supervisors, coordinators, student services directors, and other administrative positions which are not listed specifically.

Section 2 - Honorary Members

Honorary membership in this organization shall be limited to former members who have retired from administrative positions in career and technical education and have been designated for honorary membership in K-ACTE.

Article IV

Affiliation

Section 1 - Association for Career & Technical Education (ACTE) Affiliation

The KCCTEA shall be affiliated with the ACTE. Payment of dues shall be in accordance with requirements of the ACTE and K-ACTE. Membership in KCCTEA, K-ACTE, and ACTE is unified (i.e. anyone who is a member of one must be a member of all three - affiliate, state, and national respectively).

Section 2 - Kansas Association for Career & Technical Education (K-ACTE) Affiliation

The KCCTEA shall be affiliated with the K-ACTE and shall function as an affiliate organization in accordance with and as outlined within the constitution and by-laws of the K-ACTE.

Section 3 - Member Association of USA

The KCCTEA shall be a member association of the United School Administrators (USA). USA membership is option for KCCTEA members.

Article V

Officers

Section 1 - Elected Officers

The elected officers of KCCTEA shall be a president, a president-elect, and a secretary-treasurer. The president shall be elected for a one-year term. The president-elect shall be elected for a one-year term. After serving a term as president-elect, the president-elect shall become president. The secretary-treasurer shall be elected for a two-year term.

Section 2 - Election

The president shall appoint a nominating committee of three to five members and it shall be the duty of said committee to present a slate of candidates to be placed in nomination at the first annual KCCTEA business meeting which shall be scheduled to coincide as closely to the time and location of the annual meeting of the K-ACTE. The appointment of the nominating committee shall be made 30 days prior to the meeting. Nominations may also be made from the floor for elective offices.

Article VI

Meetings

The KCCTEA shall hold at least two business meetings in each fiscal year period, beginning July 1. The first business meeting is to be held to coincide with the meeting of the K-ACTE that is usually held in July/August. The second business meeting is to coincide with the annual meeting of the USA that is usually held in January/February. Special meetings may be called by the president for purposes specified in a notification to the membership. The membership shall be notified at least 15 days prior to any special meeting called by the president.

Article VII

Amendments

This constitution may be amended by any stated meeting of KCCTEA by a two-thirds majority vote of active members present for such a meeting, provided written notice of the proposed amendments shall have been sent to the active membership by an authorization of the president not less than 30 days prior to the stated meeting. Any such proposal for constitutional amendment shall, prior to vote thereon, be subject to modification in the same manner as for business submitted for KCCTEA action.

Article VIII

Quorum

A quorum shall consist of a two-thirds vote of active KCCTEA members present at any meeting.

BY-LAWS

Article I

Election and Duties of Officers

Section 1 - Election

The election of officers shall take place at the first regular meeting of the KCCTEA organization. This meeting shall be conducted to coincide with the annual meeting of the K-ACTE. The candidate receiving a majority of votes cast shall be declared elected. In all cases where more than one nomination has been made, election shall be by formal ballot. Officers elected shall assume office as the last order of business of the meeting.

Section 2 - President

The president shall:

- preside at all KCCTEA meetings
- serve as an ex-officio member of all committees
- make all committee appointments and fill all interim vacancies
- keep in touch with local committees in charge of the reception and entertainment of the organization at the place of meetings, and make such suggestions as he deems wise with regard to the management of the meeting
- authorize payment of expenditures incurred by the various committees of the organization
- serve on the K-ACTE convention program committee
- serve as a voting member of the K-ACTE Board of Directors
- serve as a delegate to the ACTE House of Delegates
- appoint eligible member/s to serve on the USA Board of Directors

Section 3 - President-Elect

The president-elect shall:

- assume the duties of the president in the event the president is unable to serve or complete the term of office to which elected
- be responsible for membership in the organization
- be governed by Article III of the Constitution regarding eligibility for membership
- be responsible for committee activities of the organization
- be called upon to report on the progress of any committee at any meeting of the organization
- serve on the K-ACTE membership committee
- serve as a voting member of the K-ACTE Board of Directors (if affiliate membership is 50 or greater)

Section 4 - Secretary-Treasurer

The secretary-treasurer shall:

- keep complete and accurate minutes of all meetings of the organization
- maintain a roster of members, enroll new members, and correspond with persons eligible for membership or interested in the work of the organization
- be responsible for the dissemination of pertinent information to members of the organization
- be responsible for the books of the organization
- collect dues for the organization and, upon approval of bills by the president, make payment for the same
- serve on the K-ACTE budget and audit committee

Section 5 - USA Director/s

The USA director/s, appointed by the KCCTEA president, will act as liaison/s between the KCCTEA and the USA.

Section 6 - K-ACTE and USA Committees

The president shall appoint a KCCTEA member to serve on each of the K-ACTE standing committees; legislative; resolutions, constitution, and bylaws; nominating and awards; public relations/newsletter; social; exhibits. (Membership, convention program, and budget and audit are represented as outlined in Article 1, Sections 2-4 above.) The president shall also appoint eligible KCCTEA members to serve on designated USA committees.

Section 7 - Executive Committees

The president, president-elect, secretary-treasurer, USA director/s, and past president shall comprise the KCCTEA executive committee.

Article II

Membership Dues

The annual membership dues of the KCCTEA shall be ten dollars (\$10.00). The membership year shall be based upon a fiscal year period, beginning July 1. A member

shall be considered to be in good standing if dues are paid for the current year. Membership in KCCTEA, K-ACTE, and ACTE is unified (i.e. anyone who is a member of one must be a member of all three - affiliate, state, and national respectively).

Article III

Parliamentary Authority

All meetings shall be conducted in accordance with Robert's Rules of Order, where applicable.

Article IV

Amendments

The by-laws of the KCCTEA may be amended at any stated meeting of the organization by a two-thirds majority vote of members present, provided a printed notice of such proposed amendments shall have been sent to the membership by authorization of the president at least 30 days prior to a stated meeting. All such proposals for by-law amendments shall, prior to a vote thereon, be subject to modification in the same manner as for other business submitted for KCCTEA action.