

**CONSTITUTION  
of the  
Arkansas Association of Career and Technical  
Education Administrators (AACTEA)**

**ARTICLE I – NAME**

The name of this organization shall be the Arkansas Association of Career and Technical Education Administrators (AACTEA).

**ARTICLE II – PURPOSES**

The purposes of the Association shall be:

1. to promote quality career and technical education leadership.
2. to coordinate career and technical education interests with other professional organizations.
3. to provide a forum in which career and technical education administrators can meet, discuss, and review relevant topics.
4. to promote career and technical education interests to public and elected officials and appropriate government and private entities.

**ARTICLE III – MEMBERSHIP**

*Section I. Individual:* Membership shall be open to all persons interested in or engaged in any phase of school administration, directly or indirectly related to career and technical education, having responsibilities in private/public school, the Arkansas Department of Career & Technical Education, the Arkansas Department of Education, or the Arkansas Department of Higher Education.

*Section II. Honorary:* Membership shall be granted to those who have been nominated by the membership committee, approved by the Executive Committee, and have displayed exemplary service for the cause of career and technical education.

*Section III. Corporate:* Membership shall be open to any person who derives income in whole or in part through business transactions with area career and technical centers or the Arkansas Department of Workforce Education.

*Section IV. Associate:* Membership shall be open to any person not employed as a school administrator who is actively pursuing a graduate program in educational administration and who has an interest in career and technical education administration.

*Section V. Emeritus:* Membership shall be open to individuals who have completed their careers in educational administration or in a related field.

Only those members classified above as Individual shall be able to vote, hold office, or serve on the Executive Committee.

## ARTICLE IV – OFFICERS AND EXECUTIVE COMMITTEE

*Section I:* The officers of the Association shall be elected at the spring or summer meeting of the Association for a two-year term to begin July 1.

*Section II:* The officers of the Association shall consist of the following: president, vice-president/president-elect, and secretary-treasurer. Officers shall be elected to two-year terms and, under normal circumstances, advance from secretary through the offices to president. In the event that a vacancy occurs, officers will advance to fill the vacant position and lower positions shall be filled for the unexpired term by appointment of the Executive Committee.

*Section III:* The Executive Committee shall consist of the three officers, the Past-President, four Regional Directors representing the Northeast, Northwest, Southeast, and Southwest Regions, and one at-large Director. The Director of the ADE - Division of Career and Technical Education shall serve as a non-voting ex officio member of the Executive Committee.

*Section IV:* The duties of the members of the Executive Committee shall be as follows:

1. The President shall appoint and serve as an ex-officio member of all committees, except the nominating committee. The President shall be chairperson of the Executive Committee and shall represent the Association on other boards and committees.
2. The President-Elect shall serve on the Executive Committee and shall assume the duties of the President in the event of the President's absence.
3. The Secretary-Treasurer shall maintain both fiscal and non-fiscal records of the Association.
4. Regional Directors shall be elected to two-year terms by at the annual spring or summer meeting. Directors shall serve on the Executive Committee and shall represent the views of the administrators in their regions.

*Section VI.* The Executive Committee shall have the authority to do the following:

1. Make rules and assign responsibilities to all standing and special committees.
2. Develop ways and means of cooperation between professional associations.
3. Secure benefits such as group insurance, liability insurance, and membership.
4. Make an annual report on the activities of the Association.
5. Collect membership dues.
6. Expend funds of the Association.
7. Make and revise the annual budgets.
8. Schedule meetings of the Association.
9. Carry out and enforce the rules governing membership in the Association.
10. Make all necessary rules and regulations to carry out the purposes of the Association.
11. Authorize an association newsletter or magazine as needed.
12. Provide services such as publications, conferences, and research.
13. Request and supervise audits as necessary.

14. Collaborate with affiliate groups to organize professional development opportunities.

## **ARTICLE V – MEETINGS**

*Section I:* The Association shall meet at least twice annually, with one meeting to coincide with the annual conference of the AAEA and one meeting to coincide with the conference of the AACTEA.

*Section II:* Additional meetings of AACTEA may be called by the President or the Executive Committee.

*Section III:* Due notice of the meetings to be held twice annually shall be given to all members of AACTEA.

*Section IV:* The Executive Committee shall meet four times a year to conduct the business of AACTEA, two of which will coincide with the annual meetings of AACTEA. The President or a majority of the Executive Committee shall determine the time and place of the remaining two meetings.

*Section V:* Due notice of all meetings shall be given to all members of the Executive Committee.

*Section VI:* A quorum of the Executive Committee shall consist of a majority of its members.

*Section VII:* A quorum of the membership shall consist of the number of members present.

## **ARTICLE VI – COMMITTEES**

The following standing committees shall be in effect and shall be appointed:

*Section I: Membership Committee:*

1. Keeps an accurate list of all members of the Association.
2. Recommends persons for honorary membership.
3. Conducts annual membership drive.
4. Monitors annual renewals.
5. Is chaired by the Secretary/Treasurer of the Association.

*Section II: Legislative Committee:*

1. Reviews state and federal legislation and recommends a course of action to the Association.
2. Recommends legislation that will improve career and technical education and will improve the position of career and technical administrators.

- 3.Serves as a liaison between legislators, the legislature, and members to keep members informed of pending legislation in the area of career and technical education.
- 4.Is chaired by the President-Elect.

*Section III: Nominating Committee:*

- 1.Seeks out interested candidates for vacant positions.
- 2.Proposes one or more nominees for each vacant position at least 15 days prior to the meeting at which an election is to take place.
- 3.Is chaired by the Past President.
- 4.Consists of three or more members appointed by the Executive Committee.

In the year of ratification, the nominating committee will consist of volunteers and a chairman agreed upon with unanimous consent by the assembly attempting to create this association.

In addition to the above-named committees, other committees may be authorized from time to time by the President or Executive Committee.

## **ARTICLE VII – FINANCE**

Upon association with the Arkansas Association of Education Administrators (AAEA), the membership dues for AAEA and the Association will be established by the membership of AAEA as described by the AAEA Constitution.

The Executive Committee shall have authority to adopt and revise an annual operating budget and to expend any oral funds accrued.

Any funds remaining at the dissolution of this organization shall be assigned to the parent organization.

## **ARTICLE VIII – AMENDMENTS**

This constitution may be amended by a two-thirds vote of the members present at the spring or summer meeting of the Association. Online voting will be permitted. Proposed amendments shall be submitted in writing to the President at least 60 days prior to the meeting. Members shall receive any proposed amendment(s) at least 30 days prior to the meeting in which the amendment(s) is presented for a vote.

**Revised August 2019**  
**Revised July 2021**