

**BYLAWS OF THE  
GEORGIA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

*As amended by the Assembly of Members June 15, 2022*

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**ARTICLE I – NAME**

The name of the corporation shall be Georgia Association for Career and Technical Education, hereinafter referred to as GACTE or the Association.

**ARTICLE II – PURPOSES**

The purposes of the Association shall be:

Section 1 – To establish and maintain active leadership and advocacy in all types of career and technical education.

Section 2 – To render service to districts and local communities in promoting career and technical education.

Section 3 – To provide open forums for the study and discussion of all questions involved in career and technical education.

Section 4 – To unify all the career and technical education interests of the state through representative membership.

Section 5 – To cooperate with other states in the further development of career and technical education.

Section 6 – To encourage the further development and improvement of all programs and services of career and technical education.

Section 7 – To advocate, emphasize and encourage the promotion, improvement, and expansion of all programs of career and technical education.

Section 8 – To have and possess all the rights, powers, and privileges given to corporations by common law, to sue and be sued, to borrow money and secure the payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold, sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings and for other proper objects of such corporation to receive dues and donations for carrying out the objects aforesaid.

**ARTICLE III – MEMBERSHIP**

Section 1 – Eligibility

Any individual interested in the purposes of the Association shall be eligible for membership as described in Article III, Section 3.

Section 2 – Dues & Membership Year

- A. Membership dues will be recommended by the Board of Directors. Any changes shall be approved by a majority vote of those members present and voting at the business session of the annual conference.
- B. The membership year will be on cycle membership with renewal being one year from the date of ACTE headquarters receipt of dues from the individual member.

### Section 3 – Classification of Members

Membership shall be available in the following classifications:

- A. Professional Member – For individuals actively employed in or engaged in career and technical education, maintained by full payment of GACTE and ACTE dues.
- B. Associate Member – For individuals not engaged in career and technical education, representing corporations or business/industry and the military, maintained by payment of special dues.
- C. Retired Member – For individuals who are retired from active employment in career and technical education and have been a GACTE member for at least one (1) year.
- D. Life Member – For individuals who, as of January 1, 2006, are life members of the association and will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.
- E. Institutional Member – For schools, school districts, firms and organizations, maintained by payment of special dues to be set by the Board of Directors.
- F. Student Member – For individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education field as teachers, counselors, or administrators.
- G. Affiliate Organization Membership – For any organization that has a professional interest in activities that foster the improvement and expansion of career and technical education. The Organization’s purpose and actions shall not be in conflict with GACTE and dues will be set by the Board of Directors.

### Section 4 – Voting and Holding Office

- A. Individuals from the professional membership classification shall be considered eligible for voting and serving as officers. Members choosing dual divisions may hold office representing only their primary division. Members holding dual division membership shall have only one vote in matters pertaining to the Association.
- B. Individuals in good standing from the following membership classifications shall be considered eligible to vote and to serve as committee members: Individual Professional Members, Retired Members, Institutional Members, and Affiliate Organization Members.
- C. The Board of Directors shall determine policies and procedures for the determination of voting eligibility.

## **ARTICLE IV –DIVISIONS**

### Section 1 – Establishment

When a group meets the following criteria, it may petition the Board of Directors to become a division with a vice president:

- A. The interest of the group is clearly defined as being directly involved in or closely related to career and technical education.
- B. The group represents an interest that is statewide in scope.
- C. The group cannot be identified in an existing service and/or is not currently served by a single existing service.
- D. The group must have a minimum membership of fifty (50) who are also members of the Association.
- E. The group is organized in the interest of expanding and improving career and technical education.
- F. The group must present their bylaws as evidence of organization of the group and a copy of the minutes which includes the motion to unite with the Association.
- G. The group must petition the Board of Directors in writing to become a division with a vice president. The petition must be presented to the Board of Directors for approval at least ninety (90) days before the annual conference. Upon approval, the petitioner will submit the name of a vice president who will be installed at the subsequent annual meeting.
- H. The operating policies of the group shall conform to policies in line with the GACTE Bylaws, and approved by the GACTE Board of Directors.

## Section 2 – Disunite/Reinstatement

A division is in good standing with GACTE if the division remains above 50 members or more and submits the required affiliate documentation by September 30th each year.

- A. Disaffiliation – In the event any division does not maintain fifty (50) members, any officer representing the group will serve a two year probationary term following the loss of division status. During the probationary term, the division members will still be allowed to vote and maintain a board Vice-President to represent the organization. The affiliate will not be disaffiliated until after the probationary period is over and the reinstatement requirements have not been met.
- B. Reinstatement – If the division can increase its members to fifty (50) or more by November 1 of the last year of the probationary term, the division may be reinstated in the Association. In the event that division does not gain reinstatement during this time frame, but does increase its membership to fifty (50) or more within five (5) years, the division may regain division status. In the event that a division which has lost its status wishes to reunite after five years, that group must have a minimum of fifty (50) members and shall apply for division status in the same manner a new division and shall be considered a new division.

## Section 3 – Recognized Divisions

- A. The recognized divisions are Administration Leadership, Agricultural Education, Business and Computer Science Education, Family and Consumer Sciences Education, Counseling and Career Development, Marketing Education, Health Sciences Education, Special Populations, Engineering and Technology Education, Trade and Industrial Education, Work-Based Learning/Youth Apprenticeship, and JROTC, College and Career Academy.

## Article V – Officers

### Section 1 – Officers

The officers of the Association shall be the president, president-elect, immediate past president, secretary, treasurer, vice presidents representing the divisions and the ACTE Region II Policy Committee State Representative (appointed by the Board of Directors).

### Section 2 – Duties of Officers

- A. The president shall perform all the duties assigned to that office by the Board of Directors and the Executive Committee. The president, or in his or her absence the president-elect, shall preside at all meetings of the Association, Board of Directors and Executive Committee.
- B. The president-elect shall serve for a period of one year prior to assuming the duties of the president. The president-elect shall perform such duties as directed by the Board of Directors and/or the Executive Committee.
- C. The past president shall serve in an advisory capacity to the president.
- D. The secretary shall record and publish the proceedings of Board of Directors, Executive Committee and General Association meetings and perform such duties as directed by the Board of Directors and/or the Executive Committee.
- E. The treasurer shall maintain, report, and account for all Association finances and perform such duties as directed by the Board of Directors and/or the Executive Committee.
- F. The vice presidents representing the divisions shall attend all Board of Directors meetings and perform such duties as directed by the Board of Directors and/or the Executive Committee.
- G. The ACTE Region II Policy Committee State Representative shall represent GACTE at all required Region II and ACTE meetings, report to the GACTE board all pertinent ACTE and Region II information, and perform such duties as directed by the Board of Directors and /or the Executive Committee.

### Section 3 – Qualifications of Officers

#### A. The president shall:

1. Be a professional ACTE/GACTE member in good standing for at least five (5) consecutive years.
2. Have served as a member of the Board of Directors of the Association for the year immediately preceding the term of office of the president. (This requirement may be fulfilled as president-elect.)
3. Be able to give a sufficient amount of time to carry out the duties of the office.
4. Understand parliamentary procedure.

#### B. The president-elect shall:

1. Be a professional ACTE/GACTE member in good standing for at least four (4) consecutive years and have served within the past five years as a GACTE voting Board Member, GACTE Division Vice President, or a GACTE Division President.
2. Be a recognized leader in the division.
3. Promote all phases of career and technical education and be willing to lend support to all divisions of GACTE.
4. Support and promote the Strategic Plan of the Association.
5. Be able to give a sufficient amount of time to carry out the duties of the office.

#### C. The secretary shall:

1. Be a professional ACTE/GACTE member in good standing for at least three (3) consecutive years.
2. Be a recognized leader in the division.
3. Promote all phases of career and technical education and be willing to lend support to all divisions of GACTE.
4. Support and promote the Strategic Plan of the Association.
5. Be able to give a sufficient amount of time to carry out the duties of the office.

#### D. The treasurer shall:

1. Be a professional ACTE/GACTE member in good standing for at least three (3) consecutive years.
2. Be a recognized leader in the division.
3. Promote all phases of career and technical education and be willing to lend support to all divisions of GACTE.
4. Support and promote the Strategic Plan of the Association.
5. Be able to give a sufficient amount of time to carry out the duties of the office.

#### E. The vice president representing each division shall:

1. Be a professional ACTE/GACTE member in good standing for at least three (3) consecutive years.
2. Be a recognized leader in the division.
3. Promote all phases of career and technical education and be willing to lend support to all divisions of GACTE.
4. Support and promote the Strategic Plan of the Association.
5. Be able to give a sufficient amount of time to carry out the duties of the office.

#### F. The ACTE Region II Policy Committee State Representative shall:

1. Be a professional ACTE/GACTE member in good standing for at least three (3) consecutive years.
2. Be a recognized leader in ACTE Region II.
3. Have a strong understanding of the connection between ACTE, Region II and GACTE.
4. Promote all phases of career and technical education and be willing to lend support to all divisions of GACTE.
5. Support and promote the Strategic Plan of the Association.
6. Be able to give a sufficient amount of time to carry out the duties of the office.

#### G. Waiver of Length of Membership – The requirement for number of years of active membership for each office may be waived only at the discretion of the Board of Directors.

### Section 4 – Term of Office

- A. The term of office for president, president-elect, and immediate past president shall be one year.
- B. The term of secretary shall be three years.
- C. The term of office for treasurer shall be three years.
- D. The term of office for vice president shall be three years. No more than one-third of the vice presidents shall rotate off the Board at one time.
- E. The term of office for the ACTE Region II Policy Committee State Representative shall be three years.

### Section 5 – Resignation and Removal

If because of disability, resignation, lack of nomination or other cause any office becomes vacant, the Board shall be empowered to fill the said office until the prescribe procedures shall be followed to elect a member for the unexpired term. The Board of Directors, by a three-fourths vote of all its members, may remove an officer from office for cause.

## **ARTICLE VI – ELECTION OF OFFICERS**

### Section 1 – Eligibility

- A. The officers of GACTE shall be elected from the professional members of the Association who have participated in GACTE, including the organizations and groups within GACTE. They should be nominated on the basis of demonstrated leadership in career and technical education.
- B. No officer having been elected to and having served a full term may succeed himself/herself.
- C. Each division may nominate a candidate for the office of president-elect, secretary, or treasurer, except for those divisions having a member originally nominated by that division currently serving on the Executive Committee.

### Section 2 – Process of Nomination

- A. The process of selecting the nominees for president-elect, secretary or treasure from each division shall be determined by the respective division. Nominations will be open from January 1 through April 30 of each calendar year.
- B. The procedures for selecting the nominees for vice presidents of the divisions shall be determined by the respective divisions according to the qualifications outlined in these Bylaws and deemed compliant with applicable criteria in the Board Policy Manual.

### Section 3 – Procedures of Election

- A. The GACTE Nominating Committee shall present to the membership candidates for the offices of president-elect, secretary, and/or treasurer in the pre-conference issue of any GACTE publication disseminated to all members electronically. The names of approved nominees, biographical sketches, and platform statements shall be published on the GACTE website and provided to the membership prior to the opening of voting.
- B. Voting for the offices of president-elect, secretary and/or treasurer shall be held to allow sufficient time before the end of the annual meeting to count the ballots. The Executive Committee shall appoint three GACTE Members that are not members of the candidates' divisions who shall certify the names of the persons duly elected. In case of a tie vote, the GACTE Executive Committee shall cast the deciding vote. A plurality vote shall constitute an election.

### Section 4 – Vacancies in Office

- A. If a vacancy occurs in the office of president, the president-elect shall assume the duties of the president for the remainder of the term of office.
- B. If a vacancy occurs in any other office on the Executive Committee other than by expiration of a term, the Board of Directors is empowered to fill said office for the unexpired term. All vacancies shall be filled within 30 days.
- C. If a vacancy occurs in the office of vice president, that vacancy shall be filled by the division and approved by the Board of Directors. All vacancies shall be filled within thirty (30) days of declared vacancy by the division. If the vacancy has not been filled by the designated time, the Board of Directors shall fill the vacancy by appointment of a member of the said division to fill the remaining term.

## **ARTICLE VII – BOARD OF DIRECTORS**

### Section 1 – Composition

- A. The Board of Directors shall be composed of the president, president-elect, immediate past president, secretary, treasurer, the ACTE Region II Policy Committee State Representative, and the vice presidents representing the divisions. The Executive Director of the Association will serve as an ex-officio nonvoting member of the Board.
- B. The Board of Directors may call for nonvoting liaison representatives from business, industry, other organizations and governmental agencies as it deems appropriate.

### Section 2 – Duties

The Board of Directors shall have the management and control of the affairs and funds of the Association and among its duties shall:

- A. Have direction and charge of meetings, conferences, and conventions.
- B. Approve all publications.
- C. Develop objectives and strategies for implementation of the Association's Strategic Plan.
- D. Evaluate the accomplishments of the Association.
- E. Coordinate the various committee activities with the Strategic Plan.
- F. Approve the annual budget.
- G. Approve the minutes of the annual meeting.
- H. Receive and act upon committee reports.
- I. Provide for the safekeeping and proper investment of all funds of the Association.
- J. Appoint the Executive Director and designate the term of office and compensation of the Executive Director. The Executive Director shall have responsibility for organizing and maintaining a headquarters office and staff to accomplish the goals, objectives and Strategic Plan of the Association.
- K. Declare a vacancy in any office whenever a resignation occurs.
- L. Reimburse members of the Board for necessary expenses incurred while attending officially called meetings of the Board of Directors.
- M. Designate the time and place of the annual meeting of the Association.
- N. Encourage Board members to attend all meetings of the Board and committee meetings as appointed. Divisions should be informed of any absences. A procedure of enforcement should be established and voted on annually by Board members.
- O. Abide by the Association for Career and Technical Education (ACTE) Code of Ethics.

### Section 3 – Advisory Committee

- A. There shall be an Advisory Committee composed of representatives from the Georgia Department of Education, the Career, Technical, and Agricultural Education Resource Network (CTAERN) Division of Career, Technical and Agricultural Education and the Technical College System of Georgia, to be jointly determined by the Board of Directors and the state staff of the Georgia Department of Education, Division of Career, Technical and Agricultural Education and the Technical College System of Georgia.
- B. The Board of Directors shall extend an invitation to the Advisory Committee to attend Board meetings.

### Section 4 – Council of Past Presidents

- A. All past presidents who are members in good standing shall constitute the Council of Past Presidents.
- B. The immediate past president shall serve as chairperson of the Council of Past Presidents.
- C. The Council of Past Presidents 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 or the President.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

### **Section 1 – Composition**

The Executive Committee shall be composed of the president, president-elect, secretary, treasurer, and the immediate past president. The Executive Director of the Association will serve as an ex-officio nonvoting member.

### **Section 2 – Duties**

The duties of the Executive Committee shall include:

- A. Coordinate the activities of the Board of Directors with the Executive Director when the Board is not in session.
- B. Establish strategies to implement the Strategic Plan.

### **Section 3 – Emergency Authorization**

The Executive Committee shall be authorized to temporarily suspend any by-laws for the purpose of carrying on the business of the organization during an emergency situation.

## **ARTICLE IX – MEETINGS**

### **Section 1 – Assembly of Members**

Meetings of the Assembly of Members shall be held during the annual meeting of the Association and at a time and place designated by the Board of Directors. The meetings shall be open.

### **Section 2 – Board of Directors**

The Board of Directors shall meet quarterly and at other times at the call of the president or when requested by a majority of the Board of Directors.

### **Section 3 – Executive Committee**

The Executive Committee shall meet at the call of the president or when requested by at least three members of the Executive Committee.

## **ARTICLE X – STANDING COMMITTEES**

The following standing committees shall exist: Awards, Budget, Bylaws, Legislative and Resolutions, Membership, Nominating, and Public Relations. With the exception of the Budget Committee, the chairperson of each of the standing committees shall be appointed from the Board of Directors by the president. Each standing committee shall present a report at the business session of the annual meeting and file a written copy with the Association.

### **Section 1 – Awards Committee**

The Awards Committee shall consist of one member from each of the divisions. This committee is responsible for all awards or competitions sponsored by GACTE and ACTE.

### **Section 2 – Budget Committee**

The Budget Committee shall consist of the president-elect and vice presidents of each division. The president-elect shall serve as chairman. This committee has the responsibility for developing and preparing a proposed budget for the upcoming membership year.

### Section 3 – Bylaws Committee

The Bylaws Committee shall consist of one member from each of the divisions. This committee shall review, edit, and make recommendations concerning the Bylaws of the Association.

### Section 4 – Membership

The Membership Committee shall consist of one member from each of the divisions. This committee promotes membership in the Association and disseminates pertinent information concerning career and technical education to the members.

### Section 5 – Nominating Committee

The Nominating Committee shall consist of one member from each of the divisions. This committee certifies that each nominee for office in the Association meets the qualifications as set forth in Article V, Section 3.

### Section 6 – Resolutions and Legislative Committee

The Resolutions and Legislative Committee shall consist of at least one member from each of the divisions. This committee is responsible for surveying the membership to determine what areas need strategic advocacy and drafting these resolutions to be presented to the membership for approval. Once resolutions have been made, this committee is responsible for creating a legislative agenda that positions GACTE as the voice of career and technical education professionals and advocate for programs and funding that lead to a productive workforce.

### Section 7 – Public Relations Committee

The Public Relations Committee shall consist of a representative group of the membership recommended by the division and approved by the Board of Directors. This committee is responsible for conveying to the public the purposes and function of the Association.

## **ARTICLE XI – QUORUM**

### Section 1 – Annual Meeting

The number of members present at the annual business meeting shall constitute a quorum.

### Section 2 – Board of Directors Meetings

The presence of a majority of the Board of Directors shall be necessary to constitute a quorum.

### Section 3 – Executive Committee Meetings

The presence of three of the five members shall be necessary to constitute a quorum.

## **ARTICLE XII – FISCAL YEAR**

The financial year of the Association shall be from July 1 of one year through June 30 of the following year.



### **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order, Newly Revised will govern any provision not covered by these Bylaws. A professional member can be appointed as Parliamentarian by the President for a one-year term and will serve as an ex-officio nonvoting member of the Board of Directors.

### **ARTICLE XIV – AMENDMENTS AND REVIEWS**

The Bylaws may be amended and/or revised by a vote of two-thirds of the members voting at any annual meeting provided that notice of the proposed changes be given in due form to the membership at least thirty (30) days prior to the annual meeting at which time a vote will be taken on the changes. Bylaws which are not inconsistent with the Articles of Incorporation may be adopted.

### **ARTICLE XV – DISSOLUTION OF THE ASSOCIATION**

Section 1 – Proceedings, forced or voluntary, to dissolve the Georgia Association for Career and Technical Education shall begin immediately upon a two-thirds majority vote of the Board of Directors with all members present.

Section 2 – Dissolution proceedings can be initiated only after conclusive evidence establishes that no other reasonable alternative exists.

Section 3 – Dissolution proceedings:

- A. A quorum shall consist of all members of the Board of Directors.
- B. Immediately upon ratification of the motion to dissolve, the Executive Director shall advertise the action in three major regional newspapers for the next three consecutive Mondays.
- C. 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.
- D. 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 and technical education student organizations in Georgia, according to the membership in the Association divisions which have career and technical student organizations that are chartered and are of a non-profit, tax-exempt status.
- E. The Board of Directors shall be responsible for preventing any Association funds from being used for the benefit of any member.