



COLORADO ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

BYLAWS

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The CACTE Policies & Procedures Manual is a vital companion document to the Bylaws. The PPM contains many details related to the operation of the Association. Be sure to consult both documents for needed information.

ARTICLE I - NAME

The name of this association shall be the Colorado Association for Career and Technical Education, hereinafter referred to as CACTE or the Association.

ARTICLE II - MISSION AND PURPOSES

Section 1 - Mission

The mission of the Association is to provide educational leadership in developing a competitive workforce.

Section 2 – Purposes

The purposes of the Association shall be:

- *Leadership and Program Improvement.* To foster excellence in Colorado career and technical education.
- *Policy Development.* To advocate for public policy in Colorado to benefit career and technical education
- *Knowledge Connectivity.* To act as a clearing-house for education and information relating to all aspects of Colorado career and technical education, while providing access to professional development
- *Awareness.* To create public awareness of Colorado career and technical education.

ARTICLE III - MEMBERSHIP

Section 1 – Eligibility, Dues & Membership Year

- A. Any individual interested in the mission and purposes of the Association shall be eligible for membership.
- B. 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 meeting during the annual conference.
- C. CACTE dues shall be unified with the Association for Career and Technical Education and the respective national divisions. To be recognized as a member of a CACTE division, an individual must also be a member of CACTE.
- D. 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 2 - Classification of Membership

- A. Professional Membership (Individual) – Individuals actively employed in or engaged in career and technical education, maintained by full payment of CACTE and ACTE dues.
- B. Retired Membership (Individual) – Individuals who are retired from active employment in career and technical education and have been a CACTE member for at least one (1) year.
- C. Life Membership (Individual) – Individuals who, as of July 1, 1978, are life members of the Association; recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.
- D. Student Membership (Individual) – 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 system as teachers, counselors, or administrators.
- E. Corporate Membership – Corporate membership shall be available to corporations, owners, and persons representing business, industry, non-profits, or the military, maintained by payment of special dues.

Section 3 - Rights of Members

A. **Voting** – Individuals with a Professional, Retired or Life Membership shall be eligible to vote. Members holding multi-divisional membership shall have only one vote in matters pertaining to the Association.

B. **Holding Office** – Individuals with a Professional or Retired Membership shall be eligible to hold CACTE office.

ARTICLE IV - DIVISIONS

Section 1 – Definition

The Association shall consist of members who are grouped by career and technical education disciplines into divisions. Divisions shall be recognized and shall operate in accordance with the CACTE Bylaws and CACTE Policies & Procedures Manual. The CACTE divisions are:

- A. Administration (CACTA)
- B. Agriculture Education (CVATA)
- C. Business Education (CBE)
- D. Family and Consumer Sciences Education (CATFACS)
- E. Guidance and Career Development (GCD)
- F. Health and Public Safety (HPS)
- G. Marketing Education (CMEA)
- H. Special Populations/ACE (ACE)
- I. STEM, Arts and IT (SAI)
- J. Trade and Industrial Education (T&I)

Section 2 - Unified National (ACTE) and State (CACTE) Divisions

Any state division that does not use the nationally recognized division name may use the state approved name and reference the national division that is closest in alignment.

Section 3 - Division Establishment

A group may petition the CACTE Board in writing to become a division when the following criteria are met:

- A. The interest of the potential division is clearly defined as being directly involved in or closely related to career and technical education.
- B. The potential division represents an interest that is statewide in scope.
- C. The potential division cannot be identified in an existing division and/or is not currently served by a single existing division.
- D. The potential division is organized in the interest of expanding and improving career and technical education.
- E. The potential division must have at least ten members, and it must have served as a section of an existing division for a minimum of one year.
- F. The potential division must indicate it has leadership potential by having a slate of officers.
- G. The President and President-elect of the potential division must serve as non-voting members of the Board for at least one year.
- H. Requests for division status will be considered at a regularly scheduled Board meeting. The Board shall make all decisions regarding division status.

Section 4 - Disaffiliation/Reinstatement

- A. Disaffiliation - Divisions must maintain 10 members by August 31 each year. Divisions whose membership drops below this level shall be permitted two years to regain the minimum membership requirement before losing division status.
- B. Disaffiliation - The Board can disaffiliate a division for activities or actions in conflict with the CACTE Bylaws or CACTE Policies & Procedures Manual. Two years after disaffiliation, the division may petition for reinstatement.
- C. Reinstatement – If the division can increase its members to ten (10) or more by August 31 of the last year of the probationary term, the division may be reinstated in the Association. In the event the division does not gain reinstatement during this time frame but does increase its membership to ten (10) or more within five (5) years, the division may regain division status. If a division which has lost its status wishes to reunite after five years, that group must have a minimum of ten (10) members and shall apply for division status in the same manner as a new division and shall be considered a new division.

ARTICLE V - OFFICERS

Section 1 – Officers

The officers of CACTE shall be President, President-elect, Secretary, Treasurer, and Immediate Past President. Their specific duties shall be included in the CACTE Policies & Procedures Manual.

Section 2 – Basic Duties

- A. The President shall perform all the duties assigned to the office. The President shall preside at all meetings of the Association, Board, and Executive Committee. The term of office shall be one year.
- B. The President-elect shall assume all the duties of the President in his/her absence, act as an ex-officio member of all standing committees and shall perform all other duties assigned to the office. The President-elect shall serve a one-year term before automatically becoming President. Upon completion of a one-year term, the President shall succeed to the office of Immediate Past President which shall also be held for one year.
- C. The Secretary shall work cooperatively with the Executive Director to keep minutes in permanent record form of all meetings of the Association and shall perform all other duties assigned to the office. The term of office shall be two years.
- D. The Treasurer shall work cooperatively with the Executive Director to maintain the financial records of the Association in permanent record form and shall perform all other duties assigned to the office. The term of office shall be two years.
- E. The Immediate Past President shall serve as Chair of the Bylaws Committee and perform all other duties assigned to the office. The term of office shall be one year.

Section 3 - Vacancy

If any CACTE office, except that of the President, becomes vacant during that officer's term, the Board shall appoint a professional or retired member of the Association to fill the vacancy and serve out the term.

Section 4 - Removal

The Board, by a three-fourths vote of members present, may remove an officer from office for non-performance of duties or just cause.

ARTICLE VI - ELIGIBILITY, NOMINATIONS & ELECTIONS

Section 1 - Eligibility

- A. Candidates for CACTE offices must be professional or retired members of the Association.
- B. Candidates for CACTE offices will be selected on the basis of demonstrated leadership in career and technical education.
- C. Candidates for CACTE offices will be able to give a sufficient amount of time to carry out the duties of the office.
- D. Candidates for CACTE offices will support and promote the mission and purposes of the Association.
- E. Candidates for the office of President-elect shall not be affiliated with the division to which the current President-elect belongs.
- F. Candidates for the office of President-elect must have served as voting members of the Board for at least one year before being elected.
- G. Only one member of the Executive Committee can hold retired membership.

Section 2 - Process of Nomination

- A. President-elect nominations take place every year; secretary nominations take place in odd years; treasurer nominations take place in even years.
- B. Nominees may be self-nominated or nominated by the Board or a division; nominations will close April 30.
- C. The Executive Director shall be responsible for determining that candidates meet requirements for office.
- D. The Board will submit to the membership a slate of nominees for each office to be filled by election.

Section 3 – Method of Election

- A. The election of officers shall be held in a hybrid fashion. Members may vote once by providing their member ID. Electronic voting will be open before the annual CACTE conference; members who have not already voted may cast their ballot during the annual CACTE Conference.
- B. Newly elected officers shall begin their terms at the close of the annual CACTE Conference.

ARTICLE VII - 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 Executive Committee may act in place of the Board between Board meetings on matters, except those specifically reserved to the Board by these Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting.

Section 3 – Meetings

- A. Special meetings of the Executive Committee may be called by the President of the Association.

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- B. A majority of members of the Executive Committee shall constitute a quorum at any regular or special meeting.

ARTICLE VIII – BOARD

Section 1 – Function

The Board shall constitute the governing body of the Colorado Association for Career and Technical Education (CACTE) and its principle duties shall be to set policy and give direction to the Association.

Section 2 – Composition

The Board shall consist of the CACTE officers, Division Presidents and Division Presidents-elect. The Executive Director of the Association will serve as an ex-officio nonvoting member of the Board. If a Division President or President-elect is unable to attend a meeting, they may select a representative from that division as a proxy.

Section 3 - Meetings

- A. Special meetings of the Board shall be called by the President or at the written request of three members of the Board.
- B. A majority of the members present at a Board meeting shall constitute a quorum.

ARTICLE IX - COMMITTEES

Section 1 – Standing Committees

- A. The standing committees of CACTE shall be Awards, Bylaws/Policies & Procedures, Communications, Conference Planning, Finance, Legislative, and Membership.
- B. Each CACTE division shall have a member on each CACTE standing committee.

Section 2 – Special Committees

Special committees may be appointed by the President of the Association as deemed necessary.

Section 3 – Operation

- A. The President shall appoint chairs for all committees unless otherwise provided for in the Policies & Procedures Manual.
- B. Committee members shall perform the duties assigned to their respective committees.

Section 4 – Division Committees

Division committee structure may vary from CACTE and is determined by each division.

ARTICLE X - MEETINGS

Section 1- General Membership Meetings

- A. There shall be at least one CACTE general membership business meeting held annually for the purposes of installing officers, amending the Bylaws, and/or transacting any other appropriate business. Written notice shall have been given prior to such meeting or meetings.

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- B. The Annual Business Meeting of the Association shall be held at the time of the annual CACTE Conference. Should any unforeseen conditions prevent holding the conference at that time, the Board may hold the meeting in person or electronically at the earliest feasible date.
- C. A quorum for annual business meeting shall consist of the professional, retired and life members present at the meeting.

Section 2 - Board Meetings

The CACTE Board shall hold at least three meetings during the year, in person or electronically.

Section 3 - Executive Committee Meetings

The CACTE Executive Committee shall meet as needed, in person or electronically.

Section 4 - Division Business Meetings

Each division shall hold an annual business meeting according to the Bylaws of that division.

ARTICLE XI - AMENDMENTS

Section 1 – Proposed Changes

Proposed bylaws amendments must be approved by the Board, by majority vote, prior to their consideration by the membership.

Section 2 – Notice to Members

Notice of the proposed amendments shall be provided to the members no later than thirty (30) days prior to the annual business meeting at which they will be considered.

Section 3 – Voting

Proposed bylaws amendments may be adopted at the annual business meeting by a two-thirds vote of the membership present and voting.

Section 4 – ACTE Bylaws Changes Impacting CACTE Bylaws

When a change is made to the ACTE bylaws which pertains to the CACTE bylaws, the change shall be made in CACTE bylaws to conform to ACTE bylaws without requiring a vote of the membership.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order, Newly Revised*, will govern any provision not covered by the Bylaws or Policies/Procedures Manual of the Association.

ARTICLE XIII – MISCELLANEOUS PROVISIONS

Section 1 – Dissolution

- A. Proceedings, forced or voluntary, to dissolve the Colorado Association for Career and Technical Education shall begin immediately upon a two-thirds majority vote of the Board with all members present.
- B. Dissolution proceedings can be initiated only after conclusive evidence establishes that no other reasonable alternative exists.
- C. Upon dissolution it shall be the obligation of the Board to ensure that all just debts and claims against the Association are paid.

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- D. Any funds remaining after payment of all debts/obligations shall be distributed to career and technical student organizations in Colorado, according to the membership in the Association divisions which have career and technical education organizations that are of a non-profit, tax-exempt status.
- E. The Board shall be responsible for preventing any Association funds from being used for the benefit of any one member.

Section 2 - Indemnification

To the fullest extent permitted by law, the Association shall indemnify and hold harmless any and all past, present or future Directors and Officers, as identified and defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent or employee of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, employee or agent on behalf of the Association.