

**CONSTITUTION AND BYLAWS
OF THE
MONTANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

CONSTITUTION

ARTICLE I

NAME AND OBJECTIVES

The name of this organization shall be the Montana Association for Career and Technical Education (Montana ACTE), Inc., an affiliate of the Association for Career and Technical Education. The objectives shall be set forth in Article III of the Articles of Incorporation.

ARTICLE II

OFFICES

The principal office of the Corporation in the State of Montana shall be located in the home city of the secretary/treasurer or in the event that there is an executive director in the home city of the executive director. The address must be reported on the annual corporation report. The Corporation may have such other offices, either within or outside the State of Montana, as the Board of Directors may determine or as the affairs of the Corporation require from time to time.

The Corporation shall have and continuously maintain in the State of Montana a registered office, and a registered agent whose office is identical with such registered office as required by the Montana Non-Profit Corporation Act. The registered office may be, but need not be identical with the principal office in the State of Montana, and the address of the registered and/or principal office may be changed from time to time by the Board of Directors.

ARTICLE III

MEMBERSHIP

Section I: Eligibility – Any individual interested in the purposes of the Montana ACTE shall be eligible for membership.

Section II: Classification of Members – Membership shall be available in the following classifications.

- A. Professional Membership – Professional memberships is for individuals actively employed in or concerned with career and technical education.
- B. Retired Membership – Retired membership is for individuals who are retired from active employment in career and technical education and have been an ACTE member for at least five (5) years.
- C. Life Membership – Life membership is for individuals who, as of January 1, 2006, are life members of the association will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligation to pay dues.
- D. Student Membership – Student membership is for individuals preparing to teach career and technical education or for individuals enrolled full-time in a recognized post-secondary career and technical education program who exhibits an interest in furthering the purposes of the Montana ACTE.

Summer school students who teach full-time or part-time are not eligible for student membership, but are eligible for professional membership.

Individuals graduating and/or planning to teach the following year, and who pay their dues prior to July 1st of the current year, are not subject to increased dues until July 1st of the following year.

- E. International Membership – International membership is for individuals concerned with career and technical education who reside outside of the United States, its territories, and protectorates and who are in a country that is not part of an ACTE region.
- F. Educational Institution Membership – Educational Institution membership is for any school district, technical and career center, curriculum center, community college or university.

If an employee or other representative of an educational institution is recognized as an individual member of ACTE by virtue of an Educational Institution Membership, he or she must pay to the state association dues for that state in which that individual resides where such affiliated state association requires concurrent membership in ACTE.

- G. National Affiliate Organization Membership – National Affiliate Organization membership is for any national not-for-profit 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 ACTE policies.

If a member or other representative of a national affiliate organization is recognized as an individual member of ACTE by virtue of a National Affiliate Organization Membership, he or she must pay to the state association dues for that state in which that individual resides where such affiliated state association requires concurrent membership in ACTE.

- H. Associate Membership – Associate membership is available to corporations, owners, and persons representing business, industry, and the military.
- I. Honorary Membership – Honorary membership is awarded to school board members, educators, association members, and others who have rendered outstanding service to career and technical education.

Names of persons to be considered for this award must be submitted by September to the Executive Board of Directors along with their qualifications for receiving this award.

Section 3: Dues – Dues for Professional Membership, Student Membership and Associate Membership shall be reviewed annually by the Montana ACTE Executive Board of Directors. If a change is indicated, it is to be voted upon by the membership during the business meeting at the annual Montana ACTE Institute.

There are no dues for Honorary Membership.

Dues for the Montana ACTE shall be based upon the annual budget prepared by the Montana ACTE Executive Board of Directors and include an amount necessary for affiliation with the Association for Career and Technical Education.

Section 4: Privileges, Voting, and Holding Office – Individuals in the membership classifications receive all privileges of the Montana ACTE as indicated below.

- A. Professional Membership – Professional members shall be able to vote, hold office, and receive all privileges of the Montana ACTE.

- B. Student Memberships – Student members shall receive all privileges of the Montana ACTE.
- C. Honorary Memberships – Honorary members shall receive all privileges of the Montana ACTE.
- D. Associate Memberships – Associate members shall serve in an advisory capacity.

Section 5: Application for Membership – Dues and application forms for membership shall be remitted to the Association for Career and Technical Education. If the division secretary/treasurer collects dues and completed applications, these should be forwarded in a timely manner to the Association for Career and Technical education. The ACTE will return state and division dues to the Montana ACTE Secretary/Treasurer who will remit division dues to division treasurers.

Section 6: Membership Year – Membership shall be on an annual, cyclical basis.

Section 7: Membership Drive – An annual membership drive shall commence September 1.

ARTICLE IV

DIVISIONS

Section 1: The divisions making up the Association may be those fields of service designated in the Association for Career and Technical Education and other related fields of service with ten (10) or more paid members who have applied to the Executive Board of Directors for approval as an affiliated division of the Association.

Section 2: All Affiliated divisions of the Association shall encourage sectional programs and activities for the varied interests within their respective divisions.

Section 3: An affiliated field of service whose membership drops below ten (10) paid-up members during any calendar year shall be automatically dropped as an affiliated division of the Association for the following year or until they again achieve a paid-up membership to ten (10) or more members and apply to the Executive Board of Directors for approval to be reinstated as an affiliated division of the Association.

ARTICLE V

EXECUTIVE BOARD OF DIRECTORS

Section 1: Management of the Association shall be vested in the Executive Board of Directors, to consist of the following professional members.

- A. President, President-Elect, Vice President, Secretary/Treasurer, and the immediate Past-President.
- B. The President, immediate Past-President, and the next highest ranking elected officer of each affiliated division of the Association.
- C. Representatives at large to be appointed by the President with approval of the Executive Board of Directors. One of these representatives will be selected from those fields of service having less than ten (10) paid members.
- D. Two (2) ex-officio representatives will be selected from the Division of Career and Technical Education, Office of the Superintendent of Public Instruction. The other ex-officio

representatives (1 each) will be selected from the Office of the Commissioner of Higher Education. (Ex-officio members can make motions but cannot vote.)

- E. In the event that an Institute and Financial Coordinator, Executive Director or Newsletter Editor is employed by the Association, he/she shall be a non-voting member of the Executive Board of Directors.

- Section 2: All members of the Executive Board of Directors must be professional members of the Association.
- Section 3: The President of the Association shall be the Chair of the Executive Board of Directors.
- Section 4: At all Board meetings a simple majority of the Board shall constitute a quorum.
- Section 5: If a member of the Executive Board of Directors is unable to attend a meeting of the Board, it shall be the duty of that member to select an alternate prior to the meeting and notify the Chair or Secretary/Treasurer. The alternate will have voting privileges.
- Section 6: The Chair may invite individuals to attend the Executive Board of Directors meeting in an advisory capacity.

ARTICLE VI

OFFICERS

- Section 1: The officers of the Association shall consist of the President, Past-President, President-Elect, Vice President, Secretary/Treasurer who shall be elected.
- Section 2: The tenure of each office shall be one (1) year for each officer.
- Section 3: The officers shall assume the duties of their office on January 1st following the election at the annual conference of the Association.
- Section 4: To be eligible to hold an office in the Association a nominee must have held an office within a division of the Association.
- Section 5: The nominating committee will submit a slate of officers; President-Elect, Vice President, Secretary/Treasurer to the Executive Board of Directors prior to the Pre-Institute Board Meeting.
 - A. Nominations may be made from the floor. Nominees must present a consent-to-serve form and a biography to the membership prior to the election.
 - B. A simple majority of votes cast is needed to win.
 - C. Voting will be by secret ballot.
- Section 6: All officers of the State Association and officers of the affiliated divisions of the Association shall be regular paid-up members of the Montana ACTE.
- Section 7: In the event the President is absent from any meeting the President-Elect, succeeded by the Vice President, will act as President.
- Section 8: In the event the President-Elect is unable to assume the office of the President, the presidency will pass to the Vice President.

Section 9: No Montana ACTE officer may serve in the same office more than five (5) consecutive terms, with the exception of the secretary/treasurer.

Section 10: In the event an Office of the Executive Board of Directors is not filled by the nominating committee or becomes vacant, the Executive Board of Directors of the Association may appoint any eligible professional member to fill the vacancy until the next election of the Officers of the Executive Board of Directors by the membership.

ARTICLE VII

MEETINGS

Section 1: There shall be at least one (1) annual meeting of the Montana ACTE.

Section 2: The annual meeting of the Association shall be for conducting the election of officers, submitting yearly reports and conducting other business of the Association. The time, length, and place for this meeting shall be determined by the Executive Board of Directors.

Section 3: Special meetings of the Association or Executive Board of Directors may be called by the President or other officer at the request of at least six (6) members of the Executive Board of Directors.

Section 4: A quorum shall consist of one-fifth (1/5) of the total number of professional members of the Association.

Section 5: For special meetings, a written notice and agenda must be sent out at least thirty (30) days prior to the meeting to members at their last known address.

ARTICLE VIII

COMMITTEES

Section 1: The Executive Board of Directors shall determine all committees deemed proper and necessary to fulfill the objective and purpose of the Association. The President shall appoint any additional committees which may be deemed necessary.

Section 2: All standing and permanent committee chairs, vice-chairs, and members shall be appointed by the President subject to the approval of the Executive Board of Directors.

Section 3: The President, President-Elect, and Vice President shall be ex-officio members of all committees.

Section 4: Committees and/or delegates shall exercise only those powers specifically vested in them.

Section 5: The President, with the approval of the Executive Board of Directors, shall appoint annually three (3) members to serve as the Audit Committee. This committee will review the records and submit a report to the Executive Board of Directors and the general membership at the Business Meeting at the Montana ACTE Annual Conference/Big Sky Pathways Institute.

Section 6: The President, with the approval of the Executive Board of Directors, shall appoint annually standing committees to conduct the business of the association as outlined in Section 3 of the Montana ACTE Officer Handbook.

ARTICLE IX

FINANCE

- Section 1: No elected officer in this Association shall be entitled to receive a salary for his/her services as an officer.
- Section 2: Any officer, or member designated by the President to represent the Association, may be reimbursed for expenses incurred in the fulfillment of the duties of his/her office as an officer, or designated member representing the Association, upon receipt of a statement of such expenses approved by a simple majority vote of the Executive Board of Directors.
- Section 3: An Institute and Financial Coordinator may be employed by the Association.
- Section 4: A Newsletter Editor may be employed by the Association.
- Section 5: An Executive Director may be employed by the Association.

ARTICLE X

MONTANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION NEWSLETTER

- Section 1: The official publication of the Association shall be the Montana ACTE NEWSLETTER.

ARTICLE XI

PARLIAMENTARY PROCEDURE

- Section 1: Robert's Rules of Order shall prevail, except where otherwise provided for in the Bylaws of this Association.

ARTICLE XII

AMENDMENTS

- Section 1: This constitution may be amended by a two-thirds (2/3) vote of the members present at the annual or special meeting of the Association provided written notice of the prepared action has been printed and distributed to the members prior to balloting on the same.