

# **CAREER TECHNICAL EDUCATION PROFESSIONALS CONSTITUTION**

## **ARTICLE I NAME**

This organization shall be officially named the “Career Technical Educational Professionals” and may be referred to as CTEP.

## **ARTICLE II PURPOSE**

The purposes of this association are:

Section 1. To develop high professional standards for its members.

Section 2. To unite in a common bond all professionals in Career Technical Education in Ohio.

Section 3. To serve as a communication system between members, legislative groups, business and industry, the Office of Career Technical Education, or other groups concerning Career Technical Education.

Section 4. To provide professional development for those involved in Career Technical Education

Section 5. To actively participate in matters of mutual concern with legislative bodies, the State Board of Education, the State Advisory Committee, and others functioning for the welfare and interests of pupils and employees concerned with Career Technical Education Programs.

## **ARTICLE III MEMBERSHIP**

Section 1. Active membership shall be available to all individuals who hold valid certification or license as Director, Supervisor, Coordinator, or instructor of Career Technical Education Programs. Active members shall have full voting rights and may hold office in the association.

Section 2. Associate membership shall be open to those persons who will support the goals and objectives of this association, and Career Technical Education in Ohio. Associate members may vote on official activities and business of the association.

Section 3. Honorary membership shall be awarded by the executive council to individuals who have provided outstanding service toward the purposes of this association.

## **ARTICLE IV MEETINGS**

Section 1. Semi-annual meetings will be held in the fall and spring of each year. Elections will be held at the spring meeting. New officers shall assume their duties at the end of the meeting.

Section 2. Other meetings of the total membership may be called by the executive council, when in their judgment it is necessary or prudent to do so.

Section 3. Regional meetings shall be held at the fall and spring meetings of this association. Special meetings may be called by the regional representative when requested by four or more regional members and/or a member of the state staff of Career and Technical Education.

Section 4. Executive Council shall meet between the regular meetings for the purpose of planning and to conduct the business of the association. The president may call additional meeting as deemed necessary.

#### **ARTICLE V DUES**

Annual dues shall be set by the Executive Council subject to approval by a majority vote of the general membership at any general meeting, providing notice is given thirty (30) days prior to the date such a vote is to be taken.

#### **ARTICLE VI OFFICERS**

Section 1. The officers shall consist of President, President-Elect, Secretary, and Treasurer

Section 2. The Executive Council shall consist of the

- Current Officers
- Seven Regional Representatives
- Immediate Past President
- Assistant Director of Trade & Industrial Education
- Ohio Department of Corrections/Youth Services
- Ohio Department of Education Program Specialist
- State Director of Ohio SkillsUSA

#### Regions

- North Central
- Northeast
- Southeast
- South Central
- Southwest
- Northwest
- Corrections

Section 3. The regional representative shall be elected from each region to serve for a period of two years. Region North Central, Northwest, Southeast, and Southwest shall elect representatives in odd numbered years. Regions Northeast, South and Central shall elect in even numbered years. OCCS Career Tech Director will serve as Corrections representative or designate a representative.

Section 4. The secretary and treasurer shall be appointed by the executive council.

Section 5. The president-elect shall have served at least a one-year term as an executive council representative, and shall be nominated by the council and elected by the general membership. The president-elect will serve a two-year term and then become president for two years. In the event the president-elect leaves the position, the executive council shall have the authority to appoint a qualified person to fill the vacant position.

Section 6. In the event of a regional officer vacancy, the president will appoint a person to fill the office until the region can elect a representative. In the event of a vacancy of the president, the president-elect shall assume these duties until the next annual election of officers.

Section 7. The regional representative will serve as chairpersons of all regional activities of the association.

### **ARTICLE VII OFFICER DUTIES**

Section 1. The president shall:

- a. Call all general meetings and preside over each meeting.
- b. Serve on the executive council as chairperson and shall vote only in case of a tie vote.
- c. Appoint committees as permitted by this constitution and by-laws.
- d. Represent the association on matters concerning the association at legislative meetings, quasi- governmental and advisory committees, and other meetings as deemed necessary.

**OR:**

- e. Appoint a member to so serve.
- f. Make temporary appointments as per the constitution to fulfill vacancies.
- g. Appoint chairpersons of committees authorized by the executive council or membership, or under the constitution.

Section 2. The president-elect shall:

- a. Serve as president in the president's absence.
- b. Coordinate all standing committee activities.
- c. Perform such other duties, as the executive council deems necessary.

Section 3. The secretary shall:

- a. Read and record the minutes of all general and executive meetings.
- b. Issue all notices, answer correspondence at the direction of the president, and report all outside correspondence.
- c. Initiate correspondence at the direction of the president, executive council, or general membership.
- d. Perform other duties as asked by the executive council or president as deemed necessary.

Section 4. The treasurer shall:

- a. Ensure the collection of and be custodian of all funds of this association.

- b. Keep accurate records.
- c. Present a financial report to the members at the annual meeting.
- d. Perform other duties as asked by the executive council or president as deemed necessary

Section 5. The executive council shall:

- a. Approve expenditures within guidelines of the constitution and by-laws.
- b. Administer the affairs of the association in emergency situations.
- c. Report the activities to the general membership.
- d. Propose amendments, dues structure, and assessments necessary for the operation of the association.
- e. A quorum will be a simple majority.
- f. Assures affiliation commitments will be met with Ohio ACTE.

Section 6. In the event of a regional officer vacancy, the president will appoint a person to fill the office until the region can elect a representative. In the event of a vacancy of the president, the president-elect shall assume these duties until the next annual election of officers.

Section 7. The regional representative will serve as chairpersons of all regional activities of the association.

#### **ARTICLE VIII AUTHORIZED EXPENDITURES**

The executive council shall be authorized to make expenditures within the following:

- a. Postage, telephone calls, printing, and miscellaneous expenditures for communications.
- b. Necessary meeting expenses.
- c. Speakers, incidental presentations, awards
- d. Travel expenses for approved meetings or for representatives to attend meeting or legislative sessions.

#### **ARTICLE IX RULES, REGULATIONS, AND BY –LAWS**

Section 1. Rules, regulations and by-laws shall be adopted by the membership as necessary.

Section 2. No rules, regulations, or by-laws shall be adopted which are contrary to the constitution.

Section 3. No rules, regulations, or by-laws shall be adopted which are illegal or that abridge the rights of any individual member

#### **ARTICLE X AMENDMENTS**

Section 1. Proposed Amendments to this constitution shall be submitted in writing to the executive council 60 days prior to a regular general meeting. The proposed amendment(s) must be approved by a three-quarters vote of the Executive Council for it to be placed on the agenda at the next regular general membership meeting

Section 2. Amendments to this constitution must pass by a two-thirds majority vote at the

general meeting in order to be approved by the organization, and shall become effective immediately unless otherwise specified.

### **ARTICLE XI DEFINITIONS**

Section 1. A quorum is defined as those present at a regular or special meeting provided a received notice of the meeting.

Section 2. A simple majority vote is required to conduct regular business of the Association. A two-thirds majority vote is necessary to change the by-laws or constitutional items.

**BY-LAWS**  
**CAREER TECHNICAL EDUCATION PROFESSIONALS**

1. Executive council members shall serve as the representatives of their region.
2. All active members are eligible to run for regional representative.
3. Regional representative shall serve a two year term or until a replacement is elected.
4. The president, president-elect, and past president shall serve a two-year term.
5. The Associations fiscal year will be from one Spring Meeting to the next Spring Meeting.
6. Recognized activities may include attendance at meetings or communications with individuals or groups. Following are some examples of such groups:
  - a. Legislative bodies or committees, state or national
  - b. State Advisory Committee for Career Technical Education
  - c. State Department of Education
  - d. Appointed or governmental committees or commissions
  - e. Ohio ACTE, ACTE, SkillsUSA Ohio or other educational associations as needed
  - f. Business, industrial or labor organization
  - g. Local educational institutions, to improve, protect, or maintain the welfare of the members or the needs of Career Technical Education students and programs.