

Ohio Association for Career and Technical Education



Constitution and Bylaws  
As Amended July 31, 2013  
Effective July 31, 2013

# CONSTITUTION OF THE OHIO ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

## PREAMBLE

We, the members of the Ohio Association for Career and Technical Education in order that the Association may serve as the representative for Career-Technical Education in the State of Ohio, advance the cause of Career-Technical Education for youth and adults, promote excellence among Career-Technical educators, promote recognition of the basic importance of the Career-Technical Education in our technological society, do hereby adopt this Constitution.

Ohio ACTE Mission/Vision/Philosophy

Ohio ACTE Mission: Advocate for career-technical and adult education in Ohio and offer career-technical educators the information and resources they need to provide outstanding educational opportunities for students of all ages and abilities.

Vision: Be at the forefront of innovative education techniques and processes so that all students meet or exceed their educational goals and life expectations while pursuing their career calling.

The Ohio Association for Career and Technical Education believes that the maintenance and preservation of a free society characterized by changing social, economic, and technological advances is dependent upon the nature and quality of education afforded its youth and adult citizens. In order to further develop and preserve respect for Career-Technical education as an essential part of public education and specifically:

- A. the process of developing employability in a career including the career of balancing work and family
- B. for upgrading and improving the Career-Technical skills of experienced workers and for the retraining necessary for the development of competencies in new or different careers and to develop respect for work, and the free enterprise system,

the Ohio Association for Career and Technical Education affirms that Career-Technical educators are committed to the creation and operation of Career-Technical programs which provide equal opportunities for all youth and adults. We also recognize the need for collaboration with other and supportive organizations.

## Article I. NAME AND AFFILIATION

**NAME.** The name of this organization shall be the Ohio Association for Career and Technical Education, Incorporated, herein referred to as the Association. The Association is a non-profit Ohio corporation incorporated under the laws of the State of Ohio.

**AFFILIATION.** The Ohio Association for Career and Technical Education is fully affiliated with the Association for Career and Technical Education, Incorporated. The Constitution and Bylaws of the Association shall not be in conflict with the Constitution and Bylaws of the Association for Career and Technical Education.

**AFFILIATED ASSOCIATIONS.** The Ohio Association for Career and Technical Education may, upon a majority vote of the Delegate Assembly, become fully affiliated with other educational associations who are interested in the purposes of the Association.

**Article II. ARTICLES OF INCORPORATION**

State of Ohio Articles of Incorporation of the Ohio Association for Career and Technical Education. The purpose for which said corporation is formed are:

To affirm and support the purposes of the Association for Career and Technical Education.

To unite in one statewide organization those persons who are interested in Career/Technical education.

To promote Career/Technical education by providing information to the public and its elected representatives with respect to the services rendered.

To hold meetings of its members where an opportunity is afforded in order to present and discuss problems related to Career/Technical education.

To coordinate the services of the various Constituent Divisions.

To promote harmonious relations between educators, employers and all others participating in Career/Technical education.

To raise funds by means of dues for the operation of the Association in keeping with the purposes mentioned herein. The amount of dues shall be as provided in the Bylaws.

I, Ted W. Brown, Secretary of State of the State of Ohio, due hereby certify that the foregoing is an exemplified copy, carefully compared by me with the original record now in my official custody as Secretary of State, and found to be true and correct of the Articles of Incorporation of the Ohio Association for Career and Technical Education.

Filed in this office on the 11th day of October 1955 and recorded in Volume 720, page 27 of the Records of Incorporation.

Witness my hand and official seal at Columbus, Ohio on this 11th day of October 1955.

/s/ Ted W. Brown, Secretary of State.

Said organization is organized exclusively for educational purposes including, for such purposes, the making of distributions to such organizations that qualify as exempt organizations under section 501 c 3 of Internal Revenue Code, or corresponding sections of any future federal tax code.

**Article III. MEMBERSHIP**

CLASSES OF MEMBERSHIP. Membership in the Association shall be comprised of the class of active members and such other classes of membership as may be provided in the Bylaws.

MEMBERSHIP ELIGIBILITY PROVISIONS AND LIMITATIONS. Membership, as provided in the Bylaws shall be open to all persons actively engaged in the profession of Career-Technical teaching or other assignments or to persons or organizations interested in advancing the cause of Career-Technical education who shall agree to subscribe to the goals and objectives of the Association and to abide by its Constitution and Bylaws.

The Association shall not deny membership to individuals on the basis of race, creed, national origin, sex, or disability, nor shall any division, which so denies membership, be affiliated with the Association.

PROPERTY INTERESTS OF MEMBERS. All rights, title, and interest both legal and equitable, of a member in and to the property of the Association shall end upon the termination of an individual's membership.

#### **Article IV. AUTHORITIES FOR GOVERNANCE**

GOVERNANCE. The Association shall be governed by this Constitution, the Bylaws, and such other actions as the Delegate Assembly, and the Executive Board of Directors may take consistent therewith.

DELEGATE ASSEMBLY. There shall be a Delegate Assembly which shall be the supreme governing body of the Association and shall perform such functions as stipulated in the Bylaws.

THE EXECUTIVE BOARD OF DIRECTORS. The Executive Board of Directors shall constitute a governing body of the Ohio Association for Career and Technical Education for the conduct of Association business and the performance of other duties as set forth in the Bylaws of the Association.

OFFICERS. Officers of the Association shall be:

President  
President-elect  
Secretary  
Treasurer  
Past President

#### **ORGANIZATIONAL STRUCTURE**

DIVISIONS. The Association shall be organized into divisions as set forth in the Bylaws of the Association.

A division shall consist of any identifiable major group of members as defined in the Bylaws which operates as a mutually inclusive and compatible unit not served by any other operating division.

EXECUTIVE DIRECTOR. The Executive Director is designated as the chief executive officer of the Association and shall have such duties and responsibilities as set forth in the Bylaws.

STANDING COMMITTEES. The Standing Committees shall have such duties as set forth in the Bylaws of the Association.

#### **Article V. AMENDMENT OF CONSTITUTION AND BYLAWS**

PROPOSAL OF AMENDMENTS. Amendments to the Constitution or the Bylaws may be proposed by one or more of the following:

By a majority vote of the Constitution and Bylaws Committee; or

By a majority vote of the Executive Board of Directors; or

By a petition signed by thirty (30) or more certified members of the Delegate Assembly; or

By petition signed by ten (10) percent or more of the active members representing twenty-five (25) members each from no less than three (3) divisions.

## AMENDMENT OF THE CONSTITUTION

A proposed amendment to the Constitution shall be presented in writing to the Constitution and Bylaws Committee postmarked no later than sixty (60) days preceding the Delegate Assembly.

The text of proposed amendments shall be printed in an official publication sent to all members and/or posted on the official organizational web site no less than thirty (30) days prior to its consideration.

A proposed amendment to the Constitution may be debated, refined, and/or amended on the floor by the delegates at the same Delegate Assembly at which it is proposed.

The Constitution may then be amended by a majority vote of the delegates present and voting at the Delegate Assembly.

## AMENDMENT OF THE BYLAWS

A proposed amendment to the Bylaws shall be presented in writing to the Constitution and Bylaws Committee postmarked no later than sixty (60) days preceding the Delegate Assembly.

The text of proposed amendments shall be printed in an official publication sent to all members and/or posted on the official organizational web site no less than thirty (30) days prior to its consideration.

A proposed amendment to the Bylaws may be debated, refined, and/or amended on the floor by the delegates at the same Delegate Assembly at which it is proposed.

The Bylaws may then be amended by a majority vote of the delegates present and voting at the Delegate Assembly.

## VOTING ON AMENDMENTS

Voting on proposed amendments to the Constitution or the Bylaws may be by hand, voice, or secret ballot.

Unless otherwise provided, all amendments shall take effect immediately after their adoption.

## WITHDRAWAL OF PROPOSED AMENDMENTS

A majority of the body of petitioners may withdraw their proposed amendments by written request to the Constitution and Bylaws Committee and with approval of the Board of Directors.

## **Article VI. PARLIAMENTARY AUTHORITY**

**PARLIAMENTARY PROCEDURE** The current edition of Robert's Rules of Order Newly Revised shall be the authority on parliamentary procedure at any meeting of the duly constituted bodies of the Association.

**Article VII. PROVISIONS FOR THE DISTRIBUTION OF ASSETS**

The Ohio Association for Career and Technical Education intends that the assets of this organization be permanently dedicated to exempt purposes. Should the Association dissolve, its assets are to be distributed to the Career-Technical Student Organizations as approved by the State Department of Education, Career-Technical Education Division. This distribution would be made on the basis of proportional Ohio Association for Career and Technical Education membership in each division represented by a youth organization at the time of dissolution of the Association. No property or assets of the Association shall inure to the individual members or otherwise of the Association as a result of dissolution of the Association.

**BYLAWS**  
**Ohio Association for Career and Technical Education, Inc.**

**Article VIII. MEMBERSHIP**

- A. All persons/organizations interested in the mission and purposes of the Association shall be eligible for membership.
- B. Membership applications shall be filed electronically at the executive office of the Association.
- C. Membership shall begin with receipt of dues at the Ohio ACTE office and extend for one year (twelve months). Annual dues and membership benefits shall be specified by the Executive Board of Directors.
- D. Three (3) classes of membership shall be provided. All Educator Members in good standing, except Student Members, will be eligible to vote, serve as an officer, and serve as a Delegate to the Ohio ACTE Assembly of Delegates.

1. Educator Membership:

a. Administrator - Individuals actively employed in or concerned with the administration of Career-Technical Education shall be eligible for membership that includes both Ohio and ACTE membership.

b. Teacher/Instructor – Individuals actively employed as a teacher or instructor in career-technical education shall be eligible for membership that includes Ohio ACTE and optional ACTE membership.

c. Retired - Individuals who are retired from active employment in Career-Technical Education and have been ACTE members for no less than five (5) years shall be eligible for membership in Ohio ACTE and optional ACTE membership .

d. Student - Individuals who are enrolled as fulltime students preparing to become Career-Technical Educators and who are not employed fulltime in the education system as a teacher, counselor, or administrator.

e. Life - Individuals who, as of January 1, 2007, are life members of the Association will be recognized with all rights and privileges accorded to that member classification, but with no obligation to pay Ohio ACTE dues.

2. Educational Institution Membership

a. Any school district, technical and career center, curriculum center, non-profit organization, community college, or university that wishes to support the work of the Association.

3. Associate Membership

a. Business Associate Members - Corporation, owners and persons representing business, industry and the military that wish to support the work of the Association.

b. Staff Associate Members – unclassified and other staff involved in the delivery or service of career-technical and adult education, including part-time educators and employees.

c. Supporter – any individual who does not meet the criteria of any other membership category and is not a full-time educator, but wishes to support the work of Ohio ACTE.

DISTRIBUTION OF FUNDS will be as follows:

Funds accumulated from life memberships shall be maintained and/or distributed as follows:

- A. Twenty-five (25) percent of the funds paid for life membership by a member of the Association shall be transferred to the Capital Improvements Fund upon payment of dues. Expenditures from the Capital Improvements Fund shall require approval of the Executive Board of Directors of the Association.

The remaining seventy-five (75) percent of the funds paid for life membership by a member of the Association shall be maintained in perpetuity and shall be invested with the interest only being available for current expenditures.

- B. The above amounts shall in each case include a subscription to the official publication of the Ohio Association for Career and Technical Education as well as rights and privileges of the Ohio Association for Career and Technical Education members.
- C. The procedure for collecting dues and maintaining the membership lists shall be determined by the Executive Board of Directors.
- D. Any changes in the amount of Association for Career and Technical Education dues shall automatically change the dues in each of the respective classes of membership so that the amount due the Ohio Association for Career and Technical Education shall remain as herein determined.

**Article IX. DELEGATE ASSEMBLY**

- A. The Delegate Assembly shall be the supreme governing body of the Association.
- B. The Delegate Assembly shall transact such business of the Association as may be proposed to it by the Executive Board of Directors and such other business provided for in the Bylaws.
  - 1. COMPOSITION. The Delegate Assembly shall be composed of delegates determined by procedures set forth as follows:

**Article X. ELECTION OF DELEGATES.**

Only Professional Association members in good standing may serve as members of the Delegate Assembly. Delegates shall be elected annually by each division of the Association.

- a. *ALLOCATION OF NUMBER OF DELEGATES. The number of delegates per division for the Delegate Assembly will be based on the previous year's June 30 membership report. Each division shall elect two (2) delegates plus one (1) delegate for the first one hundred (100) members plus one (1) additional delegate for each fifty (50) additional members of the division. Voting delegates will be entitled to individual vote on all issues or matters of business considered by the Delegate Assembly in accordance with the Constitution and Bylaws of the Association*
- b. *Each division shall be notified of the number of delegates to which it is entitled no less than ninety (90) days prior to the annual House of Delegates meeting. The President of the division or his/her representative shall procure delegates' cards at a time and place designated by the Executive Director prior to the annual meeting of the Delegate Assembly.*

2. MEETINGS

- a. *The Delegate Assembly shall meet annually at the time and place of the Annual Convention.*
- b. *The Executive Board of Directors may, by a majority vote of the members of the Board, call a special meeting of the Delegate Assembly.*

3. SEATING OF DELEGATES. The Delegate Assembly, acting in accordance with the Association Bylaws, shall have the final jurisdiction over the seating of its delegates.

4. PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern this Delegate Assembly in all cases to which they are applicable and in which they are not inconsistent with the Constitution.

5. STANDING RULES. The Delegate Assembly shall adopt and publish standing rules which govern its conduct and are consistent with the Constitution and Bylaws of the Association.

**Article XI. EXECUTIVE BOARD OF DIRECTORS**

The administration of the Association shall be vested in the Executive Board of Directors and shall be responsible for the interpretation of the Constitution, the Bylaws and the legislative action approved by the Delegate Assembly.

- 1. DUTIES. The Executive Board of Directors shall be responsible for the development of all policies for the administration and management of the business, property, financial operations and program of work of the Association.
- 2. COMPOSITION. The Executive Board of Directors shall be composed of the president, president-elect, immediate past president, the treasurer and the secretary.

The Executive Director of the Association shall be non-voting members of the Executive Board of Directors.

**Article XII. OFFICERS**

A. The officers of the Association and their terms of office shall be:

- President – One (1) year
- President-Elect – One (1) year
- Past-President – One (1) year
- Secretary – Two (2) years
- Treasurer – Two (2) years

- B. **NOMINATING COMMITTEE.** The nominating committee shall be appointed by the President of the Association and shall meet annually no less than 120 days prior to the annual meeting. The nominating committee should nominate no more than two (2) individuals for election to the office of president-elect of the Association. Such nominations shall be announced no later than ninety (90) days prior to the annual meeting. Nominations of candidates for the office of secretary and treasurer shall be made biennially. Such nominations by the nominating committee should consist of no more than two (2) individuals for each office.

1. **DUTIES OF THE OFFICERS.**

- a. *PRESIDENT. The president shall preside at all meetings of the Association including the meetings of the Executive Board of Directors and shall appoint the chairperson and members of all standing committees and any special committees deemed necessary. The President shall represent the Association as spokesperson on matters of policy or, at his/her discretion, assign responsibility for such representation; review Association policies and recommend priorities to be considered by the Executive Board, and serve as member ex-officio without vote on all committees; cause to be prepared the agenda for the governing bodies of the Association and the program for the Delegate Assembly.*

*In his/her absence, the President shall designate the Past President or the President-Elect to act in his/her stead. In the event the President fails to do so, the Executive Board of Directors shall appoint an elected officer to preside.*

- b. *PRESIDENT-ELECT. The President-elect shall serve in any capacity as directed by the president as occasions may demand and to make himself/herself available at the request of the Executive Board of Directors in promoting the general welfare of the Ohio Association for Career and Technical Education.*
- c. *SECRETARY. The Secretary shall serve in any capacity as directed by the President: will cause the accurate recording of proceedings of all official meetings and Delegate Assembly meetings: and will make himself/herself available at the request of the Executive Board of Directors in promoting the general welfare of the Ohio Association for Career and Technical Education.*
- d. *TREASURER. The Treasurer shall serve in any capacity as directed by the President, will present any financial reports necessary, and will make himself/herself available at the request of the Executive Board of Directors in promoting the general welfare of the Ohio Association for Career and Technical Education. The treasurer shall direct the activities of the budget and work with the Executive Director in the development of the annual budget and shall be responsible for recommending to the Executive Board of Directors the investment of the inactive funds and assets of the Association.*

2. **QUALIFICATIONS OF OFFICERS.** All officers shall be elected from the Professional members of the Association who have participated in Ohio ACTE activities including the divisions and organizations within Ohio ACTE for no less than five (5) years immediately preceding the election. Elected officers shall relinquish their elected offices upon either accepting employment outside the State of Ohio or leaving the field of Career-Technical Education.

3. **ELECTION AND TERMS.** The President-elect shall serve for a one (1) year term and shall automatically succeed to the Presidency of the Association for a one (1) year term and shall serve on the Executive Board of Directors during the one (1) year term as President-elect, the one (1) year term as President, and one (1) year term as Past-President. The President-elect will be elected by popular vote of the membership prior to, by absentee ballot, or during the annual conference. The Secretary shall be elected by popular vote of the membership for a two (2) year term, being elected on odd-numbered years. The Treasurer shall be elected by popular vote of the membership for a two (2) year term, being elected on even-numbered years. Procedures for all balloting will be established by the Executive Board of Directors. The terms of all officers shall begin on the Sept. 1 immediately following their election. The Executive Board of Directors shall appoint a committee of three (3) tellers who shall meet to open and count all ballots at the beginning of the closing session. Results of the election will be announced prior to the conclusion of the annual conference. This committee shall certify the names of the person duly elected to each of the offices of the Association. In the case of a tie vote the election shall be decided by a flip of a coin.

No President may serve successive full terms.

4. **SUCCESSION AND VACANCIES.** Vacancies occurring by reason of death, resignation, and incapacity, judgment of recall, or other disqualification shall be filled as follows:

- a. *A vacancy in the office of President shall be filled by the President-elect who shall complete the unexpired term.*
- b. *A vacancy in the office of President-elect shall be filled by appointment of the President with approval of two-thirds (2/3) vote of the Executive Board of Directors.*
- c. *In the event a vacancy occurs in the office of both the President and President-elect, the immediate Past President shall assume the responsibilities of the President for the unexpired term.*
- d. *In the event the immediate Past President cannot serve, the Executive Board of Directors by an affirmative two-thirds (2/3) vote shall appoint an acting President to fulfill the unexpired term. The presiding officer in this interim shall be the member of the Executive Board of Directors with the longest continuous service on the Committee.*
- e. *A vacancy on the Executive Board of Directors shall be filled from at least two (2) nominations submitted from the divisions. A majority vote of the Executive Board of Directors shall be necessary to fill the vacancy from the nominees.*

5. **RECALL**

- a. *Officers of the Association may be recalled for misfeasance, malfeasance, or non-feasance of office.*
- b. *Proceedings against an officer may be initiated by written petition, listing the specific charge.*
- c. *Petitions against the elected or appointed officer or the division representative must be signed by:*

1. *500 active members of the Association; or*
  2. *25 delegates of the preceding Delegate Assembly.*
- d. *An affirmative vote of three-fifths (3/5) of the Executive Board of Directors shall be required to order a recall hearing on these charges. The Executive Board of Directors shall have original jurisdiction in any recall hearing against any officer of the Association.*
  - e. *A two-thirds (2/3) vote of the members of the Executive Board of Directors shall be required to sustain the charges, recall the officer and declare the position vacant.*

**Article XIII. EXECUTIVE BOARD OF DIRECTORS**

- A. The Executive Board of Directors shall be responsible for the management of the Association in accordance with Constitution, the Bylaws, and the policies governing the management of the Association.
  - B. The Executive Board of Directors shall be composed of the President, Past President, President-elect, the Secretary, the Treasurer. The Executive Director shall be a non-voting member of the Executive Board of Directors.
1. **FUNCTION OF THE EXECUTIVE BOARD OF DIRECTORS.** The Executive Board of Directors shall:
    - a. *Act for the Association and make the corporate management decisions between meetings of the Delegate Assembly within policies prescribed in the Bylaws of the Association and the policies established by the Delegates Assembly; it shall cause to be prepared the annual budget and shall be responsible for the fiscal policies of the Association.*
    - b. *Have an independent auditing committee composed of no less than three (3) active Association members conduct an annual audit of all Association funds. The treasurer shall serve in a consulting capacity in the conduct of the annual audit. The committee shall present an annual financial report of all monies to the Executive Board of Directors and the Delegate Assembly.*
    - c. *Determine the amount of surety bond and direct that such bond be required of the Executive Director and such other individuals as it may determine.*
    - d. *Select and appoint the Executive Director and determine the terms of the Executive Director's contract.*
    - e. *Evaluate annually the performance of the Executive Director in accordance with the duties and responsibilities as set forth in the job description.*
    - f. *May present to the Assembly of Delegates the name(s) of individual(s) to be considered for expulsion from the Association. The Board may expel any Association member, with a two-thirds (2/3) vote by secret ballot, in accordance with provisions set forth in the Bylaws and assuring the member(s) all procedural and substantive rights of due process subject to action by the Appeals Board as chosen by the Executive Board of Directors.*

- g. May call a meeting on notice of the President, the Executive Director, or a majority of its members.*

**Article XIV. ORGANIZATIONAL STRUCTURE OF THE ASSOCIATION**

- A. DIVISIONS. A division shall consist of any identifiable major group of members which operates as a mutually inclusive and compatible unit not served by any other operating division.

1. ORGANIZATION OF DIVISIONS. Each division shall elect a compliment of officers for the division in accordance with procedures set forth in the Constitution and Bylaws of the Association and shall adopt a constitution and appropriate bylaws for the organization and operation of the division which are fully compatible with the Constitution and Bylaws of the Ohio Association for Career and Technical Education.

2. NEW DIVISION. When a group not served by an existing division meets the following criteria, it may petition the Board of Directors of the Association to become an established division with the recognition and all rights and privileges bestowed upon other divisions of the Association.

- a. The interest of the group is clearly defined as being directly involved in or closely related to Career-Technical Education.

- b. The group represents an interest that is statewide in scope.

- c. The group cannot be identified in an existing division and/or is not served by a single existing division.

- d. The group is organized in the interest of expanding and improving Career-Technical Education.

- e. The group has formally petitioned the Executive Board of Directors in writing for divisional status.

3. DISSOLUTION OF DIVISIONS. Divisions' status in the Association shall be rescinded when:

- a. The division may, upon a majority vote of its Leadership, petition the Executive Board of Directors of the Association for dissolution of said division.

**Article XV. EXECUTIVE DIRECTOR**

- A. The Executive Director is designated as the administrator responsible for the efficient management of the business activities of the Association.

- 1. APPOINTMENT AND COMPENSATION. The Executive Director shall be appointed and the level of compensation shall be established by the Executive Board of Directors for a term of not more than three (3) years.

- 2. POWERS. The Executive Director shall act as general manager of the Association under the direction of the Executive Board of Directors.

- 3. DUTIES

- a. *The Executive Director shall fulfill the duties and responsibilities as set forth in the job description for the position as established by the Executive Board of Directors.*
- b. *The Executive Director shall develop a job description for all members of the Association staff.*

## **Article XVI. STANDING COMMITTEES**

The Standing Committees shall be: Awards, Constitution and Bylaws/Resolutions, Legislation, Membership, Professional Development, Leadership Advisory, and Public Relations..

1. MEMBERSHIP AND APPOINTMENT. From a slate of nominees presented by the Executive Board of Directors submitted before Sept. 1, annually, committee chairpersons shall be appointed by the Association President and shall serve at the pleasure of the President, except for the Leadership Advisory Committee, which shall be composed of all Presidents of recognized Divisions and the Executive Board of Directors.
2. BUDGET. A budget shall be established for the purpose of conducting the activities of the committee.
3. STANDING COMMITTEE REPORTS. Each standing chairperson shall report the substantive actions of each meeting to the Executive Board of Directors and the Assembly of Delegates either in person or in writing.
4. FUNCTIONS OF STANDING COMMITTEES. The functions of the standing committees shall be set forth in the program of work of the Association and all activities conducted by the committees shall be consistent with the Constitution and Bylaws of the Association.
5. SPECIAL COMMITTEES. Special committees shall be appointed from the membership at large by the Association President upon prior approval of the Executive Board of Directors. Such committees shall be composed of representatives of four (4) or more divisions.
6. AD HOC COMMITTEES AND TASK FORCES. Ad Hoc committees and task forces may be appointed to accomplish specific tasks for a limited period of time by the Association President upon approval by the Executive Committee. Such committees or task forces shall be composed of representatives from three (3) or more divisions.
7. VACANCIES. Vacancies on committees and task forces shall be filled by appointment by the Association President. A person appointed to fill a vacancy shall serve the unexpired term.

**Article XVII. MEETINGS**

- A. ANNUAL CONVENTION. The annual convention shall be held at such time and place as the Executive Board of Directors shall decide. The Executive Board of Directors shall establish a convention fee schedule as set forth in the Association Bylaws.
- B. THE DELEGATE ASSEMBLY shall meet annually at the time and place of the annual convention of the Association.
- C. EXECUTIVE BOARD MEETINGS. The Executive Board of Directors shall meet at least quarterly. Special meetings may be called by the President or a majority of the Executive Board of Directors..
- D. STANDING COMMITTEE MEETINGS. The Standing Committees shall meet at least quarterly. Special meetings may be called by the President, Committee Chair or Executive Director.
- E. MEETINGS EXPENSE REIMBURSEMENT. Elected or appointed officers, members of the Executive Committee, members of the Assembly of Delegates and members of standing committees, shall be reimbursed for reasonable necessary expenses incurred while attending meetings of the Executive Board of Directors and approved meetings of the Standing Ad Hoc Committees except when such meetings are scheduled at the time of the annual convention. A schedule for reimbursement shall be established by the Executive Board of Directors..
- F. PARLIAMENTARY PROCEDURE. The current edition of Robert's Rules of Order Newly Revised shall be the authority on parliamentary procedure at any meeting of the Association.