

Ohio Association for Career and Technical Education

Career Based Intervention Division

Constitution and Bylaws



Career Based Intervention Division Constitution

Philosophy

- A. To establish improved communications among local programs, the Ohio Department of Education, professional groups, and all those who are interested in Career Based Intervention programs.
- B. To promote a better understanding of the purposes, operations, and standards of Career Based Intervention at the local and state levels.
- C. To provide a means for the study and investigation of concerns and support which are of special interest to Career Based Intervention instructors.
- D. To cooperate with and support the Ohio Association for Career and Technical Education and the Association for Career and Technical Education through our active membership as a united affiliate with OACTE.

Article I

Name

The name of this organization shall be: **Career Based Intervention Division**

Article II

Membership

- A. Regular: Eligibility for regular membership shall consist of educators with Career Based Intervention Endorsement or OWA and/or OWE certification who are employed by a school district, career center, and/or joint vocational school district, career technical planning district, and non-traditional schools for the purpose of Career Based Intervention instruction and who are current members of OACTE.

By virtue of position, all teacher-educators of Career Based Intervention, Career-Technical Directors, and Supervisors of Career Based Intervention Programs, and related intervention style program teacher-educators, Directors and Supervisors are eligible for regular memberships.

A regular Member possesses full voting rights.

1. Regional Representatives: Shall be regular members who are elected to 3 year terms on the Board of Directors of the Career Based Intervention Division to represent a specific region of the state. Valid membership in OACTE is required.
- B. Retirees: Any retired regular member shall be eligible for membership as a non-voting member of this organization.
- C. Advisory Membership by virtue of position and relationship, any ODE employee, interested business or community member or active OACTE member is eligible for Advisory Membership. Advisory Members are non-voting members of this organization.

Article III Organizational Structure

- A. The officers shall consist of the following: President, President Elect, Past President, Legislative Liaison, Secretary and Treasurer.
- B. Only regular members (Article II, A) shall be eligible to hold an office in this division.
- C. An Executive Committee shall consist of the President, President Elect, Past President, Legislative Liaison, Secretary and the Treasurer. The Ohio Department of Education's Career Based Intervention Program Consultant (or the designated representative) shall be an ex-officio member of this board.
- D. The Board of Directors shall consist of the Executive Committee, Regional Representatives, and appointed people as needed.
- E. Standing committees shall be aligned with Ohio ACTE.

Article IV Meetings

- A. Annual Meeting: The annual meeting(s) shall be held at a time and place as approved by the Board of Directors. There shall be a minimum of one (1) meeting per year.
- B. The Board of Directors shall meet for a minimum of four (4) times per year.
- C. The Executive Committee shall be empowered to call other meetings as deemed necessary.

- D. Regional Meetings shall be held a minimum of one (1) time per year and shall be open to anyone regardless of OACTE membership status. However, if votes are taken at the Regional meeting, only valid OACTE-members may vote. Regional Meetings must occur no later than December 31, of each school year.

Article V Elections

- A. The Officers for the ensuing year shall be elected for the following term lengths: Legislative Liaison shall serve a two year term, the Secretary shall serve a two year term, and Treasurer shall serve a three year term. The Officer elected to the position of President Elect shall serve a term of two years in each of the following positions in the specific order: President Elect, President, and Past President. Regional representatives shall serve a three year term. Any officers may be removed from office with a 2/3rds vote of sitting board members.
- B. Nomination for the Officers for the ensuing year shall be made by the nominating committee and approved by the Board of Directors. All nominations must be submitted in writing no later than the March board meeting each year. Members of the nominating committee shall consist of one (1) member of the Executive Committee, and two (2) Regional Representative Board Members.
- C. The nominating committee will be instructed to submit candidates each year for each office as required no later than by the Board of Directors meeting held prior to the Annual Meeting.
- D. Only those holding regular membership in this organization shall be eligible to be nominated for an office in this organization. If a non member is nominated, he/she must be willing to become a member in order to be placed on the ballot. Further, proof of valid membership must be demonstrated prior to beginning a term if elected.
- E. Only sitting members of the CBI Board of Directors may run for Executive Committee Office positions.
- F. Only those holding regular membership in this organization may participate in the election of the officers for this organization.

Article VI
Distribution of Assets

- A. In the case of the dissolution of the Division any assets not attributed to Ohio ACTE shall be disbursed as agreed upon by the majority of the Ohio ACTE-CBI Board of Directors.

Article VII
Amendments

- A. An amendment to this constitution must be submitted in writing to the President of the Board of Directors, -sixty (60) days prior to the annual meeting. The Board of Directors must notify the regular membership thirty (30) days prior to the annual meeting regarding any proposed change by email or electronic newsletter.
- B. The adoption of an amendment shall require a two-thirds vote of members present at the time of the voting.

Career Based Intervention Division Bylaws

Section I

The duties of Officers shall include the following plus other responsibilities as prescribed by the Board of Directors.

- A. The President shall preside over all meetings and perform the duties pertaining to this office.
- B. The President shall coordinate committees to mirror the standing committees of OACTE, when membership dictates. In addition the President shall appoint any additional committees necessary to conduct the activities of this organization.
- C. The President will serve as a member of the Board of Directors of the Ohio Association for Careers and Technical Education as provided in the OACTE Constitution and Bylaws.
- D. The Past President shall perform the duties of the President in the President's absence and such special duties as the President delegates.
- E. The President-Elect will chair the Professional Development Committee. His/her primary duty being to oversee its various subcommittees.
- F. The President, or the President's Designee, shall represent this organization at the annual convention of the Association for Career and Technical Education, if the Executive Committee determines that attendance is required.
- G. The Legislative Liaison will serve as an Advisor to the President and be the Legislative Liaison for the Board of Directors.
- H. The Treasurer shall serve in any capacity as directed by the President, will present accurate financial reports, and will be available at the request of the Executive Committee. The Treasurer shall receive and deposit all moneys in the appropriate account and handle all money transactions in a timely manner as directed by the President.
- I. Accurate records shall be kept and shall be subject to audit at any time. This shall occur at least once a year by an outside source. For all financial transactions handled by an outside agency, including but not limited to OACTE, the Executive Committee is required to request an independent audit of those funds/records at least once every three years. In addition, the Treasurer must give records and statements of accounts to OACTE by April 1 of the current year.

- J. The Secretary shall serve in any capacity as directed by the President and will keep minutes of all meetings, date the minutes accordingly, and distribute the minutes to the Board of Directors in a timely manner, which shall be no later than one week prior to the next scheduled Board of Directors meeting.
- K. The Executive Committee shall have the responsibility of appointing voting delegates to the OACTE Delegate Assembly.
- L. In the event of an office being vacated during the term, the Board of Directors shall be empowered to fill the unexpired term by appointment, with the approval of two-thirds vote of the members currently serving on the Board of Directors until the next general election.
- M. The standing committees shall develop an annual budget for the forthcoming fiscal year. The standing committees will then submit the budget to the Board for approval.

Section II

The duties of the Board of Directors shall include the responsibilities of the development of all policies for the administration and management of the division including but not limited to:

- A. Providing programmatic support and professional development opportunities to CBI program providers and supervisors.
- B. Working with the Ohio Department of Education to develop enhanced professional development opportunities.
- C. Working independently and as a part of OACTE to actively lobby for the benefit of the Career Based Intervention Program's goals and this division's philosophy.

Section III

The fiscal year shall be from July 1 through June 30.

Section IV

The starting and ending dates of the terms of the Board of Directors, elected and appointed will coincide with the CBI fiscal year. No member of the Executive Committee may serve more than two consecutive terms in the same position unless no other applicant volunteers to serve. No sitting President may elect to run as President-Elect for the following year instead of serving as Past President.

Section V

A quorum will be constituted by those members present at a meeting.

Section VI

Amendments to the Bylaws may be made by a two-thirds vote of the members present at a general membership meeting.

Section VII

Robert's Rules of Order (*newly revised latest edition*) shall be the authority on parliamentary procedure at any meeting of the Association.

This Constitution & By-Laws has been approved and adopted by the Career Based Intervention Coordinator's Association Board of Directors in May 2017, as verified by signatures of the Executive Committee Members below:

Amy Nicol-Wagner, President

Ali Peterson, President-Elect

Cy Kincaid, Past President

Lori Kobes, Secretary

Sondra Schneider, Treasurer

Robin Judd, Legislative Liaison