

**OMICRON TAU THETA  
NATIONAL CONSTITUTION  
As Amended November 2009**

**ARTICLE I. NAME**

The organization, incorporated under the laws of the State of Tennessee, shall be known as Omicron Tau Theta, Incorporated.

**ARTICLE II. PURPOSE**

- A. The organization shall be a national honorary professional graduate society, consisting of chapters located in various collegiate institutions offering programs of career-technical education at the graduate level.
- B. The organization shall seek to improve career-technical education by striving:
  - 1. To foster a closer relationship in the career-technical environment, among schools, government agencies, and communities.
  - 2. To further the professional influence of Omicron Tau Theta throughout universities, colleges, schools, government agencies, and communities.
  - 3. To promote leadership in the field of career-technical education.
  - 4. To promote the benefits of career-technical education in relation to the individual, society, and work.
  - 5. To render service to members in their professional development.
  - 6. To encourage research in the field of career-technical education and to acquaint the membership with research achievement.
  - 7. To promote the friendly and helpful association of all members.
  - 8. To further the general welfare of those in the profession of career-technical education.
- C. Toward the realization of the foregoing objectives, the organization shall have the right to purchase, acquire by lease or otherwise, hold and own real and personal property of every class and description, and to mortgage, convey, sell, lease, or otherwise dispose of such property.

**ARTICLE III. NATIONAL COUNCIL**

Section 1. Function

The Society shall be administered by its National Council, which shall be the legislative of the Society, and in such capacity, shall initiate, adopt, and prescribe legislation on any matters that pertain to the Society as a whole.

Section 2. Membership of the National Council

The National Council of the Society shall consist of the Executive Board (Article V, 1.A) and one delegate (hereinafter referred to as National Council Delegate) from each chapter in good standing.

Section 3. Election of Delegates

- A. The local National Council Delegate shall be elected at a regular meeting of each chapter, provided that such election has been publicized as an item of

business to be considered at that particular meeting. Each chapter shall also elect an alternate delegate.

- B. To be eligible for election as delegate or alternate delegate to the National Council, a candidate must be a paid-up active member prior to the meeting at which the candidate is elected.
- C. The chapter delegate shall serve as the local representative of the National Council.

#### Section 4. Meetings

- A. The National Council shall hold National Council meeting (hereinafter referred to as annual meeting) at a time and place determined by the Executive Board. Each chapter shall be notified of the agenda, date, time, and place of the annual National Council meeting at least sixty days prior to the scheduled meeting.
- B. Special meetings of the National Council shall be called by the President with the consent of the Executive Board or upon written demands of two-thirds of the Council. Each Chapter shall be notified of the agenda, date, time and place of the special National Council meetings at least thirty days prior to the special meeting date.

### **ARTICLE IV. NATIONAL OFFICERS**

#### Section 1. Titles

- A. The National Officers are elected by the National Council at the Annual meeting of the National Council. The national officers are President, President-Elect, Corresponding and Recording Secretary, Treasurer, Journal Editor, Journal Editor-Elect, Historian, Parliamentarian, Past President, Executive Director, and Advisor(s).
- B. The National Officers shall take office at the beginning of the Society's fiscal year in accordance with Article IV, Section 4 of the Bylaws.
- C. Any member of the Society in good standing shall be eligible for election to national office.
- D. The President-Elect shall automatically assume the Presidency at the end of the term of office of the President. In the event that the President-Elect is unable to fulfill the office, a new President-Elect shall be appointed by the Executive Board.
- E. The Journal Editor-Elect shall become the Editor of the Journal at the end of the term of office of the Journal Editor.

### **ARTICLE V. EXECUTIVE BOARD**

#### Section 1. Membership of the Executive Board

The Executive Board of the Society shall consist of the National Officers in accordance with Article IV, Section 1. A.

#### Section 2. Powers and Duties

- A. The Executive Board shall sponsor activities that it deems worthy of an organization committed to professional leadership in career-technical education.

- B. It shall have the power to authorize expenditures within limits fixed by the National Council, shall be charged with the care of surplus funds, and shall act on all ordinary matters between Council meetings.
- C. It shall screen petitions for new chapters and shall process those deemed worthy of consideration by the chapters.
- D. It shall make provisions for an audit of the treasurer's records and of the national office records at the end of the fiscal year.
- E. It shall have the power to accept resignations, to make interim appointments, and to fill all vacancies in national offices that arise.
- F. It shall have the right to appoint an Executive Director, who shall be an appointee of the Society, whose duties shall be defined by the Board, and who shall hold appointment at the discretion of the Board.

### Section 3. Meetings

- A. The Executive Board shall meet at least once a year, and at such other times as the President or a majority of the Board may deem necessary and expedient.
- B. Expenses of the Board meetings shall be borne by the Society's treasury as provided for in the budget and according to specification made prior to the meeting.

## **ARTICLE VI. MEMBERSHIP**

### Section 1. Eligibility

- A. Any person who has specifically declared and is affirmatively committed to career-technical education and who meets the following minimum qualifications shall be eligible for candidacy to membership in the Society and shall be a member after being properly initiated with the Society's approved ceremony.
  - 1. The holding of a bachelor's degree from an accredited institution.
  - 2. The completion of eight semester hours of graduate work, at least three of which shall have been in professional career-technical education courses at an institution in which chapters of this Society are established. The grade average of these eight semester hours of credit shall be at least B or 85%.
  - 3. Evidence of career-technical education as the candidate's major field.
- B. Any regular member of the career-technical instructional staff of an institution at which a chapter of the Society is established shall be eligible for candidacy.
- C. Outstanding persons who have clearly improved career-technical education through demonstrated leadership and support for career-technical education through government or business and industry shall

be eligible for membership in the Society, subject to conditions prescribed by local chapter Bylaws.

- D. Outstanding persons who have clearly improved career-technical education through demonstrated leadership and support for career-technical education through academic, government, business, and industry but are not affiliated with an institution at which a chapter of the Society is established shall be eligible for an at-large membership, subject to conditions prescribed by the national bylaws.
- E. Honorary membership in the Society is described in the National Bylaws (Article IV, Section 6).

### Section 2. Classification

Membership shall be classified as follows:

- A. Active Membership. Any duly initiated local chapter member who has paid national and local dues or any duly initiated at-large member who has paid national at-large dues for the current fiscal year shall be classified as an active member. Any duly initiated local chapter member who had paid national and local dues or any duly initiated at-large member who has paid national at-large dues for the preceding fiscal year, but not for the current one, shall remain classified as an active member through November 30 of the current fiscal year.
- B. Honorary Membership. Honorary members shall not be required to pay dues or other assessments but shall be entitled to all rights and privileges of active membership, except the right to hold office.
- C. Inactive Membership. Any active member whose national and local dues have not been paid for one fiscal year shall be classified as an inactive member. The right to vote and the right to hold office shall be denied to inactive members. An active member may regain active status by paying national and local dues for the current fiscal year.
- D. Transfer Membership. Active members of one chapter or at-large members may, upon invitation from another chapter, transfer to the newly affiliated chapter with all rights and privileges of active membership on local matters and paying local dues. Members would pay both national and local dues to the newly affiliated chapter in which they now hold active membership, and all contacts with the National Office would be maintained through the newly affiliated chapter.

### Section 3. Number of Initiations

A chapter shall be required to elect to membership and to initiate at least one new group each year except as provided under Article VII. ORGANIZATION, ESTABLISHMENT, AND MAINTENANCE OF CHAPTERS. The national organization shall be required to elect to membership and to initiate at least one new at-large group each year.

### Section 4. Procedures for Admission of New Members

- A. All new members shall be initiated in accordance with the initiation ceremony as prescribed by the National Council.
- B. A chapter electing a person to membership in the Society may request another chapter or the National Council to initiate the new member on its behalf.

## **ARTICLE VII. ORGANIZATION, ESTABLISHMENT, AND MAINTENANCE OF CHAPTERS**

### Section 1. Establishment of Chapters

Chapters may be organized in institutions offering programs of career-technical education on the graduate level and that meet the criteria established by the National Council.

(Article V, Section 2 of the National Bylaws.)

### Section 2. Active Chapters

- A. All chapters that abide by the National Constitution and Bylaws shall be considered active chapters and will have the rights and privileges accorded to them by the National Constitution and Bylaws.
- B. If the collegiate institution in which a chapter has been established curtails or discontinues its graduate career-technical education program, that chapter will be considered to be an active chapter and may continue to operate as long as its active membership numbers at least ten and meets at least once a year. The requirement for one initiation a year and to have a sponsor who is a faculty member of that institution may be waived by the Executive Board.

### Section 3. Inactive Chapters

- A. Any chapter that fails to abide by the National Constitution and Bylaws may be suspended by the National Council. During the period of suspension, the chapter shall be deprived of all rights and privileges.
- B. The charter of a suspended chapter shall become revoked by a two-thirds vote of the National Council.
- C. Any suspended chapter may be reinstated in accordance with procedures outlined in Article V, Section 6 of the National Bylaws.

## **ARTICLE VIII. CHAPTER GOVERNMENT**

### Section 1. Chapter Officers

- A. The officers of each chapter shall include a president, president-elect, corresponding and recording secretary, treasurer, publications editor, historian, parliamentarian, and advisor(s).
- B. Eligibility for office shall be confined to those members who have all the rights and privileges of active membership.
- C. Chapter advisor(s):
  - 1. The Executive Board of each chapter shall elect the advisor(s) with appointment to be reviewed every three years.
  - 2. The advisor(s) need not be a faculty member of the collegiate institution in which the chapter has been established.

### Section 2. Chapter Executive Board

- A. Each chapter shall be administered by its executive board.
- B. The executive board shall be comprised of the officers listed in Section 1 of this Article, the immediate past president, and the National Council Delegate. Chapters may include chairpersons of appointed committees as members of the chapter executive board.
- C. All officers listed in Section 1 and the National Council Delegate and Alternate shall be elected by the chapter in accordance with the provisions of the National Constitution and Bylaws.

### Section 3. Chapter Bylaws

Each chapter shall have the right to adopt chapter bylaws in accordance with this National Constitution. A copy of such chapter bylaws shall be on file with the National Executive Director.

## **ARTICLE IX. CHAPTER BYLAWS**

The National Council shall have the right to establish National Bylaws for the National Constitution.

## **ARTICLE X. AMENDMENTS**

- A. The National Constitution may be amended by majority of the National Council with ratification of two-thirds of the chapters, provided that notice of the proposed change has been sent to the sponsor(s) and National Council Delegates of each chapter at least two months prior to the National Council meeting. Otherwise, the votes of delegates from nine-tenths of all chapters entitled to send delegates, with ratification of two-thirds of the chapters, shall be required to amend this National Constitution.
- B. The period for ratification by the Chapters shall extend through November 30 of the calendar year immediately following the National Council meeting. If at the close of this period the National Office has not received notice of ratification from two-thirds of the chapters, the proposed amendment shall be declared lost.

# OMICRON TAU THETA

## NATIONAL BYLAWS As Amended November 2009

### ARTICLE I. DUTIES OF NATIONAL OFFICERS

#### Section 1. Duties of the President

The President shall exercise general supervision over the Society and preside at all regular and special meetings of the National Council and of the Executive Board and shall:

- A. Appoint all committees not otherwise provided for.
- B. See that all rules and regulations of the National Council are executed.
- C. Perform such other duties as pertain to this office.
- D. Shall serve on the Executive Board as Past President for one term immediately following the completion of the Presidential term of one year.
- E. Serve for a one year term.

#### Section 2. Duties of the President-Elect

The President-Elect shall serve in the absence or disability of the President and shall:

- A. Perform such duties as may be assigned in the list of officer duties.
- B. Serve as chair of the Long-Range Planning Committee.
- C. Serve for a one-year term as President-Elect.

#### Section 3. Duties of the Corresponding and Recording Secretary.

The Corresponding and Recording Secretary shall keep a record of all proceedings and actions of the National Council and of the Executive Board and shall:

- A. Arrange for the appropriate distribution of the minutes of these meetings.
- B. Be responsible for the announcements of meetings and other actions.
- C. Perform other duties as assigned in the list of officer duties.
- D. Serve for a two-year term, elected in odd years.

#### Section 4. Duties of the Treasurer

In performing the role of financial officer of the Society, the Treasurer shall:

- A. Cosign with the National President all financial contracts of the Society.
- B. Deposit in an insured bank to the credit of Omicron Tau Theta all funds entrusted to the Treasurer.
- C. Maintain an accurate accounting record of all monies received and disbursed by the Treasurer's office or by the Executive Director.
- D. Advise the other members of the National Council and Executive Board of the current financial status of the Society and prepared financial statements at the end of each fiscal year.
- E. Submit all records for an audit when directed to do so by the Executive Board.
- F. Perform other duties as assigned in the list of officer duties.

- G. Serve for a two-year term, elected in even years.

#### Section 5. Duties of the Journal Editor

The Journal Editor shall be responsible for the publication and dissemination of the *Journal of Career and Technical Education* and shall:

- A. Implement the policies and procedures established by the Editorial Board.
- B. Compile two volumes (Four issues) of the Journal.
- C. Solicit manuscripts.
- D. Screen and review manuscripts.
- E. Select field readers.
- F. Send manuscripts to field readers.
- G. Read proofs of manuscripts prior to publication.
- H. Maintain liaison with publisher.
- I. Attend meetings of the Editorial Board as an *ex officio* member.
- J. Perform other duties as assigned in the list of officer duties.
- K. Serve a two-year term, beginning in odd years.

#### Section 6. Duties of Journal Editor-Elect

The Editor-Elect shall:

- A. Chair the publications committee and be responsible for the publication and dissemination of national publications with the exception of the Journal.
- B. Assist the Journal Editor as required.
- C. Attend meetings of the Editorial Board as an *ex officio* member.
- D. Perform other duties as assigned in the list of officer duties.
- E. Serve a two-year term, elected in odd years.

#### Section 7. Duties of the Historian

The Historian shall keep an historical account of the activities of the Society and its chapters and shall:

- A. Transfer the historical records of the Society to the National Executive Director at the end of the fiscal year.
- B. Perform other duties as assigned in the list of officer duties.
- C. Serve a two-year term, elected in odd years.

#### Section 8. Duties of Parliamentarian

The Parliamentarian shall interpret the appropriate parliamentary procedures, according to Robert's Rules of Order and shall:

- A. Review the Constitution and Bylaws for needed changes.
- B. Perform other duties as assigned in the list of officer duties.
- C. Serve for a two-year term, elected in even years.



### Section 9. Duties of Past President

- A. The Past President shall assist the Board of Directors as called upon.
- B. Serve as Chair of the nominating committee.
- C. Evaluate and provide recommendations to the National Council for At-Large membership applications.

### Section 10. Duties of the Executive Director

The Executive Director shall administer the operation of Omicron Tau Theta and shall:

- A. Maintain the record of the organization.
- B. Invite and coordinate new chapter petitions.
- C. Perform other duties as indicated in the list of officer duties.
- D. Serve renewable terms, appointed in odd years by the National Council.

### Section 11. Duties of the National Advisor

The National Advisor shall supervise the activities of Omicron Tau Theta and shall consult with the National Council on programs and procedures. The individual will serve a renewable four-year term.

## **ARTICLE II. NATIONAL COUNCIL**

### Section 1. Term of Service

The National Council shall consist of members on the Executive Board and one delegate from each chapter.

- A. Each chapter shall elect a delegate and an alternate to the National Council.
- B. Arrangements for National Council meetings shall be the responsibility of the President-Elect.

### Section 2. Quorum

A quorum shall consist of at least half of the National Council members, among whom shall be delegates from a majority of the chapters.

### Section 3. Parliamentary Procedure

Robert's Rules of parliamentary procedure shall prevail for the conduct of any business of the National Council, which is not otherwise provided for in the National Constitution and these bylaws.

### Section 4. Annual Meeting

## **ARTICLE VII. NATIONAL COMMITTEES**

### Section 1. Standing Committees

- A. Standing Committees shall be appointed by the National President.
- B. At the discretion of the National President, chairpersons of standing committees may be invited to attend National Council and Executive Board meetings.
- C. The National President may designate a member of the Executive Board to act as liaison between each standing committee and the Executive Board.

### Section 2. Inter-Chapter Relations Committee

The purposes of the Inter-Chapter Relations Committee shall be:

- A. Promote Omicron Tau Theta meetings in conjunction with national, regional, and state career-technical education meetings.
- B. Encourage cooperation between and among chapters.
- C. Compile and distribute annual reports to the National Council at the annual meeting.

### Section 3. Publications Committee

The Publications Committee shall consist of the National Journal Editor-Elect, who shall serve as chairperson of the committee, and other members representative of chapter membership. It shall be the duty of this committee to:

- A. Supervise the publications program of the Society.
- B. Evaluate the publications program periodically.
- C. The chairperson [Editor-Elect] shall make an annual report to the National Council at the annual meeting.

### Section 4. Research Award Committee

The Research Award Committee shall consist of a Chairperson and other members representative of chapter membership.

- A. It shall be the duty of the chairperson to publicize the Society's annual research award, to receive studies submitted and to distribute them among the members of the committee, to receive and tabulate the decisions of the members of the committee, and to perform other duties necessary for the proper functioning of the committee. The chairperson shall not participate in the actual judging of the studies submitted.
- B. It shall be the duty of the members of this committee to examine and evaluate the studies submitted for the annual research award to determine which author(s), if any, shall be entitled to receive the award.
- C. It shall be the duty of the members of this committee to approve and to disseminate the abstract of the study that received the research award.
- D. It shall be the duty of the chairperson to make an annual report to the National Council at the annual meeting.

#### Section 5. Long-Range Planning Committee

The Long-Range Planning Committee shall have the following duties and functions:

- A. Conduct an annual review of the goals and objectives of the Society.
- B. Conduct an annual review of the Society activities, national and local, in light of the goals and objectives.
- C. Compile an annual analysis of the growth and development of the Society and make a quadrennial projection of growth, needs, and desired activities.
- D. The chairperson of this committee shall make a report summarizing the above to the National Council at the annual meeting, including recommendations for priority goals.

#### Section 6. National Structure Committee

It shall be the responsibility of the National Structure Committee to:

- A. Review and make recommendations for revisions of the National Constitution and Bylaws.
- B. Study the total structure framework of Omicron Tau Theta, including committee structure, and to recommend changes in these functions.
- C. The chairperson shall make an annual report to the National Council at the annual meeting.

#### Section 7. Awards and Recognition Committee

It shall be the responsibility of the Awards and Recognition Committee to:

- A. Solicit nominations from Omicron Tau Theta Chapters for the "Anthony G. Porreca Award for Distinguished Service to Omicron Tau Theta" and the "Omicron Tau Theta Outstanding Professional Service Award."
- B. Based upon the criteria published in Section 6 "Awards and Recognition Program" of the Omicron Tau Theta National Officers Handbook.
- C. Provide the names of the awardees to the Executive Director, who will arrange for the preparation of plaques.

#### Section 8. New Chapter and Membership Committee

The purpose of the New Chapter and Membership Committee shall be:

- A. In conjunction with the Executive Director, identify potential new chapters and assist them in the preparation of a petition as a new chapter.
- B. In conjunction with the Treasurer, identify existing chapters that are experiencing difficulty in maintaining membership and work with the chapter leadership to encourage and assist in their membership drives.

### Section 9. Nominating Committee

The nominating committee shall consist of the immediate past president and two members, appointed as needed by the president to serve staggered two-year terms.

- A. By March 15, the chair of the committee shall distribute to chapter presidents and advisors a call for nominations for offices that expire at the end of the year, including membership on the Editorial Board.
- B. By June 1, the chair of the committee will receive nominations from chapters. Each nomination will contain a statement of each nominee's capabilities, background and service to Omicron Tau Theta.
- C. The committee will select no more than two nominees for each office.
- D. By August 31, the committee shall present the slate of nominees to the President and President-Elect for publication.

### Section 10. Ad Hoc Committees

Ad hoc committees may be appointed by the President.

## **ARTICLE IV. INITIATION AND MEMBERSHIP**

### Section 1. Election of Members

- A. Membership through local chapters: Candidates for membership in any chapter may be nominated by any member of the Society. A list of all candidates who are committed to career education and meet qualifications listed in Article VI of the Constitution shall be submitted by the chapter's membership committee for election at a regular meeting of the chapter. A majority vote of the members shall constitute election of the candidate to membership in the Society.
- B. At Large Membership: Candidates may apply for at-large membership as specified by Article IV, Section 1 D of the national constitution. Candidates for at-large membership shall submit to the national past president a letter of interest and curriculum vitae demonstrating evidence of academic achievement, research, and/or leadership in Career and Technical Education. The national past president shall evaluate candidate applications and provide recommendations to the National Council. Procedures for the evaluation of candidates shall be determined by the National Executive Board. A majority vote of the National Council shall constitute election of a candidate to at-large membership in the Society.

### Section 2. Initiation Fees

The chapter treasurer shall forward within 30 days to the National treasurer the national dues for each new member initiated.

### Section 3. Annual Dues

- A. The annual national membership dues for active (chapter and at-large members) shall be determined by the National Council.
- B. The annual chapter dues and chapter fiscal year shall be determined by the local chapter.
- C. Initiates shall be assessed the full amount of national dues for the year.

### Section 4. Fiscal Year

The fiscal year for the national Society shall be December 1 through November 30. Chapter reports to the national office shall be submitted according to the fiscal year established for the National Council. Chapters shall establish the local chapter fiscal year, which may or may not coincide with the national fiscal year.

### Section 5. Transfer of Membership

- A. An active member in good standing desiring to transfer from one chapter to another chapter or from an at-large membership to a chapter may do so with permission of the chapter to which one desires to transfer, but one may not retain active membership in both chapters or membership in a chapter and at-large.
- B. The Corresponding and Recording Secretary of the chapter to which a member wishes to transfer shall notify the National Treasurer concerning the requested transfer and of the acceptability of the transfer to the chapter. The National Treasurer shall verify the status of the member, notify both chapters of the actual transfer, and determine when the first dues shall be paid to the new chapter.

### Section 6. Honorary Membership

Each chapter shall have the right to initiate no more than two honorary members during the fiscal year.

### Section 7. At-Large Initiation

Candidates who have been approved for at-large membership shall be initiated at the annual meeting in accordance with the initiation ceremony as prescribed by the National Council.

## **ARTICLE V. ESTABLISHMENT OF CHAPTERS**

### Section 1. Petition of New Chapters

- A. Petition for the chartering of a chapter shall be made on forms prescribed by the National Council and available with the National Executive Director. These forms shall contain the following minimum information:

1. Request for a charter with signatures of a minimum of ten petitioners who meet the minimum requirements for membership. These petitioners must be on or must have been career-technical education graduate students or career-technical education faculty members at a collegiate institution with a graduate career-technical education degree program. The request must be signed by the sponsor chairman of the petitioning group.
  2. The petitioning group shall elect from among its members interim chapter officers to provide leadership for communicating with the National Executive Director. The interim officers shall represent the proposed chapter and receive the charter during the installation. Officers shall provide the leadership to initiate charter members of the local chapter.
  3. A brief history of the graduate program of career-technical education at the institution.
  4. A description of the administrative control and supervision of the graduate program of career-technical education.
  5. A description of the master's degree with a major in career-technical education and the requirements for the degree.
  6. A description of the doctor's degree with a major in career-technical education and the requirements for the degree.
  7. Detailed description of graduate courses in career-technical education. (Catalogue descriptions are acceptable.)
  8. Names, qualifications, and role of faculty members who participate in the career-technical education graduate program.
  9. Statistics on the graduate program of career-technical education, including enrollment for each quarter or semester for the preceding two years and the number of master's and doctor's degrees with majors in career-technical education granted in each of the preceding two years.
- B. The following information shall be required of each graduate student petitioner:
1. Name.
  2. Degrees held and the institution granting each degree.
  3. Teaching or administrative experience in education.
  4. Industry/business experience or other experience in the community.
  5. Catalogue number, title, and point value of and grades in courses taken for graduate degree at the institution in which the chapter is desired.
  6. Publication research projects completed and/or in process.
  7. Membership in professional and honorary associations in education and in business/industry.
  8. Other appropriate information which demonstrates a commitment to career-technical education for review and vote.
- C. The petitioner is to be accompanied by a fee (established by the National Executive Board) that is applied toward the cost of duplicating the petition and its supporting data and distributing the petition and supporting data among the chapters.

## Section 2. Action on Petition

- A. Petition and its supporting data shall be first studied by the Executive Board to determine whether the petition, the institution of the petitioners, and the petitioners themselves meet the requirements of the Society.
- B. These specific criteria must be met by the petitioning institution:
1. career-technical education at the graduate level is a recognized area of instruction.
  2. Professional graduate courses in career-technical education have been taught during each of the two years preceding the date of petition.
  3. At least one professional graduate course (not including content courses) in career-technical education has been offered on the campus throughout the year preceding the date of petition.
  4. At least ten graduate career-technical education students have been enrolled during each quarter or semester of the two years preceding the date of petition.
  5. There are at least two full-time faculty engaged in teaching and supervising of career-technical education. If a visiting committee is authorized, upon its recommendation, two or more part-time faculty may be equated as the second full-time faculty.
  6. At least fifteen masters degrees and/or doctors degrees with a major interest in the area of career-technical education have been conferred by the institution prior to the date of petition.
- C. If, in the judgment of the National Executive Board, the petition, as supplemented by its supporting data, fails to justify the establishment of the proposed chapter, the application may then be denied by the Board.
- D. If, in the judgment of the National Executive Board, the petition requires further consideration, the National President with the approval of the national Executive Board, may authorize and appoint a visiting committee. The function of the visiting committee shall be to visit the petitioning institution for the purpose of studying the graduate program in career-technical education, observing the program in action, interviewing administrative offices and faculty, and assembling facts that will assist the National Executive Board in determining what further action should be taken on the petition.
- E. If a visiting committee is deemed necessary, the visiting committee may be composed as follows:
1. Ordinarily, the visiting committee shall be composed of one national officer and two members of the Society selected on the basis of service and leadership in the Society and on their experience in conducting or directing a graduate program of career-technical education.
  2. Ordinarily, two of the three members shall be from outside the state where the prospective chapter is to be located. The chairperson of the visiting committee must be one of these two.
- F. It must be demonstrated to the satisfaction of the visiting committee that the following criteria either are or can be met substantially:

1. There is a need for a new chapter in the area.
  2. There are evidences that an active chapter program can be carried on throughout the year.
  3. There is a favorable attitude on the part of the administration toward career-technical education.
  4. There are healthy staff and student relationships.
  5. There are adequate research facilities.
  6. There are adequate physical facilities and equipment provided for career-technical education.
  7. There are adequate library resources in career-technical education such as the following: research studies, subscriptions to career-technical education periodicals, and memberships in associations.
  8. There are provisions for assistantships and other aids for graduate students.
- G. The visiting committee shall be allowed a period of three months to visit the petitioning institution and to make its report to the Executive Board.
- H. Ordinarily, adequate transportation and living expenses for each member of the visiting committee shall be paid by the petitioning institution.
- I. The visiting committee shall report to the National Executive Board on all facts pertinent to the question of chartering the petitioning group and shall recommend a plan of action to the Board.
- J. If, pursuant to the report of the visiting committee, the National Executive Board disapproves the petition, the petitioning institution may appeal to the National Council at the next annual meeting.
- K. If the National Executive Board approves the petition, a summary report on the petition shall be duplicated and distributed to the chapters for study and vote. Any questions a chapter may have about the petition or any phase of the data relative to the graduate program(s) of career-technical education may be submitted to the Executive Board for further information and clarification.
- L. The chapters shall be given at least one and not more than two months to study the petition and the visiting committee's report, by the end of which period they shall submit their vote to the National Executive Secretary. A "No" vote shall be recorded for those chapters not submitting a vote by the end of the two-month period.
- M. A chapter may register its approval or disapproval of a petition by majority vote of all members present at any regular meeting.
- N. In order to be accepted, a petition must be approved by two-thirds of the chapters.

### Section 3. Chartering of New Chapters



- A. Prior to its installation as a chapter, the petitioning group shall submit to the National Executive Director a charter fee, which is established by the National Executive Board.
- B. Ceremonies for the installation of a chapter shall be conducted by at least one member of the Society to be appointed by the Executive Board. Ordinarily, expenses of the installation of the new chapter shall be met by the local chapter. The ceremony shall be prescribed by the National Council.
- C. A charter signed by the national officers shall be issued by the National Executive Director for presentation to the interim chapter officers of the new chapter upon the occasion of the chapter's installation.
- D. The form of charter for a chapter shall be as follows:

Be it known that this charter for the establishment of a chapter of the Society of Omicron Tau Theta at \_\_\_\_\_, to be known and designated as \_\_\_\_\_ Chapter of Omicron Tau Theta, is hereby granted to the following as duly elected officers of the charter members thereof, conveying to them and their duly elected associates and successors all the privileges conferred by the Constitution of Omicron Tau Theta:

- \_\_\_\_\_ President
- \_\_\_\_\_ President-Elect
- \_\_\_\_\_ Corresponding and Recording Secretary
- \_\_\_\_\_ Treasurer
- \_\_\_\_\_ Publications Editor
- \_\_\_\_\_ Historian
- \_\_\_\_\_ Parliamentarian
- \_\_\_\_\_ Advisor(s)

In testimony hereof the National Officers of Omicron Tau Theta have hereunto set their signatures on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_. This done and attested at \_\_\_\_\_, National Corresponding and Recording Secretary

Section 4. Names of Campus Chapters

- A. Each chapter shall have an alphabetical name, the first chapter being designated Alpha; the second Beta; the third Gamma; and so on through the Greek alphabet. The succeeding chapters shall be Alpha Alpha, Alpha Beta, Alpha Gamma, and so on through the alphabet; then Beta Alpha, Beta Beta, and so on.
- B. If a chapter becomes extinct, its designating letter shall not again be used.

Section 5. Suspension of Chapters

Evidence of violation or neglect on the part of a suspended chapter shall be presented by the Executive Board to the National Council, before which body, and at which time, the suspended chapter, having been given a sixty-day notice may appeal through its delegate in defense of any accusations brought against it.

Section 6. Reactivation of Chapters

An inactive chapter may become active by the following procedure: First, a suitable presentation shall be made to the National Executive Board by a responsible party at the institution concerned that conditions justify the reactivation of the chapter; second, the National Executive Board shall investigate or cause an investigation to be made and shall report to the National Council for action (the expense of the investigation shall be borne by the chapter concerned); third, upon favorable action by the Council, the privilege of good standing shall be restored and the procedure from this point shall be the same as that in the installation of a new chapter, if appropriate.

## **ARTICLE VI. CHAPTER GOVERNMENT**

### Section 1. Chapter Officers

- A. All of the chapter officers may be elected and installed at any regular meeting and shall take office at a time that fits the needs of the chapter.
- B. The president shall sign all bills authorizing payment by the treasurer.
- C. The treasurer shall bill all members for local chapter and national dues based on the established chapter fiscal year and shall submit chapter members' national dues, names, and addresses to the National Treasurer prior to November 1.
- D. D. It shall be the responsibility of the treasurer to have records in agreement with those of the National Treasurer.
- E. At least one month before the date set for election of chapter officers, the president shall appoint a nominating committee.

### Section 2. Chapter Executive Board

- A. The chapter executive Board shall be charged with the planning of the program of activities for the chapter, shall have the power to authorize expenditures within limits fixed by the chapter, and shall act for the chapter on all ordinary matters between membership meetings.
- B. It shall make provisions for the chapter to audit the treasurer's book(s) at the end of the fiscal year.

### Section 3. Appointment of Chapter Committees

Each chapter shall have a chapter membership committee and such other committees as may be deemed necessary by the members of the chapter. The chapter membership committee shall consist of the treasurer as the chairperson and two other members appointed by the president at the first meeting of the president's term of office. The membership of all other standing committees shall be determined by the president.

## **ARTICLE VII. REPORTS TO NATIONAL OFFICE**

### Section 1. Membership Fees

A report of national membership fees collected by the chapter shall be forwarded to the National Treasurer, with a check equal to the national membership fees collected from each chapter member, within a period of one month after receipt but no later than November 1.

## 2. Change of Officers

The chapter shall forward to the National Executive Director a report of the election of chapter officers and of Council Delegate and alternate within a period of two weeks after the date of their election. A change of officers or delegate shall be promptly reported.

## Section 3. Historian's Report

Chapter historian's reports for the year shall be forwarded to the National Historian by October 15 of each year.

## **ARTICLE VIII. SOCIETY JEWELRY**

Specifications for official Society jewelry and methods of obtaining it shall be determined by the National Council.

## **ARTICLE IX. MODIFICATION OF BYLAWS**

These Bylaws may be suspended or modified by a majority vote of the National Council members present at the annual business meeting.

## **ARTICLE X. EQUITY COMPLIANCE STATEMENT**

Omicron Tau Theta is an Equal Educational Opportunity/Affirmative Action Organization and does not discriminate on the basis of sex, age, race, religion, color, national origin, Vietnam Era Veteran's status, or handicapping conditions in its admissions, employment and education programs, or activities, and is required by Title IX of the Educational Amendments of 1972 and the regulations adopted pursuant thereto in Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 not to discriminate in such manner. The requirement not to discriminate in education programs and activities extends to employment therein and admission thereto.