

# Bylaws of the Florida Association for Career & Technical Education

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## **ARTICLE I – NAME**

The name of this corporation shall be the Florida Association for Career and Technical Education, Inc.

## **ARTICLE II – MISSION AND PURPOSE**

### **Section 1. Mission**

The mission of the Florida Association for Career and Technical Education, Inc. is to facilitate the leadership and partnerships essential for the successful preparation of individuals to participate in a world-class workforce.

### **Section 2. Purpose**

The Florida Association for Career and Technical Education, Inc. shall be a non-profit corporation of career and technical education personnel whose purpose shall be to:

- A. Promote career and technical education in Florida by unifying all interests through representative membership;
- B. Render service to fellow workers;
- C. Create a better understanding of career and technical education;
- D. Encourage technical and professional growth among the workers in career and technical education;
- E. Promote and encourage the development of county and/or district associations who shall promote local interest and participation in career and technical education.

## **ARTICLE III – STRUCTURE**

### **Section 1. Divisions**

Unless otherwise provided for by the Board of Directors, the organization structure of the Florida Association for Career and Technical Education shall comprise Divisions whose members belong to the affiliated professional organizations that meet the requirements in Article III, Section 2.

### **Section 2. Division Qualification**

- A. To become affiliated with Florida Association for Career and Technical Education, a group shall submit a written petition to the Florida Association Board of Directors for membership;
- B. The petition shall include information that indicates:
  1. The interest of the group is clearly defined as directly involved in or closely related to career and technical education;
  2. The group represents an interest that is statewide;

3. The group cannot be identified in an existing division and/or is not currently served by a single existing division;
  4. The group has submitted a petition for divisional status to the Board of Directors;
  5. The group will comply with the requirements set by the Florida Association for Career and Technical Education for membership enrollment in each division;
  6. The group shall require each of its members to joining the Florida Association for Career and Technical Education;
  7. The group will elect a representative who shall also serve on Florida Association Board of Directors as a vice-president.
- C. To maintain active status a division must:
1. Submit an annual letter of commitment to FACTE bearing all signatures of the respective Division's Board of Directors.

## **ARTICLE IV – MEMBERSHIP AND DUES**

### **Section 1. Eligibility**

Membership in this Association shall be open to all individuals, firms and/or organizations that support its purpose.

### **Section 2. Classification of Members**

- A. Active
  1. Eligible to participate in all official business of the Florida Association for Career and Technical Education, provided she/he is in good standing;
- B. Life
  1. Eligible to participate in all official business of the Florida Association for Career;
- C. Affiliate
  1. No voting or office holding privileges.
  2. Persons not employed in education, part-time instructors of career and technical or adult education, retired educators, local, state or national firms/businesses;
- D. Institutional
  1. Shall be for education institutions, public or private employers in support of the Association's purpose.

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2. No voting privileges.
- E. Student
1. Shall be enrolled in career and technical education.
  2. Shall **not** be employed full-time in the education system.
  3. No voting privileges.

## **Section 3. Dues**

- A. Membership year shall begin with receipt of dues of the Florida Association for Career and Technical Education office and extend for one year (12 months). Members shall be assessed according to classification:
1. Active - \$75.00
  2. Life - \$400.00
  3. Affiliate - \$15.00
  4. Institutional - \$150.00
  5. Student \$12.00
- B. Dues
1. The Board of Directors must approve proposed dues changes.
  2. Proposed dues changes must be printed in an Association publication, which is mailed to all members 30 days prior to the annual business meeting.
  3. Proposed changes must be approved by a majority vote of all members present and voting at the Annual Business meeting.
  4. Approved changes in dues shall become effective at the beginning of each member's next membership year.
  5. Dues for each membership classification shall be published in appropriate promotional literature.
- C. Delinquent – Dues shall become delinquent if not paid prior to membership expiration date.
- D. Non-Payment – Members whose dues have not been paid within 90 days of their expiration date shall be removed from the membership rolls
- E. Division – If a member joins more than one Division, the member shall indicate the Division in which the Florida Association for Career and Technical Education membership shall be counted as primary Division.

## **ARTICLE V – OFFICERS**

### **Section 1.**

The elected officers of the Florida Association for Career and Technical Education shall be a President, a President-elect, an immediate Past-President, and a Vice-President for each of the Divisions that qualify for Division status. All elected officers must be members in good standing of the Florida Association for Career and Technical Education.

### **Section 2. Eligibility**

To be eligible for office, a member shall:

- A. Be in good standing;
- B. Be a member of the Florida Association for Career and Technical Education and same primary Division for two consecutive years;
- C. Not be a member of the nominating committee;
- D. Not, if serving as an officer, succeed himself/herself in the same office;
- E. Not be elected President-elect from the same Division two consecutive years.

### **Section 3. Term of Office**

Term of office for the President, President-elect and Immediate Past President shall be from Annual Meeting to Annual Meeting.

### **Section 4. Nomination**

- A. The deadline for nominations for the office of President-elect shall be five months prior to the Annual Business Meeting.
- B. Each Division, if eligible, may submit one nominee whose name shall be placed on the ballot for the office of President-elect.
- C. If no nominees are received by the deadline, the Board shall extend the deadline, as it deems necessary.

### **Section 5. Elections**

- A. The Executive Director shall mail, by first class, a ballot to all members eligible to vote on a date that is determined by the board.
- B. The Executive Director shall determine the deadline for returning ballots to the office of the Florida Association for Career and Technical Education. Ballots received with a postmark later than the deadline shall not be counted in the electing of the President-elect.
- C. The ballots shall be secured and accounted for by the Nominations Standing Committee. The committee will be appointed by the President and approved by the Board.

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- D. Should no candidate receive a majority vote, the names of the two receiving the greatest number of votes shall be placed on a second ballot for further voting. A majority vote shall elect.
- E. If there is only one qualified candidate, that person will be affirmed by the Florida Association for Career and Technical Education Board by vote of acclamation.

## **Section 6. Vacancy in Office**

- A. *President* – A vacancy in the office of president shall be filled by the president-elect who shall serve the remainder of the current term **AND** shall continue in office for the succeeding term.
- B. *President-elect* – A special election by mail shall be held to fill a vacancy in the office of president-elect.
  - 1. Two members from the same Division with which the last elected president-elect was affiliated, shall be nominated as candidates to fill a vacancy in the office of president-elect.
  - 2. The Executive Director shall mail ballots to all members; eligible to vote at least two weeks prior to the date the special election shall be held.
  - 3. Ballots shall be returned to the Florida Association for Career and Technical Education Executive Director on or before the date designated for the vote to be legal.
  - 4. A majority vote shall elect.

## **Section 7. Division Representative and Florida Association for Career and Technical Education Vice-President**

Each Division shall designate a representative who shall serve a two year term as Vice-President of the Board of Directors of the Florida Association for Career and Technical Education, according to Division rules except the New & Related Services Division which shall elect every other year prior to the Florida Association for Career and Technical Education Annual Meeting.

## **Section 8. Installation**

The Florida Association for Career and Technical Education Board of Directors shall be installed at the Annual Meeting.

## **Section 9. Duties of Officers**

- A. *President* – The president shall:

- 1. Preside at all meetings of the Florida Association for Career and Technical Education and the Board of Directors;
  - 2. Serve as Chair of the Executive Committee;
  - 3. Serve as ex-officio member of all committees except the nominating committee;
  - 4. Act in any emergency for the Association after consulting with the entire executive committee
  - 5. Act as the official spokesperson for the Association on all matters in cooperation with the Florida Association for Career and Technical Education Executive Director;
  - 6. Appoint all standing committee chairpersons subject to the approval of the Board of Directors;
  - 7. Subject to the approval of the Board of Directors, the President shall:
    - a. Create special committees;
    - b. Replace or remove a chairperson of a committee.
- B. *President-elect* – The president-elect shall:
    - 1. Perform such duties as may be assigned by the Board of Directors or the Executive Committee;
    - 2. Serve as Chair of the Membership Services Committee.
    - 3. Be responsible for periodic updating any revision of the Strategic Plan;
    - 4. Preside at any meeting in the absence of the President.
  - C. *Vice-President* – The vice-presidents shall represent their respective Divisions on the Florida Association for Career and Technical Education Board of Directors
  - D. *Immediate Past-President* –The immediate past-president shall perform such duties as shall be assigned by the President.
  - E. *Treasurer*- Appointed by FACTE Board and agree to serve a minimum of three years. The Treasurer Shall:
    - 1. Provide oversight of financial Management
    - 2. Assist in drafting budget with Executive Director and CPA
    - 3. Authorize signatures on checks.

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## **ARTICLE VI – EXECUTIVE DIRECTOR**

### **Section 1. Executive Director**

The Executive Director shall serve as Chief Executive Officer of the Florida Association for Career and Technical Education, Inc. and shall:

- A. Manage all the business, property and activities of the Association;
- B. Keep a full and accurate record of the proceedings of the business meeting(s) of the Florida Association for Career and Technical Education Board of Directors;
- C. Maintain accurate membership records;
- D. Prepare necessary correspondence;
- E. Prepare an annual budget in cooperation with the Budget and Audit committee;
- F. Maintain and make available appropriate and complete financial records of the Florida Association for Career and Technical Education;
- G. Perform those functions outlined in the job description and employment contract;
- H. Organize and maintain a headquarters with staff necessary for the implementation of the goals and objectives contained in the Florida Association for Career and Technical Education Strategic Plan;
- I. Recommend to the Board of Directors the procedures necessary for the implementation of all resolutions adopted at the annual Business Meeting of the Florida Association for Career and Technical Education;
- J. Serve as an ex-officio member of the Executive Committee and the Board of Directors;
- K. Be bonded for not less than the current assets of the organization;
- L. Notify all members of renewal deadline for payment of dues;
- M. Notify those members who are delinquent in the payment of dues;
- N. Serve as the chief legislative advocate and liaison;
- O. Perform other duties as assigned by the Board of Directors;
- P. Coordinate the Annual Conference and Trade Show;
- Q. Conduct other activities for the purpose of raising funds and generating revenue to support the Association goals and strategic plan.

## **ARTICLE VII – BOARD OF DIRECTORS**

### **Section 1. Membership**

The Board of Directors of the Florida Association for Career and Technical Education shall comprise of the President, President-elect, immediate Past-President

and Vice-Presidents who shall also serve as Division representatives. The Executive Director shall be an ex-officio member with no vote and shall not be counted in the quorum.

### **Section 2. Duties**

The Board of Directors shall:

- A. Attend each annual conference and trade show;
- B. Be responsible for their Division representation at all conferences and workshops held by the Florida Association for Career and Technical Education;
- C. Create all committees and approve all appointments made by the President;
- D. Assist the Executive Director in managing all the business, property and activities of the Florida Association for Career and Technical Education no otherwise provided for in the bylaws;
- E. Employ an Executive Director;
- F. Designate the conditions and terms of employment of the Executive Director;
- G. Approve an annual budget by June 30 of each year;
- H. Assist the President-elect in periodically reviewing and updating the Florida Association for Career and Technical Education Strategic Plan;
- I. Review the association's policies and procedures;
- J. Employ a Certified Public Accountant to perform an annual audit of the financial records of the business, property and activities of the Florida Association for Career and Technical Education.

### **Section 3. Meetings**

- A. The Board of Directors shall meet no less than twice between annual meetings and may utilize electronic communications;
- B. Meetings shall be called by the President or a quorum of board members;
- C. Notices of regular meetings shall be sent to all members at least 30 days prior to the date the meeting is to be held;
- D. Special meeting may be called by the President utilizing electronic communications;
- E. Proxy voting (following Roberts Rules of Order). The Division's president will appoint the proxy voting for the Board member.

### **Section 4. Quorum**

A majority of the membership of the Board of Directors shall constitute a quorum.

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## **ARTICLE VIII – MEETINGS OF THE GENERAL MEMBERSHIP**

### **Section 1. Time and Place**

The Annual Meeting of this organization shall be held between June 15 and November 15, with the exact date and place to be determined by the Board of Directors, to conduct such business as shall properly come before the members.

- A. *Official Call*- The official call shall be mailed to all members at least thirty days prior to the annual meeting.

### **Section 2. Special Meetings**

Special meetings of the Florida Association for Career and Technical Education shall be called by the President either upon a majority votes of the Executive Committee, or at the written request of a majority of the Divisions.

### **Section 3. Voting Body**

The voting body in meetings of the Florida Association for Career and Technical Education shall comprise of all Florida Association for Career and Technical Education members in good standing.

### **Section 4. Quorum**

A quorum for any meeting of the general membership of Florida Association for Career and Technical Education shall be no less than one-half of the Divisions represented.

## **ARTICLE IX – COMMITTEES**

### **Section 1. Executive Committee**

- A. *Composition* – The Executive Committee shall comprise of the President, the President-elect, the immediate Past-President, Treasurer and the Executive Director who shall serve as an ex-officio member.
- B. *Duties* – The Executive Committee shall coordinate the activities of the Board of Directors with those of the Executive Director when the Board of Directors is not in session.

### **Section 2. Standing Committee**

Unless otherwise provided for by the Board of Directors, the Standing Committees of the Association shall be: Budget and Auditing; Awards and Hall of Fame; Nominations and Elections; Strategic Planning; and Legislative. A majority of the membership of a standing committee shall constitute a quorum. Each Standing Committee member shall:

- A. Serve for a period of one year;

- B. Hold sufficient meetings to accomplish the purpose(s) of the committee;
- C. Provide progress reports to the Board of Directors at scheduled board meetings;
- D. Present a report on committee activities at the Annual Meeting.
  - 1. *Duties*
    - a. *Articles of Incorporation and Bylaws* – This committee shall:
      - i. Be fully informed on all rules relating to this organization;
      - ii. Submit, in writing to the Board of Directors, at least 90 days prior to the Annual Meeting any proposed changes in any rule(s). Should a minority of this committee wish to express its opinion or any recommendation, a minority report shall be submitted in writing to the Board of Directors.
    - b. *Budget and Audit Committees* – This committee shall:
      - i. Aid the Executive Director in preparing the annual budget;
      - ii. Present the annual budget and the annual audit report to the Board of Directors.
    - c. *Nominations and Elections* – This committee shall:
      - i. Send to the president of each eligible Division, a declaration of candidacy form to be used by those filing for office of president-elect; each eligible Division may submit one candidate;
      - ii. Screen all applications for eligibility;
      - iii. Present the names of all eligible candidates for the office of president-elect to the Board of Directors for its consideration and endorsement five months prior to the annual business meeting;

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- iv. Report the result of the vote for President-elect at the annual business meeting.
- d. *Strategic Plan Committee* – This committee shall:
  - i. Prepare a strategic plan every three years with update as necessary.
- e. *Awards and Hall of Fame* – This committee shall:
  - i. Conduct a selection process for members to be inducted into the Hall of Fame and to receive Association Annual Awards.
- f. *Legislative Committee*

## **Section 3. Special Committees**

There shall be such special committees as are deemed necessary to carry on the work of this association. The President or Executive Committee may appoint these committees.

## **ARTICLE X – AMENDMENTS**

### **Section 1.**

These bylaws may be amended by a majority vote at an annual or special meeting of the Florida Association for Career and Technical Education, provided the proposed amendment is appended to the call of the meeting.

### **Section 2.**

These Bylaws may be revised only upon authorization by the delegates attending an annual meeting and the revision shall be included in the official call.

### **Section 3.**

An amendment or revision to these bylaws shall become effective at the adjournment of the meeting at which it is adopted

## **ARTICLE XI – RULES OF ORDER – (PARLIAMENTARY AUTHORITY)**

The most recently revised edition of Robert’s Rules of Order shall govern the proceedings of Florida Association for Career and Technical Education in all cases to which they are applicable and in which they are not inconsistent with these bylaws.