

# **CONSTITUTION AND BY-LAWS OF THE PENNSYLVANIA ASSOCIATION OF CAREER AND TECHNICAL EDUCATION SPECIAL POPULATIONS**

## **PREAMBLE**

This association shall be known as the Pennsylvania Association of Career and Technical Education Special Populations, hereafter referred to in this document as the Association.

In Perkins V, special populations demographic groups include the following: (A) individuals with disabilities; (B) individuals from economically disadvantaged families, including low-income youth and adults; (C) individuals preparing for nontraditional fields; (D) single parents, including single pregnant women; (E) out-of-workforce individuals; (F) English learners; (G) homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); (H) youth who are in, or have aged out of, the foster care system; (I) youth with a parent who - (i) is a member of the armed forces (as such term is defined in section 101 (a)(4) of title 10, United States Code); and (ii) is on active duty (as such term is defined in section 101(d)(1) of such title; and (J) migrant students (secondary only).

## **THE PURPOSE OF THE ASSOCIATION SHOULD BE:**

- To serve as a unifying association for all personnel interested in or responsible for exploring and providing support services for career and technical education students.
- To provide information to Association members about educational, legislative and legal developments or other decisions which concern career and technical education students.
- To provide leadership in legislative matters affecting career and technical education students.
- To advocate within the community for career and technical education students and for the education personnel working with these students.
- To assist professional educators in becoming more aware of the concerns of career and technical education students and with personnel who are working with these students.
- To develop a network of communication to enhance special needs programs development throughout the state.

## **MEMBERSHIP**

Membership is open to anyone associated with or professionally interested in career and technical education for Special Populations.

## **OFFICERS AND ELECTIONS**

The officers of the Association shall be the President, President-Elect, Treasurer, and Secretary.

The Board of Directors of the Association shall consist of four (4) officers and seven (7) members-at-large. These members-at-large will be divided in the following manner: two (2) from the Eastern Region, two (2) from the Central Region, two (2) from the Western Region, and one (1) member-at-large. The election of officers and Board of Directors of the Association shall take place following the Winter meeting of the Association and shall follow the procedures set forth in the By-Laws.

## **COMMITTEES**

In accordance with the provisions of the By-Laws of the Association: Committees shall be those designed and approved by the President to carry out various tasks of the Association.

## **PARLIAMENTARY AUTHORITY**

The Association shall operate under the By-Laws included in this document.

## **ROBERT'S RULES OF ORDER**

*Robert's Rules of Order* (latest edition) shall be followed at all regular meetings of this Association.

# BY-LAWS

## Article I: MEMBERSHIP AND DUES

Section I. Members shall be those persons who have paid their annual dues. Student Membership is for those post-secondary students interested in, but not directly employed in, programs or services related to the purposes of this Association. The membership year shall begin with the payment of dues.

Section II. Voting privileges shall be held by paid members only.

Section III. Methods of collecting and processing dues shall be as follows:

- a. Collection and processing of dues is the responsibility of the treasurer.
- b. The amount of dues collected will be the current rate established by the Board.
- c. Dues for this Association will be reviewed by the Board of Directors at the Summer meeting, and any changes voted at the in-person general membership meeting.
- d. Retired members, who have been involved with the Association, as paid members for 10+ years, will become a non-voting lifetime member with their membership fees waived.

## Article II: OFFICERS

### Part One: Nomination and Election of Officers

Section I. The Board of Directors shall nominate one or more candidates for the offices of President-Elect, Treasurer, Secretary, and vacating members-at-large in sufficient time for the nominating committee's report at the in-person general membership meeting of the Association.

Section II. All candidates shall be members of PA Association of Career and Technical Education Special Populations and indicate a willingness to attend Board meetings. All candidates for President-Elect shall previously have been a committee member or a member of the Board of Directors.

Section III. Open nominations from the floor shall be accepted by the Chairperson at the first in-person general membership meeting provided the nominee has given consent. Open recommendation by mail/e-mail will be accepted for thirty (30) days following the first in-person general membership meeting.

Section IV. The length of office for **the four officers will be two years beginning with the Summer meeting**, with the option that each officer, except the President and President-Elect, can run for a second consecutive term. The length of office for each member-at-large of the Board of Directors shall be three (3) years.

Section V. In case the office of President shall become vacant, the President-Elect shall become President. The Board of Directors shall fill any vacancy during an unexpired term. Vacancies in the Board of Directors shall be filled by Board Appointment.

Section VI. A simple plurality of the ballots which are returned by the deadline shall be necessary to elect officers and members of the Board.

Section VII. Balloting will be done by mail or electronically, a minimum of 60 days before the Summer meeting. The Ballots will be counted thirty (30) days from the date on which the ballots were initially mailed to the members.

### Part Two: Duties of the Officers

Section I. The President. The President shall be a voting member of any committee of the Association and Chairperson of the Board of Directors. The President shall be responsible for presenting to the membership an annual review of the purposes of the Association and issuing the annual program of work, developed and approved by the Board of Directors, for the following year. The President, or his/her designate, will be responsible for chairing meetings.

Section II. The President-Elect. The President-Elect will assume the office of President upon completion of the President's term. He/she shall fill in for the President whenever the President requests him/her to

Section III. The Treasurer. The Treasurer shall be responsible for the collection and processing of the dues and maintaining financial records of the Association.

Section IV. The Secretary. The Secretary shall be responsible for taking the minutes of all business and general meetings of the Association and shall issue minutes of the general meetings to the membership. The Secretary shall be responsible for any correspondence of the Board of Directors in connection with the conduct of the business of the Association.

Section V. The Past President/Historian. The President will assume the office of Past President/Historian at the completion of his/her term as President. The Past President shall serve as the official Historian for the Association.

### **Article III: MEETINGS**

Section I. There shall be at least two (2) general membership meetings of the Association, at least one in-person meeting and a second. A quorum for a regular meeting will be 20% of the total voting membership as of the preceding July 1 membership rolls.

Section II. The Board of Directors shall meet at least twice a year or whenever necessary as requested to do so by the President. Upon review by the Board of Directors, members with less than 50% attendance records may be requested to submit a letter of resignation.

### **Article IV: COMMITTEES**

All regular standing committees shall be appointed by the President, with the approval of the Board of Directors. Special committees may be appointed by the President.

### **Article V: AMENDMENTS**

Section I. The document can be amended at any regular meeting of the Association by a two-thirds vote of the voting members present, providing that the Amendment has been submitted in writing by the Board to the membership 30 days before the date of the voting or presented for discussion at a previous meeting.

Section II. Balloting may be done by mail/e-mail in which case the voting shall be closed thirty (30) days from the date on which the ballot was mailed.

Section III. An immediate amendment motion can be introduced and acted upon by the membership provided that the vote in favor of the amendment constitutes two-thirds of the total voting membership of the Association.

Last Reviewed 2024

June 10, 2024