

**BYLAWS  
OF  
THE VIRGINIA ASSOCIATION OF CAREER AND  
TECHNICAL EDUCATION ADMINISTRATORS  
(VACTEA)**

**ARTICLE I - OFFICERS**

**Section 1- President**

President shall serve as an ex-officio member of all committees. With the concurrence of the Board, he/she shall make all appointments. He/she shall authorize payment of expenditures incurred by the various committees of the Association; any expenditure not provided for in the annual budget shall be approved by the Board before payment authorization by the President. The Vice-President shall assume the duties of the President in the event the President is unable to complete the term to which elected.

**Section 2 - President-Elect**

The President-Elect shall be responsible for committee activities of the Association. He/she shall recommend to the President names of members for various committees, follow-up the organization and work of each committee, and be prepared to report on the progress of any committee at any Board session and/or regular meeting of the Association.

**Section 3 - Vice-President**

The Vice-President shall be responsible for membership in the Association. He/she shall have the power to interpret eligibility of the persons to active or associate membership under the provisions of the constitution for such eligibility (subject to appeal to the Board). He/she shall assume the Presidency for any unexpired term of the President in the event the President is unable to complete the term to which elected.

**Section 4 - Secretary**

The Secretary shall keep the complete and accurate minutes of all meetings of the Association and the Board. He/she shall maintain a roster of the members, enroll new members, and correspond with persons eligible to membership or interested in the work of the Association.

He/she shall be responsible for dissemination of the pertinent information to members of the Association; may recommend agenda items for any meeting of the Board or the Association; and may recommend to the President the need to call a meeting of the Board or Association.

## **Section 5 - Treasurer**

The Treasurer shall have charge of the books of account of the Association. He/she shall collect all monies due the Association and, upon approval of bills by the Board, or by the President, shall make payment of the same. He/she is responsible for payment of all fees/bills, to the Virginia Association of Career and Technical Educators and the Association for Career and Technical Education (ACTE), and applicable affiliates.

## **Section 6 - Past President**

The immediate Past President shall be responsible for publishing at least two issues of the VACTEA Newsletter.

## **Section 7 - Regional Representatives**

Regional Representatives terms shall be for two years beginning July 1 of the year of appointment. Odd-number Regions shall elect representatives in odd years and even-number Regions shall elect in even years. The Regional Representatives' names shall be certified to the VACTEA Board by April 15 of the appropriate year. Unexpired terms must be filled within 30 days of the resignation by a member of the regional membership with written notification to the board.

# **ARTICLE II – BOARD AND OTHER COMMITTEES**

## **Section 1**

The Board shall plan for the meeting of the Association; shall recommend for Association action the general policies to be observed by the Association and the Board; shall recommend for the Association's approval the geographical regions of Virginia from which the regional members of the Board are chosen; and shall present a written report of its activities at an annual business meeting of the Association. Association members have the authority to initiate items during regular or special meeting of the Association. The Board shall hold a meeting immediately preceding each regular meeting of the Association and may hold such other meetings as may be deemed necessary.

## **Section 2**

All bills incurred by any committee for expense shall be approved by the chairman of that committee and submitted to the President for approval.

### **Section 3**

Board members may vote by mail ballots or electronic media when so requested by the President on matters requiring action during the interval between meetings. A majority vote of the membership of the Board shall be adequate to support further action. Seven members of the Board shall constitute a quorum at any meeting. The Board shall: (1) Consider all appointments and resignations, the Secretary's minutes and reports, the Treasurer's reports, reports of committees, and any matters referred to it by the Association. (2) Authorize the issuance of all bulletin and announcements of work and proceedings of the Associations. (3) Set the date and place of stated meetings, subject to constitutional provisions. (4) Determine, when not otherwise provided by specific appropriation by the Association, the sums of money to be available for the work of officers and committees. (5) Act on all bills for expenditures not provided by the annual budget. (6) Recommend, the subject to Association action, the basis for acceptability of non-public schools for representation by active and/or associate members of the Association. (7) Provide for presentation of the stated meetings of the Association a report of the financial condition of the Association for the past year, and a detailed budget of the probable income and expenditures of the ensuing fiscal year.

### **ARTICLE III – ORDER OF BUSINESS**

The order of business at the stated meeting shall be as follows:

Call to order by the President or his/her delegated officer  
Reading of the minutes of the last meeting (publish and send to members)  
Report of the Secretary  
Report of the Treasurer  
Report of the Board  
Report of Standing Committees  
Report of Special Committees  
Unfinished Business  
New Business  
Appointment of Committees  
Announcements  
Adjournment

## **ARTICLE IV – MEMBERSHIP DUES**

The membership dues shall be set by the Board subject to approval of the annual budget by the Association. The membership year shall be July 1 through June 30. A member shall be considered in good standing if his/her dues are paid for the current year in the Association by September 1.

## **ARTICLE V – MEMBERSHIP RECOGNITION**

### **Section 1 – Current Members**

The VACTEA Board shall recognize current members based on years of service in five year increments.

### **Section 2 – Retiring Members**

The VACTEA Board shall recognize VACTEA members who retired the previous year. Effective June, 1992, and thereafter, VACTEA members with three consecutive years membership in the VACTEA would be recognized upon retirement.

## **ARTICLE VI – ENABLING CLAUSE AND AMENDMENTS**

### **Section 1**

These Bylaws may be amended by a two-thirds majority of the active members; provided that notice of such change through proposed amendment shall have been sent to the membership by an authorization of the Board no less than thirty days prior to the vote.

**Revised 10/16/15**