

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

**ARTICLE I-NAME**

This organization shall be called the Virginia Association of Career and Technical Education Administrators (VACTEA).

**ARTICLE II-PURPOSE**

The Association shall provide leadership that will promote the effectiveness of career and technical education as an integral part of the total education program for youth and adults in Virginia.

**ARTICLE III-MEMBERSHIP**

**Section 1-Active Membership**

The Association shall be open to any individual whose major responsibility is the administration and/or supervision of career and technical education in (1) a career and technical school; (2) public school system; (3) post-secondary institution; (4) other education and training agency as defined by the Board. The Association defines active membership as an individual whose major responsibilities are among those stated above and whose payment of dues, as set by the Board of Directors, is current. Membership is annual. Dues must be paid by September 1 of each year.

**Section 2-Associate Membership**

Associate membership shall be open to any person interested in career and technical education, but such members shall not have voting privileges.

**Section 3-Loyalty Life**

Loyalty Life membership shall be open to any retired career and technical education administrator who was a member of VACTEA during his/her year of retirement. A one-time fee equivalent to four times the annual membership fee for active members shall cover the loyalty member for life.

## **ARTICLE III-MEMBERSHIP (Continued)**

### **Section 4-Awards and Eligibility**

Recognition of service to the career field and the Association is awarded to members who meet the following criteria:

- (a) service in Career and Technical leadership position and
- (b) payment of dues for three consecutive years prior to the award.

## **ARTICLE IV-AFFILIATION**

### **Section 1-Virginia Association of Career and Technical Education**

The Virginia Association of Career and Technical Education Administrators shall be affiliated with the Virginia Association of Career and Technical Education and shall function as a constituent group with Virginia ACTE.

### **Section 2-Association of Career and Technical Education (ACTE)**

The Virginia Association of Career and Technical Education Administrators shall be an affiliate of the Association of Career and Technical Education.

## **ARTICLE V-MEETINGS**

The Association shall hold one meeting in each calendar year to coincide with the time and location of the annual conference of career and technical education administrators. Special meetings may be held upon the call of the President for purposes that shall be specified in the notification to the membership. Members shall be notified at least ten days prior to any special meeting.

## **ARTICLE VI-ELECTED OFFICERS, EXECUTIVE COMMITTEE, AND DUTIES**

### **Section 1-Elected Officers**

The elected officers of the Association shall be a President, President-Elect, Vice President, Secretary, and Treasurer. The term of each elected official shall be one year with the exception of the Secretary and Treasurer, who are elected for two-year non-coinciding terms. Candidates for President-Elect shall have served as a voting member of the VACTEA Board, either current or prior, before nomination.

## **ARTICLE VI-ELECTED OFFICERS, EXECUTIVE COMMITTEE, AND DUTIES (Continued)**

### **Section 2-Executive Committee**

The Executive Committee shall consist of the elected officers of the Association and the immediate Past President. The immediate Past President shall serve a term of one year.

### **Section 3-Board**

The Executive Committee and one representative elected from each of the regions of the state, as geographically defined by the Board, shall constitute the Board. The Board shall have the authority to appoint a representative to the Virginia Association of Career and Technical Education Board for the prescribed term of office. The representative to the Virginia Association of Career and Technical Education will be selected from the VACTEA membership-at-large and shall be considered a voting member of the VACTEA Board and the Virginia ACTE Board. In addition, the Board has the authority to add a Member-at-Large.

### **Section 4-Election**

The Board shall appoint a Nominating Committee and it shall be the duty of said committee to present a slate of candidates, to be placed in nomination at the annual fall business meeting. Nominations may also be made from the floor, providing such nominees shall agree in writing to serve if elected. If there is no more than one (1) candidate per office then the membership shall vote on the slate during the annual fall business meeting. If there is more than one (1) candidate for any office then a ballot shall be sent to the membership no later than December 1. Ballots shall be due at the designated place no later than December 31; those ballots received after December 31 shall be declared null and void. The President shall announce to the membership the slate of elected officers no later than January 15 with said officers assuming responsibilities of their office the following July.

### **Section 5-Unexpired Terms**

With the exception of the Office of President and President-Elect, the Executive Committee shall appoint from the membership, within 30 days of the notification of resignation, a member to fill the unexpired term of the office.

**ARTICLE VI-ELECTED OFFICERS, EXECUTIVE COMMITTEE,  
AND DUTIES (Continued)**

In the event of the resignation of the President-Elect, the Board shall call a special election within 60 days of notification of resignation. The Board Shall serve as a nominating committee in such cases and present a slate of candidate(s) to the membership for election by secret ballot.

**ARTICLE VII-AMENDMENTS**

This Constitution may be amended by a two-thirds majority of the active members; provided written notice of the proposed amendments shall have been sent to the membership by an authorization of the Board not less than thirty days prior to the vote.

**Revised 10/19/93**  
**Revised 10/15/99**  
**Revised 10/04/02**  
**Revised 10/08/04**  
**Revised 10/16/15**