

**NORTH CAROLINA
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

NCACTE HANDBOOK

Convention Year 2011-2012

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NCACTE BOARD OF DIRECTORS

2011-2012

Executive Committee

_____ 1).....	President.....	Bill Ellis
_____ 2).....	President-Elect	Kristina Yarborough
_____ 3).....	Immediate Past President	Wanda Robinson
_____ 4).....	Recording Secretary	Shakema Black
_____ 5).....	Finance Officer	Brenda Jones
_____ 6).....	Parliamentarian	Gwen Clark
_____).....	Historian.....	Vacant
_____ 7).....	Vice President (Elected by BOD).....	Hillary Steere
_____ 8).....	Vice President (Elected by BOD).....	David Barbour
_____ 9).....	Vice President (President's Division)	Dr. Gary Moore
_____ 10).....	Executive Director	Tom Jones

Division Vice Presidents

_____ 11).....	Administration	Jonathan Clontz
_____ 12).....	Agricultural Ed	Roger Teeple
_____ 13).....	Business Ed.	Pamela Orbison
_____ 14).....	Family & Consumer Sciences Ed.....	Katonia Ford
_____ 15).....	Guidance	Liz Vaden
_____ 16).....	Health Occupations Ed	Judy Wilson
_____ 17).....	Instructional Management.....	Penny Lewis
_____ *	Marketing Ed (Executive Committee Member)	Hillary Steere
_____ 18).....	New & Related Services	Dr. Gary Moore
_____ 19).....	NC-ALIVE	Dr. Patricia Robinson
_____ 20).....	Special Needs Ed.....	Ruby McLean
_____ 21).....	Technology Ed.....	Kim Fann
_____ *	Trade & Industrial Ed (Executive Committee Member)	David Barbour

Division Vice Presidents-Elect

_____ 22).....	Administration	Todd Williams
_____ 23).....	Agricultural Ed.....	David Overcash
_____ 24).....	Business Ed.....	Sarah Doepner
_____ 25).....	Family & Consumer Sciences Ed.....	Derrick Fogg
_____ 26).....	Guidance	Fletcher Womble
_____).....	Health Occupations Ed.....	Vacant
_____ 27).....	Instructional Management.....	Debbie Spinner
_____ 28).....	Marketing Ed.....	Gina Bradley
_____ 29).....	New & Related Services	Keith Edwards
_____ 30).....	NC-ALIVE.....	McArthur Mitchell
_____ 31).....	Special Needs Ed.....	Helen Hairston
_____ 32).....	Technology Ed.....	Jennifer Buelin
_____ 33).....	Trade & Industrial Ed.....	Dennis Marshall

Standing Committees

_____ 34).....	Awards	Linda Wiggins
_____ *	Bylaws.....	Gwen Clark
_____ 35).....	Legislation.....	Aaron Fleming
_____ *	Membership	Wanda Robinson
_____ 36).....	Newsletter	Paul Heidepriem
_____ 37).....	Nominations	Peyton Holland
_____ 38).....	Professional Development.....	Ruth Huff
_____ *	Strategic Plan	Kristina Yarborough
_____ 39).....	Public Information	Tony Bello
_____ 40).....	Resolutions.....	Shirley Bynum
_____ 41).....	Tellers	Mike Lewis
_____ 42).....	Ways & Means.....	Brantley Murphy

Total eligible voting members43

Attendance record for Board of Directors Meeting dated _____

Total voting members present

Total votes needed to pass motion needing a majority vote

Total votes needed to pass motion needing a two-thirds vote

Advisory Council

_____	Director of Career-Technical Ed NC DPI	Jo Anne Honeycutt
_____	ACTE Region 2 Policy Committee State Rep.....	Bena Weires

STANDING COMMITTEES

ARTICLE XVI, Section 1 of the NCACTE BYLAWS:

The standing committees of the Association shall be the Awards, Bylaws, Legislation, Membership, Newsletter, Nominations, Professional Development, Public Information, Resolutions, Strategic Plan, Tellers, and Ways and Means

Awards Committee

(Composed of a chair and one member from each division)

- | | |
|--------------------------------|----------------------------|
| 1. Linda Wiggins, Chair | 8. VacantINS |
| 2. Ann Callicutt.....ADM | 9. Hillary SteereMAR |
| 3. Jennifer BroadwellAGR | 10. VacantNRS |
| 4. Deborah Daniels.....BUS | 11. VacantNCA |
| 5. Karrell DardenFAM | 12. Katherine Sapp.....SPE |
| 6. Dan Shuping.....GUI | 13. VacantTEC |
| 7. VacantHEA | 14. Glenn Barefoot.....TRA |

Bylaws Committee

(Composed of a chair, who shall be the NCACTE Parliamentarian, and four members appointed by the President)

1. Gwen Clark, Chair
2. Member #1: Renferd Scott
3. Member #2: Graham Yarborough
4. Member #3: Vacant

Legislation Committee

(Composed of a chair and at least one member representing each of the educational regions in the state appointed by the President. The Executive Director shall serve as an ex-officio member.)

1. Aaron Fleming, Chair
2. Tom Jones, NCACTE Executive Director (ex-officio member)
3. Winslow CarterCentral Region
4. VacantNorth Central Region
5. Daryle NoblesSouth Central Region
6. VacantNortheast Region
7. Todd WilliamsNorthwest Region
8. Roger WithersSouthwest Region
9. Roger TeepleWestern Region
10. Allison ParkerSoutheast Region

Membership Committee

(Composed of a chair, who shall be the Immediate Past President, and the division presidents/NCACTE Vice Presidents)

- | | |
|-------------------------------|-----------------------------------|
| 1. Wanda Robinson,Chair | 9. Hillary SteereMAR |
| 2. Jonathan Clontz.....ADM | 10. Dr. Gary Moore.....NRS |
| 3. Roger TeepleAGR | 11. Dr. Patricia Robinson.....NCA |
| 4. Pamela Orbison.....BUS | 12. Ruby McLean.....SPE |
| 5. Katonia FordFAM | 13. Kim FannTEC |
| 6. Liz Vaden.....GUI | 14. David Barbour.....TRA |
| 7. Judy WilsonHEA | |
| 8. Peggy Lewis.....INS | |

Newsletter Committee

(Composed of a chair, who shall serve as the newsletter editor; a vice chair, who shall serve as assistant editor; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President)

- | | | | | |
|----|----------------------------|-----|-----------------------|-----|
| 1. | Paul Heidepriem, Chair | 9. | Stephen Kelley | INS |
| 2. | Mary Jo Nason | 10. | Chrissy Lux | MAR |
| 3. | Anthony Martin..... | 11. | Vacant | NRS |
| 4. | Cambor Starling | 12. | Noriko Burgess | NCA |
| 5. | Marion Anthony-Jordan..... | 13. | Angela Williams | SPE |
| 6. | Linda West | 14. | Thelma Kastl..... | TEC |
| 7. | Jerry Hathcock | 15. | Paul Heidepriem..... | TRA |
| 8. | Vacant | | | HEA |

Nominations Committee..

(Composed of a chair and one member from each of the division/groups that is not represented by a nominee for office of NCACTE president-elect. These members are selected by the Board of Directors.

1. Peyton Holland, Chair
2. Group #1 Member.....TBD
3. Group #2 Member.....TBD
4. Group #4 Member.....TBD

Professional Development Committee

(Composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President)

- | | | | | |
|----|------------------------|-----|--------------------|-----|
| 1. | Ruth Huff, Chair | 9. | Brooke Rice | MAR |
| 2. | Jo Anne Honeycutt..... | 10. | Vacant | NRS |
| 3. | Joseph Noble..... | 11. | Glover Ford..... | NCA |
| 4. | Pamela Orbison..... | 12. | Ruby McLean..... | SPE |
| 5. | Ruth Baker | 13. | Brian Moye | TEC |
| 6. | Marchelle Horner | 14. | Todd Thibault..... | TRA |
| 7. | Vacant | 15. | Bena Weires | MAL |
| 8. | Vacant | | | INS |

Public Information

(Composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President)

- | | | | | |
|----|----------------------------|-----|----------------------|-----|
| 1. | Tony Bello, Chair | 8. | Vacant | INS |
| 2. | Chip Lucas | 9. | Debbie Pardue..... | MAR |
| 3. | Matthew Swain | 10. | Vacant | NRS |
| 4. | Marion Anthony-Jordan..... | 11. | Noriko Burgess | NCA |
| 5. | Linda West | 12. | Sharon Gainey..... | SPE |
| 6. | Genny Griffin..... | 13. | Kevin Smith | TEC |
| 7. | Vacant | 14. | Scot Whitfield..... | TRA |
| | | 15. | Vacant | MAL |

Resolutions Committee

(Composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President. The NCACTE Parliamentarian shall be an ex-officio member.)

- | | |
|-----------------------------------|--------------------------------|
| 1. Dr. Shirley Bynum, Chair | 9. Jennifer Craig.....MAR |
| 2. Patricia HarrisADM | 10. VacantNRS |
| 3. Wil BaxleyAGR | 11. Linda Wiggins.....NCA |
| 4. Sharon BilbreyBUS | 12. Daisy Eagles.....SPE |
| 5. Linda Cooper-SuggsFAM | 13. Rae Irvine.....TEC |
| 6. Judy HarringtonGUI | 14. Graham YarboroughTRA |
| 7. VacantHEA | 15. Gwen ClarkPARL |
| 8. VacantINS | 16. Patricia BarnardMAL |

Strategic Plan Committee

(Composed of a chair, who shall be the President-Elect, and the division presidents-elect.)

- | | |
|-------------------------------|--------------------------------|
| 1. Kristina Yarborough, Chair | 8. Debbie Spinner.....INS |
| 2. Todd WilliamsADM | 9. Gina BradleyMAR |
| 3. David Overcash.....AGR | 10. Keith Edwards.....NRS |
| 4. Sarah Doepner.....BUS | 11. McArthur MitchellNCA |
| 5. Derrick FoggFAM | 12. Helen HairstonSPE |
| 6. Fletcher Womble.....GUI | 13. Jennifer BuelinTEC |
| 7. VacantHEA | 14. Dennis Mitchell.....TRA |

Tellers Committee

(Composed of a chair and two members, appointed by the President, and who shall be members of the division represented by the candidates for the office of NCACTE president-elect.)

1. Mike Lewis, Chair
2. Brantley Murphy
3. David Barbour

Ways and Means Committee

(Composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President.)

- | | |
|----------------------------|-----------------------------|
| 1. Brantley Murphy, Chair | 9. Amy SingletaryMAR |
| 2. Ann Callicutt.....ADM | 10. VacantNRS |
| 3. Jeremy JonesAGR | 11. Michael Holman.....NCA |
| 4. Carol MannBUS | 12. Renea Stitt.....SPE |
| 5. Michael Holman.....FAM | 13. Jerianne Taylor.....TEC |
| 6. Allison ParkerGUI | 14. Tony BelloTRA |
| 7. VacantHEA | 15. Mike LewisMAL |
| 8. Crystal Bailey.....INS | |

STRATEGIC PLAN 2011-2012

Goal 1 MEMBERSHIP RECRUITMENT AND RETENTION

1. Maintain an NCACTE roster of 1250 members by June 30, 2012.
2. Each division to increase membership in their division by 10%.

STRATEGIES

1.–Develop (8) district reps who focus on membership within each district—preferably by establishing one rep per LEA.

1. Provide members and potential members with ACTE benefit package options.
 2. Provide current and inactive membership rosters to each division vice president and treasurer for recruitment and retention.
 3. Ensure availability of membership applications and benefits information via newsletter and website.
 4. Promote recognize of life members from each division.
- 2.– Encourage membership recruitment at new teacher workshops and through the CTE Directors.
- 3.– Increase awareness, both inside and outside of the CTE community of how NCACTE’s programs provides value to CTE teachers and administrators.

GOAL 2 PUBLIC POLICY ADVOCACY

1. Increase outside awareness of CTE programs to local, state, and national legislative officials and decision makers.
2. Increase awareness among CTE community of local, state, and national legislative issues facing CTE teachers, administrators, and students.

STRATEGIES

1. Members will be encouraged to participate in NCACTE and ACTE legislative networks.
2. Post legislative newsletter and NCACTE newsletter on the website.
 1. Distribute association/CTE issues to site based colleagues and solicit assistance.
 2. Ensure members are aware of Legislative Platform for 2011-2012.
3. Post weekly Legislative Newsletter from lobbyist on the website.
4. Encourage Legislative committee to network among members, colleagues, and business leaders throughout assigned region.
5. Publicize the North Carolina Legislative Seminar in May 2012 on website, newsletter, and other communication media.
6. Send LEA Legislators news of events through the NCACTE newsletter to promote CTE programs.

GOAL 3 PROFESSIONAL ADVOCACY

1. All CTE teachers and administrators will have a working knowledge of how NCACTE provides benefits to them in their position.
2. NCACTE will provide helpful tools for all CTE teachers and administrators for use in their professional development.

STRATEGIES

1. Promote, as needed, planning of professional development workshops.
2. Assess in-service needs of NCACTE officers and members.
3. Utilize members within organization to facilitate workshops.
4. Encourage participation of all officers and committee members in workshops and conferences provided by NCACTE and ACTE.
5. Encourage Presidents of divisions to communicate roles and responsibilities of standing committee members, before appointments, concerning attendance of fall, spring and summer conferences. Use evaluation process at each leadership conference for innovative ideas and topics requested by participants.
6. Select volunteers from organization to facilitate and /or present during conferences.
7. Utilize newsletter and website to request presenters.
8. During the summer conference the division presidents should give job descriptions to standing committee members prior to appointment.

GOAL 4 PROFESSIONALISM

1. Advocate for professional credentials
2. Advocate for recognition of achievement.
3. Advocate for involvement in NCACTE by all members.

STRATEGIES

1. Encourage members to seek credentials/certifications.
2. Actively seek members to participate in local, state, regional, and national awards programs.
3. Recognize members who achieve awards from local, state, regional, and national programs.
4. Actively promote participation in leadership programs.
5. Awards committee will solicit participation from each division for state and national awards.
6. Acknowledge divisions that submit candidates for awards.
7. Recognize CTE teachers who are national board certified on the website and newsletter.
8. Provide leadership training opportunities in divisions through joint ACTE workshops.
9. Encourage divisions to recruit award program participants.

GOAL 5 PARTNERSHIPS

1. Strengthen communication between all divisions.
2. ALL members to enlist support from business and industry.
3. All NCACTE members to participate in other professional groups and civic organizations to promote Career & Technical Education.

STRATEGIES

1. Ensure that the Executive Board and Board of Directors is representative of all divisions.
2. Encourage members to support multiple divisions.
3. Ensure that NCACTE members are treated with dignity and respect.
4. Encourage business, industry and community members to support organizational activity.
5. Tagging links with businesses through the NCACTE website.

GOAL 6 LEADERSHIP DEVELOPMENT

1. Identify potential leaders among members and encourage involvement in their division, state and national association.
2. Develop future NCACTE leadership.
3. Increase member participation in all conferences and workshops.

STRATEGIES

1. Utilize mentoring among division leaders to cultivate members for leadership positions.
2. Publicize all leadership activities sponsored by NCACTE and ACTE.
3. Provide leadership training at summer conference, and board of directors meetings.
4. Recognize the division with the largest percentage of participants who attend summer conference.
5. Encourage each division to send an NCACTE member to state and national policy seminars



CALENDAR OF ACTIVITIES

2011-2012

July 25-28, 2011 CTE Summer Conference

- Sunday, July 24, 7:00 pm-9:00 pm.....NCACTE Executive Committee Meeting
- Monday, July 25, 9:00 am-10:00 amNCACTE Division Treasurers' Meeting.
- Monday, July 25, 9:00 am-11:00 amNCACTE Officer/Committee Training
- Monday, July 25 11:00am-12:00 pm.....NCACTE Committee Meetings
- Monday, July 25, 5:30 pm-8:30 pm.....Exhibitors' Showcase & Reception
- Monday, July 25, 1:00 pm-5:00 pm.....NCACTE Board of Directors' Meeting
- Wednesday, July 26, 7:00 am-8:00 am.....NCACTE Board of Directors' Meeting
- Wednesday, July 26, 5:30 pm-8:00 pmNCACTE Assembly of Delegates
- Wednesday, July 26, 8:00 pm-10:00 pmNCACTE President's Reception
- Thursday, July 27, 4:00 pm-6:00 pm.....NCACTE Executive Committee Meeting

August 26, 2011 NCACTE NEWS Deadline

September 29, 2011 NCACTE Board of Directors' Meeting Asheville, North Carolina

**NCACTE Board meeting will meet prior to ACTE Region II Conference at same location*

September 30-October 2, 2011 ACTE Region II Conference Asheville, North Carolina

November 11, 2011 NCACTE NEWS Deadline

November 17-19, 2011..... ACTE Annual Convention
St. Louis, Missouri

February 2012 Career & Technical Education Month
"CTE: Career Through Education"

February 17-18, 2012 NCACTE Spring Professional Dev. Conf. & Board of Directors' Meeting--Atlantic Beach, NC

March 5-7, 2012 ACTE National Policy Seminar
Crystal Gateway Marriott, Arlington, VA.

March 10, 2012 NCACTE NEWS Deadline

May 1, 2012 Nominations for ACTE/NCACTE Awards

May 22, 2012..... **Raleigh Legislative Policy Seminar**
due to NCACTE Awards Chair

NCACTE Website: www.ncacteonline.org

MEMBERSHIP PLAN 2011-2012

1. **Establish goal and philosophy for membership**
 - A. Increase membership by 10% for the 2011-2012 fiscal year.
 - B. Goals and philosophy accepted by Board:
“Membership recruitment and retention is a primary goal and responsibility of the Divisions of NCACTE and members of the NCACTE Board of Directors. We understand that this involves personal contact of potential members by Division officers and NCACTE Board Members. Also, we understand that a commitment of financial resources will be required to accomplish this goal.”

2. **Update and provide membership brochures from ACTE**

3. Secure New Member packets from ACTE and distribute to new members.

4. **Membership campaign during Summer Conference.**
 - A. Divisions will develop and implement recruitment strategies to take advantage of opportunities for “personal contact selling” of membership benefits.
 - B. Division presidents will ensure all potential members understand the unified/non-unified membership plans.
 - C. Division presidents should report to the Membership Committee Chairperson of their plans at the committee meeting during Summer Conference.
 - D. Encourage retired educators to join and act as recruiters.
 - E. Encourage Career and Technical Education Directors to recruit members in their local units.
 - F. Encourage membership recruitment at all local, state, and national meetings.

5. **Provide and publicize member benefits**
 - A. Inform members about availability of professional liability insurance.
 - B. Place membership brochure on Website.
 - D. Provide information on awards program through NCACTE and ACTE.

**North Carolina Association for Career & Technical Education
Legislative Platform
2010-2012 Biennium**

NCACTE will continue to keep legislators and other policymakers informed on how Career and Technical Education positively affects increased graduation rates and lower dropout rates statewide. To accomplish this platform, NCACTE supports:

- **Keeping in place, and preferably increasing, the current level of state funding for CTE. Such funding could provide local improvements, additional CTE directors across the state, and enhanced recruitment and retention efforts for CTE personnel.**
- **Ensuring that CTE is an integral part of dropout prevention funding.**
- **Pay increases for teachers and administrators.**
- **Legislation that requires the State Board of Education to add a required Career Cluster/CTE Concentration as a part of the future ready core graduation requirement.**
- **Legislation to increase the funding formula for CTE programs from grades 8 through 12 to grades 6 through 12.**
- **Legislation that would require each Local Education Agency (LEA) in North Carolina to have a licensed CTE director at the central office level.**
- **Legislation that promotes inclusion of Career and Technical Student Organizations within the Career and Technical Education curriculum.**

**North Carolina Association for Career and
Technical Education**
Resolution
In Appreciation to
Administration Division
2010-2011

WHEREAS, the Administration Division of the North Carolina Association for Career and Technical Education (NCACTE) provided state pins for members of NCACTE;

WHEREAS, through the unselfish support and commitment of the Administration Division to the North Carolina Association for Career and Technical Education;

THEREFORE BE IT RESOLVED, that the members of the North Carolina Association for Career and Technical Education express their gratitude to the Administration Division for the purchase of state pins:

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Lauren Jones, President of the Administration Division.

APPROVED, by the North Carolina Association for Career and Technical Education Assembly of Delegates, this 27th day of July, 2011

Tom Jones, NCACTE Executive Director

Wanda Robinson, NCACTE President

**North Carolina Association for Career and
Technical Education**
Resolution
In Appreciation to
George Brooks
2010-2011

WHEREAS, George Brooks, President of the Business Education Division of the North Carolina Association for Career Technical Education (NCACTE) provided the design for state pins for members of NCACTE;

WHEREAS, through George's artistic talent and support of the North Carolina Association of Career and Technical Education;

THEREFORE BE IT RESOLVED, that the members of the North Carolina Association for Career and Technical Education express their gratitude to George Brooks for his design for the state pins:

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to George Brooks, President of the Business Education Division.

APPROVED, by the North Carolina Association for Career and Technical Education Assembly of Delegates, this 27th day of July, 2011

Tom Jones, NCACTE Executive Director

Wanda Robinson, NCACTE President

**North Carolina Association for Career and
Technical Education**
Resolution
In Appreciation to
Trade and Industrial Education Division
2010-2011

WHEREAS, the Trade and Industrial Education Division of the North Carolina Association for Career and Technical Education (NCACTE) provided state pins for members of NCACTE;

WHEREAS, through the unselfish support and commitment of the Trade and Industrial Education Division to the North Carolina Association for Career and Technical Education;

THEREFORE BE IT RESOLVED, that the members of the North Carolina Association for Career and Technical Education express their gratitude to the Trade and Industrial Education Division for the purchase of state pins:

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Mike Lewis, President of the Trade and Industrial Education Division.

APPROVED, by the North Carolina Association for Career and Technical Education Assembly of Delegates, this 27th day of July, 2011

Tom Jones, NCACTE Executive Director

Wanda Robinson, NCACTE President

**North Carolina Association for Career and
Technical Education
Resolution
In Appreciation to
Wanda Robinson
NCACTE PRESIDENT
2010- 2011**

WHEREAS, Wanda Robinson was the first woman of color to be elected as a President of the North Carolina Association for Career and Technical Education, now serving a second term as the 80th President of the North Carolina Association for Career and Technical Education in an outstanding manner for the past twelve months;

WHEREAS, through Wanda's leadership the Association has grown stronger, more prominent and more influential by the organization's accomplishment during her two terms as president;

WHEREAS, Wanda's leadership has involved much personal sacrifice of time, being a founding member of NC-ALIVE, an organization that devotes resources to recruit and maintain people of color in leadership position;

WHEREAS, Wanda has represented the Association at the state, regional and national meetings in a dignified and professional manner;

THEREFORE BE IT RESOLVED, that the members of the North Carolina Association for Career and Technical Education express their gratitude to Wanda Robinson for her time, talents and personal sacrifices given in providing this year of outstanding leadership and services; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Wanda Robinson, Eric Ward, Principal, West Mecklenburg High School; Jimmy Chancey, Career Technical Education Director; Dr. Hugh Hattabaugh, Interim Superintendent Charlotte Mecklenburg Schools; Linda Wiggins, President NCACTE/ NC-ALIVE Division; and Dr. June St. Clair-Atkinson, North Carolina State Superintendent of Public Instruction.

APPROVED, by the North Carolina Association for Career and Technical Education Assembly of Delegates, this 27th day of July, 2011

Tom Jones, NCACTE Executive Director

Bill Ellis, NCACTE President Elect

ACTE OFFICERS AND AWARD RECIPIENTS

ACTE Board of Directors:

1992-1995 Kenneth Thigpen (TRA), Vice President, Trade and Industrial Education
1997-2000 Marshall Stewart (AGR), Vice President, Agricultural Education
2001-2004 G. Graham Yarborough, Jr. (TRA), Vice President, Trade and Industrial Ed.
2003-2006 Dr. Gary Moore (AGR), Vice President, Agricultural Education
2004-2007 Ruth Huff, ACTE Region II Vice President
2009-2010 Dr. Gary Moore, ACTE President

ACTE Teacher of the Year:

1980 Edwina Gross (BUSINESS ED)
1993 Kathy Jo Somers (FAMILY & CONSUMER SCIENCES ED)

ACTE Educator of the Year:

1991 Nancy L. Raynor (HEALTH OCCUPATIONS ED)

ACTE Region II Outstanding Educator:

1989 Horace Robertson (MARKETING ED)
1996 Rebecca Payne (FAMILY & CONSUMER SCIENCES ED)
2002 Kristina Yarborough (FAMILY & CONSUMER SCIENCES ED)

ACTE Region II Teacher of the Year:

1979 Edwina E. Gross (BUSINESS ED)
1988 Dr. Richard Clodfelter (MARKETING ED)
1993 Kathy Jo Somers (FAMILY & CONSUMER SCIENCES ED)
2000 Frances M. Hess (HEALTH OCCUPATIONS ED)
2010 Kristina Yarborough (FAMILY & CONSUMER SCIENCES ED)

ACTE Award of Merit

2002 William (Bill) Downey (Workforce Commission)

ACTE Outstanding Service Award

2002 Helena Hendrix-Frye (SPECIAL NEEDS ED)

ACTE Outstanding Teacher in Community Service Award

2010 Karen Summers (Health Occupations Ed)

NCACTE AWARD RECIPIENTS

NCACTE Outstanding CTE Educator

1977.....	Edwina E. Gross.....	Business Ed.
1978.....	Nina T. Lineberry	Marketing Ed.
1979.....	W.A. McLeod, Jr.	Agricultural Ed.
1980.....	Dr. Clifton B. Belcher	Administration
1981.....	Kenneth W. Brantley	Administration
1982.....	Janet W. Brown	Family & Cons.Sciences Ed.
1983.....	Paul O. Lentz	Administration
1984.....	Patsy Steel Clanton	Marketing Ed.
1985.....	Nina T. Lineberry	Administration
1986.....	Loretta M. Martin	Administration
1989.....	Horace C. Robertson	Marketing
1990.....	Nancy L. Raynor	Health Occupations Ed.
1991.....	Gwen Willis	Administration
1992.....	Judy Honeycutt	Administration
1993.....	William (Bill) Teague	Administration
1994.....	Dianne Cook	Administration
1995.....	Wilbur Smith	Administration
1996.....	Rebecca Payne	Family & Cons.Sciences Ed.
1997.....	Dr. Lilla Holsey	Family & Cons.Sciences Ed.
1999.....	Judy Tunstall	Guidance
2000.....	Jeannie Hunter	Business Ed.
2001.....	Kristina Yarborough	Family & Cons.Sciences Ed.
2003.....	Debra Gray	Special Needs Ed.
2008.....	Dr.Gary Moore	Agricultural Ed.
2009.....	Madeline Tucker	Administration
2010.....	Daryle Nobles.....	Administration

NCACTE CTE Teacher of the Year

1985.....	Regina Davis Lambert.....	Marketing Ed.
1986.....	Dr. Richard Clodfelter.....	Marketing Ed.
1989.....	Ruth B. Huff.....	Health Occupations Ed.
1990.....	Linda Titus	Health Occupations Ed.
1991.....	David Phillips.....	Marketing Ed.
1992.....	Judy Mauldin.....	Health Occupations Ed.
1993.....	Kathy Jo Somers.....	Family & Cons.Sciences Ed.
1994.....	Janis Meeks	Family & Cons.Sciences Ed.
1995.....	Sue Liverman	Health Occupations Ed.
1996.....	Ruth Huff.....	Health Occupations Ed.
1997.....	David Lee Mooring	Agricultural Ed.
1998.....	Mary Frances Hess	Health Occupations Ed.
1999.....	Debra Hines Gray.....	Special Needs Ed.
2000.....	Elaine Rabon	Health Occupations Ed.
2001.....	Roger Teeple	Agricultural Ed.
2002.....	Mary Evans	Business Ed.
2003.....	Deborah Beam.....	Health Occupations Ed.
2004.....	Graham Yarborough.....	Trade & Industrial Ed.
2005.....	Cecilia C. McBryde.....	Health Occupations Ed.
2008.....	Kristy Christenberry	Business Education
2009.....	Kristina Yarborough.....	Family & Cons.Sciences Ed.
2010.....	Scot Whitfield	Trade & Industrial Ed.

NCACTE Outstanding New CTE Teacher of the Year

1979.....	Ruth D. Klenner	Unknown
1980.....	Patsy Steel Clanton	Marketing Ed.
1981.....	Ralph “Chuck” Sadler, Jr	Unknown.
1982.....	Horton Albert Glidewell	Marketing Ed.
1983.....	Frances Gardner	Marketing Ed.
1984.....	Lynne Whitley.....	Health Occupations Ed.
1985.....	Donald Ray Herring	Agricultural Ed.
1986.....	Virginia L. Martin	Unknown
1987.....	Dorothy R. Hudyma	Marketing Ed.
1988.....	Jeffrey Scot Campbell	Marketing Ed.
1989.....	Linda Karen Grieco.....	Marketing Ed.
1990.....	Robert Daniel Blake	Agricultural Ed.
1991.....	Meri-Kathryn Peed.....	Health Occupations Ed.
1992.....	Teresa M. Harris.....	Health Occupations Ed.
1993.....	Vallie Rech.....	Health Occupations Ed.
1994.....	Wayne Lee.....	Trade & Industrial Ed.
1995.....	Linda Porter West.....	Health Occupations Ed.
1996.....	Mary Woodell	Health Occupations Ed.
1997.....	Mary Williams Evans.....	Business Ed.
1998.....	Barbara Wade Taylor	Health Occupations Ed.
1999.....	Wilbur A. Whitley.....	Business Ed.
2000.....	Deborah Beam.....	Health Occupations Ed.
2001.....	Kimberly Mayo	Business Ed.
2002.....	Paula Hill Ford	Health Occupations Ed.
2003.....	Kristy Christenberry	Business Ed.
2005.....	Pamela Harvell Lewis	Health Occupations Ed.
2007.....	Tony Bello.....	Trade & Industrial Ed.
2008.....	Brooke Rice.....	Marketing Education
2009.....	Todd Thibault.....	Trade & Industrial Ed.
2010.....	Hillary Steere.....	Marketing Ed.
2011.....	Edith Callahan.....	Health Occupations Ed.

NCACTE Outstanding Teacher in Community Service

2003..... Melva Lawrence.....Family & Cons. Sciences Ed.
2007..... Karen OsborneHealth Occupations Ed.
2008..... Julia Ray.....Business Education
2009..... Karen SummersHealth Occupations Ed.
2010..... Kaye HarrisAgricultural Ed.
2011..... Noriko BurgessFamily & Cons. Sciences Ed.

NCACTE Outstanding Service Award

2003..... Ruth Huff.....Health Occupations Ed.

NCACTE Award of Merit:

- 1987 Dr. Larry D. Coble, Superintendent, Durham County Schools
Mr. John L. Keely, Manager, Department of Clinics, Bowman Gray School of Medicine
- 1988 Mr. Pete Voelckers, AMEAROP Culture Relations Foundation, Richmond, Virginia
Dr. Hans Oppe, Hauni of Richmond, Inc.
Dr. Kurt A. Koerber, Koerber and Company, K. G. Hamburg, West Germany
- 1989 Mr. Joseph W. Glesen, III
Mr. Tony Durant Hodge, Gregg Division, McGraw-Hill Publishing Company
Mr. Ossie Taylor Shackelford
- 1992 Health Care Careers Code Blue - Baptist and Forsyth Hospitals, Winston-Salem
Gaston Memorial Hospital and Presbyterian Hospital - Health Careers Awareness Campaign
- 1993 Mr. Tom Smith, President, Food Lion, Inc., Salisbury, North Carolina
- 1994 Ms. Judy Godfrey, Dairy & Food Nutrition Council of the Southeast, Greensboro
- 1995 Mr. Joseph Glezen, III, Director of Human Resources, Southeastern Regional Medical Center,
Lumberton, North Carolina
- 1996 Pitt County Memorial Hospital, Greenville, North Carolina
- 1997 Harris Regional Hospital, Sylva, North Carolina
- 1998 Southwestern Community College, Sylva, North Carolina, Dr. Cecil Groves, President
- 1999 Beaufort County Hospital, Morehead City, North Carolina

HONORARY MEMBERS of NCACTE

Russell A. Swindell (1985)

Vaden B. Hairr (1985)

NCACTE PAST PRESIDENTS

SERVICE YEAR	NAME	DIVISION
1930-31	George w. Coggin	
1931-32	Roy B. Thomas	
1932-33	J. Warren Smith	
1933-34	Vila Playfoot	
1934-35	E. C. Jernigan	
1935-36	Charles S. Mills	
1936-37	Marie Mitchell	
1937-38	C. E. Morrison	
1938-39	Neal H. Atkins	
1939-40	Isabelle Moseley	
	S. Marion Justice	
1940-41	Rhoda LaPrade	
1941-42	A. B. Bushong	
1942-43	George Sanvig	
1943-44	Ruth Jones	
1944-45	Fred Hunt	
1945-46		
1946-47	Forest t. Selby	
1947-48	Emily P. Person	
1948-49	A. L. Vann	
1949-50	H. K. Collins	
1950-51		
1951-52	Randal J. Lyday	
1952-53	W. K. Dorsey	
1953-54	Charles D. Bates	
1954-55	Beulah S. Womble	
1955-56	J. H. Mobley	
1956-57	Stanley I. Craft	
1957-58	Salvatore Del Mastro	
1958-59	Salvatore Del Mastro	
1959-60	Mary L. Smith	
1960-61	J. W. Evans	
1961-62	Carl D. Whitehurst	
1962-63	Daniel C. Wise	
1963-64	Gladys W. Farnell	
1964-65	John F. Cassidy	
1965-66	Barbara S. Coble	
1966-67	Albert P. Lochra	
1967-68	Myrtle D. Stogner	Family & Con. Sc.Ed.
1968-69	C. C. Scarborough	
1969-70	William E. Taylor	
1970-71	William H. Hunter, Jr.	

SERVICE YEAR	NAME	DIVISION
1971-72	Paul O. Lentz	Administration
1972-73	Thomas C. Shore, Jr.	
1973-74	Vila M. Rosenfeld	Family & Cons. Sc. Ed.
1974-75	William D. Neill, Jr.	
1975-76	Willis M. Parker	
1976-77	Eloise W. Keefer	
1977-78	Jim Eads	
1978-79	Kenneth E. Brantley	
1979-80	Ward R. Robinson	Agricultural Ed.
1980-81	Julian L. Cleveland	
1981-82	Janet W. Brown	
1982-83	Jane A. Robbins	
1983-84	Ned Y. Hudson	
1984-85	Marvin R. Joyner	
1985-86	Janet H. Auten	Business Ed.
1986-87	Shirley Deal	Marketing Ed.
1987-88	William H. Teague	Administration
1988-89	Ralph D. Davies	Guidance
1989-90	Charles S. Dunlop, Jr.	Trade & Industrial Ed.
1990-91	Donna Chappell	Health Occupations Ed.
1991-92	Weldon Faircloth	Agricultural Ed.
1992-93	Donald R. Brannon	New & Rel. Services
1993-94	Carol H. Rinehardt	Business Ed.
1994-95	Joanne B. Miles	Marketing Ed.
1995-96	Macy McRae	Special Needs
1996-97	Daniel E. Hardee	Administration
1997-98	Judy Tunstall	Guidance
1998-99	Graham Yarborough, Jr.	Trade & Industrial Ed.
1999-00	Kristina L. Kendall	Family & Cons. Sc. Ed.
2000-01	Ruth Huff	Health Occupations Ed.
2001-02	Kelvin Edwards	Agricultural Ed.
2002-03	Carolyn Jewell	New & Rel. Services
2003-04	Janet White	Business Ed.
2004-05	Jerry Honeycutt	Marketing Ed.
2005-06	Wanda Robinson	Special Needs Ed.
2006-07	Ted Summey	Administration
2007-08	Bena Weires	Guidance
2008-09	Scot Whitfield	Trade & Industrial Ed.
2009-10	Ruth Huff	Health Occupations Ed.
2010-11	Wanda Robinson	NC-ALIVE

ADMINISTRATION DIVISION

Officers

President.....Jonathan Clontz
Vice President.....Pam Johnson
President-ElectTodd Williams
Past PresidentLaureen Jones
SecretaryChristy Cheek
TreasurerAnn Callicutt

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Ann Callicutt
Bylaws.....Jonathan Clontz
Legislation.....*Todd Williams
Membership*Jonathan Clontz
Newsletter*Anthony Martin
Professional Development*Jo Anne Honeycutt
Public Information*Chip Lucas
Strategic Plan*Todd Williams
Resolutions.....*Patricia Harris
Ways and Means*Ann Callicutt

AGRICULTURAL EDUCATION DIVISION

Officers:

President.....Roger Teeple
President-ElectDavid Overcash
Past PresidentGerald Barlowe
SecretaryTeresa Murphy
TreasurerTeresa Murphy

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Jennifer Broadwell
Bylaws.....Amy Kidd
Legislation.....*Roger Teeple
Membership*Roger Teeple
Newsletter*Camber Starling
Professional Development*Joseph Noble
Public Information*Matthew Swain
Resolutions.....*Wil Baxley
Strategic Plan*David Overcash
Ways and Means*Jeremy Jones

BUSINESS EDUCATION DIVISION

Officers:

President.....Pamela Orbison
President-ElectSarah Doepner
Past PresidentGeorge Brooks
SecretaryKimberly Mayo
TreasurerKimberly Mayo

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Deborah Daniels
Bylaws.....George Brooks
Legislation.....Julia Ray
Membership*Pamela Orbison
Newsletter* Marion Anthony-Jordan
Professional Development*Pamela Orbison
Public Information*Marion Anthony-Jordan
Resolutions*Sharon Bilbrey
Strategic Plan*Sarah Doepner
Ways and Means*Carol Mann

FAMILY AND CONSUMER SCIENCES DIVISION

Officers:

President.....Katonía Ford
President-ElectDerrick Fogg
Past PresidentLinda Johnson
SecretaryLinda West
TreasurerJennifer Buffaloe-Parker

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Karrell Darden
Bylaws.....Kristina Yarborough
Legislation.....Carol Harper
Membership*Katonía Ford
Newsletter*Linda West
Professional Development*Ruth Baker
Public Information*Linda West
Resolutions.....*Linda Cooper-Suggs
Strategic Plan*Derrick Fogg
Ways and Means*Michael Holman

GUIDANCE DIVISION

Officers :

President.....Liz Vaden
President-ElectFletcher Womble
Past PresidentDan Shuping
SecretaryDebra Grantham
TreasurerDan Shuping

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Dan Shuping
Bylaws.....Winslow Carter
Legislation.....*Winslow Carter
Membership*Liz Vaden
Newsletter*Jerry Hathcock
Professional Development*Marchelle Horner
Public Information*Ginny Griffin
Resolutions.....*Judy Harrington
Strategic Plan*Fletcher Womble
Ways and Means*Allison Parker

HEALTH OCCUPATIONS EDUCATION DIVISION

Officers:

President.....Judy Wilson
President-Elect Vacant
Past PresidentAudrey Massengill
Secretary Vacant
TreasurerDebbie Wagner

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Vacant
Bylaws..... Vacant
Legislation..... Vacant
Membership*Judy Wilson
Newsletter*Vacant
Professional Development*Vacant
Public Information*Vacant
Resolutions.....*Vacant
Strategic Plan*Vacant
Ways and Means*Debbie Wagner

INSTRUCTIONAL MANAGEMENT DIVISION

Officers:

President.....	Penny Lewis
President-Elect	Debbie Spinner
Past President	Jean Collins
Secretary	Crystal Bailey
Treasurer	Cathy Ferguson

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards	*Vacant
Bylaws.....	Ginger Stone
Legislation.....	Kimberly Brewington
Membership	*Penny Lewis
Newsletter	*Stephen Kelley
Professional Development	*Vacant
Public Information	*Vacant
Resolutions.....	*Vacant
Strategic Plan	*Debbie Spinner
Ways and Means	*Crystal Bailey

MARKETING EDUCATION DIVISION

Officers:

President.....	Hillary Steere
President-Elect	Gina Bradley
Past President	Elizabeth Mofield
Secretary	Vacant
Treasurer	Amy Singletary

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards	*Elizabeth Mofield
Bylaws.....	Stewart Spittle
Legislation.....	Grant Deaton
Membership	*Hillary Steere
Newsletter	*Chrissy Lux
Professional Development	*Brooke Rice
Public Information	*Debbie Pardue
Resolutions.....	*Jennifer Cragg
Strategic Plan	*Gina Bradley
Ways and Means	*Amy Singletary

NEW AND RELATED SERVICES DIVISION

Officers:

President..... Dr. Gary Moore
President-Elect Keith Edwards
Past President Jean Collins
Secretary Vacant
Treasurer Vacant

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards * Vacant
Bylaws..... Vacant
Legislation..... Vacant
Membership *Dr. Gary Moore
Newsletter * Vacant
Professional Development * Vacant
Public Information * Vacant
Resolutions..... * Vacant
Strategic Plan *Keith Edwards
Ways and Means * Vacant

NC-ALIVE DIVISION

Officers:

President..... Dr. Patricia Robinson
President-Elect McArthur Mitchell
Past President Linda Wiggins
Secretary Janet Blue
Treasurer Ivey Dowe

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards *Janet Blue
Bylaws..... Ivy Dowe
Legislation..... Ronnie Ford
Membership *Dr. Patricia Robinson
Newsletter *Noriko Burgess
Professional Development *Glover Ford
Public Information *Noriko Burgess
Resolutions..... *Linda Wiggins
Strategic Plan *McArthur Mitchell
Ways and Means *Michael Holman

SPECIAL NEEDS DIVISION

Officers:

President.....	Ruby McLean
President-Elect	Helen Hairston
Past President	Katherine Sapp
Secretary	Angela Williams
Treasurer	Sharon Gainey

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards	*Katherine Sapp
Bylaws.....	Bill Hatch
Legislation.....	Kimberly Shaw-Brown
Membership	*Ruby McLean
Newsletter	*Angela Williams
Professional Development	*Ruby McLean
Public Information	*Sharon Gainey
Resolutions.....	*Daisy Eagles
Strategic Plan	*Helen Hairston
Ways and Means	*Renea Stitt

TECHNOLOGY EDUCATION DIVISION

Officers:

President.....Kim Fann
President-ElectJennifer Buelin
Past PresidentCarolyn Banks
Secretary/TreasurerNancye Hart

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Kathleen Squibb
Bylaws.....Kim Kulawik
Legislation.....Ray Martin
MembershipKim Fann
Newsletter*Thelma Kastl
Professional Development*Brian Moye
Public Information*Kevin Smith
Resolutions.....*Rae Irvin
Strategic Plan*Jennifer Buelin
Ways and Means*Jerianne Taylor

TRADE AND INDUSTRIAL EDUCATION DIVISION

Officers:

President.....David Barbour
President-ElectDennis Marshall
Past PresidentMike Lewis
SecretaryTammy Bradley
TreasurerTony Bello

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

*Member of NCACTE Standing Committee

Awards*Glenn Barefoot
Bylaws.....Craig Pendergraft
Legislation.....David Jones
Membership*David Barbour
Newsletter*Paul Heidepriem
Professional Development*Todd Thibault
Public Information*Scot Whitfield
Resolutions.....*Graham Yarborough
Strategic Plan*Dennis Marshall
Ways and Means*Tony Bello

NCACTE DIVISION TREASURERS

Administration

Ann Callicutt
Randolph County Schools
336-318-6062
Fax: 336-318-6166
E-Mail: jfinch@nrms.k12.nc.us

(Home Address)
PO Box 293.
Seagrove, NC 27341
336-873-9633

Agriculture

Teresa Murphy
J.F. Webb High School
919-693-0634
Fax: 919-693-2589
E-Mail: murphyt@gcs.k12.nc.us

(Home Address)
434 Crowder Road
Castalia, NC 27816
919-853-3926

Business

Kimberly Mayo
Washington High School
252-946-0858
Fax: 252-946-9633
E-Mail: kimberlysmayo@yahoo.com

(Home Address)
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Washington, NC 27889
252-946-3106

Family and Consumer Sciences

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Ashly High School
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(Home Address)
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Wilmington, NC 28412
910-527-7028

Guidance

Dan Shuping
Guilford County Schools
336-370-8338, ext 3
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(Home Address)
519 Woodland Drive
Greensboro, NC 27408

Health Occupations

Debbie Wagner
Athens Drive High School
919-233-4008
Fax: 919-233-4054
E-Mail: debbiewagner@nc.rr.com

(Home Address)
121 Penwood Drive
Cary, NC 27511
919-467-5855

Instructional Management

Cathy Ferguson
New Hanover City Schools
910-254-4141
Fax: 910-254-4310
E-Mail: cferguson@nhcs.k12.nc.us

(Home Address)
1407 Bexley Drive
Wilmington, NC 28412
910-799-9656

Marketing

Amy Singletary
North Henderson High School
828-697-4500
Fax: 828-698-6129
E-Mail: asingletary@nhh.henderson.k12.nc.us

(Home Address)
6 Panther Ridge Drive
Hendersonville, NC 28792
828-692-3221

New and Related Services

Vacant

NC-ALIVE

Ivey Dowe
Cape Fear High School
910-483-0191
Fax: 910-484-1894
E-Mail: ivey.farmer@yahoo.com

(Home Address)
2857 Cedar Creek Road
Fayetteville, NC 28312
910-273-3519

Special Needs

Sharon Gainey
Harnett County Schools
910-893-8151
Fax: 910-873-8839
E-Mail: sgainey@harnett.k12.nc.us

(Home Address)
PO Box 1029
Lillington, NC 27546
910-890-7838

Technology Education

Nancye Hart
North Mecklenburg High School
980-343-3840
Fax: (980) 343-3845
E-Mail: nancye.hart@cms.k12.nc.us

(Home Address)
8914 Hillstone Court
Sherrills Ford, NC 28673
704-281-3249

Trade and Industry

Tony Bello
Havelock High School
252-463-1521
Fax: 252-444-5119
E-Mail: tony.bello@craven.k12.nc.us

(Home Address)
315 Rollingwood Dr.
Newport, NC 28570
252-808-2090

**ByLaws of the
North Carolina Association
for Career and Technical Education
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BYLAWS

North Carolina Association for Career and Technical Education

ARTICLE I - Name

The name of this corporation shall be the North Carolina Association For Career and Technical Education, hereinafter referred to as “NCACTE” or “The Association.” The Association shall be an affiliated state association of the Association For Career and Technical Education, Inc. hereinafter referred to as “ACTE.”

ARTICLE II - Purposes

The purposes of the Association shall be:

- A. To promote the mission and purposes of the Association For Career and Technical Education, Inc., as established in the ACTE Articles of Incorporation and Bylaws, Article II.
- B. To serve as a unifying agency for personnel in all types of career and technical education.
- C. To assume and maintain active state leadership in initiating, expanding, improving, and promoting career and technical education.
- D. To act as a central agency in keeping the people of the state informed of the mission, scope, needs, quality, importance, and contributions of career and technical and the Association.
- E. To promote the organization and maintenance of active affiliated local and collegiate chapters.
- F. To provide a state open forum for the study and discussion of all questions involved in career and technical education.

ARTICLE III - Affiliation with ACTE

As an affiliated state association of ACTE, and in accordance with the ACTE Bylaws, NCACTE shall be organized for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education. The organizational structure of ACTE shall embrace all those interested in career and technical education in the state; and each member shall be provided an opportunity to affiliate with any divisional category in the ACTE structure. NCACTE shall pay affiliated membership dues directly to ACTE for its members. The bylaws of NCACTE shall not be in conflict with the ACTE Bylaws.

ARTICLE IV - Membership

Section 1 - Eligibility. Any individual interested in the purposes of the Association shall be eligible for membership.

Section 2 - Classes. The following classes of membership shall be available upon the payment of dues:

- A. **Active membership**- for individuals who are actively engaged in career and technical education. Active members shall be entitled to all member privileges and services.
- B. **Life membership** - for individuals who qualify for active membership and who invest in a life membership. Life members shall be entitled to all member privileges and services.
- C. **Retired membership** - for individuals who have retired from active duty in career and technical education. Retired members shall be entitled to all member privileges and services except the privileges of voting, introducing and seconding motions, and serving as officers, committee members, and members of the Assembly of Delegates.

- D. **Associate membership** - for individuals who are not engaged in career and technical education. Associate members shall be entitled to all member privileges and services except the privileges of voting, introducing and seconding motions, and serving as officers, committee members and members of the Assembly of Delegates.
- E. **Student membership** - for individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full time in the education system as teachers, counselors, or administrators. Student members shall be entitled to all member privileges and services except the privileges of voting, introducing or seconding motions, and serving as officers, committee members, and members of the Assembly of Delegates.
- F. **Unit Membership** - for local educational agencies (LEA's) that agree to pay membership dues for each and every certified person that is employed as a part of given LEA's career and technical education staff. Membership dues will be determined by the Board of Directors for this particular membership category.

Section 3 - Deunified Membership. NCACTE is a deunified affiliate association of ACTE. All members shall hold membership in at least one division of NCACTE. Membership in ACTE will be an option for NCACTE members. All dues shall be paid through the respective NCACTE division treasurers, as prescribed in Section 7 of this article.

Section 4 - Multi-divisional Membership. Multi-divisional membership in ACTE/NCACTE may be obtained upon the annual payment of dues for each additional divisional membership.

Section 5 - Honorary Membership. Upon the signed recommendations of three members, and by a three-fourths vote of the Board of Directors, honorary membership can be conferred upon any individual who is not eligible for affiliated membership and who has rendered notable service to career and technical education in the state. Honorary members shall have none of the obligations of membership but shall be entitled to all member privileges and services except the privileges of voting, introducing and seconding motions, and serving as officers, committee members, and members of the Assembly of Delegates.

Section 6 - Membership Year. Membership in the Association shall begin with the receipt of dues by the Finance Officer and shall extend for one year (twelve months).

Section 7 - Dues. Dues for each class of membership in the Association, except for the Unit Membership category, shall be determined by the Assembly of Delegates. Changes shall become effective at the beginning of the fiscal year following adoption, unless otherwise specified in the motion for adoption.

ARTICLE V - Chapters

Section 1 - Authority. Chapters of the Association may be approved and granted charters, provided they are organized in accordance with the rules prescribed in Sections 2-4 of this article. Additional implementation policies may be established by the Board of Directors.

Section 2 - Types. Chapters shall be of three types: local, collegiate, and unit.

- A. A local chapter shall be composed of at least twelve affiliated and/or life members of the Association who are employed in the same county or other geographic area of the state.
- B. A collegiate chapter shall be composed of at least twelve student members of the Association who are enrolled in the same college or university, and at least one teacher educator who is an affiliated member of the Association who shall serve as chapter adviser.
- C. A unit chapter shall be composed of 100% of the certified individuals employed as a part of a given local schools system's career and technical education staff. Career and technical education staff is understood to include career and technical education administrators, certified support staff, and teachers.

Section 3 - Organization. Each chapter shall:

- A. Be organized in the interest of expanding and improving career and technical education.
- B. Be an integral part of no other organization, unless approval has been received from the Board of Directors.
- C. Be organized, in the case of local chapters, to provide services to members at all instructional levels.

- D. Adopt rules which shall conform to the bylaws and policies of NCACTE.
- E. Elect a president, who shall have the responsibility for seeing that the NCACTE policies and programs of work are carried out in the chapter; a vice-president in charge of membership; and a treasurer. Additional chapter officers may be elected as needed.
- F. Have a governing board.
- G. Have the same fiscal and membership years as those of NCACTE.
- H. Assist in promoting new and continuing memberships.
- I. Adopt an audit report for each fiscal year.
- J. Forward to the Finance Officer, within fifteen days following the end of each fiscal year, a directory of chapter members as of the last day of the fiscal year.
- K. Forward to the NCACTE President, within fifteen days following the annual NCACTE convention, a copy of the adopted audit report; a copy of the current chapter rules; and a directory of the current chapter officers and committees.

Section 4 - Application. Application for a chapter charter, accompanied by information specified in the application form to be provided by NCACTE, shall be submitted to the NCACTE President and shall be approved by the Executive Committee. The charter shall be signed and presented to the new chapter by the NCACTE President.

Section 5 - Rescission of Charter. A chapter whose membership drops below the required number by the end of a fiscal year shall be permitted one year to regain this membership before the chapter charter is rescinded by the Executive Committee.

ARTICLE VI - Divisions

Section 1 - Authority. Divisions of the Association shall be organized in accordance with these Bylaws.

Section 2 - Current Divisions. The divisions of the Association shall be those of Administration, Agricultural Education, Business Education, Family and Consumer Sciences Education, Guidance, Health Occupations Education, , Instructional Management, Marketing Education, New and Related Services, NC Alive, Special Needs Education, Technical, Technology Education, and Trade and Industrial Education.

Section 3 - Organization. Each division shall:

- A. Be composed of at least fifty-one affiliated and life members of the Association.
- B. Represent an interest that is clearly defined as being directly involved in or closely related to career and technical education, that is statewide in scope, and that is not served by another existing division.
- C. Be an integral part of no other organization, unless approval has been received from the Board of Directors.
- D. Be organized to provide services to members at all instructional levels.
- E. Adopt rules which shall conform to the bylaws and policies of NCACTE.
- F. Elect a president and a president-elect, as prescribed in ARTICLE VIII. Additional division officers may be elected as needed. The division president, who shall represent his/her division as a vice president of NCACTE, shall serve as a member of the NCACTE Board of Directors and the NCACTE Membership Committee, and shall have the responsibility for seeing that NCACTE policies and programs of work are carried out in the division. (See also ARTICLE VIII, Section 7-A.) The division president-elect, who shall serve as a member of the NCACTE Board of Directors and the NCACTE Strategic Plan Committee, shall succeed to the office of division president, at the expiration of the president's term of office.
- G. Have a governing board.
- H. Have a membership committee, composed of one member representing each of the educational regions in the state, to work with the division president in promoting new and continuing memberships in the respective regions.
- I. Have division committees, with members appointed by the division president, which shall correspond to the NCACTE standing committees.
- J. Have the same fiscal and membership years as those of NCACTE.
- K. Provide for a fidelity bond for the division treasurer, the cost to be paid by NCACTE. The amount of total receipts to be covered by the bond shall be determined by the NCACTE Board of Directors.
- L. Adopt an audit report for each fiscal year.

- M. Forward to the NCACTE President, within fifteen days following the annual NCACTE convention, a copy of the adopted audit report; a copy of the current division rules; and a directory of the current division officers and committees.

Section 4 - Establishment of New Divisions

- A. The New and Related Services Division shall be composed of members of NCACTE whose interests are not being served by any other division.
- B. A section of the New and Related Services Division shall become eligible for division status when it meets the criteria and other provisions stipulated in Section 3 of this article. The New and Related Services Division may then submit to the Board of Directors, by February 1, a proposed amendment to the NCACTE Bylaws for that section to become a division.
- C. A new division shall become effective immediately at the close of the annual convention at which it is approved by the Assembly of Delegates, and shall be placed in line to provide nominees for the office of NCACTE president-elect as provided in ARTICLE VIII, Section 2-A.

Section 5 - Loss of Division Status

- A. Any division whose membership drops below the required number by the end of a fiscal year (June 30) shall be permitted two years to regain this membership before division status is rescinded by the Executive Committee.
- B. The New & Related Services Division will be exempt from Article VI, Section 5.A.
- C. Any group which has lost its division status may become a section of the New and Related Services Division.

ARTICLE VII - Fiscal Operation

Section 1 - Fiscal Year. The fiscal year of the Association shall be July 1 through June 30.

Section 2 - Budget.

- A. The annual budget for the Association shall be developed by the Executive Committee and adopted by the Board of Directors.
- B. Budget allowances, based on travel and per diem rates established annually by the Board of Directors, shall be provided for the President and the President-Elect to attend the annual ACTE convention and the ACTE Region II conference, and for the ACTE Region II Policy Committee State Representative to attend the ACTE Convention.

Section 3 - Bonding. The President, the Executive Director, the Finance Officer, and division treasurers shall furnish fidelity bonds for amounts determined annually by the Board of Directors, the cost of the bonds to be paid by the Association.

Section 4 - Disbursements. Only monies which have been budgeted or otherwise approved by the Board of Directors shall be disbursed. Disbursement of monies shall be made by the Finance Officer upon receipt of bills and properly executed vouchers approved and signed by the President.

Section 5 - Audit. The Board of Directors shall select an accountant to audit the financial records for the fiscal year. Following adoption of the audit report by the Board, the audited financial report shall be published in the Association newsletter.

ARTICLE VIII - Officers and Duties

Section 1 - Officers. The officers of the Association shall be a president, a president-elect, the immediate past president, vice presidents representing the divisions, a recording secretary, a finance officer, a parliamentarian, and a historian.

Section 2 - Eligibility. The following eligibility criteria shall govern the (s)election of NCACTE officers:

- A. The President-Elect
- (1) Shall be a member of the division/group which is next in line, in the following order of succession, Each division/group may submit (2) two candidates maximum.

Group 1: Administrative Division
New & Related Services Division
NC-ALIVE Division

Group 2: **Family & Consumer Sciences Division**
 Marketing Education Division
 Guidance Division

Group 3: **Business Education Division**
 Health Occupations Division
 Special Needs Education Division

Group 4: **Agricultural Education Division**
 Technology Education Division
 Trade & Industrial Education Division

(2) Shall be an affiliated or life member of the National and State Associations and his/her division.

(3) Shall have been a member of the division represented for three consecutive years immediately preceding nomination.

(4) Shall have served within the past five years as a member of the NCACTE Board of Directors, or as the chair of a standing committee of the NCACTE or the division, or as a division officer.

(5) Shall present a letter of support from their LEA or state agency (unless retired) stating that they will be in a position to devote the required time to the duties of the offices of President-Elect, President, and the Immediate Past President when those duties are assumed.

(6) Shall have received official endorsement of the division represented or of the governing board of that division.

- B. The Vice Presidents representing the divisions shall be affiliated or life members of the Association and the divisions represented. Additional eligibility criteria shall be determined by the respective divisions.
- C. The recording secretary, parliamentarian and historian shall be appointed by the President and shall be members of the Association and possess the skills and qualifications necessary to perform their respective duties.
- D. The Board of Directors shall appoint the finance officer.
- E. An executive officer may be employed by the Board of Directors.

Section 3 - Nomination. Nominations for NCACTE offices shall be conducted as follows:

- A. For president-elect—Nominees shall be selected by the Nominations Committee and presented to the Assembly of Delegates. The Assembly of Delegates, by majority vote, shall approve candidates to be included on the ballot.
- B. For vice president representing a division—nominees shall be selected in accordance with procedures prescribed in the rules of the respective divisions and approved by the Board of Directors.

Section 4 - Election. The election of NCACTE officers shall be conducted as follows:

- A. The president-elect shall be elected by mail ballot. The Nominations Committee, no later than March 10, shall prepare and mail to each affiliated and life member of the Association, based on the records of the Finance Officer as of February 1, a ballot and a biographical sketch of each candidate. This ballot shall be returned in an official envelope marked "Ballot," postmarked no later than April 10, and received at the NCACTE Office by April 15. The Tellers Committee shall meet no later than April 25 to open and count all ballots, and shall immediately submit a written report to the President, who shall declare the winner. In the case of a tie vote, the Executive Committee shall cast the deciding vote. The President shall notify the candidates of election results by May 1.
- B. In the event there is only (1) one nominee, the Board of Directors shall approve that person as President-Elect.
- C. The vice presidents representing the divisions shall be elected in accordance with procedures prescribed in the rules of the respective divisions and approved by the NCACTE Board of Directors.

Section 5 - Installation and Terms. Officers shall be installed at the Assembly of Delegates. Officers shall assume their duties immediately at the close of the annual convention, and shall serve for a term of one year or until their successors are elected.

Section 6 - Eligibility for Re-election. Individuals holding the offices of president and president-elect shall be ineligible for re-election.

Section 7 - Absences and Vacancies. Absences and vacancies in NCACTE offices shall be filled as follows:

- A. In the event the President shall be absent or otherwise unable to preside at a meeting, the President-Elect shall preside.
- B. In the event that the office of president or president-elect should become vacant between elections:
 - (1) The Vice President representing the division of which the former officer is/was a member shall assume the vacated office and its assigned duties for the unexpired term. The member who fills a vacancy in the office of NCACTE president-elect shall not succeed automatically to the office of president. Procedures for the next regular election of a president-elect shall include provision for the election of a president.
 - (2) The president-elect of the division of which the former officer is/was a member shall assume the offices and assigned duties of NCACTE vice president and division president for the unexpired term.
 - (3) The resulting vacancy created in the office of division president-elect shall be filled, for the unexpired term, by the division's governing board.
- C. Any office, if it becomes evident by the Board of Directors that the individual holding the office is unable to perform the duties of that office, shall be declared vacant by the NCACTE Board of Directors, and a successor shall be named as prescribed in "B" of this section, or by the appointing body if applicable.

ARTICLE VIII, Section 8 - Duties.

A. The President shall:

- (1) Preside at the Assembly of Delegates and other meetings of the Association.
- (2) Serve as chair of the Board of Directors and the Executive Committee.
- (3) Serve as an ex-officio member of all other committees except the Nominations Committee.
- (4) Appoint a parliamentarian.
- (5) Appoint committees and committee chairs not otherwise provided for in these bylaws, subject to the approval of the Executive Committee.
- (6) Approve all vouchers for the disbursement of funds budgeted or otherwise approved by the Board of Directors.
- (7) Execute, with the Finance Officer, any legal documents pertaining to the Association, upon authorization by the Assembly of Delegates.
- (8) Represent the Association at the annual ACTE convention and ACTE Assembly of Delegates, as the NCACTE delegation chair; at the ACTE Region II meeting; and at other career and technical education meetings as deemed necessary.
- (9) Maintain all permanent Association records not specifically assigned to another office or position.
- (10) Perform such other duties as may be prescribed in these bylaws and by the parliamentary authority adopted by the Association, or assigned by the Board of Directors.

B. The President-Elect shall:

- (1) Preside at meetings at which the president is absent or otherwise unable to preside.
- (2) Succeed to the office of president at the expiration of the president's full term of office, and to the office of immediate past president the following year.
- (3) Serve as chair of the Strategic Plan Committee.
- (4) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee; and as an ex-officio member, without vote, of all other committees except the Nominations Committee.
- (5) Appoint committees in advance to serve during the year in which he/she will be president, subject to the approval of the Executive Committee at the last Board meeting preceding the Assembly of Delegates.
- (6) Serve as the President's official representative, upon request.
- (7) Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.

- C. **The Immediate Past President shall:**
 - (1) Serve as chair of the Membership Committee and the NCACTE CTSA Foundation.
 - (2) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
 - (3) Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors or the President.
- D. **Vice Presidents.**
 - (1) Vice Presidents representing divisions shall:
 - a. Serve as members of the NCACTE Assembly of Delegates as chairs of their respective division delegations, as prescribed in ARTICLE XII, Section 2.
 - b. Serve as members of the Board of Directors and the Membership Committee.
 - c. Be responsible for seeing that the NCACTE bylaws, policies, and programs of work are implemented in their respective divisions.
 - d. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
 - (2) The Vice President representing the division of which either the NCACTE President or President-Elect is a member shall, in the event that either of those offices is vacated between elections, assume that office and its assigned duties for the unexpired term, as prescribed in ARTICLE VIII, Section 7-B(1) of this Article.
 - (3) The Vice President representing the division of which the President is a member shall serve as a member of the Executive Committee.
- E. **Vice Presidents-Elect.**
 - (1) Vice Presidents-Elect shall:
 - a. Succeed to the offices of NCACTE vice president and division president at the expiration of their predecessors' terms of office.
 - b. Serve as members of the NCACTE Assembly of Delegates. (See ARTICLE XII, Section 1.)
 - c. Serve as members of the Board of Directors and the Strategic Plan Committee.
 - d. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
 - (2) The Vice President-Elect representing the division of which either the NCACTE President or President-Elect is a member shall, in the event that office is vacated between elections, assume the offices and assigned duties of NCACTE vice president and division president for the unexpired terms, as prescribed in ARTICLE VIII, Section 7-B(2).

ARTICLE IX - Related Personnel and Duties

Section 1 - Related Personnel. A recording secretary and a finance officer shall be appointed by the Board of Directors. A historian and parliamentarian shall be appointed by the President. An executive director may be employed by the Board of Directors.

Section 2 - Eligibility. The following criteria shall govern the (s)election of NCACTE related personnel:

- A. The Historian shall be a member of the Association; shall possess writing skills; and shall have a knowledge of and appreciation for the Association's history.
- B. The recording secretary, the executive director and the finance officer shall be members of the Association, and shall possess the recording, communication, and/or accounting skills and experience needed to carry out their respective duties.
- C. The Parliamentarian shall be a member of the Association; shall possess a knowledge of the rules contained in the Roberts Rules of Order Newly Revised (latest edition); and shall be experienced in the operation and protocol of organizations.

Section 3 - Nomination. Nominees for the office of vice president-elect shall be selected in accordance with procedures prescribed in the rules of the respective divisions and approved by the Board of Directors.

Section 4 - (S) Election. The (s)election of NCACTE related personnel shall be conducted as follows:

- A. The recording secretary, executive director and the finance officer shall be selected, with compensation and/or reimbursement for expenses, by the Board of Directors no later than the Board meeting preceding the Assembly of Delegates.
- B. The historian and the parliamentarian shall be appointed by the President.

Section 5 - Terms. Related personnel shall assume their duties immediately at the close of the annual convention, and shall serve for a term of one year or until their successors are (s)elected.

Section 6 - Eligibility for Re-(s)election. The recording secretary, the executive director, the finance officer, the historian and parliamentarian shall be eligible for re-selection on an annual basis.

Section 7 - Vacancies. Vacancies in NCACTE related personnel positions shall be named immediately as prescribed in Section 4 of this Article.

- A. Any related personnel position, if it becomes evident that the individual holding the position is unable to perform the duties of that position, shall be declared vacant by the NCACTE Board of Directors, and a successor shall be named as prescribed in Section 4 of this Article.

Section 8 - Duties

A. **The historian shall:**

- (1) Serve as a member of the NCACTE Assembly of Delegates and the Board of Directors.
- (2) Maintain and preserve the historical records of NCACTE.

B. **The Executive Director shall:**

- (1) Serve as an ex-officio member of the NCACTE Assembly of Delegates, the Board of Directors, the Executive Committee, and the Legislative Committee.
- (2) Perform administrative duties necessary for maintaining NCACTE office, planning and conducting meetings, communicating with elected officers and members.
- (3) Assist officers by coordinating meetings/activities of the Executive Committee, Board of Directors, and Assembly of Delegates.
- (4) Develop and implement membership/marketing plan to recruit and retain NCACTE membership base.
- (5) Implement the exhibitors' component of Summer Conference.
- (6) Work with state and federal legislators to achieve associations' legislative goals and policy statements.
- (7) Represent the association at meetings, conferences, etc. where public policy issues affecting career and technical education are discussed.
- (8) Propose an annual budget for the association to the Executive Committee.
- (9) Work with newsletter editor in publishing NCACTE NEWS and with the recording secretary in publishing the annual yearbook.
- (10) Make quarterly reports of activities to the Board of Directors.
- (11) Develop relationships between NCACTE and other professional organizations.
- (12) Conduct the correspondence of the association as directed by the President.
- (13) Perform such other appropriate duties as may be assigned by the Board of Directors.

C. **The Recording Secretary shall:**

- (1) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
- (2) Record and disseminate minutes of all meetings of the Assembly of Delegates, the Board of Directors, and the Executive Committee.
 - a. Minutes of the Assembly of Delegates shall be submitted, no later than two weeks following the meeting, for approval by the presiding officer and the parliamentarian of that meeting. Copies of the approved minutes shall be disseminated to the Board of Directors no later than one month following the meeting, and to the Assembly of Delegates at the next convention.
 - b. Minutes of each Board of Directors meeting shall be submitted, no later than two weeks following the meeting, to the President for editorial review. Copies of the reviewed minutes shall be disseminated to all Board members no later than one month following the meeting.
 - c. Perform such other appropriate duties as may be prescribed in these bylaws or assigned by the Board of Directors or the President.

D. **The Finance Officer shall:**

- (1) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
- (2) Receive and, under the direction of the Board of Directors, hold in safekeeping all monies paid to the Association.
- (3) Disburse all monies in accordance with procedures prescribed in ARTICLE VII,
- (4) Maintain complete, accurate, and permanent financial and membership records of the Association.
- (5) Present written reports at the NCCTE Assembly of Delegates and at meetings of the Board of Directors and the Executive Committee.
- (6) Deliver all financial records to the authorized auditor no later than forty-five days following the close of the fiscal year.
- (7) Perform such other appropriate duties as may be prescribed in these bylaws or assigned by the Board of Directors.

E. **The Parliamentarian shall:**

- (1) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, the Executive Committee, the Bylaws Committee, and the Resolutions Committee.
- (2) Serve as adviser to all officers, committees, and members on matters of parliamentary procedure, organizational protocol, and interpretation of NCACTE and ACTE bylaws and policies.
- (3) Perform such other appropriate duties as may be assigned by the President or the Board of Directors.

ARTICLE X - ACTE Region II Policy Committee-State Representative

Section 1 - Authority. Each state association, in accordance with the ACTE Region II Operating Policies and Procedures, shall be responsible for selecting a representative to serve on the Region II Policy Committee.

Section 2 - Eligibility and Selection. Affiliated or life members of ACTE/NCACTE shall be eligible to serve as the state representative. The NCACTE representative shall be selected by the NCACTE Board of Directors, subject to the approval of the ACTE Board of Directors. Vacancies shall be filled by the NCACTE Board of Directors.

Section 3 - Terms of Office and Eligibility for Re-selection. The term of office of Region II Policy Committee members shall be three years on a rotational basis, beginning July 1. Terms of NCACTE representatives shall expire each three years from 1978. A member shall be ineligible to serve two consecutive full terms.

Section 4 - Duties. The state representative shall perform such duties as may be assigned by the ACTE Region II Policy Committee, and shall present reports to the NCACTE Board of Directors and/or membership upon request or as deemed necessary.

ARTICLE XI - Convention

Section 1 - Authorization. The annual convention of the Association shall be held, unless otherwise directed by the Board of Directors, the first week in August. The convention shall be held concurrently with the Career and Technical Education Summer Conference.

Section 2 - Call to Convention. The call to the annual convention shall be mailed by the President to all members of the Association no later than sixty days before the convention. Notice in the official newsletter or other publication of the Association may serve as this notice, provided the publication is sent to all members.

Section 3 - Purposes. The purposes of the annual convention shall be to:

- A. Transact business of the Association at the Assembly of Delegates, as provided in Article XII.
- B. Transact business of the divisions at their respective annual meetings.
- C. Plan and transact business of the boards and committees of the Association and its divisions.
- D. Recognize outstanding achievement and outstanding service to the Association, its divisions, and career and technical education in the state.
- E. Provide programs, workshops, exhibits, and social activities for members.

Section 4 - Organization and Operation. Plans for the annual convention, including the convention budget, shall be developed by the Executive Committee and approved by the Board of Directors.

ARTICLE XII - NCACTE Assembly of Delegates

Section 1 - Composition. The voting members of the Assembly of Delegates of the annual convention of NCACTE shall be: the members of the Board of Directors; the past presidents of the Association who are affiliated or life members; the presidents of local chapters; the ACTE Region II Policy Committee State Representative; and division delegates.

Section 2 - Division Delegates. Each division shall be entitled to one delegate or his/her alternate to the NCACTE Assembly of Delegates for each twenty members, or major fraction thereof, based on the records of the Finance Officer as of the last day of the fiscal year. The division president and president-elect, as voting members of the NCACTE Board of Directors entitled to special delegate status (see Section 1 of this article), shall not be counted in the division delegate allotment, provided, however, that the division president shall serve as delegation chair.

Section 3 - Reporting of Delegates. The President, no later than ten days before the annual convention, shall notify each division president of the number of delegates to which that division is entitled, and of the time and place at which delegate cards may be picked up by the presidents or their certified designees.

Section 4 - Purposes. The Assembly of Delegates shall convene to:

- A. Transact the following business of the Association:
 - (1) Receive annual reports of the officers, the Board of Directors, and committees, and act on resolutions and recommendations.
 - (2) Adopt the annual legislative platform.
 - (3) Receive the annual strategic plan.
 - (4) Adopt amendments to these bylaws.
 - (5) Approve two nominees as candidates for the office of NCACTE president-elect.
 - (6) Consider amendments to the ACTE Bylaws and other recommendations from ACTE and the ACTE regional association.
 - (7) Endorse members seeking national or regional office.
 - (8) Act on other items considered pertinent to the affairs of the Association.
- B. Present awards not presented at other times during the convention.
- C. Install officers and present the incoming Board of Directors.

Section 5 - Meetings

- A. The Assembly of Delegates shall meet during the annual convention of the Association at a time and place designated by the Board of Directors. Meetings shall be open, and all members of the Association shall have the privilege of the floor. Only voting members of the Assembly, however, shall be entitled to vote or to introduce or second motions.
- B. Special meetings of the Assembly of Delegates shall be called by the President, in the event of an emergency, upon the approval of three fourths of the voting members of the Board of Directors. The time and place of a special meeting shall be determined by the Executive Committee. The voting members of a special meeting shall be those members currently holding the office and positions specified in Section 1 of this article, except that the division delegates shall be those individuals who served as delegates to the previous Assembly of Delegates and who have maintained their voting status.

Section 6 - Quorum. A majority of the registered delegates present and holding delegate cards shall constitute a quorum.

Section 7 - Agenda - The agenda for the Assembly of Delegates shall be adopted annually by the Board of Directors, upon the recommendation of the Executive Committee. Copies of the approved agenda shall be made available to all voting members of the Assembly no fewer than twelve hours before the meeting. The agenda may be amended by a two-thirds vote of the Assembly of Delegates.

Section 8 - Approval of Minutes. The minutes of the Assembly of Delegates shall be approved by the individuals who served as presiding officer, recording secretary, and parliamentarian at that meeting. Copies of the approved minutes shall be disseminated at the next annual meeting of the Assembly of Delegates.

ARTICLE XIII - ACTE Assembly of Delegates

Section 1 - NCACTE Delegation

- A. Only affiliated and life members in good standing of ACTE may serve as members of the ACTE Assembly of Delegates.
- B. The NCACTE President and President-Elect (if ACTE members) shall be members of the ACTE Assembly of Delegates. The President shall serve as chair of the NCACTE delegation. If the President and/or President-Elect are not ACTE members, the President shall appoint a designated representative chair.
- C. The Association shall be entitled to one delegate, in addition to the President or his/her designated representative, to the ACTE Assembly of Delegates for each one hundred members, or major fraction thereof, of ACTE as of the end of the past membership year.

Section 2 - Reporting of Delegates

- A. The Association shall be notified by ACTE at least sixty days before the annual ACTE Assembly of Delegates regarding the number of delegates to which it is entitled. The NCACTE President or his/her designated representative shall procure the delegate cards before the meeting at a time and place designated by the ACTE Executive Director.
- B. Each NCACTE division shall be entitled to at least one delegate to the ACTE Assembly of Delegates, provided the Association is entitled to as many total delegates, and additional delegates based on membership within the respective divisions. Each division president shall submit to the NCACTE President, by a specified time, an official list of division delegates and alternates

Section 3 - Vacancies. In the event that the number of delegates and alternates to which a division is entitled to be represented at the ACTE Assembly of Delegates is not present, the NCACTE delegation chair shall fill the vacancies from the official list of alternates submitted by the presidents of the other divisions.

ARTICLE XIV - Board of Directors

Section 1 - Composition

- A. The Board of Directors shall consist of: the President, who shall serve as chair; the President-Elect; the Immediate Past President; the Vice Presidents representing the divisions; the Vice Presidents-Elect representing the divisions; the standing committee chairs; the Recording Secretary; the Finance Officer; the Executive Director; the Historian, and the Parliamentarian.
- B. In the event that the elected membership of the Board of Directors does not include at least two minority members, the Board shall invite no fewer than two minority group members to serve as ex-officio members.
- C. Members of the Advisory Council of the Association, identified in ARTICLE XVII, shall be invited to attend all meetings of the Board of Directors. Liaison members from other associated organizations and governmental agencies may also be invited, upon approval by the Board.

Section 2 - Powers and Duties

- A. The Board of Directors shall have full power and authority over the affairs and funds of the Association, except those classes of business specifically reserved in these bylaws to the Assembly of Delegates and other groups and individuals.

- B. The Board, in performing its many duties, shall:
- (1) Approve minutes of regular and special Board meetings.
 - (2) Appoint the Recording Secretary and the Finance Officer and determine compensation and/or reimbursement of expenses for each.
 - (3) Employ an executive director and designate the qualifications, term of contract, duties, and compensation of this position. Duties currently assigned in these bylaws to existing offices and positions may be delegated to this position as needed.
 - (4) Adopt policies and procedures.
 - (5) Adopt the annual audit report.
 - (6) Determine annually the amounts for which the Executive Director, the Finance Officer, the President and the Division Treasurers shall be bonded.
 - (7) Adopt the annual budget and approve supplemental budgetary requests.
 - (8) Provide for the safekeeping and proper investment by the Finance Officer of all funds of the Association.
 - (9) Select an accountant to audit the financial records of the Association for the fiscal year.
 - (10) Approve plans for the annual convention, upon recommendation by the Executive Committee.
 - (11) Adopt the strategic plan for the next fiscal year.
 - (12) Approve the annual awards program.
 - (13) Review proposed bylaws amendments before their presentation to the Assembly of Delegates.
 - (14) Receive and act on committee reports.
 - (15) Approve honorary members.
 - (16) Adopt the agenda and the standing rules of order for the annual Assembly of Delegates.

Section 3 - Meetings

- A. Regular meetings of the Board of Directors shall be held at least two times a year, the time and place for each meeting to be determined by the Executive Committee. Notice of regular meetings shall be given at least two weeks in advance of the meeting.
- B. Special meetings of the Board of Directors may be called by the President, with the approval of the Executive Committee, and shall be called when requested by a majority of the voting members of the Board. Notice of special meetings, except emergency meetings, shall be given at least two weeks in advance of the meeting.

Section 4 - Quorum. A majority of the voting members of the Board of Directors shall constitute a quorum at all meetings of the Board.

Section 5 - Emergencies. A vote on matters requiring immediate action by the Board of Directors may be taken, at the request of the President. Such vote shall have the force and effect of a vote taken at a meeting. The Recording Secretary shall maintain an accurate record of all such votes, which shall be presented for ratification by the Board at its next meeting.

ARTICLE XV - Executive Committee

Section 1 - Composition. The Executive Committee of the Board of Directors shall be composed of the President, who shall serve as chair; the President-Elect; the Immediate Past President; the vice president representing the division of which the president is a member; two of the divisional vice presidents, elected by the Board of Directors. the Recording Secretary; the Finance Officer; the Executive Director; the Historian; and the Parliamentarian.

Section 2 - Powers and Duties

- A. The Executive Committee shall act for the Board of Directors between meetings of the Board, and shall report to the Board all business transacted. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.
- B. The Executive Committee, in performing its duties, shall:
- (1) Approve minutes of Executive Committee meetings.
 - (2) Approve the agenda for each meeting of the Board of Directors, following its preparation by the President
 - (4) Approve the creation of ad hoc committees when deemed necessary.

- (5) Develop the annual budget for adoption by the Board of Directors.
- (6) Recommend, for adoption by the Board of Directors, the agenda and the standing rules of order for the annual Assembly of Delegates.
- (7) Approve annual plans for the official newsletter.
- (8) Serve as the convention steering committee, which shall establish convention committees as needed and shall present proposed convention plans to the Board of Directors for approval.
- (9) Approve chapters.
- (10) Review chapter and division rules and audit reports to ensure compliance with NCACTE bylaws and policies.
- (11) Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.

Section 3 - Meetings. The Executive Committee shall meet before each meeting of the Board of Directors, at the call of the Chair. Special meetings may be held at the call of the Chair.

Section 4 - Quorum. A majority of the voting members of the Executive Committee shall constitute a quorum at meetings of this committee.

Section 5 - Emergencies. A vote on matters requiring immediate action by the Executive Committee may be taken, at the request of the Chair, by mail or by telephone. Such vote shall have the force and effect of a vote taken at a meeting. The Recording Secretary shall maintain an accurate record of all such votes which shall be presented for ratification by the Executive Committee at its next regular meeting.

ARTICLE XVI - Committees

Section 1 - Standing Committees. The standing committees of the Association shall be the Awards, Bylaws, Legislation, Membership, Newsletter, Nominations, Professional Development, Public Information, Resolutions, Strategic Plan, Tellers, and Ways and Means.

A. Awards Committee:

- (1) The Awards Committee shall be composed of a chair, to be appointed by the President, and one member from each division.
- (2) This committee shall plan, publicize, and implement an awards program designed to recognize outstanding achievement and outstanding service to the Association and to career and technical education in the state. This committee shall work closely with the Public Information Committee and the Newsletter Committee.

B. Bylaws Committee:

- (1) The Bylaws Committee shall be composed of a chair, who shall be the NCACTE Parliamentarian, and four members appointed by the President.
- (2) This committee shall have a thorough knowledge of the NCACTE, ACTE, and ACTE Region II Bylaws and operating procedures; shall review the NCACTE Bylaws and operating policies following the ACTE convention and shall submit written recommendations for needed changes to the Board of Directors for approval; and shall present approved changes to the Assembly of Delegates for adoption, as prescribed in Article XIX of these bylaws.

C. Legislative Committee:

- (1) The Legislative Committee shall be composed of a chair and at least one member representing each of the educational regions in the state, to be appointed each year by the President. The Executive Director shall serve as an ex-officio member.
- (2) This committee shall develop the state legislative platform for adoption by the Assembly of Delegates, following its approval by the Board of Directors; shall establish and implement, with the Executive Committee, an annual state-wide legislative network composed of members representing all divisions and all levels of instruction, and shall assign each member of the network to work with a state legislator; shall provide current information on national, state, and local legislative and policy items affecting the Association and career and technical education; and shall promote interest and participation in legislative activities.

D. Membership Committee:

(1) The Membership Committee shall be composed of a chair, who shall be the Immediate Past President, and the division presidents/NCACTE Vice Presidents.

(2) This committee shall plan ways to recruit, involve, and retain members in all program areas and at all instructional levels; shall establish and implement an annual membership network composed of the members of the division membership services; and shall promote the establishment and growth of chapters.

E. Newsletter Committee:

(1) The Newsletter Committee shall be composed of a chair, who shall serve as the newsletter editor; a vice chair who shall serve as assistant editor, one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.

(2) This committee shall publish at least three issues each year of NCACTE NEWS, the official publication of the Association. The Executive Committee shall serve as the governing board of this publication. Each issue of the newsletter shall stipulate the Association's affiliation with the Association For Career and Technical Education. This committee shall work closely with the Association For Career and Technical Education. This committee shall work closely with the NCACTE Awards and the Public Information Committees.

F. Nominations Committee:

(1) The Nominations Committee shall be selected by the Board of Directors, and shall be composed of a chair and one member from each of the division/groups that is not represented by a nominee for office of NCACTE president-elect.

(2) This committee shall perform the duties prescribed in ARTICLE VIII, Sections 3-A and 4-A.

G. Professional Development Committee:

(1) The Professional Development Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.

(2) This committee shall promote opportunities for professional contribution and growth of members; shall work to obtain state policies and resources designed to allow career and technical education personnel to stay current in their fields; shall promote professional ethics and standards; shall assist members in determining their professional development needs; and shall promote interest and involvement in the professional career and technical education association.

H. Strategic Plan Committee:

(1) The Strategic Plan Committee shall be composed of a chair, who shall be the President-Elect, and the division presidents-elect/NCACTE Vice Presidents-elect.

(2) This committee shall oversee and evaluate the implementation of the NCACTE Strategic Plan for the current year and shall report its findings to the Assembly of Delegates; and shall plan a coordinated strategic plan for the next fiscal year. The strategic plan shall be adopted by the Board of Directors and presented to the Assembly of Delegates.

I. Public Information Committee:

(1) The Public Information Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.

(2) This committee shall communicate to the public the mission, scope, needs, quality, importance, and contributions of career and technical education and the Association; and shall provide timely and prompt publicity, including photographs, to professional publications and to the appropriate national, state, and local news media, on all newsworthy activities and achievements of the Association and its members. This committee shall work closely with the Awards Committee and the Newsletter Committee.

J. Resolutions Committee:

(1) The Resolutions Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year. The Parliamentarian shall be an ex-officio member, without vote.

(2) This committee shall meet before the pre-convention meeting of the Board of Directors to review all proposed resolutions, and shall present its recommendations to the Board of Directors for review and to the Assembly of Delegates for adoption. Copies of the committee's recommendations, including the Board's recommendation for approval or rejection of each resolution, shall be made available for review prior to the Assembly of Delegates.

K. Tellers Committee:

(1) The Tellers Committee shall be composed of a chair and two members who shall be appointed by the President, and who shall be members of the division represented by the candidates for the office of NCACTE president-elect.

(2) This committee shall perform the duties prescribed in ARTICLE VIII, Section 4-A.

L. Ways and Means Committee:

(1) The Ways and Means Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.

(2) This committee shall recommend and carry out activities designed to ensure the financial welfare of the Association.

Section 2-Ex-officio Members. The President and the President-Elect shall serve as ex-officio members of all committees except the Nominations Committee and those committees, specified in these bylaws, of which they are regular members.

Section 3 - Terms. Chairs and members of standing and special committees, unless otherwise prescribed in these bylaws, shall serve for a term of one year which shall coincide with the terms of officers.

Section 4 - Balanced Representation. The composition of each appointed committee shall reflect balanced representation, on a rotating basis if necessary, of the various groups eligible for membership on that committee.

Section 5 - Vacancies. Committee vacancies, unless otherwise prescribed in these bylaws, shall be filled by appointment of the President, subject to the approval of the Executive Committee.

Section 6 - Reports. The chair of all standing committees shall present written annual committee reports to the Board of Directors and to the Assembly of Delegates. Other committee reports shall be presented as prescribed in these bylaws or as requested by the President.

Section 7 - Transfer of Files. The chairs of all committees, within twenty days following the termination of their terms or the completion of their assignments, shall transfer to their successors or to the President all committee files and other materials which are the property of the Association.

ARTICLE XVII - Advisory Council

Section 1 - Composition. The Advisory Council of the Association shall be composed of the State Director of Career and Technical Education, State Department of Public Instruction; the Director of Workforce Development Programs, State Department of Community Colleges; the Executive Director of the Governor's Commission on Workforce Preparedness; and any member of the Association who holds a major ACTE office or position which has officially been approved by the Executive Committee for membership on the Council.

Section 2 - Duties. The Advisory Council shall serve as advisers and consultants to the President and the Board of Directors. The members of the Council shall be invited to all meetings of the Association and the Board of Directors.

ARTICLE XVIII - Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws and other rules which the Association may adopt.

ARTICLE XIX - Amendment of Bylaws

Section 1 - Required Vote and Procedure

- A. These bylaws can be amended at any annual meeting of the Assembly of Delegates by a two-thirds vote, provided that:
- (1) Proposed amendments have been submitted in writing to the Bylaws Chair or the President by or before the date of the Spring or Winter meeting of the Board of Directors. This date to be published each year on the NCACTE Calendar of Activities and posted on the NCACTE website.
 - (2) All proposed amendments have been considered by both the Bylaws Committee and the Board of Directors.
 - (3) All proposed amendments, including recommendations from both the Bylaws Committee and the Board of Directors for adoption or rejection of each proposal, have been posted on the NCACTE website within 30 days after the Spring or Winter Board of Directors' meeting.
 - (4) All proposed amendments, including recommendations from both the Bylaws Committee and Board of Directors for adoption or rejection of each proposal, have been sent to every member who is included on the NCACTE email distribution list.
- B. Proposed amendments which have not been approved by the Bylaws Committee and the Board of Directors may be considered if a delegate moves for its consideration and the Assembly of Delegates votes to consider the motion to amend by a two-thirds vote.

Section 2 - Emergency Amendments. These bylaws can be amended, in the case of a proposed amendment which has not been submitted as prescribed in Section 1 of this article, at any annual meeting of the Assembly of Delegates by a two-thirds vote, provided that before the motion for its adoption the proposed amendment has been presented, in advance and in writing, to the President, the Recording Secretary, and the Bylaws Chair; has been read to the Assembly of Delegates; and has been approved for consideration by a two-thirds vote of the delegates.

Section 3 - Effective Date. Amendments shall become effective, unless otherwise specified in the adopted motion, immediately at the close of the annual convention.

Section 4 - Editorial Changes to Bylaws. Editorial changes (e.g., titles, amounts, numbering) may be proposed by the Bylaws Committee, approved by the Board of Directors, and ratified at the next Assembly of Delegates without being considered as amendments.

ARTICLE XX - Dissolution of the Association

Section 1 - Initiation of Dissolution Proceedings

- A. Proceedings to dissolve the North Carolina Association For Career and Technical Education can be initiated only after conclusive evidence establishes that no other reasonable alternative exists.
- B. Dissolution proceedings, forced or voluntary, shall begin immediately upon a two-thirds majority vote of the Board of Directors with all members present.

Section 2 - Dissolution Proceedings. Dissolution proceedings shall be as follows:

- A. A quorum shall consist of all Board members.
- B. Immediately upon ratification of the motion to dissolve, the Recording Secretary shall advertise the action in three major regional representative newspapers for the next three consecutive Mondays.
- C. The advertisement of dissolution shall state and advise members that all holdings and property will be disposed of by public auction on the fourth Monday following the initial action.
- D. All proceeds from the disposed property, holdings, and other assets shall be applied toward any legal indebtedness of the Association. The remaining proceeds, if any, shall be distributed to career and technical education student organizations, in North Carolina, according to the membership in the Association divisions which have career and technical student organizations that are chartered and are of a nonprofit, tax-exempt status.
- E. The Association Board of Directors shall be responsible for preventing any of the Association funds from being used for the benefit of any member.

BYLAWS OF THE
VOCATIONAL STUDENT ORGANIZATION
LEADERSHIP FOUNDATION
OF THE
NORTH CAROLINA ASSOCIATION FOR
CAREER AND TECHNICAL EDUCATION, INC.

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**BYLAWS OF THE
THE CAREER AND TECHNICAL STUDENT ORGANIZATION LEADERSHIP
FOUNDATION OF THE NORTH CAROLINA ASSOCIATION FOR CAREER
AND TECHNICAL EDUCATION, INC.**

ARTICLE I. PURPOSES AND OBJECTIVES

The purposes and objectives of the Career and Technical Student Organization (CTSO) Leadership Foundation are:

- A. To promote and advance career and-technical education and workforce development in North Carolina for youth and adults in an effort to provide this state with a world-class workforce through:
 - 1. Educational development for technical vocations, consisting of strong academic and decision-making skills,
 - 2. Career development through the enhancement of career awareness, exploration, and preparation, while emphasizing career excellence and pride through competitive activities,
 - 3. Leadership development by providing career guidance through adult leaders in the world of work and activities which create a greater ability to communicate with individuals and groups,
 - 4. Citizenship development through an enlarged awareness of civic responsibilities and involvement in service opportunities, and
 - 5. Personal opportunities through the development of strength of character by way of student organizations' standards, creeds, and codes of ethics designed to prepare for adult living and working.

- B. To assist employers and labor groups to expand their use of and development of career and technical education and workforce development programs.

- C. To promote and stimulate interest in career and technical education and workforce development, including student competitive events, on the part of the general public.

- D. To educate professionals and students involved with career and technical education and workforce development programs in North Carolina by coordinating, developing and conducting programs, seminars, and conferences.

- E. To receive, maintain and hold, by bequest, devise, gift, or otherwise, either absolutely or in trust for any of its purposes, any property real or personal, fund or funds, without limitation as to amount or value; to convey such property and to invest or reinvest any principal, and to deal with and expend the income and/or principal of the Corporation for such educational activities and in such manner, as in the judgment of the Board of Trustees will stimulate and promote the best interests of CTSO members on the local, regional, and state level.

- F. To buy, sell, exchange, rent, manage, and deal in real and personal property of all sorts, kinds, and descriptions either for its own account or as a agent, factor, or broker or any other individual firm or corporation, to carry out the purposes set forth, herein.
- G. To enter into contracts or agreements with any person, firm or corporation, public or private, in this or any state to carry out the purposes of this Corporation
- H. To serve as a supporting organization of the North Carolina Association For Career and Technical Education.
- I. To do any and all of the things in the Articles of Incorporation and subsequent amendments set forth as objects, purposes, powers or otherwise to the same extent and as fully as natural persons might or could do, and in any part of the state as principal, agents or otherwise.

ARTICLE II. BOARD OF TRUSTEES

- A. The direction and management of the affairs and business of the Corporation, including the control and disposition of its property and funds, shall be vested in a Board of Trustees composed of the following:
 - 1. Ex-officio members (with vote) - The State Director (DPI) of Workforce Development; One State Staff Member from each program area (discipline) having a CTSO; The State President of each CTSO; The President of the NCACTE; The Executive Director of NCACTE; and The Community College System Director of Workforce Development.
 - 2. The President, President-Elect, and Past President of the North Carolina Association For Career and Technical Education.
 - 3. One representative from each State recognized CTSO to be appointed by the North Carolina Association For Career and Technical Education Board of Directors, all of whom must be teachers with active local CTSOs.
 - 4. Four persons to be appointed by the Board of Trustees, all of whom must be representatives of business and industry.
- B. Each member of the Board (including ex-officio members) shall have one vote. No voting by proxy shall be allowed.
- C. Each member of the Board (other than ex-officio members) shall serve for three years beginning with the meeting immediately following election to serve and until a successor shall be properly chosen. The term of service for the original Board will be established by having the persons chosen by the NCACTE Board of Directors and the persons chosen by the Foundation Board of Trustees to select from a stack where three cards have been marked with a "1"; three with a "2"; and three with a "3"; representing years. The NCACTE Officers and Ex-officio members shall serve so long as they continue to hold the office by virtue of which they are Trustees.

- D. The Board of Trustees shall possess and exercise the powers and authority of the Foundation, and all such powers and authority as shall be necessary to complete execution of the objects and purposes of the Foundation, except as limited by its Articles of Incorporation or by these Bylaws.
- E. Vacancies on the Board of Trustees shall be filled by the President of the Board who shall appoint a person to fill any unexpired term. The appointment shall be of a person from the same group represented by the person creating the vacancy. The Board must approve all such appointments.

ARTICLE III. LOCATION OF PRINCIPAL OFFICE

The principal office of the Corporation shall be in the City of Raleigh, North Carolina. The Corporation may have such other offices as the Board of Trustees may determine.

ARTICLE IV. MEETINGS

- A. Regular meetings of the Board of Trustees shall be held at least two times a year, the time and place for each meeting to be determined by the Executive Committee of this Corporation. Notice of regular meetings shall be given at least two weeks in advance of the meeting. The Board shall have the authority to designate one such meeting as the *annual* meeting.
- B. Special meetings of the Board of Trustees may be called by the President, with the approval of the Executive Committee, and shall be called when requested by a majority of the members of the Board. Notice of special meetings, except emergency meetings, shall be given at least two weeks in advance of the meeting.
- C. A vote on matters requiring immediate action by the Board of Trustees may be taken, at the request of the President, by mail, by fax, by e-mail, or by telephone. Such emergency vote shall have the force and effect of a vote taken at a meeting. The Secretary shall maintain an accurate record of all such votes, which shall be presented for ratification by the Board at its next meeting.

ARTICLE V. QUORUM

A majority of all the members of the Board of Trustees, including at least two current officers, shall constitute a quorum at all meetings of the Board.

ARTICLE VI. OFFICERS

- A. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer.
- B. All officers, except the Treasurer, must be members of the Board of Trustees.
- C. The NCACTE Immediate Past President shall serve as the President of the Foundation; the Vice President and Secretary shall be elected annually by the Board of Trustees.
- D. The Treasurer shall be appointed annually by the Board of Trustees based upon a recommendation by the Executive Committee.
- E. An Executive Director may be employed by the Board of Trustees based upon a recommendation by the Executive Committee.

ARTICLE VII. THE PRESIDENT

The President shall preside over all meetings of the Board of Trustees and Executive Committee and shall make such reports to the Trustees as the President may deem necessary, or as may be properly required of the President by the Board of Trustees, and perform such other duties and exercise such other powers as may be imposed from time to time by the Board of Trustees.

ARTICLE VIII. THE VICE PRESIDENT

The Vice President shall perform the duties and exercise the power of the President during the absence or incapacity of the President.

ARTICLE IX. THE SECRETARY

The Secretary shall prepare, under the direction of the President and Executive Committee, dockets of business and shall take and keep true and accurate minutes of all meetings of the Corporation and shall discharge such other duties as shall be assigned by the Board of Trustees.

ARTICLE X. THE TREASURER

- A. The Treasurer shall have the care and custody of all funds and property of the Corporation and shall deposit funds and documents in such banks, trust companies or depositories as the Executive Committee shall designate. The Treasurer shall, as directed by the Board of Trustees or Executive Committee, disburse all appropriated funds by check.
- B. The Treasurer shall give the Corporation a bond in the amount stipulated by the Board of Trustees, at the expense of the Corporation, with surety satisfactory to the Board of Trustees, for faithful performance of all the duties of the office of Treasurer and for delivery, upon demand by said Board, of all books, papers, vouchers, records, money, and other property of whatever kind belonging to the corporation that are in his or her custody.
- C. The Treasurer's accounts shall be audited annually by an auditor or auditors not connected in any way with the Corporation, who shall be named annually by the Board of Trustees. The Treasurer shall submit the audited financial statements annually to be reviewed by the Board of Trustees.

ARTICLE XI. THE EXECUTIVE DIRECTOR

- A. The Executive Director shall perform all administrative duties necessary for planning, maintaining, and advancing the CTSO Leadership Foundation.
- B. The Executive Director shall assist the officers in the conduct of the Foundation and represent the Foundation where public policy issues affecting the Foundation are discussed.
- C. The Executive Director shall perform such other duties and exercise such other powers as maybe imposed from time to time by the Board of Trustees, Executive Committee, and/or officers.

ARTICLE XII. EXECUTIVE COMMITTEE

- A. The Executive Committee of the Board of Trustees shall be composed of the President, the Vice President, the Secretary, the Executive Director of NCACTE, and five other Trustees, to be chosen annually by the Board of Trustees.

The treasurer shall serve as a non-voting resource person to the committee.
- B. The Executive Committee shall act for the Board of Trustees between meetings of the Board, and shall report to the Board all business transacted. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.

ARTICLE XIII. FISCAL YEAR

- A. The fiscal year of the Corporation shall be July 1 through June 30.

ARTICLE XIV. RELATIONSHIP TO THE NCACTE BOARD OF DIRECTORS

The North Carolina Association For Career and Technical Education Board of Directors shall be consulted for advice and counsel as deemed necessary in determining policies and formulating and carrying out specific programs and activities of the Foundation.

ARTICLE XV. AMENDMENTS

- A. The Bylaws may be amended at any meeting by a majority vote of the Trustees provided that the proposed amendment(s) have been submitted to all members of the Board of Trustees at least thirty days prior to the vote.
- B. Editorial changes may be proposed and ratified at any time without being considered amendments provided there is majority agreement among the Trustees present.

Approved 02/14/98

Revised 07/29/99

NORTH CAROLINA
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
POLICIES

1. Responsibilities

- 1.1. When a member is unable to attend a regularly scheduled board meeting, he/she is expected to notify the president. In the case of the absence of a division president or president-elect, it is the responsibility of the division president or president-elect to secure a substitute. The substitute may participate in the discussion but cannot make motions or vote.

2. Structure

- 2.1. The two divisional vice presidents elected by the Board of Directors to serve on the Executive Committee will be announced during the annual delegate assembly.

3. Organization and Function

- 3.1. Outgoing members of the Board of Directors will receive the following recognition:
- A. Past President: will receive a personalized gift in the range of \$50 - \$75 and a plaque. These items will be included in the Association budget.
 - B. Retiring Vice Presidents and Committee Chairs: will receive a small individual plaque.

4. Meetings

- 4.1. The Board of Directors holds three regularly scheduled meetings each year as follows:
- A. The fall Board meeting to be held in October or November.
 - B. The winter Board meeting, to be held in February or March.
 - C. The summer Board meeting to be held prior to and at the site of the Annual Summer Career and Technical Education Development Conference.
- 4.2. All meetings of the Board of Directors, except executive sessions, shall be open to any member of NCACTE.

5. Travel Reimbursement

- 5.1. Officers Reimbursement: The President, Past President, and President-Elect will have travel budgets as adopted in the Association budget each year. Out-of-state travel will be authorized by the President and Executive Director.
- 5.2. Reimbursement for in-state and out-of-state travel will be at rates currently in effect for employees in State government.
- 5.3. Expense vouchers should be submitted monthly. An original copy of the airline ticket and hotel/motel charges must accompany an expense voucher.

6. Communications

- 6.1. NCACTE will pay for telephone expenses incurred by the President, Past President, President-Elect, and Executive Director in the discharge of their respective duties.

7. Election of President-Elect

- 7.1. The office of President-Elect of NCACTE shall go only to those who have demonstrated outstanding leadership ability and who have a sincere and genuine interest in furthering the development and improvement of Career and Technical Education through NCACTE activities.

8. Workshops and Conferences

- 8.1. Conferences play an integral role in achieving the overall mission of the NCACTE and are especially effective in reaching specific NCACTE goals of:
 - A. Assuming and maintaining active state leadership in initiating, expanding, improving, and promoting career and technical education
 - B. Providing a state open forum for the study and discussion of all questions involved in career and technical education
- 8.2. In response to formal invitations from associated and related organizations to co-sponsor their events, the Executive Director will determine the appropriateness of NCACTE's co-sponsorship based upon an analysis of factors to include:
 - A. Workshop topic, objectives, agenda, target audience
 - B. Direct and indirect costs to NCACTE
 - C. Any potential conflict in interest
 - D. When the request relates to specific divisions, the Executive Director will contact the respective division for advice.
- 8.3. The Executive Director or designee will be the Association's representative in the planning, conducting, and financial operations of those workshops/conferences sponsored or co-sponsored by NCACTE.

9. Annual Budget

- 9.1. Any purchase of supplies or equipment in excess of \$1,000 shall be made on the basis of bids requested from three or more competent vendors. Bids on items which cost less than \$1,000 will be obtained when the nature of such items and good business practices so indicate.
- 9.2. Expenditures from the Association's fund balance shall require the approval of
 - the Executive Committee and the Board of Directors.
- 9.3. The Clifton Belcher Scholarship account shall be maintained in the reserve account with interest accruing each year to remain in the account until such time as there is sufficient interest to award a scholarship.

10. Disbursement of Funds

- 10.1. Disbursement of monies shall be made by the Finance Officer upon receipt of bills and properly executed vouchers approved and signed by the President or Executive Director from the Association's checking account or reserve account. The signature card shall contain the names of the Finance Officer and Executive Director; only one signature shall be required on checks.

- 10.2 Disbursement of monies shall be made by the Executive Director from the separate checking account maintained for trade show income and expenses. The signature card shall contain the names of the Finance Officer and Executive Director; only one signature shall be required on checks.

11. Bonding

- 11.1 The President, The Executive Director, the Finance Officer, and division treasurers shall be bonded for amounts to be determined by the Board of Directors, the cost of the bonds to be paid by the Association.

12. Financial Reporting

- 12.1 The Finance Officer shall prepare an analysis of budget expenditures for each meeting of the Board of Directors. An annual financial statement shall be prepared for the Board meeting preceding the annual Delegate Assembly.
- 12.2 The Executive Director shall maintain a separate account for receiving and disbursing funds related to the annual trade show at the Summer Workforce Development Conference and shall make reports to the Executive Committee and Board of Directors at each of the regularly scheduled Board meetings.
- 12.3 The Board shall select an accountant to audit the financial records for the fiscal year. Following adoption of the audit report by the Board, the audited financial report shall be published in the Association newsletter.
- 12.4 Each NCACTE Division president shall submit a copy of the Division's budget to the NCACTE President no later than August 30 each year. At the same time, the Division president shall submit a copy of the audit report for the Division's financial records for the preceding year.

NORTH CAROLINA STATE BOARD OF EDUCATION

Chairman

William C. Harrison, Ed.D, Member-at-Large
301 North Wilmington Street,
6302 Mail Service Center
Raleigh, North Carolina 27699-6302
919. 807.3441

Lieutenant Governor

Lt. Governor Walter Dalton, Ex Officio
310 N. Blount Street
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919.733.7358

State Treasurer

Janet Cowell, Ex Officio
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919.508.5158

Secretary to the Board--State Superintendent

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2nd Educational District

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3rd Educational District

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6th Educational District

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7th Educational District

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8th Educational District

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Person County Schools
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Member-At-Large

Patricia N. Willoughby
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