

# LOUISIANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION BYLAWS

## Article I---Name

The name of this corporation shall be Louisiana Association for Career and Technical Education.

## ARTICLE II---Mission and Purposes

- A. Mission  
The mission of the Louisiana Association for Career and Technical Education (LACTE) is to provide educational leadership in developing a competitive workforce.
- B. Purposes
  1. Leadership and Program Improvement -- to foster excellence in career and technical education
  2. Knowledge Connectivity -- to act as clearinghouse for education and information relating to all aspects of career and technical education
  3. Awareness -- to create public awareness of career and technical education
  4. Professional Development -- to provide an access for professional development
- C. Powers  
The Association shall have and possess all rights, powers, and privileges given to corporations by common law.

## ARTICLE III---Membership

- A. Eligibility  
Any person interested in the mission and purposes of this Association shall be eligible for membership.
- B. Classification of Members  
The Association shall consist of three (3) classes of membership:
  1. Individual
  2. Institution
  3. Associate
- C. Individual Membership
  1. Professional Membership  
Any person actively employed in or concerned with career and technical education
  2. Retired Membership  
Retired educators who wish to continue to support career and technical education
  3. Student Membership  
Persons enrolled in career and technical education programs
  4. Life Membership
    - a. Individuals who, as of February 18, 2006, are life members of the Association will be recognized as either professional or retired members
    - b. All rights and privileges accorded to that member classification will apply
    - c. No further obligation to pay dues

- D. Institution Membership  
Any school district, technical and career center, curriculum center, community college, technical college campus, or university
  1. A roster of names of employees of the institution shall be submitted with the institution membership application.
  2. A representative shall be named to act on behalf of the institution for voting, communications, and other member-related activities.
- E. Associate Membership  
Individuals, organizations, or businesses supporting career and technical education
- F. Voting and Holding Office
  1. Individuals from the following membership classifications shall be considered eligible for voting and serving as committee members:
    - a. Individual Professional Members
    - b. Institution Members
  2. Individual Professional members may serve as officers of the Association.
- G. Dues
  1. Dues for each type of membership shall be stipulated in the *Policy and Procedures Manual*.
  2. Dues shall be approved by majority of the membership in a mail ballot or by a vote taken at an LACTE general assembly.
- H. Membership Year
  1. Membership year is stated as February 1 through January 31.
  2. Membership shall be effective upon payment of annual dues to the Executive Director.

#### **Article IV---Organizational Structure**

- A. National Affiliation
  1. This Association is organized as the state association affiliated with the Association for Career and Technical Education (ACTE).
  2. The bylaws of this Association shall not be in conflict with ACTE bylaws.
  3. The Association is entitled to the following delegates to the ACTE Assembly of Delegates, which meets at the time of the Annual ACTE Convention: one delegate is authorized for each one-hundred (100) paid members (excluding student members) or major fraction thereof. The Executive Council will appoint the delegates. If LACTE funds are available for travel expenses, the delegates shall be reimbursed for travel expenses incurred to attend the ACTE Annual Convention, in accordance with state travel regulations.
- B. Divisions  
The divisions of the Association shall be those of Administration, Agricultural Education, Business Education, Health Science Technology Education, Family & Consumer Sciences Education, Marketing Education, Guidance, New and Related Services, Technology Education, and Trade and Industrial Education.
  1. Each member's divisional affiliation shall be determined as designated on the member application form.

2. Each division should be organized to comply with the organizational structure of LACTE.
  3. Each division must maintain 25 LACTE members by January 31 each year.
    - a. Divisions whose membership drops below 25 shall be permitted two years to regain the minimum membership.
    - b. Any division failing to meet these requirements may become a section of the New and Related Services Division.
- C. New Divisions  
Any other division named in the bylaws of ACTE may be recognized as a division within LACTE.
1. The division wishing to become a member of the LACTE shall submit an application to the Executive Council with a copy of its bylaws and a list of LACTE members (at least 25 names).
  2. The application will be reviewed, and if approved, shall then be submitted to the general membership at the next general or annual business meeting.
- D. Regions
1. LACTE shall be a member of an ACTE region as determined by ACTE.
  2. LACTE officers shall be consulted concerning leadership assignments within the structure of the ACTE region.

### **Article V---Governing Board**

- A. The Executive Council shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control, and direction of the Association.
- B. The Executive Council shall have the authority to employ an Executive Director, define duties and responsibilities, and determine enumeration for that position.
- C. If because of disability, resignation or other cause the Executive Director position becomes vacant, the Executive Council shall be empowered to fill the said position for the unexpired term. A Director may be removed as permitted under applicable law.
- D. The Executive Council shall be composed of the officers of the Association, Division Presidents, Division Presidents-Elect, and Executive Director (non-voting).
- E. Each officer of the Association shall have one vote.
- F. Each Division President and Division President-Elect shall have one vote for each one hundred (100) division LACTE members or major fraction thereof.

### **Article VI---Officers**

- A. The officers of this Association shall be President, President-Elect, Vice President, Secretary, Treasurer, Historian, Reporter, Chaplain, Parliamentarian, and Past President, all of whom shall be members in good standing of the Association.
  1. The term of office shall be one year.
  2. Any division that has less than twenty-five (25) LACTE members shall not be represented by an officer on the Executive Council.
- B. Duties of Officers

1. The President shall perform all of the duties assigned to that office. The president, or in his/her absence, the president-elect, shall preside at all meetings of the Association and Executive Council.
  2. The President-Elect shall serve for a period of one year prior to assuming the duties of the President. The President-Elect shall perform such duties as directed by the Executive Council.
  3. The Past-President shall serve in an advisory capacity to the president.
  4. Specific duties of these offices and all other officer positions shall be outlined in the *Policy and Procedures Manual*.
- C. Resignation and Removal
1. If because of disability, resignation or other cause any officer position becomes vacant, the Executive Council shall be empowered to fill the said office, except the office of President-Elect.
  2. The Executive Council, by a three-fourths vote of all its members, may remove any officer from office for cause.

### **ARTICLE VII---Election of Officers**

- A. Eligibility and Process of Nomination for President-Elect
1. The President-Elect is the only officer for which an election is held.
  2. A system of rotating officer positions according to divisions shall be used to ensure that all divisions have the opportunity to nominate members for President-Elect. This system shall be outlined in the *Policy and Procedures Manual*.
  3. The Nominating Committee shall submit to the membership such names, as have been provided by presidents of the eligible divisions, for the office of President-Elect.
- B. Method of Election
1. An election for the office of President-Elect shall be held at the Annual Business Meeting.
  2. The President-Elect shall be elected by a majority vote of those members present and voting.
- C. Other Officer Appointments
1. The President shall appoint officer positions of Vice President, Secretary, Treasurer, Historian, Reporter, Chaplain, and Parliamentarian.
  2. A system of rotating officer positions according to divisions shall be used to ensure that all divisions are represented as an officer. This system shall be outlined in the *Policy and Procedures Manual*.

### **ARTICLE IX---Committees**

- A. Standing committees shall be established as follows: Auditing, Awards, Bylaws, Finance, Legislative, Membership, Memorial, Nominating, Public Information, Resolutions, and Strategic Planning.
- B. Other standing committees may be created by the Executive Council as needed.
- C. Ad hoc committees may be appointed by the President upon approval of the Executive Council.

- D. The chairpersons of the standing committees shall be appointed by the President.
- E. Duties of standing committees shall be outlined in the *Policy and Procedures Manual*.

### **ARTICLE X---Meetings**

- A. The Annual Business Meeting of the Association shall be held at the time and place of the LACTE Annual Conference.
- B. A general meeting of the Association shall be held at the discretion of the officers of the Association upon written or electronic notice to the membership at least ten days in advance of the meeting. General meetings shall be open for discussion and disposition of any business that may be brought before the assembly by any member or officer.
- C. The Executive Council shall determine the expenses for meetings to be defrayed by the Association. These expenses shall be paid in accordance with state travel regulations.

### **ARTICLE XI---Amendments**

The LACTE Bylaws may be amended as follows:

- A. Proposed amendments must be submitted to the Executive Council at least ninety (90) days prior to the date set for the Annual Business Meeting.
- B. Proposed amendments shall be reviewed by the Bylaws Committee who may recommend acceptance or rejection.
- C. All proposed amendments shall be submitted to the membership of the Association at least thirty (30) days prior to the Annual Business Meeting.
- D. Amendments shall be approved by a majority vote of all members present and voting and, unless otherwise provided by the amendment, they shall become effective immediately after the close of the Annual Business Meeting.

### **ARTICLE XII---Parliamentary Authority**

Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws of the Association.

### **ARTICLE XIII---Miscellaneous Provisions**

- A. **Fiscal Period**  
The fiscal period shall be from September 1 to August 31, or such other period as approved by the Executive Council.
- B. **Notices**  
Whenever, under the provisions of these Bylaws, notice is required to be given to any officer, director, or member, it shall not be construed to mean personal notice, but such notice shall be given by any means calculated to give actual notice addressed to each member, officer or director at such address as appears on the books of the Association. Notices may be in written, facsimile or electronic format.
- D. **Incorporation**
  1. Notwithstanding enumeration of powers specified in the Articles of Incorporation, nothing shall be construed as empowering this corporation to

engage in activities which in themselves are not in furtherance of religious, charitable, scientific, literary or educational purposes within the meaning of the Section 501(c)3 Internal Revenue Code 1954 as now in effect or hereinafter amended.

2. This corporation is a non-profit corporation as defined in L.R.S. 12:201, Subsection C, Revised Statutes of the State of Louisiana. No part of the net earnings or other assets of this corporation shall inure to the benefit of any private shareholder or individual.

C. Dissolution

The dissolution of the Association shall follow the requirements of the Louisiana Nonprofit Corporation Act. Upon dissolution it shall be the obligation of the Executive Council to ensure that all just debts and claims against the Association are paid. Any funds remaining after payment of all debts and obligations shall be distributed among the divisions on a percentage basis in proportion to the membership in each division.

D. Indemnification

To the fullest extent permitted by law, but limited to the Association's insurance coverage, the Association shall indemnify and hold harmless any and all past, present or future Directors or Officers, as identified and defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent or employee of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, employee or agent on behalf of the Association.

E. Insurance

The Association shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of all its agents, including officers, directors and employees, against any liability asserted against or incurred by the agent in such capacity arising out of the agent's status as such.