

MINNESOTA ASSOCIATION FOR
CAREER AND TECHNICAL ADMINISTRATORS

CONSTITUTION

ARTICLE I – NAME

This organization shall be called the Minnesota Association for Career and Technical Administrators (MACTA).

ARTICLE II – PURPOSE

The purpose of the organization shall be to provide leadership which will promote the improvement and effectiveness of Career and Technical Education.

ARTICLE III – MEMBERSHIP

Section 1: Categories of Membership

1. Members—Active
 - a. Active: Any person who is interested in the objectives of the Association and has assumed responsibility for administration, coordination and/or supervision of Career and Technical Education.
2. Members—Associate
 - a. Associate: State employees who are interested in the objectives of the Association.
3. Members—Lifetime – Retired or Honorary
 - a. Retired: Any person who is interested in the objectives of the Association, who has retired and who does not qualify for Associate Membership is eligible for retired membership upon endorsement of the Board of Directors.
 - b. Honorary: A person who has made extraordinary contributions to Career and Technical Education or the Association and who is not a member of the Association is eligible for honorary membership upon endorsement of the Board of Directors.

Section 2: Rights of Members

1. Members in all categories have the right to receive all mailings, to attend regular meetings, to serve and chair on all committees, and to vote in elections.

2. Active and retired members also have the right to serve on the Board of Directors and hold office.

Section 3: Dues

The Association shall have the power to annually set the dues structure to be consistent with the approved budget. Changes in the annual dues structure shall be in accordance with Section I Article IV of the Bylaws.

ARTICLE IV – AFFILIATION

Affiliation with other groups shall be as stated in the Bylaws.

ARTICLE VI – BOARD OF DIRECTORS, OFFICERS, AND DUTIES

Section 1: Board of Directors, Officers

The elected Board of Directors of the organization shall be seven in number. The Board of Directors shall be representative of the geography and administrative responsibility of the membership. The terms of the members on the Board of Directors shall be established so that there shall always remain a carry-over of members on the Board. The annual election will be for Board vacancies for terms of two years.

Section 2: Officers

The Board of Directors shall elect the officers for the Association from the Board of Directors. The officers shall be President, Vice President, Secretary, and Treasurer. The Vice President shall be designated President-Elect and will normally assume the office of President for the term following completion of the term as Vice President. The Board of Directors shall confirm the succession of the Vice President to assume the office of President, but may deny such confirmation. If confirmation is denied or if it is not feasible for the Vice President to assume the office of President, the Board of Directors shall elect a President from the current or past members of the Board. If a past Board member is elected President, that Person shall serve as a member of the Board of Directors and the Board will then be eight in number. Board members in the second year of their term are eligible for election as Vice President. Second year Board members who serve as Vice President and are later confirmed as President shall have their terms on the Board of Directors extended one year.

Section 3: Election

The President of the Board of Directors shall appoint a Nominating Committee of three to five members who will present a slate of candidates for the Board of Directors to be placed in nomination at the annual business meeting. A rank order list of all nominated directors (from each administrative area) shall be kept by the President. This list, which

will be formulated by the election judges, is not to show vote totals, but just the results of election in rank order.

The President of the Board shall not serve as a member of the Nominating Committee, but does serve as an ex-officio member of the Nominating Committee. With the approval of the Board of Directors, the President shall make all appointments to fill all interim vacancies. The President may serve as an ex-officio member of the Board of Directors for one year following her/his term of office as President.

Section 4: Duties, see Article I of Bylaws.

Section 5: Term of Office

The Officers of the Association shall serve a term of one year and may be re-elected.

Section 6: Quorum for Board of Directors

Four members of the Board of Directors are necessary for a quorum and a vote of simple majority in favor of a motion is necessary to execute an action.

This constitution may be amended at any stated meeting of the organization by a 2/3 affirmation vote of the members present at such a meeting, provided notice in written or electronic form of the proposed amendments shall have been sent to the membership on authorization of the Board of Directors not less than one week prior to the stated meeting. Any proposed amendment shall be subject to modification prior to being presented for a vote.

Section 7: Filling Board Vacancies

Vacancies on the board of directors between elections shall be filled from the list established under Article II, Section Three, in order of rank listings. If no names remain on the list, the President shall make an appointment according to administrative responsibility, to fill the interim vacancy, subject to the approval of the Board of Directors.

MINNESOTA ASSOCIATION FOR CAREER AND TECHNICAL ADMINISTRATORS

BYLAWS

ARTICLE I – OFFICERS

Section 1: The President of the Board shall serve as an ex-officio member of all committees. With the approval of the Board of Directors, the President shall make all

appointments to fill all interim vacancies. The immediate past-president may serve as a member of the Board of Directors for one year following the President's term of office.

Section 2: The Vice President shall assume the duties of the President in the absence of the President or in the event that the President is unable to complete the term for which elected. The Vice President shall be responsible for the activities of all the standing committees of the Association and shall chair that portion of business meetings dealing with the standing committee reports. The Vice President shall further assist the President in any way possible to promote the effectiveness of the Association.

Section 3: The Secretary shall keep complete and accurate minutes of all meetings of the organization. All committees shall report the meeting minutes to the Secretary for dissemination to the membership. The Secretary shall maintain a current roster of all members and disseminate pertinent information to the Board of Directors and the membership as often as necessary.

Section 4: The Treasurer shall have charge of the books of the organization. The Treasurer shall collect dues and pay due bills.

Section 5: The President shall designate a parliamentarian for Association meetings.

ARTICLE II – ORDER OF BUSINESS

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

1. Minutes of last meeting
2. Treasurer's report
3. Board of Director's report
4. Standing committees' reports
5. Special committees' reports
6. Unfinished business
7. New business
8. Appointment of committees
9. Other
10. Adjournment

ARTICLE III – AFFILIATION

The organization may affiliate with other organizations by a 2/3 affirmative vote of the members at any meeting.

ARTICLE IV – MEMBERSHIP DUES

Section 1: Membership is effective upon payment of annual dues. The year for dues begins on July 1. Dues are not refundable.

Section 2: Membership dues paid by an institution can be transferred or assigned by the institution. Membership dues paid by an individual cannot be transferred or assigned.

Section 3: The dues for association members shall be negotiated annually with the Board of Directors.

Section 4: Retired and honorary lifetime members do not pay dues.

ARTICLE V – BYLAWS AMENDMENTS

These Bylaws may be amended at any meeting by a majority vote of the members provided written notice of the proposed changes will have been sent to the membership on authorization of the Board of Directors, not less than one week prior to the meeting. Any proposed changes shall be subject to modification prior to being presented for a vote.

ARTICLE VI – RULES OF ORDER

Parliamentary authority shall be Robert's Rules of Order revised.

ARTICLE VII – FINANCIAL TRANSACTION

Section 1: The Board of Directors will select a bank as depository and will remain the same unless changed by the Board of Directors.

Section 2: The Board of Directors will approve all bills for payment.

Section 3: Only the Treasurer's signature will be required in checks drawn on the account of the Association.

Section 4: The Association shall purchase a surety bond for the Association.

ARTICLE VIII – COMMITTEE ACTION

Section 1: All committees are responsible directly to the Board of Directors. Any dissemination of information will be through the Board of Directors.

Section 2:

- a. Legislative Committee
- b. Licensure Committee
- c. Awards Committee
- d. Professional Development and Program Committee
- e. Membership Committee

f. Communications Committee

The Board of Directors, at its organizational meeting, will determine Standing Committee membership.

Section 3: The Board of Directors and Association can appoint temporary committees for the purpose of conducting Association business.

Revised MACTA Association 4/29/04