

**CONSTITUTION AND BY-LAWS
OF THE
PENNSYLVANIA ASSOCIATION OF CAREER AND TECHNICAL ADMINISTRATORS**

**Adopted-August 3, 1990
Revised-August 2, 1991
Revised-August 4, 1992
Revised-April 12, 2000
Revised-October 24, 2006**

MISSION

The Pennsylvania Association of Career and Technical Administrators believe that access to an education that will develop each individual to his/her maximum potential is the right of all citizens of the Commonwealth and of the Nation and that this right shall include the right to choose career and technical education and that opportunity for this choice should be made available in all school systems of the Commonwealth. As the schools of Pennsylvania are the fundamental agency for fulfilling the right to education and the quality and availability of career and technical education is the responsibility of career and technical education administrators, the Pennsylvania Association of Career and Technical Administrators is organized to implement these beliefs.

**ARTICLE I
NAME AND AFFILIATION**

The name of this organization shall be the Pennsylvania Association of Career and Technical Administrators, and the organization shall be an affiliate of the Association of Career and Technical Education, the National Council of Local Administrators, and the Pennsylvania Association of Career and Technical Education.

**ARTICLE II
OBJECTIVES**

The objectives of the Pennsylvania Association of Career and Technical Administrators are as follows:

1. Provide active leadership for the advancement and improvement of career and technical education, practical arts education, and career and technical education guidance services in Pennsylvania and the Nation;
- 2 Advise, assist, promote, and render services related to career and technical to the school districts, the intermediate units, the Pennsylvania Department of Education and to the pupils and

citizens of the Commonwealth;

3. Assist in the unification of career and technical education and technology education;
4. Act as an organization of administrative and supervisory personnel to inform local, state, and national elected officials of the purposes, needs and accomplishments of career and technical education, technology education, and career and technical education guidance services;
5. Improve the process of career and technical education administration;
6. Promote the improvement of public interest and knowledge in career and technical education, technology education, and career and technical education guidance services;
7. Strive to upgrade career and technical instruction by active participation in curriculum review and by advisement of standards for instructional preparation; and
8. Implement the principles of equal rights for all.

ARTICLE III MEMBERSHIP

Section 1. Classifications of Membership

Membership in the Pennsylvania Association of Career and technical Administrators will be open to an institution or individual in the following classifications who support the mission and objectives of the organization as follows:

a. *Active Member* - The active membership, who are the sole voting members of the organization, will consist of certified and actively involved career and technical administrators on the state, regional or local level of public school education in the Commonwealth.

Active membership shall include, but not be limited to: administrative directors, supervisors, and coordinators of career and technical education; supervisors of career and technical education guidance services; certified administrators and instructional staff of career and technical education teacher preparation institutions; staff members of the Bureau of Career and Technical Education, Department of Education, Commonwealth of Pennsylvania; and post-secondary occupational administrators of community colleges.

b. *Associate Member* - Any person certified as a career and technical administrator or supervisor in the Commonwealth, although not employed in an administrative or supervisory capacity, may upon payment of dues and approval by the Executive Committee be enrolled as an associate non-voting member.

c. *Patron Member* - Any person, firm or organization supportive of the objectives of the Pennsylvania Association of Career and technical Administrators, although not eligible for active or associate membership, may enroll as a patron non-voting member.

d *Life Member* - Active members in good standing for the three years prior to retirement will be awarded a life membership upon retirement.

e. *Honorary Member* - An honorary life membership may be awarded by the Executive Committee to a person or persons who have made extensive contributions to career and technical education.

f. *Institutional Member* - Any institution that provides career and technical education to secondary or post secondary students in the public school of the Commonwealth of Pennsylvania; any institution which provides career and technical teacher and/or administrator education; and the Bureau of Career and Technical Education, Pennsylvania Department of Education is eligible for institutional membership. Upon payment of annual dues, institutional membership shall include one active membership to a person designated by the institution.

g. *Intern Member* - Any person enrolled in a [vocational] career and technical supervisory/administrative preparation program who is not eligible for another category of membership.

Section 2. Membership Dues

The dues for all classifications of membership other than life and honorary, will be set annually by the Executive Committee.

A change in membership dues will be determined by the Executive Committee and communicated to the membership no later than December 31 of the year preceding the proposed change. The change in dues structure will occur the subsequent July 1. All members will be invoiced for dues prior to July 1. Dues not paid by September 15 will be considered in arrears.

Section 3. Membership Year

The year of membership will begin July 1st and end June 30th the following year.

Section 4. Voting Members

The privilege to vote will be extended to qualified active members as determined by the Executive Director.

ARTICLE IV ORGANIZATIONAL STRUCTURE

The Pennsylvania Association of Career and Technical Administrators is organized on the state and regional level to effect its objectives and the continuance of its elected officers by succession. The administration and coordination of the Pennsylvania Association of Career and Technical Administrators will be vested in the Executive Committee; the regional organizations are to be supportive to the Executive Committee. The regional organizations shall include the Central, Eastern, and Western as defined by the service regions of the Centers for Career and Technical Education Personnel Preparation.

Section 1. Executive Committee

- a. The Executive Committee will be comprised of the State Officers, the Regional Officers, appointed Standing Committee Chairs, and elected representatives of special membership groups.
- b. The Executive Committee shall have the authority to approve the formulation of special membership groups. Such groups shall elect a representative to serve as a voting member of the Executive Committee.
- c. The Executive Director will serve as a non-voting member of the Executive Committee.
- d. The role of the Executive Committee is to set policy and oversee administration of the Pennsylvania Association of Career and Technical Administrators in accordance with the Constitution and By-laws.
- e. The Executive Committee will meet at least two times a year to conduct the business of the organization.
- f. The Executive Committee will be responsible for the hiring of the Executive Director.
- g. The Director of the Bureau of Career and technical Education in the Pennsylvania Department of Education will serve as a non-voting member of the Executive Committee.

Section 2. State Officers.

- a. The state officers shall consist of the president, president-elect, past president, secretary/treasurer, and regional presidents from the central, eastern and western regions.
- b. The president, president-elect, past president and treasurer shall each serve a two year term.

- c. The regional presidents will serve a two year term as state officers.
- d. The state officers will be elected by mail ballot, tabulated prior to, and announced prior to July.
- e. Voting will be by secret ballot by qualified active members as determined by the Executive Director prior to the mailing of the ballots. The Executive Director, State President, and Past State President will tabulate the ballots. In the event of a tie for any office, re-balloting for that office will be held by mail ballot during the month of July. The results of this election will be tabulated and announced to the membership.
- f. When the position of state president-elect is vacated, each regional president and regional immediate past president may become a candidate for state president-elect. When the position of state secretary/treasurer is vacated, each region's secretary/treasurer and immediate past secretary/treasurer may become a candidate for state secretary/treasurer.
- g. In the event that a Regional President or Regional Immediate Past President does not wish to become a candidate for the office of state president-elect, the members of that region may submit the name of an alternate candidate, who is an active member of the Pennsylvania Association of Career and Technical Administrators and in good standing, to the Executive Director for placement on the ballot. This candidate's name shall be submitted in writing no later than April 15th and supported with the signature of 25 active members of that region. A vita should be included with the materials submitted.
- h. Any officer whose condition of employment changes so as to make him/her ineligible for office shall submit his/her resignation. Any elected official owes a commitment to his/her accepted office and should he/she miss more than two consecutively scheduled meetings without just cause, he/she may removed from office by Executive Committee action.
- i. Should the office of state president be vacated prior to the end of the term for which the state president has been elected, the unexpired term shall be filled by the president-elect. When the office of president-elect is vacated prior to the end of the term for which the state president-elect has been elected, this office will be temporarily filled by Executive Committee vote from the voting membership of the Executive Committee. An election will be held prior to the beginning of the next membership year in accordance with Section 4.2.g. to fill the vacancy.

- j. The duty of the state president is to prepare an agenda and preside at all Executive Committee meetings and at all general membership business meetings. The president shall appoint all committees not otherwise provided for and shall perform all other duties pertaining to this office. The president shall see that all duties and responsibilities of the Executive Director are executed.
- k. The state president-elect shall serve as presiding officer at the Executive Committee meetings and all general membership business meetings in the absence of the state president
- l. The immediate state past president shall be appointed to serve a two year term as Pennsylvania Association of Career and Technical Administrators Representative on the Board of the Pennsylvania School Boards Association.
- m. The state secretary/treasurer shall take minutes of all Executive Committee meetings and all business meetings in cooperation with the Executive Director. He/she shall report annually in a treasurer's report at the annual conference business meeting concerning the financial status of the organization.
- n. The state officers will establish the terms and conditions of employment for the Executive Director.
- o. The state officers are responsible for the selection and recommendation to the Executive Committee of an individual to fill the position of Executive Director.
- p. Each newly elected state officer will begin his/her term on July 1.

Section 3. Regional Officers

- a. The elected officers of the three regions will include a president, president-elect, secretary/treasurer, immediate past president and representative.
- b. The president, president-elect, immediate past president, secretary/treasurer and representative shall each serve a two year term.
- c. The regional officers are to be elected from active membership by ballot. The results of such election will be tabulated and announced prior to June 1. During their term of office, the president, president-elect, immediate past president, secretary/treasurer, and representative will serve as members of the Executive Committee. Each newly elected officer will begin his/her term on July 1.
- d. Each regional president-elect may succeed by election or by succession at the discretion of the regional membership, and the regional secretary/treasurer may be re-elected.

e. Should any of the elected regional officers resign or discontinue service during their term of office, a replacement will be elected during the next scheduled regional meeting.

**ARTICLE V
STANDING COMMITTEES AND
SPECIAL COMMITTEES**

The Standing Committees of the Pennsylvania Association of Career and Technical Administrators shall be appointed or re-appointed annually by the state president with the assistance of the Executive Committee. They will be responsible for meeting as required. The Committee Chairperson will be responsible for meetings and for reporting committee progress at the annual conference and business meetings.

The standing committees are: Quality Practices, Collaboration, Advocacy, and Professional Growth.

Special Committees and Pennsylvania Association of Career and Technical Administrators representatives to other organizations shall be named by the state president with the assistance of the Executive Committee for purposes as required.

**ARTICLE VI
PARLIAMENTARY AUTHORITY**

The most recently published edition of Robert's Rules of Order Revised shall govern in all official meetings of the association.

**ARTICLE VII
AMENDMENTS**

Amendments to this Constitution shall be accomplished by a referendum of active members as recommended by the Executive Committee. It shall be adopted at a general membership business meeting after a written notice has been given to active members at least fifteen (15) days prior to the business meeting. The majority vote of those present at the general membership meeting shall prevail in the adoption of amendments.