

CAREER AND TECHNICAL EDUCATORS OF IDAHO, INC. By-Laws  
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Article I  
Name

The name of this Association shall be “Career and Technical Educators of Idaho, Inc.”

Article II  
Purposes

In addition to the purposes listed in the Articles of Incorporation, the purposes of this Association shall be:

Section A

To unify all the career and technical education interests of the State through representative membership.

Section B

To inform the people of the State, including elected officials, of the purposes, needs and accomplishments of career and technical education.

Section C

To emphasize and encourage the promotion and improvement of career and technical education.

Section D

To promote and develop opportunities for leadership and the professional development of members.

Section E

To promote pre-service and in-service professional development for all career and technical educators.

Section F

To be affiliated with and cooperate with the national Association for Career and Technical Education.

Article III  
Divisions

Section A

The Association is composed of the following affiliated divisions:

Idaho Vocational Agriculture Teachers Association (IVATA)

Idaho Association of Teachers of Family and Consumer Sciences (IATFACS)

Idaho Business Education Association (IBEA)

Idaho Health Professions Education Association (IHOEA)

Technical Education Association of Idaho (TEAI)

Idaho Marketing Education Association (IMEA)

Idaho Career Guidance Association (ICGA)

Industrial Trade and Technical Association (ITTA)

Individual Occupational Training Association (IOTA)

New and Related Services

#### Section B

A division shall receive full membership status when: the division has presented its laws and rules of order, which shall be in harmony with the Association, to the Executive Board of Career and Technical Educators of Idaho (CTEI);

the Executive Board has accepted the proposed laws and rules of order; and

the division has been recognized by the Association for Career and Technical Education (ACTE) as a specific division.

#### Section C

A division shall establish and maintain a membership of at least fifteen (15) paid members, or 50% of the potential members, as indicated by the State Program Manager. Divisions whose membership drops below this level shall be permitted two years beyond the fiscal year in which the membership dropped below the minimum required level to regain the minimum membership before losing divisional status. Individuals of that division who wish to remain active may become members of any other division. Section D

The By-laws and Policies of each division shall be reviewed by the Executive Committee every five (5) years. This review shall be included in minutes at the CTEI Annual Business Meeting.

#### Section E

All divisions shall encourage the leadership and professional development of its members within their respective divisions.

#### Section F

The Career and Technical Educators of Idaho may also be regionalized into six central regions to comprise the following college areas in the State:

Region 1 North Idaho College

Region 2 Lewis-Clark State College

Region 3 Boise State University  
Region 4 College of Southern Idaho  
Region 5 Idaho State University  
Region 6 Eastern Idaho Technical College

The purpose of the Region Affiliates of the Career and Technical Educators of Idaho shall be to promote career and technical education in their college areas and to provide all career and technical educators in their area with a commonality and organization in which to participate on the local level. The Region Affiliates shall work in conjunction with the Executive Board of the Career and Technical Educators of Idaho in providing training, information and support to local career and technical educators. The Region Affiliates of the Career and Technical Educators of Idaho shall be entitled to one ex-officio representative per Region on the Executive Board of the Career and Technical Educators of Idaho.

#### Article IV Membership

##### Section A

Membership shall consist of affiliate, loyalty, first-year teacher, and student teacher, associate group and associate lay member categories.

##### Section B

Affiliate members shall be those engaged in career or technical education.

##### Section C

Loyalty members shall be those who have retired from full-time activities in career or technical education.

##### Section D

First-year teachers are those who are employed as teachers for the first time in career and technical education.

##### Section E

Student members shall be students regularly enrolled in a full-time program designed to train teachers for the several fields of career and technical education.

##### Section G

Loyalty and student members shall receive all privileges of membership except those of voting and holding office.

##### Section H

Associate lay members shall be other persons interested in, but not employed in, career and technical education. Associate group members shall be local and state firms or organizations interested in supporting the purposes of the Association.

##### Section I

Membership shall begin with payment of dues. The membership period shall extend one calendar year from date of payment of dues and is renewable annually.

## Article V

### Dues and Assessments

#### Section A

The dues for the Career and Technical Educators of Idaho shall be recommended by the Executive Board, and approved by two-thirds of the members in attendance at the annual business meeting.

#### Section B

A special assessment may be levied against affiliate members of the Association by two-thirds of the total affiliate membership in attendance at the annual business meeting.

## Article VI

### Officers

#### Section A

The officers of this Association shall include the CTEI President, President-elect, Immediate Past President, one Representative duly elected by each active affiliated division and the Standing Officers appointed by the President and approved by the Executive Committee. Standing Officers may include, but not be limited to, a Recording Secretary, Financial Chair and/or Membership Chair.

#### Section B

##### Election of Officers - Eligibility

The officers of CTEI shall be elected from the affiliated members of the Association.

The CTEI President-elect shall have been an active member of the Career and Technical Educators of Idaho and her/his division at least three years prior to nomination.

The CTEI President and President-elect shall not be eligible to succeed himself/herself in the same office for more than one term. A term is one year.

The CTEI President, President-elect or immediate past president shall not be from the same division.

#### Section C

Method of Election: A nominating committee of no fewer than three, representing three different divisions, shall interview all candidates prior to the annual meeting of the CTEI and present at least two candidates for the office of President-elect during the annual meeting.

Voting shall take place at the annual business meeting. In the event that an annual meeting is not held, a ballot of the approved nominees shall be returned to the Nominating Committee Chair postmarked no

later than October 1. The Executive Committee shall appoint a committee of three tellers to open and count ballots. This committee shall certify to the Executive Committee by October 15, the name of the person duly elected. In case of a tie vote of two or more nominees, the CTEI Executive Committee shall cast the deciding votes.

The officers of each division of this Association shall be elected by the members of that division.

## Article VII Duties of Officers

### Section A

The President shall: Preside over all meetings of the Association, its Executive Committee, and Executive Board.

Act as ex-officio member of all committees.

Communicate regularly with the national headquarters office and make arrangements for carrying out the program of work determined by ACTE.

Instruct committee members about their assignments, assist them in carrying out their tasks, and check with committees during the year to determine that progress is being made.

Encourage career and technical education personnel to join their professional organizations.

Develop the annual budget in cooperation with the Executive Committee of the Board and oversee compliance or approve adjustments.

Submit the program of work to ACTE.

Promote career and technical education in the State of Idaho.

Appoint standing committees with the approval of the Executive Committee.

Call meetings of the Executive Board or Executive Committee.

### Section B

The President-elect shall: Preside in the absence of the President and fulfill the duties of the President. In the event of a permanent absence, the President-elect shall become President of Career and Technical Educators of Idaho.

Serve as a resource person and assist the President in carrying out the responsibilities.

Chair the By-laws Committee.

#### Section C

The Immediate Past President shall: Function as a resource for the President.

Chair the Legislative Committee.

Chair the Nominations Committee.

#### Section D

The Division Representative shall: Represent the interests of the division in meetings of this Association's Executive Board.

Promote the advancement of the particular field of service as an integral division of the Association.

Encourage activities among division members in the areas of public relations, research, legislation, etc.

Keep division members fully informed of the activities and projects of Career and Technical Educators of Idaho.

Provide division news items for appropriate publications.

Perform special assignments, such as membership promotion in the division, planning or acting as consultant for divisional programs in the field, or for Summer Conference.

#### Section E

The Recording Secretary may be appointed by the President with the approval of the Executive Committee and shall: Maintain a full and accurate report of the proceedings of each meeting of the Association and of each meeting of its Executive Committee.

Dispatch correspondence and fulfill such other duties as the Executive Committee specifies.

#### Section F

The Financial Chair may be appointed by the President with the approval of the Executive Committee and shall: Provide a current financial report to the Executive Board at each Board meeting and to the Association at the annual business meeting. In the event an annual meeting is not held, each division shall receive a copy of the statement no later than September 30.

Prepare and submit yearly Internal Revenue Service reports.

Prepare and submit yearly incorporation papers.

#### Section G

The Membership Chair may be appointed by the President with the approval of the Executive Committee and shall: Oversee the maintenance of accurate and timely membership records, dues collection and dues payments to Divisions and ACTE.

Actively recruit membership.

Chair the Membership Committee consisting of the designated Membership Chairperson of each affiliated division and other appointed representatives.

#### Article VIII

##### Meetings

The Career and Technical Educators of Idaho shall meet on call of the Executive Committee, written notice having been given at least thirty days in advance of the meeting.

#### Article XIX

##### Representation at ACTE Delegate Assembly

#### Section A

The President or proxy shall represent the Association. Selection of CTEI Delegates shall conform to ACTE guidelines. (The Association is entitled to one delegate to the ACTE House of Delegates for each 100 paid-up affiliated members or major fraction thereof.)

**Section B**  
The President of the Career and Technical Educators of Idaho and the President-elect shall be authorized to represent the Career and Technical Educators of Idaho as official delegates to the House of Delegates. The President shall appoint any additional delegates and alternate delegates.

#### Section C

Travel expenses of the CTEI President and other delegates shall be offered as outlined in the annual budget. (Except that the Association cannot be obligated beyond its current available funds.)



Article X  
Executive Board

Section A

The Executive Board of the Career and Technical Educators of Idaho shall be composed of:

The CTEI President, President-elect, Immediate Past President, a Division Representative from each active affiliated division, Recording Secretary, Financial Chair, Membership Chair and other Standing Committee Chairs as appointed.

The division President or an elected representative of each affiliated division will be a dues-paying member of ACTE and CTEI and serve for at least a one-year term.

Any member of CTEI serving on an ACTE or Region V committee.

Ex-officio members:

Presidents and/or Presidents-elect of each division

State Professional-Technical Division Representative

Six Regional Affiliates

Other committees as appointed by the President and approved by the Board

Section B

The Executive Board shall meet at the call of the President. The Board shall meet at least once a year with expenses paid for travel and subsistence at a rate established by the Budget Committee. Section C  
The Executive Board shall:

Direct the policies of the Association as outlined in these By-laws and as expressed by action taken in regularly called meetings of the Association.

Promote the well-being of the Association.

Compile and disseminate information that will further career and technical education in Idaho.

Article XI  
Executive Committee

Section A

The Executive Committee of the Career and Technical Educators of Idaho Executive Board shall be composed of the following CTEI officers: President, Immediate Past President, President-elect, Recording Secretary, and Financial Chair, as appointed. Section B

The Executive Committee shall meet at the call of the President at least bi-annually.

Section C

The Executive Committee shall act as the Budget Committee. The Executive Committee shall develop and submit a budget for approval to the Executive Board and administer the approved budget.

Section D

The Executive Committee shall provide for an audit of the Association's books.

Article XII  
Duties of Standing Committees

Section A

The Standing Committees shall consist of Membership, Awards and Recognition, Legislative, By-laws, Finance, Public Relations, Recording Secretary, Nominations, and other committees as appointed by the President and approved by the Executive Committee.

Section B

Reports of all standing committees shall be included in the minutes of the CTEI Executive Board.

Article XIII  
Authorities

The latest revision of Robert's Rules of Order shall be observed in all meetings of this Association except where such rules conflict with these By-laws.

Article XIV  
Amendments

Section A

Amendments to these By-laws shall be considered only when submitted to the Association by the Executive Committee. Proposed amendments must be submitted in writing to the Executive Committee thirty (30) days in advance of the time the vote is to be taken. Amendments may be proposed by the action of a division in a regularly called meeting, upon an affirmative vote of two-thirds of the affiliated members present, or, they may originate with the Executive Committee itself.

Section B

These By-laws may be revised or amended by a two-thirds affirmative vote of the affiliated State Association members present at the annual meeting of the Association. In the event a State Association meeting is not held, a vote shall be taken in annual meetings of each division and a report of the number of affirmative and negative votes cast shall be forwarded to the Executive Committee who shall compute the overall vote and determine if the necessary two-thirds affirmative vote was cast.

#### Section C

The Recording Secretary shall compile and release results of voting.