

Oklahoma Association of Career and Technology Education Post Secondary Adult Career Education

BY-LAWS

ARTICLE 1: NAME

The name of this organization is Postsecondary Adult Career Education (acronym: PACE) a Division of the Oklahoma Association of Career and Technology Education. PACE is hereinafter referred to as PACE.

ARTICLE 2: PURPOSE

The purpose of PACE shall be to:

- Foster and promote professional linkages among and between members of the Oklahoma Association of Career and Technology Education who are providing, or are interested in providing training and services to adults, business and industry.
- Serve as a forum for sharing information and problems or solutions associated with the delivery of training and services to adults, business and industry.
- Serve to promote the importance of partnerships between career and technology education and adults, business and industry.
- Serve to promote the value of career and technology education in national, state and local economic development efforts.
- Facilitate the dissemination of model and innovative adult, business and industry training and services programs.
- Promote the development of legislative initiatives which foster adult, business and industry training and services.

ARTICLE 3: MEMBERSHIP

3.1 A member is defined as an individual or institution that maintains good standing in the Association for Career and Technical Education (ACTE), the Oklahoma Association of Career and Technology Education (OKACTE), and who subscribes to the purpose statements in Article 2. PACE shall have four membership classifications:

- **Full Individual Membership:** individuals who comply with the provisions of Article 3.1 and who pay annual PACE dues of \$20.00. These members shall be entitled to all rights of privileges of PACE membership without

restriction.

- **Secondary Individual Membership:** individual members who have a primary membership in another division of Oklahoma ACTE may join PACE after paying PACE dues and will be considered a “secondary member” within PACE.
- **Adjunct & Support Individual Membership:** individuals who have part-time employment within the CareerTech system in the prior 12 months or hold a recognized support staff position. These members shall pay full PACE membership dues (\$20.00) and membership dues (\$30.00) to OKACTE as prescribed in Article III.A.2 of the OKACTE bylaws referencing support staff and part-time employees.
- **Institutional Membership:** shall be restricted to organizations that actively support vocational education and training. Such members shall be entitled to all rights and privileges of PACE except the right to vote or to hold elective office. Organizations holding institutional status pay a \$200 annual fee.

3.2 The annual membership period shall be from August 1st to July 31st of each year.

ARTICLE 4: MEMBERSHIPS DUES:

Annual dues of \$20.00 shall be paid in United States currency with such dues held by the association in an account approved by the Executive Committee.

ARTICLE 5: CBITS OFFICERS:

The officers of the organization shall be a President, President-Elect, Immediate Past-President, Secretary, Treasurer, Reporter, and CTAC Representative. These officers in addition to the PACE advisor(s) will constitute the PACE Executive Committee.

The officers attending the ACTE Convention as voting delegates for PACE shall be determined by the following order: President, President-Elect, Secretary, Treasurer, Reporter, and CTAC Representative. In the event these officers cannot fill the voting delegate positions, the Executive Committee will appoint representatives to serve as PACE voting delegates.

Oklahoma ACTE provides funding to attend the ACTE Convention for voting delegates. PACE will provide additional funding if necessary for the division delegates. The additional funding will not exceed \$500.00 per delegate.

ARTICLE 6: DUTIES OF CBITS OFFICERS

6.1 Responsibilities of Division President

- a. Set agendas, coordinate and preside over division officer and membership meetings.
- b. Possess efficient working knowledge of parliamentary procedure.
- c. Represent Division on Oklahoma ACTE Executive Committee, attending meetings as called.
- d. Represent Division on CTAC, attending each quarterly meeting.
- e. Attend the annual Oklahoma ACTE Leadership Seminar, the Oklahoma ACTE Legislative and Appropriations Forum and if possible, the Oklahoma ACTE Legislative Seminar.
- f. Provide communication to members regarding division activities, Oklahoma ACTE activities and critical issues, state and national.
- g. Lead the development and implementation of the annual Division Plan.
- h. Be knowledgeable of Division/Oklahoma ACTE/ACTE nonmembers and potential members and ascertain ongoing recruitment and retention membership effort
- i. Communicate Division needs to Oklahoma ACTE leadership and staff.
- j. Communicate regularly with Division Advisor, seeking advice and input.
- k. Appoint Division representatives to Oklahoma ACTE, Region IV and ACTE Committees as needed.
- l. Be familiar with responsibilities of other Division officers and Oklahoma ACTE committee representatives and assure the fulfillment of their responsibilities.
- m. Require regular reports from other Division officers and Oklahoma ACTE committee division representatives at Division officer and membership meetings.
- n. Serve as first voting delegate to ACTE Assembly of Delegates, and ascertain that all division delegate positions are fulfilled, representing the interests of the respective Division in all decisions considered by the ACTE assembly of Delegates.
- o. Assist Oklahoma ACTE division committee representatives in fulfilling their duties.

1. Assist Awards representatives in soliciting quality award applicants and assuring quality of recommended candidates.
 2. Assist Membership Services representatives in communicating information about Oklahoma ACTE services and benefits.
 3. Assist PAC Board and Legislative Committee representatives in soliciting PAC contributions.
- p. Solicit candidates for appropriate ACTE Board positions.

6.2 Responsibilities of Division President Elect

- a. Preside in the absence of Division President.
- b. Develop expertise in parliamentary procedure and serve as parliamentarian, providing assistance to Division President.
- c. Attend the annual Oklahoma ACTE Strategic Planning meeting and participate in developing the annual Oklahoma ACTE Strategic Plan, representing the interests of the PACE Division.
- d. Identify Division/Oklahoma ACTE/ACTE nonmembers and potential members, establish and coordinate ongoing recruitment and retention membership efforts. Coordinate this effort with the Oklahoma ACTE office and their recruitment efforts.
- e. Attend the annual Oklahoma ACTE Leadership Seminar.
- f. Attend the annual Oklahoma ACTE Legislative and Appropriations Forum, representing the interests of the Division members.
- g. Attend if possible, the Oklahoma ACTE Legislative Seminar
- h. Begin to become familiar with President's responsibilities.
- i. Fulfill duties as assigned by the Division President.

6.3 Responsibilities of Division Immediate Past President

- a. Serve on the Oklahoma ACTE Nominating committee, assisting in soliciting for potential Oklahoma ACTE President Elect Candidates and in the interview and selection process.
- b. Assist the Division President in assuring follow-through by Division representatives to Oklahoma ACTE Committees.

- c. Assist the Division President with membership communication efforts.
- d. Assist the President Elect with recruitment of Division/Oklahoma ACTE/ACTE nonmembers.
- e. Attend the annual Oklahoma ACTE Leadership Seminar.
- f. Attend the annual Oklahoma ACTE Leadership and Appropriations Planning Forum, representing the interests of Division members.
- g. Attend if possible, the Oklahoma ACTE Legislative Seminar.
- h. Fulfill duties as assigned by the Division President.

6.4 Responsibilities of Division Secretary

- a. Serve as custodian of all non-financial records of the Division.
- b. Assist the Division President with determining business to be addressed and with developing the Division meeting agendas.
- c. Accurately record all actions and decisions of the Division Executive Committee and the membership body, including motions made and votes occurring.
- d. Provide minutes of preceding meetings for verification of action taken.
- e. Maintain an accurate and up-to-date Division membership list and verify with Oklahoma ACTE and ACTE records.
- f. Attend the annual Oklahoma ACTE Leadership Seminar.
- g. Attend the annual Oklahoma ACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
- h. Attend, if possible, the Oklahoma ACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.

6.5 Responsibilities of Division Treasurer

- a. Have full knowledge of the regulations concerning the handling of the organization's finances.
- b. Possess a mastery of simple account/record keeping.
- c. Serve as the banker and custodian of all Division funds.

- d. Follow Generally Accepted Accounting Principles in maintaining financial records.
- e. Ensure collection and processing of Division/Oklahoma ACTE/ACTE dues.
- f. When applicable, process Oklahoma ACTE/ACTE dues payments to Oklahoma ACTE office.
- g. Collect and pay to Oklahoma ACTE the Oklahoma ACTE conference registration fee for all division conference attendees.
- h. Maintain or assure maintenance of all financial records and of the Division and prepare regular financial reports.
- i. Perform monthly reconciliation of banking and financial records.
- j. Actively assist with the development of the Division budget and ensure approval by the Executive Committee.
- k. Execute the Division budget, as approved by the Division Executive Committee; paying all approved bills.
- l. Prepare an annual financial statement and submit all financial records for an annual review to be performed by a Review Committee appointed by the Division President.

6.6 Responsibilities of the Reporter

- a. Maintain all historical documentation of the Division, including officers, award recipients and historic events.
- b. Report no less than one time annually information relating to the activities of the CBITS division and its members.

6.7 Responsibilities of the CTAC Representative

- a. Represent the PACE division as a voting member of the Career Tech Administrative Council.
- b. Report no less than one time annually information relating to the activities of CTAC.

6.8 The Advisor(s) shall:

- a. Be appointed by the State Coordinator of Economic Development. No term of office is specified.
- b. Be an employee of the Oklahoma Department of Career and Technology Education.
- c. Serve as a non-voting member of and an advisor to the Executive Committee and general membership of PACE.

- d. Monitor state, regional and national activities related to ~~CBTS~~ PACE and keep the Executive Committee informed of these activities.
- e. Provide guidance and leadership in identifying and meeting the professional needs of the PACE membership.
- f. Promote PACE and the concerns of its membership within the Oklahoma ACTE and the career and technology education community.
- g. Serve as a liaison between PACE and the ODCTE.

ARTICLE 7: ELECTIONS & TERMS OF OFFICE

7.1 The annual election of PACE officers shall be held, annually, during the period from March 1st through May 31st or at any other such time as set by the PACE Executive Committee.

7.2 Election of officers may be conducted either by paper ballot or through an electronic polling place. Use of either method must include procedures that protect 1) voting by secret ballot 2) one ballot cast per member and 3) only PACE members casting votes.

7.3 The office of Treasurer shall be a two-year term. The term of office for the CTAC Representative shall be three years. All other officers shall be elected for a one-year term.

7.4 Newly elected officers shall assume office at the annual business meeting at August Conference.

7.5 No member may hold more than one office at a time, and no member can serve more than two consecutive terms in the same office.

7.6 Except as noted in Article 6.2, a vacancy created by an incumbent officer's inability to serve shall be filled through appointment by the Executive Committee until prescribed procedures in Articles 7.1 and 7.2 can be followed to elect a member to fill a vacant office.

ARTICLE 8: COMMITTEES

8.1 EXECUTIVE – This committee shall be the administrative body of PACE and shall be empowered to transact business on behalf of PACE. The Executive Committee shall have approval authority over presidential appointments.

- All officers must be members in good standing.

- Each officer shall be elected by simple majority and shall assume office at August Conference.
- Each member of the Executive Committee will be expected to attend PACE meetings, Executive Committee meetings, and the Oklahoma ACTE Advisory Committee meetings.
- Each member of the Executive Committee will be expected to attend the Oklahoma ACTE sponsored leadership training held in conjunction with the annual meeting, or at such time as designated by the Oklahoma ACTE Advisory Committee.

8.2 MEMBERSHIP – responsible for promoting and recruiting members.

8.3 CONFERENCE PLANING AND NETWORKING – responsible to promote communication and dialogue between and among PACE current and potential members. Duties include, but are not limited to, providing professional development and networking sessions at both the PACE Spring and August conferences.

8.4 LEGISLATIVE – shall identify and/or develop legislative initiatives, which promote the provisions of Article 2.

8.5 POLICIES AND PROCEDURES – shall provide liaison between the Executive Committee and other committees to develop operating policies and procedures.

8.6 AWARDS & RECOGNITION – shall explore and implement methods to recognize outstanding achievements of members.

8.7 NOMINATING – shall nominate a slate of candidates for PACE officers for the subsequent term of office.

8.8 SPECIAL – shall be appointed as the need arises.

ARTICLE 9: AMENDMENTS:

Amendments may be made by a two-thirds vote of PACE members in attendance at scheduled PACE meetings.

ARTICLE 10: PARLIAMENTARY PROCEDURE:

PACE shall utilize the latest edition Roberts Rules of Order as a guide for establishing parliamentary procedures and methods for conducting its business. Specifically, PACE is not bound by Roberts Rules of Order and may establish and use any reasonable procedures and methods which allow for fair and open discussion, deliberation and voting within committees and/or the general membership, as applicable and prescribed within these By-laws. Such procedures and methods may be established, revised and

approved from time to time by the Executive Committee. In particular, the following procedures and methods are authorized.

10.1 Committee Meetings and voting via videoconference as long as all attendees possess the ability to view, hear and communicate with each other clearly and each attendee has the same opportunity to deliberate, discuss and otherwise participate as in a face to face meeting.

10.2 Committee Meetings and voting via telephone conference call as long as all attendees possess the ability to hear and communicate with each other clearly and each attendee possesses equal opportunity to deliberate, discuss and otherwise participate.

10.3 Committee Meetings and voting via electronic mail as long as all attendees possess the ability to communicate with each other clearly and each attendee possesses equal opportunity to deliberate, discuss and otherwise participate.

10.4 General Membership Discussions and voting via electronic mail or Internet as long as all members have a fair and equal opportunity to fully participate in the process.

10.5 The Executive Committee may authorize other meeting formats, not herein described, at its discretion, so long as such formats allow equal opportunity for attendees to deliberate, discuss and otherwise participate.

ARTICLE 11: DISSOLUTION:

In the event that the PACE Division is dissolved, all assets remaining after payment of outstanding debts and obligations shall be transferred to the New and Related Services Division of the Oklahoma Association of Career and Technology Education.