

# Bylaws

## Oklahoma Association of Career and Technology Education Postsecondary, Adult & Career Education

### ARTICLE I: NAME

The name of this organization shall be Oklahoma Postsecondary, Adult & Career Education (OkPACE) and shall function as the Oklahoma Postsecondary, Adult & Career Education (OkPACE) Division of the Oklahoma Association of Career and Technology Education

### ARTICLE II: PURPOSE

The purpose of OkPACE shall be to:

- A. 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
- B. Serve as a forum for providing professional development, sharing information and solutions associated with the delivery of training and services to adults, business and industry.
- C. Serve to promote the importance of partnerships between career and technology education and adults, business and industry.
- D. Serve to promote the value of career and technology education in national, state and local economic development efforts.
- E. Facilitate the dissemination of model and innovative adult, business and industry training and services programs.
- F. Promote the development of legislative initiatives, which foster adult, business and industry training and services.

### ARTICLE III: 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 II. OkPACE shall have ~~three~~ **four** membership classifications which are further defined within

the OKPACE policies and guidelines:

- **Primary Individual Membership**
- ~~**Secondary Individual Membership**~~
- **Adjunct & Support Individual Membership**
- **Institutional/Corporate Membership**

3.2 The annual membership period shall be from July-1<sup>st</sup> to June-30<sup>th</sup> each year.

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

## **ARTICLE IV: OKPACE DIVISIONAL STRUCTURE:**

### **OKPACE OFFICERS AND BOARD OF DIRECTORS:**

The officers of the organization shall be a President, President-Elect, Immediate Past-President, Secretary, Treasurer, Reporter, and CTAC Representative. These officers will constitute the OkPACE Executive Committee.

The OkPACE Board of Directors shall consist of the OkPACE Executive Committee, the ODCTE OkPACE Advisor, Committee chairs and any liaison(s) appointed by the OkPACE President.

The officers attending the ACTE Convention as voting delegates for OkPACE shall be determined by the following order: President, President-Elect, Immediate Past-President, 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 OkPACE voting delegates.

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

## **ARTICLE V: GOVERNING BODIES**

- A. Members
  - 1. Business of OkPACE shall be conducted by the members at the business meetings held at OkPACE Spring and Summer Conference.
- B. OkPACE Executive Committee
- C. OKACTE
- D. ACTE

## **ARTICLE VI: OFFICER DUTIES**

### **DUTIES OF OkPACE OFFICERS**

A. Only members of the OkPACE division shall be eligible for office on the OkPACE Executive Committee, the OkPACE Board of Directors, to serve as delegates and to hold any other office.

B. The officers of OkPACE shall be: President, President-elect, Past President, Secretary, Treasure. These officers shall constitute the OkACTE Executive Committee.

C. Duties of Officers

1. The President shall perform all the duties as assigned in the policy and guidelines, as well as by the OkPACE Executive Committee. The term of office shall be one year. The President, or in his/her absence, the President-elect shall preside at all meetings of OkPACE.

2. The President-elect shall serve for a period of one year prior to assuming the duties of President. The President-elect shall be a primary member of the OkPACE and shall perform such duties as assigned in the policy and guidelines, as well as by the OkPACE Executive Committee.

3. The Past President shall serve in an advisory capacity to the president and coordinate and oversee the activities of the Nominating Committee. The term of office shall be one year and is responsible for other duties as assigned in the policy and guidelines, as well as by the OkPACE Executive Committee.

4. In the event of a vacancy in the office of the President or President-elect, the OkPACE Executive Committee is empowered to fill said vacancy until the prescribed procedures in the policies and guidelines can be followed to elect a new President.

## **ARTICLE VII: ELECTION OF OFFICERS**

### **ELECTIONS, TERMS OF OFFICE & EXECUTIVE COMMITTEE CANDIDATE REQUIREMENTS**

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

B. Election of all officers will follow the procedure and requirements detailed in the OkPACE policies and guidelines.

## **ARTICLE VIII: COMMITTEES**

- A. The establishment of committees shall be determined by the OkPACE Policies and guidelines.
  
- B. The membership of such committees shall be appointed by the OkPACE President as outlined in the policies and guidelines.

## **ARTICLE IX: MEETINGS**

Executive Board meetings shall be scheduled at regular intervals throughout the year, including the OkPACE Annual retreat, Conference Planning meetings, and any other meeting deemed necessary by the OkPACE President.

## **ARTICLE X: ESTABLISHMENT OF POLICIES**

- A. The OkPACE Executive Committee shall establish written policy as needed for their operation.
- B. Such policy shall be recorded in the minutes and later compiled into a set of written policies, showing when adopted and when the policy originated – that is, OkPACE Executive Committee adopted, and membership adopted.

## **ARTICLE XI: AMENDMENTS:**

The OkPACE Executive Committee must approve all proposed amendments, notify the membership, and set the date and method for voting. Proposed amendments shall be posted no less than 30 ~~five working~~ days in advance of the vote. Amendments may be made by a majority vote of OkPACE members returning a written or electronic ballot, or in attendance at any scheduled OkPACE meeting.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY:**

OkPACE shall utilize the latest edition Roberts Rules of Order as a guide for establishing parliamentary procedures and methods for conducting its business. Specifically, OkPACE 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, following the procedures and outlines in the policies and guidelines.

**ARTICLE XIII: DISSOLUTION:**

In the event that the OkPACE 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.