

BY-LAWS OF
THE NORTH DAKOTA CAREER & TECHNICAL EDUCATION ADMINISTRATORS
OF
CAREER & TECHNICAL EDUCATION

ARTICLE I - Officers

Section 1. Duties of President

The president shall preside over meetings of the NDCTEA and executive committee and perform duties authorized by the constitution. The president shall appoint all committees and act as ex-officio member of the committees. The president shall appoint persons to fill all non-elected vacancies. The president shall assume responsibility for promotion and development of membership in the organization and shall assist the president-elect with the public relations responsibility.

Section 2. Duties of the President-Elect

The president-elect shall assume the duties of the president in the event of his/her absence and in the event of a vacancy shall fill the office of president for the remainder of the term. The president-elect shall assume the responsibility of public relations as a prime duty.

Section 3. Duties of Secretary/Treasurer

The secretary/treasurer shall keep clean and accurate records of all proceedings of the NDCTEA and executive committee. This person shall be the correspondence agent and perform such other duties as assigned by the president. He/she shall establish the necessary bank account(s), receipt all funds coming to the NDCTEA and disburse funds on the approval of the executive committee. Any expenditure not provided for in the annual budget shall have prior approval of the NDCTEA membership. He/she shall present a financial report at each business meeting. All financial records shall be made available to the executive committee, on call, for audit.

Section 4. Duties of the Executive Committee

The executive committee shall be responsible for planning the program for the annual business meetings and such other general meetings as may be held. The executive committee shall be empowered to make appointments to fill vacant unexpired terms to any elective office to which succession does not apply. A majority of the executive committee members at any executive committee shall constitute a quorum for the purposes of conducting business.

ARTICLE II - Committees

Section 1. Committee members may vote by any practical means, when deemed necessary, on matters requiring their action between meetings. A majority vote of the committee membership shall constitute action. All bills incurred by any committee for expense shall be collected by the chairperson of that committee and submitted to the executive committee for approval. The president may appoint annually a legislative committee, and public relations committee and such other committees as may be deemed necessary.