

**CONSTITUTION OF THE
NORTH DAKOTA CAREER & TECHNICAL EDUCATION ADMINISTRATORS
OF
CAREER & TECHNICAL EDUCATION**

ARTICLE I - Name of Affiliation

This organization shall be called the North Dakota Career & Technical Education Administrators of Career & Technical Education hereafter referred to as NDCTEA. It shall be conducted as an affiliate organization of the North Dakota Association for Career and Technical Education, the National Council of Local Administrators, and the North Dakota Council of Educational Leaders.

ARTICLE II - Purpose

The purposes of the NDCTEA shall be to:

1. Promote and develop Career & Technical education in secondary and post secondary schools of North Dakota.
2. Assist the members in matters of organization, administration and supervision of local programs.
3. Promote Career & Technical education by keeping the people of this State informed through a public relations program.
4. Foster close integration of Career & Technical education within the total educational system.
5. Promote and develop affirmative legislative action pertaining to Career & Technical education in North Dakota.

ARTICLE III - Membership

Section 1. Active Membership

Active membership in the NDCTEA shall be open to any member of North Dakota Association for Career and Technical Education whose major responsibility is the administration and supervision of Career & Technical education in any (1) public school system, (2) comprehensive high school or career center, area Career & Technical school, community college and career department heads in a college or university, (3) non-profit private career school, (4) state entity, and as may be further defined by the executive committee.

Section 2. Associate Membership

Associate membership shall be open to any person interested in the welfare of the NDCTEA. Associate members shall have voting privileges providing they are members of ACTE and NDACTE.

Section 3. Emeritus Membership

Any member who has retired from employment as a local administrator or supervisor and who has been an active member of the NDCTEA shall be eligible for emeritus membership. Emeritus membership shall have voting privileges.

ARTICLE IV - Dues

Annual dues shall be a sum sufficient to cover essential expenses of the organization as determined by the executive committee. They shall be payable to the treasurer and shall cover membership from July 1 through June 30.

ARTICLE V - Meetings

Section 1. Quorum

40% of the current membership shall constitute a quorum.

Section 2. Meeting

The NDCTEA shall hold at least two business meetings each year. One meeting shall be held in August in conjunction with the State All Service Career & Technical Conference. One meeting shall be held in October in conjunction with the North Dakota Council of Educational Leaders conference. Additional meetings shall be held at the discretion of the executive committee.

Section 3. Executive Committee Meetings

The executive committee shall meet at least twice a year. Both meetings shall precede the annual meetings of the NDCTEA. Other meetings shall be held on call of the president or a majority vote of the executive committee.

ARTICLE V - Officers

Section 1. Elected Officers

The elected officers of the NDCTEA shall be a president, president elect, and a secretary/treasurer. The term of each elected officer shall be for one year and may not be in succession with the exception of the secretary/treasurer who shall be elected for a two-year term.

Section 2. Executive Committee

The Executive Committee shall consist of the elected officers of the NDCTEA together with the retiring president and two other active members who shall be elected at large during the October annual business meeting. The retiring president shall have a term of one year. The two at large members shall have a term of two years, one to be elected on alternate years and may not be elected to succeed themselves without a one-year interim lapse.

Section 3. Election

The president shall appoint a nominating committee of three to five members at the annual meeting in August. It shall be the duty of this committee to present a slate of candidates for the office of president-elect (annually) and the office of secretary/treasurer (biannually). Nominations for all offices may be taken from the floor. Election will be held and officers installed at the annual meeting in October. The president-elect will assume the office of president and the newly elected officers will assume their respective positions. Only active members of the NDCTEA may be nominated or elected to any office in the council.

Section 4. Duties

Officers: The duties of the president, president-elect, and secretary/treasurer shall be those set forth in their respective job descriptions. The president shall be chairperson of the executive committee; in event of absence the president shall designate the president-elect to preside at NDCTEA or executive committee meetings.

ARTICLE VII - Parliamentary Authority

Robert's Rules of Order, Revised, will cover provisions not covered by this constitution of the North Dakota Council of Local Administrators.

ARTICLE VIII - Amendments

This constitution may be amended by a two-thirds majority at any stated meeting of the NDCTEA; provided printed notice of proposed amendment shall have been sent to all members not less than ten days prior to the action taken. Any action for constitutional amendment shall, prior to vote, be subject to modification in the same manner as for other propositions submitted for the NDCTEA action.