

Adopted 8/06/02

## BY LAWS

Illinois Career and Technical Administrators

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### ARTICLE I

The name of this organization shall be the Illinois Career and Technical Administrators

### ARTICLE II – MEMBERSHIP

Active membership shall be limited to persons whose major responsibilities are the administration and/or supervision of Career and Technical Education Programs. Active members are entitled to voting privileges and are eligible to serve on the Board of Directors and as officers.

Associate membership shall be open to retired career and technical education administrators and/or persons who have interest in career and technical education. Associate members are entitled to participate in the meetings and activities of the organization.

Sustaining membership shall be open to those individuals or organizations who wish to support the purpose of the organization. Sustaining members are entitled to participate in the meetings and activities of the organization, but are not eligible to vote or to serve on the Board of Directors. An exception being when the At-Large Director is a sustaining member who may then serve on the Board of Directors. Granting of sustaining membership does not bind the organization to support or participate in undertakings of sustaining members.

The organization is open to persons who meet the qualifications of the established membership categories regardless of race, gender, national origin, religion, age or disability.

### ARTICLE III – BOARD MEETINGS

A yearly calendar of meetings of the Board of Directors shall be established by the Board of Directors at the annual meeting of the Board; however, additional meetings may be called by the President or by members of the Board as deemed necessary to carry out the policies and manage the business affairs of the organization.

### ARTICLE IV – BOARD OF DIRECTORS

Only active and associate members of the organization are eligible to serve on the Board of Directors.

The Board of Directors shall consist of the following:

**Officers:**

Past President  
President  
President-Elect  
Secretary  
Treasurer (3 year term)

Four (4) Vice-Presidents, one representative from the following groups (3year term): System Directors, AVCD Directors, Post-Secondary Occupational Administrators and Secondary.

**Regional Representatives:**

There shall be one representative from each of the 8 regions that have been determined by ISBE as supervisory regions and one at-large member. They shall serve for a three year term

Region 1  
Region 2  
Region 3  
Region 4  
Region 5  
Region 6  
Suburban Cook and Lake County  
Chicago  
At-large Representative

**Standing Committees:**

The appointed chair from each of the six (6) standing committees will serve on the Board of Directors. They shall serve for a three (3) year term.

Membership  
Legislative  
Communications  
Constitution  
Marketing  
Professional Development

Directors shall serve for a period of three (3) years. The terms of office shall be staggered so that eight (8) shall expire each year.

When the presidency is vacated, during a term of office, the President Elect shall assume the presidency for the remainder of that term, in addition to his/her elected term.

All other offices vacated during a term of office shall be filled by election at the Board's next regular meeting.

When a Director's unexpired term of office is vacated, the Board of Directors shall appoint a new Director from the same membership category to serve the balance of the term.

The Board of Directors shall manage the business affairs of the organization including expenditures of funds and shall take such steps as it may deem necessary to carry out the policies of the organization.

All committees in addition to the standing committees shall be appointed by the President and subject to the approval of the Board of Directors.

The Secretary shall keep a record of the minutes of the Annual Business Meeting, meetings of the Board of Directors, and handle general correspondence of the organization.

The Treasurer shall be responsible for receipts and disbursements for the Board-approved activities, proper accounting for those transactions, and for the security of the organization funds.

Any member of the Board of Directors, who misses, without prior notification to the President, half of the regular Board of Directors' meetings in one year, shall be replaced by the Board of Directors.

The representatives of the Board of Directors for each region are encouraged to hold meetings with the state administrators and the ICTA regional membership.

#### ARTICLE V – EXECUTIVE COMMITTEE

There shall be an executive committee composed of the nine officers of the organization.

The Executive Committee shall be empowered to act in place of the Board of Directors in routine matters between scheduled meetings of the Board.

An effort must be made to involve all members of the Executive Committee in its decisions. A majority of the Executive Committee must agree on proposed actions before they may be initiated.

#### ARTICE VI – ELECTION AND INSTALLATION OF DIRECTORS AND OFFICERS

Officers shall be voted on prior to the annual business meeting. The procedures for electing officers shall be as follows:

- The Past-President and four (4) Vice-Presidents will make up the nominating committee. They will put together a ballot for President, President-Elect, Secretary and Treasurer.
- The Treasurer's position will be a 3 year term.
- Ballots will be mailed to the full membership 30 days prior to the annual meeting.
- Officers will be inducted into office at the annual Meeting.
- Newly-elected officers shall immediately assume responsibility at the regular meeting of the Board of Directors at the annual meeting.

#### **Election of the Four Vice-Presidents:**

- Each of the 4 areas will formalize their representative members (i.e. such as AVCD Directors, Systems Directors, etc.)
- The 4 areas will either appoint or elect a member as their representative to serve a 3 year term.

#### **Election of the Eight Regional Representatives:**

Regions will meet at least annually to either appoint or elect a region representative (i.e. at annual ICTA Conference).

Total of 24 representatives serve on the Board of Directors.

## ARTICLE VII – STANDING COMMITTEES

### **Standing Committees:**

Chairpersons of the following standing committees shall be recommended by the President and approved by the Executive Committee. They shall serve a three (3) year term.

Membership  
Legislative  
Communications  
Constitution  
Marketing  
Professional Development

## ARTICLE VIII – DUES

The annual membership dues shall be established each year by the Board of Directors and payable to the organization on each member's anniversary date. ICTA will be the dues collecting organization, therefore being one unified voice for all members. A portion of the annual dues will be allocated to the following 4 sub-groups including System Directors, AVC Directors, Post-Secondary Occupational Administrators and Secondary Administrators. Such allocations will be based on an annual budget request submitted by each group.

## ARTICLE IX – RULES OF ORDER

The current edition of Robert's Rules of Order shall govern any provision not set forth in this set of By-Laws or the Constitution.

## ARTICLE X – AMENDMENTS

Amendments to these By-Laws shall be proposed to the Board of Directors and voted upon by the membership at a duly called business meeting at a time and place designated by the Board of Directors. Written notice must be given to the membership at least thirty (30) days prior to the meeting. A 2/3-majority vote of the regular members present shall be required to adopt an amendment.