



# COLORADO ASSOCIATION FOR CAREER AND TECHNICAL ADMINISTRATORS

## BYLAWS

Adopted: August 1978

Revised: February 1988, August 1991, August 1992, August 1993, July 1999, July 2003,  
November 2003, July 2014, February 2015, February 2019

## ARTICLE I – NAME

The name of this association shall be the Colorado Association for Career and Technical Administrators, hereinafter referred to as CACTA or the Association.

## ARTICLE II – MISSION AND PURPOSE

### Section 1 – Mission

The mission of CACTA is to promote professional leadership and development of members to ensure Career and Technical Education within the education systems of Colorado will meet the continually changing education and training needs of students and business/industry.

### Section 2 – Vision

The vision of CACTA is to energize and communicate the passion and values of Career and Technical Education throughout our community.

## ARTICLE III – MEMBERSHIP

### Section 1 – Eligibility, Dues & Membership Year

- A. Any individual interested in the mission and vision of CACTA shall be eligible for membership.
- B. Membership dues shall be recommended by the Board of Directors. Any changes shall be approved by a majority vote of those members present and voting at the business meeting during the annual conference.
- C. CACTA dues shall be unified with the Colorado Association for Career and Technical Education (CACTE) and the Association for Career and Technical Education (ACTE). To be recognized as a member of CACTA, an individual must also be a member of CACTE.
- D. The membership year shall coincide with the CACTE/ACTE membership year.

### Section 2 – Classification of Membership

- A. Professional Membership is open to any person in the state of Colorado who has administrative and/or supervisory responsibilities for Career and Technical Education, maintained by full payment of CACTA, CACTE, and ACTE dues.
- B. Student Membership is open to any student interested in Career and Technical Education administration and is a student member of CACTE and ACTE, maintained by full payment of CACTA, CACTE, and ACTE dues.

- C. Loyalty Membership is open to any person who has retired from activities in Career and Technical Education administration but wishes to be kept informed of current events, maintained by full payment of CACTE, ACTE, and CACTA dues. CACTA loyalty membership dues are one-half of the CACTA professional membership dues.

### **Section 3 – Rights of Members**

- A. Voting – Individuals with Professional or Loyalty membership shall be eligible to vote.
- B. Holding Office – Individuals with Professional or Loyalty membership shall be eligible to hold CACTA office.
- C. Professional, Student, and Loyalty members may attend all meetings of CACTA and upon request to the presiding officer, may be extended the privilege of the floor.

## **ARTICLE IV – MEETINGS**

CACTA shall hold at least one meeting each calendar year. The regular annual meeting shall be held during the week of the annual winter conference of CACTA at the place where said conference is being held. Special meetings may be held at other times, and in other places, upon the call of the President for purposes that will be specified in the call.

## **ARTICLE V – OFFICERS**

### **Section 1 – Officers**

The officers of CACTA shall be: President, Past President, President-Elect, Secretary, and Treasurer.

### **Section 2 – Duties**

The duties of the President, President-Elect, Secretary, and Treasurer shall be those usually performed by such officers.

- A. The President shall preside over all meetings of CACTA and the Executive Committee and serve as an ex-officio member of all committees, except membership and nominations committee. With the concurrence of the Executive Committee, the President shall make all appointments and fill all interim vacancies. President shall serve for a term of one year.
- B. The President-Elect, in the absence of the President, shall preside over any meetings of CACTA. The President-Elect shall discharge such responsibilities of an administrative or executive character as the President may assign. President-Elect shall succeed to the

Presidency at the close of the regular summer meeting. President-Elect shall serve for a term of one year.

- C. The Secretary shall keep complete and accurate minutes of all meetings of CACTA and maintain records of all correspondence for CACTA and the Executive Committee. Secretary shall serve for a term of two years. The position of Secretary shall be elected in even-numbered years. The Secretary may succeed in office an unlimited number of terms elected.
- D. The Treasurer shall have charge of the books and all accounts of CACTA. The Treasurer shall collect all monies due CACTA, and upon approval of the Executive Committee pay all bills. The Treasurer shall keep the roster of members, enroll new members, and correspond with persons eligible for membership. Treasurer shall serve for a term of two years. The position of Treasurer shall be elected in even-numbered years. The Treasurer may succeed in office an unlimited number of terms elected.

### **Section 3 – Vacancy**

If any CACTA office, except that of the President, becomes vacant during that officer’s term, the Executive Committee shall appoint a Professional or Loyalty member of CACTA to fill the vacancy and serve out the term.

In the event that the President’s office becomes vacant, the President-Elect shall succeed to the office. Completion of such term as President shall not be a part of the regular one-year term as President.

In the event of a vacancy in the office of President-Elect, the President shall hold a special election at the next regular meeting to fill the office.

In the event of a vacancy of both the President and President-Elect, the Secretary shall assume their duties and call a meeting of the Executive Committee so that the vacancies may be filled.

### **Section 4 – Removal**

The Executive Committee, by a three-fourths vote of members present, may remove an officer from office for non-performance of duties or just cause.

## **ARTICLE VI – ELIGIBILITY, NOMINATIONS, AND ELECTIONS**

### **Section 1 – Eligibility**

- A. Candidates for CACTA offices must be Professional or Loyalty members of CACTA.

- B. Candidates for CACTA offices will support and promote the mission and vision of CACTA.
- C. Candidates for the office of President-Elect must have been a member of CACTA for at least one year before being elected.

### **Section 2 – Process of Nomination**

- A. President-elect nominations take place every year; secretary and treasurer nominations take place in even-numbered years.
- B. Nominees may be self-nominated or nominated by the Board.
- C. The Board shall submit to the membership a slate of nominees for each office to be filled by election.

### **Section 3 – Method of Election**

- A. The election of officers shall be held during the annual winter conference of CACTA using written ballot, oral vote, or show of hands.
- B. Newly elected officers shall begin their terms at the close of the summer meeting of CACTE.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

### **Section 1 – Composition**

The Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer, and immediate Past President.

### **Section 2 – Duties**

- A. The Executive Committee may act in the place of the Board between Board meetings on matters, except those specifically reserved to the Board by these Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting.
- B. Executive Committee members shall attend all executive sessions to represent their constituencies.

### **Section 3 – Meetings**

- A. The Executive Committee shall hold one meeting immediately preceding and one meeting immediately following both the regular winter meeting and regular summer meeting of CACTA.
- B. Special meetings of the Executive Committee may be called by the President.

- C. A majority of members of the Executive Committee shall constitute a quorum at any regular or special meeting.
- D. Executive Committee members may be polled by phone, email, or other electronic medium when so requested by the President on matters requiring their attention between meetings.

**ARTICLE VIII – BOARD**

**Section 1 – Composition**

The Board shall consist of the CACTA elected officers and chairpersons of all standing committees. The liaisons representing various areas of CTE administration shall serve as ex-officio members.

**Section 2 – Duties**

- A. The Board shall have responsibility for general supervision of the affairs of CACTA between business meetings.
- B. The Board shall act on those applications for membership where the applicant’s eligibility for membership is not obvious under Article III, Section 2.

**Section 3 – Meetings**

The Board shall hold one meeting immediately preceding both the regular winter meeting and regular summer meeting of CACTA.

**ARTICLE IX – COMMITTEES**

**Section 1 – Standing Committees**

- A. The President shall appoint chairs for all committees, with the approval of the Executive Committee.
- B. The President shall serve as an ex-officio member of all committees, except the Nominating Committee.
- C. The standing committees of CACTA shall be: Audit/Budget; Awards/Archives; Communications; Constitution, Bylaws, and Resolutions; Legislative; Membership and Nominations; Program of Work; and Social and Exhibits.

**Section 2 – Special Committees**

Special Committees may be appointed by the President of CACTA as deemed necessary.

### Section 3 – Duties

- A. Audit/Budget Committee duties shall be to: meet with the Treasurer and audit the accounts for the current year and prepare and file a written audit report with the Executive Committee and to study the needs of CACTA and submit an annual proposed budget to the Executive Committee. This committee shall be composed of the members of Executive Committee.
- B. Award/Archives Committee duties shall be to: combine archives and decide upon and present CACTA awards.
- C. Communications Committee shall: be responsible for all communications between members and between officers.
- D. Constitution, Bylaws and Resolution Committee shall keep a current copy of the CACTA Bylaws and recommend bylaw changes to the membership.
- E. Legislative Committee shall: keep local administrators informed of local, state and national legislation; establish and maintain good relationships with state legislators and the national congress; work closely with CCCS in both state and national legislations; keep legislators and members of congress informed; and maintain a record of the activities of the committee to report to the CACTA membership.
- F. Membership and Nominations Committee duties shall be to: promote the membership by securing new members and maintaining an up-to-date membership list; work with CACTE executive director and CACTA Treasurer to collect dues; prepare membership promotional materials; maintain a unified method of collection of dues; and nominate officers for the CACTA board.
- G. Program of Work Committee shall: work with the executive committee on the goals of the year and the plan to meet those goals; and to work with the executive committee to plan in-service activities throughout the year for credit and non-credit.
- H. Social and Exhibits Committee shall plan the social events for the summer and winter conferences.

## ARTICLE X – MEETINGS

### Section 1 – General Membership Meetings

- A. There shall be at least one CACTA general membership business meeting held annually for the purposes of electing officers, amending Bylaws, and/or transacting any other appropriate business.
- B. The annual business meeting of CACTA shall be held at the time of the annual winter CACTA conference. Should any unforeseen circumstances prevent holding the

conference at that time, the Board may hold the meeting in person or electronically at the earliest feasible date.

- C. A quorum for the annual business meeting shall consist of the Professional and Loyalty members present at the meeting.

### **Section 2 – Board Meetings**

The CACTA Board shall hold at least two meetings during the year, in person or electronically.

### **Section 3 – Executive Committee Meetings**

The CACTA Executive Committee shall meet as needed, in person or electronically.

## **ARTICLE XI – ORDER OF BUSINESS**

The order of business at the regular meeting shall be as follows:

- I. Call to order by the President or designated officer
- II. Approval of Agenda
- III. Approval of the minutes of the last meeting
- IV. Report of the Secretary
- V. Report of the Treasurer
- VI. Report of Standing Committees
- VII. Report of Liaisons
- VIII. Unfinished Business
- IX. New Business
- X. Announcements
- XI. Adjournment

## **ARTICLE XII - AMENDMENTS**

### **Section 1 – Proposed Changes**

Proposed bylaws amendments must be approved by the Board, by majority vote, prior to their consideration by the membership.

### **Section 2 – Notice to Members**

Notice of the proposed amendments shall be provided to the CACTA Secretary forty-five (45) days prior to the scheduled meeting.



### **Section 3 – Voting**

Proposed bylaws amendments may be adopted at any stated meeting of CACTA by a two-thirds majority of the active membership present at such meeting.

### **Section 4 – CACTE bylaws Changes Impacting CACTA Bylaws**

When a change is made to the CACTE bylaws which pertains to the CACTA bylaws, the change shall be made in CACTA bylaws to conform to CACTE bylaws without requiring a vote of the membership.

## **ARTICLE XIII – MEMBERSHIP DUES**

The CACTA Executive Committee Members have the responsibility of establishing dues for the membership classifications. Any changes in dues structure from the present must be approved by the membership at a regularly scheduled business meeting. All active member dues (ACTE, CACTE, and CACTA) shall be paid to the CACTE Executive Director or the Treasurer of the Association.

## **ARTICLE XIV – QUORUM**

A quorum for all meetings of the Association shall consist of 25% of the active membership and quorum, (or committee meetings) shall consist of a majority of the committee.

## **ARTICLE XV – ABSENTEE BALLOTS**

Professional and Loyalty members may cast an absentee ballot for the election of CACTA officers under the following conditions:

- A. Must be a paid member of CACTA, CACTE, and ACTE.
- B. Must be in attendance at the annual conference, but unable to attend the CACTA business meeting at the time of the election.
- C. Must request in advance and sign for a number ballot from the election Chairman.
- D. Must return the completed ballot to the election chairman prior to the scheduled election.

## **ARTICLE XVI – PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order, Newly Revised, shall govern any provision not covered by the Bylaws or Policies/Procedures Manual of the Association.