



**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, February 2023

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. CACTA is the Administrators Division of the Colorado Association for Career & Technical Education (CACTE).

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 Executive Board. 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 and ACTE.
- D. The membership year will be on cycle membership with renewal being one year from the date of ACTE headquarters receipt of dues from the individual member.

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. Retired Membership is open to any individual who has retired from active employment in Career and Technical Education administration, has been a CACTA/CACTE/ACTE member for at least one (1) year and wishes to be kept informed of current events. Retired Membership is maintained by full payment of CACTA, CACTE, and ACTE dues. CACTA Retired Membership dues are one-half of the CACTA Professional Membership dues.

Section 3 – Rights of Members

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

ARTICLE IV – OFFICERS

Section 1 – Officers

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

Section 2 – Duties

The duties of the President, President-Elect, Secretary, Treasurer and Past President 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/Nominations committee. With the concurrence of the Executive Committee, the President shall make all appointments and fill all interim vacancies. The President is responsible for leading the planning of the CACTA Mid-Winter Conference. The 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. The 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. The Secretary shall serve for a term of two years. The position of Secretary shall be elected

in odd-numbered years. The Secretary may succeed in office an unlimited number of terms elected.

- D. The Treasurer shall have charge of the financial records and all financial accounts of CACTA. The Treasurer shall collect all monies due to CACTA, and upon approval of the Executive Committee, pay all bills. The 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.
- E. The Past President shall assist and guide the President and the Board in carrying out the duties of the organization and provide a smooth transition to the person assuming the role of President. The Past President shall also serve on the Awards Committee. The Past President shall serve for a term of one year.

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 Retired 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 V – ELIGIBILITY, NOMINATIONS, AND ELECTIONS

Section 1 – Eligibility

- A. Candidates for CACTA offices must be Professional or Retired 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 nominations take place in odd-numbered years 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 a written ballot, oral vote, show of hands, or electronic voting method.
- B. Newly elected officers shall begin their terms at the close of the summer conference of CACTE.

ARTICLE VI – 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

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.

Section 3 – Meetings

- A. The Executive Committee shall hold one meeting immediately preceding the regular winter 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 VII – BOARD

Section 1 – Composition

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

Section 2 – Duties

The Board shall have responsibility for general supervision of the affairs of CACTA between business meetings.

Section 3 – Meetings

The Board shall meet at least twice during the year, including immediately preceding the regular winter meeting.

ARTICLE VIII – 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 Membership/Nominating Committee.
- C. The standing committees of CACTA shall be: Awards; Bylaws; Communications; Conference Exhibits; Finance; Legislative; Membership/Nominations; and Program of Work.

Section 2 – Special Committees

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

ARTICLE IX – 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 at the place where said conference is being held. 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 Retired 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 X - 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 members no later than thirty (30) days prior to the annual business meeting at which they will be considered.

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 XI – 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.