

**BYLAWS OF THE  
TRADE AND INDUSTRIAL  
EDUCATION ASSOCIATION  
OF THE  
OKLAHOMA ASSOCIATION FOR  
CAREER AND TECHNICAL  
EDUCATION**

Adopted: August 2, 2011

# TABLE OF CONTENTS

**Article I: Name .....1**

**Article II: Objectives .....1**

**Article III: Members .....1**

SECTION 1- CLASSIFICATION .....1

    A. Active Member .....1

    B. Associate Member .....2

    C. Honorary Member .....2

SECTION 2- ADMISSION .....2

SECTION 3- PRIVILEGES .....2

SECTION 4- GOOD STANDING .....2

SECTION 5- REINSTATEMENT .....2

**Article IV: Dues .....2**

SECTION 1- DUES STRUCTURE .....2

SECTION 2- UNIFIED DUES STRUCTURE .....2

SECTION 3- DATE DUE .....2

SECTION 4- FEES OR ASSESSMENTS .....3

SECTION 5- OTHER DUES .....3

SECTION 6- AUDIT COMMITTEE .....3

SECTION 7- FISCAL YEAR .....3

**Article V: Officers .....3**

SECTION 1- COMPOSITION .....3

SECTION 2- QUALIFICATIONS .....3

SECTION 3- NOMINATIONS .....3

SECTION 4- ELECTION .....4

SECTION 5- TERM OF OFFICE .....4

SECTION 6- VACANCY IN OFFICE .....4

SECTION 7- DUTIES OF OFFICERS .....4

    A. President .....4

    B. President –Elect .....5

    C. Vice-President .....5

    D. Secretary .....5

    E. Parliamentarian .....6

    F. Reporter

    G. Career Cluster President .....6

    H. Career Cluster President-Elect.....6

    I. Immediate Past-President .....6

**Article VI: Board of Directors .....6**

    SECTION 1- COMPOSITION .....6

    SECTION 2- DUTIES .....7

        A. State T&I Program Administrator .....7

    SECTION 3- MEETINGS .....7

    SECTION 4- QUORUM .....7

    SECTION 5- MAIL BALLOT .....7

    SECTION 6- ANNUAL REPORT.....8

    SECTION 7- RECORDS .....8

**Article VII: Meetings .....8**

    SECTION 1- ANNUAL BUSINESS MEETING .....8

    SECTION 2- SPECIAL MEETINGS .....8

    SECTION 3- TIME ALLOTMENT .....8

SECTION 4- CANCELLATION .....8

SECTION 5- QUORUM .....8

**Article VIII: Standing Committees .....8**

SECTION 1- COMMITTEES .....8

SECTION 2- DUTIES .....8

    A. Awards Committee .....8

    B. Legislative Committee .....8

    C. Leadership Development Committee .....8

**Article IX: Amendments .....9**

SECTION 1 AMMENDEMENTS .....9

**Article X: Parliamentary Authority .....9**

**Appendix 1, Article V, SECTION 1 .....10**

**Listing of Programs Included Within Each Cluster .....10**

- - -

# **BYLAWS OF THE TRADE AND INDUSTRIAL EDUCATION ASSOCIATION OF THE OKLAHOMA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

## **Article I: Name**

The name of the organization shall be "Trade and Industrial Education Association", hereinafter referred to as the T&I Education Association and shall function as the Trade and Industrial Education Division of the Oklahoma Association for Career and Technical Education, hereinafter referred to as OkACTE.

## **Article II: Objectives**

The objectivities of the T&I Education Association shall be:

- A. Establish and maintain leadership in the promotion of T&I education programs for individuals seeking employment, advancement or retraining.
- B. Promote a closer relationship between state and national agencies primarily engaged in career and technical education and other state and national agencies and professional organizations engaged in education.
- C. Promote local, state and national legislation for the benefit of career and technical education.
- D. Unify T&I education interests through representative membership.
- E. Increase the effectiveness and encourage further promotion and expansion of T&I education.
- F. Emphasize and encourage the promotion and expansion of SkillsUSA.
- G. Disseminate pertinent information to the membership.

## **Article III: Members**

**SECTION 1 - CLASSIFICATION:** There shall be three classes of members.

- A. Active Member - All career and technical trade and industrial education instructors, coordinators, supervisors, directors, and teacher-trainers of career and technical trade and industrial education in the state of Oklahoma.

- B. Associate Member - Individuals or organizations not engaged in T&I education, but share the objectives of the T & I Education Association through business or educational interest.
- C. Honorary Member - On recommendation of the board of directors, the complementary title of "Honorary Member" may be conferred.

**SECTION 2 - ADMISSION:** Qualified individuals may apply for membership by paying the appropriate dues and fees required by the T&I Education Association, OkACTE and Association for Career and Technical Education (ACTE) as applicable for each member classification.

**SECTION 3 - PRIVILEGES:** Active members shall have all rights of membership. Associate members shall be limited to voting rights only. Honorary member is a member in name only.

**SECTION 4 - GOOD STANDING:** A member in good standing shall be one whose current dues and fees have been paid at all levels and who is not under disciplinary action at any level.

**SECTION 5 - REINSTATEMENT:** A member is considered to be reinstated upon payment of association dues and fees.

#### **Article IV: Dues**

**SECTION 1- DUES STRUCTURE:** Dues and fees of the T&I Education Association are as follows:

T&I Education Association Active Member .....	\$10.00
T&I Education Association Associate Member .....	\$10.00
T&I Education Association Annual Conference Registration .....	\$10.00
Honorary Member.....	\$0.00

**SECTION 2- UNIFIED DUES STRUCTURE:** Active and associate members shall pay additional dues and fees to the following professional associations as established in accordance with current association bylaws as approved by the membership.

- Oklahoma Association for Career and Technical Education
- Association for Career and Technical Education
- SkillsUSA Professional Member
- American Association of Trade and Industrial Instructors

**SECTION 3 - DATE DUE:** All dues and fees shall be payable by the first day of Annual Conference and delinquent thereafter.

**SECTION 4 - FEES OR ASSESSMENTS:** Fees or assessments may be levied if approved by a two-thirds vote as an adopted standing rule. A quorum of the membership must be present.

**SECTION 5 - OTHER DUES:** Members may elect to impose additional dues for affiliation with other organizations by way of a unified dues structure subject to two-thirds written ballot (Article X) with 30 days notice at the annual or special business meeting or by mail-out ballot. A quorum of the membership must be present.

**SECTION 6 - AUDIT COMMITTEE:** An audit committee of two or more shall be appointed by the president before the Annual Business Meeting to report at the first meeting of the new fiscal year. One member of the committee may be selected from outside the membership. Special audits shall require a two-thirds vote of the board of directors.

**SECTION 7 - FISCAL YEAR:** The fiscal year shall be from August 1 through July 31.

#### **Article V: Officers**

**SECTION 1 - COMPOSITION:** The elected officers shall be President, President Elect, Vice-President, Secretary, Parliamentarian, Reporter, Career Cluster Presidents, and Career Cluster Presidents-Elect. Career Clusters and their constituent components shall be determined by the T&I Education Association board of directors in order to align with recognized clusters and meet the needs of the Oklahoma T&I Education Association. The Board shall have the authority to update clusters and components and approve the updates by a simple majority of Board members present and voting when a quorum exists at a regularly called meeting with at least one month notice that updates will be considered. (Reference Appendix 1, Article V, SECTION 1: Listing of Programs Included Within Each Cluster)

**SECTION 2 - QUALIFICATIONS:** All officer candidates shall be an active member of the association with one or more years membership in the association at the time of the election.

**SECTION 3 - NOMINATIONS:** A nominating committee of three members in good standing shall be appointed and approved by the Board of Directors. The committee chair shall be elected by the committee members. The committee shall consider member qualifications, nominate candidates for each elected office, and present a list of qualified candidates, in writing, to the Secretary prior to the Annual Business Meeting. The committee chair shall submit the nomination report at the Annual Business Meeting. The Chair of the Annual Business Meeting must call for further nominations from the floor immediately following the nominating committee's report and prior to the election for the office.

**SECTION 4 - ELECTION** - The election procedures shall be as follows:

- A. Election shall be by ballot at the Annual Business Meeting. When there is but one nominee for an office, the chair may take a voice vote, or declare that the nominee is elected, thus effecting the election by unanimous consent or “acclamation.” The chair shall appoint tellers to distribute, collect, and count the ballots, and to report the vote to the assembly. A plurality vote shall constitute an election.
- B. Vice-President, Parliamentarian, Reporter and Career Cluster Presidents-Elect, shall be elected at the Annual Business Meeting.
- C. Career Cluster Presidents-Elect shall advance to the office of Career Cluster President at the next Annual Business Meeting. Career Cluster President-Elect shall be elected by a ballot vote of the membership present from their Career Cluster.
- D. The first year these revised bylaws are in effect, the Career Cluster Presidents scheduled for election shall be elected along with Career Cluster Presidents-Elect for all Career Clusters.

**SECTION 5 - TERM OF OFFICE:** Officers shall serve for a term of one year or until their successors are elected and assume office, except for the Secretary and Reporter who shall serve a two-year term of office. No member shall serve in more than one office at a time and no officer shall serve more than two consecutive terms in the same office.

**SECTION 6 - VACANCY IN OFFICE:** Should an incumbent of an office be unable to fulfill his or her official duties, the Board of Directors may declare that office vacant by a two-thirds vote. A vacancy in the office of President shall be filled by the President-Elect. The vacancy thus created in the office of President-Elect shall be filled by the Vice-President. Vacancies in the offices of Vice President, Secretary, Reporter, or Parliamentarian shall be filled by appointment by the president until the term expires. Vacancies in the office of Career Cluster President shall be filled by the Career Cluster President-Elect. Vacancies in the office of Career Cluster President-Elect shall be filled by T&I presidential appointment and shall succeed to the office of Career Cluster President at the next Annual Business Meeting.

**SECTION 7 - DUTIES OF OFFICERS:** All officers shall perform duties as specified in these bylaws, the adopted parliamentary authority, and special rules of order or any operational procedures adopted by the Board of Directors.

- A. The President shall:
  - 1. Serve as the administrative officer of the T&I Education Association;



2. Appoint all committees based on needs determined by the Board of Directors;
3. Preside at all meetings of the T&I Education Association and the board of directors;
4. Serve as the official representative of the T&I Education Association;
5. Coordinate the program-of-work for the year, which includes regular meetings, activities, and projects undertaken by the T&I Education Association;
6. Serve as an ex-officio member of all committees except the Nominating Committee.

B. The President-Elect shall:

1. In the absence of the President, preside and perform the duties of the President;
2. Render assistance to the President;
3. Accompany the President to as many outside meetings and other activities as possible in order to better prepare for serving as President.
4. Oversee maintenance of the T&I Education Association Website.
5. Succeed to the office of President for the un-expired term in the event of a vacancy and then serve the term for which he/she was elected;
6. Automatically become President at the end of the term as President-Elect.

C. The Vice-President shall:

1. Preside at all meetings in the absence of the President and President-Elect;
2. Chair committees to which appointed;
3. Assist the President in the performance of his or her duties when requested;
4. Oversee publication of the T&I Education Association Newsletter.
5. Succeed to the office of President-Elect for the un-expired term in the event of a vacancy;
6. Automatically become the President-Elect at the end of the term as Vice-President.

D. The Secretary shall:

1. Keep a record of the business proceedings of the T&I Education Association, noting all actions taken, whether carried or lost, and provide copies of the record to the Board of Directors in a timely fashion;
2. Notify officers, committee members and delegates of their election or appointment, and furnish committees with whatever documents are required for the performance of their duties;
3. Keep a list of all committees, and a list of the standing and special rules as well as copies of the bylaws;

4. Serve as Secretary of the Board of Directors;
  5. Send out all notices where previous notice is required and all notices of meetings when necessary;
- E. The Parliamentarian shall:
1. Serve as an advisor and consultant to the T&I Education Association President, Board of Directors, Committees, and the T&I Education Association Members on matters of parliamentary procedure;
  2. Serve as a member of the Bylaws Committee, and serve as Chair, subject to approval by the Board of Directors;
  3. Review the bylaws annually and make suggestions for changes to the Board of Directors and membership as needed.
- F. The Reporter shall:
1. Serve to maintain various means of communication with the public, legislature, and membership including the T&I Newsletter, the T&I Association website, and any additional communications deemed beneficial by the Executive Committee.
- G. The Career Cluster President shall:
1. Serve as a voting member of the board of directors;
  2. Attend all T&I advisory council meetings;
  3. Serve as a liaison between the board of directors and instructors in their cluster;
  4. Work with the nominating committee in the selection of possible candidates for offices that become available;
  5. Serve on committees as assigned by the association president.
- H. The Career Cluster President-Elect shall:
1. Attend all T&I advisory council meetings;
  2. Assist the Career Cluster President;
  3. Serve as Career Cluster President in the absence of the Career Cluster President;
  4. Succeed to the office of Career Cluster President at the next Annual Business Meeting;
- I. The Immediate Past-President shall:
1. Serve as a voting member of the Board of Directors;

2. Advise the President with a historical perspective of ongoing issues from the previous term.

## **Article VI: Board of Directors**

**SECTION 1- COMPOSITION:** The board of directors with voting privileges shall be composed of the elected and appointed officers, and Standing Committee Chairs of the T&I Education Association. The State T&I Program Administrator shall serve as an ex-officio member of the Board of Directors without voting privileges.

**SECTION 2- DUTIES:** The Board of Directors shall have full power to conduct the business of the association between Annual Business Meetings, except that it shall not change any action taken at the Annual Business Meeting, and shall work closely with the State T&I Staff to insure the T&I Education Association funds are managed in a manner consistent with good business practices.

A. The State T&I Program Administrator shall;

1. Appoint members of the State T&I Staff to serve as advisors to the board of directors without voting privileges.
2. Appoint members of the State T&I Staff to manage the T&I Education Association funds in a manner consistent with good business practices.
3. Insure the T&I Education Association operates within the budget prepared by the Board of Directors and approved by the membership at the Annual Business meeting.
4. Insure any expenditure not included in the budget, or over the approved amount, are brought before the Board of Directors.
5. Insure a financial report is presented to the Board of Directors at every meeting.
6. Insure a year-end financial report is prepared for presentation at the Annual Business Meeting.

**SECTION 3- MEETINGS:** The regular meetings of the Board of Directors shall be held immediately prior to and immediately following the Annual Summer Conference. Special meetings may be called by the President or upon the written request of five members of the Board of Directors. Notice of special meetings shall be given at least ten days prior to the meeting.

**SECTION 4- QUORUM:** At least fifty one percent of the voting members of the Board of Directors, to include the President, President-Elect, or Vice President, as outlined in Article V, SECTION 7, shall constitute a quorum.

**SECTION 5- MAIL BALLOT:** The Board of Directors shall be authorized to vote by mail, or email, when it is deemed necessary by the president. The vote shall be made part of the minutes at the next Board of Directors meeting.

**SECTION 6- ANNUAL REPORT:** The Board of Directors shall report to the membership during the Annual Business Meeting. The report shall contain, but not be limited to, the minutes of the previous meeting(s), finance, and committee reports.

**SECTION 7- RECORDS:** All files shall be forwarded to newly elected or appointed officers within fourteen (14) days after their election or appointment.

### **Article VII: Meetings**

**SECTION 1- ANNUAL BUSINESS MEETING:** The Annual Business meeting of the T&I Education Association shall be held at the Annual Oklahoma CareerTech Summer Conference. At this meeting, officers shall be elected, reports of officers and committees shall be heard, and other such business as may arise shall be conducted.

**SECTION 2- SPECIAL MEETINGS:** Special meetings shall be called by the President upon recommendation of the Board of Directors or may be called upon recommendation of the members of the T&I Education Association.

**SECTION 3- TIME ALLOTMENT:** Sufficient time must be allotted for each meeting to deliberate such business as may come before the T&I Education Association.

**SECTION 4- CANCELLATION:** A scheduled meeting may be canceled by the President in the event of inclement weather or disaster that would prevent travel. Cancellation may be made by telephone or other appropriate means to members.

**SECTION 5- QUORUM:** A quorum shall be a simple majority of those registered at the conference providing that this number does not fall below 25 percent of the T&I Education Association membership.

### **Article VIII: Standing Committees**

**SECTION 1- COMMITTEES:** The standing committees of the T&I Education Association shall be: Awards, Legislative, and Leadership Development.

**SECTION 2- DUTIES:**

A. The Awards Committee shall research awards available to the membership, notify the membership of the awards application process, collect and evaluate

the applications, recommend award winners, and assist in the presentation of the awards.

- B. The Legislative Committee shall work with the OkACTE/ACTE to keep abreast of all legislation in the political process, both nationally and within the state, which could potentially have an impact upon Trade and Industrial Education.
- C. The Leadership Development Committee shall continuously work to involve T&I Education Association Members in roles of leadership at the local, state, and national level.

### **Article IX: Amendments**

**SECTION 1: AMENDMENTS:** These bylaws may be amended by a two-thirds vote of those present and voting at any Annual or Special Business Meeting of the T&I Education Association where a quorum is present, provided the amendment has been admitted and read at a previous business meeting, or submitted in writing, to the active membership of the T&I Education Association at least one month prior to the time at which it is proposed to vote upon such amendment. The bylaws may also be amended by mailing a ballot with the proposed changes to each active member. A minimum of thirty (30) days must be allowed for study of the proposed amendment and return of the ballot with a yes or no vote. Mailed amendments must receive two-thirds vote of the returned ballots for approval. At least four members of the Board of Directors must be present before the ballots are opened and counted.

### **Article X: Parliamentary Authority**

**SECTION 1:** *Robert's Rules of Order, Newly Revised*, shall govern any provision not covered by the Bylaws of the Trade and Industrial Education Association.

*Include copy of Revised Bylaws with IRS Form 990-EZ when next filed after revisions are approved.*

Revised and Approved: 09-02-1998

Revised and Approved: 01-08-2000

Revised and Approved: 10-09-2002

Revised and Approved: 03-09-2004

Revised and Approved: 01-20-2006

Revised and Approved: 08-04-2009

Revised and Approved: 08-03-2010

Revised and Approved: 08-02-2011

C:\Users\jbull\Documents\\_\_T&I Association\Bylaws\2011\_Bylaws.docx.docx

## **Appendix 1, Article V, SECTION 1**

### **Listing of Programs Included Within Each Cluster**

#### **Architecture and Construction**

- Air Conditioning & Refrigeration
- Service Careers
- Building Maintenance Technology
- Carpentry
- Construction Academy
- Construction Trades Cluster
- Electrical Trades
- Masonry
- Plumbing

#### **Arts, Audio-Visual Technology and Communications**

- Commercial Art
- Commercial Photography
- Graphic Communications
- Television Production
- Sound and Broadcast Engineering

#### **Diverse Careers**

- Boot & Saddle Application
- Cosmetology
- Firefighter Training
- Horticulture (T&I)
- Career Transitions (Was ICE)
- Jewelry Design & Repair
- Lab Technology
- Law Enforcement Training
- Vocational Orientation

#### **Manufacturing**

- CADD/Drafting
- Electronics Technology
- Industrial Technology
- Manufacturing Technology
- Mechatronics
- Precision Machining Technology
- Welding

## **Transportation**

- Auto Maintenance & Light Repair
- Automobile Collision Technology
- Automobile Service Technology
- Aviation Maintenance Technology
- Diesel Service Technology
- Motorcycle Service Technology
- Power Products Technology
- Truck Driver