

CONSTITUTION AND BY-LAWS

NORTHEAST AREA VOCATIONAL-TECHNICAL ASSOCIATION OF  
CLASSROOM TEACHERS

REVISED

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# CONSTITUTION

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NORTHEAST AREA VOCATIONAL-TECHNICAL ASSOCIATION  
OF CLASSROOM TEACHERS  
CONSTITUTION

ARTICLE I--NAME

This Association shall be known as the Northeast Area Vocational-Technical Association of Classroom Teachers; hereafter referred to as the Association, and be a direct affiliate of Oklahoma Education Association/National Education Association.

ARTICLE II--PURPOSE

SECTION 1

A. The purpose of this Association shall be to establish improved communication between local Vocational-Technical programs and the State Department of Vocational-Technical Education, the other divisions of Oklahoma Vocational-Technical Education, state colleges and universities, professional groups, business groups and other interested in Vocational Education.

B. To promote a better understanding of the purpose, operations and standards of Vocational-Technical Education.

C. To provide a means for the study of problems of special interest to coordinators and the general improvement of Vocational-Technical Education.

D. To work with the School Board of Northeast Area Vocational-technical School District #11 and the OEA in securing and maintaining adequate salaries, tenure, a retirement system and such other improvements and conditions as will enable employees to function properly.

ARTICLE III--ORGANIZATIONAL STRUCTURE

SECTION 1

A. ASSOCIATION

NEAVTS ACT will function as one Association under the direction of its Executive Board. General business affecting the Association will be conducted at this level.

B. UNITS

This Association will consist of two units: North Afton and South Pryor. Business pertaining to each unit will be conducted at each level.

ARTICLE IV--MEMBERSHIP

SECTION 1

Membership in the Northeast Area Vocational-Technical Association of Classroom Teachers shall consist of active membership, providing they do not have the ability to hire, fire, or in any way affect another person's job or make an evaluation. An exception may be that ACT members may participate as a part of a panel to assist in screening new employees. Such ACT members will be approved by the ACT Executive Board.

SECTION 2

Any person who holds a teaching certificate (standard, temporary, or provisional) issued by the State Department of Education and any licensed nurse who is professionally engaged in an instructional capacity and employed by the Northeast Area Vocational-Technical School District #11 is eligible to become an active member.

SECTION 3

Should any member accept an administrative or supervisory position, retire from active teaching in the Northeast Area Vocational-Technical School District #11, or take a leave of absence for one year from his or her position, or fail to pay dues to the Association, OEA or NEA shall relinquish membership.

SECTION 4

A. Each member shall submit a designation card to the President of the Association for the purpose of the Association to have or hold the bargaining rights with the Board of Education of the Northeast Area Vocational-Technical School.

B. Failing to submit a designation card or asking it to be relinquished by the President shall relinquish membership in the Association.

C. Non-members may designate the Association as their bargaining agent with the Northeast Area Vocational-Technical School Board by signing a designation card and presenting it to the President of the ACT.

## SECTION 5

No member may be censured or expelled without a due process hearing, which should include an appropriate appellate procedure. Every effort will be made to achieve ethnic representation in proportion to the membership on the governing body.

## ARTICLE V--OFFICERS

### SECTION 1

#### A. ASSOCIATION

The elected officers of this Association shall be President, President-elect, Secretary, Treasurer, and Parliamentarian. The elected officers of this Association shall be elected at the annual meeting in August each year and shall serve for one year. The President-elect shall act as Vice-president. Each unit, will have equal representation in elected officers. The President, Treasurer and Secretary will come from one unit and President-elect and Parliamentarian will come from the other unit. These officers will rotate each year from unit to unit. If for any reason one unit cannot fill an office, the other unit may fill the vacancy by a majority vote of the Association.

#### B. UNIT OFFICERS

The Association President, Secretary and Treasurer will serve in these

capacities at their Unit level. The President Elect, Parliamentarian and Past President will serve as President, Secretary and Treasurer respectively at their Unit level. Any other officers deemed necessary by the Unit may be elected by a majority vote of that Unit.

C. EXECUTIVE BOARD

1. The Executive Board of the Northeast Area Vocational-Technical Association of Classroom Teachers shall be composed of the current Association officers, Past-President and one member at large from each unit.

2. In the event the Past President and President Elect are one and the same, the effected unit will elect one member to fulfill the duties of Past President to ensure equal Unit representation on the Executive Board.

ARTICLE VI—COMMITTEES

SECTION 1 ASSOCIATION COMMITTEES

The Association President, with approval of the Executive Board, shall appoint such committees as may be deemed necessary.

A. STANDING COMMITTEES

Standing committees shall be a constitution, negotiating, insurance, and auditing committees.

B. COMMITTEE MEMBERSHIP

Committees shall consist of two active members per unit and shall be appointed by the respective Unit President.

C. AD HOC COMMITTEES

Additional Committees may be appointed from time to time as the need arises.

D. EX-OFFICIO MEMBERS

The President shall serve on all committees as the Ex-Officio member.

SECTION 2 UNIT COMMITTEES

The unit President shall appoint such committees as may be deemed necessary.

A. STANDING COMMITTEES

Standing Committees shall be: EPAC, Staff Development, and Grievance.

B. COMMITTEE MEMBERSHIP

Each committee shall consist of 3 active members appointed by their President.

C. EX-OFFICIO MEMBER

The President shall serve on all Committees as the Ex-Officio member.

**SECTION 3 COMMITTEE RULES**

Should the Unit Committees not be able to agree on an issue that affects the organization, there shall be a joint meeting of the Unit Committees. If an agreement cannot be reached at this level the issue will be referred to the Association for discussion and a vote. Members of the Association shall abide by this decision. In the event of a tie vote the Executive Board shall make the decision which members shall abide by.

**ARTICLE VII—FISCAL YEAR**

**SECTION 1**

The fiscal year shall be from August 1 to July 31.

**ARTICLE VIII—RULES**

**SECTION 1**

A. The order of business shall according to parliamentary procedure as Ruled by Robert's Rules of Order, Revised.

B. Any active member may ask for voting by secret ballot on any question, and that procedure must be used.

**ARTICLE IX--AMENDMENTS**

**SECTION 1**

This constitution may be amended by or revised by two-thirds (2/3) vote of all

active members. PROVIDED--That at least one month's notice shall be given to the members of the nature of such proposed revisions and a copy of the proposed amendments of revision shall be presented to each active member thirty (30) days prior to the date set for official vote on the proposal.

NORTHEAST AREA VOCATIONAL-TECHNICAL ASSOCIATION  
OF CLASSROOM TEACHERS

BY-LAWS

ARTICLE I--RULES AND QUORUM

SECTION 1

The method of procedure at the Northeast Area Vocational-Technical Association of Classroom Teachers shall be based on Roberts rules of Order, Revised.

SECTION 2

A majority of active members shall constitute a quorum of the Association.

SECTION 3

A majority of the Executive Board shall constitute quorum of that body.

SECTION 4

There shall be an annual August meeting of this Association.

SECTION 5

Regular meetings of the association, of which there shall be at least two, shall be scheduled by the President, with the approval of the Executive Committee. Regular meetings of the Executive Committee shall be held monthly, as scheduled by the President, with the approval of the Executive Committee. Special meetings may be called by the President, Executive Committee, or majority of the members.

ARTICLE II--ELECTION OF OFFICERS

SECTION 1

A. At the annual meeting of the Association, and after a quorum has been established, the President-Elect shall assume the duties of the President. The President shall then conduct the annual election of officers of the Association by calling for open nominations of positions to be elected.

B. Officers shall be elected at the annual meeting by secret ballot. Voting by

proxy will not be recognized. Election shall be by simple majority. All other ballots will be cast according to Roberts Rules of Order.

## SECTION 2

No person may be an officer or serve on the Executive Board or committees of this Association who is not an active member of the Northeast Area Vocational-Technical Association of Classroom Teachers.

## ARTICLE III--OFFICERS AND DUTIES

### SECTION 1

#### A. PRESIDENT

The President shall preside at the meeting of the Association as provided in the constitution. The President shall be an ex-officio member of all committees. The President shall preside at general meetings and meetings of the Executive Board. The President shall have the authority to appoint special committees and tellers at elections with equal representation from each unit. In the case of the resignation or death of the President, the President-Elect will assume the office of the President. (EXCEPTION) if more than half the fiscal year has passed the President-Elect will become President for the remainder of the fiscal year. At the annual meeting a new President and President-Elect will be elected.

#### B. PRESIDENT ELECT

The President-Elect shall be elected at the annual election; he shall serve one year as President-Elect, then one year as President. It shall be his duty to attend all meetings and he may attend all committee meetings. In case of the resignation or death of the President-Elect there shall be a special election to fill the office within thirty (30) days.

#### C. SECRETARY

The recording Secretary shall keep minutes of all regular meetings, special

meetings, and Executive Board meetings, and shall carry on such correspondence as is necessary. The Secretary shall provide the presiding officer with a copy of the minutes of the preceding meeting within four (4) days. In case of resignation or death of the recording Secretary there will be a special election to fill the office within thirty (30) days.

#### D. TREASURER

##### 1. Association

The Treasurer shall receive all funds belonging to the Association and shall disburse funds to the Unit Treasurer on a percentage basis according to each unit's Association membership. Unit Treasurer in conjunction with Unit President shall sign all checks. Association Treasurer shall prepare, or cause to be prepared, a written report annually of all receipts and expenditures and submit those to the auditing committee in time for audit before the annual meeting, at which meeting a summary of the audited report shall be submitted to the members. In case of resignation or death of the Treasurer there shall be a special election to fill the office within thirty (30) days.

##### 2. Unit

The Unit Treasurer shall keep an itemized account of receipts and expenditures and shall give a report of the receipts and expenditures of the Unit's preceding period to the Association Treasurer who shall present it to the Association.

The Unit Treasurer shall have a minimum of a \$3,000 bond with the Association assuming the cost of the bond.

#### E. PARLIAMENTARIAN

The Parliamentarian shall attend all meetings and shall have a copy of this constitution and by-laws and Roberts Rules of Order, Revised. ACT will provide a Roberts Rules of Order, Revised and an up to date Oklahoma School Law. He shall be

knowledgeable of the contents of these and be prepared to settle questions about procedure and shall have the authority to ask a member to leave a meeting if the need arises. He shall be a member of the constitution and by-laws committee and attend its meetings. In case of resignation or death of the Parliamentarian there shall be a special election to fill the office within thirty (30) days.

#### ARTICLE IV--EXECUTIVE BOARD AND DUTIES

##### SECTION 1

A. Members of the Executive Board shall consist of the President, President-Elect, Secretary, Treasurer, Parliamentarian, Past President and one Member-at-Large from each campus. They shall all be voting members.

B. Meetings of the Executive Board shall be held as needed when determined by the President or at the call of a majority of the Executive Board.

C. Executive Board members shall attend all scheduled meetings. A member failing to attend two (2) consecutive meetings without reason, will cause that office to be declared vacant. The Executive Board will use its own discretion concerning valid reasons for absences.

##### D. EXECUTIVE BOARD DUTIES SHALL BE AS FOLLOWS:

- (1) To act upon matters of business that require immediate attention.
- (2) To make recommendations to be acted upon by the members.
- (3) To arrange bond for the Unit Treasurers.
- (4) To formulate policies governing the Association.
- (5) To handle all matters that cannot be resolved at the local and Association level.

#### ARTICLE V--COMMITTEES' DUTIES

##### SECTION 1

The chairman of each committee shall be appointed by the President with the approval of the Executive Board. FORTY-EIGHT (48) hours notice of all committee

meetings shall be given to the President and or Executive Board as well as to all regular committee members.

## ARTICLE VI--DUES

### SECTION 1

A. Membership fees and general dues for active members shall be ten dollars (\$10) per month or one hundred dollars (\$100) per year.

B. The annual membership dues of the Association shall be payable by payroll deduction.

C. Forty per cent (40%) of the dues collected will be placed in a general fund account.

D. Sixty per cent (60%) of the dues collected will be placed in an E.P.A.C. account.

## ARTICLE VII--AMENDMENTS OR REVISIONS

### SECTION 1

The by-laws may be amended by or revised by two thirds (2/3) vote of all members present at any regular meeting after a quorum has been established. PROVIDED--That at least one month's notice shall be given to the members of the nature of such proposed revision and a copy of the proposed amendments or revision shall be presented to each active member thirty (30) days prior to the date set for official vote on the proposal.