

August 8, 1988

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CONSTITUTION OF THE
TULSA AREA VOCATIONAL-TECHNICAL ASSOCIATION OF CLASSROOM TEACHERS, INC.

Article I--Name

This association shall be known as the Tulsa Area Vocational-Technical Association of Classroom Teachers, Inc.

Article II--Purpose

Section 1

- A. The purpose of this association shall be to establish improved communications 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 others interested in Vocational Education.
- B. To promote a better understanding of the purpose, operations and standards of Vocational-Education.
- C. To provide a means for the study of problems of special interest and the general improvement of Vocational-Technical Education.
- D. To work with the school board of Tulsa County Area Vocational-Technical School District #18 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--Membership

Section 1

Membership in Tulsa Area Vocational-Technical Association of Classroom Teachers, Inc., shall consist of active membership.

Section 2

- A. Any person who is a member of OEA and NEA and employed by the Tulsa County Area Vocational-Technical School District #18 is eligible to become a member PROVIDED that person does not have the authority to hire, fire, transfer, suspend, demote, conduct and sign an employee evaluation according to Oklahoma School Law, or otherwise recommend any action that would adversely affect any employee eligible for TAV-TACT membership.
- B. Any member who accepts an administrative or supervisory position, retires from Tulsa County Area Vocational-Technical School District #18, or takes a leave of absence from his/her position, shall relinquish membership.

Article IV--Elected Officers and Board of Directors

Section 1

- A. Elected Officers. The elected officers of this association shall be: president; president-elect; vice president, one from each campus and one from the District, to represent employees not assigned to a specific campus; secretary; treasurer; and parliamentarian. The elected officers of this association shall be elected at the annual meeting held during the last week of each school year and shall serve for one year with the exception of the president who shall serve a two-year term.

The elected officials will take office August 1.

- B. Board of Directors. The board of directors of the Tulsa Area Vocational-Technical Association of Classroom Teachers, Inc., shall be composed of president; president-elect; vice presidents, one from each campus and one from the District; secretary; treasurer; and parliamentarian.

Article V--Committees

Section 1

The president, with approval of the board of directors, shall appoint such committees as may be deemed necessary.

Section 2

- A. Standing committees shall be: policy, nominating, and constitution and bylaws.
- B. Committee membership shall consist of no less than three members per committee.
- C. Ad Hoc committees may be appointed from time to time as the need arises.

Article VI--Fiscal Year

Section 1

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

Article VII--Rules

Section 1

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

Article VIII--Amendments

Section 1

This constitution may be amended or revised by two-thirds (2/3) vote of all members present at any regular meeting, 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 or revisions shall be presented to each member thirty (30) days prior to the date set for official vote on the proposal.

Adopted: 2-15-74.
84, 5-21-86.

Amended: 12-16-75, 1-20-77, 1-6-81, 5-24-83, 5-14-

BYLAWS OF THE
TULSA AREA VOCATIONAL-TECHNICAL ASSOCIATION OF CLASSROOM TEACHERS, INC.

Article I--Rules and Quorum

Section 1

The method of procedure of the Tulsa Area Vocational-Technical Association of Classroom Teachers, Inc., shall be based on Robert's Rules of Order, Revised.

Section 2

A majority of those qualified as members shall constitute a quorum of this association.

Section 3

A majority of the members of the board of directors shall constitute a quorum of that body.

Section 4

There shall be an annual meeting of this association held during the last month of school. Special meetings of the association may be called by the president, board of directors, or a majority of the members.

Article II--Election of Officers

Section 1

- A. At the annual meeting of this association, there shall be an election for the following officers with a one-year term: vice presidents, one from each campus and one from the District; secretary; treasurer; parliamentarian; and president-elect. The president-elect shall be elected on the second year of the president's term.
- B. The election of officers shall be by secret ballot. Voting by proxy will not be recognized. Election shall be by plurality vote. Each campus shall elect a vice president and one shall be elected from the District, to represent employees not assigned to a specific campus.

Section. 2

No person may be an officer of this association who is not a member of the Tulsa Area Vocational-Technical Association of Classroom Teachers, Inc.

Article III--Officers and Duties

Section 1

- A. President. The president shall preside at the meetings of the association as provided in the constitution. The president shall be an ex officio member of all committees except the nominating committee. The president shall preside at general meetings and meetings of the board of directors. The president shall have the authority to appoint special committees and tellers at elections. In case of the resignation or death of the president, a general election shall be held between the vice presidents, one from each campus and one from the District, to assume the office of president for the unexpired term. Election shall be by plurality vote.
- B. President-Elect. The president-elect shall be elected at the annual election; he/she shall serve one year as president-elect, then two years as president. The president-elect shall be considered a voting member of the board of directors. It shall be his/her duty to attend all meetings and he/she 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. Vice Presidents. The host vice president shall preside over a meeting in the absence of the president. In case of the resignation, death, or if a vice president assumes the president's office, there shall be a special election to fill that office within thirty (30) days.
- D. Secretary. The secretary shall keep minutes of all regular meetings, special meetings, and board of directors 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 secretary, there shall be a special election to fill the office within thirty (30) days.
- E. Treasurer. The treasurer shall receive all funds belonging to the association and keep an itemized account of receipts and expenditures. The treasurer shall prepare or cause to be prepared, a written report annually of all receipts and expenditures and submit those with all vouchers to the auditor in time for audit before the annual meeting, at which meeting a summary of the audited report shall be submitted to the members. At each meeting the treasurer shall make available to the board of directors a report of the receipts and expenditures of the preceding period. In case of resignation or death of the treasurer there shall be a special election to fill the office within thirty (30) days.
- F. Parliamentarian. The parliamentarian shall attend all meetings and shall have a copy of this Constitution and Bylaws and Robert's Rules of Order, Revised. He/She shall be knowledgeable of the contents and be prepared to settle questions about procedure. He/She shall be a member of the Constitution and Bylaws 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--Board of Directors and Duties

Section 1

- A. Members of the board of directors shall consist of the president, president-elect, vice presidents, secretary, treasurer, parliamentarian, and the immediate past president as an ex officio member.
- B. A regular meeting of the board of directors shall be held each month during the school year. Special meetings may be held at the call of the president or at the call of a majority of the board of directors.
- C. Members of the board of directors shall attend all regularly scheduled meetings. A member failing to attend two (2) consecutive meetings without reason will cause that office to be declared vacant. The board of directors will use its own discretion concerning valid reasons for absences.
- D. Board of directors' 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 members.
 - 3. To arrange bond for the president and treasurer.
 - 4. To formulate policies governing the association.
 - 5. To work with the school board of the Tulsa County Area Vocational-Technical School District #18 in securing and maintaining adequate salaries, tenure, a retirement system and such other improvements and conditions as will enable employees to function properly.

Article V--Committees and Duties

Section 1

The standing committees shall be Policy, Nominating, and Constitution and Bylaws. The chairpersons shall be appointed by the president with the approval of the board of directors. The extend of power of any committee shall be determined by the board of directors or by two-thirds (2/3) vote of those members attending a regular general meeting of the Tulsa Area Vocational-Technical Association of Classroom Teachers, Inc. All plans or projects proposed by a committee shall be approved before such plans or projects are put into effect. Due notice of all committee meetings shall be given to the board of directors as well as to all regular committee members.

Article VI--Dues

Section 1

- A. Membership fees and general dues for members shall be \$25.
- B. The annual membership dues of the association shall be due and payable on or before September 1. Members failing to remit dues by October 1 shall be classed as delinquent and dropped from the rolls.

Article VII--Amendments

Section 1

The Bylaws may be amended or revised by two-thirds (2/3) vote of all members presented at any regular meeting, 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 revisions shall be presented to each member thirty (30) days prior to the date set for official vote on the proposal.

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