

Revisions Approved December 2005
Revisions Proposed August 2007 to ACTER Board
Revisions Approved December 2007

**CONSTITUTION
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
RESEARCH
(ACTER)**

GENERAL PROVISIONS

Article 1 Name

The name of this organization shall be the Association for Career and Technical Education Research (ACTER).

Article 2 Purposes

- a. To stimulate research and development activities related to career and technical education;
- b. To stimulate the development of training and education programs designed to prepare persons for responsibilities in research in career and technical education;
- c. To foster a cooperative effort in research and development activities within the total program of career and technical education, with other areas of education and with other disciplines; and
- d. To facilitate the dissemination of research findings and the diffusion of knowledge.

Article 3 Membership

The Association shall consist of three groups of members:

- a. Members of the Association shall be persons actively engaged in research and development activities related to career and technical education. Members shall be entitled to the rights and privileges of the Association without restriction.
- b. Student members of the Association shall be persons actively pursuing graduate degrees as full-time, resident students (as defined by the students' institutions). Student members shall be entitled to the rights and privileges of the Association except that they shall not vote or hold elective office in the Association.
- c. Emeritus members of the Association shall be those persons who have officially retired and who have paid their dues for three consecutive years prior to retirement. Emeritus members shall be entitled to the rights and privileges of the Association without restriction.

- d. The annual membership period shall be for 12 months, January 1 through December 31.
- e. ACTER members who are also members of the American Educational Research Association (AERA) are automatically members of the AERA Career and Technical Education Special Interest Group (SIG). In order to receive the benefits of the SIG, ACTER members must join the SIG through AERA.
- f. Membership in ACTER is independent of membership in the Association for Career and Technical Education (ACTE) and of the New and Related Services (NRS) Division of ACTE. Separate dues are required to belong to these groups and ACTER members are encouraged to join them.

Article 4 Membership Dues

The Executive Committee shall make recommendations to the members concerning the dues. A majority of the members attending the annual meeting must approve of any dues changes.

Article 5 Meetings

There shall be an annual business meeting of the Association in conjunction with the annual Association for Career and Technical Education Convention to include the installation of officers, reports of the Executive Committee and other committee reports. Additional general meetings may be called at the discretion of the Executive Committee upon written or printed notice to the membership.

An annual business meeting of the AERA Career and Technical Education SIG will be held during the AERA convention.

Article 6 Publications

Publications of the organization shall be concerned with career and technical education research and inquiry. All publications shall be either approved by the Executive Committee or by Editorial Boards or Committees sanctioned by the Executive Committee.

- a. *Career and Technical Education Research* shall be the official research publication of the organization. The journal shall be published under the direction of an Editorial Board comprised of at least twelve active members of ACTER who are appointed by the Executive Board. This Board reports to the Executive Committee through the Editor of the journal.
- b. Other publications, membership directories, monographs, etc., that promote the cause of career and technical education research will be encouraged.

OFFICERS OF THE ORGANIZATION

Article 7 Officers

The officers of the Association shall consist of an elected President, President-Elect, Past-President, Recording Secretary, Membership Secretary, Treasurer, Webmaster, and Historian.

Article 8 Officer Duties

The *President* shall:

Preside at all meetings of the organization and of the Executive Committee.

1. Write the President's column for any communiqué of the organization.
2. Represent the organization and respond to inquires about the organization to those outside the organization.
3. Appoint a nomination committee and chair.
4. Present an address at the annual business meeting.
5. Approve expenditures recommended by the treasurer.
6. Make decisions on approving expenditures for the organization such as special plaques, officer travel, etc., and communicate with the treasurer.
7. Attend the AERA Annual meeting and conduct the business meeting for the Career and Technical Education SIG.
8. Generally monitor the activities of the organization.
9. Represent the organization at any functions deemed necessary by the membership such as federal legislative hearings.
10. Describe official duties to incoming officers, encourage them to perform their duties in a timely manner and to be prepared for the annual business and executive meetings.
11. Appoint ad hoc committees as needed.
12. Appoint an auditing committee.
13. Attend Past-Presidents' breakfast.
14. Aid committees and officers in soliciting nominees for offices, awards, etc.
15. Promote library and other subscriptions to the journal.
16. Communicate and interact with other affiliated organizations as the need arises.
17. Prepare the official communications (letters), as needed, on behalf of the organization.
18. Correspond with members and prospective members who concerns etc.
19. Attend CTER Board as ex-officio.

The ***Past President*** shall:

Organize any special events which involve the Past-Presidents of the organization.

The Past-President shall also coordinate the ACTER special awards program.

1. Request award nominations through the listserv.
2. Receive nominations and arrange for the judging to select new recipients.
3. Announce the Past Presidents Breakfast, inviting the Past Presidents, current officers, and newly elected officers.
4. Interact and communicate with the Vice President, New and Related Services Division (NRS) of ACTE.
5. Attend NRS business meetings during the ACTE Convention to represent ACTER.
6. Participate for two years on the ACTE research committee.

The ***President-Elect*** shall:

Serve in lieu of the President. Be responsible for organizing the ACTER program at the ACTE Convention and for coordinating the program agenda with other ACTE sessions.

1. Order and present the outgoing president with a plaque at the business meeting at the ACTE convention.
2. Order necessary food for meal functions during ACTER sessions at ACTE Convention, i.e. Past-Presidents Breakfast, ACTER Executive Meeting etc. as deemed necessary.
3. Develop ACTER Program for ACTE Convention.
4. Be in contact with the New and Related Services liaison regarding ACTER program planning for ACTE.
5. Send out call for presentations for ACTER sessions during ACTE Convention.
6. Identify blind reviewers for proposal and carousel submissions.
7. Compile results from reviewers and identify acceptable presentations.
8. Contact all submitters and inform them of acceptance or denial of proposals.
9. Identify and schedule all session chairs and facilitators.
10. Work with past-president to invite all previous Presidents to breakfast.
11. Work with ACTE Division coordinators in all session planning.
12. Provide a copy of the ACTER-ACTE program to Webmaster.
13. Develop an ACTER program brochure for all ACTER members prior to ACTE registration.
14. Develop a proceedings of all papers submitted for presentation; and submit to the Webmaster.

The **Recording Secretary** shall:

Keep an accurate record of the general meetings and meetings of the Executive Committee.

1. Coordinate the selection of outstanding research papers at the annual ACTER conventions and the outstanding dissertation presentation.
2. Coordinate the selection of the outstanding article in *Career and Technical Education Research*.

The **Membership Secretary** shall:

Be responsible for soliciting and processing new memberships and renewals, for keeping an up-to-date list of members, and for the transmittal of dues to the Treasurer, publish a membership directory annually and provide membership mailing labels when requested by officials of the organization. Other requests for mailing labels must be approved by the Executive Committee.

1. Membership Recruitment
 - a. Print membership brochures/application form and distribute multiple copies to officers, AERA Career and Technical Education SIG Program Chair, session chairs at ACTE/ACTER annual conferences and at AERA Career and Technical Education SIG annual conference, and to other members who are able to distribute multiple copies.
 - b. Provide membership information and application form to listserv.
 - c. Recruit new graduate students by sending a letter and membership forms to institutions with Career and Technical Education Programs.
 - d. Distribute membership application forms at conferences.
 - e. Send renewal emails or letters with copy of membership application form to current and recently lapsed members.
2. Membership Records
 - a. Maintain a computer database of ACTER current members.
 - b. Update membership records regularly.
 - c. Send first and second renewal notices.
3. Membership Directory
 - a. Each year post a membership directory on the website.
 - b. Send an electronic copy of the membership directory to the ACTER historian.
4. Membership Reports
 - a. For the Executive Board Meeting, the general ACTER business meeting, and at the ACTE/ACTER Annual Conference and also to the ACTER historian, provide the following reports:
 - i. List of expired members sorted by dues expiration date.
 - ii. List of current members sorted alphabetically with dues expiration date.
 - iii. A membership report for the calendar year containing the following:
 1. Activities performed by the Membership Secretary during the year (January to December).

2. This year's results: status report of the membership increases/decreases from previous year; breakout of membership according to type-regular, student, emeritus; which state had the most members; and which members were added to the membership honor roll.
3. ACTER Membership Honor Roll of states: List of the top 15 states with the highest members. (Listed states in order of the highest number of members and list the actual number of members per state).
 - b. For the AERA Career and Technical Education SIG, send a membership roster of the ACTER membership along with a completed "AERA Form E" to the American Educational Research Association. This report is due near the end of June of the first of July each year. The form is to be obtained from the Career and Technical Education SIG Program Chair. Send a copy of the report to SIG Program Chair.
5. Attendance at Executive Board Meetings and General Business Meeting
 - a. Attend ACTE/ACTER Executive Board Meeting and General Business Meeting at the ACTE Annual Convention in December.
6. Transmittal of Membership Records to next Membership Secretary:
 - a. Give the new Membership Secretary an up-to-date computer database of the current membership.
 - b. Provide instructions on how to use the database.
 - c. Provide detailed instructions on the duties of the Membership Secretary.
 - d. Be available to answer questions from the new Membership Secretary.

The ***Treasurer*** shall:

Maintain the financial records of the organization deposit and disperse funds according to the policies of the organization, and comply with IRS guidelines for non-profit organizations. The treasurer will make recommendations annually to the Executive Committee and members concerning an annual operating budget. The treasurer is to be bonded.

1. Receive books from previous treasurer and sign signature cards.
2. Open books for the current fiscal year based on annual ACTER budget.
3. Transmittal of Dues
 - a. Monthly, transmit membership dues received to ACTER treasurer.
4. Receive, pay, and post vouchers for payment.
5. Maintain files of all vouchers for payment.
6. Receive post and deposit all receipts.
7. Reconcile bank statements.
8. Prepare appropriate financial reports and submit to Executive Committee.
9. Present and distribute report at annual business meeting.
10. Prepare records for audit by auditing committee.
11. Prepare and present budget to Executive Committee.
12. Secure signature cards prior to ACTE. At ACTE turn over materials to new treasurer and provide training for new Treasurer.

13. Send to webmaster materials not needed by new Treasurer.

The *Historian* shall:

Capture and maintain the past records of the organization and maintain a cumulative list of officers, award winners, and other such lists as requested by the Executive Committee. Send the records to the webmaster for inclusion on the web site.

The *Webmaster* shall:

Maintain the website of ACTER and update as directed by the Executive Board.

Article 9 Term of Office

- a. An elected officer shall serve for a two-year term and shall not be elected to the same office for a more than two subsequent terms, with the exception of the President-Elect (see Article 9b). The Webmaster and, Membership Secretary shall be elected in odd years, and the Treasurer and Recording Secretary shall be elected in even years. The Historian may be re-elected without restriction.
- b. The President-Elect serves for one year and then succeeds automatically to President and then to Past President, both for one year.
- c. All newly elected officers shall take office at the business meeting of ACTER during the annual convention of the Association for Career and Technical Education.
- e. If a vacancy occurs, the Executive Committee shall appoint a replacement from the ACTER membership. The appointed officer shall meet the criteria specified in Article 10.

Article 10 Officer Eligibility

To be eligible for nomination for office, a person shall:

- a. Have been a member of ACTER for two consecutive years prior to nomination.
- b. Nominees for President-Elect must have previously held an ACTER office or have served on the Executive Committee.

COMMITTEES

Article 11 Executive Committee

- a. The Executive Committee shall consist of the President, immediate Past President, President-Elect, Recording Secretary, Membership Secretary, Treasurer, Historian, Editor and Chairperson of the Editorial Board of *Career and Technical Education Research*, Webmaster, Chair of the CTE Research Conference, and the Chair of the AERA Career and Technical Education SIG.
- b. The Executive Committee shall be the administrative body of this organization and shall be empowered to transact business for the Association.
- c. The Executive Committee meets at ACTE and at the discretion of the president.

Article 12 Nominating Committee

- a. The President shall appoint a committee to nominate a slate of candidates for ACTER officers.
- b. The Nominating Committee shall select at least two candidates for each elected office and prepare the election ballot. In the case of the officers who may serve more than one term of office, two candidates are not required if the current officer is being nominated for another term. Members of the Association may submit names of nominees to the Nominating Committee.
- c. The Nominating Committee shall conduct the election of officers for the Association through a mailed ballot procedure using the official membership list of that date. The election of officers shall be concluded by November 1.

Article 13 Auditing Committee

Not later than thirty days prior to the annual business meeting, a committee shall be appointed by the President to audit the financial records.

Article 14 Membership Committee

A Membership Committee may be appointed by the President at the request of the Membership Secretary. The Membership Committee shall be chaired by the Membership Secretary.

Article 15 Pre-Session Committee and Chair

The President and President-Elect will appoint a Pre-Session Chair for a term of two years to coordinate the planning of the Research Pre-Session at ACTE. The incoming Pre-Session Chair will be appointed in time to serve one year with the current Pre-Session Chair.

Article 16 Special Committees

The president shall appoint ad hoc committees as the need arises.

AMENDMENTS

Article 17 General Amendments

Proposed amendments to the Constitution may be made by a 2/3 vote of ACTER members present at the annual business meeting of the organization at ACTE and will become effective immediately upon a favorable vote. Such amendments must be submitted to the membership by e-mail or another electronic media at least 60 days before the annual meeting.

DISSOLUTION

In the event that the Association for Career and Technical Education Research is dissolved, all assets remaining after the payment of outstanding debts and obligations shall be transferred to the ACTE Division of New and Related Services.