



NCACTE HANDBOOK
Convention Year 2016-2017

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NORTH CAROLINA ASSOCIATION FOR CAREER & TECHNICAL EDUCATION

With more than 85 years of experience, the North Carolina Association for Career and Technical Education (NCACTE) is the professional association for all career and technical educators at the state level, offering services to career and technical education (CTE) professionals. Membership in NCACTE is available to any CTE teacher, administrator, and/or support staff person that may be involved at the middle school, high school, central office, community college, or the university level. NCACTE services and benefits include the following:

- Employs a professional lobbyist to manage our legislative advocacy efforts.
- Publishes a weekly legislative newsletter.
- Provides professional development opportunities.
- Provides a NCACTE website at www.ncacteonline.org.
- Provides an awards program that recognizes outstanding accomplishments as a CTE professional.
- Publishes three editions of NCACTE NEWS per year.
- Manages the Exhibit Trade Show during the NC Department of Public Instruction's CTE Summer Conference.
- Sponsors Fall and Spring Professional Development Workshops.
- Sponsors a training workshop for state level officers and committee members during the NC DPI CTE Summer conference.

Although CTE educators may opt to join just the state association and not the national organization, you are strongly encouraged to affiliate with both. By joining both of these professional associations, you will receive information from both a national and state perspective, have access to peers in state and across the country, and benefit from state and national advocacy. Working together, ACTE and NCACTE give you the tools, resources, and information you need not only to be a successful educator, but also to help you guide America's future workforce and develop the next generation of CTE Educators.

ACTE and NCACTE are committed to your individual success and the promotion and support of CTE as a whole. We are the only professional organizations that are totally committed to serving the interests of career and technical education. The advocacy efforts alone justify the small price you must pay to become a member. Thank you for being a part of your Professional Organization.

**NCACTE BOARD OF DIRECTORS
2016-2017**

Executive Committee

1. President	Carol Harper
2. President-Elect	Pamela Orbison
3. Immediate Past President	Christy Cheek
4. Recording Secretary	Shakema Wilson
5. Finance Officer	Ray Huff
6. Parliamentarian	Chris Bailey
7. Historian	Brantley Murphy
8. Vice President (Elected by BOD)	Lisa Roberts
9. Vice President (Elected by BOD)	Chip Lucas
10. Vice President (President's Division)	Michael Holman
11. Executive Director	Ruth Huff

Division Vice Presidents

* Administration	Chip Lucas
12. Agricultural Education	John Fortner
13. Business Finance & Information Technology Education	Sharon Bilbrey
* Family & Consumer Sciences Education	Michael Holman
14. Guidance & Career Development	Misty Wolfe
15. Health Science Education	Elizabeth Silvey
* Instructional Management	Lisa Roberts
16. Marketing & Entrepreneurship Education	Pamela Brunner
17. NC-ALIVE	Barry Oxendine
18. New & Related Services	Bill Ellis
19. Technology Engineering Design Education	Natalie Norman
20. Trade & Industrial Education	Steven Walker

Division Vice President-Elects

* Administration	Chris Bailey
21. Agricultural Education	Amy Kidd
22. Business Finance & Information Technology Education	Rodney Smith
23. Family & Consumer Sciences Education	Amy White
24. Guidance & Career Development	Holly Tolston
25. Health Science Education	Diane Wall
26. Instructional Management	Rhonda Benfield
27. Marketing & Entrepreneurship Education	Vacant
28. NC-ALIVE	Katonia Ford
29. New & Related Services	Vacant
30. Technology Engineering Design Education	John Butler
31. Trade & Industrial Education	Darrin Bridges

Standing Committees

32. Awards	Derrick Fogg
* Bylaws	Chris Bailey
33. Legislation	Allison Dees
* Membership	Christy Cheek
34. Newsletter	Paul Heidepriem
35. Nominations	Josh Singleton
36. Past Presidents	Bena Weires
37. Professional Development	Teresa Murphy
* Strategic Plan	Pam Orbison
38. Public Information	Tony Bello
39. Resolutions	Kim Brewington
40. Tellers	Shannon Baker
41. Ways & Means	Amy White

Total eligible voting members: 41

Advisory Council

* Director of Career & Technical Ed NC DPI	Joann Honeycutt
* Director of Career & Technical Ed NC Community Colleges	Bob Witchger
* ACTE Region II Policy Committee State Representative	Brantley Murphy

NCACTE STANDING COMMITTEES

NCACTE BYLAWS: ARTICLE XVI, Section 1:

The standing committees of the Association shall be the Awards, Bylaws, Legislation, Membership, Newsletter, Nominations, Professional Development, Public Information, Resolutions, Strategic Plan, Tellers, and Ways and Means.

Awards Committee

(Composed of a chair and one member from each division)

- | | |
|---|------------------------------|
| 1. Derrick Fogg CHAIR | |
| 2. Sharon Johnson ADM | 8. Beverly Spruill INS |
| 3. Vacant AGR | 9. Vacant MAR |
| 4. Heather Jones BUS | 10. Linda Wiggins NCA |
| 5. Derrick Fogg FAM | 11. Vacant NRS |
| 6. Jessica Shimer GUI | 12. Vacant TEC |
| 7. Katherine Pardue HEA | 13. Myra Morgan TRA |

Bylaws Committee

(Composed of a chair, who shall be the NCACTE Parliamentarian, and four members appointed by the President)

1. **CHAIR** **Chris Bailey**
2. Member #1: Pam Orbison
3. Member #2: Bill Ellis
4. Member #3: Jolene Alley
5. Member #4: Vacant

Legislation Committee

(Composed of a chair and at least one member representing each of the educational regions in the state appointed by the President. The Executive Director shall serve as an ex-officio member.)

1. **Allison Dees** **CHAIR**
2. Ruth Huff NCACTE Executive Director *(ex-officio member)*
3. Robin Bowers Central Region
4. Vacant North Central Region
5. Vacant South Central Region
6. Vacant Northeast Region
7. Susan Gantt Northwest Region
8. Matthew Swain Southwest Region
9. Taylor Baldwin Western Region
10. John Shannon Southeast Region
11. Dave Simpson NCACTE Lobbyist

Membership Committee

(Composed of a chair, who shall be the Immediate Past President, and the Division Presidents/NCACTE Vice Presidents)

- | | | | |
|-------------------------------|--------------|--------------------------|-----|
| 1. Christy Cheek | CHAIR | | |
| 2. Chip Lucas..... | ADM | 8. Lisa Roberts | INS |
| 3. John Fortner | AGR | 9. Pam Bruner | MAR |
| 4. Sharon Bilbrey..... | BUS | 10. Barry Oxendine | NCA |
| 5. Michael Holman..... | FAM | 11. Bill Ellis..... | NRS |
| 6. Misty Wolfe | GUI | 12. Natalie Norman..... | TEC |
| 7. Libbie Silvey | HEA | 13. Steven Walker | TRA |

Newsletter Committee

(Composed of a chair, who shall serve as the newsletter editor; a vice chair, shall serve as assistant editor; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President)

- | | | | |
|---------------------------------|--------------|----------------------------------|-----|
| 1. Paul Heidepriem | CHAIR | | |
| 2. Kim Davis | ADM | 8. Penny Lewis..... | INS |
| 3. Vacant | AGR | 9. Vacant | MAR |
| 4. Marion Anthony-Jordan | BUS | 10. Gail Willis-Brickhouse | NCA |
| 5. Stephanie Griffin..... | FAM | 11. Vacant..... | NRS |
| 6. Rhonda Farmer..... | GUI | 12. Vacant | TEC |
| 7. Alaine Miller..... | HEA | 13. Tony Bello | TRA |

Nominations Committee

(Composed of a chair and one member from each of the division/groups that is not represented by a nominee for office of NCACTE president-elect. These members are selected by the Board of Directors)

1. **Josh Singleton**
2. Vacant
3. Vacant

Past Presidents Committee

(Composed of past NCACTE Presidents)

1. **Bena Weires**

Professional Development Committee

(Composed of a chair, one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the president.)

- | | | | |
|-------------------------------|--------------|------------------------|-----|
| 1. Teresa Murphy | CHAIR | 8. Teresa Harris..... | HEA |
| 2. Katrina Finch | MAL | 9. Megan Smith..... | INS |
| 3. Julie Pack..... | ADM | 10. Vacant | MAR |
| 4. Vacant | AGR | 11. Sandra Murphy..... | NCA |
| 5. Karen Davis..... | BUS | 12. Vacant..... | NRS |
| 6. Katonia Ford..... | FAM | 13. Vacant | TEC |
| 7. Judy Harrington..... | GUI | 14. Todd Hartsell..... | TRA |

Public Information Committee

(Composed of a chair; one member from each division, appointed by the respective Division President; and a member at large, who shall be appointed by the President)

- | | | | |
|----------------------------|--------------|--------------------------------|-----|
| 1. Tony Bello | CHAIR | | |
| 2. Pam Lewis..... | ADM | 8. Michele Smith..... | INS |
| 3. Matthew Harris..... | AGR | 9. Vacant | MAR |
| 4. Janet Johnson..... | BUS | 10. Gail Wells-Brickhouse..... | NCA |
| 5. Karrell Darden..... | FAM | 11. Vacant..... | NRS |
| 6. Shelly Isenhour..... | GUI | 12. Vacant | TEC |
| 7. Vacant..... | HEA | 13. Tony Bello..... | TRA |

Resolutions Committee

(Composed of a chair; one member from each division, appointed by the respective Division President; and a member at large, who shall be appointed by the President. The NCACTE Parliamentarian shall be an ex-officio member.)

- | | | | |
|--------------------------------|--------------|-------------------------|-----|
| 1. Kim Brewington | CHAIR | | |
| 2. Taneka Williams..... | ADM | 8. J. Lynn Beasley..... | INS |
| 3. Vacant | AGR | 9. Vacant | MAR |
| 4. George Brooks..... | BUS | 10. Stacie Sibert..... | NCA |
| 5. Angela LeMay..... | FAM | 11. Vacant..... | NRS |
| 6. Courtney Page..... | GUI | 12. Vacant | TEC |
| 7. Jeanne Manuel..... | HEA | 13. Andy Owens..... | TRA |

Strategic Plan Committee

(Composed of a chair, who shall be the President-Elect, and the division presidents-elect.)

- | | | | |
|-----------------------------|--------------|-------------------------|-----|
| 1. Pam Orbison | CHAIR | | |
| 2. Chris Bailey..... | ADM | 8. Rhonda Benfield..... | INS |
| 3. Amy Kidd..... | AGR | 9. Vacant..... | MAR |
| 4. Rodney Smith..... | BUS | 10. Katonia Ford..... | NCA |
| 5. Amy White..... | FAM | 11. Vacant..... | NRS |
| 6. Holly Tolston..... | GUI | 12. Vacant | TEC |
| 7. Diane Wall..... | HEA | 13. Vacant..... | TRA |

Ways and Means Committee

(Composed of a chair; one member from each division, appointed by the respective Division President; and a member at large, who shall be appointed by the President.)

- | | | | |
|---------------------------|--------------|------------------------|-----|
| 1. Amy White | CHAIR | | |
| 2. Carson Phipps..... | ADM | 8. Erica Jones..... | INS |
| 3. Vacant | AGR | 9. Vacant | MAR |
| 4. Rick Wall..... | BUS | 10. Kerry Baldwin..... | NCA |
| 5. Deborah Avery..... | FAM | 11. Vacant..... | NRS |
| 6. Elaine Webb..... | GUI | 12. Vacant | TEC |
| 7. Linda Thompson..... | HEA | 13. Pam Walker..... | TRA |

NCACTE STRATEGIC PLAN 2016-2017

Goal 1 – Membership Recruitment and Retention

Strategies

- Each member of the Board of Directors will be an Ambassador for the Association and be familiar with each division’s purpose and content area.
- The membership committee will work with the Executive Director and the President to devise a system for an automated membership renewal reminder.
- The Past Presidents’ Chair will work with the Chair of the Membership Committee to implement a “Freshmen Class” or Mentor system for new members in each division.

Goal 2- Promote Career and Technical Education and NCACTE

Strategies

- Create a marketing campaign for NCACTE focused around the five areas – Purpose, Benefits, Legislative Advocacy, and Professional Development, and Leadership.
- Create a way to Brand NCACTE throughout state LEAs.
- Continue to promote NCACTE during National CTE month.

Goal 3-Public Policy Advocacy

Strategies

- Increase outside awareness of CTE programs to local, state and national legislative officials and decision makers, including local and state school boards through the Legislative Policy Seminar.
- Increase awareness among CTE community of local, state, and national legislative issues facing CTE teachers, administrators, and students.
- Have local LEA’s members to meet with their legislative members at least once a year.

Goal 4- Partnerships

Strategies

- Strengthen communication between all divisions and the executive board.
- Collaborate with Business partners to build a quality workforce to promote accountability of certifications and credentials.
- Create a local LEA NCACTE chapter- that will meet monthly to discuss NCACTE/CTE issues

NCACTE Calendar of Activities 2016-2017

NCACTE Website: <http://www.ncactonline.org>

Calendar of Activities 2016-2017

July 10-14, 2016.....	CTE Summer Conference
August 31, 2016.....	NCACTE Newsletter Deadline
October 31-November 2, 2016.....	NCACTE Professional Development Seminar <i>Crowne Plaza Hotel, Asheville, NC</i>
November 2, 2016.....	NACTE Board of Directors Meeting
September 30-October 2, 2016.....	Best Practices and Region II Conference <i>Tampa Bay, Florida</i>
November 30-December 3, 2016.....	Career Tech Vision <i>Las Vegas, Nevada</i>
December 14, 2016.....	NCACTE Newsletter Deadline
February 15-18, 2017.....	NCACTE Professional Development Seminar <i>DoubleTree, Atlantic Beach, NC</i>
February 18, 2016.....	NCACTE Board of Directors Meeting
March 14, 2017.....	NCACTE Newsletter Deadline
March 28, 2017.....	Raleigh Legislative Day (<i>Location TBD</i>)
May 1, 2017.....	Nominations for CTE/NCACTE Awards
July, 23-27, 2017.....	2017 CTE Summer Conference <i>Koury Convention Center, Greensboro, NC</i>
July 22-26, 2018.....	2018 CTE Summer Conference <i>Koury Convention Center, Greensboro, NC</i>

NCACTE MEMBERSHIP PLAN 2016-2017

- 1. Establish goal and philosophy for membership**
 - A. Increase membership by 10% for the 2016-17 -fiscal year.
 - B. Goals and philosophy accepted by Board:

“Membership recruitment and retention is a primary goal and responsibility of the Divisions of NCACTE and members of the NCACTE Board of Directors. We understand that this involves personal contact of potential members by Division officers and NCACTE Board Members. Also, we understand that a commitment of financial resources will be required to accomplish this goal.”
- 2. Update and provide membership brochures from ACTE.**
- 3. Secure New Member packets from ACTE and distribute to new members.**
- 4. Membership campaign during Summer Conference.**
 - A. Divisions will develop and implement recruitment strategies to take advantage of opportunities for “personal contact selling” of membership benefits.
 - B. Division presidents will ensure all potential members understand the Unified and Non-Unified membership plans.
 - C. Division presidents should report to the Membership Committee Chairperson of their plans at the committee meeting during Summer Conference.
 - D. Encourage retired educators to join and act as recruiters.
 - E. Encourage Career and Technical Education Directors to recruit members in their local units.
 - F. Encourage membership recruitment at all local, state, and national meetings.
- 5. Provide and publicize member benefits**
 - A. Place membership brochure on Website.
 - B. Provide information on awards program through NCACTE and ACTE.

NCACTE LEGISLATIVE PLATFORM

2015-2017 Biennium

Approved by Assembly of Delegates on July 15, 2015

NCACTE will continue to keep legislators and other policymakers informed on how Career and Technical Education positively affects increased graduation rates and lower dropout rates statewide. To accomplish this platform, NCACTE supports:

- Keeping in place, and preferably increasing, the current level of state funding and innovative programming for CTE.
- Funding and support for Career and Technical Student Organizations and enhanced recruitment and retention efforts for CTE personnel.
- Ensuring that CTE is an integral part of dropout prevention, workforce development, and economic development programs. NCACTE will closely monitor legislation that relates to CTE students in public schools and community colleges.

**North Carolina Association for Career and Technical Education
Resolution in Appreciation**

**Senator Tom Apodaca
Senator from Buncombe, Henderson and Transylvania Counties
2015-2016**

WHEREAS, Senator Tom Apodaca has served the people of North Carolina honorably and supported NCACTE in words and deeds;

WHEREAS, through Senator Apodaca's leadership, the schools in his district have grown stronger;

WHEREAS, the Association has benefitted greatly because of his leadership and devotion of personal sacrifice of time, the sharing of his leadership abilities and talents and the management of scarce resources;

WHEREAS, Senator Apodaca has supported the Association in a dignified and professional manner;

THEREFORE BE IT RESOLVED, that the members of the North Carolina Association for Career and Technical Education are honored to proclaim Senator Tom Apodaca as NCACTE Policymaker of the year for 2015-2016;

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Senator Tom Apodaca, Governor Pat McCrory and Senate Pro Tempore Phil Berger;

APPROVED by the North Carolina Association for Career and Technical Education Assembly of Delegates, this 13th day of July, 2016.

**North Carolina Association for Career and Technical Education
Resolution in Appreciation**

**Representative James H. Langdon
NC House of Representatives from Johnston County
2015-2016**

WHEREAS, Representative James H. Langdon has served the people of North Carolina honorably and supported NCACTE in words and deeds;

WHEREAS, Representative Langdon's leadership in grassroots legislation is recognized and honored by the students in his district and the Association;

WHEREAS, the Association has benefitted greatly because of his leadership and devotion of personal sacrifice of time, the sharing of his leadership abilities and talents and the management of scarce resources;

WHEREAS, Representative Langdon has supported the Association in a dignified and professional manner;

THEREFORE BE IT RESOLVED, that the members of the North Carolina Association for Career and Technical Education are honored to proclaim Representative James H. Langdon as NCACTE Policymaker of the year for 2015-2016;

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Representative James H. Langdon, Governor Pat McCrory and Speaker of the House, Tim Moore;

APPROVED by the North Carolina Association for Career and Technical Education Assembly of Delegates, this 13th day of July, 2016.

**North Carolina Association for Career and Technical Education
Resolution in Appreciation**

**Christy Cheek
NCACTE President
2015-2016**

WHEREAS, Christy Cheek has served as President of the North Carolina Association for Career and Technical Education in an outstanding manner for the past twelve months;

WHEREAS, through Christy's leadership, the Association has grown stronger, more prominent and more influential by the organization's accomplishments this past year;

WHEREAS, Christy's leadership has involved much personal sacrifice of time, the sharing of his leadership abilities and talents and the management of scarce resources;

WHEREAS, Christy has represented the Association at the state, regional and national meetings in a dignified and professional manner;

THEREFORE BE IT RESOLVED, that the members of the North Carolina Association for Career and Technical Education express their gratitude to Christy for her time, talents and personal sacrifices given in providing this year of outstanding leadership and services;

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Christy Cheek, Dr. Tony Baldwin, Superintendent of Buncombe County Schools, and Dr. June St. Clair Atkinson, North Carolina State Superintendent of Public Instruction.

APPROVED, by the North Carolina Association for Career and Technical Education Assembly of Delegates, this 13th day of July, 2016.

ACTE OFFICERS AND AWARD RECIPIENTS

ACTE Board of Directors

1992-1995 Kenneth Thigpen, Vice President (Trade and Industrial Ed.)
1997-2000 Marshall Stewart, Vice President (Agricultural Ed.)
2001-2004 G. Graham Yarborough, Jr., Vice President (Trade and Industrial Ed.)
2003-2006 Dr. Gary Moore, Vice President, (Agricultural Ed.)
2004-2007 Ruth Huff, ACTE Region II Vice President
2009-2010 Dr. Gary Moore, ACTE President

ACTE Teacher of the Year

1980 Edwina Gross (Business Ed.)
1993 Kathy Jo Somers (Family & Consumer Sciences Ed.)

ACTE Educator of the Year

1991 Nancy L. Raynor (Health Occupations Ed.)

ACTE Region II Outstanding Educator

1989 Horace Robertson (Marketing Ed.)
1996 Rebecca Payne (Family & Consumer Sciences Ed.)
2002 Kristina Yarborough (Family & Consumer Sciences Ed.)

ACTE Region II Teacher of the Year

1979 Edwina E. Gross (Business Ed.)
1988 Dr. Richard Clodfelter (Marketing Ed.)
1993 Kathy Jo Somers (Family & Consumer Sciences Ed.)
2000 Frances M. Hess (Health Occupations Ed.)
2010 Kristina Yarborough (Family & Consumer Sciences Ed.)

ACTE Award of Merit

2002 William "Bill" Downey (Workforce Commission)

ACTE Outstanding Service Award

2002 Helena Hendrix-Frye (Special Needs Ed.)

ACTE Outstanding Teacher in Community Service Award

2010 Karen Summers (Health Occupations Ed.)

NCACTE AWARD RECIPIENTS

NCACTE Outstanding CTE Educator

1977	Edwina E. Gross	(Business Ed.)
1978	Nina T. Lineberry	(Marketing Ed.)
1979	W.A. McLeod, Jr.	(Agricultural Ed.)
1980	Dr. Clifton B. Belcher	(Administration)
1981	Kenneth W. Brantley	(Administration)
1982	Janet W. Brown	(Family & Consumer Sciences Ed.)
1983	Paul O. Lentz	(Administration)
1984	Patsy Steel Clanton	(Marketing Ed.)
1985	Nina T. Lineberry	(Administration)
1986	M. Martin	(Administration)
1989	Horace C. Robertson	(Marketing Ed.)
1990	Nancy L. Raynor	(Health Occupations Ed.)
1991	Gwen Willis	(Administration)
1992	Judy Honeycutt	(Administration)
1993	William (Bill) Teague	(Administration)
1994	Dianne Cook	(Administration)
1995	Wilbur Smith	(Administration)
1996	Rebecca Payne	(Family & Consumer Sciences Ed.)
1997	Dr. Lilla Holsey	(Family & Consumer Sciences Ed.)
1999	Judy Tunstall	(Guidance)
2000	Jeannie Hunter	(Business Ed.)
2001	Kristina Yarborough	(Family & Consumer Sciences Ed.)
2003	Debra Gray	(Special Needs Ed.)
2008	Dr. Gary Moore	(Agricultural Ed.)
2009	Madeline Tucker	(Administration)
2010	Daryle Nobles	(Administration)
2013	Margaret Chase	(Instructional Management)
2015	Dr. Shirley Bynum	(Administration)
2016	Crystal Cheek	(Administration)

NCACTE CTE Teacher of the Year

1985	Regina Davis Lambert	(Marketing Ed.)
1986	Dr. Richard Clodfelter	(Marketing Ed.)
1989	Ruth B. Huff	(Health Occupations Ed.)
1990	Linda Titus	(Health Occupations Ed.)
1991	David Phillips	(Marketing Ed.)
1992	Judy Mauldin	(Health Occupations Ed.)
1993	Kathy Jo Somers	(Family & Consumer Sciences Ed.)
1994	Janis Meeks	(Family & Consumer Sciences Ed.)
1995	Sue Liverman	(Health Occupations Ed.)
1996	Ruth Huff	(Health Occupations Ed.)
1997	David Lee Mooring	(Agricultural Ed.)
1998	Mary Frances Hess	(Health Occupations Ed.)
1999	Debra Hines Gray	(Special Needs Ed.)
2000	Elaine Rabon	(Health Occupations Ed.)
2001	Roger Teeple	(Agricultural Ed.)
2002	Mary Evans	(Business Ed.)
2003	Deborah Beam	(Health Occupations Ed.)
2004	Graham Yarborough	(Trade & Industrial Ed.)
2005	Cecilia C. McBryde	(Health Occupations Ed.)
2008	Kristy Christenberry	(Business Ed.)
2007	Tony Bello	(Trade & Industrial Ed.)
2009	Kristina Yarborough	(Family & Consumer Sciences Ed.)
2010	Scot Whitfield	(Trade & Industrial Ed.)
2012	Marion Anthony-Jordan	(Business Ed.)
2013	Elizabeth Alexander	(Trade & Industrial Ed.)
2014	Michel Lewis	(Trade & Industrial Ed.)
2015	Mazie Quick	(Business Ed.)
2016	Michael Holman	(Family & Consumer Sciences Ed.)

NCACTE Outstanding New CTE Teacher of the Year

1979	Ruth D. Klenner	(Unknown)
1980	Patsy Steel Clanton	(Marketing Ed.)
1981	Ralph "Chuck" Sadler, Jr	(Unknown)
1982	Horton Albert Glidewell	(Marketing Ed.)
1983	Frances Gardner	(Marketing Ed.)
1984	Lynne Whitley	(Health Occupations Ed.)
1985	Ray Herring	(Agricultural Ed.)
1986	Virginia L. Martin	(Health Occupations Ed.)
1987	Dorothy R. Hudyma	(Marketing Ed.)
1988	Jeffrey Scot Campbell	(Marketing Ed.)
1989	Linda Karen Grieco	(Marketing Ed.)
1990	Robert Daniel Blake	(Agricultural Ed.)
1991	Meri-Kathryn Peed	(Health Occupations Ed.)
1992	Teresa M. Harris	(Health Occupations Ed.)
1993	Vallie Rech	(Health Occupations Ed.)
1994	Wayne Lee	(Trade & Industrial Ed.)
1995	Linda Porter West	(Health Occupations Ed.)
1996	Mary Woodell	(Health Occupations Ed.)
1997	Mary Williams Evans	(Business Ed.)
1998	Barbara Wade Taylor	(Health Occupations Ed.)
1999	Wilbur A. Whitley	(Business Ed.)
2000	Deborah Beam	(Health Occupations Ed.)
2001	Kimberly Mayo	(Business Ed.)
2002	Hill Ford	(Health Occupations Ed.)
2003	Kristy Christenberry	(Business Ed.)
2005	Pamela Harvell Lewis	(Health Occupations Ed.)
2008	Brooke Rice	(Marketing Ed.)
2009	Todd Thibault	(Trade & Industrial Ed.)
2010	Hillary Steere	(Marketing Ed.)
2011	Edith Callahan	(Health Occupations Ed.)
2016	Rodney W. Smith	(Business Ed.)

NCACTE Outstanding Teacher in Community Service

2003	Melva Lawrence	(Family & Consumer Sciences Ed.)
2007	Karen Osborne	(Health Occupations Ed.)
2008	Julia Ray	(Business Ed.)
2009	Karen Summers	(Health Occupations Ed.)
2010	Kaye Harris	(Agricultural Ed.)
2011	Noriko Burgess	(Family & Consumer Sciences Ed.)
2013	Amy White	(Family & Consumer Sciences Ed.)

NCACTE Outstanding Service Award

2003	Ruth Huff	(Health Occupations Ed.)
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NCACTE Image Award

2014	Tom Jones	(NCACTE)
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NCACTE Carl Perkins Community Service Award

2016	Christy Cheek	(Administration)
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NCACTE Career Guidance Award

2016	Sandra Murphy	(Guidance & Career Development)
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NCACTE Administrator of the Year

016	Lee O'Neal	(Administration)
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NCACTE Award of Merit

- 1987 Dr. Larry D. Coble, Superintendent, Durham County Schools
Mr. John L. Keely, Manager, Department of Clinics,
Bowman Gray School of Medicine
- 1988 Mr. Pete Voelckers, AMEAROP Culture Relations Foundation, Richmond, Virginia
Dr. Hans Oppe, Hauni of Richmond, Inc.
Dr. Kurt A. Koerber, Koerber and Company, K. G. Hamburg, West Germany
- 1989 Mr. Joseph W. Glesen, III
Mr. Tony Durant Hodge, Gregg Division, McGraw-Hill Publishing Company
Mr. Ossie Taylor Shackelford
- 1992 Health Care Careers Code Blue - Baptist and Forsyth Hospitals, Winston-Salem
Gaston Memorial Hospital - Health Careers Awareness Campaign
Presbyterian Hospital - Health Careers Awareness Campaign
- 1993 Mr. Tom Smith, President, Food Lion, Inc., Salisbury, North Carolina
- 1994 Ms. Judy Godfrey, Dairy & Food Nutrition Council of the Southeast, Greensboro
- 1995 Mr. Joseph Glezen, III, Director of Human Res.,
Southeastern Regional Medical Center,
- 1996 Pitt County Memorial Hospital, Greenville, North Carolina
- 1997 Harris Regional Hospital, Sylva, North Carolina
- 1998 Dr. Cecil Groves, President, Southwestern Community College, Sylva, NC
- 1999 Beaufort County Hospital, Washington, North Carolina

HONORARY MEMBERS of NCACTE

- 1985 Russell A. Swindell
1985 Vaden B. Hairr

NCACTE PAST PRESIDENTS

1930-31	George w. Coggin	
1931-32	Roy B. Thomas	
1932-33	J. Warren Smith	
1933-34	Vila Playfoot	
1934-35	E. C. Jernigan	
1935-36	Charles S. Mills	
1936-37	Marie Mitchell	
1937-38	C. E. Morrison	
1938-39	Neal H. Atkins	
1939-40	Isabelle Moseley	
	S. Marion Justice	
1940-41	Rhoda LaPrade	
1941-42	A. B. Bushong	
1942-43	George Sanvig	
1943-44	Ruth Jones	
1944-45	Fred Hunt	
1945-46		
1946-47	Forest t. Selby	
1947-48	Emily P. Person	
1948-49	A. L. Vann	
1949-50	H. K. Collins	
1950-51		
1951-52	Randal J. Lyday	
1952-53	W. K. Dorsey	
1953-54	Charles D. Bates	
1954-55	Beulah S. Womble	
1955-56	J. H. Mobley	
1956-57	Stanley I. Craft	
1957-58	Salvatore Del Mastro	
1958-59	Salvatore Del Mastro	
1959-60	Mary L. Smith	
1960-61	J. W. Evans	
1961-62	Carl D. Whitehurst	
1962-63	Daniel C. Wise	
1963-64	Gladys W. Farnell	
1964-65	John F. Cassidy	
1965-66	Barbara S. Coble	
1966-67	Albert P. Lochra	
1967-68	Myrtle D. Stogner	Family & Con. Sc.Ed.
1968-69	C. C. Scarborough	
1969-70	William E. Taylor	
1970-71	William H. Hunter, Jr.	
1971-72	Paul O. Lentz	(Administration)
1972-73	Thomas C. Shore, Jr.	(Trade & Industrial Ed.)
1973-74	Vila M. Riosenfield	(Family & Consumer Sciences Ed.)
1974-75	William D. Neill, Jr.	Agriculture Ed
1975-76	Willis M. Parker	(Trade & Industrial Ed.)

1976-77	Eloise W. Keefer	(Business Ed.)
1977-78	Jim Eads	
1978-79	Kenneth E. Brantley	(Administration)
1979-80	Ward R. Robinson	(Agricultural Ed.)
1980-81	Julian L. Cleveland	(Trade & Industrial Ed.)
1981-82	Janet W. Brown	(Family & Consumer Sciences Ed.)
1982-83	Jane A. Robbins	(Health Occupations Ed.)
1983-84	Ned Y. Hudson	(Agricultural Ed.)
1984-85	Marvin R. Joyner	(Technology Ed.)
1985-86	Janet H. Auten	(Business Ed.)
1986-87	Shirley Deal	(Marketing Ed.)
1987-88	William H. Teague	(Administration)
1988-89	Ralph D. Davies	(Guidance)
1989-90	Charles S. Dunlop, Jr.	(Trade & Industrial Ed.)
1990-91	Donna Chappell	(Family & Consumer Sciences Ed.)
1991-92	Weldon Faircloth	(Agricultural Ed.)
1992-93	Donald R. Brannon	(New & Related Services)
1993-94	Carol H. Rinehardt	(Business Ed.)
1994-95	Joanne B. Miles	(Marketing Ed.)
1995-96	Macy McRae	(Special Needs Ed.)
1996-97	Daniel E. Hardee	(Administration)
1997-98	Judy Tunstall	(Guidance)
1998-99	Graham Yarborough, Jr.	(Trade & Industrial Ed.)
1999-00	Kristina L. Kendall	(Family & Consumer Sciences Ed.)
2000-01	Ruth Huff	(Health Occupations Ed.)
2001-02	Kelvin Edwards	(Agricultural Ed.)
2002-03	Carolyn Jewell	(New & Related Services)
2003-04	Janet White	(Business Ed.)
2004-05	Jerry Honeycutt	(Marketing Ed.)
2005-06	Wanda Robinson	(Special Needs Ed.)
2006-07	Ted Summey	(Administration)
2007-08	Bena Weires	(Guidance)
2008-09	Scot Whitfield	(Trade & Industrial Ed.)
2009-10	Ruth Huff	(Health Occupations Ed.)
2010-11	Wanda Robinson	(NC-ALIVE)
2011-12	William Ellis	(New & Related Services)
2012-13	Kristina Yarborough	(Family & Consumer Sciences Ed.)
2013-14	Ruth Huff	(Health Science Ed.)
2014-15	Brantley Murphy	(Agricultural Ed.)
2015-16	Crystal Cheek	(Administration)

NCACTE DIVISIONS 2016-2017

Administration Division

Officers

President.....	Chip Lucas
President-Elect.....	Chris Bailey
Immediate Past President.....	Anna Hair
Secretary	Robert Filter
Treasurer.....	Lynn Hartley

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	*Sharon Johnson
Bylaws.....	Joallen Lowder
Legislation.....	John Shannon
Membership.....	*Chip Lucas
Newsletter.....	*Kim Davis
Professional Development.....	*Julie Pack
Public Information.....	*Pamela Lewis
Resolutions.....	*Taneka Williams
Strategic Plan.....	*Chris Bailey
Ways and Means.....	*Carson Phipps

Agricultural Education Division

Officers

President.....	John Fortner
President-Elect.....	Amy Kidd
Immediate Past President.....	Kaye Harris
Secretary	Vacant
Treasurer.....	Dale Cochran

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	Vacant
Bylaws.....	Vacant
Legislation.....	Vacant
Membership.....	*John Fortner
Newsletter.....	* Vacant
Professional Development.....	* Vacant
Public Information.....	* Vacant
Resolutions.....	* Vacant
Strategic Plan.....	*Amy Kidd
Ways and Means.....	* Vacant

Business, Finance, and Information Technology Education Division

Officers

President.....	Sharon Bilbrey
President-Elect.....	Rodney Smith
Immediate Past President.....	Sharon Bilbrey
Secretary	Robin Taylor
Treasurer.....	Flora Elliott

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	*Heather Jones
Bylaws.....	Sharon Bilbrey
Legislation.....	Lisa Johnson
Membership.....	*Sharon Bilbrey
Newsletter.....	*Marion Anthony-Jordan
Professional Development.....	* Karen Davis
Public Information.....	* Janet Johnson
Resolutions.....	* George Brooks
Strategic Plan.....	* Rodney Smith
Ways and Means.....	* Rick Wall

Family and Consumer Sciences Education Division

Officers

President.....	Michael Holman
President-Elect.....	Amy White
Immediate Past President.....	Karrell Darden
Secretary	Stephanie Griffin
Treasurer.....	Michelle Wilson

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	* Derrick Fogg
Bylaws.....	Kady Grogan Rice
Legislation.....	Lacey Grogan
Membership.....	* Michael Holman
Newsletter.....	* Stephanie Griffin
Professional Development.....	* Joy Chiles
Public Information.....	* Karrel Darden
Resolutions.....	* Angela Lemay
Strategic Plan.....	* Amy White
Ways and Means.....	* Michelle Wilson

Guidance and Career Development Education Division

Officers

President.....	Misty Wolfe
President-Elect.....	Holly Tolston
Immediate Past President.....	Jessica Shimer
Secretary	Nancy Harris
Treasurer.....	Liz Vaden

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	*Jessica Shimer
Bylaws.....	Holly Tolston
Legislation.....	Dan Shuping
Membership.....	* Misty Wolfe
Newsletter.....	* Rhonda Farmer
Professional Development.....	* Judy Harrington
Public Information.....	* Shelly Isenhour
Resolutions.....	* Courtney Page
Strategic Plan.....	* Holly Tolson
Ways and Means.....	* Elaine Webb

Health Science Education Division

Officers

President.....	Libbie Silvey
President-Elect.....	Diane Wall
Immediate Past President.....	Katherine Pardue
Secretary	Alaine Miller
Treasurer.....	Linda Thompson

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	* Katherine Pardue
Bylaws.....	Vacant
Legislation.....	Vacant
Membership.....	* Libbie Silvey
Newsletter.....	* Alaine Miller
Professional Development.....	* Teresa Harris
Public Information.....	* Vacant
Resolutions.....	* Jeanne Manuel
Strategic Plan.....	* Diane Wall
Ways and Means.....	* Linda Thompson

Instructional Management Division

Officers

President.....	Lisa Roberts
President-Elect.....	Rhonda Benfield
Immediate Past President.....	Kim Brewington
Secretary	Justin Savoy
Treasurer.....	Erica Jones

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	* Beverly Spruill
Bylaws.....	Lisa Roberts
Legislation.....	Susan Watson
Membership.....	Lisa Roberts
Newsletter.....	* Penny Lewis
Professional Development.....	* Vacant
Public Information.....	* Michael Smith
Resolutions.....	* J. Lynn Beasley
Strategic Plan.....	* Rhonda Benfield
Ways and Means.....	* Erica Jones

Marketing and Entrepreneurship Education Division

Officers

President.....	Pam Brunner
President-Elect.....	Vacant
Immediate Past President.....	Rhonda Farmer
Secretary	Pam Brunch
Treasurer.....	Vacant

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	* Vacant
Bylaws.....	Vacant
Legislation.....	Vacant
Membership.....	* Pam Brunner
Newsletter.....	* Vacant
Professional Development.....	* Vacant
Public Information.....	* Vacant
Resolutions.....	* Vacant
Strategic Plan.....	* Vacant
Ways and Means.....	* Vacant

New and Related Services Division

Officers

President.....	Bill Ellis
President-Elect.....	Vacant
Immediate Past President.....	Vacant
Secretary	Vacant
Treasurer.....	Vacant

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	* Vacant
Bylaws.....	Vacant
Legislation.....	Vacant
Membership.....	* Bill Ellis
Newsletter.....	* Vacant
Professional Development.....	* Vacant
Public Information.....	* Vacant
Resolutions.....	* Vacant
Strategic Plan.....	* Vacant
Ways and Means.....	* Vacant

NC-ALIVE

Officers

President.....	Barry Oxendine
President-Elect.....	Katonia Ford
Immediate Past President.....	Sandra Murphy
Secretary	Gale Brickhouse-Wells
Treasurer.....	Kety Clark

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	* Linda Wiggins
Bylaws.....	Laike Greene
Legislation.....	Thomas Murphy
Membership.....	* Barry Oxendine
Newsletter.....	* Gale Brickhouse-Wells
Professional Development.....	* Sandra Murphy
Public Information.....	* Gale Brickhouse-Wells
Resolutions.....	* Stacie Sibert
Strategic Plan.....	* Katonia Ford
Ways and Means.....	* Kerry Baldwin

Technology Engineering and Design Education Division

Officers

President..... Natalie Norman
President-Elect..... Vacant
Immediate Past President..... Erik Schettig
Secretary Vacant
Treasurer..... Vacant

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards..... * Vacant
Bylaws..... Vacant
Legislation..... Vacant
Membership..... * Natalie Norman
Newsletter..... * Vacant
Professional Development..... * Vacant
Public Information..... * Vacant
Resolutions..... * Vacant
Strategic Plan..... * Vacant
Ways and Means..... * Vacant

Trade and Industrial Education Division

Officers

President.....	Steven Walker
President-Elect.....	Darrin Bridges
Immediate Past President.....	Beth Alexander
Secretary	Pamela Walker
Treasurer.....	Tony Bello

Standing Committee Chairs

(All persons listed here are committee chairs for the noted division level committee. Most division committee chairs are also members of the respective state level committees.)

* Member of NCACTE Standing Committee

Awards.....	* Myra Morgan
Bylaws.....	Andy Owens
Legislation.....	Tony Bello
Membership.....	* Steven Walker
Newsletter.....	* Paul Heidepriem
Professional Development.....	* Todd Hartsell
Public Information.....	* Tony Bello
Resolutions.....	* Andy Owens
Strategic Plan.....	* Darrin Bridges
Ways and Means.....	* Pamela Walker

**NCACTE DIVISION TREASURERS
2016-2017**

Administration

Lynn Hartley
Harnett County Schools
Email: lhartley@harnett.k12.nc.us
Mobile: 919-710-4536

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Agriculture

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Monroe, NC 28110

Business

Flora Elliott
Cumberland County Schools
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Mobile: 910-476-8275

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Fayetteville, NC 28311
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Family and Consumer Sciences

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Chapel Hill Carrboro City Schools
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Guidance & Career Development

Liz Vaden
Graham High School
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308 Wilson Street
Graham, NC 27253
Home: 336-221-1345

Health Science

Linda Thompson
Seventy First High School
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Instructional Management

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1010 Summer Road
Pink Hill, NC 28572
Home: 910-298-8339

Marketing

Ray Huff
NCACTE Executive Director
E-Mail: huffrb777@gmail.com
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(Home Address)
7021 Goshen Road
Oxford, NC 27565
Home: 919-693-3962

NC-ALIVE

Kety Clark
Cape Fear High School
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Mobile: 910-584-3762

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427 Fox Run Lane
Autryville, NC 28318

New and Related Services

Bill Ellis
E-Mail: billgellis@att.net
Mobile: 919-796-1832

Technology

Ray Huff
NCACTE Executive Director
E-Mail: huffrb777@gmail.com
Mobile: 919-690-4295

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7021 Goshen Road
Oxford, NC 27565
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Trade and Industry

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Havelock High School
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(Home Address)
315 Rollingwood Dr.
Newport, NC 28570

NCACTE ByLaws

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BYLAWS

North Carolina Association for Career and Technical Education

ARTICLE I - Name

The name of this corporation shall be the North Carolina Association for Career and Technical Education, hereinafter referred to as “NCACTE” or “The Association.” The Association shall be an affiliated state association of the Association for Career and Technical Education, Inc. hereinafter referred to as “ACTE.”

ARTICLE II - Purposes

The purposes of the Association shall be:

- A. To promote the mission and purposes of the Association for Career and Technical Education, Inc., as established in the ACTE Articles of Incorporation and Bylaws, Article II.
- B. To serve as a unifying agency for personnel in all types of career and technical education.
- C. To assume and maintain active state leadership in initiating, expanding, improving, and promoting career and technical education.
- D. To act as a central agency in keeping the people of the state informed of the mission, scope, needs, quality, importance, and contributions of career and technical and the Association.
- E. To promote the organization and maintenance of active affiliated local and collegiate chapters.
- F. To provide a state open forum for the study and discussion of all questions involved in career and technical education.

ARTICLE III - Affiliation with ACTE

As an affiliated state association of ACTE, and in accordance with the ACTE Bylaws, NCACTE shall be organized for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education. The organizational structure of ACTE shall embrace all those interested in career and technical education in the state; and each member shall be provided an opportunity to affiliate with any divisional category in the ACTE structure. NCACTE shall pay affiliated membership dues directly to ACTE for its members. The bylaws of NCACTE shall not be in conflict with the ACTE Bylaws.

ARTICLE IV - Membership

Section 1 - Eligibility. Any individual interested in the purposes of the Association shall be eligible for membership.

Section 2 - Classes. The following classes of membership shall be available upon the payment of dues:

- A. **Active membership**- for individuals who are actively engaged in career and technical education. Active members shall be entitled to all member privileges and services.
- B. **Life membership** - for individuals who qualify for active membership and who invest in a life membership. Life members shall be entitled to all member privileges and services.
- C. **Retired membership** - for individuals who have retired from active duty in career and technical education. Retired members shall be entitled to all member privileges and services except the privileges of voting, introducing and seconding motions, and serving as officers, committee members, and members of the Assembly of Delegates.
- D. **Associate membership** - for individuals who are not engaged in career and technical education. Associate members shall be entitled to all member privileges and services except the privileges of voting, introducing and seconding motions, and serving as officers, committee members and members of the Assembly of Delegates.
- E. **Student membership** - for individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full time in the education system as teachers, counselors, or administrators. Student members shall be entitled to all member privileges and services except the privileges of voting, introducing or seconding motions, and serving as officers, committee members, and members of the Assembly of Delegates.
- F. **Unit Membership** - for local educational agencies (LEA's) that agree to pay membership dues for each and every certified person that is employed as a part of given LEA's career and technical education staff. Membership dues will be determined by the Board of Directors for this particular membership category.

Section 3 - Deunified Membership. NCACTE is a deunified affiliate association of ACTE. All members shall hold membership in at least one division of NCACTE. Membership in ACTE will be an option for NCACTE members. All dues shall be paid through the respective NCACTE division treasurers, as prescribed in Section 7 of this article.

Section 4 - Multi-divisional Membership. Multi-divisional membership in ACTE/NCACTE may be obtained upon the annual payment of dues for each additional divisional membership.

Section 5 - Honorary Membership--Upon the signed recommendations of three members, and by a three-fourths vote of the Board of Directors, honorary membership can be conferred upon any individual who is not eligible for affiliated membership and who has rendered notable service to career and technical education in the state. Honorary members shall have none of the obligations of membership but shall be entitled to all member privileges and services except the privileges of voting, introducing and seconding motions, and serving as officers, committee members, and members of the Assembly of Delegates.

Section 6 - Membership Year. The membership year for all members shall be one calendar year from the date of joining the organization. A person has been considered to join at the time of process of the application.

Section 7 – Dues. Dues for each class of membership in the Association, *except for the Unit Membership category*, shall be determined by the Assembly of Delegates. Changes shall become effective at the beginning of the fiscal year following adoption, unless

otherwise specified in the motion for adoption. Membership dues for the Unit Membership category shall be determined by the Board of Directors.

Section 8 – Membership Status. A member's status shall become inactive if renewal of membership is not received within 3 months of the membership expiration date. If an inactive member does not renew membership within 24 months of expiration, the member will be removed from the membership roll.

ARTICLE V - Chapters

Section 1 - Authority. Chapters of the Association may be approved and granted charters, provided they are organized in accordance with the rules prescribed in Sections 2-4 of this article. Additional implementation policies may be established by the Board of Directors.

Section 2 - Types. Chapters shall be of three types: local, collegiate, and unit.

- A. A local chapter shall be composed of at least twelve affiliated and/or life members of the Association who are employed in the same county or other geographic area of the state.
- B. A collegiate chapter shall be composed of at least twelve student members of the Association who are enrolled in the same college or university, and at least one teacher educator who is an affiliated member of the Association who shall serve as chapter adviser.
- C. A unit chapter shall be composed of 100% of the certified individuals employed as a part of a given local schools system's career and technical education staff. Career and technical education staff is understood to include career and technical education administrators, certified support staff, and teachers.

Section 3 - Organization. Each chapter shall:

- A. Be organized in the interest of expanding and improving career and technical education.
- B. Be an integral part of no other organization, unless approval has been received from the Board of Directors.
- C. Be organized, in the case of local chapters, to provide services to members at all instructional levels.
- D. Adopt rules which shall conform to the bylaws and policies of NCACTE.
- E. Elect a president, who shall have the responsibility for seeing that the NCACTE policies and programs of work are carried out in the chapter; a vice-president in charge of membership; and a treasurer. Additional chapter officers may be elected as needed.
- F. Have a governing board.
- G. Have the same fiscal and membership years as those of NCACTE.
- H. Assist in promoting new and continuing memberships.
- I. Adopt an audit report for each fiscal year.
- J. Forward to the Finance Officer, within fifteen days following the end of each fiscal year, a directory of chapter members as of the last day of the fiscal year.
- K. Forward to the NCACTE President, within fifteen days following the annual NCACTE Assembly of Delegates, a copy of the current division bylaws.

Section 4 - Application. Application for a chapter charter, accompanied by information specified in the application form to be provided by NCACTE, shall be submitted to the NCACTE President and shall be approved by the Executive Committee. The charter shall be signed and presented to the new chapter by the NCACTE President.

Section 5 - Rescission of Charter. A chapter whose membership drops below the required number by the end of a fiscal year shall be permitted one year to regain this membership before the chapter charter is rescinded by the Executive Committee.

ARTICLE VI - Divisions

Section 1 - Authority. Divisions of NCACTE shall be affiliated divisions of the state association and will function as independent entities responsible for their respective financial affairs and all other activities in which the respective division shall be involved. The relationship between NCACTE and its divisions will be the same as the relationship between NCACTE and ACTE.

Section 2 - Current Divisions. The divisions of the Association shall be those of Administration, Agricultural Education, Business Education, Family and Consumer Sciences Education, Guidance and Career Development Education, Health Sciences Education, Instructional Management, Marketing Education, New and Related Services, NC Alive, Special Needs Education, Technology Engineering and Design Education, and Trade and Industrial Education. *(Adopted AOD '14)*

Section 3 - Organization. Each division shall:

- A. Be composed of at least fifty-one affiliated and life members of the Association.
- B. Represent an interest that is clearly defined as being directly involved in or closely related to career and technical education, that is statewide in scope, and that is not served by another existing division.
- C. Be an integral part of no other organization, unless approval has been received from the Board of Directors.
- D. Be organized to provide services to members at all instructional levels.
- E. Adopt rules which shall conform to the bylaws and policies of NCACTE.
- F. Elect a president and a president-elect, as prescribed in ARTICLE VIII. Additional division officers may be elected as needed. The division president, who shall represent his/her division as a vice president of NCACTE, shall serve as a member of the NCACTE Board of Directors and the NCACTE Membership Committee, and shall have the responsibility for seeing that NCACTE policies and programs of work are carried out in the division. *(See also ARTICLE VIII, Section 7-A)* The division president-elect, who shall serve as a member of the NCACTE Board of Directors and the NCACTE Strategic Plan Committee, shall succeed to the office of division president, at the expiration of the president's term of office.
- G. Have a governing board.
- H. Have a membership committee, composed of one member representing each of the educational regions in the state, to work with the division president in promoting new and continuing memberships in the respective regions.
- I. Have division committees, with members appointed by the division president, which shall correspond to the NCACTE standing committees.

- J. Have the same fiscal and membership years as those of NCACTE.
- K. Forward to the NCACTE President, within fifteen days following the annual NCACTE Assembly of Delegates, a copy of the current division bylaws.

Section 4 - Establishment of New Divisions

- A. The New and Related Services Division shall be composed of members of NCACTE whose interests are not being served by any other division.
- B. A section of the New and Related Services Division shall become eligible for division status when it meets the criteria and other provisions stipulated in Section 3 of this article. The New and Related Services Division may then submit to the Board of Directors, by February 1, a proposed amendment to the NCACTE Bylaws for that section to become a division.
- C. A new division shall become effective immediately at the close of the annual convention at which it is approved by the Assembly of Delegates, and shall be placed in line to provide nominees for the office of NCACTE President-Elect as provided in ARTICLE VIII, Section 2-A.

Section 5 - Loss of Division Status

- A. Any division whose membership drops below the required number by the end of a fiscal year (June 30) shall be permitted two years to regain this membership before division status is rescinded by the Executive Committee.
- B. The New & Related Services Division will be exempt from Article VI, Section 5, A.
- C. Any group which has lost its division status may become a section of the New and Related Services Division.

ARTICLE VII - Fiscal Operation

Section 1 - Fiscal Year. The fiscal year of the Association shall be July 1 through June 30.

Section 2 - Budget.

- A. The annual budget for the Association shall be developed by the Executive Committee and adopted by the Board of Directors.
- B. Budget allowances, based on travel and per diem rates established annually by the Board of Directors, shall be provided for the President and the President-Elect to attend the annual ACTE convention and the ACTE Region II conference, and for the ACTE Region II Policy Committee State Representative to attend the ACTE Convention.

Section 3 - Bonding. The President, the Executive Director, the Finance Officer, and division treasurers shall furnish fidelity bonds for amounts determined annually by the Board of Directors, the cost of the bonds to be paid by the Association.

Section 4 - Disbursements. Only monies which have been budgeted or otherwise approved by the Board of Directors shall be disbursed. Disbursement of monies shall be made by the Finance Officer upon receipt of bills and properly executed vouchers approved and signed by the President.

Section 5 - Audit. The Board of Directors shall select an accountant to audit the financial records for the fiscal year. Following adoption of the audit report by the Board, the audited financial report shall be published in the Association newsletter.

ARTICLE VIII - Officers and Duties

Section 1 - Officers. The officers of the Association shall be a president, a president-elect, the immediate past president, vice presidents representing the divisions, a recording secretary, a finance officer, a parliamentarian, and a historian.

Section 2 - Eligibility. The following eligibility criteria shall govern the (s)election of NCACTE officers:

A. The President-Elect

- 1) Shall be a member of the division/group which is next in line, in the following order of succession. Each division/group may submit (2) two candidates maximum.

Group 1: Administrative Division
New & Related Services Division
NC-ALIVE Division

Group 2: Family & Consumer Sciences Division
Marketing Education Division
Guidance Division
Instructional Management

Group 3: Business Education Division
Health Occupations Division
Special Needs Education Division

Group 4: Agricultural Education Division
Technology Education Division
Trade & Industrial Education Division

- 2) Shall be an affiliated or life member of the National and State Associations and his/her division.
- 3) Shall have been a member of the division represented for three consecutive years immediately preceding nomination.
- 4) Shall have served within the past five years as a member of the NCACTE Board of Directors, or as the chair of a standing committee of the NCACTE or the division, or as a division officer.
- 5) Shall present a letter of support from their LEA or state agency (unless retired) stating that they will be in a position to devote the required time to the duties of the offices of President-Elect, President, and the Immediate Past President when those duties are assumed.
- 6) Shall have received official endorsement of the division represented or of the governing board of that division.

B. The Vice Presidents representing the divisions shall be affiliated or life members of the Association and the divisions represented. Additional eligibility criteria shall be determined by the respective divisions.

C. The recording secretary, parliamentarian and historian shall be appointed by the President and shall be members of the Association and possess the skills and qualifications necessary to perform their respective duties.

- D. The Board of Directors shall appoint the finance officer.
- E. An executive officer may be employed by the Board of Directors.

Section 3 - Nomination. Nominations for NCACTE offices shall be conducted as follows:

- A. For President-Elect - Nominees shall be selected by the Nominations Committee and presented to the NCACTE Board of Directors at the Spring NCACTE Board meeting. The NCACTE Board of Directors, by majority vote, shall approve candidates to be included on the ballot. In the event that a minimum of 2 candidates are not submitted by the cluster divisions currently on rotation the Executive Board will have the authority to:
 - 1) Return to each division that has presented insufficient nominations for President Elect and re-request to fulfill their candidate obligation.
 - 2) In the event that any of the cluster divisions does not fulfill its candidate obligation, the Executive Committee will have the authority to go outside the cluster divisions currently on rotation for President Elect candidates to solicit enough qualified candidates (minimum of 2, maximum of 8) to satisfy nominations requirement for President Elect. *(Adopted AOD'14)*

Section 4 - Election. The election of NCACTE officers shall be conducted as follows:

- A. The president-elect shall be elected by NCACTE members included on the active membership list as of June 30. Members may vote during the annual CTE Summer Conference. Members not voting during the CTE Summer Conference will be able to vote VIA an alternate method prior to September 30. The Tellers Committee shall meet no later than November 1 to tally all ballots, and shall immediately submit a written report to the President, who shall declare the winner. In the case of a tie vote, the Executive Director shall cast the deciding vote. The President shall notify the candidates of election results by the Spring NCACTE Board meeting. *(Adopted AOD'14)*
- B. In the event there is only (1) one nominee, the Board of Directors shall approve that person as President-Elect.
- C. The vice presidents representing the divisions shall be elected in accordance with procedures prescribed in the rules of the respective divisions and approved by the NCACTE Board of Directors.

Section 5 - Installation and Terms. Officers shall be installed at the Assembly of Delegates. Officers shall assume their duties immediately at the close of the annual convention, and shall serve for a term of one year or until their successors are elected.

Section 6 - Eligibility for Re-election. Individuals holding the offices of president and president-elect shall be ineligible for re-election.

Section 7 - Absences and Vacancies. Absences and vacancies in NCACTE offices shall be filled as follows:

- A. In the event the President shall be absent or otherwise unable to preside at a meeting, the President-Elect shall preside.
- B. In the event that the office of president or president-elect should become vacant between elections:
 - 1) The Vice President representing the division of which the former officer is/was a member shall assume the vacated office and its assigned duties for the unexpired term. The member who fills a vacancy in the office of NCACTE

president-elect shall not succeed automatically to the office of president. Procedures for the next regular election of a president-elect shall include provision for the election of a president.

- 2) The president-elect of the division of which the former officer is/was a member shall assume the offices and assigned duties of NCACTE vice president and division president for the unexpired term.
 - 3) The resulting vacancy created in the office of division president-elect shall be filled, for the unexpired term, by the division's governing board.
- C. Any office, if it becomes evident by the Board of Directors that the individual holding the office is unable to perform the duties of that office, shall be declared vacant by the NCACTE Board of Directors, and a successor shall be named as prescribed in "B" of this section, or by the appointing body if applicable.

ARTICLE VIII, Section 8 - Duties.

A. The President shall:

- 1) Preside at the Assembly of Delegates and other meetings of the Association.
- 2) Serve as chair of the Board of Directors and the Executive Committee.
- 3) Serve as an ex-officio member of all other committees except the Nominations Committee.
- 4) Appoint a parliamentarian.
- 5) Appoint committees and committee chairs not otherwise provided for in these bylaws, subject to the approval of the Executive Committee.
- 6) Approve all vouchers for the disbursement of funds budgeted or otherwise approved by the Board of Directors.
- 7) Execute, with the Finance Officer, any legal documents pertaining to the Association, upon authorization by the Assembly of Delegates.
- 8) Represent the Association at the annual ACTE convention and ACTE Assembly of Delegates, as the NCACTE delegation chair; at the ACTE Region II meeting; and at other career and technical education meetings as deemed necessary.
- 9) Maintain all permanent Association records not specifically assigned to another office or position.
- 10) Perform such other duties as may be prescribed in these bylaws and by the parliamentary authority adopted by the Association, or assigned by the Board of Directors.

B. The President-Elect shall:

- 1) Preside at meetings at which the president is absent or otherwise unable to preside.
- 2) Succeed to the office of president at the expiration of the president's full term of office, and to the office of immediate past president the following year.
- 3) Serve as chair of the Strategic Plan Committee.
- 4) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee; and as an ex-officio member, without vote, of all other committees except the Nominations Committee.
- 5) Appoint committees in advance to serve during the year in which he/she will be president, subject to the approval of the Executive Committee at the last Board meeting preceding the Assembly of Delegates.
- 6) Serve as the President's official representative, upon request.

- 7) Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
- C. The Immediate Past President shall:
- 1) Serve as chair of the Membership Committee and the NCACTE CTSA Foundation.
 - 2) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
 - 3) Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
- D. Vice Presidents:
- 1) Vice Presidents representing divisions shall:
 - a. Serve as members of the NCACTE Assembly of Delegates as chairs of their respective division delegations, as prescribed in ARTICLE XII, Section 2.
 - b. Serve as members of the Board of Directors and the Membership Committee.
 - c. Be responsible for seeing that the NCACTE bylaws, policies, and programs of work are implemented in their respective divisions.
 - d. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
 - 2) The Vice President representing the division of which either the NCACTE President or President-Elect is a member shall, in the event that either of those offices is vacated between elections, assume that office and its assigned duties for the unexpired term, as prescribed in ARTICLE VIII, Section 7-B(1) of this Article.
 - 3) The Vice President representing the division of which the President is a member shall serve as a member of the Executive Committee.
- E. Vice Presidents-Elect:
- 1) Vice Presidents-Elect shall:
 - a. Succeed to the offices of NCACTE vice president and division president at the expiration of their predecessors' terms of office.
 - b. Serve as members of the NCACTE Assembly of Delegates. (See ARTICLE XII, Section 1.)
 - c. Serve as members of the Board of Directors and the Strategic Plan Committee.
 - d. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
 - 2) The Vice President-Elect representing the division of which either the NCACTE President or President-Elect is a member shall, in the event that office is vacated between elections, assume the offices and assigned duties of NCACTE vice president and division president for the unexpired terms, as prescribed in ARTICLE VIII, Section 7-B(2).

ARTICLE IX - Related Personnel and Duties

Section 1 - Related Personnel. A recording secretary and a finance officer shall be appointed by the Board of Directors. A historian and parliamentarian shall be appointed by the President. An executive director may be employed by the Board of Directors.

Section 2 - Eligibility. The following criteria shall govern the (s)election of NCACTE related personnel:

- A. The Historian shall be a member of the Association; shall possess writing skills; and shall have a knowledge of and appreciation for the Association's history.
- B. The recording secretary, the executive director and the finance officer shall be members of the Association, and shall possess the recording, communication, and/or accounting skills and experience needed to carry out their respective duties.
- C. The Parliamentarian shall be a member of the Association; shall possess a knowledge of the rules contained in the Roberts Rules of Order Newly Revised (latest edition); and shall be experienced in the operation and protocol of organizations.

Section 3 - Nomination. Nominees for the office of vice president-elect shall be selected in accordance with procedures prescribed in the rules of the respective divisions and approved by the Board of Directors.

Section 4 - (S) Election. The (s)election of NCACTE related personnel shall be conducted as follows:

- A. The recording secretary, executive director and the finance officer shall be selected, with compensation and/or reimbursement for expenses, by the Board of Directors no later than the Board meeting preceding the Assembly of Delegates.
- B. The historian and the parliamentarian shall be appointed by the President.

Section 5 - Terms. Related personnel shall assume their duties immediately at the close of the annual convention, and shall serve for a term of one year or until their successors are (s)elected.

Section 6 - Eligibility for Re-(s)election. The recording secretary, the executive director, the finance officer, the historian and parliamentarian shall be eligible for re-selection on an annual basis.

Section 7 - Vacancies. Vacancies in NCACTE related personnel positions shall be named immediately as prescribed in Section 4 of this Article.

- A. Any related personnel position, if it becomes evident that the individual holding the position is unable to perform the duties of that position, shall be declared vacant by the NCACTE Board of Directors, and a successor shall be named as prescribed in Section 4 of this Article.

Section 8 - Duties

- A. The historian shall:
 - 1) Serve as a member of the NCACTE Assembly of Delegates and the Board of Directors.
 - 2) Maintain and preserve the historical records of NCACTE.
- B. The Executive Director shall:
 - 1) Serve as an ex-officio member of the NCACTE Assembly of Delegates, the Board of Directors, the Executive Committee, and the Legislative Committee.
 - 2) Perform administrative duties necessary for maintaining NCACTE office, planning and conducting meetings, communicating with elected officers and members.

- 3) Assist officers by coordinating meetings/activities of the Executive Committee, Board of Directors, and Assembly of Delegates.
 - 4) Develop and implement membership/marketing plan to recruit and retain NCACTE membership base.
 - 5) Implement the exhibitors' component of Summer Conference.
 - 6) Work with state and federal legislators to achieve associations' legislative goals and policy statements.
 - 7) Represent the association at meetings, conferences, etc. where public policy issues affecting career and technical education are discussed.
 - 8) Propose an annual budget for the association to the Executive Committee.
 - 9) Work with newsletter editor in publishing NCACTE NEWS and with the recording secretary in publishing the annual yearbook.
 - 10) Make quarterly reports of activities to the Board of Directors.
 - 11) Develop relationships between NCACTE and other professional organizations.
 - 12) Conduct the correspondence of the association as directed by the President.
 - 13) Perform such other appropriate duties as may be assigned by the Board of Directors.
- C. The Recording Secretary shall:
- 1) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
 - 2) Record and disseminate minutes of all meetings of the Assembly of Delegates, the Board of Directors, and the Executive Committee.
 - a. Minutes of the Assembly of Delegates shall be submitted, no later than two weeks following the meeting, for approval by the presiding officer and the parliamentarian of that meeting. Copies of the approved minutes shall be disseminated to the Board of Directors no later than one month following the meeting, and to the Assembly of Delegates at the next convention.
 - b. Minutes of each Board of Directors meeting shall be submitted, no later than two weeks following the meeting, to the President for editorial review. Copies of the reviewed minutes shall be disseminated to all Board members no later than one month following the meeting.
 - c. Perform such other appropriate duties as may be prescribed in these bylaws or assigned by the Board of Directors or the President.
- D. The Finance Officer shall:
- 1) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
 - 2) Receive and, under the direction of the Board of Directors, hold in safekeeping all monies paid to the Association.
 - 3) Disburse all monies in accordance with procedures prescribed in ARTICLE VII.
 - 4) Maintain complete, accurate, and permanent financial and membership records of the Association.
 - 5) Present written reports at the NCCTE Assembly of Delegates and at meetings of the Board of Directors and the Executive Committee.
 - 6) Deliver all financial records to the authorized auditor no later than forty-five days following the close of the fiscal year.
 - 7) Perform such other appropriate duties as may be prescribed in these bylaws or assigned by the Board of Directors.

- E. The Parliamentarian shall:
- 1) Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, the Executive Committee, the Bylaws Committee, and the Resolutions Committee.
 - 2) Serve as adviser to all officers, committees, and members on matters of parliamentary procedure, organizational protocol, and interpretation of NCACTE and ACTE bylaws and policies.
 - 3) Perform such other appropriate duties as may be assigned by the President or the Board of Directors.

ARTICLE X - ACTE Region II Policy Committee-State Representative

Section 1 - Authority. Each state association, in accordance with the ACTE Region II Operating Policies and Procedures, shall be responsible for selecting a representative to serve on the Region II Policy Committee.

Section 2 - Eligibility and Selection. Affiliated or life members of ACTE/NCACTE shall be eligible to serve as the state representative. The NCACTE representative shall be selected by the NCACTE Board of Directors, subject to the approval of the ACTE Board of Directors. Vacancies shall be filled by the NCACTE Board of Directors.

Section 3 - Terms of Office and Eligibility for Re-selection. The term of office of Region II Policy Committee members shall be three years on a rotational basis, beginning July 1. Terms of NCACTE representatives shall expire each three years from 1978. A member shall be ineligible to serve two consecutive full terms.

Section 4 - Duties. The state representative shall perform such duties as may be assigned by the ACTE Region II Policy Committee, and shall present reports to the NCACTE Board of Directors and/or membership upon request or as deemed necessary.

ARTICLE XI – Convention

Section 1 - Authorization. The annual convention of the Association shall be held, unless otherwise directed by the Board of Directors, the first week in August. The convention shall be held concurrently with the Career and Technical Education Summer Conference.

Section 2 - Call to Convention. The call to the annual convention shall be mailed by the President to all members of the Association no later than sixty days before the convention. Notice in the official newsletter or other publication of the Association may serve as this notice, provided the publication is sent to all members.

Section 3 - Purposes. The purposes of the annual convention shall be to:

- A. Transact business of the Association at the Assembly of Delegates, as provided in Article XII.
- B. Transact business of the divisions at their respective annual meetings.
- C. Plan and transact business of the boards and committees of the Association and its divisions.
- D. Recognize outstanding achievement and outstanding service to the Association, its

divisions, and career and technical education in the state.

- E. Provide programs, workshops, exhibits, and social activities for members.

Section 4 - Organization and Operation. Plans for the annual convention, including the convention budget, shall be developed by the Executive Committee and approved by the Board of Directors.

ARTICLE XII - NCACTE Assembly of Delegates

Section 1 - Composition. The voting members of the Assembly of Delegates of the annual convention of NCACTE shall be: the members of the Board of Directors; the past presidents of the Association who are affiliated or life members; the presidents of local chapters; the ACTE Region II Policy Committee State Representative; and division delegates.

Section 2 - Division Delegates. Each division shall be entitled to one delegate or his/her alternate to the NCACTE Assembly of Delegates for each twenty members, or major fraction thereof, based on the records of the Finance Officer as of the last day of the fiscal year. The division president and president-elect, as voting members of the NCACTE Board of Directors entitled to special delegate status (see Section 1 of this article), shall not be counted in the division delegate allotment, provided, however, that the division president shall serve as delegation chair.

Section 3 - Reporting of Delegates. The President, no later than ten days before the annual convention, shall notify each division president of the number of delegates to which that division is entitled, and of the time and place at which delegate cards may be picked up by the presidents or their certified designees.

Section 4 - Purposes. The Assembly of Delegates shall convene to:

- A. Transact the following business of the Association:
 - 1) Receive annual reports of the officers, the Board of Directors, and committees, and act on resolutions and recommendations.
 - 2) Adopt the annual legislative platform.
 - 3) Receive the annual strategic plan.
 - 4) Adopt amendments to these bylaws.
 - 5) Approve two nominees as candidates for the office of NCACTE president-elect.
 - 6) Consider amendments to the ACTE Bylaws and other recommendations from ACTE and the ACTE regional association.
 - 7) Endorse members seeking national or regional office.
 - 8) Act on other items considered pertinent to the affairs of the Association.
- B. Present awards not presented at other times during the convention.
- C. Install officers and present the incoming Board of Directors.

Section 5 - Meetings

- A. The Assembly of Delegates shall meet during the annual convention of the Association at a time and place designated by the Board of Directors. Meetings shall be open, and all members of the Association shall have the privilege of the floor. Only voting members of the Assembly, however, shall be entitled to vote or to introduce or second motions.

- B. Special meetings of the Assembly of Delegates shall be called by the President, in the event of an emergency, upon the approval of three fourths of the voting members of the Board of Directors. The time and place of a special meeting shall be determined by the Executive Committee. The voting members of a special meeting shall be those members currently holding the office and positions specified in Section 1 of this article, except that the division delegates shall be those individuals who served as delegates to the previous Assembly of Delegates and who have maintained their voting status.

Section 6 - Quorum. A majority of the registered delegates present and holding delegate cards shall constitute a quorum.

Section 7 - Agenda - The agenda for the Assembly of Delegates shall be adopted annually by the Board of Directors, upon the recommendation of the Executive Committee. Copies of the approved agenda shall be made available to all voting members of the Assembly no fewer than twelve hours before the meeting. The agenda may be amended by a two-thirds vote of the Assembly of Delegates.

Section 8 - Approval of Minutes. The minutes of the Assembly of Delegates shall be approved by the individuals who served as presiding officer, recording secretary, and parliamentarian at that meeting. Copies of the approved minutes shall be disseminated at the next annual meeting of the Assembly of Delegates.

ARTICLE XIII - ACTE Assembly of Delegates

Section 1 - NCACTE Delegation

- A. Only affiliated and life members in good standing of ACTE may serve as members of the ACTE Assembly of Delegates.
- B. The NCACTE President and President-Elect (if ACTE members) shall be members of the ACTE Assembly of Delegates. The President shall serve as chair of the NCACTE delegation. If the President and/or President-Elect are not ACTE members, the President shall appoint a designated representative chair.
- C. The Association shall be entitled to one delegate, in addition to the President or his/her designated representative, to the ACTE Assembly of Delegates for each one hundred members, or major fraction thereof, of ACTE as of the end of the past membership year.

Section 2 - Reporting of Delegates

- A. The Association shall be notified by ACTE at least sixty days before the annual ACTE Assembly of Delegates regarding the number of delegates to which it is entitled. The NCACTE President or his/her designated representative shall procure the delegate cards before the meeting at a time and place designated by the ACTE Executive Director.
- B. Each NCACTE division shall be entitled to at least one delegate to the ACTE Assembly of Delegates, provided the Association is entitled to as many total delegates, and additional delegates based on membership within the respective divisions. Each division president shall submit to the NCACTE President, by a specified time, an official list of division delegates and alternates.

Section 3 - Vacancies. In the event that the number of delegates and alternates to which a division is entitled to be represented at the ACTE Assembly of Delegates is not present, the NCACTE delegation chair shall fill the vacancies from the official list of alternates

submitted by the presidents of the other divisions.

ARTICLE XIV - Board of Directors

Section 1 - Composition

- A. The Board of Directors shall consist of: the President, who shall serve as chair; the President-Elect; the Immediate Past President; the Vice Presidents representing the divisions; the Vice Presidents-Elect representing the divisions; the standing committee chairs; the Recording Secretary; the Finance Officer; the Executive Director; the Historian, and the Parliamentarian.
- B. In the event that the elected membership of the Board of Directors does not include at least two minority members, the Board shall invite no fewer than two minority group members to serve as ex-officio members.
- C. Members of the Advisory Council of the Association, identified in ARTICLE XVII, shall be invited to attend all meetings of the Board of Directors. Liaison members from other associated organizations and governmental agencies may also be invited, upon approval by the Board.

Section 2 - Powers and Duties

- A. The Board of Directors shall have full power and authority over the affairs and funds of the Association, except those classes of business specifically reserved in these bylaws to the Assembly of Delegates and other groups and individuals.
- B. The Board, in performing its many duties, shall:
 - 1) Approve minutes of regular and special Board meetings.
 - 2) Appoint the Recording Secretary and the Finance Officer and determine compensation and/or reimbursement of expenses for each.
 - 3) Employ an executive director and designate the qualifications, term of contract, duties, and compensation of this position. Duties currently assigned in these bylaws to existing offices and positions may be delegated to this position as needed.
 - 4) Adopt policies and procedures.
 - 5) Adopt the annual audit report.
 - 6) Determine annually the amounts for which the Executive Director, the Finance Officer, the President and the Division Treasurers shall be bonded.
 - 7) Adopt the annual budget and approve supplemental budgetary requests.
 - 8) Provide for the safekeeping and proper investment by the Finance Officer of all funds of the Association.
 - 9) Select an accountant to audit the financial records of the Association for the fiscal year.
 - 10) Approve plans for the annual convention, upon recommendation by the Executive Committee.
 - 11) Adopt the strategic plan for the next fiscal year.
 - 12) Approve the annual awards program.
 - 13) Review proposed bylaws amendments before their presentation to the Assembly of Delegates.
 - 14) Receive and act on committee reports.
 - 15) Approve honorary members.
 - 16) Adopt the agenda and the standing rules of order for the annual Assembly of Delegates.

Section 3 - Meetings

- A. Regular meetings of the Board of Directors shall be held at least two times a year, the time and place for each meeting to be determined by the Executive Committee. Notice of regular meetings shall be given at least two weeks in advance of the meeting.
- B. Special meetings of the Board of Directors may be called by the President, with the approval of the Executive Committee, and shall be called when requested by a majority of the voting members of the Board. Notice of special meetings, except emergency meetings, shall be given at least two weeks in advance of the meeting.

Section 4 - Quorum. A majority of the voting members of the Board of Directors shall constitute a quorum at all meetings of the Board.

Section 5 - Emergencies. A vote on matters requiring immediate action by the Board of Directors may be taken, at the request of the President. Such vote shall have the force and effect of a vote taken at a meeting. The Recording Secretary shall maintain an accurate record of all such votes, which shall be presented for ratification by the Board at its next meeting.

ARTICLE XV - Executive Committee

Section 1 - Composition. The Executive Committee of the Board of Directors shall be composed of the President, who shall serve as chair; the President-Elect; the Immediate Past President; the vice president representing the division of which the president is a member; two of the divisional vice presidents, elected by the Board of Directors; the Recording Secretary; the Finance Officer; the Executive Director; the Historian; and the Parliamentarian.

Section 2 - Powers and Duties

- A. The Executive Committee shall act for the Board of Directors between meetings of the Board, and shall report to the Board all business transacted. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.
- B. The Executive Committee, in performing its duties, shall:
 - 1) Approve minutes of Executive Committee meetings.
 - 2) Approve the agenda for each meeting of the Board of Directors, following its preparation by the President.
 - 3) Approve the creation of ad hoc committees when deemed necessary.
 - 4) Develop the annual budget for adoption by the Board of Directors.
 - 5) Recommend, for adoption by the Board of Directors, the agenda and the standing rules of order for the annual Assembly of Delegates.
 - 6) Approve annual plans for the official newsletter.
 - 7) Serve as the convention steering committee, which shall establish convention committees as needed and shall present proposed convention plans to the Board of Directors for approval.
 - 8) Approve chapters.
 - 9) Review chapter and division rules and audit reports to ensure compliance with NCACTE bylaws and policies.
 - 10) Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.

Section 3 - Meetings. The Executive Committee shall meet before each meeting of the Board of Directors, at the call of the Chair. Special meetings may be held at the call of the Chair.

Section 4 - Quorum. A majority of the voting members of the Executive Committee shall constitute a quorum at meetings of this committee.

Section 5 - Emergencies. A vote on matters requiring immediate action by the Executive Committee may be taken, at the request of the Chair, by mail or by telephone. Such vote shall have the force and effect of a vote taken at a meeting. The Recording Secretary shall maintain an accurate record of all such votes which shall be presented for ratification by the Executive Committee at its next regular meeting.

ARTICLE XVI - Committees

Section 1 - Standing Committees. The standing committees of the Association shall be the Awards, Bylaws, Legislation, Membership, Newsletter, Nominations, Professional Development, Public Information, Resolutions, Strategic Plan, Tellers, and Ways and Means.

A. Awards Committee:

- 1) The Awards Committee shall be composed of a chair, to be appointed by the President, and one member from each division.
- 2) This committee shall plan, publicize, and implement an awards program designed to recognize outstanding achievement and outstanding service to the Association and to career and technical education in the state. This committee shall work closely with the Public Information Committee and the Newsletter Committee.

B. Bylaws Committee:

- 1) The Bylaws Committee shall be composed of a chair, who shall be the NCACTE Parliamentarian, and four members appointed by the President.
- 2) This committee shall have a thorough knowledge of the NCACTE, ACTE, and ACTE Region II Bylaws and operating procedures; shall review the NCACTE Bylaws and operating policies following the ACTE convention and shall submit written recommendations for needed changes to the Board of Directors for approval; and shall present approved changes to the Assembly of Delegates for adoption, as prescribed in Article XIX of these bylaws.

C. Legislative Committee:

- 1) The Legislative Committee shall be composed of a chair and at least one member representing each of the educational regions in the state, to be appointed each year by the President. The Executive Director shall serve as an ex-officio member.
- 2) This committee shall develop the state legislative platform for adoption by the Assembly of Delegates, following its approval by the Board of Directors; shall establish and implement, with the Executive Committee, an annual state-wide legislative network composed of members representing all divisions and all levels of instruction, and shall assign each member of the network to work with a state legislator; shall provide current information on national, state, and local legislative and policy items affecting the Association and career and technical education; and shall promote interest and participation in legislative activities.

D. Membership Committee:

- 1) The Membership Committee shall be composed of a chair, who shall be the Immediate Past President, and the division presidents/NCACTE Vice Presidents.
- 2) This committee shall plan ways to recruit, involve, and retain members in all program areas and at all instructional levels; shall establish and implement an annual membership network composed of the members of the division membership services; and shall promote the establishment and growth of chapters.

E. Newsletter Committee:

- 1) The Newsletter Committee shall be composed of a chair, who shall serve as the newsletter editor; a vice chair who shall serve as assistant editor, one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.
- 2) This committee shall publish at least three issues each year of NCACTE NEWS, the official publication of the Association. The Executive Committee shall serve as the governing board of this publication. Each issue of the newsletter shall stipulate the Association's affiliation with the Association for Career and Technical Education. This committee shall work closely with the Association for Career and Technical Education. This committee shall work closely with the NCACTE Awards and the Public Information Committees.

F. Nominations Committee:

- 1) The Nominations Committee shall be appointed by the NCACTE President, and shall be composed of a chair and one member from each of the division/groups that is not represented by a nominee for office of NCACTE president-elect.
- 2) This committee shall perform the duties prescribed in ARTICLE VIII, Sections 3-A and 4-A.

G. Past Presidents Committee:

- 1) The Past Presidents Committee shall be composed of a Chair, to be appointed by the President, and shall be open to all past Presidents of NCACTE.
- 2) The Past Presidents Committee shall have the authority to define its annual program of work for any given fiscal year. The Past Presidents Committee Chair shall present to the Board of Directors its proposed annual program of work at the annual fall workshop and with the approval of the Board of Directors implement their strategies designed to accomplish its program of work.
(Adopted AOD'14)

H. Professional Development Committee:

- 1) The Professional Development Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.
- 2) This committee shall promote opportunities for professional contribution and growth of members; shall work to obtain state policies and resources designed to allow career and technical education personnel to stay current in their fields; shall promote professional ethics and standards; shall assist members in determining their professional development needs; and shall promote interest and involvement in the professional career and technical education association.

- I. Strategic Plan Committee:
 - 1) The Strategic Plan Committee shall be composed of a chair, who shall be the President-Elect, and the division presidents-elect (NCACTE Vice Presidents-elect.)
 - 2) This committee shall oversee and evaluate the implementation of the NCACTE Strategic Plan for the current year and shall report its findings to the Assembly of Delegates; and shall plan a coordinated strategic plan for the next fiscal year. The strategic plan shall be adopted by the Board of Directors and presented to the Assembly of Delegates.
- J. Public Information Committee:
 - 1) The Public Information Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.
 - 2) This committee shall communicate to the public the mission, scope, needs, quality, importance, and contributions of career and technical education and the Association; and shall provide timely and prompt publicity, including photographs, to professional publications and to the appropriate national, state, and local news media, on all newsworthy activities and achievements of the Association and its members. This committee shall work closely with the Awards Committee and the Newsletter Committee.
- K. Resolutions Committee:
 - 1) The Resolutions Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year. The Parliamentarian shall be an ex-officio member, without vote.
 - 2) This committee shall meet before the pre-convention meeting of the Board of Directors to review all proposed resolutions, and shall present its recommendations to the Board of Directors for review and to the Assembly of Delegates for adoption. Copies of the committee's recommendations, including the Board's recommendation for approval or rejection of each resolution, shall be made available for review prior to the Assembly of Delegates.
- L. Tellers Committee:
 - 1) The Tellers Committee shall be composed of a chair and two members who shall be appointed by the President, and who shall be members of the division represented by the candidates for the office of NCACTE president-elect.
 - 2) This committee shall perform the duties prescribed in ARTICLE VIII, Section 4-A.
- M. Ways and Means Committee:
 - 1) The Ways and Means Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.
 - 2) This committee shall recommend and carry out activities designed to ensure the financial welfare of the Association.

Section 2-Ex-officio Members. The President and the President-Elect shall serve as ex-officio members of all committees except the Nominations Committee and those committees, specified in these bylaws, of which they are regular members.

Section 3 - Terms. Chairs and members of standing and special committees, unless otherwise prescribed in these bylaws, shall serve for a term of one year which shall coincide with

the terms of officers.

Section 4 - Balanced Representation. The composition of each appointed committee shall reflect balanced representation, on a rotating basis if necessary, of the various groups eligible for membership on that committee.

Section 5 - Vacancies. Committee vacancies, unless otherwise prescribed in these bylaws, shall be filled by appointment of the President, subject to the approval of the Executive Committee.

Section 6 - Reports. The chair of all standing committees shall present written annual committee reports to the Board of Directors and to the Assembly of Delegates. Other committee reports shall be presented as prescribed in these bylaws or as requested by the President.

Section 7 - Transfer of Files. The chairs of all committees, within twenty days following the termination of their terms or the completion of their assignments, shall transfer to their successors or to the President all committee files and other materials which are the property of the Association.

ARTICLE XVII - Advisory Council

Section 1 - Composition. The Advisory Council of the Association shall be composed of the State Director of Career and Technical Education, State Department of Public Instruction; *the Director of Career and Technical Education for the Community College System*; the Executive Director of the North Carolina Commission on Workforce Development; *an Executive Committee appointed member of The United States Armed Forces*; and any member of the Association who holds a major ACTE office or position which has officially been approved by the Executive Committee for membership on the Council. *(Adopted AOD'14)*

Section 2 - Duties. The Advisory Council shall serve as advisers and consultants to the President and the Board of Directors. The members of the Council shall be invited to all meetings of the Association and the Board of Directors.

ARTICLE XVIII - Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws and other rules which the Association may adopt.

ARTICLE XIX - Amendment of Bylaws

Section 1 - Required Vote and Procedure

- A. These bylaws can be amended at any annual meeting of the Assembly of Delegates by a two-thirds vote, provided that:
 - 1) Proposed amendments have been submitted in writing to the Bylaws Chair or the President by or before the date of the Spring or Winter meeting of the Board of Directors. This date to be published each year on the NCACTE Calendar of Activities and posted on the NCACTE website.
 - 2) All proposed amendments have been considered by both the Bylaws Committee and the Board of Directors.
 - 3) All proposed amendments, including recommendations from both the Bylaws Committee and the Board of Directors for adoption or rejection of each proposal, have been posted on the NCACTE website within 30 days after the

Spring or Winter Board of Directors' meeting.

- 4) All proposed amendments, including recommendations from both the Bylaws Committee and Board of Directors for adoption or rejection of each proposal, have been sent to every member who is included on the NCACTE email distribution list.
- B. Proposed amendments which have not been approved by the Bylaws Committee and the Board of Directors may be considered if a delegate moves for its consideration and the Assembly of Delegates votes to consider the motion to amend by a two-thirds vote.

**Article XIX, Section 2 deleted from the bylaws with passage of an amendment to that effect by the NCACTE Assembly of Delegates on July 24, 2013.*

Section 3 - Effective Date. Amendments shall become effective, unless otherwise specified in the adopted motion, immediately at the close of the annual convention.

Section 4 - Editorial Changes to Bylaws. Editorial changes (e.g., titles, amounts, numbering) may be proposed by the Bylaws Committee, approved by the Board of Directors, and ratified at the next Assembly of Delegates without being considered as amendments.

ARTICLE XX - Dissolution of the Association

Section 1 - Initiation of Dissolution Proceedings

- A. Proceedings to dissolve the North Carolina Association for Career and Technical Education can be initiated only after conclusive evidence establishes that no other reasonable alternative exists.
- B. Dissolution proceedings, forced or voluntary, shall begin immediately upon a two-thirds majority vote of the Board of Directors with all members present.

Section 2 - Dissolution Proceedings. Dissolution proceedings shall be as follows:

- A. A quorum shall consist of all Board members.
- B. Immediately upon ratification of the motion to dissolve, the Recording Secretary shall advertise the action in three major regional representative newspapers for the next three consecutive Mondays.
- C. The advertisement of dissolution shall state and advise members that all holdings and property will be disposed of by public auction on the fourth Monday following the initial action.
- D. All proceeds from the disposed property, holdings, and other assets shall be applied toward any legal indebtedness of the Association. The remaining proceeds, if any, shall be distributed to career and technical education student organizations, in North Carolina, according to the membership in the Association divisions which have career and technical student organizations that are chartered and are of a nonprofit, tax-exempt status.
- E. The Association Board of Directors shall be responsible for preventing any of the Association funds from being used for the benefit of any member.

Updated: July 13, 2016 Assembly of Delegates

**NORTH CAROLINA
ASSOCIATION FOR CAREER & TECHNICAL EDUCATION
POLICIES**

1. Responsibilities

- 1.1 When a member is unable to attend a regularly scheduled board meeting, he/she is expected to notify the president. In the case of the absence of a division president or president-elect, it is the responsibility of the division president or president-elect to secure a substitute. The substitute may participate in the discussion but cannot make motions or vote.

2. Structure

- 2.1 The two divisional vice presidents elected by the Board of Directors to serve on the Executive Committee will be announced during the annual delegate assembly.

3. Organization and Function

- 3.1 Outgoing members of the Board of Directors will receive the following recognition:
- A. Past President: will receive a personalized gift in the range of \$50 - \$75 and a plaque. These items will be included in the Association budget.
 - B. Retiring Vice Presidents and Committee Chairs: will receive a small individual plaque.

4. Meetings

- 4.1 The Board of Directors holds three regularly scheduled meetings each year as follows:
- A. The fall Board meeting to be held in October or November.
 - B. The winter Board meeting, to be held in February or March.
 - C. The summer Board meeting to be held prior to and at the site of the Annual Summer Career and Technical Education Development Conference.
- 4.2 All meetings of the Board of Directors, except executive sessions, shall be open to any member of NCACTE.

5. Travel Reimbursement

- 5.1 Officers Reimbursement: The President, Past President, and President-Elect will have travel budgets as adopted in the Association budget each year. Out-of-state travel will be authorized by the President and Executive Director.
- 5.2 Reimbursement for in-state and out-of-state travel will be at rates currently in effect for employees in State government.
- 5.3 Expense vouchers should be submitted monthly. An original copy of the airline ticket and hotel/motel charges must accompany an expense voucher.

6. Communications

- 6.1 NCACTE will pay for telephone expenses incurred by the President, Past President, President-Elect, and Executive Director in the discharge of their respective duties.

7. Election of President-Elect

- 7.1 The office of President-Elect of NCACTE shall go only to those who have demonstrated outstanding leadership ability and who have a sincere and genuine interest in furthering the development and improvement of Career and Technical Education through NCACTE activities.

8. Workshops and Conferences

- 8.1 Conferences play an integral role in achieving the overall mission of the NCACTE and are especially effective in reaching specific NCACTE goals of:
- A. Assuming and maintaining active state leadership in initiating, expanding, improving, and promoting career and technical education.
 - B. Providing a state open forum for the study and discussion of all questions involved in career and technical education.
- 8.2 In response to formal invitations from associated and related organizations to cosponsor their events, the Executive Director will determine the appropriateness of NCACTE's co-sponsorship based upon an analysis of factors to include:
- A. Workshop topic, objectives, agenda, target audience.
 - B. Direct and indirect costs to NCACTE.
 - C. Any potential conflict in interest.
 - D. When the request relates to specific divisions, the Executive Director will contact the respective division for advice.
- 8.3 The Executive Director or designee will be the Association's representative in the planning, conducting, and financial operations of those workshops/conferences sponsored or co-sponsored by NCACTE.

9. Annual Budget

- 9.1 Any purchase of supplies or equipment in excess of \$1,000 shall be made on the basis of bids requested from three or more competent vendors. Bids on items which cost less than \$1,000 will be obtained when the nature of such items and good business practices so indicate.
- 9.2 Expenditures from the Association's fund balance shall require the approval of the Executive Committee and the Board of Directors.
- 9.3 The Clifton Belcher Scholarship account shall be maintained in the reserve account with interest accruing each year to remain in the account until such time as there is sufficient interest to award a scholarship.

10. Disbursement of Funds

- 10.1 Disbursement of monies shall be made by the Finance Officer upon receipt of bills and properly executed vouchers approved and signed by the President or Executive Director from the Association's checking account or reserve account. The signature card shall contain the names of the Finance Officer and Executive Director; only one signature shall be required on checks.
- 10.2 Disbursement of monies shall be made by the Executive Director from the separate checking account maintained for trade show income and expenses. The signature card shall contain the names of the Finance Officer and Executive Director; only one signature shall be required on checks.

11. Bonding

- 11.1 The President, The Executive Director, the Finance Officer, and division treasurers shall be bonded for amounts to be determined by the Board of Directors, the cost of the bonds to be paid by the Association.

12. Financial Reporting

- 12.1 The Finance Officer shall prepare an analysis of budget expenditures for each meeting of the Board of Directors. An annual financial statement shall be prepared for the Board meeting preceding the annual Delegate Assembly.
- 12.2 The Executive Director shall maintain a separate account for receiving and disbursing funds related to the annual trade show at the Summer Workforce Development Conference and shall make reports to the Executive Committee and Board of Directors at each of the regularly scheduled Board meetings.
- 12.3 The Board shall select an accountant to audit the financial records for the fiscal year. Following adoption of the audit report by the Board, the audited financial report shall be published in the Association newsletter.
- 12.4 Each NCACTE Division president shall submit a copy of the Division's budget to the NCACTE President no later than August 30 each year. At the same time, the Division president shall submit a copy of the audit report for the Division's financial records for the preceding year.

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