CONSTITUTION AND BY-LAWS
OF THE
PENNSYLVANIA ASSOCIATION OF CAREER AND TECHNICAL ADMINISTRATORS

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MISSION

The Pennsylvania Association of Career and Technical Administrators believe that access to an education that will develop each individual to his/her maximum potential is the right of all citizens of the Commonwealth and of the Nation and that this right shall include the right to choose career and technical education and that opportunity for this choice should be made available in all school systems of the Commonwealth. As the schools of Pennsylvania are the fundamental agency for fulfilling the right to education and the quality and availability of career and technical education is the responsibility of career and technical education administrators, the Pennsylvania Association of Career and Technical Administrators is organized to implement these beliefs.

ARTICLE I
NAME AND AFFILIATION

The name of this organization shall be the Pennsylvania Association of Career and Technical Administrators, and the organization shall be an affiliate of the Association of Career and Technical Education, the National Council of Local Administrators, and the Pennsylvania Association of Career and Technical Education.

ARTICLE II
OBJECTIVES

The objectives of the Pennsylvania Association of Career and Technical Administrators are as follows:

1. Provide active leadership for the advancement and improvement of career and technical education, practical arts education, and career and technical education guidance services in Pennsylvania and the Nation;

2. Advise, assist, promote, and render services related to career and technical to the school districts, the intermediate units, the Pennsylvania Department of Education and to the pupils and citizens of the Commonwealth;

3. Assist in the unification of career and technical education and technology education;

4. Act as an organization of administrative and supervisory personnel to inform local, state, and national elected officials of the purposes, needs and accomplishments of career and technical education, technology education, and career and technical education guidance services;

5. Improve the process of career and technical education administration;

6. Promote the improvement of public interest and knowledge in career and technical education, technology education, and career and technical education guidance services;

7. Strive to upgrade career and technical instruction by active participation in curriculum review and by advisement of standards for instructional preparation; and

8. Implement the principles of equal rights for all.

ARTICLE III
MEMBERSHIP

Section 1. Classifications of Membership

Voting Membership

Membership in the Pennsylvania Association of Career and technical Administrators will be open to an institution or individual in the following classifications who support the mission and objectives of the organization as follows:

a. *Active Membership* - The active membership, who are voting members of the association, will consist of certified career and technical administrators actively involved in a public school in the Commonwealth of Pennsylvania. Active membership shall include administrative directors, assistant directors, principals, assistant principals, and career and technical education supervisors.

Non-Voting Membership

b. *Associate Membership* - The associate membership, who are non-voting members of the association, will consist of administrative non-certified central office personnel employed in the field of career and technical education; career and technical education preparation institution personnel; and any person employed in a career and technical educational workforce development organization, association, or government agency.

c. *Patron Membership* - The patron membership, who are non-voting members of the association, is available to any company, business, or organization that supports the mission of the Pennsylvania Association of Career and Technical Administrators but is not eligible for Active or Associate membership.

d. *Life Membership* - Active members in good standing for the three years prior to retirement will be awarded a life membership upon retirement and shall be a non-voting member.

e. *Honorary Membership* - An honorary membership may be awarded by the Executive Committee to a person or persons who have made extensive contributions to career and technical education and shall be a non-voting member.

f. *Aspiring Membership* – The aspiring membership, who are non-voting members of the association, will consist of any person currently enrolled in a career and technical supervisory/administrative preparation program who is not eligible for another category of membership. This membership category is limited to

three years maximum.

Section 2. Membership Dues

All members shall be required to pay annual dues to maintain their membership status within the association. The amount of dues for all membership classifications will be set annually by the Executive Committee. Life and Honorary members shall pay no dues. Failure to pay dues may result in suspension or termination of membership privileges, including voting rights and access to member benefits.

A change in membership dues will be determined by the Executive Committee as part of the annual budget approval process and communicated to the membership upon approval from the Executive Committee. The change in dues structure will occur the subsequent July 1. All members will be invoiced for dues prior to July 1. Dues not paid by September 15 will be considered in arrears.

Section 3. Membership Year

The year of membership will begin July 1st and end June 30th the following year.

Section 4. Voting

Voting is limited to the Director or designee of each Perkins-eligible career and technology center or high school program where there is at least one active member in PACTA.

ARTICLE IV
ORGANIZATIONAL STRUCTURE

The Pennsylvania Association of Career and Technical Administrators is organized on the state and regional level to affect its objectives and the continuance of its elected officers by succession. The administration and coordination of the Pennsylvania Association of Career and Technical Administrators will be vested in the Executive Committee; the regional organizations are to be supportive of the Executive Committee. The regional organizations shall include the Central, Eastern, and Western.

Section 1. Executive Committee

a. The Executive Committee will be comprised of elected State Officers and elected Regional Officers.

b. The Executive Committee shall have the authority to approve the formulation of special membership groups. Such groups shall elect a representative to serve as a non-voting member of the Executive Committee.

c. The Executive Director will serve as a non-voting member of the Executive Committee.

d. The role of the Executive Committee is to set policy and oversee administration of the Pennsylvania Association of Career and Technical Administrators in accordance with the Constitution and By-laws.

e. The Executive Committee will meet at least two times a year to conduct the business of the organization.

f. The Executive Committee will be responsible for the hiring of the Executive Director.

g. The Director of the Bureau of Career and technical Education in the Pennsylvania Department of Education will serve as a non-voting member of the Executive Committee.

Section 2. State Officers.

a. The State Officers shall consist of the President, President-elect, Past President, Secretary/Treasurer, and Regional Presidents from the central, eastern, and western regions.

b. The President, President-elect, Past President and Secretary/Treasurer shall each serve a two-year term.

c. The Regional Presidents will serve a two-year term as State Officers.

d. The State Officers will be responsible for recommending and evaluating the Executive Director.

e. In the event that a State President is vacated prior to the end of the term for which the State President has been elected, the unexpired term shall be filled by the State President-elect. The State President-elect will assume the role of State President to complete the current term and will also serve their full, previously elected term. When the office of State President-elect is vacated prior to the end of the term for which the State President-elect has been elected, this office will be temporarily filled by Executive Committee vote from the voting membership of the Executive Committee. An election will be held prior to the beginning of the next membership year in accordance with Section 4.2.f. to fill the vacancy.

f. In the event that a State President-elect is vacated, each Regional President and Regional Immediate Past President may become a candidate for State President-elect. If no candidates are identified, a special election will be conducted.

g. In the event that a State Past President is vacated, the most recent State Past President who is an Active member should get first right of refusal. If he/she declines, the next immediate State Past President who is an Active member will be offered the position, in succession. If there is no State Past President, who is an Active member, available or interested in the position, then the Executive Committee shall appoint a State Past President to serve the remaining term.

h. In the event that a State Secretary/Treasurer is vacated, the most recent State Secretary/Treasurer, who is an Active member, should get first right of refusal. If he/she declines, the next immediate Secretary/Treasurer who is an Active member will be offered the position, in succession. If there is no State Secretary/Treasurer, who is an Active member, available or interested in the position, then the Executive Committee shall appoint a Secretary/Treasurer to serve the remainder of the term.

i. In the event that a Regional President or Regional Immediate Past President does not wish to become a candidate for the office of State President-elect, the members of that region may submit the name of an alternate candidate, who is an active member of the Pennsylvania Association of Career and Technical Administrators and in good standing, to the Executive Director for placement on the ballot. This candidate's name shall be submitted in writing no later than April 15th and supported with the signature of twenty-five (25) active members of that region. A vita should be included with the materials submitted.

j. Any officer whose condition of employment changes so as to make him/her ineligible for office shall submit his/her resignation. Any elected official owes a commitment to his/her accepted office and should he/she miss more than two consecutively scheduled meetings without just cause, he/she may removed from office by Executive Committee action.

k. The duty of the State President is to prepare an agenda in cooperation with the Executive Director and preside at all State Officer meetings, Executive Committee meetings, and at all general membership business meetings. The State President with the State Officers shall appoint all committees not otherwise provided for and shall perform all other duties pertaining to this office. The State Officers shall see that all duties and responsibilities of the Executive Director are executed.

l. The State President-elect shall serve as presiding officer at the Executive Committee meetings and all general membership business meetings in the absence of the State President.

m. The Immediate State Past President shall be appointed and charged with oversight of the PACTA Constitution, By-Laws and Policies as needed and/or requested by the Executive Director, Designee or Officers. Recommendations will be made to the Executive Committee.

n. The State Secretary/Treasurer shall take minutes of all Executive Committee meetings and all business meetings in cooperation with the Executive Director. He/she shall report annually in a treasurer's report at the annual conference business meeting concerning the financial status of the organization.

o. The State Officers will establish the terms and conditions of employment for the Executive Director.

p. The State Officers are responsible for the selection and recommendation to the Executive Committee of an individual to fill the position of Executive Director.

q. Each newly elected State Officer will begin his/her term on July 1.

Section 3. Regional Officers

a. The elected officers of the three regions will include a President, President-elect, Immediate Past President, Secretary/Treasurer, and Representative.

b. The President, President-elect, Immediate Past President, Secretary/Treasurer, and Representative shall each serve a two-year term.

c. Each Regional President-elect may succeed by election or by succession at the discretion of the regional membership, and the Regional Secretary/Treasurer may be reelected.

d. Should any of the elected Regional Officers resign or discontinue service during their term of office, a replacement will be elected during the next scheduled regional meeting.

Section 4. Election of Officers

a. The State President shall annually appoint, with confirmation by the Executive Committee, a Nominations and Election Committee to be chaired by the current Past President. The Committee shall consist of at least three (3) Active members appointed by the President.

b. The primary responsibilities of the Committee are to screen candidates for the offices of State Vice President-elect and State Secretary/Treasurer and to recommend selected candidates for nomination and election to the general membership. The Executive Committee shall establish policies to guide the operations of the nominations and elections committee.

c. The election ballot shall include the names of candidates who have been properly nominated and

verified as eligible by the Elections Committee in accordance with these Bylaws. Voting members may select one candidate for each office. The candidate receiving the most votes will be declared elected. In the event of a tie for any office, re-balloting for that office will be held during the month of July.

d. State Officers will be elected by secret ballot, conducted through electronic or paper ballots, and facilitated by a third-party election company. Voting will be restricted to Directors of Perkins-eligible schools with active membership in PACTA, as verified by the Executive Director prior to ballot distribution. The third-party election company will tabulate the ballots, and the results will be verified by the Executive Director, State President, and Past State President. Results will be announced in May. In the event of a tie for any office, a re-balloting process for the tied office will take place during the month of June. The final election results will be tabulated and communicated to the membership.

To be eligible for the office of State President-elect, a candidate must be a current Regional President, Immediate Regional Past President, or an active member and submit a nominating petition endorsed by at least twenty-five (25) active members. All nominations and petitions must be submitted by the deadline specified in the association's election policy.

To be eligible for the office of State Secretary/Treasurer, a candidate must be a current State Secretary/Treasurer, Regional Secretary/Treasurer, Immediate Past Secretary/Treasurer, or an active member and submit a nominating petition endorsed by at least twenty-five (25) active members. All nominations and petitions must be submitted by the deadline specified in the association's election policy.

e. Regional Officers shall be elected by ballot from the Active membership. Election results will be tabulated and announced prior to June 1. During their term, the Regional President, Regional President-elect, Regional Secretary/Treasurer, Immediate Past Regional President, and Representative will serve as members of the Executive Committee. Each newly elected officer will begin their term on July 1.

To be eligible for a regional office a candidate must be an active member.

ARTICLE V
STANDING COMMITTEES AND SPECIAL COMMITTEES

The Standing Committees of the Pennsylvania Association of Career and Technical Administrators shall be appointed or reappointed annually by the State Officers with the approval of the Executive Committee. Standing Committees are responsible for carrying out the goals and objectives of the Association within their designated areas and for meeting as needed to fulfill their assigned duties.

Each Committee Chairperson shall be responsible for the following:

- Scheduling committee meetings
- Maintaining records of committee activities
- Reporting progress at quarterly Executive Committee meetings
- Providing an update at in-person membership meetings

Special Committees and Pennsylvania Association of Career and Technical Administrators representatives to other organizations shall be appointed by the State Officers, with the approval of the Executive Committee.

To ensure relevance and effectiveness, each standing committee shall be reviewed annually based on the following criteria:

1. Alignment of committee purpose with the Association's current strategic goals and priorities;
2. Demonstrated need for continued committee work and impact on membership or statewide initiatives;
3. Active participation and measurable outcomes from the previous program year; and
4. Availability of members with expertise or interest in the committee's area.

Committees that meet these criteria may be retained and reappointed for the next program year. Committees that no longer meet the criteria may be restructured, merged, or dissolved by recommendation of the State Officers and approval of the Executive Committee.

ARTICLE VI
PARLIAMENTARY AUTHORITY

The most recently published edition of Robert's Rules of Order Revised shall govern in all official meetings of the association.

ARTICLE VII
AMENDMENTS

Amendments to this Constitution shall be accomplished by a referendum of voting members after written notice has been given to active members at least fifteen (15) days prior to the business meeting. The referendum will be determined by secret ballot, conducted through electronic or paper ballots, and facilitated by a third-party election company.