

**CONSTITUTION of the  
MISSISSIPPI ASSOCIATION for CAREER and TECHNICAL EDUCATION, Inc.  
Updated July 18, 2023**

**ARTICLE I – NAME**

**Section A:** The name of this association shall be Mississippi Association for Career and Technical Education, Inc.

**ARTICLE II – PURPOSE**

**Section A:** The general purposes of MS ACTE are:

1. to advance high ideals and standards of career and technical education in Mississippi
2. to increase the effectiveness and efficiency of career and technical education in the state.
3. to cooperate with and work with other educational associations in the further development of the total education program of the state.
4. to promote and improve career and technical education through local committees.
5. to provide all career and technical educators a common entity for the best interest of career and technical education
6. to affiliate and cooperate with the program of the national Association for Career and Technical Education (ACTE), and
7. to promote and support state and national legislation for the benefit of career and technical education

## **ARTICLE III – MEMBERSHIP**

**Section A:** All persons interested in the purposes of the association shall be eligible for membership.

**Section B:** Membership shall consist of active, associate, honorary, retired and student members.

1. Active members shall be any persons in Mississippi who are actively engaged in any field of career and technical education.
2. Associate members shall be any individuals not actively engaged in career and technical education.
3. Honorary members shall be any members who have contributed to the furtherance of career and technical education, and have been approved by the Executive Board.
4. Students enrolled in a full-time program designed to prepare teachers for any area of career and technical education will be eligible for membership.
5. When a MS ACTE member is called into military service, the paid membership will continue until the normal expiration date. Upon return from the military and re-entering career and technical education and paying dues in a prompt and timely manner, the lapsed time in the military will not count against a member in terms of awards applications, officer candidates, or other programs of the association.
6. Retired membership shall be for any individual who has contributed to the furtherance of career and technical education and has completed the requirements of retirement.

## **ARTICLE IV – DUES**

**Section A:** Annual membership dues in the Association shall be fixed by a majority vote of the members present at any regular business meeting or special meeting approved by the Executive Board and called by the President of the Mississippi Association for Career and Technical Education.

**Section B:** The fiscal year of the Mississippi Association for Career and Technical Education, Inc., shall conform to the fiscal year for the Association for Career and Technical Education.

## **ARTICLE V – AFFILIATED ASSOCIATIONS**

**Section A:** The affiliated associations shall be those of Agricultural Education, Business Education, Work-Based Learning, Marketing Education, Adult Workforce, Guidance, Student Service Coordinators, Health Sciences, Family and Consumer Science Education, Technology Education, Secondary Directors, Post-Secondary Directors, Trade and Technical Education, and other associations who meet qualifications. Qualified associations who wish to become affiliated must have at least twenty-five members and must submit an application to the President of Mississippi ACTE at least thirty days prior to either Mississippi ACTE regular business meeting. They must then receive the approval of the Executive Board. They must be presented to the general assembly of members at either Mississippi ACTE regular business meeting and must receive a majority vote from the assembled members.

## **ARTICLE VI – STATE OFFICERS AND EXECUTIVE DIRECTOR**

**Section A:** The state officers of this association shall be a president, presidentelect/first vice president, second vice president and past president.

**Section B:** Only those holding active membership in Mississippi Association for Career and Technical Education, Inc., for the previous two-year period shall be eligible to be a state officer or delegate to the Association for Career and Technical Education.

**Section C:** Only candidates who have served or are serving as district and/or affiliated association officers and have been endorsed in writing by an affiliated association of Mississippi ACTE will be eligible for consideration as a state officer. Any candidate desiring to seek a state office shall furnish the Executive Board a letter of intent, a resume, and a letter of endorsement from the section of Mississippi ACTE of which the candidate is a member. Candidates for state office shall be certified by the Executive Board at least 30 days prior to the election. The state president shall be alternated between affiliated associations so that no affiliated association will have two presidents in succession. Each member of Mississippi ACTE shall be furnished a resume on each candidate prior to the election. Only members with a current membership will be issued a ballot. The officers shall be elected by secret ballot. The candidate who receives majority vote will be elected.

1. In the event of a vacancy of any office of the president-elect/first vice president or the second vice president of the association other than the expiration of a term, the Executive Board is empowered to fill said office by the appointment of a present or past district or affiliated association officer from the same affiliated association to serve the remainder of the fiscal year. In the event of a vacancy of the president of the association other than the expiration of a term, the Executive Board is empowered to fill said office by the appointment of a past state association president to serve the remainder of that fiscal year.
2. Officers of the Mississippi ACTE shall take office on the date set by the Executive Board
3. Nominations for Mississippi ACTE state officers may not be accepted from the floor.
4. If no candidate certifies for state office by February 1, the Executive Board shall be empowered to serve as a nominating committee to select a candidate for the office. Candidates must meet the criteria as listed in the Constitution, with the exception of the letter of intent.

**Section D:** Length of term of state officers:

1. The president shall be elected for a period of one year.
2. The first vice president/president-elect shall be elected for a period of one year and shall automatically succeed to the presidency.
3. The second vice president shall be elected for one year and shall automatically succeed to the first vice president/president-elect position.

**Section E:** Duties of the state officers.

1. The President shall preside at all meetings of the association and of the Executive Board, and shall perform the duties usually devolving upon a president or executive officer.
2. The vice president/president-elect, in addition to presiding in the absence of the president, shall serve as state membership chairperson.
3. The second vice president shall perform such duties as assigned by the president.

**Section F:** Executive Director. The Executive Director shall be employed by the Executive Board. Applications for any vacancy in this position shall be advertised by the President of MS ACTE or the committee approved by the Executive Board.

**Section G:** Duties of the MS ACTE Executive Director:

1. keep a full and accurate record of the proceedings of the general meetings of the association and all meetings of the Executive Board and communicate such proceedings to each district and affiliated association president
2. collect membership dues and keep accurate membership records
3. conduct such correspondence and fulfill such other duties as the MS ACTE Executive Board shall assign
4. receive, and under the direction of the Executive Board, hold in safe keeping all moneys paid to the association
5. expend the same only upon the order of said committee
6. keep an exact amount of receipts and expenditures, with vouchers for the latter
7. report the status of the account upon the request of the Executive Board
8. keep accurate records of committee assignments and communicate those assignments with committee chairs
9. maintain open communications with MS ACTE Membership by providing contact information
10. must present an annual proposal to the MS ACTE Executive Committee, and
11. other duties and assignments as delegated by the Executive Board

## **ARTICLE VII – STATE AND NATIONAL MEETINGS**

**Section A:** A minimum of one regular business meeting shall be held yearly of the Mississippi ACTE. The spring semi-annual meeting may be held during the week of the spring education meeting. The summer semi-annual meeting shall be held during the week of the MS Association of Career and Technical Education Conference.

**Section B:** Special meetings of the state association may be called when deemed necessary by the Executive Board. Written notice will be sent to each member ten days prior to the meeting. Special meetings shall be open for the discussion and disposition of any business that relates to the association.

**Section C:** The Executive Board shall meet at such time and place as the president may direct.

**Section D:** Delegates to the Association for Career and Technical Education will be appointed by the Executive Board of the Mississippi Association for Career and Technical Education. Delegates will represent the various divisions as well as the various geographic areas of the state. The Executive Director will be included as a voting delegate.

### **ARTICLE VIII – EXECUTIVE BOARD**

**Section A:** The Executive Board shall be composed of the state officers, the immediate past state president, the Mississippi ACTE representative to the ACTE Region IV Policy and Planning Committee, and the president from each district and from each affiliated association, and shall constitute the administrative body of Mississippi ACTE, Inc. The State Department of Education and the Mississippi ACTE Executive Director shall serve as ex officio members with no voting power. Any member of the Mississippi ACTE Executive Board, in addition to other requirements as listed in the Constitution will be required to be a member of Mississippi ACTE, Inc. and ACTE, Inc.

### **ARTICLE IX – STANDING COMMITTEES**

**Section A:** The following standing committees shall be appointed by the President:

1. Legislative/Legislative Reception Committee
2. Audit Committee
3. Membership Committee
4. Policy and Bylaws Committee
5. Awards Committee
6. Diversity Action Committee
7. Communications Committee
8. Resolutions Committee
9. Strategic Planning Committee
10. Any other committees that are deemed necessary by the Executive Board.

## **ARTICLE X – ADVISORY COMMITTEE**

### **Section A:** Purpose

1. To serve in an advisory capacity on policy matters and to advise the Executive Board on matters of the administration of career and technical education.
2. To study and make recommendations on any and all matters referred to the council by the Executive Board.

### **Section B:** Members of the Advisory Council shall consist of the following:

1. The Associate Superintendent of Career and Technical Education, who shall serve as the chairperson.
2. The State Program Supervisors of each of the services of career and technical education which have affiliated associations in the Mississippi ACTE.

## **ARTICLE XI – AMENDMENTS**

### **Section A:** The Constitution may be amended as follows:

All proposed amendments must be in the hands of the Executive Board at least thirty days previous to the date set for the annual meeting. If approved by the Executive Board, the proposed amendment may be adopted by a two-thirds vote of all active members present and voting at any subsequent regular annual meeting or special called meeting of the association.

## **ARTICLE XII – QUORUM**

### **Section A:** A quorum shall consist of those members present at any regular or special meeting of the association authorized by the Executive Board and called by the president, all members having been duly notified ten days in advance.

### **Section B:** Robert's Rules of Order (Revised) shall be the accepted rules of order of the Association.

## **ARTICLE XIII – DISTRICTS**

**Section A:** MS ACTE organizes the state to form fifteen (15) districts. These MS ACTE districts are aligned according to community/junior college districts as follows:

### **DISTRICTS**

### **COMMUNITY COLLEGE DISTRICTS**

District I	Northwest Mississippi Community College
District II	Itawamba Community College
District III	Northeast Mississippi Community College
District IV	Holmes Community College
District V	Coahoma Community College
District VI	Mississippi Delta Community College
District VII	East Mississippi Community College
District VIII	East Central Community College
District IX	Meridian Community College
District X	Hinds Community College
District XI	Copiah-Lincoln Community College
District XII	Southwest Mississippi Community College
District XIII	Jones County Junior College
District XIV	Mississippi Gulf Coast Community College
District XV	Pearl River Community College

## **ARTICLE XIV – DISTRICT OFFICES**

**Section A:** Only those holding active membership in MS ACTE for the previous two years shall be eligible for the district office.

**Section B:** Candidates for a district office shall be nominated by a district nominating committee composed of one member from each career affiliated association. The officers shall be elected by an open vote of those present and voting at a regular meeting of the district association; however, nominations will be accepted and voted on from the floor provided nominees meet requirements. Candidates receiving a majority vote of the persons present and voting will be elected.

**Section C:** In the event of vacancy of any office of the district caused by anything other than expiration of the term, the district officers shall appoint a qualified person from the same district to fill the unexpired term. Officers of the district shall assume the duties of that office at the annual MS ACTE summer conference or other meeting of the association.

**Section D:** Length of term of district officers:

1. The president shall be elected for a period of one year.
2. The president elect shall automatically succeed to the presidency

**Section E:** Duties of the officers of the district:

1. The president, or in his/her absence, the president elect, shall preside at all meetings of the district, and shall perform the duties usually devolving upon a president or president elect.
2. The president elect shall be in charge of the district membership drive and other such duties assigned by the president.
3. The recording secretary shall keep a full and accurate record of the proceedings of the general meetings of the district, conduct all correspondence, keep accurate membership records, and fulfill such other duties as the district assigns.

## **ARTICLE XV – DISTRICT MEETINGS**

**Section A:** Two regular business meetings shall be held yearly in each district of Mississippi ACTE, at such time and place as determined by the district officer. Members will be given ample notification prior to each meeting. Minutes of each meeting shall be immediately forwarded to the Mississippi ACTE Executive Director and report will be given to the board members.

**Section B:** Special meetings of the district association may be called when deemed necessary by the officers of the districts. Members will be given ample notification prior to each meeting.

**Section C:** The district officers shall meet at such time and place as directed by the district president.

## **ARTICLE XVI – DISSOLUTION**

**Section A:** No part of the net earnings of the corporation shall inure to the benefits of, or be distributed to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposed set forth in Article II.

**Section B:** Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such manner. Remaining funds will go to a fund to be determined by the presiding MS ACTE Executive Board.

## **ARTICLE XVII – EXECUTIVE COMMITTEE**

**Section A:** The Executive Committee will serve at the call of the President. The membership of this Committee is to be composed of the President, President Elect/First Vice President, immediate Past President, Second Vice President, and two Board Members that do not work in the same area as one of the officers. The Executive Committee, with the assistance of the MS ACTE Executive Director, shall compile the budget information and establish strategies to implement the program of work to the Executive Board for approval.