**OKLAHOMA HEALTH CAREERS EDUCATION TEACHERS’ ASSOCIATION**

**OHCETA**

**BYLAWS**

**2019**

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**OKLAHOMA HEALTH CAREERS EDUCATION**

**TEACHERS’ ASSOCIATION**

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**ARTICLE I – NAME**

The name of this organization shall be Oklahoma Health Careers Education Teachers' Association (OHCETA), and it shall function as the Health Careers Education (HCE) division of the Oklahoma Association of Career and Technology Education (OkACTE).

**ARTICLE II- MISSION AND PURPOSES**

SECTION I - MISSION STATEMENT

As a professional organization, we promote Career and Technology Education to prepare a world- class work force by training secondary and post-secondary students for today’s labor market to meet society’s needs in Health Careers.

We do this by ensuring excellence in education, advocating beneficial educational legislation, participation in new program development, and supporting professional involvement and leadership development of members and our students.

SECTION II – PURPOSES

1. Professional Development - Promote career development, professional involvement, leadership and high standards among members.
2. Career Technology Student Organization (CTSO) - Support growth and emphasize leadership through activities of HOSA: Future Health Professionals.
3. Policy Development - Support the mission and goals of the Oklahoma Association of Career and Technology Education (OkACTE) and the Association for Career and Technical Education (ACTE). Advocate state and local public policy to benefit health careers education.
4. Excellence in Education - Foster excellence in career and technology education by acting as a clearinghouse for the dissemination of new ideas, research, and other items to upgrade programs and services in health careers education.
5. Unification - Unify membership of OHCETA for the purpose of improving the quality of health careers education.
6. Communication - Network with Oklahoma Department of Career and Technology Education (ODCTE), higher education institutions, professional groups and others interested in health careers.

# ARTICLE III - MEMBERSHIP

SECTION I – ELIGIBILITY

1. A member of OHCETA must:

a. Be a member of Oklahoma Association of Career and Technology Education (OkACTE), and Association for Career and Technical Education (ACTE).

b. Be interested in the purposes of OHCETA.

c. Pay current membership dues.

SECTIONS II – CLASSIFICATION

1. Direct Membership - All persons in supervisory and teaching roles under the direction of the Health Careers Education division of the Oklahoma Department of Career and Technology Education shall be eligible for direct membership.

2. Associate Membership - All persons interested in the purposes of the ACTE, OkACTE, and OHCETA shall be eligible for associate membership.

3. Honorary Membership - All persons who have made significant contributions to health careers education may be eligible for honorary membership. The names of persons to be considered for honorary membership shall be submitted to the OHCETA Executive Council for approval.

a. The State Director of the Oklahoma Department of Career and Technology Education shall be an honorary member of OHCETA and serve as an advisor.

SECTION III – DUES

1. Membership will begin with payment of dues. The membership shall extend from July 1 of one year until June 30 of the following year, regardless of the time when dues are paid.

2. Direct and Associate members shall pay the same dues including ACTE and  OkACTE dues.

3. Honorary members are exempt from paying dues.

4. Any changes in dues must be approved by a majority vote of the membership.

SECTION IV – VOTING

1. Voting is a privilege of direct members.

1. Associate and Honorary members are ineligible to vote.
2. Method of voting may be by written ballot, verbally (aye/no) or via technology.

**ARTICLE IV – OFFICERS**

SECTION I – OFFICERS OF OHCETA

1. The officers of OHCETA shall consist of president, President-Elect, Vice-President, Secretary, Treasurer, Reporter, and Past President. These officers will serve on the Executive Council.

SECTION II – QUALIFICATIONS

1. Only direct members shall be eligible for election to an office.
2. President-elect shall have served on the executive council for at least one year.

SECTION III - METHOD OF ELECTION OR APPOINTMENT

1. Nominating Committee shall submit a proposed ballot to the membership.

2. Officers shall be elected by ballot.

3. Officers shall be elected by a majority vote.

4. Nomination of eligible candidates will be accepted from the floor.

5. The duty of coordinating all electronic voting will be assigned to the Past President.

SECTION IV - METHOD OF FILLING VACANCIES

1. A vacancy in the office of President will be filled by the current President-Elect.

2. All other vacancies in office shall be filled by appointment by the President.

3. The appointed person must meet the same criteria as any other executive council member.

SECTION V – TERM OF OFFICE

1. The term of office shall begin at the close of the annual meeting at which they are elected.
2. No member shall hold more than one office at a time.
	1. President will serve a three-year term. The first year as president-elect, the second year as president, and the third year as past president.
	2. Vice-President will serve one year.
	3. Secretary will serve a two-year term.
	4. Treasurer will serve a two-year term.

e. Reporter will serve a two year term.

f. Each Member-at-Large and the Simulation Coordinator/Specialist will serve a two-year term~~.~~

g. OkACTE Representative Term Lengths:

 1) CTAC (Career Tech Administrative Council): Three years

 2) PAC Board: Two representatives serve three years each consecutively.

 3) Awards Committee: Three years

 4) Diversity Action Committee: Three years

 5) MBP Board: Three years

 6) Membership Committee: Three years

SECTION VI – DUTIES OF MEMBERS OF EXECTUIVE COUNCIL

1. The President shall:
	1. Preside at all meetings and perform such duties that usually pertain to this office.
	2. Attend ACTE’s Region IV Conference.
	3. Attend ACTE’s national convention and shall serve as a voting delegate.
	4. Attend ACTE’s national policy seminar.
	5. Represent OHCETA as a member of the OkACTE and shall serve as a

 member of the OkACTE Executive Council.

f. Appoint ad hoc committees.

g. Attend the Leadership Training at the annual OkACTE meeting.

h. Attend all OHCETA Executive Council meetings.

2. The President-Elect shall:

a. Perform all duties of the President in his/her absence and such special duties as the President shall require.

b. Have duties conferred by the President and/or the Executive Council.

c. Attend the Region IV conference.

d. Attend the ACTE convention and shall serve as a delegate or an alternate delegate, depending upon the OkACTE allocation of delegates.

e. Attend the Leadership Training at the annual OkACTE meeting.

f. Attend all OHCETA Executive Council meetings

3. The Vice President shall:

a. Serve as chair of the By-laws/Process & Guidelines Committee

b. Attend the Leadership Training at the annual OkACTE meeting.

c. Attend all OHCETA Executive Council meetings

4. The Secretary shall:

a. Maintain full and accurate record of the Association and Executive Council meetings.

b. Prepare correspondence as is necessary.

c. Attend the Leadership Training at the annual OkACTE meeting.

d. Attend all OHCETA Executive Council meetings.

5. The Treasurer shall:

1. Prepare and submit an annual budget and statements as requested by the

Executive Council.

1. Oversee preparation of checks, invoices and deposits, and taxes.

c. Serve as chair of the Finance Committee.

d. Oversee the utilization of a product for electronic credit card transactions.

 There will be a convenience fee added to the consumer’s total.

e. Attend the Leadership Training at the annual OkACTE meeting.

f. Attend all OHCETA Executive Council meetings

6. The Reporter shall:

a. Inform membership of all OHCETA activities.

b. Communicate, in writing and/or via web page, pertinent news and activities regarding OHCETA members for publication.

c. Serve as chair of the Publication Committee, as needed.

d. Attend the Leadership Training at the annual meeting.

e. Attend all OHCETA Executive Council meetings

7. The Past President shall:

 a. Serve as chair of the Nomination Committee and coordinate all electronic

 voting.

b. Assist the Vice-President on the By-laws/Process & Guidelines Committee.

c. Recruit candidates for OkACTE President-Elect according to OkACTE policy.

d. Serve on the Membership Committee of OkACTE.

e. Attend leadership Training at the annual OkACTE meeting.

f. Attend all OHCETA Executive Council meetings.

8. The CareerTech Administrative Council (CTAC) Representative shall:

 a. Attend all CTAC meetings and report back to the Executive Council at the

 business meetings and summer conference.

b. Attend all OHCETA Executive Council meetings.

c. Attend the Leadership Training at the annual OkACTE meeting.

9. The Member-at-Large of an OHCETA Programmatic area shall:

a. Correspond with the respective divisional members.

b. Attend all OHCETA Executive Council meetings.

c. Facilitate programmatic sessions at annual meeting.

d. Communicate issues of the Programmatic Area to the executive council.

10. The Simulation Coordinator/Specialist shall:

 a. Share simulation information with programmatic areas.

b. Attend all OHCETA Executive Council meetings.

c. Plan and/or help coordinate simulation session for Summer Conference.

d. Facilitate/Coordinate Annual Simulation Conference Planning Committee.

e. Keep Executive Council informed of the simulation conference planning activities.

**ARTICLE V – MEETINGS**

SECTION I - ANNUAL MEETING

1. The business meeting held during the annual career and technology teacher’s conference shall be known as the annual meeting.

2. Special meetings shall be called by the President when a majority of the Executive Council or a majority of the membership of OHCETA approves or requests such a meeting.

SECTION II - EXECUTIVE COUNCIL MEETINGS

1. The OHCETA Executive Council may meet prior to any general meeting of the

 membership. The President or a majority of the Executive Council may call other

 meetings of the Executive Council.

SECTION III – QUORUM

1. A quorum shall consist of a majority of the general membership at the annual meetings, or a majority of the membership of the Executive Council at the council meetings.

**ARTICLE VI - EXECUTIVE COUNCIL**

SECTION I – MEMBERS

1. The Executive Council shall consist of the elected officers, Members-at-Large, Simulation Coordinator/Specialist, OkACTE Committee Representatives, and ex-officio members.
2. The Program Administrator of the HCE Division of the ODCTE or his/her designee shall serve as advisor.

b. Ex-officio members shall consist of the HCE Program Specialists, HCE Teacher Educator, the New Professional, Teacher of the Year, Outstanding New Teacher, and one representative from industry who is an associate member.

SECTION II - DUTIES

1. The Executive Council shall have management and control of all affairs and funds of OHCETA between its business meetings, shall make recommendations to the HCE Division, and shall perform such other duties as are specified in the By-laws.
2. The State Advisor shall offer advice and guidance in matters that concern the HCE Division and serve as ex-officio member of all committees.

**ARTICLE VII – COMMITTEES**

SECTION I - STANDING COMMITTEES

1. Standing committees are:

a. Nominating

b. By-laws/Procedures & Guidelines

c. Finance

d. Awards/Scholarships

e. Publications

f. Diversity Action

SECTION II - AD HOC COMMITTEES

1. Ad Hoc committees shall be appointed by the President.

SECTION III – OkACTE COMMITTEES

1. The President shall select and recommend OHCETA members to serve on OkACTE committees as requested.

**ARTICLE VIII - OkACTE PRESIDENT-ELECT**

SECTION I - OkACTE PRESIDENT-ELECT

1. The Executive Council shall certify to the OkACTE Executive Director the name of the person duly nominated.

**ARTICLE IX - FISCAL YEAR**

SECTION I - FISCAL YEAR

1. The fiscal year shall be from July 1 to June 30.

**ARTICLE X – FINANCES**

SECTION I - DEPOSIT OF FUNDS

1. All OHCETA funds shall be deposited in a bank designated by the Executive Council.

SECTION II - DISBURSEMENT OF FUNDS

1. All OHCETA funds shall be disbursed by check with two signatures of the President and/or Treasurer and/or the OHCETA Advisor and/or designee.

SECTION III - AUDIT OF FINANCIAL RECORDS

1. The Treasurer and OHCETA Advisor shall arrange for an audit of the financial records. The audit report shall be available to any member of OHCETA.

**ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern OHCETA in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Association may adopt.

**ARTICLE XII - STANDING RULES**

Standing rules shall be adopted if, and when, the need arises.

### **ARTICLE XIII - AMENDMENTS**

These By-laws may be amended or revised by a two-thirds vote of all members present at any annual meeting of OHCETA. A copy of the proposed amendments or revision shall be mailed to each member three weeks prior to the date set for the official vote.

**ARTICLE XIV** - **RESTRICTIONS**

No part of the net earnings of OHCETA shall be obtained to the benefit of or be distributable to, its members, trustee, officers, or other private persons, except that OHCETA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of charitable, religious, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code 1954 (or the corresponding provision of any future United States Internal Revenue Law). No substantial part of the activities of OHCETA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and OHCETA shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision, OHCETA shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (corresponding provision of any future United States Internal Revenue Law) or (b) by any organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE XV – DISSOLUTION**

Upon the dissolution of OHCETA the Executive Council shall, after paying or making provisions for the payment of all the liabilities of OHCETA dispose of all the assets of OHCETA exclusively for the purposes of OHCETA in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Council shall determine. Any such assets not so disposed of shall be disposed of by the District Court in which the principle office of OHCETA is then located, to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.