

BYLAWS
OF THE
NATIONAL COUNCIL OF
LOCAL ADMINISTRATORS OF
CAREER AND TECHNICAL EDUCATION

REVISED AND ADOPTED: September 27, 2018

ARTICLE I

OFFICERS

Section 1: Duties of President

The President shall be the chairperson of the Executive Committee and the Board of Directors. In the event of absence, the President shall designate the President-Elect to preside at NCLA, Executive Committee, or Board of Directors' meetings.

The President and President-Elect shall serve as *ex-officio* members of all committees. The President shall make all appointments and fill all interim vacancies subject to approval of the Board of Directors.

The term of office will commence on January 1 of each year and end on December 31.

Section 2: Duties of President-Elect

The President-Elect shall serve as an *ex-officio* member of all committees. The President-Elect shall be elected by the Board of Directors and serve a term of one year commencing on January 1. The President-Elect shall be the presiding officer in the absence of the President. The President-Elect shall act as Secretary at all meetings and keep complete and accurate records and minutes.

The President-Elect shall promote membership in NCLA and perform such other duties as directed by the President.

Section 3: Duties of Past-President

The Past-President shall serve as chairperson for the nominating committee of NCLA.

The term of office shall be one year commencing on January 1.

Section 4: Duties of Directors

The Directors shall serve as representatives from geographic regions and at large as determined by the Board of Directors. Duties include primarily helping with membership and state association activities, planning the Best Practices Conference, and conducting business at all meetings.

The Directors shall assist with the organization of NCLA national conferences held in their respective geographic region.

Section 5: Duties of Executive Director

The Executive Director shall have responsibilities for organizing and maintaining headquarters and staff to accomplish the goals, objectives, implementing the Strategic Plan.

The Executive Director shall perform administrative activities in such manner as to promote stability, prestige, and efficiency of NCLA.

The Executive Director shall accurately and efficiently maintain the fiscal records of NCLA, invest monies in the best interest of NCLA membership and ~~Program~~ regularly inform the membership and officers of NCLA of the financial status of the organization.

The Executive Director shall maintain accurate membership records for NCLA.

The Executive Director shall regularly produce and distribute media materials for NCLA *members*.

Section 6: Removal of Directors and Resignation

Directors who are absent from two consecutive meetings without reasonable cause will be considered to have resigned from their seat.

Members desiring to leave the Board prior to the date of term expiration should notify the President in writing.

Section 7: Vacancies

The Board of Directors will move to fill a vacated position.

ARTICLE II

BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND OTHER COMMITTEES

Section 1: Board of Directors

The Board of Directors shall be composed of the President, President-Elect, Past President and Directors. The Executive Director will serve as *ex-officio*, non-voting member of the Board of Directors. Any other presidential appointees or committee members may be invited to Board of Directors' meetings, but shall not have voting privileges.

A majority of the members of the Board of Directors shall constitute a quorum at any meeting.

The Board of Directors shall appoint the Executive Director and designate the term of office and compensation.

The Board of Directors shall hold one meeting as prescribed in Article III below.

The Board of Directors may vote by U.S. mail, electronic mail (e-mail), or by telephone conference when so requested by the President, on matters requiring their attention between meetings. A majority vote shall constitute legal action.

The Board of Directors shall authorize the issuance of all bulletins and announcements concerning the work of NCLA. It shall set the date and place of the annual meeting, subject to constitutional provisions.

The Board of Directors shall assure that a report of the financial condition of NCLA is presented at meetings of the organization and presented in written communications to the membership. A fiscal end-of-the-year statement will be presented at the business meeting immediately following the fiscal year end.

Section 2: Executive Committee

The Executive Committee shall consist of the President, President-Elect, and the Past-President

The Executive Committee, Executive Director, and members of the Board shall plan the annual meetings of NCLA.

The Executive Committee shall recommend the general policies to be observed for action by NCLA, the Executive Committee, and the Board of Directors. The Executive Committee shall assure that the proper number of Directors is chosen from each geographic region of ACTE.

The Executive Committee shall recommend the criteria and procedures for proposals from state groups for the formation of State Councils; shall have power to authorize the organization of proposed State Councils in accordance with NCLA approved criteria and procedures; and shall issue Council Charters to such authorized State Councils.

The Executive Director shall present a report of NCLA activities at the annual NCLA business meeting.

Active and Associate Members of NCLA may propose a policy or action for consideration at any meeting of the Board of Directors. Such policy or action may be voted upon for approval at the annual NCLA meeting by a two-thirds affirmative vote of the members in attendance.

Section 3: Ad Hoc Committees

The President may appoint an ad hoc committee for a specific purpose. Such a committee shall continue to exist until the duty assigned it is accomplished and the committee is discharged.

Section 4: Committee Expenses

All bills incurred by a committee shall be approved by the chairperson of that committee and submitted to the President for approval.

ARTICLE III

MEETINGS AND ORDER OF BUSINESS

Section 1: Meetings

There shall be an Annual Meeting of NCLA members for the purpose of transacting business. Such meeting to take place during the Annual Best Practices Conference.

The Board of Directors shall meet-at times and places as the President might specify.

Section 2: Order of Business

The prescribed order of business for all meetings is the following.

- Call to order by President or President's designee
- Approval of minutes of last meeting
- Report of the President
- Report of the Executive Director
- Report of Special Committees
- Old Business
- New Business
- Appointment of Committees
- Announcements
- Adjournment

ARTICLE IV

MEMBERSHIP AND DUES

Section 1: Members' Responsibilities

Members in good standing shall be entitled to participate in and to vote on all matters before NCLA or the Board of Directors, as appropriate.

Section 2: Annual Dues

The membership year shall begin upon receipt of dues in the NCLA office. The membership year shall extend from the date of dues received and will remain current for twelve (12) months thereafter.

Membership dues shall be determined by the Board of Directors, reviewed annually and amended as necessary

ARTICLE V

RECORDS AND REPORTS

Section 1: Maintenance and Inspection of Records

The NCLA Headquarters and Executive Director shall maintain a list of all NCLA members and shall maintain all records of NCLA. All records shall be available for inspection in the headquarters office of NCLA.

Section 2: Maintenance and Inspection of Fiscal Reports

The Executive Director shall have charge and custody of and be responsible for all funds of NCLA. The Executive Director shall keep accurate records of receipts and disbursements of all monies received and paid by NCLA. The Executive Director shall prepare a statement of all finances of NCLA for the Board of Directors at all meetings. All records shall be available for inspection in the headquarters office of NCLA.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Revised shall govern NCLA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order NCLA might adopt.

ARTICLE VII

AMENDMENTS OF BYLAWS

The Bylaws may be amended at any regular meeting of the NCLA by two-thirds vote of members present, provided that the amendment has been submitted in writing to all members at least 30 days prior to the meeting.

BYLAWS ADOPTED IN September 27, 2018.