

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

REVISED AND ADOPTED: December 5, 2008

AMENDED November 21, 2011

Amended September 27, 2018

ARTICLE I

NAME AND AFFILIATION

The name of this organization shall be called the National Council of Local Administrators of Career and Technical Education, herein called NCLA. It shall be conducted as an affiliated group within the Association for Career and Technical Education (ACTE). As an Affiliate of the Administration Division of ACTE, NCLA's membership will be represented through regions that are identical to those of ACTE.

ARTICLE II

PURPOSE OF ORGANIZATION

The purpose of NCLA shall be to provide leadership, advocacy and professional development opportunities in career-technical education in the secondary and post secondary school systems of the United States and its territories. Through the mutual encouragement and assistance of the members in matters of organization, state organizations will provide leadership to carry out the mission and goals of NCLA.

ARTICLE III

MEMBERSHIP

Section 1. Active Membership

Active Membership in NCLA shall be open to any member in good standing of the Association for Career and Technical Education (ACTE) with the responsibility for the administration and/or supervision of career-technical education or vocational education which includes, *but not limited to* : 1) public schools, 2) area vocational-technical schools, 3) community or junior colleges, 4) baccalaureate granting colleges or universities, 5) non-profit private vocational schools, 6) education and training agencies 7) *career and technical centers* and as may be further defined by the Board of Directors.

Section 2: Associate Membership

Associate Membership shall be open to any person interested in the welfare of NCLA but not otherwise eligible for Active Membership. Associate Members shall not have voting privileges and cannot hold office or represent the organization on other boards.

Section 3 2 Emeritus Membership

Any member who has retired from fulltime employment as a local administrator or supervisor and who has been an active member of NCLA shall be eligible for Emeritus Membership. Emeritus Members shall have voting privileges.

ARTICLE IV

ELECTED OFFICERS, BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND STANDING COMMITTEES

Section 1: Elected Officers

The elected officers of NCLA shall be a president *and* president-elect. When vacancies occur in the elected offices, they shall be filled by a majority vote of the Board of Directors for the remainder of the officer's elected term.

SECTION 2: BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers of NCLA together with the immediate past-president and other active members who shall be chosen as Directors, two (2) from each ACTE region and *up to* five (5) at large. The Directors shall have terms of three (3) years with one-third of the positions being elected each year. If the regional director position(s) can't be filled by regional representative(s) the board of directors shall have the option of filling the vacant position (s) with at large representatives.

Section 3: Executive Committee

The Executive Committee shall consist of the elected officers of NCLA together with the immediate past-president.

Section 4: Executive Director

There shall be an Executive Director appointed, for a term of two years, by majority vote of the Board of Directors. Organization of the headquarters and staff will be the Executive Director's primary role in NCLA.

Section 5: Standing Committees

The Board of Directors will appoint standing committees as necessary to carry out NCLA's Program of Work.

Section 6: Election

The Board of Directors shall elect the members of the Board, Officers, and appoint the Executive Director.

The President shall appoint a nominating committee of not more than five (5) not less than three (3) members, and it shall be the duty of said committee to prepare for the next election of officers and regional directors of NCLA.

A requirement for selection as a potential officer is that the person has served on the board prior to being elected to the office.

A requirement for selection as a potential officer or director is for the potential candidate to submit a personal statement of commitment and one from his/her superior to allow attendance at board meetings.

The nominating committee will then prepare a slate for the respective officer and director positions and submit this to the Board of Directors for their approval

Section 7: Duties

Officers: The duties of the President, *and* President-Elect, ~~and the Secretary~~ shall be those as set forth in their respective job descriptions. The President shall be chairperson of the Executive Committee and Board of Directors; in event of absence, the President shall designate the President-Elect to preside at NCLA, Executive Committee, or Board of Directors' meetings.

ARTICLE -V

PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, REVISED, will govern provisions not covered by this Constitution of the National Council of Local Administrators.

PROCEDURAL RULES

Section 1: Bylaws

The Executive Committee will draft and adopt a set of written bylaws. Bylaws require a two-thirds vote for adoption or change.

Section 2: Meetings

General Membership: A minimum of one (1) business meeting shall be held closely associated with the dates of the Best Practice Conference. Members of NCLA present at this business meeting shall constitute a quorum. Special meetings may be held at other times, and in other places, upon the call of the President for purposes that shall be specified in the call.

Board of Directors: The Board shall meet at once annually and more as determined by the Executive Director and the President. A quorum must include at least fifty percent of members be present.

Section 3: Minutes

Minutes of every meeting will be kept by the President-Elect. Copies will be sent to the Board and will be made available at the next scheduled meeting. Minutes will be on file with the President-Elect

Section 4: Recommendations/Reports

Committee recommendations and reports will be submitted in writing to the Board. Documents will include both suggested action and justification for suggestions. The Executive Board or its designated representative will respond/react to such recommendations/reports in writing.

ARTICLE VI

AMENDMENTS

This Constitution may be amended at any business meeting of NCLA or by electronic ballot by a two-thirds majority vote of the active members present at such meeting or if by electronic ballot, two thirds majority vote of those responding; provided printed notice of such change through proposed amendment shall have been sent to the membership by authorization of the Board of Directors not less than thirty (30) days prior to the stated meeting.

Any such proposal for Constitutional amendment shall, prior to vote thereon, be subject to modification in the same manner as for the propositions submitted for NCLA action.

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