



BYLAWS OF THE
Georgia Special Population Career and Technical Educators: Georgia SPCTE

ARTICLE I

NAME

The name of this organization shall be the *Georgia Special Population Career and Technical Educators, hereafter referred to as Georgia SPCTE.*

ARTICLE II

PURPOSES

1. Provide a state organization devoted to professional development and advocacy for Special Population teachers in CTAE.
2. Support systemic leadership development for technology/career education for special populations.
3. Advocate for professional and technical improvements of technology/career education programs for special populations.
4. Provide an opportunity for Special Population teachers to discuss developments affecting CTAE throughout the state.
5. Advocate continuous professional and technical improvement of technology/career education programs.
6. To encourage participation and professionally support GCTI (Special populations career and technical student organization).

ARTICLE III

MEMBERSHIP

Section 1. Any person employed in a Special Population Program or actively involved or interested in the promotion of Special Populations Programs in Georgia is eligible to be a member of GEORGIA SPCTE.

Section 2. The membership year shall be defined as one year from the date dues are received.

Section 3. Annual dues shall be \$15.00 per year.

Section 3a: Any change to fees for dues shall be approved by a majority vote of GEORGIA SPCTE members present at the business session held during the annual GACTE conference. Approved changes will go into effect for the membership year that voting takes place.

ARTICLE IV

BOARD MEMBERS

Section 1. The officers of the Georgia Special Population Career & Technical Education shall consist of the following:

- President
- President-Elect
- Vice-President
- Secretary
- Treasurer
- Past-President
- Board Advisor
- Parliamentarian

Section 2. The ex officio members of Georgia SPCTE shall consist of the following non-voting members:

- Georgia DOE Special Population representative
- Georgia CTI Executive Director

Section 3. The term of office for the President, President-Elect, and Past-President shall be one year each. The term of office for the Vice-President, Secretary, and Treasurer shall be three years. The three-year term of office of the Vice-President, Secretary, and Treasurer will coincide with the Vice-President's term of office on the GACTE board. The Board Advisor and Parliamentarian is appointed by the Executive Board, has a one-year term, and has served as a prior board member. The executive board appoints the committee chairperson, and must be an active member with no lapse in membership.

Section 4. The election of officers shall be held during the annual meeting of GEORGIA SPCTE or as the Executive Board deems necessary.

Section 5. A Nominations, Elections, and Credentials Committee shall be appointed by the President and approved by the officers at least three months in advance of the annual meeting of GEORGIA SPCTE in the year in which the officers are to be elected or as the President deems necessary.

Section 6. Nominations from the floor shall be accepted during the time of elections at the annual business meeting of GEORGIA SPCTE or at a given meeting deemed necessary by the President.

Section 7. The election of officers shall require a majority of votes from members present to vote at the annual GACTE meeting. Votes shall be by secret ballot or as deemed appropriate by the members. In the event of a tie, the board will have a runoff election between the top two candidates on the same date.

Section 8. Candidates for office and officers must maintain an active membership of ACTE/GACTE, and GEORGIA SPCTE.

Section 9. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, President-Elect, Past-President and Parliamentarian.

Section 10a. The Executive Board shall be empowered to remove any person from office and declare that office vacant because of the negligence of duty. The following shall constitute negligence of duty:

- A. Absence from two consecutive GEORGIA SPCTE/GACTE board meetings.

- B. Failure to fulfill duties as outlined in GEORGIA SPCTE Bylaws Article VI.
- C. Dismissal from or changes in employment.
- D. Lapse of Georgia ACTE membership

Section 10b. The removal from office shall require an affirmative vote of the majority of the Executive Board members. All votes shall be emailed to the President or President's designee.

Section 11. If a board member wants to resign, they shall submit a resignation letter to the board.

Section 12: The duties of the Executive Board shall be:

- A. Approval of minutes of all GEORGIA SPCTE meetings.
- B. Fill vacancies as follows:
 - 1. If the office of President becomes vacant, the President-Elect shall become the President.
 - 2. In the event that any other board office becomes vacant, the Executive Board will appoint a member to fulfill the unexpired term.
- C. Approve expenditures.
- D. Approve the financial institution where GEORGIA SPCTE monies are deposited and disbursed.
- E. Advise and approve committee appointments from GEORGIA SPCTE membership.
- F. Select and financially support a representative from the GEORGIA SPCTE membership to attend the Association for Career/Technical/Agricultural Education (ACTE) annual meeting to identify professional development options for the association's membership.
- G. Select a representative from the GEORGIA SPCTE membership to attend the National Policy Seminar to inform the association's membership about federal policies and legislative activities affecting the association's members.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. The President shall:

- A. Preside at all meetings.
- B. Appoint all committee chairpersons with the counsel and approval of the GEORGIA SPCTE Executive Board.

Section 2. The Secretary shall:

- A. Record and keep a record of the proceedings at all meetings and provide a copy of the minutes to the members of the Executive Board for approval.
- B. Transmit notices to the Board Officers via email regarding meetings.
- C. Perform additional duties assigned by the President that are customary to the office of Secretary.
- D. Maintain and transfer all archived minutes to the incoming GEORGIA SPCTE Secretary.
 - i. The GEORGIA SPCTE President shall also approve all official correspondence the Secretary sends.

Section 3. The Treasurer shall:

- A. Receive and collect, then deposit all GEORGIA SPCTE monies into a bank approved by the Executive Board.
- B. Maintain an accurate account of receipts and expenditures from the GEORGIA SPCTE bank account to be reported at each board meeting.
- C. Prepare an annual financial statement for the general membership.
- D. Endorse membership credentials.

E. Co-Chair the Nominations and Membership Committee.

Section 4. The President-Elect shall:

- A. Perform duties as assigned by the President or the Executive Board.
- B. Chair the Public Relations Committee.

Section 5. The Past-President shall:

- A. Perform duties as assigned by the President or the Executive Board.

Section 6. The Vice-President shall:

- A. Serve on the Georgia Association for Career/Technical/Agricultural Education (GACTE) Board as Vice-President for Special Needs.
- B. The Vice-President shall be the liaison between the GACTE and GEORGIA SPCTE associations, attending the meetings of both associations. The Vice-President shall be the recognized Special Needs representative by the GACTE Board.
- C. If the Vice President cannot attend a GACTE meeting, they must choose an Executive Board designee to attend in their place.
- D. The Vice President or designee must present a written report of what occurred at the GACE Meeting within a week of the meeting.

Section 7. The Parliamentarian

- A. Shall serve as the commander for the meetings.
- B. Serve as a Co-Chair of the Membership Committee with the Treasurer.
- C. Maintain an accurate roster of the GEORGIA SPCTE membership.

Section 8. Unless retired, all Georgia SPCTE Board Members should be active CTI CTSO Advisors.

Section 9. Board Duties:

- A. Present resolutions for adoption that are consistent with the purposes and objectives of the GEORGIA SPCTE association and the Georgia Association for Career/Technical/Agricultural Education (GACTE).
- B. Review, edit, and make recommendations regarding the Bylaws as needed
- C. Promote GEORGIA SPCTE and keep its members informed of federal and state legislation related to our professional needs and special population needs in Georgia.
- D. Responsible for participating in planning programs for the membership at conferences for GEORGIA SPCTE members with the Georgia DOE Program Specialist.

ARTICLE VII

STANDING COMMITTEES

Section 1. The association shall have the following standing committees with members appointed by the President with the approval of the Executive Board:

- Nominations, Election, and Credentials and Membership Committee
- Public Relations Committee
- Awards Committee

Section 1a. The Chair of each Committee or a designated and approved replacement must attend the GACTE standing committee meetings. The Chair of each Committee will submit a written report to the Committee Chairperson at least one week before GACTE.

Section 1b. The Committee Chairperson shall oversee, support, and assist with the appointments of the association's standing committees and shall be appointed by the President.

Section 2. The Nominations, Election, and Credentials and Membership Committee

- A. Review, validate, and verify the credentials of all candidates.
- B. Present nominations for GEORGIA SPCTE President-Elect, Secretary, and Treasurer at the annual meeting of the Georgia Association for Career/Technical/Agricultural Education in the years in which officers are to be elected.
- C. Tally all ballots submitted during the annual GEORGIA SPCTE business meeting.
- D. Promote membership in the Association for Career/Technical/Agricultural Education (ACTE), Georgia Association for Career/Technical/Agricultural Education (GACTE), GEORGIA SPCTE, and, if deemed necessary, other related associations that are interested in the promotion of GEORGIA SPCTE.
 - i. The Treasurer (membership) and President-Elect (nominations) shall serve as co-chairpersons of this committee with the Parliamentarian.

Section 3. The Public Relations Committee shall:

- A. Be responsible for coordinating published information about GEORGIA SPCTE.
- B. Manage social media and publicity
- C. Recognition of members throughout the year
 - i. The President and President-Elect shall serve as co-chairpersons of this committee.

Section 4. The Awards Committee shall:

- A. Nominate and elect *applicants* from the GEORGIA SPCTE membership.
 - i. The Past-President shall chair this committee.

Section 5: Fundraising Committee:

- A. To raise funds for grants for students and teachers
- B. Education and Professional Development Resources
 - i. The chairperson will be selected from the Georgia SPCTE membership and advised by the treasurer.

ARTICLE VII

MEETINGS

Section 1. A regular meeting of the membership shall be held annually in conjunction with the Georgia Association for Career/Technical/Agricultural Education annual conference.

Section 2. Special meetings of the membership shall be called when deemed necessary by a majority vote of the Executive Board.

Section 3. Meetings of the Executive Board shall be held:

- A. At least twice during the year, with one to be held during the GACTE annual conference.
- B. At the request of the President.
- C. At the request of three members of the Executive Board.

ARTICLE VIII

ASSOCIATION FOR CAREER/TECHNICAL/AGRICULTURAL EDUCATION DELEGATE

At the annual business meeting of GEORGIA SPCTE, the Executive Board shall designate an appropriate amount of money to send a voting delegate (elected or appointed) to the annual ACTE National Policy Seminar during March held in Washington, DC.

ARTICLE IX

AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds vote of the membership present at the annual GEORGIA SPCTE meeting, which is held in conjunction with the Georgia Association for Career/Technical/Agricultural Education or as deemed necessary by the Executive Board.

Section 2. All proposed amendments to the Bylaws shall be provided electronically to all members thirty (30) days in advance of the annual meeting or as deemed necessary by the Executive Board.

ARTICLE X

PARLIAMENTARY AUTHORITY

The latest edition of *Roberts Rules of Order, Newly Revised*, shall govern provisions not covered by these Bylaws of GEORGIA SPCTE.

REVISED August 2023

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