

**Constitution and Bylaws**  
**ACOVA/The Professional Association for Arizona CTE (Career  
Technical Education) Administrators**

**ARTICLE I—Name and Affiliation**

This Organization shall be called ACOVA, the professional association for Arizona CTE (Career Technical Education) Administrators and is an affiliate of the **Association for Career and Technical Education of Arizona**.

**ARTICLE II—Purpose**

The purpose of ACOVA shall be to build community, advocacy, professional development, and leadership training for Arizona Career and Technical Education administrators and teachers.

**ARTICLE III—Membership**

**Section 1—Active Membership**

- 1.1 Active membership in this organization shall be open to any educator (active or retired) whose major responsibility is the administration and/or supervision of Career and Technical Education in (1) any public school system, (2) post-secondary institution, or (3) other public education and training agencies as defined by the Executive Committee.

**Section 2—Senior Membership**

- 2.1 Senior membership shall be available to all retired members. Annual senior membership dues shall be one-half regular dues.

**Section 3—Maintaining Membership**

- 3.1 Standing of members. A member is in good standing status that has paid annual dues for the current fiscal year. Membership fees are included with the Fall Conference registration. Dues may be paid through completing membership application form.

**Article IV—Affiliation**

**Section 1—State Affiliation**

This organization shall be affiliated with the Association of Career and Technical Education, Arizona and shall function as a constituent group within that organization. The President or a delegated representative shall represent ACOVA on the Association of Career and Technical, Arizona Board of Directors.

## **Section 2—ACTE Affiliation**

Your State organization shall be an affiliate of the Association of Career and Technical Education, Arizona.

## **Article V—Meetings**

Regular meetings and other special meetings may be held upon the call of the President for the purpose that shall be specified in the notification to the members at least ten days prior to the meeting. There will be at least three business meetings a year, Summer ACTEAZ Conference, ACOVA Fall Conference, and ACOVA/ACTEAZ Mid-Winter Conference. These meetings could be held electronically.

## **Article VI—Executive Director, Elected Officers, Executive Committee, and Duties**

### **Section 1 - Executive Director**

The ACOVA Officers shall, every two years at the ACOVA Board Retreat, appoint or re-appoint an Executive Director. His/Her duties shall include all fiduciary and legislative responsibilities for the ACOVA Association.

### **Section 2 – Elected Officers**

The officers of ACOVA shall consist of Past President, President, Vice-President, Secretary, and Treasurer. In addition, five members-at-large shall be elected each year to serve on the Executive Committee. The term shall be from the business meeting at Mid-Winter conference through the following year Mid-Winter conference business meeting. In the event of a tie in any of the offices, there shall be a toss of the coin. The candidate not selected by coin toss will become a member-at-large. In the event a candidate is not elected, he/she may run to be a member at large. There will be no term limits.

### **Section 2—Executive Committee**

The Executive Committee shall consist of the elected officers of ACOVA and five members-at-large.

### **Section 3—Election**

Election of officers and members-at-large will be held at the business meeting at the Mid-Winter Conference. Nominations will be accepted prior to that meeting by submitting name and small biography to the secretary. The secretary will prepare a written ballot for the membership to vote at the business meeting. Vacated offices will be filled from within the Executive Committee from members-at-large.

### **Section 4—Duties**

**Executive Committee:** The Executive Committee shall plan for the meetings of the organization; shall recommend for member action the general policies to be observed by ACOVA; and shall present a report of its activities at all business meetings during the year. Executive Committee shall plan and develop conferences and retreats as needed by the membership. Members have the authority to initiate items during regular or special meetings of ACOVA.

### **Article VII--Amendments**

Two-thirds majority of the active members present at business meetings may amend this constitution at any stated meeting of ACOVA. A written notice of the proposed amendments shall have been sent (can be electronic) to the members not less than thirty 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 propositions submitted for membership action. Electronic votes may be taken.

## **BYLAWS**

### **Article I—Officers**

**Section 1:** The President shall serve as ex-officio member of all committees. Shall make all appointments and conduct a vote to fill all interim vacancies, with concurrence of the Executive Committee. Shall preside over all meetings of ACOVA and the Executive Committee. Shall Authorize all payment of expenditures provided for in the annual budget, which are incurred by various committees of the organization.

The Executive Committee shall approve any expenditure not provided for in the annual budget, before authorization by the President for payment.

**Section 2:** The Vice President shall be responsible for committee activities of the Council and any other duties as assigned by the President. They shall recommend to the President names of members for various committees, follow up the organization and work of each committee, and may be called upon to report on the progress of any committee at any Executive Committee session or regular meeting of the Council.

**Section 3:** The Secretary shall keep complete and accurate minutes of all meetings of the organization and the Executive Committee. Assists the president setting the agenda of meetings. Corresponds with the membership on matters of meeting times and dates, and issues of interest to the members. Corresponds with persons eligible to membership or interested in the work of ACOVA. Accepts nominations and prepares ballots for the membership before the Mid-Winter Conference for election of officers and Executive Committee.

**Section 4:** The Treasurer shall maintain the roster of members, enroll new members, and shall have charge of the books of account of ACOVA. Shall collect all monies due the organization and upon approval of the bills by the proper officer or by the President shall make payment of the same. Shall provide a detailed financial report at each business meeting. Shall prepare and submit an annual budget with the help of the Executive Committee by Summer Retreat. The annual budget will be approved by the membership at the ACTEAZ Summer Conference business meeting.

**Section 5:** The immediate Past President shall be a member of the Executive Committee.

### **Article II—Executive Committee and Other Committees**

**Section 1:** All bills incurred by a committee for expenses shall be approved by a vote of the Executive Committee.

**Section 2:** The Executive Committee members may vote by electronic mail when so requested by the President on matters requiring action during the interval between meetings, a majority vote of the Executive Committee shall be adequate to support further action. Six members of the Executive Committee shall constitute a quorum at any

meeting. Any officer or member-at-large missing three (3) consecutive Executive Committee meetings will be dropped from the Committee. At that time, the quorum will become a majority of the Executive Committee present at any meeting. The Executive Committee shall consider all appointments and resignations, the Secretary's minutes and report, the Treasurer's report, reports of committees, and any matters referred to it by the membership. It shall set the date and place of stated meetings, subject to constitutional provisions.

**Section 3:** The Scholarship Committee shall establish a plan for distributing proceeds of profits into scholarships and grants.

**Section 4:** Committees will be established by the Executive Committee as needed.