

Constitution

&

By-Laws

Massachusetts Vocational Association, Inc.

Revised

March 31, 2012

CONSTITUTION

ARTICLE I

Name

The name of the organization shall be the "Massachusetts Vocational Association, Inc."

ARTICLE II

Purposes

The purpose of the association shall be:

- A. To establish and maintain active state leadership and the promotion of all types of career/vocational and technical education, including guidance services and directed work experiences for youth and adults.
- B. To afford members opportunities for presentation and discussion of the problems of career/vocational and technical education.
- C. To promote the general welfare of all members of the Association.
- D. To obtain the interest and cooperation of industry, business and agriculture.
- E. To encourage further development of programs of education related to career/vocational and technical education.
- F. To acquaint the general public with the real value of career/vocational and technical education.

ARTICLE III

Membership

Section 1. All persons interested in this form of education shall be eligible for membership.

Section 2. Membership shall begin with the payment of dues.

- a. Membership shall begin with the receipt of dues at the MVA office (MVA members only) and extend for one year (twelve months). Except payroll deduction members, which membership shall begin with the receipt of the school payroll deduction printout and first payment.
- b. Membership shall begin with the receipt of dues paid in full at the ACTE office (MVA/ACTE member) and extend for one year (twelve months).

Section 3. Classification of membership:

- a. Active - for those members who comply with Section 1 and are members of the MVA and MVA/ACTE.
- b. Loyalty - for those members who have retired from active duty.
- c. Students - for those members who are enrolled as full time students preparing to become vocational educators and who are not employed full time in an educational system as a teacher, counselor, or administrator.

ARTICLE IV

Officers and Executive Board

Section 1. Only members who are active in the work of the association shall be eligible to hold office or be a representative of the Executive Board.

Section 2. The Officers of the Association shall be the President, President Elect, Vice President and Recording Secretary.

Section 3. The Executive Board shall compose of the officers of the Association, the immediate past president of the Association who will serve for a period of one year, the presidents or a representative from the various Chapters in the organization, a representative from those Divisions of vocational education as listed in Article 1-A, Section 1, of the By-Laws, not already elected a members of the Executive Board. The Executive Director of the Association will serve as an ex-officio, nonvoting member of the Board.

The voting members of the Executive Board shall consist of the following members considering in Good Standing:

1. The officers of the Association as define in Section 2 above.
2. The Chapters Presidents or their duly recognized representatives.
3. The Past President for one year after their term of office.
4. Duly recognized Division representatives; A Chapter or Division will be considered eligible to present a representative for office only if the Chapter or Division had at least fatty (40) members during the membership year previous to the membership year in which the election is held
5. A recognized representative of other organizations as voted by the MYA Executive Board.

*Note: A member in good standing will be determined by the following: Any voting member who was absent from three (3) consecutive Executive board meetings, without sufficient cause, will not have a valid vote at his/her next meeting of attendance. Sufficient cause will be decided by a majority vote of the members in attendance.

Section 4. Officers shall be elected for one year at the annual meeting of the Association. The new officers shall assume their duties July 1 following their election. The term of office shall run to the following June 30.

Section 5. The presence of a majority of the Executive Board shall be necessary to constitute a quorum.

Section 6. The voting members of the Executive Board shall serve as the Board of Directors for the corporation. Their term shall renew each year that they are re-elected to the Executive Board. The Executive Director shall also serve as a member of Board of Directors for the same duration. The first Executive Board meeting in September will also serve as the Board of Director annual meeting for the Corporation.

ARTICLE V

Meetings

Section 1. An annual meeting of the Association shall be held each year and other meetings as they shall be deemed advisable.

Section 2. The Annual meeting shall be for the election of officers, the submitting of the yearly reports and the transactions of the other business common to such a meeting.

Section 3. Special meetings may be called by the President at the discretion of the Executive Board.

ARTICLE VI

Amendments

This constitution may be revised or amended by a two-thirds (2/3) vote of the members present at the annual meeting provided all proposed amendments are in the hands of the secretary sixty (60) days previous to the date set for the annual meeting and provided the secretary in turn shall send copies thereof to each school representative thirty (30) days previous or shall have the proposed amendments published in the "Massachusetts Vocational Association News and/or MVA Web Page" issued prior to the Annual Meeting.

BY-LAWS

ARTICLE I

Organizational Structure

A. Divisions

Section 1. The divisions of the Association shall be those of Administration, Adult Workforce Development, Agricultural Education, Business Education, Family and Consumer Sciences Education, Guidance, Health Occupations Education, Marketing Education, New and Related Services, Technology Education, Trade and Industrial Education, and Special Needs.

Section 2. Each division is encouraged to elect a representative to serve as a member of the Executive Board.

Section 3. Each division is encouraged to conduct programs and activities for the varied interests within their respective divisions.

Section 4. Division must maintain a minimum of Twenty (20) members in order to qualify for divisional status by June 30 each year. Divisions whose membership drops below this level shall be permitted two years beyond the fiscal year in which the membership dropped below the minimum required level to regain the minimum membership required before losing divisional status. Any division failing to meet these requirements may lose Executive Board voting and representation rights.

Section 5. Each Division shall have a set of By-Laws and Constitution that does not conflict with those Articles that are clearly applicable to the MVA By-laws.

B. Chapters

Section 1. The Chapters of the Association shall be: Central, Eastern, Southeastern, and Western.

Section 2. The boundaries of a chapter shall be determined by the Executive Board.

Section 3. Each Chapter shall have a set of By-laws and Constitution that do not conflict with those Articles that are clearly applicable to the MVA By-laws.

C. Affiliated Organizations

Section 1. The affiliated organizations shall be those State organizations, which cannot otherwise identify themselves in the structure of the MVA and/or meet the requirements above in "Part A. Divisions" in this article.

Section 2. The affiliated organizations constitutions and by-laws shall not be in conflict with the MVA's Constitutions and By-laws.

Section 3. Affiliation with said organization shall be subject to the approval of the Executive Board.

Section 4. Each Affiliated organization shall have one nonvoting representative on the Executive Board. The MVA Executive Board may at the June Executive Board meeting each year, grant the Affiliated Organizations a vote in the MVA Executive Board. This voting position, if granted shall not affect the quorum necessary for a meeting.

Section 5. Each Affiliated shall have a set of By-laws and Constitution that do not conflict with those Articles that are clearly applicable to the MVA By-laws.

D. Non-Affiliated Organizations

Section 1. The Non-Affiliated organizations shall be those organizations, which cannot otherwise identify themselves in the structure of the MVA.

Section 2. Their constitutions and by-laws shall not be in conflict with the MVA's Constitutions and By-laws.

Section 3. The said organizations shall be subject to the approval of the Executive Board.

Section 4. These organizations shall have one non-voting representative on the Executive Board. The MVA Executive Board may at the June Executive Board meeting each year, grant the Affiliated Organizations a vote in the MVA Executive Board. This voting position, if granted shall not affect the quorum necessary for a meeting.

ARTICLE II

Executive Board and Duties

A. Composition

The Executive Board composition shall comply with Article IV, Section 3 of the constitution.

B. Duties

1. Executive Director

The Executive Board shall constitute the administrative body of the Association and among its duties shall contract with annually an Executive Director at its June meeting, who will then become a member of the Executive Board; shall determine the annual fee to be paid to said Executive Director; shall direct the policies of the Association; and shall appoint all other committees not otherwise provided for shall be responsible for MVA publicity. In the event of a vacancy in any office of the Association, other than expiration of a term, the Executive Board shall fill said office by appointment until the next annual meeting of the Association. It shall have the power to extend funds of the Association in keeping with the needs and interests of Career/ Vocational and Technical Education. It shall appoint additional committees as the need arises. His/her reasonability are listed in: ARTICLE II, Executive Board and Duties, C. Duties of the Executive Director

2. Treasurer

Shall contract with annually a Treasurer at its June meeting, who will then become a non-voting member of the Executive Board; shall determine the annual fee to be paid to say Treasurer. His/her reasonability are listed in ARTICLE II, Executive Board and Duties, E. Duties of the Treasurer.

3. Membership Records Person

Shall contract with annually a Membership Records Person at its June meeting, who will then become a non-voting member of the Executive Board; shall determine the annual fee to be paid to said Person. His/her reasonability are listed in: ARTICLE II, Executive Board and Duties, F. Membership Records Person.

C. Duties of the Executive Director

Section 1. Sees that the Executive Board and officers are kept fully informed on the conditions of the Association and on all-important factors influencing them. Attends all meetings of the Executive Board.

Section 2. Plans, formulates and recommends for the approval of the Executive Board basic policies and programs which will further the objectives of the organization.

Section 3. Executes all decisions of the Executive Board, except when other assignments are made by the Board.

Section 4. Receive a file copy of minutes of all Executive Board and Committee meetings.

Section 5. Organize and administer plans for state convention and/or all other state association meetings with Executive Board and/or Committees charged with these duties.

Section 6. Meet with and advise all committees of the State Association.

Section 7. Represent and/or insure representation of the State Association at meetings where career/vocational and technical education is being discussed or policies are being formulated affecting the program.

Section 8. Maintain a master schedule of events of all State Associations, representative of division within MVA.

Section 9. Prepare and present a written Annual Report in concert with the Executive Board and appropriate Committees to the Annual State Convention, to include programs, and accomplishments,

Section 10. Responsible for such other duties as are customarily involved in the work of an executive officer.

D. Advisory Board

Shall consist of the last five (5) Past Presidents and other members as appointed by the Executive Board. The immediate Past President of the Executive Board shall be the Chairperson of this advisory board. The Advisory Board shall meet with the Executive Board at least twice each membership year.

E. Duties of the Treasurer

Section 1. Assume responsibility for all Association Financial records and other duties of treasurer.

Section 2. Collection of dues including new members, renewals, payroll deductions, from which will be sent to the Treasurer.

Section 3. Reimburse each member of the Executive Board for reasonable expenses incurred in attending all regular and special meetings. (Convention expenses are subject to Executive Board policy and vote.

Section 4. Prepare and present a written Annual Report in concert with the Executive Board and appropriate Committees to the Annual State Convention and an itemized statement of financial transactions.

Section 5. Responsible for keeping the Chapter treasurer up to date with chapter and ACTE dues transmittal

Section 6. Working with the Executive Director, keep the Executive Board informed on the finances of the Association

Section 7. Working with the Executive Director, prepare a budget for the June meeting to be voted on for the next year.

Section 8. The Treasurer shall be responsible for collecting the Treasurers reports from the Chapters and filing Federal, State income tax, and Annual Corporation papers with the state.

F. Membership Records Person

Section 1. Maintain records of MVA membership and ACTE membership, convention delegates and transmit to Executive Director and Treasurer for ACTE and Chapter's transmittals.

ARTICLE III

Officers and Duties

A. Officers

The officers of the Association shall be President, President-Elect, Vice-President and Recording Secretary.

B. Duties and Officers

Section 1. The duties of the President shall preside at all meetings of the Association and of the Executive Board and to perform the duties usually devolving upon the presiding officer. Among such duties, he/she shall be empowered to appoint the Executive Board the representatives mentioned in Article IV, Section 3, of the constitution. The President shall nominate the chairpersons of all committees, said persons to hold office after a majority vote of confirmation by the Executive Board. He/she shall be an ex-officio member of all committees. The President shall submit a report at the Annual Meeting. The President shall serve as a member of the Massachusetts Association of Vocational Administrators (MAVA) Board of Directors and attend such meetings, giving a report of the activities of MVA.

Section 2. The President-Elect shall perform the duties of the President in the absence of the President. It shall be the duty of the Vice-President to promote and stimulate a report at the Annual Meeting.

Section 3. The Secretary shall keep a full and accurate record of the proceedings of all the meetings of the Association and of the Executive Board and shall conduct correspondence and fulfill such other duties, as the Executive Board shall specify.

ARTICLE IV

Election of Officers

Section 1. Only members who are active in the work of the Association shall be eligible to hold office or to be a representative on the Executive Board.

Section 2. The Nominating Committee shall file with the Executive Director, no later than one (1) month before the Annual Meeting, a list of recommended officer for the next year, consisting of one (1) candidate to each office. The Executive Director shall send and/or fax a copy of the slate of candidates to each school representative, or cause it to be published in the "Massachusetts Vocational Association News and/or MVA Web Page" not later than two weeks before the Annual Meeting. The right of any member to make nomination from the floor is in no way abridged.

Section 3. The Presidency shall be representative of the Chapters and Divisions of the following order:

Central Chapter
Eastern Chapter
Southeastern Chapter
Western Chapter

ARTICLE V

Committees and Duties

A. Constitution and By-laws Committee.

This committee shall review, edit, and make recommendations concerning the Constitution and By-laws.

B. Audit Committee

This committee shall review the financial statements every two years and at the change in Treasurer. The committee should review the accounts of the Association made by a MVA member appointed by the Executive Board who will serve one time only as reviewer, and submit a written report at the Annual Meeting.

C. Nominating and Credentials Committee

This committee shall consist of the five (5) members appointed by the President. The Chairperson is to be the Immediate Past President with the remaining members being Representatives of each chapter. A nominee cannot be a member of the nominating committee. The committee shall supervise and conduct the general election of officers at the Annual Meeting and accredit the delegates and alternatives to the ACTE Convention. The list of recommended officers for the next year shall be prepared no later than one (1) month prior to the Annual Meeting. The list of approved delegates and alternatives to the ACTE Convention shall be prepared no later than one (1) month prior to the ACTE Convention. Both lists are to be given to the Executive Director to be properly processed.

D. Resolutions/Programs of Work Committee

This committee shall be composed of members of the Executive Board appointed by the President. It shall establish goals and objectives, which will contribute to the accomplishment of the purpose of the MVA. It shall develop, solicit, and present resolutions to be used as a guide to establish organizational goals and objectives.

E. Educational Committee

This committee shall research, collect and distribute information related to the rights, responsibilities, and professional improvement of career/vocational and technical educators.

F. Legislative Committee

This committee shall keep informed on pending legislation, both State and National, affecting Career/Vocational and Technical Education and Career/Vocational and Technical Teachers, and present written reports on the same to the Executive Board at its regular meetings, with recommendations for action when necessary. The Executive Board may assign further duties among which shall be to provide representation at State Legislature Committee meetings when it is deemed necessary. The legislative Committee will attend Board of Education meeting and Legislative hearings to present the Association's position on issues affecting Career and Vocational/Technical Education.

G. Annual Convention Committee

This committee shall be composed of members appointed by the President Elect. It shall work in conjunction with the Executive Director to organize and carry out the plans for the Annual Convention.

H. Newsletter Committee

This committee shall be composed of one (1) member from each Chapter, the Executive Director, and the Newsletter Editor, who shall be the Committee Chairperson. The committee shall collect, edit, publish, and disseminate all news monthly items and information. All news items are subject to the approval of the Executive Board.

I. Awards Committee

This committee shall maintain and publicize an active state awards program. This committee shall determine those members who are eligible for the Quarter-Century Club membership. The Quarter-Century Club shall be conferred at the Annual State Convention upon those persons with twenty-five (25) years or more of Vocational Education service, and who have been members in the Massachusetts Vocational Association for five (5) years or more. Continued membership shall be contingent upon continued membership in the Massachusetts Vocational Association, and upon retirement shall be granted for life.

J. Membership Committee

This committee shall promote and stimulate membership in the Association.

K. Webpage Committee

This committee shall promote and stimulate the Association through the MVA website (www.massvocassoc.org). The committee shall collect, edit, publish, and disseminate all News monthly items and information approved by the Executive Director.

L. Parent Committee

This Committee shall promote the Philosophy and purpose of the MVA to parents who are Interested in the preservation of Vocational education. The committee shall collect, edit, publish, and disseminate all news monthly items and information approved by the Executive Director.

M. Appointment/Evaluation Committee

This committee shall be responsible for posting job descriptions and openings within the Executive board and evaluate board members on their performance; this committee shall consist of five members, the committee chair shall appoint all members of the committee.

ARTICLE VI

Dues

Section 1. This fee for the membership shall be per annual. The distribution of these dues shall be:

1. To the Association for Career and Technical Education \$80.00.

2. To the Massachusetts Vocational Association the following dues structure and rates:

a. MVA	\$30.00
b. MVA Loyalty	\$10.00
c. MVA Student	\$30.00

3. All Chapter dues are \$6.00. This \$6.00 is included in the rates listed in Article VI, Dues, Section 1, Item 2 and will be transferred to the Chapter upon payment of member dues. No dues will be taken out for the Chapters from the Loyalty Membership.

4. The dues for Division members is determined by the individual Divisions. The provisions of those sections shall in no way limit the amount charge by any Division for their membership dues.

ARTICLE VII

Voting

Vote of the majority of the members present at the Annual Meeting shall be sufficient to carry on the business of the organization with the exception of proposed amendment to the Constitution and By-laws, which matters are provided for elsewhere in this Constitution.

ARTICLE VIII

Amendment

These By-laws may be revised or amended by a two-thirds (2/3) vote of the members present at any meeting, provided all purposed amendments are in the hands of the Executive Director sixty (60) days previous to the date set for the meeting and provided the Executive Director shall in

turn send copies thereof to each school representative thirty (30) days previous or shall have the proposed amendments published in the "Massachusetts Vocational Association News and/or MVA Web Page" issue prior to the meeting.

ARTICLE IX

Parliamentary Authority

The current Robert's Rules of Order will govern any provisions not covered by the By-laws of the Association.