



Constitution & Bylaws for  
Ohio Health Science Education Division  
Of  
The Ohio Association for Career & Technical Education

Revised April 2011

**Article I      Name & Affiliation**

The name of this organization shall be the Ohio Health Science Education Division (HSE). It is organized as a constituent division of the Ohio Association for Career & Technical Education (OACTE). The constitution and bylaws of this division shall not be in conflict with the constitution and bylaws of OACTE.

**Article II      Purpose**

The purpose of this division is to promote and improve health career education and to support its members through networking opportunities, leadership development, and awards programs for outstanding health education teachers. It offers resources such as: professional development and continuing education through its annual spring conference; access to vital news on career-technical education and healthcare issues through its electronic newsletter, *The Pulse*; and information on new state standards and guidelines. It offers advocacy by educating legislators on the importance of Health Science Education (HSE), lobbying for continued funding, and preservation of Health Career programs.

**Article III      Membership**

- Section 1      All OACTE members interested in the purpose of this division shall be eligible for membership. Membership begins with payment of ACTE, OACTE, and Health Science Education divisional dues and shall extend for one (1) year from payment of dues. Classes of membership are in accordance with OACTE membership bylaws.
- Section 2      The procedure for collection of dues and maintaining membership lists shall be determined by the OACTE Board of Directors. Any changes in the amount of ACTE dues shall automatically change the dues of each of the respective classes of membership so that the amount due the OACTE shall remain herein as determined. The amount of dues per year for membership in the Health Science Education division shall be \$5.00 and reviewed annually for the possibility of increase or decrease.
- Section 3      The definition herein of a “member in good standing” shall be any member who’s OACTE/ACTE and HSE divisional dues are paid in full for that year.

**Article IV State Officers**

Section 1 All officers of the division must be members in good standing of ACTE/OACTE and of the Health Science Education Division. Terms of office are as follows but any officer can be re-elected for any year:

President:	1 year
President-elect	1 year
Past President	1 year
Secretary	1 year
Treasurer	1 year

Section 2 Nomination & Election of officers: Shall occur at the divisional Spring Conference. Any member in good standing can offer nominations for officers. Voting of officers shall take place following acceptance of nominees. Votes can be counted at the discretion of the Executive Committee either by written ballot or ***Voice Vote***. On a voice vote, the presiding officer will first ask those in favor to shout “aye” and then those opposed to say “no.” The chair may then say, “The ayes [no’s] seem to have it.” This announcement by the chair is not conclusive until the chair declares, “The ayes [no’s] have it.” Only members in good standing shall be eligible to vote, hold office, or be on a standing committee.

Section 3 Resignation: If an officer resigns their position during a term, the presiding officer or the President shall appoint a successor to complete the term at the discretion of the Executive Committee.

**Article V Duties of State Officers**

Section 1 President shall:

- Preside at all meetings of the Health Science Education division
- Approve appointments to serve on OACTE Standing Committees and any special committee deemed necessary by the Executive Committee
- Attend the quarterly and special meetings of OACTE Board of Directors as the official representative of the Division and prepare a divisional report to be submitted to the OACTE board of directors.
- Be a delegate of OACTE and ACTE

- Section 2 President-elect shall:
- Act and serve at the absence of the President
  - Act in the capacity of the President if that office is vacated during any term.
  - Can take over the office of the President by majority vote of the Executive Committee
  - Serve as HSE Spring Conference Chairperson

- Section 3 Past President shall:
- Serve as Professional Development chairperson for the annual OACTE All Ohio Conference
  - Act in advisory capacity

- Section 4 Secretary shall:
- Keep the minutes of all divisional and Executive Committee meetings and provide copies of the minutes to all members of the Executive Committee
  - Conduct correspondences of the organization
  - Submit a report on the affairs of the organization at the annual Spring Conference and submit any other reports as necessary
  - Preserve and transfer all records pertaining to the organization to the successor of the office

- Section 5 Treasurer shall:
- Be responsible for preparing and submitting a budget at the annual Spring Conference that outlines the organizations financial stability
  - Maintain the organization's checkbook by paying any divisional bills on a timely manner
  - Have available information of all monies received and disbursed
  - Preserve and transfer all records pertaining to the organization to the successor of the office

## **Article VI Executive Committee**

Section 1 The Executive Committee shall consist of the President, Past-president, President-elect, Secretary, Treasurer, and HSE division Committee Chairpersons

- Section 2 The Executive Committee shall:
- Be responsible for the management of the affairs, property and business of the Health Science Education division of OACTE
  - Coordinate activities and formulate plans that have bearing on the development of health careers programs and their relationships with OACTE and this division

## **Article VII Committees and Meetings**

- Section 1 Committees are responsible to carry out the business of the division. Special committees may be created as needed by the President with approval of the Executive Committee. Committees of the division can include but are not limited to: Professional Development, Public Relations, Constitution and Bylaws, Membership, Conference Planning.
- Section 2 Committee Chairperson nominations and elections shall take place during the annual Spring Conference. The President, with approval of the Executive Committee, may also appoint chairpersons.
- Section 3 A meeting shall be defined as a quorum or 2/3 the members of the Executive Committee. Meetings need not be held in person and but can use technology such as but not limited to: Skype, Teleconferencing, email, Blackboard, or any technology that allows for communication between members.
- Section 4 It is suggested that the Executive Committee annual meeting be held concurrently with the OACTE All Ohio conference.
- Section 5 Travel and other expenses of the President or Division representative to the National ACTE convention may be subsidized or reimbursed by the division as voted by a majority of the Executive Committee and when finances allow. There is a \$500 cap on any expenses. Allowable expenses include: Meals, Travel, Lodging and Registration and will only be paid if expenses are denied by the representative's school. Any representative traveling to the national convention must first try to secure funding or reimbursement for the trip from their respective school.
- Section 6 It is highly recommended that all members of the Executive Committee attend the annual OACTE Leadership and Empowerment Summit. This conference is to ensure that divisions and their officers are aligned with the goals and leadership of OACTE.

## **Article VIII Awards**

Section 1 All nominations for awards to be presented at the OACTE All Ohio Conference are to be submitted to the president by March 1. The award selection committee shall be comprised of the Executive committee but award recipients can be duly appointed at the discretion of the President. It is the duty of the President to inform award recipients in a timely manner so that they make plans to attend the All Ohio conference to receive their award.

Section 2 It is to the benefit of this division to have award recipients attend the OACTE All Ohio convention. Because of the positive public relations gained by their presence, travel and other expenses of award recipients may be subsidized or reimbursed by the division as voted by a majority of the Executive Committee and when finances allow. There is a \$200 cap on any expenses. Allowable expenses include: Meals, Travel, Lodging and Registration and will only be paid if expenses are denied by the representative's school. Any award recipient must first try to secure funding or reimbursement for the trip from their respective school.

## **Article IX Amendments**

Any member of the Health Science Education division may propose amendments to the constitution during the annual Spring Conference. The Constitution and/or Bylaws may be amended, altered, or repealed however, by a majority vote during any meeting of the Executive Committee.

## **Article X Rules of Action**

*Roberts Newly Revised Rules of Order* shall govern the procedures at any meeting so far as they may be consistent with these Bylaws and the Constitution of OACTE.