

**BY-LAWS**  
**FOR THE**  
**OHIO ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**  
**ADULT WORKFORCE DEVELOPMENT (AWD)**  
**ADMINISTRATIVE SECTION**

**As Revised 04/22/08**

## **Our Mission Statement**

The Adult Workforce Development Division unifies and empowers the members of the AWD to provide quality programs and services creating a premier workforce to enhance Ohio's economic development.

## **ARTICLE I – NAME**

The name of this organization shall be the Adult Workforce Development (AWD) Division, Administrative Section, herein referred to as the Administrative Section.

## **ARTICLE II – PURPOSE**

The purpose of the Administrative Section is to promote, implement, and improve adult career and technical education activities and to cooperate with the AWD Division and other sections of the division.

## **ARTICLE III – ORGANIZATION**

The Administrative Section is organized as a constituent of the AWD Division of the Ohio Association for Career and Technical Education, and in compliance with the constitution of that association.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1**

All administrators interested in the purpose of the Administrative Section shall be eligible for membership.

### **Section 2**

The classes of the Administrative Section membership are recognized as those specified in the Ohio ACTE Incorporated By-Laws.

### **Section 3**

Any changes in the amount of Association for Career and Technical Education and/or the Ohio ACTE dues shall automatically change the dues in each of the respective classes of membership so that the amount due the Administrative Section shall be consistent. Administrative Section dues may be changed through a majority vote of those present at an Administrative Section business meeting.

### **Section 4**

The membership year shall coincide with that of the Ohio ACTE.

## **ARTICLE V – OFFICERS**

### **Section 1**

Officers shall be elected from a slate of candidates nominated at a Business Meeting. The respective term of office is spelled out in Article VI, Duties of Officers.

### **Section 2**

The officers shall be President, President-Elect, Secretary, Treasurer, Immediate Past President, and four regional directors.

### **Section 3**

Officer terms begin January 1 and end December 31. Officers shall assume office on January 1 in the year following when they are elected.

## **ARTICLE VI – DUTIES OF OFFICERS**

### **Section 1**

The President shall:

1. Preside at all meetings of the Administrative Section.
2. Appoint the chairperson of all standing committees and of any special committee deemed necessary by the Executive Committee.
3. Call all meetings of the Executive Committee.
4. Attend the meetings of the Ohio ACTE/AWD Board of Directors when invited (the schedule varies).
5. Chair the Executive Committee of the Administrative Section of AWD.
6. Automatically become Immediate Past President in the year following service as President.
7. Represent AWD Administrative Section on the Executive Committee (Council of Presidents) within the Administrative Division of Ohio ACTE.
8. Attend the first session of the New Directors/Supervisors Workshop.
9. Participate in planning and attend the Legislative Conference.
10. Plan the Fall Leadership Conference, with assistance from the executive committee and conference planning committee.
11. Assist the regional directors and conference planning committee in planning the Spring Leadership Conference.

## **ARTICLE VI – Continued**

### **Section 2**

The President-Elect shall:

1. Act and serve during the absence of the President.
2. Act in the capacity of President if that office becomes vacated but retain the title of President-Elect for the remainder of the vacated term.
3. Serve on the Executive Committee of the Administrative Section.
4. Automatically become President in the year following service as President-Elect.
5. Coordinate the Spring Conference Awards dinner and the selection of the person receiving the annual Bill Ruth Award, retirement and other awards.
6. Serve as toastmaster at the retirement/awards banquet held at the Spring Conference.
7. Chair the nominating committee for the Administrative Section.
8. Represent AWD Division, Administrative Section on the Executive Committee (Council of Presidents) within the Administrative Division of the Ohio ACTE.
9. Distribute professional development workshop brochures at the August All-Ohio ACTE Conference.

## **ARTICLE VI – Continued**

### **Section 3**

The Secretary shall:

1. Keep the minutes of all meetings of the Administrative Section and of the Executive Committee.
2. Conduct correspondence as directed by the President.
3. Provide an update of the Administrative Section at the annual meeting and submit such other reports as may be required.
4. Distribute ballots for officer elections, count and maintain ballots for one year, and announce results to the President prior to Spring Leadership Conference.
5. Preserve records pertaining to the Administrative Section and transfer them to the successor to this office.
6. Assist Past President to plan and conduct the Secretaries' Conference.
7. Serve on the Executive Committee of the Administrative Section.
8. Serve a two-year term being elected in an even numbered year.
9. Ensure that name and address information is collected for all adult career and technical administrators and supervisors employed in ODE-operated facilities and distribute such directory at the Fall Leadership Conference.

## **SECTION VI – Continued**

### **Section 4**

The Treasurer shall:

1. Receive funds and make such disbursements as authorized.
2. Work with the Conference Planning Committee to compile conference registrations, to create name tags, and work at the registration table for the Fall and Spring Leadership Conference.
3. Oversee work of Conference Planning Committee to distribute conference information including agenda, registration information, and collect registration fees for conference.
4. Maintain accounts of all monies received and open books for an annual examination during the All Ohio Conference by the auditing committee (consisting of a member of the Ohio Department of Education staff, two Executive Committee members, and the Treasurer).
5. Provide an update of the Administrative Section at the business and executive committee meetings and such other reports as may be required.
6. Preserve records pertaining to the Administrative Section and transfer them to the successor to this office.
7. Assist Past President and Secretary to plan and conduct the Secretaries' Conference.
8. Serve on the Executive Committee of the Administrative Section.
9. Serve a two-year term being elected in an odd numbered year.
10. Complete and file I-90 with IRS.

## **ARTICLE VI – Continued**

### **Section 5**

The Immediate Past President shall:

1. Serve on the Executive Committee of the Administrative Section.
2. Act as parliamentarian for the Administrative Section and the Executive Committee.
3. Serve in any capacity as deemed necessary by the President or Executive Committee.
4. Coordinate the planning of the Secretaries' Conference.
5. Serve as chairperson at committee meetings in the absence of the President and President-Elect.
6. Represent the AWD Division Administrative Section on the Executive Committee (Council of Presidents) within the Administrative Division of the Ohio ACTE.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, and Regional Directors. A representative of the Ohio State Department of Education will be an ex-officio member.

### **Section 2**

The Executive Committee:

1. Shall be responsible for the management of the affairs, reports, and business of the Administrative Section.
2. Shall coordinate activities and formulate plans that have direct bearing upon development of adult career and technical education programs.
3. May establish honorariums when necessary.
4. Shall select the nominating committee for the Administrative Section officers for the following year.
5. Shall determine when a vacancy in office exists and appoint a replacement to the vacated office.
6. May remove a member of the Executive Committee by a majority vote of the Executive Committee for the following reasons:
  - a. Failure to attend meetings.
  - b. Failure to satisfactorily perform the duties of office.

## **ARTICLE VIII – REGIONAL REPRESENTATIVES**

### **Section 1**

The Administrative Section shall recognize the following four geographical regions:

Southwest

Southeast

Northeast

Northwest

### **Section 2**

Each region shall elect a regional director for a term of two years, with NE and SW regional directors being elected in odd years and NW and SE regional directors being elected in even years.

### **Section 3**

1. The regional directors are to work with the President and Conference Planning Committee to collectively plan the Spring Leadership Conference.
2. The regional directors are to attend meetings of the executive committee and provide written regional reports.

### **Section 4**

The representative terms begin January 1 and end December 31. Regional representatives shall assume office on January 1 in the year following when they are elected.

## **ARTICLE IX – COMMITTEES**

### **Section 1**

The Standing Committees of the Administrative Section shall include the standing committees as specified in the AWD Division constitution and by-laws.

The Standing Committees shall include the following:

By-laws

Legislation

Membership

Professional Development

Publications

Conference Planning

### **Section 2**

Other committees as needed to carry out the purpose of the Administrative Section may be appointed by the President with the approval of the Executive Committee.

### **Section 3**

Committee chairpersons are to attend meetings of the executive committee and provide committee reports.

## **ARTICLE X – MEETINGS OF THE MEMBERSHIP**

### **Section 1**

The annual meeting of the Administrative Section shall be held at the time and place of the Ohio ACTE annual meeting.

### **Section 2**

Ten percent of the regular members of the Administrative Section shall constitute a quorum.

### **Section 3**

A special meeting of the membership shall be called when a petition requesting such a special meeting, indicating the business to be considered, and containing the signatures of a majority of members, is submitted to the President.

### **Section 4**

The Executive Committee shall meet prior to a business meeting and at other times when deemed necessary.

### **Section 5**

No travel expenses will be paid for any meeting called at the time of a business meeting. Expenses in part or in total may be paid for Ohio ACTE/AWD Division, Administrative Section representatives to the annual ACTE convention on approval of the Executive Committee. Payment will be subject to the availability of funds.

## **ARTICLE XI – AMENDMENTS**

The By-Laws may be amended or repealed by a majority vote at a business meeting, provided notice specifying the amendment has been presented to the membership in writing or by email one month prior to the meeting.

## **ARTICLE XII – RULES OF ACTION**

“Roberts Revised Rules of Order” shall govern the procedures at all Administrative Section meetings so far as they may be consistent with these by-laws and the Constitution of the Ohio ACTE/AWD Division.