

**CONSTITUTION OF THE
POST-SECONDARY ADULT CAREER EDUCATION DIVISION
of the
Ohio Association for Career and Technical Education**

PREAMBLE

We, the members of the Post-Secondary Adult Career Education Division (PACE), in order that the Division may serve as a representative for Adult Career-Technical Education in the State of Ohio, advance the cause of Adult Career-Technical Education, promote excellence among Adult Career-Technical educators, promote recognition of the basic importance of Adult Career-Technical Education in our technological society, do hereby adopt this Constitution.

Ohio PACE Mission/Vision/Philosophy

Ohio PACE Mission: Advocate for Adult Career-Technical Education in Ohio and offer Adult Career-Technical educators the information and resources they need to provide outstanding educational opportunities for adults.

Ohio PACE Vision: Be at the forefront of innovative education techniques and processes so that all adult students meet or exceed their educational goals and life expectations while pursuing their career calling.

The Ohio PACE Division believes that the maintenance and preservation of a free society characterized by changing social, economic, and technological advances is dependent upon the nature and quality of education afforded its citizens. In order to further develop and preserve respect for Adult Career-Technical Education as an essential part of public education and specifically:

- A. the process of developing employability in a career including a career of balancing work and family.
- B. for upgrading and improving the Adult Career-Technical skills of experienced workers and for the retraining necessary for the development of competencies in new or different careers and to develop respect for work, and the free enterprise system.

The Ohio PACE Division affirms that Adult Career-Technical educators are committed to the creation and operation of Adult Career-Technical programs which provide equal opportunities for adults. We also recognize the need for collaboration with other supportive organizations.

**ARTICLE I
NAME AND AFFILIATION**

NAME: The name of this organization shall be the Post-Secondary Adult Career Education Division of the Ohio Association for Career and Technical Education (Ohio ACTE) Incorporated, herein referred to as the Post-Secondary Adult Career Education (PACE) Division.

AFFILIATION: The PACE Division is fully affiliated with the Ohio ACTE. The Constitution and By-Laws of the PACE Division shall not be in conflict with the Constitution and By-Laws of the Ohio ACTE.

AFFILIATED ASSOCIATIONS: The PACE Division may, upon a majority vote of its membership, become fully affiliated with other educational associations who are interested in the purposes of this organization.

ARTICLE II ARTICLES OF INCORPORATION

The PACE Division shall operate under the Articles of Incorporation of the Ohio ACTE. The purpose or purposes for which said corporation is formed follow:

1. To affirm and support the purpose of the PACE Division and the Ohio ACTE.
2. To unite in one statewide organization those persons who are interested in the PACE Division.
3. To promote the PACE Division by providing information to the public and its elected representatives with respect to the services rendered.
4. To hold meetings of its members where an opportunity is afforded to present and discuss problems related to the PACE Division and career and technical education in general.
5. To coordinate the services of the various communities of practice.
6. To promote harmonious relations between education, employers, employees, and all others participating in adult workforce development and career and technical education in general.
7. To raise funds by means of dues for the operation of the PACE Division, in keeping with the purposes mentioned herein. The amount of the dues shall be determined as provided in the By-Laws.

ARTICLE III MEMBERSHIP

CLASSES OF MEMBERSHIP: Membership in the Division shall be comprised of the active membership classification and such other classes of membership as may be provided for in the By-Laws of the Ohio ACTE.

MEMBERSHIP ELIGIBILITY OF PROVISIONS AND LIMITATIONS; Membership, as provided for in the Ohio ACTE By-Laws, shall be open to all persons actively engaged in PACE Division teaching or other professional assignments, or to persons interested in advancing the cause of the PACE Division, who shall subscribe to the goals and objectives of the PACE Division, and abide by its Constitution and By-Laws.

The PACE Division and/or its sections shall not deny membership to individuals on the basis of race, creed, national origin, or sex.

PROPERTY INTERESTS OF MEMBERS: All rights, title, and interest both legal and equitable, of a member in and to the property of the Division shall end upon the termination of an individual's membership.

ARTICLE IV AUTHORITIES FOR GOVERNANCE

GOVERNANCE: The PACE Division shall be governed by this Constitution, the By-Laws, the Standing Rules, and such other actions as the voting membership, the Division Board of Directors, and the Executive Committee may take consistent therewith.

- A. **VOTING MEMBERSHIP:** The voting membership shall be the active members of the Division as set forth in Article VIII of the Ohio Association for Career and Technical Education, Inc. By-Laws.
- B. **EXECUTIVE COMMITTEE:** The Executive Committee shall constitute the managing governing body of the Division and be comprised of the Division officers.
- C. **OFFICERS:** Officers of the Division shall be:
 - President
 - President-Elect
 - Past President
 - Secretary
 - Treasurer
 - Legislative Appointee

ORGANIZATIONAL STRUCTURE:

THE EXECUTIVE COMMITTEE: The Division Board of Directors shall be composed of the President, President-Elect, Past President, Secretary, Treasurer and Legislative Appointee.

COMMUNITIES OF PRACTICE: The Division shall be organized into communities of practice (COP) as set forth in the By-Laws. It shall be the purpose of the communities of practice to provide, through the policy development committee, operation policies that will be transmitted to the Executive Committee. The Ohio Department of Higher Education Senior Director, College and Career Access & Success shall be an ex-officio member.

A community of practice shall consist of any group of members as defined in the By-Laws, which operates as a mutually inclusive and compatible unit not serviced by any other community of practice.

STANDING COMMITTEES: The Standing Committees shall have such duties as set forth in the Bylaws of the Association.

ARTICLE V PARLIAMENTARY AUTHORITY

PARLIAMENTARY PROCEDURE: Roberts Rules of Order Newly Revised shall be the authority on parliamentary procedure at any meeting of the duly constituted bodies of the Division.

ARTICLE VI
AMENDMENTS OF THE CONSTITUTION AND BY-LAWS

PROPOSAL OF AMENDMENTS: Amendments to the Constitution or the By-Laws may be proposed by a majority vote of the Executive Committee, or by any active member.

AMENDMENT OF THE CONSTITUTION:

- A. A proposed amendment to the Constitution shall be presented in writing to the Executive Committee. The proposed amendment shall be read by title at a business meeting. Provided that the other requirements of this section have been met, it will then be voted on.
- B. The text of the proposed amendment shall be made available to the membership by posting on the website of Ohio ACTE at least thirty (30) days prior to a vote.
- C. A proposed amendment to the Constitution may be debated, refined, and/or amended by the Executive Committee, preceding the consideration of the voting process.

AMENDMENT OF THE BY-LAWS:

- A. A proposed amendment to the By-Laws shall be presented in writing to the Executive Committee. The proposed amendment shall be read by title at a business meeting. Provided that the other requirements of this section have been met, it will then be voted on.
- B. The text of proposed amendments shall be posted on the website of Ohio ACTE at least 30 days prior to a vote of the membership.
- C. A proposed amendment to the By-Laws may be debated, refined, and/or amended by the Executive Committee, preceding the consideration of the voting process.

BALLOT ON AMENDMENTS:

- A. Voting on proposed amendments to this Constitution or the By-Laws may be by voice, written or email ballots. A majority vote of the members present, or of the email ballots, is required to pass the amendment.
- B. Unless otherwise provided, all amendments shall take effect immediately following results of the vote.

WITHDRAWAL OF PROPOSED AMENDMENTS:

Petitioners may withdraw their proposed amendments by written request to the Executive Committee.

**ARTICLE VII
PROVISIONS FOR THE DISTRIBUTION OF ASSETS**

The Ohio PACE Division shall follow the process for distribution of assets based upon Article VII of the Ohio Association for Career and Technical Education Constitution and By-Laws.

**BY-LAWS
POST-SECONDARY ADULT CAREER EDUCATION DIVISION**

**ARTICLE VIII
MEMBERSHIP**

The membership of the Division shall be as set forth in Article VIII of the Ohio Association for Career and Technical Education, Inc. By-Laws.

**ARTICLE IX
EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the management of the division in accordance with the Constitution, the By-Laws, and the bodies governing the management of the Division; The Executive Committee shall be composed of the President, Past-President, President-Elect, Secretary, Treasurer, and Legislative Appointee. The Executive Committee is responsible for the day-to-day management and fiscal management of the PACE Division.

FUNCTION OF THE EXECUTIVE COMMITTEE:

- A. Act for the Division and make the corporate management decisions within policies prescribed in the By-Laws of the Division and the policies established by the Executive Committee; it shall cause the budget to be prepared and shall be responsible for the fiscal policies of the Division.
- B. Conduct an audit of the Division financial records upon completion of each Treasurer's term of office and upon each change of Treasurer. An internal committee may be appointed or an independent auditor may be contracted to perform the audit.

NOTE: The Executive Committee shall identify and invite a representative from the Ohio Department of Higher Education Adult Ohio Technical Center Education department to be an ex-officio member of the Executive Committee.

**ARTICLE X
OFFICERS**

- A. OFFICE TERMS: All terms of office begin on January 1 of each calendar year. The officers of the PACE Division and their terms of office shall be as follows, with the option of electing the Secretary and Treasurer to serve on a continual basis until the officeholder resigns:

- President- one (1) year
- President-Elect one- (1) year
- Past President- one (1) year
- Secretary – two (3) years
- Treasurer- two (3) years
- Legislative Appointee – two (3) years

- B. NOMINATING COMMITTEE: The President-elect will chair this committee to nominate and recommend qualified officer candidates to the Executive Committee for approval prior to elections at a Membership Business Meeting.

DUTIES OF THE OFFICERS:

- A. PRESIDENT: The president shall preside at all meetings of the Division including the meetings of the Executive Committee. He/she will appoint the chairperson and members of all standing committees and any special committees deemed necessary by the Executive Committee. The President shall represent the Division as spokesperson on matters of policy or, at his/her discretion, and/or assign responsibility for such representation; review Division policies and recommend priorities to be considered by the Executive Committee and serve as member ex-officio without vote on all committees; and cause the agenda to be prepared for the governing bodies of the Division.
- B. The President serves as chairperson of the PACE Leadership Advisory Committee and a member the annual PACE Conference Committee. The President will serve as a member on the OACTE Leadership Advisory Committee.

In his/her absence, the President shall designate the Past president or the President-Elect to act in his/her stead. In the event the President fails to do so, the Executive Committee shall appoint an elected officer to preside.

- C. PRESIDENT-ELECT: The President-Elect shall serve in any capacity as directed by the President, as occasions may demand, and make him/herself available at the request of the Executive Committee in promoting the general welfare of the Ohio ACTE. He/she will serve as the general coordinator/program chairperson for the Ohio ACTE business meeting. The President Elect shall also chair the nominating committee. The President Elect shall serve as the Chairperson for the PACE Award Committee. The President-Elect will serve as a member on the OACTE Award Committee.
- D. PAST-PRESIDENT: The Past-President shall serve in any capacity as directed by the President as occasions may demand, and make him/herself available at the request of the Executive Committee in promoting the general welfare of the Ohio ACTE. He/she shall serve as the third delegate to an Ohio ACTE and PACE Division business meeting. The Past-President shall serve as the Chairperson on the PACE Constitution and Bylaws/Resolutions Committee. The Past-President shall serve as a member to the OACTE Constitution and Bylaws/Resolution Committee and the annual OACTE Conference Committee.
- E. SECRETARY: The Secretary will serve a three (3) year term, or on a continual basis until he/she resigns. He/she will serve in any capacity as directed by the President; will cause the accurate recording of proceedings of all meetings; issue notices of all meetings and will submit a report on the affairs of the PACE Division at the meeting; will make him/herself available at the request of the Executive Committee in promoting the general welfare of the PACE Division of the Ohio ACTE. The Secretary shall serve as the Chairperson on the PACE Professional Development Committee. The Secretary will serve as a member on the OACTE Professional Development Committee.

- F. TREASURER: The Treasurer will be elected by the membership to serve a three (3) year term, or on a continual basis until he/she resigns. He/she will serve in any capacity as directed by the President; will approve PACE expenditures and send requests for payments to Ohio ACTE. It is the role of PACE Treasurer to insure funds are appropriately accounted for and disbursed for bona fide Division expenses, maintain records of approvals/transaction from Ohio ACTE and will make him/herself available at the request of the Executive Committee in promoting the general welfare of the PACE Division of the Ohio ACTE. The Treasurer shall serve as the Chairperson on the PACE Public Relations Committee. The Treasurer will serve as a member on the OACTE Public Relations Committee.
- G. LEGISLATIVE APPOINTEE: The Legislative Appointee will serve a three (3) year term. He/she will serve in any capacity as directed by the President; will represent PACE on the OACTE Legislative Committee, serve on the planning committee for the Annual Legislative Conference, maintain communications with state and federal legislators and communicate legislative issues to the PACE Executive Committee and general membership as approved by the Executive Committee. He/she will make him/herself available at the request of the Executive Committee in promoting the general welfare of the PACE Division of the Ohio ACTE. The Legislative Appointee shall serve as the Chairperson on the PACE Legislative Committee.

QUALIFICATIONS OF OFFICERS: All officers shall have been active members of the Ohio ACTE and PACE Division for at least two (2) years immediately preceding the election. The President of the PACE Division must have administrative responsibilities for the Ohio Technical Center operations at his/her employing district. Elected officers shall relinquish their elected offices upon either accepting employment outside the State of Ohio or leaving the field of the PACE Division.

ELECTIONS AND TERMS: The election of President-Elect, Treasurer and Secretary will be held at a membership Business meeting. The President-Elect shall serve a three-year term as follows: the first year as President-Elect, the second as President, and the third as Past-President. The Secretary and Treasurer will serve three-year terms (or on a continuous basis until resignation), elected in alternating years.

SUCCESSION AND VACANCIES: Vacancies occurring by reason of death, resignation, incapacity, and judgment of recall or other disqualification shall be filled as follows:

- A. A vacancy in the office of the President shall be filled by the President-Elect who shall complete the unexpired term.
- B. A vacancy in the office of the President-Elect shall be filled by appointment of the President with approval of two-thirds vote of the Board of Directors.
- C. If a vacancy occurs in the office of both the President and President-Elect, the immediate Past-President shall assume the responsibilities of the President for the unexpired term.
- D. A vacancy in the Secretary, Treasurer and/or Community of Practice Vice President shall be filled by appointment of the President with the approval of two-thirds vote of the Board of Directors. Said appointment will fill the unexpired term of said office.

RECALL:

- A. Officers of the Division may be recalled for misfeasance, malfeasance or nonfeasance of office.

- B. Proceedings against an officer may be initiated by written petition, listing the specific charges.
- C. An affirmative vote of three-fourths of the Executive Committee shall be required to order a recall hearing on or against any office of the Division.
- D. A two-thirds vote of the members of the Board of Directors shall be required to sustain the charges, recall the officer, and declare the position vacant.

ARTICLE XI COMMUNITIES OF PRACTICE

A community of practice shall consist of any identifiable major group of members, which operates as a mutually inclusive and compatible unit not served by any other community of practice. The primary purpose of each community of practice is to provide appropriate and relevant professional development for its members and to promote the overall goals of the PACE Division. All professional development activities, including a plan and budget, must be approved by the Executive Committee via the President of PACE. The president will obtain approval of said professional development activity by the PACE Executive Committee and inform the Ohio ACTE Executive Director.

ORGANIZATION OF COMMUNITIES OF PRACTICE: Each community of practice shall elect two (2) Vice Presidents in accordance with the procedures set forth in the Constitution and By-Laws of the Division.

DUTIES OF OFFICERS: Each vice president will serve a two (2) year term. Each year one (1) vice president shall be elected. The rotation of duties is as follows: Year One – Provide written information concerning the activities of the Communities of Practice to the Board of Directors of the PACE Division. Year Two: Identify and organize professional development opportunities for the membership of the community of practice.

NEW COMMUNITIES OF PRACTICE: A group not served by an existing community of practice may petition the Executive Committee of the PACE Division to become a legally established community of practice with the recognition and all rights and privileges bestowed upon other communities of practice of the PACE Division, when it meets the following criteria:

- A. The interest of the group is clearly defined as being directly involved in or closely related to the PACE Division.
- B. The group represents an interest that is statewide in scope.
- C. The group is organized in the interest of expanding and improving the PACE Division.
- D. The group has formally petitioned the Board of Directors in writing for community of practice status.
- E. The group has attained an active membership in the Ohio ACTE of at least 20 members.

DISSOLUTION OF COMMUNITIES OF PRACTICE: Community of Practice status in the PACE Division shall be rescinded when either of the following occurs:

- A. The membership of the community of practice falls below ninety (90) percent of the membership required for active status for three (3) consecutive years, or

- B. The Community of Practice may, upon a majority vote of its Executive Committee of the PACE Division for dissolution of said community of practice.

COMMUNITIES OF PRACTICE OF THE PACE DIVISION

The Communities of Practice of the PACE Division currently recognized follow: Leadership and Management, Faculty and Instruction, and Support Services.

INITIAL ORGANIZATION OF COMMUNITIES OF PRACTICE by October 31, 2010 after the ratification of the constitution and by-laws, an organizational meeting will be held by each of the communities of practice to elect officers and to identify priorities of the community.

ARTICLE XII STANDING COMMITTEE

The Standing Committees shall be: Awards, Constitution and Bylaws/Resolutions, Legislation, Membership, Professional Development, Leadership Advisory, and Public Relations.

- A. MEMBERSHIP AND APPOINTMENT: Committee members and their chairperson shall be appointed by the Division President. The membership of the standing committee shall be no less than three nor more than the number of communities of practice. The chairperson of each committee shall be the PACE Division representative to that same Ohio ACTE Committee.
- B. BUDGET: A budget shall be established for the purpose of conducting the activities of the committees.
- C. STANDING COMMITTEE REPORTS: Each standing committee chairperson shall report the substantive actions of each meeting to the Executive Committee and voting membership, either in person or in writing.
- D. FUNCTIONS OF STANDING COMMITTEES: The functions of the standing committees shall be set forth in the Committee Handbook of the Ohio ACTE and all activities conducted by the committees shall be consistent with the Constitution and By-Laws of the Division.
- E. SPECIAL COMMITTEES: Special committees shall be appointed from the membership at large by the Division President upon prior approval of the Board of Directors. Such committees shall be composed of representatives of three (3) or more communities of practice.
- F. AD HOC COMMITTEES AND TASK FORCES: Ad Hoc Committees and Task Forces may be appointed to accomplish specific tasks for a limited period of time by the Division President upon approval by the Executive Committee. Such committees or task forces shall be composed of representatives from three (3) or more communities of practice.
- G. VACANCIES: Vacancies on committees and task forces shall be filled by appointment by the Division President. A person appointed to fill a vacancy shall serve the unexpired term.

ARTICLE XIII
MEETINGS

- A. OHIO ACTE ANNUAL CONVENTION: An annual convention shall be held at such time and place as the Ohio ACTE Board of Directors shall decide. The Ohio ACTE Board of Directors shall establish a convention fee schedule as set forth in the Association By-Laws.
- B. OHIO ACTE DELEGATE ASSEMBLY: shall meet annually at the time and place of the annual convention of the Association.
- C. PACE EXECUTIVE COMMITTEE MEETINGS: The Executive Committee shall meet at least on a semi-annual basis as provided in the By-Laws of the PACE Division. Special meetings may be called by the President or a majority of the Executive Committee.
- D. PACE COMMUNITIES OF PRACTICE MEETINGS: The PACE Communities of Practice shall meet on a semi-annual basis as provided in the By-Laws of the PACE Division. Special meetings may be called by the President or the 1st Vice President.
- E. PACE STANDING COMMITTEE MEETINGS: The Standing Committees shall meet on an as needed basis as provided in the By-Laws of the PACE Division. Special meetings may be called by the President or the Committee Chairperson.
- F. MEETING EXPENSE REIMBURSEMENT: Elected or appointed officers, members of the Communities of Practice, and members of standing or special committees may be reimbursed for reasonable necessary expenses incurred while attending meetings of the Executive Committee meetings and approved meetings of the Communities of Practice, Standing and Ad Hoc Committees, except when such meetings are scheduled at the time of a convention. A schedule for reimbursement may be approved for reasonable expenses and travel for the chairperson of delegates of the PACE Division to the Ohio ACTE Convention.
- G. FINANCIAL MATTERS: Financial decisions, including the amount of dues for the PACE Division sections, will be established by a majority vote of the Executive Committee of the PACE Division at a business meeting.
- H. PARLIAMENTARY PROCEDURE: Roberts Rules of Order, Newly Revised shall be the authority on parliamentary procedure at any meeting of the standing committee.