ARKANSAS CAREER ORIENTATION TEACHERS ASSOCIATION

Constitution

Article I. Name
The name of the organization shall be Arkansas Career Orientation Teachers Association.

Article II. Objectives
The objectives of this Association shall be:
A. To promote Career Orientation in the school, community, and state.
B. To provide educational activities for ACTOA members.
C. To cooperate with the Arkansas Vocational Association in promoting Career Orientation and vocational education.

Article III. Membership
All professional personnel employed by local school districts as full-time or part-time teachers of Career Orientation programs, supervisors and directors of such programs, and specialists in these areas shall be eligible for membership in the association.

Article IV. Officers
The officers of this association shall be President, President-Elect, Secretary/Treasurer, Reporter, and Regional Vice-Presidents.

Article V. Executive Committee
The executive committee shall consist of the officers of the association.

Article VI. Dues
Dues shall be an amount sufficient enough to cover the activities of the association.

Article VII. Meetings
There shall be one meeting each year. Special meetings may be called by the President upon request of a majority of the members or by action of the executive committee.

Article VIII. Amendments
The constitution may be amended as follows:
A. All amendments must be sent to the secretary at least sixty days prior to the annual meeting and copies of such proposed amendments must be provided to each member 30 days prior to the vote at the annual meeting.
B. The constitution may be amended by a two thirds majority of the voting members in attendance at the annual meeting.

Article IX. Parliamentary Reference
Robert's Rules of Order (Revised) shall be the accepted authority on parliamentary procedure.
ARKANSAS CAREER ORIENTATION TEACHERS ASSOCIATION

By-Laws

Article I. Membership
A. Membership shall be made up of those employed in the area of Career Orientation.
B. Only dues-paying members shall have voting privileges.

Article II. Dues
A. Dues shall be payable during the membership year beginning July 1 of each year and ending June 30.
B. Any change in the dues structure must be voted on at the annual meeting.

Article III. Officers
A. Officers of this association shall be active members of Arkansas Vocational Association and ACOTA.
B. Officers must be employed in the area of Career Orientation.
C. Term of office shall be from July 1 - June 30 of each year.
D. Election of officers
1. The President shall appoint a nominating committee which shall submit a name for each office to be filled with the exception of Regional Vice-Presidents.
2. Nominations shall be accepted from the floor.
3. If the office of President becomes vacant, the President-elect shall become President.
4. The executive committee shall fill any other vacancy.
5. Regional Vice-Presidents shall be elected at the annual meeting by those in attendance from that region.

Article IV. Duties of Officers
A. President--It shall be the duty of the President to preside at all meetings. The President shall have major responsibility in planning and conducting the annual meeting, shall appoint all committees and may serve as an ex-officio member of those committees.
B. President-elect--It shall be the duty of the President-elect to assume the office of President upon the completion of the President's one year term. The President-elect shall preside in the absence of the President.
C. Secretary/Treasurer--It shall be the duty of the Secretary/Treasurer to perform the following duties associated with the office:
   1. Keep permanent records of meetings of the association and of the executive committee.
   2. Respond to and initiate correspondence.
   3. Collect and process dues and maintain accurate records of all financial operations.
D. Reporter--It shall be the duty of the Reporter to publish and distribute the ACOTA newsletter.
E. Regional Vice-Presidents--It shall be the duty of the Regional Vice-President to represent the region at all executive committee meetings.

Article V. Executive Committee
The executive committee shall make decisions and carry out policies and goals of the association between meetings.