

## **CAREER CURRICULUM DEVELOPMENT ASSOCIATION of MICHIGAN CONSTITUTION AND BY-LAWS**

### **PREAMBLE**

We, as an Association interested in Career & Technical Education, establish this organization to promote and support statewide and local curriculum development efforts in order to provide better learning opportunities for all students enrolled in Career & Technical Education programs in Michigan.

### **ARTICLE I - DEFINITIONS**

The name of this organization shall be Career Curriculum Development Association of Michigan ("CCDA").

The name of this document shall be Career Curriculum Development Association of Michigan Constitution and By-Laws ("By-Laws")

### **ARTICLE II – PURPOSE**

Section I – The purpose of the Career Curriculum Development Association of Michigan shall be:

- To be an aligned/cooperative partner of the Michigan CEPD Council
- To provide input and feedback to the Michigan Office of Career Technical Education in the design, development, implementation, assessment, and improvement of CTE curriculum
- To support professional and staff development activities that advance the design, content, delivery and quality of Career Technical Education.
- To enhance the understanding and cooperation between General and Career Technical Education through the alignment and delivery of academic content leading to academic credits
- To advance Career Technical Education at the local, state and national levels
- To foster an understanding, cooperation, and alignment between Secondary and Post-Secondary Career & Technical Education.

- To advance cooperation between Career & Technical Education, professional organizations with similar goals, business, industry and government through responsive curriculum leadership.
- To support teacher education programs for the improvement of Career & Technical Education.
- To promote and encourage curriculum research in Career & Technical Education.

**ARTICLE III - ORGANIZATIONAL STRUCTURE AND MEMBERSHIP**

The voting membership shall include up to one CEPD District Representative from each CEPD as recommended by the current CEPD Directors. The non-voting members shall include Ex-Officio members.

The voting members will include:

1. Executive Officers
  - a. Chair
    - i. Votes only in the case of a tie
    - ii. Section IV, voting status
  - b. Co-Chair
  - c. Secretary
  - d. Treasurer
  - e. Past Chair
2. Appointed CEPD Representatives

Section I Membership

Active membership in the organization may include up to one appointed CTE representative per CEPD, whose major responsibility is the administration, direction or development of CTE curriculum from an educational institution within the State of Michigan. Additionally, it shall include Ex-Officio members as described in section II.

Section II Membership categories

The Membership categories will include the following:

1. Executive Officers – CEPD Representatives that also hold an executive office with the CCDA

2. CEPD Representatives – One representative from each CEPD
3. Ex-Officio Members (Non dues-paying members) – Consultants of the State of Michigan, Office of Career & Technical Education; and at most two CEPD directors selected by the executive officers.

Section III Membership Year

The membership year shall extend from July 1 of one year until June 30 of the following year.

Section IV Voting Status

One vote per CEPD will be allowed. In the event of a tie, the Chairperson, regardless of CEPD affiliation, will vote.

**ARTICLE IV – EXECUTIVE OFFICERS & VOTING MEMBERS**

Section I Eligibility and Holding Offices:

The officers of CCDA shall be elected by the voting members of CCDA.

Section II Executive Officers

See Article III

Section III Process of Nomination of Executive Officers

The process for nominating executive officers will be as follows:

1. The names of nominated executive officers will be submitted no later than April of the current membership year.
2. Executive officers will be elected into office by the voting membership by ballot, before the close of the membership year.

Section IV

The duties, powers and responsibilities of voting members and executive officers shall be defined in the By-Laws in Article X.

Section V

Term of Office

1. The elected executive officer shall hold office for a minimum of one year.
2. The appointed voting members shall serve two consecutive years.

**ARTICLE V - COMMITTEES**

Section I

Committees of CCDA will be Ad hoc.

**ARTICLE VI - DUES**

Section I

The annual membership dues of this organization shall be established at the August planning meeting.

Section II

Dues for each fiscal year may be paid any time after the August planning meeting for the current fiscal year.

Section III

The voting members shall vote on the dues amount in accordance with Article VI, Section I and Section II of the By-Laws.

**ARTICLE VII - QUORUM**

Section I

At least 40% of the voting members / executive officers must vote to constitute a quorum.

Section II

Votes held during a meeting must have a quorum in attendance (in-person or virtual constitutes being in attendance).

Votes held electronically must have a quorum based on responses to the vote by a clearly posted voting end date.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

Section I

*Robert's Rules of Order, Newly Revised*, will govern any provisions not covered by the By-Laws of the association.

**ARTICLE IX - MEETINGS**

Section I

Regular CCDA meetings will be held at least six times per calendar year, as determined by the executive officers.

CCDA meetings will be held in-person, virtually, or in a hybrid format. A schedule of meeting dates, times and locations will be published.

Section II

Other meetings may be called and scheduled at the direction of the chairperson or voting members.

Section III

Guests may attend meetings by approved requests or at the invitation of CCDA members.

Guests Include - Individuals employed or retired from the field of education and currently involved in Career Technical Education, as well as post-secondary educators.

## **ARTICLE X - POWERS AND DUTIES OF EXECUTIVE OFFICERS**

### Section I

Chairperson - The Chairperson shall preside over and prepare the agenda for all regular and special meetings of the organization, appoint committees, and be ex-officio member of all committees.

### Section II

Co-Chairperson - In the absence of the Chairperson, the Co-Chairperson shall perform all duties of the Chairperson. The Co-Chairperson shall succeed to the office of Chairperson upon termination or expiration of the Chairperson's tenure.

### Section III

Secretary - the Secretary shall communicate and keep an accurate record of the proceedings of each meeting.

### Section IV

Treasurer - The Treasurer shall receive all funds belonging to/or collected by the Association, and by order of the organization, shall be responsible for disbursing such funds. The Treasurer shall be responsible for the collection of all dues of the organization. All funds shall be deposited in a financial institution, approved by the CCDA voting members, in the name of the organization. The Treasurer shall be responsible for keeping an itemized account of receipts and expenditures and make a written report of the same to the voting members at the regular meetings for approval. The books/records must be audited annually and presented to the voting members.

## **ARTICLE XI - FILLING VACANCIES**

### Section I

In case of a vacancy in the office of Chairperson, the Co-Chairperson shall succeed and complete the term of office. All other vacancies shall be filled by appointment by the Chairperson to complete the term of office. Once the term of office expires, vacancies will be filled through Article IV, Section III of the By-Laws.

**ARTICLE XII - AMENDING THE BY-LAWS**

Section I

The By-Laws may be amended by a two-thirds (2/3) vote of the voting members of the Association.

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