



Massachusetts Career & Technical Educator's Organization, Inc.

MassCTE

As Amended by the MassCTE Membership March, 2026

Article I—Name

The name of the organization shall be known as MassCTE (Massachusetts Career & Technical Educator's Organization, Inc.), but may also be recognized as MVA (Massachusetts Vocational Association, Inc.), *incorporated as Massachusetts Vocational Association, Inc.*

Article II—Mission and Purposes

1.) Mission:

The mission of the Massachusetts Career & Technical Educator's Organization (MassCTE) is to promote and strengthen career/vocational technical education, to enhance the job performance and satisfaction of its members by increasing public awareness and appreciation for career and technical programs. Today's cutting edge, rigorous and relevant CVTE prepares students for a wide range of high-waged, highly skilled and high-demand careers.

2.) Purpose:

- To unite as a statewide organization of educators who serve in career/vocational technical education.
- To establish and maintain active leadership in all types of career/vocational technical education.
- To render service in promoting and stabilizing career/vocational technical education.
- To provide an open forum for the study and discussion of all questions involving career/vocational technical education.
- To collaborate with other state organizations and agencies in the advancement of career/vocational technical education in partnership with the Association of Career and Technical Education (ACTE).
- To encourage the further development and improvement of all programs of education related to career/vocational technical education and supportive services.
- To recommend, support, align, and promote legislation at the local, state, and national level for the betterment of career/vocational technical education.

Article III—MassCTE Membership

1.) Eligibility

All people interested in this form of education are eligible for MassCTE membership.

2.) Membership Year

MassCTE Membership is processed through the membership portal via the masscte.org website. Membership shall begin with receipt of MassCTE Membership and shall extend for one calendar year (twelve months) from the time of payment. Institutional memberships paid via payroll deductions will begin at the receipt of the school membership payment and continue for one calendar year. Membership follows the individual and may be transferred to a new school if relocation occurs.

3.) Membership Classifications, Dues, and Dues Setting Authority

Dues for all membership classifications are reviewed based on, and in correlation with annual financial reviews. Dues are set by the MassCTE Executive Board, and any changes shall be approved by a majority vote of the Executive Board. Any changes will be communicated to the membership and may occur more than once in a membership year.

4.) MassCTE Membership Classifications:

The organization shall consist of three (3) membership classifications as follows:

- Active (Professional): \$30.00
For those individuals actively employed in or concerned with career and technical education.
- Student (Preliminary): \$30.00
For those individuals enrolled as students preparing to become career and technical educators and who are not employed full-time in an educational system as a teacher, counselor, or administrator
- Loyalty (Retired): \$10.00
For those individuals who are retired from active employment in career and technical education, who have maintained continuous membership in MassCTE.

5.) The distribution of dues to each chapter from Active and Student members shall be \$6.00 per member and transferred to the chapter for use to support scholarships, special events, recognitions, and other purposes authorized at the discretion of the Chapter Board. No dues are transferred from the Loyalty/Retiree membership to the chapters.

6.) ACTE Affiliation & Membership Dues:

ACTE is the national organization for CTE, known as the Association for Career & Technical Education. MassCTE is the MA state affiliate organization. MassCTE members are encouraged to also be ACTE members. ACTE memberships are separately processed through the ACTE membership portal. Prospective and/or renewing ACTE members should visit acteonline.org for access to the ACTE Membership portal. MassCTE membership may be processed through the ACTE membership portal, and ACTE will transfer member information and state dues to the state as they are received.

Article IV— Chapter’s Organizational Structure

1.) Chapters

MassCTE is made up of 4 regional chapters. The regional boundaries of each chapter are determined by the MassCTE Executive Board. Chapters are as follows:

- Central
- Eastern
- Southern
- Western

2.) Each Chapter shall establish its own by-laws and board structure that supports the overall mission of the organization. Chapter bylaws shall compliment and not conflict with MassCTE bylaws. The chapters are established to support the entire organization, provide for localized outreach and support,

perform local membership drives, and process the distribution of information from the organization and specifically pertinent to the chapter.

Article V— MassCTE Executive Board

Executive Board

The Executive Board shall be the governing body of the organization and shall have the authority and responsibility for the supervision, control and direction of the organization.

The Executive Board shall be comprised of the officers of the organization, which should include the President, Past President, Chapter Presidents, Secretary, and Treasurer. Other executive board support personnel such as Leadership Coordinator, Awards Chairperson, Conference Chairperson, advisors/liaisons, and others may provide input and vote on pertinent items at the discretion of the President.

1.) Executive Director

The Executive Board shall employ/appoint an Executive Director. An employment contract shall be established that is mutually agreeable by all parties listing employment terms and compensation. The contract should include a performance evaluation tool to offer feedback and recommendations that support the goals and continuous improvement of the organization. This contract may be extended or terminated in accordance with the terms of the contract.

The Executive Director shall have responsibility for organizing and maintaining a physical address, recommend staffing needs, conduct/maintain the day-to-day operations of the organization (i.e. payment of invoices, domain and website access, electronic communication tools, electronic forms/tools for management of membership, events, and payments), set/accomplish the goals, objectives, and duties as defined in the strategic plan of the organization. The Executive Director will serve as an ex-officio, non-voting member of the Board.

The Executive Director shall ensure that all duties of a non-profit organization are maintained, such as Secretary of State Annual Reporting, Tax filings, ACTE reporting, and shall provide a summary of status and findings to the Executive Board by November 1.

2.) Treasurer and Membership Coordinator

The Executive Board shall ensure that it has/maintains a Treasurer and Membership Coordinator. These positions may be combined as one or operate separately at the discretion of the Executive Board. The Treasurer shall be responsible for maintaining financial records and activities, and act on behalf of the organization to ensure compliance with approved Board policies and regulatory requirements. It shall be the responsibility of the Treasurer to maintain electronic records of all financial transactions and provide periodic financial reviews (at least annually) to the board. The Treasurer shall work in collaboration with the Executive Director but be given autonomous authority to represent the organization. The Membership Coordinator shall be responsible for maintaining all membership records of the organization to ensure compliance with approved board policies and regulatory requirements. The Treasurer and/or Membership Coordinator may serve as ex-officio members of the Executive Board and may provide input and vote on pertinent items (excluding financial or membership related matters) at the discretion of the President.

3.) Secretary (Clerk)

The Executive Board shall ensure that it has/maintains a Secretary (Clerk) to ensure compliance as a non-profit organization. The Secretary (Clerk) shall be responsible for reporting corporation status

updates as required. The Secretary shall also maintain files centrally located for board access, maintain meeting agendas, and take/maintain clear and concise meeting minutes, and provide a means of communicating these items to the membership as requested, and/or through communications (i.e. mailserver distribution, website posting, etc.).

- 4.) If at any time an Executive Director, Treasurer, or Secretary (Clerk) vacancy occurs due to disability, resignation, or other cause beyond control, the Executive Board shall have the authority to fill the said position for the unexpired term and/or until the vacated position can be filled.
- 5.) Only currently employed individuals holding Active Membership status shall be eligible to hold an officer position on the Executive Board (excluding sub-committee appointments). This requirement may be waived at the discretion of the Executive Board under the grandfathered clause to those already serving in Executive Board positions to ensure all positions are properly represented.

Special Meetings:

- 1.) Special executive session meetings outside of the regular meeting schedule may be called by the President at the discretion of the Executive Board. These may include the need to discuss sensitive information that falls outside the normal meeting agenda format.
- 2.) An annual legislative meeting shall be held at the organization's annual conference. The annual legislative meeting shall be held for the election of officers, approval of bylaws, presentation of financial reports, and other business items that shall include entire membership input. Other meetings may be conducted as deemed appropriate and communicated to the entire membership if needed.
- 3.) An Advisory Board shall consist of the least three (3) Past Presidents, members of the MAVA Administrative division, and other members as appointed by the Executive Board. The immediate Past President of the Executive Board shall be the Chairperson of this advisory board. The Advisory Board shall meet with the Executive Board annually

Article VI—Officers

The Duties of Officers include, but are not limited to, as follows:

Executive Director:

- Attends Executive Board meetings to ensure that the board and officers are kept informed on the conditions of the organization and on all factors that influence the business of the organization.
- Formulates and recommends for the approval of the Executive Board basic policies and programs which will further the objectives of the organization.
- Works with the officers to fulfill the needs of the Executive Board and organization assignments and directives.
- Coordinates the plans for annual conferences and/or other organizational meetings with Executive Board and/or Committees charged with these duties.
- Attends administrative division meetings, communicates updates, and provides alignment strategies of administrator and educator divisions.
- Provides representation at the state meetings where career vocational technical education is being discussed or policies are being formulated affecting the organization.

- Maintains a master schedule of organizational events (MAVA, MassCTE, SkillsUSA, DECA, BPA, FFA, etc.) where MassCTE representation is involved.
- Prepares and presents IRS tax filing status, annual reports to commonwealth and national organization and updates appropriate committees at the annual conference, to include programs and accomplishments.
- Responsible for carrying out other duties as assigned, or are customarily expected in the duties of an executive officer.

President

- Establishes periodic and regular meeting schedules and communicates meeting dates to the Executive Board Officers and members.
- Prepares monthly meeting agendas
- Chairs all regularly scheduled monthly meetings.
- Recommends appointment of Leadership Coordinator or designee to plan & facilitate leadership workshops.
- Serves as the ceremonial representation of the organization for events such as awards ceremonies, ribbon cutting events, awards certificate signing, messaging/marketing on behalf of the organization.

Treasurer

- Maintains organizational financial records and other duties of treasurer.
- Works with Membership Coordinator in the collection of membership dues including new members, renewals, and payroll deductions.
- Assists in reimbursement board members for reasonable expenses incurred in attending regular and special meetings. (Conference expenses, travel, lodging, etc.)
- Works with Executive Director in the preparation of annual financial report in collaboration with Executive Board and appropriate Committees to the membership at the annual legislative meeting.
- Provide payment, reimbursement, and monthly balances to Chapters.
- Working with the Executive Director, keep the Executive Board informed on the finances of the organization and in the preparation of annual budget.
- Assist the Executive Director in appropriate IRS tax filings and annual reports.

Article VII—Election

Eligibility and Term of Office

The President shall be nominated for election by the Executive Board or through self-nomination. The President shall be elected to a two year term and not exceed two consecutive terms.

Other officer elections shall be conducted at the annual conference during the legislative meeting. Criteria for nomination include the nominee be a currently employed and an Active MassCTE member in good standing, with board experience, regularly attend and participate at meetings, and demonstrate regular involvement. The newly elected officers shall assume their duties July 1 following their election. The term of office shall run through June 30th of their final term year. The Secretary may be nominated, elected, or appointed by the Executive Board; a position that may be filled “at will” of the organization and/or individual.

1. Only those holding Active memberships shall be eligible to serve as an Executive Board officer.

2. The Nominating Committee or Chapter Presidents and/or Executive Board shall file with the Executive Director, no later than one (1) month before the Annual Meeting, a list of recommended officers for the next year, consisting of one (1) candidate to each office. Candidates for nomination include a current MassCTE member, board experience, meeting attendance, and Chapter involvement. The Executive Director shall provide the slate of candidates to each school representative, or communicated electronically via mailserver or MassCTE website no later than two weeks before the Annual Meeting. The right of any member to make nomination from the floor is in no way abridged or omitted from the nomination eligibility criteria.

C. Method of Election

Election will be held during a scheduled annual meeting at the convention.

D. The voting members of the Executive Board shall serve as the Board of Directors for the corporation. Their term shall renew each time that they are re-elected to the Executive Board. The Executive Director shall also serve as a member of the Board of Directors for the same duration. The first Executive Board meeting in March/April will also serve as the Board of Directors annual meeting for the Corporation.

*Note::

- Any voting member who has been absent from three (3) consecutive Executive Board meetings, without sufficient cause, will not have a valid vote at his/her next meeting of attendance.
- Sufficient cause will be decided by a majority vote of the members in attendance.
- An Officer can be removed from position and replaced by another member in good standing by a majority vote of the Board to ensure continuity of representation of all officer positions.

Article VIII—Committees

Bylaws Committee:

This committee shall review, edit, and make recommendations concerning the Bylaws and Constitution.

Audit Committee:

This committee shall conduct a thorough review/audit of the financial accounts every two years, and/or when there is a change in Executive Director and/or Treasurer, as deemed appropriate by the Executive Board. The audit committee should independently review the financial accounts of the organization, shall be led by an independent MassCTE member appointed by the Executive Board. This member will serve once, and submit a written report to the annual legislative meeting. The Executive Board will review this report and address and deficiencies or discrepancies to the audit committee. The audit committee shall

provide a report indicating that the review has been completed and meets the compliance objectives of the review/audit committee and Executive Board.

Programs of Work Committee

This committee shall be composed of members of the Executive Board appointed by the President. It shall establish goals and objectives, which will contribute to the accomplishment of the purpose of MassCTE. It shall develop, solicit, and present resolutions to be used as a guide to establish organizational goals and objectives. This committee shall work with the Executive Director.

Legislative Committee

This committee shall keep informed on pending legislation, both State and National, affecting Career/Vocational and Technical Education and Career/Vocational and Technical Teachers, and present written reports on the same to the Executive Board at its regular meetings, with recommendations for action when necessary. The Executive Board may assign further duties among which shall be to provide representation at State Legislature Committee meetings when it is deemed necessary. The legislative Committee will attend Board of Education meeting and Legislative hearings to present the Association's position on issues affecting Career and Vocational/Technical Education.

Annual Conference Planning Committee

This committee shall be composed of members appointed by the President Elect. It shall work in conjunction with the Executive Director to organize and carry out the plans for the Annual Convention.

H. Newsletter Committee This committee shall be composed of one (1) member from each Chapter, the Executive Director, and the Newsletter Editor, who shall be the Committee Chairperson. The committee shall collect, edit, publish, and disseminate all news monthly items and information. All news items are subject to the approval of the Executive Board.

Awards Committee

This committee shall maintain and publicize an active state awards program (Secondary Award, Non-Traditional Award, Post-Secondary Award, Teacher of the Year Award, and Friends of Voc Ed Award). This committee shall determine those members who are eligible for the Quarter-Century Club membership. The Quarter-Century Club shall be conferred at the Annual State Convention upon those persons with twenty-five (25) years or more of Vocational Education service, and who have been members in the Massachusetts Vocational Association for five (5) years or more.

Membership Committee

This committee shall promote and stimulate membership in the Association.

Webpage Committee

This committee shall promote and stimulate the Association through the MassCTE website (www.masscte.org). The committee shall collect, edit, publish, and disseminate all News monthly items and information approved by the Executive Director.

Performance Evaluation Committee

This committee shall be responsible for posting job descriptions and openings within the Executive board and evaluate board members on their performance; this committee shall consist of five members, the committee chair shall appoint all members of the committee.

Article IX—Annual Meeting

The annual legislative meeting is to be held annually at the conference during the spring of each year.

Article X—Amendments

These bylaws & constitution may be revised or amended by a two-thirds (2/3) vote of the members present at the annual meeting provided all proposed amendments are in the hands of the Secretary sixty (60) days previous to the date set for the annual meeting, and provided the Secretary shall provide amendments to each school representative thirty (30) days previous, or shall have the proposed amendments published on the MassCTE website or electronic newsletter thirty (30) days prior to the Annual Meeting.

Article XI—Parliamentary Authority

The current Robert's Rules of Order will govern any provisions not covered by the bylaws of the organization.

Article XII—Voting

A quorum is required through the majority of the members present at all meeting, and shall be sufficiently represented to carry on the business of the organization - with the exception of proposed amendment to the Constitution and bylaws amendments, which require a two-thirds (2/3) majority vote, as described in Article X – Amendments section of this document.