



**Massachusetts Vocational Association, Inc.**  
**By-Laws**

As Amended by the MVA Delegates March 2018



**Article I—Name**

The name of the organization shall be Massachusetts Vocational Association, Inc.

**Article II—Mission and Purposes**

**A. Mission**

The mission of the Massachusetts Vocational Association, Inc. (“MVA”) 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 youth and adults for a wide range of high-waged, highly skilled and high-demand careers.

**B. Purposes**

1. To unite in one statewide organization those persons who are interested in career/vocational technical education.
2. To establish and maintain active leadership in all types of career/vocational technical education.
3. To render service in promoting and stabilizing career/vocational technical education.
4. To provide an open form for the study and discussion of all questions involving career/vocational technical education.
5. To work with other states and agencies for the advancement of career/vocational technical education, in the state, and in the United States, and in partnership with the Association of Career and Technical Education (ACTE).
6. To encourage the further development and improvement of all programs of education related to career/vocational technical education and supportive services.
7. To support legislation and educate legislatures at the local, state, and national level for career/vocational technical education.

**Article III—Membership**

**A. Eligibility**

All persons interested in this form of education shall be eligible for membership.

**B. Classification of Members**

The Association shall consist of three (3) classes of membership:

1. Active
2. Loyalty
3. Student

**C. Active Membership**

For those individuals actively employed in or concerned with career and technical education.

**D. Loyalty Membership**

For those individuals who are retired from active employment in career and technical education, who have had continued membership in the Massachusetts Vocational Association.

**E. Student Membership**

For those individuals who are enrolled as full-time 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.

**F. Voting and Holding Office**

Active members may serve as officers of the association.

**G. Membership Year**

Membership shall begin with receipt of dues at the MVA office and extend for one year (twelve months).

## I. Dues Setting Authority

1. Membership shall begin with the receipt of dues at the MVA office (MVA members only) and extend for one year (twelve months). Except payroll deduction members, which membership shall begin with the receipt of the school payroll deduction printout and first payment.
2. Membership shall begin with the receipt of dues paid in full at the ACTE office (MVA/ACTE member) and extend for one year (twelve months).
3. Membership shall be open to new members during September/October and March of the current school year.

## Article IV—Organizational Structure

### A. Divisions

The divisions of the Association shall be those of

- Administration,
- Agricultural and Natural Resources Cluster,
- Arts and Communication Services Cluster,
- Business and Consumer Services Cluster,
- Construction Cluster,
- Education Cluster,
- Health Services Cluster,
- Hospitality and Tourism Cluster,
- Information Technology Services Cluster,
- Legal and Protective Services Cluster,
- Manufacturing, Engineering, and Technology Cluster,
- Transportation Cluster, and
- Special Needs.

1. Each division is encouraged to elect a representative to serve as a member of the Executive Board.
2. Each division is encouraged to conduct programs and activities for the varied interests within their respective divisions.
3. Division must maintain a minimum of Twenty (20) members in order to qualify for divisional status by June 30 each year. Divisions whose membership drops below this level shall be permitted two years beyond the fiscal year in which the membership dropped below the minimum required level to regain the minimum membership required before losing divisional status. Any division failing to meet these requirements may lose Executive Board voting and representation rights.
4. Each Division shall have a set of By-Laws and Constitution that does not conflict with those Articles that are clearly applicable to the MVA By-laws.

### B. Chapters

1. The Chapters of the Association shall be: Central, Eastern, Southeastern, and Western.
2. The boundaries of a chapter shall be determined by the Executive Board.
3. Each Chapter shall have a set of By-laws and Constitution that do not conflict with those Articles that are clearly applicable to the MVA By-laws.

### C. Affiliated Organizations

1. The affiliated organizations shall be those State organizations, which cannot otherwise identify themselves in the structure of the MVA and/or meet the requirements above in "Part A. Divisions" in this article.
2. The affiliated organizations constitutions and by-laws shall not be in conflict with the MVA's Constitutions and By-laws.
3. Affiliation with said organization shall be subject to the approval of the Executive Board.
4. Each affiliated organization shall have one non-voting representative on the Executive Board. The MVA Executive Board may at the June Executive Board meeting each year, grant the affiliated organizations a

vote in the MVA Executive Board. This voting position, if granted shall not affect the quorum necessary for a meeting.

5. Each affiliated organization shall have a set of By-laws and Constitutions that do not conflict with those Articles that are clearly applicable to the MVA By-laws.

#### D. Non-Affiliated Organizations

1. The Non-affiliated organizations shall be those organizations, which cannot otherwise identify themselves in the structure of the MVA.
2. Their constitutions and by-laws shall not be in conflict with the MVA's Constitutions and By-laws.
3. The said organizations shall be subject to the approval of the Executive Board.
4. These organizations shall have one non-voting representative on the Executive Board. The MVA Executive Board may at the June Executive Board meeting each year, grant the Non-affiliated organizations a vote in the MVA Executive Board. This voting position, if granted shall not affect the quorum necessary for a meeting.
5. Each affiliated organization shall have a set of By-laws and Constitutions that do not conflict with those Articles that are clearly applicable to the MVA By-laws.

### Article V—

#### A. Executive Board

1. The Executive Board shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control and direction of the Association.
  - a. The Executive Board shall compose of the officers of the Association, the immediate Past President of the Association who will serve for a period of one year, the Presidents or a representative from the various Chapters in the organization, a representative from those Divisions of vocational education as listed in Article IV-A, of the By-Laws, not already elected a member of the Executive Board.
2. The Executive Board shall hire the executive director and designate the term of employment and compensation. The executive director shall have responsibility for organizing and maintaining a headquarters and staff to accomplish the goals, objectives and strategic plan of the Association. The executive director of the Association will serve as an ex-officio, nonvoting member of the Board.
3. The Executive Board shall have the authority to set dues.
4. The Executive Board shall appoint a Finance Clerk who shall be responsible for reviewing all financial activities of the Association to ensure compliance with approved Board policies and regulatory requirements. The Clerk shall serve ex-officio on the Executive Board.
5. The Executive Board shall appoint a Membership Clerk who shall be responsible for maintaining all membership records of the Association to ensure compliance with approved Board policies and regulatory requirements. The Clerk shall serve ex-officio on the Executive Board.
6. If because of disability, resignation of other cause any Director position becomes vacant, the Board shall be empowered to fill the said position for the unexpired term. A Director may be removed as permitted under applicable law.
7. Only members who are active in the work of the association shall be eligible to hold office or be a representative of the Executive Board.

#### B. Meetings

1. An annual meeting of the Association shall be held each year and other meetings as they shall be deemed advisable.
2. The annual meeting shall be for the election of officers, the submitting of the yearly reports and the transactions of the other business common to such a meeting.
3. Special meetings may be called by the President at the discretion of the Executive Board.

#### C. Advisory Board

Shall consist of the last five (5) Past Presidents 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 at least twice each membership year.

## Article VI—Officers

A. The officers of the association shall be a president and vice president/president elect, past president, secretary, chapter president or designated representative.

### B. Duties of Officers

#### 1. Executive Director

- a. Sees that the Executive Board and officers are kept fully informed on the conditions of the Association and on all-important factors influencing them. Attends all meetings of the Executive Board.
- b. Plans, formulates and recommends for the approval of the Executive Board basic policies and programs which will further the objectives of the organization.
- c. Executes all decisions of the Executive Board, except when other assignments are made by the Board.
- d. Receives a file copy of minutes of all Executive Board and Committee meetings.
- e. Organizes and administers plans for state convention and/or all other state association meetings with Executive Board and/or Committees charged with these duties.
- f. Meets with and advises all committees of the State Association.
- g. Represents and/or insures representation of the State Association at meetings where career/vocational and technical education is being discussed or policies are being formulated affecting the program.
- h. Maintains a master schedule of events of all State Associations, representative of division within MVA.
- i. Prepares and presents a written Annual Report in concert with the Executive Board and appropriate Committees to the Annual State Convention, to include programs and accomplishments.
- j. Responsible for such other duties as are customarily involved in the work of an executive officer.

#### 2. President

- a. Responsible for appointing and executive member to take charge of Leadership. An executive member must facilitate leadership if a non-executive MVA member organizes/instructs the training.

#### 3. Treasurer

- a. Assume responsibility for all Association Financial records and other duties of treasurer.
- b. Collection of dues including new members, renewals, payroll deductions, from which will be sent to the Treasurer.
- c. Reimburse each member of the Executive Board for reasonable expenses incurred in attending all regular and special meetings. (Convention expenses are subject to Executive Board policy and vote.)
- d. Prepare and present a written Annual Report in concert with the Executive Board and appropriate Committees to the Annual State Convention and an itemized statement of financial transactions.
- e. Responsible for keeping the Chapter treasurer up to date with chapter and ACTE dues transmittal.
- f. Working with the Executive Director, keep the Executive Board informed on the finances of the Association.
- g. Working with the Executive Director, prepare a budget for the June meeting to be voted on for the next year.
- h. The Treasurer shall be responsible for collecting the Treasurers reports from the Chapters and filing Federal, State income tax, and Annual Corporation papers with the state.

#### 3. Membership Records Clerk

- a. Maintain records of MVA membership and ACTE membership, convention delegates and transmit to Executive Director and Treasurer for ACTE and Chapter's transmittals.

#### 4. Membership Records Clerk

- a. Maintain financial records of MVA

### C. Resignation and Removal

1. If because of disability, resignation of other cause any office becomes vacant, the Board shall be

empowered to fill the said office until the prescribed procedures shall be followed to elect a member for the un-expired term.

2. The Executive Board, by a two-thirds vote of all its members, may remove any officer from office for cause.

## **Article VII—Election**

### **A. Eligibility and Term of Office**

The President and Vice President/President Elect shall be nominated for election by the Chapter Presidents or Executive Board; position to be held for two years, not to exceed two consecutive terms, at the annual meeting of the Association. Criteria for nomination include a current MVA member, MVA Board experience, attendance at meetings, and Chapter involvement. The new officers shall assume their duties July 1 following their election. The term of office shall run to the following June 30. The Secretary shall be nominated for election by the Chapter Presidents or Executive Board; position to be held until resignation.

\*Note: A member in good standing will be determined by the following: Any voting member who was 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 by a majority vote of the Board.

1. Only members who are active in the work of the Association shall be eligible to hold office or to be a representative on the Executive Board.

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 MVA member, MVA Board experience, attendance at meetings, and Chapter involvement. The Executive Director shall send and/or fax a copy of the slate of candidates to each school representative, or cause it to be published in the "Massachusetts Vocational Association News and/or MVA Web Page" 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.

### **B. Process of Nomination**

See Above

### **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.

## **Article VIII—Committees**

### **A. Constitution and By-Laws Committee.**

This committee shall review, edit, and make recommendations concerning the Constitution and By-Laws.

### **B. Audit Committee**

This committee shall review the financial statements every two years and at the change in Treasurer. The committee should review the accounts of the Association made by a MVA member appointed by the Executive Board who will serve one time only as reviewer, and submit a written report at the Annual Meeting.

### **C. Nominating and Credentials Committee**

This committee shall consist of the five (5) members appointed by the President. The Chairperson is to be the Immediate Past President with the remaining members being Representatives of each chapter. A nominee cannot

be a member of the nominating committee. The committee shall supervise and conduct the general election of officers at the Annual Meeting and accredit the delegates and alternatives to the ACTE Convention. The list of recommended officers for the next year shall be prepared no later than one (1) month prior to the Annual Meeting. The list of approved delegates and alternatives to the ACTE Convention shall be prepared no later than one (1) month prior to the ACTE Convention. Both lists are to be given to the Executive Director to be properly processed.

#### D. Resolutions/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 the MVA. It shall develop, solicit, and present resolutions to be used as a guide to establish organizational goals and objectives.

#### E. Educational Committee

This committee shall research, collect and distribute information related to the rights, responsibilities, and professional improvement of career/vocational and technical educators.

#### F. 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.

#### G. Annual Convention 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.

#### I. 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.

#### J. Membership Committee

This committee shall promote and stimulate membership in the Association.

#### K. Webpage Committee

This committee shall promote and stimulate the Association through the MVA website ([www.massvocassoc.org](http://www.massvocassoc.org)). The committee shall collect, edit, publish, and disseminate all News monthly items and information approved by the Executive Director.

#### L. Parent Committee

This Committee shall promote the Philosophy and purpose of the MVA to parents who are interested in the preservation of Vocational education. The committee shall collect, edit, publish, and disseminate all news monthly

items and information approved by the Executive Director.

**M. Appointment/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**

To be held at the convention in March or April of each year.

**Article X—Amendments**

This 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 in turn shall send copies thereof to each school representative thirty (30) days previous or shall have the proposed amendments published in the "Massachusetts Vocational Association News and/or MVA Web Page" ~~issued~~ prior to the Annual Meeting.

**Article XI—Parliamentary Authority**

The current Robert's Rules of Order will govern any provisions not covered by the By-Laws of the Association.

**Article XII—Dues**

This fee for the membership shall be per annual. The distribution of these dues shall be:

1. To the Association for Career and Technical Education \$80.00.
2. To the Massachusetts Vocational Association the following dues structure and rates:
  - a. MVA \$30.00
  - b. MVA Loyalty \$10.00
  - c. MVA Student \$30.00
3. All Chapter dues are \$6.00. This \$6.00 is included in the rates listed in Article VI, Dues, Section 1, Item 2 and will be transferred to the Chapter upon payment of member dues. No dues will be taken out for the Chapters from the Loyalty Membership.
4. The dues for Division members are determined by the individual Divisions. The provisions of those sections shall in no way limit the amount charge by any Division for their membership dues.

**Article XIII—Voting**

A quorum is required through the majority of the members present at the Annual Meeting shall be sufficient to carry on the business of the organization with the exception of proposed amendment to the Constitution and By-laws, which matters are provided for elsewhere in this Constitution.