

**CONSTITUTION OF THE  
MISSOURI MARKETING AND COOPERATIVE EDUCATION DIVISION  
OF THE  
MISSOURI ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
Revised, July 2005**

**ARTICLE I – NAME**

The official name of this division shall be the Marketing and Cooperative Education Association, a Division of the Missouri Association for Career and Technical Education (MOACTE).

**ARTICLE II – PURPOSE**

The purpose of this division shall be to promote the welfare and improve the status of vocational marketing and cooperative education in the State of Missouri.

**ARTICLE III – MEMBERSHIP**

1. ACTIVE MEMBERS – All persons interested in the purpose of this division and engaged in educational work in public and nonpublic educational institutions shall be eligible for active membership.
2. ASSOCIATE MEMBERS – Any person interested in the purpose of this division but not qualified for active membership may become an associate member.
3. HONORARY MEMBERS – The Board of Directors may recommend for honorary membership any individual who has made an outstanding contribution in vocational education. Not more than two honorary memberships may be awarded in any one-year by a vote of the membership.
4. STUDENT MEMBERS – Any graduate or undergraduate student preparing to teach vocational subjects who is enrolled in any teacher education institution of the state may become a student member of this division.
5. RETIRED MEMBERS – Any retired marketing and cooperative education teacher or administrator shall be eligible for retired membership.
6. MEMBERSHIP YEAR – The membership year shall extend from July 1 of one year to June 30 of the following year.
7. DUES – Dues for the division shall be unified with Missouri Association for Career and Technical Education and National Association for Career and Technical Education. Annual membership dues for the division shall be \$30.00, plus annual membership costs for MOACTE and ACTE. Honorary memberships are exempt. Retired and student membership dues for the division shall be \$5.00.

## **ARTICLE IV – BOARD OF DIRECTORS**

1. MEMBERSHIP OF BOARD – Board of Directors of this division shall consist of a president, president-elect, past president, secretary, a senior board member and a junior board member, and a member of the Department of Elementary and Secondary Education. The treasurer shall be an appointed, non-voting, ex-officio member.
2. TERM OF OFFICE – Officers shall assume their offices at the close of the annual MOACTE Conference. The president-elect, president and past president serve 1 year terms of office in each of the three positions respectively. The board members and the secretary will be elected to two year terms of office.
3. NOMINATION AND ELECTION – Nominations for president-elect, board member, and secretary shall be submitted by a nominating committee appointed by the president and also may be made from the floor. The election shall be determined by a simple majority of the votes cast.
4. VACANCIES – When a vacancy occurs the Board of Directors shall have the power to select a replacement to serve in that office for the remainder of the term.

## **ARTICLE V – DUTIES OF BOARD MEMBERS**

1. DUTIES OF THE PRESIDENT – The duties of the president shall be those usually pertaining to the officer as set forth in Robert's Rules of Order and such other duties as may be prescribed in the Constitution and Bylaws or by the Board of Directors. The president shall serve as chairman of the Board of Directors of this division and represent this division on the MOACTE Board of Directors.
2. DUTIES OF THE PRESIDENT-ELECT – The president-elect, in the absence of the president, shall assume the duties of the president and shall represent this division on the MOACTE Board of Directors.
3. DUTIES OF THE PAST-PRESIDENT – The duties of the past-president shall be to attend MCEA Board meetings during tenure as Past-President, attend the MCEA Leadership Academy in the spring, chair the MCEA Division Program Planning committee for MOACTE as Past-president, and attend the National ACTE Policy Seminar in March.
4. DUTIES OF THE SECRETARY – The secretary shall keep a full and accurate report of all meetings of the division; conduct correspondence and fulfill such other duties as may be authorized by the president and the Board of Directors.
5. DUTIES OF THE TREASURER – The treasurer shall receive and hold in safekeeping all membership dues and funds of the division and deposit same in a bank or banks approved by the Board of Directors; keep on file duplicates of all receipts issued and shall make such purchases and expenditures as shall be authorized by the Board of Directors.
6. DUTIES OF THE BOARD OF DIRECTORS – The Board of Directors shall:
  - A. Meet at the request of the president or by the written request of three members of the Board.

- B. Formulate objectives and policies and shall plan and carry out the function of the division.
- C. Arrange and have charge of the program for the annual business meeting.
- D. Appoint a treasurer. Regularly review and audit the financial records and reports of the association as prepared by the appointed treasurer and report standings at the annual business meeting for approval by the membership.
- E. Consider proposed bylaws and amendments to the constitution and report them to the membership for their action.
- F. The Board of Directors shall hold its first meeting immediately following the adjournment of the annual association conference.
- G. Require a quorum of three members for the transaction of business at the Board of Directors meeting.

## **ARTICLE VI – MEETINGS**

**BUSINESS MEETING** – The annual business meeting of the division shall be held at the same time and place as the annual conference or at such other time as set by the Board of Directors.

## **ARTICLE VII – AMENDING PROCEDURE**

**AMENDING AND REPEALING CONSTITUTION AND BYLAWS** – This constitution and bylaws may be amended or repealed at any annual business meeting of the division by two-thirds vote of all members present. The amendment must have been submitted in writing to the Board of Directors at least 30 days prior to the annual business meeting.

## **ARTICLE VIII – STANDING COMMITTEES**

1. **STANDING COMMITTEES** – The following committees shall be considered standing: MOACTE Conference Planning Committee, Awards Committee, Nominating Committee, MCEA Action Alert Committee, and MCEA representation on MOACTE Standing Committees.
2. **MOACTE CONFERENCE PLANNING COMMITTEE** – The Planning Committee shall be composed of the immediate past-president of MCEA, a representative of marketing education programs, a representative of cooperative vocational education programs, a representative from a post-secondary institution, and a representative from DESE.
  - A. **Committee Chair and Responsibilities** – The Planning Committee Chair person shall be the MCEA past president. It is the committee chair's responsibility to schedule meetings, appoint a committee member to keep minutes, and meet all deadlines for program development as directed by the MCEA Board.
  - B. **Duties of the MOACTE Conference Planning Committee** – The Planning Committee shall arrange the program for the annual conference to be presented to the MCEA Board of Directors for approval. The annual deadline for program plans shall be set by the Board to coincide with the MOACTE program deadline.
3. **MCEA AWARDS COMMITTEE** – The Awards Committee shall have three members consisting of past MCEA Teacher of the Year award recipients on a rotating basis. The term of membership shall be three years, with the addition of the most recent award recipient each year.

A. Committee Chair and Responsibilities – The Awards Committee Chair shall be appointed by the committee members at the close of the annual association conference. The responsibility of the chair is to schedule sufficient meetings via telephone conferences or in person to complete the annual awards process.

B. Duties of the MCEA Awards Committee –

1. The committee shall solicit nominations for MCEA Teacher of the Year, MCEA New Professional, and all other awards available to division members through the MOACTE awards program

2. The committee shall work with the MCEA representative to the MOACTE Awards Committee to present our applicants for awards. It shall be the duty of this committee to meet all nomination deadlines as set by MOACTE.

3. It shall further be the duty of this committee to plan and prepare for recognition of outgoing association officers, retiring association members, and years of service awards. Awards and certificates shall be presented at the annual conference by the Committee Chair, a committee member, or a member of the Board.

1. NOMINATING COMMITTEE – The Nominating Committee shall consist of the association's Board of Directors members.

A. Duties of the Nominating Committee – The nominating committee shall solicit nominations for the offices of president-elect, junior board member and secretary prior to the annual business meeting and election.