



## **Bylaws of the Arizona CTE Curriculum Consortium**

### **ARTICLE I – PURPOSE**

The Arizona CTE Curriculum Consortium is hereby organized as a voluntary educational cooperative program specifically for, but not limited to:

- A. Promoting shared educational resources among Joint Technical Education Districts and School Districts throughout Arizona and beyond.
- B. Providing educators with superior resources to deliver consistent, high quality, engaging instruction to Career and Technical Education students in all member districts.
- C. Providing professional development to educators.
- D. Providing a venue for collaboration and support.
- E. Providing meaningful data through authentic student assessments to guide instruction in the classroom.

### **ARTICLE II – STEERING COMMITTEE**

#### **SECTION 1. General Powers, Number, Tenure and Qualifications**

The activities of the Consortium shall be managed by a Steering Committee numbering nine (9) members with an initial term ending June 30, 2014. The six (6) steering committee members elected at large shall institute a staggered lottery system such that reasonable continuity is assured as outlined below:

- |                   |                                           |
|-------------------|-------------------------------------------|
| Three (3) members | 1 year term extension until June 30, 2015 |
| Three (3) members | 2 year term extension until June 30, 2016 |

Thereafter, the terms of Steering Committee Members shall be for two (2) years and shall commence on July 1 and terminate on June 30. Steering Committee Members may be elected to successive terms without limit.

#### **SECTION 2. Members of the Steering Committee**

##### **A. Make-up of Steering Committee:**

The nine (9) Members of the Steering Committee shall be:

- Six (6) Steering Committee seats elected at large (voting)
- One (1) Fiscal Agent Representative, Pima County JTED (voting)
- One (1) AZ CTE Curriculum Consortium Director (ex-officio)
- One (1) Arizona Department of Education – C.T.E. representative (ex-officio)

##### **B. Election Procedures:**



Steering committee members will be elected “at-large” by the designee of the Arizona CTE Curriculum Consortium member districts. Each member district will receive votes based on the tiered structure below.

Tiered voting structure based on the number of students reported on the 40th day duplicated enrollments by paying member. (i.e. based upon IGA agreements as established by December 31, 2012 with Pima JTED).

Initial voting threshold shall be tiered as follows:

Tier 1	0 – 3999 (1 Vote)
Tier 2	4000 – 7999 (2 Votes)
Tier 3	8000 – 11999 (3 Votes)
Tier 4	12000 – 15999 (4 Votes)
Tier 5	16000 – 19999 (5 Votes)
Tier 6	20000 or more (6 Votes)

Nominations may be submitted by member districts.

Member districts may nominate one or more candidates.

Candidates must submit letters of support from current superintendent or his/her designee, principal, and CTE director (Small districts may not need to submit all letters based on upon district structure).

Voting will take place electronically. Member district superintendents or his/her designee will be responsible for casting votes on behalf of the member district.

Representation: No more than two steering committee representatives from any one district. If there are more than three candidates from one district the top two candidates which receive the most votes will be seated on the committee.

Term Limits: Steering Committee members will be elected for a two year alternating term and may be elected to successive terms without limit.

**C. Vacancies:**

Vacancies on the Steering Committee occasioned by resignation or any other reason may be appointed until the next election.

**D. Continuation:**

At all times during the term of a Steering Committee Member, that individual must be in good standing within the district or entity from which they were originally selected.

**SECTION 3. Meetings of the Steering Committee**



- A. The Annual Meeting of the Steering Committee shall be held during the month of February each year. Annually a President, a Treasurer and a Secretary shall be elected from among the six Steering Committee Members elected at large. The seven voting members of the Steering Committee will vote for President, Treasurer and Secretary.
- B. In addition to the Annual Meeting, the Steering Committee shall hold three (3) regular meetings each year, in August, November, and April. Special meetings may be called by the President, or by at least five (3) Steering Committee Members by written request, or by the Steering Committee by majority vote of the quorum present at a regular meeting.
- C. A Steering Committee Member will be removed from office upon the occurrence of either of the following:
  - (1) Failure to attend a majority of meetings in a fiscal year; or
  - (2) Failure to attend three (3) consecutive regular meetings.

This shall apply to every Steering Committee Member. If a Steering Committee Member is removed, the Steering Committee Secretary shall cause a written notice to that effect to be sent by first class registered mail to the Steering Committee Member who was removed.
- D. A simple majority (4) of the voting members of the Steering Committee shall constitute a quorum for the transaction of business at any meeting of the Steering Committee.
- E. Meetings of the Steering Committee, whether annual, regular or special, may be held by means of telephonic or similar communications equipment, by means of which all persons participating in the meeting can hear each other. A request to attend a regular meeting by teleconference requires a seventy-two (72) hour notification to the President or the Secretary. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting. No proxies are allowed.
- F. Steering Committee Members should notify the President or Secretary of an impending absence, seventy two (72) hours in advance of the meeting if possible.
- G. Any Steering Committee Member may, prior to posting, submit an item to the President or the Secretary for inclusion on the next agenda.
- H. Agendas for regular meetings shall be posted five (5) days in advance. Special meetings require a twenty-four (24) hour posting. The posting shall be provided to each Steering Committee Member, all Consortium contact persons, to anyone who makes such a request, and it shall be posted on the consortium wiki.

#### **SECTION 4. Duties and Responsibilities of the Steering Committee**

The Steering Committee shall have the duty to see that the purposes of the Consortium are carried out. They are responsible to:



- A. Attend meetings on a regular basis, representing the interest of all of the member districts while keeping the best interest of the Consortium in mind,
- B. Select a Consortium Director and work in tandem with the Fiscal Agent Representative to direct and evaluate his or her performance,
- C. Regularly determine that the business and assets of the Consortium are efficiently and effectively handled;
- D. Establish policy and guidelines with respect to the operation and management of the Consortium and its several projects;
- E. Establish policies for the effective management of the technological system,
- F. Establish a communication network among partners,
- G. Immediately disclose any conflict of interest (financial interests, family matters, legal constraints) they may have, and refrain from participating in discussions or decisions in regard to the conflict
- G. A simple majority vote will be used in making all decisions of the Steering Committee,
- H. Meetings will be operated using parliamentary procedures with Robert's Rules of Order as the official guide. If Steering Committee Members elect to adopt a less formal set of rules they may do so at their annual meeting with a majority vote.

#### **SECTION 5. Acceptance of Gifts**

The Steering Committee may accept on behalf of the Consortium any contribution or gift, subject to whatever conditions are attached to the gift, as long as it does not conflict with the Bylaws of the Consortium, and is permitted by state and federal law.

### **ARTICLE III – OFFICERS & DUTIES**

#### **SECTION 1. Officers**

The officers of the Consortium shall be President, Treasurer and Secretary and such other officers as the Steering Committee may determine. Unless otherwise authorized by the Steering Committee, all officers must be voting members of the Consortium.

#### **SECTION 2. Election and Term of Office**

The officers of the Consortium shall be elected annually by the Steering Committee at the regular annual meeting. Officers will serve a one year term and may hold office for consecutive years without limit. The Steering Committee may replace officers who resign the office or end their service to the Consortium as needed.



### **SECTION 3. President**

The President shall preside at all meetings of the Steering Committee. He or she shall sign all instruments or contracts requiring execution on behalf of the Consortium and appoint all committees subject to approval of a majority of the Steering Committee. The President shall serve as an ex-officio member of all committees.

### **SECTION 4. Treasurer**

The Treasurer shall perform the duties of the President in his or her absence and shall perform such other duties as may be assigned by the President or the Steering Committee. He or she will work with the Fiscal Agent (Pima County JTED Chief Financial Officer) to monitor and report to the Steering Committee the funds and securities of the Consortium. The Treasurer shall review full and accurate accounts of all receipts and disbursements of the Consortium and will perform a review of the year's financial activities in cooperation with the Fiscal Agent. The report of this audit/review will be presented at the annual meeting. The Treasurer will not be from the same district as the Fiscal Agent.

### **SECTION 5. Secretary**

The Secretary shall see that minutes of all meetings of the Steering Committee, and all appointed committees, are kept and filed. He or she shall give, or cause to be given, notice of all meetings of the Steering Committee and of all appointed committees.

### **SECTION 6. President Pro Tempore**

When the President and Treasurer are both absent, the Steering Committee may appoint a temporary Presiding Officer from among the members present.

## **ARTICLE IV – COMMITTEES**

### **SECTION 1. Appointment**

The President, with the approval of the Steering Committee, may appoint advisory committees to carry out the objectives and purposes of the Consortium. Such committees shall have at least three (3), but less than a quorum of the Steering Committee Members, but additional members of interested persons from throughout the community may be appointed whose expertise will be of benefit to the work of the committee. In addition to the standing committees identified in Article IV, Section 2, the President may, as appropriate, appoint other standing and ad-hoc committees to address specific projects of the Consortium.

### **SECTION 2. Standing Committees**

- A. Executive Committee. This committee (President, Treasurer and Secretary) shall be responsible for carrying out the administrative functions of the Consortium.



- B. Grants Committee. This committee shall be responsible for coordinating and securing grant funding, based on the guidance of the Steering Committee.
- C. Bylaw Committee. This committee shall be responsible for regularly reviewing the Bylaws and recommending changes as needed.
- D. Finance Committee. This committee shall be responsible for proposing an annual budget, creating an annual finance report, insuring compliance with all applicable state and federal laws, meeting all tax reporting requirements, and making recommendations to the Steering Committee in regard to audits.
- E. Technical Resource Committee. This committee shall identify best practices for technical support services, interoperability problem resolution, joint procurement and disposal, and infrastructure sustainability.

## **ARTICLE V – AMENDMENT OF BYLAWS**

The Steering Committee may amend these bylaws by a majority vote at any annual or regular meeting. An amendment may be proposed by a simple majority and made available to all Steering Committee members at least two (2) weeks prior to any vote to amend the by-laws.

## **ARTICLE VI – GENERAL PROVISIONS**

### **SECTION 1. Agency Office**

The principle office of the Consortium shall be located at Pima County Joint Technical Education District Offices, 2855 W. Master Pieces Drive, Tucson, AZ 85741

### **SECTION 2. Fiscal Year**

The fiscal year ends the last day of June of each year and begins the first day of July.

### **SECTION 3. Date of Adoption of Bylaws**

The bylaws were adopted by the member district designees on January 10, 2013.

## **ARTICLE VII – DISSOLUTION & CONFLICT RESOLUTION**

The process will be followed in accordance with current Intergovernmental Agreements (IGA) for the Arizona CTE Curriculum Consortium.