

## **BYLAWS**

### **OKLAHOMA CHAPTER ADVISORS OF THE NATIONAL TECHNICAL HONOR SOCIETY**

#### **ARTICLE I**

##### **NAME**

The name of the organization shall be Oklahoma Chapter Advisors of the National Technical Honor Society (hereafter referred to as "Membership"). The organization shall be three-tiered. The name of the association represented shall be the Oklahoma National Technical Honor Society (hereafter referred to as "OkNTHS"). Bylaws shall be adopted to regulate and govern the Membership, provided these Bylaws are within the scope, purposes, and Bylaws of the NTHS. The Bylaws of the Membership shall be amended, added or deleted by two-thirds of majority vote of the quorum by the Membership present.

- A. The umbrella or larger group shall be by Oklahoma Chapter Advisors or "Membership".
- B. The Oklahoma Coordinating Council (hereafter referred to as "Council") shall be the governing body of the Membership and is the smaller of the groups.
- C. The Executive Committee shall be elected from the Coordinating Council membership and shall serve both the Membership and the Council.

#### **ARTICLE II**

##### **PURPOSE**

The primary function of the Council is to further the purposes of the National Technical Honor Society:

- A. To promote and coordinate state-wide activities.
- B. To promote the establishment of NTHS chapters in the state.
- C. To provide assistance to new and established NTHS chapters in the state.

- D. To advance the motto and purposes of NTHS throughout the educational institutions of Oklahoma.

### **ARTICLE III**

#### **COORDINATING COUNCIL REPRESENTATION**

- A. The Council of the OkNTHS shall consist of a maximum of twenty-two (22) individuals.
- B. The composition of the council shall consist of a maximum of ten (10) chapter advisors, four (4) administrators, six (6) business and/or industry representatives, one (1) immediate past Chairperson, and one(1) Webmaster.
- C. Members of the Council shall serve two (2)-year terms, not to exceed two (2) consecutive terms.
- D. Vacancy shall be filled through appointment by the Executive Committee of the Council for the duration of the term.
- E. Teachers/advisors and administrators from schools having a chapter in good standing are eligible for nomination.
- F. Geographical representation shall be a consideration in the nomination of Council members.
- G. NTHS Board Members shall serve as ex-officio member on the Council.
- H. The OkNTHS Webmaster shall be appointed yearly by the Council and may succeed him/herself.

### **ARTICLE IV**

#### **A. COUNCIL ELECTIONS**

- 1. Council members shall be elected at the first Advisor's meeting of the fiscal year by Membership.
- 2. A Nominating Committee composed of a minimum of three (3) members of the Council shall submit a slate of candidates to the Membership in attendance at first regular meeting following August Conference.

3. Candidates may be nominated from the floor.
4. The Executive Committee shall determine the method of voting.
5. The Council shall appoint the business and/or industry representatives.
6. Each active chapter in attendance at the meeting shall be eligible to cast one vote.
7. A quorum shall be established by the attendance of ten (10) or more voting chapters.

**B. EXECUTIVE COMMITTEE ELECTIONS.**

1. The Executive Committee members shall be elected by the Council following the election of new Council Members at the first Advisor's meeting of the fiscal year by Membership.
2. The Council shall determine the method of voting.

**ARTICLE V**

**EXECUTIVE COMMITTEE**

- A. The Executive Committee of the Council shall consist of a Chairperson, Chairperson-Elect, Secretary, Treasurer and immediate Past Chairperson, Webmaster, and Liaison from the Oklahoma Department of Career and Technical Education.
- B. The Council Chairperson shall not serve in that position for two (2) consecutive terms.
- C. All other Council members may succeed themselves.
- D. Duties of Executive Committee:

The **Chairperson** of the Council shall cooperate with the National Board and Chapter Advisors. The Chairperson shall call meetings, prepare agendas for meetings, preside at all meetings, appoint committees, follow through on officer/member assignments to insure complete, and shall represent the Oklahoma Chapter Advisors at official organization gatherings. The Chairperson shall maintain a record book of all meetings and activities for the year to

be passed to the incoming Chairperson at the end of the term as current Chairperson. Prior to the term, the Chairperson shall have served one year as Chairperson-Elect. The Chairperson shall consult the Past Chairperson for advice and to secure record from the previous year. Upon completion of the term, the Chairperson shall serve one year on the Council as the immediate ~~past~~ Past Chairperson. The Chairperson shall serve as a voting member of the Executive Committee in the event of a tie vote.

The Chairperson-Elect shall serve in the Chairperson's absence and serve as general assistant to the Chairperson. Duties shall include program planning. The Chairperson-Elect shall maintain a record book of all meetings and activities for the year to be passed to the succeeding Chairperson-Elect at the end of the term as current Chairperson-Elect. The Chairperson-Elect shall serve as a voting member of the Executive Committee. The Chairperson-Elect shall serve on the Executive Committee for two more years. The first of these years shall be as Chairperson and the second year as Past Chairperson.

The **Secretary** shall be responsible for records, minutes, and all correspondence of the Council. The Secretary shall maintain a list of current Membership and their contact information. The Secretary shall maintain a record book of all meetings, minutes, and activities for the year to be passed to the succeeding Secretary at the end of the term as current Secretary. The Secretary shall serve as a voting member of the Executive Committee.

The **Treasurer** shall have general charge of the financial records and checkbook of the Council. The Treasurer shall prepare a financial statement to be presented at each meeting of the Chapter Advisors, Coordinating Council, and Executive Committee. A yearly financial statement shall be presented at the last regular meeting of the operational year or upon the request of the Chairperson. Records shall be passed to the incoming Treasurer at that time. The Treasurer shall serve as a voting member of the Executive Committee.

The **Past Chairperson** shall act in an advisory capacity and be a voting member of the Executive Committee. The Past Chairperson shall be responsible for the activities and report of the Nominating Committee. The Past Chairperson shall maintain a record book of all meetings and activities for the year to be passed to the

succeeding Past Chairperson at the end of the term as current Past Chairperson.

The Webmaster shall serve a one-year term and shall maintain the OkNTHS Website. The Webmaster shall not be limited on consecutive terms as a voting member of the Executive Committee. The Webmaster shall pass the Website to the succeeding Webmaster at the end of the term as current Webmaster. The Webmaster shall serve as a voting member of the Executive Committee.

The Liaison from the Oklahoma Department of Career and Technical Education shall serve in an advisory capacity to the Membership, Council, and Executive Committee. The Liaison shall help secure a booth for August Conference, assist with the Stars of Excellence awards program, and in any other capacity as needed. The Liaison shall serve as a non-voting member of the Executive Committee. The Liaison shall be appointed by the State Director of the Oklahoma Department of Career and Technical Education.

- E. The Executive Committee shall be responsible for accepting resignations and filling vacancies as they occur.

## **ARTICLE VI**

### **MEETINGS**

- A. Regular meetings of the Oklahoma Chapter Advisors of the National Technical Honor Society shall be called by the Chairperson. Additional meetings of the Membership, Council, or Executive Committee may be called as deemed necessary by the Chairperson. Regular meetings and their primary purposes shall include:
  - 1. **ODCTE/OkACTE Summer Conference Meeting.**
    - a. To acquaint prospective members with the Oklahoma Chapter Advisors program and activities.
    - b. To discuss the OkNTHS Booth at this Conference.
    - c. To finalize plans for the OkNTHS State Convention.
    - d. To conduct any other necessary business.
  - 2. **Early Fall Meeting.** The Coordinating Council shall meet immediately prior to this meeting. The new Coordinating Council shall meet immediately following this meeting to elect new members of the Executive Committee. The new Executive Committee shall resume their duties at this time.

- a. To elect new members to the Coordinating Council.
  - b. To begin making plans for the OkNTHS Day at the Capitol.
  - c. To review the OkNTHS State Convention.
  - d. To conduct any other necessary business.
3. **Early Spring Meeting.** The Coordinating Council shall meet immediately prior to this meeting.
- a. To finalize plans for the OkNTHS Day at the Capitol.
  - b. To review the OkNTHS State Convention and begin to make plans for the OkNTHS State Convention.
  - c. To make nominations for OkNTHS Stars of Excellence Award.
  - d. To conduct any other necessary business.
4. **Late Spring Meeting.** The Coordinating Council shall meet immediately prior to this meeting.
- a. To finalize plans for the OkNTHS State Convention.
  - b. To review the OkNTHS Day at the Capitol.
  - c. To finalize plans for the OkNTHS Stars of Excellence Award.
  - d. To finalize plans for the booth at ODCTE/OkACTE Summer Conference.
  - e. To conduct any other necessary business.

## **ARTICLE VII**

### **ACTIVITIES**

- A. Activities of the Membership shall be include sponsoring the following events. Additional activities of the Membership may be developed as the Membership deems worthy.
  - 1. OkNTHS State Leadership Convention. Participants include NTHS members, advisors, administrators, and guests. Generally held in late September or early October.
  - 2. OkNTHS Day at the Capitol. Participants include NTHS members, advisors, administrators, and guests. Generally in February during National Career Tech Week.
  - 3. OkNTHS Booth at ODCTE/OkACTE Summer Conference. Advisors man booth. Summer Conference Participants visit booth.
  - 4. OkNTHS Stars of Excellence. To honor a person(s) who have made outstanding contributions to OkNTHS. Awarded at Summer Conference.

## **ARTICLE VIII**

### **PARLIAMENTARY AUTHORITY**

In all meetings "Robert Rules of Order, Newly Revised" shall serve as standard procedure.

## **ARTICLE IX**

### **COLORS, EMBLEM, INSIGNIA, AND MOTTO**

Colors: The colors of the National Technical Honor Society shall be silver, white, and purple

Emblem: The emblem of the organization shall be a shield crossed by a scroll bearing the letters of the National Organization. Above the shield shall be the head of an American bald eagle.

Insignia: The insignia of the organization, to be used on all charters, certificates, membership cards, documents, and stationary, shall conform to the features of the emblem, with a wreath of stars circling the eagle's head and with the motto of the organization beneath the shield.

Motto: The motto of the organization shall be: "Success Favors the Prepared Mind."

*Revised: 5-29-07; and to become effective at the Early Fall Meeting of the Membership.*