

## **Georgia Healthcare Science Technology Educators Association (HSTEA) Bylaws**

Adopted July 2017

### **ARTICLE I**

#### **NAME AND AFFILIATION**

Section 1. Name: The name of this organization shall be the Healthcare Science Technology Educators Association (HSTEA)

Section 2. Affiliation: The Georgia Healthcare Science Technology Educators Association shall be affiliated with the Georgia Association for Career and Technical Education (GACTE) and the Association for Career and Technical Education (ACTE).

### **ARTICLE II**

#### **PURPOSES**

Section 1. The purpose of this organization shall be:

1. To promote the professional growth of the members of the association.
2. To develop, promote, and support technical careers in the healthcare science technology education field for interested and qualified individuals in Georgia.
3. To participate in evaluation and recommendation of standards for healthcare science technology education.
4. To foster a better understanding of the technical careers within this association.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1. Any person who is actively engaged in and/or interested in promotion of healthcare science technology education in Georgia and who is a paid member of the Georgia Association for Career and Technical Education (GACTE) and the Association for Career and Technical Education (ACTE) shall be eligible to pay ACTE and join Georgia Healthcare Science Technology Educators Association, as one of their divisions.

Section 2. Membership shall be limited to those who have paid their annual dues to ACTE. Dues must be paid by the individual's anniversary date. The member is considered delinquent if dues are not paid within thirty days of the anniversary date.

### **ARTICLE IV**

#### **OFFICERS, NOMINATIONS, AND ELECTIONS**

Section 1. The officers of the Georgia Healthcare Science Technology Educators Association (HSTEA) shall consist of the following: President, President-elect, Past-president, and a Vice President from each of the regions of the state, Secretary, Treasurer, as elected by the majority of the quorum present.

Section 2. Terms of office

1. The term of office for President shall be three years. The first year shall be served under the existing President as President Elect. The remaining two years shall be served as President.
2. The term of office for Past-President shall be for one year following the final year as president.

## By-Laws 7-11-2017

3. The Vice-President from the South Region and the Secretary shall be elected in the odd years. They shall serve for two year terms.
4. The Vice-Presidents from the North & Central Regions and the Treasurer shall be elected in the even years; they shall serve for two year terms.
5. In the event of an interim vacancy in the office of President, the President-Elect will fill the office.
6. If a vacancy occurs in an office other than the President, the Executive Committee shall choose an individual to fill the unexpired term of the office.

### Section 3. Qualifications for office shall be as follows:

1. Current membership in HSTEA, GACTE, and ACTE.
2. Nominees for President must have a minimum of 5 consecutive years' membership in HSTEA, GACTE, and ACTE. Nominees for President-Elect must have a minimum of 4 consecutive years' membership in HSTEA, GACTE, and ACTE. All other officer nominees must have a minimum of 3 consecutive years' membership in HSTEA, GACTE, and ACTE.
3. Biographical data and consent to serve shall be presented to the membership of HSTEA.
4. A candidate will be a health professional from one of the career fields listed by the PSC (Professional Standards Commission) who holds or has held teacher certification in HSTE.

Section 4. The nomination committee chairperson shall be appointed by the President. Committee members shall represent at least two different technical career disciplines within HSTEA.

Section 5. Nominations from the floor shall be accepted during the annual business session when the election of officers is an agenda item. Each nominee shall meet all requirements for the election of the office.

### Section 6. The procedure for the election of officers shall be:

1. The election of officers shall require a simple majority of the voting members present.
2. Voting shall be by secret ballot. Ballots are to be distributed by a teller(s) appointed by the President.
3. Election results are to be tabulated by the teller(s) and reported directly to the President.
4. All election results are to be verified by the Secretary, who will then be responsible for the destruction of the ballots.
5. Members eligible to vote shall be identified by current roster. The Treasurer shall have the master list of the membership for purposes of verifying members.

## ARTICLE V

### DUTIES OF THE OFFICERS

#### Section 1. The President shall:

1. Serve as the HSTEA representative on the GACTE Board of Directors or follow Duty # 7.

2. Preside at all meetings.
3. Appoint responsibilities to the Vice-Presidents, to include at a minimum the following:
  - a. Chairperson of the nominating committee and such ad hoc committees as may be necessary.
  - b. Teller for distribution, collection, tabulation, and reporting of ballots.
  - c. Committee to audit the financial records annually.
  - d. Chairperson for the Teacher's Concerns Committee.
  - e. Chairperson of the Legislative Committee and work in association with the Executive Director of GACTE on legislative matters.
  - f. Committee chairperson for the Bylaws Committee.
  - g. Chairperson of the Resolutions Committee.
  - h. Chairperson of the Membership Committee.
  - i. Chairperson of the Awards Committee, to include the Educator of the Year and all other awards. Number 1.)
  - j. Executive Committee members to serve on the following GACTE committees: Awards, Budget, Bylaws, Legislative, Membership, Nomination, Public Relations, and Resolutions. Other duties and responsibilities deemed necessary to the optimal functioning of the Association.
4. Serve as an ex-officio member of all committees
5. Appoint teller(s) for distribution, collection, tabulation, and reporting ballots.
6. Appoint a board member to orient new officers to the bylaws/duties.
7. Appoint a person to serve as a representative on the GACTE Board. The person will serve for a term of 3 years.
8. Add name to signature card for HSTEA for the purpose of conducting emergency financial business for the organization in the event that the treasurer is unable to fulfill this responsibility or, if the office of treasurer is vacated, until such time that a new appointment can be made by the Executive Committee.

Section 2 The Past-President Shall:

1. Serve as a mentor to the President.
2. Work closely with the President and the Executive Committee.
3. Carry out such other duties as requested by the President.

Section 3 The President-Elect shall:

1. Work closely with the President.
2. Become familiar with the bylaws and duties of the officers.

Section 4.

1. Perform duties as assigned by the President, to include serving on the assigned GACTE committee.
2. Be a member of the GACTE VIP Committee.
3. Be a member of the Executive Committee of HSTEA.
4. Perform other duties as assigned by the president.
5. Nominate a member from his/her Region for any vacancy on the Executive Committee.

Section 5 The Secretary shall

1. Record minutes of meetings.
2. Be a member of the Executive Committee of HSTEА.
3. Serve on HSTEА Public Relations Committee.
4. Be a member of the GACTE Public Relations Committee.
5. Transmit notices regarding meetings.
6. Duplicate the minutes of the annual meeting and mail or email to the Executive Committee members within two months.
7. Conduct necessary correspondence, keeping a copy for the Association and submitting a copy to the President.
8. Transmit official communications to the President.
9. Perform other secretarial duties as assigned by the President.
10. Verify and then destroy the secret ballots at annual elections.

Section 6. The Treasurer Shall:

1. Receive and hold in safekeeping all monies of the Association.
2. Disperse expenditures as approved by the President in accordance with such special expenditures as may be authorized by the membership.
3. Keep accurate account together with appropriate documentation of receipts and expenditures.
4. Serve as chairperson of the Finance/Way and means Committee.
5. Be a member of the Executive Committee of HSTEА.
6. Give receipts to individual members upon collection of any monies, keeping either a stub, carbon copy, or electronic file, i.e. QuikBooks, of the same for permanent records.
7. Sign all checks and make all remittance by check.
8. Maintain an active roster of the membership.
9. Presents the books for audit to committee appointed by the President prior to the July Executive Board Meeting.
10. Obtain annual business license from the GA SOS and file IRS returns as needed to maintain tax-exception.

## **ARTICLE VI**

### **EXECUTIVE COMMITTEE**

Section 1. Membership of the Executive Committee.

- a. The Executive Committee shall consist of the President, Past President, President-Elect, First Vice-President, Secretary, and Treasurer.
- b. The executive committee shall request the State personnel who are responsible for Healthcare Science Technology Education programs in Georgia to serve or appoint members of their staff to serve as ex-officio members of the executive committee.

Section 2. The Executive Committee shall:

1. Be in attendance at all scheduled meetings.
2. Appoint a Parliamentarian, Sergeant-at-Arms, or any supplementary officers that may seem necessary for the proper administration of the activities of the association.
3. Appoint a successor in the event any office becomes vacant or an elected officer fails to fulfill the duties of the office.
4. Transact the business of the Association between annual meetings.
5. Make a report at the annual meeting of the Association.

## **ARTICLE VII**

### **COMMITTEES AND DUTIES**

Section 1. All Members serving on a committee must be HSTEA members.

Section 2. The Association shall have the following committees

1. The Nominating Committee shall:
  - a. Have as its chairperson a member appointed by the HSTEA President.
  - b. Represent at least two different vocational disciplines within HSTEA
  - c. Shall consist of three members and two alternates.
  - d. Actively encourage association members to submit names for consideration as officers. Nominees must meet the stipulations in Article IV, and Section 3.
  - e. Present a slate of nominees to the membership for election during the annual business meeting in the years which the officer shall be elected. (See Article IV, Section2).
  - f. Present nominations to GACTE President or Secretary/Treasurer pursuant to the GACTE Bylaws Article VI, Section 1-C.

By-Laws 7-11-2017

2. The Membership Committee shall:
  - a. Have as its chairperson the Vice-President appointed by the President.
  - b. Promote membership in the ACTE and HSTEA.
  - c. Promote membership in any other related associations that are interested in the promotion of healthcare science technology education programs.
3. The Resolutions Committee shall:
  - a. Have as its chairperson the Vice-President appointed by the President.
  - b. Plan and adopt the resolutions that are consistent with the purposes and objectives of the Association as well as GACTE and ACTE.
4. The Legislative Committee shall:
  - a. Have as its chairperson the Vice-President appointed by the President.
  - b. Actively seek information regarding legislation related to educational needs.
  - c. Relay pertinent information to members of the Association.
5. The Publications Committee shall:
  - a. Have as its chairperson a HSTEA member in good standing appointed by the President.
  - b. Utilize the media to extend the aims and operations of the vocations represented in HSTEA.
  - c. Promote awareness of the vocations representing HSTEA.
6. The Bylaws Committee shall:
  - a. Have as its Chairperson the Vice-President appointed by the President.
  - b. Review the Association Bylaws annually and propose amendments as appropriate or as requested by the President, the Executive Committee, or the membership.

7. The Finance Committee shall:
  - a. Have as its chairperson the Treasurer.
  - b. Prepare a budget annually and submit to the membership for approval.
  - c. Purchase special recognition awards and assist in planning special functions or activities of the Association where the expenditures of funds have been authorized.
8. The Awards and Recognition Committee shall:
  - a. Have as its chairperson the Vice-President appointed by the President.
  - b. Solicit nominations for awards.
  - c. Select award recipients
  - d. Determine guidelines for recognizing retirees.
  - e. Submit teacher and educator of the year awards to ACTE Region II, HSTEA.
9. The Teacher Concerns Committee shall:
  - a. have as its chairperson the First Vice-President.
  - b. Be perceptive to the needs and concerns of HSTEA members.
  - c. Relate concerns to the Executive Committee for possible action.

## **ARTICLE VIII**

### **MEETINGS**

Section 1. Regular biannual meetings shall be held annually in conjunction with the summer Georgia Association for Career and Technical Education (GACTE) conference and the winter HSTEA, Inc. conference.

Section 2. Special meetings shall be called when deemed necessary by the full consent of the Executive Committee.

Section 3. A quorum shall consist of those members who are in good standing and who are present at regularly scheduled meetings. A member shall be considered in good standing if his/her dues are paid for the current year in HSTEA, GACTE, and ACTE.

## ARTICLE IX

### POLICIES

The following policies are recommended as working guidelines for members of the HSTEA Executive Committee in order to carry out the business of the affiliate.

Should an Executive Committee member miss two (2) scheduled Executive Committee meetings, that position shall become available to be filled by appointment of the Executive Committee. This position shall be filled by an active HSTEA member to last during the interim until an election can be held at the next annual meeting.

### PRESIDENT:

1. Appoint committee chairperson within 30 days following annual meeting or following resignation of any previously appointed chairperson.
2. Respond within 30 days to any request for expenditures of which are to be approved by the Executive Committee according to the bylaws.
3. In the event of an unavoidable absence from any scheduled meeting, the President shall notify the First Vice-President as soon as possible, and if necessary, make further provision for representation at the scheduled meeting.
4. Communicate with members regarding HSTEA business matters, GACTE/ACTE information, proposed legislation bills, or other activities requiring membership participation or opinion.
5. Submit a written resignation to each member of the Executive Committee immediately upon discovering the inability to carry out the duties of the office.

### PAST-PRESIDENT

1. Assist the HSTEA President as requested.
2. Serve as mentor to the President.

### PRESIDENT-ELECT

1. Assist HSTEA President as requested.
2. Become familiar with the rule of order used in conducting meetings.
3. Become familiar with the HSTEA bylaws, officer requirements, and policies in preparation for the office of President.
4. Prepare to accept the office of President as indicated in the HSTEA Bylaws.
5. Resignation (see # 5 President)

## By-Laws 7-13-2013

### REGIONAL VICE-PRESIDENTS

1. Serve on the GACTE committees and attend committee meetings as indicated by the HSTEA Bylaws.
2. Notify President of your inability to attend any scheduled meetings and make arrangements for substitution.
3. Resignation (see #5, President)

### SECRETARY

1. Maintain accurate records.
2. Prepare and submit minutes of all meetings to the Executive Board within two (2) months following each meeting.
3. Official communications should be transmitted to the President within seven (7) days after receipt.
4. Secretarial duties assigned by the President should be completed as soon as possible and copies immediately sent to the President.
5. Minutes and copies of all correspondence should be maintained in one notebook or file.
6. Verify and destroy election ballots immediately following the annual HSTEA business meeting.
7. Resignation (see # 5, President)

### TREASURER

1. Receive all monies and deposit it into an account established specifically for HSTEA.
2. Pay all bills for budgeted items within 30 days of receipt of bill(s).
3. Any expenditure authorized by HSTEA membership should be paid within 30 days of receipt of bill.
4. Contact President immediately upon detection of any situation or problem arising in relation to association monies.
5. Maintain Associations' financial ledgers.
6. Maintain financial records in condition to be audited immediately upon request of the President, Financial Committee, the Executive Board or any valid HSTEA member.
7. Carry out all financial duties as stated in the HSTEA Bylaws.
8. Maintain accurate membership roster.
9. Willingly carry out the duties stated in the HSTEA Bylaws.
10. Maintain and prepare all records and reports for presentation to the Executive Committee and membership at the annual conference.
11. The HSTEA Executive Committee retains the responsibility of monitoring financial records at will, as well as the right to dismiss the services of the officer who may be shown to be guilty of misuse or mismanagement of association monies. In this event, all Association records, papers, and checkbooks must be submitted to the Executive Committee upon demand.
12. Resignation (see #5, President)

ARTICLE X

PARLIAMENTARY AUTHORITY

Section 1. the rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable, and in which they are not consistent with these bylaws, and any special rules of order the Association may adopt.

ARTICLE XI

AMENDMENTS

By-Laws 7-11-2017

Section 1. These bylaws may be amended and/or revised by a vote of two-thirds of the members voting at the summer annual meeting provided that notice of the proposed changes be given in due form to the membership to include posting on [www.hstea.org](http://www.hstea.org) and/or HSTEA, Inc.'s Facebook page at least (30) days prior to the annual meeting, at which time a vote will be taken on the proposed changes.