

# NATIONAL ALLIANCE FOR PARTNERSHIPS IN EQUITY, INC.

## Constitution and By-laws

### I. PURPOSE

The fundamental purpose of the National Alliance for Partnerships in Equity, Inc., hereafter referred to as NAPE, is, in partnership with others, to provide leadership, technical assistance, and professional development about equity issues in education related to workforce development, including vocational and technical education.

NAPE's annual program of work includes the following:

#### Leadership

- Advocacy of key equity issues, particularly gender equity, in education
- A national professional development institute
- Public awareness materials for equity in education, with an emphasis on gender equity
- Analysis of national data and policy related to educational equity and workforce development
- Development of partnerships with organizations that have similar missions

#### Facilitation

- Technical assistance and resources for developing and administering policy, strategies, and programs to eliminate gender bias
- Technical assistance and resources to support statewide leadership on a variety of gender equity and related equity and educational issues, including but not limited to: sex role stereotyping; sexual harassment; gender bias; standards, assessment, and accountability; educational reform; transition to the workplace; serving members of special populations, including single parents, single pregnant women, displaced homemakers, individuals with disabilities, individuals from economically disadvantaged families, individuals preparing for nontraditional training and employment; individuals with other barriers to educational achievement including individuals with limited English proficiency; tech-prep, apprenticeships, equity issues in rural and urban settings; counseling and guidance; career awareness, and implementation of federal education and workforce development legislation

#### Accountability

- Technical assistance and resources for data collection and accountability requirements related to equity in federal education and workforce legislation
- Technical assistance and resources for program evaluation and the implementation of equity standards and measures

### II. MEMBER ORGANIZATIONS AND AFFILIATES

State Members of NAPE shall consist of state agencies whose missions include promoting equity in education and workforce development. Each state agency shall show its desire to be a State member of NAPE by paying an established membership fee to provide for an annual Program of Work. Additional agencies and organizations may become affiliate members under terms approved by the NAPE Executive Committee.

### III. BOARD OF DIRECTORS

The Board of Directors is the governing body of NAPE. Voting membership on the Board shall consist of one delegate from each member state agency. Delegates shall be expected to support NAPE by their presence at Board meetings and by time and effort expended to implement NAPE's Program of Work.

### IV. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, President-elect, Past-President, Treasurer, and four members at-large, one of whom shall be selected by the Executive Committee as Secretary, and the President and President-elect of the Career and Technical Education Equity Council (CTEEC). The Executive Director of NAPE shall serve as a non-voting member of the Executive Committee.

### V. EXECUTIVE DIRECTOR

The Executive Director of NAPE is contracted by the Executive Committee to help implement the annual Program of Work under the direction of the President. Prescribed duties and amount of payment shall be stipulated in an annual written agreement.

### VI. NATIONAL HEADQUARTERS

A national office shall be maintained to centralize the activities of NAPE and to house official records.

### VII. OFFICER DUTIES AND TERMS OF ELECTION

The President and the President-elect shall be elected annually from the Board of Directors. Each year, the President-elect shall succeed to the office of President, and a new President-elect shall be elected. Elections shall be conducted at the spring meeting of the Board of Directors, and officers will assume office on July 1 of each year. The NAPE President shall preside at meetings of the Board. The President, guided by the Executive Committee, shall be responsible for representing the interests of NAPE members in all matters not brought before the full Board.

The Treasurer of NAPE is the chief fiscal officer and shall be elected from the Board of Directors to serve a three-year term. Four members at-large shall be elected for two-year staggered terms at the spring meeting of the Board of Directors. The Secretary shall be selected by the Executive Committee from the four members at-large each year.

The immediate Past-President of NAPE shall serve a one-year term on the Executive Committee.

The President and President-elect of CTEEC shall serve terms consistent with their terms of office with CTEEC.

Vacancies on the Executive Committee, with the exception of President, will be filled by appointment of the President to complete the term. In the event of President vacancy, the President-elect will complete the term in addition to his/her term of office.

### VIII. NAPE MEETINGS

The Executive Committee shall meet twice annually, and the Board of Directors shall meet once annually. Special meetings at other times may be called by the President of NAPE.

## IX. FISCAL YEAR AND MEMBERSHIP FEES

The fiscal year of NAPE shall begin on July 1 and end June 30 of each year. Each NAPE member shall pay an annual membership fee due July 31 of the fiscal year to which it applies. Membership fees shall be prescribed in the By-laws.

## X. AMENDMENTS

The Constitution and By-laws may be amended by at least a two-thirds vote of the NAPE Board of Directors. Proposed amendments shall be presented to all members of the Board of Directors thirty (30) days in advance of a regularly scheduled meeting.

# BY-LAWS

## SECTION ONE Member and Officer Duties

### A. Member State Responsibilities / Board Member Responsibilities

It is the duty of each member state agency to support NAPE by participation in Board meetings and by time and effort expended to implement NAPE's annual Program of Work.

States are encouraged to share at no cost, or at reduced cost, exemplary materials with other NAPE members.

### B. Officer Duties and Terms of Election

It is the responsibility of all officers and Executive Committee members to give time and effort to accomplish the NAPE annual Program of Work, especially the annual Professional Development Institute.

- **PRESIDENT:** The President shall serve a one-year term and shall be responsible for the following duties:
  - To propose and direct the annual Program of Work
  - To preside at all NAPE Board of Directors meetings and meetings of the Executive Committee
  - To be responsible for calling all meetings of the Executive Committee and those Board of Directors meetings in excess of the two standing meetings
  - To be the official spokesperson of NAPE
  - To appoint a Secretary from the members at-large
  - To appoint members at-large of the Executive Committee to serve as chairs of the Nominating Committee, the Legislative Committee, and the By-laws Committee
- **PRESIDENT-ELECT:** The President-elect shall serve a one-year term and succeed to the office of President; the President-elect shall be responsible for the following duties:
  - To preside at Board of Directors meetings or Executive Committee meetings in the absence of the President
  - To administer the annual Professional Development Institute
- **PAST- PRESIDENT:** The immediate Past-President of NAPE shall serve a one-year term on the Executive Committee. The counsel and active support of the Past-President is vital to the continuity of NAPE activities.
- **TREASURER:** The Treasurer is the chief fiscal officer of NAPE and shall serve a three-year term of office. The Treasurer shall be responsible for the following duties:
  - To supervise the record of all accounts received and accounts paid by NAPE
  - To draft an annual operating budget and present it for adoption
  - To annually arrange for an independent audit of NAPE accounts
- **SECRETARY:** The secretary shall be selected by the Executive Committee annually and shall be responsible for the following duties:
  - To make a written record of the meetings of the Board of Directors and to send minutes to each member, the NAPE Executive Director, and the National Office

- To make a written record, at the request of the President, of other called NAPE meetings, including telephone conference calls
- EXECUTIVE COMMITTEE MEMBERS AT-LARGE: Four members of the Board of Directors shall be elected to serve two-year terms as members at-large of the Executive Committee. The members at-large shall be responsible for the following duties:
  - To attend all Executive Committee and Board of Directors meetings as voting members
  - To support the annual Program of Work by contributing time and effort toward the annual professional development institute
  - One member at-large shall be selected by the Executive Committee to serve as Secretary
  - One member at-large shall be appointed by the President to serve as Chair of the Nominations Committee
  - One member at-large shall be appointed by the President to serve as Chair of the By-laws Committee
  - One member at-large shall be appointed by the President to serve as Chair of the Legislative Committee
- CTEEC PRESIDENT AND PRESIDENT-ELECT: The CTEEC President and President-elect shall serve terms as Executive Committee members that are consistent with their terms with CTEEC. They shall be responsible for the following duties:
  - To attend all Executive Committee meetings as voting members
  - To attend and participate in Board of Directors meetings
  - If their respective agencies are not members of NAPE, the CTEEC President and President-elect shall be voting members of the Executive Committee but shall not vote at Board of Directors meetings
  - To support the annual Program of Work by contributing time and effort toward the annual professional development institute
  - To represent CTEEC for cooperative professional development and Program of Work
  - To serve as spokespersons on legislative policy pertaining to vocational equity issues

## SECTION TWO

### **Membership Fees for NAPE Members**

Membership fees for state agency members of NAPE shall be as determined by the Executive Committee and transmitted to the Board of Directors. In addition, the Executive Committee will have the power to create additional non-voting membership provisions for affiliate organizations and to establish membership fees as it deems fit.



Reimbursement for professional development expenses or for the purchase of equity resources is requested using the NAPE Travel/Expense Reimbursement Form.

All unexpended resource account funds will cycle into the NAPE operating budget on June 30 of each year.

In special circumstances, the Executive Committee will consider approval for a state's unexpended resource account funds to be carried over to the following year. A letter of justification describing the circumstances and proposed spending for the following year must be presented to the Executive Committee by May 1 of each year.