



HETAC By-Laws

Approved June, 2014

Forward

The Home Economics Teachers Association of California (HETAC) is a private, non-profit, professional association devoted exclusively to the promotion and development of secondary Career Technical Education (CTE) in the field of home economics careers and technology. It was founded in 1981 and is an independent organization, not a branch of any state agency. The association works closely with representatives of related professional organizations, the California Department of Education, and other key policy and decision makers.

Article I — Name

The name of the organization shall be the Home Economics Teachers Association of California (HETAC).

Article II — Goal

The goal of this organization shall be to actively promote secondary CTE in the field of home economics careers and technology education programs (grades 6-12 and adult) in California.

Article III — Purpose

The purposes of this organization shall be:

A. To expand and improve public knowledge and understanding of secondary CTE in the field of home economics careers and technology education programs which includes consumer and family studies and eight related occupations career paths.

- B. To cooperate with the Home Economics Careers and Technology subject matter consultants in the California Department of Education in continued development of career CTE in the field of Home Economics Careers and Technology education in California.
- C. To encourage high standards among teachers of home economics careers and technology programs.
- D. To actively promote the interests of teachers of home economics careers and technology programs.
- E. To advocate and encourage creative leadership in home economics careers and technology education.
- F. To support the California Association FHA-HERO as an integral part of the home economics careers and technology education program.
- G. To increase communication and promote group action among teachers of home economics careers and technology programs.
- H. To recognize and honor individuals for outstanding contributions to home economics careers and technology education programs in California.
- I. To develop and implement a continuous public relations program to expand awareness and understanding of Home Economics Careers and Technology education.

Article IV — Membership

Membership is available in three categories:

- A. Active: Teachers of secondary CTE in the field of home economics careers and technology programs including middle school, high school, ROC/P and adult. Active members shall have voting privileges.
- B. Associate: Supporters of home economics careers and technology education including, but not limited to: inactive teachers, home economics supervisors, school administrators, post-secondary administrators or teachers, and CA Department of Education staff. Associate members shall not have voting privileges.

C. Student Associate: Home economics careers and technology pre-service education students are eligible for student associate membership. Student Associate members shall have voting privileges.

D. Honorary: Honorary members shall be bestowed on an individual as deemed appropriate by the Executive Board.

Article V — Membership Dues and Fiscal Policies

A. Dues for all categories of membership shall be paid annually. Membership is effective for 12 months from the date dues are paid.

B. Expenses incurred by members of the Executive Board representing the association shall be paid according to the approved budget or existing policy. Expenses not approved in the budget must be approved by the executive board prior to incurring the expense.

C. Attendance of regional communication chairs at Executive Board meetings is not reimbursable unless otherwise specified.

D. The treasurer's books will be audited prior to each new term of office.

E. The Fiscal Year of the association will be August 1 to July 31.

Article VI — Organizational Structure

The state organization shall be divided into ten geographical regions. The regions shall be constituted by counties as follows:

Article VII — The Executive Board

The Executive Board shall constitute the administrative body of the association. The duties of the Executive Board shall be to:

1. Plan and direct the work of the association.
2. Authorize all committees and appoint special committees.
3. Manage all the business, property, and affairs of the association.

4. Recommend membership dues.

5. Approve an annual budget.

6. Develop an annual program of work.

A. The Executive Board shall be comprised of the president, vice-president, secretary, and treasurer, plus the immediate past president or the president-elect. A subject matter consultant of Home Economics Careers and Technology education at the California Department of Education, an appointed governmental affairs liaison and a web master shall serve as ex-officio members and advisors to the association.

B. No more than two officers should be elected from the same region.

C. The Executive Board shall meet at least three times during the year at a time and place designated by the president.

D. At least 51% of the Executive Board must be present to conduct official association business.

E. In case of emergency the president and one other elected officer may transact necessary business, or the president may contact other executive board members by phone, email, or other means of communication for a consensus. Any business transacted in this way must be formally reported and approved by the Executive Board at its next scheduled meeting.

Article VIII — Meetings of the Association

A. The Executive Board may call a statewide conference at such time and place as deemed desirable or necessary.

B. The Executive Board shall call a meeting of region communication chairpersons at least once annually.

C. Regions may meet at least once annually as determined by the Executive Board.

Article IX — Officers of the Association

A. State Officers

1. The elected state officers of the association shall consist of president, president-elect, immediate past president, vice-president, secretary, and treasurer. The president-elect shall be elected on even-numbered years and vice-president, secretary, and treasurer will be elected on odd-numbered years.
2. The president-elect shall become the president after serving for one year. After a two year term as president, the president will serve on the board one year as immediate past president.
3. The president-elect shall come from a different region than the current president or immediate past president.
4. If the president or president-elect resigns before the end of the term of office, the vice president shall take the vacant position and serve out the term. A new vice-president shall be appointed by the Executive Board to complete the term of office.
5. If any officer fails to perform the duties of the office for which they were elected, the other executive board members may vote to have a replacement appointed.
6. Ballots shall be provided to active members, and elections will be by simple majority.
7. Only active members who are qualified secondary CTE in the field of home economics careers and technology teachers may be elected officers of the association. If any officer's status changes during the term of office, a new officer shall be appointed.
8. The term of office for president, vice-president, secretary, and treasurer shall be two years. The term of office for president-elect and immediate past-president shall be one year. Terms of office shall run from August 1 to July 31.

B. Duties of State Officers

1. The president shall preside at all state meetings, appoint committees, and advise the home economics careers and technology education staff of the California Department of Education as to the needs of secondary home economics careers and technology teachers in California.
2. The vice-president will assist the president, serve in the absence of the president, work with the regional communication chairpersons and their network, conduct elections and installation of officers, and serve as public relations chairperson for the association.
3. The secretary will take minutes of all state meetings, conduct correspondence, edit and publish the state newsletter at least twice a year.
4. The treasurer will receive, record and expend funds from members with the approval of the Executive Board, keep accurate membership records, chair the finance committee, publish the membership directory yearly, send renewal notices, and prepare for the bi-yearly audit.
5. The president-elect and immediate past president will assist the president with legislation, and assume other responsibilities as determined by the Executive Board. The past president shall serve on the nominating committee.

C. Region Communication Chairpersons

1. The vice-president shall recommend and the president shall appoint a region communication chairperson for each region. Two or more individuals may be appointed to serve as communication chairs.
2. The term of office for communication chairpersons shall be two years, with the term of each pair offset by one year.
3. The primary responsibilities of the region communication chairpersons are networking, membership recruitment, assisting with the state meeting, and sharing information about home economics careers and technology education issues and legislation with members of their respective regions.

4. Regional communication chairpersons may attend Executive Board meetings (see article V.C. regarding expenses).

D. Ex-officio Executive Board Members

1. The government affairs liaison shall be appointed by the president to monitor and promote legislative action, serve on the legislative committee, and to advise the Executive Board.

2. The web master shall be appointed by the president to maintain, update, and promote the hetac.org website.

3. A subject matter consultant of Home Economics Careers and Technology education at the California Department of Education selected by the Executive Board shall serve as advisor.

Article X — Committee Appointments and Representatives

All appointments to committees shall be made by the president with the approval of the Executive Board. Committees will be appointed as needed.

A. Standing Committees

1. The nominating committee shall be comprised of the vice-president, the past president, and at least two other HETAC members.

2. The finance committee shall be chaired by the treasurer. It is recommended that it also include the immediate past treasurer and at least two other HETAC members.

3. The legislative committee shall be comprised of the government affairs liaison, a past president or the president-elect.

B. Duties of Standing Committees

1. The nominating committee will submit a list of candidates for office as needed to the Executive Board for approval. An election will be held by April 30 (see Article IX.).

2. The finance committee will prepare an annual budget and will submit it to the Executive Board for approval by September 1.
3. The legislative committee will keep the Executive Board and membership up to date on current or pending legislation, and will work to promote legislative action.

C. Additional Committees

1. Other committees will be named as needed.

D. Representatives to Other Groups The president or designee shall attend meetings related to career technical education.

1. Get Real. A representative from the Sacramento area shall attend, represent, and communicate proceedings to the HETAC Executive Board.
2. The Association of Career Technical Educators (ACTE) and the National Association of Teachers of Family and Consumer Sciences (NATFACS). The president or designee should represent the association at the national convention.
3. The California Affiliate of the American Association of Family and Consumer Sciences (CAAAFCS)

The president and / or designee should represent the association at meeting of this organization.

Article XI — Dissolution or Liquidation

Upon dissolution of the association, the assets of the association remaining after payment or provision for the payment of all debts and liabilities of this association will be transferred to the California Home Economics Education Foundation (CHEEF).

Article XII — Changes to the By-laws

Proposed by-laws changes or additions may be presented and voted on at the annual meeting. A simple majority vote is required.