

CAT BYLAWS AND POLICIES MANUAL (Revised 2004, 2010)

BYLAWS:

1. **MEMBERSHIP DUES:** Dues shall be billed during the month of August and will be good for one school year (August through June). The amount of dues will be based on expenses to run CAT in the black. Increases in dues will require a membership vote for approval.
2. **CONFERENCES:** There shall be two conferences each year one in the northern part of the state and the other in southern California. The state shall be divided between north and south by the northern line of Kern County continuing west to the ocean and east to Nevada. The northern conference (spring conference) shall be held on the last weekend of April and the southern conference (fall conference) shall be held the third weekend of October. Conferences will be under the leadership of the Conference Chairman. Fees will be collected to cover expenses of lunch, travel, snacks, etc. Vendors will pay booth fees as determined by the CAT Board to participate.
3. **LIFETIME MEMBERSHIP FOR RETIREES:** Retirees who have paid their dues for ~~1/2 of their~~ **10 or more**-years of membership would receive a lifetime honorary membership card. Retirees would still be required to pay conference fees/meals.
4. **VOTING:** A majority vote at a business meeting, during conference luncheon, is required to pass any item presented to the membership that requires a membership vote.
5. **EXECUTIVE TREASURER:** Will hire a tax person/firm to help with tax preparation or tax exempt status reports. The treasurer shall keep records of all checks, membership dues, and expenses.
6. **PRESIDENT EXPENSE REIMBURSEMENT:**
 - a. Lodging and airfare to NACAT reimbursed up to ~~\$1000.00~~ **\$1500.00**
 - b. All additional expenses ~~totaling \$200.00 or more~~ must have CAT Board approval.
 - c. All CAT related reimbursement will be paid by the Executive Treasurer when expenses receipts are received.
7. **EXECUTIVE DIRECTOR**
 - a. Is selected by the executive committee and approved by the membership.

- b. The Executive Director will receive a stipend based on the amount of money that is in the CAT account after all bills are paid determined by the CAT Board.
 - c. The Executive Director will be reimbursed for all expenses on CAT related business.
 - d. The Executive Director has the power to act in CAT's behalf without board approval
(major policy issues must be voted on by the board).
8. **FOUNDING MEMBERS:** A wall plaque to be made and presented to each of the founding members of CAT and attached to the outside wall of their automotive lab.
9. **REIMBURSEMENT:** Any official CAT expenses (excluding the annual Board meeting) will be reimbursed by the Executive Treasurer when receipts up to \$200.00 are presented. Any expenses over \$200.00 must have the CAT Presidents approval, the 1st Past President may act in the Presidents behalf if he is unavailable.

Officers/Board Members' Duties

Executive Director

1. Carry out the wishes of the board
2. Keep all Board members informed as to activities that are occurring outside of the classroom.
3. Keep the Board and Conference Chairman's on schedule for conference activities and the annual board meeting.
4. Assist the conference chairman if needed.
5. Be a sounding board for each of the Board members on day-to-day activities.
5. Represent CAT on the boards of ARC (bimonthly), ASC (quarterly), CITEAF (quarterly), VOCAL (semi annual).
6. Attend ARC, ASC, CITEAF any other organization's annual conferences and participate where ever possible.
7. Testify at the Legislature when needed on vocational education bills.
8. Attend industry "Legislative Day" and participate in visiting legislatures for the industry and vocational education.
9. Represent CAT on the Chancellor's Vocational Education Advisory Committee (meets quarterly).
10. Attend any meeting in the state that furthers CAT's cause or has PR value for CAT.
11. Submit expense bill to CAT Executive Treasurer at least twice a year or sooner.
12. Write Executive Director's Report for each of the CAT Newsletter.
13. Gather technical articles for CAT Newsletter.
14. Establish a rapport with the California Department of Education.

15. Speak at functions whenever and wherever possible to spread the vocational education and CAT word.
16. Be a spokesman or represent CAT where ever you may go.

Executive Treasurer

1. Supply ~~new President~~ **Executive Director** with
 - a. A master copy of the CAT mailing list (for security purposes) **on an annual basis.**
 - b. ~~CAT letterhead.~~
- ~~2. The president will update the officers/board members' address and phone number and e-mail list and send it to you.~~
2. Have plaques made for springtime award winners and hosts of the conferences.
3. Oversee registration table. See that all membership records are up-to-date and use the registration table checklist (with the help of the vice-president).
4. Supervise all mailings. If possible, use student help for stuffing envelopes.
5. Will submit an annual budget at the annual CAT Board meeting.

President

1. Represent (or see that CAT is represented) at committees of the chancellor's office, Bureau of Automotive Repair, or EPA. Confer with the Executive Director regularly and before representing views as CAT's President.
2. Written correspondence - when sending letters on CAT letterhead, ~~confer with the Executive Director for approval prior to mailing.~~ **Consult with the Board prior to mailing.**
3. President's Records
 - a. Maintain records of all correspondence throughout the two years as president. Place them in a binder. At the completion of your term, give this binder to the in-coming president so he'll be able to see what went on during the previous year on CAT's behalf.
 - b. At the end of your term, give the binder that you got from the previous past-president to the historian for safe keeping.
 - c. Maintain a notebook containing the agendas and minutes of each CAT Board meeting he attends and brings to each CAT Board meeting.
4. Officers/board members' address and phone number and e-mail list
 - a. Update yearly and mail the new list to the board members.
 - b. Mail or e-mail to the board members.
5. Board and Business Meetings (Spring and Fall Conference)
 - a. Conduct the board meeting
 - i. Set the agenda, consult with Executive Director. Send agenda to Board members prior to the meeting.
 - ii. Limit discussion time on each item, but allow wrap-around if there is time left at the end.
 - iii. Limit agenda items discussion to Board Members.
 - iv. Limit audience comments to 2 minutes.

- b. Proofread minutes of board meetings sent to you by vice-president. Send them out to board members within 30 days of receipt of the corrected minutes for approval then send them to the webmaster within 30 days of approval.
 - c. Invite the next conference host to attend the board meeting on Friday night - don't require them to get up to announce what is happening at the luncheon business meeting unless they want to.
 - d. Conduct the luncheon business meeting from an agenda developed at the board meeting of the night before.
6. Newsletter
- a. Write President's letter for the newsletter, mail or e-mail to newsletter editor.
7. Awards
- a. Select award winners and notify them of the presentation at the spring conference from the following categories: High School, R.O.P., Post Secondary, Industry and the President's Award.
 - b. See that the secretary is advised of selections far enough ahead of time so that plaques can be made.
 - c. Put a record of who was selected in the President's binder, so that recipients aren't selected twice by accident. The President should check the former recipient's list to see that this does not occur.
8. Attend the summer NACAT Conference. If you cannot attend, a past-president can attend for you. CAT will fund up to ~~\$1000.00~~ \$1500.00 to attend a NACAT conference.

Vice President

1. Take minutes at the board meeting. See that they are typed. Then email them to the President for editing within 30 days. He will email them out to board members for approval.
2. Take minutes at the noontime business meeting. See that they are typed. Then email them to the President for editing within 30 days.
3. Oversee registration table; help Executive Treasurer set up at 7:00 a.m.
4. Act as a liaison between the CAT Board and the CAT Webmaster.
5. Conduct meetings if the President is unable to.
6. Maintain a notebook containing the agendas and minutes of each CAT Board meeting he attends and brings to each CAT Board meeting.

First Past President

1. Act as Conference Coordinator.
2. Attend CAT Board meetings.
3. Maintain a notebook containing the agendas and minutes of each CAT Board meeting he attends and brings to each CAT Board meeting.

Second Past President

1. ~~Act as Vendor Coordinator.~~ Assist Conference Coordinator as requested.
2. Attend CAT Board meetings.
3. Maintain a notebook containing the agendas and minutes of each CAT Board meeting he attends and brings to each CAT Board meeting.

Third Past President

1. Attend CAT Board meetings.
2. Maintain a notebook containing the agendas and minutes of each CAT Board meeting he attends and brings to each CAT Board meeting.

High School/ Regional Occupational Program Representative

1. The person who holds this position shall be a credentialed automotive teacher, current or retired in a public high school or ROP in the California public school system.
2. Attend CAT Board meetings.
3. Maintain a notebook containing the agendas and minutes of each CAT Board.
4. Bring to the attention of the CAT board those political and educational issues affecting the support and maintenance of high school and ROP automotive programs in the California public school system.
5. Oversee, encourage, plan and schedule presentations and training seminars for teachers at CAT conferences related to high school and ROP automotive programs.
6. Be an advocate for high school automotive education as a CAT board member in public, political, industrial and educational circles.
7. Promote the creation and public display of appropriate teaching materials for high school and ROP automotive education programs.
8. Promote and encourage programs related to finding, training and certifying new replacement automotive teachers for high school and ROP automotive programs in the California public school system.
9. Be an advocate for and promote federal, state and private funding sources for the benefit of high school and ROP Automotive programs in the California public school system.
10. Participate in and support planning strategies that relate and strengthen the “feeder” relationship between elementary school, middle school, high school, community college, university and industrial entities in automotive education in the California public school system.

CAT Executive Committee Voting Members

President, Vice President, Past Three Presidents and HS/ROP Representative (~~pending Constitution revision~~)

CAT Executive Committee Non-Voting Members

Executive Director and Executive Treasure.

CAT Newsletter Committee

1. Chair duties
 - a. Supervise the production and delivery of the CAT Newsletter
 - b. Report at all Cat Board meetings

CAT Business Meeting - Fall Agenda

1. Lunch Announcements - (Host College Staff)
2. Invocation
3. Introduction/Welcome
4. Thanks to Staff Members who hosted the conference
 - a. Introduce host so he can thank his staff
 - b. Food preparation helpers
 - c. present the host school certificate
5. Announce where the next two conferences are:
 - a. Spring -
 - b. Fall -
 - c. Anyone that is interested in hosting a conference to get in touch with CAT president
6. Introduce CAT Officers and board members and Past Presidents
7. Executive Director's Report
8. Introduce Newsletter Editors- Mention that they need contributions for the newsletter.
9. Available job openings
10. Motion for Adjournment

CAT Business Meeting - Spring Agenda

1. Lunch Announcements - (Host College Staff)
2. Invocation
3. Introduction/Welcome
4. Thanks to Staff Members who hosted the conference
 - a. Introduce host so he can thank his staff
 - b. Food preparation helpers
 - c. present the host school certificate
5. Announce where the next two conferences are:
 - a. Spring -
 - b. Fall -
 - c. Anyone that is interested in hosting a conference to get in touch with CAT president
6. Introduce CAT Officers and board members and Past Presidents
7. Executive Director's Report
8. Awards
 - H.S.
 - R.O.P.
 - Post Secondary

Industry

President's Award

Host College

9. If it is the changing of the Presidency (odd numbered years)
 - a. Plaque for the President (presented by new president - changing of the guard)
 - b. Election of the new V.P. (odd numbered years)

"The nominating committee of the board has recommended the nomination of _____ from the North/South. Is there a second? Are there any nominations from the floor, second, closed, all in favor, opposed, vote
 - c. Election of the new High School/ROP Representative. (even numbered years at the spring conference)

"The nominating committee of the board has recommended the nomination of _____. Is there a second? Are there any nominations from the floor, second, closed, all in favor, opposed, vote
10. Introduce Newsletter Editors- Mention that they need contributions for the newsletter.
11. Available job openings
12. Motion for Adjournment