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The Association for Career and Technical Education  
**Administration Division Policy and  
Procedures Manual**

*December 2017*

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## INTRODUCTION

The Administration division is part of the organizational structure of the Association for Career Technical Education (ACTE). Being a Division comes with a certain amount of responsibility; that is, a responsibility to be accountable to its thousands of members. There is also the responsibility to allow for involvement of the membership in order that all may grow professionally.

The organizational structure contained in this handbook shows both the structure of the division within the ACTE and the structure of the division and its affiliated organizations. Each of these will be explained in detail.

The governance of the division is carried out through the Policy and Planning Committee. The structure of the Policy and Planning Committee represents the membership with representation of each ACTE region, ACTE standing committees, and the affiliate organizations. As stated in this handbook, the Policy and Planning Committee membership has the final authority on all matters concerning the division.

This handbook is particularly useful to the official members of the Policy and Planning committee and division committees in carrying out their duties. The information contained in this handbook will be reviewed at the annual meeting.

## ORGANIZATION OF THE DIVISION

Within the organizational structure of the Administration division, there shall be a Vice President, Policy Committee, and Standing Committees. Ad Hoc committees may be appointed as needed.

The governing body of the Administration division is the Policy and Planning Committee.

The official Policy and Planning Committee members shall meet once each year at the ACTE annual meeting. The Policy and Planning Committee meeting, held prior to the start of the annual meeting, plans the division's program of work for the next fiscal year. A Vice President's report on the program of work will be given at the annual Business meeting.

During the annual VISION Convention, the Division must hold at least one officially announced business meeting. Members of the Division present at this business meeting shall constitute a quorum.

## VICE PRESIDENT OF THE DIVISION

The Vice President of the division shall be a division member in good standing, having been elected by the members of the division, working to implement the purpose of the ACTE Strategic plan with the division, and to bring the concerns of the division to the Board of Directors.

- The Vice President shall serve the ACTE Board of Directors as Vice President of the Administration division and shall support and encourage the purposes of the Division.
- Serve as liaison between the ACTE Board of Director and the Administration Division.
- Serve as the Chairperson of the Policy Committee.
- Orient new Policy committee members as to their duties and responsibilities.
- Coordinate division activities at the National ACTE annual meeting.
- Perform other duties in line with the responsibility of the office in the growth and development of career and technical education.
- Term of Office shall be for three (3) years. One year as Vice President-Elect is optional; this is a non-funded shadowing term. However, the Policy Committee reserves the right to provide travel assistance for this position to whatever extent the budget allows.

In the event a vacancy occurs in the office of Vice President, the office will be filled according to the ACTE Bylaws and Operating Policies.

## GENERAL PURPOSES

The general purposes of the Administration Division of the Association for Career and Technical Education (ACTE) are:

- To provide for better understanding and appreciation of the work of administrators among all educators;
- To identify the function of administration in preparing people for the world of work;
- To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories;
- To foster the development of professional attitudes among administrators and to provide for the professional growth of all functional and interest groups within the division;
- To inform members of the Administration division about trends, plans, policies, and current activities of the ACTE and occurrences in the field which have implications for the promotion, development, and welfare of Career and Technical education;
- To promote professional relationships with other agencies, organizations, and institutions concerned with labor and management and administration;

## MEMBERSHIP

Membership in the Administration Division shall be open to ACTE members who are professionally engaged in the administration or supervision of career and technical education.

Associate membership in the Administration Division shall be open to those individuals who have an interest in the administration or supervision of career and technical education.

Only members shall have voting privileges as defined in the ACTE Bylaws, Article III.

## PROCESS OF NOMINATION AND ELECTION

When the division becomes eligible to elect a new Vice President, the current Vice President will send out notices to the Policy Committee, post to the ACTE web site, and notify each state Division president (if applicable). Additionally, the Vice President will ask the presidents of the affiliated organizations to submit candidates for nomination.

Candidates for nomination may be submitted by the affiliated organization(s) and/or by an individual member of the Division.

The Division organization(s) shall notify members through publication that candidates for nomination are being received for consideration.

Names of candidates for nomination shall be sent to the Division Vice President.

A Nominating Committee shall be appointed by the Division Policy Committee. This committee shall consist of at least three representatives not currently members of the Policy Committee, from each affiliate organization of the Administration Division and shall be chaired by the Vice President of the Division.

A candidate for office of Vice President may not be a member of the Nominating Committee. The Nominating Committee will review all candidates for nomination and submit a minimum of two nominees at the regularly scheduled business meeting of the Division at the VISION Convention.

Should the Nominating Committee not be able to recommend two nominees to the regularly scheduled business meeting of the Division, then they shall state the reason at the above mentioned meeting.

Additional nominations may be made from the floor of the business meeting of the Division provided each nominee has been interviewed by the Division Nominating Committee and is approved by a majority of the members in attendance.

The Vice President of the Administration Division shall inform the ACTE Nominating Committee of the Division's nominees for inclusion on the ballot to be sent to all members of the Division.

The Vice President shall be elected according to the Bylaws of the ACTE and the Operating Policies of the Board of Directors of ACTE.



An Administration Vice President-Elect shall be elected during the second year of the current Vice President's term as a 1-year, non-funded shadowing term. The Vice President-Elect is encouraged to attend ACTE Board meetings and to assist the Vice President whenever possible, e.g. work with ad hoc committees.

Qualifications: All members of the Administration division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- A willingness to promote the discipline area and ACTE Strategic plan.
- Authorization to make time available to effectively execute the responsibilities of the office.
- Sustained membership in ACTE and evidence of leadership in ACTE.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional Vice President.
- It is recommended that the individual should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at annual meetings of the ACTE and participated in the program of his/her group.
- Candidates for Vice President of the Administration Division of ACTE shall have been a member of the ACTE Administration Division for a minimum of five years.
- The candidate shall demonstrate an understanding of career and technical education and a willingness and ability to promote and support the total program of the ACTE.
- The candidate shall be able to devote the time necessary and have resources to carry out the responsibilities of the Vice President of the Division.
- The candidate must demonstrate knowledge of the general policies and activities of the ACTE.
- The candidate must have attended two of the past three annual meetings and have participated in program activities of the Division.

All nominations must be submitted by the deadline established by ACTE, utilize the ACTE forms, and adhere to all rules, policies and guidelines established by ACTE.

## BUDGET

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the association. The programs contained within the budget should be aligned with the ACTE Strategic plan. The ACTE Board approves the budget in July of each year.

A budget and program of work for proposed activities for the coming fiscal year shall be submitted in writing to the Executive Director of ACTE by the Vice President of the Administration Division as designated in the ACTE policies. The budget and program of work shall be approved by the Policy Committee prior to submission.

Expenditure of funds shall be approved by the Division Vice President in accordance with policies and procedures designated by the ACTE Board of Directors.

The Administration division Vice President has an operating budget to maintain and work from.

### **ACTE Financial Board Policies**

Regional and divisional funds shall be available for allocation by the respective Vice Presidents upon the submission of a budget and its approval by the Board of Directors. The budget will include objectives, procedures, and timetables, personnel and funds involved. Adjustments among items may be made by the Vice Presidents to the limit of 20% in any major category, upon request to the Executive Director. Adjustments of more than 20% must be approved by the Board of Directors.

The Administration Vice President is not allowed to carry over unexpended budget amounts to the next fiscal year budget. Debts incurred during a fiscal year must be properly authorized and received at ACTE headquarters no later than 90 days after the expense was incurred. From June 30 each year, no reimbursements for obligations will be made after 30 days after the close of the fiscal year.

Over-expenditures of budget funds by the regions and divisions must be paid back out of the next fiscal year's budget.

## OPERATING BUDGET

### Purpose

To provide financial support for the professional activities of the Administration Division of Association for Career and Technical Education

### Expenditures

Expenditures will be authorized by the Administration Division Vice President in accordance with the annual budget based on the following codes and must not exceed the fund balance.

Administration Division: Budget codes

5100-XXX Professional Services

5240-XXX Travel Expense

5580-XXX Food & Beverage

5800-XXX Shipping/Mailing Expenses

5900-XXX Supplies

6300-XXX Awards & Grants

6900-XXX Miscellaneous

## BUDGET TIMELINE

April 15-Budget templates created and distributed to ACTE Senior Staff and Region and Division VP's

April 30-Preliminary budgets due from ACTE Senior Staff for submission to Executive Director

May 15-Meeting and discussion between Executive Director and Sr. Staff for necessary budget revisions

May 15-Preliminary budgets due from Region and Division VP's

May 30-2nd draft budgets with supporting rationale due

June Executive Committee – Review and preliminary approval of Budget

June 30-Final draft budget submitted to ACTE Board

July Board Meeting - Review and approval of Budget by ACTE Board

\*Dates subject to change due to the calendar year.

## BYLAWS

Unless otherwise stated in this handbook the Administration division will work using the ACTE Bylaws.

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- The purpose of the organization
- Qualifications of membership
- The election and the duties of its directors
- The role of the members (if any)
- Meetings of members and directors, including notice, quorum and voting
- The role of executive and other committees
- The role and relationship of the state associations and affiliated organizations
- The organization's fiscal year
- How the Bylaws are amended
- Indemnification and dissolution procedures

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Operational details belong in the Board Policy and Procedures Manual.

*NOTE: Only the members of the Association can change the Articles of Incorporation and the Bylaws, thru the Assembly of delegates.*

Please review the latest version of the ACTE Bylaws.

## POLICY AND PLANNING COMMITTEE

The membership of the Policy and Planning Committee shall be determined by the operating policies of the Administration division with all appointments subject to approval by the ACTE Board of Directors. The term of office for members of the Policy Committee shall be three years beginning July 1 following the appointment (see rotation schedule below). Members may be appointed for a second term and may not serve more than two consecutive terms. The Policy Committee may appoint additional ex-officio members to serve on the Policy Committee.

### ROTATION FOR POLICY COMMITTEE MEMBERS

July 1 – June 30  
3-Year Appointments<sup>^</sup>

Region 1	2016-2019	2019-2022	2022-2025
Region 2	2015-2018	2018-2021	2021-2023
Region 3	2015-2019*	2019-2022	2022-2025
Region 4	2015-2018	2018-2021	2021-2023
Region 5	2015-2017**	2017-2020	2020-2023
NCLA	2015-2017	2017-2020	2020-2023
CTEEC	Current President	Current President	Current President

\*Serve an extra year during the transition to a 3-year rotation schedule

\*\*Serve 2-year term to facilitate transition to a 3-year rotation schedule

<sup>^</sup>Committee members may serve 2 consecutive terms

### ACTE STANDING COMMITTEE MEMBERS

July 1 – June 30  
2-Year Appointments

Bylaws	2017-2019	2019-2021	2021-2023
Nominating	2016-2018	2018-2020	2020-2022
Resolutions (Jan 1- Dec 31)	2017-2019	2019-2021	2021-2023

Purposes: The policy committee shall serve as an executive and planning group whose primary function is to facilitate the achievement of the general purposes of the Division by coordinating the activities of the members as follows:

- Maintaining active national leadership in Career and Technical Education.
- Encouraging high professional standards among its members.
- Disseminate information to our members.
- Inform members of the division of policies and issues of ACTE as they relate to the development of career and technical education.
- Providing a mechanism for effective communication from members to ACTE staff.

The Policy Committee will hold an annual meeting at the VISION Convention, and other scheduled meeting(s) as deemed necessary by the Vice President.

Official members:

- The Vice President of the division
- One representative from each affiliated organization
- One member from the Division from each of the five ACTE regional areas

Ex officio members (non-voting):

- The Vice President-Elect
- One designated representative from each of the ACTE standing committees
- The executive director of the ACTE
- One designated representative from each of the affiliated and section organizations of the division
- A representative from United States Department of Labor
- A representative from the US Department of Education

Officers of the Policy and Planning Committee:

Chairperson - the Vice President of the division shall serve as chairperson of the Policy and Planning Committee throughout tenure in that office and shall appoint a secretary from the committee membership. The chairperson shall preside and direct the affairs of the committee.

## REPORTING OF DIVISIONAL ACTIVITIES

It shall be the responsibility of the Vice President of the Division to submit to the Executive Director of ACTE reports/minutes of Policy Committee meetings, ad hoc committee meeting reports, and other activities within the Division within forty-five (45) days after each meeting.



## DIVISIONAL COMMITTEES

Committees may be established in accordance with the needs to carry out the goals and objectives of ACTE within the division. The duration of the committee shall be designated at the time of establishment.

Committees are divided into two categories: Divisional and ACTE Standing.

### Appointment and Terms

Appointments to ACTE committees shall be made by the Vice President upon recommendation of, and/or subject to approval by, the divisional Policy and Planning Committee. All ACTE committee appointments are subject to approval by the ACTE Board of Directors. All appointments are based upon the rotational policy of the ACTE Board of Directors.

All appointees for the division must be members of ACTE and the Administration Division. Before any appointments are made, there must be written assurance from those being considered that they will be able to attend the ACTE annual meeting and virtual meetings while serving on committees.

If the Administration Division committee member is selected by the standing committee to become Chairperson of that committee the Vice President of the division may appoint a new person to fill the seat.

## RECOMMENDED DIVISIONAL COMMITTEES

### AWARDS COMMITTEE

#### *MISSION*

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the administration field, to programs that exemplify the highest standards.

#### *COMPOSITION, SELECTION & TERM*

The Committee is composed of one representative from each ACTE Region and a Chairperson.

The term of office is the Association's operating year. Members serve for a two-year period and can serve up to two terms.

The Committee elects their Chair. The Chair serves for a one-year term.

Members of the Awards Committee are not eligible, during their service to this Committee, to receive an award.

#### *OBJECTIVES*

Identify appropriate awards to be given to members of the Administration Division. Thereafter, to develop and administer awards approved by the Policy committee.

## NOMINATING COMMITTEE

### ***MISSION***

To nominate the best qualified Member(s) of the Administration division for elective position of leadership of the Division.

### ***COMPOSITION, SELECTION & TERM***

The Committee is composed of membership representatives as appointed by the Vice President.

This is an Ad Hoc committee operating every 3 years.

The Committee elects their Chair.

### ***OBJECTIVES***

To search for and screen potential candidates for the office of Vice President-Elect for the Administration Division.

## ACTE STANDING COMMITTEES

The Administration division will have one representative on each of the following:

- BYLAWS
- NOMINATING
- RESOLUTION

All members who serve on ACTE standing committees are recommended by the divisions or regions and appointed by the Board of Directors. A committee member must be a current affiliated, standard, direct or life member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division and Region Policy Committee members are eligible candidates for membership on standing or ad hoc committees.

## **AFFILIATED ASSOCIATIONS**

### **National Council of Local Administrators**

A representative of the [National Council of Local Administrators \(NCLA\)](#) will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the Vice President of the Administration division.

### **Career and Technical Education Equity Council**

A representative of the [Career and Technical Education Equity Council \(CTEEC\)](#) will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the Vice President of the Administration division.

Each affiliated organization shall operate under its own bylaws, electing officers and pursuing its own objectives, which shall not conflict with the Administration Division of ACTE objectives and/or policies. Amendments or revisions to an affiliated organization's bylaws must be submitted for approval to the Policy Committee of the Division

Qualifications for divisional organization status are:

Fifty or more members of the organization hold membership in ACTE.

Areas of administration represented are national in scope.

Provides for unified membership.

A group requesting affiliated status shall submit their bylaws, operating procedures, and documentation of affiliated criteria as specified in III-C (1-3) of this document, 90 days prior to the next regularly scheduled Administration Division Policy Committee meeting. Action will be taken on the application at the next meeting of the Policy Committee.

Affiliated organizations desiring to disaffiliate should submit a written statement to the Vice President of the Division. Action will be taken at the next meeting of the Policy Committee.

## AMENDMENTS

These policies may be amended by submitting the proposed revision in writing to the Vice President of the Division at least sixty (60) days before the annual meeting.

The Vice President shall make certain that these proposed revisions will be made available to members of the division through mail, e-mail, Web site or other means of communication at least thirty (30) days before the annual meeting.

Proposed revisions which receive a majority vote of the members of the Division present at the annual meeting shall be submitted to the ACTE Board of Directors for approval as the official policies of the Administration Division.

## GENERAL POLICY

The name of this Division shall be the Administration Division of the Association for Career and Technical Education.

If any statements or policies included in this document are in conflict with the articles of incorporation, bylaws, or operating policy of the ACTE board of directors, such items are null and void.

Copies of these operating policies are available at the ACTE Headquarter and on the ACTE web page, [www.acteonline.org](http://www.acteonline.org)

### **Distribution of the Policy**

The Vice President of the Division shall be responsible for the submission of current Division Operating Policies to the Executive Director of ACTE.

Copies of the Division Operating Policies shall be made available to the membership at the annual meeting or upon request to the Vice President of the Division.

## PAST VICE PRESIDENTS OF THE DIVISION

1978-1981	Mr. Jim Piercey
1982-1985	Dr. Rosemary F. Kolde
1988-1991	Dr. David H. Soule
1994-1997	Mr. Clifford A. Migal
1997-2000	Mr. Gregory E. Pierce
2005-2006	Mr. James A. Little
2006-2009	Mr. Gregory E. Pierce
2009-2012	Dr. Douglas R. Major
2012-2015	Ms. Jeanette Capshaw