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

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## INTRODUCTION

The Business Education 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 Committee. The structure of the Policy 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 Committee and Divisional committees in carrying out their duties. The information contained in this handbook will be reviewed at the ACTE/BED annual business meeting.

## GENERAL PURPOSES

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

- To develop high professional standards among the membership;
- To provide for better understanding and appreciation of the program of business education among all educators;
- To identify the function of business education 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 teachers and to provide for the professional growth of all functional and interest groups within the division;
- To inform members of the Business Education 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 the business community.

## GENERAL POLICY

The name of the Division shall be set by the Policy Committee with approval by the membership and according to ACTE Board Policy.

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 and procedures are available at the ACTE Headquarters and on the ACTE/BE Division web page, [www.acteonline.org](http://www.acteonline.org)

## BYLAWS

Unless otherwise stated in this handbook the Business Education 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.

## ORGANIZATION OF THE DIVISION

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

The governing body of the Business Education Division is the Policy and Planning Committee.

The official Policy Committee members shall meet once each year at Career Tech VISION. Virtual or attendance meetings may occur during the course of the year. The Policy Committee meeting, held prior to the start of Career Tech VISION, plans the division's program of work for the next fiscal year. A President's report on the program of work will be given at the ACTE/BED Business meeting.

## MEMBERSHIP

Members of ACTE who are interested in or professionally engaged in business education shall be considered eligible for membership in the Business Education Division.

In accordance with the ACTE Bylaws, the payment of ACTE annual dues, as determined by the ACTE Assembly of Delegates, shall entitle the member to membership in ACTE and one of its divisions.

### **Associated Organizations of the BE Division**

Associated organizations of the Business Education Division are as follows:

- Business Professionals of America (BPA)

- Future Business Leaders of America – Phi Beta Lambda (FBLA-PBL)

- MBA Research

- The National Association for Supervisors of Business Education (NASBE)



## PRESIDENT OF THE DIVISION

The 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 President shall serve the ACTE Board of Directors as Vice-President of the Business Education Division.
- Serve as the Chairperson of the Policy Committee
- Orient new Policy committee members as to their duties and responsibilities.
- Serve on ACTE Boards or committees as directed by the ACTE Executive Committee.
- Coordinate division activities at ACTE's Career Tech VISION.

Term of Office shall be for three (3) years, beginning July 1. No member shall be eligible to serve consecutive full terms as ACTE/BE President. A one year as President-Elect is optional; this is a non-funded shadowing term. Election of the Business Education Division President will occur during the second year of the current president's term. Election of the Business Education Division President will occur during the third year of the current president's term unless a President-Elect has been elected.

In the event a vacancy occurs in the office of President, the Policy Committee shall RECOMMEND a person to fill the remainder of the term, submitting this person to the ACTE Board of Directors for final approval.

## PROCESS OF NOMINATION AND ELECTION

When the division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, post to the ACTE web site, and notify each state Division president (if applicable).

A Nominating Committee shall be established by the President. The Nominating Committee shall contain at least three members of whom no more than one third of the committee shall consist of officers or members of Division Policy Committee. In no case shall a person who is a candidate for office be a member of the Nominating Committee. The committee will review all nominations and interview each candidate. The committee shall recommend at least two nominees at the business meeting of the division.

The President will inform the ACTE Nominating Committee of the nominees for inclusion on the ballot for all members of the division.

Qualifications: All members of the Business Education 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
- Evidence of leadership in ACTE, a large percentage of those involved in discipline area in the nominee's state should be members of the ACTE.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional 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.

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.

## BUDGETS

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.

The Business Education Division President has two budgets to maintain and work from, *Operating and Designated Fund*.

### **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.

Region and division Vice Presidents are 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 their designated accounts first and then out of the next fiscal year's budget.

### **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.

## Operating Budget

### Purpose

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

### Expenditures

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

Business Education Division-Operating  
Dues/Subscriptions/Registrations  
Travel Expense  
Professional Services  
Meeting Expense  
Audi Visual Expense  
Equipment Rental-Meetings  
Food & Beverage  
Shipping/Mailing Expenses  
Printing Expense  
Supplies  
Communications  
Awards & Grants  
Miscellaneous

## Designated Fund – Business Education Professional Fund

### Purpose

To encourage professional development in career and technical education in the areas of public relations activities, curriculum development, publications, scholarships and research in career and technical business education.

### Source of Revenue

Contributions from business educators and others interested in the ongoing excellence of business education.

### Expenditures

All expenditures will be authorized by a five-member Control Board.

### Investment

ACTE is authorized to make prudent investments of funds contributed to the fund. Only interest on funds contributed may be used for authorized expenditures.

### Changes

Any changes in the guidelines applicable to the fund will be submitted to the ACTE Executive Director by the Vice President of the Business Education Division. Changes must have approval of all five members of the Control Board and be approved by the ACTE Board of Directors.

## POLICY COMMITTEE

The membership of the Policy Committee shall be determined by the operating policies of the Business Education Division with all appointments subject to approval by the ACTE Board of Directors. The official Policy Committee members shall meet once each year at ACTE's Career Tech VISION.

The Policy Committee meeting, held prior to the start of ACTE's Career Tech VISION, plans the division's program of work for the next fiscal year. Virtual or attendance meetings may occur during the course of the year.

**Purpose:** 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 Region/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.

### *Officers of the Policy and Planning Committee:*

**Chairperson** - the President of the division shall serve as chairperson of the Policy Committee throughout tenure in that office. The chairperson shall preside and direct the affairs of the committee.

**Vice Chairperson** - the Immediate Past President will serve as vice chairperson the first two years of the President's term and the President-Elect will serve as vice chairperson the last year of a President's term. If there is no President-Elect, then the immediate Past President shall serve one additional year as vice chairperson. The vice chairperson shall preside at meetings in the absence of the chairperson.

### *Voting Members*

The following individuals shall be the voting members of the Policy and Planning Committee:

1. ACTE/BE President
2. ACTE/BE Immediate Past President\*
3. ACTE/BE President Elect\*
4. One representative from each associated organization
5. ACTE/BE Standing Committee Chairpersons

6. BE Division Representatives to ACTE Standing Committees
7. Regional Representatives

\*President Elect and Immediate Past President will not serve concurrent terms. In the event there is no President Elect the Immediate Past President shall serve an additional year.

*The presence of a majority of members of the ACTE/BE Division Policy Committee or any BE Division Committee, shall constitute a quorum.*

The term of office shall begin July 1 of the year selected. The term of office for the members of the Policy Committee shall be three years; an individual member may serve up to two complete terms. (See APPENDIX for current Policy Committee members.)

***Liaison members***

Other representative from business related groups may be invited to attend meetings of the Policy and Planning Committee as non-voting members.

## COMMITTEES

Committees may be established in accordance with the needs to carry out the purposes of the division. Committees are divided into two categories: ACTE Standing and Divisional.

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

All appointees for the division must be members of ACTE and the Business Education Division. Before any appointments are made, there must be written assurance from those being considered that they will be able to attend ACTE's Career Tech VISION and virtual meetings while serving on committees.

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

### **ACTE Standing Committees**

The Business Education 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.



## Divisional Standing Committees

### AWARDS COMMITTEE

#### *MISSION*

To ensure the recognition of outstanding achievements by business educators and CTSO students who have made extraordinary contributions to the field of business education.

#### *COMPOSITION, SELECTION & TERM*

The Committee is composed of Chairperson, as appointed by the President, and one representative from each ACTE Region, as appointed by the Chairperson. Members serve for a two-year period beginning at the conclusion of CareerTech VISION and can serve up to two terms.

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

#### *OBJECTIVES*

The Awards Committee will develop and maintain an awards program for the Division that will honor business educators and CTSO students who achieve high standards.

### LEGISLATION COMMITTEE

#### *MISSION*

To ensure that the best interests of Business Education is served in legislation at the local, state, and national level.

#### *COMPOSITION, SELECTION & TERM*

The Committee is composed of Chairperson, as appointed by the President, and one representative from each ACTE Region, as appointed by the Chairperson. Members serve for a two-year period beginning at the conclusion of CareerTech VISION and can serve up to two terms.

#### *OBJECTIVES*

The Legislation Committee will work with the Public Policy staff of ACTE to ensure that the best interest of Business Education is served in legislation at local, state, and national levels.

### PROFESSIONAL DEVELOPMENT COMMITTEE

#### *MISSION*

To ensure the members of the BE Division quality professional development and leadership opportunities.

#### *COMPOSITION, SELECTION & TERM*

The Committee is composed of Chairperson, as appointed by the President, and one representative from each ACTE Region, as appointed by the Chairperson. Members serve for a two-year period beginning at the conclusion of CareerTech VISION and can serve up to two terms.

### ***OBJECTIVES***

The Professional Development Committee will

- Increase membership in the Division by providing a program of information and services to the membership
- Assist the President and Policy Committee with the planning of VISION

### ***AD HOC COMMITTEES***

Ad Hoc Committees may be appointed by the BED President, the Policy Committee, and/or the Executive Committee as the need arises.

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

## ANNUAL BUSINESS MEETING/REPORTS

The ACTE/BE annual business meeting shall be held during ACTE's Career Tech VISION. Registered ACTE/BE Division members present at the meeting and eligible to vote shall constitute a quorum.

The ACTE/BE Division President shall submit quarterly report to the ACTE Executive Director and shall make these reports available to the membership on the ACTE/BE Division website.

## ASSOCIATED ORGANIZATIONS

Business Education related organizations may become associated with the Division as membership interest indicates; providing they meet the criteria as prescribed in the ACTE/BE Division Policy and Procedures Manual and are approved by a majority of the members present at the annual business meeting of the Division. A representative of the organization will serve as a member of the Policy Committee. This representative will be a current member of ACTE and the Business Education Division.

A group requesting (or requested by the division President) associated status shall make available their bylaws and operating procedures, 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.

Each associated organization shall operate under its own bylaws, electing officers and pursuing its own objectives which shall not conflict with the Business Education Division of ACTE objectives and/or policies. Amendments or revisions to an associated organization's bylaws should be made available for informational purposes to the Policy Committee of the Division.

A representative of each associated organization will serve as a voting member of the Policy and Planning Committee and act as a liaison between the ACTE/BE Division and their organization.

Associated organizations desiring to disassociate should submit a written statement to the President of the Division. Action will be taken at the next meeting of the Policy Committee. Associated organizations bylaws that conflict with ACTE/BED bylaws and operation procedures or no longer associate themselves with Business Education may be disassociated at the next meeting of the Policy Committee.

### *Current Business Education Division Affiliated Associations include:*

BPA

FBLA

MBA Research

National Association of Supervisors of Business Education (NASBE)



*Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.*



*The mission of FBIA-PBL is to bring business and education together in a positive working relationship through innovative leadership and career development programs.*



*MBA Research (Marketing & Business Administration Research and Curriculum Center) is a not-for-profit 501(c)(3) organization. Established in 1971 as an education foundation, it is operated by a consortium of 30 state education departments. Its mission is to support educators in the preparation of students for careers in business.*



*NASBE is an organization of Business Education supervisors who are direct employees of a state, region, or local education agency and has as its purpose furthering the cause of Business Education and the welfare of the field and professional members.*

## AMENDMENTS

### **Policy and Procedures**

Policies and/or procedures may be amended by submitting the proposed revisions in writing to the Business Education Division Policy Committee prior to an officially announced business meeting of the Division. Any such proposed version must be approved by the Business Education Division Policy Committee and presented to the membership at a Business Education Division Business meeting.

Policies and Procedures may be amended at the ACTE/BE annual business meeting by a provided that:

<b><i>Days' notice to VP (prior to Business Mtg)</i></b>	<i>60 days</i>
<b><i>Revisions submitted in writing</i></b>	<i>Yes</i>
<b><i>Notice to policy committee (prior to Business Mtg)</i></b>	<i>Yes - 15 days</i>
<b><i>Submitted to membership (prior to Business Mtg)</i></b>	<i>Yes – 15 days</i>
<b><i>Other notification</i></b>	<i>Presidents of divisional organizations/State Presidents</i>
<b><i>Approved at annual meeting</i></b>	<i>Yes, by majority of members present</i>
<b><i>Approved by Board</i></b>	<i>Yes</i>

ACTE Approval. Adopted amendments to, or revisions of, these operating policies shall be subject to final approval by the ACTE Board of Directors.

## APPENDIX

### **Business Education Division Awards**

There are many students and professionals who are involved with Business Education as part of career and technical education and are excellent candidates for national recognition. However, it takes someone to recognize this and to nominate these deserving individuals. If you are a current member of the Business Education Division of ACTE, you may nominate a student for the Student Organization Awards or a colleague for the Outstanding Service Award or the Award of Merit. Your current ACTE membership number must be on the nomination form and will be verified. All nominations should be sent electronically to the chair of the awards committee.

#### **OUTSTANDING BUSINESS EDUCATION STUDENT AWARDS**

The ACTE Business Education Division will recognize secondary and postsecondary students who exceed a minimal rating for these awards. One award will be given for each Region of ACTE for the secondary level and one for the postsecondary level. Please feel free to make copies of the application to share with other professionals or contact the committee chair for additional copies. Thank you for your support of student organizations.

#### **Criteria**

This award is designed to provide recognition to five secondary and five postsecondary outstanding students who have demonstrated leadership potential through enrollment in business courses and involvement in career and technical student organization activities, as well as the school and community.

#### **Eligibility**

Secondary or postsecondary students must be nominated by a member of the Business Education Division of the Association for Career and Technical Education. The nominee must be a local, state and national student member of Business Professionals of America, Future Business Leaders of America-Phi Beta Lambda or Pi Omega Pi at the time of the nomination. The students must be enrolled in school through December of the school year of nomination and must not possess a baccalaureate degree prior to that December. One secondary and one postsecondary student per ACTE Region will be recognized.

#### **Regulations**

The award [entry form](#) and supporting documentation for the nomination must be postmarked no later than **September 30<sup>th</sup>**.

1. Members of the student organization committee of the ACTE Business Education Division will screen the materials of the nominees.

2. Notification to the recipients of the award will be made by **October 31<sup>st</sup>**.
3. The recipients of the award will be recognized at the opening session of the Business Education Division at [CareerTech VISION](#) of the school year following nomination. The recipients will be responsible for all travel expenses if they attend CareerTech VISION. Attendance at VISION by the recipients is not mandatory to receive recognition.
4. All materials must be typewritten. The following must be submitted electronically by the deadline of **September 30<sup>th</sup>**.
  - The completed [entry form](#) with nominee information block completed on the rating sheet.
  - A **one-page letter** of application for the award from the nominee.
  - A brief (**not to exceed two pages**) resume of the nominee.
  - A **one-page** essay written by the nominee outlining his/her success and future career plans, and how involvement in business courses and a career and technical student organization has enhanced the student's leadership and professional development.
  - One letter of recommendation (**not to exceed one page**) from the nominee's business education teacher or career and technical student organization local or state adviser.
    1. Photographs are not allowed. No other materials will be accepted. Materials will not be returned.
    2. The nomination materials should follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect.
    3. Judges must deduct 1 to 10 points from the scores of nominees who submit materials by the stated deadline but do not adhere to the award guidelines for the submission of proper materials.
    4. Nominees failing to submit the proper materials by the stated deadline will be disqualified.
    5. The letter of application, resume, and essay must be prepared by the student member—not teachers or advisers. Teachers or advisers should serve as consultants to ensure that these materials are well organized, contain substantiated statements and are written in a business style.

### Procedure

Criteria for selection of the nominee should include:

- business course(s) or program(s) in which the student is currently enrolled or has completed
- years of participation in career and technical student organization activities
- extent of participation in conferences sponsored by the local, state, and national associations of the career and technical student organization



- officer and committee chair positions held in the career and technical student organization
- participation in school and community activities
- awards and honors received
- career plans

The materials submitted should address the above criteria.

### **Judging**

There will be a panel of judges from the ACTE Business Education Division. Judges will use the rating sheet attached to these guidelines to evaluate the materials submitted by the nominee. *Students must achieve an average rating from the judges of at least 70 points to receive the award.* All judges' decisions are final.

## **BUSINESS EDUCATION DIVISION OUTSTANDING SERVICE AWARD**

### **Purpose**

To encourage and reward the Business Education professional who has contributed much time and effort in the growth and development of the Business Education Division. The award is based exclusively on contributions made to the Business Education Division and its affiliates.

### **The Presentation of the Award**

The recipient will receive the Business Education Division Outstanding Service Award at CareerTech VISION.

### **Selection Criteria**

The recipient of this award (or recipients, in the event the award is shared) must be a member of the ACTE Business Education Division and the appropriate affiliated group at the time the award is made. The recipient must be a person who, in the judgment of the Selection Board, has made an outstanding contribution to the Business Education Division. A candidate is only permitted to submit an application form for one award annually without reference to the number of nominations received for both the Award of Merit and/or the Outstanding Service Award. *A candidate that has received the Award of Merit is not eligible to apply for the Outstanding Service Award.* Neither award committee members nor the BED president are eligible to apply for the Award of Merit or the Outstanding Service Award during their term of office.

A candidate is only permitted to submit an application form for one award annually without reference to the number of nominations received for both the Award of Merit and/or the Outstanding Service Award. **The nomination form is available [here](#).** A current resume should be included with the nomination form.

### **Nature of the Contribution**

There is no prescription as to the exact nature of the contribution to be considered in selecting the recipient of the award. As an indication of possible areas of contribution, the following are suggested:

- Contributions to the affiliate as a committee member (5 points for each) and chairman (10 points for each) (plus the number of years served in each).
- Contribution to the affiliate as an officer (15 points for each).
- Contribution to the Business Education Division as a committee member (7 points for each) and chairman (12 points for each) (plus the number of years in each).
- Contribution to the Business Education Division as an officer (25 points for each office held plus the number of years served in each office).

- Contributions to the Business Education Division and/or affiliates as a speaker (4 points for each presentation).
- Other contributions to the Business Division/affiliate (2 points for each significant contribution not listed above; such as, having chaired an ad hoc committee, 20 points if nominee has served as the BED Convention Chair).

## **BUSINESS EDUCATION DIVISION AWARD OF MERIT**

### **Purpose**

To encourage and reward outstanding contributions to the overall advancement of **education for business**. The Award of Merit is the highest honor presented by the Business Education Division.

### **The Presentation of the Award**

The recipient will receive the Business Education Division Award of Merit at CareerTech VISION.

### **Selection Criteria**

The recipient of this award (or recipients, in the event is award is shared) must be a member of the ACTE Business Education Division and the appropriate affiliated group at the time the award is made. The recipient must be a person who, in the judgment of the Selection Board, has made an outstanding contribution to the development and advancement of the Business Education Division and career and technical education. A candidate is only permitted to submit an application form for one award annually without reference to the number of nominations received for both the Award of Merit and/or the Outstanding Service Award. Neither award committee members nor the BED president are eligible to apply for the Award of Merit or the Outstanding Service Award during their term of office. **The nomination form is available [here](#).** A current resume should be included with the nomination form.

### **Nature of the Contribution**

There is no prescription as the exact nature of the contribution to be considered in selecting the recipient of the award. As an indication of possible areas of contribution, the following are suggested:

- Contribution to business education as a classroom teacher, administrator, and/or supervisor that leads to improvements in theory, methods, and/or classroom practices. Candidates may work in business education at any level. (35 points)
- Professional Contributions--organizations, awards, memberships, activities (including ACTE) to improve business education. (35 points)
- Formal and informal research and publications. (15 points)
- Other significant professional contributions. (10 points)

## Policies Commission for Business and Economic Education

Sponsorship. As one of the sponsors of the Policies Commission for Business and Economic Education (PCBEE), ACTE/BE shall comply with the following rules prescribed in the Organizational and Operational Procedures of PCBEE:

- A. The ACTE/BE President shall allot an amount designated annually by the Commission for use in PCBEE operations.
- B. The ACTE/BE President shall appoint three members to serve three-year terms, beginning July 1, as voting members on the Commission. Voting members who have served a full term may not be reappointed to a succeeding term. Vacancies created by resignations or incapacitation shall be filled for the unexpired term by the ACTE/BE Vice President. The Commission shall request ACTE/BE to replace any member who fails to attend a meeting of PCBEE except for personal emergencies or who does not fulfill the assigned duties.
- C. The current and immediate past ACTE/BE Presidents shall be ex-officio, non-voting, members of PCBEE.

Affiliate Representation. The ACTE/BE Policy Committee shall ensure a balanced representation of ACTE/BE affiliate members on PCBEE.

## Past Presidents of the Division

<b>First Name</b>	<b>Last Name</b>	<b>Years of Service</b>
Victor	Van Hook	1974-1977
William	Pasewark	1976-1979
Dr. Don	Bright	1983-1986
Dr. Donald	Zahn	1989-1992
Charlotte	Coomer	1992-1995
Abigail	Heid	1995-1998
Joan	Loock	1998-2001
Dr. Mary	Nemesh	2005-2007
Jean	Kyle	2007-2010
Dr. Sarah	Heath	2010-2013

**POLICY & PROCEDURES MANUAL:**

Revised 12/95-Denver, CO

Revised/Adopted 12/1996-Cincinnati, OH

Revised/Adopted 12/1999-Orlando, FL

Revised/Adopted 12/2001-New Orleans, LA

Revised/Adopted 11/2014-Nashville, TN

Revised/Adopted 11/2015-New Orleans, LA