Iowa Association for Career & Technical Education

By-laws and Policies

Approved at the IACTE House of Delegates Meeting on November 9, 2006.
Iowa Association for Career and Technical Education

Bylaws

Article I. Name
Article II. Association for Career and Technical Education Affiliation
Article III. Purposes
Article IV. Program Year
Article V. Membership
Article VI. Organizational Structure
Article VII. Governing Bodies
Article VIII. Officers
Article IX. Selection of Officers/Board Member
Article X. Selection of Region III Policy Committee Representative
Article XI. Committees
Article XII. Meetings
Article XIII. Parliamentary Authority
Article XIV. Amendments

Policies

I. General
II. Policies-Board of Directors
III. Policies: Committees
IV. Duties of IACTE Executive Committee
V. Reimbursement of Expenses
By-laws of Iowa Association for Career and Technical Education

ARTICLE I. NAME

The name of this organization shall be Iowa Association for Career and Technical Education (IACTE).

ARTICLE II. ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION AFFILIATION

IACTE shall be affiliated with the National Association for Career and Technical Education (ACTE). By-laws of ACTE shall take precedence over the IACTE by-laws should a conflict arise between the two.

ARTICLE III. PURPOSES

The purpose of this organization shall be:
A. To promote quality career and technical education within the State of Iowa.
B. To encourage greater interest in career and technical education at the local, state, and national levels.
C. To inform the people of the State of Iowa of the strengths of career and technical education.
D. To serve as the coordinating organization for all career and technical educators of the State of Iowa.
E. To encourage membership in and cooperation with the program of ACTE and its various divisions.
F. To encourage appropriate agencies/institutions to conduct surveys and/or studies to evaluate the effectiveness of career and technical education in Iowa, and to identify the educational offerings that are necessary to meet the needs of current business, industry and labor markets.
G. To assist in the promotion of all education.
H. To encourage programs, activities, and services to meet the special interests of the membership.
I. To encourage involvement in and support of youth organizations.
J. To encourage and support the efforts of support groups for career and technical education.

ARTICLE IV. PROGRAM YEAR

The program year is from July 1 through June 30. Officers shall assume their new duties at the beginning of each program year. The 2nd Vice President – elect shall serve as an ex-officio member of the IACTE Board of Directors and Executive Board from the time they are elected until the program year begins.

ARTICLE V. MEMBERSHIP

A. Eligibility: Any individual interested in the purposes of this Association shall be eligible for membership.
B. Classification of Members - Membership shall be available in the following classifications:
   1. Affiliated Membership – Includes membership in both the national ACTE and state IACTE organizations. All persons engaged in career and technical education shall be eligible for affiliate membership in this Association.
   2. Associate Membership
Associate membership shall be available to those persons who are engaged in career and technical education and desire to maintain membership only in IACTE.

3. Student Membership
Student membership shall be available to students enrolled full-time in preparing to become career and technical educators and who are not employed full time in the education system as a teacher, counselor or administrator.

4. Loyalty Members (Retired)
Available to any former affiliated member who has retired.

5. Honorary Life Membership
Honorary life membership shall be available to an IACTE member who has reached established retirement age or has retired due to a permanent disability, has held continuous membership in IACTE ten (10) years prior to retirement, and is recommended to the Executive Director by the appropriate division.

6. Educational Institution Membership
Available to any educational institution or agency that supports career and technical education.

7. Industrial/Business Membership
Available to any industry or business that supports career and technical education.

C. Dues: Dues for each membership classification shall be recommended by the Board of Directors and determined by the House of Delegates through its adoption of the budget.

D. Membership Year: New memberships shall be for a twelve-month term beginning on the first day of the month following the conclusion of the annual IACTE conference/meeting. If this service is contracted, the renewal membership of those members of both IACTE and ACTE may change to coincide with the ACTE membership cycle.

E. Voting and Holding Office
Affiliated, Loyalty, Honorary Life, Educational Institution and Industry/Business Members may be candidates for elected offices, hold positions on the Board of Directors, and vote on any business of the Association. Note: Officers and Directors must be members of IACTE, ACTE and their divisions, if applicable.

F. Membership Responsibility: It shall be the responsibility of all members to:
1. Participate in IACTE activities.
2. Elect members to the offices of IACTE.
3. Present facts and express their opinions and desires regarding the various activities and programs of IACTE to officers of their respective divisions, the members of the House of Delegates, and the Board of Directors.
4. Accept and carry out assignments designated by the IACTE committee chairpersons, the IACTE Board of Directors, and IACTE President.

ARTICLE VI. ORGANIZATIONAL STRUCTURE

A. Divisions: Recognized divisions of IACTE are identified in Section I of the IACTE Policy Manual. To be recognized as an active division, a division must maintain a minimum of 10 Affiliate, Associate, Loyalty or Honorary life members and must have by-laws, elected officers and regular meetings.

1. In cases where members belong to more than one division: for voting purposes at the House of Delegates Meeting, the individual will have to declare their primary area of interest.
2. Each division may elect or appoint one representative to serve on the Board of Directors.
3. Any Affiliated, Associate, Loyalty or Honorary life members of IACTE with membership in their respective division shall be eligible to serve in the office of the division representative.
ARTICLE VII. GOVERNING BODIES

A. House of Delegates

1. Membership: The House of Delegates shall be composed of the elected and appointed members of the Board of Directors, representatives from the active divisions as named in the IACTE Policy Manual. An active division or recognized local shall be allowed one (1) delegate plus one additional delegate for each ten (10) Affiliated, Associate, Loyalty and Honorary life members who are members of the IACTE prior to the start of the Annual Conference/Meeting. As clarification, the following would occur:
   • 10-20 members: 1 vote
   • 21-40 members: 2 votes
   • 41 – 60 members: 3 votes, etc.

   The Executive Director shall inform each active division of the number of delegates they may send to the House of Delegates Meeting.

2. Duties
   a. It shall be the duty of each member of the House of Delegates to keep informed regarding the welfare of IACTE.
   b. It shall be the duty of the House of Delegates to act upon proposals presented by the Board of Directors and to conduct all business not designated to the Board of Directors. Decisions made by the House of Delegates shall be binding on the IACTE and its officers.

2. Meetings: Meetings of the House of Delegates shall be during the Annual Conference/Meeting of the Association and at a time and place designated by the Board of Directors. The meeting(s) shall be open with voting restricted to officially designated delegates. All members in good standing shall have the privilege of the floor at all sessions of the House of Delegates. Quorum: A majority of the members must be present.

B. Board of Directors

1. Membership: The Board of Directors of the IACTE shall be the President, the First Vice-President, the Second Vice-President, the Past-President, and the IACTE representative to ACTE Region III, and one person representing each of the active divisions as defined in the IACTE Policy Manual. The Treasurer, Secretary, Executive Director and the Bureau Chief for the Bureau of Community Colleges and Career and Technical Education shall be ex-officio members.

2. Duties
   a. The Board of Directors shall have the management and control of the affairs and funds of the association. They shall act within the boundaries of the IACTE Policy Manual, which shall be developed and revised by the IACTE Board of Directors. It shall be the duty of the Board of Directors to make said Policy Manual available to all members before said policies are put into action.
   b. Any officer, member of the Board of Directors, elected or appointed official of IACTE who does not fulfill the responsibilities and duties of his/her office may be replaced by a two-thirds vote of the Board of Directors.

3. Quorum: A majority of the members must be present.

C. Executive Committee

1. The Executive Committee shall be composed of the Past-President, President, First Vice-President, Second Vice-President, Secretary and ACTE Region III Representative. (The Executive Director shall be an ex-officio member.)

2. The Executive Committee of the Board of Directors shall, when the Board is not in session, coordinate the activities of the Board and shall carry forth the duties of the Association in
accordance with the policies and directive established by the Board. Quorum: A majority of the members must be present.

**ARTICLE VIII. OFFICERS**

A. Elected Officers

1. The officers of the Association shall be the Past President, President, First Vice President, Second Vice President, and Secretary. Officers ascend to the next office each year after serving as 2nd Vice President. (i.e., 2nd VP becomes 1st VP, 1st VP becomes President and President becomes Past President). The Secretary does not ascend, but serves a 2 year term with the option to run for an unlimited number of concurrent terms.

2. Duties of Elected Officers
   a. The term of office for elected officers will be July 1 through June 30.
   b. The President shall perform all of the duties assigned to that office. The President, or in his/her absence, the First Vice President, shall preside at all meetings of the Association, Board of Directors, and Executive Committee.
   c. The First Vice President shall serve for one prior to assuming the duties of the President. The First Vice President shall perform such duties as directed by the Board of Directors or the Executive Committee.
   d. The Second Vice President shall serve for a period of one year prior to assuming the duties of First Vice President and shall perform such duties as directed by the Board of Directors or the Executive Committee.
   e. The second Vice President-Elect and Secretary-Elect shall serve as an ex-officio members of the IACTE Executive Board and Board of Directors from the time they are elected until July 1 of that year.
   f. The Past President shall serve for a period of one year and shall perform such duties as directed by the Board of Directors and the Executive Committee.
   g. More detailed duties are outlined in the Policy Manual of IACTE.

B. Executive Director

1. A part-time Executive Director shall be appointed annually by the IACTE Executive Committee and approved annually by the Board of Directors. An annual review would be conducted by the IACTE Board of Directors, with the option to terminate or continue the contract at that time.

2. Duties of the Executive Director are included in the Policy Manual.

C. Appointed Treasurer

1. A Treasurer shall be appointed by the IACTE Executive officers Committee and shall be approved annually by the Board of Directors.

2. Duties of Appointed Treasurer
   a. The Treasurer shall perform duties as directed by the Executive Committee, the Board of Directors, and the House of Delegates.

**ARTICLE IX. SELECTION OF OFFICERS/BOARD MEMBERS**

A. Second Vice President

1. Eligibility - The Second Vice President of IACTE shall be selected from the membership of IACTE. Candidates shall be nominated on the basis of demonstrated leadership in career and technical education. No officer shall be eligible to succeed himself/herself for a full term. The nominee shall also be a member of ACTE and will maintain membership in ACTE while serving in office.
2. Process of Nomination
The Nominating Committee of the IACTE shall submit to the IACTE Board of Directors for its approval two nominees for the office of Second Vice-President. Second Vice President candidates shall rotate between post-secondary and secondary. The Past Presidents’ Committee serves as the nominating committee. A nominating report is due at least 60 days prior to the annual conference.

3. The nominees for 2nd Vice President or their designee will present comments (1-2 minutes) at the House of Delegates meeting at the Annual Conference and will also present at a general session of the membership at the conference to be determined by the Conference Planning Committee. Nominations from the floor will also be accepted at the House of Delegates Meeting.

4. Method of Election: Each eligible member shall be sent a ballot for voting no later than 15 days following the Annual Conference. It shall be returned to the Past President postmarked or electronically date stamped within 15 days after the ballot was sent to the members. The IACTE Executive Committee or its designees shall verify the name of the person duly elected. In case of a tie vote of two or more nominees, the 5 member Executive Committee shall cast the deciding votes for office. A plurality vote shall constitute an election.

5. Announcement of election results will be made within 30 days following the IACTE Annual Conference.

B. Secretary
1. Eligibility - The Secretary of IACTE shall be selected from the membership of IACTE. Candidates shall be nominated on the basis of demonstrated leadership in career and technical education. The nominee shall also be a member of ACTE and will maintain membership in ACTE while serving in office.

2. Process of Nomination
The Nominating Committee of IACTE shall submit to the IACTE Board of Directors for its approval two nominees for the office of Secretary. The Past Presidents’ Committee serves as the nominating committee. A nominating report is due at least 60 days prior to the annual conference.

3. The nominees for Secretary or their designee will present comments (1-2 minutes) at the House of Delegates meeting at the Annual Conference and will also present at a general session of the membership at the conference to be determined by the Conference Planning Committee. Nominations from the floor will also be accepted at the House of Delegates Meeting.

4. Method of Election: Each eligible member shall be sent a ballot for voting no later than 15 days following the Annual Conference. It shall be returned to the Past President postmarked or electronically date stamped within 15 days after the ballot was sent to the members. The IACTE Executive Committee or its designees shall verify the name of the person duly elected. In case of a tie vote of two or more nominees, the 5 member Executive Committee shall cast the deciding votes for office. A plurality vote shall constitute an election.

5. Announcement of election results will be made within 30 days following the IACTE Annual Conference.

C. The Executive Director and Treasurer shall be appointed by the Executive Board and approved annually by the Board of Directors.

D. Each active division shall elect or appoint a Representative from the membership of the division.

ARTICLE X. SELECTION OF REGION III POLICY COMMITTEE REPRESENTATIVE
A. Nominees: Nominees of the IACTE Representative to the Region III Policy Committee are to be selected from the membership on the basis of demonstrated leadership in IACTE. Nominees must also be members of ACTE and maintain membership while serving in office.

B. Term of Office
   1. The term of office for the IACTE Representative to the Region III Policy Committee shall be three years, beginning on July 1.
   2. An officer cannot serve two successive terms except that a person appointed to fill an unexpired term may be nominated to fill the following full term.

C. Process of Nomination: In the year for the election of the IACTE Region III Representative, the IACTE Nominating Committee shall submit to the IACTE Board for its approval two nominees for the IACTE Representative to the Region III Policy Committee.

D. Method of Selection: Election shall be completed by February 1 of the new year the new IACTE Representative to the Region III Policy Committee is to take office.

E. Fulfilling an Unexpired Term: In case of an unexpired term, the IACTE Board of Directors shall actively solicit qualified candidates to complete that term. Appointments must be confirmed by a majority of the voting members of the IACTE Board of Directors.

ARTICLE XI. COMMITTEES

A. Standing Committees
The IACTE Board of Directors shall establish procedures for the creation and operation of standing committees and task force committees as it deems appropriate. Duties are listed in the IACTE Policy Manual and shall not be limited to only those listed; the President may assign additional duties. Each Committee will be assigned a contact from the Department of Education to serve as a resource/liaison.

All Committees shall prepare a written progress report to be presented at the annual meeting of the House of delegates.

All committee members shall be members of IACTE.

1. Audit Review Committee
   Chairperson – IACTE Region III Representative
   Membership – Past President

2. Awards and Scholarship Committee
   Co-chairpersons – Two IACTE Board of Directors Division Representatives
   Membership – IACTE Region III representative with remaining membership selected by Co-Chairs and Approved by the IACTE Board of Directors.

3. Conference Planning Committee: Chairperson – IACTE 1st Vice President
   Membership – Selected by chair and approved by the IACTE Board of Directors

4. Membership Committee –
   Chairperson – IACTE 2nd Vice President
   Membership – Selected by chair and approved by the IACTE Board of Directors.

5. Policy Development Committee –
   Chairperson – IACTE Past President
   Membership – 2nd Vice President and a representative from each active division. Members selected by chair and approved by IACTE Board of Directors.
6. Communications Committee  
   Chairperson - Past President  
   Membership; IACTE website designee and others selected by chair and approved by the 
   IACTE Board of Directors.

7. Nominating Committee  
   Chairperson: Immediate Past President  
   Membership: Past Presidents

B. Ad Hoc Committees: The President may appoint ad Hoc Committees as the need arises with the 
   approval of the Board of Directors. A by-laws committee shall be appointed every even program 
   year to review and update by-laws and the policy manual.

C. Ex-officio Committees: Ex-officio Committees shall be made up of the members of the 
   organizations that support career and technical education and have approval of the Board of 
   Directors to be represented at Board meetings.

ARTICLE XII. MEETINGS

A. The Annual Meeting/Conference of the Association shall be held at such time and location as the 
   Board of Directors designates. Notice of the Annual Conference shall be given to the membership 
   at least sixty (60) days in advance of the meetings.

B. Other meetings shall be held at such times as the President and the Board of Directors may select, 
   or may be called upon petition (written request) of 20 members of the IACTE. A majority of the 
   members of the House of Delegates shall constitute a quorum of transact business at any regular 
   or special meeting.

C. In meetings of the Board of Directors, a quorum shall consist of a majority of the Board 
   members. The Board of Directors shall be eligible to conduct business, vote, and take action as is 
   authorized by the Bylaws and Policy Manual. At the first meeting of the Board of Directors of 
   the program year, by-laws and policies should be made available and quickly reviewed for the 
   benefit of new members.

D. All meetings of IACTE shall be open to interested parties. Only official delegates shall have 
   voting privileges in the House of Delegates. Only elected or appointed members of the Board of 
   Directors representing active divisions shall have voting privileges at the Board of Directors 
   meeting.

E. An organizational meeting of the Board of Directors to outline and begin the year’s activities 
   shall be held in conjunction with the Annual Meeting/Conference.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern 
the IACTE in all cases to which they are applicable and in which they are not inconsistent with these 
Bylaws as well as any special rules of order the IACTE may adopt.

ARTICLE XIV. AMENDMENTS

Provided that the amendment has been submitted to the IACTE Executive Board in writing (post-
marked or electronically date stamped) 20 days prior to any action, the House of Delegates may 
amend these Bylaws by a two-thirds vote at the Annual Conference or by ballots by mail, e-mail or 
fax.
The President shall notify all members of the proposed amendments through the IACTE web page, e-mail, and/or direct mail at least 15 days prior to any action. If the proposed amendment occurs during the fiscal year, the Executive Committee may elect to mail ballots to Delegates from the immediate past House of Delegates 20 days prior to the ballot deadline.
I. GENERAL
   A. Operation of Policy
      1. This policy manual may be revised or amended by a 2/3 vote of the Board of Directors present
         at any regular board meeting.
      2. This policy manual, plus any recommended revision, shall be placed in the hands of the
         incoming Board of Directors at the Annual Conference.
      3. This policy manual should be adopted at the first meeting of the new Board of Directors and
         amended as necessary by the Board.
   B. Annual Meeting
      1. The House of Delegates shall meet at the annual meeting/conference at a time to be specified
         by the Board of Directors
      2. An awards presentation shall be held at the annual meeting/conference.
      3. Following the elections, new officers shall be installed at the first Board of Directors meeting of
         the program year.
   C. Representation of Membership on the Board of Directors
      1. Members not affiliated with an active division shall be represented on the Board through the
         New and Related Division, if they are an active division with at least 10 members, by-laws,
         officers and regular meetings.
      2. To be recognized as an active division, a division must notify the 2nd Vice President and
         maintain a minimum of 10 affiliate, associate loyalty, and honorary life members. If a division
         falls below 10 members at the beginning of a program year, they will notified in writing (mail
         or e-mail) by the IACTE (Executive Director) (Membership Committee) that they have one
         year to increase membership to the required level.
         Recognized divisions of the Association shall be those of:
         Iowa Association of Agricultural Educators (IAAE): ACTIVE
         Iowa Industrial Technology Education Association (IITEA): ACTIVE
         Iowa Business Education Association (IBEA): ACTIVE
         Iowa Family and Consumer Sciences Educators for Progress (IFCSEP): ACTIVE
         Iowa Health Occupations Association (IHoe)
         Tech Prep
         School to Work/Career
         School Counselors
         Administrators
         New and Related Division
      3. Division Representatives shall be elected or appointed by the membership in their respective
         divisions.
      4. IACTE Board of Directors Vacancies
         a. Should the office of President become vacated, the First Vice-President shall assume the
            duties of President.
         b. Should the office of First Vice-President become vacated, the Second Vice-President shall
            assume the duties of First Vice-President.
         c. Should the office of Second Vice-President become vacated, the Board of Directors shall
            fill the office until the next general election of the membership is held.
         d. Should the Treasurer resign, the Board of Directors shall appoint an interim Treasurer to
            serve until such time as a search committee can function to fill the position.
e. Should the IACTE Region III Representative become vacated, the IACTE Board of Directors shall actively solicit qualified candidates to complete that term. Appointments must be confirmed by a majority of the voting members of the IACTE Board of Directors.
f. Division Representatives’ vacancies are the responsibility of the respective divisions.

D. Official Publication
1. The official publication of the Association is the IACTE Web page.
2. This publication is to be updated quarterly or as determined by the Board. Members should be notified as to when the website has been updated.
3. Any notice printed in the IACTE web page shall constitute an official notice to the membership.

E. Dues
1. Dues shall be set as stated in Article III. C. of the Bylaws.
2. The Board of Directors shall determine all deadline dates pertaining to payment of fees or cancellation of membership.
3. No dues shall be refunded to any person whose membership shall terminate for any reason.
4. Dues are payable to the Treasurer of the IACTE. Dues and membership lists (including e-mail addresses) from affiliate groups should be submitted to the IACTE Treasurer within 60 days of their respective conferences.

II. POLICIES – BOARD OF DIRECTORS

A. Duties of Board Members
1. To direct the work of the organization as prescribed by the Constitution.
2. To perform the duties specified for directors in this manual.

B. Regular Meetings
1. Regular Board meetings shall be held at least four times each year.
   a. The meetings may be either drive-in or via electronic means.
   b. Meetings shall be held during the Annual Meeting/Conference. These may include pre-meeting/conference and post-meeting/conference meetings and any other meetings deemed necessary by the Board of Directors.
   c. The place, date, times, and type of meeting shall be set by the President and approved by the Board.
   d. Special Board meetings shall be called by the President or a majority of the Board of Directors as necessary.
2. The agenda for business and Board meetings shall include:
   a. President and Treasurer reports.
   b. Division reports
   c. Standing committee reports and other reports requested by the Board
   d. Ad Hoc committee reports
   e. Ex-officio reports
   f. Unfinished business
   g. New Business
      (1) If previously placed on the President’s agenda
      (2) If properly channeled through a respective committee
      (3) If presented by a single Board member
3. Attendance at Board Meetings
   Each Board member is expected to attend all Board meetings. If a representative is unable to attend, an alternate representing the absent representative shall be properly authorized to attend. The directors must notify the President of the alternate. Each ex-officio member is expected to attend or have an authorized representative attend in his or her place.
4. Attendance and reports to the Board by non-members of IACTE shall be left to the discretion of the President.

5. Specific duties of the Board of Directors shall be to:
   a. Be responsible for IACTE duties and activities at conferences and conventions.
   b. Approve all IACTE publications and strategies for communication.
   c. Evaluate the accomplishments of IACTE and provide written documentation to the House of Delegates at the Annual Conference.
   d. Develop objectives and strategies for implementation of the IACTE program of work and report to the House of Delegates at the Annual Conference.
   e. Coordinate the various committee activities with the program of work.
   f. Approve the annual budget and recommend it adoption by the House of Delegates.
   g. Receive and act upon committee reports.
   h. Provide for the safekeeping and proper investment of all funds of the Association.
   i. Approve the Treasurer and designate the term-of-office and compensation.
   j. Make periodic reports for the purpose of keeping the membership informed.
   k. Fill vacancies that may occur on the Board of Directors.
   l. Perform such duties as are designated by the House of Delegates.

III. POLICIES: COMMITTEES

A. Standing Committee Duties. (Chairpersons and Membership are also defined in the IACTE By-laws.) ALL COMMITTEES: Keep files of relevant information and materials to pass on to subsequent committee chairpersons and members. Duties shall not be limited to only those listed; the President may assign additional duties.

1. Audit Review Committee
   Chairperson – IACTE Region III Representative
   Membership – Past President
   Conduct an annual audit of the treasury.
   Prepare a written report to be given to the House of Delegates at the Annual Conference.

2. Awards and Scholarship Committee
   Co-chairpersons – Two IACTE Board of Directors Division Representatives
   Membership – IACTE Region III representative with remaining membership selected by Co-Chairs and Approved by the IACTE Board of Directors.
   - Facilitate awards and scholarship activities
   - Identify awards and scholarships to be given
   - Develop and distribute the necessary nomination and application forms
   - Communicate availability of awards and timeframe to active divisions.
   - Review applications and nominations
   - Select winners
   - Present awards at the Annual Conference
   - Recommend New Honorary Members to (the Executive Director)(the Membership Committee)
   - Prepare a written report for the annual House of Delegates Meeting.

3. Conference Planning Committee: Chairperson – IACTE 1st Vice President
   Membership – Selected by chair and approved by the IACTE Board of Directors
   - Organize, promote, and conduct the Annual Iowa Association for Career and Technical Education Conference.
   - Provide a quality educational experience and networking opportunities for the IACTE membership.
Select a conference theme
Establish the program
Select presenters
Arrange luncheons and banquets
Arrange hospitality and social activities
Coordinate with facilities
Coordinate exhibits
Prepare promotional materials
Establish a budget
Coordinate registration
Prepare a written report for the annual House of Delegates Meeting.

2. Membership Committee –
Chairperson – IACTE 2nd Vice President
Membership – Selected by chair and approved by the IACTE Board of Directors.
- Work to increase membership in the IACTE and the ACTE
- Develop promotional materials that shall enhance membership
- Maintain current IACTE brochures
- Promote the development of local chapters
- Hold meetings to identify strategies to increase membership
- Promote membership by business/industries and agencies/institutions
- Prepare a written report for the annual House of Delegates Meeting.
- Identify members to recommend for Honorary Membership.

3. Policy Development Committee –
Chairperson – IACTE Past President
Membership: 2nd Vice President. Remainder selected by chair and approved by IACTE Board of Directors.
- Coordinate National Policy Seminar activities
- Work with the Department of Education to coordinate the annual Career and Technical Student Organization Recognition Event, including plans to prepare advisors and students for visits with legislators.
- Communicate with the state and national legislators on an on-going basis.
- Assure that the IACTE establishes and communicates a position on issues important to vocational education and the Association
- Develop position papers on the various issues and gain the approval of the Board of Directors
- Develop position papers on the various issues and communicate them to appropriate audiences
- Review IACTE By-laws and Policies on an annual basis and report to the IACTE Board of Directors and House of Delegates
- Prepare a written report for the annual House of Delegates meeting.

4. Communications Committee
Chairperson: Past President
Membership: IACTE website designee and others as recommended by chair and appointed by Board of Directors.
- Keep the membership informed about the activities of the association and the key issues in career and technical education
- Develop strategies for high quality, cost effective, regular quarterly newsletters communication to membership.
Solicit information from the membership and other pertinent sources.

Provide articles about career and technical education that are relevant to the membership.

Prepare a written report for the annual House of Delegates meeting.

7. Nominating Committee
   Chairperson: Immediate Past President
   Membership: Past Presidents
   Submit two nominees to the IACTE Board of Directors for approval for the office of 2nd Vice President. (See Process of Nomination and Eligibility criteria in IACTE by-laws).
   Nominating report is due at least 60 days prior to the Annual Conference.
   Coordinate voting procedure (see by-laws)
   Prepare a written report for the annual House of Delegates meeting.

B. Ad Hoc Committees:  The President may appoint ad Hoc Committees as the need arises with the approval of the Board of Directors

C. Ex-officio Committees: Ex-officio Committees shall be made up of the members of the organizations that support career and technical education and have approval of the Board of Directors to be represented at Board meetings.

D. Committee Procedures
   1. The President shall be responsible for the conduct of all committee work carried on by the Standing and Ad Hoc committees of the Organization.
   2. Chairpersons and Standing and Ad Hoc committees shall be appointed by the President and approved by the IACTE Board of Directors.
   1. Each committee shall be reimbursed in accordance with the IACTE Reimbursement Policy.
   2. Each committee chairperson or duly appointed representative shall give an oral progress report of the work accomplished by the committee as requested by the Board of Directors.
   3. Committee chairpersons shall keep the President informed of progress being made by the committee
   4. Committee chairpersons shall submit a final committee report for presentation at the Annual Conference. The report should be submitted to the president 30 days prior to the conference.
   5. Committee chairpersons shall keep a file of all relevant materials, applications, forms, etc., and pass the file to their successor.

IV. DUTIES OF IACTE EXECUTIVE COMMITTEE

A. Duties of the President
   1. Preside at all IACTE Board, House of Delegates, and all other meetings and activities.
   2. Give written notice of Board meetings at least two weeks prior to such meetings.
   3. Send meeting notices to the following:
      a. Officers and ex-officio members
      b. Committee chairpersons who are scheduled to report
      c. Anyone else that should be notified as determined by the President.
      d. Maintain a President’s file of correspondence, activities, and other relevant materials.
      e. Confirm all IACTE committee appointments and prepare a Directory of Committee Chairpersons for the first Board meeting following the Annual Conference.
      f. Prepare and submit all necessary IACTE reports (other than Treasurer reports).
g. Appoint various representatives of the IACTE Board and from the membership at large to serve on various state and/or national committees.

h. Prepare and present an annual report to the House of Delegates at the Annual Conference/Meeting.

i. Serve as a liaison with the Department of Education

j. Attend as an official representative of the IACTE those functions and activities where representation is desired. Attend the Regional and ACTE meetings and convention. Prepare materials for hearings or other places where the IACTE position should be presented.

k. Write necessary letters or make personal contacts representing the organization to necessary governmental, industrial, business, or professional representatives.

l. Maintain contact with the Conference Planning Committee.

B. Duties of the First Vice President
1. Assist the President as requested and preside at meetings in his/her absence.
2. Assist the President in coordinating the work of all committees.
3. Prepare the budget and submit it to the House of Delegates for approval.
4. Actively participate in Executive Committee meetings; IACTE Board Meetings; and other state, regional, and national career and technical meeting deemed necessary by the Executive Committee.
5. Chair the Conference Planning Committee.

C. Duties of the Second Vice-President
1. Serve as First Vice-President if the office of President is vacated.
2. Serve as temporary first Vice-President in the absence of the President.
3. Act as an ex-officio member of standing committees as assigned by the Executive Committee.
4. Coordinate Ad Hoc committees as assigned by the Executive Committee.
5. Actively participate in Executive Committee meetings, IACTE Board meetings, and other state, regional, and national career and technical meetings deemed necessary by the Executive Committee.
6. Chair the Membership Committee
7. Serve on the Policy Development Committee.

D. Duties of the Past-President
1. Chair the Past-President’s, Communication, and Policy Development Committees
2. Serve as an advisor to the Board of Directors
3. Actively participate in Executive Committee meetings, IACTE Board Meetings, and other state, national, regional, and career and technical meetings deemed necessary by the Executive Committee.

E. Duties of the Treasurer
1. Financial
   a. Operate an accounting system designated to facilitate full accountability of IACTE funds and expenditures within the adopted budget.
   b. Prepare financial reports and submit to the President 5 days prior to Board meetings.
   c. Prepare state and federal financial reports by appropriate due dates as required on behalf of the Association.
   d. Submit written reports, bills, and expenses as specified for Board meetings and/or for annual meetings.
2. General
   a. Maintain accurate financial records.
b. Undertake special/additional projects on a negotiated per-project basis (i.e., an annual conference).

3. Reporting Channel: The Treasurer is directly responsible to the IACTE Board of Directors through the Executive Board. It is understood the elected officers and committee chairs will carry out their duties as outlined in the IACTE By-laws and Policy Manual.

F. Duties of the Region III Policy Committee Representative
1. Serve as an advisor to the IACTE Board of Directors.
2. Actively participate in Executive Committee meetings, IACTE Board meetings, and other state, regional, and national career and technical meetings deemed necessary by the Board of Directors.
3. Attend all Region III Policy Committee meetings (ACTE Convention, National Policy Conference, Professional Development Conference and teleconferences) and all other meetings called by the President.
4. Attend the Region III Business Meeting at the ACTE convention.
5. Assist in the development of the Region III Program of Work.
6. Assist in the development of policies for Region III.
7. Serve a term of three years to begin on July 1 and end on June 30.
8. Serve on committees as assigned by the President.
9. Facilitate state nominations for ACTE committees.
10. Facilitate state nominations for ACTE Region III Award of Merit and Award of Excellence.
11. Promote participation in ACTE and ACTE Region III awards.
12. Represent Iowa on the Region III Policy Committee.
13. Provide legislative leadership on a state, region, and national level.
14. Assist in the development of the ACTE Region III budget.
15. Enhance continuity of governance in the state association.
16. Enhance communications between ACTE and the state association.

G. Duties of the Executive Director
   Work in cooperation with appointed treasurer to Perform financial duties as treasurer for the association.
   Assist in managing the IACTE website
   Manage membership database and assist with strategies to recruit members.
   Provide support for conference planning/registration, etc.
   Provide support in coordination of legislative day, National Policy Seminar, order awards and supplies, etc.
   Provide continuity through organizational management, such as records of committee members and terms, completion of association quality award application and other efforts required on an annual basis.
   Maintain history of IACTE
   Obtain updated state reimbursement chart for travel expenses.

V. REIMBURSEMENT OF EXPENSES

A. Travel expenses (mileage, air fare, local transportation, lodging, meals) shall be reimbursed at the state rate.
B. Telephone, postage, and other similar expenses shall be reimbursed upon presentation of documentation to the Treasurer and authorized by the Executive Committee.
C. Subject to IACTE budget, IACTE shall reimburse the following upon authorization by the Executive Committee and proper documentation of expense.
   1. Board Meetings
Past-President, President, First Vice-President, Second Vice-President, Treasurer, and ACTE Region III Representative. Divisions shall cover division representative.

2. ACTE Policy Seminar
   President, First Vice-President, and Second Vice-President. If one of these three is unable to attend, the Board shall select a substitute who shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses by IACTE if either ACTE or ACTE Region III does not reimburse those expenses.

3. ACTE Convention
   President, First Vice-President, and Second Vice-President. If one of these three is unable to attend, the Past-President shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses by IACTE if either ACTE or ACTE Region III does not reimburse those expenses.

4. ACTE Region III Convention
   President, First Vice-President, and Second Vice President. If one of these three is unable to attend, the Past-President shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses by IACTE if either ACTE or ACTE Region III does not reimburse those expenses.

D. IACTE shall reimburse approved participants in activities D1, D2, D3, and D4 at the following rates:
   1. Payment for one-half of a double room rate for the number of days of the activity unless it is not feasible to have two in a room. In this case, the individual will be reimbursed at the state room rate.
   2. Mileage or single (coach class) plane fare to activity, whichever is less costly. Meals reimbursed at the state rate.
   3. Registration fees.