

ACTE

---

TRADE AND INDUSTRIAL EDUCATION DIVISION



POLICY  
HANDBOOK

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## Introduction

The Trade and Industrial Education Division (T&I) is one of the largest divisions within the Association for Career Technical Education (ACTE). It is responsible for representing the views of its members, and providing opportunities for professional growth.

This handbook provides guidelines for the function of the T&I Education Division within ACTE and affiliated organizations.

T&I Education Division governance is carried out through the Policy and Planning Committee. The Policy and Planning Committee is made up of members from each ACTE region, ACTE standing committees, and the ACTE affiliate organizations.

## Organization of the Division

**W**ithin the organizational structure of the Trade & Industrial 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 T&I division is the Policy and Planning Committee. This representative body is made up of the President of the division, two members at large, one representative from each of ACTE's five regions, the T&I Division representatives of ACTE standing committees, and the immediate Past Vice President for the Trade and Industrial Education Division. Ex-Officio Membership consists of a representative of each affiliated / section organizations, the US Department of Education and the Executive Director of ACTE.

The official Policy and Planning Committee members shall meet once each year at the annual ACTE convention. The Policy and Planning Committee meeting, held one day prior to the start of the convention, 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 annual Awards / Business meeting,

See Appendix B for ACTE regional map.

## 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. As head of the division, the president shall work to implement the ACTE Strategic plan, and represent the division on the Board of Directors

The President shall serve the ACTE Board of Directors as Vice-President representing the Trade and Industrial Education Division. The President's duties shall include:

- Serve as the Chairperson of the Policy Committee
- Orient new Policy committee members as to their duties and responsibilities.
- Serve on the SkillsUSA Board of Directors
- Serve on the ASTS Board of Directors
- Coordinate T&I Activities at the National ACTE Convention

The President's term of Office shall be for three (3) years. One year as President-Elect is optional; this is a non-funded shadowing term.

In the event a vacancy occurs in the office of President, the Policy Committee shall select a person to fill the remainder of the term. This Policy Committee election is subject to final approval by the ACTE Board of Directors.

In the event the president cannot make a board meeting for ACTE or the Affiliates a designee may be appointed by the president

# OPERATING POLICIES

## I. GENERAL PURPOSES

The general purposes of the Trade and Industrial 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 trade and industrial education among all educators;
- To identify the function of trade and industrial 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 trade and industrial 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 trade and industrial services, and industrial education;
- Support the goals and purpose of the SkillsUSA as an integral part of the instructional program and professional activities in trade and industrial education.

## **II. MEMBERSHIP**

Members of the ACTE who are interested in or professionally engaged in trade and industrial education shall be considered eligible for membership in the Trade and Industrial Education Division

## **III. 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 T&I president.

The position to be filled will be designated as President Elect.

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 and Planning 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 two nominees at the business meeting of the division. Additional nominations may be made from the floor during the business meeting of the division providing each nominee has been interviewed by the nominating committee. The interview process will be held in July by teleconference.

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

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

- Their primary field is in Trade and Industrial Education
- A willingness to promote the Trade and Industrial Education Division 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

April 1<sup>st</sup>: Nominations Open

June 15<sup>th</sup>: Nominations Close

August 15<sup>th</sup>: Nomination Committee selections final, official slate due to ACTE

See Appendix A for required materials and forms.

## **IV. BUDGET**

### **Introduction**

The budget determines how and where the division will spend its resources. It sets the financial parameters and provides guidelines for programs and activities. Programs and activities contained within the budget should be aligned with the ACTE Strategic Plan. The ACTE Board approves the budget in July of each year.

### **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 ACTE Board of Directors. The budget will include objectives, procedures, timetables, designated personnel and estimated funds as required for each program and activity. 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.

The T&I Education Division is funded by two budgets: 1) Operating Budget, and 2) Designated Fund.



### **Operating Budget**

#### Purpose

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

#### Expenditures

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

Trade and Industrial Division: Budget codes

- 5100-411 Professional Services
- 5240-411 Travel Expense
- 5580-411 Food & Beverage
- 5800-411 Shipping/Mailing Expenses
- 5900-411 Supplies
- 6300-411 Awards & Grants
- 6900-411 Miscellaneous

### **Designated Fund**

#### Purpose

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

#### Source of Revenue

Sources of revenue include: advertising sold in the Trade and Industrial Education Division newsletter, donations; contributions; registration fees and other donations received for the furtherance of Trade and Industrial Education.

#### Expenditures

Expenditures will be authorized by the Trade and Industrial Education Division President for the purpose of supporting the T&I Members and Policy's of the division and in accordance with any donor restrictions and must not exceed the fund balance.

### Investments

Association for Career and Technical Education is authorized to make prudent investments of monies contributed to the fund, in accordance with ACTE's investment policy. Investment income shall be added to the fund on a monthly basis.

### Changes

Any changes to this policy must be approved by the Trade and Industrial Education Division Policy Committee and the ACTE Board of Directors.

## **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 15-Final meetings for any budget changes

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.

## V. BYLAWS

Unless otherwise stated in this handbook the Trade and Industrial 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.

## VI. POLICY AND PLANNING COMMITTEE

The membership of the Policy and Planning Committee shall be determined by the operating policies of the Trade and Industrial Education division with all appointments subject to approval by the ACTE Board of Directors.

### Official members:

The President of the division

The immediate past President of the division

One designated representative from each of the ACTE standing committees

One designated representative from each of the ACTE Task Forces

One designated representative from each of the ACTE regions

Two representatives at large

The President-elect for the division when in office

### Ex officio members:

The executive director of the ACTE

The executive director of the SkillsUSA

The executive director of the ASTS

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 President of the division shall serve as chairperson of the Policy and Planning 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. The vice chairperson shall preside at meetings in the absence of the chairperson.

**Policy and Planning Committee Membership**

See Separate Committee Roster

## VII. COMMITTEES/TASK FORCES

Committees and task forces may be established in accordance with the needs to carry out the purposes of the division.

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

Appointment and Terms

Appointments to ACTE committees shall be made By the 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. The term of membership on any committee shall be for two (2) years and (where designed) shall be designated to give continuity.

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

If the Trade and Industrial 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.

**Task Forces:** The ACTE president may establish special task forces, as deemed appropriate to carry out short-term assignments. The task force may consist of members of the Board and other ACTE members, based on the work to be carried out. In establishing such groups, the President will provide a charge and a designated time frame in which the work is to be completed.

For the most current Standing Committee and Task Force information, visit the ACTE website:

<https://www.acteonline.org/committees/#.WCI8f5XruUk>

## **Divisional**

### **AWARDS COMMITTEE**

#### ***MISSION***

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the Trade and Industrial Education 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 with approval of the Board of Directors. 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***

Develop and administer an awards program for the Outstanding Service, Outstanding Teacher, Outstanding New Teacher, and other awards approved by the Policy committee.

See Appendix C for forms and requirements on the T&I Division section on the ACTE website.

## NOMINATING COMMITTEE

### *MISSION*

To nominate the best qualified Member of the Trade and Industrial Education division for elective position of leadership of the Division.

### *COMPOSITION, SELECTION & TERM*

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

This is an Ad Hoc committee operating every 2 years.

The Committee elects their Chair.

### *OBJECTIVES*

To search for and screen potential candidates for the office of President-Elect for the Trade and Industrial Division.



### *PROCESS OF NOMINATION*

The process of selecting nominees for the T&I Vice President Elect shall be determined by the T&I Policy and Planning Committee. At the T&I business meeting at the annual ACTE convention, at least two nominees for the office shall be presented to the members. Additional nominations may be made from the floor by T&I Division members.



## ACTE Standing

The Trade and Industrial 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. Normally, terms of office will be on a fiscal year basis beginning July 1 and ending June 30.

## BYLAWS COMMITTEE

### *MISSION*

To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of Members, and to ensure appropriate conformity of organizational and operational documents of the Association.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

### *OBJECTIVES*

- Process proposals for modifications to the Association's Bylaws including the processing of proposals through legal counsel and preparing the necessary reports to the Members.
- Ensure that Members remain informed on the processes for proposing and processing amendments.
- Propose amendments that the Committee deems appropriate.
- Ensure proposals to amend Association Bylaws are presented impartially and objectively to Members for their decision including a statement of pros and cons.

## NOMINATING COMMITTEE

### *MISSION*

To nominate the best qualified Member for each elective position of leadership of the Association.

### *COMPOSITION, SELECTION & TERM*

- This Committee is composed of one representative from each Division and Region and one Chairperson.
- The term of office is three (3) years and each term shall commence on July 1.
- The Committee Chair is appointed by the President and approved by the Board of Directors and is the outgoing Past President.
- The Division and Region Vice Presidents appoint their committee representatives.
- There are no special eligibility requirements to serve on this Committee.
- No Member of the Committee shall be a candidate for election.

### *OBJECTIVES*

- To search for and screen potential candidates for the office of President-Elect for ACTE.
- To identify the leadership skills and characteristics necessary for the Board of Directors to meet the challenges of the future and to communicate these attributes to the Divisions, Regions and State Associations.
- To certify that each Division and Region holding an election has complied with the ACTE Bylaws, Board policies and with respective Division and Region policies.

### *PROCEDURES*

The Committee may, following a majority vote of a quorum of the members of the Committee, meet in executive session, to allow more candid consideration of potential nominees for office and to conduct interviews of potential candidates.

## RESOLUTION COMMITTEE

### *MISSION*

To present statements of concern, focus and position in the form of resolutions and recommendations for consideration and action by the Assembly of Delegates, Board of Directors, and Committees.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- To solicit, receive, review and edit resolutions submitted by members, state associations and affiliated organizations, ACTE Divisions, ACTE Regions, and ACTE Board-established committees.
- To communicate submitted resolutions to the Assembly of Delegates in accordance with Board policies.
- To communicate recommendations to the Board of Directors and other ACTE Committees as needed.

## VIII. AFFILIATED ASSOCIATIONS



A representative of SkillsUSA will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the President of the Trade and Industrial Education division to unify and coordinate the activities and directions of the division with the needs of teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations.



A representative of the Association for Skilled and Technical Sciences (ASTS) will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the President of the Trade and Industrial Education division to unify and coordinate the activities and directions of the division with the instructors, administrators, teacher educators, industry representatives and others interested in the skilled trades.

### **United States Department of Education**

A representative from the U. S. Department of Education (if identified) may serve as an ex-officio member of the Policy and Planning Committee and act as advisor and liaison officer to the President for Division in the coordination of activities and directions of the division with national educational needs

### **United States Department of Labor**

A representative from the U. S. Department of Labor (if identified) may serve as an ex-officio member of the Policy and Planning Committee and act as advisor and liaison officer to the President for Division in the coordination of activities and directions of the division with national educational needs

## **IX. AMENDMENTS**

These policies become operative upon the approval by majority vote of those present and voting at an official business meeting of the division at the ACTE convention and by the board of directors of the ACTE. They may be amended by submitting the proposed revision in writing 60 days prior to the annual ACTE convention to the Vice President who in turn will notify within 15 days the members of the Policy and Planning Committee and the presidents of the divisional affiliated organizations. Any such proposed revision receiving the supporting majority vote of those attending and voting at the next business meeting of the division during the ACTE convention and approved by the board of directors of the ACTE shall be considered adopted and will become a part of the operating policies of the division.

## **X. 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.

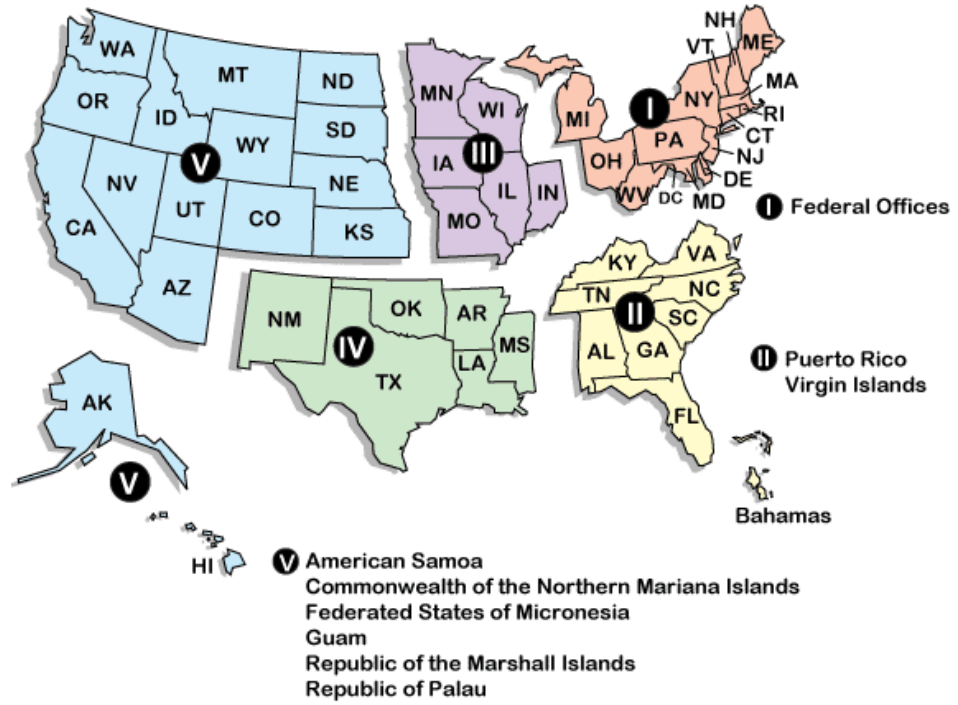
If any statements or policies included in this document are in conflict with the articles of incorporation, bylaws, or operating policy of the ACTE board of directors, such items are null and void. .

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

**REQUIRED MATERIALS**  
From  
**CANDIDATES FOR TRADE & INDUSTRIAL DIVISION**  
**PRESIDENT**

Please utilize the ACTE election form found on the ACTE website.

# ACTE Regions





**Past Presidents of the Trade & Industrial Division**

Robert Resse	1954 – 1956	Alexander Gromada	2015 – 2017
Samual Fick	1956 – 1958	Julius Dean Baker	2018 – 2020
F.J. Konecny	1959 – 1961		
Byrl R. Shoemake	1962 – 1964		
Lee Ralston	1965-1966		
Melvin Barlow	1967-1969		
Gordon G. McMahon	1970-1972		
Joe D. Mills	1973		
John P Walsh	1974-1975		
Roy Ayers	1976-1977		
Robert Patterson	1977-1979		
Thomas O'Harris	1980-1983		
Robert A Robinson	1984-1985		
W. Charles Henderson	1986-1988		
Jess L. Hudson	1989-1991		
Kenneth L. Thigpen	1992-1994		
Mark L. Johnson	1995-1997		
Lynda Colley-Spittle	1998-2002		
Graham Yarborough	2003-2005		
Edwin (Ed) Melott	2006-2008		
John Gaal	2009-2011		
Jeffery Johnson	2012-2014		



