



---

The Association for Career and Technical Education  
**Region II Policy and Procedures**  
**Manual**  
*December 6, 2017*

---



## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
INTRODUCTION .....	3
GENERAL PURPOSES .....	4
MEMBERSHIP .....	5
ORGANIZATIONAL STRUCTURE .....	6
NOMINATION PROCESS .....	8
REGIONAL ACTIVITIES .....	10
POLICY COMMITTEE .....	11
REGIONAL STANDING COMMITTEES AND TASK FORCES .....	14
ACTE COMMITTEE APPOINTMENTS .....	16
REGION II MEETINGS .....	17
BUDGETS.....	19
AMENDMENTS .....	20
GENERAL ACTE POLICY.....	21
APPENDIX .....	22

## INTRODUCTION

The Association for Career & Technical Education (ACTE) is a group of affiliated State and Territorial Career and Technical Education Associations, which were organized for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education. To become a state association, application must be made to and approved by the ACTE Board of Directors. ACTE is organized into divisions and regions with a vice president elected by the membership for each division and region.

Divisions represent members in various related areas such as Administration, Adult Workforce Development, Agricultural Education, Business Education, Family and Consumer Sciences Education, Guidance and Career Development, Health Science Technology Education, Marketing Education, New and Related Services, Special Needs, Engineering and Technology Education, and Trade and Industrial Education. Each division elects a vice president who serves on the ACTE Board of Directors.

ACTE has also divided the entire organization into five regions. The regional concept creates a linkage, which gives states and local members greater accessibility to the national office. Each regional vice president is elected by the membership in the state associations of his/her respective region. The regional vice president also serves as a voting member of the ACTE Board of Directors. Communication from ACTE is dispersed through these regional vice presidents to the region states, and then to local members and vice versa.

Region II is comprised of 8 member states and 3 territories: Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, the Commonwealth of the Bahamas and the territories of Puerto Rico and the U.S. Virgin Islands. Each individual member has two avenues of involvement in his/her professional organization: through the member's state association and the regional structure.

The following Region II Policy and Procedure Manual includes the policies of Region II, which define the structure of the regional organization and its responsibilities. It also includes the procedures for carrying out each policy. It is the intent of the Region II Policy Committee in the development of these procedures to improve the consistency of the Region II activities from year to year, further strengthening the national organization, as well as providing increased service and accountability to local members.

## GENERAL PURPOSES

### **Policy**

1. Assist state associations' growth in relationship to ACTE.
2. Implement the Strategic Priorities of ACTE and Region II.
3. Develop high professional standards among the membership.
4. Promote the interest of the Region within the framework of ACTE.
5. Promote grass roots level regional and national input and participation.

## MEMBERSHIP

### **Policy**

1. ACTE members with membership in state associations in the geographical boundaries of Region II will be members.
2. The member states of Region II are: *Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, the Commonwealth of the Bahamas and the territories of Puerto Rico and the U.S. Virgin Islands.*

## ORGANIZATIONAL STRUCTURE

### **Policy**

1. Within the organizational structure of Region II, there will be a Vice President, a Policy Committee, and Standing Committees consisting of one or more representatives for each of the member states in the Region.
2. Task Forces may be appointed as needed.

### **Procedure**

1. Vice President
  - a. Duties
    - (1) The Vice President will represent Region II on the Board of Directors of the ACTE in accordance with the ACTE Bylaws.
    - (2) The Vice President will serve as Chairperson of the Region II Policy Committee and preside at all Region II meetings.
    - (3) The Vice President will be responsible for implementing the purpose of the ACTE within the Region.
    - (4) The Vice President will orient new Policy Committee members as to their duties and responsibilities.
    - (5) The Vice President will transmit action of previous meetings to committee members.
  - b. Term of Office

The Vice President will serve a term of three (3) years. The Vice President may not serve more than one full consecutive term.
  - c. Vacancy
    - (1) In the event a vacancy occurs in the office of Vice President, the ACTE Board of Directors will fill the office with a member from the current Region II Policy Committee or a past Vice President of the Region.
    - (2) If the position becomes vacant during the first year of the term or the second year prior to the deadline for selection of candidates, a replacement to fill the unexpired term will be selected according to established procedures as part of the next regularly scheduled ACTE election. If the position becomes vacant after the deadline for the selection of candidates during the second year or during the third year of the term, the individual appointed by the ACTE Board of Directors shall serve until the end of the term. An individual selected by the Board or elected to fill an unexpired term is eligible to seek election to a full three-year term.
2. Vice President-Elect
  - a. Duties
    - (1) The Vice President-Elect will serve on the Region II Policy Committee but not on the Board of Directors of the ACTE.

- (2) The Vice President-Elect will chair the Conference Planning Committee for the Region II Conference.
    - (3) The Vice President-Elect will fulfill other duties as assigned by the Vice President or Policy Committee.
  - b. Term of Office  
The Vice President-Elect position may serve an optional one-year period prior to assuming the duties of Vice President. This is a non-funded shadowing term.
  - c. Vacancy  
If the office of Vice President-Elect is vacant after the deadline for selection of candidates, the position shall remain unfilled until the next scheduled election.
3. The Policy Committee will be addressed in the section POLICY COMMITTEE.
  4. The Standing Committees and Task Forces will be addressed in the section STANDING COMMITTEES AND TASK FORCES.

## NOMINATION PROCESS

### **Policy**

1. Region II Vice President
  - a. When Region II becomes eligible to elect a new Vice President, the Vice President, beginning in January of the year preceding the election, will ask the President of each state association and the Policy Committee member of each state to submit nominations for consideration.
  - b. The Region may also opt to hold an election prior to the vacancy for the position of Region Vice President Elect. The Region Vice President Elect will spend a year shadowing the current Vice President prior to the start of their official term.

### **Procedure**

1. Region II Vice President electoral procedures will follow those of ACTE National, including all application requirements and deadlines.
2. Region II Vice President
  - a. The Region II Vice President will request that each state association notify members that nominations are being received and will be considered by the Region II Nominating Committee for recommendations to the ACTE Nominating Committee.
  - b. The Vice President, with the consent of the Policy Committee, will appoint the Nominating Committee, which will solicit and/or receive all nominations for Region II Vice President, interview all candidates, and recommend two (2) nominees to the ACTE Nominating Committee.
  - c. Additional nominations may be made from the floor during the business meeting of the Region providing each nominee has been interviewed by the Region II Nominating Committee and deemed compliant with applicable criteria in the Region II Policy Manual and the Board Policy Manual and is approved by a majority of the membership in attendance at the Region II Business Meeting at the ACTE Convention.
  - d. The Vice President will then immediately report the additional nominations to the ACTE Nominating Committee.
  - e. Only state associations who are active in the Region are eligible for nomination. Nominees will have the following qualifications:
    - (1) An in-depth understanding of career and technical education, state associations and demonstrated active leadership in the association
    - (2) Sustained membership in the ACTE and be a member in good standing.
    - (3) Time available to devote to the performance of the duties of Vice President.
    - (4) An in-depth understanding of career and technical education.
    - (5) A commitment to the ACTE and its entire program.



- (6) It is highly recommended that the nominee be a current or former Region II Policy Committee member or have served on an ACTE Standing Committee.
3. Nominees will address the membership during the Region II business meeting at VISION.

## REGIONAL ACTIVITIES

### **Policy**

1. It will be the responsibility of the Vice President of the Region to submit to the ACTE Executive Director reports/minutes of Policy Committee meetings, Standing Committee and Task Force meetings, and other activities with the Region within forty-five (45) days after each meeting.

### **Procedure**

1. The Region II Vice President will be responsible for developing a Region II Directory each year, which will include:
  - a. State Association Presidents
  - b. ACTE Board of Directors
  - c. Region II Policy Committee
  - d. Region II Standing Committees
  - e. ACTE Standing Committee Appointments for Region II
2. The Region II Vice President will correspond with the State Associations through the officers in the Region II Directory and members of the Region II Policy Committee, including these communication items:
  - a. Conferences and Meetings
  - b. Reports of Board Meetings
  - c. Resolutions
  - d. Annual Reports
  - e. Electronic Communication

## POLICY COMMITTEE

### **Policy**

1. Purpose - the purpose of the Policy Committee is to carry out the general purpose of ACTE within the Region.
2. Meetings - the Policy Committee will hold planned meetings during the year, and the Vice President may call special meetings.
3. Membership
  - a. The policy committee will consist of one member per state within the region.
  - b. The Region may designate additional members to the Policy Committee to serve in an advisory capacity.
4. Duties
  - a. Serve as liaison between each state association and Region II.
  - b. Approve the Region II budget.
  - c. Develop and actively participate in the implementation of the ACTE and Region II Strategic Priorities.
  - d. Facilitate a spirit of cooperation and communication within the State Associations in Region II.
  - e. Assist the Vice President in conducting the activities of the annual business meeting at the ACTE Vision and participate in activities of the region when possible.
  - f. Develop effective basis for membership and related services.
  - g. Approve appointments to the Regional and ACTE committees.
  - h. Approve and implement a system that allows for the orderly rotation of conference sites among Region Associations, in alphabetical order. (Note: If a commonwealth or state chooses to not host a Region II Conference the next commonwealth or state on the list will become the host for that year.)
5. Term of Office
  - a. The term of office will be three (3) years on a rotational basis.
  - b. A member may serve up to two consecutive terms. States will make recommendations of leaders to fill the position. A person appointed by the Region Vice President to fill an expired term may be re-appointed to fill a three-year term.
  - c. All appointments submitted to the ACTE Board of Directors must identify the term.
  - d. Term of office is July 1 through June 30.
  - e. When a member of the Policy Committee no longer holds membership in a Region Association or fails to participate in committee activities, the position may be declared vacant by the Policy Committee.
6. Chairperson  
The Vice President of Region II will serve as Chairperson of the Policy Committee.

7. Travel Expenses  
Travel expenses for the Policy Committee will be authorized by the ACTE Board of Directors for travel to events per the Region II budget. In the event that funds are not adequate to cover all travel expenses, Policy Committee members will be allotted a set amount based on an equal distribution of budgeted travel funds.

## Procedure

1. Membership
  - a. The Policy Committee consists of one representative from each state and territory in Region II and the Region II Vice President.
  - b. Each state has one vote.
  - c. Each state and territory selects one person to serve on the committee.
2. Term Rotations
  - a. Policy Committee members are appointed by the states to serve for three (3) years.
  - b. A term of office begins on July 1 and expires on June 30.
  - c. Terms of members are rotated by states according to a schedule as determined by the Region. (Refer to Appendix A, Policy Committee)
3. Meetings
  - a. Meetings of the Policy Committee are called by the Region II Vice President. There are generally three (3) meetings within the year.
    - (1) During the annual Region II Conference
    - (2) During ACTE's annual convention
    - (3) During ACTE's National Policy Seminar
  - b. The Policy Committee will appoint a Vice-Chairperson and a Recording Secretary each year at the meeting during the Region II Conference.
    - (1) The Policy Committee member from the state hosting the Region II Conference will serve as Vice Chairperson. The Vice-Chairperson will preside over meetings in the absence of the Region II Vice President.
    - (2) The Recording Secretary will be elected from the committee memberships. The Recording Secretary will record minutes of the Policy Committee Meetings and the Region II Business Meeting at the ACTE Convention. The Recording Secretary will send a copy of the minutes to the Region II Vice President within 30 days of the meeting. All Standing Committee Reports will be included in the minutes for the Business Meetings at the ACTE Convention and Region II Conference.
    - (3) A state representative may send a substitute when necessary. The state representative must send prior notification to the Region II Vice President so that the representative may vote and receive reimbursement.
4. Reports to Region II Vice President
  - a. Each Policy Committee member will provide the Region II Vice President with an updated report on state association activities.
  - b. Reports will be due one week prior to the Policy Committee meeting.
5. Standing Committee Liaison

- a. Each Policy Committee member will serve as liaison to at least one Region II Standing Committee and maintain communication with the Standing Committee chair.
- b. Policy Committee members will rotate Standing Committee liaison assignments as new Policy Committee members are added at the committee meetings at the ACTE Convention.

## REGIONAL STANDING COMMITTEES AND TASK FORCES

### **Policy**

1. Standing Committees and Task Forces may be established in accordance with the needs to carry out the purposes of the ACTE within the Region.
2. The Region Vice President will make committee appointments.

### **Procedure**

1. Standing Committees for Region II will be:
  - a. Awards Committee
  - b. Policy Review Committee
  - c. Nominating Committee
  - d. Membership Committee(Refer to Appendix B, Region II Standing Committees, for committee responsibilities.)
2. The Region II Vice President, as needed, may appoint Task Forces. The Region II Conference Planning Committee is an example of a Task Force.
3. Committee appointments are July 1 through June 30.
4. Appointment to standing committees is normally for a three-year term and committee members will be rotated in a manner that allows replacement of two (2) committee members each year.
5. The term of office for a Task Force is generally for one (1) year or less.
6. The chairperson for each committee will be selected annually by committee members.
7. A Region II committee member may not serve more than one consecutive three-year term on the same committee.
8. Standing Committee general responsibilities include:
  - a. A member of the Region II Policy Committee will serve as liaison to each committee.
  - b. The Region II Vice President will appoint each liaison.
  - c. Each committee will select a committee chair.
  - d. Each committee will develop goals and objectives for the committee and submit them in writing to the Strategic Planning Committee following the committee meetings held at the ACTE Convention. The goals and objectives should be reviewed at the Region II Conference.
  - e. Each committee will make a report in writing after each committee meeting and submit it to the Region II Policy Committee liaison.
  - f. Each committee will present the committee report at the Region II Business Meeting at the ACTE Convention and Region II Conference.
  - g. The committee liaison will report to the Region II Vice President and Policy Committee.
  - h. ACTE members may request reports from the Region II Vice President.

- i. Specific Committee responsibilities will mirror those of ACTE National.
9. Task Force responsibilities include:
- Region II Conference Planning Committee:
    - a. The committee will plan and organize the annual Region II Conference, which includes planning the program and inviting presenters.
    - b. The committee will submit proposed program to the Region II Policy Committee for approval.
    - c. The committee will maintain records pertaining to the Region II Conference and submit such records to the Region II Vice President following completion of all conference business transactions.
    - d. The Region II Policy Committee member from the state hosting the next (or current) Region II Conference will serve as the Region II Vice Chairperson during that respective year.

## ACTE COMMITTEE APPOINTMENTS

### **Policy**

1. Region II may have representatives on ACTE Standing Committees:
  - a. Audit Review
  - b. Awards
  - c. Bylaws
  - d. Nominating
  - e. Resolutions
2. When Region II is eligible to make recommendations for ACTE Standing Committees, the Region II Vice President will accept nominations from Policy Committee members, State Executive Directors, and State Association Presidents.
3. The Policy Committee will vote if there is more than one candidate for the position. The Region Vice President will present the recommendations to the ACTE Board of Directors for approval. All appointments must be approved by the ACTE Board.

### **Procedure**

1. The Region II representative to ACTE Committees will rotate every two (2) years.
2. All committee appointments begin on July 1 and end on June 30, except as otherwise determined by ACTE.
3. The Region II appointment to the corresponding ACTE Committees will serve as an ex-officio member of the same Region II Standing Committee.



## REGION II MEETINGS

### **Policy**

1. During VISION, the Region must hold one officially announced business meeting.
2. Examples of agenda items include:
  - a. Approval of minutes of previous meeting
  - b. Acceptance of the Nominating Committee
  - c. Report of the Vice President to the Region
  - d. Consideration of such action as requested by the ACTE Board of Directors
  - e. Review of the ACTE Strategic Plan
  - f. Review of proposed ACTE Resolutions
  - g. Review of proposed ACTE Bylaws Amendments
  - h. Other items of business
3. Members of Region II present at the officially announced business meeting will constitute a quorum.
4. Robert's Rules of Order, Newly Revised edition, will govern any provision not covered by the ACTE Bylaws and this policy manual.

### **Procedure**

1. A Region II conference will be held annually.
  - a. The conference will include topics in the area of professional development for career and technical educators and training sessions for Policy Committee members, Region Association officers and State Executive Directors.
  - b. The conference will be financed by the registration fees collected.
  - c. A part of travel expenses may be paid for the Awards Committee chairperson, if funds are available.
  - d. See Appendix C for further clarifications of conference financial policies.
2. The Policy Committee members will meet one day prior to the Region II Conference. Topics to address may include:
  - a. The Strategic Plan for the coming fiscal year
  - b. Committees needed in the coming fiscal year
  - c. Committee member changes occurring in the coming year
  - d. Membership recruitment activities for the next fiscal year
  - e. Review the actions of the ACTE Board of Directors from their most recent board meeting
  - f. Planning of the Region II Business Meeting and Annual ACTE Convention
3. The Region II Conference will adhere to all policies and procedures established by ACTE regarding Region Conferences. (Refer to Appendix C, ACTE Region Conference Policies)
4. The Policy Committee members will meet on the day before the first day of the ACTE Convention to address such items:

- a. Strategic Planning activities
  - b. Update and consideration of plans for Region II Conference
  - c. Review of committee activities
  - d. Report from ACTE Board of Directors meeting
  - e. Review of ACTE Resolution and Bylaws changes
  - f. Development of agenda for Policy Committee Meeting to be held prior to Region II Conference
5. An Annual Business Meeting will be held during the ACTE Convention for all Region II members to address such items as:
- a. Receive a report on the status of Region II and ACTE from the Region II Vice President
  - b. Receive a report from the Region II representatives serving on the following ACTE Committees:
    - (1) Audit Review
    - (2) Awards
    - (3) Bylaws
    - (4) Nominating
    - (5) Resolutions
    - (6) Other special Task Forces as appointed by ACTE
  - c. Receive reports on Region II activities:
    - (1) Strategic Planning Priorities
    - (2) Awards Program
    - (3) Budget Report
    - (4) Region II Conference
  - d. Receive reports from Standing Committees and Task Forces
  - e. Conduct other items of business as presented to the assembly
6. The Policy Committee members will meet on the day before the first day of the National Policy Seminar (NPS) to address such items:
- a. Strategic Planning activities
  - b. Update and finalization of plans for Region II Conference
  - c. Review of committee activities
  - d. Report from ACTE Board of Directors meeting
  - e. Development of agenda for Policy Committee Meeting to be held prior to Region II Conference

## BUDGETS

### **Policy**

1. Anticipated funds for proposed activities for the coming fiscal year will be submitted in writing to the ACTE Executive Director no later than April 1, prior to the fiscal year in which the funds are expected to be used.
2. The request should include a description of the proposed activities, which will be reviewed on the priority level, proposed objectives, desirability, and probability of achievement.

### **Procedure**

1. Upon notification from ACTE regarding the amount budgeted for Region II (amount determined by ACTE based on the formula found in the Board Policy Manual), the Vice President will prepare a proposed budget for the coming fiscal year.
2. The Vice President will present the proposed budget to members of the Policy Committee during the fall meeting for approval.
3. The approved budget becomes effective immediately.
4. All expenses are to be submitted to the Vice President for approval.
5. Travel expense reports must be received by the Vice President within 45 days of close of ACTE Convention and/or Region II Conference.
6. Funds in the designated/restricted account can only be spent with the approval of the Policy Committee. All requests and approvals for use of these funds will be documented in the minutes of Policy Committee meetings.

## AMENDMENTS

### **Policy**

1. Policies may be amended by submitting the proposed revisions in writing to the Region II Policy Committee and President of each state association prior to an officially announced business meeting of the Region, according to the chart below.
2. Any such proposed version must be approved by the Region II Policy Committee and receive a majority vote of those present at a Region II Business Meeting.

Days' notice to VP (prior to business meeting)	60 days
Revisions submitted in writing	Yes
Approval by policy committee (prior to business meeting)	15 days or more
Submitted to membership (prior to business meeting)	15 days
Other notification	Presidents of divisional organizations/State Presidents
Approved at annual meeting	Yes, by majority of the members' present
Approved by Board	Yes

## GENERAL ACTE POLICY

### **Policy**

1. Statements and/or policies included in this document will not be in conflict with the Articles of Incorporation, Bylaws, or Operating Policies of the Association for Career and Technical Education (ACTE).

## APPENDIX

### **Appendix A Policy Committee Term of Office**

The term of office for Policy Committee members will be three years on a rotational basis. Member terms for North Carolina, Puerto Rico, and South Carolina every three years effective July 1, 2016 – June 30, 2019; terms for Florida, Kentucky, and Tennessee every three years effective July 1, 2017 – June 30, 2020 and the terms for the Commonwealths of the Bahamas and Virginia, U.S. Virgin Islands, Alabama and Georgia will expire every three years effective July 1, 2018- June 30, 2021.

### **Appendix B Region II Standing and Task Forces**

#### **Awards Committee**

Region II will select award winners in the National ACTE Award categories. The committee will follow the national Awards policies and procedures.

#### **Policy Review Committee**

The Policy Review Committee is responsible for reviewing the Region II policies and recommending changes. All changes must be approved through the Region II membership and the ACTE Board of Directors.

#### **Nominating Committee**

1. The committee will consist of 5 members, One Policy Committee member, one Region Association president, and members from three of the Region Associations, none of whom are candidates for the office.
2. The deadline for receiving nominations for Region II Vice President will the June 15.
3. The committee will meet the year prior to the normal election year if there are candidates for Vice-President Elect. The committee must meet prior to the ACTE nomination certification deadline.
4. The committee will receive nominations, interview all candidates, and recommend a minimum of two (2) nominees to the ACTE Nominating Committee.

#### **Membership Committee**

The committee will promote and position Region II and State ACTE Associations as a desired organization for teachers, administrators and professionals to join and become active.

#### **Task Forces**

Task Forces may be appointed by the Vice-President as needed to address specific issues for a limited duration.

## Appendix C

### ACTE Region Conference Financial Policies Reference

During the November 2016 Board of Directors Meeting the ACTE Board reviewed the policies and practices related to ACTE Region Conferences. Each ACTE Region conducts its own conference and each one is uniquely different in terms of attendance, theme, process and tradition. Due to many financial and logistical issues which arose throughout many of the ACTE Region Conferences, ACTE legal counsel recommended that the ACTE Region Conference financial policies be clearly defined and outlined for the ACTE Regions and the state associations that they represent.

Below are the clarifications that the ACTE Board of Directors approved during their November 2016 Meeting. As a reminder, the ACTE Region policies are subject to the ACTE policies; ACTE Region policies cannot conflict ACTE policies. These clarified policies will be added as an addendum to each ACTE Region Policy Manual as a quick reference to what is found in the ACTE Policies and Procedures Manual.

#### *ACTE Region Conference Financial Policy Clarification*

- 1. Each individual ACTE Region will provide \$1,000 in seed money to the host state for a Region Conference in that Region to help offset expenses required before any revenue has been collected. This seed money will be returned to the ACTE Region after the conclusion of the conference as the intent is for the seed money to be a loan and not a gift.*
- 2. States within the Region are not required to donate to the Region Conference host state.*
- 3. The ACTE Region and the host state will evenly split, with or without an MOU signed by the host state and in no regards to the unification status of the host state, all net revenue between them after revenue and expenses have been reconciled and paid. The \$1,000 seed money will be returned to the ACTE Region from gross revenue and not included in the calculation of net. If a third party organization is involved in a host function, net revenue may be evenly split among the three parties.*
- 4. A complete financial accounting must be provided, with payment to the ACTE Region within 60 days of the conclusion of the conference.*
- 5. Host states have the option of signing an MOU with ACTE to assist with the Region Conference preparations. In the event that the host state waives this option, the host state recognizes that they take on complete and total liability for any contracts, agreements, or losses they may incur as a result of the Region conference. The host state is responsible for repayment of the seed money, regardless of profitability.*
- 6. No liabilities arising from Region Conferences will be paid from Region/ ACTE accounts unless the liabilities were incurred by ACTE under the terms of the MOU or signed contract.*

In addition, the Region Conference MOU was updated by ACTE and with consultation with ACTE legal counsel to reflect additional service offerings provided by ACTE and further clarify the financial parameters between ACTE and the host state if the MOU is enacted. The MOU remains an optional offering for host states to utilize if they so chose.

# FREQUENTLY ASKED QUESTIONS

**My ACTE Region has a different tradition that we've been using for years and it does not match the outlined clarified policies. Do we have to comply with these policies?**

Yes; all ACTE Regions must comply with these policies even if they differ from your ACTE Region's previous tradition. All ACTE Regions are internal units of ACTE and are required to abide by all ACTE policies. The ACTE Region policies and practices cannot conflict with ACTE policies.

**My ACTE Region had a different seed money tradition; it was more/less than what you have listed and it was/was not required to be returned. What should we do moving forward?**

The clarified policy is the policy that should be used by all ACTE Regions moving forward.

**What about the CTE Support Fund Auction/Raffle/Fundraiser?**

Charitable giving as well as gaming laws vary from state to state. If a state decides to have a CTE Support Fund fundraiser of any sort, it is recommended that they research the laws that would dictate such an event and take the necessary action to be in compliance with these laws. ACTE is developing a questionnaire to assist in the event that a host state/ACTE Region chooses to hold a CTE Support Fund fundraiser; more detail will be provided in that document.

**My state is hosting the next ACTE Region Conference. We already have the hotel/registration/location/etc. in place. How does this clarification impact contracts/agreements/plans we may already have in place? How does this clarification impact our future planning?**

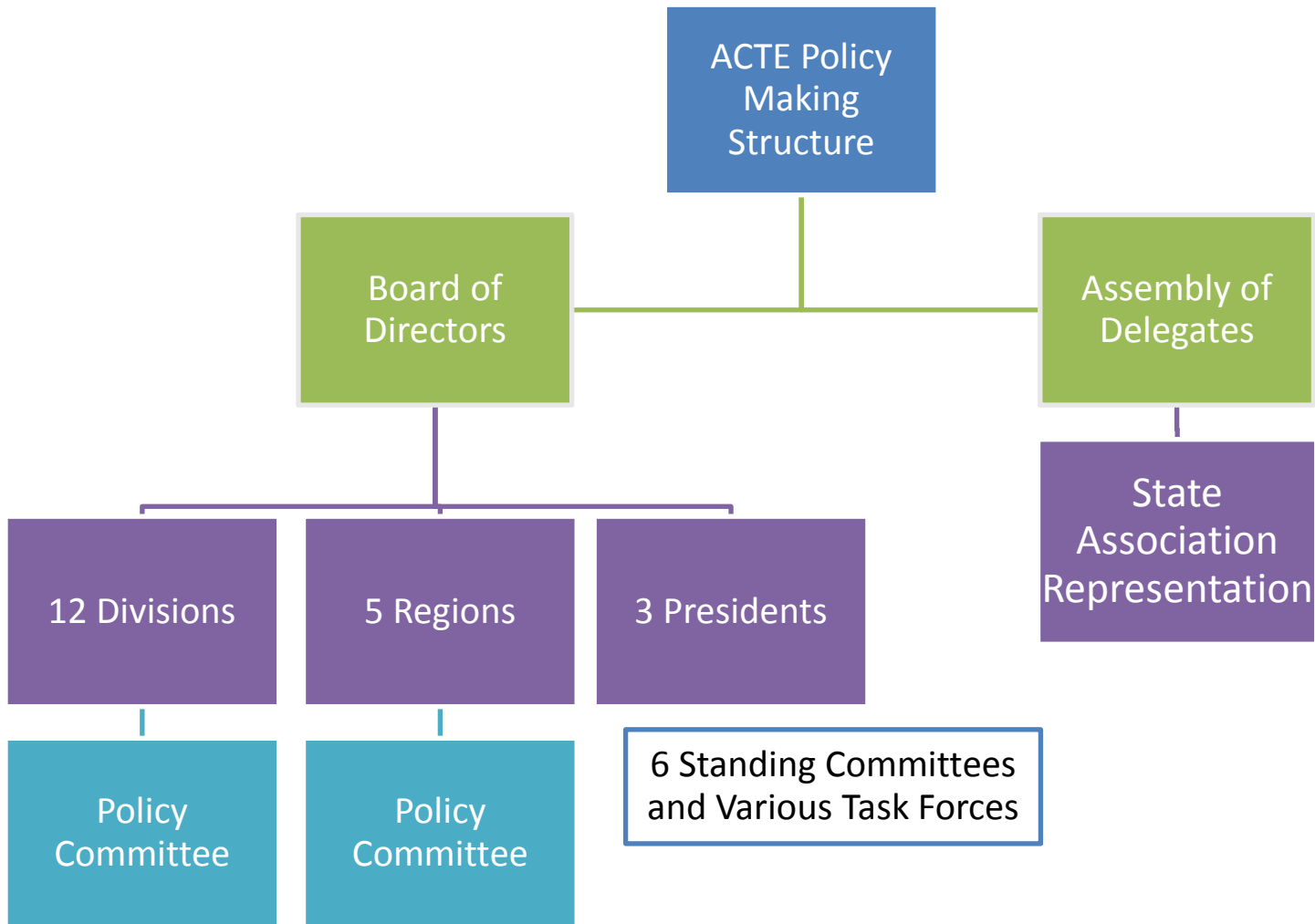
The clarified policies are immediately effective and govern all ACTE Region Conferences moving forward. If your state already has contracts/agreements/plans in place, please contact ACTE staff with any specific questions or concerns.

**What if our ACTE Region has an issue that is not covered in these policies? What should we do?**

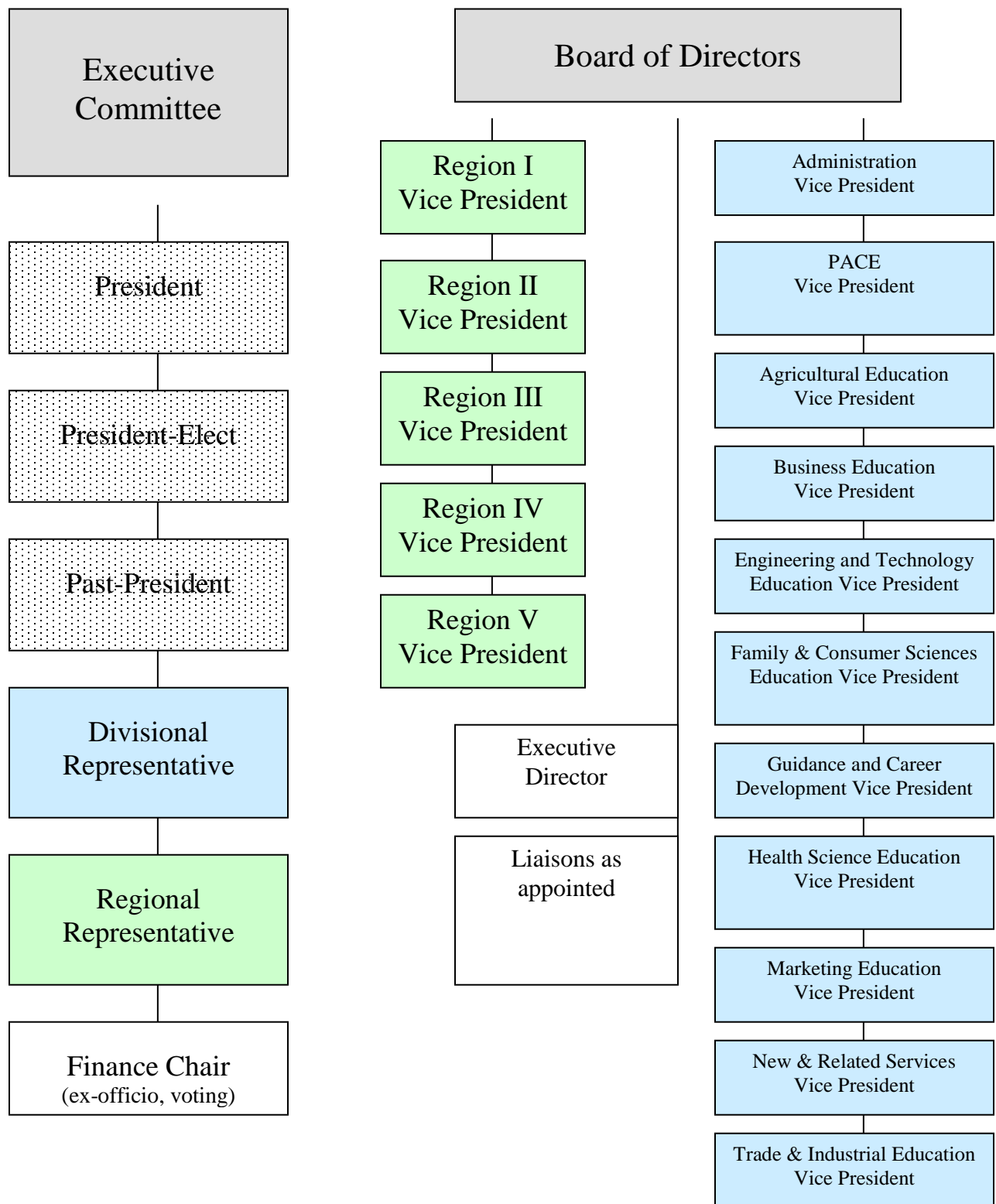
If your ACTE Region or host state is facing an issue that is not outlined in these policies, please contact ACTE; we would be happy to work with you on any issues that you might be facing related to the ACTE Region Conference.



*ACTE Structure*



*ACTE Board of Directors*



## ACTE Standing Committees and Task Forces

	Standing Committees	Task Forces
Composition	Groups of volunteers who work on an ongoing issue for the Association	Groups of volunteers who work on a pressing issue or specific project for the Association
Term	Two-year terms Can serve up to two terms	As long as it takes to accomplish the task (anywhere from several months to several years)
Time Commitment	Attend VISION Summit meeting in person, as well as participate in conference calls as needed	Participate in conference calls, Webinars as scheduled. Some task forces meet at VISION Summit or NPS
Appointment	Appointed by Region/Division vice president	Applicants volunteer and are selected based on experience and expertise

ACTE has the following standing committees:

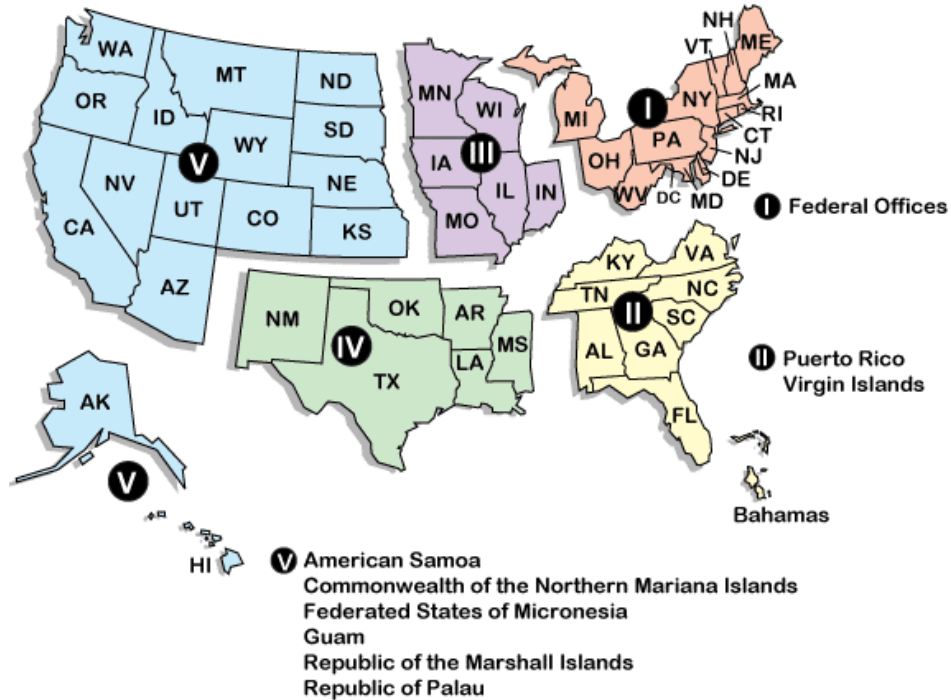
- Audit\*
- Awards
- Bylaws
- CTE Support Fund
- Nominating
- Resolutions\*\*

\*The Audit Committee serves 3 year terms, as opposed to the normal 2 year terms like the other committees.

\*\*The Resolutions Committee terms run January-December, unlike the other committees whose terms run July-June.

## ACTE Regions

When you become an ACTE member, you are automatically a member of one of five geographic regions, depending on the state in which you live.



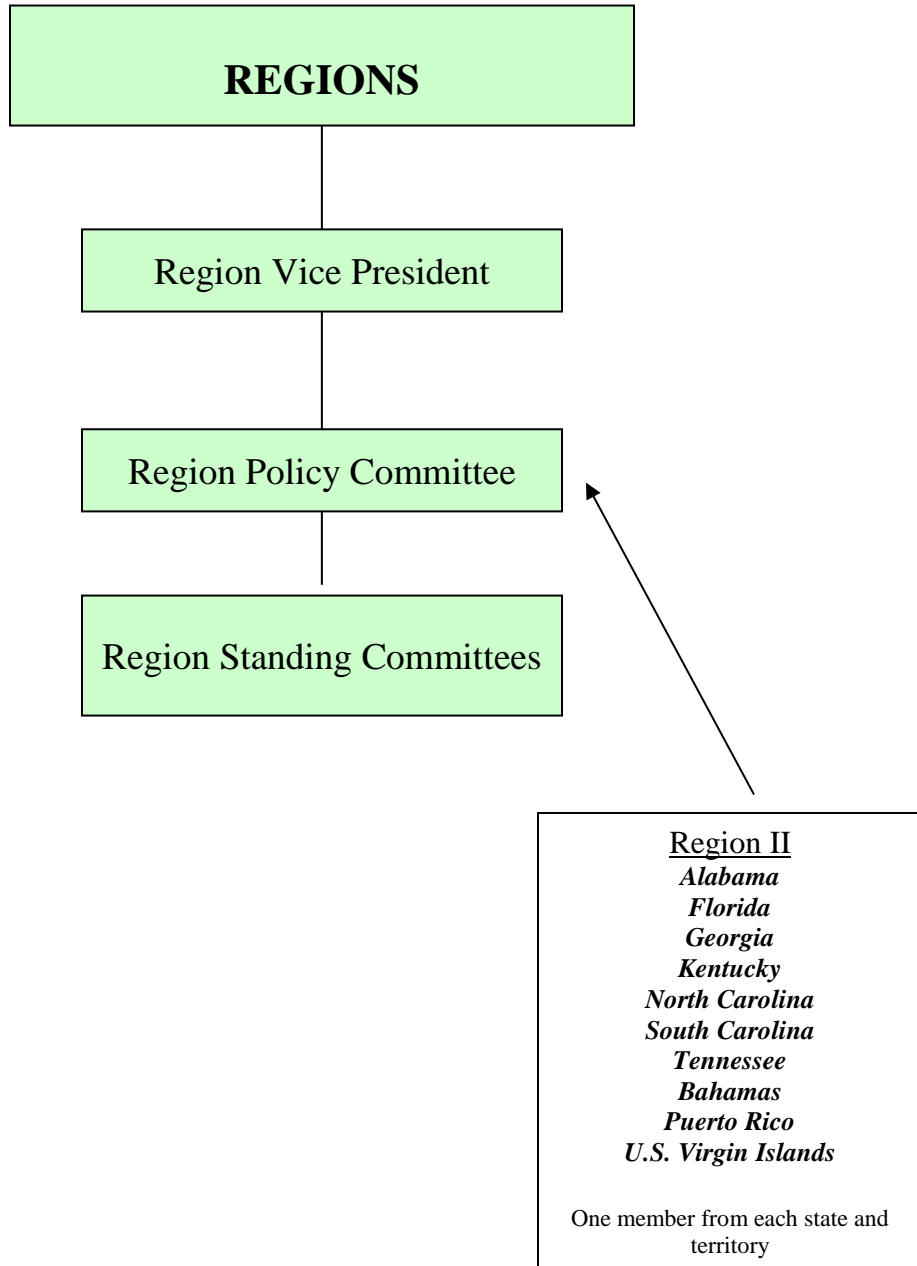
---

Region leadership is composed of:

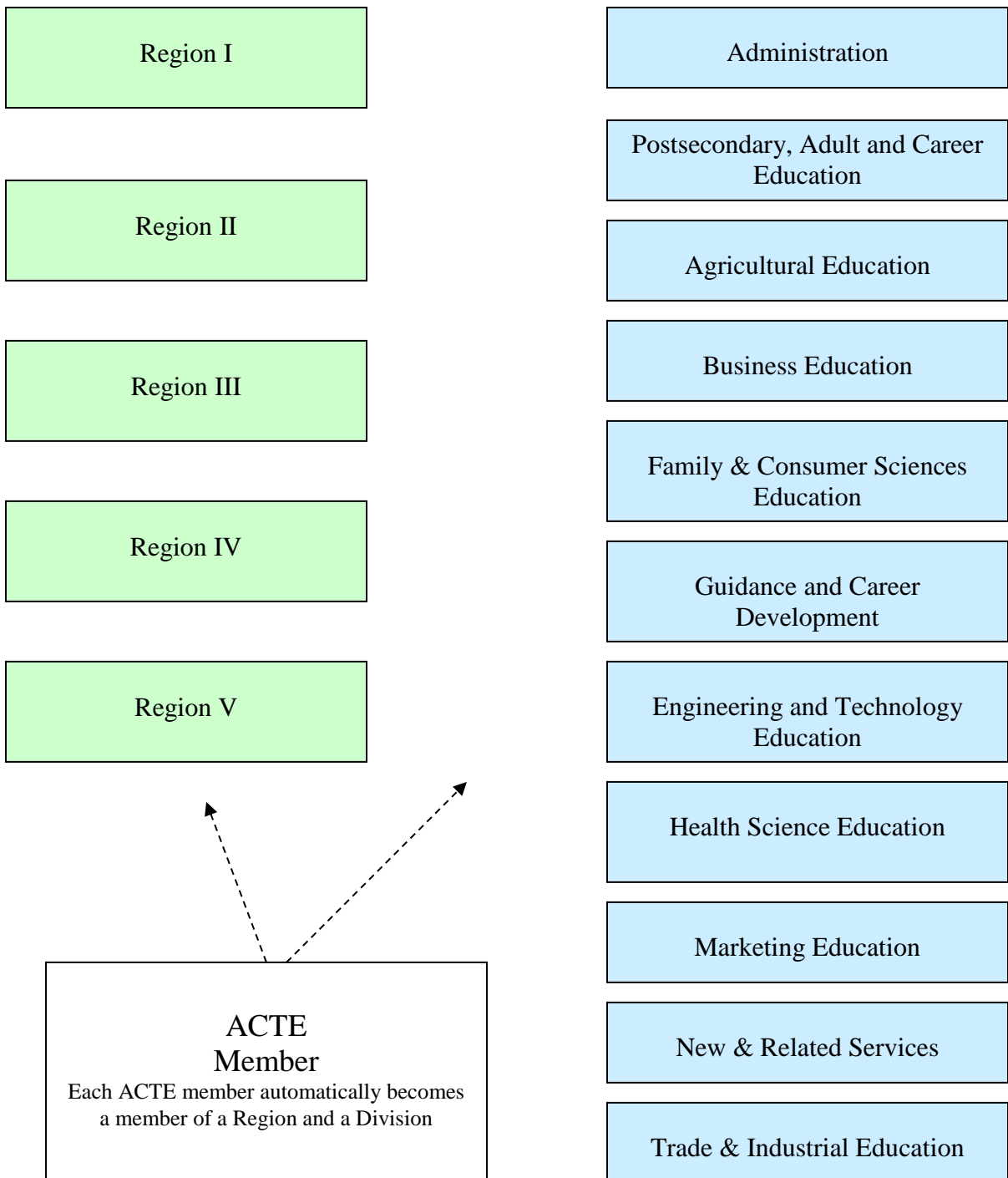


\*\*Some regions have all states represented on policy committees, while others rotate representation among the member states.

*Region Structure*



*ACTE Membership*



## *Governing Documents*

As part of the established structure of ACTE, Region II is governed by ACTE. The documents which govern ACTE, and thereby Region II, in hierarchical order are:

### 1. Articles of Incorporation

ACTE is a not-for-profit corporation established in the state of Indiana in 1929. The Articles of Incorporation include the name of the corporation, purposes for which it was formed and a statement that all rules of the corporation are to be embodied in the bylaws. A copy of the Articles of Incorporation is retained in the ACTE Headquarters.

### 2. Bylaws

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

- The mission and purpose of the organization
- Qualifications of membership
- The election and duties of its officers and governing board
- The role of the members
- 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. Only the members of the Association can change the Bylaws.

### 3. Board Policy and Procedures Manual

The Board Policy and Procedures Manual should include all operational details of the organization. The Manual should include those rules that are set by the Board of Directors and can only be changed by the Board. Policies are established by the Board to guide the association so that it runs effectively, efficiently, legally and ethically. Policy decisions affect the organization as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the association. The standing rules for the conduct of the Board of Directors are included in the Manual. Also included are those standard operating procedures that the Board desires to have controlling authority over (i.e., investment guidelines, creation of divisions, election procedures, expense reimbursement, etc.). Specific action items or annual decisions are

generally not part of the Manual. The Board Policy and Procedures Manual is reviewed and approved annually by the Board of Directors.

4. Strategic Priorities

The Strategic Priorities are developed by the Board of Directors and represent an expression of the core purpose and values of the association and serve as a blueprint for future direction of the organization. The Priorities serve as a map for the priority allocation of resources and determines the annual objectives and work plan for the volunteers and staff. The status of the ACTE Strategic Priorities is to be reviewed annually by the Board of Directors. Priorities are expected to be achieved within a two-three year timeline. Strategies and tactics for achieving the priorities are identified and implemented by committees and staff.

5. Budget

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

6. Committee/Task Force Charters and Job Description

The charters establish the goals and parameters for all committees within the association. These documents outline the authority and responsibility for the committees and the committee chair. The Board of Directors approves committee charters and job descriptions.



