
Missouri Association for Career and Technical Education

Bylaws

&

Policy and Procedure Manual

Missouri Association for Career and Technical Education
www.mo-acte.org

Revised for July 2018

Index

B=Missouri ACTE Bylaws

P=Missouri ACTE Policy and Procedure Manual

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**MISSOURI ASSOCIATION for CAREER and TECHNICAL EDUCATION
BYLAWS**

(as prepared for July 2017)

ARTICLE I – Name

The name of this association shall be the Missouri Association for Career and Technical Education, Incorporated, hereinafter referred to as the Missouri ACTE.

ARTICLE II – Purposes

- A. To unite in one statewide organization those persons who are interested in career, practical arts, technical and vocational education.
- B. To establish and maintain active leadership in all types of career, practical arts, technical and vocational education.
- C. To render service in promoting and stabilizing career, practical arts, technical and vocational education.
- D. To provide an open forum for the study and discussion of all questions involved in career, practical arts, technical and vocational education.
- E. To work with other states and agencies for the advancement of career, practical arts, technical and vocational education, in the state, and in the United States, and as ally of the Association of Career and Technical Education.
- F. To encourage the further development and improvement of all programs of education related to career, practical arts, technical and vocational education and supportive services.
- G. To emphasize and encourage the promotion, improvement and expansion of programs of part-time and adult career, practical arts, technical and vocational education.
- H. To support local, state and national legislation for career, practical arts, technical and vocational education.

ARTICLE III – Membership

- A. All individuals and those representing firms, institutions, and/or organizations interested in the purposes of the Missouri ACTE shall be eligible for membership.
 - 1. Professional members shall be those individuals who are currently or formerly actively employed either full or part-time in firms, institutions, and/or organizations that provide or support career, practical arts, technical, and vocational education and members of Missouri ACTE divisions. Professional members shall be entitled to vote except as otherwise specified.
 - 2. Student members shall be those students enrolled in postsecondary institutions who are interested in promoting career, practical arts, technical, and vocational education.

3. Retired members shall be those individuals who have been Missouri ACTE professional members, are retired and are not actively employed in career, practical arts, technical, and vocational education. Retired members shall be entitled to all membership rights with the exception of serving as a Missouri ACTE officer, a member of the Board of Directors, or a delegate in the House of Delegates.
- B. The membership year shall extend from July 1 until June 30, beginning with the receipt of dues by the Board of Directors or its designee.
 - C. Annual dues shall be determined by the House of Delegates at the House of Delegates meeting and shall go into effect the following July 1.

ARTICLE IV – Divisions

- A. The divisions of Missouri ACTE shall be those interested in
 - Administration (Missouri Council of Career and Technical Administrators)
 - Agricultural Education (Missouri Vocational Agriculture Teachers Association)
 - Business Education (Missouri Business Education Association)
 - Family and Consumer Sciences (Missouri Educators of Family and Consumer Sciences)
 - Guidance and Counseling (Missouri School Counselor Association)
 - Health Occupations Education (Missouri Health Science Education)
 - Marketing and Cooperative Education (Missouri Marketing Association/ Missouri Cooperative Education Association)
 - Career Services (Missouri Association for Career Services)
 - Technology Education (Technology Education Association of Missouri)
 - Trade and Technical Education (Missouri Trade and Technical Association)
 - New and Related Services
- B. With the exception of the Division of New and Related Services, and Missouri ACTE division shall meet the following criteria:
 1. The interest of the group is clearly related to career, practical arts, technical and vocational education.
 2. The group represents an interest that is statewide in scope.
 3. The group is organized in the interest of expanding and improving career, practical arts, technical and vocational education.
- C. The Division of New and Related Services shall include those members not served by an existing division. When a group in the Division of New and Related Services meets the criteria for division status, it may petition the Board of Directors to become a division.
- D. Unified State Association (Passed July 2016)
 1. Missouri ACTE is a unified state association of the Association of Career and Technical Education.

2. Simultaneous membership in both Missouri ACTE and ACTE dues shall be made through ACTE.

ARTICLE V - Meetings

- A. An annual meeting shall be held at a time and place determined by the Board of Directors.
- B. Special meetings may be called by the Board of Directors.

ARTICLE VI - Officers

- A. The Missouri ACTE officers shall be the President, the President-Elect, and the immediate Past President.
- B. Duties of the officers:
 - 1. The President shall preside at all meetings of the Board of Directors, the Executive Committee, the House of Delegates and all Missouri ACTE general sessions; call special meetings of the Board of Directors and all meetings of the Executive Committee; appoint all special committees with the approval of the Board of Directors; and appoint all committee chairs. The President shall serve as a nonvoting ex-officio member of all standing and special committees.
 - 2. The President-Elect shall, in the absence of the President, perform the duties of the President. The President-Elect shall chair the Missouri ACTE Program of Work Committee.
 - 3. In case of permanent vacancy in the office of President, the immediate Past President shall automatically assume the duties of the President for the remainder of the term. The immediate Past President shall represent the Division of New and Related Services on the Missouri ACTE Board of Directors; assist this division in its regular activities within the Missouri ACTE and assist any groups within this division to secure separate divisional status within the Missouri ACTE as specified in these Bylaws. The immediate Past President shall chair a committee to select candidates for the office of President-Elect.
- C. The President-Elect shall be elected by the membership and shall succeed to the presidency.
- D. Officers shall serve from the conclusion of the House of Delegates meeting through the following House of Delegates meeting.

ARTICLE VII - Governing Bodies

A. Board of Directors

1. Membership:

- a. The officers of the Missouri ACTE shall be members of the Board of Directors.
- b. Each division shall be entitled to one member of the Board of Directors for each 100 professional members, or major fraction thereof, based upon the previous year's membership, not to exceed three members.
- c. The Assistant Commissioner of College and Career Readiness, Department of Elementary and Secondary Education, shall be a nonvoting ex-officio member of the Board of Directors.
- d. Each division shall also be represented by one nonvoting ex-officio member of the Board of Directors from the Department of Elementary and Secondary Education staff, designated by the Assistant Commissioner of College and Career Readiness, whose assigned responsibilities for programs and/or services relate to that division.
- e. The ACTE Region III representative shall be a member of the Board of Directors.

2. The Board of Directors shall serve from the conclusion of the House of Delegates meeting through the following House of Delegates meeting.

3. Duties:

- a. The Board of Directors shall be empowered to transact all necessary business of the Missouri ACTE except that delegated to the House of Delegates.
- b. The Board of Directors may appoint, establish remuneration, determine term and provisions of service, and evaluate an executive director or any other individual(s) to carry out the purposes of the Missouri ACTE.

B. House of Delegates

1. Membership:

- a. Each division shall be entitled to one delegate up to 50 professional members, and one delegate for each 50 additional professional members thereof, based upon the previous year's membership.

Only Missouri ACTE members in good standing may serve as members of the House of Delegates.

- b. Only delegates shall have voting privileges in the House of Delegates.

2. Duties:

- a. The House of Delegates shall consider such business provided for in these Bylaws, and any items referred to it by the Board of Directors. In establishing its agenda, the House of Delegates may add items of business pertinent to the affairs of the Missouri ACTE.
- b. The House of Delegates may forward adopted resolutions to the Board of Directors for implementation.

3. Meetings:

- a. The House of Delegates shall meet at the time and place of the annual meeting of Missouri ACTE.
- b. All professional members shall have the privilege of the floor in the House of Delegates meeting.

C. Executive Committee

1. Membership: The Executive Committee shall be composed of

- a. the Missouri ACTE President,
- b. the Missouri ACTE President-Elect,
- c. the Missouri ACTE immediate Past President,
- d. one member of the Board of Directors from each division with the exception of New and Related Services.

2. Duties:

- a. This committee shall
 - (1) receive and act upon any charges or complaint from any member or division,
 - (2) report charges and actions at the next regular meeting of the Board of Directors for inclusion in the minutes thereof.
- b. This committee shall be empowered to transact any emergency Missouri ACTE business.

ARTICLE VIII - Committees

A. Each Missouri ACTE standing committee shall be comprised of one member from each division, with the exception of the Program of Work Committee which shall be the chairs of the other standing committees:

1. The Legislative Committee shall take appropriate legislative action on behalf of the association to promote programs of career, practical arts, technical and vocational education.
2. The Policy Committee shall solicit and prepare policy recommendations, resolutions, bylaws amendments and operational procedures for consideration by the Board of Directors and/or the House of Delegates.
3. The Awards Committee shall facilitate the recognition process for individuals and/or organizations that have made outstanding contributions to programs of career, practical arts, technical and vocational education and/or the Missouri ACTE.
4. The Program Improvement Committee shall facilitate the planning, operation and evaluation of the annual Missouri ACTE meeting.
5. The Professional Development Committee shall facilitate a program of professional development to strengthen the Missouri ACTE by enhancing the members' professional skills.

6. The Public Information Committee shall publicize the contributions made by career, practical arts, technical and vocational education.
7. The Membership Committee shall conduct activities that will result in membership growth and satisfaction.
8. The Financial Review Committee shall review the financial records of the Association at the fall, spring, and summer Board of Directors' meetings.
9. The Program of Work Committee shall develop, implement, and evaluate the program of work.

B. As a minimum condition of continued status as a committee, each standing committee shall:

1. Meet at least one (1) time during the membership year (during the annual conference),
2. Develop and forward to the Board of Directors for approval an annual Program of Work and a proposed budget at the first Board of Directors' meeting at the end of the annual conference, and
3. The Chair, or designee, shall submit a written report regarding the current status of committee activities to the Board of Directors at each of the Board's meetings.

If a Standing Committee does not meet these minimum expectations in one (1) membership year, the Board of Directors will consider recommending Bylaw changes to remove the committee from the Association's list of standing committees.

C. Special committees may be appointed by the President with the approval of the Board of Directors.

ARTICLE IX - Affiliation

The Missouri ACTE is an affiliate state organization of the Association for Career and Technical Education, hereinafter referred to as the ACTE.

ARTICLE X - Amending the Articles of Incorporation

The Articles of Incorporation may be amended, revised, or repealed by a two-thirds vote of the House of Delegates, provided that the certified delegates have been notified of proposed changes at least 30 days prior to the meeting.

ARTICLE XI - Amending the Bylaws

A. The Bylaws may be amended as follows:

1. A member, division, or standing committee may propose amendments to the Board of Directors at least 60 days prior to the annual meeting.
2. The Board of Directors shall consider and may recommend the approval or disapproval of any proposed amendment, and direct its presentation with their recommendation to the House of Delegates for action at the annual meeting.

3. The certified delegates shall be notified 30 days prior to the annual meeting of any proposed amendment and the Board of Directors' recommendation.
4. Any proposed amendment shall be set forth in writing and made available to the delegates prior to the time a vote is taken at the House of Delegates meeting.

B. A majority vote of approval by the House of Delegate is required to adopt an amendment.

ARTICLE XII - Quorums

The quorum for the House of Delegates, Board of Directors or any committee shall be a majority of its membership.

ARTICLE XIII - Rules of Order

The order of all meetings and actions of the Missouri ACTE shall be governed by the current edition of **Robert's Rules of Order**.

MISSOURI ASSOCIATION for CAREER and TECHNICAL EDUCATION POLICY AND PROCEDURE MANUAL

Annual Meeting

The annual meeting of the Association shall be held in conjunction with the annual conference of Missouri Career and Technical educators.

Adopted by the Board of Directors: 27 March 2009

Audit

Adopted by the Board of Directors: 9 March 2001 DELETED 13 March 2015

Authorized Signatures

All checks drawn on the Association's bank account(s) shall be signed by the Executive Director and/or the Missouri ACTE President.

Adopted by the Board of Directors: 29 March 1993

ACTE Region III Representative

Duties of the Missouri Representative to the ACTE Region III Policy Committee shall be to:

1. Serve as a communication link between the Association for Career and Technical Education (ACTE) and the Missouri Association for Career and Technical Education.
2. Attend ACTE Region III meetings and report appropriately to Missouri ACTE.
3. Publicize Region and ACTE activities through the *Missouri ACTE Reporter*.
4. Assume and execute all duties specified in the ACTE Region III Operating Policies and/or delegated by the ACTE Vice President-Region III.
5. Serve as a member of the Missouri ACTE Board of Directors.
6. Upon completion of the term of office, orient the successor through information, materials and discussion.

Adopted by the Board of Directors: 20 March 1998

Awards, Display

All other formal awards, recognitions, and commendations will be given at appropriate Missouri ACTE Division Meetings or presented as display awards on view to Missouri ACTE members in the lobby area of the general sessions.

Adopted by the Board of Directors: 21 March 1994

Awards, Missouri ACTE

All awards and commendations which may in any manner be inferred to be representative of Missouri ACTE shall be limited to awards officially adopted by the Missouri ACTE Board of Directors. Selection procedures and presentation shall be the responsibility of the Missouri ACTE Awards Committee.

Adopted by the Board of Directors: 29 March 1995

Awards, Presentation of

The Annual Missouri ACTE Summer Conference will include presentation of the Missouri ACTE Teacher of the Year Award, Missouri ACTE Career and Guidance Award, Missouri ACTE Carl Perkins Community Service Award, Missouri ACTE Administrator of the Year Award, Missouri ACTE Postsecondary Teacher of the Year Award, Missouri ACTE New Teacher of the Year Award, Missouri ACTE Lifetime Achievement Award, the Missouri ACTE Recognition Award, and Certificates of Appreciation at the general session. (See also Awards, Display).

Adopted by the Board of Directors: 11 April 2003 Revised 7/27/06 Revised 10/23/2017

Board of Directors, Membership

The membership of the Board of Directors of the Association will be based upon the previous fiscal year and as specified by the Bylaws of the Association.

Adopted by the Board of Directors: 20 March 1998

Division Members who serve on the Board of Directors of the Association are required to maintain membership in ACTE, Missouri ACTE and their respective division.

Adopted by the Board of Directors: 2 April 2007

Bonding

The Executive Director shall be adequately bonded.

Adopted by the Board of Directors: 29 March 1993

Budget, Approval of

The annual budget shall be approved at the Missouri ACTE board meeting preceding the beginning of the budget year.

Adopted by the Board of Directors: 20 March 1998

Budget, Development of

The proposed annual Missouri ACTE budget shall be developed by a committee comprised of the President, President-Elect, Past-President, Executive Director and one representative from each of the divisions not represented by the President, President-Elect or Past-President.

Adopted by the Board of Directors: 23 October 2006

Candidates, Selection of, for ACTE Region III Representative

Candidates for the position of Representative to ACTE Region III Policy Committee shall be screened based upon application materials submitted to the Professional Development Committee at a date set by the Professional Development Committee but preceding the spring Board of Directors meeting.

The top two (2) candidates shall be interviewed by the Professional Development Committee and presented at the spring Board of Directors meeting. The Missouri ACTE Board of Directors shall select the Missouri Representative to the ACTE Region III Policy Committee and notify the person selected at or immediately following the spring Board of Directors' meeting.

The Region III Representative may serve an additional term with Board of Directors approval at the fall meeting.

Adopted by the Board of Directors: 23 October 2006

Candidates, Selection of Division Rotation, for President-Elect

Candidates for the office of President-Elect shall be selected from a slate of potential candidates submitted for consideration by the respective division in the following rotation:

- 2018 MCCTA – Administration
 - 2019 MCEA – Marketing and Cooperative
 - 2020 MTTA – Trade & Technical
 - 2021 MVATA - Agriculture
 - 2022 MBEA – Business
 - 2023 MHSE – Health Science
 - 2024 MoEFACS – Family & Consumer Sciences
 - 2025 TEAM – Technology
 - 2026 MACS – Career Services
- (Rotation Repeats)

Candidates, Slate

The slate of potential candidates shall consist of no less than two (2) no more than six (6) current division and Missouri ACTE members. The slate and all required application materials shall be submitted to the Board of Directors no later than the first Board of Directors' meeting at the end of the annual conference.

Adopted by the Board of Directors: 25 January 2002 Revised: 9 April 2010

Candidates, Slate, Eligibility

The officers of Missouri ACTE shall be elected from the divisions of the association who have participated in Missouri ACTE activities including the organizations and groups within Missouri ACTE. They will be selected on the basis of demonstrated leadership in career and technical education.

1. All professional members in good standing and eligible to vote may seek the office of president-elect providing they have been a member of Missouri ACTE and ACTE for the previous 3 consecutive years at the time of the annual meeting of the Assembly of Delegates.

Adopted by the Board of Directors: 25 January 2002 Revised 12 November 2010

Candidates, Division Forfeiture

If the respective division fails to submit a complete slate and all required application materials of potential candidates by the end of the first Board of Directors' meeting or by August 1 of the year of the division's rotation, the division will forfeit its opportunity to submit potential candidates for President-Elect until its next rotation.

If this forfeiture occurs, the next division in the rotation will be provided the opportunity to submit a complete slate and all required application materials of potential candidates to the Board of Directors prior to the fall Board of Director's meeting or prior to November 1. If this occurs the rotation year in all other divisions will be moved forward one (1) year.

If only one candidate is submitted by the selection committee the Board of Directors shall be empowered to appoint the candidate to the office of President Elect or to retain the current President Elect, President and Past President in their office until the next regular election.

Adopted by the Board of Directors: 25 January 2002 Revised: 9 April 2010

Candidates, Selection of, for President-Elect

Two (2) candidates will be selected from the submitted slate of potential candidates by a committee comprised of one (1) member from each Missouri ACTE division and chaired by the immediate Past President of Missouri ACTE.

Selection will be based upon application materials submitted to the Selection Committee by the respective division and interviews with the potential candidates. Candidates selected by this committee shall be presented to the Missouri ACTE Board of Directors for approval.

Adopted by the Board of Directors: 25 January 2002 Revised: 10 October 2016

Candidates, Speeches

Each of the two (2) candidates for the office of president-elect shall be given a maximum of three minutes during the opening general session of the annual convention to present his or her views.

Adopted by the Board of Directors: 20 March 1998

Candidates, Withdrawal

If a potential candidate withdraws leaving only one potential candidate, any division may submit a candidate for the office of President Elect up to six candidates. In order to be considered the candidate must submit all required application materials. The first six candidates to submit all required materials will be presented to the selection committee for interview. The required application materials must be within 15 days of membership notification of candidate withdrawal.

Adopted by the Board of Directors: 9 April 2010 Revised: 10 October 2016

Committee, Standing

The Missouri ACTE shall have the following standing committees: Awards, Financial Review, Legislative, Membership, Policy, Professional Development, Program Improvement, Public Information, and Program of Work.

Adopted by the Board of Directors: 19 January 2001 Revised 23 July 2014 Revised 10/23/2017

Committee, Standing, Chair

The Chair of each standing committee will be annually appointed from the current committee members by the President and approved by the Board of Directors. Each committee Chair will continue to represent their respective division without the addition of any other representative.

Adopted by the Board of Directors: 21 March 1997 Revised 4/2/07

Committee, Standing, Continuation

As a minimum condition of continued status as a committee standing, each standing committee shall:

- A. Meet at least one (1) time during the membership year (during the annual conference),
- B. Develop and forward to the Board of Directors for approval an annual Program of Work and a proposed budget at the first Board of Director's meeting at the end of the annual conference, and
- C. The Chair, or designee, shall submit a written report regarding the current status of committee activities to the Board of Directors at each of the Board's meetings.

If a standing committee does not meet these minimum expectations in one (1) membership year, the Board of Directors will consider recommending Bylaw changes to remove the committee from the Association's list of standing committees.

Adopted by the Board of Directors: 21 March 1997

Committee, Standing, Membership

Each standing committee, with the exception of the Program of Work committee, of this Association shall be comprised of one member representing each division who is appointed to a three-year term or uncompleted portions of the three-year term. The term rotation for each division's representation on standing committees shall be:

Committee	Division Administration	Initial Year of 3-Year Term			
Awards		18	21	24	27
Financial Review		19	22	25	28
Legislative		20	23	26	29
Membership		18	21	24	27
Policy		19	22	25	28

Committee	Division	Initial Year of 3-Year Term			
Professional Development		20	23	26	29
Program Improvement		18	21	24	27
Public Information		19	22	25	28
Agriculture					
Awards		19	22	25	28
Financial Review		20	23	26	29
Legislative		18	21	24	27
Membership		19	22	25	28
Policy		20	23	26	29
Professional Development		18	21	24	27
Program Improvement		19	22	25	28
Public Information		20	23	26	29
Business					
Awards		20	23	26	29
Financial Review		20	23	26	29
Legislative		19	22	25	28
Membership		20	23	26	29
Policy		18	21	24	27
Professional Development		19	22	25	28
Program Improvement		20	23	26	29
Public Information		18	21	24	27
Career Services					
Awards		18	21	24	27
Financial Review		18	21	24	27
Legislative		20	23	26	29
Membership		18	21	24	27
Policy		19	22	25	28
Professional Development		18	21	24	27
Program Improvement		20	23	26	29
Public Information		19	22	25	28
Family & Consumer Sciences					
Awards		19	22	25	28
Financial Review		20	23	26	29
Legislative		18	21	24	27
Membership		19	22	25	28
Policy		20	23	26	29
Professional Development		18	21	24	27
Program Improvement		19	22	25	28
Public Information		20	23	26	29
Health Sciences					
Awards		18	21	24	27
Financial Review		19	22	25	28
Legislative		20	23	26	29
Membership		18	21	24	27
Policy		19	22	25	28
Professional Development		20	23	26	29

Committee	Division	Initial Year of 3-Year Term			
Program Improvement		18	21	24	27
Public Information		19	22	25	28

Marketing and Cooperative

Awards		19	22	25	28
Financial Review		18	21	24	27
Legislative		20	23	26	29
Membership		19	22	25	28
Policy		18	21	24	27
Professional Development		20	23	26	29
Program Improvement		19	22	25	28
Public Information		18	21	24	27

Technology Education

Awards		18	21	24	27
Financial Review		18	21	24	27
Legislative		20	23	26	29
Membership		18	21	24	27
Policy		19	22	25	28
Professional Development		20	23	26	29
Program Improvement		18	21	24	27
Public Information		19	22	25	28

Trade and Technical

Awards		19	22	25	28
Financial Review		19	22	25	28
Legislative		18	21	24	27
Membership		19	22	25	28
Policy		20	23	26	29
Professional Development		18	21	24	27
Program Improvement		19	22	25	28
Public Information		20	23	26	29

*Adopted by the Board of
Directors: 23 October 2006
Revised 10/23/2017*

The Membership of the Program of Work Committee is comprised of the chairs of the other standing committees.

Adopted by the Board of Directors: 21 March 1997

Committee, Standing, Program of Work Approval

The Board of Directors shall approve, or make modifications to approve, the annual Program of Work and annual budget for each standing committee not later than the fall Board of Directors' meeting.

Adopted by the Board of Directors: 21 March 1997

Conference, Annual, Dates

The annual conference shall be held during the last full week (Sunday through Saturday) of July or at the date determined by the Missouri ACTE Board of Directors.

Adopted by the Board of Directors: 14 January 1994

Conference, Opening General Session

The General Session will include specific reference to these on display awards for both recognition purposes as well as to inform the Missouri ACTE membership of the nature and location of the awards.

Adopted by the Board of Directors: 21 March 1994

Conference Registration Refund

The Summer Conference registration fee will be refunded in full forty five days prior to the Conference. A written request for refund must be postmarked within the guidelines listed above.

Adopted by the Board of Directors: 6 November 2009

Convention Name Badge Distribution

The Missouri ACTE convention name badge shall be distributed only to the named registrant.

Adopted by the Board of Directors: 13 January 1995

Consolidation, Division Membership

The Missouri Special Needs Association, (MSNA) members will continue membership in Missouri ACTE by aligning with the Missouri Association of Career Services (MACS).

Delegates, Association for Career and Technical Education (ACTE)

The Executive Director shall apportion the number of delegates who shall represent the Missouri ACTE and the ACTE House of Delegates according to each division's ACTE membership. The division president shall certify the delegate names to the Missouri ACTE President. The Missouri ACTE President shall appoint any necessary alternates from members present to complete the state's representation.

Adopted by the Board of Directors: 29 March 1993

Delegates, House of Delegates

The Executive Director shall determine the number of delegates to which each division is entitled and notify each division at the spring board meeting. The Division President shall certify the delegate names to the Executive Director by 1 June.

Adopted by the Board of Directors: 29 March 1993

Dues, Professional

The annual dues for a professional member shall be \$25.

Adopted by the House of Delegates: 23 July 2008.

Dues, Retired

The annual dues for a retired member shall be \$5.

Adopted by the Board of Directors: 28 July 1999

Dues, Student

The annual dues for a student member shall be free.

Election Committee, Counting Ballots

The Election Committee shall tabulate all ballots cast (including absentees), certify the winner and report to the House of Delegates. Ballots must be received by the Executive Director no later than noon the day of the House of Delegates meeting to be included in tabulation of votes.

Adopted by the Board of Directors: 18 October 2002

Election Committee, Membership

The President shall appoint a minimum of three (3) members to the election committee. In addition each candidate shall designate one representative to serve on the election committee.

Adopted by the Board of Directors: 18 October 2002

Executive Director, Duties

The duties of the Executive Director shall be to:

- 1. Coordinate planning for the annual summer conference, and Association meetings and workshops:**
 - a. Represent the Association in negotiations with hotel and convention bureau for Association meetings and conference facilities.
 - b. Coordinate the offering of high quality professional development with affiliate divisions and organizations.
 - c. Support members serving on affiliate division planning committees.
 - d. Arrange for the printing of necessary publicity and program materials.
 - e. Organize and direct the functioning of the committees of the Association.
- 2. Develop, promote and serve the membership:**
 - a. Maintain accurate membership records.
 - b. Serve as a resource for membership chairs of affiliate divisions and organizations.
 - c. Coordinate membership services among affiliate divisions and organizations.
 - d. Analyze and evaluate membership activities.
 - e. Evaluate and enhance member benefits.
- 3. Maintain appropriate communications:**
 - a. Establish communication vehicles to keep the members, leaders and external stakeholders informed on Association activities and issues relevant to the work of the Association, which may include, but not be limited to, e blasts, newsletter, email campaign, or social media outlets.
 - b. Maintain mailings to the Board of Directors and officers, and arrange for necessary Board, officers, and committee meetings.
 - c. Prepare necessary publicity releases.
 - d. Obtain and transmit legislative information to the Board of Directors and the membership.

- e. Direct the work of the Government Relations Consultant by conveying and monitoring directives of the Missouri ACTE House of Delegates, Board of Directors and Executive Committee.
4. **Act as liaison with other state ACTE associations, and organizations to further the goals of the Association and/or career and technical education.**
- a. Maintain membership in the National Executive Directors Association (NEDA).
 - b. Represent the Association at State and National events, as directed by the Board of Directors.
5. **Manage the financial accounts of the Association**
- a. Facilitate the planning of the Association annual budget.
 - b. Create financial reports and facilitate regular reporting to the Board of Directors and/or the Executive Committee.
 - c. Complete an annual review of all accounts and present a summary to the Board of Directors.
 - d. Complete Association financial transactions as directed by the Board of Directors and/or the Executive Committee.
6. **Perform other duties as mutually agreed upon and assigned by the President of Missouri ACTE representing the Missouri ACTE Board of Directors.**

Adopted by the Board of Directors: 10 October 2016

Expenditure, Documentation

Association records shall include proper invoices for all monies expended or appropriate paper trail entries on checks and/or bank deposits in accordance with accredited auditing procedures approved by a tax consultant.

Adopted by the Board of Directors: 29 March 1993

Financial Review Committee, Duties

- 1. Review the annual Financial Report
- 2. Review and verify ledger entries
- 3. Review the investment account(s)
- 4. Submit all financial review reports to the Executive Board at the first Executive meeting during the annual summer conference
- * Copies of the reports shall be submitted to the Mo-ACTE President and Mo-ACTE Executive Board
- * Copies of all financial reports shall be retained in a file by the committee to be referenced at the annual Budget Committee meeting

Adopted by the Board of Directors: 13 March 2015

Fiscal Year, Budget Year

The fiscal/budget year of the Association shall be July 1 – June 30th.

Adopted by the Board of Directors: 29 March 1993 Revised 10/23/2017

House of Delegates, Reports to Divisions

Delegates to the House of Delegates shall report and interpret all House of Delegates actions to their respective divisions.

Adopted by the Board of Directors: 14 January 1994

Inactive Status

The Missouri Association for Workforce Development (MAWD) and MSCA is terminated as a division following a one year probationary period. Individual members have been moved to the New and Related Services Division.

Adopted by the Board of Directors: 23 October 2006 Revised 4/2/2018

Legislative Appreciation

The Legislative Committee shall annually recommend any funded legislative appreciation activity to the Board for adoption.

Adopted by the Board of Directors: 29 March 1995

Meetings, Board of Directors

The Missouri ACTE Board of Directors shall meet:

- immediately following the annual conference,
- fall (typically October),
- spring (typically late March-April),
- immediately preceding the annual conference, and
- at any special meetings called by executive board.

Adopted by the Board of Directors: 11 April 2003

Membership, ACTE/Missouri ACTE/Division

Individuals must be a member of ACTE, Missouri ACTE, and their respective division.

Adopted by the Board of Directors: 7 October 2005 Revised: 10 October 2016

Reimbursement, ACTE Convention

The President, President-elect, immediate Past President, ACTE Region III Representative and Executive Director shall be reimbursed for travel costs, hotel, meals, and ACTE convention registration while representing the Missouri ACTE at the ACTE National Convention.

Adopted by the Board of Directors: 28 March 1996

Reimbursement, ACTE National Policy Seminar

The President, President-Elect, immediate Past President, Legislative Committee Chair, Executive Director, ACTE Region III Representative and shall be reimbursed for travel costs, hotel, meals, and general registration while representing Missouri ACTE at the ACTE National Policy Seminar.

One Missouri ACTE member representing each division will be reimbursed \$200 for their representation of Missouri ACTE at the National Policy Seminar. The President of the respective division(s) which would want a member to participate in the ACTE National Policy Seminar shall forward the name of their representative member to the Missouri ACTE Executive Director no later than January 15 each year.

Adopted by the Board of Directors: 21 January 2000

Reimbursement, ACTE Region III Professional Development Conference

The President, Past President, President-Elect, ACTE Region III Representative, and Executive Director shall be reimbursed for travel costs, hotel, meals, and general conference registration while representing the Missouri ACTE at the ACTE Region III Professional Development Conference.

Adopted by the Board of Directors: 18 October 2002

Reimbursement, Deadline

All requests and accompanying documentation must be submitted within 30 days to receive reimbursement.

Adopted by the Board of Directors: 26 September 2014

Reimbursement, Documentation

Original airline, hotel, and all other related receipts are required for reimbursement.

Adopted by the Board of Directors: 29 March 1993

Reimbursement, Exclusion

All funds authorized by the Board of Directors for reimbursement to officers, members or others conducting Association business shall exclude any other funding provided for said expenses.

Adopted by the Board of Directors: 29 March 1993

Reimbursement, Lodging

Adopted by the Board of Directors: 19 January 2001- Deleted October 18, 2013

Reimbursement, Meals

Meal reimbursement, when allowed for travel specified in Missouri ACTE policies, shall be reimbursed to \$60 per day. Receipts are required for meal reimbursements.

Adopted by the Board of Directors: 3 November 2000 Revised 4/2/2018

Reimbursement, Mileage and Rate

Adopted by the Board of Directors: 12 April 2002- Deleted October 18, 2013

Reimbursement, Missouri ACTE Annual Meeting

Missouri ACTE officers may be reimbursed for meals, and lodging expenses to attend the Association's annual meeting, if they are unable to acquire financial support from other sources.

Adopted by the Board of Directors: 19 January 2001-Deleted October 18, 2013-Reinstated 10 October 2016

Sponsorship

No committee or member of the Missouri ACTE shall solicit event sponsorship in the name of Missouri ACTE without prior approval of the Missouri ACTE Board of Directors.

Adopted by the Board of Directors: 13 January 1995

Voting, Office of President-Elect

Ballots for on-site voting shall be made available to all Missouri ACTE professional members attending the annual convention.

Adopted by the Board of Directors: 29 March 1993 Revised 10/23/2017

Suggested missing items to include as appropriate:

Appendix

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

Retention Policy

ACTE will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely

Current Records: Records for which convenience, ready reference or other reasons are retained in the office space and equipment of the association

Institutional and Legal Records	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

Employee Payroll Files	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Forms	7 years
W-4 Forms	7 years
Garnishments	Termination plus 1 year

Employee Personnel Files	
Employment Application or Resume	Termination plus 1 year
Employment History	Termination plus 1 year
Beneficiary Designation	Until employee termination
Medical Records	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings and Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination
Employee Injury/Accident Reports	7 years

Retirement Benefits	Life of the employee
Disability Records	Life of the employee
General Files	
Pension/Retirement Plans	7 years after termination of individual plan

Federal Tax Records	
Form 990 and 990-T with support	Permanent

Financial Records	
Account Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent

Capital Property Records	
Property Records	Current plus 7 years
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years
Long-Term Debt Records	Current plus 7 years
Property Improvement Records	Current plus 7 years

Facilities Records	
Building Permits	Current plus 7 years
Building Plans and Specifications	Permanent
Office Layouts	Current
Zoning and Operating Permits	Current
Maintenance Records	Current

Insurance Records	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years

Litigation Records	
Claims/Court Documents	Current

Policy implemented January 2006, renewed July 2007

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

Whistleblower Policy

General

The Association for Career and Technical Education Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of ACTE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer directly.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Audit Committee Compliance Officer
ACTE Management Staff
Policy Implemented January 2006, renewed July 2007

Review and Enforcement of ACTE Whistleblower Policy

ACTE established and implemented a Whistleblower Policy in January 2006. The Policy was created to establish and formalize an anti-fraud program and controls with the goal of deterring and detecting potential fraud within the organization.

An annual review of the Whistleblower will occur during the Audit Committee meeting held in conjunction with ACTE Annual CareerTech VISION to make suggestions and or request updates. These changes will be updated by the Senior Director of Finance and Operations and distributed to the Audit Committee and ACTE staff no later than 30 days following the last day of ACTE Annual CareerTech VISION.

The Whistleblower Compliance Officer is the Chair of the Audit Committee. In the event a new Audit Committee Chair is elected, the new contact information will be distributed to ACTE staff no later than one week prior to the beginning of the newly elected Chair's term.

Roles of the Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity.

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days.

Conflict of Interest Policy

Article I
Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the “Organization”), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II
Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III
Procedures

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.

- c. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

Policy Implemented March 2008

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
Campaign Policies

The following policies have been set forth to regulate campaigning procedures. These campaigning procedures apply to the candidate, supporter of a candidate, state associations and affiliate organizations:

A. Guidelines for Election of Officers

a. Permitted Campaign Activities

1. Material may only be distributed through free, electronic means such as email and social media.
2. Any candidate or a supporter of a candidate (including state associations and affiliate organizations) may speak personally to any other individual or group and ask for support in the election.
3. Candidates may ask supporters to write personal letters of support to colleagues on their behalf. Such letters must be distributed through electronic means.
4. Candidates may send an e-mail blast to division/members via ACTE headquarters. Candidates are allowed to submit uniform emails to ACTE for ACTE to distribute to relevant members through the e-blast system. The e-blast will include all candidates' information.

b. Prohibited Campaign Activities

1. Negative campaigning is not allowed.
2. The development of any printed material such as but not limited to campaign brochures, flyers, posters or any other type of physical, non-electronic material by candidates or their supporters is strictly forbidden.
3. Sales and promotional gimmicks such as campaign buttons or other giveaways are forbidden.
4. Following the nomination for a position, candidates who are current Board members, Policy Committee members, and Standing Committee members or in other leadership positions should not be provided visibility opportunities beyond those typical of their normal duties.

c. Violations of Campaigning Prohibition

1. All complaints regarding possible campaign violations must be submitted to the Executive Committee in writing and signed by the person or group issuing the complaint.
2. The Executive Committee will notify the candidate charged with the violation that a complaint has been filed and give him/her the opportunity to respond to the complaint.
3. The Executive Committee will contact other individuals involved in the complaint such as individuals who may have sent letters that appear to be mass mailings to obtain information about the matter.

4. The information will be compiled and the Executive Committee will make a determination regarding the violation no later than three business days after ballots for the election have been counted.
5. If it is found that the campaigning prohibition was violated, the Executive Committee will determine if the candidate should be disqualified. If a winning candidate is disqualified, the individual with the second highest number of votes will be declared the winner of the election. If a losing candidate is disqualified, he or she will be so informed, but no further action will be necessary.
6. A candidate may be disqualified even if he or she was not personally involved in the campaign activities cited in an official complaint.

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

Code of Conduct for Board Members

WHEREAS, the Board of Directors of the Association for Career and Technical Education (ACTE) wishes to ensure that it and its individual members maintain a high standard of ethical and professional conduct in the performance of their responsibilities as Directors,

NOW, THEREFORE, BE IT RESOLVED THAT the Board hereby adopts the following Code of Conduct:

- 1. Board Members shall act in the best interests of ACTE as a whole.** Board Members serve for the benefit of the entire membership of ACTE rather than any particular constituency, and shall, at all times, strive to do what is best for ACTE as a whole and to promote and enhance the reputation and standing of ACTE.
- 2. Board Members shall carry out their responsibilities in good faith with reasonable care, honesty and due diligence.** Board Members shall be informed, actively participate in Board discussions, regularly attend Board meetings and be responsible for setting ACTE's strategic direction.
- 3. Board Members shall comply with governing documents and relevant law.** Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Articles of Incorporation, Bylaws, and other governing documents of ACTE, and to be familiar with all such documents. Board Members shall comply with all applicable laws, rules and regulations.
- 4. Board Members shall refrain from using their position on the Board for their personal advantage.** Board Members are not to engage in self-dealing or exploit opportunities that become available to them because of their position on the Board if those opportunities fall within the scope of ACTE's current or planned activities.
- 5. Board Members shall maintain confidentiality.** Board Members shall at all times maintain the confidentiality of all legal, contractual, personnel, and similar confidential and non-public information entrusted to them or acquired during their service on the Board.
- 6. Board Members shall disclose conflicts of interest.** Board Members shall disclose any perceived or potential conflict of interest in accordance with ACTE's Conflict of Interest Policy.
- 7. Board Members shall behave professionally at meetings.** Board Members shall conduct themselves at all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional, courteous, respectful and

businesslike manner. Personal attacks against other Board Members, members, management, employees, or guests are not consistent with the best interests of ACTE.

8. **Board Members shall refrain from harassment.** Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, member, or management staff.
9. **Board Members shall refrain from making public statements on behalf of ACTE unless authorized to do so.**
10. **Board members shall comply with all Association policies addressing their conduct.** Such policies include the Conflict of Interest Policy, the Whistleblower Policy, and the Retention Policy.

Violation of the Code of Conduct.

Board Members should report violations of the Code to the President and/or Executive Director of ACTE. Alleged violations will be investigated and appropriate action taken in the event of a violation. Sanctions may be imposed by the Board commensurate with the degree of the violation and may include a cautionary admonition, a private letter of censure, a request for counseling or other remedial action, a request for resignation or such other action, including removal from office by vote of the Board, as the Board may deem appropriate.

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

ACTE Restricted and Designated Funds

Board Policy Regarding the Use of Designated Funds:

1. The Policy Committee of each Region and Division is required to review the purposes and information regarding their designated fund(s) annually. All approved uses must conform to applicable laws and regulations regarding 501c3 organizations and specifically designate that political contributions are prohibited.
2. All expenditures of designated funds must be approved by the policy committee of the Division or Region. Check requests for \$250 or more must contain the approval of two policy committee members, one of which is the vice president of the Division or the Region. The second approval may be electronic.

Suggested Guidelines for Use of Designated Funds:

1. The primary purpose of the designated funds is to support activities that benefit and enhance the membership experience and/or professional development of the members of a Division or Region. Activities that promote and advance Career and Technical Education in general would also be considered appropriate use of funds. Accordingly, the following types of expenditures are deemed appropriate (this is not an all-inclusive list but are examples):
 - Awards for members
 - Shipping/mailing/postage expenses for awards and conference materials
 - Scholarship programs
 - Speaker fees for division meetings at the annual convention or at regional conferences
 - Food & Beverage Expenses for division meetings at annual convention
 - Registration fees and travel expenses to send members to external affiliate meetings for purposes of collaborating, cooperating and promoting career and technical education.
 - Division specific supplies (such as folios and bags) to use during division meetings at annual convention or at regional meetings.
 - Promotional materials for Regional conferences
 - Travel expenses/stipends for those (other than the VPs) to attend Regional conferences, annual convention and NPS
2. Expenditure of designated funds for the following types of activities are highly discouraged:
 - Payment of ACTE dues
3. Expenditure of designated funds for the following activities are not allowable:
 - Contributions to political candidates or parties

If there are questions about the use of restricted or designated funds, please direct those questions to the ACTE Executive Director or the Chief Financial and Operations Officer.