



**Policy and
Procedures
Manual**

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Name

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

Mission Statement

The purpose of the Association is to unify all elements of vocational, technical, occupational, industrial, and practical arts education, including administration and counseling to provide a vehicle for articulation, research and development, legislation, national and state leadership, and to advocate for effective and Technical Education (CTE) programs and services for youth and adults in Nevada.

General Purposes

The specific and primary purposes of the Association shall be:

- To provide media for unity of purpose among Nevada CTE educators, administrators, and counselors.
- To effect articulation among member associations and others involved in CTE education.
- To promote CTE through a unified public relations program.
- To provide members with special services.
- To provide a coordinated membership effort to membership associations.
- To provide publication services whereby members can exchange, share, and promote ideas for the improvement of CTE.
- To collaborate with local, state, and federal governments and other organizations on behalf of CTE.
- To encourage and promote nationally affiliated career and technical student organizations: DECA; FBLA (Future Business Leaders of America); FFA; FCCLA (Family, Career and Community Leaders of America); HOSA (Future Health Professionals); Skills USA.
- To maintain a constant vigil over any legislative proposals at the local, state, and/or national level which would directly or indirectly affect CTE, and to support, promote, and establish plans and actions necessary for passage or defeat of such legislation.
- To provide professional development programs and activities (i.e. workshops, annual conference).

Governing Documents

Articles of Incorporation

The NACTE Articles of Incorporation may be found [here](#).

Bylaws

The Bylaws of NACTE include provisions with respect to:

- The purpose of the organization;
- Qualifications of membership;
- Meetings of members and directors, including notice, quorum and voting;
- The role of divisions;
- The election and duties of its directors and officers;
- The role of the members;
- The role of executive and other committees;
- The organization's fiscal management;
- 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 NACTE can change the Bylaws.

Constitution

The Constitution of NACTE include provisions with respect to:

- The name and purpose of the organization;
- Qualifications of membership and divisions;
- The officer positions;
- How the Constitution is amended;
- Parliamentary Authority.

The Constitution is a living document subject to change as organizational needs change, but there should be relatively few substantive changes. Only the members of the NACTE can change the Constitution.

Policy and Procedures Manual

The NACTE Policy and Procedures should include all operational details of the organization. Policies are established by the Executive Board to guide the Association so that it runs effectively, efficiently, legally and ethically. Policy decisions affect NACTE as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the association. Standard operating procedures include election procedures and expense reimbursement. Specific action items or decisions are generally not part of the Manual. The NACTE Policy and Procedures Manual is reviewed and approved annually by the Executive Board.

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If any statements or policies included in this document are in conflict with the Articles of Incorporation, By-Laws, or Operating Policies of the Association for Career and Technical Education, such items are null and void.

Executive Board

Officer Positions

The Executive Board of Directors is the administrative body of the NACTE as stated in the NACTE Constitution and Bylaws. This body includes:

- Past President (*ex-officio*)
- President
- President-Elect
- Secretary
- Treasurer
- Division Vice-Presidents
- Nevada Department of Education Representative (*ex-officio*)
- Awards Chairperson (Appointed position by the President and approved by the Board)
- Membership Chairperson (Appointed position by the President and approved by the Board)
- Webmaster (Appointed position by the President and approved by the Board)
- Executive Director (*ex-officio*)

Ex-officio members, with the exception of the Executive Director and Nevada Department of Education Representative, can make motions and second a motion, but cannot vote on a motion. The Executive Director and Nevada Department of Education Representative cannot make motions, second a motion, or vote on a motion.

Duties of the Executive Board

The Executive Board shall constitute the administrative body of NACTE and shall have the following duties:

- Provide direction and implementation of the NACTE Conferences and all NACTE publications.
- Determine and administer NACTE policies.
- Assume the responsibility for the coordination and the accomplishment of the yearly Program of Work.

Executive Board Meetings

Board of Directors Meetings

The meetings of the Board of Directors shall be held each year following the annual meeting of the Members or at another time and place as selected.

Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any Director. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or without the State of Nevada, as the place for holding any special meeting of the Board of Directors called by them.

Quorum and Manner of Acting

A majority of the Directors shall constitute a quorum for the transaction of business at any meeting, and the act of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, the majority of the Directors present may adjourn any meeting until a quorum be had. Notice of any adjourned meeting need not be given. The Directors shall act only as a Board and the individual Directors shall have not power as such.

Eligibility of Officer Candidates

Candidates for President-Elect

Candidates for the office of President-elect shall be accepted by the executive board at the annual meeting of the NACTE on day prior to the election, upon meeting the following qualifications:

- a. A NACTE active member for a minimum of three previous, consecutive years.
- b. An ACTE active member for a minimum of three previous consecutive years.

Nominations for President-elect may be made no less than 24 hours prior to the election by one of the following:

- a. A Division nomination
- b. A NACTE member in good standing may self-nominate or nominate any member in good standing for President-Elect.

Secretary

The office of Secretary is a two year term and shall be filled by election from the membership upon meeting the following qualifications:

- a. A NACTE active member for a minimum of three previous, consecutive years.
- b. An ACTE active member for a minimum three previous, consecutive years.

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Nominations for Secretary may be made no less than 24 hours prior to the election by one of the following:

- c. A Division nomination
- d. A NACTE member in good standing may self-nominate or nominate any member in good standing for Secretary.

Division Vice Presidents

Division Vice Presidents shall be elected by their respective division members to a two-year term of office or length determined by each individual division.

Treasurer

The office of Treasurer shall be appointed by the Executive Board and shall serve until replaced by the Executive Board.

Executive Director

The office of Executive Director shall be contracted by the Executive Board and shall serve at the discretion of the NACTE Executive Board.

Nevada Department of Education Representative

The Nevada Department of Education Representative, Office of Career Readiness, Adult Learning, and Education Options, shall be appointed by the CTE Director of the NDE.

Executive Committee

Members

The Executive Committee of the Board of Directors shall be composed of the President, President-elect, Past President (non-voting), Treasurer, Executive Director (non-voting), Secretary, and one Division Vice President as determined by all the Division Vice Presidents. The selected Division Vice President will serve a term of one year on the Executive Committee.

Authority

The Executive Committee is authorized to make contractual and personnel decisions and conduct association business between regularly scheduled meetings according to the policies of the association. The Executive Committee shall, when the Board is not in session, coordinate the activities of the Board with the Executive Director of the association.

The Executive Committee shall not have the power to amend the Bylaws or to take any action specifically prohibited by the Bylaws. Any authorized action taken by the Executive Committee shall be as effective as if it had been taken by the full Board of Directors.

Duties and Functions of the Officers

President

The duties of the President shall be:

- Call and preside over all meetings of the Association and the Executive Board.
- Serve as chair of the Executive Board.
- Appoint all committees and act as ex-officio member of each.
- Work with the President-elect, Past President, and Executive in planning and carrying out the year's program of work.
- Be program chair at the annual Association conference.
- Maintain communications with the Association for Career and Technical Education and support ACTE programs.
- Serve as Chair of the Nevada ACTE Delegation to the ACTE Assembly of Delegates.
- Encourage participation by Nevada ACTE in Region V activities.
- Provide articles to the *Nevada Department of Education Reflector Newsletter*.

President-Elect

The duties of the President-elect shall be as follows:

- Assume the duties of the President whenever the officer is unable to act.
- Serve as chair of the Program of the Work Committee and set the wheels in motion to carry out the Association's program and other activities.
- Serve as chair of the annual exhibitors showcase and secure exhibitors to attend the annual convention.

Past President

The duties of the Past President shall be:

- Serve as an ex-officio member of the Board for the purpose of advising the Board of what has happened in the past.
- Assist the President-Elect in developing the Program of Work and the NACTE Handbook for the executive Board.
- Serve as the Chairperson for the Advocacy Committee.

Division Vice President

Serve as President/Vice President or elected appointed delegate of their respective division and carry out for their division the same duties and responsibilities listed for the President of the State Association.

- Promote membership in their division.
- Act as consultant for the divisional program in their field for the annual Association conference.
- Represent the interest of their division in meetings of the Executive Board.

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- Keep members of their division fully informed as to the activities and projects of the State Association.
- Promote the advancement of their particular field of service.
- Encourage activities among the members of their division in the areas of public relations, research, legislation, etc.
- Serve as or arrange for a general member from the division to serve as a member on assigned committees.
- Coordinate division programs for the annual conference.
- Assist the President in the planning of all NACTE sponsored functions (professional development workshops, seminars, etc.).

Secretary

The duties of the Secretary shall be as follows:

- Keep minutes in permanent record form of all meetings of the Association and Executive Board and provide a copy of the minutes of the Executive Board meetings to each board member within two weeks after the meeting.
- Send out notices of Executive Board meetings to each member at least ten days in advance of the meeting.
- Keep a systematic file of all the correspondence, records, list of committees, reports, etc.
- Handle correspondence of the Association.

Treasurer

The duties of the Treasurer shall be:

- Receive all income from dues, donations, and other sources.
- Deposit all funds into the bank in the name of the Association.
- Disburse funds of the Association as authorized by the Executive Board and keep records of all receipts and expenditures.
- Prepare an annual financial report for the Association subject to audit by the proper persons, and such other financial reports as may be called for during the year.
- Prepare the annual conference packets.
- Prepare a treasurer's report for each meeting of the Executive Board. Maintain a current balance for each budget item.
- Serve as Chair of the Scholarship Committee.
- Prepare and file annual tax reports.

Nevada Department of Education Representative

The duties of the NDE CTE Representative shall be as follows:

- Attend scheduled NACTE Board meetings and be a liaison between the Office of Career Readiness, Adult Learning, and Education Options and the Nevada Association for Career and Technical Education.

Membership Director

The duties of the Membership Director shall be as follows:

- Develop plans and provide ideas and current information to division Vice-Presidents to promote membership.
- Initiate activities designed to involve current membership in promoting NACTE and ACTE education.
- Serve as the chair of the NACTE Membership Committee.
- Provide adequate facilities for enrolling Association members, including application forms, membership cards, and receipts for dues and assist with arrangements for collection of dues.
- Be responsible with the help of the membership committee for sending out statements for dues to NACTE members.
- Keep accurate lists of names and addresses of all members and to transmit such lists and proper remittance for national dues to national headquarters, to the NACTE officers, and to the Director of the Office of Career and Technical Education, Nevada Department of Education.

Awards Chair

The duties of the Awards Chair shall be as follows:

- Coordinate and conduct an annual awards program which focuses statewide attention on the outstanding work accomplished by the career and technical educators and supporters of career and technical education.
- Prepare, disseminate, and tabulate all the necessary award forms.
- Notify the award recipients, coordinate the awards program at the annual NACTE conference and other designated activities.

Webmaster

The duties of the Webmaster shall be as follows:

- Coordinate and update the NACTE website.
- Coordinate and update event information on the NACTE website.

Duties and Functions of the Executive Director

The duties of the executive director shall be as follows:

- Management of the Association in accordance with the policies and directives of the board.
- Provide proper communication to the Board of all issues, activities, and meetings including the preparation of meeting agendas and providing access to all appropriate reports for each Board and committee meeting.
- Provide guidance to the Board on issues and policies regarding by-laws and the constitution

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- Prepare and update an officer directory, officer handbook, annual budget, and policies and procedures manual
- Organizes and conducts leadership activities
- Advises the board on strategic planning and relevant issues
- Complete association award applications such as the Quality Association Award Application
- Assists the membership committee with planning, coordinating, and directing membership recruitment
- Organize and direct the functions of Association committees
- Maintain relationships with other associations, education, government, public service organizations, and vendors.
- Stay informed of national, regional, and state CTE issues.
- Serve as a liaison on legislative and advocacy issues at the state and national level.
- Coordinate with the treasurer to ensure all tax forms are submitted properly.
- Complete and submit state and/or regional leadership grants when applicable.
- Coordinate online presence, including social media, with webmaster and the Board.
- Serve as the conference coordinator for the Nevada ACTE Summer Conference including working with the venue, drafting an agenda, preparing the program, and creating evaluation materials.
- Other duties as deemed necessary by the Executive Board.

Committees

Each division is responsible for having either the Division Vice President or a member-at-large serving on the Membership Committee and the Program of Work Committee. Each division must also have a Division Vice President or member-at-large serve on one of the following committees: Advocacy, Awards, Bylaws, or Scholarship.

Standing Committees

Advocacy

The Advocacy Committee will consist at minimum of the Past President and at least three other Executive Board Members and/or members-at-large. The responsibilities of the Advocacy Committee will be to coordinate all advocacy activities for the association to include statewide and national issues including:

- Reviewing relevant legislation and providing guidance to the NACTE Board on the impact to career and technical education
- Develop and carry out the plans for publicizing NACTE events for building a favorable public image
- Coordinate a promotional plan to publicize national CTE Month to legislators, media, educators, and the general public
- Develop information material that can be used by divisions and members

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Awards

The Awards Committee will consist at minimum of the Chairperson, who serves as a member of the Executive Board, and at least three other Executive Board Members and/or members-at-large. The responsibilities of the Awards Committee will be to coordinate all awards activities for the association to include state, Region V, and national awards according to the policies of the association.

Membership

The Membership Committee will consist at minimum of the Membership Director, who serves as a member of the Executive Board, and at least two other Executive Board Members and a representative from each division, either a Vice President or a member-at-large. The responsibilities of the Membership Committee will be to coordinate all membership activities for the association to include new member recruitment, member retention programs, and membership promotions.

Additional Committees

The President shall have the power to appoint each year, subject to the approval of the Executive Board, such other committees as may be deemed necessary.

Bylaws

The Bylaws Committee will consist at minimum of at least three Executive Board Members and/or members-at-large. The responsibilities of the Bylaws Committee will be to coordinate the review of the bylaws, constitution, and policy and procedures manual, review all proposed changes to the bylaws, constitution, and policy and procedures manual, and update the bylaws, constitution, and policy and procedures manual after changes are adopted.

Program of Work

The Program of Work Committee will consist at minimum of the President-Elect, and a representative from each division, either a Vice President or a member-at-large. The responsibilities of the Program of Work Committee will be to coordinate all professional development activities for the association to include, but not limited to, the summer conference.

Scholarship

The Scholarship Committee will consist at minimum of the Treasurer and at least two other Executive Board Members and/or members-at-large. The responsibilities of the Scholarship Committee will be to coordinate the awarding of the NACTE Outstanding Student Achievement Award to each CTSO and the promotion of activities to finance the award.

Fiscal Operations

- The annual Operating Budget for NACTE shall be reviewed and approved by the Executive Board at the annual business meeting during the Summer Conference.

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- A financial report on the fiscal status of NACTE shall be presented to the Executive Board at the regularly scheduled meetings.
- Each standing committee shall submit a budget to the Executive Director prior to June 1st.

Amendments

- These policies may be amended by submitting the proposed revisions in writing to the Bylaws Committee Chair sixty (60) days prior to the next Executive Board meeting.
- The Bylaws Committee Chair will notify the members of the Executive Board and the Bylaws Committee members of these proposed revisions no later than 45 days prior to the next Executive Board meeting.
- Any such proposed revisions approved by a majority vote of the Executive Board at the next Executive Board meeting, shall be considered adopted and will become a part of the NACTE Policy and Procedures Manual.

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ACTE Awards

The ACTE Member Awards recognize excellence and dedication within the field of career and technical education among ACTE members. Recipients of these awards are exceptional individuals who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community.

NACTE Awards:

- NACTE Teacher of the Year
- NACTE Administrator of the Year
- NACTE Postsecondary Teacher of the Year
- NACTE New Teacher of the Year
- NACTE Career Guidance Award
- NACTE Carl Perkins Community Service Award
- NACTE Lifetime Achievement Award
- NACTE Teacher Educator of the Year Award

Region V Award:

Region V Innovative Career and Technical Education Program

- To recognize innovative career and technical education programs that are unique, novel, and are serving to improve and promote the image of career and technical education.

Committee Report Format

Due ten (10) days prior to board meeting.

Committee: _____

Presented By: _____

Date: _____

Number of Meetings Since Last Board Meeting: _____

Summary of Activities Since Last Board Meeting:

Motions to be Presented to Board:

Overview of Objectives Still to be Completed:

Additional Challenges and Issues:

Division Report Format

Due ten (10) days prior to board meeting.

Division: _____

Presented By: _____

Date: _____

Activities Since Last Board Meeting:

Motions to be Presented to Board:

Upcoming Activities:

Additional Challenges and Issues:

Summer Conference Responsibilities

a.	Idea Labs/Deep Dive Session Coordinator	Executive Director
b.	Theme/Logo Contest	Executive Director
c.	Keynote presentation	President/Executive Director
d.	Registration	Membership/Treasurer
e.	Division Agendas	Division VP's
f.	Printed Program/Online	Executive Director/ Webmaster
g.	A V Site Coordinator	IMT Division, Trade and Industry Division
h.	Staging, Decorations and Props	Executive Director/Program of Work Committee
i.	Vendors/Lunch and Learn sponsors	President-Elect
j.	Barbeque/Auction/Silent Auction	Ag Division/FCS Division Scholarship Committee/
k.	Site planning and meal counts	Executive Director
l.	Awards	Awards Chairperson
m.	State In-service Credit	Executive Director
n.	Conference Evaluations	Executive Director