

# MINNESOTA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

## POLICY MANUAL

(Draft revision 4/9/01) Revision starting 8/22/17, 12/28/17, 4/12/18

### I. Mission

- A. MnACTE represents the professional members of the career and technical education community who serve secondary, postsecondary and adult students in Minnesota.
- B. MnACTE promotes community and legislative support of vocational-technical programs and explores new alternatives for offering quality programs that are flexible, meet the needs of changing populations and which provide ease of entry for all Minnesota citizens.
- C. MnACTE initiates and actively cooperates with organizations representing business, industry, labor, agriculture, the Minnesota Department of Education, and Minnesota State to provide quality career and technical education. MnACTE also works to enlist their expertise and support for career and technical education.

### II. Objectives and Purposes

- A. To advance the philosophies of career and technical education in Minnesota and to strive to increase the quality and effectiveness of the delivery of all career and technical educational services in the State.
- B. To provide a means by which all persons engaged directly or in liaison/advisory capacities may work in areas of mutual interest and concern to maintain and upgrade the mission of career and technical education in the State as well as to provide a means for upgrading in-service experiences for career and technical instructors through the implementation of conferences, seminars and clinics designed to meet such needs.
- C. To establish a high-quality channel of communication demonstrating CTE work in the state, to apprise the public of the purposes, needs, and achievements of career and technical education.
- D. To unify, coordinate and strengthen the identities of general and career and technical education within the State.
- E. To stimulate a high order of professional standards and ethics among its members.

### III. Membership

- A. General: There shall be five (5) classes of members – Affiliated, Loyalty, Student, Corporate, and Institutional.

A.1 Affiliated (Active): Individuals who are actively employed or interested in career-technical

education, upon application and payment of dues, as hereinafter provided, are considered affiliated members. Affiliated members shall hold all rights of membership including: voting, serving as officers, and serving as voting members at the Annual Meeting.

A.2 Loyalty (Retired): All individuals who have retired from active employment in career-technical education, upon application and payment of dues, as hereinafter provided, are considered loyalty members. Loyalty members shall hold all the rights of an affiliated member.

A.3 Student: All individuals who are enrolled in full-time programs in career-technical education or are being trained as career-technical educators, upon application and payment of dues, as hereinafter provided, are considered student members. Student members shall hold restricted membership rights as set forth in the MnACTE Policy Manual.

A.4 Corporate (Business): All individuals interested in supporting and promoting the goals of career-technical education and the objects and purposes of the MnACTE, but are not presently directly engaged in career-technical education, may upon application and payment of dues, as hereinafter provided, be considered corporate members. Corporate members shall hold restricted membership rights as set forth in the MnACTE Policy Manual.

A.5 Institutional: All Educational, Labor, Community-Based, and Governmental Institutions interested in supporting and promoting the goals of career and technical education and the objects and purposes of the MnACTE upon payment of dues, as hereinafter provided, may be granted Institutional membership by the MnACTE Board of Directors. Institutional members shall hold restricted membership rights as set forth in the MnACTE Policy Manual.

- B. Restricted membership (student, corporate, and institutional) shall receive MnACTE publications, in-service programs and other services provided through committees within the MnACTE structure. Restricted members may not vote or hold office.
- C. Dues will be established by the MnACTE Board of Directors according to the Bylaws.
- D. The membership year should commence with receipt of members payment of dues to MnACTE from their respective Division or ACTE and shall be deemed to expire June 30 of the following year.
- E. The determination of delinquency will be consistent with current ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION policy.

#### **IV. Organization, Structure and Governance of Divisions**

Eligibility: In order to be considered a Division in good standing and be represented on the MnACTE Board of Directors, as hereinafter defined, a Division must either be a Standard Division of the MINNESOTA ASSOCIATION FOR CAREER AND TECHNICAL

EDUCATION or be approved by the MnACTE Board of Directors and have a least 10 dues paying members at the start of the fiscal year.

- A. State Standard Divisions include: Minnesota Association for Career and Technical Administrators (MACTA), Minnesota Association for Agriculture Educators (MAAE), Minnesota Marketing, Business, Information Technology Educators (MnMBITE), Minnesota Association of Family & Consumer Sciences (MAFCS), Guidance and Career Development (GCD), Minnesota Health Occupations Students of America (MHOSA), Minnesota Technology and Engineering Educators Association (MTEEA), Minnesota Association for Career and Technical Education/Special Needs Personnel (MnACTE/SNP), and Postsecondary, Adult and Career Education (PACE).
- B. Liaison partners: Minnesota Department of Education (MDE) and Minnesota State.

## **V. OFFICERS**

### **A. Candidate Qualifications for MnACTE Office**

1. A candidate for the office in the Minnesota Association for Career and Technical Education must be a member of the MnACTE and a member of the affiliated Division associated with MnACTE. Active membership in both organizations should identify a professional spirit and interest in achieving the objectives of career and technical education in Minnesota.
2. The candidate for MnACTE office should a recognized leader in their area of specialization. The candidate should be active in their Division.
3. The candidate should have served on one or more MnACTE committees so that they understand the goals and objectives of the state organization. It is preferable that the candidate's experience includes membership on the Minnesota Association for Career and Technical Education Board of Directors.
4. Since and officer of MnACTE is called upon to serve career and technical education on a statewide basis, the candidate must have the necessary time and energy to devote to the office.
5. The candidate should be familiar with the entire program of career and technical education in Minnesota. The individual should understand all phases of career and technical programs in current operation or be willing to undertake study and familiarization of those programs with which the candidate is not acquainted outside of their particular interest area or specialization. In the candidate's concern for all programs in career and technical education of youth and adults, the individual person should think in terms of the total program.
6. The candidate should support and promote the high-quality CTE work of the Minnesota Association for Career and Technical Education and the Association for Career and Technical Education.
7. A candidate for MnACTE office should serve for professional reasons and not for personal gain or remuneration.

8. Additional nomination requirements and procedures shall be developed by the Nominating Committee and adopted by the MnACTE Board of Directors.

#### B. Election Procedures

1. The term of office shall coincide with the fiscal year, July 1 to June 30.
2. Candidate's names shall be published prior to election.
3. Ballots shall be disseminated to current members as directed by the Board of Directors. In the case the candidate for office is running unopposed the Nominating Committee can bring to the Board of Directors the slate for approval.
4. The Nominating Committee, chaired by the Past President, shall count the ballots and certify the election at the first subsequent meeting of the Board of Directors.

#### C. Duties of Officers

**President:** The President shall preside at all meetings of the Association, Board of Directors, and the Executive Committee, and shall perform all other duties usually assumed by the President of an organization. In the absence of the President and past-President, the Executive Committee shall appoint a presiding officer.

Duties and responsibilities are to:

1. Call and preside at all meetings of the Association, Board of Directors and its Executive Committee.
2. Appoint all committees and act as an ex-officio member.
3. Give direction and stimulus to all members who participate in the Association's Program. Carry out the Program of Work as determined by MnACTE and ACTE.
4. Instruct committee members about their assignments, assist them in carrying out their tasks, and check with committees during the year to make sure progress is being made.
5. Take the lead in encouraging career and technical personnel to join professional organizations.
6. Exercise general supervision over the budget, including monthly reviews of expenditures.
7. Take leadership in planning the year's Program of Work and carrying it out.
8. Forward the name and address of all officers immediately following elections to the ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION office.
9. Serve as a voting member of the Executive Committee.
10. Represent MnACTE at the annual convention of the Association for Career and Technical (ACTE), and at the ACTE Policy Seminar as local school, MnACTE, or other funding allows.
11. Mentor incoming President-Elect and serve as a mentor to current President as Past-President

#### **President-Elect:**

Duties and responsibilities are to:

1. Develop the Program of Work and have ready for approval at the August Board of Directors meeting.

2. Serve as a member of the Executive Committee.
3. Represent MnACTE at the annual convention of the Association for Career and Technical (ACTE), and at the ACTE Policy Seminar as local school, MnACTE, or other funding allows.
4. The mentee will work with the President to develop a working knowledge of the President's position.

**Past-President:**

The Past-President shall preside at meetings of the Association, Board of Directors, and the Executive Committee in the absence of the President and shall carry out other duties assigned by the President.

Duties and responsibilities are to:

1. Assume the duties of the President whenever that officer is unable to do so.
2. Assist the President in carrying out the Association's activities.
3. Serve as chair of the Bylaws Committee, and the Nominating Committee.
4. Serve as a member of the Executive Committee.

**Secretary:**

Duties and responsibilities are to:

1. Keep the minutes, in permanent record form, of all meetings of the Association, Board of Directors, and the Executive Committee.
2. Handle correspondence of the Association as designated by the President.
3. Serve as a member of the Executive Committee.
4. Compile records, correspondence, and mementos to be placed in the permanent file.

**Treasurer:**

Duties and responsibilities are to:

1. Be responsible for keeping a uniform and adequate accounting system and provide detailed reports in a form approved by the Board of Directors.
2. Assume the lead role in preparing the annual budget and be responsible for appropriate reviews.
3. Assume the leadership role in developing and review of a long-range financial plan for MnACTE.
4. Serve as a member of the Executive Committee.
5. Be bonded.
6. Serve as a liaison to ACTE and state classes of members relating to membership.
7. See that MnACTE dues and all other receipts are collected, deposited and recorded in a timely and proper manner.
8. See that all authorized MnACTE expenditures are paid and recorded in a timely and proper manner.
9. See that expenditures in excess of allotments in the budget, to the total of any major budget classification, shall be made only with the approval of the Board of Directors.

10. With the approval of the Board of Directors, select the bank in which funds are deposited providing that all such banks shall provide federal deposit insurance protection and that reasonable efforts shall be made to keep total deposits in any one bank within the limits of such protection.
11. With the approval of the Board of Directors, cause funds in excess of immediate needs to be invested in federally insured depositories.
12. Comply with federal and state reporting requirements. (i.e., taxes, Secretary of State annual non-profit renewal, Annual Lobby of Principle, etc.)
13. Utilize the services of a certified public accountant (i.e., audit, review, compilation, preparation of federal and state forms) as directed by the Board of Directors.
14. Serve as the authorized signatory, along with the President, and other designated Board of Director member for the checking and savings accounts. Check amounts of \$5,000 or more shall require a double signer. (These accounts shall be reconciled on a timely basis by someone who is not an authorized signatory. A summary of bank activity shall be presented at each Board meeting.) Signers will be reviewed and determined at the fall meeting.
15. Remain active until the Annual Meeting to provide continuity in transferring financial records to the new Treasurer.

**ACTE Region III Representative:**

Duties and responsibilities are to:

1. Represent MnACTE at all Region III Policy committee meetings and advise the MnACTE Board of Directors and Executive Committee of all business transacted.
2. Serve as a member of the Executive Committee.
3. Serve a three-year term of office.
4. Service co-chair on the professional development committee when ACTE Region III conference is held in Minnesota.

**Executive Director:**

The Executive Director is a contracted consultant. The services contracted for as follows:

1. Develop, promote, and serve membership.
2. Provide administrative support to the Executive Committee, Board of Directors, standing committees, and other individuals and groups as designated by the Executive Committee.
3. Coordinate with the Professional Development Committee.
4. Monitor state and federal legislation and other policy development.
5. Maintain appropriate communications with membership.
6. Act as a liaison with other associations and organizations.

**VI. Executive Committee**

The Executive Committee shall be constituted as follows: The President, President-Elect, Past-President, Secretary, Treasurer. The chairs of the standing committees, ACTE Region III

Representative, and the Executive Director shall be ex officio non-voting members. The Executive Committee will meet upon call of the President in order to serve in various advisory capacities to the President, such as:

- A. Develop Board of Directors meeting dates and agendas
- B. Committee organization
- C. Budget planning
- D. Other needs of the President

## **VII. Board of Directors**

The Board of Directors shall administer and determine policies, set the agenda for business meetings, direct and advise the President, approve policy positions of the Association, help plan the year's objectives, coordinate them, and promote their accomplishment. The Board of Directors are made up of the Executive Committee, Divisional representatives as provided for in the Bylaws, and liaison partners who are non-voting.

## **VIII. Committee Organization**

The appointment of standing committees is provided for in the bylaws. Additional committees may be established by the President, Board of Directors, or the Executive Committee as the need arises. Committee appointments shall be representative of all Divisions, and the responsibility of each committee should be made known to the entire membership. Consultants may serve as ex officio, non-voting members on all committees. Committee expenses should be submitted to the Treasurer. Committee chairs should be aware of budgetary allocations and MnACTE financial policies to avoid problems. The President, with the approval of the Board of Directors, should appoint committees at the earliest possible time after taking office to enable members to organize their work immediately. Standing Committee annual reports are to be made in writing and distributed at the annual meeting. At the annual meeting, the committee chairs will give a brief interpretation of the written report. The written report will be submitted to the President and Secretary to be kept on permanent file.

## **IX. Standing Committees:**

### **A. Auditing Committee:**

This committee shall be responsible for a yearly self-audit of the accounts of MnACTE for the fiscal year and report to the Board of Directors. The committee is made up of the Treasurer as an ex-officio member and at least two members of the Board of Directors. The chair of this committee shall be appointed by the President with approval of the Executive Committee.

### **B. Awards Committee:**

This committee shall be responsible for the nomination and selection of qualified candidates for the various MnACTE awards to be presented throughout the year. Forward and assist winners onto ACTE Region III and ACTE Awards Committee. The chair of this committee shall be appointed by the President with approval of the Executive Committee.

C. Bylaws Committee:

It shall be the responsibility of this committee to review, recommend revisions, and draft amendments to the Association's Bylaws and Policy Manual; seeking suggestions from the Executive Committee, the Board of Directors, or the membership. Upon recommendation of this committee, amendments to the MnACTE Bylaws and the MnACTE Policy Manual will be drawn and presented to the membership in writing at least fifteen (15) days prior to the Annual MnACTE Meeting, with the approval of the Board of Directors. The delegates present may then vote to accept or reject said amendments(s) by simple majority (by 50% plus 1) vote. The chair of the committee is the Past-President.

D. Communications and Publications Committee:

This committee shall also be charged with enhancing the image of MnACTE and career and technical education. The chair of this committee shall be appointed by the President with the approval of the Executive Committee. The committee's responsibilities are to:

- a. Promote the MnACTE Conference.
- b. Carry out the publications and communications section of the MnACTE Program of Work and coordinate activities with the Membership Committee.
- c. Publicize Career and Technical Education Week.
- d. Assist members in promoting Career and Technical Education at the local and regional level.
- e. Promote MnACTE and career and technical education at the state level through:
  - i. Positive relationships with business, industry, agriculture and labor in cooperation with the Business, Industry, Agriculture and Labor Committee.
  - ii. Assisting the Membership Committee with communications on member publications.
  - iii. Other statewide activities.

E. Industry Partnerships Committee:

This committee shall work to promote the development of partnerships with business, industry, agriculture and labor to define world class quality in all areas of education. The



chair of the Business, Industry, Agriculture and Labor Committee shall be appointed by the President with the approval of the Executive Committee.

**F. Membership Committee:**

The Membership Committee shall work to attain the highest possible membership and membership services. The chair of this committee shall be appointed by the President with the approval of the Executive Committee.

The responsibilities of the MnACTE Membership Committee are to:

- a. Work in concert with the Treasurer on membership issues.
- b. Carry out the membership section of the MnACTE Program of Work.
- c. Initiate membership campaigns on both the regional and state level.
- d. Coordinate activities with Communications and Publications Committee.

**G. Nominating Committee:**

The Nominating Committee is responsible for preparation and dissemination of candidate materials, interviewing of candidates, presenting the slate of candidates for office, preparing the ballot and counting the ballots. Any qualified member, including the members of the Nominating Committee shall be eligible for nomination to an office, except as outlined in the Restrictions paragraph below. Neither the President nor the President-Elect of MnACTE may serve on this committee. The chair of this committee shall be the Past-President.

**Restrictions:** A Division may nominate a candidate for the office of President-Elect only if the current year's President or President-Elect are not presently members of their respective Division. Therefore, an MnACTE President or President Elect may represent a specific division every third year.

**H. Policy and Advocacy Committee:**

The Policy Development Committee shall establish and maintain good relationships with state and national legislators and keep legislators informed of needs and accomplishments of career and technical education. The chair of the Policy Development Committee shall be appointed by the President with approval of the Executive Committee.

Responsibilities of the committee include:

- a. Carrying out the legislative section of the MnACTE Program of Work.
- b. Informing the membership about legislative concerns and pending legislation through various communications, legislative network, and MnACTE Board meetings.
- c. Planning and organizing legislative informational programs.
- d. Developing legislative objectives and resolutions that fulfill the dictates of Association members.

- e. Monitoring legislative activity through a legislative liaison.

I. Professional Development Committee:

This committee shall plan the ACTE Region III Conference in the year that Minnesota hosts. This group will also upon the request of the Board of Directors plan or assist with other professional development opportunities. The chair of this committee shall be appointed by the President with approval of the Executive Committee. When MN hosts Region III then the co-chair of this committee will also be the ACTE Region III Policy Committee Representative.

## Minnesota Association for Career and Technical Education

### APPENDIX

#### Guidelines for Selection of Committee Personnel:

Discretion should be exercised in the appointment of committee members, particularly the chairs, so that capable individuals of professional spirit, who will work at their assignments, may be utilized. Because committee chairs are key people through whom the Association's Program of Work is carried out and goals are accomplished, particular attention must be given to their selection.

1. Committee chair appointments should be made by the President, with the approval of the Executive Committee.
2. Provision should be made for representation from each division of the Association on committee of general nature. Some committees will, of course, be organized to deal with problems in specific fields of service and in such cases all members might be from a single division.
3. Committee should not become so large that they are cumbersome. Few committees will need to have more than 6-12 members.
4. Each committee member should be invited to serve either by a personal message or by letter from the President or Executive Committee. An answer should be received.
5. Continuity of committee appointments is desirable. Member should be appointed to serve two or three years, with overlapping terms, so that there are members who are familiar with the work and duties of the committee.
6. Geographic location and availability of possible committee members should be considered to facilitate and encourage committee conferences and meetings.

#### Guidelines for Communications with Committees:

Each committee should expect to be informed concerning the following:

1. The specific tasks assigned to it.
2. The time limits involved for planning and completion of action.
3. The funds available for its use.
4. The liaison officer assigned to the committee from the Executive Committee.

The MnACTE Executive Committee should receive the following communications from each committee:

1. A written Program of Work that includes: formulated plans, specific action decided upon, dates for action, and request for funds needed from the Association budget.
2. Progress reports, following each meeting or following completion of specific action.
3. An annual written report of the work that was done including a summary of action taken, tasks completed, and recommendations for action during the next year. This report is to be presented at the Annual Business Meeting.

#### Guidelines for Committee meetings:

Every committee will need to meet soon after its appointment to discuss committee assignments, decide upon specific action, delegate duties to committee members, and to set up a time schedule for completion of work.

During the year meeting should be held, as necessary, to receive reports of committee members, check progress made, and determine what steps to take next. The committee should meet to prepare a final report of the year's activities and make recommendations for work during the next year.

Amended the 19th day of August 1994, Amended the day of 2001, Amended the day of 2018  
Bylaws and Policy Manual Committee and advisors  
2017-18 MnACTE Board