

**SOUTH DAKOTA  
ASSOCIATION FOR CAREER  
AND  
TECHNICAL EDUCATION INC.**

**POLICY HANDBOOK**

*Changes made 10/23/19*

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# INTRODUCTION

**MISSION STATEMENT:** To provide leadership and assistance to educators in developing a prepared and competitive workforce.

**A. Definitions:** For purpose of brevity, the terms SDACTE (South Dakota Association for Career & Technical Education Incorporated) is used throughout the handbook. The term “Board of Directors” as used in the manual shall have the same meaning as “Executive Council” in the SDACTE Constitution. The term “Executive Director” shall also have the same meaning as “Executive Secretary” in the SDACTE Constitution.

**B. Purpose of this Handbook:** The purpose is to present a compilation of current Association policies and procedures for implementation by the Board and for awareness of potential Association officers, and the general membership. It shall be the responsibility of the immediate Past President to keep the handbook up-to-date.

**C. Purposes of the Association:** Association policies and procedures shall be designed to reflect the overall Association purposes.

1. To render service to local communities in promoting and stabilizing technical and career education.
2. To establish and maintain active state leadership in the promotion of all types of technical and career education, including guidance services and directed work experience for youth and adults.
3. To unify all career and technical education interests of the state through representative membership.
4. To encourage further development of programs of education related to career and technical education.
5. To support local, state and national legislation for the promotion and extension of career and technical education.
6. To encourage the further development and improvement of state programs of education related to Career and technical education including guidance services.
7. To encourage all career and technical educators to become members of the SDACTE and ACTE.
8. To create opportunities for contacts and exchange of ideas and experiences with other career and technical educators through professional development activities.
9. To provide information and professional service to the membership in the interest of expanding and improving career and technical education.

# **CONSTITUTION OF THE SOUTH DAKOTA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION INCORPORATED**

## **ARTICLE I. NAME AND AFFILIATION**

Section 1: The name of this organization shall be “South Dakota Association for Career and Technical Education Incorporated” hereinafter referred to as “SDACTE”.

Section 2: The SDACTE shall be affiliated with the Association for Career & Technical Education (ACTE).

## **ARTICLE II. PURPOSE**

Section 1: To establish and maintain active state leadership in the promotion of all types of career and technical education, and technology education and guidance services in the State of South Dakota.

Section 2: To promote greater interest in career and technical education through membership in the ACTE.

Section 3: To assist in supporting state and federal legislation for the promotion of career and technical education.

Section 4: To inform people of the scope and need for career and technical education.

Section 5: To unify all the career and technical education interests of the state through representative membership.

Section 6: To encourage the further development and improvement of state programs of education related to vocational, technical, and education including guidance services.

Section 7: To encourage all career and technical educators to become members of the SDACTE and ACTE.

Section 8: To create opportunities for contacts and exchange of ideas and experiences with other career and technical educators through professional development activities.

Section 9: To provide information and professional service to the membership in the interest of expanding and improving career and technical education.

## ARTICLE III. DIVISIONS

Section 1: The SDACTE consists of the following divisions

- (a) Administrative/Health & Support Services
- (b) Agricultural Education
- (c) Business/Marketing/IT
- (d) Family and Consumer Sciences Education
- (e) Trade and Industrial and Technology Education

## ARTICLE IV: MEMBERSHIP AND DUES

Section 1: Membership in this association shall consist of active, loyalty, student, honorary, and associate membership.

- (a) Active Membership \$30.00  
(For persons who are actively engaged in career and technical education who pay regular annual dues to the ACTE and SDACTE)
- (b) Loyalty Membership \$20.00  
(For persons who have retired from active duty in career and technical education and who are interested in career and technical education.)
- (c) Student Membership \$5.00  
(For full-time students interested in career and technical education who pay regular annual dues to the ACTE and SDACTE.)
- (d) Honorary Membership No Dues  
(Awarded to any person who has rendered outstanding service to career and technical education. Names of persons to be considered for the membership must be submitted to the Board of Directors for approval one month before the annual meeting.)
- (e) Associate Membership \$100.00  
(Association involvement shall be available to corporations, owners, and persons representing business, industry, agriculture, and the military service.)

Section 2: Membership year shall be the same as for the ACTE.

Section 3: Membership records shall be filed with the Executive Director.

Section 4: Only active members shall have the right to hold office, act as delegates, or vote in a business meeting of the SDACTE.

Section 5: The annual dues shall be in the amount necessary for affiliation with the ACTE, plus state dues which are determined by the members of the Association.

Section 6: All dues shall be paid to the fiscal agent as determined by the Board of Directors.

## **ARTICLE V. MEETINGS**

Section 1: An annual conference of the SDACTE shall be held at a time and location selected by the Board of Directors.

Section 2: The annual business meeting of the SDACTE shall be held at the annual conference.

Section 3: The business of the organization shall be transacted by the active members present at the annual or at any special meeting officially called by the President. A majority of the members present shall constitute a quorum.

Section 4: In case of an emergency, the President may authorize a vote of the active members by mail.

## **ARTICLE VI: OFFICERS AND THEIR DUTIES**

Section 1: The officers of this association shall consist of president, president-elect, and immediate past president and shall be called the Executive Committee.

Section 2: The officers, and the president or designated representative of each division shall meet with the liaison from the Division of Career and Technical Education, as designated by the Division of Career and Technical Education Director. In addition, the Board of Directors will also have a ex-officio member from each of the postsecondary technical institutes that do not have current Board representation.

Section 3: The duties of the Board of Directors shall be to promote SDACTE and plan for the activities of SDACTE.

Section 4: The President shall preside at all business meetings. The President may call special meetings of the membership and/Executive Committee or the Board of Directors.

Section 5: The President-elect shall be elected annually by the active members and shall preside at all meetings in the absence of the President. The President-elect may be elected from any of the divisions. Notification of an intent to run for President-elect should be made to the SDACTE Board of Directors prior to May 15. The President-elect shall serve for a period of one year prior to assuming the duties of the President. In the event of a vacancy in the Presidency, the President-elect shall fulfill the term.

Section 6: The Executive Director will be hired by the Board of Directors and paid an amount approved by the SDACTE Board of Directors.

Section 7: The Executive Director shall act as the fiscal agent and perform other such responsibilities as agreed by the Board of Directors.

Section 8: In case of vacancy in any office, the Board of Directors shall have the power to appoint the officer who will serve until the next election.

## **ARTICLE VII. AMENDMENTS**

Section 1: This constitution may be amended by a two-thirds vote of active members present at the annual meeting provided the proposed amendments are distributed to the members prior to a regular business meeting of the SDACTE. The proposed amendment must be submitted through the Board of Directors who will then present it to the membership prior to the next business meeting.

## **ARTICLE VIII. TAX EXEMPT STATUS**

- Section 1: No part of the net earnings of the organization shall be to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the SDACTE shall be authorized and empowered to pay reasonable compensation for service rendered.
- Section 2: No substantial part of the SDACTE activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- Section 3. In the event of dissolution, any remaining assets shall be distributed to organizations and operated excessively for charitable, educational or specific purposes and shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.

# COMMITTEES

## AUDIT COMMITTEE

- A. The Audit Committee is comprised of the following members:
- The SDACTE President-Elect; who will chair the committee
  - The SDACTE Executive Director
  - A representative from the Division of Career and Technical Education
  - A Past President of SDACTE designated by the Executive Director
  - A representative of each division
- B. The following members are also strongly encouraged to attend the Audit Committee meeting:
- The SDACTE President;
  - The President of each division of SDACTE;
  - SDACTE President-Elect candidates; and
  - Any other interested member.
- C. The Audit Committee will meet once each year prior to the annual business meeting of SDACTE.
- D. The purpose of the audit committee is to thoroughly review the activities of SDACTE during the preceding year. The Audit Committee should ensure that they review the following materials:
1. IRS tax exempt status and filings;
  2. SDACTE's financial account balances;
  3. Internal financial controls of SDACTE;
  4. The SDACTE Budget Format;
  5. Financial Reports including the prior year-end financial report; the year to date balance sheet; and the year to date statement of receipts and expenditures;
  6. A complete listing of SDACTE members which includes comparisons for the previous five years; and a breakout by division with a comparison for the prior year;
  7. End of conference financial summary sheet.
- E. Following review of the above mentioned items, the Audit Committee is to report their findings to the full membership concerning SDACTE's financial condition, operating procedures and activities.
- F. Recommendations of the Audit Committee are to be forwarded to the SDACTE Board of Directors for their consideration.

## AWARDS COMMITTEE

- A. Committee Chair:** The Awards Committee Chair shall be appointed by the SDACTE President.
- B. Makeup and Responsibilities of the Committee:** The Awards Committee is comprised of one representative from each of the divisional areas of SDACTE. The Division Presidents will announce their respective committee members by the **fall meeting** of the SDACTE Board of Directors.

The division chairperson is responsible to:  
submit required materials to the SDACTE Awards Chair by the designated deadlines,  
attend the committee meeting held during the SDACTE annual conference,  
find someone from his/her division to attend the committee meeting if she/he is unable to attend,  
inform the division winners that they have been selected, send a list of the division's winners **by May 20 to the SDACTE Awards Chair**, so the chair knows who will be submitting the online



applications, and encourage the division winners to complete the applications for SDACTE awards.

**NOTE:** The Executive Director will then send the current list of division chairpersons to the SDACTE Awards Chair.

- C. Application Process:** The online application for the SDACTE award is accessible at the SDACTE's web site at [www.lakeareatech.edu/sdacte](http://www.lakeareatech.edu/sdacte) or it can be accessed by going to <http://www.acteonline.org/awards> and click on the large icon that state "Apply Online: Go to the ACTE Awards Portal". Accessing the online application requires each division winner to use his/her membership number which is found on their membership card. The deadline for submitting the online application, picture, and letters of reference is **11:59 pm July 1**. A copy of the rubric used by the state, Region V, and ACTE is located at the same web site.

After July 1, a panel of judges selected by the SDACTE Chair will review the applications in order to select the SDACTE award winners. The SDACTE Chair will then order the plaques, so they can be picked up prior to the annual conference.

**SDACTE award winners** will be announced during the annual conference. They have until **11:59 pm March 1** to update their online application, so it can be judged at the regional level and possibly the national level the following calendar year. The SDACTE Awards Chair will be in contact with these winners to send reminders regarding information and deadlines for regional submission.

- D. Award Nominees:** Each division area is to select one candidate for each award and submit that name to the SDACTE awards chairperson.
- E. Plaques and Monetary Prizes to Award Winners:** Each SDACTE Award winner will be presented with a plaque and monetary prize donated by a sponsoring business. The Teacher of the Year also receives a complimentary room for the following year's conference.
- F. Awards Presented at SDACTE Banquet:** Only major awards will be made at the SDACTE Banquet. Major awards are defined as the SDACTE sanctioned awards. The following **Excellence Awards are for paid members** of our organization:

#### **New Teacher of the Year**

This award recognizes CTE teachers with 3-5 years' experience (at the middle, secondary or postsecondary level) who have made significant contributions toward innovative and unique career and technical education programs and shown a professional commitment early in their careers. Members employed as full-time classroom/laboratory CTE teachers (at the secondary or postsecondary level) who are relatively new to the teaching profession (with 3-5 years' experience) are eligible recipients of this award.

#### **Teacher of the Year**

This award recognizes the finest career and technical teachers at the middle/secondary school level who have demonstrated innovation in the classroom, commitment to their students and dedication to the improvement of CTE in their institutions and communities. Members employed as full-time classroom/laboratory CTE teachers at the middle/secondary school level are eligible recipients of this award.

### **Postsecondary Teacher of the Year**

This award recognizes career and technical teachers and teacher educators who have demonstrated excellence and best practices in career and technical education at the postsecondary level. Members employed as full-time postsecondary CTE teachers or teacher educators are eligible recipients of this award.

### **Career Guidance Award**

This award recognizes guidance counselors and career development professionals who have made significant contributions to advocate, educate and communicate the value of CTE as a viable career option to a variety of audiences in their communities. Members employed as full-time school counselors and/or career development professionals are eligible recipients of this award.

### **Administrator of the Year**

This award recognizes CTE administrators, program specialists/coordinators, and other CTE personnel who have made significant contributions toward innovative, unique and effective career and technical programs. Members employed as full-time CTE administrators, program specialists, coordinators, and all other CTE personnel and staff (not employed as teachers or guidance professionals) are eligible recipients of this award.

### **Carl Perkins Community Service Award**

This award is presented to CTE members who have used CTE to make a significant impact on a community/humanitarian cause through leadership in programs and activities that promote community involvement. This award was named in honor of the late Congressman Perkins, and is designed to recognize individuals who have demonstrated the same humanitarian concerns exemplified by Congressman Perkins.

### **Lifetime Achievement Award**

This award recognizes the contributions and distinguished accomplishments of members who have been identified with the work and purposes of the Association for Career and Technical Education over an extended period of time.

## **G. The following awards are to recognize NON-MEMBERS for their support of CTE:**

### **South Dakota Award of Merit**

**This award is to recognize individuals or organizations who have made contributions to the improvement, promotion, development and progress of CTE and/or demonstrated a concern for career and technical education through sponsored programs, publications, financial support and other activities. Eligible recipients are business firms, industries, online communities, boards of education, boards of trustees, lay citizen groups, state or national committees and other types of organizations that have contributed significantly to career and technical education. Those who have made contributions of national significance will be most highly rated.**

**Each division is to e-mail the completed application by 11:59 pm on July 1 to the SDACTE Chair. The application is found on the SDACTE web site [www.lakeareatech.edu/sdacte](http://www.lakeareatech.edu/sdacte).**

The division chairperson or someone else from the division can contact the award recipient for necessary information to complete the application form.

## **South Dakota Friend of Career and Technical Education Award**

This award is to recognize the contributions and accomplishments of persons, businesses or organizations that have been identified with the work and purposes of SDACTE. This award is a way for the association to provide recognition for the commitment and dedication demonstrated by these individuals, businesses, or organizations.

**Each division is to e-mail the completed application by 11:59 pm on July 1 to the SDACTE Chair. The application is found on the SDACTE web site [www.lakeareatech.edu/sdacte](http://www.lakeareatech.edu/sdacte).**

The division chairperson or someone else from the division can contact the award recipient for necessary information to complete the application form.

### **H. Innovative CTE Program Award**

**(This is a Region V Award that is chosen by the SDACTE Board of Directors, not the Awards Committee.)**

#### **Purpose:**

Region V Leadership Conference added this award area, in an effort to recognize programs that are innovative in their curriculum in preparing students for their future careers. Each state is allowed to submit one program that will be recognized at the regional conference. Each SDACTE division may submit one program to represent its division. These programs will be submitted to the SDACTE President no later than **11:59 pm, February 1<sup>st</sup>**. The Board of Directors will select the state winner based on their application. This program selected will be recognized at the SDACTE conference and move on to represent South Dakota at the Region V Leadership Conference.

#### **Criteria:**

This award is presented in recognition of innovative CTE programs that are unique, novel, and are serving to improve and promote the image of CTE. It must be a state approved CTE program(s), and the instructor(s) must be SDACTE member(s).

### **LEGISLATIVE COMMITTEE**

- A. Keep members informed on state and federal legislative issues.
- B. Attend the January Legislative dinner in Pierre.
- C. Develop positions on legislative issues and expectations.
- D. Generate the support of members for positions taken on legislative issues
  1. Provide in-service to members on the legislative process and issues
  2. Establish and maintain a legislative network
- E. Provide a summary of the year's achievements at the SDACTE business meeting.
- F. Perform other duties as assigned by the Board.
- G. Legislative committee will be composed of a representative of each SDACTE Division. Division presidents will announce their respective committee members by the fall meeting of the SDACTE Board of Directors. The committee chair shall be selected from the committee during the SDACTE conference

## **SCHOLARSHIP COMMITTEE**

### A. Committee Makeup:

1. The Scholarship Committee will be comprised of one representative from each of the respective division areas.
2. Presidents from the respective division areas will announce their representatives to the Scholarship Committee by the fall SDACTE Board of Directors meeting.
3. The chair of the Scholarship Committee for the upcoming year shall be appointed by the SDACTE president.

### B. Student Scholarships

1. The Scholarship Committee will award two scholarships, **up to \$1000.00** each.
  - a. Students from high school and postsecondary can apply.
  - b. The amounts of the scholarships awarded will depend upon the money available from earnings of SDACTE investments.
2. The Scholarship Committee will determine the procedure used to distribute scholarship applications to SDACTE members and students.
3. Applications are due April 1<sup>st</sup>.
4. The Scholarship Committee will review and select the recipients of the scholarships.
5. Recipients of the scholarship are encouraged to attend the SDACTE Conference.

### **Ad Hoc Committee**

Ad Hoc committee will be established periodically to study and make recommendations on specific problems or concerns of the Association.

## **PROFESSIONAL DEVELOPMENT SCHOLARSHIP COMMITTEE**

A. **Makeup of Committee:** The committee shall be comprised of past-presidents of SDACTE and/or other interested members.

B. **Committee Chair:** The committee chair shall be elected by the members of the committee preceding the annual business meeting. The committee chair will serve a two-year term.

C. **Committee Vice-Chair:** The committee shall also appoint a vice-chair. The vice-chair will serve a two-year term and then move to the Committee Chair position.

### D. Committee Duties:

#### 1. Raffle:

- a. The committee will create a plan for a raffle
- b. The raffle plan will be approved by the Board of Directors
- c. The raffle drawing will take place during the summer conference

#### 2. Silent Auction:

- a. Each past president and current Board member will be sent a letter asking them to bring items for the silent auction.
- b. The committee will provide bid sheets and addressed thank you notes. Auction items will be displayed during SDACTE general sessions, as time is available.
- c. All proceeds from the silent auction will be deposited in the Professional Development/SDACTE Scholarship Fund.

### **E. Professional Development Scholarship**

1. The Professional Development Scholarship Fund will provide one scholarship to an SDACTE member. The amount will not be less than \$350. The amount may increase depending upon earnings from the raffle, silent auction, and donations.
2. Applications are due the first day of summer conference.
3. Application and scoring sheet are attached.
4. The Professional Development committee will evaluate and score submitted applications.
5. The scholarship money will be distributed upon proof of current enrollment.
6. The scholarship money must be distributed in the fiscal year it was awarded.
7. Preference will be given to those who have not received the stipend the preceding year.

## COMMUNICATIONS & PUBLICATIONS

### **SDACTE Newsletter**

The Viewpoint shall be the newsletter published by SDACTE. All SDACTE members are encouraged to submit articles. It will be published quarterly and available on the state website.

### **SDACTE Web site**

Our web site address is <http://www.lakeareatech.edu/sdacte/>

### **Facebook link**

<https://www.facebook.com/pages/South-Dakota-ACTE/313875221977945>

### **SDACTE Listserve**

A subscription page for the list has been created at <https://www.k12.sd.us/MailingList/SDACTE>

To subscribe to the list, a user can fill out the form on the subscription page, or address a new email message to [listmanager@k12.sd.us](mailto:listmanager@k12.sd.us) with the following line in the message body:

“subscribe SDACTE”

Sending to the list:

To send a message to the list, address a new email message to [Sdacte@k12.sd.us](mailto:Sdacte@k12.sd.us).

Any members of the mailing list have permission to send messages to the list.

# CONFERENCE POLICIES

## **Political Policy**

The SDACTE Board of Directors shall extend an invitation to each Congressman representing South Dakota and announced candidates for those offices and also an invitation to the Governor of South Dakota and announced candidates for that office to attend and speak at the annual SDACTE conference. Each candidate shall be limited to a specific time during the conference and the length of delivery and the speech topic shall be determined by the Board of Directors of SDACTE.

## **Evaluation Policy**

An evaluation form will be distributed concerning SDACTE's conference to help determine the success of the conference and to help plan future conferences.

## **Agenda Policy**

The President of SDACTE will set a January deadline for divisions to submit their conference program.

## **Exhibitor Policy**

A fee determined by the SDACTE President and Executive Director will be charged to exhibitors at the conference. Any exhibitor in need of two tables will be charged an additional \$50.

SDACTE does not refund exhibitor pre-registration fees unless SDACTE's exhibitor space is fully occupied.

## **Complimentary Banquet Tickets**

Each division area is to pay for dinner tickets for their own special guests. The SDACTE President is the only person permitted to give out complimentary banquet tickets. Complimentary tickets are always available for past presidents and a guest. Decision on complimentary tickets will be made at the last board meeting before conference.

Each award recipient shall receive two banquet tickets, and each scholarship recipient shall receive three banquet tickets.

## **Inservice Renewal Credits**

SDACTE divisions are encouraged to develop division agendas that qualify for state/teacher certification renewal credits. Division presidents should coordinate this effort with their respective contact at the Division of Curriculum, Career and Technical Education.

# JOB DESCRIPTIONS

## DUTIES OF THE PRESIDENT:

- A. Call and preside over all meetings of the SDACTE Board of Directors.
- B. Assist in preparing the agenda for the SDACTE Board of Directors meetings.
- C. Cooperate with the SDACTE Board of Directors and the Division of Career and Technical Education in planning and executing the annual SDACTE Conference and Trade Show.
- D. Ensure that meeting room arrangements have been made for the SDACTE Board of Directors prior to each scheduled meeting.
- E. Provide leadership in carrying out the yearly program of work.
- F. Exercise general supervision of the annual budget.
- G. Keep in close contact with the ACTE National Headquarters office and make arrangements for carrying out the action program determined by ACTE.
- H. Exercise general supervision over the activities of the Executive Director.
- I. Ensure that SDACTE members have been approved to committees, establish task force as deemed necessary, and appoint committee chairperson during term of office person.
- J. Appoint SDACTE's representatives to the ACTE Delegate Assembly. One of the representatives shall be the President.
- K. Personally participate in activities organized at the regional level of ACTE.
- L. Attend National Policy Seminar as finances permit.
- M. Attend Region V conference if president-elect is unable to attend.
- N. Designate a member to serve on the audit committee.
- O. Ensure that activities associated with the ACTE Conference have been coordinated.
- P. Provide articles for each of the SDACTE newsletters.
- Q. Follow the procedures as defined in the SDACTE by-laws.

## **DUTIES OF THE PRESIDENT-ELECT**

- A. Must have previously served on the SDACTE Board of Directors
- B. In the absence of the President, assume the duties of the office.
- C. Serve as an SDACTE representative to the ACTE Delegate Assembly.
- D. Serve as the chair of the audit committee and designate a member to serve on the committee.
- E. Provide articles for each of the SDACTE newsletters.
- F.. Assist the President in planning and executing the annual SDACTE Conference.
- G. Assume responsibility for planning and coordinating a SDACTE Board of Director training seminar.
- H. Personally participate in activities organized at the regional level of ACTE.
- I. Follow the procedures as defined in the SDACTE by-laws.
- J. Attend ACTE National Policy Seminar if president is unable to attend as finances are available.
- K. Assist the Executive Director in preparing and establishing agreements with Division of Career and Technical Education Liaison for grants and contracts benefiting SDACTE membership.
- L. Assist the Executive Director, and lead the Board of Directors in preparing a budget for the upcoming year. Present this budget to the SDACTE Board of Directors in January and updates at the SDACTE Business meeting during SDACTE Conference.
- M. Attend Region V Conference.

## **DUTIES OF THE SECRETARY**

- A. The Executive Director is the secretary.
- B. Keep minutes, in permanent record form, of all meetings of the Association and provide a copy of the minutes to the SDACTE Board of Directors within two (2) weeks following the meeting.
- C. Ensure that notices of SDACTE Board of Directors meetings are e-mailed to each Board member and guest(s) at least five (5) days in advance of meeting.
- D. Follow the procedures as defined in the SDACTE by-laws.

## **DUTIES OF THE PAST PRESIDENT**

- A. Update the SDACTE Policy Handbook and present to the Board members at orientation/summer meeting.
- B. Assist and guide the President in carrying out his/her duties.
- C. Be a working member of the SDACTE Board of Directors.
- D. Assume the duties of the Executive Director, if the position becomes vacant, until the position is filled.
- E. Follow the procedures as defined in the SDACTE by-laws.
- F. Instruct committee chairs about their assignments and assist them in carrying out their tasks and



check with the committee during the year to assure progress is being made.

**DUTIES OF THE EXECUTIVE DIRECTOR:**

- A. Perform association financial operations as required. Work with ACTE and local divisions to assure correct issuance of dues revenues. Create financial reports as required and keep all receipts and expenditures in permanent record form. Deposit all receipts in SDACTE's official depository in the name of SDACTE Disburse and invest "routine" funds in accordance with budget as adopted by SDACTE. Assist with creation of proposed budget. Ensure appropriate and correct tax reports are filed in accordance with deferral and state laws. Coordinate fundraisers as necessary.
- B. Coordinate summer conference. Work with SDACTE Board of Directors and others as necessary to plan the event. Serve as liaison with hotel to coordinate execution of meetings, meals, awards, photos, trade show and all association functions. Ensure conference program is complete with correct and helpful information as well as appropriate advertising. Secure business & industry and educational partners to exhibit at conference trade show. Issue releases to local media after the conference.
- C. Maintain member database with correct contact and membership data. Coordinate with ACTE on national memberships.
- D. Assist SDACTE Board of Directors with coordinating and scheduling of board and division meetings and functions. Ensure minutes of meeting are kept on file in SDACTE office.
- E. Assist committee chairmen with planning and coordination of SDACTE committee meetings. Ensure minutes of meeting are kept on file in SDACTE office.
- F. Coordinate publication of quarterly association newsletter
- G. Ensure SDACTE webpage promotes the association and that the content is accurate and helpful.
- H. Work with SDACTE Board of Directors and members to promote SDACTE and secure new memberships.
- I. Work with business and industry to promote the importance of Career & Technical Education (CTE). Serve as an advocate of CTE in all arenas.
- J. Serve as liaison to South Dakota Department of Education Division of Career & Technical Education. Coordinate grants as required.
- K. Serve as primary SDACTE representative to ACTE and Region V ACTE. Ensure appropriate communication with ACTE. Provide necessary reports to ACTE.
- L. Follow the procedures as defined in the SDACTE by-laws.
- M. Arrange for an annual audit of financial records.
- N. Designate a past president to serve on the audit committee.

## **Duties of Division Presidents Serving on the Board of Directors**

- A. The Board of Directors will consist of the Presidents of each division.
- B. Attend all meetings of the BOD or send a designee if unable to attend. .
- C. Contribute articles to quarterly SDACTE Newsletter
- D. Advocate on behalf of wishes of their respective division.
- E. Recommend members to serve on SDACTE committees and task force.
- F. Appoint a division representative to serve on the SDACTE Audit committee before the annual business meeting.
- G. Collaborate with other board members to plan schedule, speakers and vendors, fundraising, etc, for conference.
- H. Actively work with Division of Career and Technical Education program specialist to plan division programming for the summer SDACTE conference.
- I. Help to recruit sponsors and vendors for summer conference.
- J. Follow the procedures as defined in the SDACTE by-laws.
- K. Keep a record of all division and BOD minutes, annual and financial reports and activities and distribute this information to members.
- L. Regularly communicate board decisions and discussion with division members.
- M. Perform other duties as assigned.

# Membership and Dues

As a unified state, South Dakota requires membership in both SDACTE and ACTE. The following memberships are available:

- A. Active membership - \$30.00  
For persons who are actively engaged in career and technical education and who pay regular annual dues to ACTE and SDACTE.
- B. Loyalty membership - \$20.00  
For persons who have retired from active duty in career and technical education and who are interested in career and technical education.
- C. Student membership - \$5.00  
For full-time students interested in career and technical education and who pay regular annual dues to ACTE and SDACTE.
- D. Honorary membership - No dues  
Awarded to any member who has rendered outstanding service to career and technical education. Names of persons to be considered for membership must be submitted to the SDACTE Board of Directors for approval one month before the annual meeting.
- E. Associates of SDACTE - \$100.00  
SDACTE associate membership shall be available to corporations, owners, and persons representing business, industry, agriculture, labor and the military. A suggested annual donation shall be determined by the SDACTE Board of Directors.

## Criteria for a New Division

Criteria which must be met by a new division to be recognized as an SDACTE division includes:

- A. Members must be current members of SDACTE and ACTE.
- B. The group must have a slate of officers for the upcoming year.
- C. The group must have a program for the current SDACTE Conference.

# STATE LEADERSHIP ACTIVITIES

## **State Leadership Contracts and Grants:**

- A. The Division of Career and Technical Education has provided leadership training to the members of SDACTE, through contracts and grants. This support has been intended to partially offset the cost associated with the conference.
- B. The procedure for obtaining such funding is for the SDACTE Executive Director and the President-Elect to work with Division of Career and Technical Education in writing the contract and grant proposals.

## **WORKSHOP & CONFERENCE FISCAL AGENT POLICY**

- I. SDACTE can act as a conference coordinator or fiscal agent upon the agreement of either the Executive Board in session or an interim committee made-up of the President, President-Elect, and Executive Director.
- II. SDACTE shall be compensated \$35.00 per hour for administrative services and the cost of supplies, fees, or office expenses to act in such manner.
- III. The procedures to obtain SDACTE's services shall be:
  - a.) Contact President, President-Elect, or Executive Director in advance of the event.
  - b.) The Executive Director shall provide a maximum cost for said activity to include labor, supplies, and other expenses.
  - c.) The Executive Committee, (if in session), or appointed interim committee shall vote to approve or disapprove SDACTE involvement.
  - d.) The Executive Director shall be responsible for the receipt and disbursement of activity funds, and maintain a complete record of transactions.
  - e.) The Executive Director shall submit a summary of the activities and transactions in a memo to the President and SDACTE Board of Directors within 30 days of the completed activity.

# Careertech VISION



South Dakota Association for Career and Technical Education  
[www.lakeareatech.edu/sdacte/](http://www.lakeareatech.edu/sdacte/)

## SDACTE Sponsored (ACTE Conference) VISION Application Deadline .... September 30

**PURPOSE:** To recognize SDACTE members who have made and or will make contributions to SDACTE/ACTE  
**3 Awards @ \$500.00**

**ELIGIBILITY:** Three \$500 stipends will be awarded to SDACTE members. The preference is to award two stipends to first-time attendees and one to a prior attendee, however the SDACTE Executive Committee has the discretion to award the three stipends to the best candidates.

### MANDATORY CRITERIA FOR WINNERS:

1. Winners must share materials from the ACTE presentations attended at their division's SDACTE annual conference.
2. Winners must submit an article to SDACTE's newsletter summarizing their experiences at ACTE.
3. Winners must attend the Region V Business Meeting at ACTE.
4. Winners must remain at ACTE through the last day of the conference to attend the Delegate Assembly.

<b>Section A- Leadership History &amp; Aspirations</b>			
<b>CRITERIA</b>	<b>POSSIBLE POINTS</b>	<b>MAXIMUM</b>	<b>SCORE</b>
1. Leadership positions held (past & present) in ACTE, SDACTE, and member's division.	5 pt/ each	20	
2. Leadership positions held (past & present) not directly related to ACTE, SDACTE, and member's division.	5 pt/ each	15	
3. Professional awards earned (past & present)	5 pt/ each	15	
4. Volunteer service (professional & civic)	5 pt/ each	10	
5. Current president of SDACTE division	10 pts	10	
<b>Section B- Written Statement</b>			
1. Typed, 200 words or less statement about how you, your division, and SDACTE will benefit as a result of conference attendance.	25	25	
2. Application is free of typing/spelling/grammatical errors.	5	5	
<b>Subtotal</b>		<b>100</b>	
1. Applicant has never attended this conference.	10	10	
<b>Total</b>		<b>110</b>	

# SDACTE Sponsored ACTE VISION Conference Stipend Application

**Deadline .... September 30**

(Applications should be mailed to the immediate past president. Postmarked by Sept. 30)

**Josh Christiansen**  
Harrisburg AFNR/FFA Advisor  
1300 Willow St.  
Harrisburg, SD 57032  
[josh.christiansen@k12.sd.us](mailto:josh.christiansen@k12.sd.us)  
605-743-2567  
605-743-9040 – fax

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Years as member of SDACTE: \_\_\_\_\_

Have you previously attended the ACTE Vision Conference? YES / NO

## **Written Statement:**

The application must submit a typed, 200-words or less statement to include the following information.

- A. Your activities and leadership roles both as a member of SDACTE and those roles not associated with SDACTE.
- B. Professional awards earned (past & present)
- C. Volunteer service (professional & civic).
- D. Your goals as a member of SDACTE.
- E. Explanation of how your attendance at the ACTE Vision Conference will benefit you, your division and SDACTE.

*\*I have read the selection criteria and understand the requirements associated with receiving this stipend and hereby agree to comply with the requirements.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



South Dakota Association for Career and Technical Education  
[www.lakeareatech.edu/sdacte/](http://www.lakeareatech.edu/sdacte/)

## SDACTE Sponsored National Policy Seminar Stipend Application Deadline .... January 15

**PURPOSE:** To recognize SDACTE members who have made and or will make contributions to SDACTE/ACTE  
**1 Award @ \$500.00**

**ELIGIBILITY:** One \$500 stipend will be awarded to a SDACTE member. The preference is to award the stipend to a first-time attendee, however the SDACTE Executive Committee has the discretion to award the stipend to the best overall candidate.

### MANDATORY CRITERIA FOR WINNERS:

1. Winners must share materials from the NPS presentations attended at their division's SDACTE annual conference.
2. Winners must submit an article to SDACTE's newsletter summarizing their experiences at NPS.
3. Winners must attend all scheduled "Hill Visits".

<b>Section A- Leadership History &amp; Aspirations</b>			
<b>CRITERIA</b>	<b>POSSIBLE POINTS</b>	<b>MAXIMUM</b>	<b>SCORE</b>
6. Leadership positions held (past & present) in ACTE, SDACTE, and member's division.	5 pt/ each	20	
7. Leadership positions held (past & present) not directly related to ACTE, SDACTE, and member's division.	5 pt/ each	15	
8. Professional awards earned (past & present)	5 pt/ each	15	
9. Volunteer service (professional & civic)	5 pt/ each	10	
10. Current president of SDACTE division	10 pts	10	
<b>Section B- Written Statement</b>			
3. Typed, 200 words or less statement about how you, your division, and SDACTE will benefit as a result of conference attendance.	25	25	
4. Application is free of typing/spelling/grammatical errors.	5	5	
<b>Subtotal</b>		<b>100</b>	
2. Applicant has never attended this conference.	10	10	
<b>Total</b>		<b>110</b>	



## SDACTE Sponsored National Policy Seminar Stipend Application

(Applications should be mailed to the immediate past president. Postmarked by January 15)

**Josh Christiansen**  
Harrisburg AFNR/FFA Advisor  
1300 Willow St.  
Harrisburg, SD 57032  
[josh.christiansen@k12.sd.us](mailto:josh.christiansen@k12.sd.us)  
605-743-2567  
605-743-9040 – fax

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Years as member of SDACTE: \_\_\_\_\_

Have you previously attended the National Policy Seminar? YES / NO

**Written Statement:**

The application must submit a typed, 200-words or less statement to include the following information.

- F. Your activities and leadership roles both as a member of SDACTE and those roles not associated with SDACTE.
- G. Professional awards earned (past & present)
- H. Volunteer service (professional & civic).
- I. Your goals as a member of SDACTE.
- J. Explanation of how your attendance at the NPS will benefit you, your division and SDACTE.

*\*I have read the selection criteria and understand the requirements associated with receiving this stipend and hereby agree to comply with the requirements.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



South Dakota Association for Career and Technical Education  
[www.lakeareatech.edu/sdacte/](http://www.lakeareatech.edu/sdacte/)

## SDACTE Sponsored Region V Conference Stipend Application Deadline .... February 1

**PURPOSE:** To recognize SDACTE members who have made and or will make contributions to SDACTE/ACTE  
**2 Awards @ \$500.00**

**ELIGIBILITY:** Two, \$500 stipends will be awarded to ACTE/SDACTE members. The preference is to award one stipend to a first-time attendee and one to a prior attendee, however the SDACTE Executive Committee has the discretion to award both stipends to the best candidates.

### MANDATORY CRITERIA FOR WINNERS:

1. Winners must share materials from the Region V presentations attended at their division's SDACTE annual conference.
2. Winners must submit an article to SDACTE's newsletter summarizing their experiences at ACTE.

<b>Section A- Leadership History &amp; Aspirations</b>			
<b>CRITERIA</b>	<b>POSSIBLE POINTS</b>	<b>MAXIMUM</b>	<b>SCORE</b>
11. Leadership positions held (past & present) in ACTE, SDACTE, and member's division.	5 pt/ each	20	
12. Leadership positions held (past & present) not directly related to ACTE, SDACTE, and member's division.	5 pt/ each	15	
13. Professional awards earned (past & present)	5 pt/ each	15	
14. Volunteer service (professional & civic)	5 pt/ each	10	
15. Current president of SDACTE division	10 pts	10	
<b>Section B- Written Statement</b>			
5. Typed, 200 words or less statement about how you, your division, and SDACTE will benefit as a result of conference attendance.	25	25	
6. Application is free of typing/spelling/grammatical errors.	5	5	
<b>Subtotal</b>		<b>100</b>	
3. Applicant has never attended this conference.	10	10	
<b>Total</b>		<b>110</b>	

## APPLICATION FOR SDACTE SPONSORED STIPEND TO ATTEND Region V Conference

(Applications should be mailed to the immediate past president. Postmarked by February 1)

**Josh Christiansen**  
Harrisburg AFNR/FFA Advisor  
1300 Willow St.  
Harrisburg, SD 57032  
[josh.christiansen@k12.sd.us](mailto:josh.christiansen@k12.sd.us)  
605-743-2567  
605-743-9040 – fax

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Years as member of SDACTE: \_\_\_\_\_

Have you previously attended the ACTE Region V Conference? YES / NO

### **Written Statement:**

The application must submit a typed, 200-words or less statement to include the following information.

- K. Your activities and leadership roles both as a member of SDACTE and those roles not associated with SDACTE.
- L. Professional awards earned (past & present)
- M. Volunteer service (professional & civic).
- N. Your goals as a member of SDACTE.
- O. Explanation of how your attendance at the ACTE Region V Conference will benefit you, your division and SDACTE.

*\*I have read the selection criteria and understand the requirements associated with receiving this stipend and hereby agree to comply with the requirements.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# SDACTE PROFESSIONAL DEVELOPMENT STIPEND

Applications should be mailed to Coleen C. Keffeler, PO Box 85, Sturgis, SD 57785. **Due on the first day of the summer conference.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Association for Career and Technical Education Membership: for \_\_\_\_\_ years starting in \_\_\_\_\_.

**PURPOSE:** To recognize SDACTE members committed to professional growth and development.

**AVAILABILITY:** One scholarship will be awarded annually as funds are available.  
This year two (2) stipends of \$500.00 each will be awarded this year.

**CRITERIA:**

- ✓ The recipient will be awarded the scholarship upon proof of enrollment in a continuing education course as identified in the application form.
- ✓ The scholarship money must be distributed in the fiscal year it was awarded.
- ✓ Preference will be given to those who have not received the stipend the preceding year

Criteria	Possible Points	Maximum	Evaluator's Score
<b>Section A – Professional Contributions</b>			
1. Membership in SDACTE (1pt. for each year)		05	_____
2. Officer of an SDACTE division past/present		05	_____
3. SDACTE or Division Committee Involvement (5 pts. each)		20	_____
4. Volunteer Service (Professional & Civic) (5 pts. each)		10	_____
<b>Section B – Professional Development</b>			
1. Applicant must submit in typed, 200 words or less, statement of professional and personal benefits to be gained and need or special circumstances. Include the type of degree you are pursuing and the course(s) you will be enrolling in.		50	_____
2. Application is free of spelling/typing, grammatical errors.		10	_____