

ACTE of Nebraska

Leadership Handbook



2021-22

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|--|-----|
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| | |
|---|-----|
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|---|-----|

About ACTE of Nebraska

General Information

The Association for Career and Technical Education of Nebraska (ACTEN) is affiliated with the national organization Association for Career and Technical Education (ACTE). Nebraska is a unified state, which means that members who join one organization must also join the other. Unified dues are currently \$110.00 per year (\$80 for ACTE dues and \$30 for ACTEN dues). See page C32 (ACTE-ACTEN Affiliation Process Document)

ACTEN's office is located at 14330 Danvers St., Waverly, Nebraska, at the home of Executive Director, Murleen Bellinger. The office telephone number is 402-525-8742. Murleen is usually available to take your daytime, evening and/or weekend calls, so please don't hesitate to call her when you need assistance or information. If she is unavailable, please leave a message and she will return your call. She can also be contacted by e-mail at actenebraska@gmail.com.

The mailing address is:
ACTE of Nebraska
P.O. Box 89
Waverly, Nebraska 68462

ACTEN's website address is www.actenebraska.org. Archives of our newsletter, *The Communiqué*, ACTEN award information, and other information of interest to our members is posted on the website. An e-mail message is sent to Nebraska members when the news items have been posted.

LeAnn Wilson serves as the Executive Director for ACTE. The national office is located at 1410 King Street, Alexandria, Virginia, 22314. ACTE's toll free telephone number is 800-826-9972. The ACTE website address is www.acteonline.org.

ACTEN was included in the Group Exemption for 501(c)(3) tax exempt status that ACTE filed with the Internal Revenue Service in May or June of 2009. The application was approved by the IRS on October 15, 2010.

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

Board of Directors and Ex-Officio Members 2020-21
(Term begins October 1, 2020)

OFFICERS

PRESIDENT

Samantha Lavene
Bertrand-Loomis High School
P.O. Box 250
Loomis, NE 68958
Telephone: 308-876-2111
Email: Samantha.lavene@loomiswolves.org

PRESIDENT ELECT

Jon Cerny
Bancroft-Rosalie Schools
P.O. Box 129
Bancroft, NE 68004
Telephone: 402-648-3336
Email: jcerny@esu2.org

SECRETARY

Mallory Mohr
Omaha Central High School
124 N. 20th St.
Omaha, NE 68101
Telephone: 531-299-5594
Email: mallory.mohr@ops.org

TREASURER

DeLayne Havlovic
Omaha Public Schools
3215 Cuming Street
Omaha, NE 68131-2024
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PAST PRESIDENT

Steven Woodside
4 Lakewood Drive
Columbus, NE 68601
Telephone: 402-276-6211
Email: stevenwoodside33@gmail.com

DIVISIONAL REPRESENTATIVES

ADMINISTRATION

Dan Phillips
Grand Island Public Schools
P.O. Box 4904
Grand Island, NE 68801
Telephone: 308-385-5900, EXT 1179
Email: dphillips@gips.org

ADULT WORKFORCE DEVELOPMENT

Currently Vacant

AGRICULTURE EDUCATION

Alex Cumming
St. Edward High School
P.O. Box C
St. Edward, NE 68660
Telephone: 402-578-2282
Email: acummings@sted.esu7.org

Chrisinda Scheideler
Arcadia High School
P.O. Box 248
Arcadia, NE 68815
Telephone: 308-789-6522
Email: chrisinda.scheideler@apshuskies.org

BUSINESS EDUCATION

Angie Chittick
Mid-Plains Community College
601 W. State Farm Rd.
North Platte, NE 69101
Telephone: 308-658-4308
Email: chitticka@mpcc.edu

FAMILY & CONSUMER SCIENCES EDUCATION

Alicia Beck
Lincoln High School
2229 J Street
Lincoln, NE 68510
Telephone: 402-436-1301
Email: abeck@lps.org

Miranda Bright
Crete High School
1750 Iris Ave.
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Email: miranda_w@live.com

COUNSELING AND CAREER DEVELOPMENT

Rick Painter
Paddock Road Elementary School
3535 Paddock Road
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HEALTH SCIENCE TECHNOLOGY EDUCATION

Michelle Galles
Wakefield Schools
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Wakefield, NE 68784
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ENGINEERING AND TECHNOLOGY EDUCATION

Adam Whitmore
Columbus High School
3434 Discoverer Drive
Columbus, NE 68601
Telephone: 402-563-7050
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MARKETING EDUCATION

Brittany McPhillips
Central City High School
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Central City, NE 68826
Telephone: 308-946-3086
Email: bmcphillips@centralcityps.org

NEW & RELATED SERVICES

Jodi Dierks
Omaha Central High School
124 N. 20th St.
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TRADE AND INDUSTRIAL EDUCATION

Stan Haas
Lincoln Public Schools
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Lincoln, NE 68510
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SPECIAL POPULATIONS Currently Vacant

EX OFFICIO MEMBERS

EXECUTIVE DIRECTOR

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NE DEPARTMENT OF EDUCATION

Katie Graham
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Sydney Kobza
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Lincoln, NE 68510
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Email: Sydney.kobza@nebraska.gov

SPOTLIGHT SCHOOLS/NEWSLETTER

Murleen Bellinger
Board Members

WEBMASTER

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NCEIF REPRESENTATIVE

VACANT

STATE DISCIPLINE ASSOCIATION PRESIDENTS

Nebraska Agriculture Educators Association

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Nebraska State Business Educators Association

Cathy Nutt
Mid-Plains Community College
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Family and Consumer Sciences Teachers of Nebraska

Suzanne Martin
Medicine Valley High School
P.O. Box 9
Curtis, NE 69025
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Email: smartin@medvalley.org

Nebraska Association of Skilled and Technical Sciences Educators

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Westside Middle School
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**ACTEN
PROGRAM OF WORK
2021-2022**

MISSION

The mission of the Association for Career and Technical Education of Nebraska (ACTEN) is to educate, advocate, and lead with a unified voice for Nebraska Career and Technical Education.

GOALS

- **Educate:** ACTEN will increase membership through professional development opportunities, teacher recruitment and public awareness.
- **Advocate:** ACTEN will create a unified voice for Nebraska through legislative advocacy, agency partnerships and collaboration, and the continued promotion of ACTE.
- **Lead:** ACTEN will promote CTE by creating a presence with stakeholders including recognition of performance, and professional development.

PERFORMANCE INDICATORS, ACTIVITIES, and TIMELINES

| EDUCATE | | | |
|----------------|------------------------------|---|-----------------|
| | Performance Indicator | Activities | Timeline |
| 1 | Professional Development | Co-sponsor the Nebraska Career Education Conference with the Nebraska Department of Education | June 2022 |
| 2 | Public Awareness | Promote the importance of career and technical education to business, industry, community, school boards and peers during CTE Month | February 2022 |
| | | Collaborate with division leadership to capture and share CTE program stories and successes in ACTEN communications | Ongoing |
| | | Engage in stakeholder meetings using available resources | Ongoing |
| | | Share social media spotlights that “tell the NOW story” of Nebraska CTE programs and ReVISION schools | Ongoing |

| | | | |
|-----------------|--|--|-----------------|
| | | Emails from leadership to ACTEN membership alerting them of items of mutual interest | Ongoing |
| 3 | Membership | Survey membership to gather feedback on topics of mutual interest in support of membership and continuous improvement of ACTEN | Ongoing |
| ADVOCATE | | | |
| | Performance Indicator | Activities | Timeline |
| 1 | Unified Voice | Promote the importance of career and technical education to NE Legislature, State Board of Education, Board of Education, School Administrators, policy and decision makers during CTE Month | February 2022 |
| 2 | CTE Month | Partner with NDE to support a statewide initiative promoting CTE during CTE Month | February 2022 |
| | | Promote CTE career student organizations in one philanthropic effort including the “CSO Legislative Day” proclamation signing | February 2022 |
| 3 | Foundations for Funding | Collaborate with Nebraska Career Education and Innovation Foundation (NCEIF) in support of externships, mentorships, scholarships and loan forgiveness | Ongoing |
| 4 | Voice for CTE with Policy Makers including Legislation | Maintain active file of resources, data, success stories at the ready to share on demand | Ongoing |
| | | Communicate with legislators at the state and national level on matters key to CTE | Ongoing |
| | | Present or sponsor a rotation session on Legislative Advocacy at the NCE conference | June 2022 |

| | | | |
|-------------|------------------------------|--|-----------------------------|
| | | Financially Support representation at the Career Tech VISION conference and the National Policy Seminar | December 2021 March 2022 |
| LEAD | | | |
| | Performance Indicator | Activities | Timeline |
| 1 | Grow CTE Leadership | Sponsor leadership workshops and trainings | Ongoing |
| | | Conduct Fall and Winter Board meetings following established protocol and agenda items | TBD |
| 2 | Presence with Stakeholders | Communication to stakeholders on topics of common interest including opportunities for ACTEN board members to present at the state level (legislative, public policy) and with pre-service teachers at local colleges encouraging membership and participation in NCE activities | Ongoing |
| 3 | Membership Recognition | Annually recognize ACTEN members as part of the awards program at NCE | June 2022 |

2020-2024 ACTEN Strategic Plan

Mission: The mission of the ACTEN is to educate, advocate, and lead with a unified voice for Nebraska Career and Technical Education (CTE).

| <i>Goal 1: Educate – ACTEN will increase our membership through Professional Development opportunities, teacher recruitment, and public awareness.</i> | | |
|---|--|-------------------------------------|
| KEY PERFORMANCE INDICATORS | STRATEGIES | PERSON(S) RESPONSIBLE |
| 1.1 Professional Development | 1.1.1 NCE Conference (co-sponsor with NDE) | Executive Director; President; NDE |
| | 1.1.1a Prominent presence for booth | |
| | 1.1.1b Handout/Infographic with Why? | |
| | 1.1.1c Promotional banners or roll-ups (multiple to travel to other conferences or promotions) | |
| | 1.1.1d ACTEN at Opening Session | |
| | 1.1.1e Presentation/Luncheon for Awards and Recognition | |
| | 1.1.1f Communication with Divisions to establish award application process | |
| | 1.1.1g Explore discount rate for conference based on membership status | |
| | 1.1.1h ACTEN dedicated sessions | |
| | 1.1.2 Webinar | Executive Director; Executive Board |
| | 1.1.3 Opportunities for tours, externships, experiences | Executive Director; President; NDE |
| 1.2 Public Awareness | 1.2.1 Marketing Campaign (employers, industry, community, school board, peers) | Executive Director; Executive Board |
| | 1.2.2 Capture stories and successes (collaborate specifically with Divisions) | Executive Director; Executive Board |
| | 1.2.3 Presence at stakeholder meetings using available resources | Executive Director; Executive Board |

| | | |
|---|--|---|
| | 1.2.4 Newsletter spotlights that “tell the NOW story” (start with board members schools; schools who have participate in ReVISION) | Executive Director; Executive Board; NDE |
| | 1.2.5 Utilize social media to “tell the NOW story” | Executive Director; Executive Board |
| | 1.2.6 Monthly articles in local newspapers | Executive Director; Executive Board |
| | 1.2.7 Use e-mails to keep members alert | Executive Director; Executive Board |
| 1.3 Membership | 1.3.1 Collection of membership feedback | Executive Director; Executive Board |
| <i>Goal 2: Advocate – ACTEN will create a unified voice for Nebraska through legislative advocacy, agency partnerships and collaboration, and the continued promotion of ACTE.</i> | | |
| KEY PERFORMANCE INDICATORS | STRATEGIES | PERSON(S) RESPONSIBLE |
| 2.1 Unified Voice | 2.1.1 Marketing Campaign (NE legislature, State board, administrators, school board, policy makers, decision makers) | Executive Director; Executive Board |
| | 2.1.1a Customizable resources available for use | |
| | 2.1.2 Invitations to visit schools for legislators, partners (how-to guide) | Executive Director; Executive Board |
| | 2.1.3 Utilization of social media | Executive Director; Executive Board |
| 2.2 CTE Month (partner with NDE) | 2.2.1 Statewide Initiative for CTE Month | Executive Director; Executive Board; NDE |
| | 2.2.1a “CSO Day” Legislative Day focused on CSO students from all areas interacting with Senators: proclamation signing | |
| | 2.2.1b Promote collaboration of all CTE CSOs in one philanthropic effort | |

| | | |
|---|--|---|
| 2.3 Foundations for Funding | 2.3.1 Continue collaboration with NCEIF and NDE | Executive Director; NCEIF Board Representative; NCEIF Board; NDE State CTE Director |
| | 2.3.2 Funding Needs Providing: | Executive Director; NCEIF Board Representative; NCEIF Board |
| | 2.3.2a Externships | |
| | 2.3.2b Mentorships | |
| | 2.3.2c Scholarships (CTE candidates Junior/Senior college years; CTE professional development or conference attendance) | |
| | 2.3.2d Loan Forgiveness | |
| 2.4 For CTE with Policy Makers including Legislation | 2.4.1 Resources, data, success stories at the ready | Executive Director; Executive Board; Members |
| | 2.4.2 Contact Legislators at state and at national level | Executive Director; Executive Board |
| | 2.4.3 Present or provide a rotational session on Legislative Advocacy at NCE Conf. | Executive Director; Executive Board; NDE |
| | 2.4.4 Encourage attendance at National Policy Seminar and CareerTech VISION | Executive Director; Executive Board |
| Goal 3: Lead – ACTEN will promote CTE leadership by creating a presence with stakeholders, recognition of performance, and professional development. | | |
| KEY PERFORMANCE INDICATORS | STRATEGIES | PERSON(S) RESPONSIBLE |

| | | |
|--------------------------------|---|---|
| 3.1 Grow CTE Leadership | 3.1.1 Hold Leadership Workshops and Trainings | Executive Director; Executive Board; NDE; Division Representatives |
| | 3.1.1a Collaboration with NDE to hold ACTEN NEXUS Leadership Conference (as funds are available) | |
| | 3.1.1b Collaborate with NDE in planning NCE Conference | |
| | 3.1.1c Collaborate with NDE in establishing digital presentations/webinars | |
| | 3.1.2 Fall Board Meeting Agenda Items | Executive Director; Executive Board |
| | 3.1.2a Review Leadership Handbook | |
| | 3.1.2b Board Training | |
| | 3.1.2c Review of Bylaws | |
| | 3.1.2d Review/Progress of Strategic Plan | |
| | 3.1.2e Survey Finalization/Distribution | |
| | 3.1.3 Provide/Create Leadership Opportunities | |
| | 3.1.3a Funding for attendance at National Conference for ACTEN members and board members (separate funding sources) | |
| | 3.1.3b Committee participation for ACTEN members | |
| | 3.1.3c Establish mentoring program | |
| 3.2 Presence with Stakeholders | 3.2.1 Communication with stakeholders | Executive Director; Executive Board |
| | 3.2.1a Provide opportunities for ACTEN board members to present at state level (legislative, public policy) | |

| | | |
|------------------------|---|---|
| | 3.2.1b Provide opportunities for ACTEN members to communicate with pre-service teachers at local colleges, encouraging membership and NCE participation | |
| 3.3 Member Recognition | 3.3.1 Recognize ACTEN members with Awards Program at NCE | Executive Director; Executive Board; NDE; |

Calendar of Events 2021-2022

| | |
|--|--------------------------|
| ACTEN Board of Directors' Fall Meeting Via Zoom | October 23, 2021 |
| CareerTech VISION 2021 (Hybrid) New Orleans, LA | December 1-4, 2021 |
| ACTEN Board of Directors' Winter 2022 Meeting | January 2022 |
| Career and Technical Education Month | February 2022 |
| National Policy Seminar Crystal Gateway Marriott Arlington, VA | March 21-23, 2022 TBD |
| 2022 ACTE Region V Conference, Rapid City, South Dakota | April 6-9, 2022 |

Upcoming conferences: 2023 in Fargo, North Dakota and 2024 in Honolulu, Hawaii

| | |
|---|------------------|
| Nebraska Career Education Conference Younes Convention Center in Kearney, NE | June 6-8, 2022 |
| ACTEN Annual Board of Directors' Meeting Younes Convention Center in Kearney, NE | TBD June 6, 2022 |
| ACTEN Assembly of Delegates Convention Center in Kearney, NE | TBD June 8, 2022 |

ACTEN OPERATING ACCOUNT
BUDGET FOR FISCAL YEAR 2021-22

Presented at Assembly of Delegates on June 8, 2021

| | Actual | FY Budget | FY Budget |
|--|---------------------|---------------------|---------------------|
| | FY 2019-2020 | 2020-21 | 2021-2022 |
| Receipts: | | | |
| Emergency Reserve (as needed) | | \$ 3,000.00 | 0 |
| ACTE Dues | \$ 4,321.50 | 8,500.00 | \$ 6,000.00 |
| ACTEN Dues | 9,690.00 | 9,600.00 | 9,600.00 |
| *FCSTN Dues | 2,208.00 | | |
| Conference Fee Portion | | - | 6,000.00 |
| Fundraiser (Auction/Raffle) | | - | - |
| Communication/Newsletter | 400.00 | 500.00 | 400.00 |
| Miscellaneous/Other | | | |
| Interest | 2.04 | | 25.00 |
| Total Receipts | \$ 16,621.54 | \$ 21,600.00 | \$ 22,025.00 |
| Expenses: | | | |
| Executive Secretary | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| Executive Director Travel | 2,117.11 | 1,800.00 | 3,450.00 |
| President | 1,200.00 | - | 1,200.00 |
| President-elect | 1,200.00 | - | 1,200.00 |
| Travel (at discretion of President) | | 2,150.00 | - |
| Operating Expenses | 183.32 | 500.00 | 500.00 |
| Communication/Newsletter | | - | 125.00 |
| Delegate to ACTE | 450.00 | - | 450.00 |
| Region V Winner Stipend to ACTE | 400.00 | - | 400.00 |
| ACTE Dues Transfer | 4,670.00 | 8,500.00 | 6,000.00 |
| *FCSTN Dues Transfer | 1,984.00 | | |
| Awards | 322.84 | 425.00 | 425.00 |
| D & O & Liability Insurance | 1,650.00 | 1,650.00 | 1,650.00 |
| Committee Work (ACTEN) | | 250.00 | 300.00 |
| Miscellaneous | | 300.00 | 300.00 |
| Audit/Accounting | 25.00 | 25.00 | 25.00 |
| Total Expenses: | 20,202.27 | \$21,600.00 | \$22,025.00 |

ACTEN Committee List for 2021-22

Committee chairs need to refer to the strategies listed under each assigned goal so their committee can make appropriate contributions. Committees are asked to reference the Strategic Plan and provide the board with updates to be documented within the plan.

Public Relations: *Miranda Bright, Chairperson*; Rick Painter, Alex Meyer, Dan Phillips

Membership: DeLayne Havlovic, Chairperson

(One representative from each discipline area – does not have to be a board member):

| | | | |
|-------|-----------------|-------|----------------------|
| (ADM) | Jon Cerny | (AGR) | Chrisinda Scheideler |
| (AWD) | No Rep | (BUS) | Angie Chittick |
| (FAM) | Miranda Bright | (COU) | Rick Painter |
| (HEA) | Michelle Galles | (MKT) | Brittany McPhillips |
| (N&R) | Jodi Dierks | (SPE) | None |
| (TGY) | Adam Whitmore | (TRA) | Stan Haas |

* This committee may contact division presidents to help with membership drive.

Bylaws: *Steven Woodside, Chairperson*

Samantha Lavene, Jon Cerny (Per the Bylaws – President Elect serves as a Committee Member)

Legislation and Resolutions: *Katie Graham/Sydney Kobza, Chairs*; Samantha Lavene

Budget: (Executive Board)

DeLayne Havlovic – Chairperson; Samantha Lavene, Mallory Mohr, Jon Cerny, and Steven Woodside

Program of Work/Professional Development:

Samantha Lavene, Chairperson

| | |
|------------------|---|
| Jon Cerny | (Audit Committee Chairperson) |
| DeLayne Havlovic | (Budget Committee Chairperson) |
| NDE | (Legislation & Resolutions Committee Chairperson) |
| DeLayne Havlovic | (Membership Committee Chairperson) |
| Steven Woodside | (Nomination & Awards Committee Chairperson) |
| Chair Needed | (Public Relations Committee Chairperson) |
| Chair Needed | (Bylaws Committee Chairperson) |
| Jon Cerny | (President-elect) |

Audit: *Jon Cerny, Chairperson*

Nominating and Awards: Steven Woodside, Chairperson

(one representative from each division – does not have to be a board member)

| | | | |
|-------|-----------------|-------|---------------------|
| (ADM) | Dan Phillips | (AGR) | Alex Meyer |
| (AWD) | No Rep | (BUS) | Angie Chittick |
| (FAM) | Alicia Beck | (GUI) | Rick Painter |
| (HEA) | Michelle Galles | (MKT) | Brittany McPhillips |
| (N&R) | Jodi Dierks | (SPE) | None |
| (TGY) | Adam Whitmore | (TRA) | Stan Haas |

News Items: *Executive Director and Board Members*

Webmaster: Deb Wolken

NOTE: The Budget Committee and Program of Work Committee should meet prior to or following the winter meeting in order to prepare their proposals for 2022-23.

ACTEN Delegates to 2021 ACTE Assembly of Delegates:

No delegates were needed for the Virtual Conference

Nebraska's Elected Officials -

Senator Deb Fischer
454 Russell Senate Office Bldg.
Washington, DC 20510
Phone: 202-224-6551
<https://www.fischer.senate.gov>

Congressman Jeff Fortenberry – District 1
1514 Longworth House Office
Washington, DC 20515
Phone: 202-225-4806
<https://www.fortenberry.house.gov>

Congressman Adrian Smith – District 3
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Washington, DC 20515
Phone: 202-225-6435
Fax: 202-225-0207
<https://www.adriansmith.house.gov>

Senator Ben Sasse
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Washington, DC 20510
Phone: 202-224-4224
<https://www.sasse.senate.gov>

Congressman Don Bacon – District 2
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Washington, DC 20515
Phone: 202-225-4155
<https://www.bacon.house.gov>

Governor Pete Ricketts
P.O. Box 94848
Lincoln, NE 68509-4848
Phone: 402-471-2244
<https://governor.nebraska.gov>

Nebraska Legislature:

Clerk of the Legislature - Patrick J. O'Donnell – 402-471-2271

Legislature Website – <http://www.nebraskalegislature.gov>

State Board of Education

District 1

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District 5

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District 6

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Commissioner of Education

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402-471-5020
matt.blomstedt@nebraska.gov

Section B – Job Description/Duties

Your Role as an ACTEN Board Member

The ACTEN (Association for Career and Technical Education of Nebraska) Board determines and sets goals aimed at improving the well being of career and technical education. As the policy-forming branch of the association, the Board:

- Authorizes the organization's program of work
- Approves the organization's budget
- Hears and acts on committee recommendations
- Directs the organization's general operations
- Promotes membership to non-members of our organization

As a member of the Board, you are responsible for considering the needs for the entire profession. You must work with other directors in developing a program of work that gives the association the greatest opportunity for growth and prosperity. You should not only recognize the democratic character of the organization but also believe strongly in voluntary, cooperative effort in solving occupational problems. You should respect the collective judgment of interested educators/practitioners and should recognize the unique decision-making and problem solving powers that are created when these people are mobilized.

The Board is not expected to “do all the thinking” for ACTEN. Its function is to see that:

- Members actively participate in association committees or action groups
- Committees and other groups are given clearly defined objectives
- Committees are given responsibility and challenges
- Groups are brought into the decision-making process
- ACTEN accomplishes its goals
- ACTEN is adequately financed

The association bylaws authorize the president to appoint committees and the president usually consults with the Board. All Board members should take an active interest in the organization and operation of the committees.

As a director, you may have to serve as your association's official or unofficial spokesperson. This requires that you use careful judgment and express the views of the entire membership as opposed to your own.

During your term of office, you may also encounter criticism of ACTEN. You have an obligation to defend it against unjust criticism or to initiate appropriate action if the criticism is justified. You can make a distinct contribution by bringing both the critical and constructive suggestions to the attention of the Board.

As a director, you will want to maintain a close working relationship between ACTEN and the Association for Career and Technical Education (ACTE). You and your fellow directors should develop understanding and support of national career and technical education issues.

Tips for Board Members – New or Experienced

Be an active listener – Try to restate in your own mind what the other members are saying. Listen without trying to formulate your own response at the same time. When in doubt, try restating in your own words, what you think the speaker said and see if you get agreement from the speaker. Then form your response after you have a clear understanding of the other members' positions on an issue.

Be specific in your communication – Avoid generalizations. Words like “always, never, everybody” just cloud clear communication.

Build on other members' ideas – It is easy to criticize. Be open and receptive. Try to use something out of other members' ideas in your proposal so that an agreement can be reached which incorporates the best ideas available and which the Board will support. A good board member is a team player, not a superstar.

Try to develop a broad perspective on the issues facing the profession and being addressed by the Board – Know the goals of the organization and work toward their achievement. Keep these goals in mind when addressing issues facing the Board and make decisions that will further the attainment of the organization's goals. Think in terms of the organization's welfare rather than your own narrow interests. Your constituency, as a member of the Board, is the full membership of the organization. Your personal interests and needs must take a back seat to the needs of the profession as a whole.

Give the time it takes to be a knowledgeable board member – Come to the meetings prepared. Read the support materials provided to you for use in the meeting. Make the maximum effort to attend all meetings of the Board and any committees that you are asked to serve on. Accept and follow through on assignments that you are given.

Become a futurist – The single greatest responsibility of a Board is to set the direction for the organization's future. Look at the successes and failures of the past and use this information to plot the future course. Try to gain an understanding of how national and global issues may affect the ability of the organization to achieve its goals. Know the aspirations of the membership and incorporate this in the planning. Avoid becoming bogged down in minutiae. Keep the big picture in mind as you plan for the future.

Gain an understanding of the politics of the Board and the organization – No board member can be effective without this insight. This will help you gain support for your ideas and learn when and how to give support so that it is most effective.

Sell the association, its programs and its positions – As a board member, you have a responsibility to actively support the policies and positions even though they may not reflect your personal preferences. Your opportunity to influence decisions is when they are being made. Once the votes have been counted, your obligation is to support the Board's decisions.

Get to know your fellow board members – Learn what gives them pleasure and what makes them angry. Strive to find positive ways to relate to each member for the sake of the organization.

Help develop new talent and leadership within the organization – Encourage the best people to get involved and make a commitment. Serve as a mentor to young members. Share your experience and knowledge with these people so that they can develop into the future leaders within the organization and the profession.

Duties of the President

(As set forth in the ACTEN Bylaws)

The President shall be the chief executive officer of the ACTEN and shall exercise general supervision over the interest and welfare of the organization. The President shall be chairperson of the Assembly of Delegates and Board of Directors. The President shall:

- Be responsible for implementing and directing the Program of Work Committee.
- Appoint chairpersons to committees from the Board of Directors.
- Instruct committee chairpersons about their assignments, assist them in carrying out their tasks, and check with the committee during the year to make certain that progress is being made.
- Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- Participate or appoint a representative to participate in Region V activities.
- Meet with newly elected members of the Board of Directors to acquaint them with their responsibilities.
- Provide articles for each ACTEN Newsletter.
- Act as an ex-officio member of all committees except nominating.
- Collect committee reports and keep on file.
- Attend one yearly function of each division or send a representative. The representative may be the Past-President, President-Elect, Secretary or Treasurer

* * * * *

Other Responsibilities of the President

- Coordinate with Katie Graham or Dawn Lindsley on ACTEN's role at NCE Conference and ACTEN's conference fee and any other opportunities for joint ventures that occur.
- Participate in the NCE Leadership Cadre to represent ACTEN.
- Sign legal documents (i.e. the Form 990 tax return and Form 1096) and correspondence or forms (i.e. the insurance renewal form and the Quality Association Standards award application) that require the signature of an officer.
- Serve as a signer on the ACTEN bank accounts, certificate of deposit and the rental agreement for the safety deposit box.
- Serve on the Budget Committee.
- Prepare a State of the States report for inclusion in book at the Region V Conference.
- Provide direction and guidance to the executive secretary.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

Duties of the President Elect

(As set forth in the ACTEN Bylaws)

The President-Elect shall:

- Be chairperson of Program of Work Committee.
- Assume the duties of the President when the President is absent.
- Serve as a member of the Bylaws Committee.
- Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- Assist the President in carrying out the Program of Work.
- Provide articles for each of the ACTEN Newsletters.

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Other Responsibilities of the President Elect Include:

- Assist the Executive Director on news items to be sent to the members
- Participate in the NCE Leadership Cadre to represent ACTEN.
- Serve on the Budget Committee.
- Serve as a signer on the ACTEN bank accounts, certificate of deposit and the rental agreement for the safety deposit box.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

Duties of the Past President

(As set forth in the ACTEN Bylaws)

The Past-President shall:

- Assist and guide the President and President-Elect in carrying out their duties.
- Act as consultant to the Program of Work Committee.
- Select and obtain appropriate plaque for the outgoing ACTEN President.
- Serve as chairperson for the Nominating and Awards Committee.
- Serve as consultant to the Legislative Committee.
- Serve as Co-chair of the Annual Career and Technical Conference Planning Committee.

* * * * *

Other Responsibilities of the Past President include:

- Serve on the Budget Committee.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

Duties of the Secretary

(As set forth in the ACTEN Bylaws)

The Secretary shall:

- Be responsible for the minutes of all business meetings.
- Keep all minutes and committee reports on file.
- Send out minutes of every meeting within fifteen (15) days following the meeting and notice of upcoming meeting to the Board of Directors and state affiliate organization presidents at least ten (10) days in advance of the upcoming meeting.
- Keep records and handle correspondence of all ACTEN business.
- Serve as an ACTEN representative to an ACTE function.

* * * * *

Other Responsibilities of the Secretary include:

- Serve on the Budget Committee.
- Sign Corporate Resolution bank forms.
- Take roll call at Assembly of Delegates.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

Duties of the Treasurer

(As set forth in the ACTEN Bylaws)

The Treasurer shall:

- Arrange for the collection of dues.
- Provide a list of members to the Board of Directors.
- Serve as financial custodian of all ACTEN funds and prepare an annual financial report.
- Serve as an ACTEN representative to an ACTE function.

* * * * *

Other Responsibilities of the Treasurer include:

- Maintain custody of the checkbook and write needed checks.
- Review and approve the financial reports.
- Sign letters to the bank to make changes regarding the checking accounts or the certificate of deposit.
- Serve on the Budget Committee.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

Duties of the Division Representatives

(As set forth in the ACTEN Bylaws)

The Division Representative shall:

- Attend Board of Directors meetings and Assembly of Delegates as voting delegates for the Board of Directors. Division Representatives will be required to resign their position after two unexcused board meeting absences per year. The ACTEN President can grant an excused absence prior to the meeting.
- Provide leadership and promote membership in their respective divisions.
- Serve as chairpersons and assist in carrying out the responsibilities of the various committees.
- Have a responsibility to provide articles for ACTEN newsletter.
- Communicate information to their divisions concerning ACTEN matters.
- Appoint and notify members of their respective divisions to serve as delegates to the annual Assembly of Delegates.
- Appoint a voting representative in the event the elected Division Representative cannot attend a Board of Directors meeting.
- Have a responsibility to secure applicants, from their division, for ACTEN/ACTE awards.

* * * * *

Other Responsibilities of Division Representatives:

- Represent ACTEN at NCE Conference
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

Duties of the Newsletter Editor

The Newsletter Editor shall:

- Collect and organize articles for the newsletter and submit to the executive director to be posted on the ACTEN web site.
- Attend ACTEN Board meetings as an ex officio member, when possible.

Note: The executive director will assist by sending an ad mailing to vendors, notifying board members and CSO State Advisers of deadline to submit articles and photos, with proofreading and sending an email of the articles to the members.

Duties of the Webmaster

The Webmaster shall:

- Maintain the ACTEN website by posting new information, remove outdated information and suggest changes that will keep the site fresh and interesting for our members.
- Provide basic training to other board members so they will be able to update the website when their assistance is needed.
- Attend ACTEN Board meetings as an ex officio member, when possible.

Affiliate Organization Presidents (As set forth in the ACTEN Bylaws)

Affiliate Organization Presidents shall:

- Receive notice of the time and location of all scheduled ACTEN Board of Directors meetings and is encouraged to attend as ex-officio board members.
- Inform the ACTEN Board of Directors of their respective affiliate organization functions.

Committees

(As set forth in the ACTEN Bylaws)

The committees shall consist of active ACTEN members. The chair of each committee shall be a Board of Directors member who will prepare a summary report for each meeting and a yearly report on activities of each committee for the ACTEN Assembly of Delegates, to be given to the new Chairperson, the President-Elect, and the Secretary.

Audit Committee

The Audit Committee shall annually audit the financial records of the Association and submit a written report to the Assembly of Delegates.

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

Budget Committee

The Budget Committee shall assess the operational needs of the Association and submit a proposed budget for the ensuing year to the Assembly of Delegates.

Legislation and Resolutions Committee

The Legislative and Resolutions Committee shall maintain the state and national level legislative networks in each career and technical division for:

- Informing legislators of needs and accomplishments of vocational, career and technical education.
- Establishing and maintaining a good relationship with legislators.
- Monitor state and national legislation and notify appropriate network members when action is required. Follow through to see that action is taken.
- Keep members informed of all legislation, state and national, which would affect vocational, career and technical education, via regular articles in the ACTEN Newsletter.
- Contact representatives of each ACTEN division and standing committees for resolutions vital to ACTEN.
- Solicit resolutions prior to the annual Assembly of Delegates.
- Upon recommendations of the Board of Directors, present resolutions to the Assembly of Delegates for action.

Membership Committee

The Membership Committee shall consist of a representative from each career and technical education division, and they shall solicit membership from their respective division.

Nominating and Awards Committee

This committee shall be chaired by the Past-President. It shall consist of one representative from the members of each division. It shall:

- Serve in an advisory capacity to the President.
- Select candidates for elected offices and report to the Board of Directors.
- Be responsible for selecting suitable recipients for each ACTEN award to be presented at a time decided by the Board of Directors.

Program of Work Committee

The Program of Work Committee shall consist of the chairpersons from each standing committee. It shall develop specific goals, activities on how to reach them, and provisions for evaluation. The Program of Work shall be based on a strategic plan developed by the ACTEN Board of Directors. The Program of Work shall be submitted to the Board of Directors at least sixty (60) days before being submitted to the Assembly of Delegates for final approval.

Public Relations Committee

The Public Relations Committee shall arrange ways and means of interpreting vocational, career and technical education to the public and to leaders in general education.

Bylaws Committee

The Bylaws Committee shall receive proposed Bylaws changes from ACTEN members sixty (60) days prior to the Assembly of Delegates and shall evaluate the Bylaws for any proposed changes.

ACTEN EXECUTIVE DIRECTOR POSITION DESCRIPTION

Responsible to: Association for Career and Technical Education of Nebraska Board of Directors

BASIC RESPONSIBILITIES:

The Executive Director shall perform those duties required by the Association for Career and Technical Education of Nebraska (ACTEN) to plan, coordinate, develop, conduct, and evaluate activities in the following general areas: membership services, governmental and legislative services, public relations, professional development, fundraising and administrative services. The Executive Director will serve as the registered agent for the Association for Career and Technical Education of Nebraska. The Executive Director will be the main contact with the Association for Career and Technical Education (ACTE).

SPECIFIC RESPONSIBILITIES FOR ACTEN:

These responsibilities are carried out with guidance and support from ACTEN Officers, or ACTEN Committees:

Membership Services:

- A. Maintain membership records and database.
- B. Process membership applications and renewals and submit information electronically to ACTE via State Import Module reports.
- C. Deposit all membership dues collected in the ACTEN Operating account.
- D. Update ACTEN membership database per ACTE monthly reports.
- E. Send welcome letters or messages to new members.
- F. Send renewal messages to non-renewing members.
- G. Prepare membership lists for ACTEN Board of Directors upon request.

Governmental and Legislative Services:

- A. Maintain records for the ACTEN Operating account.
- B. Prepare financial reports for the approval of the ACTEN Treasurer.
- C. Copy all financial records (financial reports, bank statements, checking ledgers) for the accountant. Provide any additional information needed in order for him/her to prepare Form 990.
- D. Coordinate with the ACTEN President to obtain signatures and file required governmental documents, i.e. Form 990 (ACTEN), tax documents, and Biennial Reports for the State of Nebraska.

Public Relations:

- A. Assist in collecting material for the ACTEN newsletter. Prepare and send electronic mailings to vendors re advertising in the newsletter. Forward articles and ad artwork to the newsletter editor. Deposit ad fees in the ACTEN operating account.
- B. Forward newsletter to ACTE's webmaster to post on the Nebraska State Association page of

ACTE's website or to a separate ACTEN website. Submit request to ACTE for e-blast notification to Nebraska members when newsletter is available for viewing.

- C. Keep a copy of past newsletters and old photos for historical purposes.
- D. Update award information and submit to Nominating & Awards Committee Chairperson for review/approval. Submit award information to ACTE Webmaster to post on Nebraska State Page or on separate ACTEN website.
- E. Collect award nominations and forward to ACTEN Nominating/Awards Chairperson and then distribute to selection committee (one representative from each discipline).
- F. If necessary, write bios and send photos to NCE Conference Coordinator. Order award plaques.
- G. Prepare and distribute press releases relative to ACTEN Award winners.
- H. Assist ACTEN award winners in applying for Region V awards.
- I. Research to find names and addresses of principals and/or superintendents of ACTEN Board members. Assist Public Relations Committee in sending letters to the principals and/or superintendents of ACTEN Board members to recognize the member for their service.
- J. Take photographs at ACTEN meetings and NCE Conference.

Professional Development: (Conference, Workshops, Annual Meetings)

- A. Assist NCE Conference Coordinator as necessary, i.e. scheduling facilitators, submitting information for program, proofreading program.
- B. Make arrangements for ACTEN Annual Board of Directors Meeting and Assembly of Delegates.
- C. Prepare and distribute memo from ACTEN President, delegate count document, delegate certification forms, and discipline membership lists to discipline representatives. Collect delegate certification forms, certify eligibility, prepare check-in list for Assembly of Delegates.
- D. Order materials for ACTEN Membership tables from ACTE and/or other vendors.
- E. Oversee ACTEN Raffle/Fundraising at NCE Conference.
- F. Prepare and/or copy meeting handouts (agendas, memos, minutes, financial reports, and committee reports (as provided).
- G. Attend annual national ACTE conference and one additional conference as representative of ACTEN.

Administrative Services:

- A. Maintain "office" for ACTEN, including (but not limited to):
 - a. Provide computer, software programs, and printer.
 - b. Provide telephone, fax and e-mail capabilities. Set up conference calls.
 - c. Forward correspondence, messages, or questions to appropriate ACTEN Board member.
 - d. Provide ordinary office supplies (i.e., paper, file folders, staples, clips, etc.). Executive Director will be reimbursed for expensive items such as toner for the laser printer/copier, large envelopes and mailing labels upon itemized listing of use of such items on monthly statement. ACTEN is responsible for providing payment for ACTEN letterhead, envelopes and other printed materials.
 - e. Executive Director will pay copier rental bill and submit copy of invoice for reimbursement on next monthly statement to ACTEN as needed.
 - f. Provide ordinary postage and long distance service for ACTEN related calls or faxes, to be reimbursed by ACTEN on a monthly basis.
 - g. Collect, review, process and distribute mail from the post office box.
 - h. Provide storage for ACTEN records, files and other materials.
- B. Maintain ACTEN financial records and prepare financial reports for all accounts. Coordinate with bank and ACTEN Officers to update Corporate Authority signature forms. Provide documents and materials needed for tax filings and audits. Provide information needed to prepare proposed

annual budget. Provide copies of Holcombe and NSBEA scholarship reports to FCSTN and NSBEA treasurers as needed.

- C. Maintain and keep up-to-date records for the Corporate Book, i.e. Articles of Incorporation, Bylaws and Amended Bylaws, Program of Work, board lists, committee lists, minutes, financial reports and audit reports, etc.
- D. Prepare draft election ballot and provide to Nominating/Awards Committee Chair in Nov/Dec prior to the election. Prepare and distribute ACTEN election ballots. Notify Nominating/Awards Committee Chairperson of the number of ballots sent, the number of voted ballots returned, and any information on write in candidates. Provide ACTEN notebook materials for new board members.
- E. Provide periodic reports to ACTEN President and/or Executive Board regarding current activities, problems, correspondence or any relevant information.
- F. Maintain ACTEN checking account. Facilitate payment of ACTEN outstanding bills. Record and deposit all monies received. Reconcile bank statements for all bank accounts.
- G. Prepare and submit reports, correspondence or documents as needed by ACTEN, ACTE or other appropriate agencies, i.e. ACTEN Award brochure.
- H. Provide ACTEN with detailed monthly statement for services and reimbursement for expenses incurred during previous month.
- I. Coordinate with the ACTEN President for to set agenda for meetings and make arrangements for meeting facilities for ACTEN meeting.
- J. Other responsibilities as assigned and agreed upon by Board of Directors and Executive Director.

Original Articles of Incorporation – Nebraska Vocational Association

STATE OF

NEBRASKA

United States of America,
State of Nebraska } ss.



Department of State
Lincoln, Nebraska

I, Allen J. Beermann, Secretary of State of the State of Nebraska
do hereby certify;

NEBRASKA VOCATIONAL ASSOCIATION

filed Articles of Incorporation with its registered office located
in LINCOLN, Nebraska, in this office as a nonprofit corporation
June 12, 1992.

I further certify that said corporation is in good standing as of this date.

In Testimony Whereof,

I have hereunto set my hand and
affixed the Great Seal of the State
of Nebraska on June 12
in the year of our Lord, one thousand
nine hundred and ninety-two.



Allen J. Beermann
SECRETARY OF STATE

DEPUTY

STATE OF NEBRASKA } ss
Lancaster County }
in said County, the 12 day of June 1992
at 9:50 o'clock A. M. File No. 92-0458
Fee Paid \$ 30.00
W. R. [Signature]
County Clerk Deputy

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ARTICLES OF INCORPORATION

OF

NEBRASKA VOCATIONAL ASSOCIATION

We, the undersigned natural persons of the age of majority, acting as incorporators of a corporation under the Nebraska Nonprofit Corporation Act, adopt the following Articles of Incorporation for such corporation.

ARTICLE I.

Name

The name of the corporation is Nebraska Vocational Association.

ARTICLE II.

Duration

The period of duration of the corporation is perpetual.

ARTICLE III.

Purposes

This Corporation is organized exclusively as a non-profit corporation under the Nebraska Non-Profit Corporation Act and is organized for the following purposes.

- 1) To provide leadership for the development, delivery and promotion of quality vocational education in Nebraska.
- 2) To promote and encourage the development, improvement and expansion of vocational education programs in Nebraska.
- 3) Unify and integrate all the vocational education interests through representative membership.
- 4) Render services to local communities in promoting and developing quality vocational education programs.

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5) To support other entities in their effort to promote, develop and expand vocational education.

6) To engage in any lawful act or activity for which corporations may be organized under the Nebraska Corporation Act.

ARTICLE IV.

Powers

The corporation shall have and exercise all powers and rights conferred upon corporations by the Nebraska Nonprofit Corporation Act and any enlargements of such powers and rights conferred by subsequent legislative acts or acts of the voters of the State of Nebraska; the corporation shall have and exercise all powers and rights, not otherwise denied nonprofit corporations by the laws of the State of Nebraska or by these Articles of Incorporation, as are necessary, suitable, proper, convenient or expedient to the attainment of the purposes set forth in Article III. The corporation shall not have nor exercise any powers or rights which conflict with the purposes set forth in Article III.

ARTICLE V.

Prohibited Transactions

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE VI.

Members

The corporation may have one or more classes of members. The designation of the class or classes, the manner of election or appointment and the qualifications and rights of the members shall be as set forth in the By-Laws of the corporation.

ARTICLE VII.

Disposition of Assets Upon Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

ARTICLE VIII.

Indemnification of Officers, Directors,
Employees and Agents

The corporation shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative other than an action by or in the right of the corporation by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of the corporation, or is or was serving at the request of another corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that

his or her conduct was unlawful.

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ARTICLE IX.

Initial Board of Directors

The initial Board of Directors of the Corporation shall consist of the following individuals:

| <u>Name</u> | <u>Address</u> |
|--------------------|---|
| Dennis Van Horn | Lincoln Public Schools Box 82889 Lincoln, Nebraska 68502 |
| Lonnie Koepke | Broken Bow High School 323 N. 7th Avenue Broken Bow, Nebraska 68822 |
| Marilyn McGahan | Mid Plains Community College McDonald Belton Campus Rte. 4, Box 1 North Platte, Nebraska 69101 |
| Rachel Wise | 11 South Shore Drive Columbus, Nebraska 68601 |
| Jim Dovel | Omaha Public Schools 3215 Cumming Street Omaha, Nebraska 68132 |
| Donnell E. Cattle | Wayne State College Applied Science Division Wayne, Nebraska 68787 |
| Francis Jorgensen | Box 282 Cambridge, Nebraska 69022 |
| Jim Wesely | Milford High School 301 G Street Milford, Nebraska 68405 |
| Joyce Pribyl | Omaha South High School 4519 S. 24th Street Omaha, Nebraska 68107 |
| Dr. Elsie Cafferty | 3408 3rd Avenue |

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|-------------------|--|
| | Kearney, Nebraska 68847 |
| Priscilla Allen | Southeast Community College Beatrice, Nebraska 68310 |
| Linda Zimbelmann | Seward High School 532 Northern Heights Drive Seward, Nebraska 68434 |
| Patricia Anderson | 16 Beckman Circle Malcolm, Nebraska 68402 |
| Gary Corneer | 7024 Stanton Lincoln, Nebraska 68507 |
| Gwen Davidson | 726 Oakmont Hastings, Nebraska 68901 |
| Terry Thayer | RR 1, Box 101A Dannebrog, Nebraska 68831 |
| Ron Erlbacher | Metro Community College P.O. Box 3777 Omaha, Nebraska 68103 |
| Niel Edmunds | University of Nebraska-Lincoln 513 Nebraska Hall Lincoln, Nebraska 68588-0515 |
| Gary Meers | 518 East Nebraska Hall University of Nebraska-Lincoln Lincoln, Nebraska 68588-0515 |

ARTICLE X.

Initial Registered Office and Initial Registered Agent

The mailing address of the initial registered office of the corporation is 1000 American Charter Center, City of Lincoln, County of Lancaster, State of Nebraska, and the name of its initial registered agent at such address is John O. Frey.

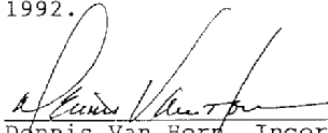
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Name and Address of Incorporators

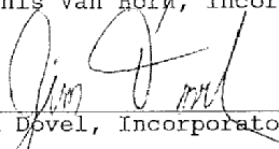
The names and addresses of the incorporators are:

| <u>Name</u> | <u>Address</u> |
|-----------------|---|
| Dennis Van Horn | 3230 Calvert Lincoln, Nebraska 68502 |
| Jim Dovel | 15111 S Omaha, Nebraska 68137 |

DATED: May 19, 1992.



Dennis Van Horn, Incorporator



Jim Dovel, Incorporator

Articles of Amendment to Articles of Incorporation – Name Change To ACTEN



ARTICLES OF AMENDMENT
TO
THE ARTICLES OF INCORPORATION
OF
NEBRASKA VOCATIONAL ASSOCIATION

1. The name of the corporation, prior to these Articles of Amendment, was Nebraska Vocational Association.

2. The amendment to the Articles of Incorporation of the Corporation is as follows:

First: Article I of the Articles of Incorporation is amended to change the name of the corporation by deleting the language of the original Article I and inserting the following language:

The name of the corporation is Association for Career and Technical Education of Nebraska. The corporation may also be referred to as ACTEN.

Second: Article XI is added and reads as follows:

ARTICLE XI

This Corporation is a public benefit corporation.

3. The foregoing amendment was adopted by the Corporation on June 8, 1999.

4. The amendment was approved by a sufficient vote of the Board of Directors and the Assembly of Delegates of the Corporation.

5. The amendment was required to be approved by members of the Corporation. The Corporation has one class of members consisting of 375 voting memberships. Seventy-eight (78) votes were cast on the amendments. Seventy-six (76) votes were cast in favor of the amendments and two (2) votes were cast against. The number of votes cast for the amendments was sufficient for approval.

6. Approval for these amendments is not required of any other persons.

DATED this 26 day of January, 2000.

ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION OF NEBRASKA (ACTEN)

By: Judith A. Davis
President

ATTEST:

Doris R. Elphick
Secretary

**STATE OF NEBRASKA ♦ SECRETARY OF STATE'S OFFICE
CORPORATION DIVISION**

STATE CAPITOL SUITE 1305 • P.O. BOX 94608 • LINCOLN, NE • 68509
PHONE: (402)-471-4079 • FAX: (402)-471-3666

SCOTT MOORE
Secretary of State

January 31, 2000

JULIE HELMUTH
Office Manager

FREY & HAND
130 NORTH 16TH STREET
LINCOLN, NE 68508

ACKNOWLEDGEMENT OF FILING

The attached documents were filed with the Nebraska Secretary of State's Office, Corporation Division. A label has been affixed to each filing signifying the filing stamp for the Nebraska Secretary of State's Office, Corporation Division. This filing label indicates the date and time of the filing and also references a document number that can be used to reference this filing in the future.

ACKNOWLEDGEMENT OF FILING FEES RECEIVED

| Action/Service | Company/Entity Name | Fee Received |
|-----------------|---|--------------|
| New Name | ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA | 5.00 |
| Per Page Charge | ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA | 10.00 |
| | Total Fees Received | \$15.00 |

Wanda
Filing Officer

Articles of Amendment to Articles of Incorporation –

NE Sec of State John A Gole - CORP A
1000840137 Pgs: 1
ASSOCIATION FOR CAREER AND TEC
Filed: 08/27/2008 10:34 AM

ARTICLES OF AMENDMENT
TO
THE ARTICLES OF INCORPORATION
OF
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

1. Prior to these Articles of Amendment, Article V provided that the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501 (c) (6) of the Internal Revenue Code.
2. The Amendment to the Articles of Incorporation of the Corporation is as follows:

Article V of the Articles of Incorporation is amended by deleting the second sentence thereof and inserting in its place the following sentence:

Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under the Internal Revenue Code.

3. The foregoing amendment was adopted by the Corporation on August 25, 2008.
4. The amendment was approved by a sufficient vote of the Board of Directors of the Corporation.
5. The amendment was required to be approved by members of the Corporation. The Corporation has one class of members consisting of 304 voting memberships. Fifty-two (52) votes were cast on the amendment. Fifty-two (52) votes were cast in favor of the amendment and zero (0) votes were cast against. The number of votes cast for the amendment was sufficient for approval.
6. Approval for this amendment is not required of any other persons.

DATED the 26th day of August, 2008.

ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION OF NEBRASKA (ACTEN)

By: Bonnie J. Malcolm
President

ATTEST: [Signature]
Secretary

STATE OF NEBRASKA ♦ SECRETARY OF STATE'S OFFICE
1445 "K" STREET • STATE CAPITOL SUITE 1301 • LINCOLN, NE • 68509
BUSINESS SERVICES DIVISION

CORPORATIONS

P.O. BOX 94608
(402) 471-4079
FAX: 471-3666

UNIFORM COMMERCIAL CODE

P.O. BOX 95104
(402) 471-4080
FAX: 471-4429

NOTARY

P.O. BOX 95104
(402) 471-2558
FAX: 471-4429

JOHN A. GALE
Secretary of State

UNIVERSITY OF NEBRASKA

JUDY JOBMAN
Deputy Secretary of State

FREY & HAND
130 NORTH 16TH STREET
LINCOLN, NE 68508

August 27, 2008

ACKNOWLEDGEMENT OF FILING

The document(s) listed below were filed with the Nebraska Secretary of State's Office, Corporation Division. A label has been affixed to each filing signifying the filing stamp for the Nebraska Secretary of State's Office, Corporation Division. This filing label indicates the date and time of the filing and also references a document number that can be used to reference this filing in the future.

ACKNOWLEDGEMENT OF FILING FEES RECEIVED

| Action/Service | Company/Entity Name | Fee Received |
|-----------------|---|----------------|
| Amendment | ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA | 5.00 |
| Per Page Charge | ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA | 5.00 |
| | Total Fees Received | \$10.00 |

Jody
Filing Officer

Articles of Amendment to Articles of Incorporation
to add language required by the IRS for 501(c)(3) organizations

STATE OF

NEBRASKA

United States of America, }
State of Nebraska } ss.



Department of State
Lincoln, Nebraska

I, John A. Gale, Secretary of State of Nebraska do hereby certify;

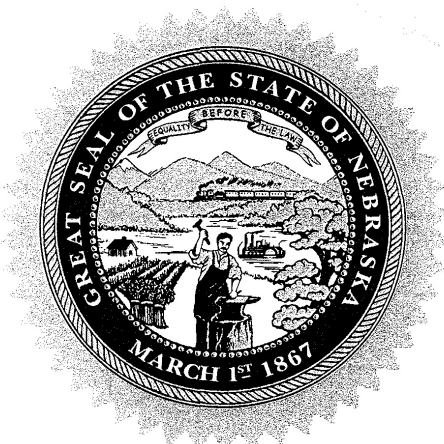
the attached is a true and correct copy of Articles of Amendment to
the Articles of Incorporation of

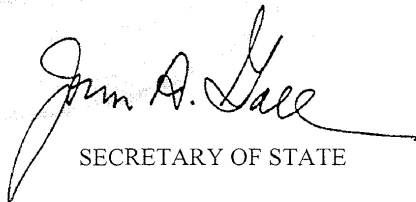
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
OF NEBRASKA

with registered office located in LINCOLN, Nebraska, as filed in this
office on February 23, 2009.

In Testimony Whereof,

I have hereunto set my hand and
affixed the Great Seal of the State
of Nebraska on February 23, 2009.




SECRETARY OF STATE

This certificate is not to be construed as an endorsement,
recommendation, or notice of approval of the entity's
financial condition or business activities and practices.

STATE OF NEBRASKA ♦ SECRETARY OF STATE'S OFFICE
1445 "K" STREET • STATE CAPITOL SUITE 1301 • LINCOLN, NE • 68509
BUSINESS SERVICES DIVISION

CORPORATIONS

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FAX: 471-4429

NOTARY

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(402) 471-2558
FAX: 471-4429

JOHN A. GALE
Secretary of State

www.sos.state.ne.us

JUDY JOBMAN
Deputy Secretary of State

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA
ATTN: LILSA KULWICKI
2909 S 13TH ST.
LINCOLN, NE 68502

February 23, 2009

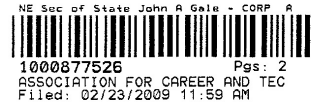
ACKNOWLEDGEMENT OF FILING

The document(s) listed below were filed with the Nebraska Secretary of State's Office, Corporation Division. A label has been affixed to each filing signifying the filing stamp for the Nebraska Secretary of State's Office, Corporation Division. This filing label indicates the date and time of the filing and also references a document number that can be used to reference this filing in the future.

ACKNOWLEDGEMENT OF FILING FEES RECEIVED

| Action/Service | Company/Entity Name | Fee Received |
|-----------------|---|--------------|
| Amendment | ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA | 5.00 |
| Per Page Charge | ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA | 10.00 |
| Certificate | ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA | 10.00 |
| | Total Fees Received | \$25.00 |

Gina Streich
Filing Officer



ARTICLES OF AMENDMENT
TO
ARTICLES OF INCORPORATION
OF
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

1. The name of the corporation is Association for Career and Technical Education of Nebraska.
2. The Corporate Purpose is amended by deletion of Article III in its entirety and insertion of the following in its place:

The purpose of the corporation is educational, including but not limited to promotion of career and technical education in the State of Nebraska.

3. Article XI of the Original Articles of Incorporation is changed to Article XII, and the following provisions are added as Article XI, and shall supersede any provisions to the contrary in the Articles of Incorporation or prior Articles of Amendment:
 - a. The purpose for which the corporation is organized are educational and charitable, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
 - b. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
 - c. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
 - d. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, transfer any remaining assets to the Association for Career and Technical Education.
4. The foregoing amendment was adopted by the corporation on February 17, 2009.
5. The amendment was approved by a sufficient vote of the Board of Directors of the corporation.

6. The amendment was required to be approved by members of the corporation. The corporation has one class of members consisting of 308 voting memberships. Twenty-six (26) votes were cast on the amendment. Twenty-six (26) votes were cast in favor of the amendment and there were zero (0) votes were cast against. The number of votes cast for the amendment was sufficient for approval.

7. Approval for this amendment is not required of any other persons.

DATED the 18 day of February, 2009.

ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION OF NEBRASKA (ACTEN)

By: Daniel H. Hsu
President

ATTEST:

A. Beck
Secretary

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

BYLAWS

(Revised and Adopted by the Assembly of Delegates on June 8, 2021)

ARTICLE I

NAME AND FUNCTION OF BYLAWS

- A. The name of this organization shall be the Association for Career and Technical Education of Nebraska.
- B. These Bylaws shall be the governing policies for the organization.

ARTICLE II

PURPOSES

The purposes of ACTEN shall be those purposes set forth in the current Program of Work, as adopted by the Board of Directors and Assembly of Delegates each year; provided that such Purposes shall not be inconsistent with nor contradict the Purposes set forth in the Articles of Incorporation. In the event such purposes do conflict with the Articles of Incorporation, the purposes set forth in the Articles of Incorporation shall control.

ARTICLE III

MEMBERSHIP

- Sec. 1: Membership in this association is open to all persons interested in career, vocational, and technical education in the State of Nebraska. Membership classification shall be active, student, loyalty, and other categories as defined by the Association for Career and Technical Education.
 - A. Active membership shall be defined as persons actively employed in the teaching or administration of programs of career, vocational, technical, counseling, and practical arts education.
 - B. Student memberships are for students preparing for a career in counseling or teaching career, vocational, technical and practical arts subjects.
 - C. Loyalty memberships are for individuals who have retired from active duty in vocational education and career and technical education.
 - D. Other membership categories shall be those as defined in the Bylaws of the Association for Career and Technical Education.

- E. New members are persons actively employed in teaching or administration of programs of career, vocational, technical, counseling, and practical arts education who have just joined the Association for Career and Technical Education of Nebraska and were not previously affiliated with the organization as an active member.
- Sec. 2: Only active members shall have the right to hold office, act as delegates, or vote in a business meeting of the Association for Career and Technical Education of Nebraska.
- Sec. 3: Dues shall be as follows:
 - A. Active membership dues shall be that amount necessary to cover an affiliated membership in the Association for Career and Technical Education, plus an amount per member to be retained by the Association for Career and Technical Education of Nebraska as recommended annually by the Board of Directors and approved by the Assembly of Delegates.
 - B. Loyalty membership dues shall be that amount necessary for membership in the Association for Career and Technical Education plus the dues per member to be retained by the ACTEN.
 - C. All dues shall be paid to the treasurer of the organization.
 - D. Membership shall begin with the receipt of dues by the ACTEN treasurer and terminate one year from that date.
 - E. Student membership shall be those enrolled in career, and technical education programs and approved as student members by the Association for Career and Technical Education.

ARTICLE IV

ELECTION OF OFFICERS AND DIVISION REPRESENTATIVES **(BOARD OF DIRECTORS)**

- Sec. 1: The officers of this association shall consist of the President, President-Elect, Secretary, Treasurer and Past-President. These officers and the Division Representatives representing the career and technical divisions shall constitute the voting members of the Board of Directors. The Career and Technical Divisions include:
 - Administration
 - Agriculture Education
 - Business Education
 - Adult Workforce Development
 - Counseling and Career Development
 - Health Science Technology Education

Family and Consumer Sciences Education
Engineering and Technology Education
Marketing Education
New and Related Services
Special Populations
Trade and Industrial Education

Sec. 2: All active members of ACTEN shall be eligible for any elective office of the Board of Directors.

No division may seek office of President-Elect for more than one consecutive term.

Sec. 3: The Board of Directors shall consist of members from each career and technical division as recognized by the Association for Career and Technical Education.

A. Any division of career and technical education having one to seventy-five members of ACTEN shall be represented by one Division Representative.

B. Any division of career and technical education having more than seventy-five members of ACTEN shall be represented by two Division Representatives.

C. Membership on the Board of Directors shall be determined on the basis of a division's membership in the ACTEN at the end of the previous fiscal year.

Sec. 4: Officers

A. President - one year term.

Candidates for elected office and their terms of office shall be:

B. President-Elect - one year prior to assuming the duties of President.

C. Secretary - two years.

D. Treasurer - two years.

E. Division Representatives - three years.

Division Representatives shall be elected annually on a rotation basis. No two Division Representatives from the same division of career and technical education shall complete their terms in the same year. Each division shall elect, by vote from ACTEN members within their own division, their respective Division Representative. If 100% of the members in a division of ACTEN are also members of a separate or affiliated division association then the division representatives for that division may be elected or appointed as determined by that division association and submitted in writing to the ACTEN President prior to the delegate assembly.

Sec. 5: Election of persons for the elected offices shown in Section 4 shall be by mail or electronic ballot. The nominating committee shall prepare a ballot listing

two (2) candidates for each office to be filled and provide a space under each office for write-ins except President-Elect.

- Sec. 6: The election procedure shall be:
- A. Candidates for elected offices shall be approved by the Board of Directors and announced sixty (60) days prior to the annual meeting.
 - B. Mail ballots or electronic ballots should be sent to ACTEN members forty-five (45) days prior to the annual meeting. Only ballots postmarked or received electronically at the ACTEN Office at least fifteen (15) days prior to the annual Assembly of Delegates meeting shall be considered as valid ballots.
- Sec. 7: The President-Elect shall be installed as President at the annual meeting and shall assume the duties at the beginning of the fiscal year. Other newly elected officers shall also take office at the start of the fiscal year.
- Sec. 8: In the event that the office of President is declared vacant during the interval, the President-Elect will assume the position of President for the remaining portion of that interval and shall retain the office of President for the ensuing year. Other offices which shall become vacant during any interval shall be filled for the remaining portion of that interval by action of the Board of Directors. In the event of a vacancy in the office of President-Elect, the Board of Directors, pursuant to majority vote, will appoint an eligible member of the Association to fill such vacancy and occupy the position of such office.

ARTICLE V

DUTIES OF OFFICERS AND DIVISION REPRESENTATIVES (BOARD OF DIRECTORS)

- Sec. 1: The President shall be the chief executive officer of the ACTEN and shall exercise general supervision over the interest and welfare of the organization. The President shall be chairperson of the Assembly of Delegates and Board of Directors. The President shall:
- A. Be responsible for implementing and directing the Program of Work Committee.
 - B. Appoint chairpersons to committees from the Board of Directors.
 - C. Instruct committee chairpersons about their assignments, assist them in carrying out their tasks, and check with the committee during the year to make certain that progress is being made.
 - D. Serve as ACTEN delegate to the ACTE Assembly of Delegates.
 - E. Participate or appoint a representative to participate in Region V activities.

- F. Meet with newly elected members of the Board of Directors to acquaint them with their responsibilities.
- G. Provide articles for each ACTEN Newsletter.
- H. Act as an ex-officio member of all committees except nominating.
- I. Collect committee reports and keep on file.
- J. Attend one yearly function of each division or send a representative. The representative may be the Past-President, President-Elect, Secretary or Treasurer.

Sec. 2: The President-Elect shall:

- A. Be chairperson of Program of Work Committee.
- B. Assume the duties of the President when the President is absent.
- C. Serve as a member of the Bylaws Committee.
- D. Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- E. Assist the President in carrying out the Program of Work.
- F. Provide articles for each of the ACTEN Newsletters.

Sec. 3: The Past-President shall:

- A. Assist and guide the President and President-Elect in carrying out their duties.
- B. Act as consultant to the Program of Work Committee.
- C. Select and obtain appropriate plaque for the outgoing ACTEN President.
- D. Serve as chairperson for the Nominating and Awards Committee.
- E. Serve as consultant to the Legislative Committee.
- F. Serve as Co-chair of the Annual Career and Technical Conference Planning Committee.

Sec. 4: The Secretary shall:

- A. Be responsible for the minutes of all business meetings.
- B. Keep all minutes and committee reports on file.
- C. Send out minutes of every meeting within fifteen (15) days following the meeting and notice of upcoming meeting to the Board of Directors and state affiliate organization presidents at least ten (10) days in advance of the upcoming meeting.
- D. Keep records and handle correspondence of all ACTEN business.
- E. Serve as an ACTEN representative to an ACTE function.

Sec. 5: The Treasurer shall:

- A. Arrange for the collection of dues.
- B. Provide a list of members to the Board of Directors.

- C. Serve as financial custodian of all ACTEN funds and prepare an annual financial report.
 - D. Serve as an ACTEN representative to an ACTE function.
- Sec. 6: Communications (Newsletter Editor and Webmaster)
- A. The Newsletter Editor shall:
 - (a) Plan and arrange for the publication of the ACTEN Newsletter.
 - (b) Attend ACTEN Board meetings as an ex officio member, when possible.
 - B. The Webmaster shall:
 - (a) Maintain the ACTEN website by posting new information, remove outdated information and suggest changes that will keep the site fresh and interesting for our members.
 - (b) Provide basic training to other board members so they will be able to update the website when their assistance is needed.
 - (c) Attend ACTEN Board meetings as an ex officio member, when possible.
- Sec. 7: The Division Representative shall:
- A. Attend Board of Directors meetings and Assembly of Delegates as voting delegates for the Board of Directors. Division Representatives will be required to resign their position after two unexcused board meeting absences per year. An excused absence can be granted prior to the meeting by the ACTEN President.
 - B. Provide leadership and promote membership in their respective divisions.
 - C. Serve as chairpersons and assist in carrying out the responsibilities of the various committees.
 - D. Have a responsibility to provide articles for ACTEN newsletter.
 - E. Communicate information to their divisions concerning ACTEN matters.
 - F. Appoint and notify members of their respective divisions to serve as delegates to the annual Assembly of Delegates.
 - G. Appoint a voting representative in the event the elected Division Representative cannot attend a Board of Directors meeting.
 - H. Have a responsibility to secure applicants, from their division, for ACTEN/ACTE awards.

- Sec. 8: Affiliate Organization Presidents shall:
- A. Be encouraged to attend all scheduled Board of Directors meetings as an ex-officio member.
 - B. Inform the ACTEN Board of Directors of their respective affiliate organization functions.

ARTICLE VI

BOARD OF DIRECTORS

- Sec. 1: The elected officers and Division Representatives shall constitute the voting members of the Board of Directors. Designated ex-officio members shall serve on the Board of Directors as non-voting members, and shall include, but not be limited to, a representative of the Nebraska Department of Education as designated by said department, the Newsletter Editor, and any Nebraskan who is a member of the ACTE Board of Directors
- Sec. 2: The duties of the Board of Directors shall be:
- A. To look after the general welfare of Vocational and Career and Technical Education within the state.
 - B. To give special emphasis to educating the public with respect to the value and need of such education.
 - C. To assume the authority to conduct business and take necessary action between meetings of the ACTEN Assembly of Delegates.
 - D. To annually appoint the Newsletter Editor.
 - E. To have voting privileges at the ACTEN Assembly of Delegates representing the ACTEN and not their respective divisions.

ARTICLE VII

COMMITTEES

The committees shall consist of active ACTEN members. The chair of each committee shall be a Board of Directors member who will prepare a summary report for each meeting and a yearly report on activities of each committee for the ACTEN Assembly of Delegates, to be given to the new Chairperson, the President-Elect, and the Secretary.

- Sec. 1: Audit

- A. The Audit Committee shall annually audit the financial records of the Association and submit a written report to the Assembly of Delegates.
- Sec. 2: Budget
 - A. The Budget Committee shall assess the operational needs of the Association and submit a proposed budget for the ensuing year to the Assembly of Delegates.
- Sec. 3: Legislation and Resolutions
 - A. The Legislative and Resolutions Committee shall maintain the state and national level legislative networks in each career and technical division for:
 - (1) Informing legislators of needs and accomplishments of vocational, career and technical education.
 - (2) Establishing and maintaining a good relationship with legislators.
 - B. Monitor state and national legislation and notify appropriate network members when action is required. Follow through to see that action is taken.
 - C. Keep members informed of all legislation, state and national, which would affect vocational, career and technical education, via regular articles in the ACTEN Newsletter.
 - D. Contact representatives of each ACTEN division and standing committees for resolutions vital to ACTEN.
 - E. Solicit resolutions prior to the annual Assembly of Delegates.
 - F. Upon recommendations of the Board of Directors, present resolutions to the Assembly of Delegates for action.
- Sec. 4: Membership
 - A. The Membership Committee shall consist of a representative from each career and technical education division, and they shall solicit membership from their respective division.
- Sec. 5: Nominating and Awards

This committee shall be chaired by the Past-President. It shall consist of one representative from the members of each division. It shall:

 - A. Serve in an advisory capacity to the President.
 - B. Select candidates for elected offices and report to the Board of Directors.

- C. Be responsible for selecting suitable recipients for each ACTEN award to be presented at a time decided by the Board of Directors.
- Sec. 6: Program of Work
 - A. The Program of Work Committee shall consist of the chairpersons from each standing committee. It shall develop specific goals, activities on how to reach them, and provisions for evaluation. The Program of Work shall be based on a strategic plan developed by the ACTEN Board of Directors. The Program of Work shall be submitted to the Board of Directors at least sixty (60) days before being submitted to the Assembly of Delegates for final approval.
- Sec. 7: Public Relations
 - A. The Public Relations Committee shall arrange ways and means of interpreting vocational, career and technical education to the public and to leaders in general education.
- Sec. 8: Bylaws
 - A. The Bylaws Committee shall receive proposed Bylaws changes from ACTEN members sixty (60) days prior to the Assembly of Delegates and shall evaluate the Bylaws for any proposed changes.

ARTICLE VIII

MEETINGS

- Sec. 1: The annual meeting of the Assembly of Delegates shall be held each year at such time and place as the Board of Directors may select.
- Sec. 2: Each career and technical education division shall be represented in the Assembly of Delegates by one delegate for each ten active members or major part thereof, based on the division membership of the preceding fiscal year. Divisions with less than fifteen (15) active members shall be entitled to two delegates.
- Sec. 3: All business shall be transacted by the Assembly of Delegates members present at the annual meeting or at any special meeting officially called by the Board of Directors. A minimum of fifty-one (51) percent of those active members registered at the Assembly of Delegates constitute a quorum.
- Sec. 4: All board meetings shall be open and all interested parties privileged to attend, but voting shall be limited to officers of their voting representatives.

ARTICLE IX

FISCAL YEAR

The fiscal year of this organization shall be October 1 to September 30.

ARTICLE X

AMENDMENTS

- Sec. 1: The Bylaws may be amended by a two-thirds (2/3) majority of the votes cast by the Assembly of Delegates. Proposed changes must be submitted in writing to the Board of Directors at least sixty (60) days prior to the Assembly of Delegates. ACTEN members shall be notified of proposed changes at least thirty (30) days prior to the Assembly of Delegates. Adopted amendments shall become effective following the Assembly of Delegates.

ARTICLE XI

PARLIAMENTARY AUTHORITY

- Sec. 1: Robert's Rules of Order, Newly Revised will govern any provision not covered by the Bylaws of the Association for Career and Technical Education of Nebraska.

ACTEN

Association for Career and Technical Education of Nebraska

Anti-Harassment /Discrimination Policy

=====

As a professional organization, ACTEN encourages collegial dialogue and ongoing professional development in Career and Technical Education for Nebraska. It shall be the policy of ACTEN to take all necessary and appropriate steps to encourage members to promote and deliver career and technical education programs that are free of any form of harassment/discrimination. Professional educators, support staff and students are valued patrons of Career and Technical Education in Nebraska and must not be subjected to such actions. Harassment/discrimination undermines the integrity of the Association's dedication to professionalism and service to its membership and the students of Nebraska Career and Technical Education programs.

The ACTEN Board of Directors acknowledges all regulations, requirements and responsibilities as defined by the equal rights legislation regarding harassment/discrimination. Under these regulations, a person may not be harassed/discriminated against based on their age, race, sex, creed, religion, national origin, disability, sexual orientation, arrest/conviction record or marital/parental status.

Harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which is based upon one's group members when:

- a) Submission to the conduct is made either explicitly or implicitly as a term or condition of an individual's status or role within the classroom and /or organization.
- b) Submission to or rejection of the conduct by an individual is used as the basis for decisions affecting the individual, or as a factor in decisions affecting a person's status or role within the classroom and/or organization.
- c) The conduct has the purpose or effect of substantially interfering with an individual's performance within the classroom and/or organization or creating an intimidating, hostile or offensive environment within the classroom and/or organization.

Any ACTEN member who feels that he/she has been subjected to any of the above-described behaviors should report the situation in accordance with the Association's established harassment/discrimination complaint procedures.

(to be developed once the policy is approved)

All harassment/discrimination complaints shall be taken seriously and investigated. Appropriate corrective action shall be taken as necessary. Association membership found to be in violation of this policy will be dismissed from the association.

It is further the policy of ACTEN that a sexual relationship between an ACTEN member and a student is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with educational process and involves elements of coercion by reason of the relative status of the member to a student.

Members of ACTEN who witness, overhear, or are told about harassment should report such incidents to the association president. Additionally any member who witnesses harassment has a duty to intervene and stop the harassment. If a member of ACTEN witnesses or hears about harassment and fails to intervene and report it to the association president may be dismissed from the organization.

The Association for Career and Technical Education of Nebraska will not tolerate any conduct that fails to comply with the letter and spirit of this policy. All members of ACTEN are required to abide by this policy. Retaliation in any form against a member of ACTEN who reports an incident of harassment/discrimination or participates in any investigation of alleged harassment/discrimination is prohibited.

{Policy was adopted by vote of delegates on June 6, 2006 at the Assembly of Delegates.}

Association for Career and Technical Education of Nebraska

Conflict of Interest Policy

Article I - Purpose

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

Article II - Definitions

1. Interested Person

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

2. Financial Interest

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

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

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

Article III - Procedures

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

Adopted by Delegates on June 10, 2009

Association for Career and Technical Education of Nebraska

Whistleblower Policy

General

As representatives of ACTE of Nebraska, the Board of Directors and Executive Secretary must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all officers, directors, ex officio members to report wrong doing or suspected wrong doing in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or ex officio member who in good faith reports suspected wrong doing shall suffer harassment, retaliation or adverse consequence. This Whistleblower Policy is intended to encourage and enable ACTEN Board members and ex officio members to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

Questions, concerns, suggestions or allegations of wrong doing, including suspected fraud, shall be brought directly to the attention of the Compliance Officer.

Compliance Officer

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

Accounting and Auditing Matters

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

Acting in Good Faith

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

Confidentiality

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

Handling of Reported Violations

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

Audit Committee Compliance Officer

ACTEN Officers, Directors and Ex Officio Members

Policy Adopted by Delegates on June 10, 2009

Association for Career and Technical Education of Nebraska

Document Retention Policy

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

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

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

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| Institutional and Legal Records | |
| Articles of Incorporation | Permanent |
| By-Laws | Permanent |
| Minutes | Permanent |
| Tax Exemption Documents | Permanent |
| Federal Tax Records | |
| Form 990 and 990-E with support | Permanent |
| Financial Records | |
| Original A/P Invoices | 7 years |
| Expense Reports | 7 years |
| 1099 & Sales and Use Tax Reports | 7 years |
| A/P Check Registers | 7 years |
| Bank Statements | 7 years |
| Deposit Records | 7 years |

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| Bank Reconciliations | 7 years |
| Canceled Checks | 7 years |
| General Ledgers | Current plus 7 years |
| Journal Entries | 7 years |
| Annual Audited Financial Report | Permanent |
| Insurance Records | |
| Liability Insurance Policies | Permanent |
| Insurance Claim Documents | 7 years |
| Litigation Records | |
| Claims/Court Documents | Current |

Policy Adopted by Delegates on June 10, 2009



ACTE/STATE ASSOCIATION

Affiliation Process

Statement of Understanding

The Association for Career and Technical Education (ACTE) is a duly constituted legal entity providing services and benefits on behalf of Career and Technical Education (CTE) professionals within the United States and internationally. ACTE invites affiliation with duly constituted legal entities providing ACTE-aligned services and programs on behalf of CTE professionals within a specific state of the United States, a commonwealth or territory of the United States, or a sovereign nation or any of its political subdivisions.

Affiliation requires a state association's purposes, activities and operational procedures not be in conflict with ACTE's mission. ACTE recognizes state associations' necessity to adopt bylaws, missions and organizational structures specific to their jurisdictions and responsive to their members.

An ACTE-affiliated state association shall be entitled to voting delegates at the ACTE Assembly of Delegates as specified in the ACTE bylaws. ACTE and affiliated state associations further agree to the following principles and operational elements.

Principles of Affiliation

1. ACTE and its affiliated State Associations share a primary obligation to serve the lifelong professional needs of their collective memberships by delivering or providing access to products and services of the highest quality and communicating directly with their respective members.
2. ACTE and its affiliated State Associations will cultivate operating environments of mutual trust and respect towards one another and their members and stakeholders; foster open communication and transparency; and exercise transparent governance and decision-making responsibilities.
3. ACTE, in consultation with its affiliated State Associations, will establish and communicate advocacy principals that enhance the value of the profession, serve its stakeholders and inform the education system.
4. ACTE and its affiliated State Associations will strive to protect, develop and enhance the reputation, value and preeminence of career and technical education as well as their own "brands."
5. ACTE and its affiliated State Associations will each operate in a financially prudent manner and in fulfillment of their respective fiduciary responsibilities and will do so in a manner that is open and transparent to their members.
6. ACTE and its affiliated State Associations both will seek out, foster, and train effective leaders that advance the vision and goals of the respective organizations and the profession.

Operating Framework

1. ACTE has the responsibility for developing and communicating the positions on Federal legislation and regulatory agency actions. Affiliated state associations will align their activities, where feasible, with the ACTE positions and assist ACTE by communicating the positions to members and stakeholders.
2. ACTE and its affiliated state associations will work in partnership to deliver consistent messages that advance the career and technical education profession and the respective associations. Volunteers are one of ACTE's and the affiliated state associations' most valuable resources.
3. Volunteers shall be recognized, supported and encouraged when acting on behalf of ACTE and its affiliated state associations.
4. The Affiliated state associations will ensure that all delegates to the ACTE Assembly of Delegates are familiar with the ACTE governing documents, Strategic Priorities and issues facing the association and members.

5. ACTE and its affiliated state associations will work in partnership to identify, train and motivate effective leaders on the national and state level.
6. ACTE and its affiliated state associations recognize and accept that it is in both parties' best interest to complement and support, not duplicate and compete. To this end, the following activities are considered important:
7. ACTE will provide recognition of affiliated state association activities in its publications and on the Web site.
8. ACTE will communicate on a regular basis to the affiliated state associations on its activities and upcoming events, which may be distributed to the state membership.
9. Affiliated state associations will include ACTE, where feasible, in its conference programming.
10. Affiliated state associations will provide and ACTE will maintain current information and leadership rosters for each affiliated state association.
11. ACTE and its affiliated state associations will collaborate and support each other on membership recruitment and retention efforts. Membership in both associations will be promoted by both parties. New and renewing members in each affiliated state association will be transmitted at least monthly by ACTE and the affiliated state associations.
12. ACTE and its affiliated state associations recognize the need for ongoing input and feedback from members as to what constitutes member value. ACTE agrees to provide information from national members surveys to its affiliated state associations. The affiliated state associations agree to provide information on member needs to ACTE.
13. ACTE and its affiliated state associations recognize that the most efficient and effective avenue for providing professional development for members is through the state association and its divisions. As such, each affiliated state association will endeavor to schedule professional development programs throughout the year. ACTE will continue to enhance and improve upon the Annual Convention program to address the needs of all members. ACTE and its affiliated state associations will exercise fiduciary responsibility in regard to the funds that are collected from members and will be good stewards of the funds provided to them by their members in the form of dues and other fees.
14. ACTE and its affiliated state associations will share information on emerging issues in career and technical education and the education and workforce system. ACTE and its affiliated state associations will support each other in utilizing their knowledge of emerging issues to keep their respective associations relevant to members and prospective members.
15. ACTE and its affiliated state associations will continually strive to identify and develop products and services that can be jointly promoted to members and will, where feasible, share in revenue realized as a result of these products and services.

STATE ASSOCIATION

Association Name: Nebraska ACTE
 President: David L. Gee
 Signature: David L. Gee
 Date: 12-5-08

ACTE

Association Name: ACTE
 President: Bryan Albrecht
 Signature: Bryan Albrecht
 Date: 3-16-09