



The Association for Career and Technical Education
Work-Based Learning Division
Policy and Procedures Manual



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INTRODUCTION

The Work-Based Learning Division is part of the organizational structure of the Association for Career Technical Education (ACTE). Being a division comes with a certain amount of responsibility; that is, a responsibility to be accountable to its thousands of members. There is also the responsibility to allow for involvement of the membership in order that all may grow professionally.

The organizational structure contained in this handbook shows both the structure of the division within the ACTE and the structure of the division and its division affiliates. Each of these will be explained in detail.

The governance of the division is carried out through the Policy Committee. The structure of the Policy Committee represents the membership with representation of each ACTE region, ACTE standing committees, division committees and areas of interest. As stated in this handbook, the Policy Committee membership has the final authority on all matters concerning the division.

This handbook is particularly useful to the official members of the Policy Committee and Divisional committees in carrying out their duties. The information contained in this handbook will be reviewed at the ACTE Work-Based Learning annual business meeting.

GENERAL PURPOSES

The general purposes of the Work-Based Learning Division of the Association for Career and Technical Education (ACTE) are:

- To provide for better understanding and appreciation of the program of Work-Based Learning among all educators;
- To identify the function of work-based learning and youth apprenticeships in preparing people for the world of work;
- To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories;
- To provide for the professional growth of all functional and interest groups within the division;
- To inform members of the Work-Based Learning Division about trends, plans, policies, and current activities of ACTE and occurrences in the field which have implications for the promotion, development, and welfare of Career and Technical Education;
- To promote professional relationships with other agencies, organizations, and institutions concerned with labor and management and the work-based learning community.

GENERAL POLICY

The name of the Division shall be set by the Policy Committee with approval by the membership and according to ACTE Board Policy.

If any statements or policies included in this document are in conflict with the articles of incorporation, bylaws, or operating policy of the ACTE board of directors, such items are null and void.

Copies of these operating policies and procedures are available at the ACTE Headquarters and on the ACTE WBL Division web page, www.acteonline.org.

ORGANIZATION OF THE DIVISION

Within the organizational structure of the Work-Based Learning Division, there shall be a President, Policy Committee, and Division Committees. Task force committees may be appointed as needed.

The governing body of the Work-Based Learning Division is the Policy Committee.

The official Policy Committee members shall meet each year at Career Tech VISION and the annual ACTE Work-Based Learning Conference. Other meetings may occur during the course of the year as requested by the president or majority of the Policy Committee. The Policy Committee meeting, held prior to the start of Career Tech VISION, plans the division's program of work for the next fiscal year. A president's report on the program of work will be given at the ACTE Work-Based Learning Business meeting.

MEMBERSHIP

Members of ACTE who are interested in or professionally engaged in Work-Based Learning shall be considered eligible for membership in the Work-Based Learning Division.

In accordance with the ACTE Bylaws, the payment of ACTE annual dues, as determined by the ACTE Assembly of Delegates, shall entitle the member to membership in ACTE and one of its divisions.

Division Associates of the WBL Division

Division Associates of the Work-Based Learning Division may include professional organizations that have similar interests and goals as the division as is specified in the ACTE Board of Directors Policy Manual.

PRESIDENT OF THE DIVISION

The President of the division shall be a member in good standing, having been elected by the members of the division. Working to implement the purpose of the ACTE Strategic Plan with the division, and to bring the concerns of the division to the Board of Directors.

- The President shall serve the ACTE Board of Directors as Vice-President of the Work-Based Learning Division.
- Serve as the Chairperson of the Policy Committee.
- Orient new Policy Committee members as to their duties and responsibilities.
- Serve on ACTE committees as directed by the ACTE President.
- Coordinate division activities at ACTE's Career Tech VISION.

Term of Office shall be for three (3) years, beginning July 1. No member shall be eligible to serve consecutive full terms as ACTE WBL President. Election of the Work-Based Learning Division President will occur during the third year of the current president's term unless a President-Elect has been elected.

A one year as President-Elect is optional; this is a non-funded shadowing term. Election of the Work-Based Learning Division President-Elect will occur during the second year of the current president's term.

In the event a vacancy occurs in the office of President, the Policy Committee shall recommend a person to fill the remainder of the term, submitting this person to the ACTE Board of Directors for final approval, in keeping with the requirements of the ACTE Board of Directors Policy Manual. Per the ACTE Bylaws, the ACTE Board is empowered to appoint an ACTE member to fill any vacancies on the ACTE Board of Directors.

PROCESS OF NOMINATION AND ELECTION

When the division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, post to the ACTE web site, and notify each state Division president (if applicable).

A Nominating Committee shall be established by the President. The Nominating Committee shall contain at least three members of whom no more than one third of the committee shall consist of officers or members of the Division Policy Committee. In no case shall a person who is a candidate for office be a member of the Nominating Committee, nor shall an individual who provides a letter of support or recommendation for a candidate serve as a member of the Nominating Committee. The committee will review all nominations and interview each candidate. The committee shall recommend at least two nominees at the business meeting of the division. If two qualified candidates are not available, the vacancy contingency will be initiated.

The President will inform the ACTE Nominating Committee of the nominees for inclusion on the ballot for all members of the division.

Qualifications: All members of the Work-Based Learning Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- A willingness to promote work-based learning and the ACTE Strategic Plan.
- Authorization to make time available and have sufficient support to effectively execute the responsibilities of the office.
- Sustained membership in ACTE.
- Evidence of leadership in ACTE.
- It is recommended that the individual should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE and have a good attendance record at annual meetings of the ACTE.

All nominations must be submitted by the deadline established by ACTE, utilize the ACTE forms, and adhere to all rules, policies and guidelines established by ACTE.

BUDGETS

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the association. The programs contained within the budget should be aligned with the ACTE Strategic Plan. The ACTE Board approves the budget in July of each year.

The Work-Based Learning Division President has two budgets to maintain and work from, *Operating and Designated Fund*.

ACTE Financial Board Policies

Regional and divisional funds shall be available for allocation by the respective Vice Presidents upon the submission of a budget and its approval by the Board of Directors. The budget will include objectives, procedures, and timetables, personnel and funds involved. Adjustments among items may be made by the Vice Presidents to the limit of 20% in any major category, upon request to the Executive Director. Adjustments of more than 20% must be approved by the Board of Directors.

Region and division Vice Presidents are not allowed to carry over unexpended budget amounts to the next fiscal year budget. Debts incurred during a fiscal year must be properly authorized and received at ACTE headquarters no later than 90 days after the expense was incurred. From June 30 each year, no reimbursements for obligations will be made after 30 days after the close of the fiscal year. Over-expenditures of budget funds by the regions and divisions must be paid back out of their designated accounts first and then out of the next fiscal year's budget.

Operating Budget

Purpose

To provide financial support for the professional activities of the Work-Based Learning Division of the Association for Career and Technical Education.

Expenditures

Expenditures will be authorized by the Work-Based Learning Division President in accordance with the annual budget and must not exceed the fund balance.

Designated Fund – Work-Based Learning Professional Fund

Purpose

To encourage professional development in career and technical education in the areas of public relations activities, curriculum development, publications, scholarships and research in work-based learning and youth apprenticeships.

Source of Revenue

Contributions from educators and others interested in the ongoing excellence of work-based learning and youth apprenticeships.

Expenditures

All expenditures will be authorized by the Policy Committee.

Investment

ACTE is authorized to make prudent investments of funds contributed to the fund. Only interest on funds contributed may be used for authorized expenditures.

Changes

Any changes in the guidelines applicable to the fund will be submitted to the ACTE Executive Director by the Vice President of the Work-Based Learning Division. Changes must have approval of the Policy Committee and be approved by the ACTE Board of Directors.

POLICY COMMITTEE

The membership of the Policy Committee shall be determined by the operating policies of the Work-Based Learning Division. The official Policy Committee members shall meet each year at ACTE's Career Tech VISION and ACTE's National WBL Conference and may have additional meetings, as needed.

At the Policy Committee meeting held prior to the start of ACTE's Career Tech VISION, the Policy Committee plans the division's program of work for the next fiscal year.

Purpose: The Policy Committee shall serve as an executive and planning group whose primary function is to facilitate the achievement of the general purposes of the Division by coordinating the activities of the members as follows:

- Maintain active national leadership in Career and Technical Education.
- Encourage high professional standards among its members.
- Disseminate information to our members.
- Inform Division members of policies and issues of ACTE related to the development of career and technical education.
- Provide a mechanism for effective communication from members to ACTE staff.

Officers of the Policy Committee:

Chairperson - the President of the section shall serve as chairperson of the Policy Committee throughout tenure in that office. The chairperson shall preside and direct the affairs of the committee.

Vice Chairperson - the Immediate Past President will serve as vice chairperson the first two years of the President's term and the President-Elect will serve as vice chairperson the last year of a President's term. If there is no President-Elect, then the immediate Past President shall serve one additional year as vice chairperson. The vice chairperson shall preside at meetings in the absence of the chairperson.

Voting Members

The following individuals shall be the voting members of the Policy Committee:

1. ACTE WBL President
2. ACTE WBL Immediate Past President*
3. ACTE WBL President Elect*
4. Regional Representatives
5. ACTE WBL Division Committee Chairpersons
6. ACTE WBL Area of Interest Representatives
7. WBL Division Representatives to ACTE Standing Committees

*President Elect and Immediate Past President will not serve concurrent terms. In the event there is no President Elect, the Immediate Past President shall serve an additional year.

The presence of a majority of members of the ACTE WBL Division Policy Committee or any WBL Division Committee, shall constitute a quorum.

The term of office shall begin July 1 of the year selected. The term of office for the voting members of the Policy Committee shall be three years; an individual member may serve up to two complete terms. (See ACTE WBL Division website for a list of current Policy Committee members.)

The Policy Committee Chair reserves the right to appoint a secretary who would serve in an ex-officio role.

A member of the Policy Committee may be removed due to non-participation in scheduled meetings or events or for other reasons deemed in the best interest of the Work-Based Learning Division. Removal will only happen after a majority vote of the Policy Committee members.

In the event a vacancy occurs in the Policy Committee, the Division President shall recommend a person to fill the remainder of the term, submitting this person to the remaining Policy Committee members for final approval.

Division Associate members

Other representatives from work-based learning/youth apprenticeship groups may be invited to attend meetings of the Policy Committee as non-voting members.

COMMITTEES

Committees may be established in accordance with the needs to carry out the purposes of the division. Committees are divided into two categories: ACTE Standing and Division.

Appointments to ACTE and Division committees shall be made by the President upon recommendation of, and/or subject to approval by, the division Policy Committee. All ACTE committee appointments are based upon the rotational policy of the ACTE Board of Directors.

All appointees for the division must be members of ACTE and the Work-Based Learning Division. Before any appointments are made, there must be written assurance from those being considered that they will be able to attend ACTE's Career Tech VISION and other meetings while serving on committees.

If the Work-Based Learning Division committee member is selected by the standing committee to become Chairperson of that committee, the President of the section may appoint a new person to fill the seat.

ACTE Standing Committees

The Work-Based Learning Division will have one representative on each of the following:

- BYLAWS
- NOMINATING

All members who serve on ACTE standing committees are recommended by the divisions. A committee member must be a current member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division Policy Committee members are eligible candidates for membership on standing or ad hoc committees.

Division Committees

AWARDS COMMITTEE

MISSION

To ensure the recognition of outstanding achievements by work-based learning professionals and industry partners who have made extraordinary contributions to the field of Work-Based Learning. Recognition of outstanding achievements will help foster best practices in the Work-Based Learning Division while helping to bring positive awareness to the field.

COMPOSITION, SELECTION & TERM

The Committee is composed of a Chairperson, as appointed by the President, and one representative from each ACTE Region, as appointed by the Chairperson. Members serve for a two-year period beginning July 1 and can serve up to two terms.

Members of the Awards Committee are not eligible, during their service to this Committee, to receive a division award.

OBJECTIVES

The Awards Committee will develop and maintain an awards program for the Division that will honor work-based learning professionals who achieve high standards. The Awards Committee will define the criteria for all of the Division awards. This criteria will be based upon the most current ACTE High Quality CTE Program of Study Framework and award specific criteria.

The Awards Committee will work closely with the Division President and the ACTE Awards Committee to determine deadlines, promote the award(s), develop an applicant pool(s), establish judges, notify winner(s), and formally announce winner(s). The Awards Committee will ensure the award winner(s) are properly recognized at ACTE's National Work-Based Learning Conference each year and provide the winner(s) with a plaque. The Awards Committee Chair will send a list of winners to be posted on the ACTE WBL Division website.

ADVOCACY COMMITTEE

MISSION

To ensure that the best interests of Work-Based Learning are served in legislation at the local, state, and national level. To increase awareness of local and statewide legislation and policy among members of the Work-Based Learning Division.

COMPOSITION, SELECTION & TERM

The Committee is composed of a Chairperson, as appointed by the President, and one representative from each ACTE Region, as appointed by the Chairperson. Members serve for a two-year period beginning July 1 and can serve up to two terms.

OBJECTIVES

The Advocacy Committee will

- Work with the Public Policy staff of ACTE to ensure that the best interest of Work-Based Learning is served in legislation at local, state, and national levels.
- Review materials and provide input for development and implementation of the work plan and will serve as a linkage to further the Work-Based Learning Division's mission and vision.
- Be a communication link in connecting with the states' WBL advocacy efforts and communicate to the committee of ongoing proposed and new policies affecting WBL.

PROFESSIONAL DEVELOPMENT COMMITTEE

MISSION

To ensure the members of the Work-Based Learning Division have access to quality professional development, leadership opportunities, and other resources to support their professional growth and knowledge.

COMPOSITION, SELECTION & TERM

The Committee is composed of a Chairperson, as appointed by the President, and one representative from each ACTE Region, as appointed by the Chairperson. Members serve for a two-year period beginning July 1 and can serve up to two terms.

OBJECTIVES

The Professional Development Committee will

- Plan and provide regular professional development opportunities based on interests / needs of WBL division members, implement the work plan and serve as a linkage to further the Work-Based Learning Division's mission and vision.
- Keep members informed of a wide range of professional development opportunities and resources relating to work-based learning and youth apprenticeships.
- Encourage members to contribute resources to an online platform.
- Assist the President and Policy Committee with the planning of VISION and the annual ACTE Work-Based Learning Conference.
- Be a communication link (with the regional reps) about state and regional professional development related to work-based learning that could be shared with the full ACTE WBL Division.

- Also help communicate ACTE WBL PD activities out to the region/states.

Task Forces

Task Forces may be appointed by the WBL Division President and/or the Policy Committee, as the need arises.

The Task Force is composed of membership representatives as appointed by the President. The term of the Task Force's work shall be determined by the president.

ANNUAL BUSINESS MEETING/REPORTS

The ACTE WBL Division annual business meeting shall be held during ACTE's Career Tech VISION. Registered ACTE WBL Division members present at the meeting and eligible to vote shall constitute a quorum.

The ACTE WBL Division President shall submit a division report to the ACTE Executive Director before each official meeting of the ACTE Board of Directors and shall make these reports available to the membership on the ACTE WBL Division website.

ASSOCIATED ORGANIZATIONS

AMENDMENTS

Policy and Procedures

Policies and/or procedures may be amended by submitting the proposed revisions in writing to the Work-Based Learning Division Policy Committee prior to an officially announced business meeting of the Division. Any such proposed version must be approved by the Work-Based Learning Division Policy Committee and presented to the membership at a Work-Based Learning Division Business meeting.

Policies and Procedures may be amended at the ACTE WBL annual business meeting provided that:

<i>Days' notice to VP (prior to Business Mtg)</i>	<i>60 days</i>
<i>Revisions submitted in writing</i>	<i>Yes</i>
<i>Notice to policy committee (prior to Business Mtg)</i>	<i>Yes - 15 days</i>
<i>Submitted to membership (prior to Business Mtg)</i>	<i>Yes – 15 days</i>
<i>Other notification</i>	<i>Presidents of divisional organizations/State Presidents</i>
<i>Approved at annual meeting</i>	<i>Yes, by majority of members present</i>
<i>Approved by Board</i>	<i>Yes</i>

POLICY & PROCEDURES MANUAL:

Adopted: [insert date]