



The Association for Career and Technical Education

Business Education Division

Policy Manual

November 2023



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INTRODUCTION

The Business Education Division (the “Division”) is an internal unit 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 manual shows both the structure of the Division within ACTE and the structure of the Division and its Division Associate organizations. Each of these will be explained in detail.

The facilitating body 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 committee and may include Division Associates. As stated in this policy manual, the Policy Committee membership has the final authority on all matters concerning the Division.

This policy manual is particularly useful to the official members of the Policy Committee and division committees in carrying out their duties. The information contained in this policy manual will be reviewed at the Division’s annual meeting.

GENERAL PURPOSES

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

- To develop high professional standards among the membership;
- To provide for better understanding and appreciation of the program of Business Education among all educators;
- To identify the function of Business Education 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 foster the development of professional attitudes among teachers and to provide for the professional growth of all functional and interest groups within the Division;
- To inform members of the Division about trends, plans, policies, and current activities of the 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 Business Education;

BYLAWS

Unless otherwise stated in this policy manual the Division will work using the ACTE Bylaws.

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- The purpose of the organization
- Qualifications of membership
- The election and the duties of its directors
- The role of the members (if any)
- Meetings of members and directors, including notice, quorum and voting
- The role of executive and other committees
- The role and relationship of the state associations and Division Associate organizations
- The organization's fiscal year
- How the Bylaws are amended
- Indemnification and dissolution procedures

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Operational details belong in the Board Policy and Procedures Manual.

NOTE: Only the members of the Association can change the Articles of Incorporation and the Bylaws, thru the Assembly of Delegates.

Please review the latest version of the ACTE Bylaws on the ACTE website.

ORGANIZATION OF THE DIVISION

Within the organizational structure of the Division, there shall be a President, Secretary, Policy Committee and ACTE Standing Committees. Ad Hoc committees may be appointed as needed.

The facilitation body of the Division is the Policy Committee.

The official Policy Committee members will hold an annual policy and business meeting during CareerTech VISION, or within 30 days prior to. The Division may conduct their policy and business meetings virtually. During the policy meeting, the Policy Committee plans the division's program of work for the next fiscal year. A Division president's report on the program of work will be given at the annual business meeting. Other meetings may occur during the course of the year as requested by the president or majority of the Policy Committee. The president is to preside at all of the Division's Policy Committee meetings and the annual business meeting.

Quorum will be defined as the majority of members present for policy committees or business meetings.

MEMBERSHIP

Members of the Association for Career and Technical Education who are interested in or professionally engaged in Business Education shall be considered eligible for membership in the Division.

Only members shall have voting privileges as defined in the ACTE Bylaws, Article III.

Division Associates

Being a Division Associate in the Division shall be open to an external organization or group who have an interest in Business Education.

<i>Group Type</i>	Resource Associate	Nonunified Associate (NAOM)	Unified Associate
<i>Summary of group</i>	<i>For CTSOs or other groups that are related to a division but do not have "members" who could join; related groups; stakeholders. For groups who provide valuable information and other resources to a division. Perhaps have a product or access to information that would benefit the division.</i>	<i>For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization have the option of joining ACTE. Mirrors nonunified state association concept.</i>	<i>For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization are also automatically members of ACTE. Mirrors unified state association concept.</i>

Current Division Associates include:

- Future Business Leaders of America (FBLA)
- Business Professionals of America (BPA)
- DECA Inc.
- MBA Research

Division related organizations may become a Division Associate; providing they meet the criteria as prescribed in the Division Policy Manual and are approved by a majority of the members present at the annual business meeting of the Division. A representative of the organization may serve as a member of the Policy Committee. And may serve as a voting member of the Policy Committee and act as a liaison between the Division and their organization.

A group requesting (or requested by the Division president) Division Associate status shall make available their bylaws and operating procedures, 90 days prior to the next regularly scheduled Division Policy Committee meeting. Action will be taken on the application at the next meeting of the Policy Committee.

In order to maintain status as a Division Associate Member, external organizations must maintain their National Affiliate Organization Membership, unified membership with ACTE or are a Career and Technical Student Organization.

Each Division Associate organization shall operate under its own bylaws, electing officers and pursuing its own objectives which shall not conflict with the Division of ACTE objectives and/or policies. Amendments or revisions to an associated organization's bylaws should be made available for informational purposes to the Policy Committee of the Division.

Division Associate organizations desiring to dissociate should submit a written statement to the president of the Division. Action will be taken at the next meeting of the Policy Committee. Division Associate organizations bylaws that conflict with the Division bylaws and operation procedures or no longer associate themselves with the Division and may be disassociated at the next meeting of the Policy Committee.

Areas of Interest

Divisions may establish special interest groups that reflect the profile of the Division members. To form an area of interest, approval from the Division Policy is required. Approval may be electronic.

Once approved by the Division Policy Committee, the Division will work with ACTE Staff to change the necessary forms and communicate the change.

List and describe all Area of Interest:

None at this time.

PRESIDENT OF THE DIVISION

The president of the Division shall be a division 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 ACTE board of directors.

Term of Office shall be for three (3) years. One year as president-elect is optional; this is a partially-funded shadowing term. The Policy Committee reserves the right to provide travel assistance for this position to whatever extent the budget allows.

In the event a vacancy occurs in the office of President, the Policy Committee shall select a person to fill the remainder of the term, submitting this person to the ACTE board of directors for final approval.

ROLE OF DIVISION PRESIDENT

Overall Responsibility

The Division president is elected to represent the interests of the members within its Division as Association direction and policy are formulated.

Specific Responsibilities

1. Submitting Reports
 - a. An annual report outlining the Division's accomplishments (not the individual's activities) during the fiscal year is to be shared at the Division's annual business meeting. Special attention should be given in the report to activities that have helped achieve goals and strategies of the ACTE Strategic Plan. The report should also identify critical issues and concerns regarding the Division and proposed resolutions for these issues.
 - b. Interim reports on the Division's activities are to be submitted prior to the board of directors meetings for inclusion in the Board books. The date for submission will be provided by the executive assistant and is usually three weeks prior to the Board meeting.
 - c. Critical issues and concerns that require Board attention are to be included in each interim report that is submitted prior to each Board and Executive Committee meeting. In addition, any concerns or issues that should be addressed between Board meetings should be submitted to the Division VP representative on the Executive Committee at least two weeks prior to the Executive Committee meetings.

2. Development and Monitoring of the Division Budget
 - a. A proposed budget showing the programs and activities for the year is to be submitted by May 1. The budget projections should include the ACTE allocation (following Board policy). In addition, all restricted and designated funds are to be projected, including proposed spending from these funds. A form will be provided for submitting the budgets.
 - b. Monthly financial statements are to be reviewed, and any overage from the approved operating budget is to be reported to the finance chair and chief financial officer.
 - c. All expenses related to the Division activities are to be reviewed and approved by the Division president. No reimbursements will be made without the Division president's written authorization.
3. Committee Assignments
 - a. An up-to-date roster of members serving on the Division Policy Committee is to be provided annually no later than July 1. During the year, if changes are made in the committee's membership, or if corrections are required in individual listings, these changes should be submitted to Headquarters in a timely fashion.
 - b. Appointment of all Division representatives to serve on ACTE Standing Committees is to be made no later than July 1 each year. During the year, if changes are to be made or if corrections are required in individual listings, these changes should be submitted to Headquarters in a timely fashion.
 - c. A listing of all Division Associates is to be submitted each year to ACTE Headquarters. All activities in conjunction with these Division Associates are to follow written Board policies.
 - d. The Division president shall serve as liaison to an ACTE Standing Committee.
4. National Leadership Fellowship Program
 - a. If the budget allows plan for a New Professional and Experienced Fellow for the ACTE National Leadership Fellowship Program, each fellow is \$1500.
 - b. Spread fellowship benefits to members at state/region/division conferences, and through email/call/text.
 - c. One month prior to applications closing (September), organize a selection committee of 3-5 people to review applicants, if any.
 - d. Submit selection to Senior Manager of Leadership Development.
5. Communications
 - a. Keep the leadership of their Division fully informed of all Board actions, policies and Association activities.
 - b. Input and feedback from Division members should be communicated regularly to the ACTE president and executive director.

6. Meetings

- a. Attendance at all scheduled Board meetings is mandatory. It is expected that all materials related to the meeting are to be reviewed prior to the meeting. Reimbursement will be based on written Board policy.
- b. Attendance at the CareerTech VISION and National Policy Seminar is mandatory. Reimbursement will be based on written Board policy.
- c. Attendance at a Division Associate, region or state conference is only reimbursed if the Division Policy Committee approves, invitations from the sponsoring organization is issued and money is allocated in the approved budget.
- d. Work closely with the ACTE Programs and Communications Department staff to identify and develop VISION programming.
- e. Participate in the division vice presidents' conference calls to share information and ideas.

6. Leadership

- a. To preside at all Division Policy Committee meetings and the annual Division business meeting.
- b. Responsible for providing information, resources and guidance to Division members to enable effective decision-making. Examples of information include financial reports, membership statistics and updates on ACTE activities.
- c. Responsible for fostering and mentoring future leaders.

7. Communication with Members

- a. ACTE will develop a consistent e-blast template for the Division president to use in their e-blasts.
- b. In compliance with the e-blast policy, Division presidents will be encouraged to send out quarterly newsletters to their division. ACTE staff will assist by providing items that should be featured in all Division correspondence to ensure consistent messaging.
- c. ACTE will develop a common survey to be used by the Division president to determine the effectiveness of various ACTE efforts as well as find out current issues within the Division.
- d. The webpage for the Division is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE staff.
- e. Divisions are encouraged to include information, articles, best practices, data, etc. to meet division members' needs and enhance the value of the Division.

- f. The Division president will proactively promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention as requested.

ROLE OF DIVISION PRESIDENT-ELECT

Divisions may choose to elect a president-elect for a one-year term who would then automatically ascend to Division president. The Division president-elect will serve on the Division Policy Committee but does not serve on the ACTE board of directors.

Division president-elect is highly recommended to attend ACTE CareerTech VISION and national policy seminar. ACTE CareerTech VISION and national policy seminar travel expenses will be covered by the ACTE Board operating budget.

Additional duties may be added to the role of the Division president-elect as needed by the Division president and Policy Committee.

PROCESS OF NOMINATION

FOR DIVISION PRESIDENT AND DIVISION PRESIDENT-ELECT

The year prior to when the Division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, division members, post to the ACTE website, and notify each state leader to submit nominations for considerations.

A Nominating Committee shall be established and chaired by the past president. The Nominating Committee shall contain at least three members which may include members from the Policy Committee and Division members at large. It is recommended that at least one member from the Division at large is represented. In no case shall a person who is a candidate for office be a member of the Nominating Committee. The committee will review all nominations and interview each candidate. The committee will recommend at least two nominees at the business meeting of the Division. Additional nominations may be made from the floor during the business meeting of the Division providing each nominee has been interviewed and deemed compliant with applicable qualifications. All nominees receiving a majority vote from members present at the Division business meeting will be selected as candidates. The ACTE headquarters staff will be informed of the nominations immediately.

If there are not two candidates for the office of Division president, the office shall be declared vacant by the ACTE board of directors.

If the office falls vacant prior to the scheduled election, ACTE board of directors shall fill said office with a member from the current Policy Committee and/or a past president of the Division. The board will request a recommendation from the committee members concerning an appropriate candidate. In the event the office of president of the Division is not filled according to those prescribed procedures, the board of directors shall appoint someone to fill the vacancy.

In the event there is only one president-elect candidate for the Division, the candidate shall be included on the election ballot for a “yes” or “no” vote.

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

- A willingness to promote Business Education and ACTE Strategic Priorities.
- Authorization to make time available to effectively execute the responsibilities of the office.
- Sustained membership in ACTE
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of division president.
- 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, have a good attendance record at CareerTech VISION and participated in the program of his/her group.

All nominations must be submitted to ACTE's Nominating Committee staff liaison by August 15.

SECRETARY OF THE DIVISION

The Secretary will be appointed by the Division Policy Committee. The Secretary shall maintain accurate minutes of Policy Committee and Division meetings. The minutes will be distributed to Policy Committee members within 30 days after meetings. The individual shall also prepare correspondence for the Division as assigned by the Division president and Policy Committee.

POLICY COMMITTEE

The membership of the Policy Committee shall be determined by the operating policies of the Division with all appointments subject to approval by the ACTE board of directors.

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

- Advise the president on all matters affecting the Division
- To plan and implement a strategic plan for the Division and assist in the implementation of the ACTE strategic plan.
- Maintaining active national leadership in career and technical education.
- Encouraging high professional standards among its members.
- Inform Division members of policies and issues of ACTE as they relate to the development of career and technical education.
- Providing a mechanism for effective communication from members to ACTE staff.
- To develop and implement plans to resolve the issues.

Official members: All committee members must be members of ACTE.

- The president of the division
- The immediate past president of the division
- Division Policy Committee Secretary
- One designated representative from each of the ACTE standing committees
- One designated representative from each of the ACTE regions
- The president-elect for the division when in office
- Ex officio voting members:
 - One designated representative from each of the Division Associates and areas of interest of the division
 - Future Business Leaders of America (FBLA)
 - Business Professionals of America (BPA)
 - DECA Inc.
 - National Association of Supervisors of Business Education (NASBE)
 - MBA Research
 - Postsecondary representative

The official Policy Committee members shall meet once each year at ACTE's Career Tech VISION where they will plan the Division's program of work for the next fiscal year. Virtual or attendance meetings may occur during the course of the year.

Officers of the Policy Committee:

Chairperson - the president of the Division shall serve as chairperson of the Policy Committee throughout tenure in that office, and shall appoint a secretary from the committee membership. 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.

Term: The term of office for members of the Policy Committee shall be for three years beginning July 1. A member, if appointed/selected, may serve more than one term.

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 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.

ACTE STANDING COMMITTEES

The Division will have one representative on each of the following ACTE Committees:

- BYLAWS
- NOMINATING

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

Committee terms shall be for two years and a member may serve up to two consecutive terms. Meetings are held virtually starting in May for the Bylaws Committee and throughout the summer and fall as needed to review proposed amendments. Meetings are held virtually starting in June for the Nominating Committee and throughout the summer as needed to review nominations. All committee appointments shall begin July 1 and end June 30. 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.

ACTE BYLAWS COMMITTEE CHARTER

1. MISSION

To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of the Association.

2. AUTHORITY

2.1 This is a committee of the board of directors appointed under procedures adopted pursuant to Article 8.2 of the Bylaws.

3. COMPOSITION, SELECTION & TERM

3.1 The committee shall consist of one representative from each ACTE Division and Region and one chairperson.

3.2 The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

3.3 The committee elects its chair and vice chair with the approval of the board of directors. The chair and vice chair serve for one year.

3.4 The Division and Region vice presidents appoint their committee representatives.

3.5 There are no special eligibility requirements to serve on this committee. It is recommended that members of this committee have knowledge of ACTE's organizational structure.

4. OBJECTIVES

4.1 The Committee is to review all proposals submitted to amend the ACTE Bylaws and prepare a statement of pros and cons for each Bylaws amendment to be included in the October *Techniques* Magazine and posted on the website. The Committee is responsible for bringing forth to the Assembly of Delegates Bylaws amendments to be acted upon.

4.2 The Committee is asked to review the current Bylaws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Assembly of Delegates.

- 4.3 Because of the sensitive nature of the work of the Committee, and the possibility of legal ramifications to the Association, the Committee is charged to have legal counsel review every recommendation it wishes to make to the board of directors prior to its presentation to the Board.

ACTE NOMINATING COMMITTEE CHARTER

1. MISSION

To nominate the best qualified member for each elective position of leadership of the Association.

2. AUTHORITY

2.1 This committee is appointed under procedures adopted pursuant with Article 8.4 of the Bylaws.

3. COMPOSITION, SELECTION & TERM

3.1 This committee is composed of one representative from each Division and Region and one chairperson.

3.2 The term of office is two years, and each term shall commence July 1.

3.3 The committee chair is appointed by the president and approved by the board of directors and is the outgoing past president.

3.4 The Division and Region vice presidents appoint their committee representatives.

3.5 There are no special eligibility requirements to serve on this committee. It is recommended that members are familiar with ACTE's organizational structure.

3.6 No member of the committee shall be a candidate for election.

4. OBJECTIVES

4.1 The Committee is responsible for the implementation of the nomination and election process for the governance year. The Committee is to abide by the bylaws and approved Policy and Procedures Manual in fulfilling its objectives.

4.2 The Committee is to present at least two candidates for president-elect and ensure all Region and Division vice president candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates at ACTE's CareerTech VISION.

DIVISION AD HOC COMMITTEES

Ad Hoc Committees may be established in accordance with the needs to carry out the purposes of the Division. Division committees are under the direct authorization of the Division president. Ad hoc committees can be appointed and terminated at the discretion of the Division president. Members of the Division may serve on general ACTE committees according to the provisions of the ACTE Bylaws or policies establishing such committees.

Appointment and Terms

Appointments to Division committees shall be made by the Division president upon recommendation of and/or subject to approval by, the Division Policy Committee.

If the Division committee member is selected by the standing committee to become Chairperson of that committee the Division president may appoint a new person to fill the seat.

BUSINESS DIVISION AD HOC COMMITTEES

AWARDS COMMITTEE

MISSION

To ensure the recognition of outstanding achievements by business educators and CTSO students who have made extraordinary contributions to the field of business education.

COMPOSITION, SELECTION & TERM

The Committee is composed of 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 at the conclusion of CareerTech VISION 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 business educators and CTSO students who achieve high standards.

LEGISLATION COMMITTEE

MISSION

To ensure that the best interests of Business Education is served in legislation at the local, state, and national level.

COMPOSITION, SELECTION & TERM

The Committee is composed of 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 at the conclusion of CareerTech VISION and can serve up to two terms.

OBJECTIVES

The Legislation Committee will work with the Public Policy staff of ACTE to ensure that the best interest of Business Education is served in legislation at local, state, and national levels.

PROFESSIONAL DEVELOPMENT COMMITTEE

MISSION

To ensure the members of the BE Division quality professional development and leadership opportunities.

COMPOSITION, SELECTION & TERM

The Committee is composed of 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 at the conclusion of CareerTech VISION and can serve up to two terms.

OBJECTIVES

The Professional Development Committee will

- Increase membership in the Division by providing a program of information and services to the membership
- Assist the President and Policy Committee with the planning of VISION

DIVISION NOMINATING COMMITTEE

MISSION

To nominate the best qualified Member of the Division for elective position of leadership of the Division.

COMPOSITION, SELECTION & TERM

A Nominating Committee shall be established and chaired by the past president. The Nominating Committee shall contain at least three members, which may include members from the Policy Committee and Division members at large. It is recommended that at least one member from the Division at large is represented. In no case shall a person who is a candidate for office be a member of the Nominating Committee.

This is an Ad Hoc committee operating every two years.

OBJECTIVES

The committee will review all nominations and interview each candidate. The committee will recommend at least two nominees at the business meeting of the Division. Additional nominations may be made from the floor during the business meeting of the Division providing each nominee has been interviewed and deemed compliant with applicable qualifications.

OPERATING BUDGET

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 Priorities. The ACTE Board approves the budget in July of each year.

The Division president has two accounts to maintain and work from, the *Operating Budget and the Designated and Restricted Funds*. The Division will adhere to the ACTE Financial Board Policies.

Operating Budget

Division funds shall be available for allocation upon the submission of a budget and its approval by the ACTE board of directors. The Division will develop a proposed budget for use in conducting only ACTE business and to assist in implementing ACTE program activities by May 1. Equipment may not be purchased. The budget will include objectives, procedures and timetables, personnel and funds involved. Adjustments among items may be made by the presidents upon approval from the Division Policy Committee.

The formula for determining the Operating budget, for divisions with 750 members or more, is \$2.50 multiplied by the average number of members (excluding students) at the close of each of the three preceding fiscal years, with a minimum amount of \$4,500 provided to each division for the total budget.

Divisions 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. As a part of the year-end closing process, all reimbursements must be received by June 30. Any reimbursement for obligations received after the close of the current fiscal year may impact the subsequent fiscal year's budget.

Over-expenditures of budget funds by the Division must be paid back out of their designated accounts first and then out of the next fiscal year's budget.

Designated and Restricted Funds

The ACTE board of directors may approve the establishment of designated, temporarily restricted and donor restricted funds. These funds shall only be established for those programs or projects that further the development and improvement of career and technical education.

The Policy Committee of the Division is required to review the purpose and information regarding their designated fund(s) annually. All approved uses and information regarding the designated fund(s) must conform to applicable laws and regulations regarding 501(c) (3)

organizations and specifically designates that political contributions are prohibited. All changes to designated fund policies must be approved by ACTE board of directors.

All expenditures of designated funds must be approved by the Policy Committee of the Division. Check request for \$250 or more must contain the approval of two Policy Committee members, one of which must be the president of the Division. Approvals may be electronic.

DIVISION OPERATING BUDGET

Purpose

To provide financial support for the professional activities of the Division of Association for Career and Technical Education

Expenditures

Expenditures will be authorized by the Division president in accordance with the annual budget based on the following codes and must not exceed the fund balance.

Division: Budget codes	
Audio Visual Expense	5505
Awards & Grants	6300
Catering Expenses	5580
Communications	6120
Decorating Services	5530
Dues/Subscriptions/Registrations	5230
Equipment Rental-Meetings	5510
In-house Copying	5820
Other Meeting Expense	5500
Photography	5570
Printing Expense	5810
Printing Supplies	5910
Professional Services	5100
Program Production	5575
Promotion	5600
Registration Supplies	5525
Scholarships	6310
Shipping/Mailing Expenses	5800
Speaker Fees	5150
Supplies	5900
Training Expense	5200
Travel Expense	5240
Miscellaneous	6900

BUSINESS EDUCATION PROFESSIONAL FUND

Designated 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 career and technical business education.

Source of Revenue

Contributions from business educators and others interested in the ongoing excellence of business education. The board of directors may designate an amount based on fiscal year end results, to contribute to the Region & Division designated funds. Usage of these specific designated funds must align with ACTE's strategic plan (along with the existing requirement in X.31). The total amount designated by the board of directors will be allocated solely based on the number of Region & Division members as of June 30th. (X.42)

Expenditures

Authorization for disbursement of funds will be made by president of the Division on the recommendations/action of the Division 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 President of the Business Education Division. Changes must have approval of the Division Policy Committee and be approved by the ACTE Board of Directors.

THE NATIONAL MARKETING EDUCATION ASSOCIATION

VISION TRAVEL AWARD FUND

Restricted Fund

Purpose

To support teachers of marketing education by providing a travel award for individuals to attend ACTE's CareerTech VISION. Awardees must be members of the Business Education Division who are currently teaching at least one section of marketing.

Source of Revenue

Initial funds of \$10,589.54 were contributed by the National Marketing Education Association. We do not anticipate additional revenue to be received, and the Fund will close once all monies have been expended.

Expenditures

The travel awards will be \$1,000 per person. All award payments will be authorized by the surviving members of the Original 8 Marketing Teachers who established the Award. The Original 8 Marketing Teachers include Lloyd Ott of Utah, John Burkes of Utah, Craig Cleveland of Alabama, Pam Naylor of Alabama, Cecil Lara of Texas, Debbie Popo of Ohio, Wendy Lamb of Mississippi and Rod Davis of Indiana (deceased). Deborah Moore, former Executive Director of NMEA, will serve as coordinator with the Original 8.

Investments

ACTE is authorized to make prudent investments of any funds remaining as of June 30, 2024 in accordance with ACTE's investment policies. Investment earnings shall be added to the fund.

Changes

Any changes in the guidelines applicable to the fund will be submitted to the ACTE Executive Director by the Vice President of the Business Education Division. Changes must have the approval of the majority of the surviving Original 8 Marketing Teachers, as confirmed by Deborah Moore.

BUDGET TIMELINE

April 15-Budget templates created and distributed to ACTE Senior Staff and Region and Division VP's

May 1-Preliminary budgets due from Division president

May 30-second draft budgets with supporting rationale due

June Executive Committee – Review and preliminary approval of Budget

June 30-Final draft budget submitted to ACTE Board

July Board Meeting - Review and approval of Budget by ACTE Board

*Dates subject to change due to the calendar year.

AMENDMENTS

These policies become operative upon the approval by majority vote of those present and voting at an official business meeting of the Division at CareerTech VISION.

They may be amended by submitting the proposed revision in writing 60 days prior to CareerTech VISION to the president of the Division who in turn will notify within 15 days the members of the Policy Committee and the presidents of the Division Associate organizations. Any such proposed revision receiving the supporting majority vote of those attending and voting at the business meeting of the Division and approved by the ACTE board of directors shall be considered adopted and will become a part of the operating policies of the Division.

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 are available at the ACTE Headquarters and on the ACTE Division webpage, www.acteonline.org

BUSINESS EDUCATION DIVISION AWARDS

There are many students and professionals who are involved with Business Education as part of career and technical education and are excellent candidates for national recognition. However, it takes someone to recognize this and to nominate these deserving individuals. If you are a current member of the Business Education Division of ACTE, you may nominate a student for the Outstanding Business Education Student Organization Award or a colleague for the Outstanding Service Award or the Award of Merit. Your current ACTE membership number must be on the nomination form and will be verified. All nominations should be sent electronically to the Business Education Division President.

OUTSTANDING BUSINESS EDUCATION STUDENT AWARDS

The ACTE Business Education Division will recognize secondary and postsecondary students who exceed a minimal rating for these awards. One award will be given for each Region of ACTE for the secondary level and one for the postsecondary level. Please feel free to share the application with other professionals. Thank you for your support of student organizations.

Criteria

This award is designed to provide recognition to five secondary and five postsecondary outstanding students who have demonstrated leadership potential through enrollment in business courses and involvement in career and technical student organization activities, as well as the school and community.

Eligibility

Secondary or postsecondary students must be nominated by a member of the Business Education Division of the Association for Career and Technical Education. The nominee must be a local, state and national student member of Business Professionals of America, Future Business Leaders of America-Phi Beta Lambda or Pi Omega Pi at the time of the nomination. The students must be enrolled in school through December of the school year of nomination and must not possess a baccalaureate degree prior to that December. One secondary and one postsecondary student per ACTE Region will be recognized.

Regulations

The award [entry form](#) and supporting documentation for the nomination must be postmarked no later than **September 21**.

1. Members of the awards committee of the ACTE Business Education Division will screen the materials of the nominees.
2. Notification to the recipients of the award will be made by **October 19**.
3. The recipients of the award will be recognized at the opening session of the Business Education Division at [CareerTech VISION](#) of the school year following nomination. The recipients will be responsible for all travel expenses if they

attend CareerTech VISION. Attendance at VISION by the recipients is not mandatory to receive recognition.

4. All materials must be typewritten. The following must be submitted electronically by the deadline of **September 21**.
 - The completed [entry form](#) with nominee information block completed on the rating sheet.
 - A **one-page letter** of application for the award from the nominee.
 - A brief (**not to exceed two pages**) resume of the nominee.
 - A **one-page** essay written by the nominee outlining his/her success and future career plans, and how involvement in business courses and a career and technical student organization has enhanced the student's leadership and professional development.
 - One letter of recommendation (**not to exceed one page**) from the nominee's business education teacher or career and technical student organization local or state adviser.
 1. Photographs are not allowed. No other materials will be accepted. Materials will not be returned.
 2. The nomination materials should follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect.
 3. Judges must deduct 1 to 10 points from the scores of nominees who submit materials by the stated deadline but do not adhere to the award guidelines for the submission of proper materials.
 4. Nominees failing to submit the proper materials by the stated deadline will be disqualified.
 5. The letter of application, resume, and essay must be prepared by the student member—not teachers or advisers. Teachers or advisers should serve as consultants to ensure that these materials are well organized, contain substantiated statements and are written in a business style.

Procedure

Criteria for selection of the nominee should include:

- business course(s) or program(s) in which the student is currently enrolled or has completed
- years of participation in career and technical student organization activities
- extent of participation in conferences sponsored by the local, state, and national associations of the career and technical student organization
- officer and committee chair positions held in the career and technical student organization
- participation in school and community activities

- awards and honors received
- career plans

The materials submitted should address the above criteria.

Judging

There will be a panel of judges from the ACTE Business Education Division, awards committee. Judges will use the rating sheet attached to these guidelines to evaluate the materials submitted by the nominee. *Students must achieve an average rating from the judges of at least 70 points to receive the award.* All judges' decisions are final.

BUSINESS EDUCATION DIVISION OUTSTANDING SERVICE AWARD

Purpose

To encourage and reward the Business Education professional who has contributed much time and effort in the growth and development of the Business Education Division. The award is based exclusively on contributions made to the Business Education Division and its affiliates.

The Presentation of the Award

The recipient will receive the Business Education Division Outstanding Service Award at the Business Education Division Opening Session at CareerTech VISION.

Selection Criteria

The recipient of this award (or recipients, in the event the award is shared) must be a member of the ACTE Business Education Division and the appropriate affiliated group at the time the award is made. The recipient must be a person who, in the judgment of the Selection Board, has made an outstanding contribution to the Business Education Division. Neither award committee members nor the BED president are eligible to apply for the Award of Merit or the Outstanding Service Award during their term of office.

A candidate is only permitted to submit an application form for one award annually without reference to the number of nominations received for both the Award of Merit and/or the Outstanding Service Award. **The nomination form is available [here](#).** A current resume should be included with the nomination form.

Nature of the Contribution

There is no prescription as to the exact nature of the contribution to be considered in selecting the recipient of the award. As an indication of possible areas of contribution, the following are suggested:

- Contributions to the affiliate as a committee member (5 points for each) and chairman (10 points for each) (plus the number of years served in each).
- Contribution to the affiliate as an officer (15 points for each).
- Contribution to the Business Education Division as a committee member (7 points for each) and chairman (12 points for each) (plus the number of years in each).
- Contribution to the Business Education Division as an officer (25 points for each office held plus the number of years served in each office).
- Contributions to the Business Education Division and/or affiliates as a speaker (4 points for each presentation).

- Other contributions to the Business Division/affiliate (2 points for each significant contribution not listed above; such as, having chaired an ad hoc committee, 20 points if nominee has served as the BED Convention Chair.

BUSINESS EDUCATION DIVISION AWARD OF MERIT

Purpose

To encourage and reward outstanding contributions to the overall advancement of **education for business**. The Award of Merit is the highest honor presented by the Business Education Division.

The Presentation of the Award

The recipient will receive the Business Education Division Award of Merit at the Business Education Division Opening Session at CareerTech VISION.

Selection Criteria

The recipient of this award (or recipients, in the event is award is shared) must be a member of the ACTE Business Education Division and the appropriate affiliated group at the time the award is made. The recipient must be a person who, in the judgment of the Selection Board, has made an outstanding contribution to the development and advancement of the Business Education Division and career and technical education. A candidate is only permitted to submit an application form for one award annually without reference to the number of nominations received for both the Award of Merit and/or the Outstanding Service Award. Neither award committee members nor the BED president are eligible to apply for the Award of Merit or the Outstanding Service Award during their term of office. **The nomination form is available [here](#).** A current resume should be included with the nomination form.

Nature of the Contribution

There is no prescription as the exact nature of the contribution to be considered in selecting the recipient of the award. As an indication of possible areas of contribution, the following are suggested:

- Contribution to business education as a classroom teacher, administrator, and/or supervisor that leads to improvements in theory, methods, and/or classroom practices. Candidates may work in business education at any level. (35 points)
- Professional Contributions--organizations, awards, memberships, activities (including ACTE) to improve business education. (35 points)
- Formal and informal research and publications. (15 points)
- Other significant professional contributions. (10 points)

Policies Commission for Business and Economic Education

Sponsorship. As one of the sponsors of the Policies Commission for Business and Economic Education (PCBEE), ACTE/BE shall comply with the following rules prescribed in the Organizational and Operational Procedures of PCBEE:

- A. The ACTE/BE President shall allot an amount designated annually by the Commission for use in PCBEE operations.
- B. The ACTE/BE President shall appoint two members to serve two-year terms, beginning July 1, as voting members on the Commission. Voting members who have served a full term may not be reappointed to a succeeding term. Vacancies created by resignations or incapacitation shall be filled for the unexpired term by the ACTE/BE Vice President. The Commission shall request ACTE/BE to replace any member who fails to attend a meeting of PCBEE except for personal emergencies or who does not fulfill the assigned duties.
- C. The current and immediate past ACTE/BE Presidents shall be ex-officio, nonvoting, members of PCBEE.

Affiliate Representation. The ACTE/BE Policy Committee shall ensure a balanced representation of ACTE/BE affiliate members on PCBEE.

PAST PRESIDENTS OF THE DIVISION

First Name	Last Name	Years of Service
Victor	Van Hook	1974-1977
William	Pasewark	1976-1979
Dr. Don	Bright	1983-1986
Dr. Donald	Zahn	1989-1992
Charlotte	Coomer	1992-1995
Abigail	Heid	1995-1998
Joan	Loock	1998-2001
Dr. Mary	Nemesh	2005-2007
Jean	Kyle	2007-2010
Dr. Sarah	Heath	2010-2013
Gary	Hutchison	2013-2016
Kelli	Diemer	2016-2019
Annika	Russell	2019-2022
Sean	Crevier	2022-2026