

Region V ACTE

Region V 2023 - 2024

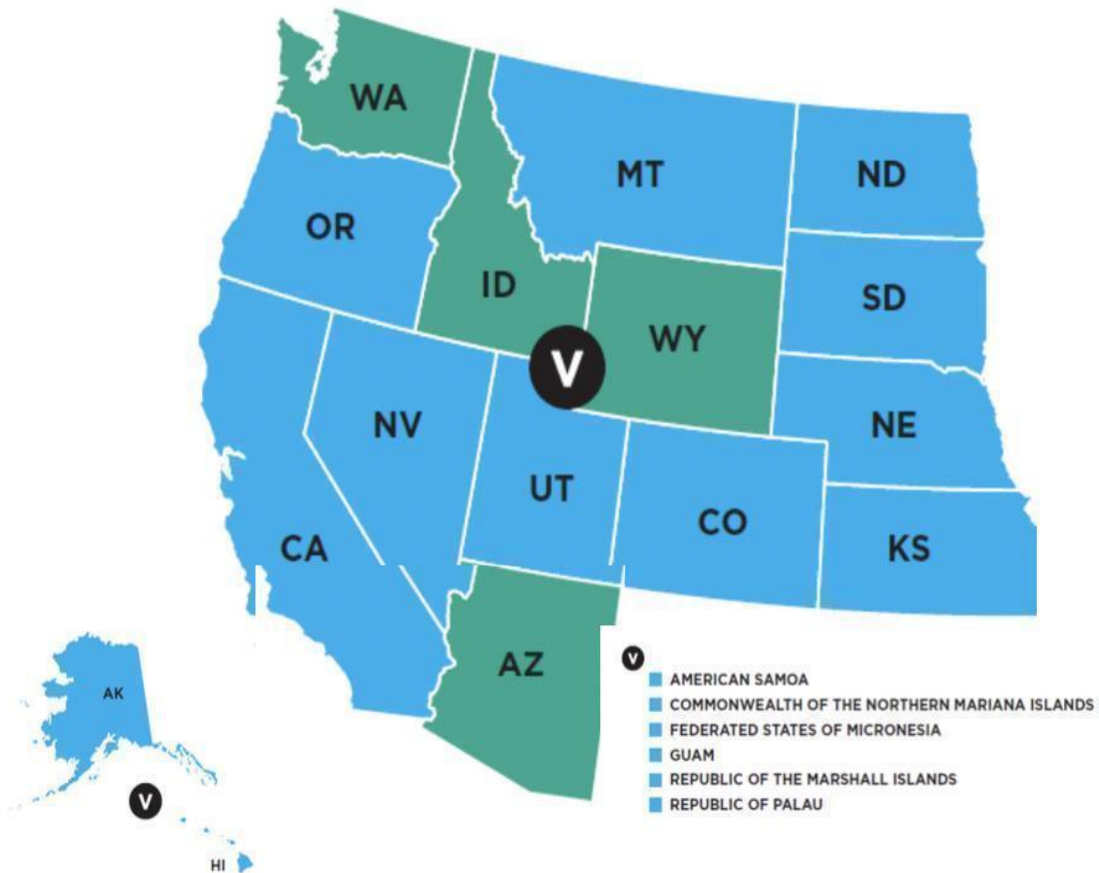




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Educate. Advocate. Lead.

The Articles of Incorporation and Bylaws that govern ACTE are the umbrella under which the Regions operate. However, each Region has its own policy manual. As with the ACTE Board of Directors policy manual, this document exists to provide guidelines and procedures for the Region. The Region V Policies and Procedures Manual receives regular reviews and updates by its Policy Committee and is shared with state leadership. A copy is distributed to each of the Region's state directors and state presidents. The most recent edition may be found on the Region V website

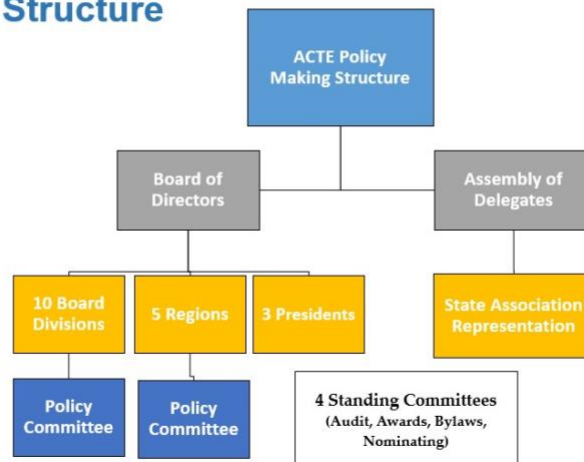
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE)

REGION V

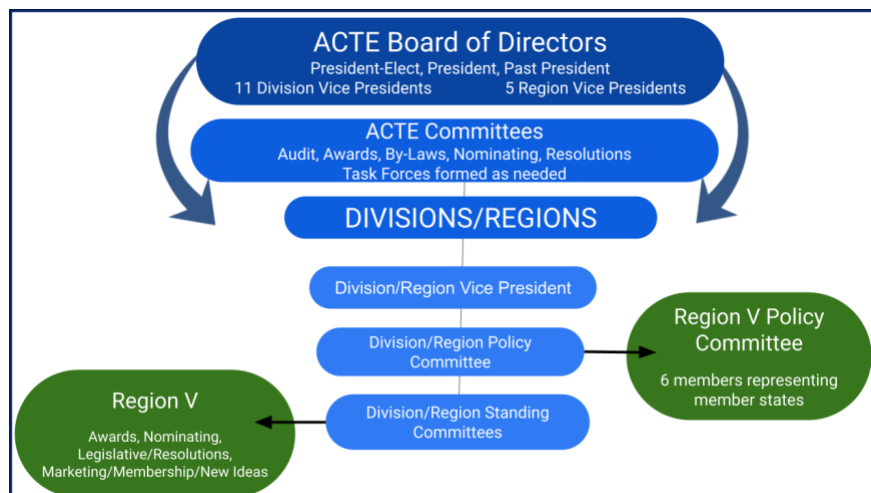
POLICY & PROCEDURES MANUAL

ACTE Governance Structure

ACTE Structure



Region V Governance Structure



GOVERNING DOCUMENTS

As part of the established structure of ACTE, Region V is governed by ACTE. The Articles of Incorporation and Bylaws which govern ACTE also govern Region V.

1. Articles of Incorporation

ACTE is a not-for-profit corporation established in the state of Indiana in 1929. The Articles of Incorporation include the name of the corporation, purposes for which it was formed and a statement that all rules of the corporation are to be embodied in the bylaws. A copy of the Articles of Incorporation is retained in the ACTE Headquarters.

2. 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 duties of its directors;
- The role of the members;
- 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 affiliated 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. Only the members of the Association can change the Bylaws.

3. Region V Policy & Procedures Manual

The Region V Policy & Procedures should include all operational details of the organization. Policies are established by the Policy Committee to guide the Region so that it runs effectively, efficiently, legally and ethically. Policy decisions affect the Region as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the association. Standard operating procedures include election procedures and expense reimbursement. Specific action items or decisions are generally not part of the Manual. The Region V Policy & Procedures Manual is reviewed and approved annually by the Region V Policy Committee.

NAME

The name of this organization shall be Region V of the Association for Career and Technical Education (ACTE).

MISSION STATEMENT

To support the efforts of the ACTE state associations in providing educational leadership in the developing of a competitive workforce.

GENERAL PURPOSES

- Assist affiliated state associations' growth in relationship to ACTE.
- Implement the strategic plan and program activities.
- Develop high professional standards among the membership.
- Promote regional concepts through cooperation among the member states and affiliates.
- Provide affiliated state associations a direct vehicle for input to the ACTE Board.
- Cultivate organizational leadership.
- Emphasize professional development.
- Promote a collaborative network of communication.

MEMBERSHIP

Membership within the Region shall include persons who are members of ACTE and the affiliated state associations within Region V which include: Alaska; Arizona; California; Colorado; Hawaii; Idaho; Kansas; Montana; Nebraska; Nevada; North Dakota; Oregon; South Dakota; Utah; Washington; Wyoming; Guam; Micronesia; and American Samoa.

GOVERNANCE OF REGION V VICE PRESIDENT

Region Vice President Duties

- The Region Vice President shall represent all ACTE members within the Region on the Board of Directors of ACTE, in accordance with the ACTE By-Laws.
- The Region Vice President will serve as Chairperson of the Region V Policy Committee.
- The Region Vice President will be responsible for implementing the purposes of the ACTE and the Region.
- The Region Vice President is responsible for the fiscal management for Region V.
- The Region Vice President will orient new Policy Committee members as to their duties and responsibilities and transmit action of previous meetings.
- The Region Vice President shall also serve as an ex officio member to all Region V committees, including the Region V Conference Planning Committee.
- The Region V Vice President is responsible for submitting Region V resolution(s) to the ACTE Resolutions Committee.
- The Region V Vice President will submit recommendation(s) for membership on ACTE committees to the ACTE Board of Directors, with approval of the Policy Committee of Region V.
- The Region V Vice President will be responsible for developing a Region V Directory each year, which will include:
 - State Association Presidents;
 - Region V Policy Committee;
 - Region V Standing Committees.
- The Region V Vice President will assign Chairperson duties for standing committees.

Term of Office

The Vice President shall serve a term of three years. The Vice President can serve an additional one year as Vice President-Elect; this is optional and to be decided by the Policy Committee. This year is a non-funded shadowing term. In the event of a vacancy, the Region V Policy committee shall make a recommendation for the appointment to the ACTE Board of Directors. The ACTE Board of Directors is empowered to fill said office from the membership of the Region V Policy Committee until the prescribed procedures can be followed to elect a member for the unexpired term. The Vice President shall not be eligible to succeed him or herself for a full three years after completion of his or her term.

Qualifications

- Must have been affiliated, direct, or member of ACTE the previous five (5) years.
- Preferred nominees must have served on an ACTE committee, the Region V Policy Committee, or chaired a Region V standing committee.

- Nominees must have an understanding of, and have demonstrated active leadership in an affiliated state association.
- Nominees must have an in-depth understanding of Career and Technical Education and a commitment to ACTE and its entire program.
- Nominees must have time available to devote to the performance of duties of the Region Vice President.

POLICY COMMITTEE

Purpose

The purpose of the Policy Committee is to carry out the general purpose of ACTE and Region V.

1. Serve as a liaison between their member states in Region V.
2. Serve as a liaison between the Policy Committee and Region V Standing Committees.
3. Facilitate a spirit of cooperation and communication within the state associations of Region V.
4. Provide for state associations' input in the development and implementation of Region V activities.
5. Develop Region V strategic priorities.
6. Establish links between Region V strategic priorities and state association strategic priorities.
7. Make the selection of Region V Hall of Fame recipient(s).

The Region V Vice President calls meetings of the Policy Committee. There are generally two (2) face-to-face meetings within the year (a meeting during the annual ACTE CareerTech Vision and a second during the Region V Leadership Conference), as well as monthly conference calls.

Membership

- Membership of the Policy Committee shall consist of six members.
- No affiliated state association shall have more than one representative on the Policy Committee.
- No affiliated state shall be eligible to have a representative on the Policy Committee for two consecutive full terms.
- Every effort will be made to maintain a committee with balanced representation; i.e., Career and Technical Education divisions, teaching levels, and geographic representation.
- The presence of a majority of the committee shall constitute a quorum.

Term of Office

- The term of office begins on July 1.
- The term of office shall be three years on a rotational basis.
- A member may not serve more than one consecutive term. A person appointed to fill an unexpired term may be reappointed to fill a three-year term.
- When a member of the Region V Policy Committee no longer has professional responsibility in Region V, the position shall be declared vacant.
- When a member of the Region V Policy Committee fails to participate in one or more Region V Policy Committee activities without due cause, this position may be declared vacant by the Vice President based upon action of the Policy Committee.

Specific Qualifications

- Should have served as an officer or on the Board of Directors in an affiliated state association.
- Should have been active in Region V activities during the previous three years.

Officers

Chairperson—The Vice President of Region V shall serve as Chairperson of the Region V Policy Committee.

Other Officers—The committee will annually select a Vice-Chairperson and a Secretary at the Region V Leadership Conference. The Policy Committee may also select other officers as needed.

STANDING COMMITTEES

Region V Standing Committees are Nominating, Awards, Legislative and Resolutions, and Marketing and Membership.

- Standing Committees will meet annually at the Region V Leadership Conference.
- Term of the committee will be from July 1 through June 30.
- Committee Chairperson is recommended by the nominating committee and is voted on by the policy committee.
- The Committee Chairperson will communicate regularly with their committee. They will meet a minimum of twice using conference calls and/or digital meetings.
- Each Committee Chairperson will submit a budget to the Region V Vice President by May 1.
- If a Committee Chairperson fails to complete their responsibilities, the Region V Policy Committee may reassess the position.

NOMINATING COMMITTEE

Purpose

The committee will review all nominations and recommend candidates for ACTE and Region V elected or appointed positions.

Membership

- There will be four (4) members plus a chairperson. No two persons from the same affiliated state association may serve concurrently.
- In selecting the Chairperson, preference will be given to: Members from current Nominating Committee and/or members of past Nominating Committee.
- Members who have demonstrated active leadership in Region V.

Term of Office

- The terms of each office shall be 3 years.
- Members may serve on consecutive terms with no limit on the number of terms.

Duties

- The Committee is responsible for the implementation of the nomination and election process.
- The Nominating Committee will send out a request to states for nominations to the Region V and ACTE committees with vacancies.
- Certify that Region V membership was informed that nominations were being received for the position of Region Vice President.
- Review all nomination forms for Region V Vice President.
- The Committee will interview all nominees for Region V Vice President in accordance with ACTE's election timeline.
- The Committee will ensure the Region V Vice President candidates meet the required criteria.
- The Committee will recommend two or more nominees to the Region Vice President in accordance with ACTE election procedure. The nominees will also be introduced at the Region V business meeting during the annual ACTE CareerTech Vision Convention.
- The Committee is charged with identifying and reaching out to potential leaders for Region V.

AWARDS COMMITTEE

Purpose

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field, to programs that exemplify the highest standards and to organizations that have conducted activities to promote and expand career and technical education.

Membership

- The committee is composed of members of Region V.
- There is no minimum or maximum number of members on the committee. There should be no more than one member per state on the committee.
- Members of the Awards Committee are not eligible to vote on region awards for which they are nominated, during their service to this committee.

Term of Office

- The term of office is 3 years.
- The Committee Chair is selected by the Region V Vice-President to one term of 3 years.
- Members may serve on consecutive terms with no limit on the number of terms.

Duties

- The committee's objective is to recognize excellence and innovation in the career and technical education field. Specifically, the committee is responsible for soliciting and reviewing nominations and determining the recipients for the Teacher of the Year Award, New Teacher of the Year Award, Post-Secondary Teacher of the Year Award, Administrator of the Year Award, Career Guidance Award, Carl Perkins Community Service Award, Lifetime Achievement Award, Teacher Educator of the Year, Innovative CTE Program Award, Publication Awards, and any other awards authorized by the Region V Policy Committee.
- The committee will follow ACTE's awards criteria and selection.
- The committee will review and recommend, as appropriate, changes to the criteria and selection process for each award. Recommendations to changes should be reported to the Policy Committee at the Region V Leadership Conference.

Region V will provide each award winner at the Region V level a check for an amount to be determined in the yearly Region V budget to offset the cost of attending that year's ACTE CareerTech Vision conference. This money shall be used for transportation, hotel room, meals, and any other travel expenses incurred by the award winner. If the award winner's district or agency pays for the winner to attend ACTE CareerTech Vision conference, the check shall be given to the district or agency towards reimbursement of those expenses.

LEGISLATIVE AND RESOLUTIONS COMMITTEE

Purpose

To receive concerns and resolutions from members of Region V. Resolutions will be developed for presentation at the business meeting held during the Region V Leadership Conference. The committee will review current national legislation and make recommendations to the Policy Committee on actions towards legislation.

Membership

- The committee is composed of members of Region V.
- There is no minimum or maximum number of members on the committee.

Term of Office

- The term of office is 3 years.
- Members may serve consecutive terms with no limit on the number of terms.

Duties

- The committee is charged with reviewing and editing any resolutions submitted by members, state associations or affiliated organizations. In fulfilling this charge, the Committee is expected to communicate with the membership, and state associations as to the purpose of the resolutions and the appropriate procedures for submitting resolutions.
- The committee will identify key legislative issues and educate the leadership of the state associations as to the impact of the identified legislation. This will be presented during the Region V business meeting.
- Committee representatives will provide regular meeting opportunities to Region V members to gain updates on legislative issues and advocacy opportunities.
- The committee will write a “thank you” resolution for the state organizing and coordinating the Region V Leadership Conference.

MARKETING and MEMBERSHIP COMMITTEE

Purpose

To promote and position Region V ACTE and state ACTE associations as a desired organization for teachers, administrators and other professionals to join and engage with.

Membership

- The committee is composed of members of Region V.
- There is no minimum or maximum number of members on the committee.

Term of Office

- The term of office is 3 years.
- Members may serve consecutive terms with no limit on the number of terms.

Duties

- The Committee is responsible for identifying marketing ideas to promote ACTE and specifically Region V ACTE to increase membership and public awareness.
- The Committee is to present their ideas to the Policy Committee at the Region V Conference.
- The Committee is responsible for recognizing 1st time attendees at the Region V Leadership Conference.

ACTE COMMITTEES

Recommendations for membership on ACTE Committees will be made to the ACTE Board of Directors by the Region V Vice President with the approval of the Policy Committee of Region V.

OTHER COMMITTEES

Additional Ad Hoc Committee appointments may be made by the Regional Vice President with the approval of the Policy Committee of Region V in accordance with the needs of the Region.

ELECTION PROCEDURES

Nominations Procedures

The procedure for selecting the nominees for Region V Vice President shall be determined by the ACTE election procedure. At the Region V business meeting at the annual ACTE national convention, at least two nominees for the office shall be presented to the members. Additional nominations may be made from the floor by members of the respective states provided each nominee has been interviewed by the Region V Nominating Committee and each nominee is approved by a majority of the members in attendance. If there are not two candidates for office, Region V follows the ACTE by-laws for single candidates. The Region may also opt to hold an election prior to the vacancy for the position of Region Vice President-Elect. The Region Vice President-Elect will spend a year shadowing the current Vice President prior to the start of their official term. One year as Vice President-Elect is optional. This year is a non-funded shadowing term.

Region V Vice President

The Region V Vice President will solicit nominations for election as the Region V Vice President from the Region V ACTE membership. Nominations may be made by individuals or affiliated state associations to the Region V Nominating Committee. ACTE members shall be notified through association publications that nominations are being received by ACTE and will be forwarded to the Region V Nominating Committee for their action.

Appointments

- Appointees to Region V and ACTE standing committees will be recommended to the Region V Vice President by the Nominating Committee.
- Names of the new appointees to the Region V Policy Committee and other ACTE committees will be forwarded to ACTE by the Region V Vice President.
- Vacancies that occur on the Region V Policy Committee shall be filled by the Region V Vice President with approval from the Region V Policy Committee. The nominees will fulfill the unexpired term of the position.
- Vacancies that occur on all other Region V committees may be filled by the Region V Vice President as they occur.

MEETINGS

The official Region V Business Meeting shall be conducted in conjunction with the Region V Leadership Conference. An additional business meeting will be conducted in conjunction with the ACTE CareerTech Vision.

- A representation of one more than half of the affiliated state associations shall constitute a quorum. Each state and/or territory will be allocated 3 delegates with only 1 vote per state/territory.
- The annual Region V Leadership Conference shall be held at such time and place as the membership decides.
- The Region V Policy Committee will meet in conjunction with the ACTE CareerTech Vision, Region V Leadership Conference, and as deemed necessary by the Vice President.
- Standing Committee meetings shall be scheduled as necessary to satisfy the requirements of the strategic priorities.
- “Robert's Rules of Order, Newly Revised”, will be used to conduct the business of Region V.

BUDGET

- The annual Operating Budget for Region V shall be reviewed and approved by the Policy Committee prior to July 1st of each year.
- A financial report on the fiscal status of Region V shall be presented to the Policy Committee and associated state associations at the regularly scheduled business meetings.
- The reimbursement policy of Region V will be consistent with the reimbursement policies of ACTE.
- The Policy Committee will approve all expenditures from the Designated Fund and Operating Budget.
- The Designated Fund and the Operating Budget will be managed in accordance with ACTE budgetary guidance.
- Each standing committee shall submit a budget to the Region V Policy Committee prior to May 1st.

REGION V LEADERSHIP CONFERENCE

- The title of this conference will be the Region V Leadership Conference.
- States will submit a bid proposal to host the annual conference prior to April 1st.
- Bids should be submitted at least two years in advance.
- Bids will be submitted in accordance with the Conference Planning Guide [See Appendix] and the bid sheet shown on the ACTE website under Region V.
- Selection of the Region V Leadership Conference host state will be voted by the delegates at the Region V business meeting at the Region V Leadership Conference. States submitting proposals will make a presentation to the Policy Committee and the Delegate Assembly, then the delegates will select the host state by vote.
- The conference will be financed by the registration fees, exhibitor fees, and grants.
- The host state will provide the next year's host state a \$1,500 starter check to help fund initial expenses of the next year's conference.
- The host state will determine the registration fee for the conference. It is expected that early-bird registration fees for the conference will be open until at least 45 days before the conference, and that on-site registration will be available.
- Members will be entitled to a refund of their registration fee pursuant to the host state's publicized cancellation policy.
- Planning for the conference will be done between the host state and the Region Vice President with input from the Policy Committee; a host state designee is expected to participate in monthly Policy Committee conference calls to provide information, and include a Policy Committee member in conference planning committee sessions as needed.
- It is expected that the call for proposals for breakout sessions will remain open between January 15th and February 1st, with any variation being publicized after conferring with the Region V Policy Committee.
- The Policy Committee and the Region Vice President will develop a leadership strand that will be part of the agenda for the Region V Leadership Conference, including at least one breakout session with a leadership topic during each session offered.
- The conference will include topics in the area of professional development for career and technical educators and leadership training sessions for state officers and State Executive Directors.

AMENDMENTS

These policies may be amended by submitting the proposed revisions in writing to the Region V Vice President with at least sixty (60) days prior notice of the annual meeting of Region V.

The Region V Vice President will notify the members of the Policy Committee and the presidents of the affiliated state associations of these proposed revisions no later than 45 days prior to the annual Region V business meeting at the Region V Leadership Conference.

Any such proposed revisions approved by a majority vote of the Region V Policy Committee at the Region V Leadership Conference business meeting, shall be considered adopted and will become a part of the Operating Policies of Region V.

MEMBER AWARDS

The ACTE Member Awards recognize excellence and dedication within the field of career and technical education among ACTE members. Recipients of these awards are exceptional individuals who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community.

Region V Awards:

- ACTE Region V Teacher of the Year
- ACTE Region V Administrator of the Year
- ACTE Region V Postsecondary Teacher of the Year
- ACTE Region V New Teacher of the Year
- ACTE Region V Counseling and Career Development Award
- ACTE Region V Carl Perkins Community Service Award
- ACTE Region V Lifetime Achievement Award
- ACTE Region V Teacher Educator of the Year Award

Region V Communications Awards:

- Newsletter
- Membership Recruitment
- Conference Program
- Advocacy Publication
- Website Publication

Region V Innovative Career and Technical Education Program

To recognize innovative career and technical education programs that are unique, novel, and are serving to improve and promote the image of career and technical education.

GENERAL ACTE POLICY

If any statements or policies included in this document are in conflict with the Articles of Incorporation, By-Laws, or Operating Policies of the Association for Career and Technical Education, such items are null and void.

Appendix

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Vice President Candidate Questions	25

Region V Committees

https://docs.google.com/document/d/1X7Rpdi_zZDRyemwqZsMH_sTf9t4M-LYF/edit

Region V Committee Nomination Form

https://drive.google.com/file/d/1Hi9sPdWx-EXUwrAHYxiYme4jso-Ts-p6/view?usp=share_link

Region V Fellowship Coordinator

https://drive.google.com/file/d/1mLneo236Tg_VRJGfVYtRftlPIf6SHOCp/view?usp=share_link

Region V Fellowship Application

https://drive.google.com/file/d/1R7Qz2HwBZO7kwwgnWUJ_vIBrqAmC2XtP/view?usp=share_link

Region V Fellowship Program Rubric

https://drive.google.com/file/d/16EEA3CbMDuireBhyPOzg0Q-Alaqx_BBq/view?usp=share_link

Region V Conference Planning Guide

<https://docs.google.com/document/d/1UiJWJZzhAE4E5Mvm-HFUXNTPb7RbDO-h/edit>

Region V Conference Bid Sheet

https://drive.google.com/file/d/1FTxE7WBLI2Fx25RLHFVxO5SN5qLBN_0D/view?usp=share_link

Region V Conference Stipend Form (1st Time Attendee)

https://drive.google.com/file/d/1V0P7NCBkdIzerXMyUNLJE2km7JJBuegp/view?usp=share_link

Region V Hall of Fame

https://drive.google.com/file/d/1D4x8neCoLrGuly8y4BIkJs1-JI0ioDc/view?usp=share_link

Region V Opportunity Grants

https://drive.google.com/file/d/15sJQ4YuqjGmKkQhalnqejgG4LMOf3jbZ/view?usp=share_link

Region V State of State Report Template

https://drive.google.com/file/d/1rExsuf1MoM2DyR0rl-qa-tVfSraTRccj/view?usp=share_link



20__ ACTE Board of Directors Election
Vice President Candidate Application

NOMINATION FORM

Name:		
Work Address:		
City:	State:	Zip:
Work Telephone:	Fax:	Mobile:
Email:		

Home Address:		
City:	State:	Zip:
Home Telephone:	Email:	

Preferred Contact *(please highlight one)*

I hereby nominate the following individual as a candidate for ACTE Vice President.

Region/Division: _____ Vice President Signature:



20__ ACTE Board of Directors Election
Vice President Candidate Application

BIOGRAPHICAL INFORMATION

Name:		
Title:		
School or Institution:		
Address:		
City:	State:	Zip:
Email:		

Employment History

Please List Your Occupational Background (starting with current employer):		
<u>Employer</u>	<u>Position</u>	<u>Dates of Employment</u>

ACTE Involvement

Please List Your Activities within your Division:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Please List Your Activities within your Division:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Please List Your Activities within your Region:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
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Please List Your Activities on Committees:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
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Please List Any Other ACTE Activities (State, Local) and Other CTE Related Professional Organizations:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Education Background

College, University or Institute:
Degree Earned:

College, University, or Institute:
Degree Earned:

College, University, or Institute:
Degree Earned:

VICE PRESIDENT CANDIDATE QUESTIONS

1. Why do you seek the office of Vice President?
2. What do you think are the critical functions of the Vice President position and what attributes do you believe you bring to the position that would benefit ACTE and its members?
3. What strategies should ACTE employ to fulfill its core purpose of providing leadership in developing an educated, prepared, adaptable and competitive workforce?
4. During this time of economic constraints what strategies would you recommend to stabilize and/or increase ACTE membership? How does ACTE reach out to postsecondary CTE educators?
5. How can ACTE serve the entire career and technical education profession while also providing value to current and emerging disciplines?

Please keep your answers brief and not more than two (2) paragraphs each.

Note:

If you require additional space for any section, please complete in a separate Microsoft Word document and submit with your application materials.

All applications must be received in the ACTE Headquarters Office. (refer to current submission details published by ACTE).