



The Association for Career and Technical Education

Work-Based Learning Division Policy Manual

November 2023



CONTENTS

GENERAL PURPOSES.....	3
BYLAWS.....	4
ORGANIZATION OF THE DIVISION.....	5
MEMBERSHIP.....	6
PRESIDENT OF THE DIVISION.....	8
ROLE OF DIVISION PRESIDENT.....	8
ROLE OF DIVISION PRESIDENT-ELECT.....	11
PROCESS OF NOMINATION.....	12
SECRETARY OF THE DIVISION.....	14
POLICY COMMITTEE.....	15
ACTE STANDING COMMITTEES.....	17
DIVISION AD HOC COMMITTEES.....	21
DIVISION BUDGET OVERVIEW.....	25
BUDGET TIMELINE.....	29
AMENDMENTS.....	30
GENERAL POLICY.....	31
PRESIDENTS OF THE DIVISION.....	32

INTRODUCTION

The Work-Based Learning 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 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 associates. 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 other committee members 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 ACTE are as follows:

- 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 trends, plans, policies, and current activities of ACTE and occurrences in the field which have implications for the promotion, development, and welfare of CTE
- To promote professional relationships with other agencies organizations, and institutions concerned with labor and management and the work-based learning community

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 regarding:

- 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.

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 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.

The presence of a majority of members of the Division policy committee shall constitute a quorum. For business meetings, the majority of members present will constitute a quorum.

MEMBERSHIP

Members of ACTE 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.

DIVISION ASSOCIATES

Division associates are external organizations or groups who have an interest in business education and CTE.

<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:

None at this time.

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 objectives and/or policies of 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 submitted electronically.

Once approved by the policy committee, the Division will work with ACTE staff to complete the necessary forms and communicate the change.

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, 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 book. The date for submission, typically three weeks prior to the board meeting, will be provided by the executive assistant.
 - c. Critical issues and concerns that require board attention are to be included in each interim report. In addition, any concerns or issues that should be addressed between board meetings should be submitted to the Division 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 ACTE staff 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 ACTE staff 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, sponsor New Professional and Experienced fellows to participate in the ACTE National Leadership Fellowship Program. Fellows receive a stipend of \$1500.
 - b. Share fellowship benefits to members at state, regional and division conferences, and through communication channels.
 - c. One month prior to applications closing (September), organize a selection committee to review applicants, if any.
 - d. Submit selection to ACTE's 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 meeting held by a division associate, region or state will only be reimbursed if the Division policy committee approves.
- d. Work closely with the ACTE staff to identify and develop CareerTech VISION programming.
- e. Participate in the division presidents' conference calls to share information and ideas.

7. Leadership

- a. Preside at all Division policy committee meetings and the annual Division business meeting.
- b. Provide 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. The Division president is responsible for fostering and mentoring future leaders.

8. Communication with members

- a. ACTE will develop a consistent marketing email template for the Division president to use.
- b. Division presidents will send out quarterly newsletters to the Division membership. 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 share information, articles, best practices, data and more to meet members' needs and enhance the value of the Division.
- f. The Division president will promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention.

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 presidents-elect are highly recommended to attend ACTE's CareerTech VISION and National Policy Seminar. Travel expenses for ACTE's CareerTech VISION and National Policy Seminar 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 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 policy committee. 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 the work-based learning and ACTE strategic priorities.
- Authorization to make time available 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, 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
- Plan and implement a strategic plan for the Division and assist in the implementation of the ACTE strategic plan.
- Maintain active national leadership in career and technical education.
- Encourage 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.
- Provide a mechanism for effective communication from members to ACTE staff.
- Develop and implement plans to resolve the issues and challenges that arise

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 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

Chair - the president of the Division shall serve as chair of the policy committee throughout tenure in that office. and shall appoint a secretary from the committee membership. The chair shall preside and direct the affairs of the committee.

Vice Chair - The immediate past president will serve as vice chair the first two years of the president's term and the president-elect will serve as vice chair 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 chair. The vice chair shall preside at meetings in the absence of the chair.

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 chair.

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 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 issue of *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 chair.

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 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 in fulfilling its objectives.

4.2 The committee is to present at least two candidates for president-elect and ensure all region and division 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 goals and objectives of ACTE within 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 chair of that committee the president of the Division may appoint a new person to fill the seat.

WORK-BASED LEARNING DIVISION 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 chair, as appointed by the President, and representatives from various ACTE regions, as appointed by the chair. 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.

WORK-BASED LEARNING DIVISION 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 Division.

COMPOSITION, SELECTION & TERM

The committee is composed of a chair, as appointed by the president, and representatives from various ACTE regions, as appointed by the chair. 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 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

WORK-BASED LEARNING DIVISION PROFESSIONAL DEVELOPMENT COMMITTEE

MISSION

To ensure the members of the 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 chair, as appointed by the president, and representatives from various ACTE regions, as appointed by the chair. 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 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 CareerTech 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.

DIVISION BUDGET OVERVIEW

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 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 Division president has two accounts to maintain and work from, the *Operating Budget and the Designated Fund*. 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. By May 1, the Division will develop a proposed budget for use in conducting only ACTE business and to assist in implementing ACTE program activities. Equipment may not be purchased. The budget will include objectives, procedures and timetables, personnel and funds involved. Adjustments among items may be made 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.

Division are not allowed to carry over unexpended budget amounts to the next fiscal year. 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 divisions must be paid back out of their designated accounts first and then out of the next fiscal year's budget.

DESIGNATED FUND

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 CTE.

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 submitted electronically.

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

DIVISION DESIGNATED FUND

PURPOSE

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

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.

INVESTMENTS

ACTE is authorized to make investments of monies contributed to the fund, in accordance with ACTE's investment policy. Investment income shall be added to the fund on a monthly basis.

CHANGES

Any changes to this policy must be approved by the Division policy committee and the ACTE board of directors.

BUDGET TIMELINE

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

April 1-Preliminary budges due from Division president

May 1-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.

<i>Days' notice to Division President(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>

GENERAL POLICY

The name of the Division shall be set by the policy committee in accordance with ACTE board policy and with approval by the membership.

If any statements or policies included in this document 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

PRESIDENTS OF THE DIVISION

Jan Jardine

2022-2024