

The Association for Career and Technical Education
Region I Policy and Procedures
Manual



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INTRODUCTION

The Association for Career & Technical Education (ACTE) is a group of affiliated State and Territorial Career and Technical Education Associations, which were organized for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education. To become a state association, application must be made to and approved by the ACTE Board of Directors. ACTE is organized into divisions and regions with a vice president elected by the membership for each division and region.

Divisions represent members in various related areas such as Administration, , Agricultural Education, Business Education, Family and Consumer Sciences Education, Guidance and Career Development, Health Science Technology Education, Marketing Education, New and Related Services, Postsecondary, Adult and Career Education, Engineering and Technology Education, and Trade and Industrial Education. Each division elects a vice president who serves on the ACTE Board of Directors.

ACTE has also divided the entire organization into five regions. The regional concept creates a linkage, which gives states and local members greater accessibility to the national office. Each regional vice president is elected by the membership in the state associations of his/her respective region. The regional vice president also serves as a voting member of the ACTE Board of Directors. Communication from ACTE is dispersed through these regional vice presidents to the region states, and then to local members and vice versa.

Region I is comprised of 15 member states: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont and West Virginia. Each individual member has two avenues of involvement in his/her professional organization: through the member's state association and the regional structure.

The following Region I Policy and Procedure Manual includes the policies of Region I, which define the structure of the regional organization and its responsibilities. It also includes the procedures for carrying out each policy. It is the intent of the Region I Policy Committee in the development of these procedures to improve the consistency of the Region I activities from year to year, further strengthening the national organization, as well as providing increased service and accountability to local members.

GENERAL PURPOSES

Policy

1. Assist state associations' growth in relationship to ACTE.
2. Implement the Strategic Priorities of ACTE and Region I.
3. Develop high professional standards among the membership.
4. Promote the interest of the Region within the framework of the ACTE.
5. Promote grass roots level input and participation.

MEMBERSHIP

Policy

1. ACTE members with membership in state associations in the geographical boundaries of Region I will be members.
2. The member states of Region I are: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont and West Virginia.

ORGANIZATIONAL STRUCTURE

Policy

1. Within the organizational structure of Region I, there will be a Vice President, a Policy Committee, and Standing Committees consisting of one or more representatives for each of the member states in the Region.
2. Ad Hoc Committees may be appointed as needed.

Procedure

1. Vice President
 - a. Duties
 - (1) The Vice President will represent Region I on the Board of Directors of the ACTE in accordance with the ACTE Bylaws.
 - (2) The Vice President will serve as Chairperson of the Region I Policy Committee.
 - (3) The Vice President will be responsible for implementing the purpose of the ACTE within the Region.
 - (4) The Vice President will orient new Policy Committee members as to their duties and responsibilities.
 - (5) The Vice President will transmit action of previous meetings to committee members.
 - b. Term of Office
 - (1) The Vice President will serve a term of three (3) years.
 - (2) One year as Vice President-Elect is optional. This shadow year is a non-funded one year period prior to the start of their official three year term.
 - c. Vacancy
 - (1) In the event a vacancy occurs in the office of Vice President, the Region I Policy Committee will make a recommendation for a person to fill the remainder of the term.
 - (2) The Region I Policy Committee will submit the recommendation to the ACTE Board of Directors for approval in accordance with the ACTE Bylaws and Board Policy and Procedure Manual regarding vacancies.
2. The Policy Committee will be addressed in the section POLICY COMMITTEE.
3. The Standing Committees and Task Forces will be addressed in the section STANDING COMMITTEES AND TASK FORCES.

NOMINATION PROCESS

Policy

1. Region I Vice President
 - a. When the Region becomes eligible to elect a new Region Vice President Elect or Region Vice President, the Vice President will ask the Policy Committee, with input from each representatives of state associations if possible, to submit nominations for consideration.
 - b. The Region may 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.

Procedure

1. Region I Vice President and Vice President-Elect procedures will follow those of ACTE National, including all application requirements and deadlines.
2. Region I Vice President/Vice President-Elect Nomination Process
 - a. The Region I Vice President Search and Nominating Committee will request that each state will notify members that nominations are being received and will be considered by the Region I Search and Nominating Committee for recommendations to the ACTE Nominating Committee.
 - b. The Vice President, with the consent of the Policy Committee, will appoint the Search and Nominating Committee, which will solicit and/or receive all applications for Region I Vice President-Elect or Vice President, interview all eligible applicants, and recommend at least two (2) qualified nominees to the ACTE Nominating Committee.
 - c. Additional nominations may be made from the floor during the business meeting of the Region providing the guidelines listed in the ACTE Bylaws are met.
 - (1). The Vice President will then immediately report the additional nominations to the ACTE Nominating Committee.
 - e. Only states who are active in the Region are eligible for nomination. Nominees will have the following qualifications:
 - (1) An in-depth understanding of state associations and demonstrated active leadership at the state, region or national in the association.
 - (2) Membership in the ACTE and be a member in good standing for a minimum of two years.
 - (3) Time available to devote to the performance of the duties of Vice President.
 - (4) An in-depth understanding of career and technical education.
 - (5) A commitment to the ACTE and its entire program.

REGIONAL ACTIVITIES

Policy

1. It will be the responsibility of the Vice President of the Region to submit to the ACTE Executive Director reports/minutes of Policy Committee meetings, Standing Committee and Task Force meetings, and other activities with the Region within forty-five (45) days after each meeting.

Procedure

1. The Region I Vice President, in partnership with ACTE, will be responsible for developing a Region I Directory each year, which will include:
 - a. ACTE Board of Directors
 - b. Region I Policy Committee
 - c. Region I Standing Committees
 - d. ACTE Standing Committee Appointments for Region I
2. The Region I Vice President will correspond with the State Associations through the officers in the State Leaders Directory and members of the Region I Policy Committee, including these communication items:
 - a. Conferences and Meetings
 - b. Reports of Board Meetings
 - c. Resolutions
 - d. Annual Reports
 - e. Electronic Communication

POLICY COMMITTEE

Policy

1. Purpose - the purpose of the Policy Committee is to carry out the general purpose of the ACTE within the Region.
2. Meetings - the Policy Committee will hold planned meetings during the year, and the Vice President may call special meetings.
3. Membership
 - a. The policy committee will consist of 6 members from each state (as available), the Region I Vice President, the Region I Vice President-Elect (if applicable), the recording secretary, and ACTE Committee Liaison. Travel expenses for this group will be authorized by the ACTE Board of Directors for travel to events per the Region I budget.
4. Duties
 - a. Serve as liaison between each state association and Region I if one exists.
 - b. Develop and actively participate in the implementation of the ACTE and Region I Strategic Priorities.
 - c. Facilitate a spirit of cooperation and communication within the State Associations in Region I.
 - d. Develop effective basis for membership and related services.
5. Term of Office
 - a. The term of office will be three (3) years.
 - b. A member may serve more than one consecutive term. A person appointed by the Region Vice President to fill an expired term may be re-appointed to fill a three-year term.
 - c. All appointments submitted to the ACTE Board of Directors must identify the term.
 - d. Term of office is July 1 through June 30.
6. Chairperson
 - a. The Vice President of Region I will serve as Chairperson of the Policy Committee.

Procedure

1. Membership
 - a. The Policy Committee consists of one representative from each state in Region I, the Region I Vice President, ACTE Committee Liaison, Vice President Elect (if there is a Vice President Elect) and Recording Secretary.
 - b. Each Policy Committee member has one vote.
 - c. Selection of the Policy Committee is the responsibility of the Region I Vice President.

- d. The Region I Vice President may also appoint non-voting, ex-officio members to the policy committee such as the Region I Conference Chair or the Region I Fellow(s).
2. Term Rotations
- a. Policy Committee members are appointed by the states to serve for three (3) years. If the state does not appoint a member the Region I Vice President may appoint a person from the state to serve.
 - b. A term of office begins on July 1 and expires on June 30.
3. Meetings
- a. Meetings of the Policy Committee are called by the Region I Vice President. There are generally two (2) meetings within the year.
 - (1) During the ACTE's VISION
 - (2) At the Region I Conference
 - b. The Region I Vice President will appoint the Recording Secretary. The Recording Secretary will record minutes of the Policy Committee Meeting and the Region I Business Meeting at the ACTE VISION and the Region I Conference. The Recording Secretary will send a copy of the minutes to the Region I Vice President within 30 days of the ACTE VISION or Region I Conference. All Standing Committee Reports will be included in the minutes for the Business Meetings at the ACTE VISION and Region I Conference.
 - c. A state representative may send a substitute when necessary. The state representative must send communication of authorization to the Region I Vice President so that the representative may vote and receive reimbursement.
- d. In the event that the Region I Vice President is absent, the Vice President Elect will preside over the meetings. If the Vice President-Elect is not available or present, the Recording Secretary will preside over the meetings.
4. Reports to Region I Vice President
- a. Each Policy Committee member will provide the Region I Vice President with an updated report on state association activities.
 - b. Reports will be due 15 days prior to the ACTE report deadline.
 - c. This information will be used in the Region Report presented to the ACTE Board of Directors three times throughout the year. Reports are due by the first day of the month preceding the Board of Directors meeting (usually November, February and June).

5. Standing Committee Liaison

- a. Policy Committee members will serve as liaisons to Region I Standing Committees, and:
 - (1) Maintain communication with the Standing Committee chair
 - (2) Send out communication to Standing Committee members advising them of dates, times, and places of committee meetings at the ACTE VISION and the Region I Conference
 - (3) Prepare agendas for the Region I the Standing Committee meetings at the ACTE ~~VISION~~ VISION and the Region I Conference
 - (4) Prepare a report of committee proceedings (committee chair may prepare the report)
 - (5) Present the Standing Committee report at the Region I Business Meeting held during the ACTE VISION and the Region I Conference (committee chair may present the report)
 - (6) Provide a written copy of the Standing Committee Report to the Recording Secretary (committee chair may prepare the report)
- b. Policy Committee members will rotate Standing Committee liaison assignments as new Policy Committee members are added at the committee meetings at the ACTE VISION.

REGION I STANDING COMMITTEES AND TASK FORCES

Policy

1. Region I Standing Committees and Task Forces may be established in accordance with the needs to carry out the purposes of the ACTE within the Region.
2. The Region Vice President will make committee appointments.

Procedure

1. Standing Committees for Region I will be:
 - a. Awards
 - b. Bylaws
 - c. Nominating
2. The Region I Vice President, as needed, may appoint Task Forces. The Region I Vice President Search and Nominating Committee and the Region I Conference Planning Committee are examples of Ad Hoc Committees.
3. Committee appointments are July 1 through June 30.
4. Appointment to standing committees is normally for a two-year term.
5. The term of office for a Task Force is generally for one (1) year or less.
6. A Region I committee member may not serve more than one consecutive two-year term on the same committee.
7. Standing Committee general responsibilities include:
 - a. A member of the Region I Policy Committee will serve as liaison to each committee.
 - b. The Region I Vice President will appoint each liaison.
 - c. Each committee will select a committee chair.
 - d. Each committee will develop goals and objectives for the committee and submit them in writing to the Strategic Planning Committee following the committee meetings held at the ACTE VISION. The goals and objectives should be reviewed at the Region I Conference.
 - e. Each committee will make a report in writing after each committee meeting and submit it to the Region I Policy Committee liaison.
 - f. Each committee will present the committee report at the Region I Business Meeting at the ACTE VISION and Region I Conference.
 - g. The committee liaison will report to the Region I Vice President and Policy Committee.
 - h. ACTE members may request reports from the Region I Vice President.
 - i. Specific Committee responsibilities will mirror those of ACTE National.
8. Taskforce responsibilities include:
 - a. Region I Conference Planning Committee:
 - (1) The committee will plan and organize the annual Region I Conference, which includes planning the program and inviting presenters.

- (2) The committee will submit proposed program to the Region I Policy Committee for approval.
 - (3) The committee will maintain records pertaining to the Region I Conference and submit such records to the Region I Vice President following completion of all conference business transactions.
 - (4) .
 - (5) .
- b. Region I Vice President Elect or Region I Vice President Search and Nominating Committee:
- (1) The committee will consist of at least 3 members, but could include one member from each state in the Region.
 - (2) A person who is a candidate for office cannot serve as a member of the committee.
 - (3) The deadline for receiving nominations for Region I Vice President Elect or Vice President will be June 15.
 - (4) The committee will meet every three (3) years during the ACTE VISION prior to the Region I Business Meeting.
 - (5) The committee will receive nominations, interview all candidates, and recommend two (2) nominees to the ACTE Nominating Committee.

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8. STANDING COMMITTEES Region I Standing Committees are:
Awards, Nominating, and Bylaws.

Standing Committees will meet annually at the Region I Leadership Conference.

Each Committee chairperson will submit a budget to the Region I Vice President by May 1.

If a Committee chairperson fails to complete their responsibilities, the Region I Policy Committee may reassess the position.

a. 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.

a. Composition, Selection & Term:

The committee is composed of members of Region I.

- i. 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.
- ii. The term of office is two years.

- iii. Committee Chair is the individual appointed to the ACTE nominating committee and serves a two-year term. The Chair may serve only one consecutive term.
- iv. Members may serve on consecutive terms with no limit on the number of terms.
- v. Members of the Awards Committee are not eligible to vote on region awards for which they are nominated, during their service to this committee.
- vi. 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, Scott Westbrook III Humanitarian, Jim Hanneman Memorial, Innovative Career and Technical Education Program, Outstanding School Board Member, Advisory Committee Member of the Year and any other awards authorized by the Region I Policy Committee.
- vii. The Committee will follow ACTE's awards criteria and selection.
- viii. 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 I Leadership Conference. Region I will provide each award winner at the Region I level a plaque.

b. NOMINATING COMMITTEE

Purpose The committee will review all complete applications, interview all qualified applicants and recommend candidates for ACTE and Region I elected or appointed positions.

- i. Membership
 - 1. There will be two (2) members plus a chairperson.
- ii. Committee Chair is the individual appointed to the ACTE nominating committee and serves a two-year term. The Chair may serve only one consecutive term.
- iii. Members may serve on consecutive terms with no limit on the number of terms.
- iv. The Committee is responsible for the implementation of the nomination and election process.
- v. The nomination committee will send out a request to states for nominations to the Region I and ACTE committees with vacancies.

- vi. Certify that Region I membership was informed that nominations were being received for the position of Regional Vice President Elect or Region I Vice President.
- vii. Review all completed applications for Region I Vice President Elect or Region I Vice President.
- viii. The committee will interview all qualified applicants for Region I Vice President Elect or Region I Vice President in accordance with ACTE's election time line.
- ix. The Committee will ensure the Region I Vice President Elect or Region I Vice President Candidates meet the required criteria.
- x. The Committee will recommend at least (2) two or more nominees to the Region I Vice President Elect or Region I Vice President in accordance with ACTE election procedure.
- xi. The nominees will also be introduced at the Region I business meeting during the annual ACTE Vision Convention.
- xii. The Committee is charged with identifying and reaching out to potential leaders for Region I.

c. BYLAWS COMMITTEE

Purpose The committee will review and recommend amendments or revisions to the Region I Policy and Procedure Manual

- i. Membership
 - 1. There will at least two (2) members plus a chairperson.
- ii. Committee Chair is the individual appointed to the ACTE bylaws committee and serves a two-year term. The Chair may serve only one consecutive term.
- iii. Members may serve on consecutive terms with no limit on the number of terms.
- iv. The Committee is responsible for reviewing and recommending changes to the Region I Policies and Procedures.
- v. The Committee will ensure the bylaws and procedures are in alignment with ACTE bylaws.
- vi. The Committee will review the Procedures align to current Region practices and in alignment with ACTE rules and procedures.

ACTE COMMITTEE APPOINTMENTS

Policy

1. Region I may have representatives on ACTE Standing Committees:
 - a. Audit Review
 - b. Awards
 - c. Bylaws
 - d. Nominating
 - e. Resolutions
2. When Region I is eligible to make recommendations for ACTE Standing Committees, the Region I Vice President will make the recommendations to the ACTE Board after consulting with the Region I Policy Committee.

Procedure

1. The Region I representative to ACTE Committees will rotate every two (2) years.
2. All committee appointments begin on July 1 and end on June 30.
3. The Region I appointment to the corresponding ACTE Committees will serve as the chair of the same Region I Standing Committee.

REGION I POLICY COMMITTEE , BUSINESS MEETINGS

Policy

1. During VISION, the Region must hold one officially announced business meeting.
2. Examples of agenda items include:
 - a. Approval of minutes of previous meeting
 - b. Acceptance of the Nominating Committee
 - c. Report of the Vice President to the Region
 - d. Consideration of such action as requested by the ACTE Board of Directors
 - e. Review of the ACTE Strategic Plan
 - f. Review of proposed ACTE Resolutions
 - g. Review of proposed ACTE Bylaws Amendments
 - h. Other items of business
3. Members of Region I present at the officially announced business meeting will constitute a quorum.

Procedure

1. A Region I Conference will be held annually.
 - a. The Region I Policy Committee will set the location/site for the Region I Conference. The Policy Committee will make their selection three years out. UFT (United Federation of Teachers) has agreed to host the Region I Conference every three years in Manhattan, NY.
 - b. The conference will include topics in the area of professional development for career and technical educators and Region I Awards.
 - c. The conference will be financed by the registration fees collected.
 - d. The region shall conduct a regional business meeting during the conference.
 - e. Policy Committee members ~~will~~ who attend the Region I Conference Policy Committee meeting may be reimbursed expenses up to the ACTE approved amount.
 - f. All or a part of travel expenses may be paid for members of the Awards Committee if funds are available.
 - g. The Policy Committee members will meet one day prior to the Region I Conference at the expense of the Region to address the following agenda items:
 - (1) The Strategic Plan for the coming fiscal year
 - (2) Committees needed in the coming fiscal year
 - (3) Committee member changes occurring in the coming year
 - (4) Membership recruitment activities for the next fiscal year
 - (5) Review the actions of the ACTE Board of Directors from their most recent board meeting
2. The Policy Committee members will meet on the day before the first day of VISION to address such items:

- a. Strategic Planning activities
 - b. Update and finalization of plans for Region I Conference
 - c. Review of committee activities
 - d. Report from ACTE Board of Directors meeting
 - e. Review of ACTE Resolution and Bylaws changes
3. An Annual Business Meeting will be held during ACTE VISION for all Region I members to address such items as:
- a. Receive a report on the status of Region I and ACTE from the Region I Vice President
 - b. Receive a report from the Region I representatives serving on the following ACTE Committees:
 - (1) Audit Review
 - (2) Awards
 - (3) Bylaws
 - (4) Nominating
 - (5) Resolutions
 - (6) Other special Taskforces as appointed by ACTE
 - c. Receive reports on Region I activities:
 - (1) Strategic Planning Priorities
 - (2) Awards Program
 - (3) Budget Report
 - (4) Region I Conference
 - d. Receive reports from Standing Committees and Taskforce
 - e. Conduct other items of business as presented to the assembly

BUDGETS

Policy

1. Anticipated funds for proposed activities for the coming fiscal year will be submitted in writing to the ACTE Executive Director no later than the deadlines given by ACTE Staff, prior to the fiscal year in which the funds are expected to be used.
2. The request should include a description of the proposed activities, which will be reviewed on the priority level, proposed objectives, desirability, and probability of achievement.

Procedure

1. Upon notification from ACTE regarding the amount budgeted for Region I (amount determined by ACTE based on the formula found in the Board Policy Manual), the Vice President will prepare a proposed budget for the coming fiscal year.
2. The Vice President will present the proposed budget to members of the Policy Committee during the Region I Conference Policy Committee Meeting for approval.
3. The approved budget becomes effective immediately after approval from the ACTE Board of Directors in accordance with ACTE policies and procedures.
4. All expenses are to be submitted on the ACTE to the Vice President for approval.
5. Travel expense reports must be received by the ACTE Director of Finance and Operations with the Vice President's approval within 45 days of close of VISION and/or Region I Conference and/or approved activity.

AMENDMENTS

Policy

1. This Policies and Procedures Manual may be amended by submitting the proposed revisions in writing to the Region I Vice President 60 days prior to an officially announced business meeting of the Region.
2. Any such proposed version must be approved by the Region I Policy Committee at least 15 days prior to the business meeting. Approved proposed amendments must be submitted to membership and presidents of the state associations 15 days prior to the business meeting. A majority vote of those present at a Region I Business Meeting will approve the proposed amendments.

GENERAL ACTE POLICY

Policy

1. Statements and/or policies included in this document will not be in conflict with the Articles of Incorporation, Bylaws, or Operating Policies of the Association for Career and Technical Education (ACTE). If a conflict occurs, the National ACTE governing documents will serve as the basis for operation.

APPENDIX

ACTE MEMBER AWARDS

Career Guidance Award

Lifetime Achievement Award

New Teacher of the Year

Postsecondary Teacher of the Year

Teacher of the Year Award

Administrator of the Year Award

Carl Perkins Community Service Award

BEST IN REGION I AWARDS

Scott Westbrook III Humanitarian

This award is presented to recognize individuals who have made an outstanding contribution to the improvement, promotion, development and progress of career and technical education within the Region.

Jim Hanneman Memorial

This award is presented to recognize individuals who have made an outstanding contribution to the improvement, promotion, development and progress of career and technical education within the Region.

Innovative Career and Technical Education Program

This award is presented to recognize an innovative program that has made a contribution of significance to career and technical education.

Outstanding School Board Member

This award is presented to recognize a supportive partnership that has made a contribution of significance to career and technical education.

Advisory Committee Member of the Year

This award is presented to recognize an advisory committee member that has made a contribution of significance to career and technical education.

Update on ACTE Region Conference Financial Policies

During the November 2016 Board of Directors Meeting the ACTE Board reviewed the policies and practices related to ACTE Region Conferences. Each ACTE Region conducts its own conference and each one is uniquely different in terms of attendance, theme, process and tradition. Due to many financial and logistical issues which arose throughout many of the ACTE Region Conferences, ACTE legal counsel recommended that the ACTE Region Conference financial policies be clearly defined and outlined for the ACTE Regions and the state associations that they represent.

Below are the clarifications that the ACTE Board of Directors approved during their November 2016 Meeting. As a reminder, the ACTE Region policies are subject to the ACTE policies; ACTE Region policies cannot conflict with ACTE policies. These clarified policies will be added as an addendum to each ACTE Region Policy Manual as a quick reference to what is found in the ACTE Policies and Procedures Manual.

ACTE Region Conference Financial Policy Clarification

- 1. Each individual ACTE Region will provide \$1,000 in seed money to the host state for a Region Conference in that Region to help offset expenses required before any revenue has been collected. This seed money will be returned to the ACTE Region after the conclusion of the conference as the intent is for the seed money to be a loan and not a gift.*
- 2. States within the Region are not required to donate to the Region Conference host state.*
- 3. The ACTE Region and the host state will evenly split, with or without an MOU signed by the host state and in no regards to the unification status of the host state, all net revenue between them after revenue and expenses have been reconciled and paid. The \$1,000 seed money will be returned to the ACTE Region from gross revenue and not included in the calculation of net. If a third party organization is involved in a host function, net revenue may be evenly split among the three parties.*
- 4. A complete financial accounting must be provided, with payment to the ACTE Region within 60 days of the conclusion of the conference.*
- 5. Host states have the option of signing an MOU with ACTE to assist with the Region Conference preparations. In the event that the host state waives this option, the host state recognizes that they take on complete and total liability for any contracts, agreements, or losses they may incur as a result of the Region conference. The host state is responsible for repayment of the seed money, regardless of profitability.*
- 6. No liabilities arising from Region Conferences will be paid from Region/ ACTE accounts unless the liabilities were incurred by ACTE under the terms of the MOU or signed contract.*

In addition, the Region Conference MOU was updated by ACTE and with consultation with ACTE legal counsel to reflect additional service offerings provided by ACTE and further clarify the financial parameters between ACTE and the host state if the MOU is enacted. The MOU remains an optional offering for host states to utilize if they so chose.

FREQUENTLY ASKED QUESTIONS

My ACTE Region has a different tradition that we've been using for years and it does not match the outlined clarified policies. Do we have to comply with these policies?

Yes; all ACTE Regions must comply with these policies even if they differ from your ACTE Region's previous tradition. All ACTE Regions are internal units of ACTE and are required to abide by all ACTE policies. The ACTE Region policies and practices cannot conflict with ACTE policies.

My ACTE Region had a different seed money tradition; it was more/less than what you have listed

and it was/was not required to be returned. What should we do moving forward?

The clarified policy is the policy that should be used by all ACTE Regions moving forward.

What about the CTE Support Fund Auction/Raffle/Fundraiser?

Charitable giving as well as gaming laws vary from state to state. If a state decides to have a CTE Support Fund fundraiser of any sort, it is recommended that they research the laws that would dictate such an event and take the necessary action to be in compliance with these laws.

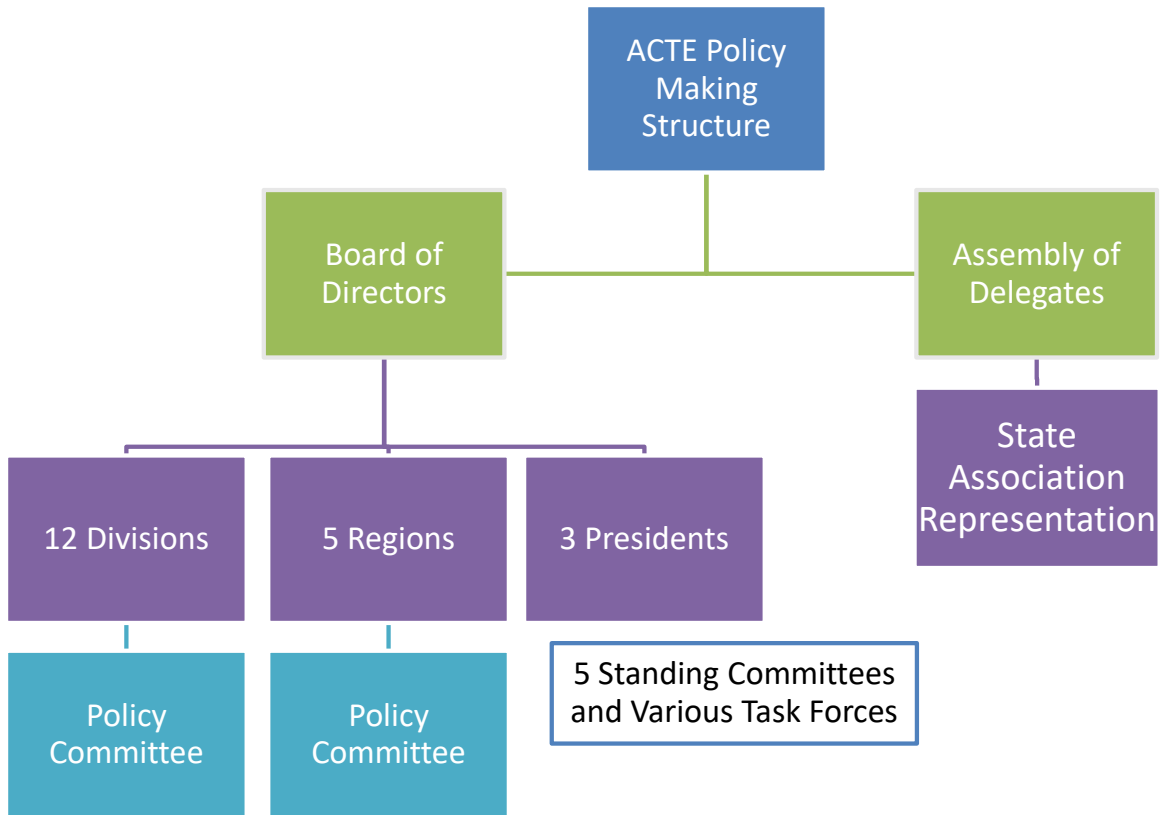
My state is hosting the next ACTE Region Conference. We already have the hotel/registration/location/etc. in place. How does this clarification impact contracts/agreements/plans we may already have in place? How does this clarification impact our future planning?

The clarified policies are immediately effective and govern all ACTE Region Conferences moving forward. If your state already has contracts/agreements/plans in place, please contact ACTE staff with any specific questions or concerns.

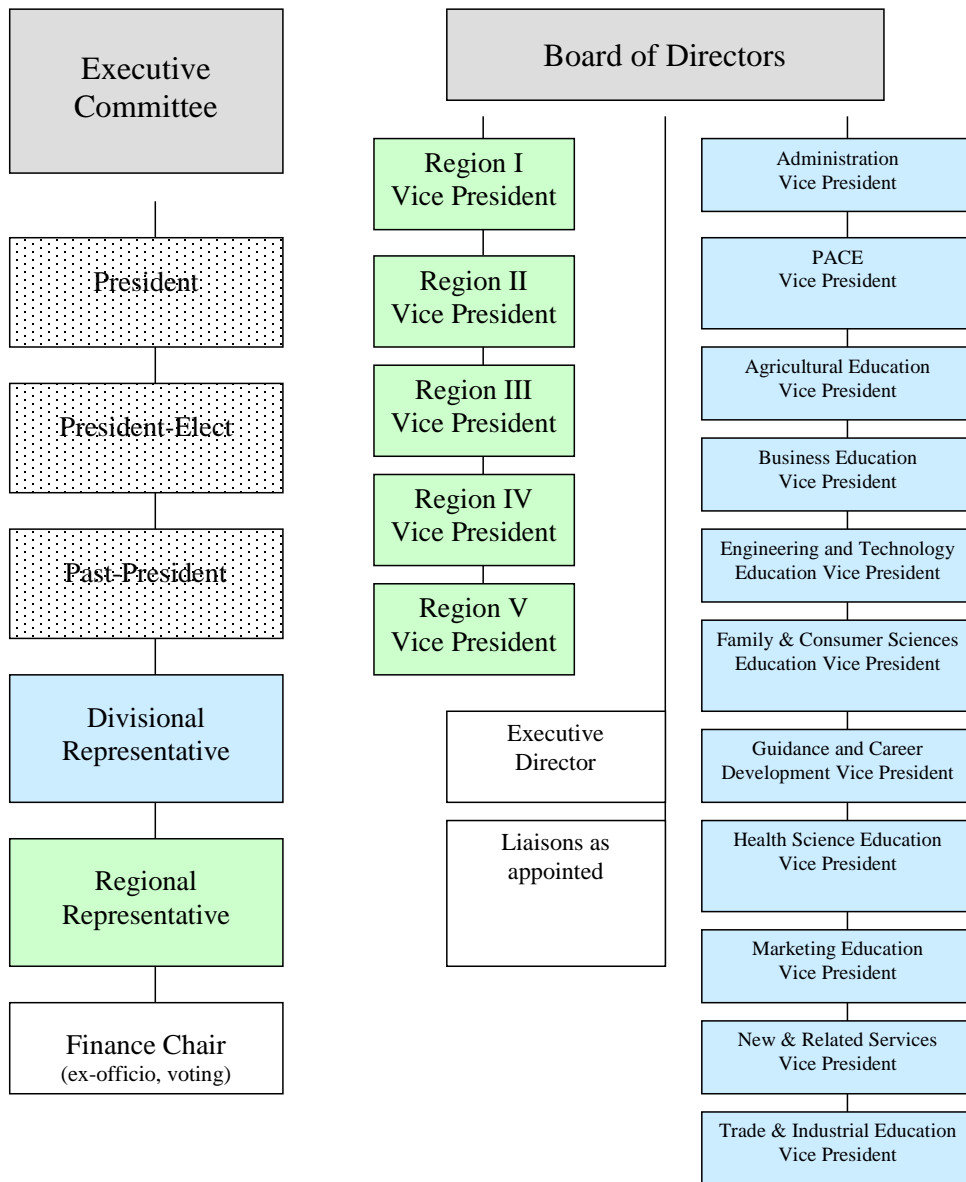
What if our ACTE Region has an issue that is not covered in these policies? What should we do?

If your ACTE Region or host state is facing an issue that is not outlined in these policies, please contact ACTE; we would be happy to work with you on any issues that you might be facing related to the ACTE Region Conference.

ACTE Structure



ACTE Board of Directors



ACTE Standing Committees and Task Forces

	Standing Committees	Task Forces
Composition	Groups of volunteers who work on an ongoing issue for the Association	Groups of volunteers who work on a pressing issue or specific project for the Association
Term	Two-year terms Can serve up to two terms	As long as it takes to accomplish the task (anywhere from several months to several years)
Time Commitment	Attend VISION Summit meeting in person, as well as participate in conference calls as needed	Participate in conference calls, Webinars as scheduled. Some task forces meet at VISION Summit or NPS
Appointment	Appointed by Region/Division vice president	Applicants volunteer and are selected based on experience and expertise

ACTE has the following standing committees:

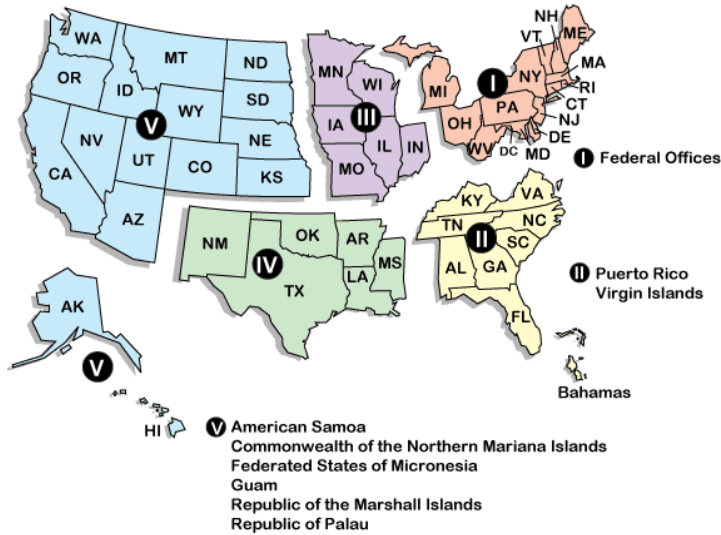
- Audit*
- Awards
- Bylaws
- ~~CTE Support Fund~~
- Nominating
- Resolutions**

*The Audit Committee serves 3 year terms, as opposed to the normal 2 year terms like the other committees.

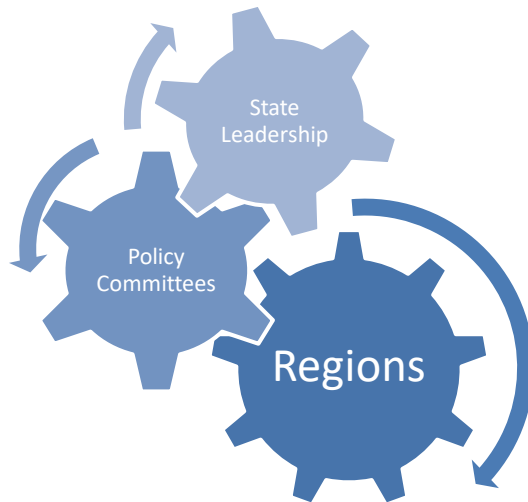
**The Resolutions Committee terms run January-December, unlike the other committees whose terms run July-June.

ACTE Regions

When you become an ACTE member, you are automatically a member of one of five geographic regions, depending on the state in which you live.



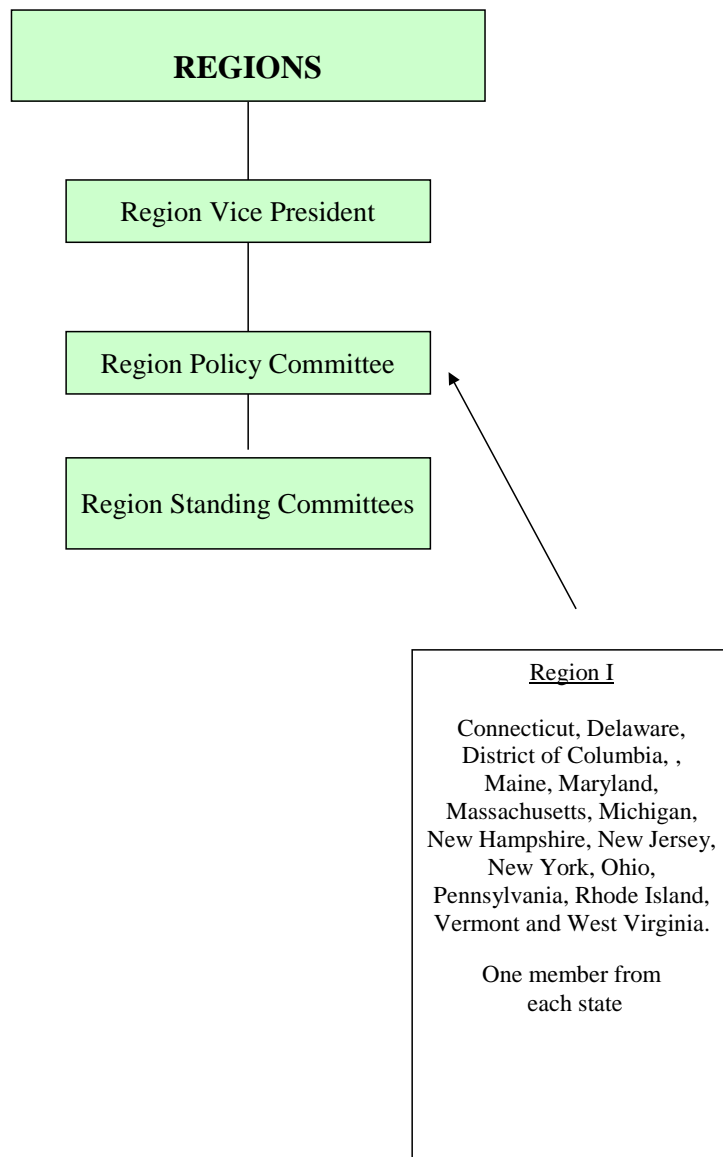
Region leadership is composed of:



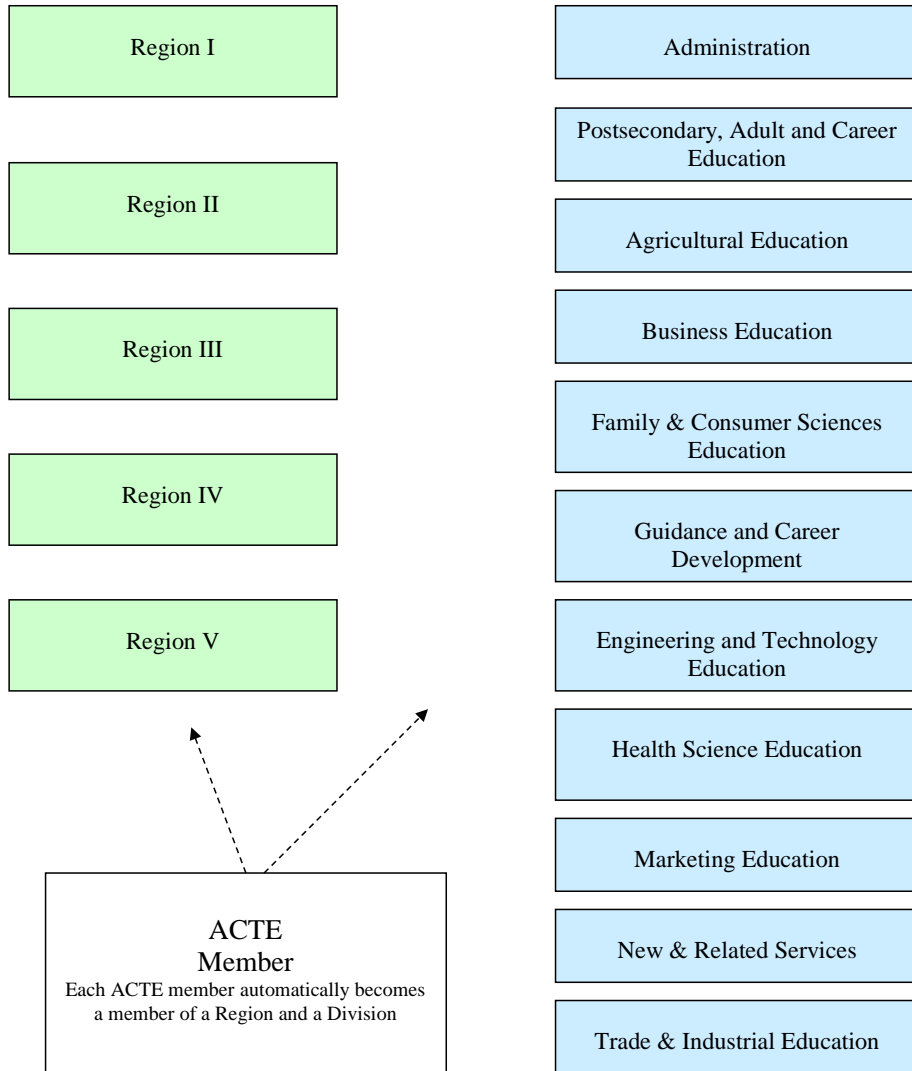
**Some regions have all states represented on policy committees, while others rotate

representation among the member states.

Region Structure



ACTE Membership



Governing Documents

As part of the established structure of ACTE, Region I is governed by ACTE. The documents which govern ACTE, and thereby Region I, in hierarchical order are:

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 mission and purpose of the organization
- Qualifications of membership
- The election and duties of its officers and governing board
- 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. Board Policy and Procedures Manual

The Board Policy and Procedures Manual should include all operational details of the organization. The Manual should include those rules that are set by the Board of Directors and can only be changed by the Board. Policies are established by the Board to guide the association so that it runs effectively, efficiently, legally and ethically. Policy decisions affect the organization as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the association. The standing rules for the conduct of the Board of Directors are included in the Manual. Also included are those standard operating procedures that the Board desires to have controlling authority over (i.e., investment guidelines, creation of divisions, election procedures, expense reimbursement, etc.). Specific action items or annual decisions are

generally not part of the Manual. The Board Policy and Procedures Manual is reviewed and approved annually by the Board of Directors.

4. Strategic Priorities

The Strategic Priorities are developed by the Board of Directors and represents an expression of the core purpose and values of the association and serves as a blueprint for future direction of the organization. The Priorities serve as a map for the priority allocation of resources and determines the annual objectives and work plan for the volunteers and staff. The status of the ACTE Strategic Priorities is to be reviewed annually by the Board of Directors. Priorities are expected to be achieved within a two-three year timeline. Strategies and tactics for achieving the priorities are identified and implemented by committees and staff.

5. 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 Board of Directors approves the budget in July of each year.

6. Committee/Task Force Charters and Job Description

The charters establish the goals and parameters for all committees within the association. These documents outline the authority and responsibility for the committees and the committee chair. The Board of Directors approves committee charters and job descriptions.

