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**NORTH DAKOTA  
ASSOCIATION FOR CAREER  
AND  
TECHNICAL EDUCATION**

**Policies and Procedures Manual**

Revised May 2025

The NDCTE Policies & Procedures Manual is a vital companion document to the Bylaws. The PPM contains many details related to the operation of the Association. Be sure to consult both documents for needed information.

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# INTRODUCTION

**MISSION:** The mission of North Dakota Association for Career and Technical Education is to:

1. Promote and improve career and technical education.
2. Provide service, leadership opportunities, and recognition to its members.
3. Support career and technical education as an integral part of the educational system.

- A. **Definition:** For the purpose of brevity, the term NDACTE (North Dakota Association for Career and Technical Education) is used throughout the manual.
- B. **Purpose of this Manual:** The purpose is to present a compilation of current NDACTE policies and procedures for implementation by the Executive Board for awareness of potential NDACTE officers and the general membership. It should be used in conjunction with NDACTE's by-laws. It shall be the responsibility of the President-Elect (by-laws) to review and make recommendations to keep the manual up-to-date.

# CONSTITUTION

## ARTICLE I: NAME AND AFFILIATION

- Section 1: The name of this organization shall be “North Dakota Association for Career and Technical Education,” hereinafter referred to as “NDACTE.”
- Section 2: The NDACTE shall be a unified state with Association for Career and Technical Education (ACTE).

## ARTICLE II: DIVISIONS

- Section 1: NDACTE consists of the following divisions.
- a) Administration
  - b) Agricultural Education
  - c) Business Education
  - d) Counseling & Career Development
  - e) Engineering & Technology Education
  - f) Family & Consumer Sciences Education
  - g) Health Science Education
  - h) Marketing Education
  - i) Special Populations and Equity
  - j) Trade and Industrial Education

## ARTICLE III: MEMBERSHIP AND DUES

- Section 1: Membership in NDACTE shall consist of professional, student, and retired. (See Article IV. Membership in the NDACTE by-laws for complete descriptions of membership levels).
- Section 2: Annual membership dues shall be as follows.
- a) Professional membership \$ 120 (\$80 ACTE, \$40 NDACTE)
  - b) Educational Institution Membership – Membership stays with the organization not the person. Dues is based on number of staff members per institution. NDACTE dues will stay at professional membership rate.
  - c) Retired membership \$36 (\$31 ACTE, \$5 NDACTE)
  - d) Student membership \$0

- Section 3: Membership records shall be filed with the Executive Director (and shall not be distributed for solicitation purposes.)
- Section 4: The annual dues shall be in the amount necessary for affiliation with the ACTE, plus state dues which are determined by the members of NDACTE.
- Section 5: All dues shall be paid to the fiscal agent as determined by the Board of Directors.
- Section 6: Rights of Members
- A. Voting— Individuals with a Professional or Retired membership shall be eligible to vote. Members holding multi-divisional membership shall have only one vote in matters pertaining to the Association.
- B. Holding Office— Individuals with a Professional or Retired Membership shall be eligible to hold NDACTE office.

#### **ARTICLE IV: MEETINGS**

- Section 1: The Annual ND CTE Professional Development Conference will include three NDACTE meetings. (2 executive board meetings and 1 annual membership).
- Section 2: The Executive Board shall meet at least three (3) times each year as the president may direct. Meetings may be conducted in person or via video or phone conference.
- Section 3: The President may authorize a vote of the active members by mail or electronic communications.

#### **ARTICLE V: OFFICERS AND THEIR DUTIES**

- Section 1: The officers of this association shall consist of vice president, president, president-elect, and immediate past president and shall be called the Executive Committee Officers. (Refer to Article IX of NDACTE By-Laws for duties of each office).
- Section 2: The duties of the NDACTE Executive Committee Officers shall be to promote NDACTE and plan the activities of NDACTE.
- Section 3: An Executive Director may be hired by the NDACTE Executive Board to oversee the operations of, promote the mission and vision of, and represent NCACTE publicly. The Executive Director shall be hired by an independent contractor agreement for a period of no longer than 12 months and paid an amount approved by the NDACTE Executive Board. An independent contractor agreement can be renewed by the NDACTE Executive Board following a satisfactory evaluation. The NDACTE Executive Board Committee shall

evaluate the Executive Director at least 30 days prior to the end of the independent contractor agreement term.

Section 4: The Executive Director shall act as the fiscal agent and perform such responsibilities as agreed by the Executive Board. Disbursement of monies shall be made by the Executive Director from the association's checking account or savings account. The signature cards for NDACTE financial accounts (checking, savings and investments) shall contain the name of the Executive Director and one other Executive Board Committee member; only one signature shall be required on checks.

The NDACTE Executive Board members shall be covered under a nonprofit executive protection and liability insurance policy; the cost of the policy to be paid by the Association.

Section 5: Vacancies occurring by reason of death, resignation, incapacity, judgment of recall, or other disqualification shall be filled as follows:

a. A vacancy in the office of President shall be filled by the President-Elect who shall complete the unexpired term and remain in the office of president for the remaining term.

b. A vacancy in the office of President-elect shall be filled by the Vice President who shall complete the unexpired term and remain in the office of vice president for the remaining term.

c. A vacancy in the office of Vice-President shall be filled by appointment of the President with approval of two-thirds (2/3) vote of the Executive Board.

c. In the event a vacancy occurs in the office of both the President and President-Elect, the immediate Past President shall assume the responsibilities of the President for the unexpired term.

d. In the event the immediate Past President cannot serve, the Executive Board, by an affirmative two-third (2/3) vote shall appoint an acting President to fulfill the unexpired term. The presiding officer in this interim shall be the member of the Executive Board with the longest continuous service on the Executive Board.

## **ARTICLE VI: TAX-EXEMPT STATUS**

Section 1: No part of the net earnings of the organization shall be to the benefit, or be distributable to, its members, directors, officers, or other private persons, except

that the NDACTE shall be authorized and empowered to pay reasonable compensation for service rendered.

- Section 2: No substantial part of the NDACTE activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- Section 3: In the event of dissolution, any remaining assets shall be distributed to organizations and operated exclusively for charitable, educational, or specific purposes and shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VII: RECOGNITION**

- Section 1: The NDACTE Excellence Awards seek to promote excellence in career and technical education by recognizing individuals and groups who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community. Individuals and organizations must be nominated by a NDACTE / ACTE member.
- Section 2: Three categories of the NDACTE Excellence Awards may be awarded yearly:
- NDACTE Member Awards  
NDACTE Impact Awards  
NDACTE Innovative Program Awards
- Section 3: NDACTE Member Awards are for individuals who have been involved in some capacity in Association for Career and Technical Education activities at the state, regional and/or national levels and must have been a member of NDACTE for one school year prior to nomination to the State level. They include the following:
- NDACTE Teacher of the Year
  - NDACTE Postsecondary Professional of the Year
  - NDACTE Administrator of the Year
  - NDACTE New Teacher of the Year – Divisional and Overall
  - NDACTE Counseling and Career Development Professional Award
  - NDACTE Carl D. Perkins Community Service Award
  - NDACTE Lifetime Achievement Award
  - NDACTE Teacher Educator of the Year Award

Nominations are made within the ACTE Awards portal. NDACTE Member Award recipients will be advanced to the Region V level for nomination in the respective category except for the Divisional New Teacher of the Year recipients.

Section 4: NDACTE Impact Awards, recognize groups and individuals from education, business and industry communities who enhance career and technical education by contributing to the improvement, promotion, development, and progress of CTE. They include the following:

- Business/Education Partnership
- Champion for CTE

Nominations are made at the national level. NDACTE recognizes nominations during the ND CTE PDC. They automatically are nominated at the national level.

Section 5: NDACTE Innovative Program Awards –recognize innovative career and technical education programs from ND that are unique, novel and are serving to improve and promote the image of career and technical education.

- NDACTE Innovative Program Award

Nominations are made at the state level by paper format. Award recipients will be advanced to Region V level.

## **ARTICLE VIII: Budget Considerations**

### **Section 1: Committee Budget**

- Committee members have access to funds in the following budget lines:
- Membership Committee - Membership Recruitment
- Conference Committees – PDC Expenses
- All Committees – Standing Committee Fund
- Awards Committee – Awards budget lines including plaques (includes each division awardee for New Teacher of the Year), Stipend to attend Region V and ACTE/ NDACTE dues paid for each awardee (only the overall New Teacher of the Year)
- Additional funds can be requested each spring for the following year as part of the budgeting process.

### **Section 2: Board Member Travel reimbursement**

Expenses for attending ACTE National Policy Seminar, ACTE VISION and Region V Conference will be paid as budget permits at 70% of expenses. Traditionally, the



NDACTE President attends National Policy Seminar, the President- Elect attends ACTE VISION, and Vice President attends Region V Conference.

Expenses include registration, transportation (air or IRS mileage rate for driving), lodging, meals, incidentals (luggage, parking) • IRS per diem amount for host city will be used for meals/incidentals • Day of departure/day of return uses 75% of host city per diem • Receipts must be submitted for reimbursement • Refer to NDACTE budget to determine amount.

**Section 3: Executive Director travel reimbursement**

Expenses for attending one ACTE event (ACTE National Policy Seminar, ACTE VISION and Region V Conference) will be paid as budget permits at 100% of expenses.

Expenses include registration, transportation, lodging, meals/incidentals • IRS per diem amount for host city will be used for meals, , incidentals (luggage, parking) • Day of departure/day of return uses 75% of host city per diem • Receipts must be submitted for reimbursement • Refer to NDACTE budget to determine amount

The executive director may request to attend additional various conferences with the authorization to attend given by board approval. Expenses reimbursed as stated above.

## **ARTICLE IX : CHANGING NDACTE POLICIES AND PROCEDURES MANUAL**

Section 1: When it is proposed by the executive board that changes be made to this policies and procedures manual, the proposed policy change shall be read at one meeting and not voted on for approval until the next meeting. This will provide board members with time to think about any unintended consequences to the policy change and suggest edits to the new policy.

Section 2: If it is deemed imperative that the executive board make the policy change before the next board meeting, a motion may be made to enact the policy change immediately, this motion must be followed by a second and at least  $\frac{3}{4}$  of board members voting to enact the policy immediately.

## **ARTICLE X– MISCELLANEOUS PROVISIONS**

**Section 1: Indemnification**

To the fullest extent permitted by law, the Association shall indemnify and hold harmless any and all past, present or future Directors and Officers, as identified and

defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent or employee of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, employee or agent on behalf of the Association.

## COMMITTEES

### **Standing Committees**

#### ***Legislation (appointed)***

Duties: Review relevant legislation and provide guidance to the NDACTE Board on the impact to career and technical education.

1. Develop and carry out the plans for publicizing NDACTE events for building a favorable public image.
2. Coordinate a promotional plan to publicize national CTE Month to legislators, media, educators, and the general public.
3. Develop information material that can be used by divisions and members.

Chair President ([by-laws](#))

#### ***Resolutions (appointed)***

Nominations and Resolutions committees are standing committees in by-laws so combined

Duties:

1. Set guidelines, search for, and screen candidates for NDACTE Vice President.
2. Write up resolutions and report at the annual NDACTE Membership meeting.

Chair Immediate Past President ([by-laws](#))

#### ***Nominations (appointed)***

Nominations and Resolutions committees are standing committees in by-laws so combined

Duties:

1. Set guidelines, search for, and screen candidates for NDACTE Vice President.
2. Write up resolutions and report at the annual NDACTE Membership meeting.

Chair President - Elect ([by-laws](#))

#### ***Policies (appointed)***

Duties:

1. Review bylaws, constitution, and policy and procedures manual for necessary revisions.
2. Receive and make proposed Bylaws changes; discuss and submit to the NDACTE Board for approval.
3. Update the bylaws, constitution, and policy and procedures manual after changes are adopted.

Chair President- Elect ([by-laws](#))

#### ***Audit***

Duties: Thoroughly review the financial activities and records of NDACTE during the year. Quarterly, monitor the performance of NDACTE investments. Recommendations of the Audit Committee are to be forwarded to the NDACTE Executive Board for consideration.

1. Assist with preparing the upcoming year's budget.
2. Promote/fundraise for the Reuben Guenther CTE Scholarship.
3. Annually, review the following materials:
  - a) IRS tax exempt status and filings
  - b) NDACTE Financial account balances

- c) NDACTE Budget
- d) Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures
- e) A complete listing of NDACTE members

Chair Vice President ([by-laws](#))

### **Ad Hoc Committees**

#### ***Engagement***

Duties: Maintain the NDACTE website and social media accounts; market NDACTE events; Maintain the NDACTE website and social media accounts; market NDACTE events; create and maintain visual record of NDACTE events; and assist the Board with member communication and engagement.

1. Coordinate and update the NDACTE website.
2. Facilitate social media accounts.
3. Take photos and/or videos of NDACTE events.
4. Market all NDACTE events.
5. Assist Exec. Director with providing articles to the ND CTE newsletter

#### ***Membership***

Duties: Coordinate all membership activities for the association to include new member recruitment, member retention programs, and membership promotions.

1. Develop plans and provide ideas and current information to Division Representatives to promote membership, including focusing on retired educators.
2. Initiate activities designed to involve current membership in promoting NDACTE and ACTE education.
3. Assist in New Teacher sessions at PDC.
4. Provide enrollment/account support to potential Association members.
5. Send out membership/dues reminders to NDACTE members.
6. Work with ACTE to maintain accurate lists of names and addresses of all members and to transmit such lists and proper remittance for national dues to national headquarters.

#### ***Awards Committee***

Duties: Coordinate all awards activities for the association to include state, Region V, and national awards according to the policies of the association.

1. Work with ND CTE PDC Conference Chair to coordinate/conduct an annual awards program which focuses statewide attention on the outstanding work accomplished by the career and technical educators and supporters of CTE.
2. Collaborate with the Division Representatives and committee members to ensure nominations.
3. Prepare, disseminate, and tabulate all the necessary award forms.
4. Ensure all nominees are active members (notify those who are not that they must become members to be eligible for the award)
5. Work with committee members to select award winners.
6. Purchase awards, plaques, and contact awardees.
7. Reads awardee's bio during Awards Presentation w/President presenting the plaque.
8. Coordinate award nominations for Region V.

### ***Conferences and Professional Development***

Duties: Coordinate planning and running activities/events at State, Region, and National CTE conferences.

1. Coordinate the NDACTE booth at PDC.
2. Coordinate the distribution of New Professional applications, review applicants and select award winners by October 1.
3. Coordinate voting delegates at Vision w/President.
4. Plan ND social reception at Vision w/President or President-Elect.
5. Coordinate roll call report for Region V.
6. Ensure NDACTE board member attendance at National Policy Summit.
7. Promote opportunities to present sessions at state, region, and national conferences. session presenters.
8. Promote educational opportunities for our membership (i.e. CTE Learn).

President Chair and President-Elect member

## **JOB DESCRIPTION for NDACTE Executive Director Consultant Responsibilities**

### **REPORTS TO: North Dakota ACTE Executive Board**

### **BASIC FUNCTION:**

The Executive Director is responsible for carrying out the directives of the Executive Board of North Dakota ACTE (NDACTE), for the operations and activities of the Association and for ongoing outreach efforts to other associations and government entities. The Executive Director also serves as an ex-officio (non-voting) member of the Board and Executive committee.

### **Conditions of Employment:**

No specific hours or days of employment are required. The NDACTE President and/or Executive Board will indicate when and where the Executive Director will attend meetings in official capacity. Performance of the Executive Director shall be evaluated yearly by a review committee, which will consist of the Past-President, who shall be the chair, President, President-Elect, and an additional board member appointed by the President. This review will be presented at the August board meeting proceeding the Professional Development Conference. Independent Contractor Agreement renewal or non-renewal will be addressed at this time as well and will be determined by the Executive Board.

### **RESPONSIBILITIES AND AUTHORITIES:**

1. The Executive Director is responsible for the management of the Association in accordance with the policies and directives of the Board.
  - a. Serve as a liaison between the President, Executive Board, State CTE Staff, general membership of NDACTE, and the ACTE organization.
  - b. Has full responsibility/accountability for all program areas, not otherwise administered by the Board and serves as the chief executive officer of the Association.
2. The Executive Director is directly responsible to the Executive Board and provides proper communication to the Board of all issues, activities, and meetings.
  - a. Assist with the preparation of agendas, the keeping of all minutes and records, and arrangement of elections.
  - b. Work with the President and President-Elect to refine and further develop the NDACTE Program of Work.
3. The Executive Director shall serve as a mentor to all current and future leaders. The person is to facilitate and coordinate the activities of leaders who act on behalf of the Association and the profession.
  - a. Provide guidance to the board on issues and policies including ensuring the Constitution is up-to-date.
  - b. Conduct leadership training.
    - i. Prepare officer directory
    - ii. Update officer handbook
    - iii. Organize leadership activities

4. The Executive Director provides advice and leadership to the Executive Board on strategic planning and all relevant issues.
  - a. Complete and submit the annual Quality Association Award Application.
5. The Executive Director is authorized to sign legal and other documents on behalf of the Association.
  - a. Maintains a permanent NDACTE address and location for NDACTE papers and possessions.
6. The Executive Director is responsible for assisting the Executive Board with planning for the annual meeting and awards held during the ND CTE Professional Development Conference (PDC).
  - a. Work in conjunction with the President, President-Elect, and ND CTE Staff in generating an agenda for the annual meeting and Executive Board meetings prior to and after the annual meeting.
  - b. Prepare an Annual Report to distribute to members attending the annual business meeting. This Annual Report should include the following: minutes from the previous annual meeting, all Executive Board minutes, Income and Expense Statements, and Income and Expense Budget vs. Actual.
    - i. Make available to the members a copy of the Annual Report at the conclusion of PDC that can be accessed via the NDACTE website.
  - c. Prepare the NDACTE press releases for the award winners during the PDC.
7. The Executive Director is responsible for initiating programs and services for the membership.
  - a. Assist the membership chairperson and committee in coordinating annual membership initiatives.
    - i. Plan, coordinate, and direct membership recruitment.
    - ii. Report yearly at the NDACTE meeting about membership status.
    - iii. Develop literature for recruitment.
  - b. Maintain a current list of North Dakota ACTE/ACTE members.
8. The Executive Director shall maintain such relationships with other Associations, education, government, public service organizations, vendors and others as necessary for the best interest of the Association.
  - a. Keep abreast of National, Regional and State CTE issues.
  - b. Participate in National ACTE leadership calls.
  - c. Serve as the liaison between NDACTE and the National and Regional ACTE organizations.
  - d. Represent NDACTE by attending at least one national ACTE event each year.
  - e. Represent NDACTE at the Region V conference as the budget allows.
9. The Executive Director is to provide fiscal leadership to the organization and seek additional funding sources to provide opportunities for its membership.
  - a. Work closely with the President and President-Elect in preparing the yearly budget to be presented at the board meeting preceding the start of the ND CTE Professional Development Conference.
  - b. Receive and disburse all funds of the NDACTE as approved by its annual budget by the authority of the executive board.
  - c. Prepare a financial report for two executive board members to audit at the board meeting held prior to the start of the ND CTE Professional Development Conference.

- d. Ensure all federal and state tax forms are property submitted.
- e. Apply for and manage grant applications

10. The Executive Director shall provide leadership in ensuring all North Dakota Career and Technical Educators are kept abreast of current trends in Career and Technical Education, help to advocate for their programs, and create awareness of opportunities available to them.

- a. Responsible for maintenance of the NDACTE website.
- b. Oversee the development and distribution of NDACTE newsletter.

## **EXPERIENCE, SKILLS AND QUALIFICATIONS:**

### **Mandatory**

- Minimum of five (5) years' experience as a CTE educator or similar experience in Career and Technical Education.
- North Dakota ACTE member
- Must have excellent analytical and problem-solving skills.
- Must be able to work irregular hours and travel as required.
- Must have strong interpersonal, communication and listening skills.
- Must have good written skills.
- Must be able to work in a team environment.

### **Preferred**

- Experience with budget development and maintenance preferred.
- Must be able to prioritize, organize, multi-task and use time management skills.
- Must be accurate and detail oriented.
- Knowledge of Robert's Rules of Order.



### **NDACTE Retention Policy**

The NDACTE Executive Director will keep financial reports and records for seven years. This will help with IRS audits, transitions from new executive board members or Executive Director.

### **NDACTE Investment Policy**

The Investment Policy will provide guidelines for the investment of funds held by NDACTE. Its objectives have been established in conjunction with a comprehensive review and assessment of ACTE's attitudes, goals, expectations, investment time horizon, risk tolerance level, present investment allocation, and current and projected financial requirements. The objectives are:

- To maximize return within reasonable and prudent levels of risk. At the same time, to maintain sufficient liquidity to meet expected and reasonably unexpected cash requirements.
- To provide exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification.
- To control costs of administering and managing the investments.

### Procedure

Management Responsibilities:

Control of the investment of funds will be vested in the Board, Executive Director, and the Audit Committee.

- Board of Directors: The Board will approve all investment policies for the Association. At least once per year the Board will review the investment management and performance of all NDACTE funds.
- Executive Director: The Executive Director will consider any proposed revision to the investment policy and will make recommendations as to appropriate action to the Board of Directors.
- Audit Committee: The Audit Committee will also monitor, quarterly, the performance of NDACTE Investments.

### Operating Fund

Purpose:

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of NDACTE in a timely manner.

Investment Objectives:

The investment objectives of the Operating Fund are:

- Preservation of capital
- Liquidity
- Optimize returns

Investment Guidelines:

The Operating Fund may be invested as an Overnight repurchase/Sweep or as a Treasury bill backed by the US Government. The maturity on investments for the Operating Fund shall be limited to one year or less. The Executive Director shall be responsible for scheduling maturities.

## Long-Term Reserve

### Time Horizon:

The investment guidelines are based upon an investment horizon of greater than five years; therefore interim fluctuations should be viewed with appropriate perspective. Similarly, the NDACTE strategic asset allocation is based on a long term perspective. Short-term liquidity requirements are anticipated to be significant based upon an understanding of fairly predictable cash flow needs.

### Risk Tolerances:

It is important to recognize the difficulty in achieving the NDACTE's objectives in light of the uncertainties and complexities of contemporary investment markets. The NDACTE recognizes and acknowledges that some risk must be assumed in order to achieve its long-term investment objectives.

In establishing the risk tolerances of the IPS, NDACTE's ability to withstand short and intermediate term variability was considered. NDACTE's prospects for the future, current financial condition and several other factors suggest collectively that some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

### Performance Expectations:

The NDACTE has designed an asset allocation that is targeted to earn a rate return of 8% over the long term. It is understood that an average return of 8% is a long-term goal and short-term performance may be greater or lesser than this goal.

Over a complete business cycle, the overall annualized total return, after deducting for advisory, money management, and custodial fees, as well as total transaction costs should perform above the median of a customized index comprised of market indices weighted by the strategic asset allocation of the NDACTE.

### Selection of Money Managers:

The NDACTE, with the assistance of the Adviser, will select appropriate mutual funds or separate account managers to manage the NDACTE's assets.

### Monitoring of Money Managers:

The ACTE's Advisor will prepare quarterly performance reports to test progress toward the attainment of longer-term targets. It is understood that there are likely to be short-term periods during which performance deviates from market indices. During such times, greater emphasis shall be placed on Peer performance comparisons with managers employing similar styles.