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The Association for Career and Technical Education

# CTE for All Division Policy Manual

December 2025

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# INTRODUCTION

The CTE for All Division (the “Division”) is an internal unit of the Association for Career Technical Education (ACTE).

## Mission

We are committed to fostering an inclusive CTE environment where special populations and other learners with barriers to participation and success are empowered to thrive and succeed within the CTE ecosystem.

## Vision

CTE for All reflects our steadfast commitment to access, excellence, and unity in career and technical education. We envision a thriving, inclusive CTE ecosystem that empowers every individual to contribute their strengths and achieve success, ensuring no one is left behind.

## Core Principles

1. **Cultivate Inclusivity:** Foster a culture of respect, acceptance, and belonging by ensuring all members of the CTE community feel valued and supported.
2. **Expand Access:** Promote access to high-quality CTE programs, resources, and opportunities for every CTE professional and student.
3. **Remove Barriers:** Advocate for all learners by removing barriers that hinder access and success within CTE programs.
4. **Empower Every Individual:** Provide the tools, support, and mentorship needed to empower every individual to reach their full potential.
5. **Collaborate for Impact:** Engage all stakeholders and partners to collectively drive positive change and elevate the impact of CTE for All.
6. **Promote Transformational Leadership:** Nurture and develop leaders who are catalysts for innovation, advocating for transformative practices, and driving positive impact.
7. **Inspire Innovation:** Encourage creativity and forward-thinking in CTE, driving innovation to address emerging challenges and opportunities related to reaching all learners.

As defined by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), professionals serving special populations and other learners with barriers to participation and success will provide targeted training, services, and resources to support their success in education and competitive employment in the global workforce.

According to Perkins V, special populations include:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including low-income youth and adults
- Individuals preparing for non-traditional fields
- Single parents (including single pregnant women)
- Out-of-workforce individuals
- English learners
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- Youth with a parent who is an active-duty member of the armed forces

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 the involvement of the membership so 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 policy committee structure 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 Divisions of the ACTE are to support our professionals through:

- Providing resources and support in aligning programs with federal legislation
- Developing professional attitudes and standards in programming for Special Populations
- Offering assistance to provide, maintain, extend, and expand career and technical programs and services to reach all learners
- Offering promising practices in developing work-based learning opportunities that reach all learners
- Acting as a clearinghouse for the dissemination of new ideas and research
- Advocating for and promoting professional relationships with other agencies, organizations, and institutions that support persons within the Special Populations demographic and others with barriers to accessing CTE
- Collaborating with educators, business representatives, and community partners to create locally responsive, relevant work-based and school-based learning experiences
- Providing professional development opportunities through webinars, workshops, and guidance to materials and resources to support the development of postsecondary workforce readiness (PWR) skills that lead to technical skill attainment for students in any chosen occupation, with a focus on high-wage occupations or high-skilled in high-demand industries

## 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, through the Assembly of Delegates.

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

## ORGANIZATION OF THE DIVISION

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

The facilitation body of the Division is the policy committee.

The Policy Committee members will hold an annual policy and business meeting during CareerTech VISION, or within 30 days prior to CareerTech VISION. The Division may conduct their policy and business meetings virtually. During the policy meeting, the committee plans the division's work program 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 year as requested by the President or the majority of the policy committee. The President is to preside at all of the Division's policy committee and annual business meetings.

A quorum for policy committees or business meetings, whether in person or virtually, shall be defined as a majority of members present.

Electronic voting is intended to supplement, not replace, policy committee meetings. It may be used when committee action is required and a meeting cannot be convened in person or virtually. The procedure for electronic voting is as follows:

1. The committee chair will email the motion to be voted on to all committee members.
2. Committee members will be given seven (7) calendar days to reply with their vote.
3. Votes must be received from a majority of the committee members for the motion to pass or fail.
4. The committee chair will count the votes after the seven (7) calendar day window has closed and notify all committee members of the results.
5. Copies of electronic votes will be kept with the minutes to document the outcome.

## MEMBERSHIP

Any ACTE member who is professionally involved in, or demonstrates a commitment to, expanding high-quality Career and Technical Education (CTE) opportunities for all individuals.

Only members shall have voting privileges as defined in the ACTE bylaws.

### DIVISION ASSOCIATES

Division Associates are external organizations, institutions, or groups that support the advancement of high-quality Career and Technical Education (CTE) for all learners and professionals.

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

Division-related organizations may become division associates, provided they meet the criteria as prescribed in the division policy manual and are approved by a majority of the members present at the division's annual business meeting. A representative of the organization may serve as a policy committee member. And may serve as a voting member of the Policy Committee and act as a liaison between the Division and their organization.

Current Division Associates include:

*None at this time.*

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 regarding the application at the next policy committee meeting.

To maintain status as a division associate member, external organizations must keep their national affiliate organization membership, unified membership with ACTE, or be a career and technical student organization.

Each division associate organization shall operate under its bylaws, electing officers and pursuing its 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 Policy Committee's next meeting. 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, 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. Approval from the Division Policy Committee is required to form an area of interest. 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.

Current Division Area of Interest includes:

*None at this time.*

## 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.

The 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.

Names of candidates for nomination shall be sent to the Division President.

A Nominating Committee shall be established by the President. The Nominating Committee shall be selected by the Division President and 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:

- Demonstrated commitment to advancing CTE for All and supporting ACTE's strategic priorities
- Authorization and availability to fulfill the responsibilities of the office effectively
- Sustained and active membership in ACTE
- Proven leadership within ACTE, with strong state-level engagement in CTE for All

- Ability to dedicate adequate time and access to clerical support to carry our presidential duties
- Recommended prior service on ACTE committees to develop organizational knowledge, a strong record of attendance at CareerTech VISION, and active participation in division programming

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

## SECRETARY OF THE DIVISION

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

## **POLICY COMMITTEE**

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

### **PURPOSES**

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

- Advise the President on all matters affecting the Division
- To plan and implement a strategic plan for the division and assist in the implementation of the ACTE strategic plan
- Maintain active national leadership in CTE
- Encourage high professional standards among its members
- Inform Division members of policies and issues of ACTE as they relate to the development of CTE
- Provide a mechanism for effective communication from members to ACTE staff
- Develop and implement plans to resolve the issues

### **MEMBERS**

The following individuals shall be the voting members of the Policy Committee:

1. ACTE CTE for All President
2. ACTE CTE for President-Elect or Immediate Past President
3. Regional Representatives
4. ACTE CTE for All Mentorship Program Representative
5. CTE for All Division Representatives to ACTE Standing Committees
6. ACTE CTE for All Division Committee Chairpersons
7. ACTE CTE for All Area of Interest Representatives

Policy Committee members will convene annually in conjunction with ACTE's CareerTech VISION to plan the Division's program of work for the upcoming fiscal year. Additional virtual or in-person meetings shall be held quarterly or as needed throughout 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 final year of the President's term. In the absence of a President-Elect, the Immediate Past President shall serve an additional year as Vice Chair. The Vice Chair shall preside over 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, but no more than two consecutive terms.

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.

# DIVISIONAL COMMITTEES AND RESPONSIBILITIES

## CTE for All Awards Committee

### MISSION

To recognize individuals who have made exceptional contributions to advancing CTE pathways for all students. Honoring achievements that promote best practice and reinforce the value of every student, educator, and partners within the CTE for All Division.

### COMPOSITION, SELECTION & TERM

The Awards Committee consists of a chair, appointed by the Division President, and regional representatives, appointed by the Chair. Members serve two-year terms beginning July 1 and may serve up to two terms. While serving, committee members are ineligible to receive awards.

### OBJECTIVES

The Awards Committee is responsible for developing and maintaining a Division awards program that recognizes CTE professionals in support of all students. Award criteria will align with the ACTE High-Quality CTE Program of Study Framework and award-specific guidelines.

In collaboration with the Division President and ACTE Awards Committee, the Awards Committee will manage timelines, promote awards, recruit applicants, select judges, notify recipients, and coordinate formal recognition. Winners will be honored at ACTE's CareerTech VISION conference and presented with a plaque. The committee chair will also submit winner information for publication on the CTE for All Division website.

# CTE for All DIVISION ADVOCACY COMMITTEE

## MISSION

To advance high-quality Career and Technical Education (CTE) for all by supporting legislative advocacy at the local, state, national, and global levels. The committee is dedicated to enhancing awareness and understanding of key policies among Division members, while advocating for issues that promote access, opportunity, and success in CTE.

## COMPOSITION, SELECTION & TERM

The Advocacy Committee consists of a Chair, appointed by the Division President, and representatives from various ACTE regions, appointed by the Chair. Members serve two-year terms beginning July 1 and may serve up to two consecutive terms.

## OBJECTIVES

The Advocacy Committee will:

- Collaborate with ACTE Public Policy staff to advocate for the interests of the CTE for All Division in policy discussions and legislative initiatives at all levels.
- Review and provide input on the division's advocacy priorities, while supporting the execution of its annual work plan.
- Serve as a communication conduit between Division leadership and state or regional advocacy efforts, ensuring the timely sharing of updates on proposed or enacted policies that affect CTE for All.

## **CTE for All NOMINATING COMMITTEE**

### **MISSION**

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

### **COMPOSITION, SELECTION & TERM**

The Nominating Committee is composed of membership representatives as appointed by the Division President. This is an ad hoc committee operating every two years.

The CTE for All Nominating Committee Chair is recommended to serve on the ACTE Standing Committee Nominating Committee.

The committee elects their chair.

### **OBJECTIVES**

The Nominating Committee is responsible for recruiting, screening, and recommending qualified candidates for elective office within the Division in accordance with the nomination procedures outlined in the Nominations section of this manual.

# CTE for All DIVISION PROFESSIONAL DEVELOPMENT COMMITTEE

## MISSION

To ensure that members of the Division have access to high-quality professional development, meaningful leadership opportunities, and relevant resources that foster continuous professional growth and deepen expertise in the field.

## COMPOSITION, SELECTION & TERM

The Professional Development Committee is composed of a Chair appointed by the Division President, and regional representatives from across ACTE, appointed by the Chair. Each member serves a two-year term beginning July 1, and may serve up to two consecutive terms.

## OBJECTIVES

The Professional Development Committee will:

- Plan and deliver ongoing professional development opportunities that align with the needs and interests of CTE for All Division members and support the implementation of the Division's annual work plan.
- Curate and disseminate a diverse array of professional learning opportunities and resources that align with and support the strategic goals of the Division.
- Encourage members to submit professional development tools and materials for inclusion on the Division's online resource platform, fostering collaboration and shared growth.
- Assist the Division President and Advocacy Committee in the planning and coordination of Division-affiliated events at CareerTech VISION and the future ACTE CTE for All Learning Conference.
- Serve as a liaison between regional representatives and the Division to disseminate state and regional professional development opportunities that align with the Division's mission and priorities.
- Promote Division-sponsored professional development initiatives across ACTE regions and states to strengthen member engagement and broaden the Division's impact.

# CTE for All DIVISION STRATEGIC PLANNING COMMITTEE

## MISSION

To help plan and implement a strategic plan for the Division and assist in the implementation of the ACTE strategic plan.

## COMPOSITION, SELECTION & TERM

The Strategic Planning 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 Strategic Planning Committee will:

- Establish the strategic planning framework, including the purpose, timeline, structure, and roles for the development and execution of the strategic plan.
- Conduct research and gather input by collecting and analyzing data from all Division stakeholders to inform the planning process.
- Identify priorities and establish strategic goals by utilizing findings to define clear, mission-aligned objectives and measurable outcomes.
- Develop and execute the implementation plan by outlining actionable steps, assigning responsibilities, and allocating resources to effectively achieve the strategic goals.
- Monitor progress and communicate outcomes by tracking performance, providing regular updates, and making necessary adjustments to ensure alignment and accountability.

## 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.

Divisions 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 AND RESTRICTED 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.

### *Allowable Expenditures from Operating or Designated Funds*

#### 1. Division President Expenses (outside of Board meeting travel)

- Reimbursement for Division President expenses for travel will follow the same guidelines as the Board of Directors meeting travel.
- Rationale for all expenses will be tied back to the region and ACTE strategic priorities.
- Reimbursement for the President's travel to own regional conference.
- President travels to other ACTE meetings and events.
- Designated funds and operating funds may not be used to reimburse the Division President's registration fee to attend ACTE conferences, meetings or activities except for the following: One time during their three-year term on the ACTE Board, designated funds may be used to reimburse registration fees to attend a division conference other than their own.
- Reimbursable expenses and fees for attendance at affiliate organization meetings are allowed depending on the region and the strategic priorities.

Per the IRS Guidelines, stipends do not qualify as tax-free. Therefore, all stipends need to be reported as compensation per the IRS guidelines.

#### 2. Policy Committee Reimbursement

- Policy committee and/or other reimbursement will follow the policies and procedures for Board reimbursement.
- Divisions are encouraged to use their operating budgets from ACTE to meet the needs of their broad constituency.
- Include specific guidelines in division operating policies regarding expense reimbursements. These guidelines will be on file at ACTE headquarters for staff reference.
- Money cannot be used for registration fees to any ACTE activity, including region, except as described in item 3.
- Committee members shall not seek reimbursement for expenses already supported from other sources.

### 3. Other Expenses

- Designated funds and operating funds may be used to pay registration fees to attend ACTE conferences, meetings, or activities in limited circumstances. Allowable examples include if used as an incentive for first time attendee participation in the event, for membership promotion, as a contest prize, or for some other similar purpose. Registration fees cannot be paid for the same person for more than two years in a row and shall not be paid for Board members.
- Expenses for food & beverage and audio visual at ACTE events
- Speaker fees and Fellowship stipends
  - Per the IRS guidelines, stipends do not qualify as tax-free. Therefore, W-9's must be collected and all stipends need to be reported as compensation per the IRS guidelines.
- Membership promotions

4. Items listed in #1-3 are examples of allowable expenses, however, this list is not exhaustive.

## DIVISION OPERATING BUDGET

### PURPOSE

To provide financial support for the professional activities of the Division of Association for Career and Technical Education (CTE).

### 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

# CTE for All SECTION DESIGNATED FUND

## *Designated Fund*

### Purpose

To provide financial support for the professional activities for the CTE for All Division of ACTE.

### Source of Revenue

Contributions will be made by individuals and organizations interested in the advancement of career and technical education for special population students. The Board of Directors may designate an amount based on fiscal year end results, to contribute to the Region & Division designated funds. Usage of these specific designated funds must align with ACTE's strategic plan (along with the existing requirement in X.31). The total amount designated by the Board of Directors will be allocated solely based on the number of Region & Division members as of June 30<sup>th</sup>. (X.41)

### Expenditures

All expenditures will be authorized by the CTE for All President with prior approval by the Policy Committee.

### Investments

ACTE is authorized to make prudent investments of the funds contributed to this program. Investments similar to ACTE investments approved by the Board of Directors are acceptable as prudent investments.

### Changes

Any changes in the guidelines applicable to the fund will be submitted to the ACTE Executive Director by the President of the CTE for All Division. Changes must have the approval of the policy committee and be approved by the ACTE Board of Directors.

# CARLA S. PHILLIPPI BOARD DESIGNATED FUND

*Established June 1998*

*Designated Fund*

## Purpose

The purpose of the Carla S. Phillippi Board Designated Fund is to provide funds for sponsoring New Professionals for ACTE conventions.

## Source of Revenue

Revenue for this fund will be generated from individual contributions from anyone interested in sponsoring New Professionals for the convention. The Board of Directors may designate an amount based on fiscal year end results, to contribute to the Region & Division designated funds. Usage of these specific designated funds must align with ACTE's strategic plan (along with the existing requirement in X.31). The total amount designated by the Board of Directors will be allocated solely based on the number of Region & Division members as of June 30<sup>th</sup>. (X.41)

## Expenditures

Authorization for disbursement of funds will be made by the CTE for All President on the recommendation/action of the policy committee.

## Investments

ACTE is authorized to make prudent investments of funds contributed to this fund with proceeds of the investment to be reinvested into the CTE for All division designated account. Investments similar to ACTE investments approved by the Board of Directors are acceptable as prudent investments.

## Changes

Changes in the purpose, source of revenue, and/or authorization will be initiated by the CTE for All President, in consultation with the policy committee and approved by the ACTE Board of Directors.

## BUDGET TIMELINE

March 1: Budget templates are created and distributed to ACTE senior staff and region and division presidents.

April 15: Preliminary budgets are due from division presidents.

June meeting of the executive committee: Review and preliminary approval of budget

June 30: Final draft budget submitted to ACTE Board of Directors

July meeting of the Board of Directors: Review and submit final approval.

\*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 during CareerTech VISION and approved by the ACTE Board of Directors shall be considered adopted and will become a part of the operating policies of the Division.

<b>Days' notice to Division President (prior to Business Mtg)</b>	60 days
<b>Revisions submitted in writing</b>	Yes
<b>Notice to policy committee (prior to Business Mtg)</b>	Yes - 15 days
<b>Submitted to membership (prior to Business Mtg)</b>	Yes – 15 days
<b>Other notification</b>	Presidents of divisional organizations/State Presidents
<b>Approved at annual meeting</b>	Yes, by majority of members present
<b>Approved by Board</b>	Yes

## 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](http://www.acteonline.org)