

# **OPERATING POLICIES AND PROCEDURES MANUAL OF THE ARKANSAS ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

## **I. ORGANIZATIONAL STRUCTURE**

### **A. Policy**

1. Within the organizational structure of the Arkansas Association for Career and Technical Education (Arkansas ACTE) there shall be a President, President-elect, Past President and representatives of the following divisions: Administration, Agricultural Education, Business Education, Engineering and Technology Education, Family and Consumer Sciences Education, Guidance and Career Development, Health Science Education, Marketing Education, New and Related Services, Postsecondary, Adult and Career Education, Special Populations, and Trade and Industrial Education.
2. President
  - a. Duties: The President shall preside at all meetings of the Arkansas ACTE, Board of Directors, and Executive Committee and shall perform all duties assigned to that office. The President shall serve on the Board of Directors and the Executive Committee.
  - b. Term of Office: The President shall serve a term of one (1) year.
  - c. Vacancy: If a vacancy occurs, the President-elect shall assume the duties for the remainder of the term and will also serve his/her term of office.
3. President-elect
  - a. Duties: The President-elect shall preside in the absence of the President, shall perform all duties assigned to the office of President-elect, and shall serve on the Board of Directors and the Executive Committee.
  - b. Term of Office: The President-elect shall serve a term of one (1) year.
  - c. Vacancy: If a vacancy occurs, the Board of Directors may appoint, if deemed necessary, a person to fulfill the remainder of the term. The Nominating Committee will then accept nominations and select no more than two candidates to be voted upon by the general membership.
4. Past President
  - a. Duties: The Past president shall serve in an advisory capacity to the President, and shall serve on the Board of Directors and the Executive Committee.
  - b. Term of Office: The Past President shall serve for a term of one (1) year.
  - c. Vacancy: If a vacancy occurs, the office of Past President shall remain unfilled.

## II. ELECTION OF PRESIDENT-ELECT

### A. Policy

#### 1. Eligibility

- a. The officers of Arkansas ACTE shall be elected from the affiliated and retired members of the association who have participated in ACTE activities.
- b. A nominee must have served on one of the following within the last five years:
  - (1) a division board,
  - (2) the Arkansas ACTE Board of Directors,
  - (3) or a state, region, or national committee.

2. Nominees shall be selected on the basis of demonstrated leadership in career and technical education.

### B. Procedure

1. All persons interested in running for the office of President-elect must submit the Official Nomination Form (Appendix A) to the Executive Director by May 1st of the current year.
2. The Nominating Committee will then meet and shall select no more that two (2) nominees.
3. At the annual meeting the nominees shall be presented to the members. At this time nominations for President-elect can be made from the floor and will be added to the ballot provided they meet the nominating criteria.
4. Method of Election
  - a. Each eligible member of Arkansas ACTE may vote in the online election.
  - b. If there is only one nominee for president-elect, a voice-vote will be taken at the annual business meeting rather than an online election.
  - c. In the event that no applications for President-elect are submitted on time, the Arkansas ACTE Board of Directors will appoint an ad hoc committee to research and recommend a candidate for the Board to elect.

## III. REPORTING OF ARKANSAS ACTE ACTIVITIES

### A. Policy

1. It shall be the responsibility of the president to compile and submit an annual report to the Board of Directors.
2. It shall be the responsibility of the president-elect to submit reports/minutes of all committee meetings and other activities to the Board of Directors.

B. Procedure

1. The annual report shall contain the following items:
  - a. Activities of the President
  - b. Committee reports
  - c. Conferences and meetings
  - d. Other items concerning Arkansas ACTE
2. The annual report shall be distributed to all members of the Board of Directors who in turn will make it available to the members of their respective divisions.

IV. BOARD OF DIRECTORS

A. Policy

1. The Board of Directors shall be composed of the President, President-elect, Past president and one member of each division plus one member for every 100 affiliated members.
2. Institutional members shall be represented on the Board by one (1) member. When membership exceeds ten a second board member shall be added. Institutional board members shall not exceed 25% of the total board members.

B. Procedure

1. Meetings

- a. The Board of Directors shall meet a minimum of two times each year and other times at the call of the President or when requested by a majority of the Board of Directors.

(1) The fall board meeting shall include the following items:

- (a) Orientation of new members
- (b) Budget and allotment of expenditures for the year
- (c) Review of awards program
- (d) Arkansas ACTE committee appointments
- (e) Planning of newsletter
- (f) Membership
- (g) Planning for ACTE Convention
- (h) Other items

- (2) The spring board meeting shall include the following items:
  - (a) Region IV/ACTE committee appointments
  - (b) Planning for Region IV Conference
  - (c) Membership
  - (d) Review recommended changes in bylaws and/or procedures manual
  - (e) Contract of the Executive Director
  - (f) Other items

- b. A majority of the Board of Directors present shall constitute a quorum.
- c. If a member of the Board of Directors is unable to attend a meeting, a written proxy should be handed to the President before the board meeting. This proxy would entitle a member of the same division to represent said board member with full privileges at the board meeting.
- d. When it is necessary for the Board of Directors to convene an "Executive Session," the Board Of Directors will take formal action, in an open meeting, on such items as were discussed in the "Executive Session." The minutes will identify items discussed and report action taken on these items by the Board of Directors.
- e. Members of the Board of Directors shall be reimbursed mileage incurred while attending officially called meetings of the Board of Directors. The mileage rate shall be set by the Board of Directors.
- f. The Board of Directors shall be allotted a fixed amount of money to help defray expenses while attending the ACTE Convention and Region IV Conference. The amount shall be set by the Board of Directors.

## V. EXECUTIVE COMMITTEE

### A. Policy

- 1. The Executive Committee of the Board of Directors shall be composed of the President, President-elect and Past President. The Executive Director of the Association shall serve as an ex-officio, non-voting member.
- 2. The Executive Committee of the Board of Directors shall, when the Board is not in session, coordinate the activities of the Board with the Executive Director of Arkansas ACTE.
- 3. Meetings of the Executive Committee shall be held when deemed necessary.

## VI. MEMBERSHIP MEETINGS

### A. Policy

- 1. An annual business meeting shall be held in late July or early August of each year.

2. Items to be discussed at the annual meeting shall include:
  - a. Reports from the standing committees and ad hoc committees
  - b. Reports on ACTE Convention, Region IV Conference, etc.
  - c. Financial report
  - d. Other items related to ACTE, Region IV, and Arkansas ACTE

## VII. Arkansas ACTE COMMITTEES

### A. Policy

1. All Arkansas ACTE committee members shall be appointed from the membership of the association.
  - a. Recommendations shall be submitted to the Executive Director who will then present them to the Executive Committee.
  - b. The Board of Directors, acting upon recommendations from the Executive Committee, shall approve all committee appointments.
2. Ad Hoc Committees
  - a. Ad hoc committees may be appointed from the membership of Arkansas ACTE by the Board of Directors or President as deemed necessary.
  - b. The term of office for Ad Hoc Committees is generally for one year or less.
  - c. The Conference Planning Committee is an example of an ad hoc committee.
3. Standing Committees
  - a. Arkansas ACTE standing committees will be:
    - (1) Audit Review Committee
    - (2) Awards Committee
    - (3) Bylaws Committee
    - (4) CTE Support Fund
    - (5) Nominating Committee
    - (6) Resolutions Committee
  - b. Standing committee shall be composed of one representative from each division.
    - (1) Appointments to the standing committees are made by the respective divisions of Arkansas ACTE in whatever manner they choose and are to be reported to the Executive Director prior to the spring board meeting.
    - (2) Appointment to standing committees shall be three years or less.

- c. Committee Members shall be rotated in such a manner that allows replacement of approximately one-third of the committee members per year.
  - d. Vacancies in memberships on the standing committees will be filled promptly by the various divisions when such vacancies occur.
  - e. The chairperson for each standing committee shall be the Arkansas representative of the corresponding Region IV committee.
4. Standing Committees Rotation Schedule: The three-year terms for each committee are listed below. The term begins on the first of July.

a. Audit Review Committee

Administration. . . . .	2012	2015	2018	2021
Agricultural Education. . . . .	2012	2015	2018	2021
Business Education. . . . .	2012	2015	2018	2021
Engineering & Technology Education. . . . .	2012	2015	2018	2021
Family & Consumer Sciences. . . . .	2010	2013	2016	2019
Guidance & Career Development. . . . .	2010	2013	2016	2019
Health Science Technology. . . . .	2010	2013	2016	2019
Marketing Education. . . . .	2010	2013	2016	2019
New & Related Services. . . . .	2011	2014	2017	2020
Postsecondary, Adult & Career Education. . .	2011	2014	2017	2020
Special Populations. . . . .	2011	2014	2017	2020
Trade & Industrial Education. . . . .	2011	2014	2017	2020

b. Awards Committee

Administration. . . . .	2012	2015	2018	2021
Agricultural Education. . . . .	2012	2015	2018	2021
Business Education. . . . .	2012	2015	2018	2021
Engineering & Technology Education. . . . .	2012	2015	2018	2021
Family & Consumer Sciences. . . . .	2010	2013	2016	2019
Guidance & Career Development. . . . .	2010	2013	2016	2019
Health Science Technology. . . . .	2010	2013	2016	2019
Marketing Education. . . . .	2010	2013	2016	2019
New & Related Services. . . . .	2011	2014	2017	2020
Postsecondary, Adult & Career Education. . .	2011	2014	2017	2020
Special Populations. . . . .	2011	2014	2017	2020
Trade & Industrial Education. . . . .	2011	2014	2017	2020

c. Bylaws Committee

Administration. . . . .	2010	2013	2016	2019
Agricultural Education. . . . .	2010	2013	2016	2019
Business Education. . . . .	2010	2013	2016	2019
Engineering & Technology Education. . . . .	2010	2013	2016	2019
Family & Consumer Sciences. . . . .	2011	2014	2017	2020
Guidance & Career . . . . .	2011	2014	2017	2020
Health Science Technology. . . . .	2011	2014	2017	2020
Marketing Education. . . . .	2011	2014	2017	2020
New & Related Services. . . . .	2012	2015	2018	2021
Postsecondary, Adult & Career Education. . .	2012	2015	2018	2021
Special Populations. . . . .	2012	2015	2018	2021
Trade & Industrial Education. . . . .	2012	2015	2018	2021

d. CTE Support Fund

Administration. . . . .	2010	2013	2016	2019
Agricultural Education. . . . .	2010	2013	2016	2019
Business Education. . . . .	2010	2013	2016	2019
Engineering & Technology Education. . . . .	2010	2013	2016	2019
Family & Consumer Sciences. . . . .	2011	2014	2017	2020
Guidance & Career Development. . . . .	2011	2014	2017	2020
Health Science Technology. . . . .	2011	2014	2017	2020
Marketing Education. . . . .	2011	2014	2017	2020
New & Related Services. . . . .	2012	2015	2018	2021
Postsecondary, Adult & Career Education. . .	2012	2015	2018	2021
Special Populations. . . . .	2012	2015	2018	2021
Trade & Industrial Education. . . . .	2012	2015	2018	2021

e. Nominating Committee

Administration. . . . .	2011	2014	2017	2020
Agricultural Education. . . . .	2011	2014	2017	2020
Business Education. . . . .	2011	2014	2017	2020
Engineering & Technology Education. . . . .	2011	2014	2017	2020
Family & Consumer Sciences. . . . .	2012	2015	2018	2021
Guidance & Career Development. . . . .	2012	2015	2018	2021
Health Science Technology. . . . .	2012	2015	2018	2021
Marketing Education. . . . .	2012	2015	2018	2021

New & Related Services.. . . . .	2010	2013	2016	2019
Postsecondary, Adult & Career Education. . .	2010	2013	2016	2019
Special Populations.. . . . .	2010	2013	2016	2019
Trade & Industrial Education. . . . .	2010	2013	2016	2019

f. Resolutions Committee

Administration. . . . .	2011	2014	2017	2020
Agricultural Education.. . . . .	2011	2014	2017	2020
Business Education.. . . . .	2011	2014	2017	2020
Engineering & Technology Education. . . . .	2011	2014	2017	2020
Family & Consumer Sciences.. . . . .	2012	2015	2018	2021
Guidance & Career Development. . . . .	2012	2015	2018	2021
Health Science Technology. . . . .	2012	2015	2018	2021
Marketing Education.. . . . .	2012	2015	2018	2021
New & Related Services.. . . . .	2010	2013	2016	2019
Postsecondary, Adult & Career Education. . .	2010	2013	2016	2019
Special Populations.. . . . .	2010	2013	2016	2019
Trade & Industrial Education. . . . .	2010	2013	2016	2019

5. Standing Committee Responsibilities

a. Audit Review Committee

- (1) Review the Arkansas ACTE Policies and Procedures Manual and submit any recommend changes to the Bylaws Committee.
- (2) Review audit documents prepared or provided by ACTE, Region IV, or Arkansas ACTE.
- (3) Discuss, review, and recommend issues pertinent to audit reviews.
- (4) Respond to any directives from ACTE, Region IV, or Arkansas ACTE related to audit reviews.

b. Awards Committee

- (1) Review the Arkansas ACTE Policies and Procedures Manual and submit any recommend changes to the Bylaws Committee.
- (2) Review all national, regional, and state awards policies.
- (3) Accept all applications for awards, select recipients if applicable, and submit the names of recipients to the Executive Director.

- (4) Recommend modifications to existing awards and recommend new award categories along with the award's selection criteria.
- (5) Respond to any directives from ACTE, Region IV, or Arkansas ACTE related to awards.

c. Bylaws Committee

- (1) Review the Arkansas ACTE Policies and Procedures Manual and submit any recommend changes in those policies and procedures to the Arkansas ACTE Board of Directors.
- (2) Review the Arkansas ACTE Bylaws and recommend changes.
- (3) Review all proposed amendments/changes to the Arkansas ACTE Bylaws and recommend acceptance or rejection.
- (4) Update and maintain electronic copies of the Arkansas ACTE Bylaws and the Arkansas ACTE Policies and Procedures Manual.
- (5) Respond to any directives from ACTE, Region IV, or Arkansas ACTE related to bylaws.

d. CTE Support Fund

- (1) Review the Arkansas ACTE Policies and Procedures Manual and and submit any recommend changes to the Bylaws Committee.
- (2) Support ACTE, Region IV, and Arkansas ACTE efforts to raise funds to support the advocacy and awareness efforts of the association.
- (3) Contribute ideas for the development of a plan to increase contributions to the CTE Support Fund.
- (4) Respond to any directives from ACTE, Region IV, or Arkansas ACTE related to the CTE Support Fund.

e. Nominating Committee

- (1) Review the Arkansas ACTE Policies and Procedures Manual and and submit any recommend changes to the Bylaws Committee.
- (2) Be knowledgeable of the current ACTE, Region IV and Arkansas nomination process.
- (3) Seek to identify potential future candidates for offices or leadership roles on the state, regional, and national levels.
- (4) Educate the membership on the roles and responsibilities of leaders.
- (5) Review the nomination process and identify ways to enhance it.
- (6) Select, during a meeting in the month of May, no more than two nominees for the office of Arkansas ACTE President-elect.

- (7) Respond to any directives from ACTE, Region IV, or Arkansas ACTE related to nominations.

f. Resolutions Committee

- (1) Review the Arkansas ACTE Policies and Procedures Manual and submit any recommend changes to the Bylaws Committee.
- (2) Review and edit resolutions submitted by members of Arkansas ACTE.
- (3) Determine approval of resolutions for submission to the Region IV Resolutions Committee.
- (4) Identify activities to educate members on resolutions – most effective use of resolution process, writing resolutions, etc.
- (5) Respond to any directives from ACTE, Region IV, or Arkansas ACTE related to resolutions.

B. Procedure

1. All committees shall make reports in writing (using the committee report form) to the President-elect.
2. All standing committees will meet at the annual membership meeting. Other meetings shall be at the discretion of the committee chair.
3. Persons interested in receiving an appointment to an Arkansas ACTE Standing Committee must submit an application (Appendix B) and letter of support from their school/administration to their division president.

VIII. REGION IV COMMITTEES

A. Policy

1. Region IV Committee members shall be appointed from the Arkansas ACTE membership.
2. Recommendations shall be submitted to the Executive Director who will then present them to the Executive Committee.
3. The Board of Directors, acting upon recommendations from the Executive Committee, shall approve all committee appointments.
4. Committee appointments are for a term of three (3) years and begin on the first of July.

B. Procedure

1. Persons interested in receiving an appointment to a Region IV Committee must submit an application (Appendix B) and letter of support from their school/administration and their division.

2. Upon approval from the Board of Directors, the names of the appointees will be submitted to the Region IV Policy Committee member from Arkansas who will in turn submit them to the Region IV Vice President.
3. Meetings shall be as outlined in the Region IV Operating Policies and Procedures Manual.
4. Rotation Schedule for Region IV Committees (Each three-year terms begins on the first day of July of the given year and ends on June 30, three years later.):
 

a. Policy Committee. . . . .	2012	2015	2018	2021
b. Audit Review Committee. . . . .	2011	2014	2017	2020
c. Awards Committee. . . . .	2012	2015	2018	2021
d. Bylaws Committee. . . . .	2011	2014	2017	2020
e. CTE Support Fund. . . . .	2012	2015	2018	2021
f. Nominating Committee. . . . .	2010	2013	2016	2019
g. Resolutions Committee. . . . .	2010	2013	2016	2019

IX. National ACTE COMMITTEES

A. Policy

1. All ACTE committee members shall be appointed from the Arkansas ACTE membership.
  - a. Recommendations shall be submitted to the Executive Director who will then present them to the Executive Committee.
  - b. The Board of Directors, acting upon recommendations from the Executive Committee, shall approve all committee appointments.
2. Arkansas shall have representation on the ACTE Standing Committees listed in the rotation schedule shown below (Item B.3.). Arkansas rotates with the other state associations within Region IV on these national committees.
3. Appointment shall be for a term of two (2) years except the Audit Review Committee which has a term of three (3) years.

B. Procedure

1. Persons interested in receiving an appointment to an ACTE Standing Committee must submit an application (Appendix B) and letter of support from their school/administration and their division.
2. Upon approval from the board of Directors the Executive Director will submit the names of the appointees to the Region IV Policy Committee member from Arkansas who in turn will submit them to the Region IV Vice President.

3. Rotation Schedule for national ACTE standing committees:
  - a. Audit Review Committee. . . . . 2010-12
  - b. Awards Committee. . . . . 2020-22
  - c. Bylaws Committee. . . . . 2018-20
  - d. CTE Support Fund. . . . . 2016-18
  - e. Nominating Committee. . . . . 2014-16
  - f. Resolutions Committee. . . . . 2012-14

X. BUDGET

A. Policy

1. Anticipated funds for the upcoming fiscal year shall be submitted to the Board of Directors at the October meeting by the Executive Committee.
2. Anticipated expenditures for the upcoming year shall be submitted to the Board of Directors at the October meeting by the Executive Committee. These will be reviewed on a priority level basis.

XI. AMENDMENTS

A. Policy

1. Policies may be amended by submitting the proposed revision and rationale in writing to the Bylaws Committee.
2. Such revisions must be approved by the Board of Directors.

XII. GENERAL ARKANSAS ACTE POLICY

A. Policy

1. Statements and/or policies included in this document shall not be in conflict with the Articles of Incorporation, Bylaws or Operating Policies of the Association for Career and Technical Education, the Operating Procedures of Region IV, or the Bylaws of the Arkansas ACTE.

**APPENDIX A**

**NOMINATION FORM**

**FOR**

**ARKANSAS ACTE**

**PRESIDENT-ELECT**

ARKANSAS ASSOCIATION FOR CAREER & TECHNICAL EDUCATION  
Official Nomination Form for President-Elect

Name \_\_\_\_\_ Division \_\_\_\_\_

Home Address \_\_\_\_\_ Work Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

Division Honors, Offices, Committee Participation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Arkansas ACTE Honors, Offices Held, Committee Participation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Region IV & ACTE Participation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have adequate time and support resources available to successfully perform the duties of Arkansas ACTE president? \_\_\_ Yes \_\_\_ No

Number of years of ACTE membership and service \_\_\_\_\_ years

On a separate page state your philosophy for ACTE and the goals you would like to see achieved if you were elected president (150 words or less).

An official letter from your division nominating you as a candidate, a letter of personal reference, and a letter of support from your administration must be submitted along with this nomination form.

**APPENDIX B**

**APPLICATION FORM  
TO SERVE ON A  
STATE, REGION, OR  
NATIONAL ACTE COMMITTEE**