
Missouri Association for Career and Technical Education

Bylaws

&

Policy and Procedure Manual

Missouri Association for Career and Technical Education
Post Office Box 1955
Jefferson City, Missouri 65102
(573) 634-7366
(573) 636-7142 Fax
e-mail: donna@mo-acte.org
www.mo-acte.org

July 2011

Index

B=Missouri ACTE Bylaws

P=Missouri ACTE Policy and Procedure Manual

<p>Affiliation..... B-6</p> <p>Amending</p> <p style="padding-left: 20px;">Articles of Incorporation..... B-6</p> <p style="padding-left: 20px;">Bylaws..... B-6</p> <p>Annual Dues..... B-2</p> <p style="padding-left: 20px;">Effective Date B-2</p> <p>Annual Meeting P-1</p> <p>Audit P-1</p> <p>Authorized Signatures..... P-1</p> <p>ACTE Affiliation B-6</p> <p>ACTE Region III Representative..... P-1</p> <p>Awards P-1</p> <p style="padding-left: 20px;">Display P-1</p> <p style="padding-left: 20px;">Missouri ACTE..... P-1</p> <p style="padding-left: 20px;">Presentation..... P-2</p> <p>Board of Directors..... B-3, B-4</p> <p style="padding-left: 20px;">Dues B-4</p> <p style="padding-left: 20px;">Membership B-4, P-2</p> <p>Bonding..... P-2</p> <p>Budget..... P-2</p> <p style="padding-left: 20px;">Approval P-2</p> <p style="padding-left: 20px;">Development..... P-2</p> <p style="padding-left: 20px;">Year..... P-9</p> <p>Candidates..... P-2</p> <p style="padding-left: 20px;">Division Forfeiture..... P-3</p> <p style="padding-left: 20px;">Selection..... P-2, P-3</p> <p style="padding-left: 40px;">ACTE Region III Representative. P-2</p> <p style="padding-left: 40px;">President-Elect P-2, P-3</p> <p>Slate..... P-3</p> <p style="padding-left: 20px;">Eligibility P-3</p> <p>Speeches..... P-4</p> <p>Committees</p> <p style="padding-left: 20px;">Program of Work B-6</p> <p>Committees B-5</p> <p style="padding-left: 20px;">Election P-7</p> <p style="padding-left: 20px;">Executive..... B-4</p> <p style="padding-left: 20px;">Special..... B-6</p> <p style="padding-left: 20px;">Standing B-6, P-4</p> <p style="padding-left: 40px;">Chair..... P-4</p> <p style="padding-left: 40px;">Continuation..... P-4</p> <p style="padding-left: 40px;">Function B-5</p> <p style="padding-left: 40px;">Membership B-6, P-4</p> <p style="padding-left: 40px;">Program of Work P-7</p>	<p>Conference P-7</p> <p style="padding-left: 20px;">Annual, Dates..... P-7</p> <p style="padding-left: 20px;">Opening General Session..... P-7</p> <p style="padding-left: 20px;">Registration Refund..... P-7</p> <p>Convention</p> <p style="padding-left: 20px;">Name Badge Distribution P-8</p> <p>Delegates..... P-7</p> <p style="padding-left: 20px;">ACTE P-7</p> <p style="padding-left: 20px;">House of Delegates B-4, P-8</p> <p>Divisions</p> <p>Divisions B-3</p> <p style="padding-left: 20px;">Criteria B-3</p> <p style="padding-left: 20px;">Probation..... B-3</p> <p style="padding-left: 20px;">Termination..... B-2</p> <p style="padding-left: 20px;">Voting Privileges B-2</p> <p>Dues.... P-7</p> <p style="padding-left: 20px;">Professional..... P-7</p> <p style="padding-left: 20px;">Retired..... P-7</p> <p style="padding-left: 20px;">Student P-7</p> <p>Duties</p> <p style="padding-left: 20px;">Past President B-3</p> <p style="padding-left: 20px;">President..... B-3</p> <p style="padding-left: 20px;">President-Elect B-3</p> <p>Election Committee P-7</p> <p style="padding-left: 20px;">Counting Ballots P-7</p> <p style="padding-left: 20px;">Duties B-5</p> <p style="padding-left: 20px;">Membership B-5, P-7</p> <p>Executive Committee</p> <p style="padding-left: 20px;">Duties B-5</p> <p style="padding-left: 20px;">Membership B-5</p> <p>Executive Director</p> <p style="padding-left: 20px;">Duties P-8 & P-9</p> <p>Expenditure</p> <p style="padding-left: 20px;">Documentation..... P-9</p> <p>Fiscal Year P-10</p> <p>Governing Bodies B-4</p> <p style="padding-left: 20px;">Board of Directors..... B-4</p> <p style="padding-left: 20px;">House of Delegates B-4</p> <p style="padding-left: 20px;">Executive Committee..... B-5</p> <p>House of Delegates</p> <p style="padding-left: 20px;">Membership B-4</p> <p style="padding-left: 20px;">Duties B-4</p> <p style="padding-left: 20px;">Meetings..... B-5</p> <p style="padding-left: 20px;">Reports to Divisions..... P-10</p>
---	--

Index (continued)

Inactive Status	P-10
Legislative Appreciation	P-10
Meetings	
Annual	B-3, P-1
Board of Directors	P-10
House of Delegates	B-5
Reports to Divisions	P-8
Special	B-3
Membership	B-1
Annual Dues	B-2
Eligibility	B-1
Professional	B-1
Retired	B-2
Student	B-1
Year	B-2
Mileage	P-10
Name, Missouri ACTE	B-1
Officers	B-3
Missouri ACTE	B-3
Term	B-3
Past President	B-3
President	B-3
President-Elect	P-2, P-3
Election	B-3
Purposes, Missouri ACTE	B-1
Quorums	B-7
Reimbursement	
ACTE Convention	P-10
ACTE National Policy Seminar	P-10
ACTE Region III Professional Development Conference	P-10
Documentation	P-10
Exclusion	P-11
Lodging	P-11
Meals	P-11
Mileage and Rate	P-11
Missouri ACTE Annual Meeting	P-11
Rules of Order	B-7
Sponsorship	P-11
Voting, Office of President-Elect	P-11

**MISSOURI ASSOCIATION for CAREER and TECHNICAL EDUCATION
BYLAWS**

(as amended July 23, 2008)

ARTICLE I – Name

The name of this association shall be the Missouri Association for Career and Technical Education, Incorporated, hereinafter referred to as the Missouri ACTE.

ARTICLE II – Purposes

- A. To unite in one statewide organization those persons who are interested in career, practical arts, technical and vocational education.
- B. To establish and maintain active leadership in all types of career, practical arts, technical and vocational education.
- C. To render service in promoting and stabilizing career, practical arts, technical and vocational education.
- D. To provide an open forum for the study and discussion of all questions involved in career, practical arts, technical and vocational education.
- E. To work with other states and agencies for the advancement of career, practical arts, technical and vocational education, in the state, and in the United States, and as ally of the Association of Career and Technical Education.
- F. To encourage the further development and improvement of all programs of education related to career, practical arts, technical and vocational education and supportive services.
- G. To emphasize and encourage the promotion, improvement and expansion of programs of part-time and adult career, practical arts, technical and vocational education.
- H. To support local, state and national legislation for career, practical arts, technical and vocational education.

ARTICLE III – Membership

- A. All individuals and those representing firms, institutions, and/or organizations interested in the purposes of the Missouri ACTE shall be eligible for membership.
 - 1. Professional members shall be those individuals who are currently or formerly actively employed either full or part-time in firms, institutions, and/or organizations that provide or support career, practical arts, technical, and vocational education and members of Missouri ACTE divisions. Professional members shall be entitled to vote except as otherwise specified.
 - 2. Student members shall be those students enrolled in postsecondary institutions who are interested in promoting career, practical arts, technical, and vocational education.

3. Retired members shall be those individuals who have been Missouri ACTE professional members, are retired and are not actively employed in career, practical arts, technical, and vocational education. Retired members shall be entitled to all membership rights with the exception of serving as a Missouri ACTE officer, a member of the Board of Directors, or a delegate in the House of Delegates.
- B. The membership year shall extend from July 1 until June 30, beginning with the receipt of dues by the Board of Directors or its designee.
 - C. Annual dues shall be determined by the House of Delegates at the House of Delegates meeting and shall go into effect the following July 1.

ARTICLE IV – Divisions

- A. The divisions of Missouri ACTE shall be those interested in
 - Administration (Missouri Council of Career and Technical Administrators)
 - Agricultural Education (Missouri Vocational Agriculture Teachers Association)
 - Business Education (Missouri Business Education Association)
 - Family and Consumer Sciences (Missouri Educators of Family and Consumer Sciences)
 - Guidance and Counseling (Missouri School Counselor Association)
 - Health Occupations Education (Missouri Health Science Technology Education)
 - Marketing and Cooperative Education (Missouri Marketing Association/ Missouri Cooperative Education Association)
 - Career Services (Missouri Association for Career Services)
 - Special Needs (Missouri Special Needs Association)
 - Technology Education (Technology Education Association of Missouri)
 - Trade and Technical Education (Missouri Trade and Technical Association)
 - New and Related Services
- B. With the exception of the Division of New and Related Services, and Missouri ACTE division shall meet the following criteria:
 1. The interest of the group is clearly related to career, practical arts, technical and vocational education.
 2. The group represents an interest that is statewide in scope.
 3. The group is organized in the interest of expanding and improving career, practical arts, technical and vocational education.
 4. The group has at least 75 professional members of the Missouri ACTE.
- C. The Division of New and Related Services shall include those members not served by an existing division. When a group in the Division of New and Related Services meets the criteria for division status, it may petition the Board of Directors to become a division.

- D. If a division fails to maintain a minimum of 75 professional members in any membership year, that division shall automatically be placed on probation during all of the following membership year. During the probationary year, subject division shall be represented on Missouri ACTE committees and the Board of Directors without voting privileges.
- E. If a division on probationary status fails to achieve a minimum of 75 professional members during that year, the division shall be terminated one year from the date probation began, and its members will be assigned to the New and Related Service division. A terminated division may reapply for divisional status under the regular terms and requirements of these bylaws.

ARTICLE V - Meetings

- A. An annual meeting shall be held at a time and place determined by the Board of Directors.
- B. Special meetings may be called by the Board of Directors.

ARTICLE VI - Officers

- A. The Missouri ACTE officers shall be the President, the President-Elect, and the immediate Past President.
- B. Duties of the officers:
 - 1. The President shall preside at all meetings of the Board of Directors, the Executive Committee, the House of Delegates and all Missouri ACTE general sessions; call special meetings of the Board of Directors and all meetings of the Executive Committee; appoint all special committees with the approval of the Board of Directors; and appoint all committee chairs. The President shall serve as an ex-officio member of all standing and special committees.
 - 2. The President-Elect shall, in the absence of the President, perform the duties of the President. The President-Elect shall chair the Missouri ACTE Program of Work Committee.
 - 3. In case of permanent vacancy in the office of President, the immediate Past President shall automatically assume the duties of the President for the remainder of the term. The immediate Past President shall represent the Division of New and Related Services on the Missouri ACTE Board of Directors; assist this division in its regular activities within the Missouri ACTE and assist any groups within this division to secure separate divisional status within the Missouri ACTE as specified in these Bylaws. The immediate Past President shall chair a committee to select candidates for the office of President-Elect.
- C. The President-Elect shall be elected by the membership and shall succeed to the presidency.
- D. Officers shall serve from the conclusion of the House of Delegates meeting through the following House of Delegates meeting.

ARTICLE VII - Governing Bodies

A. Board of Directors

1. Membership:

- a. The officers of the Missouri ACTE shall be members of the Board of Directors.
- b. Each division shall be entitled to one member of the Board of Directors for each 100 professional members, or major fraction thereof, based upon the previous year's membership, not to exceed three members.
- c. The Assistant Commissioner of College and Career Readiness, Department of Elementary and Secondary Education, shall be an ex-officio member of the Board of Directors.
- d. Each division shall also be represented by one ex-officio member of the Board of Directors from the Department of Elementary and Secondary Education staff, designated by the Assistant Commissioner of College and Career Readiness, whose assigned responsibilities for programs and/or services relate to that division.
- e. The ACTE Region III representative shall be a member of the Board of Directors.

2. The Board of Directors shall serve from the conclusion of the House of Delegates meeting through the following House of Delegates meeting.

3. Duties:

- a. The Board of Directors shall be empowered to transact all necessary business of the Missouri ACTE except that delegated to the House of Delegates.
- b. The Board of Directors may appoint, establish remuneration, determine term and provisions of service, and evaluate an executive director or any other individual(s) to carry out the purposes of the Missouri ACTE.

B. House of Delegates

1. Membership:

- a. Each division shall be entitled to one delegate for each 50 professional members, and one delegate for each 50 additional professional members thereof, based upon the previous year's membership.
- b. Only delegates shall have voting privileges in the House of Delegates.

2. Duties:

- a. The House of Delegates shall consider such business provided for in these Bylaws, and any items referred to it by the Board of Directors. In establishing its agenda, the House of Delegates may add items of business pertinent to the affairs of the Missouri ACTE.
- b. The House of Delegates may forward adopted resolutions to the Board of Directors for implementation.

3. Meetings:
 - a. The House of Delegates shall meet at the time and place of the annual meeting of Missouri ACTE.
 - b. All professional members shall have the privilege of the floor in the House of Delegates meeting.

C. Executive Committee

1. Membership: The Executive Committee shall be composed of
 - a. the Missouri ACTE President,
 - b. the Missouri ACTE President-Elect,
 - c. the Missouri ACTE immediate Past President,
 - d. one member of the Board of Directors from each division with the exception of New and Related Services.
2. Duties:
 - a. This committee shall
 - (1) receive and act upon any charges or complaint from any member or division,
 - (2) report charges and actions at the next regular meeting of the Board of Directors for inclusion in the minutes thereof.
 - b. This committee shall be empowered to transact any emergency Missouri ACTE business.

ARTICLE VIII - Committees

- A. Each Missouri ACTE standing committee shall be comprised of one member from each division, with the exception of the Program of Work Committee which shall be the chairs of the other standing committees:
 1. The Legislative Committee shall take appropriate legislative action on behalf of the association to promote programs of career, practical arts, technical and vocational education.
 2. The Policy Committee shall solicit and prepare policy recommendations, resolutions, bylaws amendments and operational procedures for consideration by the Board of Directors and/or the House of Delegates.
 3. The Awards Committee shall facilitate the recognition process for individuals and/or organizations that have made outstanding contributions to programs of career, practical arts, technical and vocational education and/or the Missouri ACTE.
 4. The Program Improvement Committee shall facilitate the planning, operation and evaluation of the annual Missouri ACTE meeting.
 5. The Professional Development Committee shall facilitate a program of professional development to strengthen the Missouri ACTE by enhancing the members' professional skills.

6. The Public Information Committee shall publicize the contributions made by career, practical arts, technical and vocational education.
7. The Membership Committee shall conduct activities that will result in membership growth and satisfaction.
8. The Diversity Action Committee shall encourage greater participation and leadership of individuals with diverse backgrounds and address issues of career, technical and vocational educators.
9. The Program of Work Committee shall develop, implement, and evaluate the program of work.

B. As a minimum condition of continued status as a committee, each standing committee shall:

1. Meet at least one (1) time during the membership year (during the annual conference),
2. Develop and forward to the Board of Directors for approval an annual Program of Work and a proposed budget at the first Board of Directors' meeting at the end of the annual conference, and
3. The Chair, or designee, shall submit a written report regarding the current status of committee activities to the Board of Directors at each of the Board's meetings.

If a Standing Committee does not meet these minimum expectations in one (1) membership year, the Board of Directors will consider recommending Bylaw changes to remove the committee from the Association's list of standing committees.

C. Special committees may be appointed by the President with the approval of the Board of Directors.

ARTICLE IX - Affiliation

The Missouri ACTE is an affiliate state organization of the Association for Career and Technical Education, hereinafter referred to as the ACTE.

ARTICLE X - Amending the Articles of Incorporation

The Articles of Incorporation may be amended, revised, or repealed by a two-thirds vote of the House of Delegates, provided that the certified delegates have been notified of proposed changes at least 30 days prior to the meeting.

ARTICLE XI - Amending the Bylaws

A. The Bylaws may be amended as follows:

1. A member, division, or standing committee may propose amendments to the Board of Directors at least 60 days prior to the annual meeting.
2. The Board of Directors shall consider and may recommend the approval or disapproval of any proposed amendment, and direct its presentation with their recommendation to the House of Delegates for action at the annual meeting.

3. The certified delegates shall be notified 30 days prior to the annual meeting of any proposed amendment and the Board of Directors' recommendation.
4. Any proposed amendment shall be set forth in writing and made available to the delegates prior to the time a vote is taken at the House of Delegates meeting.

B. A majority vote of approval by the House of Delegate is required to adopt an amendment.

ARTICLE XII - Quorums

The quorum for the House of Delegates, Board of Directors or any committee shall be a majority of its membership.

ARTICLE XIII - Rules of Order

The order of all meetings and actions of the Missouri ACTE shall be governed by the current edition of **Robert's Rules of Order**.

MISSOURI ASSOCIATION for CAREER and TECHNICAL EDUCATION POLICY AND PROCEDURE MANUAL

Annual Meeting

The annual meeting of the Association shall be held in conjunction with the annual conference of Missouri Career and Technical educators.

Adopted by the Board of Directors: 27 March 2009

Audit

The Executive Director shall provide for a third-party audit of the Association's financial transactions no less than every three (3) years, and upon a change in the position of the Executive Director. The Executive Director shall provide the Board of Directors with a copy of the audit report, and make the report available to the Association's membership upon request.

Adopted by the Board of Directors: 9 March 2001

Authorized Signatures

All checks drawn on the Association's bank account(s) shall be signed by the Executive Director and/or the Missouri ACTE President.

Adopted by the Board of Directors: 29 March 1993

ACTE Region III Representative

Duties of the Missouri Representative to the ACTE Region III Policy Committee shall be to:

1. Serve as a communication link between the Association for Career and Technical Education (ACTE) and the Missouri Association for Career and Technical Education.
2. Attend ACTE Region III meetings and report appropriately to Missouri ACTE.
3. Publicize Region and ACTE activities through the *Missouri ACTE Reporter*.
4. Assume and execute all duties specified in the ACTE Region III Operating Policies and/or delegated by the ACTE Vice President-Region III.
5. Serve as a member of the Missouri ACTE Board of Directors.
6. Upon completion of the term of office, orient the successor through information, materials and discussion.

Adopted by the Board of Directors: 20 March 1998

Awards, Display

All other formal awards, recognitions, and commendations will be given at appropriate Missouri ACTE Division Meetings or presented as display awards on view to Missouri ACTE members in the lobby area of the general sessions.

Adopted by the Board of Directors: 21 March 1994

Awards, Missouri ACTE

All awards and commendations which may in any manner be inferred to be representative of Missouri ACTE shall be limited to awards officially adopted by the Missouri ACTE Board of Directors. Selection procedures and presentation shall be the responsibility of the Missouri ACTE Awards Committee.

Adopted by the Board of Directors: 29 March 1995

Awards, Presentation of

The Annual Missouri ACTE Summer Conference will include presentation of the Missouri ACTE Outstanding Career & Technical Educator Award, Teacher of the Year Award, Outstanding New Career & Technical Teacher Award, Outstanding Service Award, the Missouri ACTE Recognition Award, Diversity Action Award and Certificates of Appreciation at the general session. (See also Awards, Display).

Adopted by the Board of Directors: 11 April 2003 Revised 7/27/06

Board of Directors, Membership

The membership of the Board of Directors of the Association will be based upon the previous membership year and as specified by the Bylaws of the Association.

Adopted by the Board of Directors: 20 March 1998

Division Members who serve on the Board of Directors of the Association are required to maintain membership in ACTE, Missouri ACTE and their respective division.

Adopted by the Board of Directors: 2 April 2007

Bonding

The Executive Director shall be adequately bonded.

Adopted by the Board of Directors: 29 March 1993

Budget, Approval of

The annual budget shall be approved at the Missouri ACTE board meeting preceding the beginning of the budget year.

Adopted by the Board of Directors: 20 March 1998

Budget, Development of

The proposed annual Missouri ACTE budget shall be developed by a committee comprised of the President, President-Elect, Past-President, Executive Director and one representative from each of the divisions not represented by the President, President-Elect or Past-President.

Adopted by the Board of Directors: 23 October 2006

Candidates, Selection of, for ACTE Region III Representative

Candidates for the position of Representative to ACTE Region III Policy Committee shall be screened based upon application materials submitted to the Professional Development Committee at a date set by the Professional Development Committee but preceding the spring Board of Directors meeting.

The top two (2) candidates shall be interviewed by the Professional Development Committee and presented at the spring Board of Directors meeting. The Missouri ACTE Board of Directors shall select the Missouri Representative to the ACTE Region III Policy Committee and notify the person selected at or immediately following the spring Board of Directors' meeting.

The Region III representative may serve an additional term with Board of Directors approval at the fall meeting.

Adopted by the Board of Directors: 23 October 2006

Candidates, Selection of Division Rotation, for President-Elect

Candidates for the office of President-Elect shall be selected from a slate of potential candidates submitted for consideration by the respective division in the following rotation:

- 2012 MVATA - Agriculture
- 2013 MBEA – Business
- 2014 MSCA – Guidance
- 2015 MHSTE – Health Sciences

- 2016 MoEFACS – Family & Consumer Sciences
- 2017 TEAM – Technology
- 2018 MACS – Career Services
- 2019 MCCTA – Administration
- 2020 MCEA – Marketing and Cooperative
- 2021 MSNA – Special Needs
- 2022 MTTA – Trade & Technical
- 2023(Rotation Repeats)

Adopted by the Board of Directors: 24 July 2003

Candidates, Slate

The slate of potential candidates shall consist of no less than two (2) no more than six (6) current division and Missouri ACTE members. The slate and all required application materials shall be submitted to the Board of Directors no later than the first Board of Directors’ meeting at the end of the annual conference.

Adopted by the Board of Directors: 25 January 2002 Revised: 9 April 2010

Candidates, Slate, Eligibility

The officers of Missouri ACTE shall be elected from the divisions of the association who have participated in Missouri ACTE activities including the organizations and groups within Missouri ACTE. They will be selected on the basis of demonstrated leadership in career and technical education.

1. All professional members in good standing and eligible to vote may seek the office of president-elect providing they have been a member of Missouri ACTE and ACTE for the previous 3 consecutive years at the time of the annual meeting of the Assembly of Delegates.

Adopted by the Board of Directors: 25 January 2002 Revised 12 November 2010

Candidates, Division Forfeiture

If the respective division fails to submit a complete slate and all required application materials of potential candidates by the end of the first Board of Directors’ meeting or by August 1 of the year of the division’s rotation, the division will forfeit its opportunity to submit potential candidates for President-Elect until its next rotation.

If this forfeiture occurs, the next division in the rotation will be provided the opportunity to submit a complete slate and all required application materials of potential candidates to the Board of Directors prior to the fall Board of Director’s meeting or prior to November 1. If this occurs the rotation year in all other divisions will be moved forward one (1) year.

If only one candidate is submitted by the selection committee the Board of Directors shall be empowered to appoint the candidate to the office of President Elect or to retain the current President Elect, President and Past President in their office until the next regular election.

Adopted by the Board of Directors: 25 January 2002 Revised: 9 April 2010

Candidates, Selection of, for President-Elect

Two (2) candidates will be selected from the submitted slate of potential candidates by a committee comprised of one (1) member from each Missouri ACTE division and chaired by the immediate Past President of Missouri ACTE.

Selection will be based upon application materials submitted to the Selection Committee by the respective division and face-to-face interviews with the potential candidates. Candidates

selected by this committee shall be presented to the Missouri ACTE Board of Directors for approval at the spring Board of Directors' meeting.

Adopted by the Board of Directors: 25 January 2002

Candidates, Speeches

Each of the two (2) candidates for the office of president-elect shall be given a maximum of three minutes during the opening general session of the annual convention to present his or her views.

Adopted by the Board of Directors: 20 March 1998

Candidates, Withdrawal

If a potential candidate withdraws leaving only one potential candidate after the fall Board of Directors meeting, any division may submit a candidate for the office of President Elect up to six candidates. In order to be considered the candidate must submit all required application materials. The first six candidates to submit all required materials will be presented to the selection committee for interview. The required application materials must be submitted thirty days prior to the spring Board of Directors meeting.

Adopted by the Board of Directors: 9 April 2010

Committee, Standing

The Missouri ACTE shall have the following standing committees: Awards, Legislative, Membership, Diversity Action, Policy, Professional Development, Program Improvement, Public Information, and Program of Work.

Adopted by the Board of Directors: 19 January 2001

Standing Committee members are strongly encouraged to be members of ACTE and maintain membership in Missouri ACTE and their division.

Adopted by the Board of Directors: 2 April 2007

Committee, Standing, Chair

The Chair of each standing committee will be annually appointed from the current committee members by the President and approved by the Board of Directors. Each committee Chair will continue to represent their respective division without the addition of any other representative.

Adopted by the Board of Directors: 21 March 1997 Revised 4/2/07

Standing Committee Chairs are required to maintain membership in ACTE, Missouri ACTE and their division.

Adopted by the Board of Directors: 2 April 2007

Committee, Standing, Continuation

As a minimum condition of continued status as a committee standing, each standing committee shall:

- A. Meet at least one (1) time during the membership year (during the annual conference),
- B. Develop and forward to the Board of Directors for approval an annual Program of Work and a proposed budget at the first Board of Director's meeting at the end of the annual conference, and
- C. The Chair, or designee, shall submit a written report regarding the current status of committee activities to the Board of Directors at each of the Board's meetings.

If a standing committee does not meet these minimum expectations in one (1) membership year, the Board of Directors will consider recommending Bylaw changes to remove the committee from the Association's list of standing committees.

Adopted by the Board of Directors: 21 March 1997

Committee, Standing, Membership

Each standing committee, with the exception of the Program of Work committee, of this Association shall be comprised of one member representing each division who is appointed to a three-year term or uncompleted portions of the three-year term. The term rotation for each division's representation on standing committees shall be:

Committee	Division	Initial Year of 3-Year Term			
Awards	Administration	12	15	18	21
Diversity Action		13	16	19	22
Legislative		14	17	20	23
Membership		12	15	18	21
Policy		13	16	19	22
Professional Development		14	17	20	23
Program Improvement		12	15	18	21
Public Information		13	16	19	22
Awards	Agriculture	13	16	19	22
Diversity Action		14	17	20	23
Legislative		12	15	18	21
Membership		13	16	19	22
Policy		14	17	20	23
Professional Development		12	15	18	21
Program Improvement		13	16	19	22
Public Information		14	17	20	23
Awards	Business	14	17	20	23
Diversity Action		12	15	18	21
Legislative		13	16	19	22
Membership		14	17	20	23
Policy		12	15	18	21
Professional Development		13	16	19	22
Program Improvement		14	17	20	23
Public Information		12	15	18	21
Awards	Career Services	12	15	18	21
Diversity Action		13	16	19	22
Legislative		14	17	20	23
Membership		12	15	18	21
Policy		13	16	19	22
Professional Development		14	17	20	23
Program Improvement		12	15	18	21

Committee	Division	Initial Year of 3-Year Term			
Public Information		13	16	19	22
Family & Consumer Sciences					
Awards		13	16	19	22
Diversity Action		14	17	20	23
Legislative		12	15	18	21
Membership		13	16	19	22
Policy		14	17	20	23
Professional Development		12	15	18	21
Program Improvement		13	16	19	22
Public Information		14	17	20	23
Guidance					
Awards		14	17	20	23
Diversity Action		12	15	18	21
Legislative		13	16	19	22
Membership		14	17	20	23
Policy		12	15	18	21
Professional Development		13	16	19	22
Program Improvement		14	17	20	23
Public Information		12	15	18	21
Health Sciences					
Awards		12	15	18	21
Diversity Action		13	16	19	22
Legislative		14	17	20	23
Membership		12	15	18	21
Policy		13	16	19	22
Professional Development		14	17	20	23
Program Improvement		12	15	18	21
Public Information		13	16	19	22
Marketing and Cooperative					
Awards		13	16	19	22
Diversity Action		14	17	20	23
Legislative		12	15	18	21
Membership		13	16	19	22
Policy		14	17	20	23
Professional Development		12	15	18	21
Program Improvement		13	16	19	22
Public Information		14	17	20	23

	Division	Initial Year of 3-Year Term			
Committee					
Awards	Special Needs	14	17	20	23
Diversity Action		12	15	18	21
Legislative		13	16	19	22
Membership		14	17	20	23
Policy		12	15	18	21
Professional Development		13	16	19	22
Program Improvement		14	17	20	23
Public Information		12	15	18	21
Awards	Technology Education	12	15	18	21
Diversity Action		13	16	19	22
Legislative		14	17	20	23
Membership		12	15	18	21
Policy		13	16	19	22
Professional Development		14	17	20	23
Program Improvement		12	15	18	21
Public Information		13	16	19	22
Awards	Trade and Technical	13	16	19	22
Diversity Action		14	17	20	23
Legislative		12	15	18	21
Membership		13	16	19	22
Policy		14	17	20	23
Professional Development		12	15	18	21
Program Improvement		13	16	19	22
Public Information		14	17	20	23

Adopted by the Board of Directors: 23 October 2006

The Membership of the Program of Work Committee is comprised of the chairs of the other standing committees.

Adopted by the Board of Directors: 21 March 1997

Committee, Standing, Program of Work Approval

The Board of Directors shall approve, or make modifications to approve, the annual Program of Work and annual budget for each standing committee not later than the fall Board of Directors' meeting.

Adopted by the Board of Directors: 21 March 1997

Conference, Annual, Dates

The annual conference shall be held during the last full week (Sunday through Saturday) of July or at the date determined by the Missouri ACTE Board of Directors.

Adopted by the Board of Directors: 14 January 1994

Conference, Opening General Session

The General Session will include specific reference to these on display awards for both recognition purposes as well as to inform the Missouri ACTE membership of the nature and location of the awards.

Adopted by the Board of Directors: 21 March 1994

Conference Registration Refund

The Summer Conference registration fee will be refunded in full forty five days prior to the conference start date. Thirty days prior to the conference half of the registration fee will be refunded. A written request for refund must be postmarked within the guidelines listed above.

Adopted by the Board of Directors: 6 November 2009

Convention Name Badge Distribution

The Missouri ACTE convention name badge shall be distributed only to the named registrant.

Adopted by the Board of Directors: 13 January 1995

Delegates, Association for Career and Technical Education (ACTE)

The Executive Director shall apportion the number of delegates who shall represent the Missouri ACTE and the ACTE House of Delegates according to each division's ACTE membership. The division president shall certify the delegate names to the Missouri ACTE President. The Missouri ACTE President shall appoint any necessary alternates from members present to complete the state's representation.

Adopted by the Board of Directors: 29 March 1993

Delegates, House of Delegates

The Executive Director shall determine the number of delegates to which each division is entitled and notify each division at the spring board meeting. The Division President shall certify the delegate names to the Executive Director by 1 June.

Adopted by the Board of Directors: 29 March 1993

Dues, Professional

The annual dues for a professional member shall be \$25.

Adopted by the House of Delegates: 23 July 2008.

Dues, Retired

The annual dues for a retired member shall be \$5.

Adopted by the Board of Directors: 28 July 1999

Dues, Student

The annual dues for a student member shall be \$5.

Adopted by the Board of Directors: 28 July 1999

Election Committee, Counting Ballots

The Election Committee shall tabulate all ballots cast (including absentees), certify the winner and report to the House of Delegates. Ballots must be received by the Executive Director no later than noon the day of the House of Delegates meeting to be included in tabulation of votes.

Adopted by the Board of Directors: 18 October 2002

Election Committee, Membership

The President shall appoint a minimum of three (3) members to the election committee. In addition each candidate shall designate one representative to serve on the election committee.

Executive Director, Duties

The duties of the Executive Director shall be to:

1. Coordinate planning for the annual summer conference and other meetings and workshops:
 - a. Represent the Association in negotiations with hotels and convention bureau for Association meetings and conference facilities.
 - b. Coordinate the offering of in-service activities with affiliate divisions and organizations.
 - c. Provide support services to members serving on planning committees.
 - d. Serve as liaison with affiliate divisions and organizations during the planning process.
 - e. Arrange for the printing of necessary publicity and program materials.
2. Develop, promote and serve the membership:
 - a. Maintain accurate membership records.
 - b. Serve as a resource for membership chairs of affiliate divisions and organizations.
 - c. Coordinate membership services among affiliate divisions and organizations.
 - d. Analyze and evaluate membership activities and services.
3. Monitor state and federal legislation:
 - a. Direct the work of the Government Relations Consultant by conveying and monitoring directives of the Missouri ACTE House of Delegates, Board of Directors and Executive Committee.
 - b. Obtain and transmit legislative information to the Board of Directors and the membership.
 - c. Identify and become acquainted with key policymakers.
4. Maintain appropriate communications:
 - a. Publish and distribute a scheduled newsletter (*Missouri ACTE Reporter*) to the membership.
 - b. Maintain mailings to the Board of Directors and officers and arrange for necessary Board, officers and committee meetings.
 - c. Develop and distribute position papers on issues as directed by the Board of Directors.
 - d. Prepare necessary publicity releases.
5. Act as liaison with other associations and organizations to further the goals of the Association and/or career and technical education.
6. Perform other duties as mutually agreed upon and assigned by the President of Missouri ACTE representing the Missouri ACTE Board of Directors.

Adopted by the Board of Directors: 20 March 1998

Expenditure, Documentation

Association records shall include proper invoices for all monies expended or appropriate paper trail entries on checks and/or bank deposits in accordance with accredited auditing procedures approved by a tax consultant.

Adopted by the Board of Directors: 29 March 1993

Fiscal Year, Budget Year

The fiscal/budget year of the Association shall be the calendar year unless change is recommended by a tax consultant and Executive Director with approval by the Board of Directors.

Adopted by the Board of Directors: 29 March 1993

House of Delegates, Reports to Divisions

Delegates to the House of Delegates shall report and interpret all House of Delegates actions to their respective divisions.

Adopted by the Board of Directors: 14 January 1994

Inactive Status

The Missouri Association for Workforce Development (MAWD) is terminated as a division following a one year probationary period. Individual members have been moved to the New and Related Services Division.

Adopted by the Board of Directors: 23 October 2006

Legislative Appreciation

The Legislative Committee shall annually recommend any funded legislative appreciation activity to the Board for adoption.

Adopted by the Board of Directors: 29 March 1995

Meetings, Board of Directors

The Missouri ACTE Board of Directors shall meet:

- immediately following the annual conference,
- fall (typically October),
- spring (typically late March-April),
- immediately preceding the annual conference, and
- at any special meetings called by executive board.

Adopted by the Board of Directors: 11 April 2003

Membership, Missouri ACTE/Division

Individuals must be a member of both Missouri ACTE and their respective division.

Adopted by the Board of Directors: 7 October 2005

Reimbursement, ACTE Convention

The President, President-elect, immediate Past President, ACTE Region III Representative and Executive Director shall be reimbursed for travel costs, hotel, meals, and ACTE convention registration while representing the Missouri ACTE at the ACTE National Convention.

Adopted by the Board of Directors: 28 March 1996

Reimbursement, ACTE National Policy Seminar

The President, President-Elect, immediate Past President, Legislative Committee Chair, Executive Director, ACTE Region III Representative and shall be reimbursed for travel costs,

hotel, meals, and general registration while representing Missouri ACTE at the ACTE National Policy Seminar.

One Missouri ACTE member representing each division will be reimbursed \$200 for their representation of Missouri ACTE at the National Policy Seminar. The President of the respective division(s) which would want a member to participate in the ACTE National Policy Seminar shall forward the name of their representative member to the Missouri ACTE Executive Director no later than January 15 each year.

Adopted by the Board of Directors: 21 January 2000

Reimbursement, ACTE Region III Professional Development Conference

The President, Past President, President-Elect, ACTE Region III Representative, and Executive Director shall be reimbursed for travel costs, hotel, meals, and general conference registration while representing the Missouri ACTE at the ACTE Region III Professional Development Conference.

Adopted by the Board of Directors: 18 October 2002

Reimbursement, Documentation

Original airline and hotel receipts are required for reimbursement.

Adopted by the Board of Directors: 29 March 1993

Reimbursement, Exclusion

All funds authorized by the Board of Directors for reimbursement to officers, members or others conducting Association business shall exclude any other funding provided for said expenses.

Adopted by the Board of Directors: 29 March 1993

Reimbursement, Lodging

Lodging (room blocking) will be arranged by the Association for Board of Directors, Executive and Standing Committee, and any special meetings. Lodging arrangements will be made available to members of these groups if any member lives more than 150 miles from the meeting location and to all members if the meeting is scheduled to start prior to 10 a.m.

Lodging expenses will be paid by the Association if members of these groups take advantage of the lodging arrangements. Members of these groups who do not take advantage of the lodging arrangements shall be reimbursed up to \$40 per night with the submission of an original paid receipt for lodging.

Adopted by the Board of Directors: 19 January 2001

Reimbursement, Meals

Meal reimbursement, when allowed for travel specified in Missouri ACTE policies, shall be limited to \$40 per day or \$10 breakfast, \$10 lunch and \$20 dinner when only part of a day is reimbursable. Receipts are not required for meal reimbursements.

Adopted by the Board of Directors: 3 November 2000

Reimbursement, Mileage and Rate

Board members, ex-officio Board members and standing committee members shall be reimbursed for their mileage to attend fall and spring Board meetings and/or committee meetings, and any special meetings called by the president.

Mileage will be paid by the Association at the rate of 25 cents per mile.

Adopted by the Board of Directors: 12 April 2002

Reimbursement, Missouri ACTE Annual Meeting

Missouri ACTE officers may be reimbursed for mileage, meals, and lodging expenses to attend the Association's annual meeting, if they are unable to acquire financial support from other sources.

Adopted by the Board of Directors: 19 January 2001

Sponsorship

No committee or member of the Missouri ACTE shall solicit event sponsorship in the name of Missouri ACTE without prior approval of the Missouri ACTE Board of Directors.

Adopted by the Board of Directors: 13 January 1995

Voting, Office of President-Elect

Ballots for on-site voting shall be made available to all Missouri ACTE professional members attending the annual convention. All members who do not plan to attend the annual convention are encouraged to request absentee ballots from the Missouri ACTE Executive Director.

Adopted by the Board of Directors: 29 March 1993