

# Iowa Association for Career & Technical Education

## **By-laws and Policies**

**Revised by the IACTE House of Delegates on December 2, 2021.**

**Approved at the IACTE House of Delegates Meeting on November 9, 2006.**

### **Bylaws**

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## **ARTICLE I. NAME**

The name of this organization shall be Iowa Association for Career and Technical Education (Iowa ACTE).

## **ARTICLE II. ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION AFFILIATION**

Iowa ACTE shall be an affiliated and unified state association with the national Association for Career and Technical Education. By-laws of ACTE shall take precedence over the Iowa ACTE by-laws should a conflict arise between the two.

## **ARTICLE III. PURPOSES**

The purpose of this organization shall be:

- A. To advocate for quality career and technical education within the State of Iowa.
- B. To encourage greater interest in career and technical education at the local, state, and national levels.
- C. To inform the people of the State of Iowa of the strengths of career and technical education.
- D. To serve as the coordinating organization for all career and technical educators of the State of Iowa.
- E. To encourage membership in and cooperation with the program of ACTE and its various divisions.
- F. To encourage appropriate agencies/institutions to conduct surveys and/or studies to evaluate the effectiveness of career and technical education in Iowa, and to identify the educational offerings that are necessary to meet the needs of current business, industry and labor markets.
- G. To encourage programs, activities, services, and professional development while meeting the diverse interests of the membership.
- H. To support and promote the activities of Career and Technical Student Organizations (CTSOs).

## **ARTICLE IV. PROGRAM YEAR**

The program year is from July 1 through June 30. Officers shall assume their new duties at the beginning of each program year. If elected prior to the year of service, the 2<sup>nd</sup> Vice President-elect shall serve as an ex-officio member of the Iowa ACTE Board of Directors and Executive Board from the time they are elected until the program year begins.

## **ARTICLE V. MEMBERSHIP**

- A. Eligibility: Any individual interested in the purposes of the Iowa ACTE shall be eligible for membership.
- B. Classification of Members - Membership shall be available in the following classifications and includes membership in both Iowa ACTE and National ACTE:

1. **Affiliated Membership** – Includes membership in both the national ACTE and state Iowa ACTE organizations. All persons employed in or concerned with career and technical education shall be eligible for affiliate membership in this Association.
  2. **Student Membership**  
Student membership shall be available to students enrolled full-time in preparing to become career and technical educators and are not employed full time in the education system as a teacher, counselor or administrator.
  3. **Educational Institution Membership**  
Available to any educational institution or agency that supports career and technical education.
  4. **Industrial/Business Membership**  
Available to any industry or business that supports career and technical education.
- C. **Dues:** Dues for each membership classification shall be recommended by the Board of Directors and determined by the House of Delegates through its adoption of the budget.
- D. **Membership Year:** New memberships shall be for a twelve-month term beginning on the first day of July. If this service is contracted, the renewal membership of those members of both Iowa ACTE and ACTE may change to coincide with the ACTE membership cycle.
- E. **Voting and Holding Office**  
Affiliated, Educational Institution and Industry/Business Members may be candidates for elected offices, hold positions on the Board of Directors, and vote on any business of the Association. Note: Officers and Directors must be members of Iowa ACTE, ACTE and their divisions, if applicable.
- F. **Membership Responsibility:** It shall be the responsibility of all members to:
1. Participate in Iowa ACTE activities.
  2. Elect members to the offices of Iowa ACTE.
  3. Present facts and express their opinions and desires regarding the various activities and programs of Iowa ACTE to officers of their respective divisions, the members of the House of Delegates, and the Board of Directors.
  4. Accept and carry out assignments designated by the Iowa ACTE committee chairpersons, the Iowa ACTE Board of Directors, and Iowa ACTE President.

## **ARTICLE VI. ORGANIZATIONAL STRUCTURE**

- A. **Divisions:** Recognized divisions of Iowa ACTE are identified in Section I of the Iowa ACTE Policy Manual. To be recognized as an active division, a division must maintain a minimum of 10 Affiliate members and must have by-laws, elected officers and regular meetings.
1. In cases where members belong to more than one division: for voting purposes at the House of Delegates Meeting, the individual will have to declare their primary area of interest.
  2. Each division may elect or appoint one representative to serve on the Board of Directors.

3. Any Affiliated members of Iowa ACTE with membership in their respective division shall be eligible to serve in the office of the division representative.

## **ARTICLE VII. GOVERNING BODIES**

### **A. House of Delegates**

1. Membership: The House of Delegates shall be composed of the elected and appointed members of the Board of Directors, representatives from the active divisions as named in the Iowa ACTE Policy Manual. An active division shall be allowed one (1) delegate plus one additional delegate for each twenty (20) Affiliated members who are members of the Iowa ACTE prior to June 30. As clarification, the following would occur:
  - 10-20 members: 1 vote
  - 21-40 members: 2 votes
  - 41 – 60 members: 3 votes, etc.

The Executive Director shall inform each active division of the number of delegates they may send to the House of Delegates Meeting.

2. Duties

- a. It shall be the duty of each member of the House of Delegates to keep informed regarding the welfare of Iowa ACTE.
  - b. It shall be the duty of the House of Delegates to act upon proposals presented by the Board of Directors and to conduct all business not designated to the Board of Directors. Decisions made by the House of Delegates shall be binding on the Iowa ACTE and its officers.
3. Meetings: Meetings of the House of Delegates shall be during the Annual Conference/Meeting of the Association and at a time and place designated by the Board of Directors. The meeting(s) shall be open with voting restricted to officially designated delegates. All members in good standing shall have the privilege of the floor at all sessions of the House of Delegates. Quorum: A majority of the voting delegate members must be present.

### **B. Board of Directors**

1. Membership: The Board of Directors of the Iowa ACTE shall be the President, the First Vice-President, the Second Vice-President, the Past-President, and the Iowa ACTE Region III Representative, and one person representing each of the active divisions as defined in the Iowa ACTE Policy Manual. The Treasurer, Secretary, Executive Director and the Bureau Chief for Career and Technical Education or the Bureau Chief's Department of Education designee shall be ex-officio members.
2. Duties
  - a. The Board of Directors shall have the management and control of the affairs and funds of the association. They shall act within the boundaries of the Iowa ACTE Policy Manual, which shall be developed and revised by the Iowa ACTE Board of Directors. It shall be the duty of the Board of Directors to make said Policy Manual available to all members before said policies are put into action.

- b. Any officer, member of the Board of Directors, elected or appointed official of Iowa ACTE who does not fulfill the responsibilities and duties of his/her office may be replaced by a two-thirds vote of the Board of Directors.
3. Quorum: A majority of the board members must be present.

#### C. Executive Committee

1. The Executive Committee shall be composed of the Past-President, President, First Vice-President, Second Vice-President, Treasurer, Secretary and Iowa ACTE Region III Representative. (The Secretary, Treasurer, and Executive Director shall be ex-officio members.)
2. The Executive Committee of the Board of Directors shall, when the Board is not in session, coordinate the activities of the Board and shall carry forth the duties of the Association in accordance with the policies and directive established by the Board.  
Quorum: A majority of the executive committee members must be present.

### **ARTICLE VIII. OFFICERS**

#### A. Elected Officers

1. The officers of the Association shall be the Past President, President, First Vice President, Second Vice President, and Secretary. Officers ascend to the next office each year after serving as 2<sup>nd</sup> Vice President. (i.e., 2<sup>nd</sup> VP becomes 1<sup>st</sup> VP, 1<sup>st</sup> VP becomes President and President becomes Past President). The Secretary does not ascend but serves a 2-year term with the option to run for an unlimited number of concurrent terms.
2. Duties of Elected Officers
  - a. The term of office for elected officers will be July 1 through June 30.
  - b. The President shall perform all of the duties assigned to that office. The President, or in his/her absence, the First Vice President, shall preside at all meetings of the Association, Board of Directors, and Executive Committee.
  - c. The First Vice President shall serve for a period of one year prior to assuming the duties of the President. The First Vice President shall perform such duties as directed by the Board of Directors or the Executive Committee.
  - d. The Second Vice President shall serve for a period of one year prior to assuming the duties of First Vice President and shall perform such duties as directed by the Board of Directors or the Executive Committee.
  - e. If the election occurs prior to July 1, the second Vice President-Elect and Secretary-Elect shall serve as an ex-officio member of the Iowa ACTE Executive Board and Board of Directors from the time they are elected until July 1 of their year of service.
  - f. The Past President shall serve for a period of one year and shall perform such duties as directed by the Board of Directors and the Executive Committee
  - g. More detailed duties are outlined in the Policy Manual of Iowa ACTE.

#### B. Executive Director

1. A part-time Executive Director shall be appointed annually by the Iowa ACTE Executive Committee and approved annually by the Board of Directors. An annual

review would be conducted by the Iowa ACTE Board of Directors, with the option to terminate or continue the contract at that time.

2. Duties of the Executive Director are included in the Policy Manual.

C. Appointed Treasurer

1. A Treasurer shall be appointed by the Iowa ACTE Executive Committee and shall be approved annually by the Board of Directors.
2. Duties of Appointed Treasurer
  - a. The Treasurer shall perform duties as directed by the Executive Committee, the Board of Directors, and the House of Delegates.

## **ARTICLE IX. SELECTION OF OFFICERS/BOARD MEMBERS**

A. Second Vice President

1. Eligibility - The Second Vice President of Iowa ACTE shall be selected from the membership of Iowa ACTE. Candidates shall be nominated on the basis of demonstrated leadership in career and technical education. No officer shall be eligible to succeed himself/herself for a full term. The nominee shall also be a member of ACTE and will maintain membership in ACTE while serving in office.
2. Process of Nomination  
The Nominating Committee of Iowa ACTE shall submit to the Iowa ACTE Board of Directors for its approval one or more nominees for the office of Second Vice-President. Second Vice President candidates shall rotate between post-secondary and secondary. Additional nominations may be made from the floor providing each nominee has been interviewed and deemed compliant with applicable criteria in the Iowa ACTE Bylaws and Policies by the nominating committee and is approved by a majority of delegates voting. The Past Presidents' Committee serves as the nominating committee. A nominating report is due at least 60 days prior to the annual conference.
3. The nominees for 2<sup>nd</sup> Vice President or their designee will present comments (1-2 minutes) at the House of Delegates meeting at the Annual Conference and will also present at a general session of the membership at the conference to be determined by the Conference Planning Committee. Nominations from the floor will also be accepted at the House of Delegates Meeting according to #2 Process of Nomination above.
4. Method of Election: Each eligible member shall be sent an electronic ballot for voting no later than 15 days following the Annual Conference. It shall be returned to the Executive Director electronically date stamped within 15 days after the ballot was sent to the members. The Iowa ACTE Executive Committee or its designees shall verify the name of the person duly elected. In case of a tie vote of two or more nominees, the 5-member Executive Committee shall cast the deciding votes for office. A plurality vote shall constitute an election.
5. Announcement of election results will be made within 30 days following the Iowa ACTE Annual Conference.

B. Secretary

1. Eligibility - The Secretary of Iowa ACTE shall be selected from the membership of Iowa ACTE. Candidates shall be nominated on the basis of demonstrated leadership in career and technical education. The nominee shall also be a member of ACTE and will maintain membership in ACTE while serving in office.
2. Process of Nomination  
The Nominating Committee of Iowa ACTE shall submit to the Iowa ACTE Board of Directors for its approval of one or more nominees for the office of Secretary. Additional nominations may be made from the floor providing each nominee has been interviewed and deemed compliant with applicable criteria in the Iowa ACTE Bylaws and Policies by the nominating committee and is approved by a majority of delegates voting. The Past Presidents' Committee serves as the nominating committee. A nominating report is due at least 60 days prior to the annual conference.
3. The nominees for Secretary or their designee will present comments (1-2 minutes) at the House of Delegates meeting at the Annual Conference and will also present at a general session of the membership at the conference to be determined by the Conference Planning Committee. Method of Election: Each eligible member shall be sent an electronic ballot for voting no later than 15 days following the Annual Conference. It shall be returned to the Executive Director electronically date stamped within 15 days after the ballot was sent to the members. The Iowa ACTE Executive Committee or its designees shall verify the name of the person duly elected. In case of a tie vote of two or more nominees, the 5-member Executive Committee shall cast the deciding votes for office. A plurality vote shall constitute an election.
4. Announcement of election results will be made within 30 days following the Iowa ACTE Annual Conference.

C. The Executive Director and Treasurer shall be appointed by the Executive Board and approved annually by the Board of Directors.

D. Each active division shall elect or appoint a Representative from the membership of the division with an intended start date of July 1<sup>st</sup> each year.

**ARTICLE X. SELECTION OF REGION III POLICY COMMITTEE REPRESENTATIVE**

- A. Nominees: Nominees of the Iowa ACTE Representative to the Region III Policy Committee are to be selected from the membership based on demonstrated leadership in Iowa ACTE. Nominees must also be members of ACTE and maintain membership while serving in office.
- B. Term of Office
  - a. The term of office for the Iowa ACTE Representative to the Region III Policy Committee shall be three years, beginning on July 1.
  - b. An officer cannot serve two successive terms except that a person appointed to fill an unexpired term may be nominated to fill the following full term.
- C. Process of Nomination: In the year for the election of the Iowa ACTE Region III Representative, the Iowa ACTE Nominating Committee shall submit to the Iowa ACTE



Board for its approval one or more nominees for the Iowa ACTE Representative to the Region III Policy Committee.

- D. Method of Selection: Election shall be completed by February 1 of the new year the new Iowa ACTE Representative to the Region III Policy Committee is to take office.
- E. Fulfilling an Unexpired Term: In case of an unexpired term, the Iowa ACTE Board of Directors shall actively solicit qualified candidates to complete that term. Appointments must be confirmed by a majority of the voting members of the Iowa ACTE Board of Directors.

## **ARTICLE XI. COMMITTEES**

### **A. Standing Committees**

The Iowa ACTE Board of Directors shall establish procedures for the creation and operation of standing committees and task force committees as it deems appropriate. Duties are listed in the Iowa ACTE Policy Manual and shall not be limited to only those listed; the President may assign additional duties.

All Committees shall prepare a written progress report to be presented at the annual meeting of the House of delegates.

All committee members shall be members of Iowa ACTE.

#### **1. Audit Review Committee**

Chairperson – Iowa ACTE Region III Representative  
Membership – Past President

#### **2. Awards and Scholarship Committee**

Co-chairpersons – Two Iowa ACTE Board of Directors Division Representatives  
Membership – Iowa ACTE Region III representative with remaining membership selected by Co-Chairs and Approved by the Iowa ACTE Board of Directors.

#### **3. Conference Planning Committee**

Chairperson – Iowa ACTE 1<sup>st</sup> Vice President  
Membership – Selected by chair and approved by the CTE Board of Directors

#### **4. Membership Committee**

Co-Chairpersons – Iowa ACTE Executive Director and the President of the Board  
Membership – Shall consist of each division's membership reporter.

#### **5. Policy Development Committee**

Chairperson – Iowa ACTE Past President  
Membership – 2nd Vice President and a representative from each active division.  
Members selected by chair and approved by Iowa ACTE Board of Directors.

#### **6. Communications Committee**

Chairperson – Past President

Membership – Iowa ACTE website designee and others selected by chair and approved by the Iowa ACTE Board of Directors.

7. Nominating Committee

Chairperson— Immediate Past President

Membership— Past Presidents

- B. Ad Hoc Committees: The President may appoint ad Hoc Committees as the need arises with the approval of the Board of Directors. A by-laws committee shall be appointed every even program year to review and update by-laws and the policy manual.
- C. Ex-officio Committees: Ex-officio Committees shall be made up of the members of the organizations that support career and technical education and have approval of the Board of Directors to be represented at Board meetings.

## **ARTICLE XII. MEETINGS**

- A. The Annual Meeting/Conference of the Association shall be held at such time and location as the Board of Directors designates. Notice of the Annual Conference shall be given to the membership at least sixty (60) days in advance of the meetings.
- B. Other meetings shall be held at such times as the President and the Board of Directors may select, or may be called upon petition (written request) of 20 members of the Iowa ACTE. A majority of the members of the House of Delegates shall constitute a quorum to transact business at any regular or special meeting.
- C. In meetings of the Board of Directors, a quorum shall consist of a majority of the Board members. The Board of Directors shall be eligible to conduct business, vote, and take action as is authorized by the Bylaws and Policy Manual. At the first meeting of the Board of Directors of the program year, by-laws and policies should be made available and quickly reviewed for the benefit of new members.
- D. All meetings of Iowa ACTE shall be open to interested parties. Only official delegates shall have voting privileges in the House of Delegates. Only elected or appointed members of the Board of Directors representing active divisions shall have voting privileges at the Board of Directors meeting.
- E. An organizational meeting of the Board of Directors to outline and begin the year's activities shall be held prior to or in conjunction with the Annual Meeting/Conference.

## **ARTICLE XIII. PARLIMENTARY AUTHORITY**

The current edition of Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws of the association.

## **ARTICLE XIV. AMENDMENTS**

Amendments to the Bylaws must follow these guidelines:

- Submitted to Executive Committee in writing 20 days prior to any action (post-marked or electronically date stamped)
- Requires a two-thirds vote (by House of Delegates) at the Annual Conference or ballot by mail or electronic ballot.
- The President or designee shall notify all members of the proposed amendments through the Iowa ACTE web page, e-mail, and/or direct mail at least 15 days prior to any action.

If the proposed amendment occurs during the fiscal year, the Executive Committee may send ballots to Delegates from the immediate past House of Delegates 20 days prior to the ballot deadline.

# **Policy Manual**

## **Iowa Association for Career and Technical Education**

### **I. GENERAL**

#### **A. Operation of Policy**

1. This policy manual may be revised or amended by a 2/3 vote of the Board of Directors present at any regular board meeting.
2. This policy manual, plus any recommended revision, shall be placed in the hands of the incoming Board of Directors at the Annual Conference.

3. This policy manual should be adopted at the first meeting of the new Board of Directors and amended as necessary by the Board.

**B Annual Meeting**

1. The House of Delegates shall meet at the annual meeting/conference at a time to be specified by the Board of Directors
2. An awards presentation shall be held at the annual meeting/conference.
3. Following the elections, new officers shall be installed at the first Board of Directors meeting of the program year.

**C. Representation of Membership on the Board of Directors**

1. Members not affiliated with an active division shall be represented on the Board through the New and Related Division, if they are an active division with at least 10 members, by-laws, officers and regular meetings.
2. To be recognized as an active division, a division must notify the 2<sup>nd</sup> Vice President and maintain a minimum of 10 members. If a division falls below 10 members at the beginning of a program year, they will be notified in writing (mail or e-mail) by the Iowa ACTE (Executive Director) (Membership Committee) that they have one year to increase membership to the required level.

Recognized divisions of the Association shall be those of:

**Active:**

- Iowa Association of Agricultural Educators (IAAE)
- Iowa Industrial Technology Education Association (IITEA)
- Iowa Business Education Association (IBEA)
- Iowa Family and Consumer Sciences Educators (IFCSE)
- Iowa Health Educators Association (IHEA)
- Iowa Work-Based Learning (IWBL)
- Iowa Postsecondary, Adult and Career Education (IPACE)

**Inactive:**

- Counseling and Career Development
  - Administrators
  - New and Related Division
3. Division Representatives shall be elected or appointed by the membership in their respective divisions.
  4. Iowa ACTE Board of Directors Vacancies
    - a. Should the office of President become vacated, the First Vice-President shall assume the duties of President.
    - b. Should the office of First Vice-President become vacated, the Second Vice-President shall assume the duties of First Vice-President.
    - c. Should the office of Second Vice-President become vacated, the Board of Directors shall fill the office until the next general election of the membership is held.
    - d. Should the Treasurer resign, the Board of Directors shall appoint an interim Treasurer to serve until such time as a search committee can function to fill the position.
    - e. Should the Iowa ACTE Region III Representative become vacated, the Iowa ACTE Board of Directors shall actively solicit qualified candidates to complete that term. Appointments must be confirmed by a majority of the voting members of the Iowa ACTE Board of Directors.

- f. Division Representatives' vacancies are the responsibility of the respective divisions.

D. Official Publication

- 1. The official publication of the Association is the Iowa ACTE Web page.
- 2. This publication is to be updated quarterly or as determined by the Board.
- 3. Any notice printed in the Iowa ACTE web page shall constitute an official notice to the membership.

E. Dues

- 1. Dues shall be set as stated in Article V. C. of the Bylaws.
- 2. The Board of Directors shall determine all deadline dates pertaining to payment of fees or cancellation of membership.
- 3. No dues shall be refunded to any person whose membership shall terminate for any reason.
- 4. Dues are payable to the Treasurer of the Iowa ACTE. Dues and membership lists (including e-mail addresses) from affiliate groups should be submitted to the Iowa ACTE Treasurer within 60 days of their respective conferences.

## II. POLICIES – BOARD OF DIRECTORS

A. Duties of Board Members

- 1. To direct the work of the organization as prescribed by the By-laws.
- 2. To perform the duties specified for directors in this manual.

B. Regular Meetings

- 1. Regular Board meetings shall be held a minimum of four times each year.
  - a. The meetings may be either in-person or web-based.
  - c. The place, date, times, and type of meeting shall be set by the President and approved by the Board. Special Board meetings shall be called by the President or a majority of the Board of Directors as necessary.
- 2. The agenda for business and Board meetings shall include:
  - a. President and Treasurer reports.
  - b. Division reports
  - c. Standing committee reports and other reports requested by the Board
  - d. Ad Hoc committee reports
  - e. Region III Report
  - f. Ex-officio reports
    - (1) Executive Director Report
    - (3) Department of Education Report
  - g. Unfinished Business
  - h. New Business
    - (1) If previously placed on the President's agenda
    - (2) If properly channeled through a respective committee
    - (3) If presented by a single Board member

3. Attendance at Board Meetings

Each Board member is expected to attend all Board meetings. If a representative is unable to attend, an alternate representing the absent representative shall be properly

authorized to attend. The directors must notify the President of the alternate. Each ex-officio member is expected to attend or have an authorized representative attend in his or her place.

4. Attendance and reports to the Board by non-members of Iowa ACTE shall be left to the discretion of the President
5. Specific duties of the Board of Directors shall be to:
  - a. Be responsible for Iowa ACTE duties and activities at conferences and conventions.
  - b. Approve all Iowa ACTE publications and strategies for communication.
  - c. Evaluate the accomplishments of Iowa ACTE and provide written documentation to the House of Delegates at the Annual Conference.
  - d. Develop objectives and strategies for implementation of the Iowa ACTE program of work and report to the House of Delegates at the Annual Conference.
  - e. Coordinate the various committee activities with the program of work.
  - f. Approve the annual budget and recommend its adoption by the House of Delegates.
  - g. Receive and act upon committee reports
  - h. Provide for the safekeeping and proper investment of all funds of the Association.
  - i. Approve the Treasurer and designate the term-of-office and compensation.
  - j. Make periodic reports for the purpose of keeping the membership informed.
  - k. Fill vacancies that may occur on the Board of Directors.
  - l. Perform such duties as are designated by the House of Delegates.

### **III. POLICIES: COMMITTEES**

- A. Standing Committee Duties. (Chairpersons and Membership are also defined in the Iowa ACTE By-laws.) ALL COMMITTEES: Keep files of relevant information and materials to pass on to subsequent committee chairpersons and members.

Duties shall not be limited to only those listed; the President may assign additional duties.

1. Audit Review Committee

Chairperson – Iowa ACTE Region III Representative

Membership – Past President

Conduct an annual audit of the treasury and a quarterly review of both the bank statement and treasurer's report. Prepare a written report to be given to the House of Delegates at the Annual Conference.

2. Awards and Scholarship Committee

Chairperson–At least one Iowa ACTE Board of Directors Division

Membership – Iowa ACTE Region III representative with remaining membership selected by Chair and Approved by the Iowa ACTE Board of Directors. (Suggestion to have one person from each active division.)

- Facilitate awards and scholarship activities
- Identify awards and scholarships to be given
- Develop and distribute the necessary nomination and application forms

- Communicate availability of awards and timeframe to active divisions.
  - Review applications and nominations
  - Select winners
  - Present awards at the Annual Conference
  - Prepare a written report for the annual House of Delegates Meeting.
3. Conference Planning Committee: Chairperson – Iowa ACTE 1<sup>st</sup> Vice President prior year to the conference.  
Membership – Selected by chair and approved by the Iowa ACTE Board of Directors
- Organize, promote, and conduct the Annual Iowa Association for Career and Technical Education Conference.
  - Provide a quality educational experience and networking opportunities for the Iowa ACTE membership
  - Select a conference theme
  - Establish the program
  - Select presenters
  - Arrange luncheons and banquets
  - Arrange hospitality and social activities
  - Coordinate with facilities
  - Coordinate exhibits
  - Prepare promotional materials
  - Establish a budget
  - Coordinate registration
  - Prepare a written report for the annual House of Delegates Meeting.
4. Membership Committee –  
Co-Chairpersons – Iowa ACTE President and Executive Director  
Membership – Selected by co-chairs and approved by the Iowa ACTE Board of Directors.
- Conduct two meetings per year to promote membership best practices
  - Identify strategies to increase membership in Iowa ACTE and ACTE
  - Promote membership by business/industries and agencies/institutions
  - Prepare a written report for the annual House of Delegates Meeting
5. Advocacy and Policy Development Committee –  
Chairperson – Iowa ACTE Past President  
Membership: President, 2nd Vice President, Executive Director, Department of Education Liaison, with the remainder selected by chair and approved by Iowa ACTE Board of Directors.
- Coordinate National Policy Seminar activities
  - Coordinate CTE Day at the Capitol
  - Coordinate exhibits at SAI, ISCA, IASB conferences
  - Communicate with the state and national legislators on an on-going basis.
  - Assure that the Iowa ACTE establishes and communicates a position on issues important to CTE and the Association

- Review Iowa ACTE By-laws and Policies on an annual basis and report to the Iowa ACTE Board of Directors and House of Delegates
  - Prepare a written report for the annual House of Delegates meeting.
6. Nominating Committee
- Chairperson: Immediate Iowa ACTE Past President
- Membership: Past Presidents
- Submit two nominees to the Iowa ACTE Board of Directors for approval for the office of 2<sup>nd</sup> Vice President. (See Process of Nomination and Eligibility criteria in Iowa ACTE by-laws).
  - Nominating report is due at least 60 days prior to the Annual Conference.
  - Coordinate voting procedure (see by-laws)
  - Prepare a written report for the annual House of Delegates meeting.

B. Ad Hoc Committees: The President may appoint ad Hoc Committees as the need arises with the approval of the Board of Directors

C. Ex-officio Committees: Ex-officio Committees shall be made up of the members of the organizations that support career and technical education and have approval of the Board of Directors to be represented at Board meetings.

D. Committee Procedures

1. The President shall be responsible for the conduct of all committee work carried on by the Standing and Ad Hoc committees of the Organization.
2. Chairpersons and Standing and Ad Hoc committees shall be appointed by the President and approved by the Iowa ACTE-Board of Directors.
3. Each committee shall be reimbursed in accordance with the Iowa ACTE Reimbursement Policy.
4. Each committee chairperson or duly appointed representative shall give an oral progress report of the work accomplished by the committee as requested by the Board of Directors.
5. Committee chairpersons shall keep the President informed of progress being made by the committee.
6. Committee chairpersons shall submit a final committee report for presentation at the Annual Conference. The report should be submitted to the president 30 days prior to the conference.
7. Committee chairpersons shall keep a file of all relevant materials, applications, forms, etc., and pass the file to their successor.

**IV. DUTIES OF IOWA ACTE EXECUTIVE COMMITTEE**

A. Duties of the President

1. Preside at all Iowa ACTE Board, House of Delegates, and all other meetings and activities.
2. Give written notice of Board meetings at least two weeks prior to such meetings.
3. Send meeting notices to the following:
  - a. Officers and ex-officio members
  - b. Committee chairpersons who are scheduled to report



- c. Anyone else that should be notified as determined by the President.
- d. Maintain a President's file of correspondence, activities, and other relevant materials.
- e. Confirm all Iowa ACTE committee appointments and prepare a Directory of Committee Chairpersons for the first Board meeting following the Annual Conference.
- f. Prepare and submit all necessary Iowa ACTE reports (other than Treasurer reports).
- g. Appoint various representatives of the Iowa ACTE Board and from the membership at large to serve on various state and/or national committees.
- h. Prepare and present an annual report to the House of Delegates at the Annual Conference/Meeting.
- i. Serve as a liaison with the Department of Education
- j. Attend as an official representative of the Iowa ACTE those functions and activities where representation is desired. Attend the Regional and ACTE meetings and convention. Prepare materials for hearings or other places where the Iowa ACTE position should be presented.
- k. Write necessary letters or make personal contacts representing the organization to necessary governmental, industrial, business, or professional representatives.
- l. Maintain contact with the Conference Planning Committee.
- m. Co-chair Membership Committee

**B. Duties of the First Vice President**

- 1. Assist the President as requested and preside at meetings in his/her absence.
- 2. Assist the President in coordinating the work of all committees.
- 3. In conjunction with the Treasurer, prepare the budget and submit it to the House of Delegates for approval.
- 4. Actively participate in Executive Committee meetings; Iowa ACTE Board Meetings; and other state, regional, and national career and technical meeting deemed necessary by the Executive Committee.
- 5. Chair the Conference Planning Committee.

**C. Duties of the Second Vice-President**

- 1. Serve as First Vice-President if the office of President is vacated.
- 2. Serve as temporary First Vice-President in the absence of the President.
- 3. Act as an ex-officio member of standing committees as assigned by the Executive Committee.
- 4. Coordinate Ad Hoc committees as assigned by the Executive Committee.
- 5. Actively participate in Executive Committee meetings, Iowa ACTE Board meetings, and other state, regional, and national career and technical meetings deemed necessary by the Executive Committee.
- 6. Serve on the Policy Development Committee.
- 7. Serve on the Conference Planning Committee.

**D. Duties of the Past-President**

- 1. Chair the Nominating and Advocacy and Policy Development Committees
- 2. Serve as an advisor to the Board of Directors

3. Actively participate in Executive Committee meetings, Iowa ACTE Board Meetings, and other state, national, regional, and career and technical meetings deemed necessary by the Executive Committee.

E. Duties of the Treasurer

1. Financial

- a. Operate an accounting system designated to facilitate full accountability of Iowa ACTE funds and expenditures within the adopted budget.
- b. Prepare and present annual budget in conjunction with the 1<sup>st</sup> Vice President to the House of Delegates.
- c. Prepare quarterly financial reports and present quarterly bank statements to the President and Executive Director 5 days prior to Board meetings.
- d. Prepare state and federal financial reports by appropriate due dates as required on behalf of the Association.
- e. Submit written reports, bills, and expenses as specified for Board meetings and/or for annual meetings.

2. General

- a. Maintain accurate financial records.
- b. Undertake special/additional projects on a negotiated per-project basis (i.e., an annual conference).

3. Reporting Channel: The Treasurer is directly responsible to the Iowa ACTE Board of Directors through the Executive Board. It is understood the elected officers and committee chairs will carry out their duties as outlined in the Iowa ACTE By-laws and Policy Manual.

F. Duties of the Region III Policy Committee Representative

1. Serve as an advisor to the Iowa ACTE Board of Directors.
2. Actively participate in Executive Committee meetings, Iowa ACTE Board meetings, and other state, regional, and national career and technical meetings deemed necessary by the Board of Directors.
3. Attend all Region III Policy Committee meetings (ACTE Convention, National Policy Conference, Professional Development Conference and teleconferences) and all other meetings called by the President
4. Attend the Region III Business Meeting at the ACTE convention.
5. Assist in the development of the Region III Program of Work.
6. Assist in the development of policies for Region III.
7. Serve a term of three years to begin on July 1 and end on June 30.
8. Serve on committees as assigned by the President
9. Facilitate state nominations for ACTE committees.
10. Facilitate state nominations for ACTE Region III Award of Merit and Award of Excellence.
11. Promote participation in ACTE and ACTE Region III awards.
12. Represent Iowa ACTE on the Region III Policy Committee.
13. Provide legislative leadership on a state, region, and national level.
14. Assist in the development of the ACTE Region III budget.

15. Assist Executive Director in planning the Region III Conference when Iowa ACTE is host.
16. Enhance continuity of governance in the state association.
17. Enhance communications between ACTE and the state association.

G. Duties of the Executive Director

- Work in cooperation with appointed treasurer to Perform financial duties as treasurer for the association.
- Assist in managing the Iowa ACTE website
- Manage membership database and assist with strategies to recruit members.
- Provide support for conference planning/registration, etc.
- Provide support in coordination of legislative day, National Policy Seminar, order awards and supplies, etc.
- Provide continuity through organizational management, such as records of committee members and terms, completion of association quality award application and other efforts required on an annual basis.
- Maintain history of Iowa ACTE
- Obtain updated state reimbursement chart for travel expenses.

Additionally:

1. Coordination/organizational tasks - Provide continuity through organizational management.
  - a) Oversee financial record keeping and year-end financial report for the board.
  - b) Supervise membership records. Keep membership lists, Coordinate with ACTE on national memberships.
  - c) Assist with creation of proposed annual budget.
  - d) Oversee preparation of taxes, Sales Tax reports, IRS report for wages as required by the IRS and the State of Iowa
  - e) Work with Iowa ACTE president and aid in the implementation and efficient operation of goals and objectives of Iowa ACTE.
  - f) Responsible for adherence to Bylaws and Policies and Procedures of ACTE and Iowa ACTE.
  - g) Provide necessary reports to ACTE
  - h) Maintain history of Iowa ACTE by submitting an annual report to be posted on the Iowa ACTE website
2. Communications - Facilitate communications with the Executive Committee, Board, members, ACTE, Iowa ACTE divisions, Iowa Department of Education, Industry, the public, and others as needed through email, conference and phone calls, website and face to face meetings.
  - a) Act as a liaison with affiliate associations and organizations in order to facilitate positive relations between Iowa ACTE and its Affiliate Organizations.
  - b) Advise Iowa ACTE and the leadership of Iowa ACTE of issues impacting the organizations, which necessitate their action

- c) Work with President to organize and facilitate all Executive Committee and Board meetings.
  - d) Advocate working with business and industry to promote the importance of Career & Technical Education (CTE).
  - e) Collaborate with the Iowa Department of Education, Bureau of Career & Technical Education and Bureau of Community Colleges.
  - f) Serve as primary Iowa ACTE representative to ACTE and ensure that Iowa has a Region III policy committee representative.
  - g) Ensure appropriate communication with ACTE.
  - h) Be directly responsible to the board of Iowa ACTE in all capacities
3. Strongly encouraged to attend each ACTE National Conference, ACTE Region III Conference, and ACTE Policy Seminar (travel, lodging and conference fees will be covered expenses as budget permits)
- a) Attends all Executive Committee and Executive Board Meetings, as a non-voting member.
  - b) Represent Iowa ACTE in National Executive Directors Association (NEDA) National Executive Directors Association with financial assistance from Iowa \*(see Compensation)
  - c) Represent Iowa ACTE at national, state, local and community levels.
  - d) Encourages state leadership attendance at ACTE events, including having voting delegates and attending State leader sessions.
  - e) Fulfill the requirements of the Executive Director as defined in the Iowa ACTE by-laws.

## **V. REIMBURSEMENT OF EXPENSES**

- A. Travel expenses (mileage, airfare, local transportation, lodging, meals) shall be reimbursed at the state rate.
- B. Telephone, postage, and other similar expenses shall be reimbursed upon presentation of documentation to the Treasurer and authorized by the Executive Committee.
- C. Subject to Iowa ACTE budget, Iowa ACTE shall reimburse the following upon authorization by the Executive Committee and proper documentation of expense.
  - 1. Board Meetings  
Past-President, President, First Vice-President, Second Vice-President, Treasurer, ACTE Region III Representative, Secretary, and Division Representatives shall be reimbursed for travel to and from in-person board meetings.
  - 2. ACTE Policy Seminar  
President, First Vice-President, and Second Vice-President. If one of these three is unable to attend, the Board shall select a substitute who shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses by Iowa ACTE if either ACTE or ACTE Region III does not reimburse those expenses.
  - 3. ACTE Convention  
President, First Vice-President, and Second Vice-President. If one of these three is unable to attend, the Past-President shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses by Iowa ACTE if either ACTE or ACTE Region III does not reimburse those expenses.

4. ACTE Region III Convention  
President, First Vice-President, and Second Vice President. If one of these three is unable to attend, the Past-President shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses by Iowa ACTE if either ACTE or ACTE Region III does not reimburse those expenses.
- D. Iowa ACTE shall reimburse approved participants in activities C1, C2, C3, and C4 at the following rates:
1. Payment for one-half of a double room rate for the number of days of the activity unless it is not feasible to have two in a room. In this case, the individual will be reimbursed at the State room rate.
  2. Mileage or single (coach class) plane fare to activity, whichever is less costly. Meals reimbursed at the state rate.
  3. Registration fees.