

**OPERATING POLICIES AND PROCEDURES
NEW MEXICO ASSOCIATION OF CAREER AND TECHNOLOGY
EDUCATION**

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INTRODUCTION

This manual is a compilation of policies approved and voted, in accordance with Robert's Rules of Order, by the NMACTE Board of Directors. The policies and procedures constitute the operating framework for the officers and the membership of the Association. Also embedded within the policies and procedures are the guidelines for the successful deployment of the Association's Strategic Plan and Priorities. It is the intent to provide the procedures and information necessary for the efficient and consistent services to the NMACT membership.

The name of this organization shall be the New Mexico Association of Career and Technology Education (hereafter referred to as NMACTE). The NMACTE is organized as a state career and technology association affiliated with the Association for Career and Technical Education (ACTE).

MISSION

To unite the profession of career and technology education and serve the needs of its members.

VISION

The New Mexico Association of Career and Technology Education is recognized as a dynamic educational leadership organization that anticipates and fulfills the needs of its members and all New Mexicans in developing a competitive workforce.

ORGANIZATIONAL GOALS

Policy Development
Professional Leadership Development
Membership Service
Leadership of the Profession
Promotion of Career and Technical Education
Secondary and Post-Secondary Collaboration

I. ORGANIZATIONAL STRUCTURE

A. MEMBERSHIP

1. Interested individuals who promote the goals of the Association shall be eligible for membership. The categories of membership shall be:
 - a. Affiliated: Individuals actively employed in career and technology education in the State of New Mexico.
 - b. Associate: Individuals, agencies, or groups not actively engaged but interested in career and technology education.
 - c. Support Staff: Individuals actively employed in career and technology education in a support staff position.
 - d. Student: Individuals who are enrolled in a CTE Pathway.
 - e. Loyalty: Individuals who have retired and maintain an active interest in career and technology education.

2. Association membership begins with payment of NMACTE dues. The membership year shall be from January 1 through December 31 of the same

- year; regardless of the time dues are received. No dues shall be refunded. Dues shall be collected for each membership classification according to the following schedule:
- a. Affiliated Membership dues include dues to ACTE, NMACTE, and appropriate divisions.
 - b. Associate Membership - annual dues of \$50 to NMACTE. Dues are submitted directly to the Executive Director of NMACTE.
 - c. Support Staff Membership - annual dues of \$50 to NMACTE and appropriate dues to Support Staff section.
 - d. Student Membership - annual dues of \$10 to NMACTE and as set by ACTE.
 - e. Loyalty membership - annual dues of \$12 to NMACTE and as set by ACTE and appropriate loyalty division dues.
3. Dues shall entitle the membership of each classification to a one-year subscription to NMACTE's newsletter, legislative representation and additional services as described in the NMACTE brochure.
 4. Dues must be current in order for the member to be eligible for division voting, leadership positions, awards committee assignments and other division activities.

B. DIVISIONS

1. The divisions currently recognized are: Administration, Post-Secondary / Adult Education, Agricultural, Business Education, Family & Consumer Sciences, Guidance, Health Occupations, Marketing, Technology Education, and Trade and Industrial.
2. Division Requirements
 - a. Each division formulates its own operating policies in accordance with the NMACTE Bylaws and the NMACTE Operating Policies. The NMACTE staff will monitor the operating policies of each division periodically for consistency with NMACTE Bylaws and NMACTE Operating Policies.
 - b. The Division Presidents shall disseminate information from NMACTE to their respective divisions.
 - c. The Division shall carry on a vigorous annual ACTE membership campaign.
 - d. The Division shall meet all guidelines as outlined in the NMACTE Bylaws.
 - e. Each Division shall submit nominees for consideration of awards according to the NMACTE Awards Program guidelines.
 - f. Each Division must assume the responsibility for assisting in carrying out the ACTE Program Activities as part of its State Program Activities.
 - g. In order for a division to supply a nominee for NMACTE President, it must maintain an annual membership in NMACTE of not less than 75% of its potential membership.
 - h. Upon request by a Division, NMACTE staff will assist state associations in increasing retention and membership renewal rates.

C. NMACTE BOARD OF DIRECTORS

1. The Board of Directors shall carry out the policies of NMACTE and speak in its behalf when representing NMACTE. When representing the Association for Career and Technical Education, members of the Board of Directors shall follow the policies of NMACTE and espouse the concepts that are generally accepted by the membership.
2. When a member assumes the responsibility of membership on the NMACTE Board of Directors, the professional responsibility extends beyond that of the normal NMACTE membership. The member shall assume responsibilities including those of attendance at meetings representing NMACTE, as well as other tasks, which from time to time arise in carrying out the duties of the office. It is assumed that the members of the Board of Directors will have resources available to them and time to devote to the activities of NMACTE. It is indeed an honor and recognition of professional integrity to be elected to the Board of Directors.
3. Once elected, each NMACTE Board member shall maintain, for the term of their office, all eligibility for NMACTE membership and their elected office as set forth in the NMACTE bylaws, NMACTE policies, and division or region operating policies. Any Board member not meeting these eligibility requirements shall resign from the Board of Directors and the Board shall fill the vacancy according to NMACTE bylaws and policies.
4. Officers and directors shall not solicit honoraria or other consideration when asked to appear on behalf of NMACTE.
5. When the office of a particular Division falls vacant prior to the scheduled election, the NMACTE Board of Directors shall fill said office with a member from the current Division. The Board will request a recommendation from the Division concerning an appropriate candidate. In the event that the office is not filled according to those prescribed procedures, the Board of Directors shall appoint someone to fill the vacancy.
6. When speaking as official spokespersons for NMACTE, members of the Board of Directors shall express only the official position of the organization as expressed by the Board in official meetings or by the Assembly of Delegates.
7. The Board of Directors may establish mutual liaison relationships with boards of other organizations.
8. The member shall assume the responsibility of attendance at the meetings of the Board of Directors. Should the Board of Directors member be unable to attend a specific meeting of the Board of Directors, a proxy representing the entity, which the Board of Directors member represents, may attend the meeting. The proxy shall be allowed to vote for the Board of Directors member only if the proxy has the instructions for the vote on items of action in writing from the elected Board of Directors member. The written vote shall be included in the minutes of the meeting. The Executive Director shall be notified by the Board of Directors member as to who the proxy will be.
9. Each member of the Board of Directors shall assume certain fiduciary responsibility in the oversight of operations of the NMACTE. This fiduciary responsibility includes becoming knowledgeable of the financial policies and operations of the Board of Directors, making decisions based on that knowledge, which are believed to be in the best interest of the corporation

- and the entity being represented, and loyalty to the purposes of the Board of Directors as defined by the Bylaws.
10. Each Board Member shall have the responsibility of reporting the activity and decisions of the Board of Directors to the NMACTE membership, which the Board of Directors member represents.
 11. The Board of Directors holds four regularly scheduled meetings each year.
 12. Special meetings of the Board of Directors may be called by the President or at the joint request of a majority of the members of the Board. At least 10 days notice in writing shall be given to all Board members and the Executive Director for any special meetings, unless such notice is waived by all members of the Board of Directors.
 13. All meetings of the Board of Directors, except executive sessions, shall be open to any member of NMACTE.
 14. At the summer meeting of the Board of Directors, the Executive Director shall place the Board policies on the agenda as the first item for any necessary clarification, reaffirmation or other action.
 15. Draft copies of current minutes will be distributed to all Board Members within one month of meetings. Copies of the approved minutes of all meetings of the Board of Directors shall be distributed by the Executive Director at the next regularly scheduled meeting for board binders.
 16. Under special circumstances, the Executive Committee or members of the Board may invite guests to meet with the Board. Contributions by invited guests should deal directly with the items under consideration for which these individuals were invited to contribute. Any invitation should be submitted to the Executive Director by the due date for Board action items and approved by the Executive Committee. Any reimbursement to invited guests will be at the discretion of the Executive Committee.
 17. All Executive Committee meetings will be closed meetings. However, invitations may be extended to individuals at the discretion of the Executive Committee.
 18. NMACTE will also carry a professional liability policy for errors and omissions with a maximum coverage of \$1,000,000, subject to a maximum deductible of \$5,000. Insured under this policy are NMACTE as a named entity, the Board of Directors and Officers, and volunteer committee members. In addition, members are protected by professional liability insurance while acting at the direction of any officer of the Board of Directors on behalf of NMACTE.
 19. The Board of Directors shall be composed of the President, President-elect, Immediate Past-president, Secretary, and Division delegates. The Executive Director, Region IV Policy Committee member, CTEP Representative, the Director of the Career, Technical and Workforce Education Bureau, of the New Mexico Public Education Department, or designee, and the Financial Analyst shall serve as ex-officio members of the Board of Directors. All ex-officio members shall be non-voting members of the Board of Directors.
 20. New representatives from NMACTE Divisions replacing those with expired terms shall be elected to the Board of Directors for three years.
 21. The Executive Director shall notify the appropriate NMACTE Division Presidents of the expiring terms. This notice shall be given at the second quarterly meeting of the Board of Directors. It is desirable that replacements

- be identified prior to the Fourth Quarterly Board of Directors meeting to allow the incoming representatives to attend one meeting prior to official membership on the Board of Directors.
22. Newly elected representatives shall begin their term September 1. They shall be invited to attend the Fourth Quarterly Board of Directors meeting with their predecessor. Current members will retain their voting privileges until September 1.
 23. Should a Board of Directors member be unable to complete their three-year term, he/she shall immediately notify the NMACTE Executive Director.
 24. When the position held by a Board of Directors member becomes vacant prior to the scheduled election, the entity, which the Board of Directors member represented shall appoint a replacement to complete that term.
 25. Individuals are prohibited from being appointed / elected to succeed themselves to a consecutive three-year term in the identical position, unless a vacancy would occur.
 26. A quorum is necessary for the transaction of business. A quorum shall consist of a majority of the members of the Board of Directors.

D. NMACTE EXECUTIVE COMMITTEE

1. Officers:
 - a. The officers of the NMACTE shall be: NMACTE President, NMACTE President-Elect, NMACTE Past President, and the Secretary.
 - b. The NMACTE Executive Committee shall constitute the authoritative body of the NMACTE.
 - c. Only affiliated, life and/or loyalty members who have paid membership dues in NMACTE shall be eligible for membership on the Executive Committee, to serve as delegates, or to hold any other office.
 - d. If a vacancy occurs in the office of NMACTE President or President-Elect, the NMACTE Executive Committee shall appoint an interim President or the President-Elect to fill the vacancy until the prescribed procedures can be followed to elect a replacement.
2. Nominations of Officers:
 - a. Secretary-elect can be nominated from any affiliated Division.
 - b. Names of candidates from affiliated Divisions must be submitted in writing to the Association Nominating Committee. Names and biographical sketches of candidates must be received in the Association office prior to the Spring Board Meeting.
 - c. The Association Nominating Committee shall be composed of the Executive Committee of the Association and shall meet annually at the Spring Board Meeting to review candidates.
 - d. The Association Nominating Committee shall determine the two most qualified candidates for the office of Secretary-elect and shall approve them as nominees for that office.
 - e. The nominees shall be presented to the membership at the annual meeting. Each nominee shall make a three-minute presentation to the general membership. A simple majority of the voting delegates present shall determine the result of elections.
3. The duties of the officers are as follows:

- a. President. The President shall preside at all meetings of the Association including the meetings of the Executive Committee and subject to the approval of the Executive Committee shall appoint the chairperson of all Standing Committees and any special committees. The President shall represent the Association as spokesperson on matters of policy or, at his/her discretion, assign responsibility for such representation; review Association policies and recommend priorities to be considered by the Executive Committee, and serve as ex-officio member without vote on all committees. In his/her absence, the President shall designate the Past-president or the President-elect to act in his/her stead. In the event the President fails to do so, the Executive Committee shall appoint an elected officer to preside.
- b. President-elect. The President-elect shall serve in any capacity as directed by the President as occasions may demand and to make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education. The President-elect shall serve as the chair of the Membership Committee responsible for recruiting new members and retaining current members.
- c. Past-president. The Past-president shall provide advice to the President and make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education. The Past-president shall serve as chair of the Program Leadership Committee responsible for developing a Program of Work consistent with the purposes of the Association.
- d. Secretary. The Secretary shall serve in any capacity as directed by the President; will record the proceedings of all official meetings including the Executive Committee and the Board of Directors meetings; will provide copies of the proceedings to each member of the Board and the Executive Committee and will make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education.
- e. All officers shall be voting members of the Board of Directors.

E. NMACTE EXECUTIVE DIRECTOR

1. The Executive Director shall be the chief executive officer and shall serve as an ex officio member of the Board of Directors. As such, the Executive Director will have authority and responsibility for carrying out Board policy and such other duties as are assigned by the Board or as required by contract with the association, the Bylaws of ACTE.
2. In a situation where the current Executive Director is incapacitated for any reason, the Executive Committee shall convene within one week and shall appoint one of the Senior Directors as a Temporary Executive Director. If the Executive Director remains incapacitated for an extended period, then the Board at its first meeting thereafter may elect to take further action in appointing a Temporary Executive Director. Incapacitation shall be defined as

- being unable, due to physical or other conditions, to delegate and to remain in constant contact with the headquarters office.
3. The Executive Director may negotiate with a group or combination of groups to provide specialized professional leadership.
 4. ACTE's employment policy is to comply with all applicable federal, state, and local laws regarding equal employment opportunity and prohibiting discrimination.
 5. The Executive Committee shall annually review with the Executive Director his/her responsibilities and shall evaluate the Executive Director using the job description and annual objectives as agreed to in the Executive Director Performance Evaluation document. The Executive Committee shall submit their evaluation report to the Board for review and recommend changes in future performance indicators to the Board.
 6. The Executive Committee shall annually establish with the Executive Director his/her priority objectives for the forthcoming fiscal year, which shall be derived from the ACTE Strategic Plan. These are to be reported to the full ACTE Board.
 7. The Executive Committee shall establish the annual compensation and contract terms of the Executive Director.

F. EMPLOYMENT OF PERSONNEL

1. Board of Director's employment policy shall comply with all applicable federal and state laws regarding equal employment opportunity and prohibiting discrimination.
2. All staff position vacancies shall be publicized to the entire membership of NMACTE.
3. The Board of Directors may delegate to the Executive Committee the negotiations of the initial contract and compensation level.
4. Subject to budget and time consideration, employees may select to take training courses or seminars determined to contribute to improved job performance. Requests shall be submitted to the Board of Directors for consideration of approval. Tuition or fees and travel expenses shall be paid by NMACTE.

II. PROFESSIONAL DEVELOPMENT

- A. The NMACTE shall have one annual meeting to be held at the time and place of the Annual NMACTE Conference, called by the office of the Executive Director of NMACTE, who shall be asked to assure ample time is provided.
- B. The NMACTE Annual Meeting shall include but is not limited to:
 1. Report from the NMACTE Executive Director
 2. Report from the NMACTE President
 3. Installation of in-coming NMACTE President
- C. The Conference shall include topics in the area of professional development of all NMACTE members.
- D. A Legislative Seminar shall be conducted following the convening of each legislative session to provide NMACTE members with pertinent information on legislative and appropriations issues, which will assist them in lobbying on the local level for career and technology education.

- E. Following the adjournment of each legislative session the NMACTE Executive Director shall produce a Legislative and Appropriations Planning Summary Sheet. The purpose shall be to review the events and outcomes of the previous session and identify goals for the following legislative session.
- F. NMACTE shall promote to the members the ACTE Annual Convention, the ACTE Region IV Conference and the ACTE National Policy Seminar, encouraging their attendance at these professional development events.
- G. NMACTE shall promote to its members the ACTE Region IV Scholarship for College Credit/National Board Certification and a Travel Stipend for a new attendee to the ACTE Region IV Conference. These monetary awards will be reviewed and decided by the NMACTE Division Presidents-elect, but will be awarded by the ACTE Region IV Policy Committee.

III. COMMITTEES

A. Committee Operations

1. There shall be standing committees and operational committees. Ad hoc committees shall be appointed as needed.
2. All committee appointments shall be recommended by the division ~~president~~ representatives, and approved by the President of NMACTE and the Executive Committee.
3. The President shall appoint chairs of committees.
4. The President with approval of the Executive Committee shall fill all committee vacancies.
5. All standing committee meetings shall be held during the NMACTE summer conference.
6. The committee chair shall refer any committee member missing two consecutive meetings to the President for review of that person's status on the committee. The President shall confer with the Division representative to consider replacement of the division's representative on that committee.
7. Committees shall plan an annual budget request for the next fiscal year to be submitted to the President by September 1. The budget request shall include a listing of items requested with dollar amounts and rationale for items requested. The final committee budgets shall be approved by the NMACTE Board of Directors.
8. Committee reports shall be provided for quarterly NMACTE Board of Director meetings.
9. Minutes of all committee meetings shall be prepared and sent to committee members, with copies to the President, President-Elect and Executive Director.
10. The respective committees shall determine meeting dates, times and locations, for special needed meetings. Exceptions may be made by the Executive Committee or to meet the requirements of the Bylaws.

B. Committee Responsibilities - Standing Committees

1. NMACTE Executive Committee
 - a. The Executive Committee shall be composed of the NMACTE President, NMACTE President-Elect, NMACTE Past President, and NMACTE Secretary.
 - b. The Executive Director serves as an ex-officio non-voting member.

- c. The NMACTE President shall serve as chairman; the immediate Past President as vice chairman.
- d. The Executive Committee shall constitute the administrative body of NMACTE.
- e. The Executive Committee shall have management responsibilities of NMACTE.
- f. Duties shall be:
 - 1) To provide a broad base for the development and execution of the annual Strategic Priorities, including the annual meeting of NMACTE.
 - 2) To establish written policy as is needed for the operation of Standing and Ad Hoc Committees.
 - 3) To evaluate the accomplishments of the NMACTE.
 - 4) To approve the annual budget of NMACTE.
 - 5) To receive and act upon committee reports.
 - 6) To provide for the safekeeping and proper investment of all funds of NMACTE
 - 7) To require an external audit be performed at the close of each fiscal year and review results at the quarterly meeting.
 - 8) To appoint the Executive Director, designate term of office and compensation.
 - 9) The Executive Committee shall meet quarterly unless called as needed by the President or the Executive Director.

2. NMACTE Board of Directors

- a. The Board of Directors shall be composed of the NMACTE Executive Committee, representatives of each Division, State Program Directors, and Director of the Public Education Department of Career and Technology Education.
- b. Officers shall be: NMACTE President; NMACTE Past President; NMACTE President-Elect; NMACTE Secretary.
- c. Duties shall be:
 - 1) To provide opportunities for wider participation of the membership in the affairs of NMACTE.
 - 2) To provide a close working relationship among the divisions and the Executive Director.
 - 3) To provide a broad base for the development and execution the annual Strategic Priorities, including the annual meeting of NMACTE.
 - 4) To assist the NMACTE Executive Committee, the divisions and individual members in matters of concern to each.
- d. The meetings of the Board of Directors (prior to the Annual NMACTE meeting) shall be called by the President to plan for the annual meeting and conduct other pending business.
- e. Other meetings of the Board of Directors may be called as needed by the President or Executive Director.

3. Awards Committee

a. Purpose

- 1) The purpose of the Awards Committee is to implement, coordinate and oversee the NMACTE Awards Program, which

seeks to promote excellence in career and technology education by recognizing individuals who have made extraordinary contributions to the field and organizations, which have conducted activities to help promote and expand career and technology education programs. Detailed information about the awards program, application procedures and appropriate forms are contained in the program brochure.

b. Duties and Responsibilities

- 1) The Committee, which is made up of one representative from each division, the Region IV Awards Committee representative and a chairperson, is responsible for recommending the awards program to the Association's Board of Directors, setting criteria for awards, reviewing applications and selecting NMACTE award recipients.
- 2) Plan, conducts, and evaluate, , the awards presented on behalf of NMACTE.
- 3) The Committee shall annually review, update, and direct reprinting of the awards program to be submitted to the Board of Directors.
- 4) Prepare an annual budget for the committee.
- 5) Prepare proposed Strategic Priorities.
- 6) Distribute to each division established criteria for awards.
- 7) The Committee is responsible for critiquing the dossiers from each division to be submitted for Region IV and ACTE competition.
- 8) The Committee shall conduct the necessary meetings to accomplish the duties and responsibilities herein listed.
- 9) Perform other duties as assigned by the Executive Committee.
- 10) The Region IV Awards Committee representative shall attend the Region IV conference to be reimbursed by Region IV at the rate designated by the Region IV Policy Committee. This representative shall attend the Region IV Awards Committee meeting held during the ACTE Convention or designate a substitute.

c. Winners Workshop

- 1) A meeting shall be held in October or November by the State NMACTE Awards Chairperson for the award recipients, who will be going to Region IV. Instructions for preparation of notebooks will be given.

4. Legislation Committee

- a. Keep members informed on state and federal legislative issues.
- b. Develop positions on legislative issues, including proposed resolutions for NMACTE.
- c. Generate support for positions taken on legislative issues.
- d. Establish and maintain a legislative network.
- e. Prepare an annual budget for the committee.
- f. Prepare proposed Strategic Priorities.
- g. Perform other duties as assigned by the Executive Committee.

5. Program Leadership Committee

- a. The Program Leadership Committee shall be composed of the NMACTE Executive Committee and the NMACTE Division President-Elects or appointees.
 - b. The Committee shall meet in the Spring prior to the end of the fiscal year.
 - c. The Committee shall review the current year's Strategic Priorities and develop the future year's Strategic Priorities based upon NMACTE's Strategic Plan.
 - d. The proposed annual budget shall include funding necessary to accomplish Strategic Priorities activities.
 - e. Perform other duties as assigned by the Executive Committee.
6. Nominating Committee
- a. The Nominating Committee's charge is to function as a search and screening committee. The Nominating Committee members, collectively and individually, are to search out from among the NMACTE membership the most able demonstrated leaders and encourage them to present themselves as candidates for secretary-elect. Nominating Committee members should also encourage division representatives to seek out and encourage the most capable leaders to present themselves as candidates for secretary-elect.
 - b. The Nominating Committee should receive potential candidates for secretary-elect until May 15, 5:00 p.m., of each year. The NMACTE Nominating Committee by majority action may extend this deadline, if necessary, but must have completed its interviews of all candidates in time to select and announce two nominees at least three weeks before NMACTE Annual Conference.
 - c. The Nominating Committee shall be composed of the NMACTE Division Past Presidents, or appointee.
 - d. The Past-President shall serve as the chairperson.
 - e. The Nominating Committee shall develop and implement criteria and procedures for reviewing, interviewing and selection of the two candidates.
 - f. The Executive Committee interprets the Bylaws for the direction of the Nominating Committee as follows:
 - 1) A maximum of two nominees must be presented to the NMACTE membership as nominees.
 - 2) For a candidate to be considered by the Nominating Committee, NMACTE membership is required.
 - 3) No division, which originally nominated a person who is currently serving in the positions of President, Past-President, President-Elect or Secretary, can nominate a candidate for Secretary-Elect.
7. Public Relations Committee
- a. The Public Relations Committee shall promote all of the benefits associated with being a member of the New Mexico Association of Career and Technical Education (NMACTE).
 - b. The committee is responsible for reviewing and developing ways to promote products and services to the membership that provide non-dues revenues to NMACTE.

c. To accomplish the mission the committee will first develop a Marketing Plan that will accomplish the following objectives:

- 1) Increase participation in existing services
- 2) Identify new services to meet member needs that may also generate association revenue.

8. Membership Committee

- a. The Membership Committee shall be comprised of all of the division representatives.
- b. The Committee shall review the membership data, each division comparing their membership enrollment to previous years.
- c. The Committee shall attempt to analyze membership trends and issues pertinent to their respective division.
- d. The Committee shall at each meeting review all membership activities of the NMACTE office to determine the effectiveness of each activity and when additional efforts are necessary.
- e. Each Division representatives shall work with the Division Advisor in soliciting and conducting division activities to recruit nonmembers.

C. Committee Responsibilities - Ad Hoc Committee(s)

1. Ad hoc committees shall be established periodically by the president of NMACTE to study and make recommendations on specific problems or concerns of NMACTE.
2. Duration of these committees shall be designated at the time of appointment.
3. Appointment of persons to serve on these ad hoc committees shall be made in accordance with ACTE / NMACTE policies.

IV. FISCAL OPERATIONS

- A. The fiscal operations are the responsibility of the Executive Director and shall be approved by the NMACTE Executive Committee.
- B. A proposed annual budget shall be prepared by the Executive Director for consideration by the NMACTE Executive Committee.
- C. The Executive Director shall be adequately bonded at all times because of the supervising of organizational monies.
- D. Proper accounting practices shall be followed for all financial record keeping.
- E. The fiscal year shall be July 1 through June 30.
- F. All monies shall be deposited by the Executive Director and held in an account at a government insured financial institution.
- G. The Executive Director shall maintain funds at fair market value of interest.
- H. The Executive Director and members appointed by the Board have the authority to sign all bank drafts. Credit cards maintained by Board of Directors shall be American Express and VISA or MasterCard. These shall be used only when direct billing is not feasible. The Executive Director shall have both cards for their use. The copy of each imprint with description of purpose of expenditure shall be attached to the monthly statement. Board of Directors credit cards shall not be utilized for personal staff use.
- I. All expenses incurred by staff in the fulfillment of work responsibilities shall be reimbursed. An expense form documenting the date, destination, purpose of the expense, the types of expense, and signature of the claimant shall be filed monthly for reimbursement. Expense reimbursement shall be approved by the Executive Director and the Fiscal Officer

- J. All staff travel out-of-state shall be approved by the Board of Directors when there is knowledge of the travel prior to the next Board of Directors meeting. In such case when the travel must occur prior to the next Board of Directors meeting, the Executive Committee shall approve the out-of-state travel and it shall be reported to the Board of Directors.
- K. When financial conditions allow, the budget shall include allocation for travel expense for both the Executive Director and Assistant Director to attend the ACTE Convention and the ACTE Region IV Conference to fulfill NMACTE responsibilities. It shall also include allocation for travel expense for the Executive Director to attend the ACTE National Policy Seminar.
- L. Any purchase of supplies, equipment or furniture in excess of \$1,000 shall be made on the basis of bids requested from three or more competent vendors. Bids on items, which cost less than \$1,000, will be obtained when the nature of such items and good business practices so indicate. When bids are requested, specifications are developed including type of product or service, quantity, quality and conditions of the bid.
- M. All purchase of supplies, equipment or furniture in excess of \$1,000 shall require approval of the Executive Committee and shall be communicated to the Board of Directors.
- N. A petty cash drawer in the amount of \$500 shall be maintained to cover petty expenditures for which writing a draft is not appropriate or feasible. Receipts with the aforementioned requirements shall be maintained. The account shall be balanced monthly and a draft written to restore the balance of cash when deemed necessary.

V. INVESTMENT OF FUNDS

- A. The Board of Directors is charged with the responsibility for investing and safeguarding Board of Director's funds. All investments shall be made only in FDIC protected entities.
- B. Balances of current funds in excess of immediate needs shall be invested in federally insured depositories approved by the Board of Directors.

VI. PROTECTION OF FUNDS AND PROPERTY

- A. All Board of Directors accounts shall be audited annually by a certified public accountant or accounting firm, or members appointed by the Board. This approval shall be contingent upon solicited bids for auditing services for a period of no less than three consecutive years. This allows for continuity in the reporting of Board of Director's finances and protection of funds and property, along with providing adequate study time for an evaluation of Board of Director's internal accounting controls.
- B. A blanket surety dishonesty bond shall be carried for no less than \$100,000 on the Executive Director.
- C. Insurance for extended coverage on the property; office robbery, burglary, general liability, workman's compensation, surety bonds, board liability and such other insurance coverage as seems necessary shall be purchased on the recommendation of the Executive Director with the approval of the Executive Committee. An annual report of the types, amounts and premiums on insurance coverage shall be included as a part of the proposed budget.

- D. An accurate perpetual inventory shall be maintained. All non-consumables with a purchase price greater than \$100 shall be recorded in the inventory. The inventory records shall be included with documents for the annual audit.

VII. AMENDMENTS

- A. These Policies and Procedures may be amended by a majority vote of the NMACTE Executive Committee.
- B. If any statement or policy included in this document is found to be in conflict with the NMACTE Bylaws or operating policies of the ACTE, such items are automatically null and void.
- C. Proposed revisions must be submitted in writing to the Executive Committee at least sixty (60) days prior to consideration.
- D. Upon approval by a majority of the members of the Executive Committee, the proposed revisions shall be come operative.