



The Association for Career and Technical Education

Agricultural Education Division

Policy Manual

Last Amended: Spring 2024



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1 **INTRODUCTION**

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3 The Agricultural Education Division (the “Division”) is an internal unit of the Association for
4 Career Technical Education (ACTE). Being a Division comes with a certain amount of
5 responsibility; that is, a responsibility to be accountable to its thousands of members. There is
6 also the responsibility to allow for involvement of the membership in order that all may grow
7 professionally.

8 The purpose of this Policy Manual is to inform members of the organizational structure and
9 operating procedures for the ACTE Agricultural Education Division. It serves as a refresher
10 manual for Policy Committee members on how the Division operates.

11 In addition, it provides a record of those policy and procedure changes made on a yearly basis.
12 These procedures supplement the policies of ACTE and its board of directors.

13

14

GENERAL PURPOSES

The general purposes of the Agricultural Division of the Association for Career and Technical Education (ACTE) are:

- To develop high professional standards among the membership.
- To offer services to members of the Agricultural Education Division that will provide, maintain, extend, and expand quality programs to prepare and to improve individuals for essential occupations in the total agricultural industry.
- To provide for better understanding and appreciation of the program of agricultural education among all educators.
- To identify the function of agricultural education in preparing people for the world of work.
- To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories.
- To keep members of the Agricultural Education Division informed as to plans and policies of the Association for Career and Technical Education and their implications for career and technical education.
- To promote professional relationships with other agencies organizations, and institutions concerned with agriculture and agricultural education.

BYLAWS

43

44 The Agricultural Education Division works under the auspice of the ACTE Bylaws which can
45 be viewed on the ACTE Website.

46

47 The ACTE Bylaws, as an incorporated not-for-profit organization include provisions with
48 respect to:

- 49 • The purpose of the organization
- 50 • Qualifications of membership
- 51 • The election and the duties of its directors
- 52 • The role of the members (
- 53 • Meetings of members and directors, including notice, quorum, and voting
- 54 • The role of executive and other committees
- 55 • The role and relationship of the state associations and Division Associate organizations
- 56 • The organization's fiscal year
- 57 • How the Bylaws are amended
- 58 • Indemnification and dissolution procedures

59

60 Bylaws are living documents subject to change as ACTE's organizational needs change. As
61 indicated in the ACTE Bylaws, members of the association can work through the Assembly of
62 Delegates Process to change the Bylaws.

63

64 This Policy manual reflects the operational details Needed for the Agricultural Education
65 Division to function.

66

67

68

ORGANIZATION OF THE DIVISION

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70 Within the organizational structure of the Division, there will be a President, Secretary, Policy
71 Committee and ACTE Standing Committees. Ad Hoc (or special) committees may be
72 appointed as needed by either the membership or the President of the Agricultural Education
73 Division.

74 The National Council for Agricultural Education (NCAE) serves as the ACTE Agricultural
75 Education Division Policy Committee and provide leadership for U.S. Agricultural
76 Education Profession.

77 The major roles of this group are:

- 78 a. to provide national leadership for the Agricultural Education profession;
- 79 b. to assist ACTE achieve its goals as identified in the annual strategic plan;
- 80 c. to provide a mechanism whereby the three affiliates of the Division (NAAE, AAAE,
81 NASAE) can communicate with ACTE;
- 82 d. identify priority issues of the profession; and;
- 83 e. to develop and implement plans to resolve the issues.

84 The Agricultural Education Division Policy Committee members will hold an annual meeting
85 concurrent with the National Council for Agricultural Education (NCAE) September/October
86 meeting. During the policy meeting, the Policy Committee plans the division's program of
87 work for the next fiscal year.

88

89 At the National Association for Agricultural Education (NAAE) annual business meeting that
90 occurs concurrently with CareerTech VISION, the Agricultural Education Division president
91 will report on the program initiatives, ACTE highlights, and membership updates.

92

93 The Division may conduct their policy and business meetings virtually.

94

95 Other meetings may occur during the year as requested by the president or the Policy
96 Committee.

97

98 Quorum will be defined for committees or business meetings as the majority of members.

99

100

MEMBERSHIP

101

102 Members of the Association for Career and Technical Education who are interested in or
103 professionally engaged in Agricultural Education will be considered eligible for membership
104 in the Division.

105 The Agricultural Education Division consists of the three affiliates:

- 106 1. the National Association of Agricultural Educators (NAAE),
- 107 2. the National Association of Supervisors of Agricultural Education (NASAE) and,
- 108 3. the American Association for Agricultural Education (AAAE).

109 The affiliated organizations of the Division are only affiliated with ACTE through the
110 Agricultural Education Division. They are not affiliates of the ACTE.

111 Other membership organizations may affiliate as membership interest indicates, according to
112 the policies of the ACTE board of directors.

113 Members of the affiliates have the opportunity to be members of the ACTE Agricultural
114 Education Division.

115 Each organization will elect its own officers and develop its own Program of Activities.

116

PRESIDENT OF THE DIVISION

The president of the Division will be a division member in good standing, having been elected by the members of the Division. Working to implement the purpose of the ACTE Strategic plan with the Division, and to bring the concerns of the Division to the ACTE board of directors.

Term of Office will be three (3) years, beginning July 1. The Policy Committee reserves the right to provide travel assistance for this position to whatever extent the budget allows.

In the event a vacancy occurs in the office of President, the Policy Committee will select a person to fill the remainder of the term, submitting this person to the ACTE board of directors for final approval.

ROLE OF DIVISION PRESIDENT

Overall Responsibility

The Division president is elected to represent the interests of the members within its Division as Association direction and policy are formulated.

Specific Responsibilities

1. Submitting Reports

- a. An annual report outlining the Division's accomplishments (not the individual VP's activities) during the fiscal year is to be shared at the Division's annual business meeting. Special attention should be given in the report to activities that have helped achieve the goals and strategies of the ACTE Strategic Plan. The report should also identify critical issues and concerns regarding the Division and proposed resolutions to these issues.
- b. Interim reports on the Division's activities are to be submitted prior to the board of directors' meetings for inclusion in the Board books. The date for submission will be provided by the executive assistant and is usually three weeks prior to the Board meeting.
- c. Critical issues and concerns that require Board attention are to be included in each interim report that is submitted prior to each Board and executive committee meeting. In addition, any concerns or issues that should be addressed between Board meetings should be submitted to the Division VP representative on the executive committee at least two weeks prior to the executive committee meetings.

- 156 2. Development and Monitoring of the Division Budget
157 a. A proposed budget showing the programs and activities for the year is to be
158 submitted by May 1. The budget projections should include the ACTE
159 allocation (following Board policy). In addition, all restricted and designated
160 funds are to be projected, including proposed spending from these funds. A
161 form will be provided for submitting the budgets.
162 b. Monthly financial statements are to be reviewed, and any overage from the
163 approved operating budget is to be reported to the finance chair and chief
164 financial officer.
165 c. All expenses related to the Division activities are to be reviewed and
166 approved by the Division president. No reimbursements will be made
167 without the Division president's written authorization.
- 168 3. Committee Assignments
169 a. An up-to-date roster of members serving on the Division policy committee is
170 to be provided annually no later than July 1. During the year, if changes are
171 made in the committee's membership, or if corrections are required in
172 individual listings, these changes should be submitted to Headquarters in a
173 timely fashion.
174 b. Appointment of all Division representatives to serve on ACTE standing
175 committees is to be made no later than July 1 each year. During the year, if
176 changes are to be made or if corrections are required in individual listings,
177 these changes should be submitted to Headquarters in a timely fashion.
178 c. A listing of all Division Associates is to be submitted each year to the ACTE
179 executive assistant. All activities in conjunction with these Division Associates
180 are to follow written Board policies.
181 d. The Division president will serve as liaison to an ACTE standing committee.
- 182 4. National Leadership Fellowship Program
183 a. If the budget allows a plan for a New Professional and /or Experienced Fellow
184 in the Division budget allocation.
185 b. Share fellowship benefits to members at state/region/division conferences and
186 through email/call/text.
187 c. One month prior to applications closing (September), organize a selection
188 committee of 3-5 people to review applicants, if any.
189 d. Complete review process.
- 190 5. Communications
191 a. Keep the leadership of their Division fully informed of all Board actions,
192 policies and Association activities.
193 b. Input and feedback from Division members should be communicated
194 regularly to the ACTE president and executive Director.
195

- 196 6. Meetings
- 197 a. Attendance at all scheduled Board meetings is mandatory. It is expected that
- 198 all materials related to the meeting are to be reviewed prior to the meeting.
- 199 Reimbursement will be based on written Board policy.
- 200 b. Attendance at the CareerTech VISION and National Policy Seminar is
- 201 mandatory. Reimbursement will be based on written Board policy.
- 202 c. Attendance at a Division Associate, Region or state conferences is only
- 203 reimbursed if the Division policy committee approves, invitations from the
- 204 sponsoring organization is issued and money is allocated in the approved
- 205 budget.
- 206 d. Work closely with the ACTE Programs and Communications Department
- 207 staff to identify and develop VISION programming.
- 208 e. Participate in the division vice presidents' conference calls to share
- 209 information and ideas.
- 210 7. Leadership
- 211 a. To preside at all Division policy committee meetings and the annual Division
- 212 business meeting.
- 213 b. Responsible for providing information, resources, and guidance to Division
- 214 members to enable effective decision-making. Examples of information
- 215 include financial reports, membership statistics and updates on ACTE
- 216 activities.
- 217 c. Responsible for fostering and mentoring future leaders.
- 218 8. Communication with Members
- 219 a. Division president will use the web-based *Council Connect* newsletter as the
- 220 formal communication venue to the members of the ACTE Agricultural
- 221 Education Division.
- 222 b. ACTE will develop a consistent e-blast template for the Division president to
- 223 use in their e-blasts.
- 224 c. In compliance with the e-blast policy, Division presidents will be encouraged
- 225 to send out quarterly newsletters to their division. ACTE staff will assist by
- 226 providing items that should be featured in all Division correspondence to
- 227 ensure consistent messaging.
- 228 d. ACTE will develop a common survey to be used by the Division president to
- 229 determine the effectiveness of various ACTE efforts as well as find out
- 230 current issues within the Division.
- 231 e. The webpage for the Division is to be monitored periodically to ensure the
- 232 content is current and accurate. All changes should be submitted to ACTE
- 233 staff.
- 234 f. Divisions are encouraged to include information, articles, best practices, data,
- 235 etc. to meet division members' needs and enhance the value of the Division.
- 236 g. The Division president will proactively promote the value of ACTE
- 237 membership and assist ACTE staff with membership recruitment and
- 238 retention as requested.

PROCESS OF NOMINATION

FOR DIVISION PRESIDENT

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241

242 The year prior to when the Division becomes eligible to elect a new president, the current
243 president will send out notices to the Policy Committee, division members, post to the ACTE
244 website, and notify each state affiliate's president (if applicable) to submit nominations for
245 considerations.

246 The following rotation was established and has been continued for the office of Agricultural
247 Education Division president:

- 248 1. University Teacher Educator (AAAE)
- 249 2. State Staff (NASAE)
- 250 3. Teacher (NAAE)

251 A Nominating Committee will be established by the president. The Nominating Committee
252 will consist of three persons from the Division Policy Committee whose turn it is in the rotation
253 to nominate candidates for Agricultural Education President.

254

255 No member of the nominating committee will be a candidate for office. The committee will
256 review all nominations and interview each candidate. The committee will recommend at least
257 two nominees at the business meeting of the Division. Additional nominations may be made
258 from the floor during the business meeting of the Division providing each nominee has been
259 interviewed and deemed compliant with applicable qualifications. All nominees receiving a
260 majority vote from members present at the Division business meeting will be selected as
261 candidates. The ACTE headquarters staff will be informed of the nominations immediately.

262

263 If there are not two candidates for the office of Division president, the office will be declared
264 vacant by the ACTE board of directors.

265

266 If the office falls vacant prior to the scheduled election, ACTE board of directors will fill said
267 office with a member from the current Policy Committee and/or a past president of the
268 Division. The board will request a recommendation from the committee members concerning
269 an appropriate candidate. In the event the office of president of the Division is not filled
270 according to those prescribed procedures, the board of directors will appoint someone to fill
271 the vacancy.

272

273

274 Qualifications: All members of the Division are eligible for nomination. It is further
275 recommended that nominees possess the following qualifications:

- 276 • Major responsibility will be in the field of agricultural education.
- 277 • A willingness to promote the agricultural education and ACTE Strategic Priorities.
- 278 • Authorization to make time available to effectively execute the responsibilities of the
279 office.
- 280 • Sustained membership in ACTE
- 281 • Evidence of leadership in ACTE, a large percentage of those involved in agricultural
282 education in the nominee's state should be members of the ACTE.
- 283 • Must be able to make time available and have sufficient clerical and secretarial help to
284 effectively execute the responsibilities of Division president.
- 285 • It is recommended that the individual should have served on one or more ACTE
286 committees to develop competencies and understanding of the general policies and
287 activities of the ACTE, have a good attendance record at CareerTech VISION and
288 participated in the program of his/her group.

289
290 All nominations must be submitted to ACTE's Nominating Committee staff liaison by August
291 15.

292

293

294

SECRETARY OF THE DIVISION

295 The Secretary will be elected by the members of the NCAE. The Secretary will maintain
296 accurate minutes of Policy Committee and Agricultural Education Division meetings. The
297 minutes will be distributed to Policy Committee members within 30 days after meetings.

298 A summary report of the Division activities is to be prepared and distributed to the division
299 members at the annual business meeting. The individual will also prepare correspondence for
300 the Division as assigned by the Division president and Policy Committee.

301

302

303

304

POLICY COMMITTEE

305

306 The National Council for Agricultural Education (NCAE) serves as the ACTE Agricultural
307 Education Division Policy Committee and provide leadership for U.S. Agricultural
308 Education Profession. The major roles of this group are:

309 Purposes: The policy committee will serve as an executive and planning group whose primary
310 function is to facilitate the achievement of the general purpose of the Division by coordinating
311 the activities of the Members as follows:

- 312 • to provide national leadership for the Agricultural Education profession;
- 313 • to assist ACTE achieve its goals as identified in the annual strategic plan;
- 314 • to provide a mechanism whereby the three affiliates of the Division (NAAE, AAAE,
315 NASAE) can communicate with ACTE;
- 316 • identify priority issues of the profession; and;
- 317 • to develop and implement plans to resolve the issues.

318

319 The membership on the ACTE Agricultural Education Division Policy Committee/NCAE is
320 comprised of the:

321

- 322 • National Director for Agricultural Education will serve as ex-officio member, without
323 vote.
- 324 • National FFA Executive Secretary who will serve as ex-officio member, without vote.
- 325 • The CEO of the of the National Association for Agricultural Education (NAAE), who
326 will serve as an ex-officio member, without vote.
- 327 • The CEO of National FFA, who will serve as an ex-officio member, without vote.
- 328 • The president of the National FFA Foundation, who will serve as an ex-officio member,
329 without vote.
- 330 • The Immediate Past President of The Council irrespective of organizational affiliation.
- 331 • The president of the Agricultural Education Division of the Association for Career and
332 Technical Education, or the person holding the equivalent successor office of the
333 Association for Career Technical Education (ACTE) or a successor organization (also
334 referred to as Ag Ed Division vice president).
- 335 • A representative of the American Association for Agricultural Education (AAAE).
- 336 • A representative of the National Association of State Supervisors of Agricultural
337 Education (NASAE).
- 338 • A representative of the National Association of Agricultural Educators (NAAE).
- 339 • A representative of the National FFA board of directors.
- 340 • An adult-level instructor recommended by the National Farm and Ranch Business
341 Management Education Association (NFRBMEA).
- 342 • A two-year postsecondary level instructor recommended by the CEO of the National
343 Association for Agricultural Educators (NAAE).
- 344 • An agricultural industry representative recommended by The Council.

- 345 • A representative of a Historically Black College and University (HBCU) agriculture
346 teacher educator program or college of agriculture.
- 347 • A representative of Minorities in Agriculture, Natural Resources and Related Sciences
348 (MANRRS).
- 349 • An adult representing postsecondary students in agriculture recommended by the
350 National Postsecondary Agricultural Student Organization (PAS).
- 351 • A representative of Leadership Executives of Agricultural Education and FFA
352 Development (LEAD).
- 353 • Representatives as deemed appropriate.

354

355

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357

ACTE STANDING COMMITTEES

358

359 The Agricultural Education Division will have one representative on each of the following
360 ACTE Standing Committees:

361

362

- BYLAWS

363

- NOMINATING

364

365 All members who serve on ACTE standing committees are recommended by the Division. A
366 committee member must be a current professional, retired or life member of ACTE.

367

368 Committee terms will be for two years, and a member may serve up to two consecutive terms.

369 All committee appointments will begin July 1 and end June 30.

370

371 A person can serve on only one ACTE standing and/or ad hoc committee at the same time.

372 Division Policy Committee members are eligible candidates for membership on standing or

373 ad hoc (special) committees.

374

ACTE BYLAWS COMMITTEE PROCEDURES

375

376 **1. MISSION**

377

378 To ensure the organizational documents of the Association conform to law and are
379 reflective of the desires and needs of members and to ensure appropriate conformity
380 of organizational and operational documents of the Association.

381

382 **2. AUTHORITY**

383

384 2.1 This is a committee of the board of directors appointed under procedures
385 adopted pursuant to Article 8.2 of the Bylaws.

386

387 **3. COMPOSITION, SELECTION & TERM**

388

389 3.1 The committee will consist of one representative from each ACTE Division and
390 Region and one chairperson.

391

392 3.2 The term of office is the Association's operating year. Members serve for a two-
393 year period and may serve for up to two terms.

394

395 3.3 The committee elects its chair and vice chair with the approval of the board of
396 directors. The chair and vice chair serve for one year.

397

398 3.4 The Division and Region vice presidents appoint their committee
399 representatives.

400

401 3.5 There are no special eligibility requirements to serve on this committee. It is
402 recommended that members of this committee have knowledge of ACTE's
403 organizational structure.

404

405 **4. OBJECTIVES**

406

407 4.1 The Committee is to review all proposals submitted to amend the ACTE
408 Bylaws and prepare a statement of pros and cons for each Bylaws amendment
409 to be included in the October *Techniques* Magazine and posted on the website.
410 The Committee is responsible for bringing forth to the Assembly of Delegates
411 Bylaws amendments to be acted upon.

412

413 4.2 The Committee is asked to review the current Bylaws to determine if changes
414 are needed as a result of practice or good governance and to prepare
415 appropriate amendments for action by the Assembly of Delegates.

416

417 4.3 Because of the sensitive nature of the work of the Committee, and the
418 possibility of legal ramifications to the Association, the Committee is charged
419 to have legal counsel review every recommendation it wishes to make to the
420 board of directors prior to its presentation to the Board.

ACTE NOMINATING COMMITTEE CHARTER

421

422 **1. MISSION**

423

424 To nominate the best qualified member for each elective position of leadership of the
425 Association.

426

427 **2. AUTHORITY**

428

429 2.1 This committee is appointed under procedures adopted pursuant with Article
430 8.4 of the Bylaws.

431

432 **3. COMPOSITION, SELECTION & TERM**

433

434 3.1 This committee is composed of one representative from each Division and
435 Region and one chairperson.

436

437 3.2 The term of office is two years, and each term will commence July 1.

438

439 3.3 The committee chair is appointed by the president and approved by the
440 board of directors and is the outgoing past president.

441

442 3.4 The Division and Region vice presidents appoint their committee
443 representatives.

444

445 3.5 There are no special eligibility requirements to serve on this committee. It is
446 recommended that members are familiar with ACTE's organizational
447 structure.

448

449 3.6 No member of the committee will be a candidate for election.

450

451

452 **4. OBJECTIVES**

453

454 4.1 The Committee is responsible for the implementation of the nomination and
455 election process for the governance year. The Committee is to abide by the
456 bylaws and approved Policy and Procedures Manual in fulfilling its objectives.

457

458 4.2 The Committee is to present at least two candidates for president-elect and
459 ensure all Region and Division vice president candidates meet the required
460 criteria. The entire slate is to be presented to the Assembly of Delegates at
461 ACTE's CareerTech VISION.

462

463 Agricultural Education DIVISION AD HOC (Special)
464 COMMITTEES

465 Ad Hoc (Special) Committees may be established in accordance with the needs to carry out the
466 purposes of the Agricultural Education Division.

467
468 Division committees are under the direct authorization of the Division president. Ad hoc
469 committees can be appointed and terminated at the discretion of the Division president.

470
471 Members of the Division may serve on general ACTE committees according to the provisions
472 of the ACTE Bylaws or policies establishing such committees. Division appointments to ACTE
473 Standing Committees are made by the ACTE Division president as recommendations to the
474 ACTE board of directors.

475
476 Appointment and Terms

477 Appointments to Division committees will be made by the Division president upon
478 recommendation of and/or subject to approval by, the Divisional Policy Committee.

479
480 If the Division committee member is selected by the standing committee to become
481 Chairperson of that committee the Division president may appoint a new person to fill the seat.

482
483

OPERATING BUDGET

484

485 The budget is an expression of how the association has determined it will spend its resources.
486 It sets the financial parameters and provides a guideline for the implementation components
487 of each activity within the association. The programs contained within the budget should be
488 aligned with the ACTE Strategic Priorities. The ACTE Board approves the budget in July of
489 each year.

490

491 The Division president has two accounts to maintain and work from, the *Operating Budget*
492 *and the Designated Fund*. The Division will adhere to the ACTE Financial Board Policies.

493

Operating Budget

494 Divisional funds will be available for allocation upon the submission of a budget and its
495 approval by the ACTE board of directors. The Division will develop a proposed budget for use
496 in conducting only ACTE business and to assist in implementing ACTE program activities by
497 May 1. Equipment may not be purchased. The budget will include objectives, procedures and
498 timetables, personnel and funds involved. Adjustments among items may be made by the
499 Division president upon approval from the Policy Committee.

500

501
502 The formula for determining the Operating budget, for divisions with 750 members or more,
503 is \$2.50 multiplied by the average number of members (excluding students) at the close of each
504 of the three preceding fiscal years, with a minimum amount of \$4,500 provided to each division
505 for the total budget.

506

507 Division presidents are not allowed to carry over unexpended budget amounts to the next
508 fiscal year budget. Debts incurred during a fiscal year must be properly authorized and
509 received at ACTE headquarters no later than 90 days after the expense was incurred. As a part
510 of the year-end closing process, all reimbursements must be received by June 30. Any
511 reimbursement for obligations received after the close of the current fiscal year may impact the
512 subsequent fiscal year's budget.

513

514 Over-expenditures of budget funds by the Division must be paid back out of their designated
515 accounts first and then out of the next fiscal year's budget.

516

517

518

519

520

DIVISION OPERATING BUDGET

521

522 Purpose

523 To provide financial support for the professional activities of the Division of Association for
524 Career and Technical Education

525

526 Expenditures

527 Expenditures will be authorized by the Division president in accordance with the annual
528 budget based on the following codes and must not exceed the fund balance.

529

Division: Budget codes	
Audio Visual Expense	5505
Awards & Grants	6300
Catering Expenses	5580
Communications	6120
Decorating Services	5530
Dues/Subscriptions/Registrations	5230
Equipment Rental-Meetings	5510
In-house Copying	5820
Other Meeting Expense	5500
Photography	5570
Printing Expense	5810
Printing Supplies	5910
Professional Services	5100
Program Production	5575
Promotion	5600
Registration Supplies	5525
Scholarships	6310
Shipping/Mailing Expenses	5800
Speaker Fees	5150
Supplies	5900
Training Expense	5200
Travel Expense	5240
Miscellaneous	6900

530

BUDGET TIMELINE

531

532 April 15-Budget templates created and distributed to ACTE Senior Staff and Division
533 president.

534 May 1-Preliminary budgets due from Division president

535 May 30-second draft budgets with supporting rationale due

536 June Executive Committee – Review and preliminary approval of Budget

537 June 30-Final draft budget submitted to ACTE Board

538 July Board Meeting - Review and approval of Budget by ACTE Board

539

540 *Dates subject to change due to the calendar year.

541

542

543

AMENDMENTS

544 These policies become operative upon the approval by majority vote of those present and
545 voting at an official business meeting of the Agricultural Education Division at CareerTech
546 VISION conducted with the National Association of Agricultural Educators.

547

548 Policies may be amended by submitting the proposed revision in writing 60 days prior to
549 CareerTech VISION to the president of the Agricultural Education Division who in turn will
550 notify within 15 days the members of the Agricultural Education Division Policy Committee
551 (The National Council for Agricultural Education) and the presidents of the Division Associate
552 organizations.

553

554 Any such proposed revision receiving the supporting majority vote of those attending and
555 voting at the business meeting of the Division during CareerTech VISION and approved by
556 the ACTE board of directors will be considered adopted and will become a part of the
557 operating policies of the Division.

558

GENERAL POLICY

559

560 The name of the Division will be set by the Policy committee with approval by the membership
561 and according to ACTE Board Policy.

562

563 If any statements or policies included in this document are in conflict with the articles of
564 incorporation, bylaws, or operating policy of the ACTE board of directors, such items are null
565 and void.

566

567 Copies of these operating policies are available at the ACTE Headquarters and on the ACTE
568 Division webpage, www.acteonline.org

569