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The Association for Career and Technical Education

# Engineering and Technology Education Division Policy Manual

November 2023

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## INTRODUCTION

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

The organizational structure contained in this manual shows both the structure of the Division within ACTE and the structure of the Division and its division associates. Each of these will be explained in detail.

The facilitating body of the Division is carried out through the policy committee. The structure of the policy committee represents the membership with representation of each ACTE region, ACTE standing committee and may include division associates. As stated in this policy manual, the policy committee membership has the final authority on all matters concerning the Division.

This policy manual is particularly useful to the official members of the policy committee and other committees members in carrying out their duties. The information contained in this policy manual will be reviewed at the Division’s annual meeting.

## GENERAL PURPOSES

The general purposes of the Division of the ACTE are as follows:

- To develop high professional standards among the membership
- To provide for better understanding and appreciation of the program of engineering & technology education among all educators
- To identify the function of engineering & technology 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 foster the development of professional attitudes among teachers and to provide for the professional growth of all functional and interest groups within the Division
- To inform members of the Division about trends, plans, policies, and current activities of the ACTE and occurrences in the field which have implications for the promotion, development, and welfare of CTE
- To promote professional relationships with other agencies, organizations, and institutions concerned with labor and management and engineering & technology education

## BYLAWS

Unless otherwise stated in this policy manual the Division will work using the ACTE bylaws.

The bylaws of an incorporated not-for-profit organization usually include provisions regarding:

- The purpose of the organization
- Qualifications of membership
- The election and the duties of its directors
- The role of the members (if any)
- Meetings of members and directors, including notice, quorum and voting
- The role of executive and other committees
- The role and relationship of the state associations and division associate organizations
- The organization's fiscal year
- How the bylaws are amended
- Indemnification and dissolution procedures

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Operational details belong in the board policy and procedures manual.

NOTE: Only the members of the Association can change the articles of incorporation and the bylaws, thru the Assembly of Delegates.

Please review the latest version of the ACTE bylaws on the ACTE website.

## ORGANIZATION OF THE DIVISION

Within the organizational structure of the Division, there shall be a president, secretary, policy committee and ACTE standing committees. Ad hoc committees may be appointed as needed.

The facilitation body of the Division is the Policy Committee.

- The president of the division
- The immediate past president of the division
- Division policy committee secretary
- One designated representative from each of the ACTE standing committees
- One designated representative from each of the ETED division ad hoc committees
- One designated representative from each of the ACTE regions
- One designated representative from Arts, Media and Entertainment area of interest
- One designated representative from Esports area of interest
- One designated representative from Information Technology Education area of interest
- One designated representative from STEM area of interest
- The president-elect for the division when in office
- Ex officio voting members:
  - One designated representative from each of the division associates

The policy committee members will hold an annual policy and business meeting during CareerTech VISION, or within 30 days prior to. The Division may conduct their policy and business meetings virtually. During the policy meeting, the policy committee plans the division's program of work for the next fiscal year. A Division president's report on the program of work will be given at the annual business meeting. Other meetings may occur during the course of the year as requested by the president or majority of the policy committee. The president is to preside at all of the Division's policy committee meetings and the annual business meeting.

The majority of voting members present for policy and business meetings, in addition to, committees or task forces, shall constitute a quorum.

## MEMBERSHIP

Members of ACTE who are interested in or professionally engaged in business education shall be considered eligible for membership in the Division.

Only members shall have voting privileges as defined in the ACTE bylaws.

### DIVISION ASSOCIATES

Division associates are external organizations or groups who have an interest in business education and CTE.

Group Type	Resource Associate	Nonunified Associate (NAOM)	Unified Associate
Summary of group	For CTSOs or other groups that are related to a division but do not have "members" who could join; related groups; stakeholders. For groups who provide valuable information and other resources to a division. Perhaps have a product or access to information that would benefit the division.	For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization have the option of joining ACTE. Mirrors nonunified state association concept.	For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization are also automatically members of ACTE. Mirrors unified state association concept.

Current Division Associates include:  
Technology Student Association (TSA)

Division related organizations may become a division associate; providing they meet the criteria as prescribed in the Division policy manual and are approved by a majority of the members present at the annual business meeting of the Division. A representative of the organization may serve as a member of the policy committee. And may serve as a voting member of the policy committee and act as a liaison between the Division and their organization.

A group requesting (or requested by the Division president) division associate status shall make available their bylaws and operating procedures, 90 days prior to the next regularly scheduled Division policy committee meeting. Action will be taken on the application at the next meeting of the policy committee.

In order to maintain status as a division associate member, external organizations must maintain their national affiliate organization membership, unified membership with ACTE or are a career and technical student organization.

Each division associate organization shall operate under its own bylaws, electing officers and pursuing its own objectives which shall not conflict with the Division of ACTE objectives and/or policies. Amendments or revisions to an associated organization's bylaws should be made available for informational purposes to the policy committee of the Division.

Division associate organizations desiring to dissociate should submit a written statement to the president of the Division. Action will be taken at the next meeting of the policy committee. division associate organizations bylaws that conflict with the objectives and/or policies of the Division bylaws and operation procedures or no longer associate themselves with the Division and may be disassociated at the next meeting of the policy committee.

## **AREAS OF INTEREST**

Divisions may establish special interest groups that reflect the profile of the Division members. To form an area of interest, approval from the Division policy is required. Approval may be submitted electronically.

Once approved by the policy committee, the Division will work with ACTE staff to complete the necessary forms and communicate the change.

Once approved by the Division Policy Committee, the Division will work with ACTE Staff to change the necessary forms and communicate the change.

The Division's areas of interest are:

- Arts, Media and Entertainment
- Esports
- Information Technology Education
- STEM

## PRESIDENT OF THE DIVISION

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

Term of office shall be for three (3) years. One year as president-elect is optional; this is a partially-funded shadowing term. 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 shall 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'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 goals and strategies of the ACTE strategic plan. The report should also identify critical issues and concerns regarding the Division and proposed resolutions for 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 book. The date for submission, typically three weeks prior to the board meeting, will be provided by the executive assistant.
  - c. Critical issues and concerns that require board attention are to be included in each interim report. In addition, any concerns or issues that should be addressed between board meetings should be submitted to the Division representative on the executive committee at least two weeks prior to the executive committee meetings.

2. Development and monitoring of the division budget
  - a. A proposed budget showing the programs and activities for the year is to be submitted by May 1. The budget projections should include the ACTE allocation (following board policy). In addition, all restricted and designated funds are to be projected, including proposed spending from these funds. A form will be provided for submitting the budgets.
  - b. Monthly financial statements are to be reviewed, and any overage from the approved operating budget is to be reported to the finance chair and chief financial officer.
  - c. All expenses related to the Division activities are to be reviewed and approved by the Division president. No reimbursements will be made without the Division president's written authorization.
  
3. Committee assignments
  - a. An up-to-date roster of members serving on the Division policy committee is to be provided annually no later than July 1. During the year, if changes are made in the committee's membership, or if corrections are required in individual listings, these changes should be submitted to ACTE staff in a timely fashion.
  - b. Appointment of all Division representatives to serve on ACTE standing committees is to be made no later than July 1 each year. During the year, if changes are to be made or if corrections are required in individual listings, these changes should be submitted to ACTE staff in a timely fashion.
  - c. A listing of all division associates is to be submitted each year to ACTE headquarters. All activities in conjunction with these division associates are to follow written board policies.
  - d. The Division president shall serve as liaison to an ACTE standing committee.
  
4. National Leadership Fellowship Program
  - a. If the budget allows, sponsor New Professional and Experienced fellows to participate in the ACTE National Leadership Fellowship Program. Fellows receive a stipend of \$1500.
  - b. Share fellowship benefits to members at state, regional and division conferences, and through communication channels.
  - c. One month prior to applications closing (September), organize a selection committee to review applicants, if any.
  - d. Submit selection to ACTE's senior manager of leadership development.
  
5. Communications
  - a. Keep the leadership of their Division fully informed of all board actions, policies and Association activities.
  - b. Input and feedback from Division members should be communicated regularly to the ACTE president and executive director.

## 6. Meetings

- a. Attendance at all scheduled board meetings is mandatory. It is expected that all materials related to the meeting are to be reviewed prior to the meeting. Reimbursement will be based on written board policy.
- b. Attendance at the CareerTech VISION and National policy Seminar is mandatory. Reimbursement will be based on written board policy.
- c. Attendance at a meeting held by a division associate, region or state will only be reimbursed if the Division policy committee approves.
- d. Work closely with the ACTE staff to identify and develop CareerTech VISION programming.
- e. Participate in the division presidents' conference calls to share information and ideas.

## 7. Leadership

- a. Preside at all Division policy committee meetings and the annual Division business meeting.
- b. Provide information, resources and guidance to Division members to enable effective decision-making. Examples of information include financial reports, membership statistics and updates on ACTE activities.
- c. The Division president is responsible for fostering and mentoring future leaders.

## 8. Communication with members

- a. ACTE will develop a consistent marketing email template for the Division president to use.
- b. Division presidents will send out quarterly newsletters to the Division membership. ACTE staff will assist by providing items that should be featured in all Division correspondence to ensure consistent messaging.
- c. ACTE will develop a common survey to be used by the Division president to determine the effectiveness of various ACTE efforts as well as find out current issues within the Division.
- d. The webpage for the Division is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE staff.
- e. Divisions are encouraged to share information, articles, best practices, data and more to meet members' needs and enhance the value of the Division.
- f. The Division president will promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention.

## **ROLE OF DIVISION PRESIDENT-ELECT**

Divisions may choose to elect a president-elect for a one-year term who would then automatically ascend to Division president. The Division president-elect will serve on the Division policy committee but does not serve on the ACTE board of directors.

Division presidents-elect are highly recommended to attend ACTE's CareerTech VISION and National Policy Seminar. Travel expenses for ACTE's CareerTech VISION and National Policy Seminar will be covered by the ACTE board operating budget.

Additional duties may be added to the role of the Division president-elect as needed by the Division president and policy committee.

# PROCESS OF NOMINATION

## FOR DIVISION PRESIDENT AND DIVISION PRESIDENT-ELECT

The year prior to when the Division becomes eligible to elect a new president, the current president will send out notices to the policy committee, division members, post to the ACTE website, and notify each state leader to submit nominations for considerations.

Names of candidates for nomination shall be sent to the Division president.

A nominating committee shall be established by the president. The nominating committee shall contain at least three members of whom no less than one-third of the committee shall consist of officers or members of the policy committee. In no case shall a person who is a candidate for office be a member of the nominating committee. The committee will review all nominations and interview each candidate. The committee will recommend at least two nominees at the business meeting of the Division. Additional nominations may be made from the floor during the business meeting of the Division providing each nominee has been interviewed and deemed compliant with applicable qualifications. All nominees receiving a majority vote from members present at the Division business meeting will be selected as candidates. The ACTE headquarters staff will be informed of the nominations immediately.

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

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

In the event there is only one president-elect candidate for the Division, the candidate shall be included on the election ballot for a “yes” or “no” vote.

## QUALIFICATIONS

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

- Must have demonstrated interest in ACTE through three years of sustained membership.
- A willingness to promote engineering and technology education and ACTE strategic priorities.

- Authorization to make time available to effectively execute the responsibilities of the office.
- An in-depth understanding of career and technical education as well as engineering and technology education and a commitment to the ACTE and its entire program.
- It is recommended that the individual should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at CareerTech VISION and participated in the program of his/her group.

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

## SECRETARY OF THE DIVISION

The secretary will be appointed by the Division policy committee. The secretary shall maintain accurate minutes of policy committee and Division meetings. The minutes will be distributed to policy committee members within 30 days after meetings. The individual shall also prepare correspondence for the Division as assigned by the Division president and policy committee.

## POLICY COMMITTEE

The membership of the policy committee shall be determined by the operating policies of the Division with all appointments subject to approval by the ACTE board of directors.

### PURPOSES

The Policy Committee shall serve as an executive and planning group whose primary function is to facilitate the achievement of the general purpose of the Division by coordinating the activities of the Members as follows:

- Advise the president on all matters affecting the Division
- Plan and implement a strategic plan for the Division and assist in the implementation of the ACTE strategic plan
- Maintain active national leadership in CTE
- Encourage high professional standards among its members
- Inform Division members of policies and issues of ACTE as they relate to the development of CTE
- Provide a mechanism for effective communication from members to ACTE staff
- Develop and implement plans to resolve the issues

### MEMBERS

All committee members must be members of ACTE.

- The President of the division
- The immediate past president of the division
- Division policy committee secretary
- One designated representative from each of the ACTE standing committees
- One designated representative from each of the ACTE ETED Division ad hoc committees
- One designated representative from each of the ACTE regions
- One designated representative from Arts, Media and Entertainment area of interest
- One designated representative from Esports area of interest
- One designated representative from Information Technology Education area of interest
- One designated representative from STEM area of interest
- The President-elect for the division when in office
- Ex officio voting members:
  - One designated representative from each of the Division Associates

The policy committee members shall meet once each year at ACTE's Career Tech VISION where they will plan the Division's program of work for the next fiscal year. Virtual or attendance meetings may occur during the course of the year.

## **OFFICERS OF THE POLICY COMMITTEE**

chair - the president of the Division shall serve as chair of the policy committee throughout tenure in that office. and shall appoint a secretary from the committee membership. The chair shall preside and direct the affairs of the committee.

Vice chair - The immediate past president will serve as vice chair the first two years of the president's term and the president-elect will serve as vice chair the last year of a president's term. If there is no president-elect, then the immediate Past president shall serve one additional year as vice chair. The vice chair shall preside at meetings in the absence of the chair.

## **TERM**

The term of office for members of the policy committee shall be for three years beginning July 1. A member, if appointed/selected, may serve more than one term.

A member of the policy committee may be removed due to non-participation in scheduled meetings or events or for other reasons deemed in the best interest of the Division. Removal will only happen after a majority vote of the policy committee members.

In the event a vacancy occurs in the policy committee, the Division president shall recommend a person to fill the remainder of the term, submitting this person to the remaining policy committee members for final approval.

## ACTE STANDING COMMITTEES

The Division will have one representative on each of the following ACTE Committees:

- Bylaws
- Nominating

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

Committee terms shall be for two years and a member may serve up to two consecutive terms. Meetings are held virtually starting in May for the bylaws committee and throughout the summer and fall as needed to review proposed amendments. Meetings are held virtually starting in June for the nominating committee and throughout the summer as needed to review nominations.

All committee appointments shall begin July 1 and end June 30. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division policy committee members are eligible candidates for membership on standing or ad hoc committees.

# ACTE BYLAWS COMMITTEE CHARTER

## 1. MISSION

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

## 2. AUTHORITY

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

## 3. COMPOSITION, SELECTION & TERM

3.1 The committee shall consist of one representative from each ACTE division and region and one chair.

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

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

3.4 The division and region presidents appoint their committee representatives.

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

## 4. OBJECTIVES

4.1 The committee is to review all proposals submitted to amend the ACTE bylaws and prepare a statement of pros and cons for each bylaws amendment to be included in the October issue of *Techniques* magazine and posted on the website. The committee is responsible for bringing forth to the Assembly of Delegates bylaws amendments to be acted upon.

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

- 4.3 Because of the sensitive nature of the work of the committee, and the possibility of legal ramifications to the Association, the committee is charged to have legal counsel review every recommendation it wishes to make to the board of directors prior to its presentation to the board.

# ACTE NOMINATING COMMITTEE CHARTER

## 1. MISSION

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

## 2. AUTHORITY

2.1 This committee is appointed under procedures adopted pursuant with Article 8.4 of the bylaws.

## 3. COMPOSITION, SELECTION & TERM

3.1 This committee is composed of one representative from each division and region and one chair.

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

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

3.4 The division and region presidents appoint their committee representatives.

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

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

## 4. OBJECTIVES

4.1 The committee is responsible for the implementation of the nomination and election process for the governance year. The committee is to abide by the bylaws and approved policy and procedures in fulfilling its objectives.

4.2 The committee is to present at least two candidates for president-elect and ensure all region and division president candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates at ACTE's CareerTech VISION.

## **DIVISION AD HOC COMMITTEES**

Ad hoc committees may be established in accordance with the needs to carry out the goals and objectives of ACTE within the Division. Division committees are under the direct authorization of the Division president. Ad hoc committees can be appointed and terminated at the discretion of the Division president. Members of the Division may serve on general ACTE committees according to the provisions of the ACTE bylaws or policies establishing such committees.

### **APPOINTMENT AND TERMS**

Appointments to Division committees shall be made by the Division president upon recommendation of and/or subject to approval by, the Division policy committee.

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

- Awards
- Inclusion, Access, Equity and Diversity (IAED)
- Nominating
- Policy Manual Review

# **ETED DIVISION AWARDS AD HOC COMMITTEE**

## **MISSION**

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the engineering and technology education field, to programs that exemplify the highest standards.

## **COMPOSITION, SELECTION & TERM**

The committee is composed of one representative from each ACTE region and a chair.

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

The committee elects their chair. The chair serves for a one-year term.

Members of the awards committee are not eligible, during their service to this committee, to receive an award.

## **OBJECTIVES**

Develop and administer the following awards:

- ETED Division Outstanding New Instructor Award
- ETED Neven Frantz Outstanding Instructor Award
- ETED Outstanding Program Award
- ETED Outstanding Business/Organizational Partner Award

## **ENGINEERING AND TECHNOLOGY EDUCATION DIVISION OUTSTANDING NEW INSTRUCTOR AWARD**

### **PURPOSE OF AWARD**

This award recognizes new teachers who have made significant contributions towards innovative and unique engineering and technical education programs and who have shown a professional commitment early in their careers.

### **ELIGIBILITY**

Potential candidates must be employed as an engineering and/or a technical education CTE teachers at the middle, secondary, or post-secondary level and must be relatively new to the teaching profession with between 3-5 years experience at the time of nomination. Candidates must be members of national ACTE to be considered for this award.

### **CRITERIA**

Candidates will be evaluated on the following criteria:

- Contributions to student success
- Innovations in engineering education and/or technical education
- Active involvement with engineering and/or technology business partners in the local community.
- Leadership in the local or greater engineering and/or technical education community.

### **NOMINATION REQUIREMENTS**

Nominations shall include the following artifacts as incomplete nominations will not be considered.

- Description of the candidate's qualifications for this award
- Two letters of support: one from a school administrator and the second from a business partner
- Headshot photograph
- Interview

### **NOMINATION PROCESS**

Nominations may be submitted by the candidate or by a third party. Candidates who win this award will be recognized during the Division's opening session at CareerTech VISION.

## **ENGINEERING AND TECHNOLOGY EDUCATION DIVISION NEVEN FRANTZ OUTSTANDING INSTRUCTOR AWARD**

### **PURPOSE OF AWARD**

This award recognizes the finest career and technical instructors at the middle/secondary/postsecondary school level who have demonstrated innovation in the classroom and lab environments, commitment to their students, and dedication to the improvement of CTE in their institutions and communities. Members employed as full-time classroom/laboratory CTE instructors at the middle/secondary/postsecondary level are eligible recipients of this award. Multiple award winners may be designated in this award category.

### **ELIGIBILITY**

Potential candidates will instruct at the middle/secondary/postsecondary level in one of the Career Cluster categories listed below:

- Arts, Media, and Entertainment (AME)
- Esports
- Information Technology (IT)
- Science, Technology, Engineering and Mathematics (STEM)

Candidates must be employed as a classroom/laboratory CTE instructor at the middle/secondary/postsecondary level and have at least five years of instructional experience at the time of initial nomination. Award candidates must be active ACTE members at the time of the award nomination deadline.

### **CRITERIA**

Candidates will be evaluated on the following criteria:

- Contributions to student success
- Innovations in CTE
- Leadership in the local or greater CTE community

### **NOMINATION REQUIREMENTS**

Each nomination must include the following (incomplete nominations will not be considered):

#### **Description of Candidate's Qualifications for the Award**

Two (2) Letters of Support

Photo/Headshot

See below for more information on each component.

### **Description Of Candidate's Qualifications For The Award**

(No more than 1200 words)

Address the following: How has the candidate contributed to implementing high-quality CTE programs that ensure student success? How has the candidate demonstrated innovation in CTE? How has the candidate demonstrated leadership in improving CTE and/or student opportunities in the local or greater CTE community?

### **Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate relating to the above areas. Please submit letters from two of the following: a supervisor/administrator, a parent/guardian, a student, an employee, or a community leader.

### **Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution and submitted in .jpg or .png format. (Note: photographs will be used for publicity purposes only.)

Nominations should be submitted electronically on the ACTE Awards Portal by or before the designated deadline. Candidates for the Outstanding Instructor Award may nominate themselves or be nominated by a third party. Division winners will be selected by the ACTE Engineering & Technology Education Policy Board members.

Winning candidates permit ACTE and the ETED Division to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another award the following year. Winning candidates may not be nominated for the same or another ACTE ETED Division Award within a three-year period of time.

### **NOMINATION PROCESS**

Nominations may be submitted by the candidate or by a third party. Candidates who win this award will be recognized during the Engineering and Technology Education Division Opening Session at CareerTech VISION.

## ENGINEERING AND TECHNOLOGY EDUCATION DIVISION OUTSTANDING PROGRAM AWARD

### PURPOSE OF AWARD

This award recognizes the finest career and technical programs at the middle/secondary/postsecondary school level who have demonstrated innovation in the classroom and lab environments, commitment to their students, and dedication to the improvement of CTE in their institutions and communities.

### QUALITY PROGRAM INDICATORS AND AWARD CRITERIA:

- Program Design: The program includes objectives, expected outcomes, and expected student competencies. Other considerations are program accessibility, program promotion, and enrollment based on current and future student and workplace needs.
- Accessibility – All facilities are equally accessible by all students.
- Non-traditional – Program meets or exceeds federal Perkins requirements for non-traditional students (40% for females in engineering and technology).
- Program Promotion – Program uses a variety of media outlets (including social media) to advertise program success.
- Enrollment – Program has high enrollment based on local school demographics.
- Curriculum: Program follows a curriculum outline that is mapped to both local and national content area standards and has been recently revised in the past five years. All faculty members, employers, community partners, and parents have the opportunity to give input on the curriculum.
- Safety – Safety is built into curriculum and based on current industry and workplace safety requirements.
- Career and Technical Student Organizations - Program has at least one active chapter of the Technology Student Association. If TSA is not available at the state level, the program utilizes a similar CTSO or robotics program.
- Employer and Community Partnerships: The program has an advisory committee that gives input on activities, program design, resource utilization, and program outcomes.
- Program Outcomes: Student competencies meet workplace standards and result in appropriate placement. Students participate in leadership/development activities. Graduate and employer follow-up studies provide data for program updating and planning.
- Professional Development: All the program faculty members are members of the local ACTE state delegation and/or the local ITEEA affiliate. At least one of the faculty members is a member of National ACTE. All members regularly attend targeted professional development as documented by a professional development plan.

- Teacher Licensing – All teachers are appropriately licensed according to state licensing guidelines.

### **NOMINATION PROCESS**

Nominations may be submitted by the candidate or by a third party. Candidates who win this award will be recognized during the Engineering and Technology Education Division Opening Session at CareerTech VISION.

## **ENGINEERING AND TECHNOLOGY EDUCATION DIVISION OUTSTANDING BUSINESS/ORGANIZATIONAL PARTNER AWARD**

### **PURPOSE OF AWARD**

This award recognizes the vital role and commitment of business and community partners in supporting career and technical education in the Career Clusters included within the ETED Division. Award recipients will have demonstrated a commitment in supporting and/or promoting engineering and technology career and technical education through partnership with ACTE and the Engineering & Technology Education division and its programs. Multiple Award winners may be designated in this award category.

### **ELIGIBILITY**

Eligible partnerships demonstrate continued support of high-quality CTE programs and exist between at least one educational institution and at least one business or industry representative group. Partnerships should be existing at the time of nomination and should have made a measurable/significant impact on student achievement and/or the development of the local community and economy.

Greater consideration will be given to partnerships that demonstrate sustainability and innovation (either in the partnership itself or its outcomes.)

### **CRITERIA**

Partnerships will be evaluated on the following criteria:

- Level of organizational commitment/reach
- Indication of impact on high-quality STEM and CTE education
- Focus on raising the aspirations of students and the workforce for future STEM careers.

### **NOMINATION REQUIREMENTS**

Each nomination must include the following (incomplete nominations will not be considered):

- Description of Partnership and its Impact

(No more than 1200 words)

Address the following: What need did the partnership address? How has the partnership contributed to increased student achievement and high-quality CTE programs? What makes this partnership innovative? How has the partnership fostered leadership in improving CTE and/or student opportunities in the local or greater CTE community?

Successful partnerships that support student achievement, economic and community

development, workforce development, quality of life and dedication to the improvement of CTE will be considered.

Nominations should be submitted electronically on the ACTE Awards Portal by or before the designated deadline. Division winners will be selected by the ACTE Engineering & Technology Education Policy Committee members.

Winning candidates permit ACTE and the ETED Division to use and edit the content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another award the following year. Winning candidates may not be nominated for the same or another ACTE ETED Division award within a three-year period of time.

### **NOMINATION PROCESS**

Nominations may be submitted by the candidate or by a third party. Candidates who win this award will be recognized during the Engineering and Technology Education Division Opening Session at CareerTech VISION.

# **ETED DIVISION INCLUSION, ACCESS, EQUITY AND DIVERSITY (IAED) AD HOC COMMITTEE**

## **MISSION**

ACTE promotes high quality CTE programs for diverse audiences. We continue to build an inclusive culture that encourages, supports and celebrates the diversity of the CTE community. We are committed to inclusion, access, equity, and diversity throughout our organization. The IAED Committee is created with the goal to plan and provide regular professional development opportunities based on interests / needs of ETED division members.

## **COMPOSITION, SELECTION & TERM**

The committee is composed of one representatives from the membership interested in IAED and a chair.

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

The committee elects their chair. The chair serves for a one-year term.

## **OBJECTIVES**

- Identify IAED-related topics, related to ETED, that could be incorporated into CTE lesson plans or programming.
- Keep members informed of a wide range of professional development opportunities and resources relating to IAED.
- Encourage members to contribute resources.

# **ETED DIVISION NOMINATING AD HOC COMMITTEE**

## **MISSION**

To nominate the best qualified Member of the Division for elective position of leadership of the Division.

## **COMPOSITION, SELECTION & TERM**

The committee is composed of membership representatives as appointed by the Division President.

This is an ad hoc committee operating every 2 years.

The ETED Division ad hoc nominating committee chair is recommended to serve on the ACTE standing committee nominating committee.

The committee elects their chair.

## **OBJECTIVES**

To search for and screen potential candidates for the office of president-elect for the Division.

# **ETED DIVISION POLICY REVIEW AD HOC COMMITTEE**

## **MISSION**

To ensure the organizational documents of the ETED Division conform to law and are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of the ETED Division.

## **COMPOSITION, SELECTION & TERM**

The committee is composed of membership representatives as volunteers and/or appointed by the Division president.

The ETED Division ad hoc policy review committee chair is recommended to serve on the ACTE standing committee bylaws committee.

The committee elects their chair.

## **OBJECTIVE**

The committee is asked to review the current ETED Division policy manual to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the ETED Division.

## DIVISION BUDGET OVERVIEW

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation of each activity within the association. The programs contained within the budget should be aligned with the ACTE strategic plan. The ACTE board approves the budget in July of each year.

The Division president has two accounts to maintain and work from, the *Operating Budget and the Designated Fund*. The Division will adhere to the ACTE financial board policies.

### OPERATING BUDGET

Division funds shall be available for allocation upon the submission of a budget and its approval by the ACTE board of directors. By May 1, the Division will develop a proposed budget for use in conducting only ACTE business and to assist in implementing ACTE program activities. Equipment may not be purchased. The budget will include objectives, procedures and timetables, personnel and funds involved. Adjustments among items may be made upon approval from the Division policy committee.

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

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

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

### DESIGNATED AND RESTRICTED FUND

The ACTE board of directors may approve the establishment of designated, temporarily restricted and donor restricted funds. These funds shall only be established for those programs or projects that further the development and improvement of CTE.

The policy committee of the Division is required to review the purpose and information regarding their designated fund(s) annually. All approved uses and information regarding the designated fund(s) must conform to applicable laws and regulations regarding 501(c) (3)

organizations and specifically designates that political contributions are prohibited. All changes to designated fund policies must be approved by ACTE board of directors.

All expenditures of designated funds must be approved by the policy committee of the Division. Check request for \$250 or more must contain the approval of two policy committee members, one of which must be the president of the Division. Approvals may be submitted electronically.

## DIVISION OPERATING BUDGET

### PURPOSE

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

### EXPENDITURES

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

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

## **DIVISION DESIGNATED FUND**

### **PURPOSE**

The purpose of the Engineering and Technology Education Fund is to: (1) provide funds for the publication of a monograph series and other professional publications; (2) provide funds for technology education leadership development and strategic planning; (3) provide funds for awards to recognize outstanding contributions to career and technical and practical arts education; and (4) provide funds to fulfill the the Division program activities each year.

### **SOURCE OF REVENUE**

Revenue for this fund will come from the following sources: (1) grants, (2) income from publications, (3) donations and (4) other contributions made by the members. The board of directors may designate an amount based on fiscal year end results, to contribute to the Division designated funds. Usage of these specific designated funds must align with ACTE's strategic plan and shall only be established for those programs or projects that further the development and improvement of career and technical education. The total amount designated by the board of directors will be allocated solely based on the number of Division members as of June 30<sup>th</sup>.

### **EXPENDITURES**

Authorization for disbursement of funds will be made by the current the Division president, in consultation with the Division policy committee, using approved ACTE check request forms and appropriate documentation. Disbursement of funds will be made by ACTE personnel upon receipt of appropriate request forms and documentation.

### **INVESTMENT**

ACTE is authorized to make prudent investments of funds contributed to the program. Investments similar to ACTE investments approved by the board of directors are acceptable as prudent investments.

### **CHANGES**

Changes in the purpose, sources of revenue, and/or authorization will be initiated by the Division president by letter to the ACTE executive director. All changes will be approved by the acte board of directors.

## BUDGET TIMELINE

March 15-Budget templates created and distributed to ACTE Senior Staff and Region and Division VP's

April 1-Preliminary budges due from Division president

May 1-second draft budgets with supporting rationale due

June Executive Committee – Review and preliminary approval of Budget June 30-  
Final draft budget submitted to ACTE Board

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

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

## AMENDMENTS

These policies become operative upon the approval by majority vote of those present and voting at an official business meeting of the Division at CareerTech VISION.

They may be amended by submitting the proposed revision in writing 60 days prior to CareerTech VISION to the president of the Division who in turn will notify within 15 days the members of the policy committee and the presidents of the division associate organizations. Any such proposed revision receiving the supporting majority vote of those attending and voting at the business meeting of the Division and approved by the ACTE board of directors shall be considered adopted and will become a part of the operating policies of the Division.

## GENERAL POLICY

The name of the Division shall be set by the policy committee in accordance with ACTE board policy and with approval by the membership.

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

Copies of these operating policies are available at the ACTE headquarters and on the ACTE Division webpage, [www.acteonline.org](http://www.acteonline.org)

## PRESIDENTS OF THE DIVISION

Fran Bromley-Norwood	Nevada	2023-2026
Richelle Downey	Oklahoma	2020-2023
Jay Davis	Indiana	2017-2020
Paul Asunda	Indiana	2014-2017
Luke Steinke	Illinois	2011-2014
Bob Putnam	Illinois	2008-2011
George Rogers	Indiana	2005-2008
Joseph Scarcella	California	2002-2005
Joseph Burke, Jr	Missouri	1999-2002
William (Bill) Snelson	Oklahoma	1996-1999
Lowell D. Anderson	Indiana	1993-1996
Douglas Hammer	Alaska	1990-1993
Thomas Erikson	Ohio	1987-1990
Niel Edmunds	Nebraska	1984-1987
Michael Dyrenfurth	Missouri	1981-1984
Ralph Steeb	Florida	1974-1981
Richard Erikson	Missouri	1975-1978
Ernest Minelli	Michigan	1972-1975
Rutherford Lockette	Pennsylvania	1969-1972
G. Harold Silvius	Michigan	1966-1969
William Mason	North Carolina	1963-1966
John Jarvis	Wisconsin	1960-1963
Shriver Coover	California	1957-1960
Joseph Carrell	Indiana	1954-1957