



The Association for Career and Technical Education
HEALTH SCIENCE EDUCATION
Division Policy and Procedures Manual
7/2019



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INTRODUCTION

The Health Science Education (HSE) division is part of the organizational structure 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 thousands of 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 the ACTE and the structure of the division and its ~~affiliated~~ partnering organizations. Each of these will be explained in detail.

The governance of the division is carried out through the Policy and Planning Committee. The structure of the Policy and Planning Committee represents the membership with representation of each ACTE region, ACTE standing committees, and the partnering organizations. As stated in this manual, the Policy and Planning Committee membership has the final authority on all matters concerning the division.

This manual is particularly useful to the official members of the Policy and Planning committee and division committees in carrying out their duties. The information contained in this manual will be reviewed at the annual meeting.

ORGANIZATION OF THE DIVISION

Within the organizational structure of the HSE division, there shall be a President--known as the Division Vice-President, Policy Committee, and Standing Committees. Ad Hoc committees may be appointed as needed.

The governing body of the HSE division is the Policy and Planning Committee.

HSE Vice-President	Linda Romano
HSE Past VP	Cindy McConnell
HSE Past VP	Gina Riggs
Awards	Mark Grigsby
By-Laws	Jeffrey Wooley
Nominating	Gina Riggs
Audit	
Resolutions	Jeffrey Crapper
National Consortium of HSE	Randy
National HOSA	Nancy Allen

The official Policy and Planning Committee members shall meet once each year at the ACTE annual meeting during the Vision conference. The Policy and Planning Committee meeting, held prior to the start of the annual meeting, plans the division's program of work for the next fiscal year. A Vice-President's report on the program of work will be given at the annual Business meeting.

PRESIDENT OF THE DIVISION

The President—known as the Vice-President of the division --shall be a division member in good standing, having been elected by the members of the division. Work to implement the purpose of the ACTE Strategic plan with the division, and to bring the concerns of the division to the Board of Directors.

- The President shall serve the ACTE Board of Directors as Vice-President of the HSE division in accordance with the ACTE By-laws.
- Serve as the Chairperson of the Policy Committee
- Send notices to committee members specifying their appointment by April 1.
- Orient new Policy committee members as to their duties and responsibilities.
- Coordinate division activities at the National ACTE annual meeting (*Vision*).
- Attend three annual ACTE Board meetings: NPS, Vision, July board meeting.
- Manage the HSE budgets and finances.
- Submit blogs, newsletters, board reports and eblast has required by ACTE

Term of Office shall be for three (3) years. One year as President-Elect is optional; this is a non-funded shadowing term.

In the event a vacancy occurs in the office of Vice-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.

GENERAL PURPOSES/OBJECTIVES

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

- Develop high professional standards among the membership;
- Provide for better understanding and appreciation of the program of healthcare education among all educators;
- Identify the function of *HSE* in preparing people for the world of work;
- 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;
- Foster the development of professional attitudes among teachers and to provide for the professional growth of all functional and interest groups within the division;
- Inform members of the HSE 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 Career and Technical education;
- Promote professional relationships with other agencies, organizations, and institutions concerned with labor and management of the healthcare profession;
- Encourage active HSE student and teacher participation in HOSA: Future Health Professionals which is the endorsed Career and Technical Student Organization (CTSO) for healthcare
- Promote the ACTE strategic plan by addressing membership value and engagement, professional/leadership development, advocacy and awareness, strategic partnerships and innovation within the division;
- Promote the development and expansion of quality HSE programs;

MEMBERSHIP

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

PROCESS OF NOMINATION AND ELECTION

When the division becomes eligible to elect a new Vice-President, the current Vice-President will send out notices to the Policy Committee, post to the ACTE web site, and send out newsletters/eblast to all HSE members.

A Nominating Committee shall be established by the President. 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 (in person or by virtual). The committee shall recommend at least two nominees at the business meeting of the division.

The Vice-President will inform the ACTE Nominating Committee of the nominees for inclusion on the ballot for all members of the division.

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

- A willingness to promote the discipline area and ACTE Strategic plan.
- Authorization (by supervisor) to make time available to effectively execute the responsibilities of the office.
- Sustained membership in ACTE.
- Evidence of leadership in ACTE at the local, state and/or national level.
- It is recommended that the individual should have served on one or more ACTE committees (state, regional or national) to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at annual meetings of the ACTE (state, regional and national) and participated in the program of his/her group.
- Past membership on the ACTE HSE Policy committee is preferred.

All nominations must be submitted by the deadline established by ACTE, utilize the ACTE forms, and adhere to all rules, policies and guidelines established by ACTE.

BUDGET

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 components 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 HSE division President has two budgets to maintain and work from, *Operating, Restricted and Designated Fund*.

ACTE Financial Board Policies

Regional and divisional funds shall be available for allocation by the respective Vice Presidents upon the submission of a budget and its approval by the Board of Directors. The budget will include objectives, procedures, and timetables, personnel and funds involved which address ACTE's strategic priorities. Adjustments among items may be made by the Vice Presidents to the limit of 20% in any major category, upon request to the Executive Director. Adjustments of more than 20% must be approved by the Board of Directors.

Region and division Vice Presidents are not allowed to carry over unexpended budget amounts to the next fiscal year budget. Debts incurred during a fiscal year must be properly authorized and received at ACTE headquarters no later than 60 days after the expense was incurred. From June 30 each year, no reimbursements for obligations will be made after 30 days after the close of the fiscal year.

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

OPERATING BUDGET

Purpose

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

Expenditures

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

HSE Division: Budget codes
5100-XXX Professional Services
5240-XXX Travel Expense
5580-XXX Food & Beverage
5800-XXX Shipping/Mailing Expenses
5900-XXX Supplies
6300-XXX Awards & Grants
6900-XXX Miscellaneous

DESIGNATED FUND

Purpose

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

Source of Revenue

Sources of revenue include: *List sources here*

Expenditures

Expenditures will be authorized by the HSE Division Vice-President for the purpose of supporting the Division Members and Policy's of the division and in accordance with any donor restrictions and must not exceed the fund balance.

Investments

Association for Career and Technical Education is authorized to make prudent investments of monies contributed to the fund, in accordance with ACTE's investment policy. Investment income shall be added to the fund on a monthly basis.

Changes

Any changes to this policy must be approved by the HSE Division Policy Committee and the ACTE Board of Directors.

RESTRICTED FUND

Catherine B. Junge restricted fund is a scholarship funding source to use for HOSA students. The scholarship applications are completed in the ACTE portal and the Vice-President shall select a committee to review the completed applications and select active HOSA student(s) to receive a monetary scholarship. The numbers and amount of scholarships awarded is determined by the monies available and the quality of the applications. Completed scholarship applications are due date and selection should occur six weeks prior to the HOSA International Leadership Conference.

BUDGET TIMELINE

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

April 30-Preliminary budgets due from ACTE Senior Staff for submission to Executive Director

May 15-Meeting and discussion between Executive Director and Sr. Staff for necessary budget revisions

May 15-Preliminary budgets due from Region and Division VP's

May 30-2nd 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.

BYLAWS

Unless otherwise stated in this manual the HSE division will work using the ACTE Bylaws.

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- 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 affiliated 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.

POLICY AND PLANNING COMMITTEE

The membership of the Policy and Planning Committee shall be determined by the operating policies of the HSE division with all appointments subject to approval by the ACTE Board of Directors.

Official members:

Example listing:

- The President of the division
- The immediate past President(s) of the division
- One designated representative from each of the ACTE standing committees
- One designated representative from each of the ACTE regions (if possible)
- Two representatives at large
- The President-elect for the division when in office
- The executive director of the ACTE
- One designated representative from the National Consortium of HSE
- One designated representative from national HOSA
- Each ACTE standing committee representative
 - Awards
 - Resolution
 - Audit
 - Nomination
 - By-laws

Officers of the Policy and Planning Committee:

Chairperson - the Vice-President of the division shall serve as chairperson of the Policy and Planning Committee throughout tenure in that office. The chairperson shall preside and direct the affairs of the committee.

Vice Chairperson - the immediate past President will serve as vice chairperson the first two years of the President's term and the President-elect will serve as vice chairperson the last year of a President's term. The vice chairperson shall preside at meetings in the absence of the chairperson.

DIVISIONAL COMMITTEES

Committees may be established in accordance with the needs to carry out the purposes of the division.

Committees are divided into two categories: Divisional and ACTE Standing.

Appointment and Terms

Appointments to ACTE committees shall be made By the Vice-President upon recommendation of, and/or subject to approval by, the divisional Policy and Planning Committee. All ACTE committee appointments are subject to approval by the ACTE Board of Directors. All appointments are based upon the rotational policy of the ACTE Board of Directors.

All appointees for the division must be members of ACTE and the HSE Division. Before any appointments are made, there must be written assurance from those being considered that they will be able to attend the ACTE annual meeting and virtual meetings while serving on committees.

If the HSE Division committee member is selected by the standing committee to become Chairperson of that committee the President of the division may appoint a new person to fill the seat.

RECOMMENDED DIVISIONAL COMMITTEES

AWARDS COMMITTEE

MISSION

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

COMPOSITION, SELECTION & TERM

The Committee is composed of one representative from each ACTE Region and a Chairperson.

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 an awards program for the Outstanding Service, Outstanding Teacher, Outstanding New Teacher, and other awards approved by the Policy committee.

NOMINATING/SCHOLARSHIP COMMITTEE

MISSION

To nominate the best qualified Member(s) of the HSE division for elective position of leadership of the Division.

COMPOSITION, SELECTION & TERM

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

This is an Ad Hoc committee operating every 3 years.

The Committee elects their Chair.

OBJECTIVES

To search for and screen potential candidates for the office of President-Elect for the HSE Division.

ACTE STANDING COMMITTEES

The HSE division will have one representative on each of the following ACTE committees:

- AWARDS
- AUDIT
- BYLAWS
- NOMINATING
- RESOLUTION

All members who serve on ACTE standing committees are recommended by the divisions or regions and appointed by the Board of Directors. A committee member must be a current affiliated, standard, direct or life member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division and Region Policy Committee members are eligible candidates for membership on standing or ad hoc committees.

~~AFFILIATED PARTNERING ASSOCIATIONS~~

List and describe all Division ~~Affiliated~~ Partnering Associations

HOSA: Future Health Professionals

A representative of the CTSO for Health Science HOSA will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the Vice-President of the HSE division to unify and coordinate the activities and directions of the division with the instructors, administrators, teacher educators, industry representatives and others interested in the skilled trades.

National Consortium of Health Science Education

A representative from the National Consortium of Health Science may serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the HSE Vice-President for Division in the coordination of activities and directions of the division with national educational needs

AMENDMENTS

Policy

1. Policies may be amended by submitting the proposed revisions in writing to the HSE Division Policy Committee and Vice President prior to an officially announced business meeting of the Division.
2. Any such proposed version must be approved by the HSE Division Policy Committee and receive a majority vote of those present at a HSE Division Business Meeting.

GENERAL POLICY

The name of the Division shall be set by the Policy committee with approval by the HSE membership and according to ACTE Board Policy.

If any statements or policies included in this document are in 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 Headquarter and on the ACTE HSE web page, www.acteonline.org

SAMPLE DIVISION AWARDS

Awards will be presented at the next national Association for Career and Technical Education (ACTE) Annual meeting. Nominations will be accepted for the FIVE following categories of awards:

1. HSE Teacher of the Year
2. HSE Post-secondary Teacher of the Year Award
3. HSE New Teacher of the Year
4. HSE Carl Perkins Community Service Award
5. HSE Leadership Award

1. HSE Teacher of the Year

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

2. HSE Postsecondary Teacher of the Year

This award recognizes the finest career and technical teachers at the postsecondary level who have demonstrated innovation in the classroom, commitment to their students and dedication to the improvement of CTE in their institutions and communities.

3. HSE New Teacher of the Year

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

4. HSE Carl Perkins Community Service Award

This award recognizes individuals who have used CTE to make a significant impact on their community and demonstrated leadership in programs and activities that promote student involvement in community service.

5. HSE Leadership Award

This award is based upon involvement in activities reflected in the purposes of the HSE which are to promote the philosophy and objectives of health science education by influencing national policy, cooperating with organizations such as HOSA as an integral part of HSE programs and services. Nominees must be active in promoting and demonstrating leadership activities within the healthcare industry, ACTE, and HSE across the country.

JUDGING

All Division Awards will make use of the ACTE Awards Portal for administration of these awards unless otherwise stated.

There will be a panel of judges from ACTE HSE division and the awards chairperson who will use a rubric/rating sheet to evaluate the submitted nominees. All judges' decisions are final.

PAST PRESIDENTS OF THE DIVISION

Elizabeth Bullock	Kentucky
Mary Kleber	Kentucky
Gina Doyle	Oklahoma
Ruth Eckenstein	Oklahoma
Grace Decken	??
Gina Riggs	Oklahoma
Cindy McConnell	Alabama
Linda Romano	New York