

KACTE Policies and Procedures Handbook

INTRODUCTION

A stronger and more effective state association is our goal as officers in the Kentucky Association for Career and Technical Education. This *Handbook* compiles Constitution, Bylaws, guidelines, policies, and reference material to help officers achieve this objective.

The professional association is the key to progress. Only as associations take active steps to promote career and technical education programs and the professionalism of career and technical education personnel will the profession advance and with it the quality of education offered to the people of Kentucky

The materials included in this *Handbook* are for increasing knowledge about KACTE and strengthening KACTE's state organization. Prepared by and for officers and committee chairs, it contains information regarding specific responsibilities. This *Handbook* will be updated and revised annually.

KACTE Bylaws

ARTICLE I

NAME

The name of this non-profit organization shall be the KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (hereafter referred to as the KACTE).

It shall be an affiliate of the Association for Career and Technical Education (hereafter referred to as ACTE).

ARTICLE II

MISSION and PURPOSES

A. Mission

The mission of the KACTE is to provide educational leadership in developing a competitive workforce.

B. Purposes

1. Leadership and Program Improvement. To foster excellence in career and technical education in Kentucky.
2. Policy Development. To advocate Kentucky and national policy to benefit career and technical education.
3. Knowledge Connectivity. To act as a clearinghouse for education and information relating to all aspects of career and technical education, while providing an access for professional development.
4. Awareness. Promote public awareness of the value of career and technical education as an integral part of the total program of education and solicit public support for these programs.

C. Powers

1. No part of the net earnings of the KACTE shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the KACTE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes set forth herein. No substantial part of the activities of the KACTE shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the KACTE shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this section, the KACTE shall not carry on any other activities not permitted to be carried on (A) by an association exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (B) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
2. Upon the dissolution of the KACTE, after paying or making provision for the payment of all the liabilities of the KACTE, all of the assets of the KACTE shall be disposed of exclusively for the purpose of the KACTE in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the Law) as the KACTE shall determine.

3. The association shall have and possess all the rights, powers, and privileges given to corporations by common law, including to sue and be sued, to borrow money and secure the payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings, and for other proper objects of such corporation to receive dues and donations for carrying out the objects aforesaid.

ARTICLE III

MEMBERSHIP

A. Eligibility

Any individual interested in the mission and purposes of the association shall be eligible for membership.

B. Classification of Members

The Association shall consist of four (4) classes of membership:

1. Individual
2. Educational Institutions
3. State or National Affiliate Organizations
4. Associate

C. Individual Membership

1. Professional Membership: individuals actively employed in or concerned with career and technical education. Kentucky is a unified state requiring professional members in KACTE to hold state and ACTE membership simultaneously.
2. Retired Membership: Individuals who are retired from active employment in career and technical education and have been a KACTE member for at least one (1) year. Retired members cannot be employed either full- or part-time in career and technical education. Retired members must notify KACTE should they regain employment and renew at the professional Membership rate.
3. Life Membership: Individuals who, as of May 1, 2006, are life members of the association will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.
4. Student Membership: Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor or administrator.
5. Dues for Individual Membership classifications shall be set by vote of the membership at the Annual Meeting.

D. Educational Institution Membership

1. Any school district, technical and career center, curriculum center, community technical college or university.
2. The KACTE Board of Directors will set dues for this category.

E. State or National Affiliate Organization Membership

1. Any state or national organization that has a professional interest in activities that foster the improvement and expansion of career and technical education.
2. The Organization's purpose and actions shall not be in conflict with ACTE/KACTE policies.
3. The KACTE Board of Directors will set dues for this category.

F. Associate Membership

1. Associate membership shall be available to corporations, owners, and persons representing business, industry, and the military.
2. The KACTE Board of Directors will set dues for this category.

G. Voting and Holding Office

1. Individuals from the following membership classification shall be considered eligible for voting and serving as committee members.

1. Individual Professional and Retired Members
2. Educational Institution Members
3. State or National Affiliate Organizations
2. Individual Professional Members may serve as officers of the association.
3. The Board of Directors shall determine policies and procedures for the determination of voting eligibility.

H. Membership Year

Membership shall begin with the receipt of dues at the ACTE office and extend for one year (twelve months).

ARTICLE IV

ORGANIZATIONAL STRUCTURE

- A. The KACTE shall be organized into a state association for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education in the state.
- B. Career and technical education clubs organized on college campuses, and with active KACTE members as advisors, may become affiliated with the KACTE upon submission of a copy of their constitutions and a list of their officers. Clubs must meet annually to be eligible for affiliation.
- C. KACTE shall provide for Services Division Organizations through specific occupational interest. Problems of the various members may be studied, explored, discussed and solved.

ARTICLE V

OFFICERS

- A. The officers of the state association shall be a President, President-Elect, Immediate Past President, Secretary, Treasurer, Immediate (one year) Past Treasurer and the ACTE Region II Representative. These constitutional officers shall constitute the Executive Committee.
- B. The President, President-Elect, Immediate Past President, Secretary, Treasurer, Immediate Past Treasurer, ACTE Region II Representative, and Service Area Vice Presidents shall constitute the Board of Directors.
- C. The Board of Directors of KACTE may employ an Executive Director of the State Association.
- D. KACTE shall recommend a KACTE member to serve on the Region II ACTE Policy Committee. The KACTE member selected shall serve a three-year term starting July 1 of the first year until June 30 of the third year of the three-year term. The selection shall be made at the annual business meeting of the year prior to the expiration of the incumbent's three-year term. The nominating committee will make the recommendation to the full membership. In case of a vacancy, the Executive Committee shall recommend a replacement to the Board of Directors. The KACTE member selected to serve as the KACTE representative on ACTE Region II Policy Committee shall be a voting member of the KACTE Board of Directors.

ARTICLE V

ELECTION OF OFFICERS

- A. The President-Elect, Secretary, and Treasurer of the State Association shall be elected by a majority vote of eligible members present and voting at the annual meeting of the KACTE.
- B. The President-Elect, the Secretary-Elect, and Treasurer-Elect shall be nominated by a nominating committee. The President-Elect shall serve a one-year term beginning August 1 following election and automatically ascend to president. The

Secretary-Elect of the State Association shall be nominated for a one-year term beginning August 1 following election. The Treasurer-Elect of the State Association shall be nominated for a two-year term. The newly elected officers shall assume their offices on August 1 following election.

C. The nominating committee for the officers of the State Association and the ACTE Region II Policy Committee Representative shall be composed of the representative from each of the service areas currently voting on the Board with the chairperson being the immediate past president of the State Association.

D. Additional nominations for all offices may be made by members from the floor at the annual meeting provided a written vita or resume is submitted to the presiding officer at the time the nomination is made and the candidate meets the qualifications of KACTE.

E. Each service area with twenty (20) or more affiliate members shall appoint or elect its KACTE Vice President. The representative must be an ACTE/ KACTE member. The term shall start August 1 following his or her appointment. A service area that falls below twenty (20) affiliate members shall have one year to raise membership or shall be placed under the New and Related service area. Any group of members wishing to start a new service area shall be represented by the New and Related Division VP until they have established twenty (20) or more affiliate members and have established a service area organizational structure. Upon meeting the requirements for representation as a service area on the Board of Directors, the service area may petition the board for approval to have a representative on the board.

F. It is recommended that Representatives from service area divisions be appointed for 2-year terms with Agriculture Education, Business Education, Guidance, Technology Education, Trade and Industrial Education, and New and Related Services being appointed on odd-numbered years and Family and Consumer Sciences Education, Health Science Technology Education, Marketing Education, Pathways to Careers/Special Needs, and Administration being appointed on even-numbered years.

G. The President Elect shall assume any unexpired term of the President. A vacancy of a Board member other than any office of the State Association shall be filled by the respective service area in which the vacancy occurs. In the event that this vacancy is not filled within 30 days, the President shall appoint a representative from the service area.

H. In the event of vacancy in any office (President-Elect, Secretary, Treasurer, and ACTE Region II Representative) in KACTE other than the expiration of a term, the nominating committee will make recommendations to the full board. Additional nominations of candidates, who meet KACTE's requirements, may be made by board members at a meeting of the full board. The position will be filled by majority vote of the board members. The position will be filled at the first regularly scheduled or called meeting after the vacancy of the office occurs.

I. Delinquency of Duty. If any KACTE Board member fails to attend two consecutive Board meetings while failing to notify the President or Executive Director, the Board can declare the position vacant at the second meeting and the vacancy will be filled per Article V, MEMBERSHIP, SECTION H.

ARTICLE VI

DUTIES OF OFFICERS

A. The president shall perform all of the duties assigned to that office. The term of office shall be one year. The President, or in his or her absence, the President-Elect, shall preside at all meetings of the KACTE, the Executive Committee and the Board of Directors.

B. The president-elect shall serve for a period of one year prior to assuming the duties of the president. The president-elect shall perform such duties as directed by the Board of Directors or the Executive Committee. The president-elect shall attend all meetings of the association, Board of Directors and Executive Committee. The president-elect shall serve as Co-Chair of the KACTE Liaison Committee.

C. The immediate past president shall serve in an advisory capacity to the president. The term of office shall be for one year. The immediate past president shall serve as chair of the KACTE nominating committee, the Executive Director's contract committee, and co-chair the Resolution committee. The immediate past president shall attend all meetings of the association, Board of Directors and Executive Committee.

D. The Secretary shall keep a full and accurate record of the proceedings of all meetings of the KACTE, Board of Directors, and Executive Committee.

E. The Treasurer shall work with the Executive Committee and the Executive Director to establish operating budgets, will audit all financial records of the Association, and will provide a report to the Board of Directors on the financial status of KACTE at all Board meetings and the Annual Business meeting.

F. The ACTE Region II Representative will serve as liaison between KACTE and ACTE Region II. He/she will have duties as assigned by ACTE Region II, as well as, KACTE.

G. The Board of Directors shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control and direction of the Association. The Board of Directors shall hire the executive director and designate the term of employment and compensation. The Board of Directors shall have among its duties the following:

1. Provide for the safekeeping and proper use of the funds of the KACTE.
2. Give final approval of the program for the annual meeting of the KACTE

H. The Executive Committee may act in place and stead of the Board of Directors between Board meetings on matters, except those specifically reserved to the Board by these Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting.

ARTICLE VII

COMMITTEES

A. The Board of Directors shall establish procedures for the creation and operation of standing committees and task force committees, as it deems necessary. The President shall recommend for appointment by the Board of Directors the following chairpersons: Constitution, Public Relations, Finance, Awards, Membership and others as needed. Co-Chairpersons of the Liaison and Resolutions committee will also be appointed.

1. Awards Committee Chairperson must submit the nominations for ACTE/KACTE Awards to the Executive Board for approval at the Spring Meeting.
2. The President will appoint the Immediate Past-President to serve on the Resolutions Committee as Co-Chairperson.
3. The President will appoint the President-Elect to serve on the Legislative Liaison Committee as Co-Chairperson.

B. The President shall have the power to appoint ad hoc committees subject to approval of the Executive Committee or Board of Directors.

ARTICLE IX

MEETINGS

A. The State Association shall hold an annual meeting at which time the business of the KACTE shall be conducted.

B. Those eligible members present shall constitute a quorum for the transaction of business at any regularly scheduled annual meeting.

C. The President shall call all meetings of the Board of Directors and the Executive Committee, and this Board and the committee shall meet at least quarterly.

D. Upon written request of a majority of the Board of Directors the President shall call a meeting of the Board.

E. In order to transact business, these quorums shall be required:

1. Executive Committee -- 3
2. Board of Directors -- majority of Board members

F. A member of the Board of Directors may be represented at Board meetings by a written proxy statement that has been given for presentation to the chair at the meeting specified. The chair shall identify who may exercise the vote. Proxy votes shall be passed in accordance to the *Policy and Procedures Handbook*.

ARTICLE X

AFFILIATED ORGANIZATIONS

Organizations of career and technical education personnel whose members are members of the KACTE may be officially designated by the KACTE Executive Committee as "Affiliated Organizations."

ARTICLE XI

AMENDMENTS

A. All proposed amendments must be in the hands of the Board of Directors at least sixty days prior to the Annual State Meeting or called State Meeting.

B. Proposed amendments that are acted on favorably by the Board of Directors shall be submitted in writing to the active affiliate members at the Annual State Meeting, or called State meeting.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern the KACTE in all cases to which they are applicable, subject to such rules as have been or may be adopted.

ARTICLE XIII

POLICY AND PROCEDURES

Policy and Procedures Handbook, upon approval of the KACTE Board of Directors, shall establish Policy and Procedures by which completion of the goals of this Constitution and of the association are completed.

Constitution and Bylaws adopted as amended July 10, 2002, July 17, 2006, July 28, 2008, July 6, 2009.

KACTE PROCEDURES

THE KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

(hereafter referred to as KACTE)

A. Mission

The mission of the KACTE is to provide educational leadership in developing a competitive workforce.

B. Purposes

1. Leadership and Program Improvement. To foster excellence in career and technical education in Kentucky.
2. Policy Development. To advocate Kentucky and national policy to benefit career and technical education.
3. Knowledge Connectivity. To act as a clearinghouse for education and information relating to all aspects of career and technical education, while providing an access for professional development.
4. Awareness. To promote public awareness of the value of career and technical education as an integral part of the total program of education and solicit public support for these programs.

I. BOARD OF DIRECTORS

The Board of Directors shall consist of those individuals identified in the Association Constitution. The Board shall be the governing body of the Association, and shall have the authority and responsibility for the supervision, control and direction of the Association. All Board meetings, except Executive sessions, are open to any KACTE member.

When an individual commits to serve on the KACTE Board of Directors, the professional responsibility extends beyond that of his or her annual KACTE membership. It is the responsibility of each member to attend all meetings and carry out duties assigned. When this is not possible, a written proxy should be mailed to the President. Should a written proxy prepared in advance of the meeting be impossible, a telephone call from the Board member to the KACTE President followed by a written proxy statement will allow the designated member full representation at the specified meeting.

A member of the Board of Directors may be represented at Board meetings by a KACTE member to whom a written proxy statement has been given for presentation to the chair at the meeting specified. The chair shall identify who may exercise the vote. The representative will have all of the privileges afforded to the Board member being represented.

Major Duties and Responsibilities

- 1.1 Attend all quarterly and called board meetings yearly plus Annual Membership Business meeting
- 1.2 Appoint the Executive Director, designate the term of office, and the compensation
- 1.3 Recommend to the membership at the Annual Business meeting the annual dues for each type of Association membership
- 1.4 Transact business of the Association when a quorum is present
- 1.5 Approve proposed amendments to the Constitution and the Bylaws sixty (60) days prior to the Association's Annual Business meeting and present changes for approval to the membership

- 1.6 Establish and amend Board policies by a majority vote at any regular session or special meeting of the Board.
- 1.7 Express only the official position of the Board when speaking for the Association
- 1.8 Establish mutual liaison relationships with the Board of other organizations
- 1.9 Review and approve the KACTE Strategic Plan.
- 1.10 Approve the annual budget
- 1.11 Receive and act on committee reports
- 1.12 Give final approval of the Association's Annual Business meeting program.

II. EXECUTIVE COMMITTEE

The Executive Committee composed of the President, President Elect, Immediate-Past President, Secretary, Treasurer, Region II Representative, and Immediate (one year)Past Treasurer may act in place and stead of the Board of Directors between Board meetings on matters, except those specifically reserved to the Board by the KACTE Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting. All members have voting power, except the Past Treasurer, ex-officio, and the President, who votes only in the case of a tie.

To be nominated for a position as an executive officer of KACTE, a person shall:

- A. Be an Individual Professional member for two consecutive years prior to the nomination date
- B. Previously held a position on the board prior to being nominated for the office of President Elect
- C. Be committed to fulfill the duties and responsibilities of the position.

Major Duties and Responsibilities

- 2.1 Meet at least one hour before the regular scheduled Board meeting to conduct business and determine issues and recommendations to bring to the Board
- 2.2 Approve President's recommended meeting dates and sites, locations, and calendar activities to be announced at the first regular scheduled Board meeting
- 2.3 Review and approve proposed budget submitted by the Treasurer and the Executive Director and recommend for Board approval
- 2.4 Provide for the safekeeping and proper use of Association funds
- 2.5 Appoint the Nominating Committee as outlined in the Constitution and Bylaws with the Past President chairing the Committee
- 2.6 Give final approval of the Association's Annual Business meeting program and submit to the Board for approval
- 2.7 Review with the Executive Director the contract terms. Use the job description and the annual goals and objectives as a basis for the evaluation. Present any proposed changes at the last regular scheduled meeting before Annual Business meeting for Board approval

- 2.8 Review the policies of the bonding company before renewing with the company.

III. EXECUTIVE DIRECTOR

The Executive Director works with the Board of Directors in providing leadership and direction to the Association. He/she is responsible for implementing decisions of the Board and sees that the goals, objectives, and Strategic Plan of the Association are accomplished. The Executive Director is directly responsible to the Executive Committee. The Executive Director serves as a non-voting Board member. He/she manages KACTE finances, including: receipt of income, disbursement of funds, maintenance of all records, and preparation of reports.

Major Duties and Responsibilities

- 3.1 Described in the contract included in KACTE *Policy and Procedure Handbook*.

IV. PRESIDENT

The President, or in his/her absence, the President Elect, presides at all meetings of the Association, the Executive Committee, and the Board of Directors, and performs those duties originating from the office of the organization. The President may vote to break a tie.

Major Duties and Responsibilities

- 4.1 Call meetings of the Executive Committee and the Board of Directors including special meetings
- 4.2 Call a minimum of quarterly meetings of the Board of Directors to conduct Association business
- 4.3 Preside at all meetings of the Board of Directors and Executive Committee meetings. Use *Roberts Rules of Order* when presiding at meetings
- 4.4 Present report of his/her activities at each Board meeting and Annual Business meeting and submit written report to the Secretary
- 4.5 Call special meetings of the Board of Directors when requested by the majority of the Board
- 4.6 The President shall recommend for appointment by the Board of Directors the chairs or co-chairs of Association committees and task forces. The Board of Directors shall establish procedures for the operation of standing committees and task force committees as it deems necessary. The specific committees include: Public Relations, Finance, Membership, Constitution and Bylaws, Audit, Resolutions, Awards, History, and others as needed
- 4.7 Support, defend, and implement policies and programs adopted by the Board of Directors and Executive Committee
- 4.8 Work with the Executive Director and Association Secretary to develop agendas and materials for meetings
- 4.9 Consult and advise with the Executive Director on all matters pertaining to Association policies, programs, and finances
- 4.10 Work with the Executive Director to keep the Board of Directors, Executive Committee, and others informed of the conditions and operations of the Association

- 4.11 Work with the Executive Director and Executive Committee to ensure that policies and programs will further the goals and objectives of the Association and make presentations to the Board of Directors
- 4.12 Ensure that the Executive Director's contract is prepared and ready for signature at the appropriate time
- 4.13 Approve all travel vouchers and send to the Treasurer for payment within five (5) days
- 4.14 Offer direction to ensure the strategic plan fulfills the goals and purposes of the Association
- 4.15 Finalize agenda for all Executive and Board meetings.

V. PRESIDENT ELECT

The president-elect shall serve for a period of one year prior to assuming the duties of the president. The president-elect shall perform such duties as directed by the Board of Directors or the Executive Committee. Attend all Association meetings and become familiar with policy, procedure, and Association business. The President Elect serves as Chair of the Annual Conference and the Strategic Plan committee and co-chair of the Liaison committee. The President Elect serves as a voting member at all Association meetings.

Major Duties and Responsibilities

- 5.1 Preside at all meeting of the Association and the Executive Committee in the absence of the President
- 5.2 Fill the office of President in the event the office becomes vacant
- 5.3 Assist with annual budget preparation
- 5.4 Chair Annual Conference committee and makes recommendation on Annual Conference at the March meeting
- 5.5 Co-chair Legislative Liaison Committee
- 5.6 Chair Strategic Plan Committee
- 5.7 Perform other duties as assigned by the President.

VI. SECRETARY

The Secretary keeps accurate and detailed records of the proceedings of all Executive Committee, Board of Directors, Annual Business Meeting, and Special Called meetings of the Association. The Secretary serves as a voting member at all Association meetings.

Major Duties and Responsibilities

- 6.1 During the meetings:
 - A. Distribute sign in sheet
 - B. Determine quorum
 - C. Move that minutes of previous meeting be accepted
 - D. Provide a motion card to individuals making a motion to record exact wording of motion

- E. Furnish the exact wording of motion prior to voting
 - F. Search the minutes for information when needed
 - G. Read the roll when requested by the presiding officer
 - H. Read correspondence
 - I. Collect all materials distributed including written reports of all members
 - J. Have a copy of Constitution and Bylaws, standing rules, list of Board members.
- 6.2 Following the meetings:
- A. Send draft copy of minutes within two weeks to President and Executive Director for review and final approval
 - B. Send copy of minutes to all Board of Directors, liaison from Education Cabinet, KCTCS, Department of Education and Office for Career and Technical Education.
- 6.3 Minutes to include:
- A. Type of meeting: regular, special, or annual business
 - B. Date, time, place, quorum, and who conducted meeting
 - C. Names of Board members, Committee chairs, proxy holders, and guests
 - D. Previous minutes approved
 - E. Treasurer's report
 - F. Reports by Executive Director, Officers, Service Area Vice Presidents, and Committee chairs
 - G. Name and subject of guest speaker
 - H. Disposition of old and new items of business
 - I. Motion including name of individuals who make and second motions
 - J. Hour of adjournment
 - K. Secretary signature
- 6.4 Perform any other duties as assigned by the President.

VII. TREASURER

The Treasurer reports to the Board of Directors on the financial status and fiscal management of the Association. The Treasurer serves as a voting member at all Association meetings.

Major Duties and Responsibilities

- 7.1 Review the activities of the Executive Director related to fiscal management
- 7.2 Ensure all expenditures are in line with the approved budget, as amended
- 7.3 Submit financial reports at all Board of Director meetings and the KACTE Annual Meeting
- 7.4 Supervise an audit of all KACTE finances and fiscal operations
- 7.5 Prepare a draft annual budget and submits to the Board of Directors at the last scheduled Board of Director's meeting held prior to the beginning of the subsequent fiscal year
- 7.6 Sign all checks in excess of \$10,000.00
- 7.7 Perform any other duties as assigned by the President.

VIII. IMMEDIATE-PAST PRESIDENT

The Immediate-Past President serves as a counselor to the Association and works closely with the President, Executive Committee and the Board. The Immediate-Past President chairs the Nominating committee, Executive Directors contract, and co-chairs the Resolutions committee. The Immediate-Past President serves as a voting member at all Association meetings.

Major Duties and Responsibilities

- 8.1 Attend all meetings of the Executive Committee and the Board
- 8.2 Work with Executive Director in preparing report on yearly accomplishments of the Association
- 8.3 Serve as chair of the following committees: Nominating, Executive Director's contract, and co-chair of Resolution
- 8.4 Perform any other duties assigned by the President.

IX. IMMEDIATE-PAST TREASURER

The Immediate-Past Treasurer serves as an ex-officio member of the Executive Committee for the term of one (1) year. As an ex-officio officer, the Immediate-Past Treasurer does not have a vote. The Immediate-Past Treasurer may vote with a proxy vote.

Major Duties and Responsibilities

- 9.1 Provide transition of the office to the new Treasurer
- 9.2 Assist the new Treasurer, the Executive Committee, and the Association in financial matters
- 9.3 Perform any other duties assigned by the President.

X. ACTE REGION II REPRESENTATIVE

The ACTE Region II Representative will serve as liaison between KACTE and ACTE Region II. The term begins on July 1 and continues for three (3) years ending on June 30. The ACTE Region II Representative shall be a voting member of the KACTE Board of Directors.

Major Duties and Responsibilities

- 10.1 Attend all meetings of the Executive committee and the Board
- 10.2 Represent Kentucky on the ACTE Region II Policy Committee and attend the Fall Region II meeting, ACTE Annual Conference, Spring Washington Region II meeting, and Annual Business meeting
- 10.3 Keep Executive Director, Executive Committee, and the Board updated on ACTE events
- 10.4 Serve as a Committee Chair if so designated by the President
- 10.5 Perform any other duties as assigned by the President.

XI. SERVICE AREA VICE PRESIDENT

Each service area with twenty (20) or more eligible members shall appoint or elect its KACTE Vice President. The representative must be an ACTE/KACTE member. The term shall start August 1 following his or her appointment. They will bring to the Board the issues and concerns of his/her particular group and keep the Board up-to-date on the group's status and progress. The Service Area vice Presidents will serve on the Nomination and Strategic Plan committees. If a service area meets the required minimum number of members for recognition but does not have a corresponding professional association to appoint or elect a KACTE Vice President, the KACTE President shall appoint the Vice President for such service areas.

Major Duties and Responsibilities

- 11.1 Attend all meetings of the board
- 11.2 Report to the Board the group's activities and submit written report to the Secretary
- 11.3 Inform Division members on current events discussed by the Board
- 11.4 Develop the Strategic Plan
- 11.5 Recommend slate of officers to be presented to the Board and Business meeting
- 11.6 Recommend one nominee each for the Outstanding Career and Technical Education Teacher and the Outstanding Career and Technical Education Educator
- 11.7 Recommend at least one individual for an Association elected office
- 11.8 Work with the Education Cabinet, Department of Education, and KCTCS Office of the respective program area to plan appropriate program for KACTE Annual meeting
- 11.9 Forward records and materials of the past two years to the new Board member when term expires
- 11.10 Perform any other duties as assigned by the President.

XII. COMMITTEE CHAIRS

The President shall recommend for appointment to the board of directors the chairs of the following committees: Constitution, Public Relations, Finance, Awards, Membership, and others as needed. Co-Chairpersons of the Liaison and Resolutions committee will also be appointed. The President shall have the power to appoint ad hoc committees subject to approval of the Executive Committee or Board of Directors. The Committee chairs are an integral part of the Board. The Chairs serve as non-voting members of the Board. A Chair serving on the Executive Committee or on the Board as a voting member may vote in that position only. A Chair may vote with a proxy.

Major Duties and Responsibilities

- 12.1 Attend all meetings of the Board
- 12.2 Appoint committee members
- 12.3 Fulfill all responsibilities of the committee
- 12.4 Report progress of the committee to the board

XIII. ANNUAL CONFERENCE COMMITTEE

The President-Elect chairs the committee, and the KACTE Assistant Executive Director serves as co-chair. The Annual Conference Committee, in conjunction with the Executive Director and the Executive Committee, plan the Annual Conference. The chair of this committee works with the State Officials in planning the conference. The co-chair serves as a non-voting Board member.

Major Duties and Responsibilities

- 13.1 Shall be held in conjunction with the Department of Education, Education Cabinet and KCTCS
- 13.2 Budget for the Annual Conference shall be presented to the Executive Committee for approval at the second regular scheduled Board meeting
- 13.3 Plan fund-raising events by the third regular scheduled Board meeting
- 13.4 Obtain guest speaker for the Annual Business meeting during the Annual Conference
- 13.5 Obtain final Board approval of the Annual Conference program at the last regular scheduled meeting before the Conference
- 13.6 Committee chair must work closely with the Executive Board in planning all events of the Conference
- 13.7 Keep a notebook consisting of a work calendar, forms, and correspondence needed to plan and develop the Annual Conference to be given to the next year's committee
- 13.8 Report to the Board meetings on Conference planning progress

XIV. CONSTITUTION COMMITTEE

The committee will review the Constitution and Bylaws for possible revisions and make recommendations to the Board and at the Annual Business meeting. The chair serves as a non-voting member of the Board.

Major Duties and Responsibilities

- 14.1 Receive proposed changes submitted by members and/or Board members. Present amendments to the Executive Board and the Board of Directors sixty (60) days prior to the Annual Business meeting for approval to be presented to the membership at the Annual Business meeting for approval.
- 14.2 Present proposed changes to the Constitution in writing at the Annual Business meeting for approval
- 14.3 Present a printed copy of the new Constitution and Bylaws to the Executive committee and Executive Director at the next Board meeting.

XV. MEMBERSHIP COMMITTEE

The President recommends to the board for appointment the Chair of this committee. The Service Area Vice Presidents serve on the committee. The Membership Committee develops, implements, and plans to actively recruit members in KACTE and ACTE. All members of the Membership committee serve as voting members at all Association meetings. The chair may or may not be a voting member of the Board; it depends on the chair's position on Board.

Major Duties and Responsibilities

- 15.1 Recommend to the Board the goal for the number of members to be attained each year
- 15.2 Develop a plan for an annual statewide membership drive that:
 1. is organized by Service Areas through a membership committee for each Service Area
 2. specify dates for a Fall membership drive to be completed by December 31 of each year.
 3. identify materials needed by each Service Area for the membership drive and who is responsible for getting materials
- 15.3 Suggested materials are:
 1. list of career and technical education personnel in the Service Area, in local school districts and state operated programs
 2. list of teacher educators in the Service Area
 3. list of payroll deduction in the Service Area from previous year
 4. renewal notices from KACTE
 5. membership application forms
 6. ACTE and KACTE brochures
 7. one page listing of KACTE accomplishments
- 15.4 Develop incentives or awards to recognize membership gains
- 15.5 Develop a tentative agenda for the membership committee meetings
- 15.6 Receive information relative to career and technical centers, high schools and KCTCS colleges that have 100 percent membership and share with the Board

XVI. RESOLUTION COMMITTEE

The Resolution Committee will develop resolutions and present to the Board of Directors. Resolutions are voted on at the Annual Business meeting. The President will appoint the President-Elect to serve as Co-Chairperson and will recommend for appointment to the Board of Directors the other Co-Chairperson for the Resolutions Committee. The appointed Co-Chair serves as a non-voting Board member.

Major Duties and Responsibilities

- 16.1 Prepare and keep updated guidelines for writing resolutions and include in the *Handbook*
- 16.2 Solicit proposed resolutions from Service Areas, committees, and members of the board of directors by the third Board meeting
- 16.3 Develop and write resolutions when requested by the Board or Executive Committee
- 16.4 Recommend resolutions for approval by the Board sixty (60) days prior to the Annual Business Meeting
- 16.5 Prepare sufficient copies of resolutions approved by the Board and distribute during registration at the Annual Conference

XVII. NOMINATION COMMITTEE

The Immediate-Past President serves as chair and the Service Area Vice Presidents as the committee. The Nomination Committee serves as a screening committee for potential candidates for the office of President Elect, Secretary, Treasurer, and ACTE Region II Representative. All members on the Nomination committee serve as voting members on the Board.

Major Duties and Responsibilities

- 17.1 Develop a nomination form to be submitted by potential candidates for office
- 17.2 Review information submitted about each nominee and interview nominee, when necessary
- 17.3 Recommend a single slate of officers to the Board at the regular scheduled meeting before the Annual Business meeting
- 17.4 Be prepared to handle nominations from the floor at the Annual Business meeting. This includes receiving a written vita or resume from the nominee and presenting to the presiding officer.

XVIII. AWARDS COMMITTEE

The Awards Committee is responsible for selecting and recommending to the Board nominees for all ACTE and KACTE awards. The awards will be presented during the Summer Program. The chair serves as a non-voting Board member.

Major Duties and Responsibilities

- 18.1 Inform membership and the Board through the Website and other communications of the KACTE and ACTE awards, including the awards available, the criteria, and the deadline for submitting the nominations
- 18.2 Solicit nominations by established deadlines and keep supply of certificates on hand for the 27-Year Award and Honorary Life Membership
- 18.3 Select winners for each category of award and notify the winners of plans to honor them at the Annual Conference meeting
- 18.4 Prepare short summary of honoree's achievements to be read at the awards presentation and for use in a media release
- 18.5 Submit approved nominations for ACTE awards to the appropriate committee or individuals
- 18.6 Select the winner for the Teacher Recruitment Award.

XIX. PUBLIC RELATIONS/WEBSITE COMMITTEE

The Public Relations/Website Committee provides publicity for KACTE through appropriate news media as directed by the Board. The committee prepares and keeps up to date public relation tips. The Committee works with the Executive Director in preparing information for posting to the KACTE Website. The chair serves as a non-voting Board member.

Major Duties and Responsibilities

- 19.1 Work with the Executive Director in determining deadlines for electronic newsletters and which responsibilities each assumes in posting the information to the website.
- 19.2 Prepare some suggested public relation tips and make available to the Board and members on request
- 19.3 Work with the chair of the Annual Conference committee in publicizing the Business meeting
- 19.4 Develop suggestions for observing National Career and Technical Education Month and make available by December 1 of each year.
- 19.5 Include a brief summary of the Conference plans and a pre- registration form on the website.

XX. HISTORY COMMITTEE

On a yearly basis, the History Committee is responsible for keeping and preserving Association materials of historical value and summarizes activities of the Association. The chair serves as a non-voting Board member.

Major Duties and Responsibilities

- 20.1 Develop and/or revise guidelines regarding the types of materials to be kept and preserved and present to the Board for approval
- 20.2 Collect materials as determined in guidelines
- 20.3 Summarize by Annual Business meeting the year's activities and report to the membership
- 20.4 Present written summary to Secretary to be kept with the minutes

XXI. LIAISON COMMITTEE

The President will appoint the President-Elect to serve as Co-Chairperson and will recommend for appointment to the Board of Directors the other Co-chairperson for the Liaison Committee. The appointed co-chair of the committee serves as a non-voting Board member

Major Duties and Responsibilities

- 21.1 Determine issues of concern to technical educators statewide, and especially those that could become a part of the KACTE Legislative package during a legislative year.
- 21.2 Inform members of the General Assembly and the KACTE membership of the legislative needs for technical educators.
- 21.3 Survey KACTE membership to determine legislative needs
- 21.4 Develop and present legislative package for approval to the Board
- 21.5 Be informed about the legislative process
- 21.6 Establish and maintain good relationships with state/national legislatures

- 21.7 Report to Board and membership about legislative matters
- 21.8 Develop a statewide network for contacting a legislator
- 21.9 Work with Board in sponsoring legislative workshops.

XXII. STRATEGIC PLAN COMMITTEE

The Strategic Plan committee is chaired by the President-Elect and consists of the Service Area Vice Presidents. All members of this committee serve as voting members on the Board.

Major Duties and Responsibilities

- 22.1 Shall develop goals or objectives, activities, list the group of individuals responsible, list time frame and accomplishments for the Association
- 22.2 Meet during the first regular scheduled Board meeting after Summer Conference
- 22.3 Present the Strategic Plan at the second Board meeting for Board discussion.

XXIII. AUDIT COMMITTEE

The Auditing Committee is responsible for auditing the Treasurer's books yearly. The chair serves as a non-voting Board member.

Major Duties and Responsibilities

- 23.1 Outline an acceptable procedure for auditing the books and present to Executive committee for review
- 23.2 Work with the Treasurer in establishing an appropriate time for the audit in July
- 23.3 Inform the Treasurer of materials needed
- 23.4 Keep record of suggestions and recommendations for the Treasurer during the audit
- 23.5 Prepare and submit audit report to the Executive committee and the Board at the first Board meeting.

XXIV. RECORDS

- 24.1 Must submit membership report in writing to the Secretary at the Board meeting at which it was given
- 24.2 Discard membership records after five years except for the final ACTE membership list for that year
- 24.3 Final ACTE membership list for each year will be kept indefinitely
- 24.4 Keep all financial statements and balance sheets at the KACTE Office for five (5) years

- 24.5 Keep minutes of Executive Committee and Board meetings indefinitely at the KACTE Office and the minutes shall become a part of the KACTE historical records.

XXV. TRAVEL

- 25.1 Designate travel funds in the budget for use by authorized members and Executive Director. These funds cannot exceed budgeted amount. Any individual for whom the Association has made prepayment of any expenses is obligated to attend said conference or refund the Association for the full amount
- 25.2 Prepay conference registration, hotel deposit, and/or airfare.
- 25.3 Use the KACTE travel voucher form to request reimbursement of authorized travel. The official KACTE travel voucher form will be located in the Officers' *Handbook*. Hotel room charges will be paid according to billing not to exceed budgeted amount
- 25.4 Reimbursement for meals is allowed only on overnight travel on a per diem basis or where a late return voids the expense of rooming charges. Meal reimbursement shall coincide with the existing state rates. Any exception to meal reimbursement will occur according to the commonwealth of Kentucky's designated high-rate district
- 25.5 Receipts are required on all items for reimbursement except meals and mileage.

XXVI. REFUNDS

- 26.1 Refunds for any KACTE event shall be requested in writing to the KACTE Treasurer within thirty (30) days after the event
- 26.2 No refunds shall be made after thirty (30) days of the scheduled event. Meals are excluded from the refund unless requested in writing to the KACTE Treasurer three (3) days prior to the meal function.

XXVII. PURCHASING

- 27.1 Purchased non-perishable items for use by the Association shall become a part of inventory and be stored in the KACTE office unless the Executive Director or the President has made an exception
- 27.2 Submit at least two (2) bids for any item costing more than \$500.00 (five hundred dollars)
- 27.3 Submit receipts to the Treasurer for reimbursement of authorized purchases paid for by individual members.

XXVIII. CARL D. PERKINS ASSISTANCESHIP

- 28.1 Funded through a budget line item.
- 28.2 Select two (2) students, one (1) post-secondary and one (1) secondary, each year for an assistantship
- 28.3 Recipients will be honored at the Annual Conference

28.4 Recipients will be selected by the committee.

XXIX. DELEGATES TO ACTE

- 29.1 Designated delegates by virtue of their position are: Executive Director, ACTE Region II Representative, and the Executive officers
- 29.2 Submit delegate applications to the KACTE office by October 1 of the current year to be a delegate
- 29.3 Obtain application forms for delegates from the KACTE office, or during the Annual Business meeting, or in a newsletter
- 29.4 Notify the President at the first regular scheduled meeting of plans to be a delegate
- 29.5 Selection of delegates made by the Executive committee. The committee will give first priority to voting members of the KACTE Board, second priority to the KACTE Board committee chairs, and third priority to geographic representation
- 29.6 Delegates shall attend all required meetings.

KACTE Whistleblower Policy

I. General

The Kentucky Association for Career and Technical Education Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of KACTE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

III. No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

IV. Reporting Violations

The Code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer directly.

IV. Compliance Officer

The Organization’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization’s Compliance Officer is the chair of the audit committee.

V. Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

VI. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VII. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VIII. Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

KACTE Conflict of Interest Policy

I. Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the "Organization"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

II. Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- B. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- C. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

III. Procedures

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. The remaining board or committee members shall decide if a conflict of interest exists.
3. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

KACTE Retention Policy

ACTE will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely

Current Records: Records for which convenience, ready reference or other reasons are retained in the office space and equipment of the association

Institutional and Legal Records	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent
Employee Payroll Files	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Forms	7 years
W-4 Forms	7 years
Garnishments	Termination plus 1 year
Employee Personnel Files	
Employment Application or Resume	Termination plus 1 year
Employment History	Termination plus 1 year
Beneficiary Designation	Until employee termination
Medical Records	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings and Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination
Employee Injury/Accident Reports	7 years
Retirement Benefits	Life of the employee
Disability Records	Life of the employee
General Files	
Pension/Retirement Plans	7 years after termination of individual plan

Financial Records	
Account Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent
Capital Property Records	
Property Records	Current plus 7 years
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years
Long-Term Debt Records	Current plus 7 years
Property Improvement Records	Current plus 7 years
Facilities Records	
Building Permits	Current plus 7 years
Building Plans and Specifications	Permanent
Office Layouts	Current
Zoning and Operating Permits	Current
Maintenance Records	Current
Insurance Records	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years
Litigation Records	
Claims/Court Documents	Current