



The Association for Career and Technical Education

Postsecondary, Adult, & Career Education Division Policy Manual

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CONTENTS

INTRODUCTION	2
GENERAL PURPOSES	3
BYLAWS	4
ORGANIZATION OF THE DIVISION.....	5
MEMBERSHIP.....	6
PRESIDENT OF THE DIVISION.....	8
PROCESS OF NOMINATION.....	12
SECRETARY OF THE DIVISION.....	14
POLICY COMMITTEE	15
ACTE STANDING COMMITTEES	17
DIVISION AD HOC COMMITTEES.....	21
PACE AWARDS COMMITTEE	22
PACE NOMINATING COMMITTEE.....	24
BUDGET OVERVIEW	25
OPERATING BUDGET	28
DESIGNATED FUNDS	29
BUDGET TIMELINE.....	30
AMENDMENTS	31
GENERAL POLICY.....	32
PAST PRESIDENTS OF THE DIVISION.....	33

INTRODUCTION

The Postsecondary, Adult, & Career Education 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 associate organizations. 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 committee 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 inform members on plans, policies, and issues of the ACTE and their implications to the Postsecondary, Adult & Career Education Division (PACE)
- To develop and promote linkages among PACE Division members by offering and facilitating professional development and networking opportunities
- To develop and promote partnerships with other ACTE divisions, agencies, organizations and educational and training institutions
- To promote and advocate for the development of legislative initiatives which foster adult education and business and industry training services
- To promote the value of career and technology education in national, state and local economic development needs
- To facilitate the dissemination of model and innovative adult, business and industry training and services programs

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
- 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, through 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 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.

A quorum for policy committee and awards committee meetings will be defined as the majority of those present. Members of the Division present at the business meeting shall constitute a quorum.

Electronic voting is intended to supplement, not replace, meetings of the policy committee or awards committee. For issues that require committee action before the next annual meeting at VISION or which could not be completed at the last annual meeting, the use of electronic voting is permitted. The procedure for electronic voting is:

1. The committee chair will email the motion to be voted on to all committee members.
2. Committee members will be given seven (7) calendar days to reply with their vote.
3. Votes must be received from a majority of the committee members for the motion to pass or fail.
4. The committee chair will count the votes after the seven (7) calendar day window has closed and notify all committee members of the results.
5. Copies of electronic votes will be kept with the minutes to document the outcome.

MEMBERSHIP

Membership in the PACE Division shall be open to individuals who are professionally engaged in the administration, supervision, instruction, and provision of adult educational services of postsecondary education in community colleges, adult career centers, career & technical education programs and services, and workforce development programs as well as those who have an interest in postsecondary, adult & career education.

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 PACE.

<i>Group Type</i>	Resource Associate	Nonunified Associate (NAOM)	Unified Associate
<i>Summary of group</i>	<i>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.</i>	<i>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.</i>	<i>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.</i>

Current Division Associates include:

None at this time.

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. A representative of the organization 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 objectives and/or policies of the Division. 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.

Any bylaws from division associate organizations that conflict with the Division bylaws and operation procedures 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 policy committee 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.

PRESIDENT OF THE DIVISION

The president of the Division shall be a division member in good standing, having been elected by the members of the Division 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 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 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 Division members as Association direction and policy are formulated.

Specific Responsibilities

1. Submitting reports
 - a. An annual report outlining the Division's accomplishments (not the individuals' 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 information books. 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 March 10. 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 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 and policies and Association activities.
 - b. Communicate regularly with the ACTE president and executive director, sharing input and feedback from Division members.

6. Meetings

- a. Attendance at all scheduled board meetings is mandatory. It is expected that all materials related to the meeting will 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 ACTE staff to identify and develop 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 their Division membership. ACTE staff will assist by providing items that should be featured in all Division correspondence to ensure consistent messaging.
- c. 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.
- d. Divisions are encouraged to share information, articles, best practices, data, and more to meet members' needs and enhance the value of the Division.
- e. 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 move into position as Division president. The Division president-elect will serve on the Division policy committee but does not serve on the ACTE board of directors.

Division president-elect is highly recommended to attend ACTE's CareerTech VISION and National Policy Seminar. Travel expenses 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

The year before electing a new president, the current Division president will send out notices to the policy committee, ACTE members and state leaders to submit nominations for considerations.

A nominating committee shall be appointed by the Division policy committee. The committee shall consist of members who are not currently members of the policy committee. The Division president may serve as the chairperson. A candidate for office of Division president may not be a member of the nominating committee. The nomination committee will review all candidates for nomination. If more than two candidates have been nominated, the nominating committee shall interview each of the candidates and submit two nominees for election.

Additional nominations may be made from the floor of the business meeting of the Division provided each nominee has been interviewed by the Division nominating committee and is approved by a majority of the members in attendance. The ACTE headquarters staff will be informed of the nominations immediately.

Not Two Candidates for Division President

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.

Not Two Candidates For Division President

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 FOR DIVISION PRESIDENT

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

- Candidates for president of PACE shall have been an active member for a minimum of three years.
- The candidate shall demonstrate an understanding of CTE and a willingness and ability to promote and support the total program of ACTE.
- The candidate shall have authorization to devote the time necessary and have resources to carry out the responsibilities of the president of the Division.

- Served on the ACTE PACE policy committee, one or more ACTE committees, and/or actively involved in a State affiliated association.

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. Their primary function is to facilitate the work of the Division by coordinating the activities of the members.

- 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 career and technical education.
- Encourage high professional standards
- Inform Division members of policies and issues of ACTE as they relate to the development of career and technical education.
- Provide a mechanism for effective communication between members and ACTE staff.
- Develop and implement plans to resolve the issues and challenges that arise.

MEMBERS

All committee members shall 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 regions
- The president-elect for the division when in office

The policy committee shall meet annually at ACTE's CareerTech VISION or within 30 days prior to the event. Virtual meetings may be held throughout the year as needed, including for the development of the strategic plan and budget approval.

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 with voting privileges. The chairperson shall preside and direct the affairs of the committee.

Vice Chair - At the annual policy committee meeting, the policy committee will select a member to serve as the vice chair of the committee for the upcoming year. 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 three (3) years beginning July 1. A member, if appointed or/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 their divisions. A committee member must be a current professional, retired or life member of ACTE.

Committee terms shall be two (2) years and a member may serve up to two consecutive terms.

Bylaws committee meetings are held virtually starting in May and continue throughout the summer and fall as needed to review proposed amendments. Nominating committee meetings are held virtually starting in June and continue 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 president 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 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

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 president 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 Manual 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 to carry out the purposes of the Division. Division committees conduct work 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 Division president may appoint a new person to fill the seat.

PACE AWARDS COMMITTEE

MISSION

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

COMPOSITION, SELECTION & TERM

The division awards committee shall consist of five (5) members plus a committee chair. The president of the PACE will be a liaison to the committee.

Each region will be represented by one (1) member on the committee from that region to ensure equal representation on the committee for each region.

Committee members will be appointed by the president and serve a three (3) year term on the committee. Committee members may serve up to two (2) consecutive terms.

All awards committee members must be in good standing and be members of ACTE. Members of the awards committee are not eligible, during their service to this committee, to receive an award.

The president of the Division shall appoint the chair of the awards committee to serve a two year term as chair. An individual may serve up to two consecutive terms as chair.

PURPOSE

1. To review suggestions for new awards, develop criteria and guidelines, and make recommendations to the Division president.
2. To publicize the division awards to the PACE membership and actively seek and solicit nominations for the awards.
3. To evaluate the nominees for each award and select the winners in each category.
4. Present the awards to the winners of each award at the division business meeting held at the annual ACTE convention.

MEETINGS

The awards committee will meet annually, prior to ACTE's CareerTech VISION and other scheduled meeting(s) as deemed necessary by the president or committee chair. A quorum for awards committee meetings will be defined as the presence of a majority of members of the awards committee. The committee chair will only vote in the case of a tie.

NOMINATIONS

All awards nominations will be submitted using the ACTE awards portal. Awards will be presented at the annual division business meeting each year.

AWARDS

1. Postsecondary Adult & Career Education Adult Education Workforce Development Award
2. Postsecondary Adult & Career Education Ambassador of the Year
3. Postsecondary Adult & Career Education Award of Excellence
4. Postsecondary Adult & Career Education Emerging New Professional Award
5. Postsecondary Adult & Career Education Innovation Award

PACE NOMINATING 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 two years.

The committee elects their chair.

OBJECTIVES

To search for and screen potential candidates for the office of president-elect for the 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 priorities. 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. A minimum amount of \$4,500 is provided to each division for the total budget.

Divisions 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 the Division must be paid back out of their designated accounts first and then out of the next fiscal year's budget.

Designated Funds

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. This 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 whom must be the president of the Division. Approvals may be submitted electronically.

Allowable Expenditures from Operating or Designated Funds

1. Division President Expenses (outside of Board meeting travel)

- Reimbursement for division president expenses for travel will follow the same guidelines as the Board of Directors meeting travel.
- Rationale for all expenses will be tied back to the region and ACTE strategic priorities.
- Reimbursement for the president travel to own region conference.
- President travel to other ACTE meetings and events.
- Designated funds and operating funds may not be used to reimburse the division president's registration fee to attend ACTE conferences, meetings or activities except for the following: One time during their three-year term on the ACTE board, designated funds may be used to reimburse registration fees to attend a division conference other than their own.
- Reimbursable expenses and fees for attendance at affiliate organization meetings are allowed dependent on the region and the strategic priorities.

Per the IRS Guidelines, stipends do not qualify as tax-free. Therefore, all stipends need to be reported as compensation per the IRS guidelines.

2. Policy Committee Reimbursement

- Policy committee and/or other reimbursement will follow the policies and procedures for Board reimbursement.
- Divisions are encouraged to use their operating budgets from ACTE to meet the needs of their broad constituency.
- Include specific guidelines in division operating policies regarding expense reimbursements. These guidelines will be on file at ACTE headquarters for staff reference.
- Money cannot be used for registration fees to any ACTE activity, including region, except as described in item 3.
- Committee members shall not seek reimbursement for expenses already supported from other sources.

3. Other Expenses

- Designated funds and operating funds may be used to pay registration fees to attend ACTE conferences, meetings, or activities in limited circumstances.

Allowable examples include if used as an incentive for first time attendee participation in the event, for membership promotion, as a contest prize, or for some other similar purpose. Registration fees cannot be paid for the same person for more than two years in a row and shall not be paid for Board members.

- Expenses for food & beverage and audio visual at ACTE events
- Speaker fees and Fellowship stipends
 - Per the IRS guidelines, stipends do not qualify as tax-free. Therefore, W-9's must be collected and all stipends need to be reported as compensation per the IRS guidelines.
- Membership promotions

4. Items listed in #1-3 are examples of allowable expenses, however, this list is not exhaustive.

OPERATING BUDGET

PURPOSE

To provide financial support for the professional activities of the Division of ACTE.

EXPENDITURES

Expenditures will be authorized by the Division president in accordance with the annual budget based on the following codes. They 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

DESIGNATED FUNDS

Purpose

To provide financial support for the professional activities of the Postsecondary, Adult, and Career Education (PACE) division of ACTE.

Source of Revenue

Revenue shall be received in the form of corporate gifts and/or grants commensurate with ACTE's tax exempt purpose. The board of directors may designate an amount based on fiscal year end results, to contribute to the region and division designated funds. Usage of these specific designated funds must align with ACTE's strategic plan (along with the existing requirement in X.31). The total amount designated by the board of directors will be allocated solely based on the number of region and division members as of June 30. (X.42)

Expenditures

The policy committee authorizes the Division president to approve all expenditures from the fund in accordance with any donor's restrictions.

Investments

ACTE is authorized to make prudent investments of funds contributed to the fund in accordance with ACTE's investment policies. Investment earnings shall be added to the fund.

The president of the Division will be consulted prior to any changes in the investment portfolio.

Changes

Changes must have the approval of the policy committee of the Division and the Division president.

BUDGET TIMELINE

March 1: Budget templates are created and distributed to ACTE senior staff and region and division presidents.

April 15: Preliminary budgets are due from division presidents.

June meeting of the executive committee: Review and preliminary approval of budget

June 30: Final draft budget submitted to ACTE board of directors

July meeting of the board of directors: Review and submit final approval.

Note: Dates are subject to change.

AMENDMENTS

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

They may be amended by submitting the proposed revision in writing — 60 days prior to VISION — to the president of the Division who in turn will notify the policy committee and division associates within 15 days. 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. Then it will become a part of the operating policies of the Division.

As per ACTE Board Policy VIII.24, Division presidents are required to review their policy manuals at least once every three years.

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

PAST PRESIDENTS OF THE DIVISION

Kristina Ropos	7/1/2020	-	6/30/2024
Richard Lowe	7/1/2018	-	6/30/2020
John Noel	7/1/2015	-	6/30/2018
Andrea Golden-Pogue	7/1/2012	-	6/30/2015
Harry C. Snyder, III	7/1/2009	-	6/30/2012
Jim W. Comer	7/1/2006	-	6/30/2009
Sandra L. Bush	10/1/2005	-	6/30/2006
Carlos A. Gonzales	7/1/1994	-	6/30/1997
Ronald H. Chandler	7/1/1985	-	6/30/1988