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# The Association for Career and Technical Education Region III Policy and Procedures Manual

December 2024

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## INTRODUCTION

The Association for Career and Technical Education (ACTE) is a group of affiliated state and territorial career and technical education (CTE) associations. These associations were organized to provide leadership and services that promote, improve and maintain the quality of career and technical education. ACTE is structured into regions and divisions, with a president elected by the membership for each region and division.

ACTE has divided the organization into five regions. The regional structure creates a linkage, giving states and local members greater accessibility to the national office. Each regional president is elected by the membership within the state associations of their respective region. The regional president also serves as a voting member of the ACTE board of directors. Communication from ACTE is disseminated through these regional presidents to the member states and then to local members, and vice versa.

ACTE's Divisions represent members in various related areas such as administration, agricultural education, business education, counseling and career development, engineering and technology education, family and consumer sciences education, health science education, new and related services, postsecondary, adult and career education, trade and industrial education, and work-based learning.

### **Region III Overview**

Region III is an internal unit of ACTE. Being a region comes with the responsibility of being accountable to its members. This includes fostering membership involvement to ensure professional growth and development for all.

### **Region III Policy Manual and Procedures Manual**

The following Region III Policy and Procedures Manual outlines the policies that define the structure and responsibilities of the regional organization. It also includes procedures for implementing each policy. The intent of the Region III policy committee in developing these procedures is to ensure the consistency of Region III's activities from year to year, further strengthening the national organization while providing increased service and accountability to local members.

## GOVERNING DOCUMENTS

As part of the established structure of the ACTE, Region III is governed by ACTE. The Articles of Incorporation and Bylaws, which govern ACTE, also apply to Region III.

### Articles Of Incorporation

ACTE is a nonprofit corporation established in the state of Indiana in 1929. The Articles of Incorporation include the name of the corporation, the purposes for which it was formed, and a statement that all rules of the corporation are to be embodied in the Bylaws. A copy of the Articles of Incorporation is retained at ACTE headquarters.

### Bylaws

The Bylaws of an incorporated nonprofit organization typically include provisions regarding:

- The purpose of the organization
- Membership qualifications
- Election and duties of directors
- Role of members (if applicable)
- Meetings of members and directors, including notice, quorum, and voting
- Role of executive and other committees
- Relationship between state associations and division organizations
- The organization's fiscal year
- Procedures for amending the Bylaws
- Indemnification and dissolution processes

Bylaws are living documents and subject to change as organizational needs evolve; however, substantive changes should be minimal. Operational details are typically found in the Board Policy Manual. Only the members of the association can amend the Articles of Incorporation and the Bylaws through the Assembly of Delegates.

### Region III Policy and Procedures Manual

The Region III policy and procedures manual should include all operational details of the organization. Policies are established by the policy committee to guide the region in operating effectively, efficiently, legally and ethically. Policy decisions impact the region as a whole, providing a framework within which volunteers and staff manage the programs and services of the association. Standard operating procedures include election protocols and expense reimbursement. Specific action items or annual decisions are generally not part of the manual. The Region III policy and procedures manual is reviewed and approved annually by the Region III policy committee. <sup>(OE)</sup>

### Strategic Plan

The strategic plan, developed by the board of directors, represents the core purpose and values of the association. It serves as a blueprint for the organization's future direction. The plan guides the priority allocation of resources and determines the annual objectives and work plans for volunteers and staff. The board of directors reviews the status of the ACTE strategic

plan annually, with goals and objectives reviewed every two to three years. Committees and staff identify and implement strategies and tactics to achieve the plan's goals and objectives.

### **Budget**

The budget outlines how the association allocates its resources. It sets financial parameters and serves as a guideline for implementing each activity within the association. The programs within the budget should align with the ACTE strategic plan. The board of directors approves the budget each July.

### **Committee Charters and Job Description**

Committee charters define the goals and parameters for all committees within the association. These documents outline the authority and responsibility of the committees and their chairs. The board of directors approves all committee charters and job descriptions.

### **File Management**

The region's files are to be maintained in an organized and up-to-date manner within the shared Google Drive provided by ACTE, ensuring easy access, efficient collaboration and accurate record-keeping. Relevant folders may be shared with policy members who require access to specific documents. The region president is responsible for submitting reports, minutes from policy committee meetings, region standing committee and task force meetings, as well as other regional activities, to the appropriate folders within 45 days following each meeting.

## NAME

The name of this organization shall be Region III of the Association for Career and Technical Education (ACTE).

## MISSION STATEMENT

The mission of Region III is to support the efforts of ACTE state associations in providing educational leadership for the development of a competitive workforce.

## GENERAL PURPOSES

The general purposes of the regions of ACTE are:

- Assisting affiliated state associations in their growth and relationship with ACTE.
- Implementing the strategic plan and program activities of ACTE.
- Developing and upholding high professional standards among the membership.
- Promoting regional concepts through cooperation among member states and affiliates.
- Providing affiliated state associations with a direct vehicle for input to the ACTE board of directors.
- Cultivating organizational leadership within the region.
- Emphasizing professional development for members.
- Promoting a collaborative network of communication among members and state associations.

## MEMBERSHIP

ACTE members who are located within the geographical boundaries of Region III, which include: Illinois, Indiana, Iowa, Minnesota, Missouri, and Wisconsin, are considered members of Region III. The affiliated state associations and chapters within Region III include: Illinois, Indiana, Iowa, Minnesota, and Missouri.

## ORGANIZATION OF THE REGION

Within the organizational structure of Region III, there shall be a president, secretary, policy committee, and ACTE standing committees. Region committees, ad hoc committees or task forces may be appointed as needed.

The facilitation body of Region III is the policy committee.

## PRESIDENT OF THE REGION

The president of Region III must be a member in good standing, elected by the region's members. The president is tasked with ensuring the region adheres to ACTE policies and the strategic plan, while also representing the region's concerns to the ACTE board of directors.

### Duties

- The president will represent Region III on the board of directors of the ACTE in accordance with the ACTE Bylaws.
- The president will serve as chair of the Region III policy committee.
- The president will be responsible for implementing the purpose of the ACTE within the Region.
- The president will orient policy committee members as to their duties and responsibilities.
- The president will transmit action of previous meetings to committee members.

### *Specific Responsibilities*

1. Submitting Reports
  - a. An annual report outlining the Region's accomplishments (not the individual's activities) during the fiscal year is to be shared at the Region'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 Region and proposed resolutions for these issues.
  - b. Interim reports on the Region's activities are to be submitted prior to the board of directors meetings for inclusion in the board books. The date for submission will be provided by the executive assistant and is usually three weeks prior to the board meeting.
  - c. Critical issues and concerns that require board attention are to be included in each interim report that is submitted prior to each board and executive committee meeting. In addition, any concerns or issues that should be addressed between board meetings should be submitted to the Region's representative on the executive committee at least two weeks prior to the executive committee meetings.
2. Development and Monitoring of the Region Budget
  - a. A proposed budget showing the programs and activities for the year is to be submitted by May 1. The budget projections should include the ACTE allocation (following board policy). In addition, all restricted and designated funds are to be projected, including proposed spending from these funds. A form will be provided for submitting the budgets.
  - b. Monthly financial statements are to be reviewed, and any overage from the approved operating budget is to be reported to the finance chair and chief financial officer.

- c. All expenses related to the Region activities are to be reviewed and approved by the Region president. No reimbursements will be made without the Region president's written authorization.
3. Committee Assignments
- a. The Region president will serve as chair of the Region policy committee.
  - b. The Region president will orient policy committee members as to their duties and responsibilities.
  - c. An up-to-date roster of members serving on the Region 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 headquarters in a timely fashion.
  - d. Appointment of all Region 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 headquarters in a timely fashion.
  - e. The Region president may serve as liaison to an ACTE standing committee.
  - f. The Region president will transmit action of previous meetings to committee members.
4. National Leadership Fellowship Program
- a. If the budget allows, plan for a New Professional and Experienced Fellow for the ACTE National Leadership Fellowship Program, each fellow is \$1,500.
  - b. Share fellowship benefits to members at state, region, division conferences, and through email, call or text.
  - c. One month prior to applications closing (September), organize a selection committee of 3-5 people to review applicants, if any.
  - d. Submit selection to Senior Manager of Leadership Development.
5. Communications
- a. Keep the leadership of their Region fully informed of all board actions, policies and association activities.
  - b. Input and feedback from Region members should be communicated regularly to the ACTE president and executive director.
6. Meetings
- a. Attendance at all scheduled board meetings is mandatory. It is expected that all materials related to the meeting are to be reviewed prior to the meeting. Reimbursement will be based on written board policy.
  - b. Attendance at the CareerTech VISION and National Policy Seminar is mandatory. Reimbursement will be based on written board policy.
  - c. Attendance at a region or state conference is only reimbursed if the Region policy committee approves, invitations from the sponsoring organization is issued and money is allocated in the approved budget.
  - d. Work closely with the ACTE staff to identify and develop VISION programming.



- e. Participate in the region presidents' conference calls to share information and ideas.
7. Leadership
- a. To preside at all Region policy committee meetings and the annual Region business meeting.
  - b. Responsible for providing information, resources and guidance to Region members to enable effective decision-making. Examples of information include financial reports, membership statistics and updates on ACTE activities.
  - c. Responsible for fostering and mentoring future leaders.
  - d. The Region president will represent Region III on the board of directors of the ACTE in accordance with the ACTE Bylaws.
  - e. The Region president will be responsible for implementing the purpose of the ACTE within the Region.
8. Communication with Members
- a. ACTE will develop a consistent e-blast template for the Region president to use in their e-blasts.
  - b. In compliance with the e-blast policy, Region president will be encouraged to send out quarterly newsletters to their region. ACTE staff will assist by providing items that should be featured in all Region correspondence to ensure consistent messaging.
  - c. The webpage for the Region is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE staff.
  - d. Regions are encouraged to include information, articles, best practices, data to meet region members' needs and enhance the value of the Region.
  - e. The Region president will proactively promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention as requested.
9. Increased Connection with State Leaders
- a. The Region president will develop a Region Directory each year which will include:
    - a. State association presidents and executive directors
    - b. ACTE board of directors
    - c. Region policy committee
    - d. Region standing committee appointments
    - e. Region ad hoc committees
  - b. The Region president will correspond with the State Associations through the officers of the Directory and members of the Region policy committee, including these communications items:
    - a. Conferences and meetings
    - b. Reports of board meetings
    - c. Annual reports

- c. ACTE staff will share with the region presidents the state leadership directory so the region presidents can contact the leadership in each state. The leadership department and the regions can help each other verify leadership information and changes.
  - d. ACTE staff will continue to include region presidents on state leader correspondence so region presidents are aware of state leader issues.
- 10. Increased ACTE presence at Region and State Conferences
  - a. Use ACTE resources to develop marketing materials for region conferences and disseminate information to membership at state conferences.
  - b. NEDA representatives will be encouraged to attend region conferences.
- 11. Enhanced CareerTech VISION Events
  - a. Region conferences should be marketed at the region business meetings and the state leaders' function and workshop.
  - b. Continue the region presidents' sharing session and quarterly conference calls to share information and ideas
- 12. Enhanced NPS Events
  - a. Specifically market region conferences at NPS.

### **Term of Office**

The president shall serve a term of three years. An additional one-year term as president-elect is optional and subject to the decision of the policy committee. This additional year is a partially funded shadowing term.

### ***Vacancy of Region President***

In the event of a vacancy in the office of president, the Region III Policy Committee shall make a recommendation for appointment to the ACTE board of directors. The ACTE board of directors is authorized to fill the vacant office from the membership of the Region III Policy Committee until the prescribed procedures can be followed to elect a member for the unexpired term.

The president is not eligible to serve a consecutive full term after completing their three-year term. A waiting period of three years is required before becoming eligible for re-election.

### ***Vacancy of Region President-Elect***

If the office of president-elect becomes vacant before the annual deadline for candidate selection, the region shall submit at least two candidates for the next scheduled election. The elected candidate will serve the remainder of the term as president-elect and will not be eligible for re-election to another full term.

If the president-elect vacancy occurs after the annual deadline for candidate selection, the ACTE board of directors shall fill the vacancy with a member from the current policy committee, a past president of the region, or another individual recommended by the committee members. The appointed individual will serve until a replacement for the unexpired term is elected in the next regularly scheduled election. The interim appointee is

eligible to seek election for the remainder of the term (if they have not previously served a complete term) but is not eligible for re-election to a full term.

## ROLE OF REGION PRESIDENT-ELECT

Regions may choose to elect a president-elect for a one-year term, after which the president-elect will automatically ascend to the role of Region president. The Region president-elect serves on the Region policy committee but does not serve on the ACTE board of directors.

It is highly recommended that the Region president-elect attend both ACTE CareerTech VISION and the National Policy Seminar, with travel expenses for these events covered by the ACTE board operating budget. Attendance at additional meetings may be funded based on approval by the policy committee.

### Duties

- The president-elect will monitor the operating policies and make recommendations to the president and policy committee.
- The president-elect will assist the president in the budget process.

Additional duties may be assigned to the Region president-elect as determined by the Region president and the policy committee.

## PROCESS OF NOMINATION

### Policy

Regions shall elect a president from the ACTE membership of the state associations comprising that region. Candidates will be selected based on their demonstrated leadership in CTE. Qualifications for the Region president of ACTE shall be determined by the Region policy committee.

### Procedure

The year prior to when the region becomes eligible to elect a new president, the current president will send out notices to the policy committee, region members, post on the ACTE website, and notify state leaders to submit nominations for consideration.

A region nominating committee shall be established by the president. The committee shall include at least three members, with no more than one-third of the committee consisting of officers or members of the policy committee. In no case shall a person who is a candidate for office serve as a member of the nominating committee. The region nominating committee will review the applications and is authorized to select the best candidates based on their qualifications for the position. Only those applicants deemed qualified by the region nominating committee will be interviewed by the committee.

All nominations must be submitted to ACTE's nominating committee staff liaison by August 15.

The nominating committee will recommend at least two nominees at the region business meeting held during CareerTech VISION. Additional nominations may be made from the floor during the business meeting, provided each nominee has been interviewed and deemed compliant with applicable qualifications. All nominees receiving a majority vote from members present at the region business meeting will be selected as candidates. ACTE headquarters staff will be informed of the nominations immediately.

### Not two candidates for Region President

If there are not two candidates for the office of Region president, the office shall be declared vacant by the ACTE board of directors. If the office becomes vacant prior to the scheduled election, the ACTE board of directors shall fill the position with a member from the current policy committee or a past president of the Region. The board will request a recommendation from committee members regarding an appropriate candidate. If the office of Region president is not filled according to the prescribed procedures, the board of directors shall appoint someone to fill the vacancy.

### Not two candidates for President-Elect

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

### *Qualifications For Region President*

Only ACTE members from state associations who are active within the Region are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Must have demonstrated interest in ACTE through three years of sustained membership.
- Must have demonstrated active leadership in a state association.
- Must have time available to devote to the performance of the duties of the President.
- Must have an in-depth understanding of career & technical education and be committed to the total ACTE program.
- Must have an understanding of the role of state and territorial associations in relationship to ACTE.
- Must document local administrative support.
- Must have the willingness to promote the Region and ACTE strategic priorities.
- Must have the authorization to make time available to effectively execute the responsibilities of the office.
- Must have sustained membership in ACTE.
- Must demonstrate evidence of leadership within CTE.

At the time an individual officially files their application to be a candidate for ACTE office, in accordance with the established filing dates, they are considered to have announced their "intent to be a candidate." Given they meet all qualifications for the office, their information will be published in *Techniques* magazine, indicating that they have announced their "intent to be a candidate." All individuals, regardless of whether they intend to file, have filed, or have officially become candidates, must follow all established ACTE guidelines concerning campaigning for office. The chair of nominating committees will forward a copy of the ACTE board of directors' policies and procedures regarding elections to each candidate for office.

## SECRETARY OF THE REGION

The secretary will be appointed by the Region president and approved by the Region policy committee. The secretary is responsible for maintaining accurate minutes of both policy committee and Region meetings. These minutes will be distributed to policy committee members within 30 days of each meeting. Additionally, the secretary will prepare correspondence for the Region as assigned by the Region president and the policy committee.

## POLICY COMMITTEE AND PROCEDURES

The membership of the policy committee is determined by the operating policies of Region III, with all appointments subject to approval by the ACTE board of directors.

### *Purpose*

The policy committee serves as an executive and planning body, primarily focused on facilitating the achievement of Region III's general purpose.

### **Membership**

- The Region III policy committee will consist of six members selected by individual state associations, the Region III president, and the Region III president-elect (if applicable).
- Non-voting, ex-officio members include the immediate past Region III president, Region III state presidents, and executive directors from the individual state associations.
- The Region III president may also appoint non-voting, ex-officio members to the policy committee, such as the Region III Conference chair or the Region III fellow(s).
- One committee member is designated as the secretary, responsible for recording accurate minutes of all meetings and submitting them to the Region III president within 30 days.
- A vice-chair (if there is no Region president-elect) is appointed and approved annually at the first meeting of the fiscal year. The vice-chair presides over meetings in the absence of the Region III president.
- Each voting committee member has one vote.
- Under special circumstances, the Region III president or the policy committee may invite guests to participate in meetings.

### **Term**

- Policy committee members serve three-year terms **on a rotational basis**, beginning on July 1 and ending on June 30.
- Members may only serve two consecutive terms. However, those appointed to fill an unexpired term may only be reappointed for one full three-year term. If the expired term is less than one year, the policy committee may approve the candidate to be reappointed for a second three-year term.
- A member must wait a full three-year term before being considered eligible to serve on the policy committee again.
- Terms are rotational to ensure continuity within the committee. If a state does not appoint a member, the Region III president may appoint a representative from that state to serve.
- A committee member may be removed for non-participation in scheduled meetings or events, or for other reasons deemed in the best interest of Region III. Removal requires a majority vote by the policy committee.
- In the event of a vacancy on the policy committee, the individual state association recommends a replacement to serve the remainder of the term to the Region III



president. This recommendation is submitted to the remaining policy committee members for final approval.

### **Meetings**

The Region III president is responsible for convening meetings of the policy committee. The committee will hold a policy and business meeting either during ACTE's CareerTech VISION or virtually within 30 days prior to the event, as well as during the Region III Conference. Region III may conduct additional policy and business meetings virtually throughout the year, at the request of the president or a majority of the policy committee members. The president presides over all policy committee and annual business meetings.

- A majority of committee members present constitutes a quorum.
- The vice-chair presides over meetings if the president is unavailable. If both the president and vice-chair are absent, the secretary will preside.
- A state representative may send a substitute if necessary, with prior authorization communicated to the Region III president for voting and reimbursement eligibility.
- It is recommended that the policy committee member be financially supported by their State Association Board to attend all meetings, including expenses not covered by the Region III budget.

The policy committee members will meet in conjunction with the Region III Conference. Topics to address may include:

- The strategic plan for the coming fiscal year.
- Committees needed for the coming fiscal year.
- Committee member changes for the coming year.
- Membership recruitment activities for the next fiscal year.
- Review of the actions of the ACTE board of directors from their most recent meeting.
- Planning of the Region III business meeting and ACTE CareerTech VISION.

The policy committee members will meet in conjunction with the ACTE CareerTech VISION to address the following items:

- Strategic planning activities.
- Update and consideration of plans for the Region III Conference.
- Review of committee activities.
- Report from the ACTE board of directors meeting.
- Review of proposed ACTE resolutions and Bylaws changes.
- Development of the agenda for the policy committee meeting to be held prior to the Region III Conference.

An Annual Business Meeting will be held in conjunction with the ACTE CareerTech VISION and the Region III Annual Conference for all Region III members to address the following items:

- Receive a report on the status of Region III and ACTE from the Region III President.
- Receive a report from the Region III representatives serving on the following ACTE committees:
  - Audit Review
  - Awards
  - Bylaws
  - Nominating
  - Other special Task Forces as appointed by ACTE
- Receive reports on Region III activities:
  - Strategic Planning priorities.
  - Awards Program.
  - Budget report.
  - Region III Conference.
- Receive reports from Region Standing Committees and Task Forces.
- Conduct other items of business as presented to the assembly.

### **Duties**

- Serve as a liaison between Region III and state associations, fostering cooperation and communication.
- Act as a liaison between the policy committee and Region III standing committees.
- Approve the Region III budget and assist in the development and implementation of the strategic plan.
- Facilitate input from state associations on the development and execution of Region III activities.
- Support and align ACTE and Region III strategic priorities with state association goals.
- Attend and actively participate in scheduled Region III policy committee and business meetings, including those held in conjunction with ACTE CareerTech VISION, the Region III Conference, and additional meetings as needed.
- Approve appointments to ACTE and Region III committees.
- Approve and implement a rotation system for conference sites among Region III associations. If a commonwealth or state is unable to host a Region III Conference in their rotational slot, the policy committee may approve the adjustment of the rotation.
- The policy committee member is responsible for securing two nominations from their state each year for the Award of Merit.
- The policy committee member is responsible for promoting ACTE Region III Awards within their state.
- Develop policies for Region III to guide activities and align with ACTE's general objectives.

- Ensure regular communication with state association members through official publications and other channels.
- Provide updated reports on state association activities to the Region III president, due 15 days before ACTE report deadlines. These reports are included in the Region Report presented to the ACTE Board of Directors, typically due in November, February, and June.
- Represent their respective state on the ACTE Region III policy committee and ensure that each state submits ACTE committee nominations during ACTE CareerTech VISION.
- Assist in legislative activities at both national and state levels by sharing relevant information within their state as provided by ACTE and the Region III president.
- Actively participate in the annual review of Region III strategic priorities, awards programs, and budget reports.
- Encourage engagement within their state association to promote ACTE and Region III initiatives.

## ACTE STANDING COMMITTEES

### Policy

When Region III is eligible to recommend a person for a standing committee, the Region III President will follow the established rotation schedule, seeking recommendations from the State Associations and the policy committee to fill these positions. The ACTE Standing Committees are:

- Audit Review
- Awards
- Bylaws
- Nominating

### Appointment and Terms

Appointments to Region committees are made by the Region president upon the recommendation and/or approval of the Region policy committee.

- Committee members must be current professional, retired, or life members of ACTE.
- ACTE Audit Review Committee serves three-year term, while the other standing committee terms are for two years, and a member may serve up to two consecutive terms.
- Terms of office will align with the fiscal year, beginning July 1 and ending June 30.
- A person may serve on only one ACTE standing committee, ad hoc committee, or task force at the same time. Region III policy committee members are eligible candidates for membership on standing committees, ad hoc committees, or task forces.

Each standing committee or task force must have a charter outlining its mission, composition, and objectives. Additionally, every committee or task force will receive an annual “Appointment and Objectives” charge from the ACTE president, aligned with ACTE’s strategic plan.

## **AUDIT REVIEW COMMITTEE CHARTER**

### **1. MISSION**

To ensure the Association's financial statements and disclosures are validated and to evaluate the Association's accounting procedures and to oversee ACTE's financial reporting, internal control and audit processes.

### **2. AUTHORITY**

This is a committee appointed under procedures adopted pursuant with Article VIII.C of the bylaws.

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

3.1 The committee shall be composed of the following voting members: one chair, one representative from each Region, two at-large members and the following non-voting members: the finance chair and the ACTE chief financial officer is the staff liaison.

3.2 The term of office is the association's operating year. Members serve for a three-year period and may serve up to two terms per position. The term shall commence on July 1.

3.3 The Region presidents recommend committee representatives and are approved by the board of directors.

3.4 The chair of the committee shall be identified as representing the entire ACTE membership and not any particular division or region. The chair shall be selected from one of those who are serving or have served on the committee. A chair may be re-appointed to a second term if it is deemed to be in the best interests of the committee. The chair's vote is counted in case of a tie. The chair is approved by the board of directors.

3.5 A vice chair shall be appointed by the members of the committee. In the event a chair cannot attend a committee meeting, the vice chair will preside in their absence. In the event a chair cannot complete their term, the vice chair will be appointed and must be approved by ACTE board of directors to serve for the balance of the term. Recommendations for the vice chair shall be made by the current chair of the committee. The vice chair must be an eligible member of the committee.

3.6 The chair of the committee serves as the Whistleblower Compliance Officer.

3.7 Members of this committee should have some accounting experience.

## 4. OBJECTIVES

4.1 Submit audited financial statements of the most recent fiscal year, prepared by an independent certified public accounting firm, to the board of directors no later than the second board meeting in the ensuing fiscal year.

4.2 Verify compliance with financial directives issued by the board of directors within the fiscal year under audit.

4.3 All ACTE accounts shall be audited annually by a certified public accountant or accounting firm approved by the board of directors. This approval shall be contingent upon solicited bids for auditing services for a period of no less than three (3) consecutive years.

4.4 Assure the submission of a Management Letter, prepared by an independent certified public accounting firm, to the board of directors no later than the second board meeting in the ensuing fiscal year.

- a) Statement of Current Accounting.
- b) Statement of Recommended Improvements with rationale and implementation guidelines.

4.5 Meet with the independent auditors at the time of the submission of the audit reports to obtain their assessment of the strengths and weaknesses of the Association's financial staff, systems, internal controls and other factors considered pertinent to the integrity of the financial reports and the safety and soundness of the Association's financial condition.

4.6 Review reports from management and the independent auditors with respect to controls required to ensure adequate financial reporting and require that the audited statements contain certifications by the executive director and chief financial officer that procedures and internal controls for financial reporting are adequate and that the statements are accurate and complete in all material respects.

4.7 Review the Whistleblower Policy to ensure the policy adequately enforces an anti-fraud program to address the following:

- a) Create and maintain a culture of honesty and high ethics
- b) Evaluate the risks of fraud and implementing the processes, procedures and controls to mitigate risk and reduce opportunities for fraud
- c) Develop an appropriate oversight process
- d) Create a means by which employees can confidentially and/or anonymously communicate concerns about potential violations of the policy or suspicious activity

## 5. MEETINGS

5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

5.2 The committee will review its charter at least annually and recommend any proposed changes to the board for review.

## ACTE AWARDS COMMITTEE CHARTER

### 1. MISSION

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field, to programs that exemplify the highest standards and to organizations that have conducted activities to promote and expand career and technical education.

### 2. AUTHORITY

This is a committee appointed under procedures adopted pursuant with Article VIII.A of the bylaws.

### 3. COMPOSITION, SELECTION & TERM

3.1 The committee is composed of one representative from each ACTE Region, one chair, at least one board liaison (appointed annually and non-voting) and a staff liaison.

3.2 The term of office is the Association's operating year. Members serve for a two-year period and can serve up to two terms. National Awards Committee members may serve an optional one year as an Awards Committee Member-Elect and go on to serve a two-year term as an Awards Committee Member. The term shall commence on July 1.

3.3 The Region presidents recommend committee representatives and are approved by the board of directors.

3.4 The chair of the committee shall be identified as representing the entire ACTE membership and not any particular division or region. The chair shall be selected from one of those who are serving or have served on the committee. A chair may be re-appointed to a second term if it is deemed to be in the best interests of the committee. The chair's scores and/or vote is counted in case of a tie. The chair is approved by the board of directors.

3.5 A vice chair shall be appointed by the members. In the event a chair cannot attend a committee meeting, the vice chair will preside in their absence. In the event a chair cannot complete their term, the vice chair will be appointed and must be approved by ACTE board of directors to serve for the balance of the term. Recommendations for the vice chair shall be made by the current chair of the committee. The vice chair must be an eligible member of the committee.

3.6 It is recommended that members of this committee have experience working with Awards at the state and or region level.



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

#### **4. OBJECTIVES**

4.1 Review and determine winners for the ACTE Excellence Awards.

4.2 Review and determine winners for the ACTE Impact Awards.

4.3 Work with Region award committees to ensure a positive Region awards process.

4.4 Further identify opportunities to improve, streamline and standardize awards procedures across state, Region and national levels.

#### **5. MEETINGS**

5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

5.2 The committee will review its charter at least annually and recommend any proposed changes to the board for review.

## 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

This is a committee appointed under procedures adopted pursuant with Article VIII.B of the Bylaws.

### 3. COMPOSITION, SELECTION & TERM

3.1 The committee is composed of one representative from each ACTE Division and Region, one chairperson, at least one board liaison who serves as an informed communications link to the board of directors (non-voting and appointed annually) and a staff liaison.

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. The term shall commence on July 1.

3.3 The Region and Division presidents recommends committee representatives and are approved by the board of directors.

3.4 The chair of the committee shall be identified as representing the entire ACTE membership and not any particular division or region. The chair shall be selected from one of those who are serving or have served on the committee. A chair may be re-appointed to a second term if it is deemed to be in the best interests of the committee. The chair's vote is counted in case of a tie. The chair is approved by the board of directors.

3.5 A vice chair shall be appointed by the members. In the event a chair cannot attend a committee meeting, the vice chair will preside in their absence. In the event a chair cannot complete their term, the vice chair will be appointed and must be approved by ACTE board of directors to serve for the balance of the term. Recommendations for the vice chair shall be made by the current chair of the committee. The vice chair must be an eligible member of the committee. The Division and Region presidents appoint their committee representatives.

3.6 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 *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 for the Association, the committee is charged with having legal counsel review every recommendation it wishes to make to the board of directors.

#### 5. MEETINGS

5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

5.2 The committee will review its charter at least annually and recommend any proposed changes to the board for review.

## 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 VIII.D of the bylaws.

### 3. COMPOSITION, SELECTION & TERM

3.1 The committee is composed of one representative from each ACTE Division and Region, the chair is the most recent past president no longer serving on the board of directors, the board liaison is the current past president who serves as an informed communications link to the board of directors (non-voting) and a staff liaison.

3.2 The term of office is two years and may serve up to two terms. The term shall commence on July 1.

3.3 The Region and Division presidents recommends their committee representatives and are approved by the board of directors.

3.4 The chair's scores and/or vote are counted in case of a tie.

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 board policy 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.

## 5. MEETINGS

5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

5.2 The committee will review its charter at least biannually and recommend any proposed changes to the board for review.

## REGION COMMITTEES

### Policy

Region standing committees, ad hoc committees and task forces may be established as needed to support the purposes of the Region. These committees operate under the direct authorization of the Region president and can be appointed or dissolved at the president's discretion. Members of the Region may also serve on general ACTE committees in accordance with the provisions of the ACTE bylaws or the policies that establish such committees.

Region III standing committees are:

- Awards
- Search and Nominating
- Policy Review
- Region Conference Planning

### Appointment and Terms

Appointments to Region III committees are made by the region president upon the recommendation and/or approval of the Region policy committee.

- Committee appointments are July 1 through June 30.
- Appointment to standing committees is normally for a two-year term.
- The term of office for a task force is generally for one (1) year or less.
- A committee member may not serve more than one consecutive two-year term on the same committee.

Standing Committee general responsibilities include:

- A member of the Region III policy committee will serve as liaison to each committee.
- The Region III president will appoint each liaison.
- Each committee will select a committee chair.
- Each committee will make a report in writing after each committee meeting and submit it to the Region III policy committee liaison.
- Each committee will present the committee report at the Region III business meeting at the ACTE CareerTech VISION and Region III Conference.
- The committee liaison will report to the Region III president and policy committee.
- ACTE members may request reports from the Region III president.
- Specific committee responsibilities will mirror those of ACTE standing committees.

## AWARDS COMMITTEE

### *Purpose*

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field, to programs that exemplify the highest standards and to organizations that have conducted activities to promote and expand career and technical education.

### *Composition, Selection & Term*

- The committee is composed of a minimum of six members, with three being policy committee members from Region III.
- There should be no more than one member per state on the committee.
- The term of office is two years.
- Committee chair is the individual appointed to the ACTE awards committee. The chair may serve two consecutive terms.
- Members may serve on consecutive terms with no limit on the number of terms.
- Members of the awards committee are not eligible to vote on region awards for which they are nominated, during their service to this committee.

### *Objectives*

The committee's objective is to recognize excellence and innovation in the career and technical education field for the following awards:

- Teacher of the Year Award
- New Teacher of the Year Award
- Post-Secondary Professional of the Year Award
- Administrator of the Year Award
- Career Guidance Award
- Carl Perkins Community Service Award
- Lifetime Achievement Award
- Teacher Educator of the Year
- Award of Merit
- Any other awards authorized by the Region III policy committee.

### *Duties*

- Responsible for soliciting and reviewing nominations and determining the recipients.
- Follow ACTE's awards criteria and selection.
- Review and recommend, as appropriate, changes to the criteria and selection process for each award.
- Recommendations to changes should be reported to the policy committee at the Region III Leadership Conference.
- Region III will provide each award winner at the Region III level a plaque.

## SEARCH AND NOMINATING COMMITTEE

### *Purpose*

The committee will review all complete applications, interview all qualified applicants and recommend candidates for ACTE and Region III elected or appointed positions.

### *Composition, Selection & Term*

- The committee is composed of a minimum of six members with three being policy committee members from Region III.
- The term of office is two years.
- The committee chair is the individual appointed to the ACTE nominating committee. The chair may serve two consecutive terms.
- Members may serve on consecutive terms with no limit on the number of terms.

### *Objectives*

The committee is responsible for the implementation of the nomination and election process. The nomination committee will send out a request to states for nominations to the Region III and ACTE committees with vacancies.

The committee is charged with identifying and reaching out to potential leaders for Region III.

### *Duties*

- Certify that Region III membership was informed that nominations were being received for the position of Region III president-elect or Region III president.
- Review all completed applications for Region III president-elect or Region III president.
- Interview all qualified applicants for Region III president-elect or Region III president in accordance with ACTE's election timeline.
- Ensure the Region III president-elect or Region III president candidates meet the required criteria.
- Recommend at least (2) two or more nominees to the Region III president-elect or Region III president in accordance with ACTE election procedure.

The nominees will be introduced at the Region III business meeting during the ACTE CareerTech VISION.



## **POLICY REVIEW COMMITTEE**

### ***Purpose***

The committee will review and recommend amendments or revisions to the Region III Policy and Procedure Manual.

### ***Composition, Selection & Term***

- The committee is composed of members from Region III, two membership representatives and a chair.
- The term of office is two years.
- The committee chair is the individual appointed to the ACTE bylaws committee. The chair may serve two consecutive terms.
- Members may serve on consecutive terms with no limit on the number of terms.

### ***Objectives***

The committee is responsible for reviewing and recommending changes to the Region III Policies and Procedures to ensure they are current and effective. Additionally, the committee will ensure that the policies and procedures align with ACTE bylaws. In their review, the committee will also confirm that the procedures reflect current Region III practices and are consistent with ACTE rules and procedures.

### ***Duties***

The committee is responsible for reporting recommended changes to the policy committee. In addition, the committee must ensure that any proposed amendments to Region III policies are submitted in writing to the Region III president at least 60 days prior to CareerTech VISION. The president will then notify policy committee members of the proposed revisions within 15 days. The committee must also ensure that these revisions are distributed to the membership ahead of the annual meeting, where revisions receiving a majority vote from Region III members present will become the official policies.

## BUDGET OVERVIEW

The budget is an expression of how the association plans to allocate its resources. It sets financial parameters and provides a guideline for the implementation of activities within the association. The programs contained within the budget must align with ACTE's strategic priorities. The ACTE board of directors approves the budget in July of each year.

The Region III president oversees two accounts: the Operating Budget and the Designated Fund (and Restricted Fund, if applicable). Region III will adhere to ACTE's Financial Board Policies.

### Operating Budget

Region III funds become available for allocation upon submission of a budget and its approval by the ACTE board of directors. Region III must develop a proposed budget by May 1 to conduct ACTE business and assist in implementing ACTE program activities. Equipment purchases are not allowed. The budget should include objectives, procedures, timetables, personnel, and funds involved. Adjustments among budget items may be made by the president, with approval from the Region III policy committee.

The operating budget formula is based on an allocation of \$7,400 provided to each region for their total budget.

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

Over-expenditures of Region III budget funds must be repaid first out of designated accounts, and then from 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 are established for programs or projects that promote the development and improvement of career and technical education.

The Region III policy committee is required to review the purpose and information related to its designated fund(s) annually. All approved uses and information regarding designated fund(s) must conform to applicable laws and regulations governing 501(c)(3) organizations, and explicitly prohibit political contributions. Any changes to designated fund policies must be approved by the ACTE board of directors.

All expenditures of designated funds must be approved by the Region III policy committee. Check requests for \$250 or more must contain the approval of two policy committee members, one of whom must be the Region III president. Approvals may be electronic.

### *Allowable Expenditures from Operating or Designated Funds*

1. Region President Expenses (outside of Board meeting travel)
  - Reimbursement for division and region 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 region 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 region 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.
  - Regions are encouraged to use their operating budgets from ACTE to meet the needs of their broad constituency.
  - Include specific guidelines in region 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.

## Region Operating Budget

### *Purpose*

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

### *Expenditures*

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

<b>Expense Description</b>	<b>Expense Code</b>
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

## **Region Designated Fund**

### ***Purpose***

To provide financial support to the Region III policy committee members in carrying out their committee responsibilities and to fund Region III professional development activities.

### ***Sources of Revenue***

Revenue for this fund comes from the profits generated from the Region III Leadership Conference. The board of directors may designate an amount based on fiscal year end results, to contribute to the Region & 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 & Division members as of June 30<sup>th</sup>. (X.41)

### ***Expenditures***

Authorization for the disbursement of funds will be made by the Region III president on the recommendation/action of the Region III policy committee.

### ***Investments***

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

### ***Changes***

The Region III policy committee is authorized to initiate any changes in the guidelines established for disbursement from this fund. Changes will be reported to the ACTE executive director or designee by the Region III president and approved by the ACTE board of directors.

## Budget Timeline

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

**April 15:** Preliminary budgets are due from region presidents with minutes showing policy committee approval.

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

**June 30:** Final draft budget is submitted to the ACTE board of directors.

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

Note: Dates are subject to change.

## REGION III LEADERSHIP CONFERENCE

### **Policy**

A Region III Conference will be held annually.

The Region III Conference will adhere to all policies and procedures established by ACTE regarding Region Conferences. (Refer to Appendix A)



## AMENDMENTS

Amendments to the Region III Policy Manual will follow the process outlined below, as prescribed in ACTE Board Policy VIII.23.

Region III policies may be amended by submitting the proposed revision in writing 60 days prior to CareerTech VISION to the Region III president, who will notify the members of the policy committee within 15 days. Proposed revisions will be distributed to the membership prior to the annual meeting. Revisions that receive a majority vote of the Region III members present at the annual meeting shall become the official policies of Region III.

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

## GENERAL POLICY

The name of Region III shall be determined by the policy committee with approval by the membership, in accordance with ACTE Board Policy.

If any statements or policies in this document conflict with the Articles of Incorporation, Bylaws, or Operating Policies of the ACTE board of directors, those items will be considered null and void.

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

## APPENDIX

### Appendix A

#### *ACTE Board Policies for Region Conferences*

VIII.16 ACTE board of directors has established policy regarding region conferences.

1. That regional conferences shall be designed to promote leadership development, serve the broad membership of ACTE within the region, and support ACTE strategic plan.
2. That there be a program planning book developed for each region and passed along from host committee to host committee.
3. That ACTE, through its leadership and staff, provide support in the design and delivery of sessions on leadership development, legislation and grassroots advocacy.
4. That there be a mentorship program established for new region presidents.
5. That no liabilities arising from region conferences will be paid from the region/ACTE accounts unless the liabilities were incurred by ACTE under the terms of the MOU or signed contract

#### Responsibilities of the Regions

1. Communicate with ACTE headquarters office the dates and location of the region conference as early as possible.
2. Develop a program planning book for the region conference that includes ACTE board policy, the purpose of the conference, guidelines on planning and information on available resources.
3. Schedule sessions on leadership, legislative update and grassroots advocacy.
4. Schedule an ACTE update into the program.
5. Issue an invitation to ACTE president and/or executive director to attend the conference and provide for complimentary registration fees.
6. Provide ACTE with conference information program and registration details for posting on the website as early as possible. Dates for the conference should be posted immediately after the conclusion of the previous conference. Updates should be provided early and often.

#### Responsibilities of ACTE

1. Include the region conference dates on the calendar of events on the website, in Techniques magazine and the Career Tech Update newsletter.
2. Serve as session presenters and facilitators as requested.
3. Update the region website upon receipt of conference information.
4. Provide ACTE membership materials for distribution at the conference.
5. Provide financial reimbursement for travel and hotel costs for president and executive director.
6. Provide program guidance and assistance as requested.

## VIII.22. Regional Conference MOU Requirements and Financial Accountability

1. Any party involved with hosting an ACTE region conference is required to sign an MOU with ACTE which defines the delegation of responsibilities as well as revenue shares. In the event a state association hosting a regional conference assumes liability by executing contracts, the region/ACTE will have no liability as defined in the region conference MOU.
2. Net revenue share will be determined after expenses have been reconciled and paid in accordance with the region conference MOU and is not dependent on the unification status of the hosting state association. If additional parties are involved in a hosting function, net revenue may be split in accordance with the MOU.
3. All parties will provide a complete financial accounting including revenue share distributions as defined in the region conference MOU within 60 days of the conclusion of the conference.
4. States within the region are not required to donate to the region conference host state.
5. No liabilities arising from Region Conferences will be paid from Region/ ACTE accounts unless the liabilities were incurred by ACTE under the terms of the MOU or signed contract.

## Appendix B

### *ACTE and Region Memorandum of Understanding*

#### **Agreement between Association for Career and Technical Education® and [INSERT NAME OF OTHER ORGANIZATION(S)]**

#### **I. PARTIES**

This Agreement is made and entered into by and between the Association for Career and Technical Education® (ACTE) whose address is 1410 King Street, Alexandria, VA 22314, and [INSERT LEGAL NAME OF OTHER ORGANIZATION] whose address is [INSERT ADDRESS]. As set forth in this Agreement, each party shall be referred to as “Party” and all parties shall be referred to as “Parties.”

#### **II. PURPOSE**

This Agreement outlines the roles and responsibilities for ACTE and [INSERT ORGANIZATION NAMES] (individually and collectively referred to in this Agreement as “Organization”) regarding the coordination of ACTE’s [INSERT MEETING NAME] scheduled to take place [INSERT MEETING DATES] in [INSERT CITY AND STATE OF MEETING] (“Conference”). The planning committees for ACTE and Organization shall work together to plan and facilitate the Conference such that that supports the ACTE strategic plan and serves the broad membership of ACTE and membership within Region [INSERT REGION NUMBER] (“Region”).

#### **III. TERM AND TERMINATION**

The term of this Agreement shall commence on [INSERT BEGINNING DATE] and continue through [INSERT END DATE] unless terminated earlier as set forth in this provision.

Any Party may terminate this Agreement should any Party be in breach of its obligations under this Agreement and fail to cure such breach within fifteen (15) days of its receipt of written notice from the other Party(ies) detailing such breach.

Any Party may terminate this Agreement, without cause, upon sixty (60) days’ prior written notice to the other Party (ies). Notwithstanding the above, the Parties shall remain responsible for any contractual liabilities arising out of or related to this Agreement including, but not limited to, any cancellation fees and vendor fees for services provided as of the date of the termination of this Agreement.

Upon the expiration or termination of this Agreement for any reason, each Party shall return to the other Party(ies) shall satisfy any payment obligations which have accrued up to the termination date and promptly return all data, information and other materials it received from the other Party(ies) pursuant to this Agreement.

## IV. RESPONSIBILITIES

### All Parties' Responsibilities

- Prepare a budget for the Conference that incorporates projected revenue and expenses. The budget should be shared with the Parties and agreed upon by all Parties on or before [DATE].
- Work together to ensure that all obligations are met in the planning and post-Conference stages.
- Market and promote the Conference to their constituents and other key stakeholders.

### Organization's Responsibilities:

- Propose a city and hotel venue to be considered for the Conference.
- Find local members/schools that might provide A/V at no cost or at a reduced cost.
- Propose potential workshop, tours, school visits and/or other activities central to the Conference location. This includes at minimum 3 possible options which includes the following detailed information: dates, group transportation options, accommodation needs, and pricing to fit the Conference budget.
- Provide program content for the Conference.
- Provide Conference time to ACTE to allow for sessions that promote leadership development, serve the broad membership of ACTE within the ACTE Region, and support the ACTE strategic plan.
- Allow the Region Policy Committee control over planning a leadership strand for the Conference.
- Provide Conference time for Region governance and awards meetings, including a Region Awards ceremony.
- Schedule an ACTE update into the Conference agenda (during the opening General Session).
- Solicit and secure sponsorship and exhibitors for the Conference.
- Provide ACTE with a complimentary space at the Conference for an ACTE membership booth.
- Promote the Conference as an "ACTE Region event" to state members including direct mailings, e-blasts, blog, social media and other electronic communications including through the host state website (home and events webpages) to appropriate audiences.
- Draft a program guide for the Conference and submit to ACTE to design and print by [DATE].
- Provide at least one (1) person to work onsite registration during the entire Conference.
- Provide additional people onsite to assist with other Conference logistics.
- Provide a complimentary registration fee (not deducted from the financial agreement below) for the ACTE Region VP.
- Be responsible for compliance with all state gaming laws if hosting a raffle or other gaming activity.

### **[INSERT OTHER RESPONSIBILITIES]**

### ACTE's Responsibilities:

- Inform the Organizations of their responsibilities of hosting the Conference.
- Offer ACTE's support to Organizations for producing generic promotional materials for the Conference and printing and shipping these promotional materials for the Conference.
- Host a webpage for the Conference on the ACTE website, featuring information on the Conference and registration details.

- The ACTE President, Executive Director, or their designee will attend the Conference and receive complimentary registration fees (not deducted from the financial agreement below).
- Provide print and mail services for Conference items.
- ACTE will donate 1 complimentary VISION registration for attendees (paid by ACTE) to be given away at the Conference.
- Coordinate the recognition of Region Award winners at the Conference.
- Provide an ACTE update on the Conference to ACTE members.
- Print Conference agendas, name tags and other Conference materials if requested by Organization.
- Plan and conduct an ACTE Region Policy Committee Meeting and Business Meeting at the Conference and provide ACTE with minutes from both meetings following the Conference.
- Pay only liabilities which were incurred by ACTE under the terms of this Agreement.

**[INSERT OTHER RESPONSIBILITIES]**

**V. FINANCES**

The Parties will prepare and agree on a budget for the Conference (“Conference Budget”) no later than [DATE]. Unless otherwise agreed by the Parties, all Parties shall adhere to the Conference Budget.

[ORGANIZATION NAME] shall serve as the fiscal agent on behalf of the Parties for the Conference by performing various financial duties and providing financial oversight. As the fiscal agent, [ORGANIZATION NAME] will collect and process revenue and pay Conference Expenses (as defined below). Any revenue received by ACTE in connection with the Conference shall be forwarded to [ORGANIZATION NAME] without offset.

For purposes of this Agreement:

“Conference Expenses” shall be all expenses related to the Conference as set forth in the Conference Budget including, but not limited to, [INSERT EXAMPLES OF CONFERENCE EXPENSES]. Conference Expenses do not include any Party’s overhead or staff time expenses for the Conference.

“Gross Conference Revenue” shall be all revenue received by the Parties in connection with the Conference including, but not limited to, revenue received for Conference registration, sponsorships, exhibits and any other revenue related to the Conference. Only Conference registrations that have been paid in full will be considered in calculating the amount owed.

“Net Conference Revenue” shall be the difference between Gross Conference Revenue and Conference Expenses. Should the Net Conference Revenue be negative (i.e., Conference Expenses exceed Gross Conference Revenue), the difference shall be referred to as “Deficit.” Should Net Conference Revenue be positive (i.e., Gross Conference Revenue exceeds Conference Expenses), the difference shall be referred to as “Profit.”

Should there be a Deficit for the Conference, [ORGANIZATION NAME] shall be responsible for paying the remaining Conference Expenses.

Should there be a Profit for the Conference, the Parties shall share in such Profit as follows:

-50% of Profit to ACTE\*

-50% of Profit to [ORGANIZATION NAME]

\*ACTE share shall be allocated to the ACTE Region designated account

Notwithstanding the above, should any Party fail to fulfill its responsibilities as set forth in this Agreement after its receipt of written notice detailing such failures and a reasonable opportunity to cure such failures, the remaining Party(ies) may reduce such Party's share of Profit in such amount so as to offset the cost associated with such Party's failure to fulfill its responsibilities.

[ORGANIZATION NAME] will provide the final financial statement for the Conference and make payment for any Profit to the Parties within 60 days following the close of the Conference.

Payment will be made payable and mailed as follows:

Payable to: Association for Career and Technical Education  
PO Box 718621  
Philadelphia, PA 19171-8621

## **VI. MARKETING**

All marketing materials for the Conference shall refer jointly to each Party and with equal prominence. The Parties shall mutually agree on a graphically consistent look to the marketing materials and Conference website. Each Party shall place a link on its website to Links to the Conference website.

## **VII. CONFERENCE DATA**

Any data received in connection with the Conference ("Conference Data") shall be owned equally by the Parties and may be utilized by each Party thereafter. Notwithstanding the above, each Party shall own any data it provided in furtherance of this Agreement including, but not limited to, Confidential and/or Proprietary Information (as defined below) and no Party shall disclose, transfer or otherwise use such data without the prior written consent of the Party which owns such data.

## **VIII. CONFIDENTIAL AND/OR PROPRIETARY INFORMATION**

Each Party recognizes and acknowledges that it will have access to certain confidential and proprietary information of the other Party. During or any time after termination of this Agreement, no Party shall, without the other Party's authorization, disclose to or use for the benefit of any person, corporation, or other entity, any files, trade secrets, or other confidential or proprietary information concerning the business, members, exhibitors, attendees, vendors, customers, methods, operations, financing, plans or services of any Party. Trade secrets and confidential and/or proprietary information shall mean information not generally known in the practice that is disclosed to a Party or known by it as a consequence of this Agreement. Proprietary Information that was the property of a Party prior to execution of this Agreement remains the property of that Party.

## **IX. INDEMNIFICATION**



Each Party shall indemnify, defend and hold harmless the other Party(ies), its (their respective) officers, directors, employees, and agents, and each of them, from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which any Party, its officers, directors, employees, and agents, and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of any other Party, its officers, directors, employees, or agents. The terms of this provision shall survive the termination or expiration of this Agreement.

**X. FORCE MAJEURE**

No Party shall be liable if it is prevented or materially affected from performing its obligations under this Agreement and/or to host the Conference due to any cause beyond such Party's control including, but not limited to, acts of God, fire, flood, war, pandemic, sabotage, accidents, labor disputes, shortages, failure to supply materials or equipment, or interruption of or delay in transportation. In such event, the Parties shall work together to resolve any outstanding matters relating to such failure to perform or to host the Conference.

**IN WITNESS WHEREOF**, the Parties to this Agreement through their duly authorized representatives have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein. The terms of this Agreement can be modified by written agreement by all Parties.

\_\_\_\_\_  
ACTE Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACTE Region Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
[ORGANIZATION NAME], [SIGNER'S TITLE]

\_\_\_\_\_  
Date

