

KACTE Leadership Handbook

Revised July 2023

Introduction.....	ii
KACTE Bylaws.....	1
KACTE Procedure.....	6
<i>Mission, 6</i>	
<i>Strategic Plan, 6</i>	
<i>Board of Directors, 6</i>	
<i>Executive Committee, 7</i>	
<i>Executive Director, 7</i>	
<i>President, 8</i>	
<i>President-Elect, 8</i>	
<i>Secretary, 9</i>	
<i>Treasurer, 10</i>	
<i>Immediate Past-President, 10</i>	
<i>Immediate Past-Treasurer, 10</i>	
<i>ACTE Region II Representative, 11</i>	
<i>Division Vice-President, 11</i>	
<i>Committee Chairs, 12</i>	
<i>Annual Conference Committee, 12</i>	
<i>Bylaws Committee, 12</i>	
<i>Membership Committee, 12</i>	
<i>Resolutions Committee, 13</i>	
<i>Nomination Committee, 13</i>	
<i>Awards Committee, 14</i>	
<i>Communications Committee, 14</i>	
<i>History Committee, 15</i>	
<i>Advocacy Committee, 15</i>	
<i>Leadership Committee, 15</i>	
<i>Strategic Plan Committee, 16</i>	
<i>Records, 16</i>	
<i>Travel, 16</i>	
<i>Refunds, 17</i>	
<i>Purchasing, 17</i>	
<i>Scholarship Committee, 17</i>	
<i>Delegates to ACTE, 17</i>	
<i>Liaison Representatives, 18</i>	
Executive Director Job Description.....	19
Motion Form.....	20
KACTE Resolution Procedures.....	21
Nomination Form.....	23
KACTE Whistleblower Policy.....	24
KACTE Conflict of Interest Policy.....	25
KACTE Retention Policy.....	25
KACTE Official Travel Voucher.....	28
KVA/KACTE Legacy.....	29
KVA/KACTE Presidents.....	32
Membership Application.....	35
KACTE Report Form.....	36

KACTE Policies and Procedures Handbook

INTRODUCTION

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

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

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

KACTE Bylaws

Bylaws adopted as amended July 19, 2023

ARTICLE I NAME

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

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

ARTICLE II MISSION and PURPOSES

A. Mission

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

B. Purposes

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

C. Powers

1. No part of the net earnings of KACTE shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that KACTE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes set forth herein. KACTE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this section, KACTE shall not carry on any other activities not permitted to be carried on (A) by an association exempt from federal income tax under section 501(c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (B) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
2. Upon the dissolution of KACTE, after paying or making provision for the payment of all the liabilities of KACTE, all of the assets of KACTE shall be disposed of exclusively for the purpose of KACTE in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the Law) as the KACTE shall determine.
3. The association shall have and possess all the rights, powers, and privileges given to corporations by common law, including to sue and be sued, to borrow money and secure the payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold, sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings, and for other proper objects of such corporation to receive dues and donations for carrying out the objects aforesaid.

ARTICLE III MEMBERSHIP

A. Eligibility

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

B. Classification of Members

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

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

C. Individual Membership

1. Professional Membership: individuals actively employed in or concerned with career and technical education. Kentucky is a unified state requiring professional members in KACTE to hold state and ACTE membership simultaneously.
2. Retired Membership: Individuals who are retired from active employment in career and technical education and have been a KACTE member for at least one (1) year. Retired members cannot be employed either full- or part-time in career and technical education. Retired members must notify KACTE should they regain employment and renew at the professional membership rate.
3. Student Membership: Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor or administrator.

D. Educational Institution Membership

Any school district, technical and career center, curriculum center, community technical college or university.

E. State or National Affiliate Organization Membership

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

F. Associate Membership

Associate membership shall be available to corporations, owners, and persons representing business, industry, and the military.

G. Dues for Individual membership classification shall be set by vote at the Annual Meeting. The KACTE Board of Directors will set the dues for Educational Institutional, State or National Affiliate Organization, and Associate memberships.

H. Voting and Holding Office

1. Individuals from the following membership classification shall be considered eligible for voting and serving as committee members.
 - a. Individual Professional and Retired Members
 - b. Educational Institution Members
 - c. State or National Affiliate Organizations
2. Individual Professional Members are the only ones that may serve as officers of the association.
3. Failure to pay the annual dues by the required date shall constitute the resignation of the member.
4. The Board of Directors shall determine policies and procedures for the determination of voting eligibility.

I. Membership Year

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

**ARTICLE IV
ORGANIZATIONAL STRUCTURE**

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

**ARTICLE V
OFFICERS**

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

**ARTICLE VI
ELECTION OF OFFICERS**

- A. The President-Elect, Secretary, and Treasurer of the State Association shall be elected by a majority vote of eligible members present physically or virtually by video or telephonic conferencing and voting at the annual meeting of KACTE.
- B. The President-Elect, the Secretary-Elect, and Treasurer-Elect shall be nominated by a nominating committee. The President-Elect shall serve a one-year term beginning August 1 following election and automatically ascend to president. The Secretary-Elect of the State Association shall be nominated in even-numbered years for a two-year term beginning August 1 following election. The Treasurer-Elect of the State Association shall be nominated in odd numbered years for a two-year term beginning August 1 following election.
- C. The nominating committee for the officers of the State Association and the ACTE Region II Policy Committee Representative shall be composed of the representative from each of the divisions currently voting on the Board with the chairperson being the immediate past president of the State Association.
- D. Additional nominations for all offices may be made by members from the floor at the annual meeting provided a written vita or resume is submitted to the presiding officer at the time the nomination is made and the candidate meets the qualifications of KACTE.
- E. Each division with twenty (20) or more affiliate members shall appoint or elect its KACTE Vice President. For each 75 additional members above the initial 20 members, an additional representative for the division may be selected by the division. The representative must be an ACTE/KACTE member. The term shall start August 1 following his or her appointment. A division that falls below twenty (20) affiliate members shall have one year to raise membership or shall be placed under the New and Related division. Any group of members wishing to start a new division shall be represented by the New and Related Division VP until they have established twenty (20) or more affiliate members and have established a division organizational structure. Upon meeting the requirements for representation as a division on the Board of Directors, the division may petition the board for approval to have a representative on the board.
- F. It is recommended that Representatives from divisions be appointed for 2-year terms with Agriculture Education, Business Education, Career Counseling, Engineering and Technology Education, Trade and Industrial Education, and New and Related Services being appointed on odd-numbered years and Family and Consumer Sciences Education, Health Science Technology Education, Marketing Education, Pathways to Careers/Special Needs, and Administration being appointed on even-numbered years.
- G. The President Elect shall assume any unexpired term of the President. A vacancy of a Board member other than any office of the State Association shall be filled by the respective division in which the vacancy occurs. In the event that this vacancy is not filled within 30 days, the President shall appoint a representative from the division.
- H. In the event of vacancy in any office (President-Elect, Secretary, Treasurer, and ACTE Region II Representative) in KACTE, the nominating committee will make recommendations to the full board.

- I. Additional nominations of candidates, who meet KACTE’s requirements, may be made by board members at a meeting of the full board. The position will be filled by majority vote at a board meeting. The position will be filled at the first regularly scheduled or called meeting after the vacancy of the office occurs.
- J. Delinquency of Duty. If any KACTE Board member fails to attend two consecutive Board meetings while failing to notify the President or Executive Director, the Board can declare the position vacant at the second meeting and the vacancy will be filled per Article VI, MEMBERSHIP, and SECTION H.

**ARTICLE VII
DUTIES OF OFFICERS**

- A. The President shall perform all of the duties assigned to that office. The term of office shall be one year. The President, or in his or her absence, the President-Elect, shall preside at all meetings of the KACTE, the Executive Committee and the Board of Directors.
- B. The President-Elect shall serve for a period of one year prior to assuming the duties of the President. The President-Elect shall perform such duties as directed by the Board of Directors or the Executive Committee. The President-Elect shall attend all meetings of the association, Board of Directors and Executive Committee. The President-Elect shall serve as Co-Chair of the KACTE Liaison Committee.
- C. The Immediate Past-President shall serve in an advisory capacity to the President. The term of office shall be for one year. The Immediate Past-President shall serve as chair of the KACTE nominating committee, the Executive Director’s contract committee, and co-chair the resolution committee. The immediate past president shall attend all meetings of the association, Board of Directors and Executive Committee.
- D. The Secretary shall keep a full and accurate record of the proceedings of all meetings of the KACTE, Board of Directors, and Executive Committee.
- E. The Treasurer shall work with the Executive Committee and the Executive Director to establish operating budgets, will audit all financial records of the Association, and will provide a report to the Board of Directors on the financial status of KACTE at all Board meetings and the Annual Business meeting.
- F. The ACTE Region II Representative will serve as liaison between KACTE and ACTE Region II. He/she will have duties as assigned by ACTE Region II, as well as KACTE.
- G. The Board of Directors shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control and direction of the Association. The Board of Directors shall hire the executive director and designate the term of employment and compensation. The Board of Directors shall have among its duties the following:
 - a. Provide for the safekeeping and proper use of the funds of the KACTE.
 - b. Give final approval of the program for the annual meeting of the KACTE
- H. The Executive Committee may act in place and stead of the Board of Directors between Board meetings on matters, except those specifically reserved to the Board by these Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting.

**ARTICLE VIII
COMMITTEES**

- A. The Board of Directors shall establish procedures for the creation and operation of standing committees and task force committees, as it deems necessary. The President shall recommend for appointment by the Board of Directors the following chairpersons: Bylaws, Social Media/Website, Finance, Awards, Membership, Audit, Nominating, Leadership and others as needed. Co-Chairpersons of the Liaison and Resolutions committee will also be appointed.
 - a. Awards Committee Chairperson must submit the nominations for ACTE/KACTE Awards to the Executive Board for approval at the Spring Meeting.
 - b. The President will appoint the Immediate Past-President to serve on the Resolutions Committee as Co-Chairperson.
 - c. The President will appoint the President-Elect to serve on the Legislative Liaison Committee as Co-Chairperson.
- B. The President shall have the power to appoint ad hoc committees subject to approval of the Executive Committee or Board of Directors.

**ARTICLE IX
MEETINGS**

- A. The State Association shall hold an annual meeting physically or virtually by video or telephonic conferencing at which time the business of the KACTE shall be conducted.
- B. Those eligible members present shall constitute a quorum for the transaction of business at any regularly scheduled annual meeting.
- C. The President shall call all meetings to be held physically or virtually by video or telephonic conferencing of the Board of Directors and the Executive Committee, and this Board and the committee shall meet at least quarterly.
- D. Upon written request of a majority of the Board of Directors the President shall call a meeting of the Board physically or virtually by video or telephonic conferencing.
- E. In order to transact business, these quorums shall be required:
 - a. Executive Committee -- 3
 - b. Board of Directors -- majority of Board members
- F. A member of the Board of Directors may be represented at Board meetings by a written proxy statement that has been given for presentation to the chair at the meeting specified. The chair shall identify who may exercise the vote. Proxy votes shall be passed in accordance to the *Policy and Procedures Handbook*.

**ARTICLE X
AFFILIATED ORGANIZATIONS**

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

**ARTICLE XI
AMENDMENTS**

- A. All proposed amendments accompanied by a written rationale shall be submitted to the Bylaws Committee 30 days prior to the spring meeting of the Board of Directors preceding the Annual Business meeting. Submissions may be made by a division vice president on behalf of the division, the Bylaws Committee, or the Board of Directors. The Bylaws Committee will review and present to the board of directors all proposed amendments at the spring meeting of the Board of Directors preceding the Annual Business Meeting.
- B. All proposed amendments shall be noticed to the members at least 60 days prior to the annual meeting by mailing or electronic distribution to the last known address.
- C. Proposed amendments with a written rationale submitted to the Board of Directors will be presented to the membership at the annual meeting physically or virtually by video or telephonic conferencing with the Board's recommendation to adopt or reject.
- D. Bylaws may be amended only by a two-thirds vote of all members at the Annual State Meeting, or called State Meeting either physically or virtually by video or telephonic conferencing.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

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

**ARTICLE XIII
POLICY AND PROCEDURES**

Policy and Procedures Handbook: Upon approval of the KACTE Board of Directors, KACTE shall establish policy and procedures by which the goals of these Bylaws and of the association are completed.

KACTE PROCEDURES

The KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

(Hereafter referred to as KACTE)

A. Mission

The Kentucky Association for Career and Technical Education (KACTE) will develop and provide leadership and advocacy to advance Career and Technical Education.

B. Strategic Plan

1. **MEMBERSHIP:** Increase membership five percent annually, using surveys to guide recruitment strategies, highlight member achievement and establish a membership contact network.
2. **LEADERSHIP:** Expand participation and develop presentations and tools in KACTE leadership and professional development programs.
3. **ADVOCACY:** Educate state and federal legislators about CTE needs in Kentucky, including development of recommendations for optimal organization and delivery of CTE in Kentucky.
4. **SOCIAL MEDIA/MARKETING:** Improve Social Media content and increase users by 20 percent. Consider additional platforms and the possibility of KACTE merchandise.
5. **BOARD CAPACITY:** Communicate opportunities to serve, ensuring representation from all CTE content areas. Explore further use of virtual meetings for all KACTE activities.

I. BOARD OF DIRECTORS

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

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

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

Major Duties and Responsibilities

- 1.1 Attend all quarterly and called board meetings yearly plus the Annual Membership Business meeting.
- 1.2 Appoint the Executive Director, designate the term of office, and the compensation.
- 1.3 Recommend to the membership at the Annual Business meeting the annual dues for each type of Association membership.

- 1.4 Transact business of the Association when a quorum is present.
- 1.5 Approve proposed amendments to the Bylaws sixty (60) days prior to the Association's Annual Business meeting and present changes for approval to the membership.
- 1.6 Establish and amend Board Procedures by a majority vote at any regular session or special meetings of the Board.
- 1.7 Express only the official position of the Board when speaking for the Association.
- 1.8 Establish mutual liaison relationships with the Board of other organizations.
- 1.9 Review and approve the KACTE Strategic Plan.
- 1.10 Approve the annual budget.
- 1.11 Receive and act on committee reports.

II. EXECUTIVE COMMITTEE

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

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

- A. Be an individual professional member for two consecutive years prior to the nomination.
- B. Have previously held a position on the Board prior to being nominated for the office of President-Elect.
- C. Be committed to fulfilling the duties and responsibilities of the position.

Major Duties and Responsibilities

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

III. EXECUTIVE DIRECTOR

The Executive Director works with the Board of Directors in providing leadership and direction to the Association. He/she is responsible for implementing decisions of the Board and sees that the goals,

objectives, and strategic plan of the Association are accomplished. The Executive Director is directly responsible to the Executive Committee. The Executive Director serves as a non-voting Board member. He/she manages KACTE finances, including receipt of income, disbursement of funds, maintenance of all records, and preparation of reports.

Major Duties and Responsibilities

3.1 Described in the contract included in KACTE Procedure Handbook. (Addendum A)

IV. PRESIDENT

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

Major Duties and Responsibilities

- 4.1 Call meetings of the Executive Committee and the Board of Directors including special meetings.
- 4.2 Call a minimum of quarterly meetings of the Board of Directors to conduct Association business.
- 4.3 Preside at all meetings of the Board of Directors and Executive Committee meetings. Use *Robert's Rules of Order* when presiding at meetings.
- 4.4 Present report of his/her activities at each Board meeting and Annual Business meeting.
- 4.5 Call special meetings of the Board of Directors when requested by the majority of the Board.
- 4.6 The President shall recommend for appointment by the Board of Directors, the chairs or co-chairs of Association committees and task forces. The Board of Directors shall establish procedures for the operation of standing committees and task force committees as it deems necessary. The specific committees include Communication, Membership, Bylaws, Resolutions, Awards, History, and others as needed.
- 4.7 Support, defend, and implement policies and programs adopted by the Board of Directors and Executive Committee.
- 4.8 Work with the Executive Director and Association Secretary to develop agendas and materials for meetings.
- 4.9 Consult and advise with the Executive Director to keep the Board of Directors, Executive Committee, and others informed of the conditions and operations of the Association.
- 4.10 Work with the Executive Director and executive Committee to ensure that policies and programs will further the goals and objectives of the Association and make presentations to the Board of Directors.
- 4.11 Ensure that the Executive Director's contract is prepared and ready for signature at the appropriate time.
- 4.12 Offer direction to ensure the strategic plan fulfills the goals and purposes of the Association.
- 4.13 Finalize the agenda for all Executive and Board meetings.

V. PRESIDENT-ELECT

The President-Elect shall serve for a period of one year prior to assuming the duties of the President. The President-Elect shall perform such duties as directed by the Board of directors or the Executive

Committee attend all Association meetings, and become familiar with policy, procedure, and Association business. The President-Elect serves as Chair of the Annual Conference and the Strategic Plan committee and as co-chair of the Advocacy committee. The President-Elect serves as a voting member at all Association meetings.

Major Duties and Responsibilities

- 5.1 Preside at all meetings of the Association and the Executive Committee in the absence of the President.
- 5.2 Fill the office of President in the event the office becomes vacant.
- 5.3 Assist with annual budget preparation.
- 5.4 Chair Annual Conference committee and make recommendation on Annual Conference at the last regularly scheduled Board meeting prior to the Annual Conference.
- 5.5 Co-chair Advocacy committee.
- 5.6 Chair Strategic Plan committee.
- 5.7 Perform other duties as assigned by the President.

VI. SECRETARY

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

Major Duties and Responsibilities

- 6.1 During the meetings:
 - A. Distribute sign-in sheet.
 - B. Determine quorum.
 - C. Move that minutes of previous meeting be accepted.
 - D. Provide a motion card to individuals making a motion to record exact wording of motion. (Addendum B)
 - E. Furnish the exact wording of motion prior to voting.
 - F. Search the minutes for information when needed.
 - G. Read the roll when requested by the presiding officer.
 - H. Read correspondence.
 - I. Collect all materials distributed including written reports of all members.
 - J. Have a copy of Bylaws, standing rules, list of Board members.
- 6.2 Following the meetings:
 - A. Send draft copy of minutes within two weeks to President and Executive Director for review and final approval.
 - B. Send copy of minutes to all Board of Directors, liaison from KCTCS, Department of Education Office of Career and Technical Education.
- 6.3 Minutes to include:
 - A. Type of meeting: regular, special, or annual business.
 - B. Date, time, place, quorum, and who conducted the meeting.
 - C. Names of Board members, Committee chairs, proxy holders, and guests.
 - D. Previous minutes approved
 - E. Treasurer's report
 - F. Reports by Executive Director, Officers, Division Vice-Presidents, and Committee chairs.
 - G. Name and subject of guest speaker.
 - H. Disposition of old and new items of business.

- I. Motion including name of individuals who make and second motions.
- J. Hour of adjournment.
- K. Secretary signature.

6.4 Perform any other duties as assigned by the President.

VII. TREASURER

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

Major Duties and Responsibilities

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

VIII. IMMEDIATE PAST-PRESIDENT

The Immediate Past-President serves as a counselor to the Association and works closely with the President, Executive Committee and the Board. The Immediate Past-President chairs the Nominating committee, Executive Director's contract, and co-chairs the Resolutions committee. The Immediate Past-President monitors implementation of the KACTE strategic plan. The Immediate Past-President serves as a voting member at all Association meetings.

Major Duties and Responsibilities

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

IX. IMMEDIATE PAST-TREASURER

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

Major Duties and Responsibilities

- 9.1 Provide transition of the office to the new Treasurer.

9.2 Assist the new Treasurer, the Executive Committee, and the Association in financial matters.

9.3 Perform any other duties assigned by the President.

X. ACTE REGION II REPRESENTATIVE

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

Major Duties and Responsibilities

10.1 Attend all meetings of the Executive Committee and the Board.

10.2 Represent Kentucky on the ACTE Region II Policy Committee and attend the Fall Region II meeting, ACTE Career Tech Vision, Spring Region II meeting held at the ACTE National Policy Seminar, and Annual Business meeting.

10.3 Keep Executive Director, Executive Committee, and the Board updated on ACTE events.

10.4 Serve as a Committee Chair if so, designated by the President.

10.5 Perform any other duties as assigned by the President.

XI. DIVISION VICE-PRESIDENT

Each division with twenty (20) or more eligible members shall appoint or elect its KACTE Vice-President. For each 75 additional members above the initial twenty (20) members, an additional Vice-President shall be appointed or elected by the division. The representative(s) must be an ACTE/KACTE member. The term shall start August 1 following his or her appointment. They will bring to the Board the issues and concerns of his/her division and keep the Board up to date on the group's status and progress. The Division Vice-Presidents will serve on the Membership, Nomination and Strategic Plan committees. If a division meets the required minimum number of members for recognition but does not have a corresponding professional association to appoint or elect a KACTE Vice-President, the KACTE President shall appoint the Vice-President for such division.

Major Duties and Responsibilities

11.1 Attend all meetings of the board.

11.2 Report to the Board the group's activities and submit written report to the Secretary.

11.3 Inform Division members on current events discussed by the Board.

11.4 Develop the Strategic Plan.

11.5 Recommend slate of officers to be presented to the Board and business meeting.

11.6 Recommend one nominee each for the Career and Technical Teacher of the Year and the Career and Technical Postsecondary Teacher of the Year.

11.7 Recommend at least one individual for an Association elected office.

11.8 Work with the Department of Education Office of Career and Technical Education (OCTE), and KCTCS Office of the respective program area to plan appropriate programs for the KACTE Annual Meeting.

11.9 Forward records and materials of the past two years to the new Board member when term expires.

11.10 Perform any other duties as assigned by the President.

XII. COMMITTEE CHAIRS

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

Major Duties and Responsibilities

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

XIII. ANNUAL CONFERENCE COMMITTEE

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

Major Duties and Responsibilities

- 13.2 Budget for the Annual Conference shall be presented to the Board.
- 13.3 Committee chair must advise the Executive Board in planning all events of the conference.
- 13.4 Ensure the Assistant Executive Director maintains complete records of Annual Conference.
- 13.5 Report to the Board meetings on the conference planning progress.

XIV. BYLAWS COMMITTEE

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

Major Duties and Responsibilities

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

XV. MEMBERSHIP COMMITTEE

The President recommends to the Board for appointment the chair of this committee. The Division Vice Presidents serve on the committee. The Membership Committee develops, implements, and plans to actively recruit members in

KACTE and ACTE. All members of the Membership Committee serve as voting members at all Association meetings. The chair may or may not be a voting member of the Board; it depends on the chair's position on the Board.

Major Duties and Responsibilities

- 15.1 Recommend to the Board the goal for the number of members to be attained each year.
- 15.2 Develop a plan for an annual statewide membership drive that:
 - A. Is organized by Divisions through a membership committee for each Division.
 - B. Specify dates for a Fall membership drive to be completed by December 31 of each year
 - C. Identify materials needed by each Division for the membership drive who is responsible for getting materials.
- 15.3 Suggested materials include:
 - A. List of career and technical education personnel in the Division from local school districts and state operated programs.
 - B. List of teacher educators in the Division
 - C. List of payroll deductions in the Division from previous year.
 - D. Renewal notices from KACTE.
 - E. Membership application forms.
 - F. ACTE and KACTE brochures.
 - G. One page listing of KACTE accomplishments.
- 15.4 Develop incentives or awards to recognize membership gains.
- 15.5 Develop a tentative agenda for the membership committee meetings.
- 15.6 Receive information relative to high schools, state and locally operated career technology centers, and KCTCS colleges that have 100 percent membership and share with the Board.

XVI. RESOLUTION COMMITTEE

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

Major Duties and Responsibilities

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

XVII. NOMINATION COMMITTEE

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

Major Duties and Responsibilities

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

XVIII. AWARDS COMMITTEE

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

Major Duties and Responsibilities

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

XIX. COMMUNICATIONS COMMITTEE

The Communications Committee provides information of interest regarding career and technical education and KACTE activities to the membership and the public through the news media, KACTE website, and social media platforms as directed by the Board. The committee seeks information on appropriate CTE and KACTE programs and services for distribution. The committee works with the Executive Director in preparing information for posting to the KACTE website and social media platforms. The chair serves as a non-voting Board member.

Major Duties and Responsibilities

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

XX. HISTORY COMMITTEE

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

Major Duties and Responsibilities

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

XXI. ADVOCACY COMMITTEE

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

Major Duties and Responsibilities

- 21.1 Determine issues of concern to career and technical educators statewide, and especially those that could be part of the KACTE advocacy package.
- 21.2 Inform members of the General Assembly and the KACTE membership of the needs for career and technical educators.
- 21.3 Survey KACTE membership to determine advocacy needs.
- 21.4 Develop and present advocacy package for approval to the Board.
- 21.5 Be informed about the legislative and public policy process.
- 21.6 Establish and maintain good relationships with state/national legislators.
- 21.7 Report to the Board and membership about advocacy matters.
- 21.8 Develop a statewide network for contacting a legislator.
- 21.9 Work with the Board in sponsoring advocacy workshops.

XXII. LEADERSHIP COMMITTEE

The Leadership Committee is responsible for review, oversight and development of the association's professional development programs, particularly the KACTE Fellows Leadership Program and CTE Learn. It may consult on other professional development initiatives and outreaches involving partnership organizations. The chair and/or co-chair are appointed by the President for a one-year term, and they may serve more than one year. They are non-voting members of the KACTE Board.

Major Duties and Responsibilities

- 22.1 Develop an annual program of work for the KACTE Fellows Leadership Program.
- 22.2 Lead or select individuals to conduct the KACTE Fellows Leadership Program presentations.

- 22.3 Work with the Executive Director and Assistant Executive Director on the logistics for and the promotion of the KACTE Fellows Leadership Program.
- 22.4 Select participants for the KACTE Fellows Leadership Program through an application process.
- 22.5 Consult with MaxKnowledge and the Association for Career and Technical Education as needed to maintain and enhance CTE Learn's Kentucky on-line professional development portal.
- 22.6 Work with the Executive Director and the Assistant Executive Director to promote CTE Learn to KACTE members and the CTE community statewide.
- 22.7 Monitor the CTE Learn course author stipend program.
- 22.8 Select potential CTE Learn course authors through an application process.
- 22.9 Develop an annual budget and work with the Assistant Executive Director on payment of expenses.
- 22.10 Attend all KACTE Board meetings and provide a written report of activities and plans.
- 22.11 Provide advice and consultation on professional development initiatives presented to or coming from the KACTE Board.

XXIII. STRATEGIC PLAN COMMITTEE

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

Major Duties and Responsibilities

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

XXIV. RECORDS

Major Duties and Responsibilities

- 24.1 Must submit membership report in writing to the Secretary at the Board meeting at which it was given.
- 24.2 Discard membership records after five years except for the final ACTE membership list for that year.
- 24.3 Final ACTE membership list for each year will be kept indefinitely.
- 24.4 Keep all financial statements and balance sheets at the KACTE Office for five (5) years.
- 24.5 Keep minutes of Executive Committee and Board meetings indefinitely at the KACTE office and the minutes shall become a part of the KACTE historical records.
- 24.6 Follow adopted Whistleblower, Conflict of Interest, and Records Retention policies. (Addendum E)

XXV. TRAVEL

- 25.1 The adopted budget designates travel funds for use by authorized members and the Executive Director.
- 25.2 Prepayment of conference registration, hotel deposit, and/or airfare is allowed.

- 25.3 Those authorized to travel will use the KACTE travel voucher form to request reimbursement of authorized travel. The official KACTE travel voucher form is located in the Procedure Handbook. Hotel room charges will be paid according to billing not to exceed budgeted amount. (Addendum F)
- 25.4 Reimbursement for meals not provided as part of a registration package is allowed if approved by the President and Assistant Executive Director. The Executive committee is to be informed of the approval. Reimbursement is for the cost of the meal. Receipts must be submitted with the reimbursement request.
- 25.5 Reimbursement for mileage will be paid at the current rate allowed by the U. S. Internal Revenue Service. The mileage must be claimed on the KACTE travel voucher. No receipts are required.
- 25.6 If reimbursement of a substitute teacher is approved by the President in order for Board members to participate in Board meetings or required activities, the Board member may be reimbursed at his/her district rate not to exceed \$180 per day.

XXVI. REFUNDS

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

XXVII. PURCHASING

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

XXVIII. SCHOLARSHIP COMMITTEE

The Scholarship Committee provides administrative oversight for the Carl D. Perkins Assistantship and the Stratton-Tipton Scholarship.

- 28.1 The Carl C. Perkins Assistantship is funded through a budget line item.
- 28.2 The committee selects two (2) students, one (1) postsecondary and one (1) secondary, each year for a Carl D. Perkins Assistantship.
- 28.3. The Stratton-Tipton Scholarship is funded through a designated Reserve Fund. The committee manages the selection of the recipients to support Special Needs students and Special Needs education. Recipients will be selected by the committee.
- 28.4 Recipients will be honored at the Annual Conference.
- 28.5 The KACTE President appoints the chair who serves a three-year term.

XXIX. DELEGATES TO ACTE

- 29.1 Designated delegates by virtue of their position are ACTE Region II Representative and Executive officers.

29.2 Submit delegate applications to the KACTE office by October 1 of the current year to be a delegate.

29.3 ACTE provides the required delegate forms.

29.4 Notify the President at the first regular scheduled meeting of plans to be a delegate.

29.5 Selection of delegates made by the Executive Committee. The committee will give first priority to voting members of the KACTE Board, second priority to the KACTE Board Committee Chairs, and third priority to geographic representation.

29.6 Delegates shall attend all required meetings.

XXX. LIAISON REPRESENTATIVES

Three non-voting liaison representatives serve on the KACTE Board: the Kentucky Department of Education Office of Career and Technical Education liaison, the Kentucky Community and Technical College liaison, and a student liaison representing postsecondary education CTE preservice teachers. The liaison representatives are appointed by their respective organizations or groups.

30.1 Report to the KACTE Board pertinent developments with their sending organizations or groups.

30.2 Report back to their sending organizations or groups the KACTE Board's decisions and actions.

30.3 Attend all KACTE Board meetings and provide a written report of relevant activities and plans.

ADDNEDUM A

EXECUTIVE DIRECTOR

Job Description

The Executive Director works with the Board of Directors in providing leadership and direction to the Association. He/She is responsible for implementing decisions of the Board of Directors and see that the goals, objectives, and the strategic plan of the Association are accomplished. The Executive Director is directly responsible to the Executive Committee.

Major Duties and Responsibilities

1. Respond to all inquiries within two weeks.
2. Present a report of activities at all board meetings and to the membership at the KACTE Annual Meeting.
3. Keep apprised of the activities of all committees.
4. Work with the Handbook Committee to see that the Procedure Handbook is updated prior to the first Board meeting following the annual meeting each year. The update should include changes in the Bylaws that were voted on at the annual business meeting.
5. Maintain an office for the Association agreed upon by the Board of Directors and secure supplies within budget restrictions.
6. Coordinate with the President and facilitate plans for the KACTE Annual Meeting, Board meetings, and all KACTE activities with the appropriate committees of the Association.
7. Coordinate with the Association for Career and Technical Education (ACTE) processing of all memberships.
8. Serve as Association liaison to the Kentucky Department of Education and the Kentucky Community and Technical College System.

Information Dissemination

1. Serve as communication editor and be responsible for publishing communications as needed.
2. Attend state legislative sessions relative to career and technical education and provide a written report to the Board.
3. Provide information updates relative to state and national career and technical education.
4. Register as a Legislative Agent for the Association during legislative sessions. Inform and work with Advocacy Committee in gathering and dispersing legislative information on the needs and questions of legislators to the membership through the Advocacy Committee and taking the Association's concerns to the legislators as directed by the Advocacy Committee, KACTE Board of Directors, or the KACTE Executive Committee.

Public Relations

1. Maintain good public relations with the membership, legislators, the public, and with other professional groups.
2. Maintain the visibility of career and technical education in the media. Articles should be submitted to Kentucky Teacher, a publication of the Kentucky Department of Education; and any publication of the Kentucky Community and Technical College System.

ADDENDUM B

MOTION FORM

Motion:

Motion made by:

Motion seconded by:

Amendment:

Motion to Amend by:

Amendment seconded by:

RESOLUTIONS COMMITTEE

Kentucky Association for Career and Technical Education

2001 - 2002

Procedures for the Preparation and Submission of Resolutions

Resolutions should address new and emerging issues or reaffirm the position on an unresolved issue.

A. INTRODUCTION

1. Authority

- KACTE Bylaws
- Robert's Rules of Order, Newly Revised

2. Definition

A resolution is a formal expression of opinion, will, or intent germane to the purposes of KACTE.

3. Purpose

A resolution to be submitted to the Resolutions Committee of KACTE may:

- Establish or modify KACTE policy
- Identify and/or promote the position of KACTE on an issue
- Require action by the KACTE Board of Directors and/or the KACTE staff
- Request action by KACTE members, either as individuals or as groups of members

4. Originators

A resolution to be considered by the Committee may be originated by:

- Any individual member in good standing

5. Submission

A proposed resolution may be submitted to the Resolutions Committee of KACTE:

- By mail, at any time during the year, addressed to Committee Chair or to a member of the KACTE Resolution Committee.

6. Review

The Resolutions Committee for KACTE will review proposed resolutions that have been submitted. Review may result in acceptance, modification or rejection.

7. Presentation

- The Resolutions Committee will present and recommend to KACTE those resolutions which have received the approval of the committee.
- The Committee will present resolutions pertaining to KACTE at the annual business session.

B. FORMAT

- Preferably, resolutions should be typed and double spaced. If handwritten, insure that the handwriting is legible.
- The originator(s) should identify themselves by name; a signature of the individual; or a person representing a group.
- The date of submission should be indicated.

C. CONTENT

- Each resolution should address itself to one, and only one, subject or topic. The resolution title shall be concise and as condensed as possible; and shall identify the topic or subject of the resolution.
- Proposed resolutions are to include title, issue or concern being addressed, a statement (in 25 words or less) of the intent of the resolution and a draft of the proposed resolution.
- “Whereas” statements shall establish the background and/or rationale for the “Resolved” section (s). The statements shall be factual, as opposed to opinionated.
- Abbreviations are to be avoided unless such abbreviations have been previously identified.
- “Resolve” statements shall be specific; each statement shall deal with one, distinct requirement as:
 1. What policy is to be established for KACTE?
 2. What action is to be accomplished by KACTE, and/or its membership?

D. COPIES

If duplicating services are available, provide five (5) copies of each resolutions which is to be submitted to the Resolution Committee.

E. EXAMPLE:

Resolution submitted and passed at the Annual Meeting in 1999.

Resolution 2: Improved Communications Through Internet

WHEREAS, advancements in Internet technology, such as websites and e-mail, have greatly enhanced the communication process; and

WHEREAS, the Kentucky Vocational Association should encourage utilization of this technology; and

WHEREAS, the Internet is an effective tool in marketing the organization and its services and activities to both Internet and external customers; and

WHEREAS, a major function of the association is to communicate in an efficient, effective, and timely manner;

THEREFORE, BE IT RESOVLED that the Kentucky Vocational Association utilize Internet technology to improve communications.



Nomination Form KACTE Executive Board

To be nominated for a position as an executive officer of the Kentucky Association for Career and Technical Education, a person shall:

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

Term of Office (mark box below for the nomination)

Place passport-type photo here for recognition purposes

President-Elect, three years (including succession to President and Immediate Past-President)

Treasurer, two years

Secretary, two years

Election to position of President-Elect is held annually; election to positions of Treasurer and Secretary are alternately held every other year.

Nominee: _____ Years as member: _____

Job Title: _____

Work Address: _____

_____ Work phone: _____

Home Address: _____

_____ Mobile phone: _____

Preferred e-mail address: _____

Positions previously held in KACTE:

Position: _____ Year: _____

Positions held in other organizations:

Position: _____ Year: _____

Nominee's experiences related to the office for which he or she is being nominated:

I am aware of the responsibilities of the position for which I am being nominated and will do my best to fulfill those responsibilities if elected.

Signature of nominee: _____

Signature of person making nomination if other than self: _____

I am aware that this individual is being nominated for an office in KACTE.

Signature of direct line supervisor: _____

Signature of regional director/superintendent: _____

**Return Application to: KACTE Immediate Past-President
P.O. Box 4583, Frankfort, KY 40604-4583
E-mail to: kmstone1951@gmail.com**

Return Application by Friday of the week prior to the April KACTE Board Meeting.

KACTE Whistleblower Policy

I. General

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

II. Reporting Responsibility

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

III. No Retaliation

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

IV. Reporting Violations

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

IV. Compliance Officer

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

V. Accounting and Auditing Matters

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

VI. Acting in Good Faith

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

VII. Confidentiality

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

VIII. Handling of Reported Violations

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

KACTE Conflict of Interest Policy

I. Purpose

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

II. Definitions

1. Interested Person

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

2. Financial Interest

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

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

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

III. Procedures

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

KACTE Retention Policy

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

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

~~July 2020 - 23~~

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

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

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

KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION EXPENSE REIMBURSEMENT

NAME _____

Remit to: KACTE
PO Box 4583
Frankfort KY 40604-4583

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Date	From	To	Purpose of Trip	Miles/ <small>(65.5 cents per mile)</small>	Air Fare	Lodging	Meals
Column Totals							

Miscellaneous		
Date	Item	Amount
Totals		

Total Amount of Reimbursement Requested _____

Signature _____

FOR OFFICE USE ONLY	Issued Check # _____	Amount _____	Date _____
------------------------	----------------------	--------------	------------

KVA-KACTE Legacy

By Donnalie Stratton

AVA (the American Vocational Association and the forerunner of the current Association for Career and Technical Education) was formed in 1926 by the amalgamation of two parent organizations -- National Society for Vocational Education (founded in 1906) and the Vocational Education Association of the Mid-West (organized in 1914). The primary motivation for this merger was a desire for unified action in developing the national program of vocational education, which had been given an impetus by the passage of the federal Smith-Hughes Act of 1917.

From the time the Smith-Hughes Act was enacted, vocational education caught on in a hurry. By the time AVA came into existence, there were thousands of vocational teachers and more than 900,000 students in agriculture, home economics, and trade and industrial education.

The objectives of AVA were:

- To assume and maintain active national leadership in the promotion of vocational education;
- To render service to state or local communities in stabilizing and promoting vocational education;
- To provide a national open forum for the discussion of all questions involved in vocational education; and
- To unite all the vocational education interests of the country through membership representative of the entire country.

Within a month of AVA's founding, nine state vocational education associations had affiliated, and in six months there were 27.

The first AVA convention was held in Louisville, and Kentucky also was chartered that year. The first president of KVA (the Kentucky Vocational Association and the forerunner of today's Kentucky Association for Career and Technical Education) was G. Ivan Barnes, who represented Agriculture and served for two years. The second president, Ethel Lovell, represented Trade and Industrial Education. In 1934-36, Ms. Ata Lee, representing Home Economics, served as president. According to the records, all presidents served two years until 1948. Also, the rotation plan -- Agriculture, Trade and Industrial, Home Economics -- continued until 1960 when John Maguire, representing Distributive Education, was elected president.

KVA membership as of February 1, 1927, was 205 and ranked eighth in the association, which had a total membership of 3,632. States with a higher membership were California, Pennsylvania, Wisconsin, Indiana, Illinois, Michigan and Ohio.

KVA-KACTE Legacy -- 2

At the national level, divisions were formed based on the federal legislation (i.e., agriculture education, commercial education, home economics education, industrial education, part-time schools, and vocational rehabilitation).

KVA followed this pattern; however, these areas were commonly called service areas (e.g., agriculture, home economics, and industrial education). Later service (program) areas included distributive education, health occupations, business and office, manpower, and special needs. There have been changes subsequently, such as manpower to employment and training.

In addition to the program areas, Kentucky also established KVA regions in 1965. These regions were represented by regional officers, and the regional president served on the KVA Board of Directors. Originally, there were 10 regions throughout the state. With restructuring in recent years, these were expanded to 15. Regional meetings were held in conjunction with the Kentucky Education Association (KEA) fall district meetings. (Note: The regions were eliminated by bylaw amendment in 2002.)

Annual meetings of the association have been held throughout the years. Most of the meetings were held in Louisville; however, in 1962 the meeting was held in Lexington. These meetings were held in conjunction with the annual meeting of KEA and were usually held at the Kentucky Hotel. There would be at least 250-300 in attendance.

Committee work has been a mainstay in carrying out the program of work.

KVA has been noted for recognizing individuals who have made significant contributions to the association. According to the Bylaws, a maximum of two individuals may be honored each year with the KVA Honorary Life Membership. Persons nominated do not have to be members of KVA. Current data indicates 42 individuals have been honored by the association.

Kentucky also has been noted for having many KVA life members. As far back as 1978, there were 106 active life members

Student organizations have been an integral part of vocational education since 1928 at the national level.

- FFA -- November 20, 1928
- FBLA -- February 3, 1942
- FHA -- June 11, 1945
- DECA -- April 19-19, 1947
- AIASA -- March 1965
- HOSA -- November 10-13, 1976

KVA-KACTE Legacy -- 3

Since the name change to KACTE, the association maintained its commitment to student organizations, most notably in organizing Student Leadership Day in Frankfort, which offers student organization leaders and members a civics learning opportunity. KACTE also sponsors the annual CTE student Entrepreneurial Contest.

Since 2002, KACTE's Annual Meeting was incorporated within the Annual Statewide Career and Technical Education Summer Program, and KACTE is the logistic manager for the event. The CTE Summer Program is the largest professional development opportunity for CTE administrators and teachers in Kentucky.

Using funds generated through the Summer Program, in 2009 KACTE created several programs to further CTE in Kentucky.

- A student-teaching scholarship was established for pre-service teachers to assist with the cost of their first assignment.
- A stipend program was created to assist middle school teachers in attending the Summer Program since they are not allowed to use Perkins Act funds for professional development.
- The CTE student Entrepreneurial Contest was funded with these monies.
- A Professional Development Fund was rejuvenated with guidelines allowing payment for one-time, non-budgeted learning programs presented by agencies or associations.
- Finally, dollars were directed to support leadership initiatives, which eventually developed into the KACTE *TALENTS* (Teachers As Leaders -- Empowering New Thinking Skills) *Leadership Academy*. The Academy debuted in 2012-13.

KACTE maintains an active public awareness and legislative advocacy program. Its presence on behalf of CTE is known both in Washington and Frankfort. In 2010, KACTE was challenged to develop a definition of career readiness. Two-thirds of the KACTE recommendation was adopted by the Kentucky State Board of Education and used as part of the state's College and Career Readiness Accountability System. Several legislative initiatives supported by KACTE passed the Kentucky General Assembly and were signed by the governor. The KACTE executive director is a member of the State Advisory Committee for Career and Technical Education.

KACTE has a proud legacy of achievement that continues to grow.

KVA-KACTE Presidents

Year	President	Field of Service
1926-27	G. Ivan Barnes	Ag
1927-28	G. Ivan Barnes	Ag
1928-29	Ethel Lovell	T&I
1929-30	Ethel Lovell	T&I
1930-31	M.C. Ford	Ag
1931-32	M.C. Ford	Ag
1932-33	Ralph Woods	Ag
1933-34	Ralph Woods	Ag
1934-35	Ata Lee	HEc
1935-36	Ata Lee	HEc
1936-37	Paul Harris	T&I
1937-38	Paul Harris	T&I
1938-39	C.F. Criley	T&I
1939-40	C.F. Criley	T&I
1940-41	Ronella Spickard	HEc
1941-42	Ronella Spickard	HEc
1942-43	Watson Armstrong	Ag
1943-44	Watson Armstrong	Ag
1944-45	A.H. Meyers	T&I
1945-46	A.H. Meyers	T&I
1946-47	Stephen S. Wilson	Ag
1947-48	Stephen S. Wilson	Ag
1948-49	Fannie Porter	HEd
1949-50	James L. Patton	T&I
1950-51	Stanley Wall	Ag
1951-52	Maurine Collins	HEc
1952-53	Luther Safriet	T&I
1953-54	Fred Johnson	Ag
1954-55	Virginia Rice	HEc
1955-56	Devert Owens	T&I
1956-57	C.O. Neal	Ag
1957-58	Mable Harrison	HEc
1958-59	George Ramey	T&I
1959-60	Jewell Colliver	Ag

1960-61	John Maguire	DE
1961-62	Pauline Adkins	HEc
1962-63	Steve Marcum	T&I
Year	President	Field of Service
1963-64	Arthur Corns	Ag
1964-65	Marvin Cole	Ag
1965-66	Christian Wallace	HEc
1966-67	H.C. Mathis	T&I
1967-68	James R. Vaughn	Ag
1968-69	Doris Schmidt McDowell	Health
1969-70	Jean Karsner	Bus/Off
1970-71	William Jeffrey	DE
1971-72	Peggy Unger	HEc
1972-73	Marvin Church	T&I
1973-74	Jim Wilds	Ag
1974-75	Rebecca Forrest	Health
1975-76	Carol Harvey	Bus/Off
1976-77	Elizabeth Tate	DE
1977-78	Ruth E. Miller	HEc
1978-79	Robert Bierman	Adm
1979-80	Charles Byers	Ag
1980-81	Mildred Winkler	Health
1981-82	Kawanna Simpson	Bus/Off
1982-83	Evelyn Watson	DE
1983-84	James Montgomery	Special Needs
1984-85	Phillip L. Rudolph	Ag
1985-86	Gerald Sloan	Adm
1986-87	Jim L. Couch	T&I
1987-88	Gary Coleman	T&I
1988-89	Donna McAnelly Shaw	Bus/Off
1989-90	Mike McMillen	T&I
1990-91	John Lacy	Ag
1991-92	Bettye Brown	HEc
1992-93	Carole Reed-Mahoney	Adm
1993-94	Larry McGregor	Adm
1994-95	Doug Roberts	T&I
1995-96	Sherry Baber	Adm
1996-97	Mary Webb	Bus/Off
1997-98	Ron Baldwin	T&I
1998-99	Richard Dockery	T&I

1999-2000	Brenda Oldfield	Ag
2000-01	Keith Boarman	T&I
2001-02	Gary Shaffer	Ag
2002-03	Phyllis Alderdice	Bus/Off
Year	President	Field of Service
2003-04	Chester Taylor	T&I/Adm
2004-05	Sarah Raikes	FCS
2005-06	Mary Kleber	Health
2006-07	Larry Helphinstine, Ed.D.	T&I
2007-08	Cherie Mingus	FCS
2008-09	Ahmed Sabie, Ed.D	Adm
2009-10	Dale Winkler, Ed.D.	Bus/Adm
2010-11	Ken Talley, Ed.D.	Adm
2011-12	Dexter Knight	Adm
2012-13	Doris Sikora, PhD.	Teach.Ed.
2013-14	Doris Sikora, Ph.D.	Teach.Ed.
2014-15	Wayne King	T&I/Adm
2015-16	LeeAnn Daugherty	Ag
2016-17	Mark Hobbs	T&I
2017-18	Laura Spiegelhalter	FCS
2018-19	Wayne King	T&I/Adm
2019-20	Margo Bruce	Ag
2020-21	Kelli Dickson	FCS
2021-22	Kelli Dickson	FCS
2022-23	J.R. Drummond	Eng&Tech
2023-24	Josh Mitcham	Admin
2024-25	Christi Hack	Admin



Membership Application

Kentucky Association for Career and Technical Education (KACTE)
 P.O. Box 4583, Frankfort, KY 40604-4583
 502/223-1823; kmstone1951@gmail.com; <http://www.kyacte.org>

Contact Information:

Name _____
 Address _____
 City _____ State _____ Zip _____
 Email _____
 Work Phone _____
 Cell Phone _____

Position Title:

- | | |
|---|---|
| <input type="checkbox"/> Administrator/Supervisor | <input type="checkbox"/> Student |
| <input type="checkbox"/> Teacher Supervisor | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Teacher Educator |
| <input type="checkbox"/> Retired | |

Institution Type:

- Junior High/Middle School
- Comprehensive High School
- Secondary Vocational/Technical School
- Local School System
- Two Year Postsecondary Institution
- Four Year College or University
- Federal, State or Local Education Agency

Name of Institution: _____

Association Membership

Professional Membership

(\$80 ACTE, \$40 KACTE) \$120
 Includes one division

Additional Divisions (\$10 each) \$

Retired Membership \$ 46
 (\$31 ACTE, \$15 KACTE)

Full-time Student Membership
 (\$0 ACTE + \$0 KACTE) – Please use the online application form at www.acteonline.org/join_students

Total \$ _____

(Updated January 2022)

Division:

(First division included in membership. Additional divisions may be purchased for \$10.00 each)

- Administration
- Agricultural Education
- Business Education
- Career Academy
- Counseling & Career Development
- CTE Scholars
- Engineering & Technology Education
- Family & Consumer Sciences Education
- Health Science Technology Education
- Information Technology
- Instructional Materials
- Marketing Education
- Makers of Policy
- Postsecondary Adult & Career Education
- ROTC
- Special Populations
- Support Staff
- Teacher Educators
- Tech Prep
- Trade & Industrial Education (Construction, Media Arts Manufacturing, Transportation)
- Work-Based Learning/Youth Apprenticeship
- Other and Related Section

Payment Information

- Check enclosed** (*payable to KACTE*)
- Purchase Order** (*Include a copy of PO*)
- Payroll Deduction** (*KDE, ATC, Jessamine County*)

To pay by credit card, please use the QR code below and complete the online application to access the secured, online credit card payment process.



Thank you for your membership in the Kentucky Association for Career and Technical Education!!!

KACTE Report Form

FROM:

KACTE BOARD POSITION:

SUBJECT:

DATE:

PERIOD COVERED IN REPORT:

Facts, Findings, Key Information:

Recommendations:

Events, Upcoming Items, Special Events:

signature