

**OPERATING POLICIES AND PROCEDURES**  
**OKLAHOMA ASSOCIATION**  
**OF CAREER AND TECHNOLOGY EDUCATION**



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## **INTRODUCTION**

This manual is a compilation of policy decisions voted and agreed upon by the OkACTE Executive Committee. This set of policies and procedures constitutes an operating framework to be followed by the Executive Director and the association leaders. These policies conform directly with the Bylaws of the Association, and they set overall guidelines for the achievement of the Association's Strategic Plan and Priorities. They are intended to provide the information necessary to provide efficient and consistent service to the OkACTE membership.

The name of this organization shall be the Oklahoma Association of Career and Technology Education (hereafter referred to as OkACTE).

The OkACTE is organized as a state career and technology association affiliated with the Association for Career and Technical Education (ACTE).

## **MISSION**

To unite the profession of career and technology education and serve the needs of its members.

## **VISION**

The Oklahoma Association of Career and Technology Education is recognized as a dynamic educational leadership organization that anticipates and fulfills the needs of its members and all Oklahomans in developing a competitive workforce.

## **ORGANIZATIONAL GOALS**

Policy Development  
Professional Leadership Development  
Membership Service  
Leadership of the Profession

## I. ORGANIZATIONAL STRUCTURE

### A. MEMBERSHIP

1. Any individual interested in the purposes of the association shall be eligible for membership. The classes of membership shall be:
  - a. Individual - annual dues paid to OkACTE, ACTE and a division of OkACTE. Support Staff, teacher aides, para-professionals and part-time employees - annual dues paid to OkACTE and Support Staff (SS) division.
  - b. Student Membership - annual dues paid to OkACTE and ACTE; will be offered to full-time students preparing to become career and technology education teachers.
  - c. Loyalty Membership - annual dues paid to OkACTE and ACTE; will be limited to retired career and technology education personnel.
  - d. Associate Membership - annual dues paid to OkACTE for Corporations, individual business owners, and military personnel.
  - e. OkACTE Life Membership - OkACTE Life Membership will be awarded to each outgoing president of OkACTE. Persons in career and technology education will be required to pay annual division dues in order to maintain full membership status.
2. Association membership begins with payment of OkACTE dues. The membership year shall be from July 1 of through July 30 of the following year; regardless of the time dues are received. No dues shall be refunded. Dues shall be collected for each membership classification according to the following schedule:
  - a. Individual Membership dues payment must include dues for the division of OkACTE and ACTE; annual dues of \$60 to OkACTE, as set by ACTE, and appropriate division dues. Support staff, teacher aides, para-professionals and part-time employees - annual dues paid to OkACTE and Support Staff division and ACTE dues are optional for that division only.
  - b. Associate Membership - annual dues of \$60 to OkACTE for Corporations, individual business owners, and military personnel . Dues are submitted directly to the Executive Director of OkACTE.
  - c. Student Membership - will be offered to full-time students preparing to become career and technology education teachers. Annual dues of \$10 to OkACTE and as set by ACTE.; will be offered to full-time students preparing to become career and technology education teachers.

- d. Loyalty membership - annual dues of \$12 to OkACTE and as set by ACTE and appropriate loyalty division dues; will be limited to retired career and technology education personnel.
  - e. OkACTE Life Membership - Honorary and not for purchase. Each year the out-going OkACTE President is awarded an OkACTE Life Membership in recognition of the service provided during their term of office.
- 3. Dues are to be collected by the OkACTE.
  - 4. Dues shall entitle the membership of each classification to legislative representation and additional services as described in the OkACTE's website.
  - 5. Dues must be current in order for the member to be eligible for division voting, leadership positions, awards committee assignments and other division activities.

## B. DIVISIONS

- 1. The divisions recognized are:

The Divisions of OkACTE shall be those of Administration, Agricultural Education; Business, Marketing & Information Technology Education; Educational Services -Special Populations; Family & Consumer Sciences Education; Guidance; Health Careers Education; New and Related Services; Post-Secondary and Adult Career Education; Science, Technology, Engineering and Mathematics; Support Staff; and Trade and Industrial Education.

- 2. Division Requirements

- a. Each division is required to formulate its own operating policies in keeping with the OkACTE Bylaws and the OkACTE Operating Policies. The OkACTE staff will monitor the operating policies of each division periodically for consistency with OkACTE Bylaws and OkACTE Operating Policies.
- b. Division officers shall include but not be limited to: President, President-Elect, Secretary/Treasurer and Reporter.
- c. The divisional president of each division shall also serve as Vice President of OkACTE and serve on the OkACTE Executive committee.
- d. The ODCTE Program Administrator or their designee shall serve as advisors of the division.

- e. The Division President shall preside at all meetings of the division.
- f. The President shall disperse information from OkACTE to their respective divisions.
- g. Officers of each division shall attend the leadership seminar.
- h. Each division will formulate a division budget.
- i. A group or organization which desires divisional status must meet all guidelines as outlined in Articles IV of the OkACTE Bylaws.
- j. Each division shall submit nominees for consideration of awards according to the OkACTE Awards Program guidelines.
- k. Each division shall select the individuals who will attend the ACTE Convention as delegates. Prior to receiving the OkACTE Delegate Stipend, each delegate must return a signed Stipend Agreement Contract to the OkACTE Office.
  - 1. Each division shall send delegates to the ACTE Convention in accordance with ACTE Bylaws-- (Article V The Governing Body; Section D. - Assembly of Delegates).
  - 2. The President of each division shall be the first voting delegate for the division representing OkACTE at the Assembly of Delegates.
  - 3. Delegates are required to attend the ACTE Delegate Assembly to receive reimbursement from OkACTE.
- l. Each division is responsible for selecting a representative to CareerTech Administrative Council according to the rotation schedule. (See Appendix section II.)
- m. Each division shall plan and implement annual Strategic Priorities and assist in the implementation of the annual OkACTE Strategic Priorities.

### C. OkACTE Executive Committee

#### 1. Officers

- a. The officers of the OkACTE shall be: OkACTE President, OkACTE President-Elect, OkACTE Past President, and the President from each affiliated division.

- b. These officers and the division advisors shall constitute the Executive Committee of OkACTE.
- c. The OkACTE Executive Committee shall constitute the authoritative body of the OkACTE.
- d. Only affiliated, life and/or loyalty members who have paid membership dues in OkACTE shall be eligible for membership on the Executive Committee, for membership on the Advisory Committee, to serve as delegates, or to hold any other office.
- e. If a vacancy occurs in the office of OkACTE President or President-Elect, the OkACTE Executive Committee shall appoint an interim President or the President-Elect to fill the vacancy until the prescribed procedures can be followed to elect a replacement.

## 2. Election of OkACTE President Elect

- a. Any division may nominate a candidate for President-Elect, except those divisions having a member originally nominated by that division currently serving in any one of the positions of OkACTE President, Past President, or President-Elect.
- b. The Nominating Committee shall follow the policies detailed under III. COMMITTEES Section 6.
- c. The President-Elect shall be elected by the membership of OkACTE from names submitted by the Nominating Committee.
- d. The successful nominee shall serve as President-Elect for one year and then take the office of President at the annual meeting the following year.

## 3. OkACTE President

- a. The President shall preside at all meetings of OkACTE.
- b. The President shall perform all the duties assigned to the office by the Executive Committee.
- c. The President shall serve as Chairman of the Executive Committee.
- d. The President shall serve on the OkACTE-OATC Administrative Council (CTAC) and the CareerTech Administrative Council Executive Committee as a voting member.
- e. The President shall conduct the OkACTE Leadership Training Seminar held for the OkACTE Division officers.



- f. The President shall carry out the general purposes of OkACTE.
- g. The President shall attend the annual ACTE Convention and serve as a delegate, the ACTE Region IV Conference and the ACTE Policy Seminar with expenses (travel, lodging, registration and meals) to be paid by OkACTE.
- h. The President shall attend the summer conference with expenses to be paid by OkACTE. Exception: If the President's salaried position is one, which receives reimbursement by the Oklahoma Department of Career and Technology Education, only expenses above the amount reimbursed by the Department shall be paid by OkACTE. Receipts shall be provided to the OkACTE office to verify expenses.

#### 4. OkACTE President-Elect

- a. The President-Elect shall perform such duties as directed by the Executive Committee.
- b. The President-Elect shall preside at meetings of OkACTE in the absence of the President.
- c. The President-Elect shall serve as a member of the OkACTE Executive Committee, the CareerTech Administrative Council and the CareerTech Administrative Council Executive Committee as a voting member.
- d. The President-Elect shall attend the annual ACTE Convention, the ACTE Region IV Conference and the ACTE Policy Seminar with expenses (travel, lodging, registration, and meals) to be paid by OkACTE.
- f. The President-Elect shall be responsible for planning the OkACTE Leadership Training Seminar for OkACTE Division officers.

#### 5. OkACTE Past President

The President-Elect shall be responsible for planning and conducting activities involved with the election of the President-Elect.

- a. Scheduling presentations of candidates
- b. Dispersion, collection and tabulation of ballots
- c. Announcement of winner

- a. The Past President shall serve as Vice Chairman of the Executive Committee of OkACTE.
- b. The Past President shall attend the annual ACTE convention with expenses (travel, lodging, registration, and meals) to be paid by OkACTE.

## 6. OkACTE Vice Presidents

### a. Elections

- 1) Each division shall elect a Division President who shall represent the respective division as Vice President of OkACTE.
- 2) The term of office shall be one year.

### b. Duties

- 1) The President of each affiliated division shall preside at all meetings of the division.
- 2) The President of each affiliated division shall represent the division on the Executive Committee of OkACTE.
- 3) The President of each affiliated division shall recommend members of the division for membership on committees established by OkACTE.
- 4) The President of each affiliated division shall be responsible for dispersing all pertinent OkACTE information to the OkACTE members of that division.
- 5) The President shall be responsible for the development and implementation of the Division's Strategic Priorities, fulfillment of the division responsibilities identified in the OkACTE Strategic Priorities, the participation of division representatives on OkACTE committees, and the operation of the division according to the bylaws of that division.
- 6) The President of each division shall fulfill all responsibilities of their office as identified in the OkACTE Leadership Guidelines.

## II. PROFESSIONAL DEVELOPMENT

- a. The OkACTE shall have one annual meeting to be held at the time and place of the Oklahoma Career and Technology Conference.

- b. The OkACTE Annual Meeting shall include but is not limited to:
  - 1. Report from the OkACTE Executive Director
  - 2. Report from the OkACTE President
  - 3. Installation of in-coming OkACTE President
- c. The Conference shall include topics in the area of professional development of all OkACTE members.
- d. A Leadership Training Seminar shall be provided for all divisional officers
- e. A Legislative Seminar shall be conducted following the convening of each legislative session to provide OkACTE members with pertinent information on legislative and appropriations issues, which will assist them in lobbying on the local level for career and technology education.
- f. OkACTE shall promote to the members the ACTE Annual Convention, the ACTE Region IV Conference and the ACTE National Policy Seminar, encouraging their attendance at these professional development events.

### III. COMMITTEES

#### A. Committee Operations

- 1. There shall be standing committees and operational committees. Ad hoc committees shall be appointed as needed.
- 2. All committee appointments shall be recommended by the division president, and approved by the President of OkACTE and the Executive Committee.
- 3. The President shall appoint chairs of committees.
- 4. The President with approval of the Executive Committee shall fill all committee vacancies.
- 5. The committee chair shall refer any committee member missing two consecutive meetings to the President for review of that person's status on the committee. The President shall confer with the Division President to consider replacement of the division's representative on that committee.

6. Each committee shall formulate policy, which shall provide guidelines for the operation of that committee.
7. Committees shall plan annual Strategic Priorities to be approved by the Executive Director and the Executive Committee.
9. Committees shall plan an annual budget request for the next fiscal year to be submitted to the President by September 1. The budget request shall include a listing of items requested with dollar amounts and rationale for items requested.
10. Committee reports shall be provided for quarterly CareerTech Administrative Council/OkACTE Executive Committee meetings and for the annual meeting of the OkACTE Executive Committee.
11. Minutes of all committee meetings shall be prepared and sent to committee members, with copies to the President, President-Elect and Executive Director.
12. The respective committees shall determine meeting dates, times and locations. Exceptions may be made by the Executive Committee or to meet the requirements of the Bylaws.

#### B. Committee Responsibilities - Standing Committees

##### 1. OkACTE Executive Committee

- a. The Executive Committee shall be composed of the OkACTE President, OkACTE President-Elect, OkACTE Past President, and the President of each membership division.
- b. The Executive Director serves as an ex-officio non-voting member.
- c. The State Director of Career and Technology Education serves as an ex-officio non-voting member.
- d. The State Program Administrators or their designee shall serve as advisors to their respective division and serve as non-voting members on the OkACTE Executive Committee.
- e. The OkACTE President shall serve as chairman; the immediate Past President as vice chairman.
- f. The Executive Committee shall constitute the administrative body of OkACTE.

- g. The Executive Committee shall have management and control of the affairs and funds of OkACTE.
- h. The Executive Committee shall approve the CareerTech operating agreement, which provides for the operation of the executive office.
- i. Duties shall be:
  - 1) To provide a broad base for the development and execution of the annual strategic priorities, including the annual meeting of OkACTE.
  - 2) To establish written policy as is needed for the operation of Standing and Ad Hoc Committees.
  - 3) To evaluate the accomplishments of the OkACTE.
  - 4) To approve the annual budget of OkACTE.
  - 5) To receive and act upon committee reports.
  - 6) To provide for the safekeeping and proper investment of all funds of OkACTE
  - 7) To require an external audit be performed at the close of each fiscal year and review results at the quarterly meeting.
  - 8) To appoint the Executive Director, designate term of office and compensation.
  - 9) The Executive Committee shall meet quarterly unless called as needed by the President or the Executive Director.

## 2. Awards Committee

### a. Purpose

The purpose of the Awards Committee is to implement, coordinate and oversee the OkACTE Awards Program, which seeks to promote excellence in career and technology education by recognizing individuals who have made extraordinary contributions to the field and organizations, which have conducted activities to help promote and expand career and technology education programs. Detailed information about the awards program, application procedures and appropriate forms are contained in the program brochure.

### b. Duties and Responsibilities

- 1) The Committee, which is made up of one representative from each division, the Region IV Awards Committee representative and a chairperson, is responsible for recommending the awards program to the association's Executive committee, setting criteria for awards, reviewing applications and selecting OkACTE award recipients to the committee and overseeing all aspects of the recognition program for award recipients. The committee chair may choose to appoint an additional committee to develop and coordinate the recognition function.
- 2) Plan, conducts, and evaluate, in accordance with ACTE established standards, the awards presented on behalf of OkACTE and Region IV.
- 3) The Committee shall annually review, update, and direct changes of the awards program to posted on the OkACTE website in the awards section
- 4) Prepare an annual budget for the committee.
- 5) Prepare proposed Strategic Priorities.
- 6) Ensure that website accurately provides criteria for awards.
- 7) The Committee is responsible for critiquing the dossiers from each division to be submitted for Region IV and ACTE competition.
- 8) The Committee shall conduct the necessary meetings to accomplish the duties and responsibilities herein listed.
- 9) Reimbursement for travel shall be paid at state rates to committee participants when not funded by another source.
- 10) Perform other duties as assigned by the Executive Committee.
- 11) The Region IV Awards Committee representative shall attend the Region IV conference to be reimbursed by Region IV at the rate designated by the Region IV Policy Committee. This representative shall attend the Region IV Awards Committee meeting held during the ACTE Convention or designate a substitute. He/she shall coordinate ACTE/Region IV awards criteria and activities with the Oklahoma Awards Committee.

c. Structure

- 1) Each OkACTE division shall select a representative to serve a three-year term on the OkACTE Awards Committee. This individual should also be the Division Awards Chair.

- a. This person should not be the Division President.
- b. This person should not be a state supervisor. The best person for the job should be a member within the division who has received an award previously, since they would be familiar with procedure.

2) The OkACTE Executive Committee shall appoint the Awards Chair for a three-year term.

d. Guidelines for OkACTE Awards

- 1) For the sake of equity and continuity, the OkACTE Awards Committee strongly suggest that each division follow the guidelines in their competitions that are followed in the state, regional and national competition. This will assure that the nominee selected is the one who will have the best chance of competing successfully at the national level
- 2) Voting by membership should not be done, as this often leads to a popularity contest. The evaluation sheet included in the awards booklet should be used to stay consistent with Region IV and ACTE.
- 3) An outstanding member, i.e. teacher of educator should be selected for each division. They should meet the qualifications stated in the booklet. They should have five or more years experience. This recipient will participate in Region IV competition.
- 4) An outstanding new teacher should be selected from applicable divisions. They should have at least three years experience and taught less than five years. The overall new teacher recipient will participate in Region IV competition.
- 5) An outstanding new professional should be selected. They should have at least two years experience and less than five in the division. This award was designed for new members who have not attended ACTE Vision before. The purpose is to promote leadership in new members. This winner will go to ACTE Vision, but no further competition.
- 6) Each division may also submit. Carl Perkins Community Service Award and Lifetime Achievement Award.
- 7) Individuals may be nominated for the Francis Tuttle Career Excellence Award and the University of Oklahoma Arch Alexander Award. These dossiers should be submitted to the ACTE Awards Portal.

- 8) The OkACTE Awards Committee will meet to review dossiers and interview division recipients. Overall recipients will be determined.
  - 9) OkACTE Awards will be presented at Oklahoma Summit.
- e. **Winners Workshop**  
A meeting shall be held in September by the State OkACTE Awards Chairperson for the award recipients, who will be going to Region IV and ACTE Vision. Instructions for preparation of notebooks will be given.
- f. **Awards Workshop**  
A meeting shall be held in September by the State OkACTE Awards Chairperson for the award recipients, who will be going to Region IV and ACTE Vision. Instructions for preparation of notebooks will be given.
- Participation for the Awards Workshop is mandatory for division awards chairs.

### 3. Legislative Committee

- a. Keep members informed on state and federal legislative issues.
- b. Develop positions on legislative issues, including proposed resolutions for OkACTE.
- c. Generate support for positions taken on legislative issues.
- d. Hold in-service meetings on the legislative process.
- e. Assist divisions in the formation and implementation of legislative committees.
- f. Establish and maintain a legislative network.
- g. Prepare an annual budget for the committee.
- h. Prepare proposed Legislative Priorities.
- i. Perform other duties as assigned by the Executive Committee.

### 4. Nominating Committee



- a. The Nominating Committee's charge is to function as a search and screening committee. The Nominating Committee members, collectively and individually, are to search out from among the OkACTE membership the most able demonstrated leaders and encourage them to present themselves as candidates for president-elect. Nominating Committee members should also encourage division vice-presidents to seek out and encourage the most capable leaders to present themselves as candidates for president-elect.
- b. The Nominating Committee should receive potential candidates for president-elect until the last Friday of March, 5:00 p.m., of each year. The OkACTE Nominating Committee by majority action may extend this deadline, if necessary, but must have completed its interviews of all candidates in time to select and announce two nominees .
- c. The Nominating Committee shall be composed of the OkACTE Division Past Presidents.
- d. The Past-President shall serve as the chairperson.
- e. The Nominating Committee shall develop and implement criteria and procedures for reviewing, interviewing and selection of the two candidates.
- f. The Executive Committee interprets the Bylaws for the direction of the Nominating Committee as follows:
  - 1) At least two nominees must be presented to the OkACTE membership.
  - 2) For a candidate to be considered by the Nominating Committee, division endorsement is required.
  - 3) No division, which originally nominated a person who is currently serving in the positions of President, Past-President, or President-Elect, can nominate a candidate for President-Elect.

## 7. Membership Services Committee

- a. The Membership Development Committee shall be comprised of a representative from each division and all of the division past presidents.
- b. The Membership Services Committee shall promote all of the benefits associated with being a member of the Oklahoma Association of Career and Technology Education (OkACTE).
- c. The committee is responsible for reviewing and developing ways to promote products and services to the membership that provide non-dues revenues to OkACTE.

- d. To accomplish the mission the committee will first develop a Marketing Plan that will accomplish the following objectives:
  - 1.) Increase participation in existing services
  - 2) Identify new services to meet member needs that may also generate association revenue.
- e. The Committee shall review the membership data, each division comparing their membership enrollment to previous years.
- f. The Committee shall attempt to analyze membership trends and issues pertinent to their respective division.
- g. The Committee shall at each meeting review all membership activities of the OkACTE office to determine the effectiveness of each activity and when additional efforts are necessary.
- h. Each membership committee chair shall work with the Division Advisor in soliciting and conducting division activities to recruit nonmembers.

#### 9. Diversity Action Committee

- a. The Diversity Action Committee shall serve as an advocate group in soliciting and addressing the concerns of inclusion, diversity and equity in OkACTE.
- b. The Committee shall promote diversity amongst members of seek to encourage minority members and their communities in OkACTE, the profession of career and technology education and enrollment in career and technology courses.
- c. The Committee shall address the need for diversity awareness workshops designed to provide perceptiveness in cultural differences and make recommendations for professional development activities conducted by OkACTE and the ODCTE.
- d. The committee shall host an annual Diversity Symposium open to all members of the CareerTech system.
- e. The Committee shall conduct an annual committee meeting prior to\during August Conference as called by the chairperson. This committee meets quarterly. Any additional meetings will be called as needed.

#### C. Committee Responsibilities - Ad Hoc Committee(s)

1. Ad hoc committees shall be established periodically by the president of OkACTE to study and make recommendations on specific problems or concerns of OkACTE.
2. Duration of these committees shall be designated at the time of appointment.
3. Appointment of persons to serve on these ad hoc committees shall be made in accordance with ACTE policies.

#### IV. FISCAL OPERATIONS

- a. The fiscal operations are the responsibility of the Executive Director and shall be approved by the OkACTE Executive Committee.
- b. A proposed annual budget shall be prepared by the Executive Director for consideration by the OkACTE Executive Committee.
- c. Expenses (travel, lodging, registration, and meals) of the President, President-Elect, Past President and the Executive Director to attend the annual ACTE Convention shall be paid by OkACTE. Partial expenses of additional delegates may be paid on a basis to be determined by the Executive Committee.
- d. Expenses for other committee meetings shall not be covered unless specified by the Executive committee.
- e. Funds shall be provided to the *CareerTech* Administrative Council for operation of that office according to the OkACTE/OATC Operating agreement.
- f. All monies shall be deposited by the Executive Director and held in an account at a government insured financial institution.
- g. The Executive Director shall maintain funds at fair market value of interest.
- h. The OkACTE shall provide financial assistance to the divisional delegates, and the six New Professionals attending the ACTE annual convention. The amount of assistance shall be determined by the OkACTE Executive Committee.

#### V. MUTUAL BENEVOLENCE PLAN

- a. New OkACTE members (instructors, support staff or administration) shall have three years after their initial employment to enroll and become participants in the plan. Enrollment shall not be accepted after the first three years of employment, unless the board hosts an open enrollment.
- b. Bylaws governing the Mutual Benevolence Plan shall be formulated and maintained by the Board of Directors of the Mutual Benevolence Plan.

OkACTE shall operate the Mutual Benevolence Plan in partnership with CCOSA as a benefit to OkACTE members and their spouses.

## VI. AMENDMENTS

- A. These Policies and Procedures may be amended by a majority vote of the OkACTE Executive Committee.
- B. If any statement or policy included in this document is found to be in conflict with the OkACTE Bylaws or operating policies of the ACTE, such items are automatically null and void.
- C. Proposed revisions must be submitted in writing to the Executive Committee at least sixty (30) days prior to consideration.
- D. Upon approval by a majority of the members of the Executive Committee, the proposed revisions shall be come operative.

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VII.

OPERATING AGREEMENT of the  
CAREERTECH ADMINISTRATIVE COUNCIL, INC.

representing

the OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION  
and the OKLAHOMA ASSOCIATION OF TECHNOLOGY CENTERS, INC.

This is a contractual agreement between the Oklahoma Association of Career and Technology Education and the Oklahoma Association of Technology Centers, Inc. This agreement signifies consent to support the operation of the office of the executive director of these organizations according to the policies and procedures of the CareerTech Administrative Council.

APPROVAL:

_____ COUNCIL CHAIR	_____ DIVISION	_____ OkACTE PRESIDENT
_____ COUNCIL VICE-CHAIR	_____ DIVISION	_____ OATC PRESIDENT
_____ COUNCIL FISCAL OFFICER	_____ DIVISION	_____ OATC VICE-PRESIDENT
_____ OkACTE REP	_____ ADM DIVISION	_____ OATC FISCAL OFFICE
_____ OkACTE REP	_____ AGR DIVISION	_____ OATC REP
_____ OkACTE REP	_____ BMITE DIVISION	_____ OATC REP
_____ OkACTE REP	_____ ESSP DIVISION	_____ OATC REP
_____ OkACTE REP	_____ FCS DIVISION	_____ OATC REP
_____ OkACTE REP	_____ GUI DIVISION	_____ OATC REP
_____ OkACTE REP	_____ HEA DIVISION	_____ OATC REP
_____ OkACTE REP	_____ NRS DIVISION	_____ OATC REP
_____ OkACTE REP	_____ PACE DIVISION	_____ OATC REP
_____ OkACTE REP	_____ STEM DIVISION	
_____ OkACTE REP	_____ SS DIVISION	
_____ OkACTE REP	_____ T&I DIVISION	

CAREERTECH ADMINISTRATIVE COUNCIL REPRESENTATION

Each division of OkACTE shall have one representative on the *CareerTech* Administrative Council. Below indicates the expiration year for each division. This is updated regularly.

	<u>Expires</u>
Administration	2022
Agriculture	2022
Business, Marketing, Information Technology	2021
Education Services – Special Populations	2022
Family & Consumer Sciences	2021
Guidance	2022
Health Careers Education	2022
New & Related Services	2022
Post-Secondary Adult Education	2021
Science, Technology Education and Mathematics	2022
Support Staff	2023
Trade & Industrial	2023

# OkACTE DIVISION OFFICERS' ROLES AND RESPONSIBILITIES

## Responsibilities of Division Presidents

- a. Set agendas, coordinate and preside over division officer and membership meetings.
- b. Possess efficient working knowledge of parliamentary procedure.
- c. Represent Division on OkACTE Executive Committee, attending meetings as called.
- d. Represent Division on CareerTech Administrative Council, attending each quarterly meeting.
- e. Attend the annual OkACTE Leadership Seminar, the OkACTE Legislative and Appropriations Forum and if possible, the OkACTE Legislative Seminar.
- f. Attend OkACTE President Retreats.
- g. Provide communication to members regarding division activities, OkACTE activities and critical issues, state and national.
- h. Lead the development and implementation of the Division Program of Work/Strategic Plan (Send copy to OkACTE office).
- i. Be knowledgeable of Division/ OkACTE /ACTE nonmembers and potential members and ascertain ongoing recruitment and retention membership efforts.
- j. Communicate Division needs to OkACTE leadership and staff.
- k. Communicate regularly with Division Advisor, seeking advice and input.
- l. Appoint Division representatives to OkACTE, Region IV and ACTE Committees as needed.
- m. Be familiar with responsibilities of other Division officers and OkACTE committee representatives and assure the fulfillment of their responsibilities.
- n. Require regular reports from other Division officers and OkACTE committee division representatives at Division officer and membership meetings.
- o. Serve as first voting delegate to ACTE Assembly of Delegates, and ascertain that all division delegate positions are fulfilled, representing the interests of the respective Division in all decisions considered by the ACTE Assembly of Delegates.
- p. Assist OkACTE division committee representatives in fulfilling their duties:
  1. Assist Awards representatives in soliciting quality award applicants and assuring quality of recommended candidates.
  2. Assist Membership Services representatives in communicating information about OkACTE services and benefits.
  3. Assist PAC Board and Legislative Committee representatives in soliciting PAC contributions.
  4. Assist Diversity Action Committee chair in encouraging divisional participation.
- q. Solicit candidates for appropriate ACTE Board positions.
- r. Encourage divisional members to apply for OkACTE Fellowship Program.
- s. Responsible for uploading membership lists and disseminating to officers and committee chairs as needed.



## **Responsibilities of Division President Elects**

- a. Preside in the absence of Division President.
- b. Develop expertise in parliamentary procedure and serve as parliamentarian, providing assistance to Division President.
- c. Attend the OkACTE President's Retreats.
- d. Attend the annual OkACTE Legislative and Appropriations Forum and participate in developing the annual OkACTE Legislative Agenda, representing the interests in the respective Division.
- e. Identify Division/ OkACTE /ACTE nonmembers and potential members, establish and coordinate with Vice-President(s) ongoing recruitment and retention membership efforts. Coordinate this effort with the OkACTE office and their recruitment efforts.
- f. Attend the third and fourth quarterly CareerTech Administrative Council meetings.
- g. Attend the annual OkACTE Leadership Seminar.
- h. Attend if possible, the OkACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.

## **Responsibilities of Division Past Presidents**

- a. Serve on the OkACTE Nominating Committee, assisting in soliciting for potential OkACTE President Elect Candidates and in the interview and selection process.
- b. Assist the Division President in assuring follow-through by Division representatives to OkACTE Committees.
- c. Assist the Division President with membership communication efforts.
- d. Assist the President Elect with recruitment of Division/ OkACTE /ACTE nonmembers.
- e. Attend the annual OkACTE Leadership Seminar.
- f. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
- g. Attend if possible, the OkACTE Legislative Seminar.
- h. Fulfill duties as assigned by the Division President.

## **Responsibilities of Division Vice-Presidents**

- a. Assist the Division President with membership communication efforts, particularly when the office represents a segment of the Division.
- b. Assist the President Elect in identifying Division/ OkACTE /ACTE nonmembers and potential members among the segment of educators associated with this particular office. Carry out ongoing recruitment and retention membership efforts within that segment.
- c. Attend the annual OkACTE Leadership Seminar.
- d. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
- e. Attend if possible, the OkACTE Legislative Seminar.

- f. Fulfill duties as assigned by the Division President.

### **Responsibilities of Division Secretary**

- a. Serve as custodian of all records of the Division.
- b. Assist the Division President with determining business to be addressed and with developing the Division meeting agendas.
- c. Accurately record all actions and decisions of the Division officers committee and the membership body, including motions made and votes occurring.
- d. Provide minutes of preceding meetings for verification of action taken.
- e. Maintain an accurate and up-to-date Division membership list and verify with OkACTE and ACTE records.
- f. Maintain all historical documentation of the Division, including officers, award recipients and historic events.
- g. Attend the annual OkACTE Leadership Seminar.
- h. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
- g. Attend if possible, the OkACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.

### **Responsibilities of Division Treasurer**

- a. Have full knowledge of the regulations concerning the handling of the organization's finances as determined by the Division's constitution and/or bylaws.
- b. Possess a mastery of simple account/record keeping.
- c. Serve as the banker and custodian of all Division funds.
- d. Provide assistance when needed to ODCTE staff with collection and processing of Division/OkACTE/ACTE dues.
- e. Maintain or assure maintenance of all financial records and of the Division and prepare or approve regular financial reports.
- f. Perform monthly reconciliation of banking and financial records.
- g. Actively assist with the development of the Division budget and assure approval by the officer committee.
- h. Execute the Division budget as approved by the Division officer committee, paying all approved bills.
- i. Prepare an annual financial statement and submit all financial records for an annual audit to be performed by an Audit Committee appointed by the Division President and the Advisor.
- j. Prepare an annual financial statement and submit all financial records, including the minutes of the all meetings, for an annual review to be performed by an Audit Committee appointed by the Division President and the Advisor. Submit the financial report to the membership at the *CareerTech* Annual Summer Conference.
- k. Complete yearly 501(c)(6) tax return and file with IRS.
- l. Attend the annual OkACTE Leadership Seminar.
- m. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
- n. Fulfill duties as assigned by the Division President.

## **Guidelines for Division Advisors**

One reason that OkACTE is so very strong can be attributed to the ODCTE program administrators who are so actively involved in and supportive of our professional organization. These program administrators serve as OkACTE Division Advisors.

Advisors are very special people. They provide long-term continuity of leadership to our organization. They provide enthusiasm, encouragement and support. Advisors are not asked to do the work of the division, but are asked to provide the oversight and guidance to assure that division officers fulfill their responsibilities. There are a few functions that the OkACTE office asks of the ODCTE division or program staff, and for this assistance, OkACTE is extremely grateful.

Advisors and program staff assist with:

- a. Providing support of OkACTE's membership processing and membership recruiting efforts.
- b. Providing support and reinforce fulfillment of responsibilities by division officers.
- c. Providing oversight and encouraging officers and division members to actively participate in the leadership of the division, of OkACTE and ACTE.
- d. Encouraging members to seek award recognition.
- e. Provide guidance to division officers and division operation, particularly regarding issues of conflict and difficulty.

**OKLAHOMA ASSOCIATION of CAREER & TECHNOLOGY EDUCATION  
PRESIDENT-ELECT**

Name: \_\_\_\_\_

School or Organization: \_\_\_\_\_

Division Affiliation: \_\_\_\_\_

Division Association Offices Held, Committee Participation and Honors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OkACTE Offices held, Committee Participation and Honors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTE Participation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have adequate time and support resources available to successfully perform the duties of OkACTE President-Elect?

\_\_\_\_\_Yes                      \_\_\_\_\_No

Number of years of service in:              OkACTE\_\_\_\_\_                      ACTE\_\_\_\_\_

On an attached page, state your philosophy for OkACTE and goals if you are elected as OkACTE President-Elect (150 words or less). Also include two high resolution photos (for publication) with this form. (JPEG format preferred)

Endorsed by:

\_\_\_\_\_  
School Administrator (Superintendent or Principal) or State Director

\_\_\_\_\_  
ODCTE Division Advisor/Program Administrator

**Return to:**                      [dcarter@okacte.org](mailto:dcarter@okacte.org)  
**Deadline: last Friday of March, annually at 5:00 pm**

# CCOSA/OkACTE Mutual Benevolence Plan Guidelines

Program Component	Program Guideline
<b>Enrollment Window</b>	Within the first 3 years of OkACTE membership or when the board approves open enrollment
<b>Eligibility to Participate</b>	Active and Retired OkACTE Members and their Spouses  Retired members must have been a member of the plan at least (5) years prior to their retirement. They are also required to maintain their OkACTE/ACTE Loyalty Membership dues.  Newly married participants can enroll their spouses within 60 days after their marriage
<b>Update to Membership type</b>	Current OkACTE members and their spouses are included in one pool. Each person, member and/or spouse, will be listed as a MBP participant, and will be required to pay the \$10 fee per death
<b>Cost to Participate</b>	<i>Upon the death of the OkACTE member, the membership of the spouse is terminated</i> \$20.00 to enroll + \$20.00 to get two deaths ahead in the program= <u>\$40</u>
<b>Staying Active in MBP</b>	<u>All MBP participants</u> will pay \$10.00 per death after initial fees are paid Membership must be current with OkACTE and payments received before 60-day drop date
<b>Billing/Payments</b>	CCOSA bills all participants \$10.00 after a death occurs  Participants have 60 days after a death to pay their \$10.00 and stay active in MBP  <u>Participants are dropped from the program after 60 days of non-payment</u>
<b>Returning to Active Status</b>	In order to return to active status the individual would pay a \$30.00 reinstatement fee + \$20.00 to get two deaths ahead in the program
<b>Payout to Beneficiary</b>	95% of monies in pool distributed to designated MBP participant beneficiary
<b>Available Funds</b>	MBP will always be two deaths ahead in the fund

## Why make these changes?

As directed by the OkACTE Mutual Benevolence Board, OkACTE staff has worked with CCOSA (Cooperative Council for Oklahoma School of Administration) to discuss a mutual death benefit program that provides a larger payout to participants and secure the solvency of the program.

Combining our programs will result in a larger participant pool with a larger payout to families of our members.

CCOSA will manage the MBP on behalf of both associations through a new database program created by LeVant Technologies. In exchange for managing the MBP, CCOSA will assess a 5% management fee.

## How to Apply

OkACTE members can apply electronically on the CCOSA website.