

Operating Policies and Procedures Manual of the  
Arkansas Association for Career and Technical Education



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## Operating Policies and Procedures Manual

### I. ORGANIZATIONAL STRUCTURE Policy:

- A. The organizational structure of the Arkansas Association for Career and Technical Education (ARACTE), the Executive Committee shall consist of a President, President-elect and past-President. The Board of Directors shall also include representatives from the following divisions: Administration, Agriculture Education, business Education, Engineering and Technology Education, Family and Consumer Sciences Education, Marketing Education, New and Related Services, Post-Secondary Education, Adult and Career Education and Trade and Industrial Education.
  
- B. President
  - 1. Duties: The President shall serve on the ARACTE Board of Directors and Executive Committee, presiding at all meetings and performing all duties assigned to that office.
  - 2. Term of Office: The President shall serve a term of one (1) year.
  - 3. Vacancy: If the President is unable to fulfill the duties of this office, the President-elect shall assume the duties for the remainder of the term.
  
- C. President-elect
  - 1. Duties: The President-elect shall serve on the Executive Committee, Board of Directors, and as Chair of the Resolutions Committee. The President-elect shall perform the duties of the President in his/her absence.
  - 2. Term of Office: The President-elect shall serve a term of one (1) year.
  - 3. Vacancy: If the President-elect is unable to fulfill the duties of this office, the Board of Directors may appoint another to fulfill the remainder of the term.
  
- D. Past President
  - 1. Duties: The past-President shall serve on the Executive Committee and Board of Directors, and assume the role of liaison to the Nominating Committee.
  - 2. Term of office: The past-President shall serve a term of one (1) year.

3. Vacancy: In the event a vacancy occurs in the office of Past President, it shall remain unfilled.
4. Serve as scholarship committee chair. The committee will be on a rotation based upon the following layout.
  - a. Marketing, New & Related, Skilled and Technical .....2023
  - b. Administration, Post-Secondary, Agriculture, Business .....2024
  - c. Engineering, FACS, Guidance, Health Science .....2022

II. ELECTION OF PRESIDENT-ELECT Policy:

A. Eligibility

1. The President-elect shall be elected from the affiliated or retired members. The President-elect shall be elected from the professional, retired, life, and individual education institution members of the association who have participated in ACTE activities.
2. The President-elect shall have participated in Arkansas ACTE/ACTE Activities.
3. Our Bylaws state: A nominee must have served on the Arkansas ACTE Board of Directors or as a committee chairman, a National ACTE committee member, a Region IV committee member or an Arkansas Committee Chairman within the past five years.
4. The President-elect shall have demonstrated leadership in career and technical education.

B. At the annual meeting the nominees shall be presented to the members. At this time nominations for President-elect can be made from the floor and will be added to the ballot provided they meet the nominating procedure and eligibility.

C. Each eligible member of the Arkansas ACTE shall receive voting instructions electronically. Arkansas ACTE will use the email addresses in the National database.

Procedure:

A. All persons interested in running for the office of President-elect must submit the Official Nomination Form (Appendix A) to the Executive Director by January 15th of the current year.

- B. The Nominating Committee will then meet and shall select no more than two (2) nominees. The Past-President serves as a liaison on the nominating committee with no vote.
- C. At the annual meeting the nominees shall be presented to the members. At that time nominations may be made from the floor and shall be added to the ballot provided they meet the nominating procedure and eligibility
- D. Each eligible member shall receive a ballot. Electronic voting instructions will be placed on our website.
- E. If for any reason the ballots are mailed, the Executive Committee shall appoint a committee of three (3) tellers who shall count the ballots. This committee shall certify to the Executive Committee the name of the person duly elected. Electronic ballots are calculated electronically.

III. REPORTING OF ARKANSAS ACTE ACTIVITIES Policy:

- A. It shall be the responsibility of the president to compile and submit an annual report to the Board of Directors.
- B. It shall be the responsibility of the president-elect to submit reports/minutes of all committee meetings and other activities to the Board of Directors.

Procedure:

- A. The annual report shall contain the following items:
  - 1. Strategic Plan
  - 2. Activities of the President
  - 3. Committee reports
  - 4. Conferences and meetings
  - 5. Other items concerning Arkansas ACTE
- B. The annual report shall be distributed to all members of the Board of Directors who in turn will make it available to the members of their respective divisions.

IV. BOARD OF DIRECTORS Policy:

- A. The Board of Directors shall be composed of the President, President-elect, Past president and one member of each division plus one member for every 100 affiliated members.
- B. Educational institution members shall be represented on the Board of Directors by one (1) member. When membership exceeds ten a second board member shall be added. Educational institution board members shall not exceed 25% of the total board members.

Procedure:

A. Meetings

- 1. The Board of Directors shall meet a minimum of two times each year and other times at the call of the President or when requested by a majority of the Board of Directors.
  - a. The fall meeting shall include the following items:
    - (1) Orientation of new members
    - (2) Budget and allotment of expenditures for the year
    - (3) Strategic Plan
    - (4) Review of awards program
    - (5) Arkansas ACTE committee appointments
    - (6) Planning of newsletter
    - (7) Membership
    - (8) Planning for ACTE Convention
    - (9) Other items
  - b. The spring meeting shall include the following items:
    - (1) Region IV/ACTE committee appointments
    - (2) Planning for Region IV Conference
    - (3) Planning for Arkansas ACTE Conference
    - (4) Membership
    - (5) Review recommended changes in bylaws and/or procedures manual
    - (6) Contract of the Executive Director
    - (7) Other items
- 2. A majority of the Board of Directors present shall constitute a quorum.

3. If a member of the Board of Directors is unable to attend a meeting, a written proxy should be handed to the President before the board meeting. This proxy would entitle a member of the same division to represent said board member with full privileges at the board meeting.
4. When it is necessary for the Board of Directors to convene an "Executive Session", immediately following the "Executive Session", the Board of Directors will take formal action, in an open meeting, on such items as were discussed in the "Executive Session". The minutes will identify items discussed and report action taken on these items by the Board of Directors.
5. Members of the Board of Directors shall be reimbursed mileage incurred while attending officially called meetings of the Board of Directors. The mileage rate shall be equivalent to the standard mileage rate set by the State of Arkansas.
6. The Board of Directors shall be allotted a fixed amount of money to help defray expenses while attending the ACTE Convention and Region IV Conference. The amount shall be set by the Board of Directors.

V. EXECUTIVE COMMITTEE Policy:

- A. The Executive Committee of the Board of Directors shall be composed of the President, President-Elect and Past President. The Executive Director of the Association shall serve as an ex-officio, non-voting member.
- B. The Executive Committee of the Board of Directors shall, when the Board is not in session, coordinate the activities of the Board with the Executive Director of Arkansas ACTE.
- C. Meetings of the Executive Committee shall be held when deemed necessary.

VI. MEMBERSHIP MEETINGS Policy:

- A. An annual business meeting shall be held in late July or early August of each year.
- B. Items to be discussed at the meeting shall include:
  1. Reports from the standing committees and ad hoc committees
  2. Reports on ACTE Convention, Region IV Conference, etc.
  3. Financial report
  4. Other items related to ACTE, Region IV, and Arkansas ACTE

VI. ARKANSAS ACTE/REGION IV/ACTE COMMITTEES Policy:

- A. All Arkansas ACTE committee members shall be appointed from the membership of the association. Recommendations shall be submitted to the Executive Director who will then present them to the Executive Committee. The Board of Directors, acting upon recommendations from the Executive Committee, shall approve all committee appointments.
- B. Standing Arkansas ACTE committees are:
1. The Awards Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
  2. The Bylaws Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
  3. The Audit Review Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
  4. The Scholarship Support Fund Committee shall be composed of one representative from each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
  5. The Nominating Committee shall be composed of one representative of each division plus a chair appointed by the Board of Directors upon recommendation from the Executive Committee.
  6. The Resolutions Committee, chaired by the president-elect, shall be composed of one representative from each division.
  7. Ad hoc committees may be appointed by the Board of Directors or president as the necessity arises. Ad hoc committee members usually serve for only one year. Examples of ad hoc committees are an audit committee and a conference planning committee.
- C. The recommended committee appointments to the standing committees are made by the respective divisions of Arkansas ACTE in whatever manner they choose and are to be reported to the Executive Director prior to the spring board meeting.

- D. Appointment to standing committees shall be three years or less. Committee members shall be rotated in such a manner that allows replacement of approximately one-third of the committee members per year.
- E. Vacancies in memberships on the standing committees will be filled promptly by the various divisions when such vacancies occur.
- F. The chairperson for each standing committee shall be the Arkansas representative of the corresponding Region IV committee. An exception to this is the Nominating Committee.
- G. Rotation Schedule: Terms listed are for three school years and represent the meetings at the Annual Conference. For example, the 22-24 term begins with the 2022 conference and ends with the 2024-25 school year

1. Audit Committee Chair	22-24	25-27	28-30	31-33	34-36
Administration	22-24	25-27	28-30	31-33	34-36
Agricultural Education	22-24	25-27	28-30	31-33	34-36
Business & Marketing Education	21-23	24-26	27-29	30-32	33-35
Engineering & Technology Ed	22-24	25-27	28-30	31-33	34-36
Family & Consumer Sciences Ed	20-22	23-25	26-28	29-31	32-34
Guidance and Career Development	22-24	25-27	28-30	31-33	34-36
Health Science Technology Ed	21-23	24-26	27-29	30-32	33-35
New & Related Services	20-22	23-25	26-28	29-31	32-34
Postsecondary, Adult and Career Ed	20-22	23-25	26-28	29-31	32-34
Trade & Industrial Education	21-23	24-26	27-29	30-32	33-35
2. Awards Committee Chair	22-24	25-27	28-30	31-33	34-36
Administration	21-23	24-26	27-29	30-32	33-35
Agricultural Education	22-24	25-27	28-30	31-33	34-36
Business & Marketing Education	20-22	23-25	26-28	29-31	32-34
Engineering & Technology Ed	21-23	24-26	27-29	30-32	33-35
Family & Consumer Sciences Ed	20-22	23-25	26-28	29-31	32-34
Guidance and Career Development	21-23	24-26	27-29	30-32	33-35
Health Science Technology Ed	20-22	23-25	26-28	29-31	32-34
New & Related Services	22-24	25-27	28-30	31-33	34-36
Postsecondary, Adult and Career Ed	21-23	24-26	27-29	30-32	33-35
Trade & Industrial Education	20-22	23-25	26-28	29-31	32-34



3.	Bylaws Committee Chair	21-23	24-26	27-29	30-32	33-35
	Administration	22-24	25-27	28-30	31-33	34-36
	Agricultural Education	20-22	23-25	26-28	29-31	32-34
	Business & Marketing Education	21-23	24-26	27-29	30-32	33-35
	Engineering & Technology Ed	22-24	25-27	28-30	31-33	34-36
	Family & Consumer Sciences Ed	22-24	25-27	28-30	31-33	34-36
	Guidance and Career Development	20-22	23-25	26-28	29-31	32-34
	Health Science Technology Ed	21-23	24-26	27-29	30-32	33-35
	New & Related Services	20-23	23-25	26-28	29-31	32-34
	Postsecondary, Adult and Career Ed	22-24	25-27	28-30	31-33	34-36
	Trade & Industrial Education	21-23	24-26	27-29	30-32	33-35
4.	CTE Support Fund Committee Chair	22-24	25-27	28-30	31-33	34-36
	Administration	20-22	23-25	26-28	29-31	32-34
	Agricultural Education	21-23	24-26	27-29	30-32	33-35
	Business & Marketing Education	22-24	25-27	28-30	31-33	34-36
	Engineering & Technology Ed	20-22	23-25	26-28	29-31	32-34
	Family & Consumer Sciences Ed	21-23	24-26	27-29	30-32	33-35
	Guidance and Career Development	20-22	23-25	26-28	29-31	32-34
	Health Science Technology Ed	22-24	25-27	28-30	31-33	34-36
	New & Related Services	21-23	24-26	27-29	30-32	33-35
	Postsecondary, Adult and Career Ed	20-22	23-25	26-28	29-31	32-34
	Trade & Industrial Education	22-24	25-27	28-30	31-33	34-36
5.	Nominating Committee Chair	20-22	23-25	26-28	29-31	32-34
	Administration	20-22	23-25	26-28	29-31	32-34
	Agricultural Education	21-23	24-26	27-29	30-32	33-35
	Business & Marketing Education	20-22	23-25	26-28	29-31	32-34
	Engineering & Technology Ed	20-22	23-25	26-28	29-31	32-34
	Family & Consumer Sciences Ed	21-23	24-26	27-29	30-32	33-35
	Guidance and Career Development	22-24	25-27	28-30	31-33	34-36
	Health Science Technology Ed	22-24	25-27	28-30	31-33	34-36
	New & Related Services	21-23	24-26	27-29	30-32	33-35
	Postsecondary, Adult and Career Ed	21-23	24-26	27-29	30-32	33-35

Trade & Industrial Education	22-24	25-27	28-30	31-33	34-36
6. Resolutions Committee Chair	22-24	25-27	28-30	31-33	34-36
Administration	21-23	24-26	27-29	30-32	33-35
Agricultural Education	20-22	23-25	26-28	29-31	32-34
Business & Marketing Education	22-24	25-27	28-30	31-33	34-36
Engineering & Technology Ed	21-23	24-26	27-29	30-32	33-35
Family & Consumer Sciences Ed	22-24	25-27	28-30	31-33	34-36
Guidance and Career Development	21-23	24-26	27-29	30-32	33-35
Health Science Technology Ed	20-22	23-25	26-28	29-31	32-34
New & Related Services	22-24	25-27	28-30	31-33	34-36
Postsecondary, Adult and Career Ed	22-24	25-27	28-30	31-33	34-36
Trade & Industrial Education	20-22	23-25	26-28	29-31	32-34

## H. Committee Responsibilities

### 1. Audit Review Committee

- a. This Committee is primarily responsible for ensuring the Association's financial statements and disclosures are validated.
- b. The committee will evaluate the Association's accounting procedures and oversee ACTE's financial reporting, internal control and audit processes.

### 2. Awards Committee

- a. This committee shall be responsible for reviewing all awards.
- b. The committee shall be responsible for accepting all applications for awards, selecting recipients if applicable, and submitting the names of recipients to the Executive Director.
- c. The committee shall seek to select new awards and develop criteria which will then be submitted to the Board of Directors for approval.
- d. The Awards Chair shall serve as the Arkansas representative on the Region IV Awards Committee.
- e. The Awards Chair shall serve as the Region IV Representative on the National level on a rotation basis.

3. Bylaws Committee

- a. This committee shall be responsible for reviewing amendments to the bylaws and recommending acceptance or rejection.
- b. The committee shall review operating policies and recommend changes. All recommendations/changes must be approved by the Board of Directors.
- c. This committee shall update and maintain the procedure manual.
- d. The Bylaws Chair shall serve as the Arkansas representative on the Region IV Bylaws Committee
- e. Committee members are responsible for ensuring the organizational documents of the Association conform to law and are reflective of the desires and needs of members and ensuring appropriate conformity of organizational and operational documents of the Association.

4. CTE Support Fund Committee

- a. Committee members are responsible for providing guidance and developing strategies to engage ACTE's members in contributing to the CTE Support Fund.

5. Nominating Committee

- a. Committee members are responsible for the implementation of the nomination and election process for the governance year.
- b. The committee is to abide by the bylaws and approved Policy and Procedures Manual in fulfilling its objectives.
- c. The committee shall ensure candidates meet the required criteria.
- d. The committee is to present candidates for president-elect
- e. In the event of an election for president-elect, the Committee shall set up voting procedures

6. Resolutions Committee

- a. Committee members are responsible for reviewing and approving proposed resolutions
  - b. This committee shall facilitate the resolutions submission process.
7. All committees shall make reports in writing (using the committee report form) to the President-elect.
8. All standing committees other than the Nominating Committee will meet at the annual membership meeting. Other meetings shall be at the discretion of the committee chair.
9. Persons interested in receiving an appointment to an Arkansas ACTE Standing Committee Chair position must submit an application (Appendix B) and letter of support from their school/administration to their division president.

VII. REGION IV COMMITTEES Policy:

- A. Region IV Committee members shall be appointed from the membership of the association. Recommendations shall be submitted to the Executive Director who will then present them to the Executive Committee. The Board of Directors, acting upon recommendations from the Executive Committee, shall approve all committee appointments.
- B. Appointment shall be for a term of three (3) years.

Procedure:

- A. Persons interested in receiving an appointment to a Region IV Committee must submit an application (Appendix B) and letter of support from their school/administration and their division.
- B. Upon approval from the Board of Directors, the names of the appointees will be submitted to the Region IV Policy Committee member from Arkansas who will in turn submit them to the Region IV Vice President.
- C. Meetings shall be as outlined in the Region IV Operating Policies and Procedures Manual.

D. Rotation Schedule:

Audit Committee	2021	2022	2023	2024	2025
Awards Committee	2022	2023	2024	2025	2026
Bylaws Committee	2021	2022	2023	2024	2025
CTE Support Fund Committee	2022	2023	2024	2025	2026
Nominating Committee	2023	2024	2025	2026	2027
Resolutions Committee	2023	2024	2025	2026	2027

VIII. ACTE COMMITTEES Policy:

A. All ACTE Committee members shall be appointed from the membership of the association. Recommendations shall be submitted to the Executive Director who will then present them to the Executive Committee. The Board of Directors, acting upon recommendations from the Executive Committee, shall approve all committee appointments.

B. Arkansas shall have representation on the ACTE Standing Committees listed in the rotation schedule shown below. Arkansas rotates with the other state associations within Region IV on these national committees.

C. Appointment shall be for a term of two (2) years.

Procedure:

A. Persons interested in receiving an appointment to an ACTE Standing Committee must submit an application (Appendix B) and letter of support from their school/administration and their division.

B. Upon approval from the board of Directors the Executive Director will submit the names of the appointees to the Region IV Policy Committee member from Arkansas who in turn will submit them to the Region IV Vice President.

C. Rotation Schedule for national ACTE standing committees:

1. Audit Review Committee	2023-2025
2. Awards Committee	2022-2024

3. Bylaws Committee 2023-2025
4. CTE Support Fund Committee 2022-2024
5. Nominating Committee 2022-2024
6. Resolutions Committee 2023-2025

IX. BUDGET Policy:

- A. Anticipated funds for the upcoming fiscal year shall be submitted to the Board of Directors at the October meeting by the Executive Committee.
- B. Anticipated expenditures for the upcoming year shall be submitted to the Board of Directors at the October meeting by the Executive Committee. These will be reviewed on a priority level basis.

X. AMENDMENTS Policy:

Policies may be amended by submitting the proposed revision and rationale in writing to the Bylaws Committee. Such revisions must be approved by the Board of Directors.

XI. GENERAL ARKANSAS ACTE Policy:

Statements and/or policies included in this document shall not be in conflict with the Articles of Incorporation, Bylaws or Operating Policies of the Association for Career and Technical Education, the Operating Procedures of Region IV, or the Bylaws of the Arkansas ACTE.

**Appendix A**

**Official Nomination Form for President Elect  
Arkansas Association for Career and Technical Education  
March 15<sup>th</sup> Deadline  
All Submissions must be made to:  
info@arkansasact.org**

Each Nominee will deliver a 3 minute speech during the AR ACTE/DWE Summer Conference

Name \_\_\_\_\_ Division \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Work Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Division Honors, Offices held, and/or Committee Participation:

Arkansas ACTE Honors, Offices Held, and/or Committee Participation:

Region IV ACTE Participation (conferences, conventions, etc.):

Do you have adequate time and support resources available to successfully perform the duties of Arkansas ACTE President? \_\_\_ YES \_\_\_ NO

Number of years of Arkansas ACTE membership and service: \_\_\_\_\_ Membership # \_\_\_\_\_

On an attached page, state your philosophy for Arkansas ACTE and goals you would like to see achieved if you were elected President (150 words or less)

**An official letter from your division nominating you as a candidate, a letter of personal reference, and a letter of support from your administration must be submitted along with nomination form.**

**Nominee must have served on the Arkansas ACTE Board of Directors or AR ACTE Committee Chairman, or been a member of a standing Region IV or National ACTE committee within the past five years.**

**All Submissions must be made to: [info@arkansasacte.org](mailto:info@arkansasacte.org)**

**Deadline: March 15th**

- **Official Letter from your Division nominating you as a candidate**
- **A Personal Reference Letter**
- **Letter of Support – from your administration**
- **Your Philosophy and Goals for AR ACTE you would like to see achieved if you were elected President (150 words or less – typed)**
- **Submit all information with your nomination form**

**\*\*Each Nominee will deliver a 3-minute speech during the AR ACTE/DWE Summer Conference**



Appendix B

**Official Committee Application Appointment**

**Arkansas Association for Career and Technical Education**

**Membership #:** \_\_\_\_\_

**Number of Years ACTE Member:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
City State Zip Code

**Home Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_  
City State Zip Code

**Email Address:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Which committee appointment are you applying for?** \_\_\_\_\_

**List previous ACTE participation:**

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**Do you have adequate time and support resources available to successfully perform the duties of the committee? Please explain.**

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**Submit application to: [info@arkansasacte.org](mailto:info@arkansasacte.org)**