



**Board Policy
and
Standard Operating Procedure
Manual**

Of

**The Georgia Association for
Career and Technical Education**

Approved by GACTE Board March 1, 2014

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Section One

GACTE ADMINISTRATION

1. The Executive Director shall be the chief executive officer of the headquarters staff and operations and shall serve as an ex officio member of the Board of Directors. As such, the Executive Director will have authority and responsibility for carrying out Board policy and such other duties as are assigned by the Board, or as required by contract with the association, the Articles and Bylaws of GACTE.
2. A business manager shall be employed to carry out the duties associated with membership, summer conference, GACTE records, and website as specified in the annual contract.
3. In a situation where the current Executive Director is incapacitated for any reason, the Business Manager shall serve as the Temporary Executive Director. Incapacitation shall be defined as being unable, due to physical or other conditions, to delegate and to remain in constant contact with the headquarters office.
4. With the consent of the Executive Committee, the Executive Director may negotiate with a group or combination of groups to provide specialized professional leadership.
5. GACTE's employment policy is to comply with all applicable federal, state and local laws regarding equal employment opportunity and prohibiting discrimination.
6. The Executive Committee shall annually review and establish the annual compensation and contract terms of the Executive Director and the Business Manager, to be presented to the Board for review and approval.
7. The Executive Committee shall annually establish with the Executive Director his/her priority objectives for the forthcoming fiscal year, which shall be derived from the GACTE Strategic Plan and Annual Goals. These are to be reported to the full GACTE Board.
8. Reimbursement of the GACTE contract employees' expenses will be approved by the President prior to payment.

Section Two

AFFILIATED STATE ASSOCIATION

GACTE is an Affiliated State Association – Meeting the Following Criteria as Set Forth by ACTE.

1. In order to be affiliated with ACTE, state associations must meet the criteria for affiliation as outlined ACTE Bylaws. Applications are to be submitted in writing to the Board of Directors. Other criteria established for a state association to be affiliated with Association for Career and Technical Education are:
 - a. It shall be a statewide organization of professional educators and others who foster the purposes of ACTE.
 - b. It shall present a current copy of its constitution and/or bylaws to ACTE.
 - c. It shall carry on a vigorous annual ACTE membership campaign.
 - d. It assumes the responsibility for assisting in carrying out the ACTE Program Activities as part of its State Program Activities.
 - e. It develops Program Activities of state activities which is not in conflict with ACTE Program Activities.
 - f. It provides ACTE with the names and addresses of current officers.
 - g. It provides the ACTE headquarters officer with a statement of its purposes, its policies regarding ACTE membership and a statement of willingness to cooperate in and support the normal and special activities of ACTE. Any change in the aforementioned requirements for affiliations should be reported to the ACTE office.
 - h. State associations shall remit full payment of any outstanding ACTE dues collected within 30 days (with exception of the balance owed for members who choose payroll deduct). Any outstanding dues owed to ACTE beyond 60 days (with the exception of the above) will be deemed delinquent and a late fee will be added.
 - i. It shall be subject to an annual review of the ACTE Board of Directors to determine if the affiliation criteria that have been set have been met.
2. Recognition may be given to states with outstanding membership records upon recommendation and approval of the Board of Directors.

Section Three

GACTE DIVISIONS

1. Division groups, having met all bylaw requirements to become and remain divisions, shall submit the following documents annually by September 15: list of board members, bylaws, financial report, and minutes of annual meeting.
2. Names of division representatives for GACTE standing committees shall be submitted to the GACTE president annually by September 15.

Section Four

ANNUAL CONFERENCE

1. The GACTE Executive Committee and Board will select the date and location of the annual conference.
2. The President Elect shall serve as chair of the conference committee. The committee will include representatives from sponsoring agencies – i.e. Georgia Department of Education, CTAE Resource Network, and Technical College System of Georgia .
3. All items to be sold at the conference (e.g. tickets, pins, t-shirts, books, etc.) must have GACTE Executive Committee approval prior to the conference.
4. No division, group or organization meeting in conjunction with the GACTE annual conference may conduct any type of exhibition, display or showcase of educational or other materials by a company or non-profit organization outside the confines of the GACTE Trade Show/Career Expo. Divisions are encouraged to refer commercial and educational agencies and groups to GACTE for incorporation into the GACTE Trade Show/Career Expo.
5. Appropriate convention fees, based on costs, outside income and other fiscal considerations will be established by the Board of Directors.
6. Admittance to conference meeting and related activities shall be limited to those presenting a badge to indicate registration.
7. Special guest and/or visitor passes/badges should be approved by the Executive Director or President, and should be reported to the Board, Conference Committee and Registration.
8. All speakers are expected to register for the conference. Invited guest speakers will be issued special distinctive speaker badges which authorize them to attend only the session(s) where they are presenting. Any speaker who receives a fee for speaking is not expected to register

unless the division/region hosting the session chooses to register them so the speaker can attend other sessions, events or trade show/career expo.

9. A cancellation fee will be charged for all convention pre-registration refunds requested in writing and postmarked ten (10) working days prior to the opening of the conference. Badge credentials (if mailed prior to conference) must be returned with the refund request. No refunds will be made on requests postmarked after this date (10 working days prior to the conference).
10. Exhibit space will be available to companies and groups who have educational merchandise and services, and/or other vendors approved by the conference committee, to promote and display at the convention. Exhibitors who wish to promote their materials may purchase a booth at the established price for that year. The Conference Committee will set the price for exhibit booths/tables.
11. Only firms, trade associations or division groups which exhibit in the annual trade show/career expo, may have receptions in cooperating conference hotels during the conference.
12. Divisions are encouraged to set their business meetings during the time slots in the overall conference schedule as set by the Board.

Section Five

ASSEMBLY OF DELEGATES – ANNUAL BUSINESS MEETING – ACTE

1. ACTE Assembly of Delegates – Affiliated state associations represented by official delegates, speak for their members on official business matters of ACTE at the annual Assembly of Delegates held during the ACTE Convention. Affiliated state associations are allowed one delegate for every 100 ACTE members or major fraction thereof as of the end of the past membership year, plus the state association president. (12/03)
2. GACTE Board of Directors will identify the representatives who will serve as official delegates at the ACTE annual business meeting, giving each division the opportunity to have at least one delegate from their respective group. The President will explain the process to the Georgia delegates before the annual meeting and the role they serve. It is the responsibility of the Georgia delegate to know when and where this annual meeting will be held and to meet with the Georgia delegation before the ACTE annual business meeting begins.

Section Six

ASSEMBLY OF DELEGATES – ANNUAL BUSINESS MEETING – GEORGIA ACTE

1. GACTE Annual Business Meeting – Only current members of GACTE may participate in the voting process of official business matters at the annual conference Business Meeting.
2. Items of business will include reports from individual committees and divisions, bylaw proposals, resolutions, installation of officers, executive director’s association year report, and other matters of business to bring before the association. All business will follow the guidelines of the most current bylaws.
3. A copy of the current bylaws should be available for reference.
4. Parliamentary Authority - The latest edition of Robert's Rules of Order, Newly Revised will govern any provision not covered by these Bylaws. A professional member can be appointed as Parliamentarian by the President for a one-year term and will serve as an ex-officio non-voting member of the Board of Directors.

Section Seven

AWARDS

1. The Board of Directors will approve the GACTE awards program and all GACTE award recipients. The categories are as follows:
 - a. GACTE Postsecondary Teacher of the Year: The award will be presented each year at the annual conference. The purpose of this award is to recognize an individual career and technical educator not eligible for the GACTE Teacher of the Year Award who is currently employed as a full-time postsecondary CTE teacher/educator. All candidates must hold this position and be an ACTE/GACTE member by the state deadline, April 1.
 - b. GACTE Administrator of the Year: The award will be presented each year at the annual conference. The purpose of this award is to recognize an individual career and technical educator not eligible for the GACTE Teacher of the Year Award who is currently employed as a full-time CTE administrator, program specialist, coordinator, and all other CTE personnel and staff (not employed as teachers or guidance professionals). Candidates do not need to be a member of the ACTE Administrative Division to qualify for this award. All candidates must hold this position and be an ACTE/GACTE member by the state deadline, April 1.
 - c. GACTE New Teacher of the Year: The award will be presented each year at the annual conference. The purpose of this award is to recognize an individual currently employed

as a full-time classroom/laboratory CTE teacher at the middle, secondary, or postsecondary level, who is new to the teaching profession with 3-5 years of experience. All candidates must hold this position and be an ACTE/GACTE member by the state deadline, April 1.

- d. GACTE Teacher of the Year: The award will be presented each year at the annual conference. The purpose of this award is to recognize an individual currently employed as a full-time classroom/laboratory CTE teacher at the middle or secondary school level. All candidates must hold this position and be an ACTE/GACTE member by the state deadline, April 1.
 - e. GACTE Career Guidance Award: The award will be presented each year at the annual conference. The purpose of this award is to recognize an individual currently employed as a full-time school counselor and/or career development professional involved in CTE. All candidates must hold this position and be an ACTE/GACTE member by the state deadline, April 1.
 - f. GACTE Carl Perkins Outstanding Service Award: The award will be presented each year at the annual conference. The purpose of this award is to recognize individual ACTE/GACTE members who have displayed a dedication to the improvement of CTE's impact on the lives of individuals and communities are eligible recipients of this award. This award was established in 1985 in honor of the late Rep. Perkins and is designed to recognize individuals who have demonstrated the same humanitarian concerns exemplified by Rep. Perkins.
 - g. GACTE Policymaker of the Year Award: The award is presented annually by GACTE to a state recognized policymaker who has made a contribution of state, regional, and/or national significance to career and technical education. Recommendations for the GACTE Policymaker of the Year shall be made by the Legislative Committee in consultation with the GACTE Executive Director
2. Award recipients may not ask for an honorarium to be paid for speaking engagements while representing GACTE during the year they serve as award winners. However, if an organization or other group offers to pay an honorarium to an individual recipient, it is permissible for the award recipient to accept such payments. The award recipient should request to be reimbursed by the host organization for all travel and related expenses incurred in conjunction with speaking engagements. If the GACTE Board makes the request of the individual, then the Executive Committee may make the decision to pay mileage and/or other travel expensed incurred if there is no other funding source.
 3. GACTE may accept paid sponsorship of some or all awards from outside organizations. If such sponsorship occurs, the names of all awards affected will be changed to incorporate the sponsoring company or organization's name. The request would be made to the Executive Committee for consideration, and the voted on by the Board.

4. The Executive Committee may approve recognition of a Georgia leader for special presentation with an appropriate plaque or certificate.
5. The specific Awards committee procedures are recorded in this document in Section 9.1.

Section Eight

BOARD OF DIRECTORS

1. The Board of Directors shall carry out the policies of GACTE and speak in its behalf when representing GACTE. When representing the Georgia Association for Career and Technical Education, members of the Board of Directors and Executive Committee shall follow the policies of GACTE and espouse the concepts that are generally accepted by the membership.
2. When a member assumes the responsibility of membership on the GACTE Board of Directors, the professional responsibility extends beyond that of the normal GACTE membership. The member shall assume responsibilities including those of attendance at meetings representing GACTE, as well as other tasks, which from time to time arise in carrying out the duties of the office. It is assumed that the members of the Board of Directors will have resources available to them and time to devote to the activities of GACTE. It is indeed an honor and recognition of professional integrity to be elected to the Board of Directors.
3. Once elected, each GACTE Board member shall maintain, for the term of their office all eligibility for GACTE and ACTE membership, and their elected office as set forth in the GACTE bylaws and policies. Any Board member not meeting these eligibility requirements shall resign from the Board of Directors and the Board shall fill the vacancy according to GACTE bylaws and policies.
4. Honorariums should not be solicited when asked to appear on behalf of GACTE.
5. The Board may invite organizations and governmental agencies to designate a liaison to the Board. Individuals may also be invited to serve as liaisons to the Board. The Executive Committee will determine if any organization, governmental agencies and/or individuals should be invited to liaison status for the next GACTE fiscal year. Invitations are extended for one year, and may be renewed at the discretion of the Board. Liaisons may participate in all Board and Board subcommittee deliberations, except Executive sessions. Board liaisons do not have voting privileges. Liaisons or the organization/agency represented are responsible for expenses incurred to attend Board meetings. NOTE: An organizer for a group working toward division status is one example of a board liaison.
6. Board policies may be amended by a majority vote at any regular or special meeting of the Board. Policies will become effective at the succeeding Board meeting by affirmation of the

Board unless the rules are set aside.

7. When speaking as official spokespersons for GACTE, members of the Board and Executive Committee shall express only the official position of the organization as expressed by the Board in official meetings or by the annual Business Meeting.
8. The Board of Directors may establish mutual liaison relationships with boards of other organizations.
9. All meetings of the Board of Directors, except executive sessions, shall be open to any member of GACTE.
10. All Executive Committee meetings will be closed meetings. However, invitations may be extended to individuals at the discretion of the Executive Committee.
11. Under special circumstances, the Executive Committee or members of the Board may invite guests to meet with the Board. Contributions by invited guests should deal directly with the items under consideration for which these individuals were invited to contribute. Any invitation request should be submitted for approval to the Executive Director and President well in advance of the meeting.
12. During the GACTE President's presiding year, GACTE will assume the major administrative and logistical costs of communications, reproduction and related support services necessary for performing the responsibilities of the office. Support services are defined as secretarial services, substitutes (when necessary) and other expenses deemed appropriate with prior approval by the Executive Director and/or the Executive Committee.
13. GACTE convention, national policy seminar and other conference registration fees are allowable as travel expense of the Board of Directors, subject to availability of funds and approval of the board. The Executive Directors expenses to approved conferences and conventions will be paid through the GACTE budget.
14. Board members may be reimbursed for mileage and other approved necessary expenses incurred while attending officially called meetings of the Board of Directors.
15. Board members/school system may be reimbursed for payment of substitute teachers while the Board member is on official GACTE business with prior approval from the Executive Committee. School system should invoice GACTE within one month after the approved reimbursement date(s).

Section Nine

STANDING COMMITTEES

The GACTE standing committees are the workforce of the Association and play a significant role in implementing the strategic plan and overall success of the Association. GACTE committees are established and implemented under procedures and authority pursuant with Articles VII and X in the most recently approved Bylaws of the Association.

9.1 Awards Committee

The mission of the Awards committee is to ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field, to programs that exemplify the highest standards and to organizations that have conducted activities to promote and expand career and technical education. The Awards Committee shall consist of one member from each of the GACTE divisions.

Objectives:

1. The Awards Committee is responsible for all awards or competitions sponsored by GACTE and ACTE.
2. To develop and administer the annual awards program as set forth by the approved guidelines in Section Seven of this document (Standard Operating Procedures)
3. The GACTE Awards committee will serve to identify and recommend to the Board of Directors new avenues for recognizing achievement in the profession and the association.

Awards Procedures:

- GACTE Awards Chair is appointed by the GACTE President.
 - Committee members are all division VPs or their designated division representatives.
 - Committee members will be judges.
1. Each division should have an awards committee, headed by an awards chairperson. The make-up of the committee should be determined by the division. That committee should be responsible for selecting a Teacher of the Year, Postsecondary Teacher of the Year, Administrator of the Year, New Teacher of the Year, Carl Perkins Outstanding Service Award, and Career and Guidance Award to represent the division in GACTE competition. All application packets must be submitted to the division awards chair and postmarked no later than **April 1**. The division awards chair is responsible for making sure all winners are qualified as specified by the awards qualifications posted on the GACTE website.
 2. The Qualifications for Awards, Award Application Form, Awards Procedures/Deadlines, and contact information for each division representative on the GACTE Awards Committee will be posted on the GACTE website at www.gacte.org.

3. Only **ONE** nominee from each division may compete at the GACTE level for each award. There are twelve (12) divisions.
4. GACTE Awards Committee members must submit a completed application packet for each of their division winners to the GACTE Awards Chair, as published each year at the beginning of the nomination process. All packets must be received electronically or postmarked by **May 1** in order for nominees to be considered for GACTE awards. This deadline will be **STRICTLY** enforced.
5. An evaluation form adapted from the form used by the ACTE National Awards Committee will be used at the GACTE level to evaluate nominees. Nominees will be evaluated by GACTE Awards Committee members no later than June 1.
6. Winners will be recognized at the annual GACTE Conference in July.
7. The GACTE Awards Chair will upload the completed awards application packet via the ACTE awards portal for each nominee at the Region II level according to the deadline and procedures specified on the ACTE website, www.acteonline.org. An electronic copy will also be sent to the Region II Awards Chair.

9.2 Budget Committee

The mission of the Budget Committee is to ensure the Association's financial statements and disclosures are validated and to evaluate the Association's accounting procedures and to oversee GACTE's financial reporting, internal control and audit processes. The GACTE Budget Committee shall consist of the president-elect and vice presidents of each division, with the president-elect serving as chairman.

Objectives:

1. The Budget Committee holds the responsibility for developing and preparing a proposed budget for the upcoming membership year of the Association.
2. The Budget committee shall develop an appropriate financial oversight process for the finances of the Association.
3. The Budget committee will create and maintain a culture of honesty and high ethics.
4. The Budget committee will establish the procedures for reimbursement and other approved expenses according to the guidelines in the most recent set of Association Bylaws.
5. The treasurer of the Association will work directly with the budget committee in preparation of financial reports to be presented at meetings of the Board, and at the annual business meeting of the Association.
6. The Budget committee, along with the Association Treasurer, should be able to answer any question of budgeting and expenditures as presented from any Association member.
7. The Association Treasurer should keep adequate financial records, including all receipts and appropriate documentation as required for any non-profit association, and with precise accounting practices.
8. The Budget Committee will select the individual or firm to conduct the financial statement audit.

9.3 Bylaws Committee

The mission of the Bylaws Committee is to ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of Members, and to ensure appropriate conformity of organizational and operational documents of the Association. The Bylaws Committee shall consist of one member of each of the GACTE divisions.

The Association Bylaws may be amended and/or revised by a vote of two-thirds of the members voting at any annual meeting provided that notice of the proposed changes be given in due form to the membership at least thirty (30) days prior to the annual meeting (Bylaws, Article XIV, 2006).

Objectives:

1. This committee shall review, edit, and make recommendations concerning the Bylaws of the Association.
2. The Bylaws Committee should ensure that Members remain informed on the processes for proposing and processing amendments. The Committee should set appropriate timeframe and procedures for communication with the Board and Membership to submit suggestions for bylaws revision.
3. The Bylaws Committee should propose amendments that the Committee deems appropriate.
4. The Committee should ensure that proposals to amend Association Bylaws are presented impartially and objectively to Members for their decision.
5. To seek approval of the Board for all Bylaw revision suggestions prior to being submitted to the Association membership.
6. The Bylaws Committee should work closely with the President, Executive Director, and Board while working through the process.

9.4 Membership Committee

The mission of the Membership Committee is to achieve universal membership of all career and technical education professionals in the Association. The Membership Committee shall consist of one member from each of the GACTE divisions.

Objectives:

1. Increase the membership of the Association through the retention of existing Members and Associates, and the recruitment of new Members and Associates.
2. Identify new markets for membership growth. Create, promote and enhance Member and Associate benefits and services. Ensure appropriate benefits and services are being provided to all Members and Associates.
3. Provide and maintain avenues for communication from Members about concerns regarding both ACTE and GACTE.

9.5 Nominating Committee

The mission of the Nominating Committee is to nominate the best qualified Member for each elective position of leadership of the Association. The Nominating Committee shall consist of one member from each of the division associations.

Objectives:

1. To certify that each nominee for office in the Association meets the qualifications as set forth in the most recently approved GACTE Bylaws, Article V Section 3.
2. To search for and screen potential candidates for the GACTE offices of President-Elect, Secretary, and Treasurer.
3. To identify the leadership skills and characteristics necessary for the Board of Directors to meet the challenges of the future and to communicate these attributes to the divisions and overall Membership.
4. To ensure that campaigning guidelines are communicated and adhered to by all approved candidates for office. See Procedures section for campaigning guidelines.

Procedures:

1. Election & Voting –

Candidates for President-Elect and Secretary shall give a 3-minute speech at a general session on the first full day of the annual state conference. The speech should highlight the qualifications for the office as well as the candidate's platform.

Each candidate may provide an electronic copy of their platform summary and qualifications for office (not to exceed one page) to the GACTE Nominating chair by June 30. This will be copied and included with each attendee's registration materials. No additional campaign materials should be distributed during the conference.

Voting Procedures: Voting will take place on the first two full days of the summer conference. Each ACTE/GACTE member shall be entitled to vote one time. Members should report to the voting table and have their membership verified. Once membership is verified, they will be issued a ballot. The ballot shall be completed and put into the ballot box. Membership verification and ballot distribution will be staffed by members of the GACTE Nominating Committee and members of the GACTE Registration Staff.

Hours for Voting will be established based on the conference schedule.

Votes will be counted by the Executive Director, the Business Manager, and the Chair of the Nominating Committee at the conclusion of the election. Each division with a candidate running for office may have their Vice President present during vote counting to monitor the procedure. The results will be placed in a sealed envelope by the chair of the nominating committee and will be presented to the GACTE president when asked for at the Awards Ceremony. . The election results will be announced and officers will be installed at the Awards Ceremony.

2. Campaign Activities

- A. General -- Candidates shall not campaign during meetings routinely attended during the period of candidacy unless all candidates for the office are present and provided equal opportunity to be recognized and heard. In all communications with members, comments or responses may not be self-aggrandizing or derogatory to an opponent; a professional demeanor will be maintained at all times.
- B. Candidates and their supporters are prohibited from distributing any printed campaign materials, telephone campaigns, or mass emails. Candidates may individually contact members via any form of communication so long as each contestant has equal opportunity.
- C. The chairman of the Nominating Committee, when contacting nominees to determine whether they will agree to stand for the office for which they are nominated, shall notify them of the pertinent provisions of this policy. The agreement of each nominee to abide by this policy shall be a condition of candidacy.

9.6 Legislative Committee

The Mission of the GACTE Legislative Committee is to advise the Board of Directors and Members on legislative issues impacting career and technical education and to develop an effective network for the dissemination of information on the issues. The GACTE Legislative committee shall consist of at least one member from each of the divisions, and work closely with the Association's Executive Director.

Objectives:

- 1. Inform Association Members and key stakeholders of proposed and existing laws and regulations that affect the profession.
- 2. Review and recommend Association positions on proposed laws which affect career and technical education.
- 3. Review and recommend Association positions on existing or proposed regulations concerning their accomplishment of purpose, ease of interpretation, enforceability and burden on the profession.
- 4. Represent the career and technical education field with government agencies. Coordinate Committee activities with other Association committees as appropriate.

9.7 Public Relations Committee

The mission of the Public Relations Committee is to enhance the recognition and image of the career and technical education profession, and specifically the GACTE association. The Public Relations Committee shall consist of a representative group of the membership recommended by the divisions and approved by the Board of Directors.

Objectives:

1. Convey to the public and overall Membership the purposes and function of the Association.
2. Develop, implement and enhance state CTAE public awareness programs.
3. Promote the message, brand and activities of the Association.
4. Promote the desirability of becoming a career and technical education professional.
5. Coordinate Committee activities with all other Association committees.
6. Work directly with the GACTE Webmaster.

9.8 Resolutions Committee

The mission of the Resolutions Committee is to present statements of concern, focus and position in the form of resolutions and recommendations for consideration and action by the Membership, Board of Directors, and Committees. The Resolutions Committee shall consist of one member from each of the divisions.

Objectives:

1. To solicit, receive, review and edit resolutions submitted by members, divisions, and GACTE Board-established committees.
2. To communicate recommendations to the Board of Directors and other GACTE Committees as needed.
3. To summarize, draft and communicate submitted resolutions to the voting Membership at the annual business meeting of the Association.

Section Ten

SPECIAL COMMITTEES

1. Special committees shall be appointed on an as-needed basis by the President.