



**Association for Career and
Technical Education of Arizona**

Constitution

By-Laws

Policies

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Constitution

A written instrument embodying the fundamental principles (rules and structure) for the Association for Career and Technical Education of Arizona.

By-Laws

The Standing Rules (not in the Constitution) adopted by the Association for Career and Technical Education of Arizona chiefly for the governance of its members and regulation of its affairs.

Policies and Procedures

The Governance Policies and Procedures for an organized, professional association that are sanctioned by the Executive Committee and Board of Directors.

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Chapter 1. Constitution

Mission Statement

The Association for Career and Technical Education of Arizona is dedicated to professional development and advocacy for the advancement of Career Technical Education.

Constitution Last Amended

- October 22, 2018 at the Executive Committee and the Board of Directors Meeting
- March 6, 2001 for Association Name Change
- Name change published in Newspaper June 11, 2001
- Paperwork filed with Arizona Corporation Commission

Article I - Name

The name of the Association shall be the Association for Career and Technical Education of Arizona (ACTEAZ).

Article II - Mission and Purposes

The mission and purposes of the Association are to:

- Establish and maintain active leadership in all types of Career and Technical Education.
- Provide access to Professional Development in Career and Technical Education.
- Render service to member organizations and local communities in promoting and stabilizing Career and Technical Education.
- Provide an open forum for the study and discussion of questions related to Career and Technical.
- Unify Career and Technical Education interests in the State by representative membership.

- Cooperate with interests in other states, the region, and at the national level, in the further development and improvement of programs of education related to Career and Technical Education.
- Encourage the development and improvement of programs of education related to Career and Technical Education. Encourage the development and maintenance of active affiliated divisions.
- Possess all the rights, powers, and privileges given to the Association by common law; to sue and be sued, to borrow money and secure the payment of the same by notes, bonds and mortgages upon personal and real property; to rent, lease, purchase, hold, sell and convey such personal and real property, as may be necessary and proper, for the purpose of erecting buildings or for proper objects and Associations; and to receive dues and/or donations for carrying out the objects and purpose aforesaid.

Article III - Membership

Any individual, organization or business interested in promoting the purpose of the Association and career and technical education shall be eligible for membership.

Article IV - Program of Work

Each year the Association of Career and Technical Education of Arizona will develop a Program of Work, which will serve as an overall framework of purpose and direction. The Program of Work reflects the primary efforts of the Association, through a series of goal areas, which are delineated into objectives and activities.

Article V - Organizational Structure

The organization shall be comprised of affiliates and statewide organizations which meet the criteria established by the Board of Directors (By Laws II, reference Appendix).

Article VI - Governance

Management of the Association shall be vested with the Board of Directors, which is assisted by the Executive Committee. The Board consists of:

- The Elected Officers of the Association.
- The appointed Board Members of the Association.
- The immediate Past President of the Association.
- The elected Presiding Officer of each affiliate is required to be an active member of ACTEAZ and shall automatically have a seat on the Board of Directors unless that individual is also a member of the Executive Committee, in which case the affiliate may name one of its members to serve on the Board of Directors, if the Presiding Officer is unable.
- There shall be one vote per each representative/affiliate body.

Only active members of the Association shall be eligible for a seat on the Board of Directors or the Executive Committee.

Article VII - Executive Committee

The Executive Committee assists the Board of Directors and consists of:

- The President
- The Past-President
- The President-Elect
- The Vice President
- The Secretary
- The Treasurer
- Member at Large (add 2018)
- Member at Large (add 2019)

Article VIII - Committees

Committees or task forces are used as follows:

- Committees can contribute ideas and suggestions to the Association.
- Committees shall be established through By-Laws.
- Committees are appointed by the President each year and shall report to the President or the appropriate governing body of the Association as the President directs.
- Committees will be formed and disbanded by a majority vote of the Executive Committee based on the needs of the Program of Work and/or Strategic Plan.

Article IX - Amendments

To amend this Constitution, it shall be necessary for any member to present to the Board of Directors a proposed amendment in writing at least 60 days before the annual meeting. Proposed amendments, approved by the Board of Directors, shall be circulated to the membership of ACTEAZ at least 30 days prior to the annual meeting. ACTEAZ, at a regular business meeting, may adopt, amend, or reject the proposed amendments, but it shall require a two-thirds vote of the members present to adopt.

Constitution Last Amended:

- October 22, 2018 at the Executive Committee and the Board of Directors Meeting
- March 6, 2001 for Association Name Change
- Name change published in Newspaper June 11, 2001
- Paperwork filed with Arizona Corporation Commission

Chapter 2. By-Laws

The ACTEAZ By-Laws have their own amendment process and its own date of any amendment changes. The By-Laws are included in this manual for information purposes only. These By-Laws were last amended July 15, 2018.

The Standing rules (not in the constitution) adopted by the Association for Career and Technical Education of Arizona chiefly for the governance of its members and regulation of its affairs.

By-Laws Amended

The By-Laws were amended as follows:

- July 2003
- January 25, 2008
- November 3, 2014
- February 6, 2015
- September 16, 2017
- July 15, 2018
- October 22, 2018

Mission Statement

The Association for Career and Technical Education of Arizona is dedicated to professional development and advocacy for the advancement of Career Technical Education.

By-Law I - Fees and Dues

Fees and Dues

The Board of Directors shall determine the types and dollar amount of dues. Payment of dues shall entitle an individual to membership in ACTEAZ.

In 2013, the ACTEAZ Board of Directors voted to have membership dues to be free thus suspending the statement above. However, members must register on the ACTEAZ Website to become a member and maintain yearly membership.

By-Law II - Membership

Membership classification shall be defined as:

- Active – Professional Individuals engaged in Career and Technical Education.
- Student - Individuals who are not engaged in teaching or providing guidance services, but who are enrolled in an institution of higher education and actively pursuing a course of study that will enable them to become affiliated with Career and Technical Education.
- Retired - Individuals who have retired from Career and Technical Education.
- The privilege of voting and holding offices shall be reserved to members.

Affiliate Divisions

- To be eligible for representation on the (ACTEAZ) Board of Directors, each affiliate division must have no less than ten (10) active ACTEAZ members.
- Each year each affiliate will submit a form that their affiliate meets the criteria at the Annual Board Retreat.

By-Law III - Fiscal Year and Terms of Office

The fiscal year of ACTEAZ shall coincide with that of the National Association for Career and Technical Education July 1 to June 30 and our IRS Tax Fiscal Year. The terms of office of the various officers shall correspond to the fiscal year.

Officers should fulfill their current officer term before running for another officer position.

Exceptions could be made by the Nominating Committee, but only in special situations.

By-Law IV - Officers and Appointed Representatives of the Association

Elected officers for the Association shall be:

- President
- Past-President
- President-Elect
- The Vice-President
- The Secretary
- The Treasurer
- Member at Large (add 2018)
- Member at Large (add 2019)

The appointed members of the Board of Directors shall be representative of:

- The Arizona Department of Education State Director for Career and Technical Education.
- Arizona Community College Career and Technical Education.
- Institute Related to Career Technical Education Mission. (Global Pathways Institute, AZ Curriculum Consortium etc.)

- Presiding officer from each affiliate organization that meet the affiliate membership requirements for their organizations. (AATA, ABEA, ACOVA, AME, ATIEA, FACS Ed, AZHCEA).
- Guidance and Counseling.
- Joint Technical District/Career Technical Education District (JTED/CTED)
- Fellowship Program.
- Workforce Development.
- Business / Industry.
- Arizona University Career Technical Education Representative.
- Region V Vice-President if from Arizona (ex-officio), if applicable.
- Financial Review Chair.
- ACTEAZ Lobbyist.
- At Large Members as appointed by the President and Executive Committee to the Board of Directors.
- Junior High Representative optional.
- ACTEAZ Executive Director (ex-officio); and Assistant Executive Director (ex-officio).

These representatives on the Board shall be appointed by the President of the Association with the consent of the Executive Committee. The Board Recommendations are passed by the Board of Directors.

By-Law V - Duties of the Governing Bodies

The Board of Directors shall:

- Determine, direct, and implement the general policies and programs of the Association.
- Act on proposals and suggestions of the Executive Committee.
- Approve and implement an Annual Budget.
- Approve and implement an Annual Program of Work.

- Shall have the authority to set dues. (Board passed Free Membership in 2013). The Board can also vote to reinstate dues.
- If officer cannot fill their term, the Board of Directors can vote to fill the unexpired term of Vice President, Secretary or Treasurer. If a President-Elect opens and before time of assuming presidency a new election must take place to fill that position.
- Board of Directors can remove a board member for cause with $\frac{3}{4}$ of the vote.

The Executive Committee shall:

- Prepare or contribute to the agenda for meetings of the Board of Directors.
- Approve the agenda for meetings of the Association's General Membership. This is usually the Annual Meeting.
- Prepare an annual budget to present to the Board of Directors.
- Prepare an annual Program of Work with the assistance of the appropriate Committees/Board.
- Represent the Association on the planning committee for the Career and Technical Education Conference and make fiscal decisions for Summer Conference.
- Provide leadership toward the attainment of the purposes of the Association and assist the Board of Directors to function efficiently.
- Determine the scope of duties or projects for all contractual consultants or consulting/management corporation(s) provided to association.
- Review the compensation for contractual consultants or consulting/management corporation(s) to be approved by the Board of Directors in yearly budget adoption. After approved, President signs the contracts.
- Approve and determine the scope of the website, publications, marketing, and membership materials.
- Responsible for organizing and maintaining headquarters as needed and include in the yearly budget adoption.

- Executive Committee may act in place of Board of Directors between meetings and shall report actions to Board of Directors at next meeting to be ratified.

By-Law VI - Duties of the Elected Officers

The President shall:

- Preside at all meetings of the Association, its Board of Directors, and its Executive Committee.
- Chair the Association Delegation to the National Association for Career and Technical Education Assembly of Delegates. President may appoint chair if not attending.
- Submit names for appointments for the Board of Directors to the Executive Committee and then to the Board of Directors for current year.
- Work with the Executive Director(s) to keep the Board of Directors, Executive Committee and others informed of the conditions and operations of the Association.
- Appoint committees and submit to the board at leadership board retreat or as need arises.
- Chair the Strategic Plan with the Executive Committee.
- Prepare or review final agendas for meetings.
- Chair Legislative Committee and work with Association Lobbyist.
- Chair Marketing/Public Relations.
- Serve as Chair of the Summer Conference.
- Serve as Chair of the Circle of Distinction for the year of their Presidency.
- Perform the duties usually associated with the office of the President.
- Work with the Executive Director or Designee and Treasurer on state and federal reports required.
- Appoint the Fellowship Coordinator and oversee program.
- Designate which elected officers shall chair which committees based on the committees established for the year and the Strategic Plan.

- Ensure that consultant or management company contracts are on agenda for discussion and voting by the Executive Committee and Board.
- Sign contracts as needed on behalf of the association.

The President - Elect shall:

- Preside over meetings in the absence of the President.
- Succeed to the office of the President after serving the term as President-Elect.
- Succeed to the office of President in the event after July 1 that this office is declared vacant by the Board of Directors, fill the unexpired term, and remain in the office of President for the following term.
- If President-Elect resigns before July 1, there must be an election to serve the term with a vote by the members.
- Chair the following committees: Co-Chair Summer Conference Committee in absence of President.
- Co-Chair Marketing/Public Relations.
- Chair Nominating Committee and others as designated by the President.
- Sign contracts, as needed, on behalf of the association.
- Perform duties assigned by the President or the Executive Committee.

The Past - President shall:

- Act as Parliamentarian.
- Co-Chair Legislative Committee.
- Oversee Committees as assigned by the President.
- Perform other duties assigned by the President or the Executive Board.
- Sign tax return for the past fiscal year of Presidency. (New President or Treasurer could sign if not available).

The Vice President shall:

- Chair task force for By-Laws, Resolutions, Policies, and Procedures, as needed.
- Chair Awards Committee.
- Perform duties assigned by the President in conjunction with the Executive Committee.
- Coordinates Awards Ceremony at Summer Conference with Executive Director and President-Elect.

The Secretary shall:

- Keep an accurate record of all proceedings of meetings of the general membership, the Board of Directors, Executive Committee, and Summer Conference Steering Committee.
- Distribute sign-in sheets and determine quorum at each Board of Directors Meeting.
- Remind Board of Directors to use motion forms and committee forms.
- Load materials for meeting in current format for Board of Directors and Executive Committee Meetings.
- Within two weeks send draft of minutes to President and Executive Director for review and dissemination. After review, Secretary will load into current format to be approved at next Board Meeting.
- Reviews as part of a team conference programs, published programs, brochures, and pamphlets.
- Perform duties assigned by the President or the Executive Committee.
- Chair Membership Committee.
- After minutes are approved at Board Meeting, print copy and sign and give to Executive Directors.

The Treasurer shall:

- Maintain an accurate financial record of the Association.
- Be responsible for the preparation of an annual budget with President.
- Present an itemized electronic statement of disbursements, payables, receivables, and balances at each meeting of the Board of Directors. Receipts will be available for inspection upon request.
- Oversee Association financial records and submit them for the annual financial review committee and tax accountant.
- Works with Financial Review Committee for the reports they need.
- Works with President, Executive Director(s) on state and federal reports required.
- Oversees Scholarship Committee Amounts for ACTEAZ Sponsored Scholarships.
- Perform duties assigned by the President or the Executive Committee.

By-Law VII - Election of Officers

Electing Officers

The nominating committee shall:

- Be Chaired by the President-Elect and consist of two other individuals who are active members of the Association, have served as members of the Executive Committee within the previous three years, have been appointed by the President and approved by the Executive Committee.
- Receive nominations from active members of the Association based upon criteria for office.
- Nominate at least two individuals (if possible) for each elective office and report these nominations to the Board of Directors after nominating committee meets and selects candidates.
- Send the information for an official electronic ballot to the voting company stating the rules of the election and containing the names of the nominees with a provision for one write-in candidate for each elective office.
- Notice will go to the election company for electronic voting. List will be our current membership list.

- Electronic ballots will be accepted during April and early May (Dates to be determined by nominating committee).
- Election company will send results from the electronic voting to ACTEAZ.
- Report the results of the election to the Board of Directors no later than May 31st.
- The term of the office for each of the elected offices shall be two years commencing July 1, except for the President-Elect, President, and Past President which will follow an annual progression. Each officer (other than the President's cycle) can serve for two consecutive terms for the same office.
- Should the office of President-Elect become vacant for any reason prior to July 1st, the President shall receive nominations for that office from the Board of Directors and shall proceed with an electronic ballot election within two weeks of the nominations.
- In the event, that the President is unable to fill his/her term as President after July 1, the President-Elect becomes President, and also serves his regular term as previously elected.
- Vacancies that may occur in the office of Vice President, Secretary, or Treasurer shall be filled by majority vote of the Board of Directors.
- An individual who receives a majority of the votes for any elected office shall be declared elected to that office. If no candidate receives a majority, an electronic ballot runoff election will be conducted between the two individuals with the most votes.

Recommended Revision: Exception to Electronic Voting Ballot.

- If there is only one candidate for each officer position and those candidates have been approved by the Nominating Committee, those candidates can go to the ACTEAZ Board of Directors to be approved for their officer positions.
- However, if any of the positions have two candidates the election will be held by electronic voting to the membership.

Passed by the ACTEAZ Board of Directors (Annual Meeting July 15, 2018)

Recommended Revision: Exception to Electronic Voting Ballot.

If there is only one candidate for each officer position and those candidates have been approved by the Nominating Committee, those candidates can go to the ACTEAZ Board of Directors to be approved for their officer positions.

However, if any of the positions have two candidates the election will be held by electronic voting to the membership.

By-Law VIII - Meetings

The following pertains to meetings:

- No business may be conducted by a governing body of the Association unless a quorum is present.
- The Board of Directors shall meet at least six (6) times a year.
- The Executive Committee shall meet at least (4) times a year.
- Special meetings can be called by the President, or by majority of the Executive Committee.
- The time and place for meetings shall be determined by the President with the consent of the Executive Committee.
- A written agenda or notice for Electronic Binder for each regular meeting for the Executive Committee, or Board of Directors, shall be e-mailed to the members of those governing bodies by the President or designee of the President, at least one week prior to the meeting. Agenda's will also be placed in the Board Electronic Binder and/or website.
- *Robert's Rules of Order, Newly Revised*, shall govern all cases in which they are applicable, and in which they are not inconsistent with the Constitution and these By-Laws.

By-Law IX - Annual Meeting

Annual meeting may be held at the ACTE Summer Conference as part of, or separate from, the Board of Directors meeting. If meeting is not at this time, Board of Directors will decide on a date, time and location. Members are welcomed and encouraged to attend. Those eligible members that are present at the annual meeting shall constitute a quorum for the transaction of business for ACTEAZ at this annual meeting.

By Law X - Amendments

These By-Laws may be amended by two-thirds favorable vote of the Board of Directors provided that:

- A quorum is present.
- A copy of the proposed amendment revisions is in the possession of the members of the Board of Directors at least fifteen (15) days prior to the meeting at which action is to be taken on the proposed amendments.

Amendments to these By-Laws become effective immediately if prior conditions for changing the By-Laws are met.

By-Law XI - Association Committees

Standing Committees appointed by the President shall be up to the President's discretion based upon the Strategic Plan to disband, establish new or use current committees.

Committee recommendations will be brought back to the Board for discussion or final approval.

These are some possible committees for the association.

- Nominating Committee as chaired by the President-Elect.
- Resolutions, By-Laws, Policies and Procedures, and Awards as chaired by the Vice President working with the Executive Director.
- Legislative Committee as co-chaired by the President, Past-President or designee.
- Awards Committee as co-chaired by the Vice-President.
- Scholarship Committee as chaired by the Treasurer and/or Scholarship Chair.
- Annual Conference Committee as chaired by the President and Executive Directors. Others on the Summer Conference Committee are: Executive Committee, ADE Representatives, Community College, University and Affiliates.

- Exhibitor Committee for the Summer Conference or Mid-Winter Conference.
- Professional Development Committee as chaired by the Executive team or designees. (Includes Premier Series, Fellowship Program, Mid-Winter, Misc. Conferences).
- Business Partnership or Sponsorships as chaired by the Executive Team Designee and Board Representative.
- Marketing / Public Relations as co-chaired by the Executive Team or designee and works with the Marketing and Technology Consultant.
- Membership / Membership Services Committee as co-chaired by the Executive team or designee.
- Others as designated by the President and Executive Committee.
- Changes to the Chairman status of each committee can be changed by the President and Executive Committee based upon the needs for that year's Program of Work.

By-Law XII - Lobbyist Status/Advocacy

The Board of Directors of the Association for Career and Technical Education of Arizona, having reviewed applicable laws governing the activities of lobbyists in the State of Arizona, has elected to serve in this capacity. The Executive Committee will select and supervise the appointed individual as lobbyist.

The ACTEAZ Lobbyist will file the lobbying quarterly and yearly reports and sign them. The lobbyist will also file any changes to the alternate lobbyists each year. The Lobbyist or Alternate Lobbyists will be registered with the Secretary of State.

The association will not participate, publish or distribute statements of any political campaign on behalf of any candidate of public office.

MISCELLANEOUS PROVISIONS

ACTEAZ is a state affiliate of the National Association for Career Technical Education and has the permission to use the trademark logo for the state association in Arizona. We are also a member of Region V.

Notices:

When under provision of these By-Laws, notice is required to be given to any officer, director, or member it shall not be construed to mean personal notice, but such notice shall be given by any means calculated to give actual notice addressed to each member, officer or director at such address as appears on the books of the association. Notices may be issued in written, facsimile or electronic format. Any member, director, or officer may waive any notice required to be given under these by-laws.

Dissolution:

The dissolution of the Association shall follow the requirements of the Arizona Corporation Commission or corresponding Arizona rules. Upon dissolution, all just debts and claims will be paid. Any funds remaining would be distributed to organized 501 C3 or C6 Non-Profit with similar goals as our State Association. Any Decision would be made by Board of Directors. This would be researched prior to action by the Board.

The IRS will also need to be notified for procedures on how to dissolve.

Insurance:

The Association shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of all its agents including, directors, consultants and employees against any liability asserted against or insured by the agent in such capacity arising out of the agent's status as such.

Indemnification.

To the fullest extent permitted by law, but limited to the Association's insurance coverage, the Association shall indemnify and hold harmless any and all past, present or future Directors and Officers, as identified and defined in these bylaws and, in its discretion and in accordance with law, may indemnify and hold harmless any agent, employee or consultant of this Association from all liabilities, expenses and counsel fees reasonably incurred in connection with all claims, demands, causes of action and other legal proceedings to which they

may be subjected by reason of any alleged or actual action or inaction in the performance of the duties of such Director, Officer, Consultants, Employee or Agent on behalf of the Association.

Tax Exempt Status

ACTEAZ is a 501 C6 under the IRS (Internal Revenue Code). ACTEAZ received a determination letter in November 1988. ACTEAZ is required to file the IRS 990 Form. Since this is a 501 C6 organization donations are not deductible.

This IRS Statement is included on Sponsorship Invoices and/ or thank you letters.

Chapter 3. Policies

The Policy section is a compilation of administrative decisions voted and agreed upon by the Association for Career and Technical Education of Arizona Board of Directors. This set of policies constitutes an operation framework from which procedures are utilized by the Executive Committee, Board of Directors and Association Consultants. These policies conform directly to the By-Laws of the Association, and they set all guidelines for achievement of the Association's Program of Work and Strategic Plan. The policies established by the Board of Directors, as listed in this Manual, are complete and binding until any modifications are made official by a vote of the Board.

AMENDED

JULY 2003

JANUARY 25, 2008

JULY 19, 2008

NOVEMBER 19, 2012 (AWARDS)

SEPTEMBER 16, 2017

OCTOBER 22, 2018

Program of Work

Each year the Association for Career and Technical Education of Arizona develops a Program of Work (Goals) which serves as an overall framework of purpose and direction. The Program of Work reflects the primary efforts of the Association, through a series of goal areas, which are broken down into objectives and activities as follows:

- Goal areas represent broad organizational themes and objectives within each goal indicate timely issues. While certain specific activities are listed, they merely provide direction and have no prescriptive intention.
- The Program of Work is a yardstick against which the Association's achievements can be measured on an annual basis. The Program of Work is written such that the goal areas / objectives / activities themselves, as well as the extent to which they have been achieved, can be assessed and restructured when necessary. The need is to keep the Program of

Work in line with the state and national issues, which career and technical education and its professional association face at the time.

- The Program of Work is a guide for all those involved in ACTEAZ. It sets collective direction and a course of action for people who are committed to improving and expanding quality career and technical education. The Program of Work ties individuals and institutions together into an association; it lays out a multifaceted mission to which we devote our energy.
- The President and Executive Committee will coordinate activities needed to develop the Program of Work to be submitted to the Board of Directors annually. The President will facilitate the annual review of the Program of Work at the spring Board of Directors meeting to determine progress of the program as well as continuity for the President-Elect to use as a foundation for the next fall planning retreat.

Other Committees

Both Standing, and Ad Hoc committees can contribute ideas and suggestions to the Association. These committees shall be:

- Appointed by the President and shall report to the President, or to the appropriate governing body of the Association, as the President directs.
- Formed and disbanded by a majority vote of the Executive Committee.

Exhibitors and Trade Show

The following pertains to IRS regulations:



Qualified convention and trade show activities conducted by organizations exempt under section 501(c)(5) or 501(c)(6) are not unrelated trade or business if:

- The activities are designed to attract persons to a show for the purpose of displaying or stimulating interest in and demand for the industry's products, or to educate persons engaged in the industry about new products or matters affecting the industry; and

- The event is sponsored by a section 501(c)(5) or 501(c)(6) organization that regularly conducts such shows as one of its substantial exempt purposes. If an activity is not unrelated or trade or business, it is also an exempt activity of the organization that conducts it.

Shows that are designed merely to bring buyers and sellers together, not in conjunction with an annual meeting or to stimulate demand for products of the industry as a whole, are not within this exception.

Terms of Officers

Board Terms

The Fiscal Year of ACTEAZ Officers shall coincide with that of the Association Career Technical Education—July 1 to June 30.

Board Expenses Paid

A President or President-Elect may have expenses paid for Board approved activities. The President would have their expenses paid first. A proviso, if President or President-Elect cannot attend events, appointed representatives may have expenses paid if deemed necessary by the Executive Committee.

If amounts exceed budget category, the President or Treasurer, will report to Board and alternatives proposed and discussed.

Compensation of Services

Board members cannot be compensated during their time on the board for any services.

Job Services

Job Services for the Executive Director, Assistant Director, Technology Consultant and other Consultants will be decided on each year based upon the Services needed by the Association.

Consultants

- The length of the contract for these positions shall be on a yearly basis as contracted services beginning September 1st of the current year and ending August 30 of the following year.
- If the position is one that is filled by a consultant or corporation than the script of services will be reviewed as to goals achieved. The Executive Committee will decide to rehire the consultants or corporation or end the contract when it expires.
- Termination of Contract Notification: Termination shall require a 30-day notice on the part of either party *or less if agreed upon or requested*.
- Contracted Service Fees: The fee for Consultants position shall be determined annually dependent upon background and experience. Contract amount will be negotiated on a yearly basis unless agreed upon by Executive Committee and consultants or corporation for a multiple year contract.
- The selection and retaining of the services of Consultants and Management Corporations shall be the responsibility of the Executive Committee according to guidelines to be developed by the Committee.
- The Association will reimburse the Corporation or consultant for reasonable travel or conference expenses incurred which are directly related to the performance of the Association Management duties or responsibilities for the Board of Directors.
- The contract fee for position will be invoiced monthly by the Consultant or Corporation to the Association Treasurer.
- The cumulative contract amounts will be included in the Annual Budget to be voted on by the Board of Directors.

Discussion with Consultant or Corporation for Renewal

- Review the Script of Services in Consultant or Corporation Contract that was agreed upon by ACTEAZ and Consultant or Management Corporation.
- Executive Committee decides to renew the contract or end the relationship when the contract expires.

ACTEAZ Employees

The Board of Directors is responsible for hiring all employees. All applicable taxes will be paid by the association. Human Resource procedures will be followed.

Employee travel will be paid when appropriate for association business.

Awards Program

Award Categories and Criteria: State and Regional

The recipients of the following Arizona Awards will be eligible to compete for **Regional and National Awards** in these categories:

- Career and Technical Teacher of the Year
- Outstanding Career and Technical Educator (Post-Secondary)
- Outstanding New Career and Technical Teacher
- Community Service Teacher of the Year
- Administrator of the Year
- Guidance and Counseling
- Lifetime Achievement Awards

The following awards are offered at the **State of Arizona Level**:

- CTE Administrative Assistant
- Outstanding CTE Program
- Bernard Stewart Distinguished Service
- Business Person of the Year
- ACTEAZ Affiliate of the Year
- Ray Polesky CTE Visible Difference
- ACTEAZ Executive Citation will be awarded by the Executive Committee
- Policy Maker of the Year to be awarded by Executive Committee/Board

The criteria for all the awards shall be reviewed by the Awards Committee and posted on the website and awards application site.

If there are no nominations for an award category, the Executive Committee may recommend a winner for that area rather than not honor someone appropriate for that category.

ACTEAZ Scholarships

Guidelines for Scholarships awarded

The ACTEAZ Scholarship applicant shall be a student who is enrolled in a recognized career and technical education program at the high school (from Funding Priority List) or post-secondary level (may include CTE teacher preparation program). A member of ACTEAZ must recommend the applicant. The award(s) will be payable to the educational institution identified by the recipient(s). The award amount can range from \$1,000.00 – \$2,500.00 based upon the available funds and the number of scholarships the committee agrees to award. ACTEAZ reserves the right not to award scholarships or to award scholarships in a lesser amount in any given year.

Recognition will be given at the ACTEAZ Awards Session during the Annual Career and Technical Education Conference.

Sponsorships

Sponsorship Guidelines

- Board of Directors will review sponsorship amount levels each year and the benefits for that sponsorship level.
- Sponsorships will be appropriate to our ACTEAZ Mission.
- ACTEAZ is a 501 C6 and therefore are not deductible as a charitable donation.
- Qualified Sponsor Payment is where the sponsor receives no substantial benefit other than the use or acknowledgment of the business name or logo in connection with the association activities. This is not subject to UBI.

- The IRS Statement states that we must include the following statement on the Sponsors Invoices.

“ACTEAZ is a 501 C6 and sponsorships will not be considered a charitable donation. Please talk to your tax accountant regarding if there is another accounting area in which to deduct this sponsorship.”

Advocacy

Non-Profit Board Responsibility for Advocacy

- Every Board Member has an essential role as an advocate of the association and its mission. ACTEAZ advocates for our Mission which is professional development for our members.
- ACTEAZ may not engage in a political campaign intervention including endorsing or opposing a candidate for public office.
- If ACTEAZ would invite a candidate to speak then all candidates seeking the same office must be invited. No political fund raising can occur. The association does not offer any support or opposition to any candidate.
- ACTEAZ can advocate for the general mission of the nonprofit which is Career Technical Education and related CTE areas.
- It is important to follow the law in these areas because of our non-profit status and violating the requirements.
- Non-Partisan Voter Education, Voter Registration and Get Out the Vote Drives can be hosted if done in a non-partisan way and endorses no one.
- It would be best to have the Secretary of State Office to do this activity at the appropriate event so that no question could be raised about our procedure on this or intent.

Correspondence

Correspondence sent out from ACTEAZ

- Correspondence of the Association of Career and Technical Education of Arizona shall occur on Official Letterhead. Official Letterhead may only be utilized by the members of the Executive Committee and consultants for the operation of the Association. Awards and Scholarship Letters also are mailed on official letterhead.
- Executive Board will use their ACTEAZ E-Mails for Association Business. If school emails are used, they are not confidential for association business.

Fiscal Guidelines

Fiscal Year

The Fiscal Year for the Association for Career and Technical Education is July 1 to June 30.

Recordkeeping

Information regarding the Association will be recorded in an electronic recordkeeping system and information will be reviewed by the Executive Committee and the Board of Directors.

Tax accountant also reviews the electronic books. Receipts and financial information will be stored for the time periods required by law.

Board Travel Reimbursement

- President or President-Elect, or other designees by the Executive Committee traveling on funds not used by the President or President-Elect, shall be reimbursed reasonable and necessary travel, meal and hotel expenses while attending meetings on behalf of ACTEAZ.
- The maximum meal allowance, including tips, will follow the Federal Per Diem and IRS guidelines for Meals and Incidental Expenses (M&IE Rate). If a meal is furnished while on ACTEAZ travel, Board members will not claim reimbursement for that meal.

- Travel days will be reimbursed at one-half the daily per diem rate.
- Travel reimbursement expense forms shall be submitted to the ACTEAZ Headquarters offices for processing no later than forty-five (45) days after travel. The forty-five (45) day period begins on the last day of travel.
- An original copy of the airline ticket, showing time of departure and return, will be required. Where expenses are shared, a copy will be accepted provided that the name and address of the other participant is listed.
- If automobile travel is used instead of air travel the total expense shall not exceed the coach airfare. The mileage reimbursement rate will automatically be adjusted to the standard IRS rate for mileage allowance. Travel to and from the airport and parking are allowable expenses.

Consultant travel reimbursement

- Consultant travel reimbursement for official Association business will follow the same guidelines as under board travel reimbursement.
- Consultants or corporations will pay all their federal and state taxes because of their status as a corporation or consultant. It is understood that there is no tax liability to the Association for consultants.

Governance

ACTEAZ Governance

- Non-Profit Board is governed by its Board of Directors.
- Board may delegate management to corporate officers, committees, *employees* or management companies, but the Board is ultimately responsible for all the activities and affairs of the corporation and for the exercise of the corporate powers.
- Each director has no inherent power other than to vote on matters before the board and to inspect corporate books, records, and documents.
- Some directors may hold officer positions that may have been delegated with individual authority.
- Directors owe fiduciary duties of care and loyalty to the corporation in providing financial and programmatic oversight to ensure compliance with laws.

- Conflict of Interest will be disclosed. After disclosure board can still vote for the arrangement if personally minimal and is advantageous to the association.
- Non-Profit Corporation has no owners and does not make distributions of its net income to any shareholders or members.

Yearly Filing Requirements and General Information

- ACTEAZ must file with the Arizona Corporation Commission each year to maintain our corporation status for our non-profit association. This is due in April.
- ACTEAZ has tax exempt status for federal income tax purposes but we are not eligible for charitable deductions. We are 501 C6 which is not eligible.
- ACTEAZ is considered a “Business League/Trade Association of person having a common business interest and not to engage in regular business of a kind ordinarily carried on for profit.

Clarification; If the question is asked.

ACTEAZ does not file with the Secretary of State by the end of September each year which is for 501 C3 (Charitable Organizations of the IRS Revenue Code). All 501 C3 Associations must register. We do not because we are a 501 C 6 and not eligible for charitable deductions.

Unrelated Business Income Defined

<http://www.irs.gov/Charities-&-Non-Profits/Unrelated-Business-Income-Defined>

For most organizations, an activity is an unrelated business (and subject to unrelated business income tax) if it meets three requirements:

- It is a trade or business,
- It is regularly carried on, and
- It is not substantially related to furthering the exempt purpose of the organization.

There are, however, a number of modifications, exclusions, and exceptions to the general definition of unrelated business income.

Additional Information:

Publication 598, Tax on Unrelated Business Income of Exempt Organizations

Membership Lists

- AZ Statute 10-11605 Limits on use of Membership Lists
- ACTEAZ does not share its membership list.

ACTEAZ Records Retention Policy

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

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

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

Institutional and Legal Records	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

Employee Payroll Files	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Forms	7 years
W-4 Forms	7 years
Garnishments	Termination plus 1 year

Employee Personnel Files	
Employment Application or Resume	Termination plus 1 year
Employment History	Termination plus 1 year
Beneficiary Designation	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings and Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination
Employee Injury/Accident Reports	7 years
Disability Records	Life of the employee

General Files	
Pension/Retirement Plans	7 years after termination of individual plan

Federal Tax Records	
Form 990 and 990-T with support	Permanent

Financial Records	
Account Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent
Consultant Contracts	7 years
W-9 Form	

Capital Property Records	
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years

Insurance Records	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years

Litigation Records	
Claims/Court Documents	Current

Updated September 8, 2018 to add the Employee Retention Components since we added an Employee during 2018.

Conflict of Interest Policy

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

- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
 - A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

- A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.
- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- The remaining board or committee members shall decide if a conflict of interest exists.
- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

(Policy Format and Content from ACTE National with permission to be revised for affiliated state associations.)

Whistleblower Policy

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

Reporting Responsibility

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

No Retaliation

No director, officer, or consultant who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse consequences. A board member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination on the

board of directors or serve in the capacity as a consultant. This Whistleblower Policy is intended to encourage and enable representatives and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the Organization's open-door policy and suggests that representatives share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the ACTEAZ President is in the best position to address an area of concern. However, if you are not comfortable speaking with the President or you are not satisfied with the President's response, you are encouraged to speak with the Past President or anyone on the Executive Committee whom you are comfortable in approaching. The President is required to report suspected violations of the Code of Conduct to the Organization's Executive Committee, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open-door policy, individuals should contact the President directly.

Compliance Officer

The President is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/the Executive Committee. The President has direct access to the Treasurer and Finance Procedures of the Board of Directors and is required to report to the Executive Committee at least annually on compliance activity. The Treasurer is the chair of the Finance Procedures.

Accounting and Auditing Matters

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The President shall immediately notify the Treasurer of any such complaint and work with the Treasurer until the matter is resolved.

Acting in Good Faith

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

Confidentiality

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

Handling of Reported Violations

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

ACTEAZ Website

The official Website Address for the Association of Career Technical Education of Arizona is www.acteaz.org.

The website and social media is maintained by the Technology Consultant.

Affiliate Membership on our ACTEAZ Board of Directors

By-Laws state that Affiliates that have a voting position on the ACTEAZ Board of Directors and eligible for representation must have the following:

- Each Affiliate must have no less than ten (10) active affiliate members.
- There will one vote per each representative/affiliate body.
- Representatives should be active members of the ACTEAZ Association.
 - As a separate legal entity, each Affiliate must have its own tax status.
 - Affiliates are responsible for the filing of reports with governmental authorities, including fees or taxes associated with the reports.

- As the state ACTE association, we do not include on the annual information report filed with the IRS the income and expenses of its chapters because we are sole and separate entities.

Please sign below that you as the Affiliate Representative have received this information from ACTEAZ (Association for Career Technical Education of Arizona).

Name Printed:

Title or Officer Position:

Signature:

Date:

Received by ACTEAZ:

Name Printed:

Title or Officer Position:

Signature:

Date:

Amendments

Proposed amendments to the Policies may be submitted in writing by authorized representatives of affiliates to the Executive Committee at least (30) thirty days prior to any regularly scheduled Board of Directors meeting. The proposed changes must be submitted to all members of the Board of Directors at least (15) fifteen days prior to the meeting for consideration. The Executive Committee will provide a recommendation regarding all policy changes.

Under no circumstances may a policy be in conflict, with the Constitution and By-laws of the Association for Career and Technical Education of Arizona.

Board Certificates

Certificates issued to board of directors after serving on the ACTEAZ Board.

Department of Education Resource

<https://cms.azed.gov/home/GetDocumentFile?id=57a4d6dcaadebe130c51856d>

ACTEAZ Board Members and Fellows serving in a leadership role of a professional organization related to the profession of teaching or the field of public education and who receives written verification by the governing body of the professional organization with the dates of service and clock hours earned may apply to certification renewal. Limited to 30 clock hours per year.

Code of Conduct for Board Members

Code of Conduct

WHEREAS, the Board of Directors of the Association for Career and Technical Education

(ACTE) wishes to ensure that it and its individual members maintain a high standard of ethical and professional conduct in the performance of their responsibilities as Directors,

NOW, THEREFORE, BE IT RESOLVED THAT the Board hereby adopts the following Code of Conduct:

- Board Members shall act in the best interests of ACTEAZ, as a whole. Board Members serve for the benefit of the entire membership rather than any particular constituency, and shall, at all times, strive to do what is best for ACTEAZ as a whole and to promote and enhance the reputation and standing of ACTEAZ.

- Board Members shall carry out their responsibilities in good faith with reasonable care, honesty and due diligence. Board Members shall be informed, actively participate in Board discussions, regularly attend Board meetings and be responsible for setting ACTE's strategic direction.
- Board Members shall comply with governing documents and relevant law. Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Articles of Incorporation, Bylaws, and other governing documents of ACTEAZ, and to be familiar with all such documents. Board Members shall comply with all applicable laws, rules and regulations.
- Board Members shall refrain from using their position on the Board for their personal advantage.
- Board Members shall maintain confidentiality. Board Members shall at all times maintain the confidentiality of all legal, contractual, personnel, and similar confidential and non-public information entrusted to them or acquired during their service on the Board.
- Board Members shall disclose conflicts of interest. Board Members shall disclose any perceived or potential conflict of interest in accordance with ACTEAZ's Conflict of Interest Policy.
- Board Members shall behave professionally at meetings. Board Members shall conduct themselves at all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional, courteous, respectful and businesslike manner.
- Board Members shall refrain from harassment. Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, member, or management staff.
- Board Members shall refrain from making public statements on behalf of ACTEAZ unless authorized to do so.
- Board members shall comply with all Association policies addressing their conduct. Such policies include the Conflict of Interest Policy, the Whistleblower Policy, and the Retention Policy.

Violation of the Code of Conduct.

Board Members should report violations of the Code to the President and Executive Director of ACTEZ.

ACTEAZ Fellows Program

ACTEAZ is committed to support our members and CTE in all their goals for success. At the same time, we recognize the essential role members, committees, volunteers and the Board of Directors play in the success of our association. Their efforts, expertise and leadership provide a strong foundation that leads to our continued growth and development.

With this in mind, ACTEAZ developed the nationally acclaimed Fellowship Program. Each year ACTEAZ is pleased to offer the opportunity for you to become more involved in your professional association. The Fellowship Program provides members a unique insight into the workings of ACTE, ACTEAZ, and all our affiliate organizations. Those selected to become a Fellow will attend a variety of conferences and professional development events designed to increase their understanding of the policymaking processes associated with career and technical education at the local, state, and national levels. Through this specialized training program, candidates develop the leadership skills to become effective members and advocates of Career and Technical Education. Our hope is that with this training, Fellows will advance into positions of leadership within the affiliates, ACTEAZ and ACTE.

The Fellowship Program selection process takes place in spring and consists of a selection committee composed of current ACTEAZ Officers and Fellows, which will identify the new Fellows. The most important criteria will be the candidate's Letter of Application, their Current Issues Statement and their ability to provide the documentation of support from their local administration. Once the selection process is complete, new members will begin their training with an in-service session for the purpose of preparing them for the activities they will participate in as Fellows. This initial in-service will be offered at the ACTE Summer Conference in Tucson.

ACTEAZ Circle of Distinction

The *Presidents' Circle of Distinction* is designed to recognize and honor a small elite group of influential Community Leaders who believe in the value and importance of Career and Technical Education. Our vision for this level of distinction is to annually bring this group together to honor new inductees and to

address a narrow range of issues affecting CTE and ask for your assistance in supporting these issues.

We will invite the Circle of Distinction to join us for an in-depth discussion about Career Technical Education with Fellow Inductees. The Officers that will attend the Circle Discussion Meeting would be the Presidents.

Afterwards ACTEAZ will host the Induction for new Circle of Distinction inductees in a formal reception at the ACTEAZ Summer Conference or another event as scheduled. All Officers are invited to the induction.

Thousands of valuable and dedicated *Captains of Industry* and *Community Leaders* exist within the State of Arizona. We are extremely pleased to select recipients each year to be inducted into the ACTEAZ Presidents' Circle of Distinction.

Premier Series

The Premier Program Series is a professional □development series developed in partnership with the AZ CTE Programs of Study in order to make Standard Certification attainable through convenient, relevant, and affordable classes in the pedagogy of teaching.

The Premier Program Series offers courses to CTE teachers who want to improve their teaching as well as to industry professionals who want to become not only experts in their field, but also expert teachers in their field. There are over fifteen courses in the ACTEAZ Premier Program Series. Each course offers ADE credit and can be used for moving from □Provisional Certification to Standard Certification. This certificate will be accepted by the certification office in lieu of Transcribed college credit. It counts toward the "Professional Knowledge" coursework required to transform a "Provisional CTE Certificate" into a "Standard CTE Certificate". There is no cost for the certificate. There is also an option for transcribed credit through a state university at the regular college tuition cost.

The Courses in the Premier Program Series are all taught by highly engaging instructors who model best practices in the classroom. You will leave each course with strategies to carry you through your teaching career. You will also leave each course with activities you can use in your classroom the next day. All of the materials are available electronically for your use.