



# 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.

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### 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.

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### 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.

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### 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 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 may be used as follows:

- Committees can contribute ideas and suggestions to the Association.
- Standing 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.
- Committee for Financial Review
- ACTEAZ Lobbyist

## Article IX - Amendments

To amend this Constitution, it will 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 2001

## 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.

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

A copy of the proposed amendment revisions is in the possession of the President of the Board 30 days prior to the meeting at which action is to be taken on the proposed amendment. Proposed by-Law changes sent to the board of Directors 15 days prior to board meeting. Amendments to these By-Laws become effective immediately, if voted as passed and prior conditions for changing the By-Laws are met.

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
- September 12, 2020
- April 21, 2025

## Mission and Purpose Statements

### MISSION

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

### PURPOSE

To **CONNECT** all CTE professionals with the network, resources, and abilities they need to make a meaningful difference

### WHY

ACTEAZ believes that all CTE professionals are driven by a shared commitment to make a meaningful difference in the lives of students and the broader community. At the heart of everything we do is the belief that CTE changes lives, equips students for success, and strengthens Arizona's economy by fostering career-ready individuals.

### HOW

To ensure that CTE professionals truly make a difference, ACTEAZ authors an annual Program of Work with purposeful strategies:

- Engaging and Connecting CTE Professionals
- Driving Relevant Professional and Leadership Development
- Serving as a Unifying Voice for CTE
- Equipping Affiliates with Quality Support
- Providing Resources for Building Strategic Partnerships
- Empowering Local Advocacy

### WHAT

At its core, ACTEAZ is dedicated to supporting active membership of ALL CTE professionals. We ensure that members are connected by a common purpose and equipped with the instructional, leadership, and advocacy skills necessary to make a meaningful difference in the lives of students and Arizona's workforce.

## 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 or attend an event at least once over a three-year period to become a member and maintain active 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.
- Associate Membership - industry or organizational partners who may not qualify under current classifications but want to support CTE.
- 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 attend and submit a form that 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)

\* At least one elected Member-at-Large shall reside outside of Maricopa County and serve as a representative of rural Career and Technical Education (CTE) professionals on the Board of Directors.

### **The appointed members of the Board of Directors may be representatives of:**

- The Arizona Department of Education State Director for Career and Technical Education.

- Arizona Community College Career and Technical Education. (AOAC)
- Organizations Related to Career Technical Education Mission.
- Presiding as an officer from each affiliate organization that meets the affiliate membership requirements for their organizations. (Arizona Agriculture Teacher Association (AATA), Arizona Business Education Association (ABEA), ACOVA, Arizona Marketing Educators (AME), Arizona Technology Industry Education Association (ATIEA), Family and Consumer Sciences (FACS Ed), Arizona Health Careers Education Association (AZHCEA).
- School Guidance Counselor.
- Career Technical Education District/CTED).
- Workforce Development.
- Post-Secondary Career Technical Education Representatives.
- Junior High Representative optional.
- ACTEAZ Executive Director (ex-officio) and Associate 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 recommendations of the Board 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 position opens before time of assuming presidency on July 1<sup>st</sup> a new election must take place to fill that position. If the President position opens after July 1, the President-Elect assumes the role of President for the President's term, as well as the term they were elected.
- Board of Directors can remove a board member for cause with ¾ of the vote.

The Executive Committee shall:

The Executive Committee shall serve as the leadership body for the organization, ensuring alignment with its mission and effective governance. Its responsibilities include:

- **Meeting Preparation and Oversight**
  - Develop and contribute to the agenda for Board of Directors meetings.
  - Approve and finalize the agenda for the Association's General Membership meeting, including the Annual Meeting.
- **Strategic and Fiscal Planning**
  - Prepare an annual budget for approval by the Board of Directors, ensuring alignment with the Association's goals.
  - Develop an annual Program of Work in collaboration with relevant committees and the Board, outlining key initiatives and priorities.
  - Recommend event sponsors and exhibitors.
- **Conference and Event Leadership**
  - Represent the Association on the planning committee for conferences.
  - Oversee fiscal decisions related to the conferences to ensure financial health and operational success.
  - Collaborate with the Executive Director and Associate Executive Director to finalize contracts for conferences and events.
- **Organizational Leadership and Governance**

- Provide leadership to achieve the Association's mission, fostering an efficient and impactful Board of Directors.
- Define the scope of duties and projects for the Executive Director, ensuring alignment with organizational needs.
- Review and recommend compensation for staff, consultants or management firms, subject to Board approval during the budget adoption process.
- **Operational Oversight**
  - Approve and guide the annual program of work to ensure consistency with the brand and mission.
  - Budget for and maintain a worksite addressing infrastructure and administrative needs as part of the annual budget adoption.
- **Evaluation and Accountability**
  - Conduct an annual evaluation of the Executive Director's performance, providing constructive feedback and identifying growth opportunities in alignment with organizational goals.
- **Authority and Accountability**
  - Act on behalf of the Board of Directors between meetings, ensuring actions are reported and ratified at the next Board meeting.

## 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 the 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 Program of Work Committee with the Executive Committee.
- Prepare or review final agendas for meetings.
- Co-Chair Advocacy & Outreach Committee
- Serve as Chair of the Summer Conference with the Executive Directors.
- Perform the duties usually associated with the office of the President.
- Work with the Executive Director, Associate Executive Director, or Designee and Treasurer on state and federal reports required.
- Designate which elected officers shall chair which committees based on the committees established for the year and the Program of Work.
- Advise on policy for ACTEAZ employee Human Resource Manual.
- Perform annual review of the Executive Director.
- Sign tax return for fiscal year. Collaborate with ACTEAZ staff to recruit and secure sponsors and exhibitors.

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 June 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 June 1, there must be an election to serve the term with a vote by the members.
- Chair Nominating Committee and others as designated by the President.
- Perform duties assigned by the President or the Executive Committee.
- Collaborate with ACTEAZ staff to recruit and secure sponsors and exhibitors.

The Past - President shall:

- Act as Parliamentarian.
- Co-Chair Advocacy & Outreach Committee
- Oversee Committees as assigned by the President.
- Perform other duties assigned by the President or the Executive Board.

The Vice President shall:

- Chair task force with Executive Director and/or Associate Executive Director for By-Laws, Resolutions, Policies, and Procedures, as needed.
- Chair Awards Committee.
- Promote the awards program statewide to recruit and secure award nominations.
- 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 the quorum at each Board of Directors Meeting.
- 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 team conference programs, published programs, brochures, and pamphlets.
- Perform duties assigned by the President or the Executive Committee.
- After minutes are approved at the Board Meeting, print copy and sign and give it to the Executive Directors.

The Treasurer shall:

- Maintain an accurate financial record of the Association with the Associate Executive Director.
- Be responsible for the preparation of an annual budget with President.
- Be responsible for becoming a signature on bank accounts and available to sign Association Checks.
- Work with the Associate Executive Director to 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.
- Works with President, Executive Director, and Associate Executive Director on financial records and submit them for the annual financial review committee and tax accountant.
- Works with the Financial Review Committee for the reports they need.
- Works with President, Executive Director, and Associate Executive Director on state and federal reports required.
- 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. Candidates win by the majority of the vote. (Person with most votes).
- 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 only serve two consecutive terms for the same office.
- Should the office of President-Elect become vacant for any reason prior to June 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 June 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.
- 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.

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## By-Law VIII - Meetings

The following pertains to meetings:

- No official business may be conducted by the governing body of the Association unless a quorum is present.
- Board meetings can be held virtually or in-person or in combination of both per ARS10-708.
- The Board of Directors shall meet at least five (5) 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 each regular meeting for the Board of Directors shall be e-mailed to the members at least 48 hours prior to the meeting. Agendas will also be posted to the 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.

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## 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 the 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.

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## 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 annual Program of Work 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 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, Post-Secondary and Affiliates.
- Business Partnership or Sponsorships as chaired by the Executive Team Designee and Board Representative.
- Membership / Membership Services Committee as co-chaired by 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 members of ACTE Region V.

### **Notices:**

When under the 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 remaining funds 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 (physical, accidental, cyber, etc.) 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 501 C6 organization donations are not deductible.

This IRS Statement is included in 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

SEPTEMBER 12, 2020

## 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 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 of 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 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 the 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**

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

- The activities are designed to attract people 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.

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## 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 are not eligible for compensation for any ACTEAZ services during their term, unless such compensation is disclosed at the beginning of their officer term on the annual Conflict of Interest form and receives prior approval from the board.

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## Job Services

Job Services for Consultants will be decided on each year based on the services needed by the Association. The services and contract amounts will be approved with the annual budget adoption.

## ACTEAZ Employees

The Executive Committee will be responsible for hiring all employees and submitting actions to the Board. 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.

## Consultants

Additional professional services, such as legal, IT, human resources, and financial consulting, may be engaged as needed. These services will be negotiated by the Executive Director or Associate Executive Director, aligned with the approved budget parameters, and subject to final approval by the Board of Directors.

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## 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**:

- Outstanding CTE Junior High Teacher of the Year
- CTE Administrative Assistant
- Outstanding CTE Program
- ACTEAZ Distinguished Service (Formerly Bernard Stewart)

- Outstanding Business Professional of the Year
- ACTEAZ Affiliate of the Year
- CTE Non-Traditional and Gender Equity Program Award (Formerly 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 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 posted on the ACTEAZ website.

## 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 is 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 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 , Executive Director, and Associate Executive Director 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 accountants also review 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 rates for Meals and Incidental Expenses. If a meal is furnished while on ACTEAZ travel, Board members will not claim reimbursement for that meal.

- Travel reimbursement expense forms shall be submitted to the ACTEAZ 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 Fiscal Guidelines

- 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. Information will be included in the Board minutes and voted on Board as appropriate.
- 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 February. Paperwork should be done seven weeks prior to deadline.
- 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. For more information refer to ARS10-1501 (Authority to Transact)*

## 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

<b>Institutional and Legal Records</b>	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

<b>Employee Payroll Files</b>	
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

<b>Employee Personnel Files</b>	
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

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

<b>Federal Tax Records</b>	
Form 990 and 990-T with support	Permanent

<b>Financial Records</b>	
Account Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
Check Registers (Electronic)	7 years
Bank Statements (Electronic)	7 years
Deposit Records (Electronic)	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	

<b>Capital Property Records</b>	
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years

<b>Insurance Records</b>	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years

<b>Litigation Records</b>	
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 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.
- Mandatory annual disclosure process for all board members and consultants to update and verify their conflict of interest status.

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

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## 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.

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## Diversity Statement

ACTEAZ is dedicated to fostering a diverse, inclusive, and welcoming community where all Career and Technical Education (CTE) professionals and stakeholders feel valued, supported, and empowered to make a difference. We strive to create an environment that celebrates differences, promotes equity, and inspires every individual to contribute meaningfully to Arizona's workforce and communities. Together, we are building a stronger, more inclusive future through the power of CTE.

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## ACTEAZ Website

The official Website Address for the Association of Career Technical Education of Arizona is [www.acteaz.org](http://www.acteaz.org).

The website and social media is maintained by the Branding and Technology position.

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## 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 government authorities, including fees or taxes associated with the reports.
  - As the state ACTE association, we do not include in 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:**

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**Title or Officer Position:**

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**Signature:**

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**Date:**

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**Received by ACTEAZ:**

**Name Printed:**

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**Title or Officer Position:**

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**Signature:**

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**Date:**

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## 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 ACTEAZ.