



**WYOMING ASSOCIATION FOR CAREER AND
TECHNICAL EDUCATION**

OFFICER HANDBOOK

Contents include:

POLICIES AND PROCEDURES

WYOMING ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

MISSION STATEMENT

The mission of the Wyoming Association for Career and Technical Education is to provide educational leadership in developing a competitive workforce.

The purpose of the Wyoming Association for Career and Technical Education shall be:

To support teachers and students

Fostering excellence in career and technical education;

Advocating public policy to benefit career and technical education;

Providing access to professional development;

Creating public awareness of career and technical education.

Association Acronyms

WACTE	Wyoming Association for Career and Technical Education
ACTE	Association for Career and Technical Education
WVATA	Wyoming Vocational Agriculture Teachers Association
NAAE	National Association of Agriculture Education
WBEA	Wyoming Business Education Association
NBEA	National Business Education Association
WATFACS	Wyoming Association Teachers of Family and Consumer Sciences
NATFACS	National Association Teachers of Family and Consumer Sciences
WHSE	Wyoming Health Science Education
HSE	Health Science Education
WMEA	Wyoming Marketing Education Association
NMEA	National Marketing Education Association
WTEA	Wyoming Technical Education Association
ITEEA	International Technology Engineering Educators Association
NRS	New and Related Services
WNRS	Wyoming New and Related Services (This is a new combined association for the former WACA/WAVESNP)

POLICIES AND PROCEDURES

OFFICERS

The officers, as identified in the bylaws, are: Executive Director, President, President Elect, and Past President.

Eligibility of Officer Candidates:

1. In order to be eligible for a WACTE Executive officer position, each candidate must:
 - a. Have been a member of the WACTE Executive Board,
 - b. Have been a regular member of WACTE for a minimum of three (3) years.
 - c. The President Elect shall be employed in the field of Career and Technical Education in the state of Wyoming.
 - d. The Executive Director shall be involved in the field of Career and Technical Education and reside in the State of Wyoming.
2. In the event that no one applies for a position that is open, the WACTE Executive Board may nominate up to two candidates that meet the above criteria by May 31.
3. In the event that there are more than two qualified candidates, all eligible may campaign for the open office. The person receiving the greatest number of votes will be elected to that position.
4. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

EXECUTIVE COMMITTEE

The President, President Elect, Past President and Executive Director shall comprise the Executive Committee.

Duties and Functions of the Executive Committee:

1. Meet prior to each Executive Board meeting and review agenda for the Board meeting, review financial statements, review correspondence and committee reports, review reports of the President and Exec Director, and develop motions dealing with specific actions for presentation to the Executive Board.
2. Recommend appropriate changes in Board policies, procedures, or Association activities to the Exec. Board.
3. Review and provide input for proposed Strategic Plan and annual Budget.
4. Serve as a screening committee for prospective permanent contracted WACTE personnel
5. Evaluate the Exec. Director with input from the WACTE Board
Reviews staff evaluations and make recommendations to the Executive Director.

PRESIDENT'S DUTIES

1. Act as the voice of the association at the local, state, regional and national levels
2. Call and preside over all meetings of the association
3. Appoint committee chairpersons and act as ex-officio member
4. Instruct committee members about their assignments, assist them in carrying out their tasks, and check committees during the year to make certain progress is being made.
5. Take the leadership in encouraging personnel of all related areas to join the association.
6. Take the leadership in planning and carrying out the year's strategic focus points.
7. Transfer files to new president within two weeks after the term is over.
8. Represent the association at as many meetings as possible. If unable to attend, a representative should be appointed. (This includes ACTE House of Delegates and regional meetings.)
9. Be alert to local, state, and national issues affecting the association and take appropriate action.
10. Organize the Summer Leadership Conference.
11. Keep the lines of communication open between the association and its members
12. Write articles for the Newsletter for each edition.
13. Send a copy of important correspondence to necessary individuals and to ACTE headquarters
14. Chair the Budget Committee and present the budget to the executive board at Summer Leadership Conference.
15. Monitor financial transactions of the association.
16. Assist the Conference Coordinator in planning all Conferences
17. Sign all membership cards
18. Mail agenda to Executive Director prior to Board meetings
19. To be aware and informed about legislation at state and national levels.
20. Appoint a parliamentarian.
21. Present candidates for President Elect at the first general session of Summer Conference.

PRESIDENT ELECT'S DUTIES

1. Assume the duties of the President in case of absence or disability of the President.
2. Assume the office of President in case of vacancy in that office
3. Attend all WACTE meetings.
4. Represent the Association at meetings and in committees as requested by the President and/or the Executive Board.
5. Keep informed about all activities and committees.
6. Accept presidency during final business session of the year and conduct the final portion of business meeting.
7. Assist with formulating and implementing the strategic focus points for the following year, with the advice of the past president and Strategic Focus Points Committee.
8. Serve as WACTE Representative and serve as the second voting delegate at the ACTE Delegate Assembly.
9. Attend Region V ACTE meetings.
10. Participate in annual WACTE Leadership Conference.
11. Serve as a member of the Budget Committee
12. Provide articles for the newsletter
13. Provide information to the incoming President Elect regarding duties, responsibilities and procedures for the office
14. Perform any other duties assigned to the office by the President or the Executive Board.

PAST PRESIDENT'S DUTIES

1. Assist and guide the President in carrying out his/her duties.
2. Serve on the Budget Committee
3. Attend all WACTE meetings and Board meetings.
4. Advise president elect in formulating strategic focus points.
5. Serve as the liaison to the Legislative Committee.
6. Serve as the chairperson of the Awards Committee.
7. Serve as an alternative representative to the ACTE House of Delegates
8. Assume other responsibilities as delegated by the president or Exec board

Executive Director

1. The Executive Director shall be employed on a contractual basis by the Executive Board. Duties of the office shall begin on July 1 or whatever date shall be set up by the Executive Board. The Executive Director shall be evaluated annually in Executive Session on or before the last Executive Board meeting before June 30.

2. The Executive Director shall:

- a. Have general administrative charge, under the direction of the Executive Board, of all the Wyoming Association for Career and Technical Education activities.
- b. Be responsible for the maintenance of regular books of account and submit them, together with all other records and supporting documents, to the Executive Board at any meeting as requested or required.
- c. Submit to the Executive Board annual financial statements and audit review.
- d. Give full report of activities during the year to the Delegate Assembly at the annual Wyoming Association for Career and Technical Education Summer Conference.
- e. Assist in the preparation of the annual budget and Strategic Plan in conjunction with the Executive committee for approval by the Executive Board and presentation at the annual Delegate Assembly

EXECUTIVE DIRECTOR'S DUTIES

1. Keep minutes of all meetings of the Association, the executive Board and the Executive Committee and provide a copy of the minutes of the Executive Committee and Executive Board meetings to each WACTE Executive Board member and a copy of treasurer's report at each Executive Board meeting.
2. Send out notices of Executive Board meeting and agenda to each Executive Board member.
3. Keep a systematic file of all correspondence, records, list of committees, reports, etc.
4. Handle correspondence of the Association.
5. Serve as an alternate Representative to ACTE Delegate Assembly and other meetings at ACTE Convention.
6. Participate in annual WACTE Leadership Conference.
7. Keep financial records of the Association in the permanent record form.
8. Receive all income.
9. Deposit receipts in the name of the Association.
10. Prepare an annual financial report for the Association, subject to audit by the proper personnel, and financial reports to be presented to each WACTE Executive Board meeting.
11. Provide accurate lists of names of all members of the Association at each WACTE Executive Board meeting.
12. Submit records to the Audit Committee appointed by the WACTE President at the annual Summer Conference.
13. Pay bills owed by the Association.
14. Send corporation papers to Secretary of State before July 1st.
15. Serve as a member of the Budget Committee
16. Assist with preliminary planning of the Conferences.

17. Represent WACTE at appropriate meetings when requested.
18. Submit news and other appropriate correspondence to ACTE.
19. Send ACTE dues, forms, and transmittal forms to ACTE as they are received.
20. Provide travel reimbursement to designated attendees at Executive Board meetings as authorized by WACTE Executive Board.
21. Records will be kept for a period of seven years or indefinitely
22. Checking accounts will use duplicate checks
23. A Copy of any grant written for the organization will be given to board members
24. During Delegate Assembly, conduct roll call and certify delegates and alternates for seating.
25. Tabulate all votes taken at Delegate assembly.

Retention Policy

WACTE 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
Medical Records	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings or Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination
Employee Injury/Accident Reports	7 years
Retirement Benefits	Life of the employee
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	
Accounts 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 Reports	Permanent
Capital Property Records	
Property Records	Current plus 7
Inventory	Current plus 7
Depreciation Schedules	Current plus 7
Long-Term Debt Records	Current plus 7
Property Improvement Records	Current plus 7

Facilities Records	
Building Permits	Current plus 7
Building Plans and Specifications	Permanent
Office Layouts	Current
Zoning and Operating Permits	Current
Maintenance Records	Current

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

Litigation Records	
Claims/Court Documents	Current

EXECUTIVE BOARD

The purpose of the board is to determine and administer policies; develop, coordinate, and promote the year's work; and evaluate accomplishments. The board members set the tone for the entire association. Members should not accept this responsibility lightly but should endeavor to fulfill this obligation to the teaching profession in a capable, devoted manner.

Executive Board Membership:

- a. The State President, President Elect, Past President, Executive Director, and the Division Presidents and Division President Elects or their designated representative. A representative from the State Department of Education and a representative from the University of Wyoming shall also serve on the Executive Board.

Requirement of Board members:

Members must maintain membership in the WACTE, ACTE and their respective affiliated sections. The term of board members is determined through their divisions.

Requirements of Divisions

1. Representatives to the Executive Board are determined according to policies within the Constitutional and Bylaws.
2. Presidents of the divisions shall ensure that they or their WACTE Board Representative represents their division at all Executive Board meetings.
3. Presidents of the divisions are responsible to notify the President and the Executive Director upon any change in Executive Board representation.
4. Divisions will notify the WACTE office of dues changes no later than the Winter Board meeting.

New WACTE Division

A division shall be composed of members in a specific career and technical education area. A division may affiliate, subject to Executive Board action, by submission of a proposal for organization, a constitution and bylaws, a slate of officers, a list of potential members, for the membership year; and upon recommendation. Approval will be made by of the Executive Board and vote of the Delegate Assembly.

Executive Board duties:

1. Speak for the Association reflecting position statements as adopted by the Delegate Assembly and the Executive Board.
2. In conjunction with the President Elect, prepare the Strategic Plan for WACTE.
3. Supervise the implementation and accomplishment of the yearly Strategic Plan.
4. Determine the policies of the Association.
5. Provide suggestions to the President of agenda items for the Executive Board meetings.
6. Assist officers in meeting their responsibilities and carrying out their duties.
7. The Executive Board maintains primary responsibilities for all employment issues.

8. Approve the WACTE annual budget. Proposed budget will be presented at the Board meeting for approval.
9. Submit section annual Strategic Plan with an evaluation of progress, activities, and forthcoming officers to the Executive Board at the winter board meeting
10. Submit articles for WACTE newsletter.

Executive Board Procedures:

1. All officers and division representatives shall attend every meeting of the Executive Board as called by the president. If a position is vacant for two consecutive meetings, that officer or representative shall be subject to removal from the Board.

Those expected to be present at all board meetings are:

- President
 - President-elect
 - Past President
 - Executive Director
 - President of Each Division
 - Agriculture, WVATA
 - Business Education, WBEA
 - Family and Consumer Sciences, WATFACS
 - Health Science Education, WHSE
 - Marketing Education, WMEA
 - Technology Education, WTEA
 - New and Related Services, WNRS
 - Department of Education Representative
 - Representative from the University of Wyoming
2. There shall be a least four meetings of the Executive Board each fiscal year.
 3. Executive Board meetings are to be conducted according to Robert's Rules of Order, Newly Revised.
 4. A board quorum shall consist of a simple majority of the voting membership of the Executive Board.
 5. The functions and duties of Board members shall be presented at the Summer Leadership meeting by the President and Executive Director.

Employed Personnel

Executive Director:

The Executive Director is employed by WACTE on contract to conduct business of the Association as set forth by WACTE Executive Committee and Board. The Executive Director reports directly to the Executive Committee for direction and evaluation with input from the Executive Board.

Publications Editor: The Publications Editor is employed by WACTE on a yearly contract to report the business and activities of the Association as set forth by WACTE Executive

Committee and Board. The Publications Editor reports directly to the Executive Committee for direction and evaluation with input from the Executive Board.

Webmaster: The Webmaster is employed by WACTE on a yearly contract to maintain and manage the business and activities of the Association as set forth by WACTE Executive Committee and Board. The Webmaster reports directly to the Executive Committee for direction and evaluation with input from the Executive Board.

Delegate Assembly

In order to qualify as a delegate to the WACTE Delegate assembly, the Delegate must be:

1. A WACTE member in good standing
2. Selected by and be a dues-paying member of the section which member is seeking to represent.
3. Registered for the WACTE Summer Conference.

A. Delegate Assembly

1. Delegate Assembly shall be held during the annual Conference to receive reports, amend the Constitution and/or Bylaws, and other business as may properly come before this assembly
2. Determination of the policies and program of WACTE shall be vested in a representative Delegate Assembly.
3. The official call to the Delegate Assembly giving the time and place of the meeting shall be published by the Executive Director.
4. The voting members of the Delegate Assembly shall be:
 - a. Elected officers of the WACTE
 - b. The Executive Board
 - c. Representatives as selected from each division. Each division will be allowed one representative plus another representative for each five members, based on paid membership as of June 1st of the current year.
5. No member may be elected as a delegate from more than one division and no members shall vote in more than one capacity.
6. A quorum for the Delegate Assembly shall be a majority of the voting members.
7. Delegate Assembly Order of Business:
 - Call to order
 - Pledge of Allegiance
 - Appointment of Parliamentarian
 - Standing Rules
 - Roll Call of Delegates

Treasurer's Report
President's Report
Committee Reports

New Business

- a. Constitution Change
- b. Bylaws Change
- c. Election of President Elect
 - a. Announcement of New Officer
 - i. Passing of the Gavel
 - ii. Other business

Adjournment

8. The order of business as listed under Section 4 may be changed by two-thirds (2/3) vote of the Delegate Assembly.
9. Resolutions
 - a. Proposed resolutions shall be submitted in writing to the Executive Director
 - b. The Executive Director shall distribute copies of all resolutions to be presented to the Delegate Assembly.
 - c. The sponsor of any resolution submitted to the Delegate Assembly shall be at the meeting to answer questions and otherwise justify their resolution.

DIVISION PRESIDENT'S DUTIES

1. Carry out the same duties and responsibilities listed for the President and the state association as it pertains to the division.
2. Represent the interest of the division in meeting of the Executive Board and keep the Division members fully informed as to activities of the Association.
3. Attend all meetings of the Association.
4. Promote the advancement of the Division.
5. Appoint committee members and see to their attendance.
6. Provide list of committee assignments to the division members.
7. Provide training for Division officers.
8. Work with the State Department of Education and the University of Wyoming in planning and preparation for the State WACTE Conference.
9. Keep complete file and up-to-date handbook of all activities and turnover to the incoming President of the Division.
10. Write articles for the WACTE Newsletter.
11. Accept responsibility for the Division at the Summer Conference.
12. Oversee the transactions between the Executive Director and the Division Treasurer.
13. Provide a copy of the conference program to the Executive Director by the deadline.
14. Appoint Delegates for representation at the Delegate Assembly.
15. Submit names for candidates for WACTE President Elect to the Nominations Chair.
16. Submit names for awards to the Awards Committee.

DIVISION PRESIDENT ELECT'S DUTIES

1. Assist the Division President.
2. Turn over handbook to new president elect at Summer Conference.
3. Prepare Division strategic plan (conference budget) and submit to the WACTE President Elect.
4. Attend all meetings of the Association.
5. Assist with registration at summer conference.
6. Submit names for candidates for WACTE President Elect to the Nominations Chair.
7. Submit names for awards to the Awards Committee.

Communications and Publications - NEWSLETTER

Active and informed members are vital in building and maintaining a strong professional association, and one of the best ways to help assure participating and well-informed members is through a state newsletter. A newsletter of some sort is the most effective and economical way of informing members of meetings, resolutions, and other official association business. Its value in alerting association members to action cannot be overestimated

The newsletter can:

1. Keep all members informed of current activities of the state association and ACTE.
2. Keep members informed of progress of all legislative activities.
3. Share experiences in teaching techniques, procedures, instructional materials, resource materials, etc.
4. Promote good public relations.
5. Serve as a sounding board for members' opinions.
6. Help build spirit de corps among career and technical education personnel in different field of service.
7. Increase the prestige of the association and its members
8. Present current philosophies of career and technical education for discussion and evaluation.
9. Serve to give recognition to outstanding programs, students and educators in the state.

The newsletter content could include:

1. President's article and articles from division presidents.
2. Calendar of Association activities.
3. Activities of ACTE.
4. Personal news about achievements of Career Technical Educators in the state.
5. Reports of state Association meetings, Career Technical Education conferences, regional conferences, etc.
6. News stories about exceptional programs in the state and outstanding students.
7. Review or listing of textbooks, teaching aids, visual aids, etc., in the several fields of career and technical education.
8. Occasional inspirational and humorous items.

Publications Editor Duties:

1. Set deadlines for newsletters and produce three newsletters.
2. Send reminders to solicit articles.
3. Compile and edit article to design a professionally crafted newsletter.
4. Develop publications as needed.

Publication Editor Qualifications:

1. Be familiar with News Letter designs
2. Basic communication and computer skills

WEBSITE

Webmaster

The purpose of the webmaster position is to create and maintain a central information database in the form of a website that is easily navigable and accessible for members of and those interested in the Wyoming Association for Career and Technical Education.

The Webmaster should have computer skills and:

- Competency in Microsoft Office programs
- Competency in either basic FrontPage or HTML
- Knowledge of FTP Explorer
- Have the ability to be creative in web page and document design

Duties:

1. Update forms on the website on an annual basis and as needed.
2. Maintain registration of website.
3. Move files to archives when appropriate.
4. Use personal creativity skills to keep website appealing and functional.

STANDING COMMITTEES

Most of the important work of any association is done through committees. Committee service offers the best means to provide participation, create interest, and give members and opportunity to serve their profession.

Committee Structure

6-8 People on Each Committee (1 Chair, 1 Member from each Division)

If the member from a division is chosen as the chair, that division must send another representative

2 year terms (staggering) and will begin at the Committee Meeting during Summer Conference. During the first year, some members will serve for one year and some for two. Committee members will term out in alternate years. No term limits will be established. Minimum commitment – 2 years.

Audit Committee

Awards Committee

- Scholarship
- Fundraising
- Nominations

Public Policy

- Legislative
- Resolutions

Promotion

- Membership
- Public Information

Professional Development

Conference Activities

- Exhibits

Board Activities

- Budget
- Evaluations
- Strategic Focus
- Constitution

Each committee shall bear full responsibility for its findings and recommendations within its area, but shall have no authority to obligate or act for the association except when specifically empowered to do so by the Executive Board or the President.

The following are standing committees:

- Audit
- Awards
- Public Policy
- Professional Development
- Promotion

Committee Chairs:

Committee chairs need not be an official member of the Executive Board, but must be a current association member.

Duties and Functions of Committee Chairperson:

1. All committee chairpersons must be current members of WACTE with approval of the President.
2. Review and revise committee purposes and tasks
3. Maintain contact with committee members throughout the year and receive input regarding committee assignment progress.
4. Call and preside over all committee meetings.
5. Attend Summer Leadership conference, the winter board meeting and the board meeting prior to Summer Conference.
6. Ensure consideration of all special populations within all program areas.
7. Complete and submit a budget to the Executive Director.
8. Submit to the President and Executive Board a written report of the committee's accomplishments when assigned functions are completed.

Audit Committee

The Audit Committee is directly responsible to the President of WACTE. *The committee will consist of a committee chairperson and the treasurers of each division under the WACTE Umbrella.* The committee audits the financial reports of the Executive Director for the past fiscal year to see that the books are in order and that the money has been handled correctly. The committee members must consult (in person or via technology) with the chairperson regarding their individual division sometime between the Summer Leadership & Winter Board Meetings.

The Audit Committee will also provide a written report to the general body including the following information:

1. The beginning cash balance for the fiscal year.
2. The total cash receipts for the fiscal year.
3. The total cash disbursement for the fiscal year.
4. Any outstanding bills for the fiscal year.
5. The total of the outstanding checks for the fiscal year.
6. The last bank statement balance for the fiscal year.
7. The checkbook balance at the time of the audit.

The chair is responsible for contacting committee members and informing them of their responsibilities. The chair will give a report of the activities of the committee at the Winter Board Meeting.

Awards Committee

(Replaces Fundraising, Scholarship, Nominations)

The purpose of the Awards Committee is to recognize members of WACTE for their contributions to the total education of students, to recognize outstanding students of a Career Technical Education program, to provide a slate of qualified candidates for the office of president-elect for WACTE, and to plan and implement a fundraising activity to be conducted at summer conference. The funds raised by this activity will go towards the scholarships.

Duties:

1. Awards:

- a. The committee shall determine the categories in which awards shall be given and select candidate(s) annually for the following awards:
 - i. Hall of Fame
 - ii. Teacher of the Year
 - iii. Community Service Award
 - iv. Award of Merit
 - v. Career Guidance Award
 - vi. Lifetime Achievement Award
 - vii. Career and Technical Education student
 - viii. Administrator of the Year
 - ix. New Career and Technical Educator (3-5 years)
 - x. Post-Secondary Educator
 - xi. Innovative Program of the Year
 - xii. Sam Hitchcock Memorial Scholarship
- b. The committee shall provide each division with forms and deadlines for awards collect applications from each division and/or individual, judge and select recipients for all awards, and present names of recipients to the WACTE Executive Board.
- c. Divisions shall return awards nomination to Awards chair by April 1.
- d. The awards Chair will insure the proper forms and deadlines are submitted to the recipients of awards for application to the appropriate regional committee.
- e. The Awards Chair forwards all applications with rating sheets to committee members by April 15. Committee members will return application with their ratings to the chair by
- f. Arrange for plaques to be made for each awardee.

2. Scholarship

Application: Available from the WACTE website. The application should be typed and contain a transcript and a career goal statement written by the candidate indicating the intention of becoming a teacher in the fields covered by WACTE. A separate sheet should list college honors, professional and social organizations and hobbies.

- a. Notify all Community colleges and the University of Wyoming that the \$1000.00 scholarship is available for an upper level student in the fall of each year. It is payable one half each semester.
- b. All applications should be sent to the Executive Director by April 1st of each year.

- c. The selection of the Wyoming Association for Career and Technical Education (WACTE) Sam Hitchcock Memorial Scholarship shall be awarded at Summer Conference

The student shall be a full-time University of Wyoming Student or transfer student from a Wyoming community college who is entering his or her junior/senior year and is enrolled in Agriculture Education, Business Education, Family & Consumer Science Education, Health Occupations Education, Marketing Education or Technology Education.

- d. In the event that there are no qualified undergraduate applicants, the scholarship will be open to WACTE Members seeking an advanced degree. The application will open April 2nd and will be due May 1st.

3. Elections/Nominations

- a. Secure names from Division Past Presidents.
- b. Submit a list of nominees for President Elect by April 1st. If unable to meet the deadline, the committee will continue to seek candidates.
- c. Committee will meet at Summer Conference to organize the election of the President Elect by preparing ballots and establishing a polling place and times.
- d. Conduct the voting at the polls and insure that only members vote.
- e. Count the ballots.
- f. Committee chair will present the results of the election at the last session during the WACTE Summer Conference.

4. Fundraising

- a. Committee will decide on fundraising ideas prior to summer conference and present ideas to the board.
- b. Presentation to the members about the fundraiser shall be done at the opening session.
- c. Members will implement fundraiser
- d. All money raised will be turned over to the Executive Director at the end of Summer Conference.

The chair is responsible for contacting committee members and informing them of their responsibilities. The chair will give a report of the activities of the committee at Summer Conference.

PUBLIC POLICY COMMITTEE

(Replaces Legislative, Public Information and Resolutions)

There is a continued need to inform members of Congress, the State Legislature and the General Public about accomplishments, needs and legislation to improve the quality of Career and Technical Education in the state.

The committee keeps members informed on legislation affecting CTE and make arrangements to send out special notices to members as directed by the President concerning meetings, legislation, and activities of the association and ACTE. The Public Policy Committee establishes the legislative plan of action at Summer Conference.

This should be a continuing committee to establish and maintain good relationships with state legislators and Congress, to keep legislators informed of the needs and accomplishments of Career and Technical Education, to plan and organize local action for passage or defeat of legislation, and to report to membership about legislative matters. The chair will give a progress report and recommendations at each Executive Board meeting.

Duties:

1. Disseminate legislative information consistent with the Executive Board's plan of action.
2. Provide Leadership for involving Legislators and WACTE Members at the local level
3. The committee shall be active year round by working with the Promotions Committee, Publications Editor, and Executive Director to publicize activities of WACTE through all available media.
4. Plan and sponsor a forum for candidates for State Superintendent of Public Instruction candidates at Summer Conference.
5. Research, collect, and disseminate supportive information for legislative issues
6. Support national lobbying efforts through dissemination of ACTE information and fulfilling ACTE requests for lobbying
7. Coordinate with the Lobbyist for state lobbying efforts on Career Technical Education legislation,
 - a. Review needs and priorities,
 - b. Coordinate efforts with other agencies and groups.
8. Sponsor legislative event at Summer Conference

The chair is responsible for contacting committee members and informing them of their responsibilities. The chair will give a report of the activities of the committee at Summer Conference.

Professional Development Committee

The purpose of the professional development committee is to generate ideas and assist in carrying out professional development opportunities including but not limited to summer conference.

Duties:

1. Generate ideas and suggestions of keynote speakers for the summer conference and/or other professional development events sponsored by WACTE throughout the year.
2. Invite and arrange for workshops at the summer conference and/or other professional development events sponsored by WACTE throughout the year.
3. To see that the University of Wyoming representative is given all necessary information on summer conference in time to ensure that UW credit can be received by members who desire to sign-up and pay for it.
4. To contact the Wyoming Professional Teaching Standards Board in time to ensure that PTSB credit is available for summer conference. All WACTE and division information must be to the professional development chair by the established deadline.

Promotion Committee

(Replaces Membership & Public Information)

The purpose of the Promotion Committee is to foster good relations between the WACTE Executive Board, WACTE members and the general public, as well as develop and recommend ways to maintain and increase membership in WACTE.

Duties:

1. Provide suggestions for promoting and retaining new and continued membership in WACTE and the divisions.
2. Provide ideas for promotional materials and utilize the newsletter editor for creation of documents to be distributed through the WACTE Board and the division presidents.
3. Review membership forms, promotional materials and website annually. Make recommendations for updates as needed.
4. Review newsletter and make suggestions for improvements as needed.

Reimbursable Expenditures

General Reimbursement Policies for Members of the Association:

1. All reimbursements for travel must be within the approved guidelines.
2. All out-of-state travel by any member of employee shall be specifically approved by the Executive Board prior to the travel.
3. A travel reimbursement form shall be completed, signed, and have appropriate receipts. It must be submitted to the Executive Committee prior to reimbursement.

Lodging

1. Lodging accommodations will be based on same gender double occupancy. Members requesting other lodging accommodations will be responsible for half of the double occupancy rate. If a medical or other circumstance approved by the President exists that prevents room sharing, reimbursement will be at the single rate.
2. If the total number attending any given meeting results in an uneven member of any one gender, the single occupancy rate shall be fully reimbursed.

Transportation:

1. Private car mileage will be reimbursed at the rate approved by the WACTE Board
2. Public transportation will be reimbursed if car transportation is not a feasible means when on official Association business.
3. Car rental will be reimbursed if approved in advance by the President and if private, public, or conference-arranged transportation is not feasible.
4. Transportation will only be reimbursed for conference functions, meals, and Association business and functions.

Meals:

1. Those meals that are consumed during Association business will be reimbursed, unless the meals are catered for the group and paid for by the Association. Meals included in registration will not be reimbursed.
2. Rates for reimbursement will be based on actual costs up to prevailing district per diem rates. No receipts are required for the above maximum amounts.
3. Banquets and luncheons may exceed the maximum amounts if the person is representing the Wyoming Association for Career and technical Education in an official capacity by approval of the President.
4. WACTE will not purchase any alcoholic beverages with revenue generated from memberships, workshops, or conference registrations.

CONFERENCES

WACTE Summer Conference

A Summer Conference will be an annual event in June. The location varies and is determined by the Executive Board. Hosting schools will make their formal presentations at the first Executive Board meeting at Summer Conference. The final selection shall be made at the last Executive Board meeting at Summer Conference.

Invitations received from hosting schools and convention centers shall be considered on two primary factors: location – on a rotating basis, and the availability of adequate facilities. Other factors to be considered are a local group of members who are interested and willing to assist on a local basis; local interest and cooperation of the city and/or facility; local interest and cooperation of administrators; and easy access by various forms of transportation.

Conference Coordinator's Duties:

1. Secure a facility
2. Contact the mayor, superintendent, etc. to welcome conference participants
3. Make banquet arrangements
4. Make meeting room assignments
5. Secure a conference headquarters room
6. Block hotel/motel rooms for the conference.
7. Secure secretarial help and arrange for duplicating
8. Provide information on recreational facilities that are available
9. Assist in planning the opening session
10. Assist divisions in planning functions
11. Secure hospitality materials

NO REFUNDS given for conference fees if notification was not given before June 1 of the conference year.

EXECUTIVE DIRECTOR'S DUTIES FOR SUMMER CONFERENCE

Before

1. Check for an adequate supply of award plaques – Outstanding Service, President's gavel plaque, etc.
2. Check for an adequate supply of WACTE membership receipt forms, cards, registration forms, and membership forms from ACTE.
3. Send out reminders announcing the board meetings.
4. Assist in developing the agenda for the board meetings and the business sessions.
5. Prepare the treasurer's report and minutes of the last general session and have enough copies available for distribution.
6. Prepare banquet and other meal function tickets.
7. Sign WACTE membership cards.
8. Secure name tags.
9. Organize and accept pre-registration.
10. Plan thank you gifts for guests
11. Develop Evaluations
12. Set Vendor Rate, Update Vendor Contracts & Secure a Variety of Vendors & Exhibits

During

1. Cover the registration procedure with the Executive Board and persons responsible for registration.
2. Assist Vendors with Setup and Other Needs as Requested
3. Present updated membership/registration lists to the Division Presidents.
4. Distribute & Collect Evaluations

After

1. Send new officer forms to ACTE
2. Print new constitutions (if changed) and have available for Summer Leadership Conference.
3. Send Thank you letters.
4. Send Participation Lists to Vendors that have Requested One
5. Send list of new Executive Board members to the State Department of Education
6. Send ACTE dues and forms collected at Conference

SUMMER LEADERSHIP CONFERENCE

A leadership conference will be held in the summer following the Summer Conference. The date and location will be decided by the Executive Board. The President and President Elects of each division, representatives from the Department of Education and the University of Wyoming, committee chairs and standing committee members will be invited to attend. The executive Board will develop plans and a tentative schedule for the upcoming year.

Agenda Items Should Include:

- Review of Strategic Plan, Including Committee Recommendations from Summer Conference
- Annual Review of Policies & Procedures
- Development of the Following Years Budget (July 1 – June 30)
- Review Evaluations from Summer Conference
- Begin Planning for Next Year's Conference
- New Business as Necessary

Revision of the Policies and Procedures Manual:

Changes in the Policies and Procedures Manual may be made by a majority of the voting members of the Executive Board.