

Wyoming Association for Career and Technical Education

POLICIES AND PROCEDURES



Strikethrough = Deletion

Underline = Addition

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.

VISION STATEMENT

The vision of the Wyoming Association for Career and Technical Education is to support teachers and students by fostering excellence in career and technical education, advocating public policy to benefit career and technical education, providing access to professional development, and creating public awareness of career and technical education.

PURPOSE

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

1. To establish and maintain active state leadership in the promotion of all types of pre-vocational and career technical education, including guidance service, directed work experience for youth and adults, and administrators,
2. To render service to local communities in promoting and stabilizing career technical education,
3. To provide an opportunity for the study and discussion of all questions involved in career technical education,
4. To unify all of the career technical education interests of the state through representative membership,
5. To promote career technical student organizations, and
6. To promote membership in the Association for Career and Technical Education and other service area associations.

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 **Currently Inactive
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
WNRS	Wyoming New and Related Services
NRS	New and Related Services

OFFICERS

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

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.
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 Administrator shall comprise the Executive Committee.

General duties and functions of the Executive Committee:

1. Meet prior to each Executive Board meeting and review the agenda for the meeting, review financial statements, review correspondence and committee reports, review reports of the President and Executive Administrator, and develop motions dealing with specific actions for presentation to the Executive Board.
2. Recommend appropriate changes in policies and procedures, the constitution and bylaws or in the association activities to the Executive Board.
3. Prepare budget recommendations to be presented to the Executive Board at WACTE Summer Leadership Conference for approval
4. Review and provide input for a proposed Strategic Plan to be presented to the Executive Board at the Summer Leadership Conference for approval.
5. Serve as a screening committee for prospective contracted WACTE personnel.
6. Evaluate the Executive Administrator with input from the WACTE Executive Board.
7. Review staff evaluations and make recommendations to the Executive Board.

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. Send out notices of Executive Board meetings and agendas to each Executive Board member.
4. Provide an agenda to the Executive Administrator prior to board meetings.
5. Appoint a parliamentarian at all official meetings.
6. Approve committee chairpersons and act as ex officio (non-voting) member of each committee.
7. Instruct committee chairpersons about their assignments, assist them in carrying out their tasks, and check committees during the year to make certain progress is being made.
8. Take the leadership in encouraging personnel of all related areas to join the association.
9. Take the leadership in planning and carrying out the year's Strategic Plan.
10. 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 other meetings at the ACTE Convention and regional meetings.)
11. To be aware and informed about legislation at state and national levels.
12. Be alert to local, state, and national issues affecting the association and take appropriate action.
13. Keep the lines of communication open between the association and its members
14. Write articles for the Newsletter for each edition.
15. Send a copy of important correspondence to necessary individuals and to ACTE headquarters.
16. Work with the Executive Committee to create a proposed budget and present the budget to the Executive Board at the Summer Leadership Conference.
17. Monitor financial transactions of the association.
18. Organize the Summer Leadership Conference.
19. Assist the Conference Coordinator in planning the Summer Conference.
20. Send out reminders announcing the board meetings that occur immediately before, during, and immediately after the Summer Conference.
21. Plan thank you gifts for guests at Summer Conference.
22. Sign all membership cards.
23. Give full report of activities during the year to the Delegate Assembly at the annual Summer Conference.
24. Present candidates for President Elect at the first general session of Summer Conference.
25. Transfer files to new president within two weeks after the term is over.

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 the 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 of WACTE.
6. Assist with formulating and implementing the strategic focus points of the strategic plan for the following year, with the advice of the Past President.
 - a. Study strategic plans/programs of work from other sources.
 - b. Call on the President Elects of every division for assistance and input.
 - c. Invite a representative from the Department of Education to provide input.
 - d. Develop and align WACTE strategic focus with the ACTE strategic focus.
 - e. Turn in the Strategic Plan to the Executive Administrator of WACTE and distribute them to the Executive Board for review and approval.
 - f. Submit a copy of the Strategic Plan to the State Department of Education.
7. Serve as WACTE Representative and as the second voting delegate at the ACTE Delegate Assembly. If unable to attend, a representative should be appointed.
8. Attend Region V ACTE meetings.
9. Participate in annual WACTE Summer Conference.
10. Assist the President in preparing the annual budget.
11. Provide articles for the newsletter and encourage members to provide content for the newsletter.
12. Develop evaluations for the Summer Conference.
13. Distribute and collect evaluations of the Summer Conference. Tabulate the results and disseminate at the Summer Leadership Conference.
14. Accept presidency during final business session of the year and conduct the final portion of the business meeting.
15. Provide information to the incoming President Elect regarding duties, responsibilities and procedures for the office.
16. 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. Assist the President in preparing the annual budget.
3. Attend all WACTE meetings and board meetings.
4. Advise President Elect in formulating strategic focus points for the strategic plan.
5. Serve as the liaison to the Public Policy Committee.
6. Assist the appointed chairperson of the Awards Committee, or fill the position if vacant.
7. Serve as an alternative representative to the ACTE House of Delegates.
8. Set vendor rate, update vendor contracts and secure a variety of vendors and exhibits for the Summer Conference.
9. Assist vendors with setup and other needs as requested
10. Assume other responsibilities as delegated by the President or Executive Board.

EXECUTIVE ADMINISTRATOR

1. The Executive Administrator 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 Administrator shall be evaluated annually in Executive Session on or before the last Executive Board meeting before June 30.
2. The Executive Administrator 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. 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 ADMINISTRATOR'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 a treasurer's report at each Executive Board meeting.
2. Keep a systematic file of all correspondence, records, list of committees, reports, etc.
3. Handle correspondence of the association.
4. Participate in annual WACTE Summer Conference.
5. Keep financial records of the association in the permanent record form.
6. Receive all income.
7. Deposit receipts in the name of the association.
8. 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.
9. Provide accurate lists of names of all members of the association at each WACTE Executive Board meeting.
10. Submit records to the Audit Committee at the annual Summer Leadership Conference.
11. Pay bills owed by the association.
12. Send corporation papers to Secretary of State before July 1st.
13. Serve as a member of the Executive Committee
14. Assist with preliminary planning of the conferences.
15. Represent WACTE at appropriate meetings when requested by the President.
16. Send ACTE dues, forms, and transmittal forms to ACTE as they are received.

WACTE Policies and Procedures

17. Provide travel reimbursement to designated attendees at Executive Board meetings as authorized by WACTE Executive Board.
18. Records will be kept for a period of seven years or indefinitely.
19. Checking accounts will use duplicate checks or checks with retainable stubs.
20. File a copy of any grant written for the organization with appropriate agency.
21. During Delegate Assembly, conduct roll call and certify delegates and alternates for seating.
22. 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

WACTE Policies and Procedures

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 Reviewed or 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:

1. The Executive Committee, together with the Division Presidents, Division President Elects or their designated representative, a representative from the Wyoming Department of Education and a representative from the University of Wyoming will serve on the Executive Board. The chairperson of each WACTE standing committee is expected to report to and advise the Executive Board. All Executive Board meetings are open to the general membership.

Requirement of Board members:

1. Members must maintain membership in the WACTE, the ACTE and their respective affiliated divisions. The term of board members is determined by their position in their division or on a WACTE committee.

Requirements of Divisions:

1. Representatives to the Executive Board are determined according to policies within the Constitution and Bylaws.
2. Presidents of the divisions shall ensure that their division is represented at all Executive Board meetings by the President and/or the President Elect or a designated representative.
3. Presidents of the divisions are responsible to notify the President and the Executive Administrator upon any change in Executive Board representation.
4. Divisions will notify the Executive Administrator of dues changes no later than the Winter Board meeting.

New WACTE Division

1. 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. Review constitution of WACTE at least once a year, and review the ACTE constitution to be sure we stay aligned with our national organization.
3. Evaluate proposed amendments and changes in the WACTE constitution
4. Provide leadership in reviewing constitutions of the divisions:

- a. Division constitutions should be presented to the committee for review to prevent conflict with the WACTE constitution.
 - b. The committee makes recommendations for changes.
5. Provide copies of the WACTE constitution to the membership
6. Determine the policies of the association.
7. In conjunction with the Executive Committee, prepare the Strategic Plan for WACTE.
8. Supervise the implementation and accomplishment of the yearly Strategic Plan.
9. Submit review of the annual Strategic Plan with an evaluation of progress, activities, and forthcoming action at the winter board meeting
10. Approve the WACTE annual budget. Proposed budget will be presented at the Summer Leadership Board meeting for approval
11. Arrange for exhibitors at the WACTE Summer Conference that will give participants the opportunity to view up-to-date educational materials and to meet with exhibitors important to the career and technical field.
 - a. **Before the Conference**
 - i. Secure on site facility
 - ii. Contact exhibitors by January 15th and again in the spring. Get letters of invitation out early (January at the latest), stress that there is only one day to exhibit
 - iii. Deadline date established by the exhibits chairperson and executive director for inclusion of advertisement to be included in the conference program
 - iv. Send out contract confirmation letters or e-mail to exhibitors.
 - v. Send letter and receipt when payment and contract are received, include a map of area, conference details, list of motels and brochures on points of interest
 - vi. Secure door prizes
 - vii. Contact conference site chairman for set up details – number of tables, electric outlets, etc.
 - viii. Make signs for each exhibitor table
 - ix. Make nametags for exhibitors
 - b. **During the Conference**
 - i. Provide Exhibitor needs – equipment, electrical cords, program, name tags, refreshments, etc.
 - ii. Be available at the conference before exhibits and Exhibit's Day to assist with set up.
 - iii. Gather door prizes
 - iv. Help set up tables for displayers that sent materials
 - v. Help with tear down of exhibits
 - vi. Help pass out door prizes at the banquet
 - c. **After the conference**
 - i. Send out thank you notes to exhibitors

- ii. Send out participation lists to exhibitors that request them.

12. Provide suggestions to the President of agenda items for the Executive Board meetings.
13. Assist officers in meeting their responsibilities and carrying out their duties.
14. The Executive Board maintains primary responsibilities for all employment issues.
15. Submit articles for WACTE newsletter.

EXECUTIVE BOARD PROCEDURES:

1. All Executive Board members 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 Executive Board.
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 Executive Board members shall be presented at the Summer Leadership meeting by the President and Executive Administrator.

EMPLOYED PERSONNEL

Executive Administrator:

The Executive Administrator is employed by WACTE on contract to conduct business of the association as set forth by the WACTE Executive Officers and Board. The Executive Administrator reports directly to the Executive Officers 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 website 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

1. In order to qualify as a delegate to the WACTE Delegate assembly, the Delegate must be:
 - a. A WACTE member in good standing
 - b. Selected by and be a dues-paying member of the division which member is seeking to represent.
 - c. Registered for the WACTE Summer Conference.

DELEGATE ASSEMBLY MEETING:

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 Administrator.
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.
 - d. No member may be elected as a delegate from more than one division and no members shall vote in more than one capacity.
5. A quorum for the Delegate Assembly shall be a majority of the voting members.
6. 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 Constitution Change Bylaws Change	Election of President Elect Announcement of New Officer Passing of the Gavel Other business Adjournment
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7. The order of business as listed under Section 6 may be changed by two-thirds (2/3) vote of the Delegate Assembly.
8. Resolutions

- a. Proposed resolutions shall be submitted in writing to the Executive Administrator
- b. The Executive Administrator 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.

DIVISIONS

The Wyoming Association for Career and Technical Education is organized into 7 Divisions to provide members with professional development, resources, events and networking opportunities specific to their position or area of expertise. Members designate at least one Division when they join WACTE, and an elected President and Vice President represents each Division on WACTE's Executive Board.

DIVISION PRESIDENT'S DUTIES

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

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 Awards Committee.
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 Purpose of the WACTE Newsletter:

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.

Suggested Newsletter Content:

1. President's article and articles from Division Presidents.
2. Calendar of WACTE activities.
3. Activities of ACTE.
4. Personal news about achievements of Career and Technical Educators in the state.
5. Reports of WACTE meetings, Career and 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 fields of career and technical education.
8. Occasional inspirational and humorous items.

Publication Editor Qualifications:

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

3. Proofreading and formatting skills.
4. Knowledge and experience in basic publication design.

Publications Editor Duties:

1. Set deadlines for newsletters and produce three newsletters minimum per year.
2. Send reminders to solicit articles.
3. Compile and edit articles to design a professionally crafted newsletter.
4. Develop publications as needed.
5. Submit news and other appropriate correspondence to ACTE.

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.

Webmaster Qualifications:

1. Competency in Microsoft Office programs
2. Competency in either basic FrontPage or HTML
3. Knowledge of FTP Explorer
4. Proofreading and formatting skills.
5. Knowledge and experience in website design.
6. Have the ability to produce a creative and professional website.

Webmaster 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 creative 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 opportunities for participation, create interest, and give members a chance to serve their profession.

1. The WACTE President will appoint a liaison person from the Executive Board to each standing committee.
2. 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.
3. The following are standing committees:

- a. Audit
- b. Awards
- c. Public Policy
- d. Professional Development
- e. Promotion

COMMITTEE CHAIRS

Each Committee Chair must be a current association member. The Committee Chairs will be ex-officio (non-voting) members of the Executive Board.

Duties and functions of each Committee Chairperson:

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

AUDIT COMMITTEE

The Audit Committee performs an accounting review of the financial records of the Executive Administrator 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 Conference and the Summer Leadership meeting.

1. ***The Audit Committee is comprised of a chairperson and the Treasurer of each Division.***
2. The Audit Committee is directly responsible to the President of WACTE.
3. The chair is responsible for contacting committee members and informing them of their responsibilities.
4. The Audit Committee will provide a written report to the general body including the following information:
 - a. The beginning cash balance for the fiscal year.

- b. The total cash receipts for the fiscal year.
 - c. The total cash disbursement for the fiscal year.
 - d. Any outstanding bills for the fiscal year.
 - e. The total of the outstanding checks for the fiscal year.
 - f. The last bank statement balance for the fiscal year.
 - g. The checkbook balance at the time of the audit.
5. The chair will give a report of the activities of the committee at the Summer Leadership Conference or 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.

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.

Awards Duties:

1. The committee shall determine the categories in which awards shall be given and select candidate(s) annually for the following awards:
 - a. Hall of Fame
 - b. Teacher of the Year
 - c. Community Service Award
 - d. Award of Merit
 - e. Career Guidance Award
 - f. Lifetime Achievement Award
 - g. Career and Technical Education student
 - h. Administrator of the Year
 - i. New Career and Technical Educator (3-5 years)
 - j. Post-Secondary Educator
 - k. Innovative Program of the Year
 - l. Sam Hitchcock Memorial Scholarship
2. 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.
3. Divisions shall return awards nomination to Awards chair by April 1.
4. The awards Chair will insure the proper forms and deadlines are submitted to the recipients of awards for application to the appropriate regional committee.

5. 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 May 15 or a date set by the committee.
6. Arrange for plaques to be made for each awardee and the President's gavel plaque, etc.

Scholarship Duties:

1. ~~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.~~ Two \$500 stipends to attend summer conference for students who are in college in any one of the CTE areas listed on the form to be awarded at summer conference (approved by the Executive Board, July 9, 2017)
2. 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.
3. All applications should be sent to the Awards Committee by April 1st of each year.
4. The selection of the Wyoming Association for Career and Technical Education (WACTE) Sam Hitchcock Memorial Scholarship shall be awarded at Summer Conference
 - a. 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.
 - b. 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.

Elections/Nominations

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

Fundraising

1. Committee will decide on fundraising ideas prior to summer conference and present ideas to the board.
2. Presentation to the members about the fundraiser shall be done at the opening session.
3. Members will implement fundraiser
4. All money raised will be turned over to the Executive Director at the end of 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.

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.

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

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 or employee shall be specifically approved by the Executive Committee prior to the travel.
3. A travel reimbursement form shall be completed, signed, and have appropriate receipts to document expenditures. It must be submitted to the Executive Administrator for reimbursement to be issued.

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 current IRS rate as approved by the WACTE Executive 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 IRS 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 activities, events or fundraisers of the association.

WACTE SUMMER CONFERENCE

A Summer Conference will be an annual event in June. The location varies and is determined by the Executive Board. Location, availability of facilities, cost and convenience will all be taken into consideration. An effort will be made to rotate throughout the regions of our state. 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.

When possible and necessary, a Conference Coordinator will be hired. The President will seek a Conference Coordinator and an Assistant Coordinator from the hosting school or area to assist the Executive Board with conference arrangements.

Conference Coordinator's Duties:

1. Secure a facility or facilities.
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

REFUND POLICY

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 WACTE membership receipt forms, cards, registration forms, and membership forms from ACTE.
2. Assist in developing the agenda for the board meetings and the business sessions.
3. Prepare the treasurer's report and minutes of the last general session and board meetings and have them available for review.
4. Prepare banquet and other meal function tickets if needed.
5. Sign WACTE membership cards.
6. Secure name tags.
7. Organize and accept pre-registration.

During:

1. Cover the registration procedure with the Executive Board and persons responsible for registration.
2. Present updated membership/registration lists to the Division Presidents.

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 as requested by the Executive Board.
4. Send participation lists to vendors who have requested one
5. Send list of new Executive Board members to the State Department of Education
6. Send ACTE and division dues and forms collected at Conference
7. Prepare a profit and loss statement for the conference itself.

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 WACTE President. All members of the Executive Board should attend. The executive Board will develop plans and a tentative schedule for the upcoming year.

Agenda items should include:

1. Review and approval of the Strategic Plan.
2. Annual review of the Constitution and Bylaws, presentation of any proposed changes.
3. Annual review of the Policies & Procedures. Proposed changes to be presented and approved.
4. Development of the following year's Budget (July 1 – June 30).
5. Review evaluations from Summer Conference.
6. Begin planning for next year's Summer Conference.
7. 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.