



2006 – 2007
Member Handbook

New Mexico Association of Career and Technology Education
Post Office Box 866
Carlsbad, NM 88220
(505) 302-5458

**New Mexico Association of Career and Technology Education
2006-2007 Officers**

NMACTE President

Cindy Anderson
Goddard High School
701 East Country Club Road
Roswell, NM 88201
Telephone: (505) 627-4800
Fax: (505) 627-4853
eastanderson@hotmail.com

NMACTE Executive Director

Carol McAlister
Post Office Box 866
Carlsbad, NM 88220
Telephone: (505) 234-3300
Fax: (505) 234-3367
carol.mcalister@carlsbad.k12.nm.us

NMACTE Past-President

Tony Macias
Western New Mexico University
Silver City, NM 88061
Telephone: (505) 538-6436
maciast@wnmu.edu

NMACTE President Elect

Mark McAlister
Carlsbad High School
719 Mulberry Lane
Carlsbad, NM 88220
Telephone: (505) 302-1191
mark.mcalister@carlsbad.k12.nm.us

NMACTE Secretary

Jennifer Amis
Las Cruces Public Schools
505 South Main, Suite 249
Las Cruces, NM 88001
Telephone: (505) 527-5889
jamis@lcpes.k12.nm.us

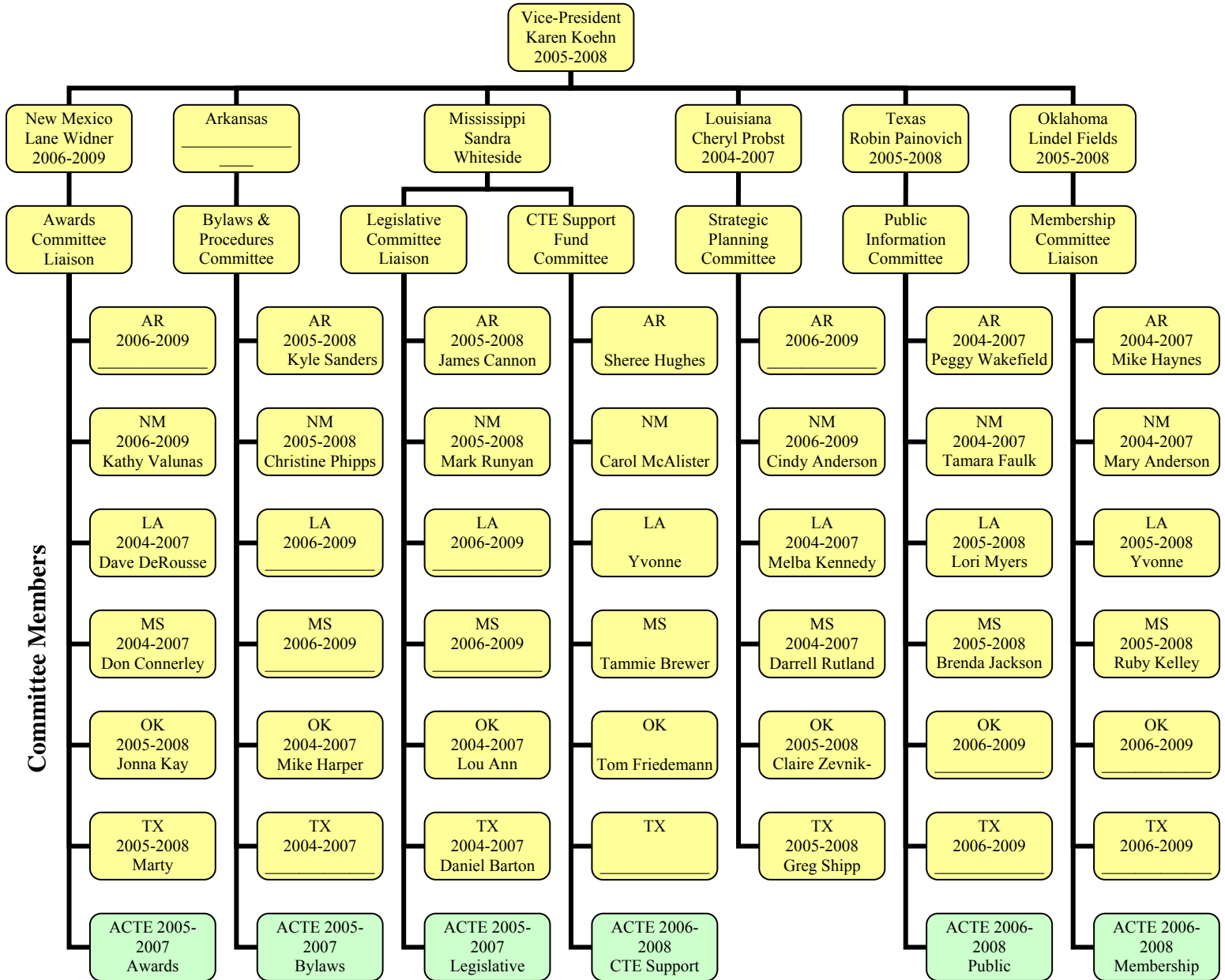
Table of Contents

Title Page.....	i
Table of Contents.....	ii
Dates to Remember.....	2
NMACTE Board of Directors.....	3
NMACTE Bylaws.....	4
NMACTE Policies & Procedures.....	5
NMACTE Strategic Focus 2006-07.....	X
Parliamentary Pointers.....	X

Organizational Chart

New Mexico / Region IV Association of Career & Technology Education

ACTE Region IV Policy Committee Appointments



ACTE 2005-2007
Audit Review
OK - Pat McGregor

ACTE 2005-2007
Diversity Action
Chairperson -- James Thompson (OK)

ACTE 2006-2008
Communications
LA - _____

ACTE 2006-2008
Nominating
OK - _____

ACTE 2005-2007
Professional Development
NM - Carol McAlister

ACTE 2006-2008
Resolutions
TX - _____

ACTE 2005-2007
New Ideas
LA - Melba Kennedy

Dates to Remember 2006 – 2007

<p style="text-align: center;"><u>June 2006</u></p> <p style="text-align: center;">CTEP Board Retreat June 1-3, 2006 Portales, NM</p> <p style="text-align: center;">FFA State Convention June 5-8, 2006 Las Cruces, NM</p> <p style="text-align: center;">National Skills Leadership Conference June 18-24, 2006 Kansas City, MO</p> <p style="text-align: center;">Region II NAAE Conference June 18-21, 2006 Farmington, NM</p> <p style="text-align: center;">FFA Leadership Camp June 23-25, 2006</p> <p style="text-align: center;"><u>July 2006</u></p> <p style="text-align: center;">National FCCLA Conference July 9-13, 2006 Nashville, TN</p> <p style="text-align: center;">BPA Summer Meetings July 19-26, 2006</p> <p style="text-align: center;"><u>August 2006</u></p> <p style="text-align: center;"><u>September 2006</u></p> <p style="text-align: center;"><u>October 2006</u></p>	<p style="text-align: center;"><u>November 2006</u></p> <p style="text-align: center;">National ACTE Annual Conventions Nov. 30 – Dec. 3, 2006 Atlanta, GA</p> <p style="text-align: center;"><u>December 2006</u></p> <p style="text-align: center;"><u>January 2007</u></p> <p style="text-align: center;"><u>February 2007</u></p> <p style="text-align: center;"><u>March 2007</u></p> <p style="text-align: center;"><u>April 2007</u></p> <p style="text-align: center;">ACTE Region IV Conference April, 2007 Oklahoma City, OK</p> <p style="text-align: center;"><u>May 2007</u></p>
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New Mexico Association of Career and Technology Education 2006 – 2007 Board of Directors

Division	Name / School	Home Address	School Address
President Business	Cindy Anderson Goddard High School eastanderson@hotmail.com	5 Walking Cane Lane Roswell, NM 88201-7874 (505) 627-9440 / 626-9628	701 E. Country Club Rd. Roswell, NM 88201 (505) 627-4805
Past-President Post-Secondary	Tony Macias Western New Mexico University maciast@wnmu.edu	#6 Brooke Hollow Silver City, NM 88061 (505) 628-6286	Post Office Box 680 Silver City, NM 88061 (505) 538-6436
President Elect Agriculture	Mark McAlister Carlsbad High School mark.mcalister@carlsbad.k12.nm.us	719 Mulberry Lane Carlsbad, NM 88220 (505) 302-1191	3000 West Church Carlsbad, NM 88220 (505) 234-3319
Secretary	Jennifer Amis Las Cruces Schools jamis@lcps.k12.nm.us	Las Cruces, NM 88001 202-0161	505 South Main, Suite 249 Las Cruces, NM 88001 (505) 527-5889 / 527-6050
Administration	Ray Burrola Goddard High School rburrola1@risd.k12.nm.us	2 Lost Trail Road Roswell, NM 88201-9527 (505) 623-5753 / 626-7273	701 East Country Club Road Roswell, NM 88201 (505) 627-4850
Family & Consumer	Tamara Faulk Carlsbad High School tamara.faulk@carlsbad.k12.nm.us	80 West Road Carlsbad, NM 88220-9713 (505) 885-9012	3000 West Church Carlsbad, NM 88220 (505) 234-3319
Health	Mary Anderson Deming High School mary.anderson@demingps.org	Post Office Box 1583 Deming, NM 88031 (505) 543-5050	1100 South Nickel Deming, NM 88030 (505) 546-2678 x:1127
Marketing	Tony Mendoza Roswell High School tmendoza@risd.k12.nm.us	1905 W. Juniper Roswell, NM 88203 (505) 627-6058	500 West Hobbs Street Roswell, NM 88201 (505) 637-3200
Technology	Kathy Valunas Clovis High School kvalunas@clovis-schools.org kvalunas@msn.com	2909 Mandell Circle Clovis, NM 88101 (505) 742-1651 / 791-5629	1900 Thornton Clovis, NM 88101 (505) 769-4350 x: 1143
Trades & Industry	Jerry Morris Hobbs High School morisje@hobbsschools.net	8311 N. Cactus Lane Hobbs, NM 88242 (505) 738-1504 / 631-6224	800 North Jefferson Hobbs, NM 88240 (505) 433-0200
Ex-Officio CTEP Office	Christine Phipps Eastern New Mexico University frank.fort@enmu.edu	Clovis, NM 88101 (505) 760-2615	Cherry Street Station, ENMU Portales, NM 88130 (505) 562-2188
Ex-Officio CTWEB	Eric Spencer Public Education Department espencer@ped.state.nm.us	Santa Fe, NM 87501	300 Don Gaspar Avenue Santa Fe, NM 87501 (505) 827-6660
Ex-Officio NMACTE	Carol McAlister Executive Director carol.mcalister@carlsbad.k12.nm.us	719 Mulberry Lane Carlsbad, NM 88220 (505) 887-0313 / 302-5458	Post Office Box 866 Carlsbad, NM 88220 (505) 234-3300
Ex-Officio Region IV Policy Member	Frank Fort Eastern New Mexico University frank.fort@enmu.edu	Portales, NM 88130 (505) 463-8165	Cherry Street Station, ENMU Portales, NM 88130 (505) 562-2188

BYLAWS

NEW MEXICO ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION, INC.

ARTICLE I Membership

- Section 1. All persons interested in the purposes of the Association shall be eligible for membership.
- Section 2. Membership applications shall be filed with the Association for Career and Technical Education.
- Section 3. Membership shall begin with the receipt of dues and extend for one full year (twelve months).
- Section 4. Five classes of membership shall be provided. All classes of membership except Honorary and Institutional/Organizational membership shall require concurrent membership in the Association for Career and Technical Education, the New Mexico Association for Career and Technical Education and an affiliated division of NMACTE.
- a. Affiliate Membership is available to vocational educators who pay annual dues to ACTE, NMACTE, and an affiliated division of NMACTE.
 - b. Student Membership is available only to fulltime students preparing to be employed in vocational education who pay annual student dues to ACTE, NMACTE, and an affiliated division of NMACTE.
 - c. Loyalty Membership may be granted by the Association through its Board of Directors to individuals who have retired from active service in vocational education and who pay annual loyalty dues to ACTE, NMACTE, and an affiliated division of NMACTE.
 - d. Honorary Membership may be granted by the Association through its Board of Directors to individuals who have made significant contributions to vocational education in the state of New Mexico.
 - e. Institutional/Organizational Membership is available to institutions/organizations that wish to support the work of the New Mexico Association for Career and Technical Education by paying annual institutional/organizational dues.
- Section 5. Only members who have paid dues on or before the annual meeting shall have the privilege of voting or holding office.
- Section 6. Only members who have paid dues to an affiliated Division, the New Mexico Association for Career and Technical Education and the Association for Career and Technical Education on or before the annual meeting shall have the privilege of being a representative or delegate to the Association for Career and Technical

Education convention as specified in the Bylaws of the Association for Career and Technical Education. Verification will be provided by division membership rosters.

Section 7. Dues are paid directly to Association for Career and Technical Association. New Mexico Association for Career and Technical Education and division dues included with the Association for Career and Technical Education dues are transferred to New Mexico Association for Career and Technical Education. New Mexico Association for Career and Technical Education will transfer dues to divisions.

ARTICLE II Elected Officers

Section 1. The officers of the Association and their terms of office shall be:

Past-President	One year
President:	One year
President-elect:	One year
Secretary:	One year

Section 2. The Secretary shall serve a one year term and be elected by voting delegates present at the Annual Meeting. The Secretary shall automatically succeed to the President-elect and shall serve on the Executive Committee and the Board of Directors during the one year term as the Secretary.

Section 3. The President-elect shall serve for a one year term and shall automatically succeed to the Presidency of the Association for a one year term and shall serve on the Executive Committee and the Board of Directors during the one year term as President-elect, the one year term as President, and the one year term as Past-president.

Section 4. All officers shall have been active members of this Association for at least three years immediately preceding the election.

Section 5. Nominations of Officers:

- a. A Secretary-elect can be nominated from any affiliated Division.
- b. Names of candidates from affiliated Divisions must be submitted in writing to the Association Nominating Committee. Names and biographical sketches of candidates must be received in the Association office prior to the Spring Board Meeting.
- c. The Association Nominating Committee shall be composed of the Executive Committee of the Association and shall meet annually at the Spring Board Meeting to review candidates.
- d. The Association Nominating Committee shall determine the two most qualified candidates for the office of Secretary-elect and shall approve them as nominees for that office.
- e. The nominees shall be presented to the membership at the annual meeting. Each nominee shall make a three minute presentation to the general

membership. A simple majority of the voting delegates present shall determine the result of elections.

- Section 6. The duties of the officers are as follows:
- a. President. The President shall preside at all meetings of the Association including the meetings of the Executive Committee and subject to the approval of the Executive Committee shall appoint the chairperson of all Standing Committees and any special committees. The President shall represent the Association as spokesperson on matters of policy or, at his/her discretion, assign responsibility for such representation; review Association policies and recommend priorities to be considered by the Executive Committee, and serve as ex-officio member without vote on all committees. In his/her absence, the President shall designate the Past-president or the President-elect to act in his/her stead. In the event the President fails to do so, the Executive Committee shall appoint an elected officer to preside.
 - b. President-elect. The President-elect shall serve in any capacity as directed by the President as occasions may demand and to make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education. The President-elect shall serve as the chair of the Membership Committee responsible for recruiting new members and retaining current members.
 - c. Past-president. The Past-president shall provide advice to the President and make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education. The Past-president shall serve as chair of the Program Leadership Committee responsible for developing a Program of Work consistent with the purposes of the Association.
 - d. Secretary. The Secretary shall serve in any capacity as directed by the President; will record the proceedings of all official meetings including the Executive Committee and the Board of Directors meetings; will provide copies of the proceedings to each member of the Board and the Executive Committee and will make himself/herself available at the request of the Executive Committee in promoting the general welfare of the New Mexico Association for Career and Technical Education.
 - e. All officers shall be voting members of the Board of Directors.

ARTICLE III

Executive Committee

- Section 1. The Executive Committee shall be responsible for the management of the Association in accordance with the Constitution and Bylaws.
- Section 2. The Executive Committee shall be composed of the President, Past-president, President-elect, and the Secretary. The Executive Director and Financial Analyst of the Association shall be non-voting members of the Executive Committee.
- Section 3. The functions of the Executive Committee shall include but not be limited to:

- a. Acting for the Association in making corporate management decisions between meetings of the Board of Directors within policies prescribed in the Bylaws of the Association and the policies established by the Board of Directors; it shall cause to be prepared the annual budget and shall be responsible for the fiscal policies of the Association.
- b. Select and appoint the Executive Director or Operations Consultant and determine the terms of the Executive Director's or Operations Consultant's contract subject to approval of the Board of Directors.
- c. Evaluate annually the performance of the Executive Director or Operations Consultant in accordance with the duties and responsibilities as set forth in the job description or contract.
- d. Select and appoint the Financial Analyst and determine the terms of the Financial Analyst subject to approval of the Board of Directors.

ARTICLE IV

Board of Directors

- Section 1. The Board of Directors shall be composed of the President, President-elect, Immediate Past-president, Secretary, Division delegates, CTSO Project Director, Region IV Policy Committee member, the Director of the Career, Technical and Workforce Education Bureau, of the New Mexico Public Education Department, or designee. The Executive Director, CTSO Project Director, Region IV Policy Committee member, and the Financial Analyst shall serve as ex-officio member of the Board of Directors. All ex-officio members shall be non-voting members of the Board of Directors.
- Section 2. The administration of the Association shall be vested in the Board of Directors and shall be responsible for the interpretation of the Constitution and the Bylaws.
- Section 3. The Board of Directors shall be responsible for the development of all policies for the administration and management of the business, property, financial operations, and program of work of the Association.

ARTICLE V

Divisions of the Association

- Section 1. An affiliated Division shall consist of any identifiable major group of members, which operates as a mutually inclusive and compatible unit not served by any other operating Division.
- Section 2. Each affiliated Division shall elect a compliment of officers for the Division in accordance with the procedures set forth in the Constitution and Bylaws of the Association and shall adopt a constitution and appropriate bylaws for the organization and operation of the division which are fully compatible with the Constitution and Bylaws of the New Mexico Association for Career and Technical Education. At the time of their election, each Division President must

be a member of the affiliated Division, the New Mexico Association for Career and Technical Education and the Association for Career and Technical Education.

- Section 3. When a group not served by an existing affiliated Division meets the following criteria, it may petition the Board of Directors of the Association in writing to become an affiliated division with the recognition and all rights and bestowed privileges and responsibilities given other affiliated Divisions of the Association.
- a. The interest of the group is clearly defined as being directly involved in or closely related to vocational, technical, practical arts, and career education.
 - b. The group represents an interest that is statewide in scope.
 - c. The group cannot be identified in an existing Division and/or is not served by a single existing affiliated Division.
 - d. The group is organized in the interest of expanding and improving vocational, technical, practical arts and career education.
 - e. The group must have attained an active membership in the New Mexico Association for Career and Technical Education of at least ten members.

- Section 4. Affiliated Division status in the Association shall be rescinded when:
- a. The membership of the Division falls below the ten members required for Divisional status for two consecutive years. At this time the Executive Committee will review the status of said Division and may recommend to the Board of Directors that the Division be put on probation or removed from Divisional status or,
 - b. The affiliated Division may, upon majority vote of its Executive Committee, petition the Board of Directors of the Association for dissolution of said affiliated Division.

- Section 5. The Divisions of the Association currently recognized are:
- Administration
 - Agriculture
 - Business and Office Education
 - Health Occupations
 - Family and Consumer Science
 - Marketing Education
 - Post-Secondary / Adult Education
 - Trades, Industrial, Technical and Technology Education

ARTICLE VI

Executive Director

- Section 1. The Executive Director is designated as the professional administrator responsible for the efficient management of the professional business activities of the Association.
- Section 2. The Executive Director shall be appointed and the level of compensation shall be established and determined annually by the Executive Committee.

Section 3. The Executive Director shall act as general manager of the Association under the direction of the Executive Committee.

Section 4. The Executive Director shall fulfill the duties and responsibilities as set forth in the job description or contract for the position as established by the Executive Committee and approved by the Board of Directors.

ARTICLE VII Financial Analyst

Section 1. The Financial Analyst is designated as the professional analyst responsible for preparing financial statements and reconciling the monthly bank statements of the professional business activities of the Association.

Section 2. The Financial Analyst shall be appointed and the level of compensation shall be established and determined annually by the Executive Committee.

Section 3. The Financial Analyst shall fulfill the duties and responsibilities as set forth in the job description or contract for the position as established by the Executive Committee and approved by the Board of Directors.

ARTICLE VIII Standing Committees

Section 1. The Standing Committees shall be: Bylaws, Membership, Legislation, Conference, Public Relations, Program Leadership, Awards, Hospitality, and Region IV Committee (to be made up of the New Mexico representatives to the Region IV committees). The Conference Committee shall be composed of all Division Presidents, Standing Committee Awards and Hospitality, or their designee, and all CTSO's, HED, and PED members. Each affiliated Division delegates will serve as liaison from the Board of Directors to one Standing Committee as appointed by the President of the Association.

Section 2. The chairperson of each Standing Committee shall be designated by the Association President and shall serve at the pleasure of the President.

Section 3. Members of each Standing Committee shall be composed of representatives of each affiliated Division recommended by the Division Delegate with committee size being determined by the Executive Committee based on the Program of Work.

Section 4. Each Standing Committee chairperson shall report the substantive actions of each meeting to the Executive Committee and the Board of Directors in person and in writing.

- Section 5. A Program of Work for each Standing Committee will be developed and utilized for conducting the activities of the Committee and will be submitted to the Program Leadership Committee for presentation to the Board of Directors for approval.
- Section 6. Ad Hoc Committees and Task Forces may be appointed to accomplish specific tasks by the Association President upon prior approval of the Board of Directors. Ad Hoc Committees shall be temporary committees which do not duplicate the functions of the Standing Committees and have an unspecified point of termination. Task forces shall be temporary bodies which do not duplicate the activities of either Standing Committees or the Ad Hoc Committees and have a specified termination date.
- Section 7. The functions of the Standing Committees, Ad Hoc Committees and Task Forces and all activities conducted by these groups will be consistent with the Constitution and Bylaws of the Association.
- Section 8. The President, with the approval of the Executive Committee, shall fill any vacancies which may occur in offices or committees during the year.

ARTICLE IX

Association for Career and Technical Education Region IV Representation

- Section 1. The New Mexico Association for Career and Technical Education Board of Directors shall recommend individuals holding membership in ACTE and NMACTE to the Region IV Vice-president for selection to the Region IV Policy Committee.
- Section 2. The member of the New Mexico Association for Career and Technical Education selected to serve on the Policy Committee of Region IV shall be a non-voting member of the Board of Directors of the New Mexico Association for Career and Technical Education and shall participate in all meetings of the Board as a liaison between the Association and Region IV of the Association for Career and Technical Education.
- Section 3. Standing and Other Committees:
- a. The New Mexico Association for Career and Technical Education Board of Directors shall recommend individuals holding membership in ACTE and NMACTE to the Region IV Vice-president for selection to the Region IV Awards Committee and other committees established by Region IV for carrying out the purposes of ACTE within the region.
 - b. The term of office for regional committees shall be three years commencing July 1 on a rotational basis as established by the ACTE Board of Directors. A member may not serve more than one term on a committee except when appointed to fill an expired term.

ARTICLE X Meetings

- Section 1. The Annual Meeting of the New Mexico Association for Career and Technical Education shall be conducted during the Annual NMACTE Conference.
- Section 2. The Board of Directors shall meet on a quarterly basis as provided in the Bylaws of the Association. Special meetings may be called by the President, the Executive Committee or by petition signed by a majority of the Board of Directors.
- Section 3. The Executive Committee shall meet at least quarterly. Special meetings may be called by the President or by the President or by a majority of the Executive Committee.
- Section 4. All members of the Executive Committee, the Board of Directors, Committees and staff shall be reimbursed for reasonable necessary expenses incurred while attending meetings of the Executive Committee or Board of Directors and approved committee meetings except when such meetings are scheduled at the time of the annual convention. A schedule for reimbursement shall be established by the Executive Committee. Any requests for reimbursement not included in the approved reimbursement not included in the approved Association budget may be presented to the Executive Committee for consideration.

Drafted: October 2005

Board of Directors Approved: November 2005

Member Approved: April 2006

TABLE OF CONTENTS

INTRODUCTION

I. ORGANIZATIONAL STRUCTURE

- A. Membership
- B. Divisions
- C. NMACTE Board of Directors
- D. NMACTE Executive Committee
 - 1. Officers
 - 2. Elections
 - 3. NMACTE President
 - 4. NMACTE President-Elect
 - 5. NMACTE Past President
 - 6. NMACTE Secretary
- E. NMACTE Executive Director
- F. Employment of Personnel

II. PROFESSIONAL DEVELOPMENT

III. COMMITTEES

- A. Committee Operations
- B. Committee Responsibilities-Standing Committees
 - 1. NMACTE Executive Committee
 - 2. NMACTE Advisory Committee
 - 3. Awards Committee
 - 4. Legislative Committee
 - 5. Strategic Priorities Committee
 - 6. Nominating Committee
 - 7. Membership Services Committee
 - 8. Membership Development Committee
 - 9. Diversity Action Committee
- C. Committee Responsibilities- Ad Hoc Committee(s)

IV. FISCAL OPERATIONS

V. INVESTMENT OF FUNDS

VI. PROTECTION OF FUNDS AND PROPERTY

VII. AMENDMENTS

APPENDICES

INTRODUCTION

This manual is a compilation of policy decisions voted and agreed upon, in accordance with Robert's Rules of Order, by the NMACTE Board of Directors. This set of policies and procedures constitutes an operating framework to be followed by the Executive Director and the Board of Directors. These policies conform directly to the Bylaws of the Association, and they set overall guidelines for the achievement of the Association's Strategic Plan and Priorities. They are intended to provide the information necessary to provide efficient and consistent service to the NMACTE membership.

The name of this organization shall be the New Mexico Association of Career and Technology Education (hereafter referred to as NMACTE). The NMACTE is organized as a state career and technology association affiliated with the Association for Career and Technical Education (ACTE).

MISSION

To unite the profession of career and technology education and serve the needs of its members.

VISION

The New Mexico Association of Career and Technology Education is recognized as a dynamic educational leadership organization that anticipates and fulfills the needs of its members and all New Mexicans in developing a competitive workforce.

ORGANIZATIONAL GOALS

Policy Development
Professional Leadership Development
Membership Service
Leadership of the Profession
Promotion of Career and Technical Education
Secondary and Post-Secondary Collaboration

I. ORGANIZATIONAL STRUCTURE

A. MEMBERSHIP

1. Any individual interested in the purposes of the association shall be eligible for membership. The classes of membership shall be:
 - a. Affiliated: Individuals actively employed in career and technology education in the State of New Mexico.
 - b. Associate: Individuals, agencies, or groups not actively engaged but interested in career and technology education.
 - c. Support Staff: Individuals actively employed in career and technology education in a support staff position.
 - d. Student: Individuals who are enrolled as full-time students preparing to become career and technical educators.
 - e. Loyalty: Individuals who have retired and maintain an active interest in career and technology education.

2. Association membership begins with payment of NMACTE dues. The membership year shall be from January 1 through December 31 of the same year; regardless of the time dues are received. No dues shall be refunded. Dues shall be collected for each membership classification according to the following schedule:

- a. Affiliated Membership dues payment must include dues for the division of NMACTE and ACTE; annual dues of \$50 to NMACTE, as set by ACTE, and appropriate division dues.
- b. Associate Membership - annual dues of \$50 to NMACTE. Dues are submitted directly to the Executive Director of NMACTE.
- c. Support Staff Membership - annual dues of \$50 to NMACTE and appropriate dues to Support Staff section.
- d. Student Membership - annual dues of \$10 to NMACTE and as set by ACTE.
- e. Loyalty membership - annual dues of \$12 to NMACTE and as set by ACTE and appropriate loyalty division dues.
- f. Life Membership - Honorary and not for purchase. Each year the outgoing NMACTE President is awarded an NMACTE Life Membership in recognition of the service provided during their term of office.

3. Dues shall entitle the membership of each classification to a one-year subscription to NMACTE's newsletter, legislative representation and additional services as described in the NMACTE brochure.

4. Dues must be current in order for the member to be eligible for division voting, leadership positions, awards committee assignments and other division activities.

B. DIVISIONS

1. The divisions currently recognized are: Administration, Adult Workforce Development, Agricultural, Business Education, Family & Consumer Sciences, Guidance, Health Occupations, Marketing, Technology Education, and Trade and Industrial.

2. Division Requirements

- a. Each division is required to formulate its own operating policies in keeping with the NMACTE Bylaws and the NMACTE Operating Policies. The NMACTE staff will monitor the operating policies of each division periodically for consistency with NMACTE Bylaws and NMACTE Operating Policies.
- b. The Division President shall disperse information from NMACTE to their respective divisions.
- c. The Division shall carry on a vigorous annual ACTE membership campaign.
- d. The Division must meet all guidelines as outlined in the NMACTE Bylaws.
- e. Each Division shall submit nominees for consideration of awards according to the NMACTE Awards Program guidelines.
- f. Each Division must assume the responsibility for assisting in carrying out the ACTE Program Activities as part of its State Program Activities and

will not develop Division Program Activities that are in conflict with ACTE Program Activities.

g. In order for a division to supply a nominee for NMACTE President, it must maintain an annual membership in NMACTE of not less than 75% of its potential membership.

h. Upon request by a Division, NMACTE staff will assist state associations in increasing retention and membership renewal rates.

C. NMACTE BOARD OF DIRECTORS

1. The Board of Directors shall carry out the policies of NMACTE and speak in its behalf when representing NMACTE. When representing the Association for Career and Technical Education, members of the Board of Directors shall follow the policies of NMACTE and espouse the concepts that are generally accepted by the membership.

2. When a member assumes the responsibility of membership on the NMACTE Board of Directors, the professional responsibility extends beyond that of the normal NMACTE membership. The member shall assume responsibilities including those of attendance at meetings representing NMACTE, as well as other tasks, which from time to time arise in carrying out the duties of the office. It is assumed that the members of the Board of Directors will have resources available to them and time to devote to the activities of NMACTE. It is indeed an honor and recognition of professional integrity to be elected to the Board of Directors.

3. Once elected, each NMACTE Board member shall maintain, for the term of their office, all eligibility for NMACTE membership and their elected office as set forth in the NMACTE bylaws, NMACTE policies, and division or region operating policies. Any Board member not meeting these eligibility requirements shall resign from the Board of Directors and the Board shall fill the vacancy according to NMACTE bylaws and policies.

4. Officers and directors shall not solicit honoraria or other consideration when asked to appear on behalf of NMACTE.

5. When the office of a particular Division falls vacant prior to the scheduled election, the NMACTE Board of Directors shall fill said office with a member from the current Division. The Board will request a recommendation from the Division concerning an appropriate candidate. In the event that the office is not filled according to those prescribed procedures, the Board of Directors shall appoint someone to fill the vacancy.

6. When speaking as official spokespersons for NMACTE, members of the Board of Directors shall express only the official position of the organization as expressed by the Board in official meetings or by the Assembly of Delegates.

7. The Board of Directors may establish mutual liaison relationships with boards of other organizations.

8. The member shall assume the responsibility of attendance at the meetings of the Board of Directors. Should the Board of Directors member be unable to attend a specific meeting of the Board of Directors, a proxy representing the entity, which the Board of Directors member represents, may attend the meeting. The proxy shall be allowed to vote for the Board of Directors member only if the proxy has the instructions for the vote on items of action in writing from the

elected Board of Directors member. The written vote shall be included in the minutes of the meeting. The Executive Director shall be notified by the Board of Directors member as to who the proxy will be.

9. Each member of the Board of Directors shall assume certain fiduciary responsibility in the oversight of operations of the NMACTE. This fiduciary responsibility includes becoming knowledgeable of the financial policies and operations of the Board of Directors, making decisions based on that knowledge, which are believed to be in the best interest of the corporation and the entity being represented, and loyalty to the purposes of the Board of Directors as defined by the Bylaws.

10. Each Board Member shall have the responsibility of reporting the activity and decisions of the Board of Directors to the NMACTE membership, which the Board of Directors member represents.

11. The Board of Directors holds three regularly scheduled meetings each year as follows:

a. The Summer Board Meeting, to be held immediately prior and following the annual state conference.

b. The Winter Board Meeting, to be held after the National ACTE Conference.

c. The Spring Board Meeting, to be held after the National Policy Seminar.

10. Special meetings of the Board of Directors may be called by the President or at the joint request of a majority of the members of the Board. At least 10 days notice in writing shall be given to all Board members and the Executive Director for any special meetings, unless such notice is waived by all members of the Board of Directors.

11. All meetings of the Board of Directors, except executive sessions, shall be open to any member of NMACTE.

12. At the summer meeting of the Board of Directors, the Executive Director shall place the Board policies on the agenda as the first item for any necessary clarification, reaffirmation or other action.

13. Draft copies of current minutes will be distributed to all Board Members within one month of meetings. Copies of the approved minutes of all meetings of the Board of Directors shall be distributed by the Executive Director at the next regularly scheduled meeting for board binders.

14. Under special circumstances, the Executive Committee or members of the Board may invite guests to meet with the Board. Contributions by invited guests should deal directly with the items under consideration for which these individuals were invited to contribute. Any invitation should be submitted to the Executive Director by the due date for Board action items and approved by the Executive Committee. Any reimbursement to invited guests will be at the discretion of the Executive Committee.

15. All Executive Committee meetings will be closed meetings. However, invitations may be extended to individuals at the discretion of the Executive Committee.

16. NMACTE will also carry a professional liability policy for errors and omissions with a maximum coverage of \$1,000,000, subject to a maximum deductible of \$5,000. Insured under this policy are NMACTE as a named entity, the Board of Directors and Officers, and volunteer committee members. In

addition, members are protected by professional liability insurance while acting at the direction of any officer of the Board of Directors on behalf of NMACTE.

17. The Board of Directors shall be composed of the President, President-elect, Immediate Past-president, Secretary, Division delegates, CTSO Project Director, Region IV Policy Committee member, the Director of the Career, Technical and Workforce Education Bureau, of the New Mexico Public Education Department, or designee. The Executive Director, CTSO Project Director, Region IV Policy Committee member, and the Financial Analyst shall serve as ex-officio member of the Board of Directors. All ex-officio members shall be non-voting members of the Board of Directors.

18. New representatives from NMACTE Divisions replacing those with expired terms shall be elected to the Board of Directors for three years.

19. The Executive Director shall notify the appropriate NMACTE Division Presidents and Advisors of the expiring terms. This notice shall be given at the second quarterly meeting of the Board of Directors. It is desirable that replacements be identified prior to the Fourth Quarterly Board of Directors meeting to allow the incoming representatives to attend one meeting prior to official membership on the Board of Directors.

20. Newly elected representatives shall begin their term September 1. They shall be invited to attend the Fourth Quarterly Board of Directors meeting with their predecessor. Current members will retain their voting privileges until September 1.

21. Should a Board of Directors member be unable to complete their three-year term, he/she shall immediately notify the NMACTE Executive Director.

22. When the position held by a Board of Directors member becomes vacant prior to the scheduled election, the entity, which the Board of Directors member represented shall appoint a replacement to complete that term.

23. Individuals are prohibited from being appointed / elected to succeed themselves to a consecutive three-year term in the identical position.

24. A quorum is necessary for the transaction of business. A quorum shall consist of a majority of the members of the Board of Directors.

D. NMACTE EXECUTIVE COMMITTEE

1. Officers

a. The officers of the NMACTE shall be: NMACTE President, NMACTE President-Elect, NMACTE Past President, and the Secretary.

b. The NMACTE Executive Committee shall constitute the authoritative body of the NMACTE.

d. Only affiliated, life and/or loyalty members who have paid membership dues in NMACTE shall be eligible for membership on the Executive Committee, for membership on the Advisory Committee, to serve as delegates, or to hold any other office.

e. If a vacancy occurs in the office of NMACTE President or President-Elect, the NMACTE Executive Committee shall appoint an interim President or the President-Elect to fill the vacancy until the prescribed procedures can be followed to elect a replacement.

2. Election of NMACTE Secretary

- a. Any division may nominate a candidate for Secretary, except those divisions having a member originally nominated by that division currently serving in any one of the positions of NMACTE President, Past President, or President-Elect.
 - b. The Nominating Committee shall follow the policies detailed under COMMITTEES Section 6.
 - c. The Secretary shall be elected by the membership of NMACTE at the annual conference from names submitted by the Nominating Committee.
 - d. The successful nominee shall serve as Secretary for one year and then take the office of President-Elect at the annual meeting the following year.
3. NMACTE President
- a. The President shall preside at all meetings of NMACTE.
 - b. The President shall perform all the duties assigned to the office by the Executive Committee.
 - c. The President shall serve as Chairman of the Advisory Committee and of the Executive Committee.
 - d. The President shall conduct the NMACTE Leadership Training Seminar held for the NMACTE Division officers.
 - e. The President shall carry out the general purposes of NMACTE.
 - f. The President shall attend the annual ACTE Convention and serve as a delegate, the ACTE Region IV Conference and the ACTE Policy Seminar with expenses (travel, lodging, registration and meals) to be paid by NMACTE.
 - g. The President shall attend the summer conference.
4. NMACTE President-Elect
- a. The President-Elect shall perform such duties as directed by the Executive Committee or the Advisory Committee.
 - b. The President-Elect shall preside at meetings of NMACTE in the absence of the President.
 - c. The President-Elect shall serve as a member of the NMACTE Executive Committee,
 - d. The President-Elect shall be responsible for planning and conducting activities involved with the election of the Secretary.
 - 1) Scheduling presentations of candidates
 - 2) Dispersion, collection and tabulation of ballots
 - 3) Announcement of winner
5. NMACTE Past President
- a. The Past President shall serve as Vice Chairman of the Executive Committee of NMACTE.
 - b. The Past President shall perform such duties as directed by the Executive Committee of the Advisory Committee.
6. NMACTE Secretary
- a. The term of office shall be one year.
 - b. The Secretary shall perform such duties as directed by the Executive Committee, including: producing minutes and submitting those minutes to the Executive Director for forwarding to Board members before the next regularly-scheduled meeting.

E. NMACTE EXECUTIVE DIRECTOR

1. The Executive Director shall be the chief executive officer and shall serve as an ex officio member of the Board of Directors. As such, the Executive Director will have authority and responsibility for carrying out Board policy and such other duties as are assigned by the Board or as required by contract with the association, the Bylaws of ACTE.
2. In a situation where the current Executive Director is incapacitated for any reason, the Executive Committee shall convene within one week and shall appoint one of the Senior Directors as a Temporary Executive Director. If the Executive Director remains incapacitated for an extended period, then the Board at its first meeting thereafter may elect to take further action in appointing a Temporary Executive Director. Incapacitation shall be defined as being unable, due to physical or other conditions, to delegate and to remain in constant contact with the headquarters office.
3. The Executive Director may negotiate with a group or combination of groups to provide specialized professional leadership.
4. ACTE's employment policy is to comply with all applicable federal, state, and local laws regarding equal employment opportunity and prohibiting discrimination.
5. The Executive Committee shall annually review with the Executive Director his/her responsibilities and shall evaluate the Executive Director using the job description and annual objectives as agreed to in the Executive Director Performance Evaluation document. The Executive Committee shall submit their evaluation report to the Board for review and recommend changes in future performance indicators to the Board.
6. The Executive Committee shall annually establish with the Executive Director his/her priority objectives for the forthcoming fiscal year, which shall be derived from the ACTE Strategic Plan. These are to be reported to the full ACTE Board.
7. The Executive Committee shall establish the annual compensation and contract terms of the Executive Director.

F. EMPLOYMENT OF PERSONNEL

1. Board of Director's employment policy shall comply with all applicable federal and state laws regarding equal employment opportunity and prohibiting discrimination.
2. All staff position vacancies shall be publicized to the entire membership of NMACTE.
3. The Board of Directors may delegate to the Executive Committee the negotiations of the initial contract and compensation level.
4. Subject to budget and time consideration, employees may select to take training courses or seminars determined to contribute to improved job performance. Requests shall be submitted to the Board of Directors for consideration of approval. Tuition or fees and travel expenses shall be paid by NMACTE.

II. PROFESSIONAL DEVELOPMENT

- A. The NMACTE shall have one annual meeting to be held at the time and place of the

- Annual NMACTE Conference, called by the office of the Executive Director of NMACTE, who shall be asked to assure ample time is provided.
- B. The NMACTE Annual Meeting shall include but is not limited to:
 - 1. Report from the NMACTE Executive Director
 - 2. Report from the NMACTE President
 - 3. Installation of in-coming NMACTE President
 - C. The Conference shall include topics in the area of professional development of all NMACTE members.
 - D. A Legislative Seminar shall be conducted following the convening of each legislative session to provide NMACTE members with pertinent information on legislative and appropriations issues, which will assist them in lobbying on the local level for career and technology education.
 - F. Following the adjournment of each legislative session the NMACTE Executive Director shall produce a Legislative and Appropriations Planning Summary Sheet. The purpose shall be to review the events and outcomes of the previous session and identify goals for the following legislative session.
 - G. NMACTE shall promote to the members the ACTE Annual Convention, the ACTE Region IV Conference and the ACTE National Policy Seminar, encouraging their attendance at these professional development events.
 - H. NMACTE shall promote to its members the ACTE Region IV Scholarship for College Credit/National Board Certification and a Travel Stipend for a new attendee to the ACTE Region IV Conference. These monetary awards will be reviewed and decided by the NMACTE Division Presidents-elect, but will be awarded by the ACTE Region IV Policy Committee.

III. COMMITTEES

A. Committee Operations

- 1. There shall be standing committees and operational committees. Ad hoc committees shall be appointed as needed.
- 2. All committee appointments shall be recommended by the division president, and approved by the President of NMACTE and the Executive Committee.
- 3. The President shall appoint chairs of committees.
- 4. The President with approval of the Executive Committee shall fill all committee vacancies.
- 5. All standing operational committee assignments shall be completed at the NMACTE Advisory Committee meeting held during summer conference.
- 6. The committee chair shall refer any committee member missing two consecutive meetings to the President for review of that person's status on the committee. The President shall confer with the Division President to consider replacement of the division's representative on that committee.
- 7. Each committee shall formulate policy, which shall provide guidelines for the operation of that committee.
- 8. Committees shall plan annual Strategic Priorities to be approved by the Executive Director and the Advisory Committee.
- 9. Committees shall plan an annual budget request for the next fiscal year to be submitted to the President by September 1. The budget request shall include a listing of items requested with dollar amounts and rationale for items requested.

10. Committee reports shall be provided for quarterly NMACTE Board of Director meetings.

11. Minutes of all committee meetings shall be prepared and sent to committee members, with copies to the President, President-Elect and Executive Director.

12. The respective committees shall determine meeting dates, times and locations. Exceptions may be made by the Executive Committee or to meet the requirements of the Bylaws.

B. Committee Responsibilities - Standing Committees

1. NMACTE Executive Committee

- a. The Executive Committee shall be composed of the NMACTE President, NMACTE President-Elect, NMACTE Past President, and NMACTE Secretary.
- b. The Executive Director serves as an ex-officio non-voting member.
- c. The State Program Administrators or their designee shall serve as advisors to their respective division and serve as non-voting members on the NMACTE Executive Committee.
- d. The NMACTE President shall serve as chairman; the immediate Past President as vice chairman.
- e. The Executive Committee shall constitute the administrative body of NMACTE.
- g. The Executive Committee shall have management and control of the affairs and funds of NMACTE.
- h. The Executive Committee shall approve the CareerTech operating agreement, which provides for the operation of the executive office.
- i. Duties shall be:
 - 1) To provide a broad base for the development and execution of the annual Strategic Priorities, including the annual meeting of NMACTE.
 - 2) To establish written policy as is needed for the operation of Standing and Ad Hoc Committees.
 - 3) To evaluate the accomplishments of the NMACTE.
 - 4) To approve the annual budget of NMACTE.
 - 5) To receive and act upon committee reports.
 - 6) To provide for the safekeeping and proper investment of all funds of NMACTE
 - 7) To require an external audit be performed at the close of each fiscal year and review results at the quarterly meeting.
 - 8) To appoint the Executive Director, designate term of office and compensation.
 - 9) The Executive Committee shall meet quarterly unless called as needed by the President or the Executive Director.

2. NMACTE Advisory Committee

- a. The Advisory Committee shall be composed of the NMACTE Executive Committee, Vice President, Secretary-Treasurer, Reporter, Program Administrator of each Division, Associate State Directors, and Director of the State Department of Career and Technology Education.

b. Officers shall be Chairman: NMACTE President; Vice-Chairman: NMACTE Past President; Advisor: State Director and the Executive Director.

c. Duties shall be:

- 1) To provide opportunities for wider participation of the membership in the affairs of NMACTE.
- 2) To provide a close working relationship among the divisions and the Executive Director.
- 3) To provide a broad base for the development and execution the annual Strategic Priorities, including the annual meeting of NMACTE.
- 4) To assist the NMACTE Executive Committee, the divisions and individual members in matters of concern to each.

d. The meetings of the Advisory Committee (prior to the Annual NMACTE meeting) shall be called by the President to plan for the annual meeting and conduct other pending business.

e. Other meetings of the Advisory Committee may be called as needed by the President or Executive Director.

3. Awards Committee

a. Purpose

1.) The purpose of the Awards Committee is to implement, coordinate and oversee the NMACTE Awards Program, which seeks to promote excellence in career and technology education by recognizing individuals who have made extraordinary contributions to the field and organizations, which have conducted activities to help promote and expand career and technology education programs. Detailed information about the awards program, application procedures and appropriate forms are contained in the program brochure.

b. Duties and Responsibilities

- 1) The Committee, which is made up of one representative from each division, the Region IV Awards Committee representative and a chairperson, is responsible for recommending the awards program to the association's advisory committee, setting criteria for awards, reviewing applications and selecting NMACTE award recipients to the committee and overseeing all aspects of the recognition program for award recipients. The committee chair may choose to appoint an additional committee to develop and coordinate the recognition function.
- 2) Plan, conducts, and evaluate, in accordance with ACTE established standards, the awards presented on behalf of NMACTE and Region IV.
- 3) The Committee shall annually review, update, and direct reprinting of the awards program to be submitted to the divisions.
- 4) Prepare an annual budget for the committee.
- 5) Prepare proposed Strategic Priorities.
- 6) Distribute to each division established criteria for awards.

- 7) The Committee is responsible for critiquing the dossiers from each division to be submitted for Region IV and ACTE competition.
- 8) The Committee shall conduct the necessary meetings to accomplish the duties and responsibilities herein listed.
- 9) Reimbursement for travel shall be paid at state rates to committee participants when not funded by another source.
- 10) Perform other duties as assigned by the Executive Committee.
- 11) The Region IV Awards Committee representative shall attend the Region IV conference to be reimbursed by Region IV at the rate designated by the Region IV Policy Committee. This representative shall attend the Region IV Awards Committee meeting held during the ACTE Convention or designate a substitute.

c. Structure

- 1) Each NMACTE division and the support staff section shall select a representative to serve a three-year term on the NMACTE Awards Committee. This individual should also be the Division Awards Chair.

- a. This person should not be the Division President.

- b. This person should not be a state supervisor. The best person for the job should be a member within the division who has received an award previously, since they would be familiar with procedure.

- 2) The NMACTE Executive Committee shall appoint the Awards Chair for a three-year term.

d. Guidelines for NMACTE Awards

- 1) For the sake of equity and continuity, the NMACTE Awards Committee strongly suggest that each division follow the guidelines in their competitions that are followed in the state, regional and national competition. This will assure that the nominee selected is the one who will have the best chance of competing successfully at the national level

- 2) Voting by membership should not be done, as this often leads to a popularity contest. The evaluation sheet included in the awards booklet should be used to stay consistent with Region IV and ACTE.

- 3) An outstanding member, i.e. teacher of educator should be selected for each division. They should meet the qualifications stated in the booklet. They should have five or more year's experience. This recipient will participate in Region IV competition.

- 4) An outstanding new teacher should be selected from applicable divisions. They should have at least three years experience and taught less than five years. The overall new teacher recipient will participate in Region IV competition.

- 5) An outstanding new professional should be selected. They should have at least two years experience and less than five in the division. This award was designed for new members who have not attended ACTE before. The purpose is to promote leadership in

new members. This winner will go to ACTE, but no further competition.

6) Each division may also submit one Pride Award and the Distinguished Service Award.

7) The State Awards Committee will meet at Summer Conference to review dossiers and interview division recipients. Overall recipients will be determined.

8) NMACTE Awards will be presented at Summer Conference.

e. Winners Workshop

1) A meeting shall be held in October or November by the State NMACTE Awards Chairperson for the award recipients, who will be going to Region IV. Instructions for preparation of notebooks will be given.

4. Legislative Committee

- a. Keep members informed on state and federal legislative issues.
- b. Develop positions on legislative issues, including proposed resolutions for NMACTE.
- c. Generate support for positions taken on legislative issues.
- d. Hold in-service meetings on the legislative process.
- e. Assist divisions in the formation and implementation of legislative committees.
- f. Establish and maintain a legislative network.
- g. Prepare an annual budget for the committee.
- h. Prepare proposed Strategic Priorities.
- i. Perform other duties as assigned by the Executive Committee.

5. Strategic Priorities Committee

- a. The Strategic Priorities Committee shall be composed of the NMACTE Executive Committee and the NMACTE Division President-Elects.
- b. The Committee shall meet in the Spring prior to the end of the fiscal year.
- c. The Committee shall review the current year's Strategic Priorities and develop the future year's Strategic Priorities based upon NMACTE's Strategic Plan.
- d. The proposed annual budget shall include funding necessary to accomplish Strategic Priorities activities.
- e. Committee expenses shall be provided in the annual budget.
- f. Perform other duties as assigned by the Executive Committee.

6. Nominating Committee

- a. The Nominating Committee's charge is to function as a search and screening committee. The Nominating Committee members, collectively and individually, are to search out from among the NMACTE membership the most able demonstrated leaders and encourage them to present themselves as candidates for president-elect. Nominating Committee members should also encourage division vice-presidents to seek out and encourage the most capable leaders to present themselves as candidates for president-elect.
- b. The Nominating Committee should receive potential candidates for president-elect until March 15, 5:00 p.m., of each year. The NMACTE

Nominating Committee by majority action may extend this deadline, if necessary, but must have completed its interviews of all candidates in time to select and announce two nominees in the Spring issue of The Advocate.

c. The Nominating Committee shall be composed of the NMACTE Division Past Presidents.

d. The Past-President shall serve as the chairperson.

e. The Nominating Committee shall develop and implement criteria and procedures for reviewing, interviewing and selection of the two candidates.

f. The Executive Committee interprets the Bylaws for the direction of the Nominating Committee as follows:

1) At least two nominees must be presented to the NMACTE membership.

2) For a candidate to be considered by the Nominating Committee, division endorsement is required.

3) No division, which originally nominated a person who is currently serving in the positions of President, Past-President, or President-Elect, can nominate a candidate for President-Elect.

7. Membership Services Committee

a. The Membership Services Committee shall promote all of the benefits associated with being a member of the New Mexico Association of Career and Technology Education (NMACTE).

b. The committee is responsible for reviewing and developing ways to promote products and services to the membership that provide non-dues revenues to NMACTE.

c. To accomplish the mission the committee will first develop a Marketing Plan that will accomplish the following objectives:

1.) Increase participation in existing services

2) Identify new services to meet member needs that may also generate association revenue.

8. Membership Development Committee

a. The Membership Development Committee shall be comprised of all of the division president-elects.

b. The Committee shall review the membership data, each division comparing their membership enrollment to previous years.

c. The Committee shall attempt to analyze membership trends and issues pertinent to their respective division.

d. The Committee shall at each meeting review all membership activities of the NMACTE office to determine the effectiveness of each activity and when additional efforts are necessary.

e. Each Division President Elect shall work with the Division Advisor in soliciting and conducting division activities to recruit nonmembers.

9. Diversity Action Committee

a. The Diversity Action Committee shall serve as an advocate group in soliciting and addressing the concerns of all minority cultures in NMACTE.

b. The Committee shall seek to encourage minority members and their communities in NMACTE, the profession of career and technology education and enrollment in career and technology courses.

- c. The Committee shall make additional efforts to increase the percentages of minority faculty and staff members.
- d. The Committee shall address the need for cultural awareness workshops designed to provide perceptiveness in cultural differences and make recommendations for professional development activities conducted by NMACTE.
- e. The Committee shall recommend to the Executive Committee methods to eliminate negative myths that may eliminate or discourage minority participation in NMACTE or enrollment of students in career and technology education courses.
- f. The Committee shall conduct an annual committee meeting prior to/during the Annual Conference as called by the chairperson. Any additional meetings will be called as needed.

C. Committee Responsibilities - Ad Hoc Committee(s)

- 1. Ad hoc committees shall be established periodically by the president of NMACTE to study and make recommendations on specific problems or concerns of NMACTE.
- 2. Duration of these committees shall be designated at the time of appointment.
- 3. Appointment of persons to serve on these ad hoc committees shall be made in accordance with ACTE policies.

IV. FISCAL OPERATIONS

- A. The fiscal operations are the responsibility of the Executive Director and shall be approved by the NMACTE Executive Committee.
- B. A proposed annual budget shall be prepared by the Executive Director for consideration by the NMACTE Executive Committee.
- C. The Executive Director shall be adequately bonded at all times because of the supervising of organizational monies.
- D. Proper accounting practices shall be followed for all financial record keeping.
- E. The fiscal year shall be July 1 through June 30.
- F. All monies shall be deposited by the Executive Director and held in an account at a government insured financial institution.
- G. The Executive Director shall maintain funds at fair market value of interest.
- H. The Executive Director has the authority to singly sign all bank drafts in the amount of \$500 or less. Drafts of greater than \$500 shall include the signature of an alternate elected annually by the Board of Directors who resides and/or works in the vicinity of the Executive Director and is easily accessible to the office.
- I. Credit cards maintained by Board of Directors shall be American Express and VISA or MasterCard. These shall be used only when direct billing is not feasible. The Executive Director shall have both cards for their use. The copy of each imprint with description of purpose of expenditure shall be attached to the monthly statement. Board of Directors credit cards shall not be utilized for personal staff use.
- J. All expenses incurred by staff in the fulfillment of work responsibilities shall be reimbursed. An expense form documenting the date, destination, purpose of the expense, the types of expense, and signature of the claimant shall be filed monthly for reimbursement. Expense reimbursement shall be approved by the Executive Director and the Fiscal Officer

K. All staff travel out-of-state shall be approved by the Board of Directors when there is knowledge of the travel prior to the next Board of Directors meeting. In such case when the travel must occur prior to the next Board of Directors meeting, the Executive Committee shall approve the out-of-state travel and it shall be reported to the Board of Directors.

L. When financial conditions allow, the budget shall include allocation for travel expense for both the Executive Director and Assistant Director to attend the ACTE Convention and the ACTE Region IV Conference to fulfill NMACTE responsibilities. It shall also include allocation for travel expense for the Executive Director to attend the ACTE National Policy Seminar.

M. Any purchase of supplies, equipment or furniture in excess of \$1,000 shall be made on the basis of bids requested from three or more competent vendors. Bids on items, which cost less than \$1,000, will be obtained when the nature of such items and good business practices so indicate. When bids are requested, specifications are developed including type of product or service, quantity, quality and conditions of the bid.

N. All purchase of supplies, equipment or furniture in excess of \$1,000 shall require approval of the Executive Committee and shall be communicated to the Board of Directors.

O. A petty cash drawer in the amount of \$1000 shall be maintained to cover petty expenditures for which writing a draft is not appropriate or feasible. Receipts with the aforementioned requirements shall be maintained. The account shall be balanced monthly and a draft written to restore the balance of cash when deemed necessary.

V. INVESTMENT OF FUNDS

A. The Board of Directors is charged with the responsibility for investing and safeguarding Board of Director's funds. All investments shall be made only in FDIC protected entities.

B. Balances of current funds in excess of immediate needs shall be invested in federally insured depositories approved by the Board of Directors.

VI. PROTECTION OF FUNDS AND PROPERTY

A. All Board of Directors accounts shall be audited annually by a certified public accountant or accounting firm approved by the Board of Directors. This approval shall be contingent upon solicited bids for auditing services for a period of no less than three consecutive years. This allows for continuity in the reporting of Board of Director's finances and protection of funds and property, along with providing adequate study time for an evaluation of Board of Director's internal accounting controls.

B. A blanket surety bond shall be carried for no less than \$200,000 with \$500 deductible on the Executive Director.

C. Insurance for extended coverage on the property; office robbery, burglary, general liability, workman's compensation, surety bonds, and such other insurance coverage as seems necessary shall be purchased on the recommendation of the Executive Director with the approval of the Executive Committee. An annual report of the types, amounts and premiums on insurance coverage shall be included as a part of the proposed budget.

D. An accurate perpetual inventory shall be maintained. All non-consumables with a purchase price greater than \$100 shall be recorded in the inventory. The inventory records shall be included with documents for the annual audit.

VII. AMENDMENTS

A. These Policies and Procedures may be amended by a majority vote of the NMACTE Executive Committee.

B. If any statement or policy included in this document is found to be in conflict with the NMACTE Bylaws or operating policies of the ACTE, such items are automatically null and void.

C. Proposed revisions must be submitted in writing to the Executive Committee at least sixty (60) days prior to consideration.

D. Upon approval by a majority of the members of the Executive Committee, the proposed revisions shall be come operative.

NMACTE

Strategic Focus 2006-07

I. Policy Development

Be an effective Force in the legislative process.

Focus Points:

Education—planned activities include:

- Promote summer conference initiatives
- Involve division officers in the Legislative and Appropriations Planning Forum
- Publish a bi-monthly communication method for distributing legislative and association activities.

Funding—Planned activities include:

- Ask divisions to send at least two people to all legislative seminars
- Ask divisions to pay registration fees for at least two people to all legislative seminars
- Develop procedures to seek division, school, industry support/stipends for participation in the ACTE Policy Seminar
- Increase the PAC memberships and contributions by 15%
- Increase participation in the Legislative Support Fund

Legislation—planned activities include:

- Develop and distribute information about the legislative process to the membership by Jan. 1, 2007
- Use the member network for contact regarding pending legislation and critical key issues to career and technology education
- Collaborate with the New Mexico Education Coalition and other key stakeholders
- Identify a PAC member from each technology center district to promote a “grass roots” initiative for working with state and national legislators
- Develop a “how to” guide on promoting grass roots initiatives

Networking/Awareness—planned activities include:

- Provide information regarding the needs and importance of career and technology education to legislators, business/industry, secondary and post-secondary students, and teachers, administrators, and Boards of Education.
- Maintain legislative communications through publications and updates
- Provide program/student success stories to local representatives and senators, utilizing PIO Council, local resources, division/school newspapers, essay competition, etc.
- Maintain staff and funding necessary to represent career and technology education in the legislative process
- Provide a Legislative Seminar
- Involve legislators in career and technology education activities
- Promote “Legislators Experience Career Tech Day”
- Maintain e-mail list serve for legislative contacts, members and other policy makers
- Utilize local schools/technology center lobbying task force when needed
- Design and distribute information pertaining to:
 - o ACTE and NMACTE websites and issues
 - o legislative contacts
 - o legislative alert website points
 - o benefits of getting involved in PAC
 - o benefits of ACTE and NMACTE memberships

II. Professional Leadership Development

Provide leadership in career and technology education.

Encourage increased participation by diverse members

Focus Points:

Leadership Recruitment—planned activities include:

- Promote NMACTE Leadership Workshop
- Promote Divisional Leadership Workshops
- Continue diversity in leadership in each division and NMACTE
- Distribute information about recognition/awards programs

Diversity—planned activities include:

- Promote diversity awareness in membership

III. Membership Service

Maximize organizational effectiveness.

Serve the membership by responding to its needs.

NMACTE Strategic Focus

Focus Points:

Leadership and Direction —planned activities include:

- Review and update Strategic Priorities, Bylaws, and Policies and Procedures by divisions
- Develop activities to attract new members
- Continually update any available video and/or PowerPoint that promotes New Mexico ACTE's activities and benefits
- Build relationships with Teacher Educators for recruitment of student membership

Resources —planned activities include:

- Assess membership dues that will finance membership services
- Develop activities that generate non-dues income
- Recruit Business and Industry sponsorships
- Review and submit budget as needed.

Communication—planned activities include:

- Utilize website, publications, and telecommunication devices to provide pertinent information to the membership
- Encourage and provide web space for division Web sites
- Inform NMACTE staff of division communications and activities
- Submit strategic priorities at summer conference
- Submit divisional calendar to New Mexico ACTE office by September 1.

Needs Identification & Implementation —planned activities include:

- Continue identifying the changing needs of the membership
- Assess and plan to meet identified needs

IV. Leadership of the Profession

Be a significant partner in positioning career and technology education as the leader in workforce development.

Showcase career and technology education's dynamic image

Be a united voice for career and technology education.

Focus Points:

Leadership and Direction —planned activities include:

- Provides membership pertinent information on workforce development and critical issues
- Encourage the membership to share information with other educators at local level
- Promote conference attendance and participation in New Mexico ACTE business meetings during summer conference
- Encourage members to be actively involved in our political process

Communication —planned activities include:

- Communicate to the public and to the membership information regarding education reform and other critical issues through public service and other informative methods.
- Promote information regarding outstanding career and technology educators and/or programs
- Network with other agencies and professionals to communicate the resources available through career and technology education system

V. Promotion of the Profession

Promote career and technology education as an integral component of the education of all students.

Focus Points:

Emphasize the benefits of career and technology education for all New Mexican's —planned activities include:

- Inform administration and counselors about career and technology education programs

- Market all career and technology educational programs
- Support Career and Technology Student Organizations (CTSO)

Promote career and technology education as a career choice —planned activities include:

- Promote recruitment of college CareerTech education majors
- Develop and enhance partnerships with teacher educators
- Provide speakers to colleges/universities to promote career and technology education

PARLIAMENTARY POINTERS

	Second required	Debatable	Can be amended	Can be reconsidered	Requires mandatory vote	Out of order when another on floor
1. Adjourn	Yes	No	No	No	Yes	Yes
2. Adopt a report	Yes	Yes	Yes	Yes	Yes	Yes
3. Amend a motion	Yes	Yes	Yes	Yes	Yes	No
4. Amend an amendment	Yes	Yes	No	Yes	Yes	No
5. Debate, close, or limit	Yes	No	Yes	Yes	2/3	No❶
6. Fix time to adjourn	Yes	No	Yes	Yes	Yes	Yes
7. Lay on table❷	Yes	No	No	No	Yes	Yes
8. Main motion or question	Yes	Yes	Yes	Yes	Yes	Yes
9. Question of order	No	No	No	No	Yes❸	No
10. Postpone to certain time (or next meeting)❹	Yes	Yes	Yes	Yes	Yes	Yes
11. Call or move the previous question❺	Yes	No	No	No	2/3	No
12. Reconsider	Yes	Yes	No	No	Yes	No❻
13. Suspend rules	Yes	No	No	No	Yes❼	No
14. Take from table	Yes	No	No	No	Yes	Yes
15. Withdraw a motion❽	No	No	No	No	Yes	No

❶The motion to close or limit debate takes precedence over all other motions on the floor.

❷A question of order is not normally voted upon. It usually requires only a ruling by the chairperson. However, if the chairperson rules contrary to the feeling of the person raising the question, a motion to overrule the chairperson may occur.

❸If the motion to "lay on the table" is adopted, it requires another motion to "take from the table" (see number 14 in chart) in order to reconsider the item originally tabled. Once an item has been tabled, it is tabled for all time.

❹A motion to postpone to a certain time or to the next meeting allows an item to be postponed, but it does not require a separate motion to take the time up again. It will come up again automatically at the certain time specified, or may be included on the agenda for the next meeting without any formal action.

❺A formal motion to "move the previous question" is seldom utilized. Customarily a person will simply "call for the question" and the chairperson will rule that no further debate appears to be forthcoming and will initiate the vote.

However, this motion can be used to stop debate. The motion can be pressed and requires an immediate vote. If it passes, the chairperson must immediately call for the vote on the pending question.

❻A motion to reconsider a previous question can be made even if there is another motion pending on the floor. However, the chairperson rules whether or not the reconsideration motion is in order. If the motion does not interfere with the orderly conduct of business, it can be considered immediately. If the chairperson feels it will interfere with the orderly conduct of business, the motion to reconsider will be declared out of order, but must be taken up immediately after the pending question is considered.

❼A motion to suspend the rules is the one usually utilized to get the leader out of a mess! It is a motion that should be avoided whenever possible. If the rules to be suspended are not procedural in nature—that is, rules of order—then a majority vote is all that is necessary. As an example, if the member would like to allow a nonmember to speak to the organization, where there is a rule stating that

nonmembers shall not be allowed privilege of the floor, or to seat a delegate late, the motion to suspend the rules would require only a majority vote. However, if the motion to suspend the rules of the order to allow a complicated series of motions and amendments to be tabled in consideration of a simplified motion, a two-thirds majority vote is required.

❽Ordinarily, if a mover wished to withdraw his or her motion, it is allowed by rule of the chairperson. However, to be parliamentary correct, it is necessary to conduct a vote to allow a motion to be withdrawn. If the vote passes, it cannot be reconsidered, that is, the motion is declared to be nonexistent.

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