

Operations Manual

Mississippi Association of Career and Technical Education

MS ACTE

**Prepared by
Policy and Bylaws Committee
Tammie Brewer, chair**

MS ACTE

P.O. Box 85

Raymond, MS 39154

July 2013

Forward

The printing of this Operations Manual completes several years of work to prepare a statement of procedures for the operation of the Mississippi Association of Career and Technical Education (MS ACTE). The contents of this manual should be used in conjunction with the MS ACTE Constitution and Bylaws. No doubt, leaders of the Association will benefit from the efforts of the Policy and Bylaws Committee

The association is indebted to the Policy and Bylaws Committee for the many hours of work on this project. Tammie Brewer served as committee chair throughout the entire effort.

Information on MS ACTE is available from the Association's office as follows:

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MISSISSIPPI ACTE BY-LAWS

Revised June 2013

This Operations Manual was developed to provide procedures for the operation of Mississippi Association for Career and Technical Education (MS ACTE).

GENERAL PURPOSE

The general purposes of MS ACTE are:

1. to advance high ideals and standards of career and technical education in Mississippi;
2. to increase the effectiveness and efficiency of career and technical education in the state;
3. to cooperate and work with other educational associations in the further development of the total educational program of the state;
4. to promote and improve career and technical education through local communities;
5. to provide all career and technical educators a common entity for the best interest of career and technical education;
6. to affiliate and cooperate with the program of the National Association for Career and Technical Education (ACTE) and
7. to promote and support state and national legislation for the benefit of career and technical education.

MEMBERSHIP

Policy:

All persons interested in the purpose of this association shall be eligible for membership.

Mississippi is a unified state. Unified membership is defined as being a member of the appropriate affiliate association, MS ACTE and National ACTE.

MS ACTE has cycle membership which means that membership anniversaries occur any month of the year with the month being determined by the month the first payment of membership dues was received upon initial membership in the association.

Procedures:

Membership shall consist of active, associate, honorary, student members and retirees.

1. Active members shall be any person in Mississippi who is actively engaged in career and technical education.
2. Associate members shall be any person not actively engaged in career and technical education
3. Honorary membership shall be any member who has contributed to the furtherance of career and technical education and has been approved by the Executive Board.
4. Students enrolled in a full-time program designed to prepare teachers for any area of career and technical education will be eligible for membership.
5. When a MS ACTE member is called into military service, the paid membership will continue until the normal expiration date. Upon return from the military and re-entering career and technical education and paying dues in a prompt and timely manner, the lapsed time in the military will not count against a member in terms of awards applications, officer candidates, or other programs of the association.
6. Retired membership shall be for any individual who has contributed to the furtherance of career and technical education and has completed the requirements of retirement.

ORGANIZATIONAL STRUCTURE

The Association shall be organized through affiliated associations and through districts. Within the organizational structure of MS ACTE the affiliated associations shall be:

1. Agricultural Education (MAVAT--Mississippi Association of Vocational Agriculture Teachers)
2. Business and Office Education (MBEA—Mississippi Business Education Association)
3. Career Pathway Experience (MS-CPEC—Career Pathways Experience Coordinators)
4. Secondary and Postsecondary Marketing (MAME—Mississippi Association of Marketing Educators, and PSMAME—Mississippi Association of Marketing Educators/Post-Secondary)
5. Guidance MCTCA – Mississippi Career and Technical Counselors Association
6. Health Sciences (HTEA—Health Teachers Education Association.
7. Family and Consumer Science Education (MAFCSE—Mississippi Association of Family and Consumer Science Education)
8. Technology Education (MTEA—Mississippi Technology Education Association)
9. Secondary Directors MASCTA – Mississippi Association of Secondary Career and Technical Administrators
10. Post-Secondary Directors (CCTODA—Chief Career and Technical Officers and Directors Association)

11. Trade and Industrial Education (MT/TEA—Mississippi Trade and Technical Education Association)
12. Student Services Coordinators MASSC – Mississippi Association of Student Service Coordinators
13. Adult Workforce (MAWDA—Mississippi Association of Workforce Development Association)

Affiliate associations shall be entitled to one member on the MS ACTE Board which is typically filled by the president of the affiliate. Affiliates shall be unified with MS ACTE and maintain a minimum of 25 members. If the affiliate has fewer than 25 MS ACTE members, the affiliate will be placed on written probation and given a one year period of time of probation in order to increase MS ACTE membership. If the affiliate does not increase to 25 MS ACTE members, they will no longer be represented on the MS ACTE Executive Board nor will the affiliate be able to hold committee representation.

The state shall be divided into five (5) districts of approximately equal membership enrollment.

The district officers of the association shall be a president, president-elect, and a recording secretary.

Procedures:

Qualified associations who wish to become affiliated must have at least 25 MS ACTE members and must submit an application to the president of MS ACTE at least 30 days prior to a MS ACTE regular business meeting. The approved application must then be presented and approved by the board of directors.

The application for affiliation must be presented to the general assembly of members at a MS ACTE regular business meeting and must then receive a majority of votes from the assembled members.

MS ACTE organizes the state to form five (5) districts. These MS ACTE districts are formed by clustering community/junior college districts as follows:

<u>DISTRICTS</u>	<u>COMMUNITY COLLEGE DISTRICTS</u>
District I	Northwest Mississippi Community College Itawamba Community College Northeast Community College
District II	Holmes Community College Coahoma Community College Mississippi Delta Community College
District III	East Mississippi Community College East Central Community College Meridian Community College
District IV	Hinds Community College Copiah-Lincoln Community College Southwest Mississippi Community College
District V	Jones County Junior College Mississippi Gulf Coast Community College Pearl River Community College

Only those holding active membership in MS ACTE for the previous two years shall be eligible for the district office.

Candidates for a district office shall be nominated by a district nominating committee composed of one member from each career and technical affiliated association. The officers shall be elected by an open vote of those present and voting at a regular meeting of the district association; however, nominations will be accepted and voted on from the floor provided nominees meet requirements. Candidates receiving a majority vote of the persons present and voting will be elected.

In the event of a vacancy of any office of the district caused by anything other than the expiration of a term, the district officers shall appoint a qualified person from the same district to fill the unexpired term.

Officers of the district shall assume the duties of that office at the annual summer conference or other meeting of the association.

Length of Term of District Officers:

- 1, The president shall be elected for a period of one year.
2. The president elect's term shall be for a period of one year and the first vice president shall automatically become the president.

Duties of the Officers of the District:

1. The district president or the president elect shall preside at all meetings of the district and shall perform the duties usually associated with the office of a president or vice president.
2. The president elect shall be in charge of the district membership drive and other such duties assigned by the district president
3. The recording secretary, shall keep a full and accurate record of the proceedings of the general meetings of the district, conduct all correspondence, collect membership dues, keep accurate membership records, and fulfill such other duties as the district assigns.

GOVERNING BOARD

Policy:

The state officers of MS ACTE shall be president, first vice president, second vice president and past president.

The Executive Board of Directors shall be composed of the state officers, the immediate past president, the MS ACTE representative to the ACTE Region IV Policy Committee, and the president of each district and of each affiliated association and all committee chairmen. The State Director of Career and Technical Education or his/her designee, and the MS ACTE Executive Director shall serve as ex-officio members with no voting power. Any member of the MS ACTE Executive Board, in addition to other requirements as listed in the Constitution, will be required to be a member of ACTE.

The Executive Director shall be employed by the MS ACTE Board of Directors. Applications for any vacancy in this position shall be advertised by the president of MS ACTE or the committee approved by the MS ACTE Executive Board.

The Executive Director will be evaluated annually by the MS ACTE Executive Board, members listed above.

The MS ACTE Executive Committee shall be composed of the president, first vice president, immediate past president, second vice president, and two board members (elected by the board) that do not work in the same area as one of the officers. The committee with the assistance of the MS ACTE Executive Director, compiles budget information and submits the annual budget and establishes strategies to implement the program of work to the Executive Board for approval.

Procedures:

Only those holding active membership in MS ACTE for the previous two year period shall be eligible to be a state officer or delegate to the ACTE Convention.

Only candidates who have served or are serving as district and/or affiliated association officers and have been endorsed in writing by an affiliated association of MS ACTE will be eligible for consideration as a state officer.

Any candidate desiring to seek a state office shall furnish the MS ACTE Executive Committee a letter of intent, a resume, and a letter of endorsement from the affiliated association of MS ACTE of which the candidate is a member. Candidates for state office shall be certified by the MS ACTE Executive Committee at least thirty days prior to the election. The state president shall be alternated between affiliated associations so that no affiliated association will have two presidents in succession. Each member of MS ACTE shall be furnished a resume on each candidate prior to the election. Only members with a current membership will be issued a ballot. The officers shall be elected by secret ballot. The candidate who received a majority vote will be elected.

In the event of a vacancy of any office of the association other than the expiration of a term, the MS ACTE Executive Committee is empowered to fill said office by the appointment of a present or past district or affiliated association officer from the same affiliated association to serve the remainder of that fiscal year.

Officers of MS ACTE shall take office on a date set by the MS ACTE Executive Committee.

Length of Term of State Officers:

1. The president's term shall be for a period of one year.
2. The first vice president's term shall be for a period of one year and the first vice president shall automatically become the president.
3. The second vice president shall be elected for one year and the second vice president shall automatically become the first vice president.

Duties of the MS ACTE Board of Directors:

1. Plan and direct conference, conventions, publications, and the proper investment of MS ACTE funds.
2. Appoint official delegates to represent MS ACTE at the annual meeting of ACTE.
3. Act on matters which may require decisions to be made by the administrative body of MS ACTE.
4. Plan and implement an annual program of work in conjunction with various standing committees.
5. Project future goals and formulate at least a three year tentative plan for

- reaching these goals.
6. Direct the MS ACTE Executive Director to submit a current financial report to the association at the summer conference meeting of MS ACTE.
 7. Evaluate the MS ACTE Executive Director.

Duties of the MS ACTE Executive Committee:

1. The president shall preside at all meetings of the association and of the MS ACTE Executive Board and shall perform the duties usually delegated to the president of presiding officer.
2. The first vice president, in addition to presiding in the absence of the president, shall serve as state membership chairperson.
3. The second vice president shall perform such duties as assigned by the president.

Duties of the MS ACTE Executive Director:

1. Keep a full and accurate record of the proceedings of the general meetings of the association and all meetings of the MS ACTE Executive Board and communicate such proceedings to each district and affiliated association president.
2. Collect membership dues and keep accurate membership records.
3. Conduct such correspondence and fulfill such other duties as the MS ACTE Executive Board shall assign.
4. Receive and under the director of the MS ACTE Executive Board hold in safekeeping all monies paid to the association.
5. Expend the same only upon the order of said committee.
6. Keep an exact amount of receipts and expenditures with vouchers for the latter.
7. Report the status of the account upon the request of the MS ACTE Executive Board.
8. Keep accurate records of committee assignments and communicate those assignments with committee chairs.
9. Maintain open communications with MS ACTE Membership by providing contact information.
10. Must present an annual proposal to the MS ACTE Executive Committee.
11. Other duties and assignments as delegated by the MS ACTE Executive Board.

NOMINATIONS

Policy:

Candidates for state office shall be certified by the MS ACTE Executive Committee at least thirty days prior to the election.

Nominations for MS ACTE state office may not be accepted from the floor.

If no officer certifies by February 1, the MS ACTE Executive Committee shall be empowered to serve as a nominating committee in the constitution.

At no time can a member of the nomination committee be a candidate for office.

COMMITTEES

Policy:

Standing committees shall be appointed from the membership by the MS ACTE president. Recommendations shall be submitted through appropriate affiliated associations for the representation of the standing committees.

Standing committees are as follows:

1. Communications
2. Legislative/Legislative Reception
3. Audit
4. Membership
5. Policy and Bylaws
6. Awards
7. Diversity Action
8. Resolutions
9. Strategic Planning

Other committees that are deemed necessary by the MS ACTE Executive Board shall be named.

Procedures:

Each committee with the exception of the Audit Committee shall be comprised of one representative from each of the affiliated associations and other at large members as may be desirable. The MS ACTE president shall serve as an ex officio member of all committees. The MS ACTE Executive Director may be consulted as it is appropriate. The committees are appointed by the president with nominations received from the respective affiliates. Terms of membership are for three years.

The Communications Committee

The Communications Committee develops a program of work that becomes a part of the MS ACTE program of work. The MS ACTE Executive Committee and the Board of Directors may accept as submitted or modify the program of work of the committee.

Specific Duties of the Communications Committee Include:

1. Proposing a program of work to the MS ACTE Board and membership
2. Establishing priorities for the development of materials to promote MS ACTE and career and technical education.
3. Promoting career and technical education through a planned program of public relations.
4. Regularly communicating information to the MS ACTE president, other officers, and the board of directors.
5. Keeping MS ACTE members informed. Information should be submitted to The Reporter on a regular basis.
6. Following the MS ACTE constitution and policies.
7. Developing a network with MS ACTE affiliates, local career and technical schools, district officers, state staff, teacher educators, and others as may be appropriate; keep members informed and promote career and technical education.
8. Other duties as may be appropriate.

The Legislative/Legislative Reception Committee

The Legislative/Legislative Reception Committee shall be comprised of one representative from each of the affiliated associations and other at large members as may be desirable. The MS ACTE President shall serve as an ex officio member. The MS ACTE Executive Director may be consulted as appropriate. The committee is appointed by the MS ACTE President with nominations received from the affiliated associations. Terms of membership are for three years.

The program of work developed by the Legislative/Legislative Reception Committee becomes part of the MS ACTE program of work. The MS ACTE Executive Committee and Board of Directors may accept as submitted or modify the program of work of the committee

Specific Duties of the Legislative/Legislative Reception Committee Include:

1. Proposing a program of work to the MS ACTE Board and membership.
2. Developing proposed legislative goals for MS ACTE.
3. Establishing contact with staff in the Office of Career and Technical Education of the State Department of Education to receive input.
4. Reviewing possible legislation that might impact career and technical education at the state and national level.
5. Working with the MS ACTE lobbyists to keep informed of

deadlines, pending actions, and other events in the Mississippi Legislature.

6. Ensuring appropriate recognition of legislators and other government officials who support career and technical education.
7. Holding an event to appropriately recognize the contributions of members of the Mississippi Legislature to career and technical education
8. Promote participation in legislative affairs of MS ACTE
9. Regularly communicating information to the MS ACTE president, other officers, and the Board of Directors.
10. Promoting awareness of legislative matters by keeping MS ACTE members informed. Information should be submitted to The Reporter on a regular basis.
11. Following the MS ACTE constitution and policies of the MS ACTE Board of Directors.
12. Developing a network with MS ACTE affiliates, local career and technical schools, district officers, state staff, teacher educators, and others as may be appropriate to keep members informed.
13. Providing quarterly and annual reports of committee accomplishments to the MS ACTE office.
14. Other duties as may be appropriate.

Audit Committee

Policy:

The Audit Committee shall be composed of three members appointed by the MS ACTE President.

Procedures:

Duties of the Audit Committee include the evaluation of the records of MS ACTE to determine the financial accuracy and soundness of the organization.

Membership Committee

Policy:

The Membership Committee shall be comprised on one representative from each of the affiliated associations and other at large members as may be desirable. The MS ACTE First Vice-President shall serve as chairperson of the committee. The MS ACTE Executive Director may be consulted as appropriate. The committee is appointed by the MS ACTE President with nominations received from the respective affiliates. Terms of membership are for three years.

The program of work developed by the Membership Committee becomes a part of the MS ACTE program of work. The Executive Committee and the Board of Directors may accept as submitted or may modify the program of work of the committee.

Procedures:

Specific duties of the Membership Committee include:

1. Proposing a program of work to the MS ACTE Board and membership
2. Studying service provided members and proposing ways of improving benefits members receive.
3. Promoting MS ACTE membership and participation in MS ACTE programs and activities among career and technical educators.
4. Regularly communicating information to the MS ACTE President, other officers, and the MS ACTE Board of Directors.
5. Promoting awareness of membership benefits by keeping MS ACTE members informed. Information should be submitted to The Reporter on a regular basis.
6. Following the MS ACTE constitution and policies.
7. Staffing a MS ACTE membership table at the summer and spring meetings and at other times.
8. Developing a network with MS ACTE affiliates, local career and technical schools, district officers, state staff, teacher educators, and others as may be appropriate to recruit members.
9. Advising the MS ACTE Executive Director on membership processing and other areas.
10. Other duties as may be appropriate.

Policy and Bylaws Committee

Policy:

The Policy and Bylaws Committee shall be comprised of one representative from each of the affiliated associations and other at large members as may be desirable. The President shall serve as an ex officio member. The MS ACTE Executive Director may be consulted as appropriate. The Committee is appointed by the MS ACTE President with nominations received from the respective affiliates. Terms of membership are for three years.

The program of work developed by the Policy and Bylaws Committee becomes a part of the MS ACTE program of work. The Executive Committee and the Board of Directors may accept as submitted or modify the program of work of the committee.

Procedures:

Specific Duties of the Policy and Bylaws Committee Include:

1. Proposing a program of work to the MS ACTE Board and membership.
2. Studying the constitution, bylaws, and policy to propose modifications to the Board and to the membership to improve operation of the organization and services to members.
3. Reviewing proposed ACTE policies, constitution, amendment, and other actions that might impact MS ACTE and proposing appropriate actions to the MS ACTE Board.
4. Regularly communicating information to the MS ACTE President, other officers, and the Board of Directors.
5. Promoting awareness of MS ACTE matters by keeping MS ACTE members informed. Information should be submitted to The Reporter on a regular basis.
6. Following the MS ACTE constitution and policies of the Board of Directors.
7. Other duties as may be appropriate.

Awards Committee

Policies:

The Awards Committee shall be comprised of one representative from each of the affiliated organizations, the ACTE Region IV awards committee member, and other at large members as may be desirable. The MS ACTE Executive Director may be consulted as appropriate. The committee is appointed by the MS ACTE President with nominations received from the respective affiliates. Terms of membership are for three years.

The program of work developed by the Awards Committee becomes a part of the MS ACTE program of work. The MS ACTE Executive Committee and the Board of Directors may accept as submitted or modify the program of work of the Committee.

Procedures:

Specific Duties of the Awards Committee Include:

1. Carrying out the awards program of MS ACTE and assisting, as appropriate, with the ACTE Region IV and other awards programs.
2. Proposing awards programs and modifications to existing programs.
3. Establishing deadlines for submission of applications for awards and informing MS ACTE members of important dates and application information. Information shall be submitted to The Reporter on a regular basis.
4. Ensuring appropriate recognition of award recipients, including news releases, photographs, and preparation of certificates and plaques.
5. Regularly communicating information to the MS ACTE President, other officers, and the Board of Directors.
6. Promoting participation in the MS ACTE awards program.

7. Following the MS ACTE constitution and policies of the Board of Directors.
8. Preparing and submitting a program of work to the MS ACTE Board and Executive Director.
9. Other duties as may be appropriate.

Diversity Action Committee

Policies:

The Diversity Action Committee shall be comprised of one representative from each of the affiliated organizations and other members at large. The MS ACTE Executive Director may be consulted as appropriate.

The program of work developed by the Diversity Action Committee becomes a part of the MS ACTE program of work. The Executive Committee and the Board of Directors may accept as submitted or modify the program of work of the Committee

Procedures:

Specific Duties of the Diversity Action Committee Include:

1. Facilitate networking system with MS ACTE affiliates, local career and technical schools, district officers, state staff, teacher educators, and administrators to increase membership, participation, and representation of minorities.
2. Increase minority representation on all MS ACTE standing committee.
3. Develop a program of work to be submitted to the Board and Executive Director.

Resolutions

Policies:

The Resolutions Committee shall be comprised of one representative from each of the affiliated organizations and other members at large. The MS ACTE Executive Director may be consulted as appropriate.

The program of work developed by the Resolutions Committee becomes a part of the MS ACTE program of work. The Executive Committee and the Board of Directors may accept as submitted or modify the program of work of the Committee.

Procedures:

Specific Duties of the Resolutions Committee Include:

1. Facilitate networking system with MS ACTE affiliates, local career and technical schools, district officers, state staff, teacher educators, and administrators to increase membership, participation, and representation of minorities.
2. Develop resolutions honoring any deceased or retiring MS ACTE members.
3. Present all resolutions at the MS ACTE Summer Conference.
4. Develop a program of work to be submitted to the Board and Executive Director.

Ad Hoc Committee

Other committees may be appointed by the President as the necessity arises. Responsibilities of the committee will be designated for the specific purpose for which the committee was appointed.

Committee Appointments

Policy:

Committee appointments will be made for ACTE, Region IV, and the MS ACTE committees according to criteria in ACTE and the MS ACTE bylaws.

Procedures:

I. ACTE:

When opportunities exist for Mississippi to be represented on ACTE Committees, the MS ACTE President will notify the membership through the newsletter and ask for applications for committee appointments.

The MS ACTE President will recommend appointments through the Mississippi Region IV representative on the Policy Committee or the appropriate divisional vice president.

II. ACTE Region IV

When opportunities exist for Mississippi to be represented on ACTE Region IV Committees, the MS ACTE President will notify the membership through the newsletter and ask for applications for committee appointments.

The MS ACTE President will recommend appointments through the ACTE Region IV representative on the Policy Committee to the ACTE Region IV President.

III. MS ACTE

The membership of MS ACTE committees shall be appointed by the MS ACTE President in collaboration with the Executive Committee. Terms of each committee appointment will be for three years with one third of the committee membership being appointed each year.

The MS ACTE President shall ask each affiliate association to recommend the name of an association member to serve a three year term. Each MS ACTE standing committee shall have one member from each affiliated association with the exception of the Audit Committee which is composed of three MS ACTE members appointed by the MS ACTE President. The MS ACTE Executive Board appoints the chairperson of each committee. The membership of each committee shall select their own vice chairperson and recording secretary.

All members of MS ACTE committees must be current MS ACTE members.

Mississippi's representatives on ACTE Region IV Committees shall serve as an ex officio member of the comparable committee.

Meetings

Policy:

A minimum of one statewide meeting of MS ACTE shall be held annually. Per constitution, meetings in each district of MS ACTE shall be held at such time and place as determined by the MS ACTE District Officers. The District Officers shall meet at such time and place as directed by the MS ACTE district president.

Procedures:

A minimum of one regular business meeting shall be held annually. The summer semi-annual meeting shall be held during the week of the Mississippi Summer Conference.

Written notice will be sent to each member two days prior to a special meeting. Special meetings shall be open for the discussion and disposition of any business that relates to the association.

Members will be given ample notification of each district meeting. Minutes of each meeting shall be immediately forwarded to the MS ACTE Executive Director.

Special district meetings may be called with ample notification of the membership. Regular meetings of the district officers will be determined and scheduled by the officers.

Budget

Policy:

The Executive Committee of the Board will prepare the annual budget of anticipated funds and establish strategies to implement the program of work.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of the MS ACTE Bylaws.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner. Remaining funds will go to the Luther Garrett - Joe Lewis Memorial Scholarship Fund.

Procedures:

The MS ACTE Executive Committee shall be composed of the president, first vice president, immediate past president, second vice president, and two board members (elected by the board) that do not work in the same area as one of the officers. The committee, with the assistance of the MS ACTE Executive Director, compiles budget information and submits the annual budget and established strategies to implement the program of work to the Executive Board for approval.

Constitution Amendments

Procedures:

1. All proposed constitutional amendments must be in the hands of the MS ACTE Board of Directors at least 30 days prior to the date set for the annual meeting.
2. If approved by the MS ACTE Board, then a proposed amendment may be adopted by two-thirds vote of all active members present and voting at any subsequent regular annual meeting or special called meeting.
3. A proposed amendment disapproved by the MS ACTE Board may be voted on by members at a regular annual meeting or special called meeting provided:
 - (a) Twenty members sign a petition asking for action by the membership.
 - (b) The petition is presented to the MS ACTE President 10 days prior to the meeting.
4. All amendments shall be set forth in writing and made available to the members prior to the time a vote is taken.

General MS ACTE Policy

Policy:

If any statement or policy included in this Operating Manual is in conflict with the Constitution, Articles of Incorporation, Bylaws, or Operating Policies of the Mississippi Association for Career and Technical Education or the ACTE, such items are null and void.

The affairs of MS ACTE will be carried out in compliance with the 501 © 6 Code of the IRS. MS ACTE will employ a certified public accountant and will file Form 990 by October 31 of each year. The MS ACTE fiscal year will run from July 1 through June 30 of the following year.

Parliamentary Authority:

A quorum shall consist of those members present at any regular or special meeting of the association authorized by the MS ACTE Executive Board and called by the president. All members shall have been duly notified ten days in advance.

Robert's Rule of Order shall be the accepted rules of order for the association, all boards, and committees.

APPENDIX A

Standing Committee Rotation Sequence

Legislative / Legislative Reception, Policy and Bylaws, and Strategic Planning Committee

2013, 2016, 2019	Administration/Secondary Student Services Business Marketing Technology Education
2014, 2017, 2020	Agriculture Family and Consumer Sciences Administration/Post-Secondary Health Sciences Adult Workforce
2015, 2018, 2021	CPE Business Management Guidance Trade and Industrial Education

Membership, Resolutions, and Communications Committee

2013, 2016, 2019	CPE Business Management Guidance Trade and Industrial Education
2014, 2017, 2020	Administration/Secondary Student Services Business Marketing Technology Education
2015, 2018, 2021	Agriculture Family and Consumer Sciences Administration/Post-Secondary Health Sciences Adult Workforce

Diversity Action, Awards and Audit Committee

2013, 2016, 2019	Agriculture Family and Consumer Sciences Administration/Post-Secondary Health Sciences Adult Workforce
2014, 2017, 2020	CPE Business Management Guidance Trade and Industrial Education
2015, 2018, 2021	Administration/Secondary Student Services Business Marketing Technology Education

APPENDIX B

Evaluation for MS ACTE Executive Director

Please rate the following statements from one to five, with one being the lowest and five being the highest rating.

	1	2	3	4	5
1. Accurate record keeping	_____	_____	_____	_____	_____
2. Assertive membership promotion	_____	_____	_____	_____	_____
3. Fulfillment of other duties as assigned by the MS ACTE Executive committee	_____	_____	_____	_____	_____
4. Fiscal accountability	_____	_____	_____	_____	_____
5. Expending of MS ACTE Funds	_____	_____	_____	_____	_____
6. Reporting of account status upon request	_____	_____	_____	_____	_____
7. Other delegated duties and assignment	_____	_____	_____	_____	_____
8. Communications and public relations	_____	_____	_____	_____	_____
9. Keep informed of policies and procedures from ACTE and other associated agencies on the national level	_____	_____	_____	_____	_____
10. Overall performance of the MS ACTE Executive Director	_____	_____	_____	_____	_____