



# **Policies and Procedures Manual**

**July 2025**

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## **Name**

The name of this organization shall be Nevada Association for Career and Technical Education (NVACTE).

## **Mission Statement**

The purpose of the Association is to unify all elements of vocational, technical, occupational, industrial, and practical arts education, including administration and counseling to provide a vehicle for articulation, research and development, legislation, national and state leadership, and to advocate for Career and Technical Education (CTE) programs and services for youth and adults in Nevada.

## **General Purposes**

The specific and primary purposes of the Association shall be:

- To provide media for unity of purpose among Nevada CTE educators, administrators, and counselors.
- To effect articulation among member associations and others involved in CTE education.
- To promote CTE through a unified public relations program.
- To provide members with special services.
- To provide a coordinated membership effort to membership associations.
- To provide publication services whereby members can exchange, share, and promote ideas for the improvement of CTE.
- To collaborate with local, state, and federal governments and other organizations on behalf of CTE.
- To encourage and promote nationally affiliated career and technical student organizations: DECA; FBLA (Future Business Leaders of America); FFA; FCCLA (Family, Career and Community Leaders of America); HOSA (Future Health Professionals); Skills USA; and TSA.
- To maintain a constant vigil over any legislative proposals at the local, state, and/or national level which would directly or indirectly affect CTE, and to support, promote, and establish plans and actions necessary for passage or defeat of such legislation.
- To provide professional development programs and activities (i.e. workshops, networking events, conferences).

## **Governing Documents**

### **Articles of Incorporation**

The NVACTE Articles of Incorporation may be found [here](#).

### **Bylaws**

The NVACTE Bylaws may be found [here](#). The Bylaws of NVACTE include provisions with respect to:

- The purpose of the organization;
- Qualifications of membership;
- Meetings of members and directors, including notice, quorum and voting;
- The role of divisions;
- The election and duties of its directors and officers;

- The role of the members;
- The role of executive and other committees;
- The organization's fiscal management;
- How the Bylaws are amended; and
- Indemnification and dissolution procedures.

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Only the members of the NVACTE can change the Bylaws.

## **Constitution**

The NVACTE Constitution may be found here. The Constitution of NVACTE include provisions with respect to:

- The name and purpose of the organization,
- Qualifications of membership and divisions,
- The officer positions,
- How the Constitution is amended, and
- Parliamentary Authority.

The Constitution is a living document subject to change as organizational needs change, but there should be relatively few substantive changes. Only the members of the NVACTE can change the Constitution.

## **Policy and Procedure Manual**

The NVACTE Policy and Procedure Manual includes all operational details of the organization. Policies are established by the Board to guide the Association so that it runs effectively, efficiently, legally, and ethically. Policy decisions affect NVACTE as a whole and establish the framework within which members can lead and manage the programs and services of the association. The NVACTE Policy and Procedure Manual is reviewed and approved annually by the Board. If any statements or policies included in this document are in conflict with the Articles of Incorporation, By-Laws, or operating policies of the Association for Career and Technical Education, such items are null and void.

## **Board of Directors**

### **Officer Positions**

The Executive Board of Directors is the administrative body of the NVACTE as stated in the NVACTE Constitution and Bylaws. This body includes:

- Past President (*ex-officio*)
- President
- President-Elect
- Secretary
- Treasurer
- Division Vice-Presidents

- Nevada Department of Education Representative
- Awards Committee Chairperson (Appointed position by the President and approved by the Board) (*ex-officio*)
- Conference Committee Chairperson (Appointed position by the President and approved by the Board) (*ex-officio*)
- Engagement Committee Chairperson (Appointed position by the President and approved by the Board) (*ex-officio*)
- Fundraising Committee Chairperson (Appointed position by the President and approved by the Board) (*ex-officio*)
- Membership Committee Chairperson (Appointed position by the President and approved by the Board) (*ex-officio*)
- Scholarship Committee Chairperson (Appointed position by the President and approved by the Board) (*ex-officio*)
- Executive Director (*ex-officio*)

*Ex-officio* members, with the exception of the Executive Director, can make motions and second a motion, but cannot vote on a motion.

### **Duties of the Board**

The Board shall constitute the administrative body of NVACTE and shall have the following duties:

- Provide direction and implementation of the NVACTE conferences and all NVACTE communication,
- Determine and administer NVACTE policies, and
- Assume the responsibility for the coordination and the accomplishment of the yearly Program of Work.

### **Board of Directors Meetings**

#### **Regular Meetings**

The meetings of the Board of Directors shall be held each year following the annual meeting of the Members or at another time and place as selected.

#### **Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of the President or any Director. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or without the State of Nevada, as the place for holding any special meeting of the Board of Directors called by them.

#### **Quorum and Manner of Acting**

A majority of the Directors shall constitute a quorum for the transaction of business at any meeting, and the act of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, the majority of the Directors present may adjourn any

meeting until a quorum is held. Notice of any adjourned meeting need not be given. The Directors shall act only as a Board and the individual Directors shall have no power as such.

## **Eligibility of Officer Candidates**

### **President-Elect**

The office of President-Elect is a one-year term (three-year cycle). Candidates for the office of President-elect shall be accepted by the executive board at the annual meeting of the NVACTE on day prior to the election, upon meeting the following qualifications:

- a. An ACTE/NVACTE active member for a minimum of three previous consecutive years.

Nominations for President-elect may be made no less than 24 hours prior to the election by one of the following:

- a. A Division nomination or
- b. A NVACTE member in good standing may self-nominate or nominate any member in good standing for President-Elect.
- c. Election for President-elect shall be made by ballot prior to the final NVACTE General Session.
- d. In the event that a candidate for the office of President-Elect does not receive a majority vote, where more than two candidates are up for the position, the candidate receiving the fewest votes will be dropped from the ballot and voting will continue until a majority vote is obtained.
- e. If only one person is nominated, upon verifying active membership, the nominee is elected by unanimous consent or "acclamation."

### **Secretary**

The office of Secretary is a two-year term and shall be filled by election from the membership upon meeting the following qualifications:

- a. An ACTE/NVACTE active member for a minimum of three previous consecutive years.

Nominations for Secretary may be made no less than 24 hours prior to the election by one of the following:

- a. A Division nomination or
- b. A NVACTE member in good standing may self-nominate or nominate any member in good standing for Secretary.
- c. Election for Secretary shall be made by ballot prior to the final NVACTE General Session.
- d. In the event that a candidate for the office of Secretary does not receive a majority vote, where more than two candidates are up for the position, the candidate receiving the fewest votes will be dropped from the ballot and voting will continue until a majority vote is obtained.
- e. If only one person is nominated, upon verifying active membership, the nominee is elected by unanimous consent or "acclamation."

### **Division Vice Presidents**

Division Vice Presidents shall be elected by their respective division members to a two-year term of office or length determined by each individual division.

### **Treasurer**

The office of Treasurer shall be appointed by the Presidents and approved by the Executive Committee and shall serve until replaced by the Executive Committee.

### **Executive Director**

The office of Executive Director shall be contracted by the Board and shall serve at the discretion of the Board. The Executive Director will be evaluated annually by the President, Past-President, and President-Elect.

### **Nevada Department of Education Representative**

The Nevada Department of Education Representative shall be appointed by the CTE Director of the NDE (Office of Career Readiness, Adult Learning, and Education Options).

### **Executive Committee**

#### **Members**

The Executive Committee of the Board of Directors shall be composed of the President, President-elect, Past President (non-voting), Treasurer, Executive Director (non-voting), Secretary, and one Division Vice President as determined by all the Division Vice Presidents. The selected Division Vice President will serve a term of one year on the Executive Committee.

#### **Authority**

The Executive Committee is authorized to make contractual and personnel decisions and conduct association business between regularly scheduled meetings according to the policies of the association. The Executive Committee shall, when the Board is not in session, coordinate the activities of the Board with the Executive Director of the association.

The Executive Committee shall not have the power to amend the Bylaws or to take any action specifically prohibited by the Bylaws. Any authorized action taken by the Executive Committee shall be as effective as if it had been taken by the full Board of Directors.

### **Duties and Functions of the Officers**

#### **President**

The duties of the President shall be:

- Call and preside over all meetings of the Association and the Executive Committee;



- Serve as chair of the Executive Committee;
- Serve as chair of the Program of the Work Committee (one-year to support Strategic Plan) and set the wheels in motion to carry out the Association's program and other activities;
- Appoint all applicable committee chairs;
- Work with the President-elect, Past President, and Executive Director in planning and carrying out the year's program of work;
- Be program chair at the annual Association conferences;
- Serve as a member on the Conference Committee;
- Maintain communications with the Association for Career and Technical Education and support ACTE programs;
- Serve as Chair of the Nevada ACTE Delegation to the ACTE Assembly of Delegates;
- Encourage participation by Nevada ACTE in Region V activities; and
- Together with the President-Elect and Past President, complete an annual evaluation of the Executive Director.

### **President-Elect**

The duties of the President-elect shall be as follows:

- Assume the duties of the President whenever the officer is unable to act;
- Serve as a member of the Scholarship Committee;
- Serve as a member on the Conference Committee; and
- Together with the President and Past President, complete an annual evaluation of the Executive Director.

### **Past President**

The duties of the Past President shall be:

- Serve as an ex-officio member of the Board for the purpose of advising the Board of what has happened in the past;
- Serve as a member on the Awards Committee;
- Serve as a member on the Conference Committee;
- Prepare and update officer handbook;
- Facilitate new VP/Board member training; and
- Together with the President and President-Elect, complete an annual evaluation of the Executive Director.

### **Secretary**

The duties of the Secretary shall be as follows:

- Send out notices of the Board meetings to each member at least ten days in advance of the meeting;
- Keep minutes of all meetings of the Executive Committee and Board and make available a copy of the minutes of the meetings to each Board member within two weeks after the meeting;
- Keep a systematic file of all the correspondence, records, list of committees, reports, etc.;

- Handle correspondence of the Association;
- Serve as the Chair for the Bylaws Committee; and
- Serve as a member of the Conference Committee.

### **Treasurer**

The duties of the Treasurer shall be:

- Receive all income from dues, donations, and other sources;
- Deposit all funds into the bank in the name of the Association;
- Maintain a current balance for each budget item;
- Disburse funds of the Association as authorized by the Board and keep records of all receipts and expenditures;
- Prepare a treasurer's report for each meeting of the Board;
- Prepare an annual financial report for the Association subject to audit by the proper persons, and such other financial reports as may be called for during the year;
- Serve as a member of the Fundraising Committee; and
- Prepare and file annual tax reports.

### **Division Vice President Executive Committee Representative**

Serve as President/Vice President or elected appointed delegate of their respective division and carry out for their division the same duties and responsibilities listed below for the Division Vice President. In addition, the Division Vice President Executive Committee Representative shall:

- Serve as a member of the Engagement Committee, and
- Serve as a member of the Conference Committee.

### **Division Vice President**

Serve as President/Vice President or elected appointed delegate of their respective division and carry out for their division the same duties and responsibilities listed for the President of the Association. In addition, VP's shall:

- Maintain active membership in ACTE/NVACTE;
- Promote membership in their division;
- Prepare and submit division reports for scheduled Board Meetings;
- Attend all Board meetings (or arrange for attendance by VP-elect) and represent the interest of their division at the meetings;
- Keep members of their division fully informed as to the activities and projects of the Association;
- Promote the advancement of their particular field of service;
- Serve as or arrange for a general member from the division to serve as a member on assigned committees;
- Coordinate division programs for the annual conferences (presenters, vendors, sponsors, auction items, etc.);

- Assist the Board in the planning of all NVACTE sponsored functions (professional development workshops, seminars, etc.); and
- Facilitate nominations of CTE professionals for CTE Excellence Awards.

#### **Division VP-Elect**

- Attend Board meetings if VP is unable to attend, and
- Assist VP in all duties.

#### **Nevada Department of Education Representative**

The duties of the NDE Representative shall be as follows:

- Attend scheduled Board meetings and be a liaison between the Office of Career Readiness, Adult Learning, and Education Options and the Nevada Association for Career and Technical Education; and
- Serve as a member of the Advocacy and Conference Committees.

#### **Region V Liaison**

The duties of the Region V Liaison shall be as follows:

- Attend scheduled Board meetings and be a liaison between Region V and the Nevada Association for Career and Technical Education; and
- Serve as a member of the Advocacy and Conference Committee.

#### **Committee Chairs**

##### **Awards Chair**

The duties of the Awards Chair shall be as follows:

- Coordinate and conduct an annual awards program which focuses statewide attention on the outstanding work accomplished by the career and technical educators and supporters of career and technical education;
- Collaborate with Board to ensure nominations;
- Prepare, disseminate, and tabulate all the necessary award forms;
- Work with Conference Chair and committee members to secure award sponsors.
- Ensure all nominees are active members (notify those who are not that they must become members to be eligible for the award);
- Work with committee members to select award winners.
- Notify the award recipients;
- Coordinate the awards program at the annual NVACTE conference and other designated activities; and
- Coordinate award nominations for Region V.

##### **Conference Chair**

The duties of the Conference Chair shall be as follows:

- Collaborate with Board to plan the annual conferences (See Appendices B and C);

- Work with the President and committee members to select keynote speakers for conferences;
- Work with the Executive Director and committee members to promote/judge logo and trophy competition;
- Work with the Executive Director, NDE Representative, VP's, and committee members to collect and select presentation proposals;
- Work with the Executive Director to create conference programs;
- Work with the President-Elect and committee members to solicit vendors and sponsors for conferences; and
- Work with the President to create script and stage conference events.

### **Engagement Chair**

The duties of the Engagement Chair shall be as follows:

- Coordinate and update the NVACTE website (nvacte.org),
- Facilitate social media accounts,
- Take photos and/or videos of NVACTE events,
- Market all NVACTE events,
- Assist executive director with the creation of monthly newsletter, and
- Provide articles to the *Nevada Department of Education Reflector Newsletter*.

### **Membership Chair**

The duties of the Membership Chair shall be as follows:

- Develop plans and provide ideas and current information to division Vice-Presidents to promote membership, including focusing on retired educators;
- Initiate activities designed to involve current membership in promoting NVACTE and ACTE education;
- Provide enrollment/account support to potential Association members;
- Send out membership/dues reminders to NVACTE members;
- Work with ACTE to maintain accurate lists of names and addresses of all members and to transmit such lists and proper remittance for national dues to national headquarters, to the NVACTE officers, and to the Director of the Office of Career and Technical Education, Nevada Department of Education; and
- Oversee conference registration.

### **Scholarship Chair**

The duties of the Scholarship Chair shall be as follows:

- Work with Division VP's and committee members to gather auction items,
- Work with committee members to prepare scholarship application and create/revise rubric to score applications,
- Work with Engagement Chair to disseminate scholarship application,
- Work with committee members to review and score scholarship applications,
- Notify scholarship winners,
- Work with the Treasurer to award scholarships, and

- Oversee scholarship auction at summer conference.

## **Executive Director**

The duties of the Executive Director shall be as follows:

- Manage the Association in accordance with the policies and directives of the board;
- Provide proper communication to the Board of all issues, activities, and meetings including the preparation of meeting agendas and providing access to all appropriate reports for each Board and committee meeting;
- Provide guidance to the Board on issues and policies regarding By-Laws, Constitution, and Policy and Procedures Manual;
- Prepare and update Board directory and Policy and Procedures Manual;
- With President and Treasurer, prepare annual budget;
- Organize and conduct leadership activities;
- With the President-Elect, advise the board on strategic planning and relevant issues;
- Complete association award applications such as the Quality Association Award application;
- Organize and direct the functions of Association committees;
- Serve as chair of the Advocacy Committee;
- Serve as a member of the Membership Committee;
- Maintain relationships with other associations, education, government, public service organizations, and vendors;
- Stay informed of national, regional, and state CTE issues;
- Serve as a liaison on legislative and advocacy issues at the state and national level;
- Coordinate with the treasurer to ensure all tax forms are submitted properly;
- Complete and submit state and/or regional leadership grants when applicable;
- Coordinate NVACTE member communication, website, and social media with the Engagement Committee Chair and the Board;
- Oversee the planning and carrying out of annual conferences (see Appendices B and C); and
- Other duties as deemed necessary by the Board.

## **Committees**

Each division is responsible for having either the Division Vice President or a member-at-large serving each of the following committees:

### **Advocacy**

The Advocacy Committee will consist at a minimum of the Executive Director (Chair) and at least three other Board Members and/or members-at-large. The responsibilities of the Advocacy Committee will be to coordinate all advocacy activities for the association to include statewide and national issues including:

- Reviewing relevant legislation and providing guidance to the NVACTE Board on the impact to career and technical education;
- Develop and carry out the plans for publicizing NVACTE events for building a favorable public image;

- Coordinate a promotional plan to publicize national CTE Month to legislators, media, educators, and the general public; and
- Develop information material that can be used by divisions and members.

### **Awards**

The Awards Committee will consist at a minimum of the Chair, who serves as a member of the Board; the Past President; and at least three other Board members and/or members-at-large. The responsibilities of the Awards Committee will be to coordinate all awards activities for the association to include state, Region V, and national awards according to the policies of the association.

### **Bylaws**

The Bylaws Committee will consist at a minimum of the Secretary (Chair) and at least three other Board members and/or members-at-large. The responsibilities of the Bylaws Committee will be to coordinate the review of the bylaws, constitution, and policy and procedures manual, review all proposed changes to the bylaws, constitution, and policy and procedures manual, and update the bylaws, constitution, and policy and procedures manual after changes are adopted.

### **Conference**

The Conference Committee will consist at a minimum of the Chair, who serves as a member of the Board; the Executive Committee members; and at least three other Board members and/or members-at-large. The responsibilities of the Conference Committee will be to coordinate planning and running both the Celebrate CTE Virtual Conference and Summer Conferences (see Appendices B and C).

### **Engagement**

The Engagement Committee will consist at a minimum of the Chair, who serves as a member of the Board; the Division Vice President Executive Committee Representative; and at least three other Board members and/or members-at-large. The responsibilities of the Engagement Committee will be to maintain the NVACTE website and social media accounts; market NVACTE events; create and maintain a digital, visual record of NVACTE events; and assist the Board with member communication and engagement.

### **Fundraising**

The Fundraising Committee will consist at a minimum of the Chair, who serves as a member of the Board; the Treasurer; and at least three other Board members and/or members-at-large. The responsibilities of the Fundraising Committee will be to coordinate the promotion of activities to finance the NVACTE Pathways to Success Scholarships.

### **Membership**

The Membership Committee will consist at a minimum of the Chair, who serves as a member of the Board; the Executive Director; and at least three other Board members and/or members-at-large. The responsibilities of

the Membership Committee will be to coordinate all membership activities for the association to include new member recruitment, member retention programs, and membership promotions.

### **Program of Work**

The Program of Work Committee will consist at a minimum of the President (Chair), and a representative from each division, either a Vice President or a member-at-large. The responsibilities of the Program of Work Committee will be to coordinate all activities for the association to include, but not limited to, progress toward the Strategic Plan.

### **Scholarship**

The Scholarship Committee will consist at a minimum of the Chair, who serves as a member of the Board; the President-elect; and at least three other Board members and/or members-at-large. The responsibilities of the Scholarship Committee will be to coordinate the awarding of the NVACTE Pathways to Success Scholarships.)

### **Fiscal Operations**

- The annual Operating Budget for NVACTE shall be reviewed and approved by the Board at the annual business meeting during the Summer Conference.
- A financial report on the fiscal status of NVACTE shall be presented to the Board at regularly scheduled meetings.
- Each standing committee shall submit any budget requests to the Executive Director prior to June 1st.

### **Amendments**

- These policies may be amended by submitting the proposed revisions in writing to the Executive Committee.
- Upon approval by the Executive Committee, the Board will be provided a copy of the proposed revisions at least 30 days in advance of the next scheduled Board meeting, for discussion and review by the Board at the next scheduled Board meeting.
- If the Board requests changes/revisions, such revisions will be made and then the Board will be provided a copy of the proposed revisions at least 30 days in advance of the next scheduled Board meeting, for discussion and review by the Board at the next scheduled Board meeting.
- If/when approved by a majority vote of the Board, the revisions shall be considered adopted and will become a part of the NVACTE Policy and Procedures Manual.

## **Appendix A - ACTE Awards**

The ACTE Excellence in CTE Awards recognize excellence and dedication within the field of career and technical education among ACTE members. Recipients of these awards are exceptional individuals who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community.

### **NVACTE Awards**

- NVACTE Teacher of the Year
- NVACTE Administrator of the Year
- NVACTE Postsecondary Teacher of the Year
- NVACTE New Teacher of the Year
- NVACTE Career Guidance Award
- NVACTE Carl Perkins Community Service Award
- NVACTE Lifetime Achievement Award
- NVACTE Teacher Educator of the Year Award

### **Region V Award**

Used to recognize innovative career and technical education programs that are unique, novel, and are serving to improve and promote the image of career and technical education.

- Region V Innovative Career and Technical Education Program



## Appendix B - Summer Conference Responsibilities

Task	Responsible Party
Auction	Fundraising Chair/ Treasurer
Awards	Awards Chair/ President-Elect
Conference Evaluations	Secretary/ Executive Director
Division Agendas	Division VP's
Keynote	Conference Chair/ President
Lodging Coordinator	Past-President/ Executive Director
Logo/Trophy Contest	Conference Chair/ Executive Director
Marketing	Engagement Chair/ NDE Representative
Name Tags/ Swag	Membership Chair/ Treasurer
Presentation Proposals	Conference Chair/ Division VP's/ NDE Representative/ Executive Director
Printed/Online Program	Conference Chair/ Executive Director
Program Script/ Staging	Conference Chair/ President
Registration	Membership Chair/ Executive Director
State In-Service Credit	NDE Representative/ Executive Director
Vendors/Sponsors	Conference Chair/ Past President
Venue Coordinator	President/ Executive Director

## Appendix C - Virtual Conference Responsibilities

Task	Responsible Party
Conference Evaluations	Secretary/ Executive Director
Keynote	Conference Chair/ President
Marketing	Engagement Chair/ NDE Representative
Presentation Proposals	Conference Chair/ Division VP's/ NDE Representative/ Executive Director
Printed/Online Program	Conference Chair/ Executive Director
Program Script	Conference Chair/ President
Registration	Membership Chair/ Executive Director
State In-Service Credit	NDE Representative/ Executive Director
Vendors/Sponsors	Conference Chair/ Past President