

STATE OF

NEBRASKA



United States of America, }
State of Nebraska } ss.

Department of State
Lincoln, Nebraska

I, Allen J. Beermann, Secretary of State of the State of Nebraska
do hereby certify;

NEBRASKA VOCATIONAL ASSOCIATION

filed Articles of Incorporation with its registered office located
in LINCOLN, Nebraska, in this office as a nonprofit corporation
June 12, 1992.

I further certify that said corporation is in good standing as of this date.

In Testimony Whereof,

I have hereunto set my hand and
affixed the Great Seal of the State
of Nebraska on June 12
in the year of our Lord, one thousand
nine hundred and ninety-two.



Allen J. Beermann
SECRETARY OF STATE

DEPUTY

STATE OF NEBRASKA } SS
Lancaster County }
in said County, the 12 day of June 1992
at 9:50 o'clock A. M. Firm No. 92-0458
Fee Paid \$ 30.00
W. Paul Fisher
County Clerk Deputy

000458

92-0458-198

9218 891

[Handwritten signature]

ARTICLES OF INCORPORATION
OF
NEBRASKA VOCATIONAL ASSOCIATION

We, the undersigned natural persons of the age of majority, acting as incorporators of a corporation under the Nebraska Nonprofit Corporation Act, adopt the following Articles of Incorporation for such corporation.

ARTICLE I.

Name

The name of the corporation is Nebraska Vocational Association.

ARTICLE II.

Duration

The period of duration of the corporation is perpetual.

ARTICLE III.

Purposes

This Corporation is organized exclusively as a non-profit corporation under the Nebraska Non-Profit Corporation Act and is organized for the following purposes.

- 1) To provide leadership for the development, delivery and promotion of quality vocational education in Nebraska.
- 2) To promote and encourage the development, improvement and expansion of vocational education programs in Nebraska.
- 3) Unify and integrate all the vocational education interests through representative membership.
- 4) Render services to local communities in promoting and developing quality vocational education programs.

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5) To support other entities in their effort to promote, develop and expand vocational education.

6) To engage in any lawful act or activity for which corporations may be organized under the Nebraska Corporation Act.

ARTICLE IV.

Powers

The corporation shall have and exercise all powers and rights conferred upon corporations by the Nebraska Nonprofit Corporation Act and any enlargements of such powers and rights conferred by subsequent legislative acts or acts of the voters of the State of Nebraska; the corporation shall have and exercise all powers and rights, not otherwise denied nonprofit corporations by the laws of the State of Nebraska or by these Articles of Incorporation, as are necessary, suitable, proper, convenient or expedient to the attainment of the purposes set forth in Article III. The corporation shall not have nor exercise any powers or rights which conflict with the purposes set forth in Article III.

ARTICLE V.

Prohibited Transactions

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable 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 III hereof. Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE VI.

Members

The corporation may have one or more classes of members. The designation of the class or classes, the manner of election or appointment and the qualifications and rights of the members shall be as set forth in the By-Laws of the corporation.

ARTICLE VII.

Disposition of Assets Upon Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

ARTICLE VIII.

Indemnification of Officers, Directors,
Employees and Agents

The corporation shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative other than an action by or in the right of the corporation by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of the corporation, or is or was serving at the request of another corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that

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his or her conduct was unlawful.

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ARTICLE IX.

Initial Board of Directors

The initial Board of Directors of the Corporation shall consist of the following individuals:

<u>Name</u>	<u>Address</u>
Dennis Van Horn	Lincoln Public Schools Box 82889 Lincoln, Nebraska 68502
Lonnie Koepke	Broken Bow High School 323 N. 7th Avenue Broken Bow, Nebraska 68822
Marilyn McGahan	Mid Plains Community College McDonald Belton Campus Rte. 4, Box 1 North Platte, Nebraska 69101
Rachel Wise	11 South Shore Drive Columbus, Nebraska 68601
Jim Dovel	Omaha Public Schools 3215 Cumming Street Omaha, Nebraska 68132
Donnell E. Cattle	Wayne State College Applied Science Division Wayne, Nebraska 68787
Francis Jorgensen	Box 282 Cambridge, Nebraska 69022
Jim Wesely	Milford High School 301 G Street Milford, Nebraska 68405
Joyce Pribyl	Omaha South High School 4519 S. 24th Street Omaha, Nebraska 68107
Dr. Elsie Cafferty	3408 3rd Avenue

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	Kearney, Nebraska 68847
Priscilla Allen	Southeast Community College Beatrice, Nebraska 68310
Linda Zimbelmann	Seward High School 532 Northern Heights Drive Seward, Nebraska 68434
Patricia Anderson	16 Beckman Circle Malcolm, Nebraska 68402
Gary Corneer	7024 Stanton Lincoln, Nebraska 68507
Gwen Davidson	726 Oakmont Hastings, Nebraska 68901
Terry Thayer	RR 1, Box 101A Dannebrog, Nebraska 68831
Ron Erlbacher	Metro Community College P.O. Box 3777 Omaha, Nebraska 68103
Niel Edmunds	University of Nebraska-Lincoln 513 Nebraska Hall Lincoln, Nebraska 68588-0515
Gary Meers	518 East Nebraska Hall University of Nebraska-Lincoln Lincoln, Nebraska 68588-0515

ARTICLE X.

Initial Registered Office and Initial Registered Agent

The mailing address of the initial registered office of the corporation is 1000 American Charter Center, City of Lincoln, County of Lancaster, State of Nebraska, and the name of its initial registered agent at such address is John O. Frey.

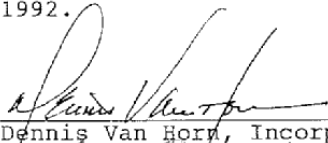
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Name and Address of Incorporators

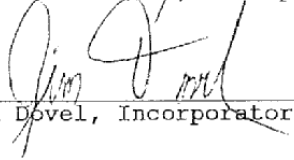
The names and addresses of the incorporators are:

<u>Name</u>	<u>Address</u>
Dennis Van Horn	3230 Calvert Lincoln, Nebraska 68502
Jim Dovel	15111 S Omaha, Nebraska 68137

DATED: May 19, _____, 1992.

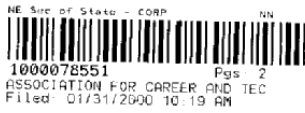


Dennis Van Horn, Incorporator



Jim Dovel, Incorporator

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ARTICLES OF AMENDMENT
TO
THE ARTICLES OF INCORPORATION
OF
NEBRASKA VOCATIONAL ASSOCIATION

1. The name of the corporation, prior to these Articles of Amendment, was Nebraska Vocational Association.
2. The amendment to the Articles of Incorporation of the Corporation is as follows:

First: Article I of the Articles of Incorporation is amended to change the name of the corporation by deleting the language of the original Article I and inserting the following language:

The name of the corporation is Association for Career and Technical Education of Nebraska. The corporation may also be referred to as ACTEN.

Second: Article XI is added and reads as follows:

ARTICLE XI

This Corporation is a public benefit corporation.

3. The foregoing amendment was adopted by the Corporation on June 8, 1999.
4. The amendment was approved by a sufficient vote of the Board of Directors and the Assembly of Delegates of the Corporation.
5. The amendment was required to be approved by members of the Corporation. The Corporation has one class of members consisting of 375 voting memberships. Seventy-eight (78) votes were cast on the amendments. Seventy-six (76) votes were cast in favor of the amendments and two (2) votes were cast against. The number of votes cast for the amendments was sufficient for approval.

6. Approval for these amendments is not required of any other persons.

DATED this 26 day of January, 2000.

ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION OF NEBRASKA (ACTEN)

By: Judith A. Davis
President

ATTEST:

Don R. Clifton, Sr.
Secretary

**STATE OF NEBRASKA ♦ SECRETARY OF STATE'S OFFICE
CORPORATION DIVISION**

STATE CAPITOL SUITE 1305 • P.O. BOX 94608 • LINCOLN, NE • 68509
PHONE: (402)-471-4079 • FAX: (402)-471-3666

SCOTT MOORE
Secretary of State

January 31, 2000

JULIE HELMUTH
Office Manager

FREY & HAND
130 NORTH 16TH STREET
LINCOLN, NE 68508

ACKNOWLEDGEMENT OF FILING

The attached documents were filed with the Nebraska Secretary of State's Office, Corporation Division. A label has been affixed to each filing signifying the filing stamp for the Nebraska Secretary of State's Office, Corporation Division. This filing label indicates the date and time of the filing and also references a document number that can be used to reference this filing in the future.

ACKNOWLEDGEMENT OF FILING FEES RECEIVED

Action/Service	Company/Entity Name	Fee Received
New Name	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA	5.00
Per Page Charge	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA	10.00
	Total Fees Received	\$15.00

Wanda
Filing Officer

Articles of Amendment to Articles of Incorporation –
Deletes reference to 501(c)(6)

NE Sec of State John A Gole - CORP A
1000840137 Pgs: 1
ASSOCIATION FOR CAREER AND TEC
Filed: 08/27/2008 10:34 AM

ARTICLES OF AMENDMENT
TO
THE ARTICLES OF INCORPORATION
OF
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

1. Prior to these Articles of Amendment, Article V provided that the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501 (c) (6) of the Internal Revenue Code.
2. The Amendment to the Articles of Incorporation of the Corporation is as follows:

Article V of the Articles of Incorporation is amended by deleting the second sentence thereof and inserting in its place the following sentence:

Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under the Internal Revenue Code.
3. The foregoing amendment was adopted by the Corporation on August 25, 2008.
4. The amendment was approved by a sufficient vote of the Board of Directors of the Corporation.
5. The amendment was required to be approved by members of the Corporation. The Corporation has one class of members consisting of 304 voting memberships. Fifty-two (52) votes were cast on the amendment. Fifty-two (52) votes were cast in favor of the amendment and zero (0) votes were cast against. The number of votes cast for the amendment was sufficient for approval.
6. Approval for this amendment is not required of any other persons.

DATED the 26th day of August, 2008.

ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION OF NEBRASKA (ACTEN)

By: Bernie J. Malcolms
President

ATTEST: David Lutz
Secretary

STATE OF NEBRASKA ♦ SECRETARY OF STATE'S OFFICE
1445 "K" STREET • STATE CAPITOL SUITE 1301 • LINCOLN, NE • 68509
BUSINESS SERVICES DIVISION

CORPORATIONS

P.O. BOX 94608
(402) 471-4079
FAX: 471-3666

UNIFORM COMMERCIAL CODE

P.O. BOX 95104
(402) 471-4080
FAX: 471-4429

NOTARY

P.O. BOX 95104
(402) 471-2558
FAX: 471-4429

JOHN A. GALE
Secretary of State

www.sos.state.ne.us

JUDY JOBMAN
Deputy Secretary of State

FREY & HAND
130 NORTH 16TH STREET
LINCOLN, NE 68508

August 27, 2008

ACKNOWLEDGEMENT OF FILING

The document(s) listed below were filed with the Nebraska Secretary of State's Office, Corporation Division. A label has been affixed to each filing signifying the filing stamp for the Nebraska Secretary of State's Office, Corporation Division. This filing label indicates the date and time of the filing and also references a document number that can be used to reference this filing in the future.

ACKNOWLEDGEMENT OF FILING FEES RECEIVED

Action/Service	Company/Entity Name	Fee Received
Amendment	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA	5.00
Per Page Charge	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA	5.00
	Total Fees Received	\$10.00

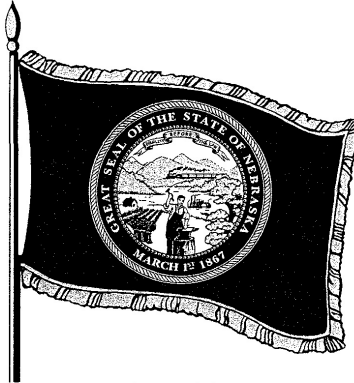
Jody
Filing Officer

Articles of Amendment to Articles of Incorporation
to add language required by the IRS for 501(c)(3) organizations

STATE OF

NEBRASKA

United States of America,
State of Nebraska } ss.



Department of State
Lincoln, Nebraska

I, John A. Gale, Secretary of State of Nebraska do hereby certify;

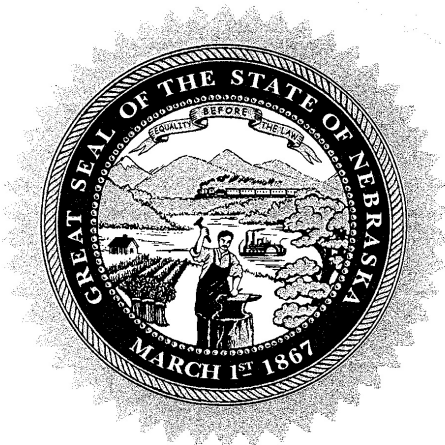
the attached is a true and correct copy of Articles of Amendment to
the Articles of Incorporation of

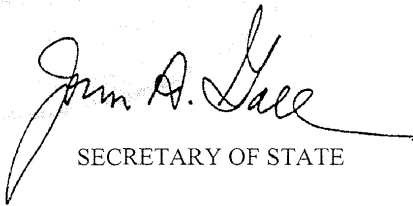
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
OF NEBRASKA

with registered office located in LINCOLN, Nebraska, as filed in this
office on February 23, 2009.

In Testimony Whereof,

I have hereunto set my hand and
affixed the Great Seal of the State
of Nebraska on February 23, 2009.




SECRETARY OF STATE

This certificate is not to be construed as an endorsement,
recommendation, or notice of approval of the entity's
financial condition or business activities and practices.

STATE OF NEBRASKA ♦ SECRETARY OF STATE'S OFFICE
1445 "K" STREET • STATE CAPITOL SUITE 1301 • LINCOLN, NE • 68509
BUSINESS SERVICES DIVISION

CORPORATIONS

P.O. BOX 94608
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JOHN A. GALE
Secretary of State

www.sos.state.ne.us

JUDY JOBMAN
Deputy Secretary of State

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA
ATTN: LILSA KULWICKI
2909 S 13TH ST.
LINCOLN, NE 68502

February 23, 2009

ACKNOWLEDGEMENT OF FILING

The document(s) listed below were filed with the Nebraska Secretary of State's Office, Corporation Division. A label has been affixed to each filing signifying the filing stamp for the Nebraska Secretary of State's Office, Corporation Division. This filing label indicates the date and time of the filing and also references a document number that can be used to reference this filing in the future.

ACKNOWLEDGEMENT OF FILING FEES RECEIVED

Action/Service	Company/Entity Name	Fee Received
Amendment	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA	5.00
Per Page Charge	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA	10.00
Certificate	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA	10.00
	Total Fees Received	\$25.00

Gina Streich
Filing Officer

ARTICLES OF AMENDMENT
TO
ARTICLES OF INCORPORATION
OF
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

1. The name of the corporation is Association for Career and Technical Education of Nebraska.
2. The Corporate Purpose is amended by deletion of Article III in its entirety and insertion of the following in its place:

The purpose of the corporation is educational, including but not limited to promotion of career and technical education in the State of Nebraska.

3. Article XI of the Original Articles of Incorporation is changed to Article XII, and the following provisions are added as Article XI, and shall supersede any provisions to the contrary in the Articles of Incorporation or prior Articles of Amendment:
 - a. The purpose for which the corporation is organized are educational and charitable, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
 - b. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable 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 hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
 - c. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
 - d. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, transfer any remaining assets to the Association for Career and Technical Education.
4. The foregoing amendment was adopted by the corporation on February 17, 2009.
5. The amendment was approved by a sufficient vote of the Board of Directors of the corporation.

6. The amendment was required to be approved by members of the corporation. The corporation has one class of members consisting of 308 voting memberships. Twenty-six (26) votes were cast on the amendment. Twenty-six (26) votes were cast in favor of the amendment and there were zero (0) votes were cast against. The number of votes cast for the amendment was sufficient for approval.
7. Approval for this amendment is not required of any other persons.

DATED the 18 day of February, 2009.

ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION OF NEBRASKA (ACTEN)

By: David B. Hill
President

ATTEST:

A. Beck
Secretary

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

BYLAWS

(Revised and Adopted by the Assembly of Delegates on June 6, 2012)

ARTICLE I

NAME AND FUNCTION OF BYLAWS

- A. The name of this organization shall be the Association for Career and Technical Education of Nebraska.
- B. These Bylaws shall be the governing policies for the organization.

ARTICLE II

PURPOSES

The purposes of ACTEN shall be those purposes set forth in the current Program of Work, as adopted by the Board of Directors and Assembly of Delegates each year; provided that such Purposes shall not be inconsistent with nor contradict the Purposes set forth in the Articles of Incorporation. In the event such purposes do conflict with the Articles of Incorporation, the purposes set forth in the Articles of Incorporation shall control.

ARTICLE III

MEMBERSHIP

- Sec. 1: Membership in this association is open to all persons interested in career, vocational, and technical education in the State of Nebraska. Membership classification shall be active, student, loyalty, and other categories as defined by the Association for Career and Technical Education.
- A. Active membership shall be defined as persons actively employed in the teaching or administration of programs of career, vocational, technical, guidance, and practical arts education.
 - B. Student memberships are for students preparing for a career in guidance and counseling or teaching career, vocational, technical and practical arts subjects.
 - C. Loyalty memberships are for individuals who have retired from active duty in vocational education and career and technical education.
 - D. Other membership categories shall be those as defined in the Bylaws of the Association for Career and Technical Education.

- E. New members are persons actively employed in teaching or administration of programs of career, vocational, technical, guidance, and practical arts education who have just joined the Association for Career and Technical Education of Nebraska and were not previously affiliated with the organization as an active member.
- Sec. 2: Only active members shall have the right to hold office, act as delegates, or vote in a business meeting of the Association for Career and Technical Education of Nebraska.
- Sec. 3: Dues shall be as follows:
- A. Active membership dues shall be that amount necessary to cover an affiliated membership in the Association for Career and Technical Education, plus an amount per member to be retained by the Association for Career and Technical Education of Nebraska as recommended annually by the Board of Directors and approved by the Assembly of Delegates.
 - B. Loyalty membership dues shall be that amount necessary for membership in the Association for Career and Technical Education plus the dues per member to be retained by the ACTEN.
 - C. All dues shall be paid to the treasurer of the organization.
 - D. Membership shall begin with the receipt of dues by the ACTEN treasurer and terminate one year from that date.
 - E. Student membership shall be those enrolled in career, and technical education programs and approved as student members by the Association for Career and Technical Education.

ARTICLE IV

ELECTION OF OFFICERS AND DIVISION REPRESENTATIVES (BOARD OF DIRECTORS)

- Sec. 1: The officers of this association shall consist of the President, President-Elect, Secretary, Treasurer and Past-President. These officers and the Division Representatives representing the career and technical divisions shall constitute the voting members of the Board of Directors. The Career and Technical Divisions include:

- Administration
- Agriculture Education
- Business Education
- Adult Workforce Development
- Guidance and Career Development
- Health Science Technology Education
- Family and Consumer Sciences Education

Engineering and Technology Education
Marketing Education
New and Related Services
Special Populations
Trade and Industrial Education

Sec. 2: All active members of ACTEN shall be eligible for any elective office of the Board of Directors.

No division may seek office of President-Elect for more than one consecutive term.

Sec. 3: The Board of Directors shall consist of members from each career and technical division as recognized by the Association for Career and Technical Education.

A. Any division of career and technical education having one to seventy-five members of ACTEN shall be represented by one Division Representative.

B. Any division of career and technical education having more than seventy-five members of ACTEN shall be represented by two Division Representatives.

C. Membership on the Board of Directors shall be determined on the basis of a division's membership in the ACTEN at the end of the previous fiscal year.

Sec. 4: Officers

A. President - one year term.

Candidates for elected office and their terms of office shall be:

B. President-Elect - one year prior to assuming the duties of President.

C. Secretary - two years.

D. Treasurer - two years.

E. Division Representatives - three years.

Division Representatives shall be elected annually on a rotation basis. No two Division Representatives from the same division of career and technical education shall complete their terms in the same year. Each division shall elect, by vote from ACTEN members within their own division, their respective Division Representative. If 100% of the members in a division of ACTEN are also members of a separate or affiliated division association then the division representatives for that division may be elected or appointed as determined by that division association and submitted in writing to the ACTEN President prior to the delegate assembly.

- Sec. 5: Election of persons for the elected offices shown in Section 4 shall be by mail or electronic ballot. The nominating committee shall prepare a ballot listing two (2) candidates for each office to be filled and provide a space under each office for write-ins except President-Elect.
- Sec. 6: The election procedure shall be:
- A. Candidates for elected offices shall be approved by the Board of Directors and announced sixty (60) days prior to the annual meeting.
 - B. Mail ballots or electronic ballots should be sent to ACTEN members forty-five (45) days prior to the annual meeting. Only ballots postmarked or received electronically at the ACTEN Office at least fifteen (15) days prior to the annual Assembly of Delegates meeting shall be considered as valid ballots.
- Sec. 7: The President-Elect shall be installed as President at the annual meeting and shall assume the duties at the beginning of the fiscal year. Other newly elected officers shall also take office at the start of the fiscal year.
- Sec. 8: In the event that the office of President is declared vacant during the interval, the President-Elect will assume the position of President for the remaining portion of that interval and shall retain the office of President for the ensuing year. Other offices which shall become vacant during any interval shall be filled for the remaining portion of that interval by action of the Board of Directors. In the event of a vacancy in the office of President-Elect, the Board of Directors, pursuant to majority vote, will appoint an eligible member of the Association to fill such vacancy and occupy the position of such office.

ARTICLE V

DUTIES OF OFFICERS AND DIVISION REPRESENTATIVES (BOARD OF DIRECTORS)

- Sec. 1: The President shall be the chief executive officer of the ACTEN and shall exercise general supervision over the interest and welfare of the organization. The President shall be chairperson of the Assembly of Delegates and Board of Directors. The President shall:
- A. Be responsible for implementing and directing the Program of Work Committee.
 - B. Appoint chairpersons to committees from the Board of Directors.
 - C. Instruct committee chairpersons about their assignments, assist them in carrying out their tasks, and check with the committee during the year to make certain that progress is being made.
 - D. Serve as ACTEN delegate to the ACTE Assembly of Delegates.
 - E. Participate or appoint a representative to participate in Region V activities.

- F. Meet with newly elected members of the Board of Directors to acquaint them with their responsibilities.
 - G. Provide articles for each ACTEN Newsletter.
 - H. Act as an ex-officio member of all committees except nominating.
 - I. Collect committee reports and keep on file.
 - J. Attend one yearly function of each division or send a representative. The representative may be the Past-President, President-Elect, Secretary or Treasurer.
- Sec. 2: The President-Elect shall:
- A. Be chairperson of Program of Work Committee.
 - B. Assume the duties of the President when the President is absent.
 - C. Serve as a member of the Bylaws Committee.
 - D. Serve as ACTEN delegate to the ACTE Assembly of Delegates.
 - E. Assist the President in carrying out the Program of Work.
 - F. Provide articles for each of the ACTEN Newsletters.
- Sec. 3: The Past-President shall:
- A. Assist and guide the President and President-Elect in carrying out their duties.
 - B. Act as consultant to the Program of Work Committee.
 - C. Select and obtain appropriate plaque for the outgoing ACTEN President.
 - D. Serve as chairperson for the Nominating and Awards Committee.
 - E. Serve as consultant to the Legislative Committee.
 - F. Serve as Co-chair of the Annual Career and Technical Conference Planning Committee.
- Sec. 4: The Secretary shall:
- A. Be responsible for the minutes of all business meetings.
 - B. Keep all minutes and committee reports on file.

- C. Send out minutes of every meeting within fifteen (15) days following the meeting and notice of upcoming meeting to the Board of Directors and state affiliate organization presidents at least ten (10) days in advance of the upcoming meeting.
 - D. Keep records and handle correspondence of all ACTEN business.
 - E. Serve as an ACTEN representative to an ACTE function.
- Sec. 5. The Treasurer shall:
- A. Arrange for the collection of dues.
 - B. Provide a list of members to the Board of Directors.
 - C. Serve as financial custodian of all ACTEN funds and prepare an annual financial report.
 - D. Serve as an ACTEN representative to an ACTE function.
- Sec. 6: Communications (Newsletter Editor and Webmaster)
- A. The Newsletter Editor shall:
 - (a) Plan and arrange for the publication of the ACTEN Newsletter.
 - (b) Attend ACTEN Board meetings as an ex officio member, when possible.
 - B. The Webmaster shall:
 - (a) Maintain the ACTEN website by posting new information, remove outdated information and suggest changes that will keep the site fresh and interesting for our members.
 - (b) Provide basic training to other board members so they will be able to update the website when their assistance is needed.
 - (c) Attend ACTEN Board meetings as an ex officio member, when possible.
- Sec. 7: The Division Representative shall:
- A. Attend Board of Directors meetings and Assembly of Delegates as voting delegates for the Board of Directors. Division Representatives will be required to resign their position after two unexcused board meeting absences per year. An excused absence can be granted prior to the meeting by the ACTEN President.
 - B. Provide leadership and promote membership in their respective divisions.

- C. Serve as chairpersons and assist in carrying out the responsibilities of the various committees.
 - D. Have a responsibility to provide articles for ACTEN newsletter.
 - E. Communicate information to their divisions concerning ACTEN matters.
 - F. Appoint and notify members of their respective divisions to serve as delegates to the annual Assembly of Delegates.
 - G. Appoint a voting representative in the event the elected Division Representative cannot attend a Board of Directors meeting.
 - H. Have a responsibility to secure applicants, from their division, for ACTEN/ACTE awards.
- Sec. 8: Affiliate Organization Presidents shall:
- A. Be encouraged to attend all scheduled Board of Directors meetings as an ex-officio member.
 - B. Inform the ACTEN Board of Directors of their respective affiliate organization functions.

ARTICLE VI

BOARD OF DIRECTORS

- Sec. 1: The elected officers and Division Representatives shall constitute the voting members of the Board of Directors. Designated ex-officio members shall serve on the Board of Directors as non-voting members, and shall include, but not be limited to, a representative of the Nebraska Department of Education as designated by said department, the Newsletter Editor, and any Nebraskan who is a member of the ACTE Board of Directors
- Sec. 2: The duties of the Board of Directors shall be:
- A. To look after the general welfare of Vocational and Career and Technical Education within the state.
 - B. To give special emphasis to educating the public with respect to the value and need of such education.
 - C. To assume the authority to conduct business and take necessary action between meetings of the ACTEN Assembly of Delegates.
 - D. To annually appoint the Newsletter Editor.

- E. To have voting privileges at the ACTEN Assembly of Delegates representing the ACTEN and not their respective divisions.

ARTICLE VII

COMMITTEES

The committees shall consist of active ACTEN members. The chair of each committee shall be a Board of Directors member who will prepare a summary report for each meeting and a yearly report on activities of each committee for the ACTEN Assembly of Delegates, to be given to the new Chairperson, the President-Elect, and the Secretary.

Sec. 1: Audit

- A. The Audit Committee shall annually audit the financial records of the Association and submit a written report to the Assembly of Delegates.

Sec. 2: Budget

- A. The Budget Committee shall assess the operational needs of the Association and submit a proposed budget for the ensuing year to the Assembly of Delegates.

Sec. 3: Legislation and Resolutions

- A. The Legislative and Resolutions Committee shall maintain the state and national level legislative networks in each career and technical division for:

- (1) Informing legislators of needs and accomplishments of vocational, career and technical education.
- (2) Establishing and maintaining a good relationship with legislators.

- B. Monitor state and national legislation and notify appropriate network members when action is required. Follow through to see that action is taken.

- C. Keep members informed of all legislation, state and national, which would affect vocational, career and technical education, via regular articles in the ACTEN Newsletter.

- D. Contact representatives of each ACTEN division and standing committees for resolutions vital to ACTEN.

- E. Solicit resolutions prior to the annual Assembly of Delegates.

- F. Upon recommendations of the Board of Directors, present resolutions to the Assembly of Delegates for action.

Sec. 4: Membership

- A. The Membership Committee shall consist of a representative from each career and technical education division, and they shall solicit membership from their respective division.
- Sec. 5: Nominating and Awards
- This committee shall be chaired by the Past-President. It shall consist of one representative from the members of each division. It shall:
- A. Serve in an advisory capacity to the President.
 - B. Select candidates for elected offices and report to the Board of Directors.
 - C. Be responsible for selecting suitable recipients for each ACTEN award to be presented at a time decided by the Board of Directors.
- Sec. 6: Program of Work
- A. The Program of Work Committee shall consist of the chairpersons from each standing committee. It shall develop specific goals, activities on how to reach them, and provisions for evaluation. The Program of Work shall be based on a strategic plan developed by the ACTEN Board of Directors. The Program of Work shall be submitted to the Board of Directors at least sixty (60) days before being submitted to the Assembly of Delegates for final approval.
- Sec. 7: Public Relations
- A. The Public Relations Committee shall arrange ways and means of interpreting vocational, career and technical education to the public and to leaders in general education.
- Sec. 8: Bylaws
- A. The Bylaws Committee shall receive proposed Bylaws changes from ACTEN members sixty (60) days prior to the Assembly of Delegates and shall evaluate the Bylaws for any proposed changes.

ARTICLE VIII

MEETINGS

- Sec. 1: The annual meeting of the Assembly of Delegates shall be held each year at such time and place as the Board of Directors may select.
- Sec. 2: Each career and technical education division shall be represented in the

Assembly of Delegates by one delegate for each ten active members or major part thereof, based on the division membership of the preceding fiscal year. Divisions with less than fifteen (15) active members shall be entitled to two delegates.

- Sec. 3: All business shall be transacted by the Assembly of Delegates members present at the annual meeting or at any special meeting officially called by the Board of Directors. A minimum of fifty-one (51) percent of those active members registered at the Assembly of Delegates constitute a quorum.
- Sec. 4: All board meetings shall be open and all interested parties privileged to attend, but voting shall be limited to officers of their voting representatives.

ARTICLE IX

FISCAL YEAR

The fiscal year of this organization shall be October 1 to September 30.

ARTICLE X

AMENDMENTS

- Sec. 1: The Bylaws may be amended by a two-thirds (2/3) majority of the votes cast by the Assembly of Delegates. Proposed changes must be submitted in writing to the Board of Directors at least sixty (60) days prior to the Assembly of Delegates. ACTEN members shall be notified of proposed changes at least thirty (30) days prior to the Assembly of Delegates. Adopted amendments shall become effective following the Assembly of Delegates.

ARTICLE XI

PARLIAMENTARY AUTHORITY

- Sec. 1: Robert's Rules of Order, Newly Revised will govern any provision not covered by the Bylaws of the Association for Career and Technical Education of Nebraska.

ACTEN

Association for Career and Technical Education of Nebraska Anti-Harassment /Discrimination Policy

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As a professional organization, ACTEN encourages collegial dialogue and ongoing professional development in Career and Technical Education for Nebraska. It shall be the policy of ACTEN to take all necessary and appropriate steps to encourage members to promote and deliver career and technical education programs that are free of any form of harassment/discrimination. Professional educators, support staff and students are valued patrons of Career and Technical Education in Nebraska and must not be subjected to such actions. Harassment/discrimination undermines the integrity of the Association's dedication to professionalism and service to its membership and the students of Nebraska Career and Technical Education programs.

The ACTEN Board of Directors acknowledges all regulations, requirements and responsibilities as defined by the equal rights legislation regarding harassment/discrimination. Under these regulations, a person may not be harassed/discriminated against based on their age, race, sex, creed, religion, national origin, disability, sexual orientation, arrest/conviction record or marital/parental status.

Harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which is based upon one's group members when:

- a) Submission to the conduct is made either explicitly or implicitly as a term or condition of an individual's status or role within the classroom and /or organization.
- b) Submission to or rejection of the conduct by an individual is used as the basis for decisions affecting the individual, or as a factor in decisions affecting a person's status or role within the classroom and/or organization.
- c) The conduct has the purpose or effect of substantially interfering with an individual's performance within the classroom and/or organization or creating an intimidating, hostile or offensive environment within the classroom and/or organization.

Any ACTEN member who feels that he/she has been subjected to any of the above-described behaviors should report the situation in accordance with the Association's established harassment/discrimination complaint procedures.

(to be developed once the policy is approved)

All harassment/discrimination complaints shall be taken seriously and investigated. Appropriate corrective action shall be taken as necessary. Association membership found to be in violation of this policy will be dismissed from the association.

It is further the policy of ACTEN that a sexual relationship between an ACTEN member and a student is not permissible in any form or under any circumstances, in our out of the work place, in that it interferes with educational process and involves elements of coercion by reason of the relative status of the member to a student.

Members of ACTEN who witness, overhear, or are told about harassment should report such incidents to the association president. Additionally any member who witnesses harassment has a duty to intervene and stop the harassment. If a member of ACTEN witnesses or hears about harassment and fails to intervene and report it to the association president may be dismissed from the organization.

The Association for Career and Technical Education of Nebraska will not tolerate any conduct that fails to comply with the letter and spirit of this policy. All members of ACTEN are required to abide by this policy. Retaliation in any form against a member of ACTEN who reports an incident of harassment/discrimination or participates in any investigation of alleged harassment/discrimination is prohibited.

{Policy was adopted by vote of delegates on June 6, 2006 at the Assembly of Delegates.}

Association for Career and Technical Education of Nebraska Conflict of Interest Policy

Article I - Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the "Organization"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

- a.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b.** The remaining board or committee members shall decide if a conflict of interest exists.
- c.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

Association for Career and Technical Education of Nebraska

Whistleblower Policy

General

As representatives of ACTE of Nebraska, the Board of Directors and Executive Secretary must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all officers, directors, ex officio members to report wrong doing or suspected wrong doing in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or ex officio member who in good faith reports suspected wrong doing shall suffer harassment, retaliation or adverse consequence. This Whistleblower Policy is intended to encourage and enable ACTEN Board members and ex officio members to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

Questions, concerns, suggestions or allegations of wrong doing, including suspected fraud, shall be brought directly to the attention of the Compliance Officer.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations of wrong doing and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning suspected wrong doing must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrong doing. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Audit Committee Compliance Officer

ACTEN Officers, Directors and Ex Officio Members

Policy Adopted by Delegates on June 10, 2009

Association for Career and Technical Education of Nebraska Document Retention Policy

ACTE of Nebraska will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely.

Current Records: Records for which convenience, ready reference or other reasons are retained in the office space and equipment of the association's executive secretary.

Institutional and Legal Records	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent
Federal Tax Records	
Form 990 and 990-E with support	Permanent
Financial Records	
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent
Insurance Records	
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years
Litigation Records	
Claims/Court Documents	Current



ACTE/STATE ASSOCIATION

Affiliation Process

Statement of Understanding

The Association for Career and Technical Education (ACTE) is a duly constituted legal entity providing services and benefits on behalf of Career and Technical Education (CTE) professionals within the United States and internationally. ACTE invites affiliation with duly constituted legal entities providing ACTE-aligned services and programs on behalf of CTE professionals within a specific state of the United States, a commonwealth or territory of the United States, or a sovereign nation or any of its political subdivisions.

Affiliation requires a state association's purposes, activities and operational procedures not be in conflict with ACTE's mission. ACTE recognizes state associations' necessity to adopt bylaws, missions and organizational structures specific to their jurisdictions and responsive to their members.

An ACTE-affiliated state association shall be entitled to voting delegates at the ACTE Assembly of Delegates as specified in the ACTE bylaws. ACTE and affiliated state associations further agree to the following principles and operational elements.

Principles of Affiliation

1. ACTE and its affiliated State Associations share a primary obligation to serve the lifelong professional needs of their collective memberships by delivering or providing access to products and services of the highest quality and communicating directly with their respective members.
2. ACTE and its affiliated State Associations will cultivate operating environments of mutual trust and respect towards one another and their members and stakeholders; foster open communication and transparency; and exercise transparent governance and decision-making responsibilities.
3. ACTE, in consultation with its affiliated State Associations, will establish and communicate advocacy principals that enhance the value of the profession, serve its stakeholders and inform the education system.
4. ACTE and its affiliated State Associations will strive to protect, develop and enhance the reputation, value and preeminence of career and technical education as well as their own "brands."
5. ACTE and its affiliated State Associations will each operate in a financially prudent manner and in fulfillment of their respective fiduciary responsibilities and will do so in a manner that is open and transparent to their members.
6. ACTE and its affiliated State Associations both will seek out, foster, and train effective leaders that advance the vision and goals of the respective organizations and the profession.

Operating Framework

1. ACTE has the responsibility for developing and communicating the positions on Federal legislation and regulatory agency actions. Affiliated state associations will align their activities, where feasible, with the ACTE positions and assist ACTE by communicating the positions to members and stakeholders.
2. ACTE and its affiliated state associations will work in partnership to deliver consistent messages that advance the career and technical education profession and the respective associations. Volunteers are one of ACTE's and the affiliated state associations' most valuable resources.
3. Volunteers shall be recognized, supported and encouraged when acting on behalf of ACTE and its affiliated state associations.
4. The Affiliated state associations will ensure that all delegates to the ACTE Assembly of Delegates are familiar with the ACTE governing documents, Strategic Priorities and issues facing the association and members.

5. ACTE and its affiliated state associations will work in partnership to identify, train and motivate effective leaders on the national and state level.
6. ACTE and its affiliated state associations recognize and accept that it is in both parties' best interest to complement and support, not duplicate and compete. To this end, the following activities are considered important:
7. ACTE will provide recognition of affiliated state association activities in its publications and on the Web site.
8. ACTE will communicate on a regular basis to the affiliated state associations on its activities and upcoming events, which may be distributed to the state membership.
9. Affiliated state associations will include ACTE, where feasible, in its conference programming.
10. Affiliated state associations will provide and ACTE will maintain current information and leadership rosters for each affiliated state association.
11. ACTE and its affiliated state associations will collaborate and support each other on membership recruitment and retention efforts. Membership in both associations will be promoted by both parties. New and renewing members in each affiliated state association will be transmitted at least monthly by ACTE and the affiliated state associations.
12. ACTE and its affiliated state associations recognize the need for ongoing input and feedback from members as to what constitutes member value. ACTE agrees to provide information from national members surveys to its affiliated state associations. The affiliated state associations agree to provide information on member needs to ACTE.
13. ACTE and its affiliated state associations recognize that the most efficient and effective avenue for providing professional development for members is through the state association and its divisions. As such, each affiliated state association will endeavor to schedule professional development programs throughout the year. ACTE will continue to enhance and improve upon the Annual Convention program to address the needs of all members. ACTE and its affiliated state associations will exercise fiduciary responsibility in regard to the funds that are collected from members and will be good stewards of the funds provided to them by their members in the form of dues and other fees.
14. ACTE and its affiliated state associations will share information on emerging issues in career and technical education and the education and workforce system. ACTE and its affiliated state associations will support each other in utilizing their knowledge of emerging issues to keep their respective associations relevant to members and prospective members.
15. ACTE and its affiliated state associations will continually strive to identify and develop products and services that can be jointly promoted to members and will, where feasible, share in revenue realized as a result of these products and services.

STATE ASSOCIATION	
Association Name:	Nebraska ACTE
President:	David L. Gee
Signature:	David L. Gee
Date:	12-5-08

ACTE	
Association Name:	ACTE
President:	Bryan Albrecht
Signature:	Bryan Albrecht
Date:	3-16-09