

# **ACTE of Nebraska**

## **Leadership Handbook**



**2024-25**

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# About ACTE of Nebraska

## General Information

The Association for Career and Technical Education of Nebraska (ACTEN) is affiliated with the national organization Association for Career and Technical Education (ACTE). Nebraska is a unified state, which means that members who join one organization must also join the other. Unified dues are currently \$110.00 per year (\$80 for ACTE dues and \$30 for ACTEN dues). See page C32 (ACTE-ACTEN Affiliation Process Document)

ACTEN's office is located at 14330 Danvers St., Waverly, Nebraska, at the home of Executive Director, Murleen Bellinger. The office telephone number is 402-525-8742. Murleen is usually available to take your daytime, evening and/or weekend calls, so please don't hesitate to call her when you need assistance or information. If she is unavailable, please leave a message and she will return your call. She can also be contacted by e-mail at [actenebraska@gmail.com](mailto:actenebraska@gmail.com).

The mailing address is:

ACTE of Nebraska

P.O. Box 89

Waverly, Nebraska 68462

ACTEN's website address is [www.actenebraska.org](http://www.actenebraska.org). Archives of our newsletter, *The Communiqué*, ACTEN award information, and other information of interest to our members is posted on the website. An e-mail message is sent to Nebraska members when the news items have been posted.

LeAnn Curry serves as the Executive Director for ACTE. The national office is located at 1410 King Street, Alexandria, Virginia, 22314. ACTE's toll free telephone number is 800-826-9972. The ACTE website address is [www.acteonline.org](http://www.acteonline.org).

ACTEN was included in the Group Exemption for 501(c)(3) tax exempt status that ACTE filed with the Internal Revenue Service in May or June of 2009. The application was approved by the IRS on October 15, 2010.

# ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

Board of Directors and Ex-Officio Members 2024-25  
(Term begins October 1, 2024)

## OFFICERS

### PRESIDENT

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### PRESIDENT ELECT

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### SECRETARY

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## DIVISIONAL REPRESENTATIVES

### ADMINISTRATION

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### FAMILY & CONSUMER SCIENCES EDUCATION

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Vacant

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ENGINEERING AND TECHNOLOGY EDUCATION

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POSTSECONDARY, ADULT AND CAREER EDUCATION

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EX OFFICIO MEMBERS

EXECUTIVE DIRECTOR

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NE DEPARTMENT OF EDUCATION

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Murleen Bellinger  
Board Members

WEBMASTER

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## STATE DISCIPLINE ASSOCIATION PRESIDENTS

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### Nebraska State Business Educators Association

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### Family and Consumer Sciences Teachers of Nebraska

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### Nebraska Association of Skilled and Technical Sciences Educators

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### Nebraska School Counselors Association

Doug Hauserman  
Executive Director  
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**ACTEN  
PROGRAM OF WORK  
2024-25**

**MISSION**

The mission of ACTEN is to provide educational leadership to develop a Nebraska-centered, college and career ready workforce.

**GOALS**

- **Educate:** ACTEN will increase membership through professional development opportunities, teacher recruitment and public awareness.
- **Advocate:** ACTEN will create a unified voice for Nebraska through legislative advocacy, agency partnerships and collaboration, and the continued promotion of ACTE.
- **Lead:** ACTEN will promote CTE by creating a presence with stakeholders including recognition of performance, and professional development.

**PERFORMANCE INDICATORS, ACTIVITIES, and TIMELINES**

<b>EDUCATE</b>			
	<b>Performance Indicator</b>	<b>Activities</b>	<b>Timeline &amp; Person(s) Responsible</b>
1	Professional Development & Member Engagement	Co-sponsor the Nebraska Career Education Conference with the Nebraska Department of Education	June 9-12, 2025  ACTEN Board
2	Advocacy, Awareness, & Access	Promote the importance of career and technical education during CTE Month	February 2025  Public Relations Committee
		Engage in stakeholder meetings (Assembly of Delegates, Nebraska Department of Education stakeholder groups) using available resources	Ongoing  ACTEN Board & ACTEN Members

		Collaborate with division leadership to share CTE program stories and successes in ACTEN communications and social media spotlights that “tell the NOW story” of Nebraska CTE programs and ReVISION schools	Quarterly  Public Relations Committee
		Emails from leadership to ACTEN membership alerting them of items of mutual interest	Ongoing  Murleen Bellinger
3	Member Value and Engagement	Survey membership every 3-5 years to gather feedback on topics of mutual interest in support of membership and continuous improvement of ACTEN	2025-26  Murleen Bellinger

<b>ADVOCATE</b>			
	<b>Performance Indicator</b>	<b>Activities</b>	<b>Timeline &amp; Person(s) Responsible</b>
1	Advocacy, Awareness, & Access	Promote the importance of career and technical education to NE Legislature, State Board of Education, Board of Education, School Administrators, policy and decision makers during CTE Month	February 2025  Katie Graham, Sydney Kobza  Jean Condon
2	Member Value and Engagement	Partner with NDE to support a statewide initiative promoting CTE during CTE Month	February 2025  ACTEN Board
		Promote CTE career student organizations in one philanthropic effort including the “CSO Legislative Day” proclamation signing	February 2025  ACTEN Board

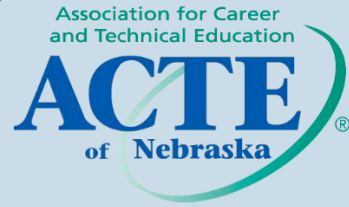
3	Advocacy, Awareness, & Access	Maintain active file of resources, data, success stories at the ready to share on demand	Ongoing Murleen Bellinger
		Communicate with legislators at the state and national level on matters key to CTE	Ongoing Katie Graham, Sydney Kobza Jean Condon
		Present or sponsor a rotation session on Legislative Advocacy at the NCE conference (ACTE presenter)	June 2025 Katie Graham, Sydney Kobza Rick Painter
		Financially Support representation at the Career Tech VISION conference and the National Policy Seminar	Nov/Dec 2024 March 2025 ACTEN Board

<b>LEAD</b>			
	<b>Performance Indicator</b>	<b>Activities</b>	<b>Timeline &amp; Person(s) Responsible</b>
1	Member Value and Engagement	Sponsor leadership workshops and trainings (ACTE Statewide Leadership Training Series)	Ongoing ACTEN Board
		Conduct Fall and Winter Board meetings following established protocol and agenda items	October 2024 January 2025
2	Member Value and Engagement	Communication to stakeholders on topics of common interest including opportunities for ACTEN board members to present at the state level (legislative, public policy) and with pre-service teachers at local colleges	Ongoing ACTEN Board

		encouraging membership and participation in NCE activities	
3	Professional Development & Member Engagement	Annually recognize ACTEN members as part of the awards program at NCE	June 2025 ACTEN Board
4	Member Value and Engagement	Increase membership in ACTEN by advocating for schools to pay ACTEN membership fees for CTE teachers and administrators	Ongoing ACTEN Board and Members

# STRATEGIC PLAN

## ELEMENTS



**Professional Development  
and Membership  
Engagement**



**Advocacy,  
Awareness,  
Access**



**Strategic Partnerships  
and Teacher Support  
(recruitment and  
retention)**

### Mission

The mission of ACTEN is to provide educational leadership to develop a Nebraska-centered, college and career ready workforce.

### Vision Statement

ACTEN will speak for the needs of CTE in Nebraska to empower our members to activate high-quality CTE programs to all students for college and career success.



Connecting Education and Careers | [acteonline.org/actenebraska/](http://acteonline.org/actenebraska/)

# Strategic Themes

## Professional Development and Membership Engagement:

Build partnerships to support the NCE Conference tactical capacity to ensure ACTEN has voice, vision, and connections annually. ACTEN's success is reliant on the success of members and divisions to build capacity and member value. ACTEN will continue to support CTE educators to grow from learners to leaders, growing students to create a stronger Nebraska.

## Advocacy, Awareness, Access

Campaigns to support Career and Technical Education Month and key messaging. Be a presence to support messaging about CTE at the local, state, and national level on related issues. Utilize digital communication and social communication appropriately. ACTEN promotes high-quality support for diverse audiences through a culture of student-centered voice. Within a state and national network, ACTEN is a source of information on local, state, and national issues, priorities, and perceptions.

## Strategic Partnerships and Teacher Support (recruitment and Retention)

Advocate for and explore a CTE-focused mentoring program establish new partnerships with business, engage with external stakeholders (e.g., Chamber of Commerce, Workforce Development, Business Professional Associations). Engage stakeholders through other CTE professional associations and career and technical student organizations. Include voice to the ACTEN board from business and industry partners. ACTEN will be positioned to serve as a liaison between educators, leaders, and policy makers at the local, regional, and national levels.

## Program of Work Goals

**Educate:** ACTEN will increase membership through professional development opportunities, teacher recruitment, and public awareness.

**Advocate:** ACTEN will create a unified voice for Nebraska through legislative advocacy, agency partnerships and collaboration, and the continued promotion of ACTE.

**Lead:** ACTEN will promote CTE by creating a presence with stakeholders including recognition of performance and professional development.

**Association for Career and Technical Education of Nebraska**  
**Calendar of Events**  
**2024-25**

ACTEN Board of Directors' Fall Meeting Grand Island	October 19, 2024
CareerTech VISION 2024 San Antonio, TX Henry B. Gonzalex Convention Center	December 4-7, 2024
State Leadership Training San Antonio, TX	December 4, 2024
ACTEN Board of Directors' Winter 2025 Meeting	January 2025
Career and Technical Education Month	February 2025
National Policy Seminar Crystal Gateway Marriott Arlington, VA	March 16-19, 2025
State Leadership Training Arlington, VA	March 16, 2025
2025 ACTE Region V Conference, Las Vegas, Nevada South Point Conference Center	April 30-May 3, 2025
Nebraska Career Education Conference Younes Convention Center in Kearney, NE	June 9-12, 2025
ACTEN Annual Board of Directors' Meeting Younes Convention Center in Kearney, NE	June 9, 2025; 10am
ACTEN Assembly of Delegates Convention Center in Kearney, NE	June 11, 2025; 7:30am



**ACTEN OPERATING ACCOUNT  
BUDGET FOR FISCAL YEAR 2024-25**

Presented at Assembly of Delegates on June 5, 2024

	<b>Actual</b>		<b>FY Budget</b>	<b>Proposed</b>
	<b>FY 2022-23</b>		<b>2023-24</b>	<b>Budget</b>
				<b>2024-25</b>
<b>Receipts:</b>				
ACTE Dues	\$ 2,120.00		\$ 6,000.00	\$ 6,000.00
ACTEN Dues	10,297.50		10,800.00	10,800.00
*FCSTN Dues	1,496.00	(a)	3,000.00	3,000.00
Conference Fee Portion	6,000.00		6,000.00	6,000.00
Fundraiser (Auction/Raffle)	385.00		500.00	500.00
Communcation/Newsletter	400.00		500.00	500.00
Miscellaneous/Other	44.70	(b)	-	-
Interest	20.29		-	-
<b>Total Receipts</b>	<b>\$ 20,763.49</b>		<b>\$ 26,800.00</b>	<b>\$ 26,800.00</b>
<b>Expenses:</b>				
Additional Reserve			\$ 12,000.00	(c )
Executive Secretary	\$ 6,000.00		\$ 6,000.00	\$ 6,000.00
Executive Director Travel	3,055.71		3,750.00	3,750.00
President	1,200.00		1,200.00	1,200.00
President-elect	651.04		1,200.00	1,200.00
Operating Expenses	483.67		450.00	450.00
Communication/Newsletter			125.00	125.00
Delegate to ACTE	450.00		450.00	450.00
Region V Winner Stipend to ACTE	400.00		400.00	400.00
ACTE Dues Transfer	2,170.00		6,000.00	6,000.00
*FCSTN Dues Transfer	816.00		3,000.00	3,000.00
Awards	168.38		500.00	500.00
D & O & Liability Insurance	1,650.00		1,650.00	1,650.00
Committee Work (ACTEN)	398.78		500.00	500.00
Outreach and Advocacy	1,092.09		1,200.00	1,200.00
Miscellaneous			350.00	350.00
Audit/Accounting	25.00		25.00	25.00
<b>Total Expenses:</b>	<b>\$ 18,560.67</b>		<b>\$ 38,800.00</b>	<b>\$ 26,800.00</b>

## ACTEN Committee List for 2024-25

Committee chairs need to refer to the strategies listed under each assigned goal so their committee can make appropriate contributions. Committees are asked to reference the Strategic Plan and provide the board with updates to be documented within the plan.

**Program of Work/Professional Development:** *Rick Painter, Chairperson*

Angie Chittick (Audit Committee Chairperson)  
DeLayne Havlovic (Budget Committee Chairperson)  
NDE (Legislation & Resolutions Committee Chairperson)  
DeLayne Havlovic (Membership Committee Chairperson)  
Jean Condon (Nomination & Awards Committee Chairperson)  
TBD (Public Relations Committee Chairperson)  
Jean Condon (Bylaws Committee Chairperson)  
Jennifer McConville (President-elect)

**Membership:**

DeLayne Havlovic, Chairperson

(one representative from each discipline area – does not have to be a board member):

(ADM) Jon Cerny	(AGR) Maggie Louthan
(BUS) Angie Chittick	(FAM) Kristen Vest
(COU) No Rep	(HEA) Alicia Beck
(N&R) Dawn Lindsley	(PACE) Carol Erwin
(TGY) Adam Whitmore	(TRA) Stan Haas

\* This committee may contact division presidents to help with membership drive.

**Public Relations:** *TBD – Chairperson, Jennifer McConville, Justin Nollette, Rick Painter*

**Bylaws:** *Jean Condon – Chairperson*

Rick Painter and Jennifer McConville (Per the Bylaws – President Elect serves as a Committee Member)

**Legislation and Resolutions:** *Katie Graham/Sydney Kobza, Chairs, Rick Painter*

**Budget:** (Executive Board) *DeLayne Havlovic – Chairperson*

Rick Painter, Seth Feeken, Jean Condon, and Jennifer McConville

**Audit:** *Angie Chittick, Chairperson*

**Nominating and Awards:** *Jean Condon, Chairperson*

(one representative from each division – does not have to be a board member)

(ADM) Jennifer McConville	(AGR) Justin Nollette
(BUS) Angie Chittick	(FAM) Michelle Paxton
(GUI) No Rep	(HEA) Alicia Beck
(N&R) Dawn Lindsley	(PACE) Carol Erwin
(TGY) Adam Whitmore	(TRA) Stan Haas

**News Items:** *Executive Director and Board Members*

**Webmaster:** Deb Wolken

**NOTE:** The Budget Committee and Program of Work Committee should meet prior to or following the winter meeting in order to prepare their proposals for 2025-26.

**ACTEN Delegates to 2024 ACTE Assembly of Delegates:**

Rick Painter, Jennifer McConville, and Carol Erwin

## Nebraska's Elected Officials -

Senator Deb Fischer  
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Washington, DC 20515  
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<https://www.flood.house.gov>

Congressman Adrian Smith – District 3  
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Washington, DC 20515  
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<https://www.adriansmith.house.gov>

Senator Pete Ricketts  
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Washington, DC 20510  
Phone: 202-224-4224  
<https://www.ricketts.senate.gov>

Congressman Don Bacon – District 2  
2104 Rayburn House Office Bldg.  
Washington, DC 20515  
Phone: 202-225-4155  
<https://www.bacon.house.gov>

Governor Jim Pillen  
P.O. Box 94848  
Lincoln, NE 68509-4848  
Phone: 402-471-2244  
<https://governor.nebraska.gov>

### Nebraska Legislature:

Clerk of the Legislature – Brandon Metzler – 402-471-2271

Legislature Website – <http://www.nebraskalegislature.gov>

## State Board of Education

### District 1

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### District 2

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### District 5

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### District 6

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### Commissioner of Education

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# Section B – Job Description/Duties

## Your Role as an ACTEN Board Member

The ACTEN (Association for Career and Technical Education of Nebraska) Board determines and sets goals aimed at improving the well being of career and technical education. As the policy-forming branch of the association, the Board:

- Authorizes the organization’s program of work
- Approves the organization’s budget
- Hears and acts on committee recommendations
- Directs the organization’s general operations
- Promotes membership to non-members of our organization

As a member of the Board, you are responsible for considering the needs for the entire profession. You must work with other directors in developing a program of work that gives the association the greatest opportunity for growth and prosperity. You should not only recognize the democratic character of the organization but also believe strongly in voluntary, cooperative effort in solving occupational problems. You should respect the collective judgment of interested educators/practitioners and should recognize the unique decision-making and problem solving powers that are created when these people are mobilized.

The Board is not expected to “do all the thinking” for ACTEN. Its function is to see that:

- Members actively participate in association committees or action groups
- Committees and other groups are given clearly defined objectives
- Committees are given responsibility and challenges
- Groups are brought into the decision-making process
- ACTEN accomplishes its goals
- ACTEN is adequately financed

The association bylaws authorize the president to appoint committees and the president usually consults with the Board. All Board members should take an active interest in the organization and operation of the committees.

As a director, you may have to serve as your association’s official or unofficial spokesperson. This requires that you use careful judgment and express the views of the entire membership as opposed to your own.

During your term of office, you may also encounter criticism of ACTEN. You have an obligation to defend it against unjust criticism or to initiate appropriate action if the criticism is justified. You can make a distinct contribution by bringing both the critical and constructive suggestions to the attention of the Board.

As a director, you will want to maintain a close working relationship between ACTEN and the Association for Career and Technical Education (ACTE). You and your fellow directors should develop understanding and support of national career and technical education issues.

## Tips for Board Members – New or Experienced

Be an active listener – Try to restate in your own mind what the other members are saying. Listen without trying to formulate your own response at the same time. When in doubt, try restating in your own words, what you think the speaker said and see if you get agreement from the speaker. Then form your response after you have a clear understanding of the other members' positions on an issue.

Be specific in your communication – Avoid generalizations. Words like “always, never, everybody” just cloud clear communication.

Build on other members' ideas – It is easy to criticize. Be open and receptive. Try to use something out of other members' ideas in your proposal so that an agreement can be reached which incorporates the best ideas available and which the Board will support. A good board member is a team player, not a superstar.

Try to develop a broad perspective on the issues facing the profession and being addressed by the Board – Know the goals of the organization and work toward their achievement. Keep these goals in mind when addressing issues facing the Board and make decisions that will further the attainment of the organization's goals. Think in terms of the organization's welfare rather than your own narrow interests. Your constituency, as a member of the Board, is the full membership of the organization. Your personal interests and needs must take a back seat to the needs of the profession as a whole.

Give the time it takes to be a knowledgeable board member – Come to the meetings prepared. Read the support materials provided to you for use in the meeting. Make the maximum effort to attend all meetings of the Board and any committees that you are asked to serve on. Accept and follow through on assignments that you are given.

Become a futurist – The single greatest responsibility of a Board is to set the direction for the organization's future. Look at the successes and failures of the past and use this information to plot the future course. Try to gain an understanding of how national and global issues may affect the ability of the organization to achieve its goals. Know the aspirations of the membership and incorporate this in the planning. Avoid becoming bogged down in minutiae. Keep the big picture in mind as you plan for the future.

Gain an understanding of the politics of the Board and the organization – No board member can be effective without this insight. This will help you gain support for your ideas and learn when and how to give support so that it is most effective.

Sell the association, its programs and its positions – As a board member, you have a responsibility to actively support the policies and positions even though they may not reflect your personal preferences. Your opportunity to influence decisions is when they are being made. Once the votes have been counted, your obligation is to support the Board's decisions.

Get to know your fellow board members – Learn what gives them pleasure and what makes them angry. Strive to find positive ways to relate to each member for the sake of the organization.

Help develop new talent and leadership within the organization – Encourage the best people to get involved and make a commitment. Serve as a mentor to young members. Share your experience and knowledge with these people so that they can develop into the future leaders within the organization and the profession.

## Duties of the President

(As set forth in the ACTEN Bylaws)

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:

- Be responsible for implementing and directing the Program of Work Committee.
- Appoint chairpersons to committees from the Board of Directors.
- 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.
- Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- Participate or appoint a representative to participate in Region V activities.
- Meet with newly elected members of the Board of Directors to acquaint them with their responsibilities.
- Provide articles for each ACTEN Newsletter.
- Act as an ex-officio member of all committees except nominating.
- Collect committee reports and keep on file.
- Attend one yearly function of each division or send a representative. The representative may be the Past-President, President-Elect, Secretary or Treasurer

\* \* \* \* \*

### Other Responsibilities of the President

- Coordinate with Katie Graham or Dawn Lindsley on ACTEN's role at NCE Conference and ACTEN's conference fee and any other opportunities for joint ventures that occur.
- Participate in the NCE Leadership Cadre to represent ACTEN.
- Sign legal documents (i.e. the Form 990 tax return and Form 1096) and correspondence or forms (i.e. the insurance renewal form and the Quality Association Standards award application) that require the signature of an officer.
- Serve as a signer on the ACTEN bank accounts, certificate of deposit and the rental agreement for the safety deposit box.
- Serve on the Budget Committee.
- Prepare a State of the States report for inclusion in book at the Region V Conference.
- Provide direction and guidance to the executive secretary.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the President Elect (As set forth in the ACTEN Bylaws)

The President-Elect shall:

- Be chairperson of Program of Work Committee.
- Assume the duties of the President when the President is absent.
- Serve as a member of the Bylaws Committee.
- Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- Assist the President in carrying out the Program of Work.
- Provide articles for each of the ACTEN Newsletters.

\* \* \* \* \*

Other Responsibilities of the President Elect Include:

- Assist the Executive Director on news items to be sent to the members
- Participate in the NCE Leadership Cadre to represent ACTEN.
- Serve on the Budget Committee.
- Serve as a signer on the ACTEN bank accounts, certificate of deposit and the rental agreement for the safety deposit box.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Past President (As set forth in the ACTEN Bylaws)

The Past-President shall:

- Assist and guide the President and President-Elect in carrying out their duties.
- Act as consultant to the Program of Work Committee.
- Select and obtain appropriate plaque for the outgoing ACTEN President.
- Serve as chairperson for the Nominating and Awards Committee.
- Serve as consultant to the Legislative Committee.
- Serve as Co-chair of the Annual Career and Technical Conference Planning Committee.

\* \* \* \* \*

Other Responsibilities of the Past President include:

- Serve on the Budget Committee.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Secretary

(As set forth in the ACTEN Bylaws)

The Secretary shall:

- Be responsible for the minutes of all business meetings.
- Keep all minutes and committee reports on file.
- 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.
- Keep records and handle correspondence of all ACTEN business.
- Serve as an ACTEN representative to an ACTE function.

\* \* \* \* \*

Other Responsibilities of the Secretary include:

- Serve on the Budget Committee.
- Sign Corporate Resolution bank forms.
- Take roll call at Assembly of Delegates.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Treasurer

(As set forth in the ACTEN Bylaws)

The Treasurer shall:

- Arrange for the collection of dues.
- Provide a list of members to the Board of Directors.
- Serve as financial custodian of all ACTEN funds and prepare an annual financial report.
- Serve as an ACTEN representative to an ACTE function.

\* \* \* \* \*

Other Responsibilities of the Treasurer include:

- Maintain custody of the checkbook and write needed checks.
- Review and approve the financial reports.
- Sign letters to the bank to make changes regarding the checking accounts or the certificate of deposit.
- Serve on the Budget Committee.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.



## Duties of the Division Representatives (As set forth in the ACTEN Bylaws)

The Division Representative shall:

- 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. The ACTEN President can grant an excused absence prior to the meeting.
- Provide leadership and promote membership in their respective divisions.
- Serve as chairpersons and assist in carrying out the responsibilities of the various committees.
- Have a responsibility to provide articles for ACTEN newsletter.
- Communicate information to their divisions concerning ACTEN matters.
- Appoint and notify members of their respective divisions to serve as delegates to the annual Assembly of Delegates.
- Appoint a voting representative in the event the elected Division Representative cannot attend a Board of Directors meeting.
- Have a responsibility to secure applicants, from their division, for ACTEN/ACTE awards.

\* \* \* \* \*

Other Responsibilities of Division Representatives:

- Represent ACTEN at NCE Conference
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Newsletter Editor

The Newsletter Editor shall:

- Collect and organize articles for the newsletter and submit to the executive director to be posted on the ACTEN web site.
- Attend ACTEN Board meetings as an ex officio member, when possible.

Note: The executive director will assist by sending an ad mailing to vendors, notifying board members and CSO State Advisers of deadline to submit articles and photos, with proofreading and sending an email of the articles to the members.

## Duties of the Webmaster

The Webmaster shall:

- 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.
- Provide basic training to other board members so they will be able to update the website when their assistance is needed.
- Attend ACTEN Board meetings as an ex officio member, when possible.

## Affiliate Organization Presidents (As set forth in the ACTEN Bylaws)

Affiliate Organization Presidents shall:

- Receive notice of the time and location of all scheduled ACTEN Board of Directors meetings and is encouraged to attend as ex-officio board members.
- Inform the ACTEN Board of Directors of their respective affiliate organization functions.

## Committees

(As set forth in the ACTEN Bylaws)

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.

### *Audit Committee*

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

Per the Whistleblower Policy: The chairperson of the audit committee also serves as the Compliance Officer. “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.”

### *Budget Committee*

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.

### *Legislation and Resolutions Committee*

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

- Informing legislators of needs and accomplishments of vocational, career and technical education.
- Establishing and maintaining a good relationship with legislators.
- Monitor state and national legislation and notify appropriate network members when action is required. Follow through to see that action is taken.
- Keep members informed of all legislation, state and national, which would affect vocational, career and technical education, via regular articles in the ACTEN Newsletter.
- Contact representatives of each ACTEN division and standing committees for resolutions vital to ACTEN.
- Solicit resolutions prior to the annual Assembly of Delegates.
- Upon recommendations of the Board of Directors, present resolutions to the Assembly of Delegates for action.

### *Membership Committee*

The Membership Committee shall consist of a representative from each career and technical education division, and they shall solicit membership from their respective division.

### *Nominating and Awards Committee*

This committee shall be chaired by the Past-President. It shall consist of one representative from the members of each division. It shall:

- Serve in an advisory capacity to the President.
- Select candidates for elected offices and report to the Board of Directors.
- Be responsible for selecting suitable recipients for each ACTEN award to be presented at a time decided by the Board of Directors.

### *Program of Work Committee*

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.

### *Public Relations Committee*

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.

### *Bylaws Committee*

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.

## **ACTEN EXECUTIVE DIRECTOR POSITION DESCRIPTION**

**Responsible to:** Association for Career and Technical Education of Nebraska Board of Directors

### **BASIC RESPONSIBILITIES:**

The Executive Director shall perform those duties required by the Association for Career and Technical Education of Nebraska (ACTEN) to plan, coordinate, develop, conduct, and evaluate activities in the following general areas: membership services, governmental and legislative services, public relations, professional development, fundraising and administrative services. The Executive Director will serve as the registered agent for the Association for Career and Technical Education of Nebraska. The Executive Director will be the main contact with the Association for Career and Technical Education (ACTE).

### **SPECIFIC RESPONSIBILITIES FOR ACTEN:**

These responsibilities are carried out with guidance and support from ACTEN Officers, or ACTEN Committees:

#### **Membership Services:**

- A. Maintain membership records and database.
- B. Process membership applications and renewals and submit information electronically to ACTE via State Import Module reports.
- C. Deposit all membership dues collected in the ACTEN Operating account.
- D. Update ACTEN membership database per ACTE monthly reports.
- E. Send welcome letters or messages to new members.
- F. Send renewal messages to non-renewing members.
- G. Prepare membership lists for ACTEN Board of Directors upon request.

#### **Governmental and Legislative Services:**

- A. Maintain records for the ACTEN Operating account.
- B. Prepare financial reports for the approval of the ACTEN Treasurer.
- C. Copy all financial records (financial reports, bank statements, checking ledgers) for the accountant. Provide any additional information needed in order for him/her to prepare Form 990.
- D. Coordinate with the ACTEN President to obtain signatures and file required governmental documents, i.e. Form 990 (ACTEN), tax documents, and Biennial Reports for the State of Nebraska.

#### **Public Relations:**

- A. Assist in collecting material for the ACTEN newsletter. Prepare and send electronic mailings to vendors re advertising in the newsletter. Forward articles and ad artwork to the newsletter editor. Deposit ad fees in the ACTEN operating account.
- B. Forward newsletter to ACTE's webmaster to post on the Nebraska State Association page of

ACTE's website or to a separate ACTEN website. Submit request to ACTE for e-blast notification to Nebraska members when newsletter is available for viewing.

- C. Keep a copy of past newsletters and old photos for historical purposes.
- D. Update award information and submit to Nominating & Awards Committee Chairperson for review/approval. Submit award information to ACTE Webmaster to post on Nebraska State Page or on separate ACTEN website.
- E. Collect award nominations and forward to ACTEN Nominating/Awards Chairperson and then distribute to selection committee (one representative from each discipline).
- F. If necessary, write bios and send photos to NCE Conference Coordinator. Order award plaques.
- G. Prepare and distribute press releases relative to ACTEN Award winners.
- H. Assist ACTEN award winners in applying for Region V awards.
- I. Research to find names and addresses of principals and/or superintendents of ACTEN Board members. Assist Public Relations Committee in sending letters to the principals and/or superintendents of ACTEN Board members to recognize the member for their service.
- J. Take photographs at ACTEN meetings and NCE Conference.

#### Professional Development: (Conference, Workshops, Annual Meetings)

- A. Assist NCE Conference Coordinator as necessary, i.e. scheduling facilitators, submitting information for program, proofreading program.
- B. Make arrangements for ACTEN Annual Board of Directors Meeting and Assembly of Delegates.
- C. Prepare and distribute memo from ACTEN President, delegate count document, delegate certification forms, and discipline membership lists to discipline representatives. Collect delegate certification forms, certify eligibility, prepare check-in list for Assembly of Delegates.
- D. Order materials for ACTEN Membership tables from ACTE and/or other vendors.
- E. Oversee ACTEN Raffle/Fundraising at NCE Conference.
- F. Prepare and/or copy meeting handouts (agendas, memos, minutes, financial reports, and committee reports (as provided).
- G. Attend annual national ACTE conference and one additional conference as representative of ACTEN.

#### Administrative Services:

- A. Maintain "office" for ACTEN, including (but not limited to):
  - a. Provide computer, software programs, and printer.
  - b. Provide telephone, fax and e-mail capabilities. Set up conference calls.
  - c. Forward correspondence, messages, or questions to appropriate ACTEN Board member.
  - d. Provide ordinary office supplies (i.e., paper, file folders, staples, clips, etc.). Executive Director will be reimbursed for expensive items such as toner for the laser printer/copier, large envelopes and mailing labels upon itemized listing of use of such items on monthly statement. ACTEN is responsible for providing payment for ACTEN letterhead, envelopes and other printed materials.
  - e. Executive Director will pay copier rental bill and submit copy of invoice for reimbursement on next monthly statement to ACTEN as needed.
  - f. Provide ordinary postage and long distance service for ACTEN related calls or faxes, to be reimbursed by ACTEN on a monthly basis.
  - g. Collect, review, process and distribute mail from the post office box.
  - h. Provide storage for ACTEN records, files and other materials.
- B. Maintain ACTEN financial records and prepare financial reports for all accounts. Coordinate with bank and ACTEN Officers to update Corporate Authority signature forms. Provide documents and materials needed for tax filings and audits. Provide information needed to prepare proposed

annual budget. Provide copies of Holcombe and NSBEA scholarship reports to FCSTN and NSBEA treasurers as needed.

- C. Maintain and keep up-to-date records for the Corporate Book, i.e. Articles of Incorporation, Bylaws and Amended Bylaws, Program of Work, board lists, committee lists, minutes, financial reports and audit reports, etc.
- D. Prepare draft election ballot and provide to Nominating/Awards Committee Chair in Nov/Dec prior to the election. Prepare and distribute ACTEN election ballots. Notify Nominating/Awards Committee Chairperson of the number of ballots sent, the number of voted ballots returned, and any information on write in candidates. Provide ACTEN notebook materials for new board members.
- E. Provide periodic reports to ACTEN President and/or Executive Board regarding current activities, problems, correspondence or any relevant information.
- F. Maintain ACTEN checking account. Facilitate payment of ACTEN outstanding bills. Record and deposit all monies received. Reconcile bank statements for all bank accounts.
- G. Prepare and submit reports, correspondence or documents as needed by ACTEN, ACTE or other appropriate agencies, i.e. ACTEN Award brochure.
- H. Provide ACTEN with detailed monthly statement for services and reimbursement for expenses incurred during previous month.
- I. Coordinate with the ACTEN President for to set agenda for meetings and make arrangements for meeting facilities for ACTEN meeting.
- J. Other responsibilities as assigned and agreed upon by Board of Directors and Executive Director.

Original Articles of Incorporation – Nebraska Vocational Association

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. File No. 92-0458  
Fee Paid \$ 30.00  
W. Robert [Signature]  
County Clerk Deputy

000458

9212 891  
[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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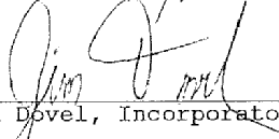
Name and Address of Incorporators

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

Articles of Amendment to Articles of Incorporation – Name Change To ACTEN

NE Sec of State - CORP      NN  
1000078551      Pgs 2  
ASSOCIATION FOR CAREER AND TEC  
Filed 01/31/2000 10:19 AM

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:

Doris R. Elphick-Lux  
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 –

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: *Bonnie J. Malcolms*  
President

ATTEST: *Donna L. 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](http://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

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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;

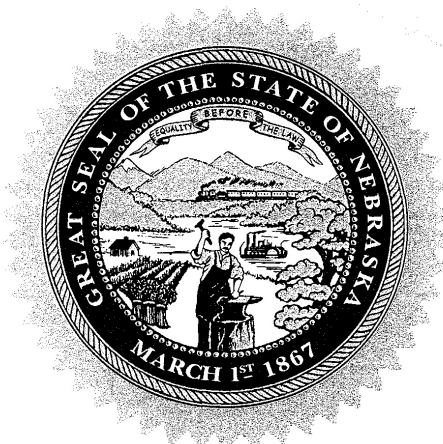
the attached is a true and correct copy of Articles of Amendment to  
the Articles of Incorporation of

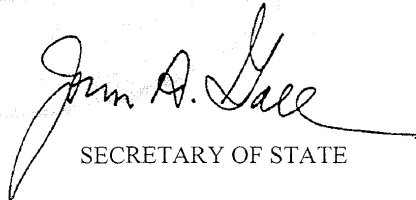
**ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
OF NEBRASKA**

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  
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Secretary of State

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**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 H. Hsu  
President

ATTEST:

A. Beck  
Secretary

# **ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA**

## **BYLAWS**

(Revised and Adopted by the Assembly of Delegates on June 8, 2022)

### **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, counseling, and practical arts education.
  - B. Student memberships are for students preparing for a career in 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, counseling, 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  
Counseling and Career Development  
Health Science Education  
Family and Consumer Sciences Education  
Engineering and Technology Education  
New and Related Services  
Postsecondary, Adult and Career Education  
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 or 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.

Adopted by Delegates on June 10, 2009

## **Association for Career and Technical Education of Nebraska**

### **Whistleblower Policy**

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#### **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.

<b>Institutional and Legal Records</b>	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent
<b>Federal Tax Records</b>	
Form 990 and 990-E with support	Permanent
<b>Financial Records</b>	
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
<b>Insurance Records</b>	
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years
<b>Litigation Records</b>	
Claims/Court Documents	Current

Policy Adopted by Delegates on June 10, 2009



## 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.

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

<u>ACTE</u>	
Association Name:	ACTE
President:	Bryan Albrecht
Signature:	Bryan Albrecht
Date:	3-16-09