

**Oklahoma Postsecondary, Adult & Career Education
Division(OkPACE)**

Policy & Procedures Manual

Adopted: August 2019

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Oklahoma Postsecondary, Adult & Career Education Division(OkPACE)

MISSION

Providing Leadership in developing an adult competitive workforce through post-secondary education and training

Focusing on:

- **Customized Business and Industry Training Services**
- **Upgrading Employee Skills for Future Technologies**
- **Providing Skill Gap Remediation Serving Transitional Workers**
- **Creating and Developing Community Workforce Pools**
- **Providing Comprehensive Career Services for small business & entrepreneurs**
- **Developing Employability Skills**
- **Inspiring an Appreciation for Life Long Learning**
- **Serving as the economic development arm of postsecondary education**
- **Developing partnerships within our individual districts**

Policies & Guidelines
Oklahoma Association of Career and Technology Education
Postsecondary, Adult & Career Education

ARTICLE I: NAME

The name of this organization shall be Oklahoma Postsecondary, Adult & Career Education (OkPACE) and shall function as the Oklahoma Postsecondary, Adult & Career Education (OkPACE) Division of the Oklahoma Association of Career and Technology Education.

ARTICLE II: PURPOSE

The purpose of OkPACE shall be to:

- Foster and promote professional linkages among and between members of the Oklahoma Association of Career and Technology Education who are providing, or are interested in providing training and services to adults, business and industry
- Serve as a forum for providing professional development, sharing information and solutions associated with the delivery of training and services to adults, business and industry.
- Serve to promote the importance of partnerships between career and technology education and adults, business and industry.
- Serve to promote the value of career and technology education in national, state and local economic development efforts.
- Facilitate the dissemination of model and innovative adult, business and industry training and services programs.
- Promote the development of legislative initiatives, which foster adult, business and industry training and services.

ARTICLE III: MEMBERSHIP

3.1 A member is defined as an individual or institution that maintains good standing in the Association for Career and Technical Education (ACTE), the Oklahoma Association of Career and Technology Education (OkACTE), and who subscribes to the purpose statements in Article II. OkPACE shall have four membership classifications:

- **Primary Individual Membership:** individuals who comply with the provisions of Article 3.1 and who pay annual OkPACE dues. These members shall be entitled to all rights of privileges of OkPACE membership without restriction.

- **Secondary Individual Membership:** individual members who have a primary membership in another division of Oklahoma ACTE may join OkPACE after paying OkPACE dues and will be considered a “secondary member” within OkPACE.
- **Adjunct & Support Individual Membership:** individuals who have part-time employment within the CareerTech system in the prior 12 months or hold a recognized support staff position. These members shall pay full OkPACE membership dues, membership dues to OkACTE, along with ACTE as prescribed in Article III.A.2 of the OKACTE bylaws referencing support staff and part-time employees.
- **Institutional/Corporate Membership:** shall be restricted to organizations that actively support career and technology education and training. Such members shall be entitled to all rights and privileges of OkPACE except the right to vote or to hold elective office. Organizations holding institutional/corporate status pay a \$200 annual fee.

3.2 The annual membership period shall be from July 1st to June 30th each year.

3.3 Annual dues shall be paid in United States currency with such dues held by the association in an account approved by the Executive Committee.

ARTICLE IV: OkPACE DIVISIONAL STRUCTURE:

OkPACE OFFICERS AND BOARD OF DIRECTORS:

The officers of the organization shall be President, President-Elect, Immediate Past-President, Secretary, Treasurer, Reporter, and CTAC Representative. These officers will constitute the OkPACE Executive Committee.

The OkPACE Board of Directors shall consist of the OkPACE Executive Committee, the ODCTE OkPACE Advisor, Committee chairs and any liaison(s) appointed by the OkPACE President.

The officers attending the ACTE Convention as voting delegates for OkPACE shall be determined by the following order: President, President-Elect, Immediate Past-President, Secretary, Treasurer, Reporter, and CTAC Representative. In the event these officers cannot fill the voting delegate positions, the Executive Committee will appoint representatives to serve as OkPACE voting delegates.

Oklahoma ACTE provides funding to attend the ACTE Convention for voting delegates. OkPACE will provide additional funding if necessary for the division delegates. The additional funding will not exceed \$500.00 per delegate.

ARTICLE V: GOVERNING BODIES

A. Members

1. Business of OkPACE shall be conducted by the members at the business meetings held at OkPACE Spring and Summer Conference.

B. OkPACE Executive Committee

C. OKACTE

D. ACTE

ARTICLE VI: OFFICER DUTIES

DUTIES OF OkPACE OFFICERS

6.1 Responsibilities of Division President

- a. Set agendas, coordinate and preside over division officer and membership meetings.
- b. Possess efficient working knowledge of parliamentary procedure.
- c. Represent Division on Oklahoma ACTE Executive Committee, attending meetings as called.
- d. Represent Division on CTAC, attending each quarterly meeting.
- e. Attend the annual Oklahoma ACTE Leadership Seminar, the Oklahoma ACTE Legislative and Appropriations Forum and if possible, the Oklahoma ACTE Legislative Seminar.
- f. Provide communication to members regarding division activities, Oklahoma ACTE activities and critical issues, state and national.
- g. Lead the development and implementation of the annual Division Plan.
- h. Be knowledgeable of Division/Oklahoma ACTE/ACTE nonmembers and potential members and ascertain ongoing recruitment and retention membership effort
- i. Communicate Division needs to Oklahoma ACTE leadership and staff.
- j. Communicate regularly with Division Advisor, seeking advice and input.
- k. Appoint committee chairs and any liaison(s) as needed.
- l. Appoint Division representatives to Oklahoma ACTE, Region IV, ACTE and OkPACE Committees as needed.
- m. Be familiar with responsibilities of other Division officers and Oklahoma ACTE committee representatives and assure the fulfillment of their responsibilities.
- n. Require regular reports from other Division officers and Oklahoma ACTE committee division representatives at Division officer and membership meetings.
- o. Serve as first voting delegate to ACTE Assembly of Delegates, and ascertain that all division delegate positions are fulfilled, representing the interests of the respective Division in all decisions considered by the ACTE assembly of Delegates.
- p. Assist Oklahoma ACTE division committee representatives in fulfilling their duties.
 1. Assist Awards representatives in soliciting quality award applicants and assuring quality of recommended candidates.
 2. Assist Membership Services representatives in communicating information about Oklahoma ACTE services and benefits.

3. Assist PAC Board and Legislative Committee representatives in soliciting PAC contributions.
- q. Solicit candidates for appropriate ACTE Board positions.

6.2 Responsibilities of Division President Elect

- a. Preside in the absence of Division President.
- b. Develop expertise in parliamentary procedure and serve as parliamentarian, providing assistance to Division President.
- c. Attend the annual Oklahoma ACTE Strategic Planning meeting and participate in developing the annual Oklahoma ACTE Strategic Plan, representing the interests of the OkPACE Division.
- d. Identify Division/Oklahoma ACTE/ACTE nonmembers and potential members, establish and coordinate ongoing recruitment and retention membership efforts. Coordinate this effort with the Oklahoma ACTE office and their recruitment efforts.
- e. Attend the annual Oklahoma ACTE Leadership Seminar.
- f. Attend the annual Oklahoma ACTE Legislative and Appropriations Forum, representing the interests of the Division members.
- g. Attend if possible, the Oklahoma ACTE Legislative Seminar
- h. Begin to become familiar with President's responsibilities.
- i. Fulfill duties as assigned by the Division President.

6.3 Responsibilities of Division Immediate Past President

- a. Serve on the Oklahoma ACTE Nominating committee, assisting in soliciting for potential Oklahoma ACTE President Elect Candidates and in the interview and selection process.
- b. Serve as Chair of the OkPACE Nominating committee to recruit potential candidates for all elected positions.
- c. Assist the Division President in assuring follow-through by Division representatives to Oklahoma ACTE Committees.
- d. Assist the Division President with membership communication efforts.
- e. Assist the President Elect with recruitment of Division/Oklahoma ACTE/ACTE nonmembers.
- f. Attend the annual Oklahoma ACTE Leadership Seminar.
- g. Attend the annual Oklahoma ACTE Leadership and Appropriations Planning Forum, representing the interests of Division members.

- h. Attend if possible, the Oklahoma ACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.

6.4 Responsibilities of Division Secretary

- a. Serve as custodian of all non-financial records of the Division.
- b. Assist the Division President with determining business to be addressed and with developing the Division meeting agendas.
- c. Accurately record all actions and decisions of the Division Executive Committee and the membership body, including motions made and votes occurring.
- d. Provide minutes of preceding meetings for verification of action taken.
- e. Maintain an accurate and up-to-date Division membership list and verify with Oklahoma ACTE and ACTE records.
- f. Attend the annual Oklahoma ACTE Leadership Seminar.
- g. Attend the annual Oklahoma ACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
- h. Attend, if possible, the Oklahoma ACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.
- j. Assure all non-financial records are uploaded to OkPACE website.

6.5 Responsibilities of Division Treasurer

- a. Have full knowledge of the regulations concerning the handling of the organization's finances.
- b. Possess a mastery of simple account/record keeping.
- c. Serve as the banker and custodian of all Division funds.
- d. Follow Generally Accepted Accounting Principles in maintaining financial records.
- e. Ensure collection and processing of Division/Oklahoma ACTE/ACTE dues.
- f. When applicable, process Oklahoma ACTE/ACTE dues payments to Oklahoma ACTE office.
- g. Collect and pay to Oklahoma ACTE the Oklahoma ACTE conference registration fee for all division conference attendees.
- h. Maintain or assure maintenance of all financial records and of the Division and prepare regular financial reports.

- i. Perform monthly reconciliation of banking and financial records.
- j. Actively assist with the development of the Division budget and ensure approval by the Executive Committee.
- k. Execute the Division budget, as approved by the Division Executive Committee; paying all approved bills.
- l. Prepare an annual financial statement for executive committee and licensed auditor. Submit all financial records for a review to be performed by a Review Committee appointed by the Division President, and licensed auditor, every two years or upon transition of office.

6.6 Responsibilities of the Reporter

- a. Maintain and update the OkPACE website and social media accounts at least quarterly.
- b. Maintain all historical documentation of the Division, including officers, award recipients and historic events. These records should be uploaded and maintained on the OkPACE website.
- c. Report no less than one time annually information relating to the activities of the OkPACE division and its members.

6.7 Responsibilities of the CTAC Representative

- a. Represent the OkPACE division as a voting member of the Career Tech Administrative Council.
- b. Report no less than one time annually information relating to the activities of CTAC.

6.8 The ODCTE Advisor shall:

- a. Be appointed by the Oklahoma Department of Career and Technology Education. No term of office is specified.
- b. Be an employee of the Oklahoma Department of Career and Technology Education.
- c. Be a primary individual member in good standing of the OkPACE division.
- d. Serve as a non-voting member of and an advisor to the Executive Committee and general membership of OkPACE.
- e. Monitor state, regional and national activities related to OkPACE and keep the Executive Committee informed of these activities.
- f. Provide guidance and leadership in identifying and meeting the professional needs of the OkPACE membership.
- g. Promote OkPACE and the concerns of its membership within the Oklahoma ACTE and the career and technology education community.
- h. Serve as a liaison between OkPACE and the ODCTE.

ARTICLE VII: ELECTION OF OFFICERS

ELECTIONS, TERMS OF OFFICE & EXECUTIVE COMMITTEE CANDIDATE REQUIREMENTS

- 7.1 The annual election of OkPACE officers shall be held, annually, during the period from March 1st through May 31st or at any other such time as set by the OkPACE Executive Committee.
- 7.2 Election of officers may be conducted either by paper ballot or through an electronic polling place. Use of either method must include procedures that protect 1) voting by secret ballot 2) one ballot cast per member and 3) only OkPACE members casting votes.
- 7.3 The offices of Treasurer and the Secretary shall be a two-year term each. The term of office for the CTAC Representative shall be three years. All other officers shall be elected for a one-year term.
- 7.4 Newly elected officers shall assume office at the annual business meeting at August Conference.
- 7.5 No member may hold more than one office at a time, and no member can serve more than two consecutive terms in the same office.
- 7.6 Except as noted in Article 6.1, a vacancy created by an incumbent officer's inability to serve shall be filled through appointment by the Executive Committee until prescribed procedures in Articles 7.1 can be followed to elect a member to fill a vacant office.
- 7.7 No member can serve more than 2 consecutive terms as the chair of a committee unless there is no other member interested in serving in that position.
- 7.8 Anyone interested in being a candidate for the following elected offices on the OkPACE Executive Committee must meet the following requirements:

A. President –Elect:

1. Be a Primary Individual Member of the OkPACE division for no fewer than 5 years and
2. Have served as a member of the OkPACE Board of Directors

B. Secretary, Treasurer, Reporter, CTAC Representative:

1. Be a Primary Individual Member of the OkPACE division for no fewer than 3 years and
2. Have served as a Chair or member on one or more of the OkPACE working committees

Only after meeting these requirements will a member be considered as a candidate for any of the elected offices of the OkPACE Executive Committee. The OkPACE Nominating Chair/OkPACE Past President must provide recommendations for any exceptions to these requirements to the OkPACE Executive Committee.

ARTICLE VIII: COMMITTEES

- 8.1 EXECUTIVE – This committee shall be the administrative body of OkPACE and shall be empowered to transact business on behalf of OkPACE. The Executive Committee shall have approval authority over presidential appointments.
- All officers must be primary individual members in good standing of OkPACE.
 - Each officer shall be elected by simple majority and shall assume office at August Conference.
 - Each member of the Executive Committee will be expected to attend OkPACE meetings, Executive Committee meetings, and the Oklahoma ACTE Advisory Committee meetings.
 - Each member of the Executive Committee will be expected to attend the Oklahoma ACTE sponsored leadership training held in conjunction with the annual meeting, or at such time as designated by the Oklahoma ACTE Advisory Committee.
- 8.2 MEMBERSHIP – responsible for promoting and recruiting members.
- 8.3 CONFERENCE PLANNING AND NETWORKING – responsible to promote communication and dialogue between and among OkPACE current and potential members. Duties include, but are not limited to, providing professional development and networking sessions at both the OkPACE Spring and August conferences.
- 8.4 Political Action Committee/LEGISLATIVE – shall identify and/or develop legislative initiatives, which promote the provisions of Article II.
- 8.5 POLICIES AND PROCEDURES – shall provide liaison between the Executive Committee and other committees to develop operating policies and procedures.
- 8.6 DIVERSITY ACTION COMMITTEE – Shall make efforts to increase the percentages of minority members.
- 8.7 AWARDS & RECOGNITION – shall explore and implement methods to recognize outstanding achievements of members.
- 8.8 NOMINATING – shall nominate a slate of candidates for OkPACE officers for the subsequent term of office and shall be chaired by the Past-president.
- 8.9 PROGRAM OF WORK – shall develop and assist in implementation of the goals and vision of OkPACE president.
- 8.10 AUDIT COMMITTEE – Shall review financial reports for accuracy and fiduciary responsibility annually.
- 8.11 SPECIAL/AD HOC – shall be appointed as the need arises.

ARTICLE IX: MEETINGS

Executive Board meetings shall be scheduled at regular intervals throughout the year, including the OkPACE Annual retreat, Conference Planning meetings, and any other meeting deemed necessary by the OkPACE President.

ARTICLE X: ESTABLISHMENT OF POLICIES

- A. The OkPACE Executive Committee shall establish written policy as needed for their operation.
- B. Such policy shall be recorded in the minutes and later compiled into a set of written policies, showing when adopted and when the policy originated – that is, OkPACE Executive Committee adopted, and membership adopted.

ARTICLE XI: AMENDMENTS:

The OkPACE Executive Committee must approve all proposed amendments, notify the membership, and set the date and method for voting. Proposed amendments shall be posted no less than five working days in advance of the vote. Amendments may be made by a majority vote of OkPACE members returning a written or electronic ballot, or in attendance at any scheduled OkPACE meeting.

ARTICLE XII: PARLIAMENTARY AUTHORITY:

OkPACE shall utilize the latest edition Roberts Rules of Order as a guide for establishing parliamentary procedures and methods for conducting its business. Specifically, OkPACE is not bound by Roberts Rules of Order and may establish and use any reasonable procedures and methods which allow for fair and open discussion, deliberation and voting within committees and/or the general membership, as applicable and prescribed within these By-laws. Such procedures and methods may be established, revised and approved from time to time by the Executive Committee. In particular, the following procedures and methods are authorized.

12.1 Committee Meetings and voting via videoconference as long as all attendees possess the ability to view, hear and communicate with each other clearly and each attendee has the same opportunity to deliberate, discuss and otherwise participate as in a face to face meeting.

12.2 Committee Meetings and voting via telephone conference call as long as all attendees possess the ability to hear and communicate with each other clearly and each attendee possesses equal opportunity to deliberate, discuss and otherwise participate.

12.3 Committee Meetings and voting via electronic mail as long as all attendees possess the ability to communicate with each other clearly and each attendee possesses equal opportunity to deliberate, discuss and otherwise participate.

12.4 General Membership Discussions and voting via electronic mail or Internet as long as all members have a fair and equal opportunity to fully participate in the process.

12.5 The Executive Committee may authorize other meeting formats, not herein described, at its discretion, so long as such formats allow equal opportunity for attendees to deliberate, discuss and otherwise participate.

ARTICLE XIII: DISSOLUTION:

In the event that the OkPACE Division is dissolved, all assets remaining after payment of outstanding debts and obligations shall be transferred to the New and Related Services Division of the Oklahoma Association of Career and Technology Education.

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, (OkPACE), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the OkPACE 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 OkPACE has a transaction or arrangement,**
- b. **A compensation arrangement with any entity or individual with which the OkPACE has a transaction or arrangement, or**
- c. **A proposal of ownership or investment interest in, or compensation arrangement with, any entity or individual with which the OkPACE 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.

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.

CODE OF ETHICS

The OkPACE educator believes in the worth and dignity of each individual and in the value of career and technical education in enhancing individual development. Consequently, OkPACE educators strive for the highest ethical standards to merit the respect and confidence of students, colleagues and the business community. They use their skills and knowledge to develop each of their students or colleagues to maximize human potential. This statement provides a framework by which to guide OkPACE educators and the institutions through which they work in attaining the highest degree of professionalism.

With respect to self, the OkPACE educator:

- Represents personal and professional qualifications in a true and accurate manner.
- Maintains confidentiality of students and colleagues except where disclosure is compelled by law or to serve a compelling professional need.
- Bases professional action and decisions upon sound, objective rationale without influence of favors, gifts, or personal or political advantage.
- Recognizes and accepts responsibility for individual actions, judgments and decisions.
- Strives throughout one's career to master, maintain and improve professional competence through study, work, travel and exploration.
- Contributes to the growing body of specialized knowledge, concepts and skills that characterize career and technical education.
- Strives for the advancement of post-secondary adult career education, upholds its honor and dignity, and works to strengthen it in the community, state and nation.
- Participates actively in the work of professional organizations to define and improve standards of post-secondary adult career and technical education preparation and service.
- Establishes and maintains conditions of employment conducive to providing high-quality post-secondary adult career education.
- Prepares carefully as a teacher so instruction is accurate, current, objective and scholarly, and designed to enhance the students individual capabilities.
- Exercises professional judgment in presenting, interpreting and critiquing ideas, including controversial issues.
- Joins with other professionals whose mission is to improve the delivery of post-secondary adult career education to the nation's citizens.

With respect to others, the OkPACE educator:

- Uses individual competence as a principal criterion in accepting delegated responsibilities and assigning duties to others.
- Provides statements about a colleague or student in a fair, objective manner without embarrassment or ridicule.
- Provides educational and/or career options to all students or colleagues.

- Evaluates students and colleagues without regard to race, color, creed, sex, status or any other factor unrelated to the need for post-secondary adult career education,
 - allows any student or colleague to participate in the program who can benefit from the program and
 - provides the same benefits or advantages to all students or colleagues in the program.
- Respects the rights and reputations of the students and colleagues with whom one works, and the institution with which one is affiliated.
- Acts to safeguard the health and safety of students and colleagues against incompetent, unethical or illegal behavior of any person, whether student or colleague.
- Promotes admission to the profession of persons who are fully qualified because of character, education and experience, according to legally established criteria and standards.
- Exercises professional judgment in the choice of teaching methods and materials appropriate to the needs and interests of each student.
- Influences effectively the formation of policies and procedures that affect one's professional work.

OkPACE Member

Date