

**Policies and Procedures**  
**ACOVA/The Professional Association for Arizona CTE**  
**(Career Technical Education) Administrators**

**Introduction**

This Policies and Procedures Manual is a compilation of administrative decisions agreed upon by consensus of the ACOVA Executive Committee. This set of policies constitutes an operational framework from which procedures are utilized by the Executive Committee and/or any Standing or Ad Hoc Committees. These policies directly conform to the Constitution and By-Laws of the Association; they set all guidelines for the operation of the Association and the achievement of the Association's Annual Program of Work. The policies established by the Executive Committee are complete and binding until any modifications are made by consensus of the Executive Committee.

For copies of this information or additional information regarding ACOVA please visit ACOVA's website at <http://www.acova.org>

**I. Organization and Governance**

**A. Organization**

- ACOVA is a totally volunteer professional association.
- ACOVA was incorporated as an association on 10/1/2008.
- ACOVA developed and adopted a Constitution and By-Laws on 1/22/2009.
- ACOVA developed and adopted Policies and Procedures on 10/25/2011
- ACOVA was established as a 501(c)(3) association on 10/25/2011.
- ACOVA has liability insurance for all events and the Executive Committee.
- ACOVA has procedures for Conflict of Interest, Records Retention and Whistleblowers.

**B. Purpose** [Constitution, Article II]

The purpose of ACOVA shall be to build community, advocacy, professional development, and leadership training for Arizona Career and Technical Education administrators.

**C. Membership** [Constitution, Article III]

Active membership in this organization **includes** any educator (active or retired) whose major responsibility is (or was) the administration and/or supervision of Career and Technical Education in (1) any public school system, (2) post-secondary institution, or (3) other public education and training agencies as defined by the Executive Committee.

Additionally, active membership in this organization is open to any person with an interest or vested interest in the purpose of ACOVA in an effort to ensure the highest quality Career and Technical Education Programs be available to the students we serve in Arizona.

Membership is updated annually through the ADE list of CTE Directors as well as registrations at the state-wide professional activities of ACTEAZ and ACOVA. Membership information will be used solely for the communications of ACOVA activities and will not be released for any reason.

Finally, ACOVA does not discriminate on the basis of race, color, national origin, sex, age, or disability for admission to programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in ACOVA activities and programs.

*This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation ACT of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the President of ACOVA. For contact information please visit the ACOVA website at [www.acova.org](http://www.acova.org).*

#### **D. Meetings** [Constitution, Article IV]

ACOVA shall conduct a minimum of three regular business meetings each year. The meetings will be held in conjunction with the Summer ACTE<sub>AZ</sub> Conference, ACOVA Fall Conference and ACOVA/ ACTE<sub>AZ</sub> Mid-Winter Conference. These meeting shall be open to any member or person with and interest in the stated purpose of ACOVA.

All business meetings will be organized by the Executive Committee and will be held to conduct any and all business of ACOVA and in an effort to achieve the goals and purposes of the association. An agenda will always be prepared and approved for all business meetings. Regular agenda items will include, but not be limited to the Treasurer's Report, status of the Program of Work, and Committee Report's. Decisions will be made utilizing the "Coming to Consensus" methodology.

Additionally, the Executive Committee will meet regularly to conduct all other business, operations and planning for the organization.

#### **E. Elected Officers, Executive Committee and Duties** [Constitution, Article VI] **and Executive Committee, Members-at-Large and Other Committees** [By-Laws, Article I/Article II]

- [Section 1] – Elected Officers [Constitution, Article VI and By-Laws, Article I]
  - 1) Section 1: President
    - a. Shall authorize all payment of expenditures provided for in the annual budget, which are incurred by various committees of the organization
  - 2) Section 2: President Elect
  - 3) Section 3: Secretary
  - 4) Section 4: Treasurer
  - 5) Section 5: Past President
- [Article II] – Executive Committee, Members-at-Large and Other Committees:
  - The Executive Committee shall meet as needed to prepare for the work of the Association, conduct any fiduciary responsibilities and prepare for any legislative responsibilities for ACOVA.
  - The Executive Committee shall approve any expenditure not provided for in the annual budget, before authorization by the President for payment.
  - The Executive Committee members may also reach consensus by electronic mail when so requested by the President on matters requiring action during the interval between meetings, a consensus of the Executive Committee shall be adequate to support further action.

The duties and responsibilities of the President shall follow the three year cycle of President-Elect, President and Past President, All other Executive Committee positions will be two years. Terms will be staggered, with the Secretary and two At-Large members selected in even years. The remaining terms, for the Treasurer and two At-Large members will be selected in the odd years. A term shall be from the business meeting at the Summer Conference through the following year Summer Conference business meeting.

- [Section 3] – Election

- Election of officers and members-at-large will be held at the business meeting at the annual Summer Conference. Invitations will be extended during the Mid-Winter Conference to become an officer of ACOVA. Nominations will be accepted prior to the Summer Conference meeting by submitting the name and a short biography to the Secretary. During the Summer Conference, candidates will be given the opportunity to speak. Ballots will be distributed by the current Members-at-Large. There will be one vote per member. Collected ballots will be compiled by the Past-President and the results announced during the meeting.
- Vacated offices will be filled from within the Executive Committee by a member-at-large. Vacated member-at-large position(s) and the Past President position will be filled by a consensus appointment of the Executive Committee. If the President's position becomes vacated, the President Elect will assume the position of the President. Vacancies in the President Elect position will be filled at the next election. Special Elections can be held at the discretion of the Executive Committee.

- [Section 4] – Duties

- Any ACOVA Officer or Member-at-Large missing three consecutive meetings will be removed and replaced.

**F. Amendments** [Constitution, Article VII]

A consensus of the active members present at business meetings may amend this constitution of ACOVA. A written notice of the proposed amendment(s) shall be sent (can be electronic) to the members not less than thirty days prior to the stated meeting. Any such proposal for constitutional amendment shall, prior to vote thereon, be subject to modification in the same manner as for propositions submitted for membership action. Electronic consensus may be utilized.

**II. Fiscal Procedures** [Constitution, Article V and By-Laws, Article I] – Section 4

- Under the oversight of the Treasurer, an annual budget will be developed striving to establish balanced expenses based upon the Association's purpose statement.
- The annual budget will be approved by consensus of the active members present at the ACOVA/ACTEAZ Summer Conference ACOVA Business Meeting.
- The annual budget shall provide the President with approved regular operating expenses as part of the budget (i.e. phone expenses, conference speakers and expenses, etc.) to be set by the Executive Committee.
- Two signatures for any check over \$ 1,000
- Approval is required by the Executive Committee for any expenditure not in the budget originally approved at the Summer Conference.

- Approved expenditures will be reimbursable when proper receipts are received by the Treasurer.
- A credit card may be maintained by the Treasurer for use as needed and approved.
- To conduct ACOVA business, the Treasurer shall establish and maintain a Post Office Box.
- Non-Profit Organization Executive Protect and Employment Practices Liability Insurance are purchased from the Great American Insurance Group.

### **III. Records Retention Policy:**

- Any and all fiscal records will be the responsibility of the ACOVA Treasurer and shall be maintained for a period of five years.
- Agendas, minutes and support materials of any business meeting will be maintain by the ACOVA Secretary with oversight of the ACOVA President for a period of five years.
- Similarly, agendas, minutes and support materials of the Executive Committee meetings will be maintain by the ACOVA Secretary with oversight of the ACOVA President for a period of five years.
- Hard copies will be filed and maintained by the ACOVA Secretary and electronic copies will be maintained on the Association's website for a period of five years

### **IV. Conflict of Interest Policy:**

- Annually, the Treasurer shall review and collect a signed Conflict of Interest form from every member of the ACOVA Executive Committee.

### **V. Whistleblower Policy:**

- In the unlikely event that any member of ACOVA should determine any type of unethical or illegal activities in the association, they can bring the information forward for investigation. The report and all supportive documentation will be provided to the Immediate Past President of ACOVA as the point of contact for follow up.

### **VI. Program of Work:**

- Each year ACOVA will develop a Program of Work at the ACOVA Summer Retreat and will serve as an overall framework of purpose and direction. The Program of Work reflects the primary efforts of the Association.
- The Program of Work is the yardstick against which the Association's achievements can be measured on an annual basis.
- The Program of Work is a guide for all those involved in ACOVA. It sets the collaborative direction and course of action for people who are interested in providing the highest quality Career and Technical Education Program are provided to the students we serve in Arizona.
- The Executive Committee, at the direction of the President, will coordinate the activities needed to annually develop and evaluate the Program of Work.

### **VII. Committees:**

- Standing Committees will be established from the Program of Work to include, but not be limited to: Organizational Operations, Professional Development and Critical Issues.
- Ad Hoc Committees: As needed and at the discretion of the Executive Committee Ad Hoc Committees may be established. Ad Hoc Committees will be limited in scope and length of operation. The will operate as temporary, single focused committees to be disbanded upon completion of their given tasks.

### **VIII. Scholarship Program/ Scholarship Committee [By-Laws, Article II] – Section 3:**

The ACOVA Scholarship applicant shall be a student who is enrolled in a recognized career and technical education program at the high school (from Funding Priority List) with the given understanding that:

- A member of ACOVA must recommend the applicant.
- The award(s) will be payable to the educational institution identified by the recipient(s).
- The award amount can vary from year to year based upon the available funds and the number of scholarships the committee agrees to award as approved by the Executive Committee.
- ACOVA reserves the right not to award scholarships in any given year.
- All scholarships will be awarded to students meeting the required criteria.
- The Scholarship Committee will be established annually by the Executive Committee.
- Recognition will be given at the ACTE<sub>AZ</sub> Awards Session during the Annual Career and Technical Education Summer Conference.

**IX. Professional Development Activities:** The standing Professional Development Committee will establish and provide appropriate training, workshops and/or in-services for attendees during:

- Fall Conference
- Mid-Winter Conference
- Summer Conference
- Camp M & M
- Mini M & Ms

**X. Collaborations:** Given a commonality of purpose and function as well as aligned goals, ACOVA has established professional collaborations with the following organizations:

- National Council of Local Administrators of Career & Technical Education (NCLA)
- Association for Career Technical Education of Arizona (ACTE<sub>AZ</sub>)
- Association for Career Technical Education (ACTE)
- Arizona Department of Education (ADE)