

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY
EDUCATION

BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION



HANDBOOK

Compiled and distributed in 2011-2012 by:

Mary Barton – President-ending term August 2012

Athena Frank – President-Elect-ending term August 2012

Angela Durant-Tyson – Past-President-ending term August 2012

Dala Gober-Reeves – Vice-President- NC Region-ending term August 2012

Liberty Shere– Vice-President-NE Region-ending term August 2012

Lori Muret – Vice-President-NW Region-ending term August 2012

Pam Graham – Vice-President - SE Region-ending term August 2013

Sherri Gleaves – Vice-President - SC Region-ending term August 2013

Afton Brower – Vice-President - SW Region-ending term August 2013

Clarissa Robison – Secretary-ending term August 2013

Pam Hulsey- Treasurer-ending term August 2012

Dustin Devers - Reporter-ending term August 2013

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BUSINESS & INFORMATION TECHNOLOGY EDUCATION DIVISION

OKLAHOMA ASSOCIATION OF CAREER AND TECHNOLOGY EDUCATION

2011-2012 EXECUTIVE BOARD

President:

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Vice President

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Vice President

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**Vice President
South Central Region:**

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**Vice President
Southwest Region:**

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Secretary:

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Treasurer:

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Kiamichi Technology Center – Talihina
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Reporter: Dustin Devers
Meridian Technology Center
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2011-2012 STANDING COMMITTEE CHAIRS/REPRESENTATIVES

CTAC Representative: Mary PIPPS Cloos
OKC Southeast High School
5401 South Shields
Oklahoma City, OK 73129
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mpcloos@okeps.org

PAC Board: Royce Bell
McCurtain High School
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McCurtain, OK 74944-0189
(918) 945-7237
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Legislative Committee: Bill Chamberlain
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MBP Board Rep: Christie Hyatt
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**Membership Services
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Nominating Committee:

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Scholarship Committee:

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STATE STAFF

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OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION**

OFFICER DUTIES

President:

1. Preside at all meetings
2. Appoint such committees as are necessary to conduct the organization
3. Serve on the BITE Executive Board for one (1) year
4. Serve on the OkACTE-CTAC Administrative Council
5. Serve on the OkACTE Advisory Committee
6. Serve on the OkACTE Executive Committee
7. Have activity planned for committee chairs at leadership conference to discuss duties.
8. Communicate condolences and congratulations to members on behalf of division.
9. Attend OkACTE professional development opportunities of benefit to the BITE division.
10. Chair BPA Day at the Capitol Committee.
11. Serve as voting delegate at ACTE.

President Elect:

1. Perform the duties of the president in his/her absence
2. Assume the office of president the following year
3. Serve on the BITE Executive Board for one (1) year
4. Serve on the OkACTE Advisory Committee
5. Serve on BITE Awards Committee
6. Chair Nominating Committee
7. Attend National Policy Seminar

Secretary:

1. Keep a full and accurate record of the meetings of the organization
2. Carry on such correspondence as is necessary
3. Serve on the BITE Executive Board for two (2) years
4. Serve on the OkACTE Advisory Committee

Treasurer:

1. Receive membership dues and any other monies granted the organization
2. Disburse all funds by check as required by the activities of the organization
3. Serve on the BITE Executive Board for two (2) years
4. Serve on the OkACTE Advisory Committee
5. Maintain accurate records of all transactions and receipts

Reporter:

1. Responsible for the publication and maintenance of the Division website.
2. Submit appropriate articles to other publications as needed
3. Serve on the BITE Executive Board for one (1) year
4. Serve on the OkACTE Advisory Committee

Past President:

1. Serve in an advisory capacity to the president
2. Serve as an ex-officio member of the BITE Executive Board for one (1) year
3. Serve on the OkACTE Advisory Committee
4. Responsible for maintaining all BITE archives and taking pictures at summer conference.
5. Chair the Historical Committee

Administrative Council Representative:

1. Represent BITE at OkACTE Administrative Council meetings for three (3) years
2. Report to BITE members when necessary

Duties of Region Vice-Presidents:

1. Convey regional concerns to the Executive Committee
2. Represent their region on the OkACTE Advisory Committee
3. Recommend members in their region for participation on committees established by Business & Information Technology Education and encourage other BITE involvement
4. Submit two articles per year on newsworthy information regarding their region's members to the Business & Information Technology Education Reporter for publication.
5. Establish a "communication network" of all members in their region
6. Perform such duties as directed by the Executive Committee
7. Serve on BITE executive board for two (2) years
8. Chair committee to elect an Outstanding Regional Business & Information Technology Education Member
9. Obtain up-to-date list of regional members
10. Nominate two people from region to run for Region Vice President

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION**

**COMMITTEES
SCHOOL YEAR 2011-2012**

<u>OkACTE Committees:</u>		<u>Completion Date by Year</u>
Awards Committee	Dala Gober-Reeves	2013
MBP Board	Christie Hyatt	2014
PAC Board	Royce Bell	2014
Legislative Committee	Bill Chamberlain	2014
CTAC Representative	Mary Pippis-Cloos	2013
Diversity Action	Karen Montgomery	2012
Membership Services	Teresa Pinkston	2012

BITE Standing Committees:

Awards Committee: *Dala Gober-Reeves*, Chair

Members: Roberta Pattison, Susanne Silk, Cindy Adams, Athena Frank

Duties: Compile a list of award recipients and handle the acquisition of awards for distribution at summer conference. The awards committee will preview all nominations for BITE and OkACTE to determine if they meet established eligibility criteria set forth by OkACATE/ACTE and BITE membership. Service recognition awards will be made at five-year increments of service in BITE and awarded at the BITE annual summer conference. The awards committee is also responsible for any other special awards given by the membership.

Legislative Committee: *Bill Chamberlain*, Chair

Members: Ricci Smith, Mary Pippis Cloos, Royce Bell

Duties: Inform members of legislative issues, encourage members to develop and implement policies affecting Career Tech, and communicate with their legislators. Network with all regions and promote PAC and perform other duties as assigned by Executive Board. Conduct workshops to educate BITE members to become politically active.

Membership Committee: *Teresa Pinkston*, Chair

Members: Lori Muret, Melissa Rangel, Afton Brower, Karen Montgomery, Joanie Jedlicka

Duties: Prepare and disseminate BITE promotional materials within the state and retain membership printout from OkACTE. Distribute BITE information to all new members and recognize and publicize achievements and contributions of BITE members. Maintain and distribute a BITE Pictorial Directory and perform other duties as assigned by Executive Board.

Nominating Committee: *Athena Frank*, Chair

Members: Amy McClure, Andrea Long, Pam Hulse, Sheila McMurry

Duties: Develop a plan for future BITE leadership. Present candidates to membership for consideration at least 24 hours prior to election and endeavor to nominate at least two candidates for each elective office. Collect and prepare short biographical sketches of each nominee and prepare ballots for distribution at annual meeting.

Policy Committee: *Michelle Guillory*, Chair

Members: Beverly Roden, Dustin Devers, Clarissa Robison, April Blackwell

Duties: Review Bylaws and policies to ensure they are in line with OkACTE and ACTE. Make recommendations to the Executive Board for any revisions in the BITE Bylaws and Policy Handbook annually. Prepare bylaw amendments and send to the Reporter 30 days before summer conference to be voted upon by the BITE membership during summer conference.

Scholarship Committee: *Sonora White*, Chair

Members: Betty Lowrance, Sherri Gleaves, Margaret Giles, Emily Goff

Duties: Review scholarship applications and select scholarship recipients. Present the approved applicants to the Executive Board at the spring board meeting where a final decision will be made.

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION**
AWARDS COMMITTEE

Awards Committee Chair Duties:

It shall be the responsibility of the chair to:

- A. Serve for three (3) years
- B. Attend leadership meeting at Summer Conference

Awards Committee Duties:

It shall be the responsibility of this committee to:

- A. Meet annually at designated time.
- B. Be comprised of a past president (chairperson), a previous award recipient, the President-Elect, a member-at-large with fewer than nine years in BITE, and a member-at-large with ten years or more in BITE.
- C. Distribute criteria and deadlines for award nomination/applications to members of the division.
- D. Contact all nominees/applicants to inform them of the procedure to be followed for award consideration.
- E. Preview all nominations for all BITE and OkACTE Awards to determine if they meet established eligibility criteria set forth by OkACTE/BITE membership; then determine recipients.
- F. Compile a list of award recipients, handle the acquisition of awards for distribution at the business meeting at summer conference, and make recommendation for changes given by BITE, prior to 30 days of published OkACTE awards date.
- G. Notify Executive board and OkACTE office of award recipients.
- H. Assist with service recognition awards of five-year increments of service in BITE and awards at the BITE annual summer business meeting.
- I. Be responsible for any other special awards given by the membership.
 - 1. Officer Service Award
 - 2. Committee Service Award
 - 3. Retiree Award
 - a. 10 years or more of service in the Business and Information Technology Education Division will receive an apple clock
 - b. Under 10 years will receive a plaque/certificate

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION
DIVERSITY ACTION COMMITTEE**

Diversity Action Representative Duties:

- A. Represent BITE at OkACTE level for three (3) years
- B. Report to BITE membership at Summer Conference
- C. Attend Leadership Meeting at Summer Conference

LEGISLATIVE COMMITTEE

Legislative Committee Chair Duties:

It shall be the responsibility of the chair to:

- A. Serve for three (3) years
- B. Serve on the PAC Board for three (3) years
- C. Attend leadership meeting at Summer Conference

Legislative Committee Duties:

It shall be the responsibility of this committee to:

- A. Inform members of political issues.
- B. Network with all regions.
- C. Keep Business & Information Technology Education Division members informed of legislative activities.
- D. Encourage BITE members to develop and implement policies affecting career and technical education and to communicate with legislators.
- E. Promote PAC.
- F. Perform other duties as assigned by the Executive Board.
- G. Conduct workshops to educate BITE Division members to become politically active.

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION**
MEMBERSHIP COMMITTEE

Membership Committee Chair Duties:

It shall be the responsibility of the chair to:

- A. Serve for three (3) years
- B. Attend leadership meeting at Summer Conference

Membership Committee Duties:

It shall be the responsibility of this committee to:

- A. Maintain and distribute to each member a Business & Information Technology Education Division Pictorial Directory.
- B. Prepare and disseminate Business & Information Technology Education Division Promotional materials within the state.
- C. Retain membership printout from OkACTE.
- D. Distribute Business & Information Technology Education Division information to all new members.
- E. Recognize and publicize achievements and contributions of members.
- F. Perform other duties as assigned by the Executive Board.

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION**
MUTUAL BENEFITS REPRESENTATIVE

Mutual Benefits Representative Duties:

- A. Represent BITE at OkACTE level for three (3) years
- B. Report to BITE membership at Summer Conference
- C. Attend Leadership Meeting at Summer Conference

NOMINATING COMMITTEE

Nominating Committee Chair Duties:

It shall be the responsibility of the chair to:

- A. Serve for one (1) year
- B. Attend leadership meeting at Summer Conference

Nominating Committee Duties:

It shall be the responsibility of this committee to:

- A. Be comprised of five active Business & Information Technology Education members appointed by the President Elect
- B. Present the slate of candidates to the membership for consideration at least 24 hours prior to election
- C. Endeavor to nominate at least two candidates for each elective office and shall obtain consent of each nominee before placing his/her name on the ballot
- D. Collect and prepare short biographical sketches of nominees and prepare ballots for distribution at the annual meeting
- E. Distribute and count ballots to determine election results
- F. Inform BITE President and OkACTE officer of election results
- G. Perform other duties as assigned by the Executive Board

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
**BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION
POLICIES COMMITTEE**

Policies Committee Chair Duties:

It shall be the responsibility of the chair to:

- A. Serve for one (1) year
- B. Attend leadership meeting at Summer Conference

Policies Committee Duties:

It shall be the responsibility of this committee to:

- A. Meet annually at designated time.
- B. Annually review OkACTE Bylaws and policy changes to ensure that the Business & Information Technology Education Division is in line.
- C. Annually review Business & Information Technology Education Division Bylaws and Policy Handbook and make recommendations to the Executive Board for any revisions.
- D. Update and distribute to membership current copy of Business & Information Technology Education Division Policy Handbook with approval of the Executive Board.
- E. Perform other duties as assigned by the Executive Board.
- F. Send the bylaw amendments to the Reporter for posting on the website at least 30 days before voting at summer conference.

Business and Information Technology Education Division Strategic Focus 2011-2012

I. Policy Development

Influence the development and implementation of public policies affecting *Careertech* and business and information technology education.

Focus Points:

Education--Planned activities include:

- Promote summer conference initiatives
- Promote BITE telecast swatshop trainings

Funding--Planned activities include:

- Increase PAC involvement
- Seek division stipends to allow opportunities for participation in legislative seminars

Legislation--Planned activities include:

- Encourage members to become active participants in the *3 for All* Legislative Program
- Provide legislative workshops to prepare teachers to be involved in the legislative process.
- Encourage members to communicate actively with legislators
- Continue collaborative initiatives with the Oklahoma Education Coalition
- Encourage members to attend the sponsored legislative activities of OkACTE/ACTE
- Encourage lobbying and overseeing on the local, state, and national levels.

Networking/Awareness--Planned activities include:

- Promote "Legislators Experience Career Tech Day"
- Provide information regarding the needs and importance of business and information technology education to legislators
- Promote regional professional development meetings

II. Professional Leadership Development

Provide strong leadership in business and information technology education

Be a united voice for business and information technology education

Encourage increased participation by diverse members

Focus Points:

Recruitment--Planned activities include:

- Elected and appointed officers should attend OkACTE Leadership training session
- Encourage member representation on BITE, OkACTE, Region IV, and ACTE committees
- Insure participation of diverse populations
- Continue to develop BITE mentorship programs
- Encourage BITE members to attend ACTE

Membership--Planned activities include:

- Encourage participation Region IV scholarship program
- Encourage BITE members to actively pursue and apply for available awards
- Encourage BITE members to apply for division officers and/or committees
- Insure the involvement of diversity in all programs

III. Membership Service

- Serve the membership by responding to its needs

Focus Points:

Leadership and Direction--Planned activities include:

- Review and update Strategic Priorities, Bylaws, and Policies and Procedures
- Provide support to new members throughout the year
- Update BITE Policy Handbook and disseminate to membership
- OkACTE rep should provide updates to the officer team throughout the year

Resources--Planned activities include:

- Continue to monitor membership dues as to finance membership services
- Review and submit budget at each BITE executive meeting and to membership at summer conference.

Communication--Planned activities include:

- Utilize website to provide information to the membership
- Maintain communications with members to increase input for the OkACTE newsletter.
- Maintain and update BITE membership pictorial directory
- Submit to the OkACTE office a copy of BITE strategic priorities
- Work with the BITE state staff in planning conference content and business meetings
- Maintain a structure for a BITE network system across the state

Needs Identification & Implementation--Planned activities include:

- Encourage membership communication with regional vice-presidents to determine needs of the membership
- Develop methods to encourage input and feedback from membership

IV. Leadership of the Profession

Promote business and information technology education and/or training for future BITE teachers

Focus Points:

Leadership and Direction--Planned activities include:

- Promote involvement of membership in BITE division professional improvement activities
- Encourage members to be actively involved in our political process
- Invite BPA state officers to actively participate in BITE conferences

Communication--Planned activities include:

- Submit news releases of award winners and other member recognitions
- Submit news releases of state/division special activities
- Inform OkACTE of divisional activities

V. Promotion of the Profession

Promote business and information technology education as an integral component of the career preparation of all students

Focus Points:

Emphasize the benefits of business and information technology education--Planned activities include:

- Educate administrators and counselors
- Support the student organization, Business Professionals of America

Promote business and information technology as a career choice--

Planned activities include:

- Continue to develop and implement a scholarship for business and information technology education students.

**OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION
BUSINESS & INFORMATION TECHNOLOGY
EDUCATION DIVISION**

**BYLAWS
REVISED AUGUST 2011**

ARTICLE I. NAME

The name of this organization shall be Business & Information Technology Education Division, OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION. However, the letters "BITE" may be officially used to designate the organization.

ARTICLE II. PURPOSE

The purposes of BITE shall be:

- A. To increase the effectiveness of business throughout the state and nation and to encourage more involvement at the regional and national level.
- B. Emphasize and encourage the promotion and expansion of Business Professionals of America (BPA).
- C. Encourage and promote participation among business and information technology educators at all educational levels.

ARTICLE III. MEMBERSHIP

- A. Eligibility
 - 1. All persons interested in business and information technology shall be eligible for membership.
 - 2. The membership year shall be from August 1 to July 31.
 - 3. Dues shall be collected annually at summer conference. BITE dues of \$25 (twenty dollars) shall be collected at this time.

ARTICLE IV. OFFICERS

A. Duties of the Officers

1. It is the responsibility of this office to invite their New Teacher Mentee to the Executive Council Meeting and the Advisory Committee meetings in the Fall and Spring, to explain the duties of their office, and encourage their new division member to become actively involved within the division.
2. The President shall preside at all meetings, appoint such committees as are necessary to conduct the organization, and serve on the BITE Executive Board. The President will also serve on the CareerTech Administrative Committee and chair BPA Day at the Capitol. The President shall serve as the Voting Delegate, representing the BITE Division at the National ACTE Conference, with the BITE Division matching the stipend paid by OkACTE to attend. If the President is unable to attend the National ACTE Conference the President-Elect will serve as the Voting Delegate. In addition, the President will plan activities at the leadership conference and communicate condolences and congratulations to members on behalf of the BITE Division. The President shall have a \$100 budget set aside to attend OkACTE professional development opportunities during the school year.
3. The President Elect shall perform the duties of the President in his/her absence and will assume the office of President the following membership year. The President Elect shall serve on the Executive Board of BITE, serve on the BITE Awards Committee, serve on the OkACTE Advisory Committee, Chair the BITE Nominating Committee and attend National Policy Seminar, with the BITE Division paying the actual expenses incurred, with proof of registration and proper travel/food receipts (in accordance with current IRS per diem requirements). If the President Elect is unable to attend the National Policy Seminar, the President may appoint a replacement from the BITE Executive Board.
4. The Secretary shall serve for a term of two years and keep a full and accurate record of the meetings of the organization and carry on such correspondence as is necessary. The Secretary shall serve on the BITE Executive Board for two years and the OkACTE Advisory Committee.
5. The Treasurer will maintain accurate records of all transactions and receipts. The Treasurer shall server for a term of two years and will receive membership dues and any other money granted the organization and disburses all funds by check as required by the activities of the organization. The Treasurer will serve on the BITE Executive Board for two years and the OkACTE Advisory Committee.
6. The Reporter shall be responsible for updating and maintaining the Division website and submission of articles to other publications as needed. The reporter shall serve on the BITE Executive Board and the OkACTE Advisory Committee. The BITE Division will reimburse the Reporter for the cost of web site hosting for the Division.

7. The Administrative Council Representative shall represent the Business & Information Technology Education Division at all CareerTech Administrative council meetings and report back to the membership of BITE when necessary.
8. The Past President shall serve with other officers in an advisory capacity as an ex-officio member of the Executive Board and a member of the OkACTE Advisory Committee. The Past President shall also collect and compile historical information to be passed on each year to the Past President so that BITE history is preserved year to year.

B. Election of Officers

1. All active members shall be eligible to run for office with the exception of the state supervisor or program specialist.
2. A nominating committee will be appointed by the President and will meet to consider names submitted. Nominees will be presented to the membership for consideration before the election.
 - a. An application for office is in the back of the handbook and can be obtained by contacting members of the nominating committee.
 - b. Active members who are classroom teachers shall submit nomination forms and resumes to the chairperson of the nominating committee by May 1.
 - c. The nominating committees shall attempt to have at least 2 (two) candidates for each office.
3. The President Elect for the following membership year shall be elected for a term of one year at the annual BITE meeting at Summer Conference. The Secretary, Reporter, and Treasurer shall serve a term of two years with the term of office beginning at the first BITE Executive Board Meeting after Summer Conference or on October 1 of that year. Prior to election to office the President-Elect shall have served as an officer or Regional Vice President for at least one year. Officers are elected by all active BITE members.
3. The CareerTech Administrative Council Representative shall be elected according to guidelines established by the OkACTE. The CareerTech Administrative Council Representative shall serve for a term of three years.
4. Should the office of President become vacant during the term of office, the President Elect shall become President for the remainder of the term. The Executive Board shall select successors for any other vacancy until an election can be held.
5. If because of disability, resignation or other cause any office becomes vacant, the Executive Board shall be empowered to fill the said office until the prescribed procedures shall be followed to elect a member for the un-expired term. The Executive Board, by a three-fourths vote of all its members, may remove any officer from office for cause.

ARTICLE V. REGIONAL VICE PRESIDENTS

A. Election of Regional Vice Presidents.

1. Regional Vice Presidents shall be elected from each of the six Business & Information Technology Education School-to-Work Regions (Northwest, Southwest, North Central, South Central, Northeast, and Southeast). The election of Regional Vice Presidents will be voted upon by the members of each region. If there are no candidates for Regional Vice President, appointments will be made by the Business & Information Technology Education President to fill the vacancy.
2. The Regional Vice Presidents will serve a two-year alternating term. The Northwest, North Central, and Northeast Regional Vice Presidents will be Elected in even-numbered years and the Southwest, South Central, and Southeast Regional Vice Presidents will be elected in odd-numbered years.

B. Duties of Regional Vice Presidents

1. Regional Vice Presidents shall serve as a liaison to foster communications among Business & Information Technology Education members, Business & Information Technology Education Executive Board and the Business & Information Technology Education state office. Regional Vice Presidents will chair a Committee to elect an Outstanding Regional Business and Information Technology Education Member.
2. Regional representatives shall serve on the Business & Information Technology Education Executive Board, and shall represent their region on the Oklahoma Association of Career & Technology Education Advisory Committee.
3. Region Vice Presidents will conduct one regional professional development meeting per year.
4. Region Vice Presidents will submit two articles per year to the BITE Reporter to be used on the BITE website.
5. Obtain up-to-date list of regional members.
6. Nominate two people from region to run for Region Vice President when term expires.

ARTICLE VI. EXECUTIVE BOARD

A. Membership of Executive Board

1. The Executive Board shall consist of the President, Regional Vice Presidents, President Elect, Secretary, Treasurer, Reporter, the immediate Past President, a representative from the state office, and the OkACTE Administrative Council Representative.

B. Purpose and the Responsibilities of Executive Board

1. The Executive Board shall constitute the Administrative body of the BITE and shall carry out all of the activities necessary to the successful operation of the association between annual meetings.
2. The Executive board shall meet twice a year, once during the fall and prior to summer conference, at the call of the President, upon written request of a majority of the Executive Board.

ARTICLE VII. COMMITTEES

A. Standing Committees

1. Chairpersons of standing committees shall be appointed by the President with the exception of the Nominating Committee which will be chaired by the President Elect. All members of standing committees must be active members in BITE.
2. Standing committees include Nominating Committee, Awards Committee, Legislative Committee, Policy Committee, Membership Committee, Scholarship Committee and the Audit Review Committee.

B. Nominating Committee

1. The Nominating Committee shall be chaired by the President Elect and comprised of four active BITE members appointed by the President.
2. Shall present candidates to membership for consideration at least 24 hours prior to election and endeavor to nominate at least two candidates for each elective office with their consent. Collect and prepare short biographical sketches of each nominee and prepare ballots for distribution at annual meeting.

3. Distribute and count ballots to determine election results and inform BITE President and OkACTE officer of election results.
4. Perform other duties as assigned by Executive Board.

C. Awards Committee

1. The Awards Committee shall be comprised of the OkACTE Awards representative a past president, a previous award recipient, the President Elect, a member-at-large with fewer than nine years in BITE, and a member-at-large with ten years or more in BITE.
2. The Awards Committee shall compile a list of award recipients, handle the acquisition of awards for distribution at summer conference, and make recommendations for changes given by BITE.
3. The Awards Committee will preview all nominations for BITE and OkACTE Awards to determine if they meet established eligibility criteria set forth by OkACTE/ACTE and BITE membership.
4. Service recognition awards will be made at five year increments of service in BITE and awarded at the BITE annual summer conference.
5. The Awards Committee will also be responsible for retiree awards and any other special awards given by the membership.
6. The Chair of the Awards Committee will serve for a 3-year term.

D. Policies Committee

1. Annually review BITE and OkACTE Bylaws and policy to ensure that they are in line with OkACTE and ACTE
2. Make recommendations to the Executive Board for any revisions in the BITE Bylaws and Policy Handbook annually.
3. Prepare bylaw amendments and send to BITE Reporter 30 days before summer conference to be voted upon by BITE membership during summer conference.

E. Membership Committee

1. Prepare and disseminate BITE promotional materials within the state and retain membership printout from OkACTE.
2. Distribute BITE information to all new members.
3. Recognize and publicize achievements and contributions of BITE members.
4. Maintain and distribute to each new member a BITE Pictorial Directory and perform other duties as assigned by Executive Board.
5. The Chair of the Membership Committee will serve for a 3-year term.

F. Legislative Committee

1. Inform BITE members of legislative activities.
2. Encourage BITE members to develop and implement policies affecting career & technology education and to communicate with legislators.
3. Network with all regions and promote PAC.
4. Perform other duties as assigned by Executive Board and conduct workshops to educate BITE members to become politically active.
5. The Chair of the Legislative Committee will serve for a 3-year term and be appointed by the BITE President.
6. Both PAC Representatives will serve on the Legislative Committee.

G. Diversity Action Committee

1. Represent BITE at OkACTE level.
2. Report to BITE membership at Summer Conference.
3. The Chair of the Diversity Action Committee will serve for a 3-year term.

H. Mutual Benefits Representative

1. Represent BITE at OkACTE level.
2. Report to BITE membership at Summer Conference
3. The Mutual Benefits Representative will serve for a 3-year term.

I. Special Committees

1. Special committees shall be appointed by the President to implement the work of BITE when necessary.

A. Scholarship Committee

1. The Scholarship Committee will review and screen the scholarship applications.
2. The Scholarship Committee will award up to three \$500.00 scholarships depending on the availability of the funds at summer conference.
3. The Scholarship Committee will present the approved applicants to the Executive Board. The final decision will be made at the spring board meeting by the Executive Board.
4. The deadline for the scholarship is May 1.

B. Audit Review Committee

1. An Audit Review Committee shall be appointed and shall be composed of four BITE representative and one Chair. Appointed representatives shall have financial expertise or experience. The Audit Review Committee shall review the audit of the accounts of the association and reports its findings to the Executive Board and the membership during summer conference.

ARTICLE VIII. SPECIAL AWARDS

A. BITE Teacher of the Year

1. Currently employed as a full-time classroom teacher in a CareerTech, business and information technology education program
2. Completed at least five years teaching experience in a CareerTech business and technology education program.
3. Served in some capacity on a local or state level, such as division officer, program participant, or active member of a state committee.
4. Must have been a member of BITE/OkACTE/ACTE a minimum of the past five consecutive years.
5. The applicant will represent the division at competition for Region IV's Outstanding Teacher. The applicant will prepare an entry in compliance with OkACTE/ACTE guidelines.
6. Nomination must be in writing and completed materials should be submitted by the nominee or nominator to the chairperson of the Awards Committee by the established deadline.

B. BITE Educator of the Year

1. Individuals who are currently involved in CareerTech education other than fulltime classroom teachers. State supervisor, program specialists, teacher educators, etc.
2. Membership in OkACTE/ACTE for at least five consecutive years and in BITE division for at least the past two consecutive years.
3. The nominee must also have been involved in some capacity in OkACTE/ACTE activities at the state, regional, or national level.
4. The nominee will represent the division at competition for Region IV's Outstanding Educator. The applicant will prepare an entry in compliance with OkACTE/ACTE guidelines.
5. Nomination must be in writing and the nominee or nominator to the chairperson of the awards committee should submit completed materials by the established deadline.

C. BITE Outstanding New Teacher

1. Individuals who are currently employed as full-time classroom/laboratory teachers.
 - a. Membership in BITE/OkACTE/ACTE for at least the past three consecutive years but not more than five years (applicant may be in their sixth year of teaching at time of application) and new to the teaching profession in CareerTech education.
 - b. Nominee must also be involved in some capacity in BITE/OkACTE/ACTE a minimum of two consecutive years.
 - c. The nominee must not have previously attended an ACTE Convention.
 - d. Nomination must be in writing and the nominee or nominator to the chairperson of the Awards Committee should submit completed materials by the established deadline.

D. BITE New Professional

1. Currently employed as a full-time classroom teacher in a CareerTech business and information technology education program.
2. Competed two through five years teaching experience in a CareerTech business and information technology education program.
3. Nominee must have been a member of BITE/OkACTE/ACTE a minimum of two consecutive years but no more than five years.
4. The nominee must not have previously attended an ACTE Convention.
5. Nomination must be in writing and the nominee or nominator to the chairperson of the Awards Committee should submit completed materials by the established deadline.

E. BITE Outstanding Regional Member

1. To recognize one person in each region who has strongly promoted business and information technology education and/or has exhibited an outstanding accomplishment in the classroom.
2. The individual may NOT be a member of the Business & Information Technology Education Executive Board during the current year.
3. The nominee must be a member of BITE/OkACTE/ACTE during the current year.
4. A selection committee composed of the Regional Vice-President and two business and information technology education teachers from their region will evaluate the applications.
5. If there are no nominees from a Region, the selection committee will select an Outstanding Regional Member based upon knowledge of the recipient's work.

6. The winner from each Region will be announced at the Business & Information Technology Education Awards Celebration at Summer Conference.

F. Special Awards

1. Special awards may be given by recommendation of the Awards Committee.

G. BITE/OkACTE Awards

1. Teacher of the Year, Educator of the Year, Outstanding New Teacher, New Professional, Outstanding Teacher in Community Service, Silver Key, Francis Tuttle Career Excellence, Kaleidoscope, and Distinguished Service will follow the guidelines as stated in the current OkACTE Awards Program.
2. BITE will match OkACTE's stipend up to \$500 for the award recipient to attend the next level of competition.
3. BITE will match OkACTE's stipend up to \$500 for the New Professional to attend the ACTE National Convention if they are not one of the six recipients chosen by OkACTE.

ARTICLE IX. AMENDMENTS

A. Amendment to the Bylaws

1. The bylaws may be amended by majority vote of members present at any regular meeting.
2. Amendments must be submitted in writing to the President thirty days prior to the business meeting.

ARTICLE X. PARLIAMENTARY AUTHORITY

A. Parliamentary Authority

1. **Robert's Rules of Order, Newly Revised** shall govern any provision by the Bylaws of the Business & Information Technology Education Division.

ARTICLE XI. VOTING BY E-MAIL

E-mail voting should not be used for highly sensitive or controversial issues and is at the discretion of the Executive Committee if it fits or does not fit into either of these areas.

- A. The board President or acting President may call for an e-mail vote if two additional Executive Committee members, other than themselves, agree that a vote is required. The person calling for the vote (hereafter referred to as President) must include the following in the e-mail message:
1. List the motion(s). If there is more than one motion in an e-mail vote, the motions should be numbered #1, #2, and so forth.
 2. The President may include a paragraph or two describing the motion(s).
 3. Give the timetable for discussion of the motion(s) identifying the exact ending date and time that discussion will conclude.
 4. Give the timetable for voting identifying the exact ending date and time that voting will conclude.
 5. Give direction on how to vote. When there is more than one item being voted on, indicate if each item is to be voted separately, as complete block or what is blocked together.
 6. List the other two Executive Committee members that agreed that a vote is required.
- B. Voting
1. All votes are to be sent to the President only.
 2. The President is to keep the original message of all Executive Board e-mail votes electronically and will bring them to the next official Executive Board meeting. Following the meeting the President may delete the electronic files, if no question on the outcome was brought before the Executive Board.
 3. Minimum length of time for members to vote on the motion(s) is five (5) business days.
 4. The President must inform the entire Executive Board of the outcome of the voting.
 - a. When a quorum of the votes is received by the deadline and the deadline has passed a listing of each person and how they voted on each motion/set of motions is to be e-mailed out within 48 hours of the deadline. Once the deadline has passed, and the result announced, the result cannot be changed unless a person is appealing the results as stated under Section D below. Even though a majority of the votes may be received before the deadline, voting still is open until the established deadline.

- b. When a majority of the Executive Board members have not voted by the established deadlines, one of the following steps will be completed.
 - i. The President may extend the deadline two business days in which case an e-mail must be sent to all the members that did not vote with a carbon copy to those that did. The President, or his/her designee, may contact Executive Board members that did not vote provided that all these members are contacted in a similar way. When contacting those members that did not vote, no indication of the current status of any of the motion(s) may be given.
 - ii. The President may declare the motion failed due to lack of a quorum and must indicate who voted and who did not vote. The President may not disclose how any of the Executive Board voted.
- C. Executive Board members may appeal the result of the vote if the President incorrectly stated their vote.
 1. An Executive Board member will have two business days after the result has been announced to send to all Executive Board members an e-mail message indicating that their vote was incorrectly stated.
 2. The President must respond within two business days after receiving the appeal and include the following in the e-mail to the Executive Board members:
 - a. Indicate if the vote was correctly stated or not.
 - b. Forward a copy of the member's original e-mail vote.
 - c. The President must restate the result of the vote in the updated summary message.
- D. Clarifications
 1. Business days are considered Monday through Friday inclusive.
 2. Sundays are the beginning of a week.
 3. Business hours are based on the time of the National Center's clock (Eastern Standard Time).
 4. A business day requires a minimum of seven (7) hours (between the hours of 8:00 a.m. and 5:00 p.m. EST).
 5. Amendments to the motion(s) are not allowed.

ARTICLE XII. STIPENDS

- A. Stipends for BITE Members
 1. Stipends are given on an individual basis as governed in the bylaws and voted upon by the membership for specific events.
 2. Stipends are awarded one per person for any given event to BITE members. No member can receive two or more stipends for a single event.

ARTICLE XIII. FINANCE

- A. The Treasurer shall not approve any expenditure for which funds are not designated in the bylaws without the specific approval of the Executive Board.
- B. All checks for disbursement of BITE funds shall bear the actual signature of two of the following individuals:
 - 1. President
 - 2. Treasurer
 - 3. BITE State Director
- C. The fiscal year is designated as July 1 to June 30
- D. The BITE account shall be audited annually by the Audit Review Committee. The Treasurer will submit records to the Chair of the Audit Review Committee for an audit to be performed and reported to the Executive Committee at the first BITE meeting following summer conference.
- E. The Treasurer will balance the BITE account each month and send a report to both the BITE President and the BITE State Director each month of the reconciliation.
- F. A yearly fiscal report of income and expenditures will be submitted to the Reporter at the end of each fiscal year to be posted on the BITE website for approval at summer conference.

ARTICLE XIV. BYLAW CORRECTIONS

- A. If there are errors found by or reported to the policy committee regarding the bylaws such as misspellings, grammar, punctuation, etc. that do not change the actual meaning of the bylaws it is permissible to make those changes as they are discovered without approval by vote from the membership.

BITE/OkACTE TEACHER OF THE YEAR

Purpose

To recognize teachers who are providing outstanding career and technology education programs for youth and/or adults in their respective fields and communities. Recipients of this award must have made significant contributions toward innovative, unique or novel programs that are serving to improve and promote vocational technical education.

Eligibility

OkACTE members who are currently employed as a full-time classroom/laboratory teacher in a CareerTech program other than at the baccalaureate level are eligible for this award. Contributions and achievements on which the nomination is based should have been made within the past ten years.

The nominee should also have been involved in some capacity in divisional OkACTE/ACTE activities at the local, state, regional, and/or national levels, and must have been a member of OkACTE/ACTE for at least the past five consecutive years. Applicants should contact the division advisor for additional division criteria.

Although an applicant must not have been a recipient of this award in previous years, selection for this award does not disqualify them from any other OkACTE/ACTE awards.

Application Procedures

1. Each nominee shall submit a nomination dossier, developed as follows:
The OkACTE Teacher of the Year Nomination form on the next two pages becomes pages 1-2 of the nomination dossier.
2. A detailed program description of no more than two typed, single spaced pages will become pages 3-4 of the Nomination Dossier. This description should address the following: the program's innovative or unique characteristics, its impact on students and the community, the teacher's effectiveness and the teacher's and the program's approach to sex bias.
3. Support Information becomes pages 5-8. This should include no more than one page per section, not to exceed four pages.
Section A – Professional Memberships and Activities (Page 5)
Section B – Professional Contributions (page 6)

Section C – Education and Work Experience

Section D – Civic and Community Involvement (page 8)

4. Letters of support, limited to a maximum of six, should be pages 9-14 of the nomination dossier. These letters should come from the following:
Nominee's immediate supervisor (page 9)
An administrator (page 10)
Current or former student (page 11)
Parent or community lay person (page 12)
Two optional letters of choice (pages 13-14)
5. A series of three photographs (See General Guidelines for OkACTE Awards page 10) of the nominee in his/her workplace submitted on a CD (computer disk), securely enclosed in application portfolio. These photographs will not in any manner influence judging but will be used for promotional and winner-announcement purposes.
6. All materials should be word processed in 12 pt. Times Roman font with ¾" margins, left, right, top and bottom. Application must be submitted in a black, three-ring, soft-sided notebook. Non-glare page covers are permitted. (See General Guidelines for OkACTE Awards page 10)
7. On a CD, MS Word format, please include a 100 word summary to include the following: 1) brief program description along with significant contributions impacting the program and/or students and 2) quotes from letters emphasizing the above descriptions. This summary will be used as the copy for the program and the basis for script copy.

Nomination/Selection Process

A selection committee within the appropriate divisions will evaluate, using the "OkACTE Teacher of The Year Award – Awards Committee Evaluation Form." The division selection committee will interview finalists, and one person from each division will be recommended to the OkACTE Awards Committee as that division's candidate for the appropriate award. The OkACTE awards committee will interview individuals selected by the occupational services division as Teacher of the Year candidates at the appropriate time.

Deadline

The original application must be submitted to the appropriate OkACTE Awards Chairman by March 1, and forwarded to the OkACTE office by 5:00 p.m., April 30.

BITE/OkACTE TEACHER OF THE YEAR

APPLICATION/NOMINATION FORM

OkACTE Division _____

Name of Nominee _____

First Middle Last

Address _____ Phone _____

City State Zip

Employer: _____

Address _____ Phone _____

City State Zip

Nominee's Current Title of Position: _____

Subjects Currently Taught and/or Other Duties: _____

ACTE Membership:

for ____ years starting in 19__

consecutive since 19__ to current year

in life Member, since 19__

**ATTACH BILLFOLD
SIZE, BLACK &
WHITE PHOTO**

OkACTE Affiliation

for ____ years starting in 19__

consecutive since 19__ to current year

.....

Our signatures confirm that this nominee possesses the qualities and competencies that exhibit excellence in career technology education.

Signature of Nominee _____

Signature of Immediate Supervisor _____

I hereby certify that this application meets the criteria specified for this award and is submitted by the
_____ division.

Signature of Division Awards Chair or President _____ date _____

Due: March 1 to Divisional Awards Chair

April 30 delivered to OkACTE by Division

BITE/OkACTE TEACHER OF THE YEAR

AWARDS COMMITTEE EVALUATION FORM

OkACTE Division _____

Name of Nominee _____

First

Middle

Last

This section for use by OkACTE Awards Committee:

	Possible Points	Evaluator Score
Program Description	30	_____
1. Innovative, Unique or Novel		
2. Impact of Program		
3. Teacher Effectiveness		
Section A.....	20	_____
1. Professional Memberships		
2. Professional Association Activities		
Section B.....	20	_____
1. Outstanding Professional Contributions		
2. Publications		
3. Presentations		
Section C.....	10	_____
1. Education		
2. Work Experience		
Section D.....	20	_____
1. Civic, Fraternal, and/or Honorary Memberships		
2. Community Activities or Contributions		
Total.....	100	_____

Criteria for Interview

1. Knowledge and Interpretation of Critical Issues in Career Technology Education	15	_____
2. Philosophy of Career Technology Education	15	_____
3. Professional Involvement	15	_____
4. Ability to Communicate	10	_____
5. Poise and Presence	10	_____
Interview Total	65	_____

Date of Evaluation ___/___/20__ Grand Total 165 _____

Signature of Evaluator _____

BITE/OkACTE EDUCATOR OF THE YEAR AWARD

Purpose

To recognize career and technology educators, other than full-time classroom/laboratory teachers, who have recently provided or currently are providing significant contributions to professional associations and career and technical education programs for youth and/or adults in their respective fields and communities. Recipients of this award must have made significant contributions toward innovative, unique and novel programs; and/or improvement, promotion, research or development of programs of career and technical education.

Eligibility

Individuals who are currently employed full-time baccalaureate career and technology teacher educators, administrators, school guidance counselors, program specialists and other individuals involved in CareerTech other than full-time classroom teachers are eligible recipients for this award. A nominee also should have been involved in Oklahoma ACTE/ACTE activities at the local, state, regional, and/or national level, and must have been a member of Oklahoma ACTE/ACTE for five years.

Application Procedures

Each candidate must first compete in their division competitions prior to being considered for this award. Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, PDF, or .jpg).

Applications for this award must include:

1. Member Award Application (Form B).
2. Official Endorsement Form (Form C).
3. A description of the applicant's position and significant accomplishments for career and technical education (limit to a total of two pages).
4. Support: On a separate sheet for each heading please describe the following in regards to the candidate (limit to one page per heading):
 - Professional Memberships and Activities (must include dates of service).
 - Professional Contributions (may include presentations and publications).
 - Education and Experience Background (to include educational preparation and work experience, including dates for each activity listed).

- Civic and Community Involvement (to include civic, fraternal and/or honorary memberships and community activities or contributions).
5. Candidate Questions: On a separate sheet for each heading, please answer the following questions (limit to one page per question):
- What is your philosophy of career and technical education in relation to your present position, and how do you implement that philosophy?
 - Identify and discuss critical issues facing career and technical education and your plan of action for addressing them.
 - How do you motivate and help others to become involved in our professional organization?
6. Letters of support (no more than 6 pages). For this award letters must be from:
- The candidate's immediate supervisor.
 - An administrator.
 - A current or former student.
 - A parent or community lay person.
 - Two additional letters of choice.
7. Photograph: (digital photographs should be at least 300 dpi and in a .jpg format)

Deadline

Applications must be submitted to the appropriate OkACTE Division Awards Chair by March 1, and forwarded to the OkACTE office by 5:00 p.m. April 30.

BITE/OkACTE Educator of the Year

Awards Committee Evaluation Form

Name of Nominee _____

Last

First

Middle

This section for use of OkACTE Awards Committee

Criteria for Outstanding Career and Technical Educator	Possible Points	Evaluator Score
Section A		
1. Professional Memberships	20	_____
2. Professional Association Activities		
Section B		
1. Outstanding Professional Contributions	20	_____
2. Publications		
3. Presentations		
Section C		
1. Education	10	_____
2. Work Experience		
Section D		
1. Civic, Fraternal and/or Honorary Memberships	20	_____
2. Community Activities or Contributions		
Position Description and significant accomplishments in career/technical education	30	_____
TOTAL	100	_____
 Outstanding Educator Candidate Questions Criteria		
1. Philosophy of Career and Technical Ed and implementation	20	_____
2. Knowledge and Interpretation of Critical Issues in Career and Technical Ed	20	_____
3. Ability and method of motivating others to be involved In the professional organization	20	_____
4. Ability to read, written form, ability to communicate ideas	5	_____
TOTAL	65	_____
Grand Total . . . 165		_____

Signature of Evaluator _____ Date of Evaluation _____

BITE/OkACTE NEW PROFESSIONAL AWARD

Purpose

To contribute to the professional development of members recognized as potential leaders of their division and the association. The award will entitle six recipients to funding specified annually by the OkACTE Advisory Committee toward expenses incurred at the annual ACTE Convention. Each recipient will also receive a complimentary registration the OkACTE/OVTEC Legislative Seminar. A \$500 stipend will be provided by BITE if the BITE member is not one of the six recipients chosen by the OkACTE Advisory Committee.

Eligibility

The award will be given to an individual who has been a member of OkACTE/ACTE no less than two, but no more than five years. The nominee must not have previously attended an ACTE Convention. Because the purpose of the award is professional development, award recipients are required to attend the entire convention, beginning with the Opening General Session through the Delegate Assembly.

Application Procedures

Each nominee shall submit a nomination dossier developed as follows:

6. The OkACTE New Professional nomination form on the next two pages, which becomes pages 1-2 of the nomination dossier.
7. A description of the applicant's current position and professional objective. In addition, discuss your goals and vision for your professional development. This should be no more than two- single-spaced pages. (pages 3-4)
8. Support information becomes pages 5-8. This should include no more than one page in each following four sections:
 - Section A - Professional Memberships and Activities (page 5) (include dates of service)
 - Section B - Professional Contributions (page 6)
 - Section C - Education and Work Experience (page 7)
 - Section D - Civic and Community Involvement (page 8)

BITE/OkACTE NEW PROFESSIONAL AWARD (CONT.)

4. Letters of support will become 9-14 of the Nomination Dossier. Letters should be one page in length, from the following:
 - Nominee's immediate supervisor (page 9)
 - An administrator (page 10)
 - A colleague or former student (page 11)
 - A community lay person (page 12)
 - Two additional letters of choice (page 13-14)
5. A series of three photographs (see specification for media) of the individual in his/her workplace submitted on CD.
6. All materials should be word processed in 12 pt. Times Roman font with ¾" margins, left, right, top and bottom. Application must be submitted in a black, three-ring, soft-sided notebook. Non-glare page covers are suggested. (See General Guidelines for OkACTE Awards page 10 for further details).
7. On a CD, MS Word format, please include a 100 word summary to include the following: 1) brief program description along with significant contributions impacting the program and/or students and 2) quotes from letters emphasizing the above description. This summary will be used as the copy for the program and the basis for script copy.

Nomination/Selection Process

Each division selection committee may submit one name for New Professional to the OkACTE Awards Committee using the OkACTE New Professional Award—Application/Nomination Form.

Selection committee within each of the 12 OkACTE divisions will evaluate candidates, using the "OkACTE New Professional Award – Awards Committee Evaluation Form."

The OkACTE Awards Committee will select six New Professionals to receive stipends to attend the ACTE Convention.

Deadline

Applications must be submitted to the appropriate OkACTE Division Awards Chair by March 1, and forwarded to the OkACTE office by 5:00 p.m. April 30.

BITE/OkACTE NEW PROFESSIONAL AWARD

APPLICATION/NOMINATION FORM

OkACTE Division Affiliation _____

Name _____

Home Address _____

Telephone _____

Office

Home

Employer _____

Address _____

Position/Title _____

Number of Years in Vocational Education _____

OkACTE Membership ___ Years

ACTE Membership ___ Years

Have you previously attended an ACTE Convention? Yes No

Signature of Nominee's Supervisor _____

I hereby certify that this application meets the criteria specified for this award and is submitted by the _____ division.

Signature of Division Advisor _____

Due: March 1 to Divisional Awards Chair

April 30 delivered to OkACTE by Division

OkACTE NEW PROFESSIONAL AWARD

AWARDS COMMITTEE EVALUATION FORM

OkACTE Division _____

Name of Nominee _____

First Middle Last

This section for use by OkACTE Awards Committee

	Possible Points	Evaluator Score
Position Description and Goals.....	30	_____
Section A.....	20	_____
1. Professional Memberships		
2. Professional Association Activities		
Section B.....	20	_____
1. Outstanding Professional Contributions		
2. Publications		
3. Presentations		
Section C.....	10	_____
1. Education		
2. Work Experience		
Section D.....	20	_____
1. Civic, Fraternal, and /or Honorary Memberships		
2. Community Activities or Contributions		
	Grand Total...100	_____

Date of Evaluation ___/___/20___

Signature of Evaluator _____

BITE/OkACTE OUTSTANDING TEACHER IN COMMUNITY SERVICE AWARD

Purpose

To recognize teachers with significant accomplishments and outstanding leadership in programs and activities that promote community involvement.

Recipients of this award must have made significant contributions toward training, motivating, and inspiring their peers and students to become involved in programs and projects that benefit their communities.

Eligibility

Individual members who are currently employed as full-time classroom/laboratory teachers in a CareerTech program are eligible recipients for this award. Nominees must be classroom/laboratory teachers at the time of nomination and winner must be a classroom/laboratory teacher at the time of award presentation. Contributions and achievements on which the nomination is based should have been made within the past five years. The nominee also should have been involved in some capacity in ACTE activities at the state, regional and/or national level and must have been a member of ACTE and a state association for at least the past three consecutive years.

Application Procedures

Each nominee shall submit a nomination dossier consisting of the following:

1. The Outstanding Teacher in Community Service Nomination Forms become pages 1-2 of the nomination dossier.
2. Support information becomes pages 3-7.
 - Section A – A description of no more than two pages of the applicant’s community service work and/or significant accomplishments in the area of training, motivating and inspiring peers and/or students to become involved in projects benefiting their community.
 - Section B – Community Service Awards or Acknowledgements (should include dates of presentation and organization names. List most recent first).
 - Section C – Community Service and Civic Organization MembershipsProject Section
 - Section D – Professional Memberships and Professional Association Activities

3. Letters of support, limited to a maximum of six, should be pages 8-13 of the nomination dossier. Letters should be one page in length. These letters should come from the following individuals:
 1. The nominee's immediate supervisor
 2. An administrator
 3. A colleague or former student
 4. A community lay person
 5. Two additional letters of choice.

4. Media requirements
 1. A series of three photographs of the nominee in his/her workplace submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only. (See the OkACTE guidelines for this award for more specific details).

5. General Guidelines
 1. Please include a 100 word summary to include a brief program description along with significant contributions impacting the program on the CD in MS Word format. Send only one CD in the dossier. This summary will be used as the copy for the program and the basis for script copy.
 2. Applicants should submit information written in the 3rd person context rather than 1st person.

6. Formatting Guidelines
 1. All materials must be word processed in 12 pt Times New Roman font with ¾" margins (left, right, top, bottom). (See OkACTE Guidelines for this award for more specific guidelines).

Nomination/Selection Process

Each of the divisions may select a recipient who is a member of their division, according to the division's awards selection process. This individual will be recognized at Summer Conference. One of these will be selected to receive the OkACTE Outstanding Teacher in community Service Award based on the evaluation form. Selection will be based on the quality and extent of the project, not on the display.

Deadline

Division nominee's completed application must be submitted to the appropriate Division Awards Chair by March 1 and forwarded to the OkACTE office by 5:00 p.m., April 30.

BITE/OkACTE OUTSTANDING TEACHER IN COMMUNITY SERVICE AWARD

APPLICATION/NOMINATION FORM

OkACTE Division Affiliation _____

Name _____

Home Address _____

Telephone _____

Office

Home

Employer _____

Address _____

Position/Title _____

Number of Years in Vocational Education _____

OkACTE Membership ____ Years

ACTE Membership ____ Years

Have you previously attended an ACTE Convention? Yes No

Signature of Nominee's Supervisor _____

I hereby certify that this application meets the criteria specified for this award and is submitted by the
_____ division.

Signature of Division Advisor _____

Due: March 1 to Divisional Awards Chair

April 30 delivered to OkACTE by Division

BITE/OkACTE OUTSTANDING TEACHER IN COMMUNITY SERVICE AWARD

AWARDS COMMITTEE EVALUATION FORM

OkACTE Division _____

Name of Nominee _____

First Middle Last

This section for use by OkACTE Awards Committee

	Possible Points	Evaluator Score
Section A.....	30	_____
1. Community Service Work and/or accomplishments		
2. Training		
3. Motivating		
4. Inspiring peers and/or students to become involved		
Section B.....	15	_____
1. Awards or acknowledgements		
Section C.....	15	_____
1. Community Service Memberships		
2. Civic Organization Memberships		
Section D.....	10	_____
3. Professional Memberships		
4. Professional Association Activities		
Grand Total...70		_____

Date of Evaluation ___/___/20___

Signature of Evaluator _____

BITE/OkACTE SILVER KEY AWARD

Purpose

To recognize any individual who has served career and technology education for 25 years.

Eligibility

Recipients must have served in career and technology education for 25 years and must also have been a member of OkACTE/ACTE and respective state and divisional associations for 25 years.

Application Procedures

Divisions or individuals may submit the form in the Awards Program to OkACTE

Nomination/Selection Process

Any OkACTE member may submit nominations. All Silver Key recipients will be recognized during Division Meetings.

Deadline

The applications must be submitted to the OkACTE office by April 30.

BITE/OkACTE SILVER KEY AWARD

NOMINATION FORM

OkACTE Division _____

Name of Nominee _____

Title _____

Home Address _____ Phone _____

Employer/ODCTE Division _____

Work Address _____ Phone _____

Number of Years in Vocational Education _____

Number of Years in OkACTE/ACTE _____

Person Submitting Nomination _____

Phone (Office) _____ (HOME) _____

OkACTE/ACTE MEMBERSHIPS AND WORK EXPERIENCE

Year(s)	Division	Location	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Due: April 30 delivered to OkACTE

BITE/OkACTE FRANCIS TUTTLE CAREER EXCELLENCE AWARD

Purpose

To recognize a career and technology educator who has made outstanding contributions that are of state and/or national significance. These contributions should be aimed toward the improvement, promotion, development, and progress of career and technology education.

In 1985 this award was established in honor of Dr. Francis Tuttle, former State Director of the Oklahoma Department of Career and Technology Education. It is designed to honor individuals whose careers exemplify a similar dedication to the development of people through vocational and technical education.

This is the Oklahoma Association of Career & Technology education's highest honor and, as such, will be given only to individuals whose contributions have been of state or national significance. Only one award will be presented each year.

Eligibility

The award will be presented to a professional career and technology educator whose career has been marked by actions that have enabled vocational education programs to respond more fully to the individual needs of people in achieving more productive lives.

This would be evidenced by commitment to an active, continuing role in the establishment, promotion, implementation, and/or administration of programs and/or services. Career excellence in CareerTech education will also be demonstrated by continuous efforts to inform others of the accomplishments, needs, and challenges of career technology education in Oklahoma, thereby eliciting statewide support of career tech endeavors. A majority of the nominee's outstanding contributions should have been made during the past ten years. The nominee must have been a member of OkACTE/ACTE for the past ten years.

Application Procedures

Each nominee shall submit a nomination dossier developed as follows:

1. The OkACTE Francis Tuttle Career Excellence nomination form from the OkACTE Awards Program book, which becomes page 1-2 of the nomination dossier.
2. Career contributions and achievements become pages 3-4. Attach a description of the

contributions and achievements of the nominee that have advanced CareerTech education. List pertinent information that will clearly indicate the nominee's contributions beyond his or her job assignments. List in order of significance. Information should be brief and concise. Information must be typewritten and should not exceed two single-spaced pages.

3. Support information becomes pages 5-7. This should include no more than one page each in four sections as follows:
 - Section A-Professional memberships and Activities (page 5)
 - Section B-Professional contributions (page 6)
 - Section C-Education and Work Experience (page 7)
4. Letters of support will become pages 8-13 of the nomination dossier. Letters, limited to six, from individuals such as: political leaders; professional association leaders; business and industry leaders; a community lay person; a former student or parents.
5. Media requirements- A series of three photographs of the nominee in his/her workplace submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only. (See the OkACTE guidelines for this award for more specific details).
6. General Guidelines- Please include a 100 word summary to include a brief program description along with significant contributions impacting the program on the CD in MS Word format. Send only one CD in the dossier. This summary will be used as the copy for the program and the basis for script copy. Applicants should submit information written in the 3rd person context rather than 1st person.
7. Formatting Guidelines- All materials must be word processed in 12 pt Times New Roman font with 3/4" margins (left, right, top, bottom). (See OkACTE Guidelines for this award for more specific guidelines).

Nomination/Selection Process

The OkACTE Awards committee will make the selection based on the evaluation form on the nomination form.

Deadline

Applications must be submitted to the OkACTE office by 5:00 p.m., April 30.

Signature of Nominee's Supervisor _____

Signature of Person Nominating or Nominee _____

Due: April 30 to OkACTE

OkACTE FRANCIS TUTTLE CAREER EXCELLENCE AWARD

EVALUATION FORM

	<i>Possible Points</i>	<i>Evaluator Score</i>
I. Section A.....	10	_____
Professional Memberships and Activities		
Section B.....	10	_____
Professional Contributions		
Section C.....	10	_____
Education and Work Experience		
II. Career Contributions/Achievements.....	60	_____
III. Letters of Endorsement.....	10	_____
Grand Total.....	100	_____

Date of Evaluation ____/____/20__

Signature of Evaluator _____

Due: April 30 to OkACTE

BITE/OkACTE OUTSTANDING NEW TEACHER AWARD

Purpose

This award is meant to encourage new teachers to remain in the profession. Recipients of this award must have made significant contributions toward innovative, unique and novel programs and have shown a professional commitment early in their careers.

Eligibility

Individuals who are currently employed as full-time classroom/laboratory teachers in a CareerTech program other than at the baccalaureate level are eligible for this award.

Nominees must have taught for a minimum of three but not more than five years.

(Applicants may be in their sixth year of teaching at the time of application.) (Candidates are expected to be new to the teaching profession, not just new to CareerTech education.)

The nominees should also be involved in some capacity in OkACTE/ACTE activities at the local and/or state level and must have been a member of OkACTE/ACTE for at least the past three consecutive years.

Although an individual is eligible to receive the OkACTE Outstanding New Teacher Award only once, such an award does not exclude that individual from nomination for other OkACTE/ACTE awards. The OkACTE Outstanding New Teacher recipient will represent Oklahoma at Region IV and will receive a stipend to defray expenses.

Application Procedures

Each nominee shall submit a Nomination Dossier developed as follows:

1. The OkACTE Outstanding New Teacher nomination forms in the OkACTE Award booklet and will become page 1-2 of the Nomination Dossier.
2. A description of the applicant's current position and significant accomplishments for CareerTech education of no more than two pages should be pages 3-4 of the Nomination Dossier.
3. Support information becomes pages 5-8. This should include no more than one page each in four sections as follows:
Section A – Professional Memberships and Activities (page 5) (must include dates of service)

Section B – Professional Contributions (page 6)

Section C – Education and Work Experience (page 7)

Section D – Civic and Community Involvement (page 8)

4. Letters of support, limited to a maximum six, should be pages 9-14 of the Nomination Dossier. Letters should be one page in length, from the following:
 - a. Nominee’s immediate supervisor (page 9)
 - b. An administrator (page 10)
 - c. A colleague or former student (page 11)
 - d. A community lay person (page 12)
 - e. Two additional letters of choice (page 13-14)

5. Media requirements- A series of three photographs of the nominee in his/her
 - a. workplace submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only. (See the OkACTE guidelines for this award for more specific details).

6. General Guidelines- Please include a 100 word summary to include a brief program description along with significant contributions impacting the program on the CD in MS Word format. Send only one CD in the dossier. This summary will be used as the copy for the program and the basis for script copy. Applicants should submit information written in the 3rd person context rather than 1st person.

7. Formatting Guidelines- All materials must be word processed in 12 pt Times New Roman font with ¾” margins (left, right, top, bottom). (See OkACTE Guidelines for this award for more specific guidelines).

Nomination/Selection Process

A selection committee within the appropriate divisions will evaluate, using the forms on page 18. The division selection committee will interview finalists, and one person from each division will be recommended to OkACTE Awards Committee. The OkACTE awards committee will interview individuals selected by the divisions as Outstanding New Teacher of the Year candidates. The OkACTE Outstanding New Teacher of the Year will be announced at the OkACTE General Assembly.

Deadline

The original application must be submitted to the appropriate OkACTE Division Awards Chair by March 1 and forwarded to the OkACTE Office by 5:00 p.m., April 30.

BITE/OkACTE OUTSTANDING NEW TEACHER AWARD

APPLICATION/NOMINATION FORM

OkACTE Division _____

Name _____

Home Address _____

Telephone _____

Office

Home

Employer _____

Address _____

Position/Title _____

Number of Years in Career Tech _____

OkACTE Membership ___ Years

ACTE Membership ___ Years

Are you a classroom teacher? Yes No

Number of Years Teaching _____

(To be used if by nomination)

Person Submitting Nomination _____

Title _____

School/Division _____

Address _____

Telephone _____

Office

Home

Our signatures confirm that this nominee possesses the qualities and competencies that exhibit excellence in career technology education.

Signature of Nominee _____

Signature of Nominee's Supervisor _____

I hereby certify that this application meets the criteria specified for this award and is submitted by the _____ division.

Signature of Division Awards Chair or President _____ date _____

Due: March 1 to Divisional Awards Chair

April 30 delivered to OkACTE by Division

BITE/OkACTE OUTSTANDING NEW TEACHER AWARD

AWARDS COMMITTEE EVALUATION FORM

OkACTE Division _____

Name of Nominee _____

First

Middle

Last

This section for use by OkACTE Awards Committee:

	Possible Points	Evaluator Score
Program Description	30	_____
1. Innovative, Unique or Novel		
2. Impact of Program		
3. Teacher Effectiveness		
Section A.....	10	_____
1. Professional Memberships		
2. Professional Association Activities		
Section B.....	10	_____
1. Outstanding Professional Contributions		
2. Publications		
3. Presentations		
Section C.....	10	_____
1. Education		
2. Work Experience		
Section D.....	10	_____
1. Civic, Fraternal, and/or Honorary Memberships		
2. Community Activities or Contributions		
	Total.....	_____
	70	
Criteria for Interview		
6. Knowledge and Interpretation of Critical Issues in Career Technology Education	15	_____
7. Philosophy of Career Technology Education	15	_____
8. Professional Involvement	15	_____
9. Ability to Communicate	10	_____
10. Poise and Presence	10	_____
	Interview Total	_____
	65	
Date of Evaluation __/__/20__	Grand Total	_____
	165	

Signature of Evaluator _____

BITE OUTSTANDING REGIONAL MEMBER

Purpose

To recognize one person in each region who has strongly promoted business and information technology education and/or has exhibited an outstanding accomplishment in the classroom.

Eligibility

Individuals nominated for this award must meet the following requirements:

1. Be a member of BITE/OkACTE/ACTE during the current year.
2. May NOT be a member of the Business & Information Technology Education Executive Board during the current year.
3. Must be a member of BITE, OkACTE, and ACTE during the current year.

Application Procedures

Nomination must be submitted in writing on Nomination/Application form.

Complete the reverse side of the Nomination/Application form in full, indicating qualifications for the award.

General guidelines for the application.

- a. Write in third person.
- b. Complete the application form by typewriting the information.
- c. Do not include letters of support, resume, etc. All criteria for award will be taken from the application form.

Nomination/Selection Process

A selection committee composed of the Regional Vice-President and two business and information technology education teachers from their region will evaluate the applications. The winner from each Region will be announced at the Business & Information Technology

Education Awards Celebration at Summer Conference.

If there are no nominees from a region, the selection committee will select an Outstanding Regional Member based upon knowledge of the recipient's work.

Deadline

Applications/Nominations must be submitted to the Regional Vice-President by April 30.

BITE OUTSTANDING REGIONAL MEMBER

Application/Nomination Form

BITE Region: Northeast North Central Northwest
(Please circle region)
Southeast South Central Southwest

Name of Nominee/Applicant _____

Home Address _____

P. O. Box

City

Zip

Telephone Number _____

Office

Home

Employer _____

Address _____

P.O. Box

City

Zip

Nominee's Current Title or Position _____

Subject Currently Taught and/or Other Duties _____

Business Education Membership: _____ Years

Signature of Applicant/Nominee _____

(continue on page 2)

Outstanding Regional Member Page 2

Part I:

Explain how you have been instrumental in promoting business education during the current school year.

Part II:

What project/accomplishment occurred in your classroom this year that you feel was exceptional?

Part III:

Describe the project/accomplishment in Part II.

Due: Submit to regional vice-president by April 30

Purpose

To recognize individuals or organizations outside the field of CareerTech education for meritorious contributions to the significant statewide improvement, promotion, development, and progress of CareerTech education.

Application Procedures

1. A nomination form from the OkACTE Awards Program book must be submitted for each nominee.
2. Contributions to Career and Technical Education support information consisting of:
 - A. Sponsored programs
 - B. Financial Support
 - C. Public relations
 - D. Other pertinent contributions may be included, limited to four pages.
3. See OkACTE specifications for specific guidelines.

Nomination/Selection Process

Each division may nominate one organization or individual each year for the Distinguished Service Award. The OkACTE Awards committee will select no more than three recipients per year. Applications may remain on file to be considered the following year. Nominations must go through the Division Award Chair and should not be initiated by schools.

Deadline

Applications must be submitted to the appropriate OkACTE Division Awards Chair by March 1 and forwarded to the OkACTE office by 5:00 p.m., April 30.

BITE/OkACTE DISTINGUISHED SERVICE

Nominating Division: _____

Please submit this form and supplementary materials. Include a series of three-color slides if the nominee is an individual. Please provide all information requested. The awards committee will not consider incomplete nominations.

Name of Organization/Individual Nominated _____

Business Address _____

Telephone Number _____

Nature of Business/Title of Individual _____

Signature of Nominating OkACTE Division President _____

Applicant must attach the following support information.

Contributions to Career and Technical Education:

1. Sponsored Programs
2. Financial Support
3. Public Relations
4. Other (List in order of significance)

EVALUATION

The nominee shall have made outstanding contributions to the advancement of career & technology education in at least two of the following areas:

Inadequate

Information Fair Average Good Excellent Superior

I.	Sponsored Programs						
II.	Financial Support						
III.	Public Relations						
IV.	Other						

Columns Totals _____

Date of Evaluation ____/____/19____

Grand Total _____

Signature, OkACTE Awards Chairman _____

Due: March 1 to Division Awards Chair
April 30 to OkACTE

BITE/OkACTE Kaleidoscope Award

Purpose

The Kaleidoscope Award has been established to recognize those entities that embrace and promote diversity. Sincere commitment to processes and activities that promote a pluralistic campus, community, or agency must be demonstrated. These processes and activities must be aimed at developing, improving, and promoting awareness of and opportunities for integrating multiculturalism, gender equity, and those with physical disabilities into career and technology education programs.

EXAMPLES of processes and activities may be, but are not necessarily limited to, the following:

- Minority Intern/Extern programs
- Implementing strategies to enhance job placement and upward mobility that reflect a diverse population
- Diversity education and/or in-service programs for staff
- Incorporating diversity within print and/or visual media such as curriculum, brochures, recruitment materials, etc.
- Developing processes and/or activities for recruiting and retaining a professional, multicultural staff

Eligibility

- Applicant(s) must be a member of ACTE, Oklahoma ACTE, their Oklahoma ACTE Division and be actively engaged in CareerTech
- Project/Activity must have been started or completed within the current fiscal or calendar year
- Applicant(s) must furnish evidence that the project/activity has been incorporated into the school/division/agency/individual's regular processes, activities and/or responsibilities
- Applicant(s) must demonstrate that project/activity is "above and beyond" and not a part of regular job duties
- A previous Kaleidoscope Award winner may reapply each year with new processes/activities and is eligible for all other Oklahoma ACTE (ACTE) awards except the Oklahoma ACTE (ACTE) Pride Award.

Application Procedures

The applicant(s) must submit the Kaleidoscope Award application/nomination form which becomes page 1 of the nomination packet.

1. The application packet should include the following five (5) sections also described on the application/ nomination form:
 - A. Introduction
 - B. Theme and/or purpose
 - C. Project description
 1. Audiences Targeted
 2. Project's relationship to program objectives
 3. How project goes above and beyond applicant's regular job duties
 4. Impact on students, community, school, staff, etc.
2. Media requirements: A series of three photographs of the project submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only. Jpeg files are preferred. Please take no pictures of back of heads. **Enclose the CD with the dossier in a 9 X 12 envelope.**
3. General Guidelines: Support documentation may be submitted up to six pages. Please include a 100-word summary to include a brief project description along with significant information on the CD in MS Word format. Send only one CD in the dossier. This summary will be used as the copy for the program and the basis for script copy.
4. Formatting Guidelines: All materials must be word processed or typewritten in 12 pt. Times New Roman font on 8-1/2 X 11 sheets of white paper, with 3/4" margins (left, right, top and bottom). Place page numbers at the bottom center of each page. **Submit one original and six (6) copies of the completed materials, ALL on three hole-punch paper and the CD in a 9 X 12 envelope.**

Nomination/Selection Process

The Oklahoma ACTE Diversity Action committee will select a recipient from the nominations received, who will be recognized at Summer Conference.

Selection will be based on the quality and extent of the project, not on the display. The Oklahoma ACTE Kaleidoscope winner will be announced at the Oklahoma ACTE General Session.

Deadline

All materials must be submitted at the same time as a complete package. No supplementary materials may be submitted; items not outlined above will be discarded before judging. All procedures must be followed for an application to be considered. Applications that do not follow these procedures will be rejected.

The packet must be submitted to the Oklahoma ACTE office by 5:00 p.m., April 30. **Assistant Director, Oklahoma ACTE, 4545 Lincoln Blvd, Suite 159, Oklahoma City, OK 73105.** Any application received after the deadline may be subject to having points deducted by the Awards Committee.

MATERIALS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY OF THE MATERIALS FOR POSSIBLE FUTURE USE.

BITE/OkACTE Kaleidoscope Award

Nomination Form

Oklahoma ACTE Division _____

Name of Nominee _____

First

MI

Last

Email _____

Employer/School _____

Employer Address _____ Phone () _____

City

State

Zip

Nominee's Current Title or Position _____

Subject Currently Taught and/or Other Duties _____

ACTE, OkACTE, and Division Memberships:

Member for _____ years starting in year _____

Consecutive since _____ to current year. If Life Member, since _____

Our signatures confirm that this nominee possesses the qualities and competencies that exhibit excellence in career and technology education.

Signature of Nominee _____

Signature of Immediate Supervisor _____

I hereby certify that this application meets the criteria specified for this award and is submitted by the _____ Division.

Signature of Division Awards Chair or Division President _____

Date _____

BITE/OkACTE Kaleidoscope Award

AWARDS COMMITTEE EVALUATION FORM

Oklahoma ACTE Division _____

Name of Nominee _____

First

MI

Last

This section for use by Oklahoma ACTE Diversity Action Committee:

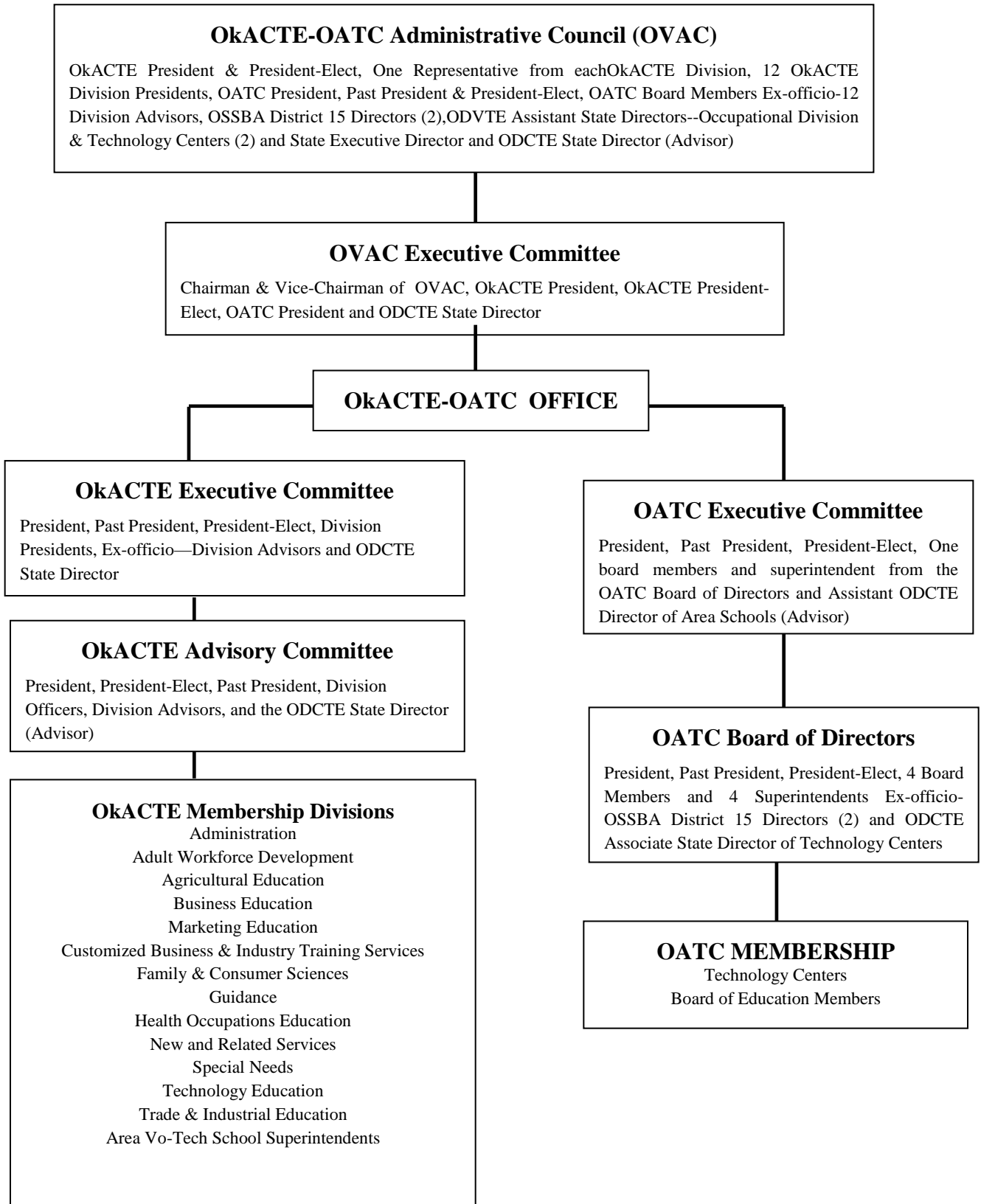
Evaluation

	Exceptionally Well Done	Well Done	Adequate	Little Value	Evaluator Score
Introduction	20-16	15-11	10-6	5-1	
Description of Theme and/or Purpose	20-16	15-11	10-6	5-1	
Description of Project	20-16	15-11	10-6	5-1	
Description of Media	20-16	15-11	10-6	5-1	
Supporting Documentation	20-16	15-11	10-6	5-1	

ORGANIZATIONAL CHART

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION

Oklahoma Association of Technology Centers



OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION

The OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION

4545 North Lincoln Boulevard, Suite 159

Oklahoma City, Oklahoma 73105

405-525-8906 Office

405-525-8973 FAX

OkACTE-OATC STAFF

Executive Director

Patrick McGregor

Tel: (405) 525-8903

E-Mail: pmcgregor@okacte.org

Patrick lobbies at the State Capitol regarding legislation impacting career and technology education, including *CareerTech* funding. He is responsible for financial management and oversees all activities of CTAC, OkACTE, and OATC.

Assistant Director

Cheryl Harder

Tel: (405) 525-8902

E-Mail: charder@okacte.org

Cheryl works on all aspects of membership from promoting membership services to all members to the marketing of the association to potential members. She oversees the Awards program and is responsible for fundraising the Sponsorship Program. Her duties also include publishing our association newsletter. If you sit on a committee, Cheryl is most likely to be the one to facilitate the committee.

Business Manager

Carol Dees

Tel: (405) 525-8906

E-Mail: cedes@okacte.org

Carol maintains financial reports and performs various fiscal and record keeping activities. Her responsibilities include the preservation of association documents, historical records, and legal records and reports. She also oversees the maintenance of equipment and inventory.

Membership Services Assistant

Debbie Newson

Tel: (405) 525-8906

E-Mail: dnewsom@okacte.org

Debbie maintains and updates the membership database including all membership services participation and activity. She prepares the minutes, the officer, committee and board lists as well as other various reports.

I. Who Directs the Oklahoma Association of Career & Technology Education?

1. OkACTE Advisory Committee
 - All Division Officers
 - OkACTE Executive Officers – President – Elect, President, Past-President
 - State Director of Career and Technical Education
 - Division Advisors
2. OkACTE Executive Committee (Plans OkACTE Program of Work)
 - Division Presidents and Advisors
3. -CareerTech Administrative Council (Responsible for OkACTE personnel and office activities)
 - Representatives from every Division
 - Four Representatives from OATC
 - State Director of Career and Technical Education
 - OkACTE President and President – Elect
 - OATC President

II. How do we fit in with ACTE?

1. Leadership comes through Divisions, like OkACTE.
2. Unified membership – strengthens our association
3. Every State Division has ACTE voting delegates, number depends on membership. For Example:
 - Agriculture Education – four delegates
 - New & Related Services – three delegates
 - Marketing Education – one delegate
 - Trade & Industrial Education – five delegates

Divisions have an impact on ACTE through voting delegates. Organized states such as Oklahoma that meet and caucus prior to the ACTE Delegates Assembly have a major impact on many issues.

- Example: The vote to increase ACTE dues and have an ongoing dues increase based on the consumer price index statistics did pass after Oklahoma delegates voiced opinions.

III. How is OkACTE structured?

OkACTE is structured to balance representation to all career and technology educators, whether in area schools, comprehensive schools or the state agency.

Leadership comes from the Divisions, such as the OkACTE President – Elect, and guidelines have been implemented to ensure that larger divisions cannot dictate leadership.

REGION IV TRAVEL STIPEND

Purpose: To provide OkACTE/ACTE members who are attending the Region IV Conference for the first –time with a \$200 travel stipend. OkACTE President-Elect will review the applications and select the recipient prior to the Region IV Conference. ACTE Region IV provides the funding for this travel stipend with payment subject to ACTE Reimbursement Guidelines.

Eligibility: The travel stipend will be awarded to an individual who has been a member of OkACTE/ACTE no more than five years. The applicant must not have previously attended the Region IV conference and must be registered for the conference at the time of application. Since the purpose of the award is professional development, the recipient must attend the entire conference (beginning with the Opening Session through the Closing Session including the Region IV Business Meeting).

Application Procedures: Each applicant shall submit an application packet containing the following information:

1. Completed application
2. Current Resume
3. Write a brief description (200 words maximum) of professional objectives, along with goals and visions for your professional development.

Deadline: April 1

REGION IV SCHOLARSHIP

Purpose: To provide OkACTE/ACTE members with a \$500 scholarship to assist in funding either College Credit or National Board Certification. OkACTE Presidents-Elect will review the applications and select the recipient prior to the Region IV Conference. ACTE Region IV provides the funding for this scholarship with payment subject to ACTE Reimbursement Guidelines.

Eligibility: Applicants must be currently enrolled and working on a minimum of six college credit hours or must be in the process of completing the National Board Certification. Membership in OkACTE/ACTE must be current.

Application Procedures: Each applicant shall submit an application packet containing the following information:]

1. Completed application
2. Current Resume
3. Documentation for current enrollment in either college level classes or National Board Certification
4. Write a brief description (200 words maximum) of professional objectives, along with goals and vision for your professional development.

Deadline: April 1

REGION IV SCHOLARSHIP CRITERIA

\$500 College Credit/National Board Certification Scholarship

1. Individual must be currently enrolled and working on a minimum of six college credit hours or must be in the process of completing the National Board Certification.
2. Currently a member of OkACTE/ACTE
3. Complete application and submit along with a current resume, documentation of current enrollment in either college level classes or National Board Certification, and short description (200 words maximum) of professional objectives, along with goals and vision for your professional development.
4. Deadline of April 1
5. OkACTE President-Elect will review the applications and select the recipient prior to the Region IV Conference
6. Payment is subject to ACTE Reimbursement Guidelines.

REGION IV TRAVEL STIPEND CRITERIA

\$200 Travel Stipend for 1st Time Region IV Attendee

1. First-time attendee registered for Region IV Conference
2. Must currently be a member of OkACTE/ACTE and have been for no more than five (5) years.
3. Complete application and submit along with a current resume and short description (200 words maximum) of professional objectives, along with goals and vision for your professional development.
4. April 1 deadline
5. OkACTE President-Elect will review the applications and select the recipient prior to the Region IV Conference
6. Recipients must attend the entire conference, beginning with the Opening Session through the Closing session including the Region IV Business Meeting.
7. Payment is subject to ACTE Reimbursement Guidelines

REGION IV SCHOLARSHIP & REGION IV TRAVEL STIPEND APPLICATION

Circle the award you are applying for: Scholarship Travel Stipend

ACTE Membership # _____ Number of Years as a Member _____

Name _____

Position Title _____

School/Organization Name _____

Subject Area _____

Grade Level _____

Immediate Supervisor _____

School Phone _____

Mailing Address _____

City/State/Zip _____

Home Phone _____

E-Mail Address _____

Statement of Understanding: I understand that to be eligible I must meet the criteria for the individual award I am applying, which is listed below. Also included in my application are the required enclosures.

Region IV Scholarship: I am a current member of OkACTE/ACTE and am currently enrolled and working on a minimum of six college credit hours or I am in the process of completing the National Board Certification, and short description (200 words maximum) of professional objectives, along with goals and vision for your professional development.

Region IV Travel Stipend: I am a current member of OkACTE/ACTE and have been for no more than five (5) years. I am a first-time attendee registered for the Region IV Conference. Required enclosures: a current resume and short description (200 words maximum) of professional objectives, along with goals and vision for your professional development

I also understand that making this application does not guarantee that a stipend or scholarship will be awarded.

Signed _____ Date _____

Applications must be received by the OkACTE office no later than April 1.

Address: 4545 N. Lincoln, Suite 159 Phone: 405/525-8906

Oklahoma City, OK 73105 FAX: 405/525-8973