

**New and Related Services (NRS)
A Division of the Oklahoma Association for
Career and Technology Education (OkACTE)**

POLICIES AND PROCEDURES

I. COMMITTEES

A. OkACTE Standing Committees

The NRS President, with the approval of the Executive Committee, will appoint a representative to each of the following OkACTE standing committees:

- Political Action Committee (PAC) Board (two positions)
- Membership Services
- Mutual Benevolence Plan (MBP)
- Awards
- Diversity Action
- Nominating

The OkACTE Career Tech Administrative Council (CTAC) representative is an elected position.

B. OkACTE Ad Hoc Committees

The NRS President, with the approval of the Executive Committee, will appoint a representative to each ad hoc committee as designated by OkACTE.

C. NRS Standing Committees

The NRS President, with the approval of the Executive Committee, will appoint the Chair and members for each of the following NRS standing committees:

- PAC
- Membership Services
- MBP
- Diversity Action
- Awards

The Nominating committee shall be chaired by the Immediate Past President. Members of the nominating committee shall be appointed by the NRS President. All committee membership vacancies shall be filled by the Chair of the committee.

The Audit committee shall be chaired by the President-Elect.

The Strategic Priorities committee shall be chaired by the President-Elect.

D. NRS Ad Hoc Committees

Ad hoc committees shall be appointed as deemed necessary to carry on the work of NRS. The Chair and members of ad hoc committees shall be appointed by the President of NRS with the approval of the Executive Committee. All committee membership vacancies shall be filled by the Chair of the committee.

E. Committee Meetings and Committee Responsibilities

1. Committee Meetings

- a) Committee meetings shall be called by the Chair. If the Chair is absent or neglects to call a committee meeting, the committee will meet on the call of any two of its members.
- b) Committee chairs are expected to attend NRS executive committee meetings, NRS Leadership Conference, and other NRS activities if at all possible.
- c) A committee member unable to attend a designated committee meeting shall make every effort to send a representative in their place and notify the NRS President.
- d) The NRS President shall serve as an ex-officio member of all committees with the exception of the Nominating Committee.
- e) A simple majority of a committee's members shall constitute a quorum at all meetings.
- f) Committee members are expected to attend all corresponding OkACTE committee meetings and report to the NRS President, Executive Committee, and membership.

2. Committee Responsibilities – NRS Standing Committees

- a) Political Action Committee (PAC) Representatives (two positions)
It shall be the responsibility of these persons to:
 - 1) Inform membership of political issues
 - 2) Network with all sections
 - 3) Conduct a needs assessment for NRS membership concerning legislative issues
 - 4) Assist in the planning of the NRS Leadership Conference.
 - 5) Attend the NRS Leadership Conference
 - 6) Promote PAC membership
 - 7) Perform other duties as assigned by the Executive Committee
- b) Membership Services Committee Representative
It shall be the responsibility of this person to:
 - 1) Work through the NRS Vice Presidents to secure names of potential NRS members and invite them to become members
 - 2) Provide membership forms as requested
 - 3) Prepare and disseminate NRS promotional materials within the state

- 4) Keep an accurate record of primary and secondary members with up to date addresses. Retain membership printout from Oklahoma ACTE
 - 5) Perform other duties as assigned by the Executive Committee
 - 6) Assist in the planning of the NRS Leadership Conference
 - 7) Attend the NRS Leadership Conference
- c) Mutual Benevolence Committee Representative
It shall be the responsibility of this person to:
- 1) Represent NRS interests on the committee
 - 2) Inform the membership of changes in policy, open enrollment or any other pertinent information
 - 3) Perform other duties as assigned by the Executive Committee
 - 4) Assist in the planning of the NRS Leadership Conference
 - 5) Attend the NRS Leadership Conference
- d) Awards Committee Chair
It shall be the responsibility of this person to:
- 1) Establish a committee consisting of the previous year's award recipients and a representative from each section.
 - i. If a designated awards committee member is an award candidate, they will be ineligible for membership on this committee
 - ii. A replacement committee member may be appointed with approval of the applicable NRS Vice President.
 - 2) Distribute criteria and deadlines for award nominations/applications to members of the NRS
 - 3) Contact all nominees/applicants to inform them of the procedure to be followed for award consideration
 - 4) Conduct screening of award applications and, along with the committee, determine recipients (except Dr. Dennis Portis, III Award)
 - 5) Notify Executive Committee, NRS membership, and OkACTE of award recipients
 - 6) Procure and arrange for presentation of appropriate certificates and/or plaques for NRS award recipients
 - 7) Procure outgoing officer plaques and/or certificates for presentation at the annual meeting
 - 8) Perform other duties as assigned by the Executive Committee
 - 9) Assist in the planning of the NRS Leadership Conference
 - 10) Attend the NRS Leadership Conference
- e) Nominating Committee Chair
It shall be the responsibility of this person to:
- 1) Establish a membership consisting of a member from each section
 - i. The President is not eligible for membership on this committee

- ii. Every attempt should be made to fill nominating committee positions with members who are not interested in being a candidate for office
 - 2) Nominate at least two candidates for each elective office by April 1st
 - 3) Seek consent of each nominee before placing their name on the ballot
 - 4) Collect and prepare short biographical sketches of nominees for distribution to members
 - 5) Provide nominee information to Nominating Committee for majority approval
 - 6) Distribute ballots and count votes to determine election results
 - 7) Inform NRS membership and OACTE office of election results
 - 8) Perform other duties as assigned by the Executive Committee
- f) Diversity Action Committee Representative
It shall be the responsibility of this person to:
- 1) Attend and promote the activities of the Diversity Action Committee
 - 2) Perform other duties as assigned by the Executive Committee
 - 3) Assist in the planning of the NRS Leadership Conference
 - 4) Attend the NRS Leadership Conference
- g) **Audit** Committee
- 1) The audit committee will be coordinated by the ODCTE Division Representative
 - 2) The audit committee will be comprised of:
 - NRS President
 - NRS Past President
 - NRS President-Elect
 - Auditor
 - 3) The audit committee will conduct an audit of the NRS books yearly and when there is a change in office of President or Treasurer
- h) Strategic Priorities Committee
- 1) The committee shall be chaired by the President-Elect
 - 2) Comprised of the Executive Committee members
 - 3) Shall meet at the beginning of the year to develop strategic priorities for the year

II. OFFICER ROLES AND RESPONSIBILITIES – All officers are expected to attend all NRS-related meetings, conferences and activities.

A. President

The President shall:

- Set agendas, coordinate and preside over Executive Committee and membership meetings

- Possess efficient working knowledge of parliamentary procedure
- Serve as Chair of the NRS Executive Committee and as ex-officio member of all NRS committees, with the exception of the Nominating Committee
- Appoint the Chair and members of all standing and ad hoc committees with the approval of the Executive Committee, with the exception of the Nominating Committee
- Assist with preparation of a proposed annual budget to operate from September 1 through August 31 (Fiscal operations are the primary responsibility of the NRS President and Treasurer)
- Represent Division on OkACTE Executive Committee as a voting member of that committee, attending meetings as called
- Represent Division on CareerTech Administrative Council (CTAC), attending each quarterly meeting.
- Attend the annual ACTE Convention as the first voting delegate to ACTE Assembly of Delegates, and ascertain that all NRS delegate positions are fulfilled, representing the interests of the respective Division in all decisions considered by the ACTE Assembly of Delegates, if possible
- Carry out the general purposes of NRS, OkACTE, and ACTE
- Verify all records of the Division are maintained in the NRS Google Drive
 - Maintain confidentiality of login credentials of NRS Google Drive
- Oversee implementation of NRS's Strategic Focus
- Attend the annual OkACTE Leadership Seminar, the OkACTE Legislative and Appropriations Forum and if possible, the OkACTE Legislative Seminar
- Provide communication to members regarding division activities, OkACTE activities and critical issues, state and national
- Lead the development and implementation of the Division Program of Work/Strategic Plan (Send copy to OkACTE office)
- Be knowledgeable of Division/OkACTE/ACTE nonmembers and potential members and ascertain ongoing recruitment and retention membership efforts
- Communicate NRS needs to OkACTE leadership and staff
- Communicate regularly with ODCTE NRS Division Representative, seeking advice and input
- Appoint NRS representatives to OkACTE, Region IV and ACTE Committees as needed
- Be familiar with responsibilities of other officers and OkACTE committee representatives and assure the fulfillment of their responsibilities
- Require regular reports from other officers and OkACTE committee division representatives at officer and membership meetings
- Ascertain annual update of Division Contact List and distribute to NRS Section Presidents
- Assist OKACTE division committee representatives in fulfilling their duties
 - Assist Awards representatives in soliciting quality award applicants and assuring quality of recommended candidates

- Assist Membership Services representatives in communicating information about OkACTE services and benefits
- Assist PAC Board and Legislative Committee representatives in soliciting PAC contributions
- Solicit candidates for appropriate ACTE Board positions.
- Assist in the planning of the NRS Leadership Conference
- Attend the NRS Leadership Conference
- Review bank statements
- Review and approve or decline all expenses
- Perform such duties as directed by the Executive Committee

B. President-Elect

The President-Elect shall:

- Preside at meetings of NRS and the Executive Committee in the absence of the President
- Serve as Chair of the NRS Strategic Priorities Committee and represent NRS at the annual OkACTE Strategic Planning meeting; participate in developing the annual OkACTE Strategic Plan, representing the interests of NRS
- Develop expertise in parliamentary procedure and serve as parliamentarian, providing assistance to Division President
- Identify NRS/OkACTE/ACTE nonmembers and potential members, establish and coordinate with Vice-Presidents ongoing recruitment and retention membership efforts. Coordinate this effort with the OkACTE office and their recruitment efforts
- Attend the fourth quarterly CareerTech Administrative Council meetings
- Attend the annual OkACTE Legislative and Appropriations Forum, representing the interests of the NRS members
- Attend, if possible, the OkACTE Legislative Seminar
- Assist in the planning of the NRS Leadership Conference
- Attend the NRS Leadership Conference
- Serve on the Audit committee
- Request and receive nominations from membership for the Dr. Dennis Portis, III Award by May 1 annually, and submit division winners and supporting materials to OkACTE office by May 15 annually
- Fulfill duties as assigned by the NRS President and the Executive Committee

C. Secretary

The Secretary shall:

- Take the minutes of all business meetings and Executive Committee meetings, accurately recording all actions and decisions of the Division officers, committees, and the membership body, including motions made and votes occurring; provide minutes of preceding meetings for verification of action taken

- Prepare and distribute copies of the minutes to the Executive Committee members for corrections within one month of the recorded meeting
- Provide copies of and/or read the minutes from the previous NRS meeting to the membership of NRS during the annual and semi-annual meetings
- Document approval of Treasurer's report in the minutes of each meeting and submit the record for audit purposes
- Serve as custodian of all records of the Division, to include uploading files such as agendas and meeting minutes to the NRS Google Drive
 - Maintain confidentiality of login credentials of NRS Google Drive
- Assist the Division President with determining business to be addressed and with developing the Division meeting agendas
- Maintain all historical documentation of the Division, including officers, award recipients and historic events
- Attend the annual OkACTE Leadership Seminar
- Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of NRS members
- Attend if possible, the OkACTE Legislative Seminar
- Assist in the planning of the NRS Leadership Conference
- Attend the NRS Leadership Conference
- Fulfill duties as assigned by the NRS President and the Executive Committee

D. Treasurer

The Treasurer shall:

- Have full knowledge of the regulations concerning the handling of the organization's finances as determined by the Division's bylaws
- Possess a mastery of simple account/record keeping
- Provide assistance when needed to ODCTE staff with collection and processing of NRS/OkACTE/ACTE dues
- Assist the NRS President in preparing a proposed operational budget to operate from September 1 through August 31
 - Present proposed budget to Executive Committee for approval
 - Obtain Executive Committee approval by vote before executing budget
- Serve as custodian of all NRS funds
 - Receive the NRS portion of membership dues from OkACTE and verify deposit to the NRS account, keeping records of all dues and membership status
 - Receive funds from professional development activities (such as Leadership Conference) and deposit them to the NRS account
- Pay all bills approved in the budget and authorized by the NRS President
- Prepare and submit required tax returns, Form 990 "Return of Organization Exempt from Income Tax" or Form 990EZ "Short Form Return of Organization Exempt from Income Tax," and any other related or required financial documents annually

- Maintain or assure maintenance of all financial records and of NRS and prepare or approve regular financial reports
 - Perform monthly reconciliation of banking and financial records
 - Provide accurate financial reports to the Executive Committee at each meeting and upon request
 - Provide financial reports to the membership during business meetings
 - Preserve receipts for the disbursement of NRS funds for five preceding years for audit purposes
 - All reports and books, along with the summary report, will be turned over to the incoming officer
- Prepare and submit a comprehensive annual financial statement and submit all financial records, including the minutes of all meetings, for an annual review to be performed by an Audit Committee
- Attend the annual OkACTE Leadership Seminar
- Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of NRS members
- Assist in the planning of the NRS Leadership Conference
- Attend the NRS Leadership Conference
- Fulfill duties as assigned by the NRS President and the Executive Committee

E. Reporter

The Reporter shall:

- Keep up to date on all NRS activities and on any exemplary accomplishments, honors, and awards of individual members for the purpose of conveying this information to the appropriate news media
- Maintain contact with Section NRS Vice Presidents and obtain newsworthy information regarding their respective members
- Distribute two (2) newsletters to all members each year
- Submit articles to the Advocate as appropriate
- Attend the annual OkACTE Leadership Seminar
- Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of NRS members
- Assist in the planning of the NRS Leadership Conference
- Attend the NRS Leadership Conference
- Fulfill duties as assigned by the NRS President and the Executive Committee

F. Immediate Past President

The Immediate Past President shall:

- Serve as Chair of the Nominating Committee
- Provide guidance and assistance to the NRS President as requested; assisting the President in assuring follow-through by NRS representatives to OkACTE Committees

- Serve on the OkACTE Nominating Committee, assisting in soliciting for potential OkACTE President Elect Candidates and in the interview and selection process
- Serve on the OkACTE Membership Committee
- Assist the President with membership communication efforts
- Assist the President Elect with recruitment of NRS/OkACTE/ACTE nonmembers
- Attend the annual OkACTE Leadership Seminar
- Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of NRS members
- Attend if possible, the OkACTE Legislative Seminar
- Assist in the planning of the NRS Leadership Conference
- Attend the NRS Leadership Conference
- Serve on the Audit Committee
- Fulfill duties as assigned by the NRS President and Executive Committee

G. NRS Vice Presidents

Each NRS Vice President shall:

- Convey section concerns to the Executive Committee
- Serve as the Section representative on the Strategic Focus and Membership Committees, as well as other committees as requested by the President and/or Executive Committee
- Recommend section members for participation on NRS standing committees including nominating committee
- Submit newsworthy information regarding their Section's members to the NRS Reporter as needed
- Assist the NRS President with membership communication efforts, particularly when the office represents a segment of NRS
- Update the NRS Contact List and assure its operation
- Assist the President Elect in identifying NRS/OkACTE/ACTE nonmembers and potential members among the segment of educators associated with this particular office. Carry out ongoing recruitment and retention membership efforts within that segment
- Attend the annual OkACTE Leadership Seminar
- Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of NRS members
- Attend if possible, the OkACTE Legislative Seminar
- Assist in the planning of the NRS Leadership Conference
- Attend the NRS Leadership Conference
- Fulfill duties as assigned by the NRS President and Executive Committee

H. Career Tech Administrative Council (CTAC) Representative

The CareerTech Administrative Council Representative shall:

- Represent NRS as a voting member of the CareerTech Administrative Council by attending all CTAC meetings and report council activities to the NRS membership
- Attend, if possible, the OkACTE Legislative Seminar
- Attend the NRS Leadership Conference
- Perform such duties as directed by the NRS President and Executive Committee

I. ODCTE Division Representative

The Representative shall:

- Serve as a resource for divisional events/activities
- Coordinate events and activities
- Provide support of OkACTE's membership processing and membership recruiting efforts.
- Provide support and reinforce fulfillment of responsibilities by division officers.
- Provide oversight and encourage officers and division members to actively participate in the leadership of the division, of OkACTE and ACTE.
- Encourage members to seek award recognition.
- Provide guidance to division officers regarding financial operations, as requested
 - Coordinates an audit annually and anytime there is a change in President or Treasurer
 - Provides secondary signature to the Treasurer on all checks.
 - Receive and review bank statements then forward to Treasurer.
 - Serve on the Audit Committee
 - Ensure tax returns are filed in a timely manner
- Provide guidance to division officers and division operation, particularly regarding issues of conflict and difficulty
- Contact divisional members regarding announcements and needs
- Attend Leadership OkACTE
- Attend Quarterly CTAC Meetings
- Conduct the planning and development of OK Summit sessions, including logistics of facilities, technology, presenters, scheduling, conference agendas and session descriptions, coordinating with onsite planners including IT personnel for presenter needs
- Work with officer team to develop additional PD opportunities throughout the year
- Provide support for divisional quarterly meetings
- Provide support in planning and hosting Executive Officer Board meetings
- Advise executive officer team concerning membership dues and policies

III. REIMBURSEMENT APPROVAL PROCESS

- A. The treasurer will email or hand-deliver all bills and other documentation to the president for approval or payment.
- B. The president will respond to the request in person or by email.
- C. If payment is approved, the treasurer will pay the bill in a timely manner.
- D. A copy of all documentation will be attached to the bill and filed.

IV. AMENDMENTS

- A. These Policies and Procedures may be amended by a majority vote of the NRS Executive Committee at any meeting in which a quorum is present or by electronic vote where all executive members are given the opportunity to vote and at least 50% of the executive committee members cast votes.
- B. If any statement or policy included in this document is found to be in conflict with the NRS or OkACTE bylaws or the operating policies of the ACTE, such items are automatically null and void.
- C. Proposed revisions must be submitted in writing to the Executive Committee at least thirty (30) days prior to consideration.
- D. Upon approval by a majority of the Executive Committee, the proposed revisions shall become operative.