Association for Compensatory Educators of Texas

POLICIES & PROCEDURES MANUAL

ACKNOWLEDGEMENTS

The Association for Compensatory Educators of Texas (ACET) recognizes with appreciation the officers, regional directors, past presidents, and members who contributed to the creation of the original ACET Policies & Procedures Manual in 2023. Their vision, time, and effort established the foundation for this living document.

To ensure the manual remains relevant and practical, ACET has adopted a Revision History process beginning in 2025. Rather than updating acknowledgements each year, this section will now document revisions, decision-making processes, and review cycles so that members have a clear record of how the manual has evolved over time. The Revision History is Appendix A.

Table of Contents

1. PREFACE

These manual outlines policies and procedures of the Association for Compensatory Educators of Texas (ACET).

1.1.1 Contained within this manual are all policies approved by the ACET Executive Council. Should any conflicts occur between governing documents, the following authorities will be followed in order:

- ACET Constitution
- ACET Policies and Procedures
    - 1.1.2 ACET was established in 1974 and was designated as a non-profit tax-exempt organization (501(C)(3) in 1999. The ACET Mission and Vision are established in the ACET Constitution. The ACET logo has been established as double circles surrounding the outline of the state of Texas with the ACET letters inside the state vertically. The ACET colors are red, white, and blue. ACET's identity as an organization and branding includes everything included in this subsection. Therefore, any changes, additions, or variance from what has heretofore been established must be approved by the Executive Council by a majority vote.
    - 1.1.3 These policies do not contain the rights or obligations of Members or any limitations to rights. These restrictions shall be stated in the ACET Constitution.
    - 1.1.4 The terms Association and ACET are interchangeable within this manual.
    - 1.1.5 These policies use the terms "shall" and "may." The term "shall" delineate a requirement while the term "may" indicate flexibility.
    - 1.1.6 The manual contains pertinent information regarding ACET and its day-to-day financial operations and establishes standards and procedures to be applied when developing financial goals and objectives, making financial decisions, and reporting the financial status of the organization.
    - 1.1.7 In addition, these procedures will provide guidelines to allow for an effective management of the Association's funds.
    - 1.1.8 ACET is a 501(c) 3 nonprofit organization. ACET's mission is to provide members with high-quality learning experiences and networking opportunities to ensure that all students achieve success.
    - 1.1.9 The manual may be amended at any time by a majority vote of the ACET Executive Council.

2. ACET EXECUTIVE COUNCIL

2.1 Governing Body

The Executive Council is the governing body of the organization. The Executive Council shall consist of:

2.1.1 Officers:

- President
- President-Elect
- Vice-President for Membership

- Secretary
- Treasurer
- Immediate Past President
- NAFEPA Representatives
- Parliamentarian

2.1.2 Regional Directors

2.2 The Executive Council Responsibilities

The Executive Council shall:
Set the strategic direction of the Association. Support the regional groups. Attend Executive Council meetings. Approve or amend the budget of the Association. Officers approve the dates and places of all events. Make any necessary recommendations for adjustments in the Constitution and By-Laws for compliance with chartering laws of the State of Texas and the regulations of the Internal Revenue Service. Authorize the appointment of special committees, as necessary. Approve the hiring of an Executive Director based on Past Presidents' Advisory Committee recommendation. Approve recommendation from the Past Presidents' Advisory Committee for the office of President-Elect, Vice-President for Membership, Secretary, Treasurer and NAFEPA Representatives should a vacancy occur during their term. Attend the general business of the Association.

2.3 Executive Council Meetings

The Executive Council shall hold at least one fall and one spring meeting each year with an additional meeting to be called by the President, as needed. Special meetings may be convened, as needed. Any additional meetings may be held at the discretion of the Executive Council, with the agenda sent to Council Members at least 10 business days prior to the meeting. The minutes of the meeting will be posted on the secure side of the ACET.org website within the guidelines established for the ACET Secretary (2 weeks).
A majority of the voting members present at the Executive Council meeting shall constitute a quorum of the Executive Council.
Except where contrary to mandates specified in the Constitution and By-Laws, Robert's Rules of Order (revised) shall govern all meetings of the Executive Council and of the Association.

2.3.1 Executive Council Meeting Format

Council meetings will be held in person or virtually if all members can hear and speak.

2.3.2 Regular Meetings

- There shall be a minimum of two (2) meetings per year held at times and places determined by the President.
- The council shall meet at least once every fall, spring and other meetings as deemed necessary to keep the council apprised of ACET business and will be determined by the President.

2.3.3 Special Meetings

- Special meetings may be called by the President at his/her discretion should circumstances arise that warrant the meeting.

- A Special Meeting shall be called by the President upon the written request of three (3) members of the Council in order ensure that the councils' voice is heard.

2.3.4 Notice of Meetings

- Executive Council members should receive notice of the meeting by electronic mail or in other written form at least fourteen (14) calendar days prior to the regular or special meeting.
- Emergency meetings require 48 hours' notice and need a quorum to make decisions and vote on action items.

2.3.5 Quorum

- A quorum of the Council shall consist of a majority (51%) of the voting members. For purposes of this section, a quorum shall be fifteen (15) members.
- Voting Rights.
  - Each member of the Council shall have one (1) vote, with the exception of the President, whose voting rights are limited as provided herein.
  - The President shall vote only in the event of a tie when voting is conducted by voice vote or show of hands.
  - The President may vote when the vote is conducted by ballot; however, the President shall not cast a ballot vote for the purpose of breaking a tie.
  - Because the President ordinarily does not vote, if all members are present and voting by voice or show of hands, twenty-seven (27) votes shall be cast.

2.4 Conflict of Interest Policy

2.4.1 Definition of a Conflict of Interest

A conflict of interest occurs when an Executive Council member, staff member, independent contractor or consultant has multiple interests which may influence the way in which they act or vote on the council or conduct themselves within the organization. The aforementioned cannot take advantage of his/her position. Key decisions made within the ACET should be made in the best interest of ACET and not their own interests.

2.4.2 Purpose of a Conflict-of-Interest Policy

The purpose of this policy is to protect the interests of ACET by: (a) providing clear procedures and direction for the Association, (b) preventing the personal interest of the Officers, Executive Council, Standing Committee Members, Past Presidents, and Independent Contractors from interfering with their duties to the organization and (c) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

2.4.3 Persons Concerned

This statement applies to Officers, Executive Council Members, Standing Committee Members, Past Presidents, and Independent Contractors who can influence the governance and actions of ACET. This includes anyone who makes financial decisions, the Executive Director and other independent contractors or individuals who have proprietary information regarding ACET.

Each officer is required to sign a *Conflict-of-Interest Statement* in October of each year or upon instatement in their position. The Executive Director is responsible for maintaining the records on the ACET server following the records retention policy. Officers cannot have a personal business affiliation, be employed or acting on behalf of any vendor that participates in a business relationship with ACET. Officers who are found to be in violation of this policy will be discharged from their office.

2.4.4 Conflict of Interest Procedures

- Duty to Disclose
  - Each Officer, Executive Council Member, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises to the ACET President and/or Executive Director in writing.
- Investigating Conflicts
  - When a potential Conflict of Interest is disclosed, the Executive Director and current President will investigate the allegation and determine if there are facts that support the allegation. If there is documented evidence that can be corroborated, the information will be disclosed to the Council at a closed Special Meeting. If the allegation involves the current President, the President-Elect will work with the Executive Director on the investigation and preside over the Council meeting. The ACET Executive Council will then provide the individual with an opportunity to disclose all material facts. The Executive Council will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.
- Addressing a Conflict of Interest
  - If the Executive Council determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any interested parties from voting on any matter related to said Conflict of Interest or (b) terminating the ACET position and/or terminating the contract with ACET. Affected parties both within and outside of ACET, including Executive Council members, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Executive Council, that individual will be excused from deliberations.
- Disciplinary Action
  - All conflicts of interest will be reviewed on a case-by-case basis. The Executive Council has full discretion to decide what disciplinary action is appropriate and necessary for disclosed conflicts of interest.
- Addressing Conflict of Interest
  - If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest. After hearing the individual’s response and investigating further as warranted

by the circumstances, the Council may take appropriate disciplinary action, including removal from the position at the organization.

- Notice of Annual Statements
    - Every Officer, Executive Council Member, and any other Interested Person must sign a *Conflict-of-Interest Disclosure Statement* upon said individual's term of office, contract, or other relationship with ACET and must do so annually. Failure to sign does not nullify the policy. The *Conflict-of-Interest Statement* will be signed electronically after the fall conference and no later than January 1st. If someone assumes a vacated position the *Conflict-of-Interest Statement* must be signed within one week after assuming the position.
- Acknowledgment
    - By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with ACET, including their duty to disclose any known or potential conflicts of interest.
    - The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with ACET.

3. President

Qualifications:

The candidate must be a member of the Association and served as President-Elect.

Term of Office:

3 -year term of service:

- Year #1 role: ACET President-Elect
- Year #2 role: ACET President
- Year #3 role: ACET Immediate Past-President

Term of Service:

The ACET President assumes office at the conclusion of the fall event, after having served as ACET President-Elect. At the conclusion of the next Fall Conference, the ACET President relinquishes authority and moves into the role of ACET Immediate Past- President. In the event that the President is not able to complete his/her term of office, for reasons such as, but not limited to poor health, change of jobs that prohibits the completion of the term, the President-Elect will assume the ACET presidency in alignment with the ACET Constitution.

Overall role:

The ACET President's primary function is to provide guidance and direction for the Executive Council and for the organization. The ACET President is a member of the ACET Executive Council and is responsible for conducting all general meetings of the Executive Council

Duties:

Association Leadership & Governance

- Work with the ACET Executive Director in conducting the business of the Association.
- Collaborate with the Executive Director and Treasurer to ensure the annual audit is completed and reported to the membership.
- Appoint committee chairpersons, directors, and working group leaders annually. Finance Committee members serve three-year terms, and the Finance Committee Chair serves a four-year term; the President appoints replacements when terms expire or vacancies occur.
- Serve as an ex-officio (non-voting) member of the Awards, Scholarship, and Past Presidents Committees, and as a non-member participant in the Nominations/Elections Committee.
- Provide guidance and training to new officers, directors, and committee chairs at the start of their terms.
- Lead Executive Council meetings; establish and communicate agendas for meetings
- Appoint interim Regional Directors when necessary.
- Develop and disseminate an ACET newsletter and other communications to update membership on Association business, conferences, and events.
- Maintain communication with Regional Directors, officers, and committee chairs to ensure duties and expectations are understood and fulfilled.
- Attend TEA Committee of Practitioners (COP) meetings as the ACET representative (non-voting). If unable to attend, designate the President-Elect as alternate.
- Participate in the review of the Policies and Procedures Manual annually in collaboration with Immediate Past President, President-Elect, Parliamentarian and Executive Director.

Event Leadership

- Work with the President-Elect and Executive Director to ensure conferences take place in an orderly manner.
- Develop and oversee the agenda for general sessions during conferences, ensuring only approved individuals are invited to present from the stage.
- Visit exhibitors, sponsors, and vendors during conferences and thank them for their support.
- Conduct General Business Meetings during conferences, including presentation of amendments, votes, or other Association business.
- Virtual Academy: Collaborate with the President-Elect, Executive Director, and Director of Virtual Academies to support planning and delivery of professional development opportunities, including virtual offerings.
- Lead TEA Focus Group to debrief previous conference; identify focus areas for future event(s)

Scholarship & Recognition

- Work with the Scholarship Committee Chair to ensure scholarship information is distributed to Regional Directors in a timely manner.

- Work with the Awards & Recognitions Chair to coordinate awards presented at conferences.

Transition to Immediate Past-President

- Obtain the contacts for Past President's Advisory Committee
- Support and train the incoming ACET President to prepare for conference leadership responsibilities.
- Assume duties of ACET Immediate Past-President at the conclusion of the Fall conference.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The President cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

4. PRESIDENT ELECT

Qualifications:

The candidate must be a member of the Association for 4 years and have served for at least two years consecutively or concurrently in one or more of the following positions prior to being elected as President-Elect:

- ACET Vice-President for Membership
- ACET Secretary
- ACET Treasurer
- ACET Regional Director
- ACET Committee Chairperson
- ACET Program & Planning Committee member
- ACET Parliamentarian

Term of Office:

3 -year term of service:

- Year #1 role: ACET President-Elect
- Year #2 role: ACET President
- Year #3 role: ACET Immediate Past-President

Term of Service:

The ACET President-Elect assumes office at the conclusion of the Fall Conference. At the conclusion of the next Fall Conference, the ACET President-Elect relinquishes authority and moves into the role of ACET President.

Overall role:

The ACET President-Elect serves as the chairperson of the Program Planning Committee and is the person primarily responsible for establishing set-up and content of the conference, workshops, and academies. The ACET President-Elect is a member of the ACET Executive Council.

Duties:

Program Planning & Conferences

Prior to the Conference

- Planning
    - Meet with TEA Focus Group to debrief previous conference; identify focus areas for future event(s)
    - Review evaluations from previous events to identify strengths and areas for improvement
    - Assemble Program Planning Committee; communicate the list of PPC members to the Executive Director and President.
    - Tentatively set PPC meeting dates
    - Lead the Program Planning Committee in setting up the Spring and Fall conferences, academies, and workshops (virtual or in-person).
        - Establish agendas for committee meetings,
        - Share materials in advance, and
        - Ensure members are assigned roles
    - Early business to decide with PPC team: daily schedule start/end times; conference format (in-person, virtual, or hybrid), theme, keynote speakers
    - Conduct site visits with the Executive Director, Administrative Assistant, and President to review hotel and conference arrangements.
    - Communicate regularly with committee members, TEA representatives, and the Executive Director to ensure tasks and deadlines are met.
- Presenters
    - Solicit proposals for presentations;
    - Communicate acceptance/denials with proposed presenters in a timely manner
    - Communicate presentation schedule and AV needs to presenters
    - Coordinate room assignments for presenters based on anticipated audience size
- Conference Food and Beverage
    - Work with Executive Director on food and beverage needs for on-site events
- Marketing/Promotional and Printed Materials
    - Clearly communicate marketing needs to marketing team
    - Provide parameters and theme for At-a-Glance, Program Guide, website promotions
    - Review and finalize material in adequate time for printing
- Entertainment/Door Prizes
    - Coordinate Student Entertainment (e.g., National Anthem, presentation of colors, student entertainment, as needed)
    - Plan engagement activities (games, photo booths, hashtags, printed materials/gamecards…)
    - Determine 1st, 2nd ,3rd place prizes, if applicable
    - Make plans for dissemination of prizes

During the Conference

- Arrive on-site early to meet with hotel staff for final review of hotel deliverables
- Attend conference and oversee the daily operations
- Ensure presentation files/handouts have been posted for attendees
- Communicate with PPC members about areas that need leadership (e.g., keynote speaker greeter, registration, facilitating general sessions,
- Troubleshoot and immediately communicate any unavoidable schedule changes to Executive Director and President
- Coordinate announcements to be made during General Session with President
- Build strong working relationships with Executive Council members and committee chairpersons in preparation for assuming the presidency.

After the Conference

- Send thank you notices to presenters and their supervisors
- Visit and thank exhibitors for their support
- Participate in debrief sessions with the President, Executive Director, and Registrations Chairperson to review successes and needed changes.
- Participate in TEA Focus Group to debrief previous conference; identify focus areas for future event(s)

Governance & Representation

- Serve as a voting member of the ACET Executive Council.
- Serve as chair of the Program Planning Committee.
- Attend Past Presidents' Advisory Committee meetings as a non-voting member (along with the President).
- Share conference updates during general sessions.

Transition to President

- Obtain and review evaluation results from each conference to inform future planning.
- Participate in training with the ACET President to prepare for conference leadership responsibilities.
- Assume duties of ACET President at the conclusion of the Fall conference.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The President-Elect cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

5. Immediate Past President

Qualifications:

The candidate must be a member of the association and have served the prior year as the ACET President

Term of Office:

3 -year term of service:

- Year #1 role: ACET President-Elect
- Year #2 role: ACET President
- Year #3 role: ACET Immediate Past-President

Term of Service:

The ACET Immediate Past-President assumes office at the conclusion of the Fall Conference, after having served as ACET President for a year.

Overall role:

The ACET Immediate Past-President's primary function is to lead the Past President's Committee in providing guidance to the ACET President and ACET Executive Council, and as a consultant to the ACET President.

Duties:

Governance & Advisory

- Serve as a non-voting member of the ACET Executive Council.
- Serve as chair of the Past Presidents' Advisory Committee, leading:
    - Annual review of the Policy and Procedure Manual for possible revisions.
    - Discussions of other organizational issues.
    - Preparation and posting of proposed constitutional/by-law changes at least 30 days prior to a conference.
- Represent ACET at the annual NAFEPA Conference, with supervisor approval.
- Maintain strong working relationships with Executive Council members and committee chairpersons.
- When a vacancy occurs in the Executive Director position, lead the Past Presidents' Advisory Committee in soliciting candidates, arranging interviews, and forwarding a recommendation to the Executive Council.
- Lead the annual review of the Executive Director's performance in collaboration with the President, President-Elect, and Past President's Advisory Committee.
- Present evaluation results and any contract or salary recommendations to the Executive Council for action.

Program Planning & Conferences

- Serve as a member of the Program Planning Committee.
- Work with the President, President-Elect, and Executive Director in determining Program Planning Committee meeting dates.
- Collaborate with the President, President-Elect, and Executive Director in finalizing details of the Spring and Fall conferences, providing advice and input as needed.
- Participate in TEA Focus Group to debrief previous conference; identify focus areas for future event(s)

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The Immediate Past-President cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

6. Vice President for Membership

Qualifications:

The candidate must be a member of the association for at least two years:

Term of Office:

Serves a 2-year term; elected in even-numbered years.

Term of Service:

The ACET Vice-President for Membership assumes office at the conclusion of the Fall Conference and serves for two years.

Overall role:

The ACET Vice-President for Membership is primarily responsible for the recruitment and retention of members and coordinating facilitators and session surveys for the conferences. The ACET Vice-President for Membership is a member of the ACET Executive Council.

Duties:

Conference Support (Facilitators & Sessions)

Prior to Conference

- Recruit, coordinate, and schedule facilitators for all conference sessions, ensuring no conflicts.
- Train facilitators in their duties, including attendee check-in, assisting presenters, and reporting issues.
- Prepare facilitator packets (envelopes, labels, signs, facilitator instructions, evaluation forms/app instructions, etc.).
- Confirm facilitator assignments prior to each conference.

During the Conference

- Monitor facilitators' completion of responsibilities during the conference (in person or online).
- Check with the registration desk regularly to ensure facilitator packets are distributed and collected.

After the Conference

- Send thank-you notes or emails to facilitators after the conference.
- Ensure session evaluations are collected, tabulated, and reported to the President for dissemination.

Membership Recruitment & Retention

- Develop and review strategies to recruit new members and retain current members.
- Share membership data (new members and returning members) with the President and Executive Director.
- Present membership strategies and updates to the Executive Council as needed.

Governance & Committee Work

- Serve as a member of the ACET Executive Council.
- Serve as a member of the Program Planning Committee, if requested.
- Along with the Secretary and Treasurer, review and approve mini-grants for regional groups, review event evaluations, and report approved grants at the fall Council meeting.

Sunshine Fund

- Coordinate the Sunshine Fund for the Council.
- Request donations from Executive Council members at meetings and throughout the year.
- Communicate events covered by the policy and share contact information for members involved.
- Ensure timely delivery of flowers, gift cards, or other approved recognition/support.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The Vice President of Membership cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

7. Secretary

Qualifications:

The candidate must be a member of the association for at least two years:

Term of Office:

Serves a 2-year term; elected in even-numbered years.

Term of Service:

The ACET Secretary assumes office at the conclusion of the Fall Conference and serves for two years.

Overall role:

The ACET Secretary is primarily responsible for recording the actions of the Executive Council. The Secretary is responsible for providing an accurate draft of the Council meeting minutes to the President within 10 business days after business concludes after the meeting. Once the minutes have been presented to the Council for review and approval, if there are any corrections needed the Secretary will make the necessary corrections within 48 hours of the notice of such corrections. Once the minutes have been approved by the Council, the Secretary must immediately post the approved minutes on the ACET website and ensure that the minutes have been placed in the ACET Executive Council Approved Minutes folder on the ACET server per document retention policy.

Duties:

Meeting Documentation

- Record accurate minutes for all ACET meetings, including:
    - Executive Council meetings

    - Conference General Session Business meetings (including votes and constitutional/bylaws discussions)
    - Any other called meetings as needed
- Submit minutes to the President, ACET Executive Director, and copy the President-Elect within 10 business days following the conclusion of each meeting.
- Make corrections to minutes as needed.
- Provide copies of prior minutes (paper or electronic) for the next meeting.
- Maintain an organized file of all minutes and related materials for reference and records retention.
- Provide approved minutes to the Executive Director for posting to the ACET website and server.

Committee and Council Participation

- Serve as a member of the ACET Executive Council.
- Serve as a member of the Program Planning Committee, upon request.
- Assist during conferences as needed.

Mini Grants

- Along with the Vice President for Membership and the Treasurer, review and approve Mini Grants for regional groups.
- Review Mini Grant event evaluations.
- Report the approved Mini Grants at the Fall Council meeting.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The Secretary cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

8. Treasurer

Qualifications:

The candidate must be a member of the association for at least two years:

Term of Office:

Serves a 2-year term; elected in odd-numbered years.

Term of Service:

The ACET Treasurer assumes office at the conclusion of the Fall Conference and serves for two years.

Overall role:

The ACET Treasurer is primarily responsible for monitoring the ACET budgets and ensuring all required financial documents are filed in a timely manner.

The Treasurer shall work cooperatively with the Executive Director in the receiving and disbursing of all monies, keeping an accurate accounting of the Association's funds. In addition, the Treasurer will monitor the Association's fund balance to ensure that it does not fall below $300.000. With the assistance of the Executive Director, he/she shall ensure that an annual review of the organization's finances is conducted and that the results of the audit are presented to the membership by October of each year by posting results on the ACET website. For a review of financial records to take place, it cannot be done until the close of the fiscal year in January-December. Work can be started on gathering documents to be reviewed, but the audit itself must wait until the beginning of the fiscal year.

Duties:

Financial Management

- Conduct a monthly review of financial statements, revenues, and expenditures.
- Ensure ACET maintains a minimum fund balance of $300,000.
- Work with the Executive Director to ensure accuracy of all revenue and expenditure records.
- Collaborate with the Executive Director to create a Treasurer's Report for all Executive Council meetings.
- Prepare and present the annual budget and any amendments to the Executive Council and membership.
- Ensure financial reports, including the annual budget, are posted on the ACET website for member review.
- Work with the Executive Director annually to complete and submit all required audit forms and compliance documents to state and federal agencies.
- Coordinate with the Finance Committee and Audit Committee to complete the annual audit review.
- Manage the Sunshine Fund, in partnership with the Vice President for Membership.

Committee Participation

- Serve as a standing, voting member of the Finance Committee.
- Serve as a member of the ACET Executive Council.

Mini Grants

- Along with the Vice President for Membership and the Secretary, review and approve Mini Grants for regional groups.
- Review Mini Grant event evaluations.
- Report approved Mini Grants at the Fall Council meeting.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The Treasurer cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

9. PARLIAMENTARIAN

Qualifications:

Should be a member with good knowledge of Robert's Rules of Order, and a good working knowledge of past actions of the ACET organization by having served on the Executive Council a minimum of 2 years.

Term of Office:

Serves a 2-year term of service with a new election in odd years at the fall conference with other elections.

Overall role:

The ACET Parliamentarian provides guidance on Robert's Rules of Order during ACET Executive meetings. The Parliamentarian also provides historical information to the ACET Executive Council regarding past actions (and the reasons behind those actions if known).

Duties:

Meeting Procedures & Governance

- Attend all ACET Executive Council meetings and General Sessions to ensure order and provide procedural guidance.
- Verify quorum is present before meetings proceed and confirm quorum for all motions.
- Advise the Council on points of order and call for order when needed.
- Present proposed amendments to the Constitution, By-Laws, or other organizational documents at General Sessions or via electronic vote, as appropriate.
- Ensure changes to the Constitution and By-Laws are posted at least 10 business days in advance of a meeting.
- Maintain a working knowledge of the Constitution and By-Laws to answer questions.
- Participate in the review of the Policies and Procedures Manual annually in collaboration with Immediate Past President, President, President-Elect, and Executive Director.

Training & Support

- Conduct an annual (or as-needed) training for the Council on Robert's Rules of Order.
- Provide additional resources, including posting helpful videos on the Parliamentarian's ACET Executive Council page.
- Attend a course on parliamentary procedure if necessary; training expenses may be covered with prior approval from the Executive Director.

Council Participation

- Serve as a voting member of the ACET Executive Council.
- Serve as a member of the Program Planning Committee, upon request.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The Parliamentarian cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

10. NAFEPA Representatives

Qualifications:

The focus of these two (2) positions will be to provide continuity with the NAFEPA Board and to help build capacity for our organization on the NAFEPA Board. The ACET state positions will fill the positions that ACET has on the NAFEPA Board. The representatives elected must have served as an ACET President. The NAFEPA representatives shall serve staggered three-year terms.

Term of Office:

The two (2) NAFEPA representatives serve staggered 3-year terms so that both positions do not vacate the position at the same time, thereby ensuring that we have at least one veteran Past President serving on the NAFEPA Board.

Term of Service:

Assumes office at the conclusion of the fall conference in which he/she is elected.

Overall role:

Builds capacity of ACET on the NAFEPA board and are voting members on the ACET Executive Council. Provide timeline legislative updates from both state and federal levels to membership.

Duties:

Legislative Monitoring & Communication

- Stay abreast of federal and state legislative programs impacting compensatory education.
- Prepare briefs and updates for the ACET Executive Council and general membership.
- Keep ACET members informed of all new and proposed legislative action at both the state and federal level.
- Communicate legislative updates to the Executive Council for dissemination through Regional Directors to regional members.
- Report results of discussions from Regional Meetings to the ACET President for sharing with the Council.
- Report regularly to the ACET President on matters concerning NAFEPA activities.

NAFEPA Membership & Conference Responsibilities

- Attend ACET and NAFEPA Conferences.
- Provide updates from the NAFEPA Conference during ACET meetings and conferences (verbal announcements and written reports).
- Ensure ACET members who are also NAFEPA members are receiving NAFEPA updates, emails, and other membership benefits.
- Nominate the ACET Immediate Past President for the State Leadership Award (to be presented at the NAFEPA conference)
- Serve as a liaison between NAFEPA and ACET to strengthen communication and advocacy.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The NAFEPA Representative cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

11. Regional Directors

Qualifications:

The candidate must be a member of the association. Regional Directors should not serve any other elected office in the organization to give their full attention to the region they serve and to provide opportunities for members to become leaders in the organization. Regional Directors can serve on committees and serve as chairpersons. If a Regional Director is elected to a higher office, the Alternate Regional Director will assume the role. If the Alternate is unwilling or the position is vacant, the President will appoint an interim Regional Director to serve until the next election. The intent is to encourage more people to be more actively involved in the organization and to also protect officers from being overburdened by responsibilities.

Term of Office:

2-year term of service. Regional Directors from even-numbered regions are elected in even-numbered years, and those from odd-numbered regions are elected in odd-numbered years. Regional Directors may serve multiple terms. Regional Director elections will follow the same process as other officer elections: nominations are submitted in advance by the stated deadline, and voting is conducted electronically by members registered for the event. Nominations from the floor are not accepted for Regional Directors. In accordance with current bylaws, absentee voting is not permitted.

Term of Service:

The ACET Regional Directors assume office at the conclusion of the Fall Conference once they are elected.

Overall role:

Serves as the ACET liaison to members of his/her region. Responsible for disseminating information to members of the Region, leading regional meetings at the ACET conferences, and supervising scholarship procedures for region members. The twenty Regional Directors will serve as part of the Executive Council and shall make every effort to be at each meeting of the council. If they cannot be present, they shall plan for an alternate to attend the meeting.

Should the Regional Director accept another elected position within ACET, the Alternate Regional Director will complete the Regional Director's term. In the event that an Alternate Regional Director does not exist for the region, the President will appoint someone from the region to fill the position until the next election.

Duties:

The duties of the Regional Directors may include, but are not limited to:

Executive Council & Organizational Participation

- Serve as a voting member of the ACET Executive Council.
- Actively recruit new members from their region and encourage retention of current members.
- Ensure members in the region receive materials and information that further the mission of the organization.
- Disseminate ACET information to members through regular, ongoing, and timely communication.
- Serve on committees when asked and support organizational initiatives as needed.

Conference Responsibilities

- Volunteer at registration, serve as a facilitator, or provide other assistance during conferences.

- Facilitate regional meetings at ACET conferences.
- Provide timely communication about scholarship opportunities to regional members.

Scholarship Program Oversight

- Disseminate information about ACET scholarships to regional members.
- Collect, review, and oversee the selection of scholarship applications within their region.
- Ensure scholarship entries meet ACET requirements and procedures.
- Submit required scholarship documents to the ACET Scholarship Chair in a timely manner.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The Regional Director cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

12. ALTERNATE REGIONAL DIRECTOR

Qualifications:

The candidate must be a member of the association. Alternate Regional Directors may not serve in an elected office in the organization in order to allow other members opportunities to grow into leadership opportunities. Alternate Regional Directors are encouraged to serve on committees and/or serve as committee chairpersons. They are elected by the membership in their region and not-at-large. Alternate Regional Director elections will follow the same process as other officer elections: nominations are submitted in advance by the stated deadline, and voting is conducted electronically by members registered for the event. Nominations from the floor are not accepted for Alternate Regional Directors. In accordance with current bylaws, absentee voting is not permitted.

Term of Office:

2-year term of service. Alternate Regional Directors of even-numbered regions are elected in even-numbered years. Alternate Regional Directors of odd-numbered regions are elected in odd-numbered years and may serve more than one term.

Term of Service:

The ACET Alternate Regional Directors assume position at the conclusion of the Fall Conference once they are elected.

Overall Role:

Supports the Regional Director in serving as the ACET liaison to members of his/her region. This may include assisting the Regional Director in disseminating information to members of the Region, leading regional meetings at the ACET conferences in the event the Regional Director is unable to fulfill this duty and assisting with the scholarship application process within the region. The twenty Alternate Regional Directors will be asked to serve as part of the Executive Council with voting rights only when the Regional Director is unable to attend.

Duties:

Alternate Regional Director required duties, in the absence of the Regional Direction, may include, but are not limited to assisting and/or supporting the region in the following ways:

Executive Council & Organizational Participation

- Serve on the Executive Council when filling in for the Regional Director in cases of absence or resignation.
- Assist the Regional Director in disseminating ACET information to members of the region through regular, ongoing, and timely communication.
- Support the Regional Director in ensuring members receive materials and information that further the mission of the organization.
- Assist Regional Director, as needed, in collecting, reviewing, and overseeing the selection of scholarship applications within their region.

Conference Responsibilities

- Facilitate regional meetings at ACET Conferences if the Regional Director is absent, or if assistance is needed.
- Assist the Regional Director with communicating scholarship opportunities, overseeing entries and finalist selection, ensuring ACET Scholarship procedures are followed, and submitting required documents to the ACET Scholarship Chair in a timely manner.

Conflict of Interest

- Sign and uphold the Conflict-of-Interest statement.
- The Alternate Regional Director cannot maintain a personal business affiliation with any vendor engaged in a business relationship with ACET.

13. Standing Committees/Working Groups/Directors

13.1 Standing Committees, Working group, & Directors:

- Program Planning Committee
- Finance Committee
- Audit Committee
- Past President's Advisory Committee
- Scholarships Committee
- Director of Awards & Recognitions
- Director of Nominations & Elections
- Director of Registration
- Director of Virtual Academies
- Historian
- TEA Focus Group
- Technology Advisory Working Group*
- Climate & Culture Working Group*

*This is not a standing committee, but a working group that meets when called by the President and/or Executive Director to research, review, assess and recommend technology applications and/or software.

13.2 Chairpersons/Directors

Overall Roles:

A ***committee chair*** leads a group to carry out the committee's work, while a ***director*** of a category primarily works independently, but may enlist help from others when needed.

13.2.1 Conflict of Interest:

Each Committee Chair is required to sign a conflict-of-interest statement upon assuming the position. Committee Chairs/Members cannot have a personal business affiliation with any vendor that participates in a business relationship with ACET. Committee members who are found to be in violation of this policy will be discharged from the committee.

13.2.2 Program Planning Committee Chairperson

- The Program Planning Committee is responsible for planning and coordinating ACET conferences, ensuring high-quality professional learning opportunities that align with the organization's mission and member needs while maintaining a streamlined process for efficient decision-making
- The incoming ACET President-Elect becomes the chairperson of this committee at the conclusion of the Fall conference
- Reports to the ACET President & Executive Director on matters concerning the activities of the committee.
- Committee membership is determined by the incoming ACET President-Elect, with officers encouraged to be considered as members. The President-Elect is encouraged to limit membership to approximately ten (10) individuals in order to create a smaller, more focused group that can plan efficiently and effectively. Many of these are chosen to continue serving from administration to administration for the sake of consistency, yet it is important to recruit skilled members to become active to keep the ACET organization viable for the future.

13.2.3 Finance Committee Chairperson

- The Finance Committee provides financial analysis, advice, and oversight of ACET's budget. Their sole responsibility is to ensure the organization is operating with the financial resources it needs to provide programs and services to the membership.
- Proper financial oversight is important to the success of a nonprofit because it ensures that the organization is following applicable laws, is acting with integrity, and is being as transparent as possible with the public, members, and sponsors.
- The President selects the chairperson for a three-year term at the end of the chairperson's term or when chairperson resigns. The Finance Chairperson must have a degree in Finance or Accounting or equivalent experience and training and is appointed by the President for a term of 3 years.
- The committee shall be comprised of four (4) members including the current Treasurer. Committee members should have business-related backgrounds/degrees and one must have an academic background. This committee must have experience of establishing financial policy and performing audits and is selected by the Finance Committee Chair and the President.

- The Finance Chairperson's responsibilities include budgeting and financial planning, financial reporting, the creation and monitoring of internal controls and accountability policies and practices, and making finance-related recommendations to the Executive Council.
- The Finance Committee oversees and keeps the Executive Council apprised of the organization's overall financial health.
- The Treasurer is charged with taking notes during the Finance Committee Meetings to create transparency of actions being considered. The minutes shall be shared with the Executive Director and the Council. The Treasurer is responsible for sharing the minutes on the secure side of the ACET website that only the Council can access as well as be stored on the ACET server for records retention.
- The Finance Committee Chairperson will also serve as the leader of the Technology Advisory Working Group.

Duties:

1. **Communicating with the Executive Council and Executive Director**. The committee works with the Executive Director to determine the best way to convey information to the Council so they can engage in sound decision-making. Communicate financial information to the Council in a clear and concise manner, understanding that some members are less familiar with fiscal issues. Numbers require explanation and context; the committee must connect them to the organization's mission, goals, and strategies.
2. **Budgeting and financial planning**. Before beginning the budgeting process, the committee should identify key assumptions and initiatives that will influence the process. Members and staff must discuss internal and external factors that could affect budgets over the next several years, including the organization's strategic plan. After approval by the Council, the committee monitors variances from the budget. The Executive Director and the Treasurer prepare the annual budget, and it is presented at the fall Executive Council meeting by the Treasurer. Any budget amendments must be presented by the Treasurer to the Executive Council, but the Finance Committee provides the budget amendments to the Treasurer.
3. **Financial reporting**. The committee oversees the preparation and distribution of financial statements and advises the Executive Director regarding the level of detail, frequency, and deadlines of other financial reports. The committee monitors the adequacy of the organization's financial resources and the allocation toward accomplishing its mission. Simultaneously, the committee ensures that Sponsor-restricted contributions i.e., badges, lanyards etc. are being met. Additionally, the committee decides whether resources are sufficient to support the expected program and operating expenses.
4. **Developing internal controls**. Internal controls are essential for protecting ACET's assets. The finance committee will collaborate with staff to develop effective controls and policies and document them in a financial manual when necessary. It is also up to the committee to make sure that approved controls are followed and federal IRS filing deadlines are met.
5. **Administering financial resources**. The finance committee establishes and confirms compliance with fiscal and related policies and procedures. The committee serves only in

an advisory role. It must respect the line between the oversight of overall policies versus the actual implementation and execution of specific staff processes and procedures.

6. **Overseeing audits**. The finance committee, including the Treasurer, is also responsible for internal and external audits and reviews. The committee must engage and regularly interact with the external auditors, review the auditors' report and IRS Form 990, present the audited financial statements to the Treasurer who will present the information to the Council, and propose changes to implement any auditor recommendations.
7. **Creating an appropriate investment policy**. The finance committee is responsible for ACET's investment portfolio and makes sure that liquid funds are well managed to maximize revenue. This means it falls to the finance committee to develop an appropriate investment policy and retain qualified investment advisors, when needed. Fiduciary responsibility is not limited to the committee's members. The entire Executive Council must sign a *Conflict-of-Interest Statement* each calendar year.
8. During each fiscal year, the Finance Committee Chair and Treasurer, and when necessary, the Finance Committees should:
    - Regularly review financial statements
    - Review annual budget preparation.
    - Ensure proper financial recordkeeping.
    - Notify ACET leadership of significant financial concerns.
    - Meet regularly to deal with the organization's audit process.

13.2.4 Internal Audit Committee

- The Finance Committee will serve as the Internal Audit Committee with the addition of a Past President when called to act by the Council. The Past President member of the audit committee should be elected by the Past President's Committee and serve as the Chairperson of this subcommittee. The Executive Director and the Treasurer need to be available to answer the questions of the committee but may not be a member of the committee as it would be a conflict of interest to audit themselves.
- The Internal Audit Committee will create written procedures and checklists for the audit that will be approved by the Council and must be in effect prior to any internal audits. Also, the procedures must be consistently applied during every internal audit.
- Internal audits will be conducted at least every two (2) years or at the end of the Treasurer's term of office to ensure that the procedures being used by the organization are adequate and in order.
- The internal audit shall take place within a reasonable time frame after the fall conference and before the spring conference. The Audit Committee will report their findings to the Council at the spring Executive Council meeting unless the President determines a special meeting of the Council is in order prior to the spring meeting.
- The Internal Audit Committee Chairperson will report the findings of the internal review to the Council and make recommendations at that time and the findings will be posted on the secure side of the website on the Finance Committee page.

13.2.5 Past President's Advisory Committee Chairperson

- The ACET Immediate Past President serves as the chairperson of this committee.
- Membership is comprised of Past Presidents of ACET, with the ACET President and President-Elect being ex-officio members of the committee.
- The committee serves as mentors to all Officers of the Association
- The committee recommends proposed changes/edits to the ACET Executive Council regarding the ACET Constitution and By-Laws, as well as to the ACET Policies and Procedures Manual
- When a vacancy occurs for the ACET Executive Director position, the committee solicits and recommends candidates for the position to the ACET Executive Council
- The committee will complete an annual evaluation of the Executive Director each fall, providing any contract or salary change recommendations to the Executive Council. If a past president is a contracted ACET worker i.e., Executive Director, Administrative Assistant or another position not named, then that person will recuse themselves from any Executive Director evaluation discussion unless providing the final findings of the committee.

13.2.6 Scholarship Committee Chairperson

- Appointed by the ACET President after the Fall conference
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee
- Selects members to serve on the committee
- Committee membership is 4-6 members, with the ACET President being an ex-officio member of the committee
- Committee is responsible for communicating scholarship opportunities in a timely way, and choosing annual scholarships awarded on behalf of the organization (including nominations, selections, and presentation of the scholarships)
- Submits NAFEPA Scholarship candidates to NAFEPA for their scholarship in a timely manner
- Ensures that each Regional Director does his/her best to submit at least one candidate for a student scholarship.

13.2.7 Director of Awards & Recognitions

- Appointed by the ACET President after the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee, if needed, otherwise the Director works in concert with the President and Executive Director.
- The Committee is responsible for obtaining awards on behalf of the organization, including (but not limited to) outgoing officers and regional representatives, speakers, retirees.

13.2.8 Director of Nominations & Election

- Appointed by the ACET President after the Fall conference. Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee as needed, otherwise collaborates with the President and the Executive Director.
- Responsible for coordinating the selection of candidates to run for office in ACET, and for monitoring the elections for these offices.
- Nominees cannot serve on the Nominations/Elections Committee or as Director.

13.2.9 Director of Registration

- This position is a one-year term, appointed by the President after the President takes office.
- Conference Registration is a stand-alone position that works with the Executive Director concerning on-site registration procedures, attendee check-in, and the registration set- up at the conferences.
- Keeps the ACET President apprised on matters concerning the activities.
- Solicits and trains volunteers to assist with registration tasks, as needed.
- Responsible for coordinating all aspects of on-site registering members for the conferences, following/updating policies for registration, and ensuring smooth on-site operations.

13.2.10 Director of Virtual Academies

- The Director of Virtual Academies supports the development and delivery of ACET's virtual professional learning events. These academies are typically held two to three times per year and are intended to provide timely, relevant, and accessible learning opportunities for ACET members.
- The Director works collaboratively with the ACET President, Executive Director, and other relevant groups to ensure the virtual offerings reflect the needs of the membership.
- Responsible for conceptualizing and designing each Virtual Academy, including intent, purpose, audience, focus areas, and recommending potential presenters.
- May identify appropriate formats, delivery platforms, scheduling options, and support presenter preparation as needed.
- May solicit assistance from ACET members to support academy planning and delivery as needed.
- Presenters may be compensated at a rate established by the Executive Council. Registration fees for Virtual Academies are also determined by the Executive Council.
- ACET may record and archive presentations for future access by members. Presenters retain copyright to their materials but may grant ACET a license to use the materials in accordance with the presenter agreement.
- The Director of Virtual Academies must sign an annual Conflict-of-Interest Statement and may not have a personal business affiliation with any vendor that participates in a business relationship with ACET.

13.2.11 Historian

- Appointed by the ACET President after the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee as needed otherwise the director works with the President and Executive Director.
- Responsible for preserving pictures and other historical documents related to the organization, and providing a written, updated history of the organization.
- Within 10 business days, co-write a summary of each conference with the President and President-Elect that includes the theme, conference format, election winners, awards and prizes and the highlights of the conference that will stand as the official record of the conference.
- File historical documents on ACET server for preservation.

13.2.12 TEA Focus Group

- The TEA Focus Group serves as a collaborative body between ACET and the Texas Education Agency (TEA) to identify the needs of both organizations and work together to fulfill those needs through professional development events.
- The President-Elect conveys the outcomes and recommendations of the Focus Group to the Program Planning Committee to support planning and implementation.
- ACET representatives include the President, President-Elect, Immediate Past President, and Executive Director.
- TEA representatives include the Associate Commissioner of the Department of Grants and Compliance and the Chief of Staff for the Department of Grants and Compliance.
- The group meets following each conference to debrief the event, and then an additional 2–5 times before the next conference to prepare and coordinate upcoming plans.

13.2.13 Technology Advisory Working Group

- Called when needed by the President and/or Executive Director, this group is asked to research, review, assess and recommend technology applications and/or software programs that will cost the Association over $5,000 a year.
- The working group is not a formal standing committee. It is tasked with gathering member input, researching fiscally responsible options, and recommending long-term solutions that ensure stability for the Association, its members, and staff.
- This working group shall consist of the Finance Committee Chair or representative, the Technology Specialist (non-voting member), the Executive Director, President, President-Elect and Director of Virtual Academies.
    - The Finance Committee Chairperson (or his/her designee) will serve as the leader of the working group.
    - This working group shall be the sole entity responsible for technology recommendations to the Council.
    - Recommendations should coincide with the Spring Executive Council meeting, if possible, so that there is time during the summer months for the transition.

13.2.14 Climate & Culture Working Group

- Called when needed by the President and/or Executive Director, this group is asked to research, review, assess and recommend ways to improve the culture and climate of the Association with a finite timeline for a report and recommendations.
- The working group is not a formal standing committee but serves as the group charged with listening to the needs of the Association and researching the best available options that meet the long-range needs of the Association for fiscally responsible long-term decisions that will create stability for members and staff.
- This working group shall consist of at least four (4) members that include the member charged by the President to lead the group, a current officer, a past president, and the President. The Executive Director will be included in the meetings as well.

14. EXECUTIVE DIRECTOR

Qualifications:

Past leadership experience with LEA or regional service center. Knowledge of conference and/or large staff development planning. Experience with the ACET organization is preferred.

Term of Office:

1-year contract with annual evaluation. Refer to the Constitution and by-laws.

Term of Service:

Assumes office based on the date of the contract offered.

Overall role:

The ACET Executive Director is responsible for the day-to-day operations of the organization, including fiscal operations, conference functions (hotel and meeting room arrangements, registration, exhibitor, printing), communication with ACET members, website management, and other duties assigned by the ACET Executive Council. The Executive Director reports to the Council and is evaluated annually by the Past Presidents Committee. The evaluation is presented to the Council for approval.

Duties:

1. Participate in all meetings of the Executive Council and the ACET Program Planning meetings.
2. Make recommendations for administrative regulations and implementation of Association policies.
3. Suggest dates for meetings and conferences, and negotiate contracts as needed.
4. Organize, promote, and manage workshops and conferences. Seek hotels and locations so that destinations are contracted to ensure meeting space is available and membership has prior notice of locations for their planning; present recommended hotels/locations to the Council for approval.
5. Maintain current record of all officer positions, regional directors, alternate directors, and a timeline for NAFEPA representatives.

6. Develop guidelines for who should be granted access to Association software programs and applications outside of elected officers and staff maintaining security protocols by developing guidelines regarding access to software and other applications.
7. Prepare a proposed annual budget with the Finance Committee via the Treasurer's Proposed Annual Budget and answer questions as needed.
8. Administer the budget as enacted by the Executive Council, always acting in accordance with the legal requirements and policies of the Association.
9. Process all approved travel and expense invoices for the Association.
10. Receive all monies due to the Association and deposit said funds in a bank approved by the Executive Council.
11. Prepare financial reports to the Association at the bi-annual conference and quarterly financial reports to the Executive Council in consultation with the Finance Committee.
12. Disseminate all official Association correspondence including the Constitution and By-laws, the newsletter, legislative updates, and other material.
13. Serve as custodian of all executive records for the Association.
14. Maintain appropriate communication with Association membership.
15. Work closely and maintain frequent contact with ACET officers to keep them informed of Association developments.
16. Administer and monitor the ACET Scholarship awards.
17. Ensure all tax and audit forms are completed and submitted to the appropriate agencies.
18. Ensure that the Executive Director, ACET Treasurer and ACET President positions are bonded.
19. Check in with all newly elected officers and directors to ensure they understand their responsibilities, provide guidance as needed, and monitor fulfillment of their duties.
20. If there is a vacancy in the Technology Position or the Administrative Assistant Position, the Executive Director will lead a search to fill the vacancy. The Executive Director will establish the job descriptions and evaluations for the ACET at-will contractor positions.
21. Perform other related duties as assigned by the Executive Council.

15. ACET Membership

15.1 ACET Membership Year

ACET membership is obtained through ACET fall or spring conference registration and there is no additional cost to become a member of ACET.

15.2 Dues

15.2.1 NAFEPA Dues

Members will pay National Association of Federal Education Program Administrators (NAFEPA) dues with the Spring conference registration.

15.2.2 State Dues

ACET does not have state dues. Those who pay for the conference registration fees are members of ACET.

15.2.3 Past President Dues

Past Presidents shall not pay annual membership dues/conference registration once they retire from a Texas local education agency (LEA) or regional service center, and are honorary lifetime members of ACET.

15.3 Membership Types

The Association shall have the following types of Membership:

15.3.1 Active Members

- A person within a Texas Local Education Agency (LEA), regional service center, or independent consultant who pays the conference registration fees is a member of ACET.
- Sponsors are not members but are partners of ACET like TEA is a partner.
- Is a former or retired employee from a Texas LEA or regional service center who pays an ACET conference registration fee.

15.3.2 Honorary Past President

- Shall be awarded when a Past President retires from a Texas LEA or regional service center.
- A Past President will be considered an Active Honorary Past President if he/she meets the qualifications outlined in this manual for active membership.
- A Past President will be considered an Emeritus Honorary Past President if he/she meets the qualifications outlined in the bylaws for emeritus membership.
- An Emeritus Honorary Past President shall be afforded the same privileges as an emeritus member as outlined in this manual.
- Past Presidents who have retired and attend ACET conference will be allowed to vote in the ACET fall elections for officers but are not voting members of the Council and their registration for the conference is complimentary.

15.3.3 Duties and Rights of Membership

- Active Members who work for a Texas LEA, ESC or as an independent consultant.
  - May vote in elections and other items requiring a ballot.
  - May serve as an Officer or Regional Director if eligibility requirements are met.
  - May attend ACET events including regional meetings, conference meetings, or special events.
  - May access the *members only* section of the ACET website.

15.3.4 Removal of a Member

- A member may be removed from the Association for conduct deemed prejudicial to the Association by a two-thirds (2/3) vote of the Executive Council.
- A member can request another member be removed from ACET's membership by submitting a written request that includes the name of the accuser and the alleged offenses that are corroborated by at least two other individuals who supply the Executive Director with signed and dated written statements.

- The allegations must be investigated by a tribunal that includes the Executive Director, President, and Immediate Past President unless one of the aforementioned officers is named in the complaint then the President-Elect will step in as an investigator.
- The member or respondent must be notified in writing of the allegation and request for cessation of membership after the Executive Director has been notified. The member has 10 business days to submit his/her response to the allegations.
- The investigation will be led by the Executive Director with the other two officers. Witnesses may be questioned, and other documentation may be requested by the tribunal.
- Once all evidence is collected and reviewed, the President will call a Council meeting to review the evidence and vote on the single issue of whether the membership will be terminated. The member responding to the complaint has the right to address the Council prior to the Council retiring in a closed-door session for discussion and vote.
- The Council decision is provided to the respondent member in writing within two business days after the decision is rendered by the Executive Director on behalf of the Council. The accuser is copied on the notification letter.

16. Financial Policies and Procedures

The Executive Council oversees the general financial administration of ACET and relies on the Executive Director and staff for the day-to-day operations and financial decisions. The Executive Council delegates this oversight responsibility to the Treasurer and the Finance Committee of which the Treasurer will serve as a standing member of said committee. This responsibility is shared through delegation with the Executive Director of ACET and his/her staff. The Executive Director, together with the assistance of his/her staff, is responsible for preparing financial reports for the Executive Council, Finance Committee, and outside agencies. The Finance Committee will serve as the Internal Audit Committee with the addition of a Past President.

16.1 Financial Authority-

Final financial authority rests with the Executive Council.

16.2 General and Fiscal Management

The general and daily fiscal management and reporting of ACET are implemented by the Executive Director and his/her staff. ACET's Executive Director acts as the primary fiscal agent, implementing all financial policies and procedures in accordance with the executive council approved budget.

16.3 Fund Balance

Per the ACET Constitution, the association will maintain a minimum fund balance of $300,000. Should unforeseen circumstances occur, and the balance falls below this figure, it will be unacceptable for the fund balance to drop below $285,000, which is 5% of the $300,000. At this time the Finance Committee will take immediate action to develop a plan to remedy the situation. Reasons for the shortfall must be reported to the Executive Council and the membership.

16.4 Executive Director Fiscal Responsibilities

The Executive Director oversees the following:

- Budget Administration
- Risk Management
- Accounting Operations
- Accounts Payable
- Fixed Assets
- Contracts
- Accounting
    - Financial transactions
    - Journal entries
    - Posting to the ledger
    - Reporting period
- IRS Reporting
- Cash Disbursements
- Accounts Receivable
- Financial Statement Processing
- External Reporting of Financial Information
- Bank Reconciliations
- Reconciliation of Sub-Ledgers
- Compliance with Government Reporting Requirements
- Audits
- Leases
- Insurance
- Financial Reporting/General Accounting/Auditing

It is the responsibility of the Executive Council to formulate financial policies, delegate administration of such policies to staff, and review operations and activities on a periodic basis.

16.5 Expenditures over $5,000

The Executive Council must approve expenditures over $5,000 except for ACET expenses already approved by the Executive Council in budgets for the operation of the business of the organization.

16.6 Travel Reimbursement

Travel reimbursement of over $1,000 that is not covered under the Travel Reimbursement section of this manual requires pre-approval from the Executive Director.

16.7 Contracts

The Executive Director will authorize all contracts.

16.8 Finance Committee Oversight

The Finance Committee shall be responsible for the oversight and coordination of the following:

- Annual budget review prior to the Executive Council approval
- Presentation of periodic financial statements
- Budget revisions
- Management of investments
- Selection of the outside auditors
- Annual financial report
- Internal controls and audits
- Financial policies

16.9 Finance Committee Membership

- Finance Committee shall consist of a total of 5 members appointed by the President in consultation with the Finance Committee Chairperson.
- The Finance Committee Chairperson will serve a 4-year term.
- The ACET Treasurer will be a member of the committee during his/her office along with three other members with 3-year appointments.
- The appointments should be staggered terms to allow at least one experienced member on the committee when others exit and can be extended pending the current President's decision on the designation.
- The long-term financial objectives of ACET must be reviewed and approved by a simple majority of the Finance Committee following the recommendations of the Executive Director and the assigned staff.
- The Finance Committee will serve as the Audit Committee with the addition of a Past President and the current Treasurer.

16.10 Finance Chairperson

The Finance Chairperson must have a degree in Finance or Accounting or equivalent experience and training and is appointed by the President for a term of 3 years.

16.11 Financial Procedures

16.11.1 Financial Records

The Executive Director will keep the financial records of the organization current and up to date.

16.11.2 Access to Financial Records

The current Treasurer and the Chairperson of the Finance Committee will have access as signatories of financial records.

16.11.3 Technology Specialist Bank Card

The Technology Specialist will have access to a bank credit card for purchases for technology for the organization with prior approval of the Executive Director.

16.11.4 Treasurer's Report

The Treasurer will collaborate with the Executive Director to create a Treasurer's Report for all Executive Council Meetings.

16.11.5 Finance Reports

The Executive Director will prepare QuickBooks Reports and post them on the secure section of the ACET website which only the Executive Council and the Finance Committee members have secure access to.

16.11.6 Annual Budget

The Executive Director and Treasurer will prepare a proposed annual budget for the upcoming year to be presented to the Executive Council by the Treasurer at the October Executive Council meeting. The Treasurer will also present any budget amendments to the Executive Council.

16.11.7 Fiscal Year

The fiscal year begins January 1st and ends December 31st.

16.12 NAFEPA Membership payment

- NAFEPA membership is paid as part of the spring conference registration.
- People registering for ACET conferences should follow district/ESC guidelines regarding NAFEPA membership payments.
- There is no option for opting out of paying NAFEPA dues as part of conference registration except for exhibitors who may elect to pay for registration and elect to not pay the additional amount for dues. If exhibitors want to be a NAFEPA member, they must pay the additional amount at the Spring ACET conference during online registration.
- ACET pays National Association of Federal Education Program Administrators (NAFEPA) dues for the state of Texas for members who appear on the spring conference registration list.
- ACET membership last voted in October 2022 to pay their $50 National Association of Federal Program Administrator (NAFEPA) dues as part of their Spring ACET Conference payment to flow-through to NAFEPA. In July, ACET then pays NAFEPA dues on behalf of those spring registered attendees.
- The ACET state membership list is emailed to the NAFEPA contact along with the payment for the state.
- Our “joint “state membership in NAFEPA allows ACET members to pay a reduced NAFEPA membership rate of $50 (instead of $100 "direct" NAFEPA membership rate), which also helps to ensure Texas (ACET) has at least 100 NAFEPA members, allowing us to have two (2) members on the NAFEPA Board. The NAFEPA representatives from ACET are elected by the ACET membership during the October elections for a staggered 3-year term.

16.13 Banking Procedures, Reviews & Audits

16.13.1 Internal Audits

Internal audits consist of reviews, tests, and procedures that an organization’s audit committee performs on a regular basis. Unlike external, internal audits ensure that organizational procedures are adequate and in line with practices and recommendations. The Finance Committee works under the direction of the Executive Council.

16.13.2 Internal Audit Frequency

Internal audits will be conducted at least every two (2) years or at the end of the Treasurer's term of office.

16.13.3 Changes to Finance/Banking Procedures

Should the Audit Committee find that there are practices and procedures that must be changed and/or updated, the Executive Director, Treasurer and the Finance Committee should enact the necessary changes. If there is a finding that there is knowing, willful disregard of standard practices, the person who identifies the infraction should take action under the Constitution for the wrongdoing or dereliction of duty. If the person in question serves in an elected or appointed position, he/she must be removed from office or committee assignment and be forever barred from running for office or serving on an Association committee.

16.13.4 External Audit

The ACET Executive Council will consider approval to hire an external auditor to conduct a professional review at the end of the treasurer's term. The auditor is selected by the Executive Council.

16.13.5 Banking Procedures

- The ACET Executive Director will be responsible for setting up the checking and savings accounts for the organization under the direction of the Finance Committee after approval by the Executive Council.
- When the Treasurer or Chairperson of the Finance Committee changes hands, the Executive Director will arrange to have said person added to the accounts, which should be accomplished in person at the earliest opportunity. The person leaving the office will have his/her name removed from the bank signature card.

16.13.6 Financial Statements & Presentation

- ACET's financial statements shall be prepared on a cash basis in accordance with Generally Accepted Accounting Principles ("GAAP").
- The presentation of the Financial Statements shall follow the recommendation of the Financial Accounting Standards No. 117, "Financial Statements of Not-For-Profit Organizations" (SFAS No. 117).

16.14 Sponsorships

ACET will actively seek sponsors to help defray the costs of conferences, ACET events and meetings. The Executive Director will be responsible for engaging and recruiting sponsors and corporate partners to support ACET.

16.14.1 Options to Support Monetarily ACET

Examples of ways to support ACET either with monetary contributions or with in-kind services or merchandise are listed below (this is not an exhaustive list):

- **Event Sponsorship**- Sponsor an ACET event such as the Fall or Spring conferences, Virtual Academy, or other professional development opportunities.

- **Welcome Mixer Sponsor**- Sponsor the Welcome Mixer at conference which includes company name in program and on website, signage during the mixer, introduction, and acknowledgement at the beginning of the mixer, table in the mixer to display products. This means the sponsor will pay for the total expenses or an agreed upon portion of the costs with a minimum amount specified.
- **Virtual Academy Sponsor**- Sponsor a virtual academy session which includes company name on the session page on the website, acknowledgment of support at the beginning of the session. Advertisement to play during breaks of the session.
- **Badges/Lanyards Sponsor**- Sponsor the badges for the conference.
  - The company logo will be placed on the badge.
  - The company name and logo on the lanyard that will be given to every in-person attendee.
- **Sponsor Food at Afternoon Break**- Sponsor will work with the Executive Director to cover the cost of an afternoon food break. The conference program will name the break after the sponsor. The company may have signage and company representatives near the food during the break. The Sponsor will pay the whole cost or part with a minimum amount required.
- **Sponsor Membership Luncheon/Breakfast Meeting/Awards**- Sponsor would help defray the cost of the membership tickets for a general membership meeting with awards.
- **Door Prizes**- Sponsors can support ACET by donating door prizes that will be given to conference participants in drawings during the conference.
- **Drink Tickets for ACET Conference Events**- Sponsor can support drink tickets for an event. Sponsors will get recognition in the conference program and have the company logo on the ticket provided to conference attendees.
- **Sponsor Membership Giveaways**- Sponsor can co-sponsor with ACET a membership giveaway. Sponsors may have their company name and/or logo on the giveaway. Each member who has registered for and attends the conference will receive the giveaway. Sponsor will work with the ACET President and council to select the giveaway. Giveaways will be given during the break of the closing general session. Price will vary.

16.14.2 Exhibitor at Conference

Exhibitors select table locations on a first-come, first-served basis, with platinum exhibitors receiving priority access to prime locations. Exhibitors will be given a complimentary registration for one person who may attend the conference sessions and provided a conference badge that must be worn to any conference events and/or sessions. If any other member of the exhibitor's company wishes to attend the conference, they must pay the registration fee and be provided with a badge. Exhibitors will be listed in the conference platform with contact information.

16.15 Travel Reimbursement

ACET reimburses costs associated with Association business that are approved by the Executive Director or President when a school district or ESC is unable to cover them. Reimbursement should always be sought from the school district or ESC first, then from ACET. ACET will only reimburse members who are acting in the service of the organization with prior approval of the Executive Director.

16.15.1 Executive Council Meetings

- Council members will be reimbursed for attendance at meetings called outside of the conference(s) meetings. If the meeting is coupled with an official ACET event, reimbursement will be provided if the council member's organization does not provide travel expenses with prior approval of the Executive Director.
    - Hotel expenses will be reimbursed if an overnight stay is required if the meeting is outside of the two conference meetings. Otherwise, the member's ESC or district should pay for the travel and lodging.
- Mileage will be reimbursed if the council member's district/ESC does not provide reimbursement with two weeks advance notice.
- All travel expenses will be reimbursed for council members attending council meetings, ACET events and other approved activities who are not associated with a district or ESC. This includes Executive Council members.

16.15.2 Prior Approval of Travel

Council members must submit for pre-approval of all potential travel expenses prior to the commencement of travel.

16.15.3 Travel Reimbursement Documentation

Reimbursement for travel must be submitted with all the original receipts to the Executive Director with the completed and signed reimbursement form which can be located on the ACET website in the secure section with restricted access.

16.15.4 Hotel Reimbursement

ACET will reimburse hotel expenses the night prior to a meeting if leaving home prior to 6:00 a.m. to arrive on time for the council meeting.

16.15.5 Reimbursement for Night After a Meeting

ACET will reimburse you for traveling the night after the meeting, if anticipated to arrive home after 10 p.m.

16.15.6 Hotel Reimbursement

Hotel rooms will be reimbursed at the state rate unless a higher rate is approved by the Executive Director.

16.15.7 Mileage Reimbursement

ACET will reimburse mileage at the state rate.

16.15.8 Toll Charges

ACET will reimburse Toll Road charges with appropriate documentation if approved by the Executive Director.

16.15.9 Reimbursement for Rentals, Parking, Rideshare Costs

ACET will reimburse, when necessary and with prior approval, rental cars at the economy level, economy airfare, parking, rideshare costs and economy car rental costs.

16.15.10 Meal Reimbursement

ACET will reimburse meals at the state rate.

- The current rate for meals is available at the US General Services Administration Meals and Incidentals website.

16.15.11 Coordination of Travel

Members are encouraged to coordinate arrival times and ride together, use hotel shuttles, and share rides whenever possible.

16.15.12 Travel Expenses Not Covered

Approval of travel expenses not covered under this section will be considered on an individual basis and require approval of the Executive Director.

16.16 Expenditure Reimbursement

16.16.1 Sales Tax

ACET is a not-for-profit organization; therefore, sales tax will not be reimbursed for any expense. The Executive Director will provide a copy of the ACET Tax Exempt Letter to use when making purchases for the organization.

16.16.2 Event Budgets

Budgets will be set for all ACET events prior to the event. Event organizers may not exceed the set amount without prior approval from the Executive Director and/or Executive Council.

16.16.3 Reimbursement Documentation

Reimbursement for event expenses will not be paid without submission of the Reimbursement Form with original receipts.

16.17 Membership Giveaways

The President can determine that members will be given a membership giveaway or "perk" at one of the two conferences during his/her presidency. The Council must approve of the membership giveaway by a majority vote. The membership giveaway must follow the guidelines below:

- Only one giveaway may be given to members during a President's term of office, i.e., during the fall or the spring conference.
- The giveaway must be given out to members during a conference to not incur any additional shipping costs.
- The giveaway must have the ACET logo and/or name of the Association on the giveaway.
- The giveaway must not be more than $10 per item per member. The President can elicit a sponsor to help cover the cost of the giveaway item, but the Association's contribution cannot be more than the amount specified above.
- Only members who are present at the conference may obtain the membership giveaway unless the President and the Executive Council approve Regional Directors taking any leftover giveaways on the last day of the conference home to members who were not present at the conference.

- ACET will not pay for giveaway items to be shipped to Regional Directors.
- It is the responsibility of the Regional Directors to get the giveaways home to his/her region should the Council approve it.

16.18 Awards

Each year at the ACET fall and spring conference the ACET President will recognize members and corporate sponsors for their dedication, support, and contributions to the organization. These guidelines will be followed when selecting recipients and the associated expense of each award:

16.18.1 Awards will be presented for:

- Major Recognition for Pre-Conference Presenters, Virtual Academy Presenters etc.
- Corporate Award for Platinum Sponsors
- President's Award for outstanding support of ACET
- Retirement Award for members retiring.
- Outgoing President's Award

16.18.2 Expense of Awards

The expense of the awards will be covered by ACET with an amount of $100 per award unless approved by the Executive Director.

16.19 Mini Grants

16.19.1 ACET Mini Grant Guidelines

- *Intent*: ACET Mini grants are to be awarded to promote membership, education, and purpose in and among recognized regional groups and the statewide organization.
- *Requirements and Restrictions:* Grants will be awarded on an annual basis and limited to one award per regional group. Awarded monetary amounts will be set annually by the ACET Executive Council. Applications must be submitted and approved at least thirty (30) days prior to events, activities, or expenditures. A list of mini-grant awards issued during the calendar year will be announced at the spring ACET Executive Council meeting and posted on the ACETX.org website.
- *Funding and Restrictions*: Mini Grants will be limited to $500 per annum per regional group and contingent on the approval of the Vice President for Membership, Secretary and Treasurer. Applications must be electronically submitted to the current Vice President for Membership. Regional groups must acknowledge, verbally and/or in written form, ACET's support of any event/activity where mini-grant monies are used. Funding of mini grants will be paid on the cost reimbursement basis unless prior approval from the Vice President for Membership and Treasurer is granted. In either case, receipts for the event/activity and documentation acknowledging the use of ACET mini-grant funds and support must be provided to the Executive Director and copied to the Treasurer no later than 30 days after the event/activity. Only approved Regional Directors may apply for and receive ACET funds. Regional Directors may appoint the Alternate Director to process the mini grant at the regional level. ACET is tax-exempt. The Tax Exemption form provided with this application is to be used where appropriate for all purchases. State sales tax

expended will not be reimbursed. All funds advanced and unused must be returned to ACET.

- *Evaluation*: Mini grants must have a method to evaluate the success of the activities/events.

16.21 Sunshine Fund

16.20.1 Purpose of Sunshine Fund

The Sunshine Fund for the Executive Council exists to brighten moods, encourage camaraderie on the Council and to support colleagues and friends who have suffered a loss.

16.20.2 Source of Funding for Sunshine Fund

Council members are asked to voluntarily donate to the fund at the fall Council meeting with a recommended amount of $20 per person.

16.20.3 Process to Donate to Fund

Access to donating to the fund will be on the secure side of the website available only to Council members and can be executed by using a debit or credit card. The funds will be directed into a Sunshine Account code in Woo Commerce and into the Wells Fargo checking account via Authorize.net.

16.20.4 Process to Use Funds

The Vice President for Membership is responsible for requesting that the Council alert him/her if there is a reason to use the funds, and to coordinate with the Executive Director where the gift card is to be sent.

16.20.5 Qualifying Events

Cards, flowers/gifts will be sent to Council members who have the following qualifying event in their lives:

- New baby
- Serious illness or injury hospitalization
- Loss of a loved one in immediate family
- Retirement
- Catastrophic event i.e., act of nature

16.201.6 Process to Notify Executive Council

The Vice President of Membership will inform the Council what was sent from the Council as well as providing the address where personal cards and notes may be sent to the member.

16.20.7 Maintaining the Balance of Sunshine Fund

The Executive Director will inform the Vice President of Membership when the amount in the fund gets below $100, and the Vice President will ask for members to donate to the fund should it be necessary between fall Council meetings.

16.20.8 Annual Report of Sunshine Fund

The Executive Director will work with the Vice President of Membership to create a report annually that the Vice President will present at the fall Council meeting. The report will include the amount of funds used for the year and request ongoing monetary support for the Sunshine Fund.

16.20.9 Availability to Regional Groups

The fund is also available to regional groups. If the group elects to use the Sunshine Fund the procedures as set out in this manual will be followed if the group uses the ACET online payment process. The Regional Director shall be the designated officer in charge of the funds and the procedures will work as delineated in the manual above.

17. Amendment Procedures

17.1 Amendment

This financial policy and procedures manual shall be amended by a majority vote of the Executive Council.

17.2 Process to Propose Changes

1. The Immediate Past President initiates and leads the policy review process in collaboration with the Executive Director, President, President-Elect, and Parliamentarian.
2. Input is solicited from officers, regional directors, alternate regional directors, and past presidents.
3. The collaborative team reviews proposed edits, discusses changes, and revises the policy manual as appropriate.
4. The revised version is presented to the Past Presidents for comment.
5. Following review by the Past Presidents, the revised version is presented to the Executive Council for a vote.

17.3 Process for Electronic Voting

1. The Secretary will e-mail the Executive Council the proposed change(s) with instructions for submitting electronic votes.
2. The window for ad hoc voting will be seven (7) days.
3. Conference business or election voting will be conducted during the conference.
4. The Secretary will notify the Executive Council, The ACET Finance Committee and the Executive Director of the results at the Executive Council Meeting or via e-mail at the close of the voting window.

18. Document Retention

18.1 Retention Procedure

ACET has a records retention policy to comply with IRS requirements for nonprofits. The Council shall monitor the retention, maintenance, and destruction of documents, both in hard copy and electronic media, necessary for the proper functioning of the Association as well as to comply with all applicable legal requirements. All Council meeting minutes must be posted on the ACET website by the Secretary. The Secretary will also be responsible for seeing that the approved minutes are placed in the ACET Executive Council Meeting Minutes folder on the ACET server as soon as the Council approves the minutes.

18.2 Record Storage

ACET records are stored in the ACET Storage Unit located at Life Storage 7340 Blanco Road San Antonio, Texas 78216. The current year records are stored in the home office of the Executive Director in San Antonio, Texas

18.2.1 Terms:

- 7 years (or as required by law)
- UNLN = Until no longer needed
- Permanently

18.2.2 Seven Year Retention

The following documentation will be retained for 7 years:

- Accounts Receivable & Accounts Payable including related ledgers, schedules, and invoices.
- Bank Statements, Credit Card Statements and Reconciliations and Duplicate Deposit slips
- Duplicate checks and supporting documents for payments and purchases.
- Travel and expense reports

18.2.3 Until No Longer Needed (UNLN)

The following documentation will be retained Until No Longer Needed

- Committee Meeting Notes
- Committee Rosters
- Committee Program Agenda/Slide Deck

18.2.4 Permanently

The following documentation will be retained permanently:

- Annual Financial Statements and Reports
- Tax Returns and supporting documents and worksheets
- Executive Council Meeting Agendas
- Executive Council Meeting Minutes and motions
- Sponsor Monetary Donations
- Sponsor in-kind Donations
- Constitution and/or Bylaws and all Revisions
- Insurance Policies- General Liability and Directors/Officers
- Insurance Reports, Accident Reports and Claims
- Legal Contracts

19. Asset Disposal

19.1 When to Dispose of an Asset

An asset of the organization may need to be disposed of when:

- The asset is fully depreciated in value.
- The asset is no longer useful or needed by the organization.
- The asset may be removed from the books due to unforeseen circumstances such as theft.

19.2 Process to Dispose of an Asset

The asset disposal may be a result of several events: When the asset reaches the end of its useful life, its disposal value is zero.

- End of Useful Life: When an asset reaches the end of its useful life, its disposal is zero and can be disposed of once identified.
- Assets over $500 Value: Assets over $500 that no longer have use to the organization will be identified by ACET staff, officers, or chairpersons. The Executive Director in consultation with the President will determine how to dispose of the asset by either reselling the asset for a fair market value, donating the asset to another non-profit organization, educational institution, or other appropriate means.

19.2.1 Use of Funds from Asset Disposal

The monies, if any, derived from the disposal will be entered into the organization's bookkeeping records as miscellaneous income.

19.2.2 Inventory Process for Asset Disposal

The asset will be removed from the organization's inventory of assets and duly recorded in the organization's inventory system as disposed of with the date, how and where it was disposed of, and any income derived if applicable.

20. Annex- ACET Forms & Resources

20.1 Glossary

20.1.1 Association

Association is used in this document to mean The Association for Compensatory Educators of Texas or ACET.

20.1.2 Awards

Awards may be small gifts, plaques or other items that are bestowed upon members who are retiring from their organization or in recognition of their extraordinary service to the Association.

20.1.3 Conflict of Interest

A conflict of interest exists when an individual's personal, financial, or other interests have the potential to interfere with, compromise, or appear to compromise the individual's professional judgment, decisions, or actions in carrying out their duties and responsibilities. Conflicts of interest may be actual, potential, or perceived, and must be disclosed to ensure transparency and integrity in decision-making.

20.1.4 Council

Council is used in this document to refer to the ACET Executive Council.

20.1.5 Dues

Dues are monies paid to professional associations for membership.

20.1.6 In-Kind Donation

In-kind donations refer to goods and services donated to the Association rather than monies donated or paid for sponsorships.

20.1.7 Emergency

Emergency means an urgent matter that cannot wait until the next scheduled Council meeting.

20.1.8 ESC

ESC is used to refer to the 20 Educational Service Centers that serve Texas public schools.

20.1.9 Meetings

Meetings include Executive Council meetings, Regional Meetings, Committee Meetings and General Business Meetings held at conferences. Notes should be taken and submitted for approval and posting as they are considered legal meetings of the organization and do have actions taken such as votes, introduction of people running for office etc.

20.1.10 NAFEPA

NAFEPA is the National Association of Federal Education Program Administrators.

20.1.11 Quorum

Quorum is a majority (51%) of the members of the Council and there are 28 voting members of the Council. The President is not included in the quorum.

20.1.12 Sponsor

Sponsor is an individual donor or organization that contributes funds or in-kind donations.

20.1.13 Social Media

Social Media includes all means of communicating or posting information or content of any sort on the internet, social networks, or similar electronic sites.

20.1.14 Staff

Staff refers to the Executive Director, Administrative Assistant or Technology Specialist who work as Independent Contractors with the Association.

20.1.15 Vendor

Vendor is used in this document to refer to sponsors, exhibitors, or companies that sell products or services to public school districts and ESCs or otherwise have personal business relationships.

20.2 Pre-Travel Approval Form

See separate attachment. The online version of this document will have a link to an online form that will be available only to Council members.

20.3 Travel Reimbursement Form

See separate attachment. The online version of this document will have a link to an online form that will be available only to Council members.

20.4 Standing Committee, Director, Working Group Procedures, Timelines and Resources

No timelines available at this time.

20.5 Revised Roberts Rules of Order

The Roberts Rules of Order are posted on the ACET Parliamentarian webpage at ACETX.org.

APPENDIX A – MANUAL REVISIONS

REVISION HISTORY AND REVIEW PROCESS

This manual is a living document that is reviewed and updated on a regular basis to ensure it reflects the current practices, policies, and priorities of the Association for Compensatory Educators of Texas (ACET).

Review Process (adopted 2025)

- The Immediate Past President initiates the review process and invites input from all stakeholders (officers, Regional Directors, Alternate Regional Directors, Past Presidents, and the Executive Director).
- Stakeholders are asked to review sections relevant to their roles and may provide feedback on the entire manual. Input is collected via survey.
- The Review Team (Immediate Past President, President, President-Elect, Parliamentarian, and Executive Director) reviews the feedback and determines edits.
- A rationale log of all decisions is maintained and shared with stakeholders for transparency.
- The edited draft is presented to the Past Presidents Advisory Committee for review and comment.
- The Executive Council reviews and votes on the revised manual at the fall meeting.

Revision History

- **2023** – Initial manual created by the Working Group of officers, regional directors, past presidents, and the Executive Director. This draft consolidated earlier incomplete versions into a cohesive framework of policies and procedures. Contributors included: Dr. Jamie Bryson, Gilbert Rodriguez, Brande Bass, Eileen Lytle, Cypris Potts, Shirley Coleman, and Laura Witte. Special thanks to Dr. Mark Ybarra, ACET President (2023), and past contributors Dr. Jamie Bryson, Ms. Vickie Ansley, Ms. Mercedez Rassi, Ms. Eileen Lytle, and Dr. Robert Meaux.
- **2025** – Annual review conducted under the leadership of Immediate Past President Dr. Tami Knight**.** Input was solicited from all stakeholders. The Review Team (Dr. Tami Knight, Executive Director Laura Witte, President Dr. Leslee Schauer, President-Elect Valarie Buhidar, and Parliamentarian Brande Bass) evaluated all proposed edits and compiled a rationale for decisions. Revised draft was reviewed by the Past Presidents Advisory Committee before being presented to the Executive Council for approval at the Fall 2025 meeting.

(Future revisions will be noted here with the year, lead reviewer(s), and summary of changes.)