



# West Virginia Association for Career and Technical Education

# Procedures Manual and Policies





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2023-2024

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## Table of Contents

Introduction .....	1
Responsibility .....	1
Official Business Member Meeting .....	1
Executive Committee Meetings .....	1
Divisions .....	1
Financial and Expenses .....	2
Budget .....	2
Travel Reimbursement .....	2
Purchasing .....	2
Disbursement of Funds .....	3
Financial Reporting .....	3
Election of President-Elect .....	3
Workshops and Conferences .....	4
Hosting .....	4
Sponsoring .....	4
WVACTE Officers .....	4
President .....	4
President-Elect .....	5
Immediate Past President .....	5
Division Vice Presidents .....	5
Duties of Appointed Officers .....	5
Executive Treasurer .....	5
Executive Secretary .....	6
Membership Secretary .....	6
Parliamentarian .....	6
Standing Committees .....	7
Audit Committee .....	7
Awards Committee .....	7
Bylaws Committee .....	7
Legislative Committee .....	8
Membership Committee .....	8
Nomination Committee .....	8
Publications Committee .....	8

Conference Committee .....	8
WVACTE Code of Conduct for Executive Committee Members.....	10
WVACTE Code of Ethics.....	12
Whistleblower Policy.....	14
General.....	14
Reporting Responsibility .....	14
No Retaliation .....	14
Reporting Violations .....	14
Compliance Officer .....	14
Accounting and Auditing Matters.....	14
Acting in Good Faith .....	14
Confidentiality.....	15
Handling of Reported Violations.....	15
Retention Policy.....	16
Definitions .....	16
Retention Schedule .....	16
Institutional and Legal Records .....	16
Financial Records .....	16
Insurance Records .....	16
Litigation Records .....	16
Conflict of Interest Policy .....	17
Purpose .....	17
Definitions .....	17
Procedures .....	17

# Introduction

This policy manual is to provide guidance for how WVACTE conducts business as well as defining officer role, the responsibilities of the Standing Committees, codes of ethics for the Executive Committee and WVACTE members, and to provide guidance for whistleblowing, retention, and conflicts of interest. This document will be reviewed at a minimum of every two years by the Bylaws Committee. The policy additions, deletions, or amendments may be added by a majority vote of the Executive Committee.

# Responsibility

## Official Business Member Meeting

A member has a responsibility to participate in the quarterly meetings. The quarterly meetings are designed to provide information to the members and allow members' voices to be heard. The list of quarterly meetings will be provided at the beginning of the new fiscal year. Members will receive a minimum of two weeks' notice of upcoming meetings. A draft agenda will be emailed out one day before the quarterly meetings.

We understand that there are times in which members cannot participate. After the meeting, a draft of the meeting minutes will be emailed out to everyone.

## Executive Committee Meetings

When an executive committee member cannot attend a regularly scheduled Executive Committee Meeting, they are expected to notify the president.

If a division vice president or vice president-elect cannot attend a regularly scheduled Executive Committee Meeting, they are responsible for securing a substitute. This substitute may participate in discussion but cannot make motions or vote.

## Divisions

The following divisions are recognized by the Executive Committee.

1. Administration
2. Agriculture Education
3. Health Science Education
4. Business Education
5. Family and Consumer Science Education
6. Engineering and Technology Education
7. Technical, Trade, and Industry Education

# Financial and Expenses

## Budget

The President and Executive Treasurer will create the proposed budget. This proposed budget will be presented to the Executive Committee at the last meeting before the fiscal year ends. With a majority vote by the Executive Committee, the proposed budget will be presented to WVACTE members at the first meeting of the new fiscal year for approval. Upon the majority vote of the members, the budget will be approved for that fiscal year.

## Travel Reimbursement

In-state and out-of-state travel will be reimbursed based on the identified yearly travel budget.

Executive Committee members must receive authorization from the President or Executive Committee. This will be documented in the meeting minutes.

Travel reimbursement rates will be at rates currently in effect for West Virginia State government employees. Travel reimbursement will take place by completing the Travel Expense Report. The meal rates will be the GSA per diem rates. Only meals not provided may be claimed. Original receipts must be submitted for the following:

- Lodging
- Airline ticket
- Baggage fees
- Parking, in excess of \$75.00
- Tolls, in excess of \$75.00
- Rental receipts
- Gas receipts for rental
- Ground transportation (such as Uber, Lift, etc.) – Tips will only be reimbursed up to 20% of the fare. Anything over 20% will not be reimbursed.

The Travel Expense Report should be submitted within three weeks of the travel date.

## Purchasing

A minimum of three bids must be obtained for supply/equipment purchases that exceed \$1,000. Bids will be obtained on items less than \$1000 when the nature of such items and goods business so indicates. Bids must contain the following information.

- Item Quantity
- Price per Item
- A description of the item
- Total cost of all items purchased, if more than one item is on the bid
- Shipping/deliver cost, if applicable
- Delivery date
- The vendor's name and contact information
- Payment terms
- The date the bid/quote expires.
- Signature (hard copy/electronic) acknowledging the information is correct.

Upon awarding the bid, a purchase order will be completed and provided to the vendor with the signature of the President or President-Elect specifying that these items are for purchase.

One-time supply/equipment purchases costing \$200 or less will be placed on a purchase order.

The purchase order will be placed on the designated template and include the following information.

- Vendor Name and Contact Information
- Item Quantity
- Price per Item
- Total price per item
- Taxes, if applicable
- Shipping/Delivery cost
- Total cost

## **Disbursement of Funds**

Fund disbursement will be made by the Treasurer or designee upon receipt of properly approved documentation.

## **Financial Reporting**

The Treasurer will prepare a Treasurer's Report for each meeting. The report will specify the funds received and expenditures.

An annual financial statement detailing the funds received and disbursed shall be prepared and presented at the last Executive Committee meeting of the fiscal year.

Each WVACTE Division Vice President shall submit a copy of the Division's annual financial statement and budget no later than August 30 of each.

## **Election of President-Elect**

The election of the President-Elect will take place every two years and will be in office as President-Elect for one year prior to assuming the position of President.

The office of WVACTE President-Elect shall go only to those who have demonstrated outstanding leadership ability and who have a sincere and genuine interest in furthering the development and improvement of career and technical education (CTE) through WVACTE activities.

To be considered a candidate for nomination, the WVACTE member must be in good standing with at least five consecutive years of membership (to be verified by the Membership Secretary), be able to take sufficient time off from employment as necessary to attend to the duties and complete the nomination form and provide all specified documentation by May 1 of each year that elections take place. Please note that qualifications requirements may be waived at the discretion of the Executive Committee.

# Workshops and Conferences

Workshops and conferences play an integral role in achieving the overall mission of the WVACTE and are effective in reaching specific WVACTE goals.

## Hosting

Workshops and conferences will be planned by the Conference Committee with input from the WVACTE Executive Committee or their designee.

## Sponsoring

In response to formal invitations from associated and related organizations to co-sponsor events, the Executive Committee will determine the appropriateness of WVACTE's co-sponsorship based upon an analysis of factors, such as:

1. Workshop topic
2. Objective
3. Agenda
4. Target audience
5. Direct and indirect costs to WVACTE
6. Any potential conflict of interest

If the request relates to a WVACTE Division, the Executive Committee and/or its designee will contact the Division Vice President for advice.

# WVACTE Officers

## President

The WVACTE Bylaws state that a President's term is two years.

Besides the duties outlined in the Bylaws, the duties of the President also include the following.

1. Presides at the WVACTE Executive Committee meetings and WVACTE Member Business Meetings.
2. Serves as the chair of the Executive Committee.
3. Serves as an ex-officio member of all Standing Committees except the Nomination Committee.
4. Appoints the following Executive Committee Members.
  - a. Parliamentarian
  - b. Executive Treasurer
  - c. Executive Secretary
  - d. Membership Secretary
5. Appoints committee and committee chairs not otherwise provided for in the bylaws and this procedures manual, subject to the approval of the Executive Committee.
6. Approves financial documents for disbursement of funds budgets or otherwise approved by the Executive Committee.
7. Represents WVACTE at the annual ACTE Convention and ACTE Assembly of Delegates, Regional 1 meetings, and other CTE meetings as necessary.

8. Perform other duties as prescribed by the parliamentary authority adopted by WVACTE or assigned by the Executive Committee.

## President-Elect

Besides the duties outlined in the Bylaws, the duties of the President-Elect also include the following.

1. Preside at meetings in which the President is absent or otherwise unable to preside.
2. Succeed to the office of President at the expiration of the President's full term of office and to the office of immediate past president the following year.
3. Serve as a member of the Executive Committee and as an ex-officio member, without vote, of all other committees except the Nomination Committee.
4. Serve as the President's official representative, upon request.
5. Perform other duties as assigned by the Executive Committee.

## Immediate Past President

Besides the duties outlined in the Bylaws, the duties of the Immediate Past President also include the following.

1. Serve as a member of the Executive Committee with motion and voting privileges.
2. Serves as the Compliance Officer of the organization regarding whistleblowing.
3. Serves as the chair of the Audit Committee.
4. Perform other duties as assigned by the Executive Committee.

## Division Vice Presidents

Besides the duties outlined in the Bylaws, the duties of the Division Vice Presidents also include the following.

1. Serve as a member of the Executive Committee with motion and voting privileges.
2. Responsible for ensuring the WVACTE Bylaws, policies/procedures, and programs of work are implemented in their respective divisions.
3. Perform other duties as assigned by the Executive Committee.

## Duties of Appointed Officers

These officers are appointed by the President. Each of these officers will have a two-year term with a two-year gap unless no nominations or the sitting president reappoints them.

### Executive Treasurer

Besides the duties outlined in the Bylaws, the duties of the Executive Treasurer also include the following.

1. Serve as a member of the Executive Committee with motion and voting privileges.
2. Maintain financial records/reports via the ACTE State Chapter Module (SCM).
3. Provide the Treasurer's Report at the Executive Committee Meetings and a statement of funds at the WVACTE Members' Business Meetings.
4. Create and provide all financial reports as required in the procedure's manual.
5. Work with the President to create the proposed budget.
6. Collect funds, including dues, as necessary.
7. Disburse funds to pay expenditures as defined in the procedure's manual.

8. Disburse funds collected by WVACTE for WVACTE Divisions.
9. Perform other duties as assigned by the President or Executive Committee.

## Executive Secretary

Besides the duties outlined in the Bylaws, the duties of the Executive Secretary also include the following.

1. Serve as a member of the Executive Committee with motion and voting privileges.
2. Work with the President to create the agenda for the Executive Committee and the Members' Business meetings.
3. Record and disseminate the official minutes for all Executive Committee and Members' Business meetings. Minute drafts will be sent to the Executive Committee within five days of the meeting. Members' Business meeting minutes drafts will be provided within two weeks of the next meeting.
4. Maintain WVACTE records/reports via the ACTE SCM.
5. Communicate with members and affiliates as needed.
6. Maintain the Executive Committee calendar, including sending out invites for the Executive Committee and Members' Business meetings.
7. Perform other duties as assigned by the President or Executive Committee.

## Membership Secretary

Besides the duties outlined in the Bylaws, the duties of the Membership Secretary also include the following.

1. Serve as a member of the Executive Committee with motion and voting privileges.
2. Maintain membership records via the ACTE SCM.
3. Market and promote WVACTE membership, including sharing the benefits and objectives of ACTE and WVACTE.
4. Create and collect data from culture/interest surveys.
5. Communicate with members and affiliates as needed.
6. Review and interpret various membership reports.
7. Serve as Chair of the Membership Committee.
8. Perform other duties as assigned by the President or Executive Committee.

## Parliamentarian

The duties of a Parliamentarian include the following.

1. Serve as a member of the Executive Committee with motion and voting privileges.
2. Serve as an adviser to all officers, committees, and members on matters of parliamentary.
3. Perform other duties as assigned by the President or Executive Committee.

## Term Cycles

Starting July 1, 2024, the term of office for the appointed officers will follow the following cycle.

- Executive Treasurer's and Parliamentarian's terms are from July 1, 2024, to June 30, 2026. From here on all terms of office will be on a two-year term cycle.
- Executive Secretary's and Membership Secretary's terms are from July 1, 2024, to June 30, 2027. From here on all terms of office will be on a two-year term cycle.

# Standing Committees

## Audit Committee

The Audit Committee will consist of a Chair and any person who is interested in being part of the Audit Committee. The committee chair is appointed by the President.

The duties and responsibilities of the Audit Committee consist of the following.

1. Meet annually prior to the designated business meeting.
2. Thoroughly review the financial activities and records of WVACTE during the preceding year including reviewing the following:
  - a. IRS Tax-exempt status and filings
  - b. WVACTE financial account balances
  - c. WVACTE budget format
  - d. Financial records, including the prior year's financial report; the year-to-date balance sheet, and the year-to-date statement of receipts and expenditures.
  - e. A complete listing of WVACTE members
3. Recommendations of the Audit Committee are to be forwarded to the WACTE Executive Committee for their consideration.
4. Following review of the above-mentioned items, report at the WVACTE designated business meeting their findings to the full membership concerning WVACTE's financial condition, operating procedures, and activities.

## Awards Committee

The Awards Committee will consist of a Chair and any person who is interested in being part of the Awards Committee. The committee chair is appointed by the President.

The duties and responsibilities of the Awards Committee consist of the following.

1. Work with the Publication Committee to publicize the various awards.
2. Secure award nominations.
3. Finding judges and determining winners.
4. Purchase awards, plaques, and contract awards.
5. Reads awardee's bio during Award Presentation with President handling over the plaque.
6. Announce WVACTE award winners as determined by the Executive Committee.
7. Assist award winners with applications and materials moving on to the next level and advance their application in the ACTE Award Portal.

## Bylaws Committee

The Bylaws Committee will consist of a Chair and any person who is interested in being part of the Bylaws Committee. The committee chair is appointed by the President.

The duties and responsibilities of the Bylaws Committee consist of the following.

1. Review and revise this Procedures Manual at a minimum of every two years.
2. Update bylaws. If added, revisions need to run bylaws through membership at the designated annual meeting.

## **Legislative Committee**

The Legislative Committee will consist of a Chair and any person who is interested in being part of the Legislative Committee. The committee chair is appointed by the President.

The duties and responsibilities of the Legislative Committee consist of the following.

1. Serve as the contact on all matters between the Executive Committee and WVACTE members.
2. Keep members informed on state and federal legislative issues.
3. Work with the Publication Committee to create awareness of legislative issues.
4. Generate support of members for positions taken on CTE legislative issues.
5. Provide a summary of the year's achievements and initiatives at the designated meeting.

## **Membership Committee**

The Membership Committee will consist of a Chair and any person who is interested in being part of the Membership Committee. The committee chair is the Membership Secretary.

The duties and responsibilities of the Membership Committee consist of the following.

1. Works to develop and implement strategies to maintain, retain, and increase membership.
2. Communicate with members to ensure that they are receiving adequate benefits for their involvement in WVACTE.
3. Coordinate the distribution of New Professional applications, review applications, and select award winners by the designated deadline.
4. Work with the committee and membership to ensure representation at various events, conferences, meetings, etc. around the state to boost membership and awareness.

## **Nomination Committee**

The Nomination Committee will consist of a Chair and any person who is interested in being part of the Nomination Committee. The committee chair is appointed by the President.

The duties and responsibilities of the Nominating Committee consist of the following.

1. Set guidelines, search for, and screen candidates for president.

## **Publications Committee**

The Publications Committee will consist of a Chair and any person who is interested in being part of the Publications Committee. The committee chair is appointed by the President.

The duties and responsibilities of the Publication Committee consist of the following.

1. Plan and implement strategies to market career and technical education year-round.
2. Post on various social media platforms monthly (at a minimum).
3. Update/maintain the WVACTE website.
4. Work with various committees and divisions to market WVACTE and share necessary information.

## **Conference Committee**

For the Conference Committee, the chair is appointed by the President.

The duties and responsibilities of the Conference Committee consist of the following.

1. Plan and organize virtual and in-person various types of professional learning activities (workshops, webinars, meetings, conferences, etc.).
2. Interact with vendors and presenters.
3. Create registration forms and processes.
4. Communicate with members about their registration, and/or presentations.

## **WVACTE Delegates at ACTE's CareerTech Visions**

The WVACTE is allotted one to two delegates. The first delegate will be the WVACTE President. The remaining delegate seats will be voted on by the Executive Committee. The voting will consist of all Executive Committee members who will be attending the ACTE's CareerTech Visions conference.

# **WVACTE Code of Conduct for Executive Committee Members**

Whereas, the Executive Committee of the West Virginia Association for Career and Technical Education (WVACTE) wishes to ensure that it and its members maintain a high standard of ethical and professional conduct in the performance of their responsibilities as Executive Committee Members.

Now, therefore, be it resolved that the Executive Committee hereby adopts the following *Code of Conduct*.

- 1. Executive Committee Members shall act in the best interest of WVACTE as a whole.** They serve for the benefit of the entire membership of WVACTE rather than any particular constituency, and shall, at all times, strive to do what is best for WVACTE as a whole and to promote and enhance the reputation and standing of WVACTE.
- 2. Executive Committee Members shall carry out their responsibilities in good faith with reasonable care, honesty, and due diligence.** They shall be informed, actively participate in Executive Committee discussions, regularly attend Executive Committee meetings, and be responsible for setting WVACTE's strategic direction.
- 3. Executive Committee Members shall comply with the governing documents and relevant laws.** They shall use their best efforts at all times to make reasonable decisions that are consistent with the Bylaws, and other governing documents of WVACTE, and be familiar with all such documents. Executive Committee Members shall comply with all applicable laws, rules, and regulations.
- 4. Executive Committee Members shall refrain from using their position on the Executive Committee for their personal advantage.** They are not to engage in self-dealing or exploit opportunities that become available to them because of their position on the Executive Committee if those opportunities fall within the scope of NACTE's current or planned activities.
- 5. Executive Committee Members shall maintain confidentiality.** They shall at all times maintain the confidentiality of all legal, contractual, personnel, and similar confidential and non-public information entrusted to them or acquired during their service on the Executive Committee.
- 6. Executive Committee Members shall disclose conflicts of interest.** They shall disclose any perceived or potential conflict of interest in accordance with WVACTE's Conflict of Interest Policy.
- 7. Executive Committee Members shall behave professionally at functions (e.g., meetings, events, conferences, etc.).** They shall conduct themselves at all functions in a professional, courteous, respectful, and businesslike manner. Personal attacks against

other Executive Committee Members, members, or guests are not consistent with the best interests of WVACTE.

- 8. Executive Committee Members shall refrain from harassment.** Executive Committee Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Executive Committee Member, member, or guests.

## **WVACTE Code of Ethics**

Career and technical educators believe in the worth and dignity of individuals and the value of career and technical education (CTE) in enhancing individual development. Consequently, career and technical educators strive for the highest ethical standards to merit the respect and confidence of students, colleagues, and the community. They use their skills and knowledge to develop each of their students/colleagues to maximize their potential. This is a framework to guide career and technical educators and the institutions through which they work in attaining the highest degree of professionalism.

With respect to self, the career and technical educator:

- Represents personal and professional qualifications truly and accurately.
- Maintains confidentiality of students and colleagues except where disclosure is compelled by law or permission is received.
- Bases professional action(s) and decision(s) upon sound, objective rationale without the influence of favors, fits, or personal/political advantage.
- Strives throughout one's career to master, maintain, and improve professional competence through study, work, travel, and exploration.
- Contributes to the growing body of specialized knowledge, concepts, and skills that characterize CTE.
- Strives for the advancement of CTE, upholds its honor and dignity, and works to strengthen it in the community, state, and nation.
- Participates actively in the work of professional organizations to define and improve standards of CTE preparation and service.
- Establishes and maintains conditions of employment conducive to providing high-quality CTE.
- Ensures instruction is accurate, current, objective, and scholarly, and designed to enhance students' individual capabilities.
- Exercise professional judgment presenting, interpreting, and critiquing ideas, including controversial issues.
- Joins with other professionals whose mission is to improve the delivery of CTE to the nation's citizens.

With respect to others, the career and technical educator:

- Uses individual competencies as a principle criterion in accepting delegated responsibilities and assigning duties to others.
- Provides statements about a colleague/student in a fair, objective manner without embarrassment or ridicule.
- Provides educational and/or career options to all students/colleagues.
- Evaluates students and colleagues without regard to race, color, creed, sex, status, or other factors unrelated to the need for CTE:
  - Encourages any student/colleague to participate in the program who can benefit from the program.
  - Provides the same benefits/advantages to all students/colleagues in the program.
- Respects the rights and reputations of students and colleagues with whom one works and the institution with which one is affiliated.

- Safeguards the health and safety of students and colleagues against incompetent, unethical, or illegal behavior of any person whether student/colleague.
- Promotes professionals who are fully qualified because of character, education, and experience, according to legally established criteria and standards.
- Exercises professional judgment in the choice of teaching methods and materials appropriate to the needs and interests of each student.
- Effectively influences the formation of policies and procedures that affect one's professional work.

# Whistleblower Policy

## General

The West Virginia Association for Career and Technical Education (WVACTE) Code of Ethics and Conduct (Code) requires the Executive Committee Members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of WVACTE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## Reporting Responsibility

It is the responsibility of the Executive Committee members to comply with the Code and to report violations/suspected violations in accordance with this Whistleblower Policy.

## No Retaliation

No Executive Committee member who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse consequences. A committee member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including being removed from the Executive Committee. This Whistleblower Policy is intended to encourage and enable Executive Committee members and others to raise serious concerns within WVACTE prior to seeking resolutions outside the WVACTE.

## Reporting Violations

The Code addresses WVACTE's open-door policy and suggests that members and others share their questions, concerns, suggestions, or complaints with someone who can address them properly. The Executive Committee and/or the Compliance Officer should be notified of any suspected violations. The Compliance Officer has a specific and exclusive responsibility to investigate all reported violations.

## Compliance Officer

WVACTE's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the Executive Committee. The Compliance Officer has direct access to the Audit Committee and is required to report to the Audit Committee at least annually on compliance activity. The WVACTE Compliance Officer is the immediate past present and chair of the Audit Committee.

## Accounting and Auditing Matters

The Audit Committee shall address all reported concerns or complaints regarding accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the Committee until the matter is resolved.

## Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a

violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a series offense.

## **Confidentiality**

Violations and suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

# Retention Policy

WVACTE will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, to comply with contractual/legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

## Definitions

- **Permanent Retention:** Records that are permanent/essential shall be retained and preserved indefinitely.
- **Current Records:** Records for which convenience, ready reference, or other reasons are retained in WVACTE's online file storage.

## Retention Schedule

### Institutional and Legal Records

Articles of Incorporation/Bylaws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

### Financial Records

Accounts Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audit Financial Report	Permanent

### Insurance Records

Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years

### Litigation Records

Claims/Court Documents	Current
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# Conflict of Interest Policy

## Purpose

The purpose of the conflict of interest policy is to protect the interests of the West Virginia Association of Career and Technical Education (WVACTE), when it's contemplating entering into a transaction or arrangement that might benefit the private interest of an executive committee member and/or standing committee member of WVACTE or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Definitions

1. **Interest Person** – Any committee member who has direct/indirect interest, as defined below, is an interested person.
2. **Financial Interest**
  - a. A person who has a financial interest if the person has, directly/directly, through business, investment, or family;
  - b. An ownership/investment interest in any entity with which WVACTE has a transaction or arrangement;
  - c. A compensation arrangement with any entity/individual with which WVACTE has a transaction/arrangement, or
  - d. A proposal ownership/investment interest in, or compensation arrangement with, any entity/individual with which WVACTE is negotiating a transaction/arrangement. Compensation includes direct and indirect remuneration as well as gifts/favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate committee decides that a conflict of interest exists.

## Procedures

1. In connection with any actual/possible conflict of interest, an interested person must disclose the existence of the financial interest and be allowed to disclose all material facts to the executive committee or standing committee considering the proposed transaction/arrangement.
2. The remaining committee members shall decide if a conflict of interest exists.
3. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the committee meeting while the determination of a conflict of interest is discussed and voted upon.