



OKLAHOMA ASSOCIATION OF BUSINESS, MARKETING & INFORMATION TECHNOLOGY EDUCATION

BYLAWS

Revised August 2026

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Article I: Name and Purpose

Section 1: Name - This organization shall be known as the Business, Marketing, and Information Technology Education Division of the Oklahoma Association for Career and Technical Education (OkACTE), hereinafter referred to as "BMITE.

Section 2: Purpose - The purpose of BMITE shall be:

- A. To increase the effectiveness of and participation in BMITE programs throughout the region, state, and nation.
- B. To promote and expand participation in Business Professionals of America (BPA) and DECA
- C. To encourage and support collaboration among BMITE educators at all educational levels
- D. To cooperate with and support OkACTE through affiliate membership
- E. To inspire students to pursue careers in BMITE-related fields.

Section 3: Appendices – The appendices to these bylaws are procedural in nature and are intended to provide operating procedures, job descriptions, forms, guidelines, and other administrative documents. The Executive Board may adopt, revise, or remove appendices by a majority vote, provided such changes do not conflict with these bylaws. If a conflict exists, the bylaws shall govern.

Section 4: ACTE Division Requirements – See Appendix A for ACTE division requirements.

Article II. Membership

Section 1: Eligibility - Membership is open to any individual interested in the purposes of BMITE, including teachers, coordinators, administrators, and other CareerTech professionals.

Section 2: Good Standing and Dues - Members who have paid BMITE/OkACTE

dues for the current year and have no outstanding debts to the division are considered good-standing members.

Section 3: Voting Privileges - Only members in good standing, as defined in Article II, Section 2, shall be entitled to vote, hold office, or enjoy the privileges of membership.

Section 4: Membership Term – The membership year shall run from July 1 through June 30 and shall be renewed annually regardless of the date dues are paid.

Article III: BMITE Executive Board

Section 1: Composition – The Executive Board shall consist of the President, President-Elect, Past-President, Secretary, Treasurer, Reporter, and Regional Vice Presidents.

Section 2: Terms of Office – Executive Board members shall serve a term of two (2) years except for the President, President-Elect, and Past-President, who shall each serve a term of one (1) year.

Section 3: Responsibilities – The Executive Board shall serve as the administrative body of BMITE and shall carry out all activities necessary for the successful operation of the association. The Executive Board shall approve meeting minutes, adopt the annual operating budget and budget amendments, and exercise all powers and duties assigned by these bylaws. The Executive Board shall meet twice a year (once in the Fall and once in the Spring), at the call of the President, and upon request of any two Executive Board members.

Section 4: Attendance – Executive Board members shall attend all meetings. Members with two (2) consecutive absences may be removed from the Executive Board, as defined in Article VII. Officer Vacancies and Removal

Article IV. Meetings

Section 1: Executive Board Meetings – Members of the Executive Board, Committee Chairs, and Committee members are invited to attend all meetings unless a special meeting is called by the President that is limited to Executive Board members.

Section 2: Oklahoma Summit – The Executive Board and Committee Chairs shall attend Oklahoma Summit. Each Executive Board member and Committee Chair shall report to the membership on activities completed during the previous year and planned activities for the upcoming year.

Section 3: Types of Meetings and Methods of Attendance – Regular, special, and emergency meetings may be conducted in person or by approved remote means. Oklahoma Summit, the annual membership meeting, shall be held in person.

Section 4: Quorum – A quorum for Executive Board meetings shall consist of a simple majority of the Executive Board.

Section 5: Voting – Each Executive Board member shall have one vote. Unless otherwise provided in these bylaws, motions shall be adopted by a simple majority vote. The following actions require a two-thirds (2/3) vote:

- A. Organizational name changes.
- B. Appointment of a replacement President-Elect.
- C. Removal of an officer from office.
- D. Amendments to the bylaws.

Section 6: Parliamentary Authority – The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern BMITE in all cases in which they are applicable and are not inconsistent with these bylaws or any special rules of order adopted by the organization.

Article V: Officers

Section 1: President – The President shall set the agenda, coordinate and preside over all meetings, appoint members to committees and to vacant positions, and serve as the liaison between OkACTE, the Executive Board, and membership

- A. The President shall serve a term of one year
- B. The President shall serve as the Voting Delegate, representing the BMITE Division at ACTE VISION. If the President is unable to attend, the President-Elect, or other designee, shall assume the role of Voting Delegate.
- C. See Appendix B for the full ACTE job description

Section 2: President-Elect – The President-Elect shall assume the duties of the President in their absence.

- A. The President-Elect shall serve a term of one year.
- B. The President-Elect shall chair the BMITE Nominating Committee
- C. See Appendix C for the full ACTE job description

Section 3: Regional Vice Presidents – The office of Regional Vice President is being phased out. No additional elections shall be held following the expiration of the current terms.

- A. Regions 1 and 2 will expire July 31, 2028
- B. Regions 3 and 4 will expire July 31, 2027
- C. See Appendix D for the full ACTE job description

Section 4: Secretary – The Secretary shall keep accurate records of meeting minutes and shall distribute the approved meeting minutes to the Executive Board. The Secretary shall distribute the meeting minutes within ten (10) days of the meeting via email to the Executive Board and upload the minutes to the shared drive.

- A. The Secretary shall serve a term of two years.
- B. See Appendix E for the full ACTE job description.

Section 5: Treasurer – The Treasurer shall maintain accurate records of all financial transactions and receipts. The Treasurer shall be responsible for filing taxes and managing all matters involving the Internal Revenue Service (IRS), including, but not limited to, reporting requirements, filings, and maintaining the organization's compliance with applicable federal tax regulations.

A. The Treasurer shall serve for a term of two years.

B. The Treasurer shall prepare the next year's budget for Board approval at the Spring meeting.

C. See Appendix F for the full ACTE job description.

Section 6: Reporter. The Reporter shall be responsible for updating and maintaining the Division website, the link from BMITE to OkACTE, and all social media accounts. The Reporter shall also be responsible for the monthly membership newsletter and submitting articles to other publications upon request.

A. The Reporter shall serve a term of two years.

B. See Appendix G for the full ACTE job description

Section 7: Past President – The Past President will assist in promoting all benefits of membership in BMITE and OkACTE. They will assist the President and the President-Elect with the continued successful operation of the organization.

A. The Past President shall serve a term of one (1) year in an advisory capacity.

B. See Appendix H for the full ACTE job description

Article VI. Election of Officers

Section 1: Eligibility - Active members shall be eligible to run for office except for the State Program Administrator, State Program Specialist, BPA State Advisor, DECA State Advisor, and local administrators

Section 2: Voting Process – The voting process is outlined in Appendix I.

Article VII. Officer Vacancies and Removal

Section 1: President Vacancy – Should the office of the President become vacant during the term of office, the President-Elect shall become President for the remainder of the term. This does not count towards the one (1) year term limit of the President-Elect.

Section 2: President-Elect Vacancy – The President-Elect is an elected position that may only be filled by a member with two (2) years of experience on the BMITE Executive Board. Should this position become vacant or unfulfilled, the President will attempt to fill the position with a member who has two (2) years of experience. If not possible, the President may deviate and appoint a member who does not meet the requirement, with a 2/3 vote of approval from the Executive Board.

Section 3: All Other Vacancies – The President will appoint all other Officer vacancies with approval by the Board by a simple majority.

Section 4: Removal – If an officer is unable to perform their assigned duties or misses two (2) consecutive meetings, the Executive Committee may vote by a 2/3 vote to remove the officer and appoint a replacement until the next election cycle. The President will notify the officer of the removal via school email.

Article VIII Committees

Section 1. CareerTech Administrative Council – CTAC is the official leadership council composed of the OkACTE President, OkACTE President-Elect, Division Presidents, and non-voting advisors from the Oklahoma Department of Career Technology Education (ODCTE). This council governs policy decisions, operations, and strategic planning for the state's CareerTech system, ensuring that educators and administrators are aligned with legislative and educational priorities

A. The Administrative Council (CTAC) Representative shall serve for a term of

three years per the rotation system defined in the OkACTE operating policies.

- B. The CTAC Representative will represent the BMITE division at all Career Tech Administrative Council meetings and report relevant information to the Executive Board and membership as necessary.

Section 2: Nominating Committee – The nominating committee's sole purpose is to elect members to officer positions. The Nominating Committee consists of the Executive Board and shall be chaired by the President-Elect. See Appendix I for the nominating process.

Section 3: Awards Committee – The Awards Committee program seeks to recognize individuals who have made extraordinary contributions to the field, programs that exemplify the highest standards and organizations that have conducted activities to promote and expand CareerTech education programs.

- A. The Chair of the Awards Committee will serve for a three-year term and be appointed by the President.
- B. Will review all nominations for BMITE and OkACTE Awards to ensure award requirements are met.
- C. Will provide recognition awards to be made in five-year increments of service in BMITE and will be awarded at the Oklahoma Summit.
- D. Will be responsible for retiree awards and any other special awards given by the membership.
- E. If a member of the Awards Committee has been nominated for an award, the committee member relinquishes his/her duties on this committee until the awards have been determined.
- F. See Appendix J for award requirements

Section 4: Policy Committee – The policy committee is responsible for knowing the bylaws, recommending updates to the bylaws, and presenting bylaw changes to the membership at Summit for approval or at any other time as required by

organizational necessity. The Chair of the Policy Committee will serve a 3-year term and be appointed by the President.

Section 5: PAC Political Action Committee – The purpose of the legislative committee is to track state and federal legislation pertaining to CareerTech Education and inform the membership of the status of that legislation. The PAC Representatives will co-chair the PAC.

Section 6: Kaleidoscope Committee – The committee will promote awareness of cultural differences by making recommendations to OkACTE and ODCTE for professional development activities. The Chair of the Kaleidoscope Committee will serve for a 3-year term and be appointed by the President.

Section 7: Standing Committees

- A. All members of standing committees must be BMITE members.
- B. Chairpersons of standing committees and representatives shall be appointed by the President, except for the Nominating Committee, which will be chaired by the President-Elect.

Section 8: Mutual Benevolent Plan (MBP) Representative - The Benevolent Representative will serve for a 3-year term and be appointed by the President.

Section 7: BMITE Dean Denton Scholarship Committee

- A. The Scholarship Committee will serve for a 3-year term, and the Chair shall be appointed by the President.
- B. The Scholarship Committee will review and screen the scholarship applications and award up to three (3) \$500.00 scholarships. The number of awards shall be determined by the availability of funding at the Spring board meeting.
- C. The Scholarship Committee shall recognize the scholarship winners at the Oklahoma Summit and present them with their checks. If a winner is unable to attend, the Treasurer will mail the check directly to the student.

D. See Appendix K for scholarship requirements.

Section 8: Audit Committee

- A. The Audit Committee will serve for a 3-year term, and the Chair shall be appointed by the President.
- B. The Audit Committee will be composed of four BMITE representatives appointed by the Chair. Appointed representatives shall have financial expertise or experience.
- C. The Audit Committee shall perform an audit of the accounts of the association and report its findings to the Executive Board and the membership during the summer conference.

Section 9: Special Committees

Special committees shall be appointed by the President to implement the work of BMITE when necessary and do not require membership approval. However, if the committee remains in place for more than any part of two years, it will become a Standing Committee and must be added to the bylaws by a vote of the membership.

Article IX. Electronic Voting

Section 1. Purpose - Electronic voting may be used to conduct official BMITE business when:

- A. Executive Board business requires action between regularly scheduled meetings and convening in-person is impractical.
- B. Membership elections and other membership votes are authorized elsewhere in these bylaws.

Section 2. Executive Board Electronic Voting - The President may initiate an electronic vote. Each Executive Board member shall cast one vote by responding as directed in the notice. A quorum and the vote required for

adoption shall be the same as required for an Executive Board meeting under these bylaws. Upon the close of voting, the President shall certify the results, distribute them to the Executive Board, and ensure they are recorded in the minutes of the next Executive Board meeting. The notice initiating the electronic vote shall include:

- A. The exact wording of each motion.
- B. Background information necessary for informed decision-making.
- C. The opening and closing dates and times for discussion, if discussion is permitted.
- D. The opening and closing dates and times for voting.
- E. Instructions for casting votes, including whether multiple motions will be considered separately or as a single package.

Section 3. Membership Electronic Voting - Electronic voting conducted by the membership, including the election of officers, shall be conducted in accordance with Article VII, Section 2.

Section 4. Correction of Voting Record - An Executive Board member who believes their vote was recorded incorrectly may submit a written appeal to the President within two (2) business days after the results are distributed. Within two (2) business days after receiving the appeal, the President shall:

- A. Verify the member's submitted vote.
- B. Correct the official record if an error occurred.
- C. Distribute any corrected results to the Executive Board.

Article X. Finance

Section 1. Fiscal Year - The fiscal year of BMITE shall begin on July 1 and end on June 30.

Section 2. Budget - The Executive Board shall adopt an annual budget at the Spring

meeting for the following fiscal year. The Treasurer is authorized to make expenditures that are included in the approved budget. Any expenditure not included in the approved budget shall require approval by a majority vote of the Executive Board before funds are expended.

Section 3. Disbursement of Funds - All division funds shall be disbursed by check, electronic payment, debit card, or other Board-approved payment method. The President and Treasurer shall be authorized signatories for association financial accounts and instruments.

Section 4. Travel Reimbursement - Travel reimbursement requests shall be submitted to the Treasurer using the approved reimbursement form included in Appendix L. The annual budget shall include professional development allocations for the President, President-Elect, and/or Alternate, as approved by the Executive Board. Reimbursement shall be made in accordance with the approved budget and BMITE travel reimbursement policies.

Section 6. Financial Reporting - At the close of each fiscal year, the approved annual budget and year-end financial report shall be made available to the membership through the BMITE website.

Article XI: Amendments

Bylaws may be amended by a majority vote of members present at Oklahoma Summit. Should a member wish to request an amendment to the bylaws, that request must be made to the Executive Board President prior to May 30th. Amendments must be submitted and/or presented to the membership in writing at least 30 days prior to June 1 or at Oklahoma Summit.

Article XII. Bylaw Corrections

If any errors are found by or reported to the policy committee regarding the bylaws,

such as misspellings, grammar, punctuation, etc., that do not change the actual meaning of the bylaw, it is permissible to make those changes as they are discovered without approval by vote from the membership or Executive Board.

Appendix A

OkACTE DIVISION REQUIREMENTS

1. Division Requirements

- a. Each division is required to formulate its own operating policies in keeping with the OkACTE Bylaws and the OkACTE Operating Policies. The OkACTE staff will monitor the operating policies of each division periodically for consistency with OkACTE Bylaws and OkACTE Operating Policies.
- b. Division officers shall include but not be limited to: President, President-Elect, Secretary/Treasurer and Reporter.
- c. The divisional president of each division shall also serve as Vice President of OkACTE.
- d. The Division President shall preside at all meetings of the division.
- e. The Divisional President shall disperse information from OkACTE to their respective divisions.
- f. The ODCTE Division Representative or their designee shall serve as the advisors for the division.
- g. Divisional leaders- officers and committee members - shall attend Leadership OkACTE.
- h. Each division will formulate a division budget.
- i. Divisions must maintain membership as outlined by OkACTE bylaws.
- j. Each division shall submit nominees for consideration of awards according to the OkACTE Awards Program guidelines.
 1. Each division shall submit a Dennis Portis, III Rising Star award winner directly to the OkACTE office. Due annually in May.
- k. Each division shall select the individuals who will attend ACTE VISION as delegates.
- l.
 1. Each division shall send delegates to ACTE VISION in accordance with ACTE Bylaws.
 2. The President of each division shall be the first voting delegate for the division representing OkACTE at the Assembly of Delegates.
 3. Delegates are required to attend the ACTE Delegate Assembly to receive a delegate stipend from OkACTE.
- m. Each division is responsible for selecting representatives to CareerTech Administrative Council, Awards Committee, Diversity Action Committee, Political Action Committee, Membership Services Committee and the Comprehensive Professionals Council according to the rotation schedule.
- n. Each division shall plan and implement annual Strategic Priorities and assist in the implementation of the annual OkACTE Strategic Priorities.
- o. Each division shall prepare to submit appropriate documentation for an annual Financial Review at the final OkACTE President's meeting.

Appendix B

OkACTE DIVISION LEADERSHIP ROLES AND RESPONSIBILITIES

Responsibilities of Division Presidents

- a. Set agendas, coordinate, and preside over division officer and membership meetings.
- b. Possess efficient working knowledge of parliamentary procedure.
- c. Represent division on OkACTE Executive Committee, attending meetings as called.
- d. Attend OkACTE President Retreats.
- e. Provide communication to members regarding division activities, OkACTE activities and critical issues, state and national.
- f. Lead the development and implementation of the Division Program of Work/Strategic Plan (Send copy to OkACTE office).
- g. Responsible for uploading membership lists and disseminating to officers and committee chairs as needed.
- h. Responsible for presenting required documents for annual financial review.
- i. Be knowledgeable of Division/ OkACTE /ACTE nonmembers and potential members and ascertain ongoing recruitment and retention membership efforts.
- j. Assist OkACTE division committee representatives in fulfilling their duties:
 - Assist Awards representatives in soliciting quality award applicants and assuring quality of recommended candidates.
 - Assist Membership Services representatives in communicating information about OkACTE services and benefits.
 - Assist PAC Board and Legislative Committee representatives in soliciting PAC contributions.
 - Assist Diversity Action Committee chair in encouraging divisional participation.
- k. Be familiar with responsibilities of other division officers and OkACTE committee representatives and assure the fulfillment of their responsibilities.
- l. Require regular reports from other division officers and OkACTE committee division representatives at division officer and membership meetings.
- m. Communicate division needs to OkACTE leadership and staff.
- a. Represent division on CareerTech Administrative Council, attending each quarterly meeting.
- b. Attend the annual OkACTE Leadership Seminar, the OkACTE Legislative and Appropriations Forum and if possible, the OkACTE Legislative Seminar.
- c. Communicate regularly with ODCTE Division Representative, seeking advice and input.
- d. Encourage divisional members to apply for OkACTE Fellowship Program.
- e. Appoint division representatives to OkACTE, Region IV and ACTE Committees as needed.
- f. Serve as first voting delegate to ACTE Assembly of Delegates, and ascertain that all division delegate positions are fulfilled, representing the interests of the respective division in all decisions considered by the ACTE Assembly of Delegates.
- g. Solicit candidates for appropriate ACTE Board positions.

Appendix C

OkACTE DIVISION LEADERSHIP ROLES AND RESPONSIBILITIES

Responsibilities of Division President-Elects

- a. Preside in the absence of the Division President
- b. Develop expertise in parliamentary procedure and serve as parliamentarian, helping the Division President.
- c. Identify and fulfill the nomination for the division for the Dr. Dennis Portis III Rising Star Award ensuring the candidate meets all requirements.
- d. Identify division nonmembers and potential members.
- e. Assisting in identifying potential divisional award nominees.
- f. Attend the fourth quarterly CTAC meetings.
- g. Attend the annual Leadership OkACTE.
- h. Attend OkACTE President's Retreats as scheduled.
- i. Attend if possible, the OkACTE Legislative Seminar
- j. Assist the Division President with roles and responsibilities.
- k. Fulfill all duties assigned by the President.

Appendix D

OkACTE DIVISION LEADERSHIP ROLES AND RESPONSIBILITIES

Responsibilities of Division Vice-Presidents

- a. Assist the Division President with membership communication efforts, particularly when the office represents a segment of the Division.
- b. Assist the President Elect in identifying Division/ OkACTE /ACTE non-members and potential members among the segment of educators associated with this particular office.
- c. Carry out ongoing recruitment and retention membership efforts within your segment.
- d. Assist leadership in identifying upcoming divisional leaders.
- e. Serve as a contact for segment achievements to be acknowledged. (i.e., award winners, community champions, leadership acknowledgements, etc.)
- f. Attend the annual Leadership OkACTE.
- g. Attend the annual OkACTE Legislative and Appropriations Forum, representing the interests of Division members.
- h. Attend, if possible, the OkACTE Legislative Seminar.
- i. Fulfill other duties assigned by the President.

Appendix E

OkACTE DIVISION LEADERSHIP ROLES AND RESPONSIBILITIES

Responsibilities of Division Secretary

- a. Serve as custodian of all records of the Division.
- b. Assist the Division President with determining business to be addressed and assisting with developing the Division meeting agendas.
- c. Accurately record all actions and decisions of the Division officers and the membership body, including motions made and votes occurring.
- d. Provide minutes of preceding meetings for verification of action taken.
- e. Maintain an accurate and up-to-date Division membership list and verify with OkACTE and ACTE records.
- f. Maintain all historical documentation of the Division, including officers, award recipients and historic events.
- g. Attend the annual Leadership OkACTE.
- h. Attend the annual OkACTE Legislative and Appropriations Forum, representing the interests of Division members.
- g. Attend if possible, the OkACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.

Appendix F

OkACTE DIVISION LEADERSHIP ROLES AND RESPONSIBILITIES

Responsibilities of Division Treasurer

- a. Have full knowledge of the regulations concerning the handling of the organization's finances as determined by the Division's constitution and/or bylaws.
- b. Possess a mastery of simple account/record keeping.
- c. Serve as the banker and custodian of all Division funds.
- d. Provide assistance when needed to ODCTE staff with collection and processing of Division/OkACTE/ACTE dues.
- e. Maintain or assure maintenance of all financial records and of the Division and prepare or approve regular financial reports.
- f. Perform monthly reconciliation of banking and financial records.
- g. Actively assist with the development of the Division budget and assure approval by the officer committee.
- h. Execute the Division budget as approved by the Division officer committee, paying all approved bills.
- i. Prepare an annual financial statement and submit all financial records for an annual audit to be performed by an the OkACTE office.
- j. Prepare an annual financial statement and submit all financial records, including the minutes of all meetings, for an annual review to be submitted to the OkACTE office annually at the final Presidents Retreat. Submit the financial report to the membership at OK Summit.
- k. Complete yearly 501(c)(6) tax return and file with IRS.
- l. Attend the annual Leadership OkACTE.
- m. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.

Appendix G

OkACTE DIVISION LEADERSHIP ROLES AND RESPONSIBILITIES

Responsibilities of Division Reporter

- a. Possess a basic knowledge of the principles and procedures of writing an effective press release and how to get it published.
- b. Participate in the development of the Division program of work/strategic plan to identify publicity efforts that can be performed during the year to promote Division members, the Division, OkACTE and /or career and technology education.
- c. Assist Division President in communicating events or announcements to divisional members (OkACTE Fellows, award winners, OkACTE events, etc.)
- d. Publicizing unique division activities or events.
- e. Develop and maintain a division page to include with or link to OkACTE's web page, www.okacte.org.
 - Provide updated content regarding divisional activities on division page;
 - Whenever possible, obtain pictures or content to add to the division page or website.
 - Maintain social media content on behalf of division.
- f. Assist the Division President and Vice President(s) in identifying effective tools for communicating Division and instructional support information to Division members.
- g. Provide assistance to OkACTE committee chairs with advertising deadlines or events to divisional members.
- h. Provide assistance in advertising OkACTE membership benefits, such as the Membership Divisional Installment Plan (MDIP), Mutual Benevolence Plan (MBP), or Professional Liability Insurance (PLI).
- i. Attend Leadership OkACTE.
- j. Attend, if possible, the OkACTE Legislative Seminar.
- k. Fulfill duties as assigned by the Division President.

Appendix H

OkACTE DIVISION LEADERSHIP ROLES AND RESPONSIBILITIES

Responsibilities of Division Past Presidents

- a. Serve on the OkACTE Nominating Committee, assisting in soliciting potential OkACTE President Elect Candidates and, in the interview and selection process.
- b. Serve on the OkACTE Membership Committee to assist in promoting all the benefits associated with being a member of OkACTE.
- c. Assist the Division President in assuring follow-through by Division representatives to OkACTE Committees.
- d. Assist the Division President with membership communication efforts.
- e. Assist the President-Elect with recruitment of Division/ OkACTE /ACTE non-members.
- f. Attend the annual Leadership OkACTE.
- g. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
- h. Attend if possible, the OkACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.

Appendix I

Officer Nomination Process

1. The Nominating Committee Chair will email the membership an electronic nomination form listing the open positions, descriptions, duties, and length of term, along with an explanation of how to nominate. Only school email accounts may be used.
2. Once the nomination process is complete, the Chair of the Nominating Committee will review nominees for eligibility. Should a nominee be found ineligible, an email will be sent to the nominator explaining the reasons for the ineligibility. All nominees will be contacted to ensure they understand the requirements of the position and will be required to email a statement to the Nominating Committee Chair accepting the nomination and committing to the duties of the position.
3. Of the members determined to be eligible for nomination, the Nominating Committee Chair will email an electronic voting form to the membership with instructions on how to vote and the deadline for submission.
4. Once the voting deadline has expired, the Nominating Committee Chair has ten (10) days to validate the votes cast to ensure the voter is an active BMITE member and the member only voted once via their school email.
5. Within fifteen (15) days of the voting deadline, the Nominating Committee Chair will notify the membership of the results.

Appendix J

Divisional Award Requirements

A. BMITE Teacher of the Year

1. Currently employed as a full-time classroom teacher in a CareerTech, business, marketing, and information technology education program
2. Completed at least five years of teaching experience in a CareerTech program. 3. Served in some capacity on a local, state, regional, and/or national level, such as division officer, program participant, or active member of a state committee.
3. Award nominees must submit an application online by the established deadline.

B. BMITE Postsecondary Teacher of the Year

1. Currently employed as a full-time post-secondary classroom teacher in a CareerTech, business, marketing, and information technology education program.
2. Completed at least five years of teaching experience in a CareerTech program.
3. Served in some capacity on a local, state, regional and/or national level, such as division officer, program participant, or active member of a state committee.
4. Award nominees must submit an application online at the [ACTE Awards Portal](#) by the established deadline.

C. BMITE New Teacher of the Year

1. Currently employed as a full-time classroom teacher in a CareerTech, business, marketing, and information technology education program.
2. Completed at least the past three years of teaching experience in a CareerTech program, but not more than five years (applicant may be in their sixth year of teaching at the time of application), and new to the teaching profession in CareerTech education.
3. Award nominees must submit an application online at the [ACTE Awards Portal](#) by the established deadline.

G. BMITE/OkACTE Awards

1. For all other impact awards, please visit the [ACTE Awards Portal](#).

Appendix K

Dean Denton Scholarship Application



Dean Denton/BMITE Scholarship Nominating Guidelines

1. Nominees must be a high school senior or an adult enrolled in a *CareerTech* Business, Marketing, and Information Technology Education (BMITE) program.
2. Applicants must plan to pursue a major in the business, marketing, or information technology occupational area. Preference will be given to applicants seeking Oklahoma teacher certification in the business, marketing and/or information technology area.
3. Applicants must currently have at least a cumulative 3.0 grade point average and excellent attendance in their current program. The level of activity in student organizations and the community will also be considered.
4. **The nominating instructor MUST be a current PAID member of the BMITE Division of ACTE/OKACTE.** A written recommendation from the applicant's BMITE Instructor must be submitted to the Dean Denton/BMITE Scholarship Committee Chairperson. The letter of recommendation is considered confidential and will not be returned to the applicant.
5. Applicant will need to include an Essay:
 - A minimum of 3 Paragraphs to no more than 1 Page - Arial 12 Font
 - Address your thoughts on one of the following ideas: (Dean Denton demonstrated these traits)
 - Being a Mentor | Paying it Forward | Giving Back
6. The scholarship is a one-time award paid to the college upon receipt of enrollment of 12 or more credit hours.
7. The Scholarship Committee will screen the applicants using the scholarship rubric and present the awards after submitting names to the BMITE Executive Council during the spring meeting. The recipient and their advisor will receive notification via EMAIL prior to [REDACTED]
8. Pending availability of funds and a passing vote by the BMITE division membership, the \$500.00 scholarship(s) will be awarded to a selected applicant(s). (The number of awards is dependent on the amount of funds available.)
9. All applicants will be notified by the Scholarship Chairperson regarding their status.
10. All documents submitted by the applicant must look professional and be error free. Required documents are listed at the bottom of the application.
11. The BMITE Scholarship Committee must receive the completed application and all supporting documentation no later than [REDACTED]
12. Email all documents combined into one PDF file to: ddbmitescholarship@gmail.com

Appendix L

Travel Reimbursement Policy and Forms

1. Travel expenses should be submitted to the Treasurer as soon as possible utilizing the travel expense form in Appendix L
2. Receipts for any requested refunded expense, except meals which are per diem, must be submitted.
3. If submitting a parking receipt for the Sunday before Summit, you must serve on a committee or be an executive member, complete the Summit parking form in Appendix L, and attach the parking receipt. The maximum amount allowable for reimbursement is the cost of parking at the Summit Convention Center.

BMITE Reimbursement

Purpose: _____		Dates of Trip							
Date of: _____		From:				To:			
Name: _____									
School: _____									

Date	Description	Air & Trans.	Lodging	Mileage	Conf Fee	Meals	Other	Total
				0.00		0.00		
				0.00	0.00	0.00	0.00	0.00
Subtotal								\$ -

Reimbursement Expenses or Description for "Other"		
Date	Description	Amount

Total Reimbursement	\$ -
* Don't forget to attach receipts *	
Signed: _____	Date _____

BMITE Meal Reimbursement							
Claimant's Name							
Meals & Incidentals (M&IE)							
Allowed Expense							
Standard	\$68	San Diego, LA, Phoenix				\$68	
OKC, Kansas City, Dallas	\$90	Chicago, Washington D.C.				\$90	
for other locations please click on this link: Domestic Per Diem Rates							
Reimbursement Allowance for Per Diem							
Meals and Incidentals Expense (M&IE) Breakdown							
M&IE Allowed	\$68	\$74	\$80	\$86	\$92		
Breakfast	\$16	\$18	\$20	\$22	\$23		
Lunch	\$20	\$21	\$23	\$24	\$27		
Dinner	\$32	\$35	\$37	\$40	\$42		
Total	\$68	\$74	\$80	\$86	\$92		
ITEMIZED MEAL COST - CLAIMANT PAID							
	MON	TUE-S	WED	THURS	FRI	SAT	SUN
DATE							
Breakfast							
Lunch							
Dinner							
TOTALS	0	0	0	0	0	0	0
TOTAL CLAIMANT PAID MEAL COST						\$	-
All values will be determined by the Domestic Per Diem Rates for Meals and Incidentals							

BMITE

Summit Sunday Meeting Parking Reimbursement Form

Complete this form to request reimbursement for parking expenses incurred while attending an approved BMITE meeting held on the Sunday before Summit.

Attendee Name: _____

Date: _____

Meeting Attended: _____

Parking Reimbursement Amount: \$ _____

A copy of the parking receipt must be attached to this form.

Attendee Certification

I certify that the parking expense listed above was incurred while attending the BMITE meeting identified on this form.

Attendee Signature: _____ Date: _____

Meeting Chair Signature: _____ Date: _____

For BMITE Treasurer Use

Date Reimbursed: _____ Payment/Check #: _____