



# CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATIONS

## *Oversight Policy*

The United States Department of Education (USDE) describes career and technical student organizations (CTSOs) as a critical component of an effective career and technical education (CTE) program. The responsibility for CTE instructional programs and related activities, including CTOSs, rests with state and local education agencies.

The federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins Act), Section 3. Definitions, defines CTOSs as:

### (6) Career and Technical Student Organization

(A) In general – The term ‘career and technical student organization’ means an organization for individuals enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program.

(B) State and National Units – An organization described in subparagraph (A) may have state and national units that aggregate the work and purposes of instruction in career and technical education at the local level.

## **I. OVERVIEW**

The Texas Education Agency (TEA) is responsible for leadership and fiscal oversight of the state affiliate of nine USDE-recognized CTOSs, as well as integration of CTOS activities into a state-approved CTE program of study. TEA supports the state affiliate of the following USDE-recognized CTOSs:

- BPA - Business Professionals of America
- DECA
- FBLA - Future Business Leaders of America
- FCCLA - Family, Career and Community Leaders of America
- National FFA Organization
- FEA - Future Educators of America
- National HOSA
- SkillsUSA
- TSA - Technology Student Association

## **II. OVERSIGHT**

A. Unless TEA management determine otherwise, a TEA CTE staff member shall provide oversight for one or more CTSO state affiliate(s), but TEA CTE staff shall not be involved in the day-to-day operations (membership dues, finances, conference registration, etc.) of a CTSO state affiliate. The board of directors of each CTSO state affiliate shall adopt and implement bylaws and policies for the efficient operation and fiscal management of the CTSO state affiliate.

B. TEA CTE staff shall:

1. provide administrative leadership and oversight at meetings and conferences in collaboration with the CTSO state affiliate board of directors;
2. work in partnership with the CTSO state affiliate board of directors to cooperatively evaluate the CTSO state affiliate for effectiveness and compliance with the goals of the CTSO state affiliate;
3. serve as ex-officio, non-voting members on the CTSO state affiliate board of directors, including the executive board and its executive sessions and committees;
4. provide administrative leadership for the CTSO state affiliate board of directors to ensure that the policies and rules are carried out in a timely and equitable manner; and
5. monitor the CTSO state affiliate's eligibility for and compliance with requirements of Perkins grant funds as established in the funding agreement with TEA.

## **III. FINANCIAL ACCOUNTABILITY**

The Perkins Act allows states to use Perkins funds to provide leadership and support for CTSOs:

Title I Part B – State Provisions, Section 124. State Leadership Activities.

(c) Permissible Uses of Funds.-

- (4) support for career and technical student organizations, especially with respect to efforts to increase the participation of students who are members of special populations

TEA CTE staff will verify that an organization meets the requirements to receive Perkins funds as the state affiliate of a national CTSO and monitor state affiliates for fiscal compliance.

A. Each CTSO state affiliate board of directors shall be responsible for ensuring financial accountability and shall implement checks and balances in order to accomplish the organization's purposes.

1. Each CTSO state affiliate shall submit quarterly financial reports of cash disbursements and payments to the TEA CTE staff. At the request of TEA CTE staff, a CTSO state affiliate shall provide more frequent financial reports.

2. Each CTSO state affiliate board of directors must review quarterly financial reports of cash disbursements and payments.
3. Each CTSO state affiliate shall tie all expenditures to the mission and goals of the organization.
4. Each CTSO state affiliate will use a standardized expense reimbursement form.
5. Each CTSO state affiliate shall have policies prohibiting the receipt and disbursement of currency.
6. All CTSO state affiliate checks shall be serially pre-numbered and accompanied by appropriate supporting documents as required in the organization's bylaws/policies. Only designated CTSO state affiliate representatives shall have authorization to sign checks.
7. TEA CTE staff shall not have authorization to sign CTSO checks.

#### B. AUDITS

1. Each CTSO state affiliate shall employ an independent certified auditor to perform an annual audit and issue an opinion on the accuracy and fairness of the entity's financial statement.
  - a. The audit shall include all accounts, investments, and financial activities of the organization.
  - b. The certified auditor will present the annual independent audit to the CTSO state affiliate board of directors, including a printed copy of the audit for each board member.
2. Each CTSO state affiliate shall submit an electronic copy of the annual independent audit report to the TEA CTE staff and to the TEA eGrants system as required.
3. The CTSO state affiliate may not use Perkins funds to pay for the audit, but may use Perkins funds for other (allowable) expenses.

#### C. MEAL EXPENSES

When a CTSO state affiliate pays for meals, the organization shall keep a list of recipients with the meal receipt.

#### D. CREDIT CARDS

1. Each CTSO state affiliate that has credit cards shall:
  - a. adopt a policy that limits the use of a CTSO-owned card to legitimate organizational expenses and prohibits use of a CTSO-owned credit card for non-organizational or personal expenses; and

- b. requires card holders to submit original receipts to the CTSO state affiliate for statement payment.
  - 2. TEA CTE staff shall not be assigned or have the use of a CTSO-owned credit card.
- E. TRAVEL POLICY FOR TEA CTE STAFF
- 1. A CTSO state affiliate may pay TEA CTE staff travel expenses when sufficient funding is not available from TEA.
  - 2. A CTSO state affiliate shall note any reimbursement for TEA CTE staff travel in the quarterly financial reports it submits to TEA.
- F. TEA COORDINATION
- 1. CTSOs should not send membership rosters and dues to TEA.
  - 2. TEA staff shall not have access to or be responsible for receiving or processing mail for a CTSO.
  - 3. TEA CTE staff may not be assigned a CTSO cellular telephone or other communication device.

#### **IV. PLANNING AND MANAGEMENT**

Each CTSO state affiliate shall:

- A. have a policy providing membership opportunities to students previously or currently enrolled in a CTE state-approved program of study; and
- B. plan state conferences and competitive events to ensure compliance with all provisions of Texas Education Code §33.081 and 19 Texas Administrative Code Chapter 76 Subchapter AA.

#### **V. CTE PROFESSIONAL DEVELOPMENT CONFERENCES**

- A. CTSO state affiliate activities shall include involvement in CTE statewide professional development conferences. Presentations shall include techniques for integrating CTSO activities into the CTE program of study, with emphasis on strategies to increase the participation of students who are members of special populations.
- B. CTSO state affiliates shall participate in TEA CTE professional development when requested and practicable.

*Revisions: September 2004; October 2006, March 2010, May 2012*