

Positional Membership

Memorandum of Understanding

between

Oklahoma Association of Career and Technology Education (OkACTE), Association for Career and Technical Education (ACTE) and
Mid-America Technology Center

I. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to establish a positional membership to ACTE and OkACTE and to clearly identify the roles and responsibilities of each party as they relate to providing association memberships.

The positional membership assures **Mid-America Technology Center** of superior comprehensive professional and leadership development opportunities, and valuable affiliations for its employees that significantly benefits **Mid-America Technology Center** and its students. Any resulting benefit to the substantial advantages that accrues for **Mid-America Technology Center**.

II. MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences July 1, 2024, and terminates June 30, 2025.

III. OkACTE Responsibilities

OkACTE Shall undertake the following activities during the duration of the MOU term:

1. Provide membership benefits in the **OkACTE** to identified **Mid-America Technology Center** staff positions.
2. Provide membership in **up to two OkACTE** Divisions of the districts choice to each identified **Mid-America Technology Center** position.
3. Provide all benefits and services to the identified **Mid-America Technology Center** positions to the same extent as other association districts and members.
4. Record payments of dues in the **OkACTE** database as to identified **Mid-America Technology Center** positions.
5. Send all membership money and list of positions with currently associated employees to **ACTE** and the **OkACTE** Division treasurers.

IV. Mid-America Technology Center Responsibilities

Mid-America Technology Center Shall undertake the following activities during the duration of the MOU term:

1. Provide **OkACTE** with a list of positions and associated employees with the last four digits of their social security number by March 29, 2024.
2. Ensure all associated employees have registered on the OkACTE conference website by May 31, 2024, to initiate invoices for payment.
3. Require full-time employees new to OkACTE to enter their personal (non-confidential) information in the **OkACTE** conference website that is associated with their position.

4. Provide **OkACTE** with a list of positions and associated members no longer employed and new full-time employees associated employees since July 1, 2024, by October 1, 2024.
5. Provide **OkACTE** with a list of positions and associated members no longer employed and new full-time employees associated employees since October 1, 2024, by December 10, 2024.

V. **ACTE Responsibilities**

ACTE Shall undertake the following activities during the duration of the MOU term:

1. Provide membership and related benefits of membership to identified **Mid-America Technology Center** positions in the ACTE subject to payment made and received by October 31, 2024.
2. Provide all benefits and services to identified **Mid-America Technology Center** full-time positions to the same extent as other association members with one exception:

Any employee new to **Mid-America Technology Center** after the October 2024 payment will automatically fill the position membership of ACTE until June 30, 2025, without an additional membership fee.

VI. **Funding**

1. **Mid-America Technology Center** will send one check to **OkACTE** by August 31, 2024. The amount of the check will be based on the number of **Mid-America Technology Center** positions indicated on the invoice submitted on July 22nd and include a PM Maintenance fee of \$250.
2. An additional check can be submitted for Professional Liability Insurance (PLI).

VII. **Modification**

Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

VIII. **Effective Date and Signature**

This MOU shall be effective upon the signature of **ACTE**, **OkACTE** and **Mid-America Technology Center** authorized officials. It shall be enforced from July 1, 2024, to June 30, 2025. **OkACTE** and **Mid-America Technology Center** indicate agreement with this MOU by their signatures.

Authorized signature from **Mid-America Technology Center**

Date

Print Name and Title

Authorized signature from **ACTE**

Date

Print Name and Title

Authorized signature from **OkACTE**

Date

Print Name and Title