

# 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, 2022 and terminates June 30, 2023.

### 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** Division 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 31, 2022.
2. Ensure all associated employees have registered on the OkACTE conference website by May 31, 2022, 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, 2022, by October 1, 2022.
5. Provide **OkACTE** with a list of positions and associated members no longer employed and new full-time employees associated employees since October 1, 2022, by December 10, 2022.

**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, 2022.
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 2022 payment will automatically fill the position membership of ACTE until June 30, 2023, without an additional membership fee.

**VI. Funding**

1. Mid-America Technology Center will send one check to **OkACTE** by August 31, 2022. The amount of the check will be based on the number of Mid-America Technology Center positions indicated on the invoice submitted on July 15<sup>th</sup> 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, 2022, to June 30, 2023. **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