

2009-2010 WACTE Membership Procedure

(Effective July 1, 2009)

The Local Membership contact will...

1. Verify that a renewal notice has been given for all members listed on member report.
2. Distribute renewals (MF2009-2010) to WACTE members within 45 days prior to each member's expiration date.
3. Ensure that membership applications are completed for new members and all necessary information is filled in. **NOTE:** Please be sure that Email addresses are filled out for all members.
4. Follow up on the status of memberships.
5. Complete the needed transmittal form(s). Return the top portion of renewals/applications along with payment and transmittal(s) to WACTE. Retain the second copy for Local records and return the third copy to WACTE members as a receipt.
6. Notify WACTE of members not renewing using membership deletion form (MDL-1 2009 - 2010). **NOTE:** This is only a notification; unless instructed otherwise the WACTE office will still perform steps 2, 3, and 4 as mentioned below.

NOTE:

THE GOAL IS TO GET THE RENEWAL ALONG WITH PAYMENT TO WACTE PRIOR TO THE MEMBER'S EXPIRATION DATE AND THEN THERE SHOULD BE NO COMPLICATIONS OR LAPSE IN MEMBERSHIP.

The WACTE office will...

1. Process/Update Applications and Renewals.
2. If renewal payment has not been received for a member, the WACTE office sends a notice to the member within 30 days after membership has expired in hopes of retaining their membership.
3. 60 days after the membership has expired the WACTE office will send an email to the member informing them that they are about to be deleted from the system.
4. 90 days after a WACTE/ACTE member's expiration, the member will be deleted from WACTE/ACTE records. If a former member rejoins WACTE/ACTE after their membership is deleted, they are considered a new member. ACTE members start over with their insurance benefits and start over with consecutive years for both ACTE and WACTE. Therefore, those WACTE/ACTE members will not meet criteria of "consecutive years" for awards/recognition at the WACTE/ACTE Annual Conferences. If they do renew prior to the 90 days, their membership can be reinstated. But, this depends on the expiration dates for both WACTE and ACTE. Sometimes these dates do not coincide. Since ACTE members receive accidental insurance their dues payments must meet the criteria. Please make this clear to any member who makes a late payment and may have accumulated a substantial amount of insurance benefits or is a possible award nominee.

If you have any questions, please contact the WACTE office.

Always keep a copy for your records and send membership to:
Wisconsin Association for Career and Technical Education
518 Potomac Lane
Madison, WI 53719
(608) 833-5858 or email at wacteorg@chorus.net