

BYLAWS
GUIDANCE DIVISION
OKLAHOMA ASSOCIATION OF
CAREER AND TECHNOLOGY EDUCATION

ARTICLE I
NAME

The name of this organization shall be the Guidance Division and it shall function as the Guidance Division of the Oklahoma Association of Career and Technology Education (OkACTE).

ARTICLE II
PURPOSES

The general purposes of the Guidance Division of the Oklahoma Association of Career and Technology Education are:

- A. To develop high professional standards among the membership;
- B. To initiate, maintain, improve, and extend professional guidance activities that facilitate the career development of all individuals, and contribute to the achievement of the goals and objectives of the Oklahoma Association of Career and Technology Education;
- C. To disseminate information about career and technology education to guidance personnel, and to disseminate information about guidance to career and technology educators;
- D. To develop and maintain communications and provide for constructive working relationships with agencies, organizations, and other professional groups having concern for guidance;
- E. To identify the vital importance of the guidance function in preparing people for and helping them to advance in the world of work;
- F. To encourage the recognition of all educational programs in the school and to provide all students with an adequate basis for making choices and decisions regarding educational opportunities;
- G. To emphasize and encourage the promotion and expansion of all career and technology student organizations;
- H. To encourage constructive working relationships among all guidance personnel including counselors, students services professional support staff, administrators, and instructional staff as well as assisting in securing home and community resources to better meet the guidance needs of all individuals;

- I. To encourage support for comprehensive career guidance, counseling and placement programs in all legislation related to education, employment and training and workforce development.

ARTICLE III MEMBERSHIP

- A. Members of the Oklahoma Association of Career and Technology Education and the Association for Career and Technical Education who are professionally engaged in and/or interested in guidance are eligible for membership in the Guidance Division.

Eligible members typically are concerned with career guidance, self-awareness, career development exploration, work experience, counseling, job placement, job development, institutional program admissions, student financial aid, occupational information, human resource management, pre-employment preparation, career assessment, and student personnel and guidance functions. They are employed in, or concerned with elementary, secondary, and adult education including public, private, and area technology centers, career development services, universities, community colleges, technical institutes, employment and training programs, private business and industry, the armed services, and other non-educational settings.

- B. Any recommended changes in the annual dues for the Guidance Division shall be voted on by the membership at the Annual OkACTE Guidance Division Business Meeting.
- C. Annual division dues should be paid prior to or at the time members register for the Annual Meeting.

ARTICLE IV, SECTION I OFFICERS

- A. The officers of the Guidance Division of OkACTE shall be:

President

President-Elect

Vice-President

Secretary

Treasurer

Reporter

CTAC (Career Tech Administrative Council) Representative

Immediate Past-President

- B. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Guidance Division. The officers shall represent the Guidance Division as its Executive Committee.

ARTICLE IV, SECTION II DUTIES OF OFFICERS

- A. The duties of the officers shall be:

PRESIDENT - To preside at all meetings of the Guidance Division. To chair the Executive Committee, and serve as ex-officio member of all committees, excluding the Nominations Committee. To appoint the members of all standing and ad hoc committees with the exception of the Nominations Committee. To appoint a Divisional Representative to the OkACTE Diversity Action Committee. All appointments shall be approved by the Executive Committee. To represent the Division on the OkACTE Executive Committee and the OkACTE Advisory Committee. To represent the Division as a voting member of the CTAC. To represent the division as Vice-President of the OkACTE. To perform all other duties customary to the office.

PRESIDENT-ELECT - To preside at all meetings of the Guidance Division and the Executive Committee in the absence of the President. To serve as chairperson of the Division's Program-of-Work Committee. To serve as chairperson of the Conference Planning Committee. To serve as a member of the OkACTE Strategic Planning Committee. To serve as a member of the OkACTE Membership Development Committee. To perform other duties as assigned by the President and/or Executive Committee. To serve on the OkACTE Advisory Committee.

VICE-PRESIDENT - To serve as Membership Chairperson. To serve as Guidance Division representative of OkACTE Membership Services Committee. To perform other duties as assigned by the President and/or Executive Committee. To serve on the OkACTE Advisory Committee.

SECRETARY - To keep accurate and complete minutes of all meetings of the Division and the Executive Committee. To prepare and submit a written record of the minutes of the Annual and Semi-Annual Meetings (if held) for approval by the membership. To prepare and disseminate notices, announcements and bulletins to members and other correspondence functions as directed by the President and/or Executive Committee. To serve on the OkACTE Advisory Committee.

TREASURER - To collect all monies belonging to the division. To keep an accurate record of receipts and expenditures. To prepare and submit a written report of the Division's financial condition at the Annual and Semi-Annual (if held) Meeting. To submit an itemized printed report of all receipts and expenditures with vouchers for annual financial statement by July 31. To prepare tax return no later than July 31. To pay only those expenditures approved by the Division President or Executive Committee. To serve on the OkACTE Advisory Committee.

REPORTER - To keep up-to-date on all Division activities and on any exemplary accomplishments, honors and awards of individual members for the purpose of

conveying this information to division, state and national publications. To help update and maintain the Guidance Division webpage. To help coordinate and market the State Career Poster and Poetry Contest. To serve on the OkACTE Advisory Committee.

CTAC (CareerTech Administrative Council) REPRESENTATIVE - To represent the Division as a voting member of the Council and to report Council activities to the Division's membership.

IMMEDIATE PAST-PRESIDENT - To provide guidance and assistance to the Division President as requested and to perform other duties as directed by the Executive Committee. To serve as chair of the Nominations Committee. To serve as a member of the OkACTE Nominating Committee.

ARTICLE IV, SECTION III QUALIFICATIONS

- A. Only primary members of the Guidance Division are eligible to be an office candidate (or nominee).
- B. Candidate (or nominee) for President-Elect should have been a member of the Guidance Division at least three years or served as an OkACTE Divisional Executive Committee member of any OkACTE committee.
- C. Candidates (or nominees) for the office of Vice-President, Secretary, Treasurer, or Reporter should have served on one or more Guidance Division committees which would have enabled the nominees to learn something of the general policies and activities of the Association. They should also have been a Guidance Division member for at least one year.
- ~~D.~~ The CTAC Representative shall be familiar with the Guidance Division and with the structure and procedures of the OkACTE and shall have served in a leadership capacity. It is strongly recommended that the CTAC Representative shall have served as a past President of a division.
- E. The nominee should have a good attendance record at Annual and Semi-Annual (if held) meetings of the OkACTE Guidance Division.

ARTICLE IV, SECTION IV PROCESS OF NOMINATION

- A. A Nominations Committee shall be elected by the membership at the Semi Annual Meeting (if held) or appointed by the Executive Committee if the meeting is not held. It shall be the duty of this committee to nominate candidates for the offices to be filled during the Annual Meeting. The Nominations Committee shall present no more than three candidates for each office and shall report at the Annual Meeting in August. Before the election at the Annual Meeting, additional nominations from the floor shall be permitted. All candidates shall hold current membership in the Guidance Division, OkACTE, and ACTE. The President shall not serve as an ex-officio member of the

Nominations Committee. The Immediate Past-President shall serve as chair of the Nominations Committee.

- B. The election of the CTAC Representative shall be by recommendation from the Executive Committee and approval of the membership.

ARTICLE IV, SECTION V TERM OF OFFICE

- A. The officers shall be elected by ballot to serve for one term or until their successor has been selected. The term of office shall begin at the close of the Annual Meeting at which they shall be elected.
- B. All officers except Treasurer (2 year term) and CTAC Representative (3 year term) shall serve one year, in the respective office or until their successor has been selected. The President-Elect will succeed to the office of President. The President will succeed to the position of Immediate Past-President. In the event of a vacancy in any office, the Executive Committee is empowered to fill said vacancy for the remainder of the term.
- C. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE IV, SECTION VI

- A. The President and the recipient of the Guidance Division New Professional award shall receive any funding provided to this Division by OkACTE to attend the annual ACTE Convention. The President shall represent this Division as the voting delegate and the President-Elect shall serve as the Division's alternate delegate. If increases in Division membership earn additional funding from the OkACTE, the President-Elect shall be the recipient of the funding with the Vice-President serving as this Division's alternate delegate. If any additional funding is provided from the OkACTE or if the designated delegates and alternates are unable to attend, the Executive Committee will determine delegate selection. The Executive Committee of the Guidance Division may determine it necessary to fund additional Division representative(s) to attend the annual ACTE Convention.
- B. The President and Outstanding Educator shall be the recipients of any funding provided by OkACTE to attend the annual Region IV Conference. The President-Elect shall serve as the Division's alternate delegate. If the OkACTE provides additional funding to this Division for participation in the Region IV Conference, the President-Elect shall be the recipient of the funding with the Vice-President serving as this Division's alternate delegate. If the OkACTE provides funding for any additional delegates to attend either of these meetings or if the designated delegates and alternates are unable to attend, the Executive Committee will determine delegate selection. The Executive Committee of the Guidance Division may determine it necessary to fund Division representative(s) to attend the Region IV Conference if OkACTE does not provide funding.
- C. The President-Elect may be the recipient of a stipend in the amount specified by the Executive Committee to attend the ACTE Policy Seminar in order to prepare for term as

President. In the event the President-Elect is unable to attend the ACTE Policy Seminar, the Legislative Committee chairperson may attend the ACTE Policy Seminar and may receive a stipend equal to that which the President-Elect would have received for participation.

- D. In the event the Guidance Division recipient of the Career Guidance Award is also named the overall OkACTE Career Guidance Award recipient, the executive committee of the Guidance Division may provide funding for this representative to attend the annual ACTE convention.

ARTICLE IV, SECTION VII

- A. The Guidance Division Advisor serves as an ex-officio, non-voting member of the Executive Committee.

ARTICLE V MEETINGS

- A. There shall be one to two scheduled meetings of the Guidance Division during the year.
- B. The business meeting held during the Summer Conference shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
- C. If Mid Winter Conference is held, the business meeting will be held during the Conference and shall be known as the Semi-Annual Meeting and shall be for the purpose of electing a Nominations Committee, receiving the reports of officers and committees, and for any other business that may arise.
- D. Special Meetings can be called by the President or by the Executive Committee, and shall be called upon the written request of two-thirds of the membership. The purpose of the meeting shall be stated in the call and, except in cases of emergency, at least seven (7) days written notice shall be given before the meeting.
- E. A quorum shall be defined as a majority of the membership registered at the Annual or Semi-Annual meeting as in attendance.

ARTICLE VI THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the President, President-Elect, Vice-President, Secretary, Treasurer, Reporter, CTAC Representative, Past-President and the Division Advisor.
- B. The Executive Committee shall have general supervision of the affairs of the Division between its Annual and Semi-Annual business meetings, fix the hour and place of meetings, make recommendations to the Division, and perform such other duties as specified by these Bylaws. The Executive Committee shall be subject to the order of the Division and none of its actions may conflict with action taken by the Division.

- C. Unless otherwise ordered by the Executive Committee, regular meetings of the Executive Committee shall be held in conjunction with the two annual meetings scheduled for the OkACTE Advisory Committee. Special Meetings of the Executive Committee can be called by the President or shall be called upon the written request of three members of the Executive Committee.

**ARTICLE VII
STANDING COMMITTEES**

Section I - Guidance Division Standing Committees are:

- A. Awards
- B. Bylaws/Policies and Procedures
- C. Program-of-Work
- D. Nominations
- E. Membership Development/Membership Services
- F. Conference and Program Planning
- G. Legislative
- H. Courtesy

**ARTICLE VIII
PARLIAMENTARY AUTHORITY**

The new rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Guidance Division in all cases to which they are applicable and consistent with these Bylaws, and any special rules of order the Guidance Division may adopt.

**ARTICLE IX
AMENDMENT OF BYLAWS**

Proposed amendment(s) to the Bylaws must be submitted to the Executive Committee. The proposed amendment(s) must be submitted in writing or electronically to the membership at least thirty days prior to the Annual Meeting or date of vote. Proposed amendment(s) must pass with a two thirds vote of members submitting votes.

Revised 05-2013
DA