

**OkACTE GUIDANCE DIVISION
OPERATING POLICIES AND PROCEDURES**

I. ORGANIZATION

- A. The name of this organization shall be the Guidance Division of the Oklahoma Association of Career and Technology Education (OkACTE) hereafter referred to as the Guidance Division.
- B. The Guidance Division is organized as a division of the OkACTE which is affiliated with the Association of Career and Technical Education (ACTE) and its division of Guidance.
- C. This policies and procedures statement constitutes an operation framework to assist Guidance Division Members in accomplishing the work of the association and to better serve its membership.

II. PURPOSES

The purposes of the Guidance Division are detailed in the Bylaws of this organization.

III. MEMBERSHIP

Members of the Oklahoma Association of Career and Technology Education whose primary responsibility involves guidance and counseling activities shall be members of the Guidance Division. Said members declaring major affiliation with the Guidance Division shall pay OkACTE, ACTE and divisional dues to be considered having "primary membership."

Persons who have primary membership in another division of OkACTE and ACTE may join the Guidance Division upon paying Guidance Division dues only and shall have "secondary membership" with the Guidance Division. Membership qualifications and privileges are the same for primary and secondary membership, however, a person holding dual membership is limited to only one vote in the election of the OkACTE President-Elect. A member of the Guidance Division must:

- 1. Be a member of OkACTE and ACTE
- 2. Be interested and involved in the purposes of the Guidance Division
- 3. Pay current membership dues

IV. OFFICERS

The officers of the Guidance Division of OkACTE shall be:

- President
- President-Elect
- Vice-President
- Secretary
- Treasurer
- Reporter
- CTAC Representative (Career Tech Administrative Council)

Immediate Past-President

These officers, in addition to the Guidance Division Advisor, will constitute the Executive Committee. The duties and qualifications of this committee and each office or position are outlined in this section.

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall be comprised of all officers and the advisor of the Guidance Division.
2. If a vacancy occurs in the office of President or President-Elect, the Executive Committee shall appoint an interim President or President-Elect to fill the vacancy until the prescribed procedures of election can be followed during the Annual meeting.
3. Each officer shall be elected by simple majority vote during the annual meeting and shall assume office at the close of the annual meeting. The position of advisor is an appointed position.
4. Each member of the Executive Committee shall be expected to attend Division meetings, Executive Committee meetings, and OkACTE Advisory Committee meetings.
5. Each member of the Executive Committee shall be expected to attend the OkACTE-sponsored leadership training.
6. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the committee. The committee has the authority to remove committee members and recommend a replacement.

B. PRESIDENT

Duties of the President shall be to:

1. Serve a one-year term of office as President to be followed by a one-year term of office as Immediate Past-President.
2. Preside at all business meetings of the Guidance Division.
3. Serve as chairperson of the Guidance Division Executive Committee and ex-officio member of all Division committees, with the exception of the Nominations Committee.
4. Appoint the chairperson of all standing and ad hoc committees with the approval of the Executive Committee.
5. Appoint the Divisional Representative to the OkACTE Diversity Action Committee with the approval of the Executive Committee.
6. Serve on the OkACTE Executive Committee as a voting member.

7. Attend the annual ACTE Convention as a voting delegate and receive an expense stipend to be paid by OkACTE. Guidance Division may provide up to \$500.00 as an expense stipend to help offset the cost of reimbursable expenses not covered by the OkACTE stipend. The amount of the additional stipend will be determined each year by the Executive Committee and will be dependent upon the financial strength of the Division.
8. Attend the annual Region IV ACTE Conference as representative from the Guidance Division. Guidance Division may provide up to \$350.00 as an expense stipend to help offset the cost of reimbursable expenses. The amount of the stipend will be determined each year by the Executive Committee and will be dependent upon the financial strength of the Division.
9. Assure the attendance of the Division's alternate delegate to the ACTE Convention or Region IV Conference in the event that the President is unable to attend.
10. Carry out the general purposes of the Guidance Division and OkACTE.
11. Perform such duties as directed by the Executive Committee.
12. Attend Division meetings, Career Tech Administrative Council (CTAC) meetings, and OkACTE Advisory Committee meetings.
13. Attend the OkACTE-sponsored leadership training.
14. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the committee. The committee has the authority to remove committee members and recommend a replacement.

C. PRESIDENT-ELECT

Duties of the President-Elect shall be to:

1. Serve a one-year term of office prior to assuming the office of President.
2. Preside at business meetings of the Guidance Division and the Executive Committee in the absence of the President.
3. Serve as chairperson of the Division's Program-of-Work committee and as a member of the OkACTE Strategic Planning Committee.
4. Serve as chairperson of the Conference Planning Committee to assist the advisor with conference planning.
5. Serve as a member of the OKACTE Membership Development Committee.
6. Serve on the OkACTE Advisory Committee.
7. Perform such duties as directed by the Executive Committee.

8. Serve as the designate first alternate to the ACTE Convention and Region IV Conference in the absence of the President and receive a stipend equal to that which the President would have received for participation.
9. Serve as second delegate to the ACTE Convention or Region IV Conference in the event that a second delegate is funded by OkACTE. Guidance Division may provide up to \$300.00 as an expense stipend for the second funded delegate to the ACTE Convention to help offset the cost of reimbursable expenses not covered by the OkACTE stipend. The amount of the stipend will be determined each year by the Executive Committee and will be dependent upon the financial strength of the Division.
10. Attend the ACTE Policy Seminar and receive an expense stipend up to \$500.00 to cover reimbursable expenses from the Guidance Division. The amount of the stipend will be determined each year by the Executive Committee and will be dependent upon the financial strength of the Division.
11. Attend division meetings and OkACTE Advisory Committee meetings.
12. Attend the OkACTE-sponsored leadership training.
13. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the committee. The committee has the authority to remove committee members and recommend a replacement.

D. VICE-PRESIDENT

Duties of the Vice-President shall be to:

1. Serve as Membership Committee chairperson which will include:
 - a. Coordination of materials/training for new member orientation with Division Advisor.
 - b. Coordinating production of and enhancing the Guidance Division Pictorial Directory.
2. Serve on the OkACTE Advisory Committee.
3. Serve on the OkACTE Membership Services Committee.
4. Perform such duties as directed by the Executive Committee.
5. Serve a one-year term of office.
6. Attend Division meetings and OkACTE Advisory Committee meetings.
7. Attend the OkACTE-sponsored leadership training.
8. Serve as the designate second alternate to the ACTE Convention.
9. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that

member's status on the committee. The committee has the authority to remove committee members and recommend a replacement.

E. SECRETARY

Duties of the Secretary shall be to:

1. Take the minutes of all business meetings and Executive Committee meetings.
2. Prepare and mail copies of the minutes to the Executive Committee members for corrections within one month of the recorded meeting.
3. Provide copies of and/or read the minutes from the previous division meeting to the membership of the Guidance Division during the Annual and Semi-Annual (if held) Meetings.
4. Prepare and disseminate notices, announcements, and bulletins to members, perform other correspondence functions and disseminate information to members as directed by the President and/or Executive Committee.
5. Serve on the OkACTE Advisory Committee.
6. Perform such duties as directed by the Executive Committee.
7. Serve a one-year term of office, not to exceed two consecutive years in the same office.
8. Attend Division meetings and OkACTE Advisory Committee meetings.
9. Attend the OkACTE-sponsored leadership training.
10. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the committee. The committee has the authority to remove committee members and recommend a replacement.

F. TREASURER

Duties of the treasurer shall be to:

1. Record and reconcile all dues and funds collected for the Guidance Division by OkACTE throughout the year.
2. Pay all expenditures approved by the Division President or Executive Committee.
3. Provide financial reports to the Executive Committee upon request and to the membership during the Annual and Semi-Annual (if held) Meetings.
4. Submit an itemized printed report of all receipts and expenditures with vouchers for annual financial statement to the Division President by July 31st. Submit printed report to the membership at summer conference.

5. Prepare and submit tax return no later than July 31st.
6. Serve on the OkACTE Advisory Committee.
7. Serve a two-year term of office, not to exceed two consecutive terms of office in the same office.
8. Attend division meetings and OkACTE Advisory Committee meetings.
9. Attend the OkACTE-sponsored leadership training.
10. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the committee. The committee has the authority to remove committee members and recommend a replacement.

G. REPORTER

Duties of the Reporter shall be to:

1. Maintain contact with the President and obtain newsworthy information regarding members.
2. Ensure that the Guidance Division webpage is maintained and that policies are in place to address its proper use.
3. Prepare and distribute at least 2-4 newsletters to membership each year. Provide divisional news and feature stories to division, state and national publications.
4. Assist in coordinating and marketing the State Career Poster and Poetry Contest.
5. Serve on the OkACTE Advisory Committee.
6. Perform such duties as directed by the Executive Committee.
7. Serve a one-year term of office, not to exceed two consecutive years in the same office.
8. Attend division meetings and OkACTE Advisory Committee meetings.
9. Attend the OkACTE-sponsored leadership training.
10. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the committee. The committee has the authority to remove committee members and recommend a replacement.

H. CTAC REPRESENTATIVE (CAREER TECH ADMINISTRATION COUNCIL)

Duties of the CTAC Representative shall be to:

1. Serve one three-year term of office. The term of office is on a pre-determined rotating schedule.
2. Serve on the Career Tech Administrative Council as a voting member and report council activities to the division membership during the Annual and Semi-Annual (if held) Business Meetings.
3. Attend division meetings and OkACTE Advisory Committee meetings.
4. Attend the OkACTE-sponsored leadership training.
5. Perform such duties as directed by the Executive Committee.
6. Attend quarterly meetings of CTAC.
7. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the Committee. The committee has the authority to remove committee members and recommend a replacement.

I. IMMEDIATE PAST-PRESIDENT

Duties of the Immediate Past-President shall be to:

1. Provide guidance and assistance to the President as requested.
2. Perform such duties as directed by the Executive Committee.
3. Chair Nominations Committee.
4. Serve a one-year term of office. This year will immediately follow the year served as President.
5. Attend division meetings and OkACTE Advisory Committee meetings.
6. Attend the OkACTE-sponsored leadership training.
7. Attend all Executive Committee meetings. Any Executive Committee member missing two consecutive meetings shall be referred to the Executive Committee for review of that member's status on the Committee. The committee has the authority to remove committee members and recommend a replacement.

J. GUIDANCE DIVISION ADVISOR shall:

1. Be an appointed position made by the Associate State Director and be an employee of the Oklahoma Department of Career and Technology Education. No limit to the term of office is specified.
2. Serve as a non-voting member of, and in an advisory capacity to, the Executive Committee and general membership of the Guidance Division.

3. Monitor state, regional, and national activities related to the division and keep the Executive Committee and membership informed of these activities.
4. Provide guidance and leadership in identifying and meeting the professional needs of the division membership.
5. Serve on the OkACTE Executive Committee as a voting member.
6. Serve on the CTAC as a non-voting member and in an advisory capacity.
7. Promote the Guidance Division and the concerns of its membership within the OkACTE and the career and technology education community.
8. Work in a liaison capacity prior to Annual and Semi-Annual (if held) Meetings.
9. Perform such duties as directed by the Executive Committee.
10. Attend division meetings, Executive Committee meetings and OkACTE Advisory Committee meetings.
11. Attend the OkACTE-sponsored leadership training.

V. MEETINGS

A. ANNUAL MEETING

During the Annual Meeting, Guidance Division must hold ~~one officially announced~~ a business meeting to consider the following:

1. Approval of minutes of previous meeting.
2. Approval of Treasurer's report.
3. Acceptance of the Nomination Committee's slate of nominees.
4. Election of new officers.
5. Actions as requested by OkACTE.
6. Review of proposed Guidance Bylaws or Policies and Procedures amendments.
7. Review of reports from officers, standing committees, and ad hoc committees.
8. Other items of business

B. SEMI-ANNUAL (MID WINTER) MEETING

If Mid Winter conference is held, during the Semi-Annual Meeting at said conference, Guidance Division shall hold a business meeting to consider the following:

1. Approval of minutes of previous meeting.
2. Actions as requested by OkACTE .
3. Selection of Nominations Committee members.
4. Review of reports from officers, standing committees, and ad hoc committees as necessary.

5. Other items of business.

C. SPECIAL MEETINGS

Special and/or emergency meetings may be called by the President or by the Executive Committee.

VI. EXECUTIVE COMMITTEE

- A. The Executive Committee of the Guidance Division shall be composed of the President, President-Elect, Vice-President, Secretary, Treasurer, Reporter, CTAC Representative, Past-President, and Division Advisor.
- B. The Executive Committee shall assure membership representation on all OkACTE Standing Committees.
- C. The Executive Committee shall assure that all Guidance Division award recipients, the President, and the Awards Chairman shall be provided free tickets to the Awards Ceremony.
- D. The Executive Committee shall arrange meetings of said committee and shall fix the hour and place of meetings as outlined in policies.
- E. The Executive Committee shall have management and control of the affairs and funds of the Guidance Division and shall provide for the safekeeping and proper investment of such funds.

VII. COMMITTEES

Membership involvement through divisional committees is an integral part of the Guidance Division.

Committee Operations

1. There shall be standing committees. (Ad hoc committees shall be appointed as needed.) Operations of committees shall be in accordance with OkACTE Policies and Procedures.
2. All committee appointments are made by the President of the Guidance Division with approval of the Executive Committee.
3. Chairs of committees shall be appointed by the President.
4. All committee vacancies shall be filled by the President with approval of the Executive Committee.
5. All standing assignments shall be completed at the Guidance Division meeting held during the annual conference.

6. Any committee member missing two consecutive meetings shall be referred by the committee chair to the President for review of that person's status on the committee. The President has the authority to remove committee members and recommend replacement to the Executive Committee.
7. Regular committee reports shall be provided as requested.
8. Annual committee reports shall be disseminated to the membership at the annual meeting.
9. Meeting dates, times, and locations shall be determined by the respective committees. Exceptions may be made by the Executive Committee or to meet the requirements of the Bylaws.
10. All committee expenditures shall be approved by the Executive Committee.

Committee Responsibilities – Standing Committees

A. Awards Committee

1. Distribute to each member established criteria for awards.
2. Plan, conduct, and evaluate, in accordance with OkACTE established standards, the awards presented on behalf of the Guidance Division.
3. Ensure that the following award winners are aware of expense stipends attached to the award and the procedures required to claim the stipend:
 - A. New Professional receives reimbursement up to \$300.00 for attendance at ACTE National Convention.
 - B. Outstanding Educator receives reimbursement up to \$300.00 for attendance at ACTE Region IV Conference.
 - C. In the event the Guidance Division recipient of the Career Guidance Award is also named the overall OkACTE Career Guidance Award recipient, the recipient receives reimbursement up to \$300.00 for attendance at ACTE National Convention.
4. Perform other duties as assigned by the Executive Committee.

B. Bylaws/Policies and Procedures Committee

1. Review and update the Bylaws annually in accordance with OkACTE Bylaws.
2. Solicit, accept, and approve proposed amendments to the Bylaws.
3. Present proposed amendments to the Bylaws at the annual meeting of the Guidance Division.
4. Offer advice on proposals.
5. Review and make recommendations regarding proposed amendments to the Guidance Division Bylaws.
6. Perform other duties as assigned by the Executive Committee.

C. Program-of-Work Committee

1. The President-Elect shall chair the Program-of-Work Committee.
2. Prepare a proposed Program-of-Work in accordance with the OkACTE Strategic Plan.
3. Perform other duties as assigned by the Executive Committee.

D. Nominations Committee

1. The Nominations Committee shall consist of three or more members elected by the Guidance Division membership or appointed by Executive Committee.
2. The Immediate Past-President shall chair the Nominations Committee
3. The committee shall tabulate ballots and report results to the membership at the annual conference.

E. Membership Development Committee/Membership Services

1. Membership Development Committee shall be appointed by the Executive Committee and shall be responsible for membership recruitment. The Vice-President shall be chairperson of this committee.
2. The Vice-President shall serve as the Guidance Division representative to the OkACTE Membership Services Committee.
3. This committee shall work cooperatively with the OkACTE Membership Services Committee.
4. Shall identify and contact OkACTE members who could also be secondary members of the Guidance Division.
5. Perform other duties as assigned by the Executive Committee.

F. Conference and Program Planning

1. Shall be chaired by the President-Elect.
2. May survey the Guidance Division membership to determine their desires for conference programs and in-servicing activities and refer them to the Advisor for consideration.
3. May assist Advisor with field planning meeting held prior to annual conference.

G. Courtesy Committee

1. The Courtesy Committee shall be chaired by a member appointed by the President and approved by the Executive Committee.
2. This committee shall provide benevolence upon the sickness or death of a Guidance member or loss of immediate family member of any OkACTE Guidance Division member. The committee shall also provide other recognition of events where deemed appropriate.
3. One dollar of each members' annual dues to the Guidance Division shall be designated to the Courtesy fund.
4. Perform other duties as assigned by the Executive Committee.

H. Legislative Committee

1. The Legislative Committee chairperson shall serve as the Guidance Division representative to the OkACTE Legislative and PAC Committees.
2. The committee shall work cooperatively with the OkACTE Legislative Committee by serving as advocates for the Guidance Division legislative concerns.
3. Perform other duties as assigned by the Executive Committee.
4. The Legislative Committee chairperson may attend the ACTE Policy Seminar if the President-Elect is unable to attend.

VIII. PARLIAMENTARY AUTHORITY

The 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 Policies and Procedures, and any special rules of order the Guidance Division may adopt.

IX. AMENDMENT OF POLICIES AND PROCEDURES

These Policies and Procedures can be amended at any Annual Meeting of the Guidance Division by a 2/3 vote of those present.

Revised 5-2013

DA