

OkACTE DIVISION REQUIREMENTS

1. Division Requirements

- a. Each division is required to formulate its own operating policies in keeping with the OkACTE Bylaws and the OkACTE Operating Policies. The OkACTE staff will monitor the operating policies of each division periodically for consistency with OkACTE Bylaws and OkACTE Operating Policies.
- b. Division officers shall include but not be limited to: President, President-Elect, Secretary/Treasurer and Reporter.
- c. The divisional president of each division shall also serve as Vice President of OkACTE.
- d. The ODCTE Division Representative or their designee shall serve as advisor of the division.
- e. The Division President shall preside at all meetings of the division.
- f. The President shall disperse information from OkACTE to their respective divisions.
- g. Officers of each division shall attend the leadership seminar.
- h. Each division will formulate a division budget.
- i. A group or organization which desires divisional status must meet all guidelines as outlined in the OkACTE Bylaws.
- j. Each division shall submit nominees for consideration of awards according to the OkACTE Awards Program guidelines.
 1. Each division shall submit a Dennis Portis, III Rising Star award winner directly to the OkACTE office. Due annually in May.
- k. Each division shall select the individuals who will attend ACTE VISION as delegates.
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 1. Each division shall send delegates to ACTE VISION in accordance with ACTE Bylaws.
 2. The President of each division shall be the first voting delegate for the division representing OkACTE at the Assembly of Delegates.
 3. Delegates are required to attend the ACTE Delegate Assembly to receive a delegate stipend from OkACTE.
- m. Each division is responsible for selecting a representative to CareerTech Administrative Council, Awards Committee, Diversity Action committee, Political Action Committee, Membership Services Committee and the Comprehensive Professionals Council according to the rotation schedule.
- n. Each division shall plan and implement annual Strategic Priorities and assist in the implementation of the annual OkACTE Strategic Priorities.