

**BYLAWS**  
**COUNSELING AND CAREER DEVELOPMENT DIVISION**  
**OKLAHOMA ASSOCIATION OF**  
**CAREER AND TECHNOLOGY EDUCATION**

**ARTICLE I**  
**NAME**

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

**ARTICLE II**  
**PURPOSES**

The general purposes of the Counseling and Career Development 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 Counseling and Career Development 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 counseling and career development personnel, and to disseminate information about counseling and career development 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 counseling and career development;
- E. To identify the vital importance of the counseling and career development personnel 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 counseling and career development personnel including counselors, student services professional support staff, administrators, and instructional staff as well as assisting in securing home and community resources to better meet the counseling and career development needs of all individuals;

I. To encourage support for comprehensive career guidance, counseling and placement programs in all legislation related to education, employment, 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 Counseling and Career Development are eligible for membership in the Counseling and Career Development 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 counseling and career development 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 Counseling and Career Development Division shall be voted on by the membership at the Annual OkACTE Counseling and Career Development 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 Counseling and Career Development 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 Counseling and Career Development Division. The officers shall represent the Counseling and Career Development 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 Counseling and Career Development 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. To represent the Division as a voting member of the CTAC. To perform all other duties customary to the office.

PRESIDENT-ELECT - To preside at all meetings of the Counseling and Career Development 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 perform other duties as assigned by the President and/or Executive Committee.

VICE-PRESIDENT - To serve as Membership Chairperson. Update the Counseling and Career Development Pictorial Directory. To serve as Counseling and Career Development Division representative of OkACTE Membership Services Committee. To perform other duties as assigned by the President and/or Executive 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 meeting and Fall and/or Spring Conference (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.

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 meeting and Fall and/or Spring Conference (if held) Meeting. To submit an itemized printed report of all receipts and expenditures with vouchers for annual financial statement by July 31. To assist the ODCTE Division Representative with tax preparation return if needed no later than July 31. To pay only those expenditures approved by the Division President or Executive 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 Counseling and Career Development Division webpage.

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 Counseling and Career Development 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. All candidates shall hold current membership in the Counseling and Career Development Division, OkACTE, and ACTE.

B. It is recommended that a Candidate (or nominee) for President-Elect has been a member of the Counseling and Career Development Division at least three years or served as an OkACTE Divisional Executive Committee member of any OkACTE committee.

C. It is recommended that Candidates (or nominees) for the office of Vice-President, Secretary, Treasurer, or Reporter have served on one or more Counseling and Career Development 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 Counseling and Career Development Division member for at least one year.

D. The CTAC Representative shall be familiar with the Counseling and Career Development 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 meetings of the OkACTE Counseling and Career Development Division.

#### **ARTICLE IV, SECTION IV PROCESS OF NOMINATION**

A. The Immediate Past-President shall serve as chair of the Nominations Committee. The President shall not serve as an ex-officio member of the Nominations Committee.

B. Nominations Committee shall be appointed by the Executive Committee. It shall be the duty of this committee to nominate candidates for officer positions. Nominations shall take place during the months of March and April.

C. The Nominations Committee shall present no more than three candidates for the offices of President-Elect, Vice President, Secretary, Treasurer (every 3 years), Reporter and CTAC Representative, by the third Friday in April. The slate of officers will be presented to the membership via on-line ballot. The election will close no later than May 30. Incoming officers will be announced via email and CCD website to the membership prior to Oklahoma Summit.

#### **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 (3 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, 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 Counseling and Career Development Division New Professional award shall receive any funding provided to this Division by OkACTE to attend ACTE Vision. 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 OkACTE, the President-Elect shall be the recipient of funding with the Vice-President serving as this Division's alternate delegate. If any additional funding is provided from OkACTE or if the designated delegates and alternates are unable to attend, the Executive Committee will determine delegate selection. The Executive Committee of the Counseling and Career Development Division may determine it necessary to fund additional Division representative(s) to attend ACTE Vision.

B. The President and OkACTE Counseling and Career Development Award Winner 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 Counseling and Career Development 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 National Policy Seminar in order to prepare for term as President. In the event the President-Elect is unable to attend the ACTE National Policy Seminar, the Legislative Committee chairperson may attend the ACTE National Policy Seminar and may receive a stipend equal to that which the President-Elect would have received for participation.

D. In the event the Counseling and Career Development Division recipient of the Career Counseling Award is also named the overall OkACTE Career Award recipient, the executive committee of the Counseling and Career Development Division may provide funding for this representative to attend the annual ACTE Region IV Conference.

## **ARTICLE IV, SECTION VII**

A. The Counseling and Career Development Division ODCTE Division Representative 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 Counseling and Career Development Division during the year.
- B. The business meeting held during the Oklahoma Summit 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 Fall and/or Spring Conference is held, a business meeting may be held during the Conference and shall be for the purpose of conducting division business.
- 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 Fall and/or Spring Conference 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 ODCTE Division Representative.
- B. The Executive Committee shall have general supervision of the affairs of the Division between its Annual and Fall and/or Spring Conference 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. Regular and 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**

**A. OkACTE Counseling and Career Development Division Standing Committees:**

- Awards Committee
- Comprehensive Professional Council
- Kaleidoscope Committee
- PAC/Legislative Committee
- Mutual Benevolence Plan (MBP)
- Membership Service Committee

**B. Counseling and Career Development Division Standing Committees:**

- Bylaws Committee
- Conference Planning Committee
- Courtesy Committee
- Nominating Committee
- Program of Work Committee

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

The new rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Counseling and Career Development Division in all cases to which they are applicable and consistent with these Bylaws, and any special rules of order the Counseling and Career Development 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 08-2024

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