

Counseling and Career Development Division

Operating Policies

Procedures and Policy Manual for the Organization and Operation of the ACTE Counseling and Career Development Division

Revised September, 2018

The purpose of this Procedures and Policy Manual is to inform members of the organizational structure and operating procedures for the ACTE Counseling and Career Development Division. It serves as a refresher manual for Policy Committee members on how the division operates. In addition, it provides a record of those policy and procedure changes made on a yearly basis. These procedures supplement the policies of the ACTE and its Board of Directors.

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ACTE Counseling and Career Development Division
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ORGANIZATION AND OPERATION OF THE COUNSELING AND CAREER DEVELOPMENT DIVISION

I. General Purposes

The general purposes of the Counseling and Career Development Division of the Association for Career and Technical Education (ACTE) are:

1. To provide leadership and advocacy for school counselors and career development professionals.
2. To collaborate with other professional education groups to maintain and advance a strong voice for the full implementation of comprehensive counseling programs and career development curriculum.
3. To develop high professional attitudes, standards and best practices among counselors, career development professionals, counselor educators, supervisors, administrators and other educators concerned with counseling and career development education.
4. To offer services to members of the Counseling and Career Development Division that will provide, maintain, extend and expand high impact counseling and career development programs.
5. To provide for better understanding of the importance and impact of comprehensive counseling programs and the work of career development professionals.
6. To act as a clearinghouse for the dissemination of new ideas, research, policy and best practices that impact counselors and career development professionals.

7. To promote legislation at the state and national level which benefit career and technical education, comprehensive counseling programs and the work of career development professionals.
8. To keep members of the Counseling and Career Development Division informed as to plans and policies of the Association for Career and Technical Education and their implications for career and technical education, counseling education and career development programming.
9. To promote professional relationships with other agencies, organizations, and institutions concerned with counseling and career development.
10. To provide for the annual recognition of the implementation of high quality programs implemented by school counselors and career development specialists.

II. ACTE Board Composition and Operation

1. The ACTE Board of Directors consists of 19 members including vice presidents for Administration, Agricultural Education, Business Education, Engineering and Technology Education, Family and Consumer Sciences Education, Counseling and Career Development, Health Science Education, Marketing Education, New and Related Services, Postsecondary, Adult and Career Education, and Trade and Industrial Education, plus five regional vice presidents, president, president-elect and past president of ACTE.
2. The Executive Committee of the ACTE Board is comprised of the president, president-elect, past president, a regional representative, a divisional representative and a finance chair.

III. Each division and region shall have a policy committee to plan and implement a strategic plan for the division/region and assist in the implementation of the ACTE Strategic Plan.

IV. Counseling and Career Development Division

1. Complimentary organizations may affiliate as membership interest indicates, according to the policies of the ACTE Board of Directors.
2. Each organization shall elect its own officers and develop its own program of activities.
3. The affiliated organizations of the division are only affiliated with ACTE through the Counseling and Career Development Division unless otherwise detailed by ACTE.
4. Members of ACTE who are professionally engaged in or interested in counseling and career development shall be considered members of the Counseling and Career Development Division.

V. Counseling and Career Development Division Policy Committee

1. The governance of the Counseling and Career Development division is carried out by the policy committee. The major roles of this group are:

- a. to provide national leadership for the counseling and career development profession;
 - b. to assist ACTE achieve its goals as identified in the annual strategic plan;
 - c. to provide a mechanism whereby the affiliates of the Division can communicate with ACTE;
 - d. identify priority issues of the profession; and;
 - e. to develop and implement plans to resolve the issues.
2. The voting membership on the ACTE Counseling and Career Development Division Policy Committee is comprised of the:
- a. Representatives from the 5 ACTE regions.
 - b. By-laws representative
 - c. Nominations committee representative
 - d. ASCA representative

Each voting member serves an appointed term of 3 years and may be reappointed for one additional 3 year term. A voting policy committee member may not exceed 2 terms.

2. In addition, the following members serve in an advisory role to the ACTE Counseling and Career Development Division Policy Committee.
- a. Past President of the Counseling and Career Development Division
 - b. Affiliate members
 - c. Ad Hoc members
 - d. ACTE standing committee members
 - e. Division liaisons
 - f. Task force members
 - g. Committee chairs

The Counseling and Career Development President is responsible for ensuring all policy committee positions are filled.

VI. Counseling and Career Development Division Budget

1. The division shall prepare annually a budget identifying the financial resources available from the ACTE and other sources. The budget shall be approved by the ACTE Counseling and Career Development Policy Committee and submitted to the ACTE Executive Director.
2. The resources to fund the activities of the division come primarily from membership. The formula (per Board Policy Manual) for determining division budgets, for divisions with 750 members or more, is \$1.75 times the average number of members (excluding students) at the close of each of the three fiscal years preceding the date of approval of the budget, with a minimum amount of \$3,600 provided to each Division for the total budget.

Expenditure of funds shall be approved by the Division President, in accordance with policies and procedures designated by the ACTE Board of Directors.

3. Travel expenses for the Division President, will be authorized and paid from the Division's Budget provided from ACTE Counseling and Career Development Division funds

VII. Counseling and Career Development Division Committees

1. Committees may be established in accordance with the needs to carry out the purposes of the division.
2. Counseling and Career Development Division committees are under the direct authorization of the ACTE Counseling and Career Development Division President.
3. Ad hoc committees can be appointed and terminated at the discretion of the ACTE Counseling and Career Development Division President.
4. Members of the Division may serve on general ACTE committees according to the provisions of the ACTE by-laws or policies establishing such committees.
5. Division appointments to ACTE standing committees are made by the ACTE Counseling and Career Development Division President as recommendations to the ACTE Board of Directors.

VIII. Member Input

1. The ACTE Counseling and Career Development Division receives input from members and professional affiliates. The member and affiliate input process provides the means to communicate directly to other agencies and organizations those issues, concerns, suggestions and recommendations which the Division desires to address. Through this process, the Division, its affiliates, and members, have the vehicle to affect policy of other organizations and the ACTE.
2. Once ACTE receives input from the ACTE Counseling and Career Development Division, this input is handled in one of two ways:
 - a. If it affects ACTE policy, it is assigned to the appropriate ACTE Board subcommittee for consideration and recommendation. Following the subcommittee meeting, each item is discussed with the entire Board and action taken.
 - b. For those items which do not affect ACTE policy and are of an informational nature, they likewise are assigned to the appropriate Board subcommittee for information. No official Board action is taken with these items.

IX. Division President

1. Duties: The President of the ACTE Counseling and Career Development Division shall represent the Division on the Board of Directors of the ACTE in accordance with the ACTE by-laws.
2. Term of Office: The President of the Counseling and Career Development Division shall serve a term of three years. When the office of Division President falls vacant prior to the scheduled election, the ACTE Board of Directors shall fill said office in accordance with the policies of the ACTE.
3. Qualifications: All members of the ACTE Counseling and Career Development Division are eligible for nomination. It is further recommended that nominees have the following qualifications:
 - a. Major responsibility shall be in the field of counseling and/or career development.
 - b. Sustained membership in the ACTE.
 - c. An understanding of career and technical education and a willingness to promote the ACTE and its entire program.
 - d. Authorization to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of the office of Division President.
4. Process of Nomination: When the Division becomes eligible to elect a new President, the current President will inform the presidents of each of the affiliated organizations to submit nominations. Nominations may be made by either the affiliated organizations or by an individual member of the division. Such nominations should be made through the current Division President and the chair of the Division's Nominating Committee. The Division's affiliated organizations, through their publications, should notify members that nominations are being received.
 - b. The Division President will appoint a nominating committee to seek out high quality candidates from the division. No member of the nominating committee shall be a candidate for office. The committee will review all nominations and interview each candidate. The nominating committee shall recommend at least two nominees to the ACTE in accordance with their policies. Additional nominations may be made from the floor at this business meeting by any member of the Division. Should the person(s) nominated from the floor receive a majority vote of the members present and voting, their name(s) shall be included on the ballot with the candidates recommended by the nominating committee. The Division President shall inform the ACTE Board of the Division's nominees for inclusion on the ballot to be sent to all members of the Division.

X. Reporting of Divisional Activities

It shall be the responsibility of the Division President to submit reports/minutes of the Policy Committee meetings and other activities within the Division on a continuing basis to the office of the Executive Director of the Association for Career and Technical Education.

XI. Meetings

During the ACTE Convention, the division will hold at least one officially announced business meeting. Members of the division present at the officially announced business meeting shall constitute a quorum.

XII. General ACTE Policy

Any statements or policies included in the Operating Policies which are in conflict with the Articles of Incorporation, By-laws or Operating Policies of the Association for Career and Technical Education shall be declared null and void.

XIV. Distribution of Policy

Current Counseling and Career Development divisional operating policies will be made available on the ACTE website.