The Association for Career and Technical Education

Counseling and Career Development Division Policy Manual

November 2023
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INTRODUCTION
The Counseling and Career Development Division (the “Division”) is an internal unit of the Association for Career Technical Education (ACTE). Being a Division comes with a certain amount of responsibility; that is, a responsibility to be accountable to its thousands of members. There is also the responsibility to allow for involvement of the membership in order that all may grow professionally.

The organizational structure contained in this manual shows both the structure of the Division within ACTE and the structure of the Division and its Division Associate organizations. Each of these will be explained in detail.

The facilitating body of the Division is carried out through the Policy Committee. The structure of the Policy Committee represents the membership with representation of each ACTE region, ACTE standing committee and may include Division Associates. As stated in this policy manual, the Policy Committee membership has the final authority on all matters concerning the Division.

This policy manual is particularly useful to the official members of the Policy Committee and division committees in carrying out their duties. The information contained in this policy manual will be reviewed at the Division’s annual meeting.
GENERAL PURPOSES

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

- To develop high professional standards among the membership;
- To provide for better understanding and appreciation of the program of Counseling and Career Development education among all educators;
- To identify the function of Counseling and Career Development in preparing people for the world of work;
- To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories;
- To foster the development of professional attitudes among teachers and to provide for the professional growth of all functional and interest groups within the Division;
- To inform members of the Division about trends, plans, policies, and current activities of the ACTE and occurrences in the field which have implications for the promotion, development, and welfare of career and technical education;
- To promote professional relationships with other agencies organizations, and institutions concerned with labor and management and Counseling and Career Development.
BYLAWS

Unless otherwise stated in this policy manual the Division will work using the ACTE Bylaws.

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- The purpose of the organization
- Qualifications of membership
- The election and the duties of its directors
- The role of the members (if any)
- Meetings of members and directors, including notice, quorum and voting
- The role of executive and other committees
- The role and relationship of the state associations and Division Associate organizations
- The organization’s fiscal year
- How the Bylaws are amended
- Indemnification and dissolution procedures

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Operational details belong in the Board Policy and Procedures Manual.

NOTE: Only the members of the Association can change the Articles of Incorporation and the Bylaws, thru the Assembly of Delegates.

Please review the latest version of the ACTE Bylaws on the ACTE website.
ORGANIZATION OF THE DIVISION

Within the organizational structure of the Division, there shall be a President, Secretary, Policy Committee and ACTE Standing Committees. Ad Hoc committees may be appointed as needed.

The facilitation body of the Division is the Policy Committee.

The voting membership on the ACTE Counseling and Career Development Division Policy Committee is comprised of:

- Representatives from the 5 ACTE Regions
- ACTE Bylaws Committee representative
- ACTE Nominating Committee representative
- ASCA representative

The official Policy Committee members will hold an annual policy and business meeting during CareerTech VISION, or within 30 days prior to. The Division may conduct their policy and business meetings virtually. During the policy meeting, the Policy Committee plans the Division's program of work for the next fiscal year. A Division president’s report on the program of work will be given at the annual business meeting. Other meetings may occur during the course of the year as requested by the president or majority of the Policy Committee. The president is to preside at all of the Division’s Policy Committee meetings and the annual business meeting.

Quorum will be defined as the majority of members present for policy committees or business meetings.
MEMBERSHIP

Members of the Association for Career and Technical Education who are interested in or professionally engaged in Counseling and Career Development shall be considered eligible for membership in the Division.

Only members shall have voting privileges as defined in the ACTE Bylaws, Article III.

Division Associates
Being a Division Associate in the Division shall be open to an external organization or group who have an interest in Counseling and Career Development within Career and Technical Education.

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Resource Associate</th>
<th>Nonunified Associate (NAOM)</th>
<th>Unified Associate</th>
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<tr>
<td>Summary of group</td>
<td>For CTSOs or other groups that are related to a division but do not have “members” who could join; related groups; stakeholders. For groups who provide valuable information and other resources to a division. Perhaps have a product or access to information that would benefit the division.</td>
<td>For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization have the option of joining ACTE. Mirrors nonunified state association concept.</td>
<td>For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization are also automatically members of ACTE. Mirrors unified state association concept.</td>
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Current Division Associates include:
*American School Counselor Association, ASCA*

Division related organizations may become a Division Associate; providing they meet the criteria as prescribed in the Division Policy Manual and are approved by a majority of the members present at the annual business meeting of the Division. A representative of the organization may serve as a member of the Policy Committee. And may serve as a voting member of the Policy Committee and act as a liaison between the Division and their organization.
A group requesting (or requested by the Division president) Division Associate status shall make available their bylaws and operating procedures, 90 days prior to the next regularly scheduled Division Policy Committee meeting. Action will be taken on the application at the next meeting of the Policy Committee.

In order to maintain status as a Division Associate Member, external organizations must maintain their National Affiliate Organization Membership, Unified Membership with ACTE or are a Career and Technical Student Organization.

Each Division Associate organization shall operate under its own bylaws, electing officers and pursuing its own objectives which shall not conflict with the Division of ACTE objectives and/or policies. Amendments or revisions to an Associated Organization’s bylaws should be made available for informational purposes to the Policy Committee of the Division.

Division Associate organizations desiring to dissociate should submit a written statement to the president of the Division. Action will be taken at the next meeting of the Policy Committee. Division Associate organizations bylaws that conflict with the Division bylaws and operation procedures or no longer associate themselves with the Division and may be disassociated at the next meeting of the Policy Committee.

**Areas of Interest**
Divisions may establish special interest groups that reflect the profile of the Division members. To form an area of interest, approval from the Division Policy Committee is required. Approval may be electronic.

Once approved by the Division Policy Committee, the Division will work with ACTE Staff to change the necessary forms and communicate the change.

List and describe all Area of Interest:

None at this time.
PRESIDENT OF THE DIVISION

The president of the Division shall be a division member in good standing, having been elected by the members of the Division. Working to implement the purpose of the ACTE Strategic Plan with the Division, and to bring the concerns of the Division to the ACTE Board of Directors.

Term of Office shall be for three (3) years. One year as president-elect is optional; this is a partially-funded shadowing term. The Policy Committee reserves the right to provide travel assistance for this position to whatever extent the budget allows.

In the event a vacancy occurs in the office of President, the Policy Committee shall select a person to fill the remainder of the term, submitting this person to the ACTE Board of Directors for final approval.

ROLE OF DIVISION PRESIDENT

Overall Responsibility
The Division president is elected to represent the interests of the members within its Division as Association direction and policy are formulated.

Specific Responsibilities
1. Submitting Reports
   a. An annual report outlining the Division’s accomplishments (not the individual’s activities) during the fiscal year is to be shared at the Division’s annual business meeting. Special attention should be given in the report to activities that have helped achieve goals and strategies of the ACTE Strategic Plan. The report should also identify critical issues and concerns regarding the Division and proposed resolutions for these issues.
   b. Interim reports on the Division’s activities are to be submitted prior to the board of directors meetings for inclusion in the Board books. The date for submission will be provided by the executive assistant and is usually three weeks prior to the Board meeting.
   c. Critical issues and concerns that require Board attention are to be included in each interim report that is submitted prior to each Board and Executive Committee meeting. In addition, any concerns or issues that should be addressed between Board meetings should be submitted to the Division VP representative on the Executive Committee at least two weeks prior to the Executive Committee meetings.

2. Development and Monitoring of the Division Budget
a. A proposed budget showing the programs and activities for the year is to be submitted by May 1. The budget projections should include the ACTE allocation (following Board policy). In addition, all restricted and designated funds are to be projected, including proposed spending from these funds. A form will be provided for submitting the budgets.
b. Monthly financial statements are to be reviewed, and any overage from the approved operating budget is to be reported to the finance chair and chief financial officer.
c. All expenses related to the Division activities are to be reviewed and approved by the Division president. No reimbursements will be made without the Division president’s written authorization.

3. Committee Assignments
   a. An up-to-date roster of members serving on the Division Policy Committee is to be provided annually no later than July 1. During the year, if changes are made in the committee’s membership, or if corrections are required in individual listings, these changes should be submitted to ACTE Headquarters in a timely fashion.
   b. Appointment of all Division representatives to serve on ACTE Standing Committees is to be made no later than July 1 each year. During the year, if changes are to be made or if corrections are required in individual listings, these changes should be submitted to Headquarters in a timely fashion.
   c. A listing of all Division Associates is to be submitted each year to ACTE Headquarters. All activities in conjunction with these Division Associates are to follow written Board policies.
   d. The Division president shall serve as liaison to an ACTE standing committee.

4. National Leadership Fellowship Program
   a. If the budget allows, plan for a New Professional and/or Experienced Fellow in the Division budget allocation.
   b. Share fellowship benefits to members at state/region/division conferences and through email/call/text.
   c. One month prior to applications closing (September), organize a selection committee of 3-5 people to review applicants, if any.
   d. Complete review process.

5. Communications
   a. Keep the leadership of their Division fully informed of all Board actions, policies and Association activities.
   b. Input and feedback from Division members should be communicated regularly to the ACTE president and executive director.
6. Meetings
   a. Attendance at all scheduled Board meetings is mandatory. It is expected that all materials related to the meeting are to be reviewed prior to the meeting. Reimbursement will be based on written Board policy.
   b. Attendance at the CareerTech VISION and National Policy Seminar is mandatory. Reimbursement will be based on written Board policy.
   c. Attendance at a Division Associate, region or state conference is only reimbursed if the Division Policy Committee approves, invitations from the sponsoring organization is issued and money is allocated in the approved budget.
   d. Work closely with the ACTE Programs and Communications Department staff to identify and develop VISION programming.
   e. Participate in the division vice presidents’ conference calls to share information and ideas.

7. Leadership
   a. To preside at all Division Policy Committee meetings and the annual Division business meeting.
   b. Responsible for providing information, resources and guidance to Division members to enable effective decision-making. Examples of information include financial reports, membership statistics and updates on ACTE activities.
   c. Responsible for fostering and mentoring future leaders.

8. Communication with Members
   a. ACTE will develop a consistent e-blast template for the Division president to use in their e-blasts.
   b. In compliance with the e-blast policy, Division presidents will be encouraged to send out quarterly newsletters to their division. ACTE staff will assist by providing items that should be featured in all Division correspondence to ensure consistent messaging.
   c. ACTE will develop a common survey to be used by the Division president to determine the effectiveness of various ACTE efforts as well as find out current issues within the Division.
   d. The webpage for the Division is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE staff.
   e. Divisions are encouraged to include information, articles, best practices, data, etc. to meet division members’ needs and enhance the value of the Division.
   f. The Division president will proactively promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention as requested.
ROLE OF DIVISION PRESIDENT-ELECT

Divisions may choose to elect a president-elect for a one-year term who would then automatically ascend to Division president. The Division president-elect will serve on the Division Policy Committee but does not serve on the ACTE board of directors.

Division president-elect is highly recommended to attend ACTE CareerTech VISION and national policy seminar. ACTE CareerTech VISION and national policy seminar travel expenses will be covered by the ACTE Board operating budget.

Additional duties may be added to the role of the Division president-elect as needed by the Division president and Policy Committee.
PROCESS OF NOMINATION

FOR DIVISION PRESIDENT AND DIVISION PRESIDENT-ELECT

The year prior to when the Division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, division members, post to the ACTE website, and notify each state leader to submit nominations for considerations.

A Nominating Committee shall be established by the president. The Nominating Committee shall contain at least three members. In no case shall a person who is a candidate for office be a member of the Nominating Committee. The committee will review all nominations and interview each candidate. The committee will recommend at least two nominees at the business meeting of the Division. Additional nominations may be made from the floor during the business meeting of the Division providing each nominee has been interviewed and deemed compliant with applicable qualifications. All nominees receiving a majority vote from members present at the Division business meeting will be selected as candidates. The ACTE headquarters staff will be informed of the nominations immediately.

If there are not two candidates for the office of Division president, the office shall be declared vacant by the ACTE board of directors.

If the office falls vacant prior to the scheduled election, ACTE board of directors shall fill said office with a member from the current Policy Committee and/or a past president of the Division. The board will request a recommendation from the committee members concerning an appropriate candidate. In the event the office of president of the Division is not filled according to those prescribed procedures, the board of directors shall appoint someone to fill the vacancy.

In the event there is only one president-elect candidate for the Division, the candidate shall be included on the election ballot for a “yes” or “no” vote.

Qualifications: All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Major responsibility shall be in the field of counseling and/or career development.
- Sustained membership in ACTE
- A willingness to promote counseling and career development and ACTE Strategic Priorities.
- Authorization to make time available to effectively execute the responsibilities of the office.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of division president.
- It is recommended that the individual should have served on one or more ACTE committees to develop competencies and understanding of the general policies and
activities of the ACTE, have a good attendance record at CareerTech VISION and participated in the program of his/her group.

All nominations must be submitted to ACTE’s Nominating Committee staff liaison by August 15.
SECRETARY OF THE DIVISION

The Secretary will be appointed by the Division Policy Committee. The Secretary shall maintain accurate minutes of Policy Committee and Division meetings. The minutes will be distributed to Policy Committee members within 30 days after meetings. The individual shall also prepare correspondence for the Division as assigned by the Division president and Policy Committee.
POLICY COMMITTEE

The membership of the Policy Committee shall be determined by the operating policies of the Division with all appointments subject to approval by the ACTE board of directors.

Purposes: The Policy Committee shall serve as an executive and planning group whose primary function is to facilitate the achievement of the general purpose of the Division by coordinating the activities of the Members as follows:

- Advise the president on all matters affecting the Division
- To plan and implement a strategic plan for the Division and assist in the implementation of the ACTE strategic plan.
- Maintaining active national leadership in career and technical education.
- Encouraging high professional standards among its members.
- Inform Division members of policies and issues of ACTE as they relate to the development of career and technical education.
- Providing a mechanism for effective communication from members to ACTE staff.
- To develop and implement plans to resolve the issues.

Official members: All committee members shall be members of ACTE.

- President of the Division
- Representatives from the 5 ACTE Regions
- ACTE Bylaws Committee representative
- ACTE Nominating Committee representative
- ASCA representative

The official Policy Committee members shall meet once each year at ACTE’s Career Tech VISION where they will plan the Division’s program of work for the next fiscal year. Virtual or attendance meetings may occur during the course of the year.

Officers of the Policy Committee:

Chairperson - the president of the Division shall serve as chairperson of the Policy Committee throughout tenure in that office. and shall appoint a secretary from the committee membership. The chairperson shall preside and direct the affairs of the committee.

Vice Chairperson - the immediate past president will serve as vice chairperson the first two years of the president’s term and the president-elect will serve as vice chairperson the last year of a president’s term. If there is no president-elect, then the immediate Past president shall serve one additional year as vice chairperson. The vice chairperson shall preside at meetings in the absence of the chairperson.

Term: The term of office for members of the Policy Committee shall be for three years beginning July 1. A member, if appointed/selected, may serve more than one term.
A member of the Policy Committee may be removed due to non-participation in scheduled meetings or events or for other reasons deemed in the best interest of the Division. Removal will only happen after a majority vote of the Policy Committee members.

In the event a vacancy occurs in the Policy Committee, the Division president shall recommend a person to fill the remainder of the term, submitting this person to the remaining Policy Committee members for final approval.
ACTE STANDING COMMITTEES

The Division will have one representative on each of the following ACTE Committees:

- BYLAWS
- NOMINATING

All members who serve on ACTE standing committees are recommended by the divisions. A committee member must be a current professional, retired or life member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms. Meetings are held virtually starting in May for the Bylaws Committee and throughout the summer and fall as needed to review proposed amendments. Meetings are held virtually starting in June for the Nominating Committee and throughout the summer as needed to review nominations. All committee appointments shall begin July 1 and end June 30. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division Policy Committee members are eligible candidates for membership on standing or ad hoc committees.
ACTE BYLAWS COMMITTEE CHARTER

1. MISSION

To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of the Association.

2. AUTHORITY

2.1 This is a committee of the board of directors appointed under procedures adopted pursuant to Article 8.2 of the Bylaws.

3. COMPOSITION, SELECTION & TERM

3.1 The committee shall consist of one representative from each ACTE Division and Region and one chairperson.

3.2 The term of office is the Association’s operating year. Members serve for a two-year period and may serve up to two terms.

3.3 The committee elects its chair and vice chair with the approval of the board of directors. The chair and vice chair serve for one year.

3.4 The Division and Region vice presidents appoint their committee representatives.

3.5 There are no special eligibility requirements to serve on this committee. It is recommended that members of this committee have knowledge of ACTE’s organizational structure.

4. OBJECTIVES

4.1 The Committee is to review all proposals submitted to amend the ACTE Bylaws and prepare a statement of pros and cons for each Bylaws amendment to be included in the October Techniques Magazine and posted on the website. The Committee is responsible for bringing forth to the Assembly of Delegates Bylaws amendments to be acted upon.

4.2 The Committee is asked to review the current Bylaws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Assembly of Delegates.
4.3 Because of the sensitive nature of the work of the Committee, and the possibility of legal ramifications to the Association, the Committee is charged to have legal counsel review every recommendation it wishes to make to the board of directors prior to its presentation to the Board.
ACTE NOMINATING COMMITTEE CHARTER

1. MISSION

To nominate the best qualified member for each elective position of leadership of the Association.

2. AUTHORITY

2.1 This committee is appointed under procedures adopted pursuant with Article 8.4 of the Bylaws.

3. COMPOSITION, SELECTION & TERM

3.1 This committee is composed of one representative from each Division and Region and one chairperson.

3.2 The term of office is two years, and each term shall commence July 1.

3.3 The committee chair is appointed by the president and approved by the board of directors and is the outgoing past president.

3.4 The Division and Region vice presidents appoint their committee representatives.

3.5 There are no special eligibility requirements to serve on this committee. It is recommended that members are familiar with ACTE’s organizational structure.

3.6 No member of the committee shall be a candidate for election.

4. OBJECTIVES

4.1 The Committee is responsible for the implementation of the nomination and election process for the governance year. The Committee is to abide by the bylaws and approved Policy and Procedures Manual in fulfilling its objectives.

4.2 The Committee is to present at least two candidates for president-elect and ensure all Region and Division vice president candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates at ACTE’s CareerTech VISION.
DIVISION AD HOC COMMITTEES

Ad Hoc Committees may be established in accordance with the needs to carry out the purposes of the Division. Division committees are under the direct authorization of the Division president. Ad hoc committees can be appointed and terminated at the discretion of the Division president. Members of the Division may serve on general ACTE committees according to the provisions of the ACTE Bylaws or policies establishing such committees.

Appointment and Terms
Appointments to Division committees shall be made by the Division president upon recommendation of and/or subject to approval by, the Division Policy Committee.

If the Division committee member is selected by the standing committee to become Chairperson of that committee the Division president may appoint a new person to fill the seat.
COUNSELING AND CARRIER DEVELOPMENT DIVISION AWARDS COMMITTEE

MISSION
To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the Counseling and Career Development field, to programs that exemplify the highest standards.

COMPOSITION, SELECTION & TERM
The President will send out a call for nominations to the membership prior to ACTE Vision. The Policy Committee members will make selections during the Vision Policy Meeting annually.

OBJECTIVES
Administer awards program for the following division specific awards:
- Outstanding Counseling and Career Development Professional
- Innovative Program in Counseling and Career Development
- Friends of Counseling and Career Development
- Outstanding Counseling and Career Development New Professional
COUNSELING AND CARRIER DEVELOPMENT DIVISION NOMINATING COMMITTEE

MISSION
To nominate the best qualified Member of the Division for elective position of leadership of the Division.

COMPOSITION, SELECTION & TERM
The Committee is composed of membership representatives as appointed by the Division president.

This is an Ad Hoc committee operating every two years.

The Committee elects their Chair.

OBJECTIVES
To search for and screen potential candidates for the office of president-elect for the Division.
COUNSELING AND CAREER DEVELOPMENT DIVISION IAED COMMITTEE

MISSION
To provide recommendations, expertise and outreach to support ACTE’s IAED initiatives.

COMPOSITION, SELECTION & TERM
The Committee is composed of membership representatives as appointed by the President.

This is an Ad Hoc committee operating every 2 years.

The Committee elects their Chair.

OBJECTIVES
Division’s goal is to provide resources to support IAED throughout career and technical education.
OPERATING BUDGET

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the association. The programs contained within the budget should be aligned with the ACTE Strategic Priorities. The ACTE Board approves the budget in July of each year.

The Division president has two accounts to maintain and work from, the Operating Budget and the Designated Fund. The Division will adhere to the ACTE Financial Board Policies.

**Operating Budget**
Division funds shall be available for allocation upon the submission of a budget and its approval by the ACTE board of directors. The Division will develop a proposed budget for use in conducting only ACTE business and to assist in implementing ACTE program activities by May 1. Equipment may not be purchased. The budget will include objectives, procedures and timetables, personnel and funds involved. Adjustments among items may be made by the presidents upon approval from the Division Policy Committee.

The formula for determining the Operating budget, for divisions with 750 members or more, is $2.50 multiplied by the average number of members (excluding students) at the close of each of the three preceding fiscal years, with a minimum amount of $4,500 provided to each division for the total budget.

Divisions are not allowed to carry over unexpended budget amounts to the next fiscal year budget. Debts incurred during a fiscal year must be properly authorized and received at ACTE headquarters no later than 90 days after the expense was incurred. As a part of the year-end closing process, all reimbursements must be received by June 30. Any reimbursement for obligations received after the close of the current fiscal year may impact the subsequent fiscal year’s budget.

Over-expenditures of budget funds by the Division must be paid back out of their designated accounts first and then out of the next fiscal year’s budget.

**Designated Funds**
The ACTE board of directors may approve the establishment of designated, temporarily restricted and donor restricted funds. These funds shall only be established for those programs or projects that further the development and improvement of career and technical education.

The Policy Committee of the Division is required to review the purpose and information regarding their designated fund(s) annually. All approved uses and information regarding the designated fund(s) must conform to applicable laws and regulations regarding 501(c) (3)
organizations and specifically designates that political contributions are prohibited. All changes to designated fund policies must be approved by ACTE board of directors.

All expenditures of designated funds must be approved by the Policy Committee of the Division. Check request for $250 or more must contain the approval of two Policy Committee members, one of which must be the president of the Division. Approvals may be electronic.
DIVISION OPERATING BUDGET

Purpose
To provide financial support for the professional activities of the Division of Association for Career and Technical Education

Expenditures
Expenditures will be authorized by the Division president in accordance with the annual budget based on the following codes and must not exceed the fund balance.

Division: Budget codes
Audio Visual Expense 5505
Awards & Grants 6300
Catering Expenses 5580
Communications 6120
Decorating Services 5530
Dues/Subscriptions/Registrations 5230
Equipment Rental-Meetings 5510
In-house Copying 5820
Other Meeting Expense 5500
Photography 5570
Printing Expense 5810
Printing Supplies 5910
Professional Services 5100
Program Production 5575
Promotion 5600
Registration Supplies 5525
Scholarships 6310
Shipping/Mailing Expenses 5800
Speaker Fees 5150
Supplies 5900
Training Expense 5200
Travel Expense 5240
Miscellaneous 6900
COUNSELING AND CAREER DEVELOPMENT DIVISION DESIGNATED FUND

Purpose
The purpose of the Counseling and Career Development Division Designated Fund is to provide funds to fulfill the Counseling and Career Development Division Program Activities each year. Any disbursements will be approved through the Policy Committee.

Source of Revenue
Revenue for this fund comes from various sources in accordance with ACTE policies.

Expenditures
Authorization for disbursement of funds will be made by the Counseling and Career Development Division Policy Committee Executive Committee. Disbursement of funds will be made by ACTE headquarters upon receipt of appropriate request forms and documentation.

Investments
ACTE is authorized to make prudent investments of funds contributed to this fund with proceeds of the investment to be reinvested into the Counseling and Career Development Division designated account. Investments similar to ACTE investments approved by the Board of Directors are acceptable as prudent investments.

Changes
Changes in the purpose, source of revenue, and/or authorization will be initiated by the Counseling and Career Development Division President, in consultation with the Counseling and Career Development Division Policy Committee and approved by the ACTE Board of Directors.
BUDGET TIMELINE

April 15-Budget templates created and distributed to ACTE Senior Staff and Region and Division VP’s

May 1-Preliminary budgets due from Division president

May 30-second draft budgets with supporting rationale due

June Executive Committee – Review and preliminary approval of Budget

June 30-Final draft budget submitted to ACTE Board

July Board Meeting - Review and approval of Budget by ACTE Board

*dates subject to change due to the calendar year.
AMENDMENTS

These policies become operative upon the approval by majority vote of those present and voting at an official business meeting of the Division at CareerTech VISION.

They may be amended by submitting the proposed revision in writing 60 days prior to CareerTech VISION to the president of the Division who in turn will notify within 15 days the members of the Policy Committee and the presidents of the Division Associate organizations. Any such proposed revision receiving the supporting majority vote of those attending and voting at the business meeting of the Division during CareerTech VISION and approved by the ACTE board of directors shall be considered adopted and will become a part of the operating policies of the Division.
GENERAL POLICY

The name of the Division shall be set by the Policy Committee with approval by the membership and according to ACTE Board Policy.

If any statements or policies included in this document are in conflict with the articles of incorporation, bylaws, or operating policy of the ACTE board of directors, such items are null and void.

Copies of these operating policies are available at the ACTE Headquarters and on the ACTE Division webpage, www.actonline.org
**AWARDS MATERIALS**

**Outstanding Professional in Counseling and Career Development**
For the nominee, please describe (in three to five sentences) the outstanding and significant contribution, advocacy in CTE, counseling and career development and/or service to the ACTE organization. Please include a short narrative below. Self-nominations are encouraged. They need to be a division member.

[Apply Here](#)

**Friends of Counseling and Career Development**
This award recognizes business, industry, or community partners with demonstrated contribution to Counseling and Career Development of CTE programs, support of CTE programs, and/or students. Please include a short narrative (below). Self-nominations are encouraged.

[Apply Here](#)

**Rising Star in Counseling and Career Development**
This award recognizes new counselors or career development professionals at the secondary level, new to the profession (nominee completed no more than three years at time of nomination) who have made significant contributions to CTE and the counseling profession demonstrating innovation and professional commitment early in their careers. Please include a short narrative below. Self-nominations are encouraged.

[Apply Here](#)

**Innovative Program in Counseling and Career Development**
This award recognizes individuals or teams for innovative counseling and career development programs with significant contributions to student achievement and support. Examples include, but are not limited to, Bridging Equity Gaps, non-traditional populations, etc. Please include a short narrative and supporting data to showcase your innovative success story (below). Self-nominations are encouraged. The individual or at least one member of the team, should be an ACTE member.

[Apply Here](#)
## PAST PRESIDENTS OF THE DIVISION

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Foster</td>
<td>1970-1973</td>
</tr>
<tr>
<td>Harry Drier</td>
<td>1976-1979</td>
</tr>
<tr>
<td>Kathy Jo Eckard</td>
<td>1997-2000</td>
</tr>
<tr>
<td>Ray Davis</td>
<td>2012-2015</td>
</tr>
<tr>
<td>Janice Bell</td>
<td>2015-2018</td>
</tr>
<tr>
<td>Nicole Cobb</td>
<td>2017-2021</td>
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