

NCDA: Inspiring Careers – Empowering Lives

NATIONAL CAREER DEVELOPMENT ASSOCIATION

Approved February 2013

ARTICLE I

NAME, AFFILIATION, AND MISSION

Section 1. Name. The name of the organization shall be the National Career Development Association (hereafter referred to as NCDA or as the Association).

Section 2. Affiliation. NCDA is a division of the American Counseling Association (hereafter referred to as ACA) and shall be subject to those provisions of its Bylaws that apply to divisions.

Section 3. Mission. NCDA inspires and empowers the achievement of career and life goals by providing professional development, resources, standards, scientific research, and advocacy.

ARTICLE II

MEMBERSHIP

Section 1. Categories of Membership. There will be seven general categories of membership in NCDA: professional, regular, life, retired, student/new professional and ex officio. There will be three special categories of membership in NCDA: fellow, master career counselor, and master career development professional, as defined by NCDA Policy. All except ex officio members may vote, and all except student and ex officio members may hold an elective office in the Association.

Section 2. Qualities for Membership. Membership in ACA shall be a condition of professional membership only. The categories of membership shall be determined in accordance with the following:

- A. Professional Members. A professional member shall hold a master's degree or higher in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council on Higher Education Accreditation. Professional members must present proof of academic credentials upon request.
- B. Regular Members. Regular members are those who have an interest in career development and have a desire to uphold the mission and principles of NCDA.
- C. Life Members. The life member classification shall be limited to individuals presently holding that title. They shall not be required to pay dues, but shall retain all of the privileges granted to them at the time they become life members.
- D. Retired Members. Retired members are those who have retired from the counseling profession and have been a member of NCDA for ten years.
- E. Student/New Professional Members. Students enrolled in programs preparing them for guidance and personnel work as defined for Regular Membership shall be eligible to become Student Members of the Association upon application and endorsement by their faculty advisors. New Professional membership is defined as a graduate in his/her first year of employment. Current student members who have graduated within twelve months of their renewal date may apply for the New Professional category for a limit of one year.
- F. Ex Officio Members. National leaders in the field of guidance, career education, industry, business, labor, and education who express interest in working with NCDA may be considered for ex officio membership in NCDA by the Board. Ex officio members need not be members of ACA, and their membership will be reviewed annually by the Board.

Section 3. Continuity of Membership. Membership in NCDA shall be continuous on an annual basis.

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Section 4. Termination of Membership.

- A. Members may be dropped from membership for unethical behavior as defined in the Code of Ethics of NCDA or for conduct that tends to injure the Association or to affect its reputation adversely. Any charge relating the unethical behavior or misconduct shall be presented to the Board over the signatures of two members. The Board shall provide for investigation of the charges and, if they are found to have substance, the Board shall counsel the members with a view toward possible modification of their behavior. Failing this, the Board shall determine appropriate action. The Board shall have the power to terminate membership in the Association. However, before taking such action, the Board shall notify the members of the precise nature of the charge and give them an opportunity to present evidence in their own behalf.
- B. Members will be dropped from membership for non-payment of dues.

ARTICLE III FINANCES

Section 1. Dues and Assessments. The following procedures shall be followed in establishing NCDA dues and assessments, in addition to those required by the Bylaws of ACA:

- A. Annual dues for all classes of membership shall be established by the Board, in accordance with established NCDA bylaws and Policy and Procedures.
- B. In accordance with established policy, the Board may levy special assessments on the entire membership or on any class of members.
- C. The Board may specify the manner in which dues and assessments shall be collected.

Section 2. Salaried Employees or Management Services Agreement. The Board may authorize the employment of such staff or management company as may be necessary to fulfill the objectives of NCDA and set compensation for such employees or management company.

Section 3. Fiscal Year. The fiscal year of NCDA shall be October 1st through September 30th.

ARTICLE IV STATE DIVISIONS

Section 1. Establishment of a State Division. State divisions of NCDA may be organized in accord with the following conditions:

- A. Twenty or more voting members of NCDA residing within a state, territory, or the District of Columbia, may organize a state division of NCDA and apply for charter.
- B. A set of Bylaws in harmony with the NCDA Bylaws, a list of officers, and a membership list shall accompany the application for charter.
- C. All charter applications from state divisions must be approved by the Board at a meeting of the Board scheduled at the Annual Convention. Such applications must be received by the Coordinator of Field Activities at least 90 days prior to the meeting of the Board scheduled at the Annual Convention at which action is to be taken.
- D. In special circumstances, the Board may grant conditional approval of a charter application so that a state group may begin to plan its activities prior to formal approval at the Annual Convention.

Sections 2. Autonomy of State Divisions. A state division of NCDA shall be autonomous in the conduct of its affairs consistent with these Bylaws.

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- A. A state division shall have the power to choose its own officers and representatives to the executive body of the state branch of ACA.
 - (1) Officers of state divisions must be voting members of NCDA.
 - (2) The representatives of a state division to the executive body of the state branch of ACA must be voting members of NCDA.
- B. A state division shall levy and collect its own fees and shall have full control of the management and disbursement of such funds in carrying out its programs.
- C. Any proposed changes in the bylaws of a state division must be approved by the NCDA Bylaws Committee before becoming effective. In the event that a proposed change is not approved, the state divisions may appeal to the Board.

Section 3. Membership.

- A. All voting members of NCDA within a state shall be eligible for membership in the state division.
- B. A state division may, under its Bylaws, admit members who are not members of NCDA. Such members may vote for state division officers and for a divisional representative to the executive body of the state branch. They may not vote for national officers, nor shall they have any voice in the affairs of the National Association.

Section 4. Reports Required. Each state division shall transmit, at the times and in the manner specified by the Board, a report of its activities, the names of its officers, committee chairpersons, and members in the state division (with type of membership specified for each member).

Section 5. Revocation of Charter.

- A. A state division may have its charter revoked by a two-thirds vote of the Board if it fails to maintain suitable activities and a reasonable number of members in good standing in NCDA.
- B. The Board shall give a state division at least 180 days notice of its intention to such action becomes final.

ARTICLE V NOMINATIONS AND ELECTIONS

Section 1. Procedures. The following procedures shall be followed by the Nominations and Elections Committee.

- A. Nominations.** Members may be nominated for office in one of three ways:
 - (1) The Committee on Nominations and Elections shall canvass members of the Board and State Division Presidents for names of suitable nominees.
 - (2) A member may be nominated for any elective office by any member of good standing. The nomination shall be in writing to the Chairperson of the of Nominations and Elections Committee.
 - (3) A member may be nominated for any elective office by any member of the Association in good standing during its Annual Meeting. An individual nominated at the Annual Meeting must be prepared to have a written bio available at the time of nominations.
 - (4) Any member nominated for Treasurer must meet the following qualifications in addition to being able to devote at least five hours each week to the financial affairs of the organization:
 - (a.) Have managed an annual budget of at least \$100,000 in another organization
 - (b.) Be willing and able to attend the workshop on fiscal management provided by ACA at its annual convention
 - (5) All nominations submitted to the Nominations and Elections Committee prior to the Annual Meeting must include:

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- (a) A professional resume of the proposed nominee as specified in the Policy and Procedures Manual.
 - (b) A letter from the nominee stating his or her willingness and ability to serve.
 - (c) When applicable, a letter from the nominee's employer recognizing the time and resource commitment involved.
- (6) A call for nominations shall be published in an official publication of NCDA at least 90 days prior to the official opening date of the NCDA Annual Convention. All nominations submitted under procedures (1) and (2) in ARTICLE V, Section 1.A. must be received by the Chairperson of the Nominations and Elections Committee prior to the official opening date of the NCDA Annual Convention.
- (7) A list of the names of all persons nominated for all elective offices by procedures (1) and (2) in ARTICLE V, Section 1.A. shall be distributed by the Nominations and Elections to all members in attendance at the Annual Meeting.
- (8) Prior to the close of the Annual Meeting, the members in attendance shall prepare the NCDA election ballot by selecting from the lists of nominees the two names receiving the greatest number of votes for each office to be filled. In case of a tie vote, subsequent ballots will be taken for the tied office(s) until the tie is resolved by one nominee receiving the greatest number of votes. Names of the candidates shall be submitted to NCDA headquarters to meet the established deadline.

B. Elections. NCDA will handle the election process annually. The Board may set an annual schedule and policies for the election process. Early voting will be permitted upon approval of the slate of officers at the Annual Meeting.

ARTICLE VI

OFFICERS and TRUSTEES, REPRESENTATIVE(S) TO ACA GOVERNING COUNCIL

Section 1. Officers, Trustees, Representative(s) to ACA Governing Council, and the Board.

- A. The Officers of the Association shall be the President, President-Elect, President-Elect-Elect, immediate Past-President, Secretary, Treasurer and the ACA Governing Representative.
- B. There shall be six Trustees elected by the membership. Four trustees will represent the various membership constituency groups:
 - Trustee for School Career Counselors & Specialists
 - Trustee for Higher Education Career Counselors & Specialists
 - Trustee for Agency, Business and Industry, & Private Career Counselors & Specialists
 - Trustee for Counselor Educators & ResearchersTwo additional Trustees will be assigned to assist with state divisions and specific projects decided by the Board
 - Trustee for State Associations
 - Trustee At Large (dedicated to board designated initiatives)
- C. The ACA Governing Council representative shall be elected in accordance with ARTICLE V.
- D. The Board of Directors shall consist of the Officers, six Trustees, and the Representative to the ACA Governing Council.

Section 2. Method of Selection.

- A. The President-Elect, President-Elect-Elect, Secretary, Treasurer, and the six Trustees shall be elected in accordance with ARTICLE V.

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- B. ACA Governing Council Representative shall be elected by the general membership from a list of nominees who will have completed one full term as NCDA President prior to the assumption of this office. If no such NCDA Past President exists, the nominee must have completed one full term of office as an elected member of the Board. Nominations for these offices shall be made in accordance with ARTICLE V.

Section 3. Terms of Office.

- A. The President-Elect-Elect shall be elected annually and shall hold office for one year or until his or her successor is chosen.
- B. The President-Elect-Elect shall succeed to the President-Elect for a one-year term, then to the Presidency for a one-year term and then to Past-Presidency for a one-year term for a total of 4 years.
- C. The Secretary and the Treasurer shall serve for a period of three years.
- D. Trustees shall hold office for a term of three years. Two trustees shall be elected each year.
- E. The representative(s) to the ACA Governing Council shall be chosen for terms as authorized by ACA.
- F. The President shall be ineligible to serve again as President-Elect, President-Elect-Elect, or President for a period of five years following previous service in any office. The Secretary, Treasurer, Trustees, and Representative(s) to the ACA Governing Council may not serve in their respective offices more than two consecutive terms. However, they shall become eligible for a position formerly held after a one-term lapse in the continuity of office.
- G. In the event of resignation, continued absence, illness, or death of any officer other than the President, the Board shall, by majority vote, elect a successor to serve. In the event that the President-Elect is unable to assume the duties of President, the Board may, by majority vote, choose a member of the Board to serve as President until his or her successor takes office.

Section 4. Functions of Officers, Trustees, and ACA Governing Council Representative(s).

- A. President. The President shall:
 - (1) Exert leadership in the achievement of the mission of NCDA.
 - (2) Preside at meetings of the Board, the Finance Committee, and the Annual Meeting.
 - (3) Appoint chairpersons of all NCDA committees and Special Interest Groups unless otherwise specified in these Bylaws or in the motion establishing the committee or Special Interest Group.
 - (4) Serve ex officio on all NCDA committees and Special Interest Groups, except the Nominations and Elections Committee.
 - (5) Be empowered to enter the Association into contracts, grants, and other binding agreements upon approval of the Board.
- B. President-Elect. The President-Elect shall:
 - (1) Perform the duties of the President in the absence or incapacity of the President.
 - (2) Serve as a member of the Board, the Finance Committee, and advisor to the president at the Annual Meeting
 - (3) Carry out such other duties and responsibilities as may be assigned by the Board or prescribed in the Bylaws of ACA for Presidents-Elect of ACA divisions.
- C. President-Elect-Elect. The President-Elect-Elect shall:
 - (1) Perform the duties of the President-Elect in the absence or incapacity of the President-Elect.
 - (2) Serve as a member of the Board, the Finance Committee, and advisor to the president at the Annual Meeting
- D. Past-President. The immediate Past-President shall:
 - (1) Serve as a member of the Board and as advisor to the president at the Annual Meeting
 - (2) Serve as Chairperson of the NCDA Nominations and Elections Committee.

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- (3) Represent NCDA on the ACA Committee on Nominations and Elections and in other positions as stipulated by the ACA Bylaws.
- D. Secretary. The Secretary shall:
 - (1) Keep a record of the proceedings of the Board, Executive Committee, and the Annual Meeting
 - (2) Serve as a member of the Board and advisor to the president at the Annual Meeting
- E. Treasurer. The Treasurer shall:
 - (1) Serve as a member of the Board, the Finance Committee and as advisor to the president at the Annual Meeting.
 - (2) Assist in the preparation of the budgets for NCDA, its committees, and its publications.
 - (3) Follow accepted procedures for handling the funds of NCDA.
 - (4) Recommend to the Board any needed modifications in procedures for managing the fiscal affairs of NCDA.
- F. Trustees. The Trustees shall:
 - (1) Attend meetings of the Board and fulfill the functions and responsibilities of that body.
 - (2) Serve as liaisons for councils, task forces, and standing committees.
 - (3) Serve as members of the Board and as advisors to the president at the Annual Meeting.
 - (4) Trustees additionally shall:
 - (a) Provide input to and from the Board
 - (b) Serve as advocates for the constituency groups each represent
 - (c) Encourage the utilization of NCDA programs and resources.
 - (d) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual
- G. Representative(s) to the ACA Governing Council. The Representative (s) to the ACA Governing Council shall:
 - (1) Serve as a member of the Board and as advisor to the president at the Annual Meeting
 - (2) Represent NCDA on the ACA Governing Council.
 - (3) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual

Section 5. Sanction and Removal from Office. Any individual noted in Article VI, Sections 1 to 4 above, may be sanctioned or removed from office in accordance with procedures as prescribed by official policy of the Association.

Any member of the Board including Officers and Trustees, may be sanctioned by a majority vote or removed from office by a two-thirds vote of the Board at any regular or special meeting of the Board at which a quorum is present for engaging in conduct prejudicial to the best interest of the Association or for repeated failure to perform the duties and responsibilities of a Board Member.

Section 6. Functions of the Board of Directors. The Board of Directors shall be the agency through which the policies of the Association shall be determined and shall have the following powers and functions:

- A. To establish policies to govern the affairs of the Association.
- B. To act on recommendations from the members at the Annual Meeting
- C. To grant or revoke state division charters.
- D. To act on the reports of all Standing Committees and such special committees as are responsible to the Board.

Section 7. Meetings of the Board.

- A. The Board shall meet at least once a year. A meeting shall be held at the time and place of each national convention of NCDA. Other meetings of the Board may be held at the call of the President or of a majority of the Board.

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- B. At least one-half of the members of the Board shall constitute a quorum throughout any meeting of the Board at which official business is transacted.

ARTICLE VII ANNUAL MEETING

The Association shall hold an Annual Meeting at a time and place at the Annual Convention fixed by the Board which shall give written notice thereof to the membership no less than six months prior to the time so fixed. The Association may hold other meetings at a time and place fixed by the Board which shall give reasonable notice to the membership.

Section 1. Quorum

Quorum at the Annual Meeting shall be the number of members in good standing in attendance.

Section 2. Powers of the Members at the Annual Meeting

- A. Act on recommendations of the Board.
- B. Review policies established by the Board.
- C. Act on reports of the Board, state divisions, standing committees, and such special and continuing committees.
- D. Elect nominees for representative(s) to the ACA Governing Council, board members per the procedure in Section V, and members to the NCDA Nominations and Elections Committee.
- E. Review and forward amendments to the Bylaws as presented by the Board to the total membership for approval in accordance with Article XI.
- F. Present amendments to the Bylaws to be forwarded to the total membership for approval in accordance with Article XI.

Section 3. Emergency Action

In an emergency and on recommendation of two-thirds vote of the Board, business may be presented by mail or E-mail ballot to the membership. Such ballots shall be taken by the Secretary of NCDA and shall have the same effect as if said action had taken place at the Annual Meeting.

ARTICLE VIII COMMITTEES AND COUNCILS

Section 1. Standing Committees. The standing committees of NCDA and their duties shall be:

- A. The Membership Committee shall promote membership in NCDA and recommend procedures for processing applications.
- B. The Finance Committee, composed of the President, the President-Elect, the President-Elect-Elect, the Past President, and the Treasurer, shall prepare the annual budget of NCDA and recommend fiscal policies for consideration by the Board.
- C. The Nominations and Elections Committee shall consist of five members: the three most recent Past- Presidents and two members elected at the Annual Meeting. The immediate Past-President shall serve as Chairperson. If any Past-President is unable to serve, the vacancy may be filled by the Board. The Committee shall be responsible for carrying out the nominations and elections procedures in accord with these Bylaws.
- D. The Bylaws Committee shall have responsibilities for drafting proposals for amendments to these Bylaws and for the final wording of amendments presented by the membership at the Annual Meeting to insure their consistency with the style and substance of these Bylaws. The committee shall carry out such other functions as may be assigned to it in these Bylaws or by the Board.

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- E. The State Divisions Committees (one dedicated to Emerging State Divisions and the second dedicated to Established State Divisions), working under the direction of the Trustee for State Associations, shall be responsible for promoting the establishment of state divisions, for receiving and processing all applications for state division charters, and for assisting in the promotion of NCDA activities on the state and local level
- F. The Ethics Committee shall be responsible for educating the membership as to the Association's ethical standards, making suggestions to the Board for the modification or development of ethics-related and ethical behavior of NCDA members, and (if called upon by the ACA Ethics Committee Board) investigating complaints of alleged violation of the ethical standards of ACA and NCDA, referring for adjudication to ACA if necessary.
- G. The Professional Standards Committee shall be responsible for supporting NCDA's effort to protect the various publics served by the career counseling profession through: monitoring professional standards and areas in need of standards development; communicating to the Board and membership, changes in standards and ethics of other organizations with interest common to NCDA, such as NBCC, CACREP, etc.; developing professional standards statements; communicating to CACREP, NBCC, and other bodies designed by the Board, suggestions for amending their ethics and/or standards statements as agreed upon by the Board.
- H. The Research Committee shall provide oversight to any research which NCDA conducts, is asked to participate in, or awards grants to: that such oversight shall include, but not be limited to, coordinating of samples, surveys, etc.; screening research proposals for NCDA grants; suggesting research topics for NCDA members; and identifying career research needs.

Section 2. Special and Continuing Committees. These Committees shall be established by the Board to carry out such activities as it believes will further the objectives of NCDA. The Board shall, from time to time, review the charge and function of all special and continuing committees and shall make changes in their number, characteristics, or organization as may seem desirable.

Section 3. Councils. Councils differentiate from Committees due to their specialized nature and revenue generating opportunities. As such, members of the Councils are to be selected from a pool of qualified applicants. In addition, a staff liaison is identified to ensure continued progress and revenue potential is met.

- A. The Publications Development Council shall be responsible for the non-periodic publications of NCDA, except as special projects are commissioned by the Board for publication under its supervision. It shall also be responsible for recommending to the Board policies relating to the non-periodic publications of the Association. It shall further be responsible for recommending to the board, marketing plans and proposals for new publications or products.
- B. The Career Development Facilitator (CDF) Advisory Council is responsible for oversight and advisement the CDF training program. The council will make recommendations to the NCDA Board of Directors about all aspects of CDF.

Section 4. Appointment of Committees. In the absence of any provision to the contrary in these Bylaws or in the motion creating a committee or task force:

- A. The President-Elect shall appoint chairpersons of committees in accordance with the rotation schedule as specified in approved Policy of the Association. The term of office so appointed shall coincide with the assumption of the Presidency. Said appointees shall serve for a period of two years, with the exception of completing an unexpired term followed by an appointed term. Chairpersons of committees and Special Interest Groups shall be subject to confirmation by the Board. They may be re-appointed.
- B. The chairperson shall designate the members of his or her committee.

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- C. Except as otherwise specified in these Bylaws, members of committees shall serve for one year or until the appointment of their successors. They may be re-appointed.

ARTICLE IX PUBLICATIONS

Section 1. Association Publications. The *Career Development Quarterly* (journal), *Career Developments* (magazine), and the *Career Convergence* (web magazine) shall be designated as official publications of NCDA. In addition, the Board shall support a program of non-periodic (single) publications, which shall be produced under the supervision of the Publications Development Council.

Section 2. Distribution. The *Career Development Quarterly* and the *Career Developments* shall be sent to all NCDA members without additional charge. They shall also be available to non-members, to libraries, and to other organizations to subscription at rates established by the Board. The *Career Convergence* shall be made available to the general public via the NCDA website.

Section 3. Magazine. The *Career Developments* shall be published four times a year. An editor, appointed by the Board for a term of three years, shall be responsible for its preparation and publication. The editor may be re-appointed.

Section 4. *Career Development Quarterly*.

- A. The Editorial Board. The Editorial Board of the *Career Development Quarterly* shall be responsible for recommending editorial policy and professional content of the *Career Development Quarterly* to the NCDA Board. The NCDA Board shall establish the number of members of the Editorial Board, with one-third of the members to be appointed by the NCDA Board each year for a term of three years. In the event of a vacancy on the Editorial Board, the NCDA Board shall appoint a successor to complete the unexpired term. Editorial Board members may be re-appointed.
- B. The Editor. The Editor shall serve for a three-year term, following a period of service as Editor-Elect, and may be re-appointed for one additional consecutive term. The Editor shall be responsible for editing and preparing four issues per year of the *Career Development Quarterly*, preparing an annual report and budget statement for the NCDA Board, and coordinating business functions of the *Career Development Quarterly*.
- C. The Editor-Elect. The Editor-Elect shall be appointed by the NCDA Board, a year preceding the expiration of the term of the Editor, giving due consideration to the recommendations of the Editorial Board in making the appointment, but not being restricted by such recommendations. The Editor-Elect shall assist the Editor in performing the duties of Editor, in preparation for assuming those duties.

Section 5. Copyright. The Association shall own the copyright for the original and any renewal term for any writing that is published by the Association. The author of any such writing shall have the right to make a non-profit or non-commercial use of the work, provided that there be affixed to each copy the copyright notice used by the Association, when the writing was first published. The author shall have the right to make or authorize use of any such writing for profit or commercial use only after first obtaining the written consent of the Association. Nothing in the article shall be interpreted as publications of its choice.

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ARTICLE X ANNUAL AUDIT

Section 1. Annual Audit. The Board shall make recommendations for an annual audit of the financial records of NCDA and of its official publications by a certified public accountant. The report shall be reviewed by the Finance Committee and transmitted to the Board with any recommendations that may be appropriate. A full report on the financial condition of NCDA and of its official publications shall be made available to the membership upon written request.

ARTICLE XI AMENDMENTS

Section 1. Amendments. These Bylaws may be amended from time to time by the membership in accord with either of the following methods:

- A. A proposed amendment may be presented at the Annual Meeting by the Board, by the executive body of a state division of NCDA, or by an individual, provided that in the case of an individual the proposed amendment shall be presented over the signatures of at least 25 voting members of NCDA. All such proposed amendments shall be presented in writing to the Secretary of NCDA at least 120 days prior to the Annual Meeting. They shall be reviewed by the Bylaws Committee and published in an official organ of the Association at least 30 days prior to the Annual Meeting. Amendments so presented and passed by a majority vote shall be forwarded to the general membership for approval.
- B. An amendment also may originate at an Annual Meeting. A two-thirds majority vote by the members in attendance is required to approve the amendment and to be forwarded to the general membership for approval.

Section 2. Adoption. A proposed amendment as presented in either A or B above shall be considered adopted if approved by a majority of those members of the Association voting via mail or E-mail ballot. The Board shall decide whether mail or E-mail will be used to seek votes on the amendments.

ARTICLE XII RULES OF ORDER

Section 1. Rules of Order. Robert's Rules of Order, as from time to time revised, shall govern the proceedings of NCDA, unless otherwise specified in these Bylaws.

Section 2. In all official NCDA communication and publications, it is recommended that the "Guidelines for Non-Sexist Language," which appeared in the February, 1978 Personnel and Guidance Journal, be followed, and that the terms "chair" or "chairperson" be preferred to the term, "chairman."

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