A Division of the American Counseling Association

NCDA Annual Membership Meeting Report

June 28, 2019

Inspiring Careers – Empowering Lives

305 N. Beech Circle, Broken Arrow, OK 74012
www.ncda.org
Creating Career Interventions to Break Barriers: Empowering Lives and Achieving Equity

Spencer Niles, NCDA President 2018-19

NCDA has had a wonderfully productive year! As President of our great organization, I have been overwhelmed by the hundreds of thousands of hours that members of NCDA’s Board of Directors, committees, councils, task forces, and commissions have devoted to making our association even better. It is with sincere gratitude to all who have contributed to NCDA’s success that we share with you this Annual Membership Meeting report.
NCDA’s fiscal year ends on September 30, 2019. At that time, all committees, councils, and commissions will have their annual reports posted to the Committee section of the website. Minutes of all Board of Directors Meetings are posted on the NCDA website under About NCDA for all members to review.
Parliamentary Motions in Order of Precedence

<table>
<thead>
<tr>
<th>PRIVILEGED</th>
<th>MOTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix Time to Adjourn</td>
<td>Adjourn</td>
</tr>
<tr>
<td></td>
<td>Call for Orders of the Day // I</td>
</tr>
<tr>
<td></td>
<td>Take Recess</td>
</tr>
<tr>
<td></td>
<td>Question of Privilege // I</td>
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</table>

<table>
<thead>
<tr>
<th>INCIDENTAL</th>
<th>MOTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objection to Consideration // 2/3, I</td>
<td></td>
</tr>
<tr>
<td>Make Nominations // N2</td>
<td></td>
</tr>
<tr>
<td>Close Nominations // 2/3</td>
<td></td>
</tr>
<tr>
<td>Parliamentary Inquiry // N2, I</td>
<td></td>
</tr>
<tr>
<td>Point of Information // N2, I</td>
<td></td>
</tr>
<tr>
<td>Point of Order // N2, I</td>
<td></td>
</tr>
<tr>
<td>Suspend the Rules // 2/3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSIDIARY</th>
<th>MOTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTPONE TO A DEFINITE TIME</td>
<td>REFER TO A COMMITTEE</td>
</tr>
<tr>
<td>LIMIT OR EXTEND DEBATE // 2/3</td>
<td>AMEND THE AMENDMENT</td>
</tr>
<tr>
<td>POSTPONE INDEFINITELY</td>
<td>AMENDMENT</td>
</tr>
<tr>
<td>RECONSIDER // I</td>
<td></td>
</tr>
</tbody>
</table>

MAIN MOTION

LEGEND
ALL CAPITALS = debatable motions
Small Letters = non-debatable motions
2/3 = Motions requiring a 2/3rds vote (all other motions require a simple majority)
N2 = Motions not requiring a second (all other motions require a second)
I = May interrupt a member who has the floor (no other motions may interrupt the person who has the floor)
ANNUAL MEMBERSHIP MEETING AGENDA
June 28, 2019
Houston, TX

Call to Order
Introduction of the NCDA Board of Directors
Introduction of Parliamentarian
Parliamentarian Procedures
Approval of Agenda
Approval of 2018 Annual Meeting Minutes
Membership Report
Treasurer’s Report
Business Meeting
  • Nominations and Elections
  • NCDA’s Credentialing Commission
  • NCDA Shared Values Study Update
  • Pennsylvania State CDA Charter
Adjourn

Spencer Niles, President
Spencer Niles, President
Spencer Niles, President
Mark Pope, Parliamentarian
Spencer Niles, President
Spencer Niles, President
Brian Hutchison, Treasurer
Paul Timmins, Past President
Aaron Leson, Director
Hyung Joon Yoon, Chair
Spencer Niles
Spencer Niles, President
MINUTES FROM 2018 ANNUAL MEMBERSHIP MEETING
June 22, 2018
Phoenix, Arizona

Meeting called to order by Paul Timmins, President, at 8:07am. Introductions and recognitions were announced:

- Introduction of the Parliamentarian, Jane Goodman

We have 126 members present, 64 is a simple majority needed to pass any motion.

Approval of the Agenda:
Paul Timmins asked for approval of the agenda and indicated this was located in the conference program (p. 68). MOTION to approve the agenda made by Doug Cullen, NH, seconded by Mark Danaher, CT. MOTION carries.

Approval of 2017 Annual Meeting Minutes:
MOTION to approve the minutes from last year’s meeting made by Natalie Kauffman, MD, seconded by Mason Murphy, TX. MOTION carries.

Membership Report:
Paul Timmins reviewed the Membership Report (p. 71 in the conference program) noting the steady membership history of the organization, and how it has met its long-term goal to exceed 5,000 members.

Treasurer’s Report:
Brian Hutchinson, Treasurer, outlined revenues and expenses for NCDA along with an explanation of projected revenues and expenses for the year. Brian also shared that this is a dynamic time of investments and changes for the organization, focused on the start of the new credentialing program and end of the offender workforce development program. Brian stated that a yearly independent audit for non-profit status was conducted, resulting in no exceptions cited. The full report was provided in the program book (p. 72). MOTION to approve the Treasurer’s Report made by Linda Kobylarz, CT, seconded by Roberta Neault, Canada.

BUSINESS MEETING

Nominations and Elections:
Past-President David Reile thanked the Nominations and Elections Committee for their work. The slate of candidates was announced, and their biographies were provided in the program book (p. 75). Here are the candidates:

Candidates for President-Elect-Elect
- Seth Hayden
- Brian Hutchison

Candidates for Trustee – State Divisions
- Carolyn Jones
• Wendy LaBenne
• Heather Robertson

Candidates for Trustee – Counselor Educators and Researchers
• Patrick Akos
• Tom Dodson

David Reile asked for additional nominations from the floor. Hearing none, a MOTION to close the nominations for election was made by Debra Osborn, FL and seconded by Windie Wilson, TN. MOTION carries.

The two candidates for President-Elect-Elect gave 3-minute speeches outlining their candidacy.

Paul Timmins explained that a runoff election for Trustee – State Divisions would narrow the field to two candidates each. Voting occurred at the meeting by ballots. The results of the election will be announced at the second general session.

New Nominations and Elections Committee for 2018-2019:
Two volunteer, NCDA members are needed to serve on the 2018-2019 committee, which is also comprised of the three most recent Past-Presidents. The immediate Past-President, Paul Timmins, will serve as Chair. The volunteers are: Rae Brendecke, CO, and Karol Taylor, MD.

NCDA Credentialing Commission:

Paul Timmins introduced Cynthia Marco-Scanlon, Director of Credentialing and Special Programs, and Constance Pritchard, Chair, thanking them for all of their hard work and dedication. Cynthia and Constance introduced commission members and provided an update on the credentialing initiative. The program has exceeded its first-year goal of 500 credential holders. The newly revised website was presented including a guide to choosing a credential, which was also available in the program (p. 12), study guides, and resources for International applicants available July 15, 2018. A CEU Manual is in progress. A reminder was provided that the current two fast-track options for CCSP and CCC will end December 31, 2018.

Bylaws Amendments
Paul Timmins shared the Board’s work on amendments to NCDA’s bylaws, which were available in the conference program (p. 79-89). Additions were marked in red reflecting the establishment of working protocols for the NCDA Credentialing Commission, an update to the Committee/Council’s section, and the new organizational membership category.

Since NCDA has launched the NCDA Credentialing Commission last August, the commission and board have been working hard to establish guidelines and bylaws for their operation. In addition, policy and procedures were established for this new NCDA entity. The suggested bylaws provide that structure for the Commission to operate.

The Organizational Membership Category, which has been a frequent request, will allow organizations and companies seeking membership to consolidate their billing and pay by their members, (i.e., 1-5, 6-10, 11-20). The Board will monitor this new program and propose further tiers if needed.
The Board also recommended changes to the Committee Section of the Bylaws, Section IX, which also enables the board to annually decide which committees continue, which remain constant, and which need updated according to the needs of the association. These changes appeared as strikeouts in the program, identifying inaccurate terminology due to the titling of the former Career Service Provider Advisory Council, which will become the Training and Education Council in October.

Questions from the floor included the following: including more details of tiered organizational membership in the bylaws, instead of the Policy and Procedures Manual; the process to determine tiers and discounts; and who votes on changes to the Policy and Procedures Manual. Paul shared that the NCDA Board made decisions about the current proposed changes after research and discussion that included close coordination with headquarters staff. He also explained that changes to the Policy and Procedures Manual is voted on annually by the Board and require less time to implement than changes to the bylaws. A MOTION to strike the last sentence of the proposed Article II, Section 2, Item G: Organizational Members was made by Marilyn Maze, MD, seconded by Doug Cullen, NH.

Discussion continued with questions about the following: adding a description of an organizational membership be included in Item G as mentioned above; clarification of intent and qualification for organizational membership, to include or exclude an individual person joining as an organization. Paul Timmins indicated that the Board would need to further discuss and make decisions about membership rates and organizational membership and these decisions will be included in NCDA’s Policy and Procedures Manual.

Paul Timmins called for a vote on the MOTION to strike the last sentence in proposed Article II, Section 2, Item G: Organizational Members. MOTION carries.

Paul Timmins called for a motion to approve the bylaws amendments. MOTION to approve the bylaws amendments made by Ebony Scurry, MD, seconded by Gigi Johnson, CA. MOTION carries.

**Approval of Kentucky Charter**

Paul Timmins introduced a new charter from the state of Kentucky acknowledging their tireless work to reorganize the state division this past year. MOTION to approve the new charter for Kentucky made by Mindy Wilson, KY, seconded by Wendy LaBenne, MO. MOTION carries.

MOTION to adjourn the meeting was made at 9:11 am by Autumn Collins, NM, seconded by Dalila Byrd, OH. MOTION carries.
MEMBERSHIP REPORT

NCDA Membership Report
4/15/19

<table>
<thead>
<tr>
<th>Membership by Type</th>
<th>By Ethnicity</th>
<th>By Region</th>
<th>By Constituency Groups</th>
<th>By Gender</th>
<th>By Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA/NCDA Regular Members</td>
<td>313</td>
<td>6%</td>
<td>African-American 617 16%</td>
<td>North Atlantic 828 18%</td>
<td>Associate/Certificate 121 3%</td>
</tr>
<tr>
<td>NCDA Only Regular Members</td>
<td>2461</td>
<td>53%</td>
<td>Asian 247 6%</td>
<td>Southern 1,711 37%</td>
<td>Bachelor's 769 17%</td>
</tr>
<tr>
<td>Student/New Professionals</td>
<td>1205</td>
<td>25%</td>
<td>Caucasian 2,585 67%</td>
<td>Midwest 861 18%</td>
<td>Master's 2,997 66%</td>
</tr>
<tr>
<td>Retired/Emeritus</td>
<td>150</td>
<td>3%</td>
<td>Hispanic/Latino 177 5%</td>
<td>Western 981 21%</td>
<td>Doctorate 531 12%</td>
</tr>
<tr>
<td>Life</td>
<td>28</td>
<td>1%</td>
<td>Native American 42 1%</td>
<td>International 290 6%</td>
<td>Ed Specialist 101 2%</td>
</tr>
<tr>
<td>Promotional</td>
<td>522</td>
<td>12%</td>
<td>Other 177 5%</td>
<td>Total 4,679 100%</td>
<td>Total 4,519 100%</td>
</tr>
<tr>
<td>Total</td>
<td>4,679</td>
<td>100%</td>
<td>Total 3,845 100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Method of Joining

<table>
<thead>
<tr>
<th>By Region</th>
<th>By Constituency Groups</th>
<th>By Gender</th>
<th>By Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA Processed Members</td>
<td>756</td>
<td>16%</td>
<td>Male 860 22%</td>
</tr>
<tr>
<td>NCDA Processed Members</td>
<td>3,923</td>
<td>84%</td>
<td>Female 3,054 78%</td>
</tr>
<tr>
<td>Total</td>
<td>4,679</td>
<td>100%</td>
<td>Non-binary 2 0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By Constituency Groups</th>
<th>By Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor Ed/Researcher</td>
<td>Male 860 22%</td>
</tr>
<tr>
<td>Higher Ed Career Services</td>
<td>Female 3,054 78%</td>
</tr>
<tr>
<td>School Counselors &amp; Specialists</td>
<td>Non-binary 2 0%</td>
</tr>
<tr>
<td>Other</td>
<td>Total 3,916 100%</td>
</tr>
<tr>
<td>Agencies</td>
<td></td>
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<tr>
<td>Business and Industry</td>
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<tr>
<td>Private Practice</td>
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<tr>
<td>Total</td>
<td>4,130 100%</td>
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Credentials

<table>
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<tr>
<th>By Degree</th>
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<tbody>
<tr>
<td>CCC</td>
</tr>
<tr>
<td>CCCE</td>
</tr>
<tr>
<td>CCSCC</td>
</tr>
<tr>
<td>CCSP</td>
</tr>
<tr>
<td>CMCS</td>
</tr>
<tr>
<td>CSCDA</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

% of membership with credentials 29.5%
# TREASURER’S REPORT

## REVENUES

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2017-18</th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences/Institutes</td>
<td>471,869</td>
<td>538,016</td>
<td>625,305</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>280,283</td>
<td>321,251</td>
<td>321,651</td>
</tr>
<tr>
<td>Facilitating Career Development (FCD)</td>
<td>324,980</td>
<td>268,570</td>
<td>227,085</td>
</tr>
<tr>
<td>Publication Sales</td>
<td>57,984</td>
<td>65,686</td>
<td>89,035</td>
</tr>
<tr>
<td>Non-Member CDQ Subscriptions</td>
<td>31,775</td>
<td>46,652</td>
<td>41,518</td>
</tr>
<tr>
<td>Other Income</td>
<td>42,458</td>
<td>41,243</td>
<td>23,350</td>
</tr>
<tr>
<td>Investment/Interest Income</td>
<td>26,054</td>
<td>25,622</td>
<td>17,868</td>
</tr>
<tr>
<td>Credentialing Commission</td>
<td>78,030</td>
<td>16,220</td>
<td>0</td>
</tr>
<tr>
<td>Second Century</td>
<td>13,135</td>
<td>876</td>
<td>2250</td>
</tr>
<tr>
<td>Other Training (SCDA and CSP)</td>
<td>51,670</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td><strong>1,378,238</strong></td>
<td><strong>1,324,136</strong></td>
<td><strong>1,541,989</strong></td>
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## EXPENSES

### Program Services

<table>
<thead>
<tr>
<th>Service</th>
<th>FY 2017-18</th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Institutes</td>
<td>482,575</td>
<td>485,699</td>
<td>512,841</td>
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<tr>
<td>Publications</td>
<td>75,172</td>
<td>71,217</td>
<td>88,227</td>
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<tr>
<td>Magazine</td>
<td>61,779</td>
<td>60,705</td>
<td>60,418</td>
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<tr>
<td>Facilitating Career Development (FCD)</td>
<td>31,527</td>
<td>57,390</td>
<td>58,192</td>
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<tr>
<td>Credentialing Commission</td>
<td>92,795</td>
<td>56,297</td>
<td>35,071</td>
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<tr>
<td>Marketing/Member Services</td>
<td>30,455</td>
<td>42,230</td>
<td>33,463</td>
</tr>
<tr>
<td>Second Century</td>
<td>77,809</td>
<td>42,700</td>
<td>23,815</td>
</tr>
<tr>
<td>Journal</td>
<td>31,723</td>
<td>30,762</td>
<td>31,113</td>
</tr>
<tr>
<td>Offender Workforce Development</td>
<td></td>
<td>12,494</td>
<td>164,683</td>
</tr>
<tr>
<td>International Collaborations</td>
<td>16,700</td>
<td>7,820</td>
<td>1,820</td>
</tr>
<tr>
<td>Prof Development/Miscellaneous</td>
<td>1,603</td>
<td>2,080</td>
<td>4,517</td>
</tr>
<tr>
<td>Research Grants</td>
<td>2,270</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Training Curricula Deve (SCDA and CSP)</td>
<td>54,545</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>27,460</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,542,769</strong></td>
<td><strong>1,440,468</strong></td>
<td><strong>1,545,369</strong></td>
</tr>
</tbody>
</table>

### Support Services

<table>
<thead>
<tr>
<th>Service</th>
<th>FY 2017-18</th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>General/Administrative</td>
<td>424,092</td>
<td>451,147</td>
<td>415,412</td>
</tr>
<tr>
<td>Governance</td>
<td>132,264</td>
<td>119,427</td>
<td>115,297</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,542,769</strong></td>
<td><strong>1,440,468</strong></td>
<td><strong>1,545,369</strong></td>
</tr>
</tbody>
</table>

## Change in Net Assets

- **-164,531** | **-116,332** | **-3,380**

Net Assets, beginning of the year
- 807,641
- 923,973
- 927,353

Net Assets, end of the year
- 643,110
- 807,641
- 923,973
## ASSETS AND LIABILITIES

### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>FY 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>504,670</td>
<td>828,969</td>
<td>802,853</td>
</tr>
<tr>
<td>Marketable Securities</td>
<td>76,098</td>
<td>69,941</td>
<td></td>
</tr>
<tr>
<td>Acct Receivable</td>
<td>12,151</td>
<td>5,846</td>
<td>23,160</td>
</tr>
<tr>
<td>Inventory</td>
<td>48,024</td>
<td>52,871</td>
<td>80,151</td>
</tr>
<tr>
<td>Cash/Securities restricted</td>
<td>394,554</td>
<td>116,525</td>
<td>106,045</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>959,399</strong></td>
<td><strong>1,080,309</strong></td>
<td><strong>1,082,150</strong></td>
</tr>
</tbody>
</table>

### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>FY 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables and Accrued Expenses</td>
<td>14,647</td>
<td>13,340</td>
<td>9,190</td>
</tr>
<tr>
<td>Deferred Revenues</td>
<td>137,111</td>
<td>142,996</td>
<td>145,607</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>151,758</strong></td>
<td><strong>156,336</strong></td>
<td><strong>154,797</strong></td>
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</table>

### NET ASSETS

<table>
<thead>
<tr>
<th></th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>FY 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Net Assets</td>
<td>733,084</td>
<td>826,015</td>
<td>821,308</td>
</tr>
<tr>
<td>Temporarily Restricted Net Assets</td>
<td>74,557</td>
<td>97,958</td>
<td>106,045</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>807,641</strong></td>
<td><strong>923,973</strong></td>
<td><strong>927,353</strong></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES AND NET ASSETS**

<table>
<thead>
<tr>
<th></th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>FY 2014-15</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>959,399</strong></td>
<td><strong>1,080,309</strong></td>
<td><strong>1,082,150</strong></td>
</tr>
</tbody>
</table>

Treasurer’s Report is based on the final audit report provided by Morse & Company Consultants and Certified Public Accounts, based in Tulsa, OK.
SLATE OF OFFICERS

President-Elect-Elect
Ron Cathey
Sharon Givens
Carolyn Jones

ACA Governing Council Rep
Lisa Severy

Trustee for Private Practice, Business/Industry & Agencies
Courtney Warnsman

Treasurer
Charles Lehman

Trustee At Large
Marty Apodaca
Julia Makela
Lakeisha Mathews
Ron Cathey is Director of Counseling & Career Services, Louisiana Tech University. He guides the student mental health and career services. He has taught a career development course for 15 years and teaches a professional career development course. Ron is a Career Development Facilitator Instructor. Currently, Ron is co-chair of the NCDA Career Development Month. He served six years as a NCDA Trustee, first, as the Southern Region Trustee and later as State Divisions Trustee. Ron was selected to the inaugural class of the NCDA Leadership Academy, served as the coordinator of the program, and helped to establish the Leadership Academy Development Committee. He has served NCDA on the Government Relations, Awards, and Mentoring committees. Ron received the NCDA Outstanding Career Practitioner Award in 2017.

Ron received his Master’s degree in Marriage & Family Therapy from Northeast Louisiana University. He is a Licensed Professional Counselor, supervisor and a Licensed Marriage & Family Therapist, supervisor. He currently serves in his second term on the Louisiana LPC Board of Examiners. Ron is affiliated with the American Association for Marriage & Family Therapy, Clinical Fellow and the American Counseling Association. He is a past president of the Louisiana Counseling Association, Louisiana Career Development Association, and Louisiana College Counseling Association.

**Goal Statement**

As President of NCDA, I would seek to pursue four fundamental themes:

1. **To recognize the history of NCDA.** NCDA has provided career development resources through professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals. We need to focus on past success and the current strategic plan. How can we adapt what has been successful to our generation?
2. **To consider the essentials of the practitioners, educators today** who are inspiring, empowering individuals to achieve career/life goals. Where will we find them working? What do these practitioners need to do their work? How can we encourage them?
3. **To deliver a vision to inspire and empower individuals to achieve their career and life goals today**… for our generation, culture and communities, and for our policy makers. Who needs to be empowered and given hope through career development?
4. **To guide a message to others** about the NCDA mission and to tell stories of changed lives through career development. What can we tell? What is being done that is changing lives? How do we let others know what NCDA members are doing?
Sharon Givens, LPC/S, NCC, BC-TMH, CCC, BCC, ACS, GCDF, CCSP
Candidate for President-Elect-Elect

Sharon Givens is a researcher, a licensed psychotherapist, career counselor and professional trainer. Sharon is also a former counselor educator. Sharon is currently serving her third year as Trustee for Private Practice, Business/Industry & Agencies. Sharon is the former co-chair of the NCDA Facilitating Career Development Advisory Council. Sharon is a member of the South Carolina Career Development Association.

Sharon has an undergraduate degree in social work with a minor in psychology. She has a graduate certificate in Psychiatric rehabilitation. She has a Master of Science in Counseling and a Master of Education in Adult Education. Sharon also has a Doctorate in Curriculum and Instruction/Counseling. Sharon was the recipient of the Lorin Anderson Award for Doctoral Research. As a career and college readiness project director in South Carolina, she developed two major career development infrastructures that has enabled over 20,000 students across the state to attend college and or obtain successful employment.

**Goal Statement:**

I am honored to be considered for the NCDA presidency. My goals would focus on expanding our strong successes while growing membership, leading the development of a global learning hub and collaborating with other entities. Specifically, I would like to focus on three primary areas: People, Professional Development and Partnerships. People are NCDA’s key resource. My goal is to expand NCDA’s membership by increasing the visibility of our vibrant community, providing practical and compelling resources and essential tools that empower and inspire. I envision using additional digital marketing tools to reach a wider audience of professionals who can add new phenomena and ensure a body of rich diversity.

Learning should never stop. My vision is to expand our current professional development platform by creating a global learning hub that offers consistent opportunities for our members to stay current, master new skills, aim for excellence and continue to become transformational leaders in our field. This effort would entail seeking scholars and practitioners to collaboratively utilize their expertise to develop resources and facilitate webinars and podcasts. Ultimately, I would work to ensure that this component cultivates a pipeline for professionals to brainstorm and network via interactive regional, national and international outlets. Finally, my focus on partnerships includes developing at least two long term corporate partners to serve as experts regarding current and future trends for the 21st century workforce. I will also develop multiple public and private industry partnerships in various locales to leverage resources and access the expertise of their staff through hosting site visits, virtual tours and mentoring programs.
Carolyn D. Jones has an extensive professional background as a Career Center Executive Director and was responsible for career development and experiential education programs and services. Her duties included providing career counseling, strategic and operational planning, developing team building strategies, fiscal management, building university partnerships, curriculum development, marketing and fund-raising. As the President/CEO of CDJ Consulting, LLC she provides career development as an expert in executive coaching and leadership and resource development. She has a Master’s degree in Educational Psychology.

Carolyn currently serves as the Trustee for State Divisions. She has also served as chair and co-chair of the NCDA Ethics Committee and as a member of the Awards Committee for several years. Carolyn was co-chair of the Ethics Committee in 2015 during the revision of the Code of Ethics. She has also served as the 2016-2017 and 2017-2018 President of the Florida Career Development Association (FCDA). She has authored and co-authored several articles in the Career Developments Magazine.

In addition to NCDA, her trustee board experiences include serving as Vice Chair of the Northern New Jersey United Way, Trustee for the Montclair American Red Cross, and as a Trustee and the Secretary of the State University of New York Maritime College Foundation Board, among others.

**Goal Statement:**

To serve as President-Elect-Elect would give me the opportunity be more closely aligned with the implementation of the overarching goals and actions of the President. My goals would focus on strategically strengthening the inclusion of the knowledge and expertise of the members who serve as leaders of NCDA. My work as a trustee and committee chairs has given me the opportunity to fully understand the depth of knowledge, the commitment to the profession and the diversity of the expertise of those who serve in these roles. Establishing a structured path of communication is key as well as creating a broad channel of communication by incorporating the many resources offered by NCDA would also be a priority.

Being a good team player means working collaboratively with other members who are also accountable to achieve a common goal and/or to complete a specific task. As a result, the level of creativity of the team is higher because the valued contributions of the individual members lead to better work performance and thereby a more successful organization. My commitment is to provide the most effective and efficient leadership possible as President-elect-elect to sustain the profession and to support the mission and goals of the association.
Dr. Lisa Severy is a past-president of NCDA and serves as a national leader in the fields of career development and counseling, the new collegiate job market, experiential education, international student employment, student affairs, and the intersection of education and employment. She has served as ACA Governing Representative for NCDA since 2017.

Lisa currently works at the University of Colorado Boulder as the Director of Career Services. Before joining the team in Colorado, she worked at the University of Florida’s Career Resource Center for seven years. Lisa earned her bachelor’s degree from Indiana University and three graduate degrees, including a PhD in Counselor Education, from the University of Florida. She is a Fulbright Scholar and a Licensed Professional Counselor in Colorado.

Lisa has co-authored two books, *Making Career Decisions that Count* and *Turning Points* and has made contributions to the *Encyclopedia of Counseling*, *the Counselor’s Guide to Career Assessment Instruments*, *Rentz’s Student Affairs Practice in Higher Education*, the *Career Development Quarterly*, the *Journal of College Student Development* and the *Journal of College Counseling*.

**NCDA Involvement:**
- ACA Governing Council, since 2017
- NCDA Credentialing Initiative Organizing Committee, 2016
- President, 2013-2014 (President-Elect 2012-2013; Past-President 2014-2015)
- Secretary, 2011-2012.
- Designated NCDA Fellow, 2010.
- Member since 1996.

**Goal Statement:**
Having been a member of the American Counseling Association (ACA) since 1993 and a member of the National Career Development Association (NCDA) since 1996, this position holds a unique attraction for me. As ACA continues to discuss the role of divisions within the national association, strong divisional representation will be incredibly important. At the same time, as NCDA grows our credentialing and accreditation projects, engaging national and international leaders in the field can make the difference between success and failure. I believe my strengths in collaboration, communication, and strategic planning serves as an asset to both associations and I look forward to continuing my engagement in the field.
Courtney Warnsman, PhD, CCSP
Candidate for Trustee – Agencies, Business/Industry, and Private Practice

Courtney Warnsman has been a career development facilitator for nearly 20 years. Since entering the profession as an Academic and Career Advisor at the University of Texas at Austin in 2000, she has moved into Private Practice at Austin Career Connections in Austin, TX, delivering career services to individual clients across functional roles and industries. In addition to her full-time work, Courtney serves as Executive Development Program Consultant for the Baylor University Executive MBA Program, is the resident resume “tweaker” for the Launch Pad Job Club, and has participated as a member of the Graduate Dean’s Advisory Group at the University of Texas, a group dedicated to developing career services programs for Doctoral Candidates who do not want to work in the academy.

Courtney joined NCDA and received the GCDF credential in 2004. She is currently a Career Development Facilitator Instructor and CCSP. For the past few years, Courtney has served as an Ambassador for the Private Practice, Business, Industry & Agencies Constituency. This year, she helped launch and currently facilitates monthly “Tuesday Talks,” an opportunity for constituency members to network online, ask questions, and share best practices in community with other practitioners.

Courtney combines knowledge, humor, and tough love when helping people reach their career goals. She says, "Career transition can be a stressful time; I strive to lighten the load a little, providing advice and direction (of course) but, more importantly, giving a laugh, a hug, or a kick in the pants when warranted."

Courtney received her Bachelor’s, Master’s and Doctoral degrees in Education at the University of Texas at Austin.

Goal Statement:

My goals are two-fold. Goals for the Private Practice, Business, Industry & Agencies Constituency would be to continue to grow and develop the community of practitioners as well as to provide ongoing educational opportunities and exchange of information. For NCDA overall, the goal would be to “stay ahead of the game.” The rapid pace at which technology, business and the job market change require us to be able to adapt more quickly every year. NCDA needs to lead the way in helping practitioners move beyond “We’ve always done it this way” mentalities and provide members with research-based, innovative methodologies to be able to provide current and relevant career services to the diverse group of people who entrust their career development to us.
CHARLES LEHMAN  
Candidate for Treasurer

Charles Lehman is currently Director of the Employment and Economic and Information Center of New Mexico, a consulting company in Albuquerque New Mexico. His company provides workforce and economic development data and analysis to educational, government, nonprofit, business and individual clients.

Charles is a long-time member of NCDA and has previously served on the NCDA Board as Treasurer for two terms, as Western Region Trustee, and as Veterans Committee co-chair for six years. He is a founding member of the New Mexico Career Development Association and has served as its treasurer and program manager for over 25 years.

His previous experience includes longtime employment at the NM Department of Labor where he was Program Manager for the Economic Research Bureau and State Coordinator for the Workforce Investment Act. Subsequently, he administered a regional workforce board with eight one stop centers. He has degrees in economics and mathematics from the University of New Mexico and an accounting major from the University of Albuquerque.

Goal Statement:

I believe that career counseling and development is a critical part of individual fulfillment and workforce organizational success. My goal as NCDA Treasurer would be to ensure the association’s many excellent programs supporting this objective continue to be fully funded while maintaining adequate financial reserves to meet emerging and future needs. To accomplish this, I would work closely with the NCDA Board, its exemplary contract management contractor, association committees, and general membership by utilizing my treasurer and financial experience at both state and national levels.

My general non-financial goals would include increasing membership, promoting increased career counseling in high schools and to the general public, improving the Leadership Academy, and providing more frequent career development information to the membership.
This is a story that begins in the fields of rural southeastern New Mexico. As a second generation American, my family sowed in the soil of my experience the seeds of relationships, community, and education. These beginning values took root and grew throughout the chapters of my life. The University of New Mexico nourished my passions and encouraged me to grow as a person and professional. My love of stories and interest in people came to fruition as a career counselor, a role where I could assist people in authoring the next stage of their career journey.

What keeps you connected to NCDA? The 2013 NCDA conference in Boston ignited my passion for NCDA. For the first time in my career, I found a home filled with likeminded individuals that willingly shared their expertise and insight with me. The people of NCDA provided a safe and nurturing community that pushed me to grow in practice to clients and service to my community. Career practitioners are a family with our narratives united under the umbrella of NCDA. Here, our integrated voices stand to the service of clients, students, and communities. At its core, NCDA grows through the relationships kindled among members.

Goal Statement
What direction would you like to see NCDA’s story grow?

NCDA’s origin is rich, reflected in its membership that housed great career visionaries and forward thinkers. I believe I can contribute to this story by actively strengthening the community of NCDA. I will do this by engaging with our membership at all levels, building bridges between members from different generations and diverse backgrounds. Inspired members go on to inspire others. Inspiration leads to innovation, an element that helps fuel NCDA. I will also give the board and membership my unique perspective on NCDA initiatives, a perspective shaped by being a career-driven millennial with a non-traditional background. In addition, I want to be an advocate for the future generation of emerging leaders by actively collaborating with our current leadership to ensure all voices are represented. Thank you for allowing me to share my passion for NCDA with you and for taking the time to read a part of my story.

Selected Service and Certifications
Career Convergence Co-Associate Editor, Features
Former Leadership Academy Graduate
Current New Mexico Career Development Association Board Member
Former New Mexico Career Development Association President
Licensed Mental Health Counselor, NM
Certified Career Counselor
National Certified Counselor
Site Supervisor for Masters Level Mental Health Interns
Julia Makela, PhD
Candidate for Trustee-at-Large

Julia Makela is the Associate Director for Assessment and Research of The Career Center at the University of Illinois at Urbana-Champaign. With 19 years of experience in career development, Julia’s work focuses on helping career practitioners bring out the best in their programs and services. Julia specializes in facilitating practitioner-engaged program assessments that gather evidence to inform and continually enhance career development practice. She shares resources and builds communities to communicate the value of career services. Julia is the lead author of NCDA’s program assessment monograph, Learning outcomes assessment step-by-step: Enhancing evidence-based practice in career services, as well as various assessment-related journal and professional association publications. She also established and maintains the Assessment and Research in Career Services (ARCS) Network, which facilitates conversation and collaboration among career services professionals nationwide who are engaged in assessment and research within practice environments.

For NCDA, Julia serves as a member of the Ethics Committee (2005-present; Chair 2009–2012). She assisted with two revisions of the NCDA Code of Ethics (2007, 2015), led the development of the Ethics in a Nutshell column in the Career Developments Magazine (contributing 11 articles in 10 years), wrote two NCDA ethics case study monographs (2009, 2017), and more. Julia is also a member of NCDA’s Publications Development Council (2012-present), helping to identify, review, and share resources to enhance practice across our field.

Julia earned a Ph.D. in higher education from University of Illinois, a M.S. in counseling from Florida State University, and a B.S. in computer science from Cornell University. She was a member of the inaugural 2006-2007 NCDA Leadership Academy class and received a 2018 NCDA Merit Award for significant contributions to the career development field.

Goal Statement:
As Trustee-at-Large (with a focus on the Leadership Academy), I would be excited to support leadership education, mentoring, and networking within NCDA. I aim to do so both within formal leadership programs, and by engaging members in existing committees, constituency groups, and other networking structures. NCDA has been my professional home for 19 years. My career and professional contributions are heavily influenced by NCDA’s community and support. I have been fortunate to observe—and experience—the career-changing impact of involvement in the Leadership Academy, NCDA committees, and other roles. My goal is to enhance spaces for NCDA members to build relationships, seek new opportunities, and nurture their professional passions. I am committed to cultivating leadership among our members as this is key to the future and vitality of NCDA and the career development field.
Lakeisha Mathews, MS, CCSP, CPRW, GCDF, CPCC
Candidate for Trustee-at-Large

Lakeisha Mathews is Director of the Career and Internship Center at the University of Baltimore and has fifteen years of experience in career services. She formally served as Associate Director of Career Services at the University of Maryland University College and as Assistant Director for Alumni & Graduate students at the Loyola University Maryland Career Center.

Lakeisha has been a member of NCDA since 2008 and currently serves as the Trustee for Higher Education Career Counselors and Specialists. She previously served as Chair of National Career Development Month, is a Past-President of the Maryland Career Development Association and graduated from the NCDA Leadership Academy. Known for a positive and collaborative approach to leading, Lakeisha recently established an Advisory Board for Higher Education Constituents, and during her tenure as MCDA President the association received the NCDA 2012 Southern Region Award.

Lakeisha holds several industry certifications including the CCSP, CPRW, GCDF, CPCC. Lakeisha is also certificated to administer the MBTI and Strong Interest Inventory and is currently pursuing an Ed.D in Higher Education Leadership & Innovation from Wilmington University. Lakeisha holds a M.S. in Human Resource Development from Towson University and a B.A. in Communication from the University of Maryland College Park. She wrote a chapter for Find Your Fit: A Practical Guide to Landing a Job You’ll Love which was published by the ATD in 2016.

Goal Statement:

My goals for serving as Trustee at Large is to help support, develop, and engage the next generation of leaders for NCDA and the career development industry. With a proven record of accomplishment at building coalitions and mentoring new professionals, I would work closely with the Leadership Academy Development Committee to support the mission of identifying future generations of NCDA leaders. I believe my experience as a leader, skill at coaching new professionals, and strategic planning acumen can help the LADC build the Leadership Academy into a top tier program, pipelining talent onto the NCDA Board and volunteer committees. In addition, I will be an advocate for diversity and inclusion working to ensure that all voices are invited to the table. Lastly, I will encourage innovation and creativity to help bridge the past with the future, ushering in a new wave of leaders who can continue to advocate for the field of career development and represent NCDA as the premier organization inspiring and empowering individuals to achieve their career life goals.
ARTICLE I
NAME, AFFILIATION, AND PURPOSE

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

Section 2. Affiliation. PACDA is a state division of the National Career Development Association (hereafter referred to as NCDA) and shall be subject to those provisions of its Bylaws that apply to state divisions.

Section 3. Purpose. The purpose of PACDA shall be to offer high quality, accessible professional development and networking opportunities to career services practitioners throughout the state.

PACDA’s target audience is intentionally diverse, to include career services and career development professionals in corporate outplacement, talent development and mobility, higher education, K-12 schools, workforce development, public and private agencies, non-profit organizations, and private practices.

ARTICLE II
MEMBERSHIP

Section 1. Categories of Membership. There will be four categories of membership in PACDA: professional, retired, student, and in-transition. All members may vote, and all may hold an elective office in the State Division.

Sections 2. Criteria for Membership. The categories of membership shall be determined in accordance with the following:

A. Professional Members: Individuals whose work involves any aspect of career services or career development, including school counselors, professors, career center managers, career coaches or counselors, outplacement consultants, etc.

B. Retired Members: Individuals who have retired from a career services role and remain interested and involved in the field.

C. Student Members: Individuals who are enrolled full-time in graduate or undergraduate degree programs preparing them for professions in or related to career services.

D. In-Transition Members: Individuals who previously held or would like to hold a career services role and who are currently not working. Consultants may qualify for this category only if they were separated from full-time employment within the prior six months. Individuals not claiming consultant status, who have not been working for more than six months, qualify for in-transition membership.
Section 3. Continuity of Membership. Membership in PACDA shall be continuous on an annual basis. Dues for members of PACDA shall be payable annually. Annual dues for all classes of membership shall be established by the Board, in accordance with established [NCDA] Bylaws and Policy and Procedures. The Board may specify the manner in which dues and assessments shall be collected.

Section 4. Termination of Membership.

A. Members may be dropped from membership for unethical behavior as defined in the NCDA Code of Ethics or for conduct that is perceived to be harmful to PACDA or its reputation. Any charge relating to unethical behavior or misconduct shall be presented in writing to the Board, who will investigate the charges. The Board shall notify the member of the charge and offer the opportunity to present evidence on their own behalf. If the charges are found to have substance, the Board shall counsel the member with a view toward behavior change. Failing any modification of the behavior in question, the Board shall determine appropriate action, including termination of membership.

B. In extreme or potentially harmful circumstances, the Board reserves the right to terminate a member without notice. In such a situation, the Board will inform the individual of the precise nature of the behavior that led to this action, and if appropriate, offer the opportunity for the member to present evidence on their own behalf.

C. Members will be dropped from membership for non-payment of dues.

ARTICLE III
NOMINATIONS AND ELECTIONS

Section 1. Procedures. The Executive Board will designate a Nominations and Elections Committee, who shall follow the following procedures.

A. Nominations. Members may be nominated for office in one of three ways:
1) By any current Executive Board member.
2) By any PACDA member in good standing.
3) By the member who wishes to serve on the Board

B. All nominations must include:
   1) A professional resume of the proposed nominee.
   2) A letter of interest from the nominee stating his or her willingness and ability to serve.

C. A call for nominations shall be published on PACDA’s website and in an electronic communication (email) to all members at least 60 days prior to the distribution of ballots. The Nominations and Elections Committee will screen candidates for factors such as:
   1) Qualifications vis-à-vis the current skill and other needs of the Board
   2) Geographical, professional, and demographic diversity
3) Extent and quality of prior involvement in PACDA

The Nominations and Elections Committee will indicate their preferred candidate(s), if any, on the ballots that will be distributed to all PACDA voting members.

ARTICLE IV
OFFICERS AND REPRESENTATIVE(S) TO PACDA GOVERNING BOARD

Section 1. Officers, Representative(s) to PACDA Governing Board.

A. PACDA’s Officers shall be the President, President-Elect, Immediate Past-President, Secretary, and Treasurer. These Officers must be members of NCDA.

B. The Executive Board of Directors shall consist of the aforementioned officers and other Board members if determined necessary for the effective functioning of the State Division.

C. The leadership team will also consist of non-voting committee Chairs.

Section 2. Method of Selection.

The President-Elect, Secretary, and Treasurer shall be elected in accordance with Article III.

Section 3. Terms of Office.

A. The President-Elect shall be elected annually and shall hold office for one year or until his or her successor is chosen.

B. The President-Elect shall succeed to the Presidency for a one-year term and then to Past-Presidency for a one-year term.

C. The Secretary and the Treasurer shall serve for a period of two years or until their successors are chosen. These individuals may serve for additional years if reelected.

D. 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 and PACDA Governing Board Representative.

A. President. The President shall:

1) Exert leadership in the achievement of the purpose of PACDA,
2) Preside at meetings of the Executive Board.

3) Appoint chairpersons of all PACDA committees

4) Serve ex officio on all PACDA committees except the Nominations and Elections Committee.

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 Executive Board.
   3) Carry out such other duties and responsibilities as may be assigned by the Executive Board.

C. **Past-President.** The immediate Past-President shall:
   1) Serve as a member of the Executive Board.
   2) Serve as Chairperson of the PACDA Nominations and Elections Committee.

D. **Secretary.** The Secretary shall:
   1) Keep a record of the proceedings of the Executive Board and Association meetings.
   2) Serve as a member of the Executive Board.

E. **Treasurer.** The Treasurer shall:
   1) Serve as a member of the Executive Board.
   2) Assist in the preparation of the budgets for PACDA, its committees, and its publications.
   3) Follow accepted procedures for handling the funds of PACDA.
   4) Recommend to the Executive Board any needed modifications in procedures for managing the fiscal affairs of PACDA.

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

Any member of the Executive Board may be sanctioned by a majority vote or removed from office by a two-thirds vote of the Executive Board for engaging in conduct prejudicial to the best interest of the Organization or for repeated failure to perform the duties and responsibilities of an Executive Board Member.

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

A. To establish policies to govern the affairs of the Organization.
B. To act on recommendations from the Standing Committees and special committees as are responsible to the Board.

Section 7. Meetings of the Executive Board.

A. The Board shall meet at least twice a year. Other meetings of the Executive Board may be held at the call of the President or of a majority of the Executive Board.

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

Section 8. NCDA Membership for Executive Board

A. All Executive Board members must be NCDA members.

B. Where an Executive Board member does not have employer support, he/she/they may request financial support from the Organization for NCDA membership or for subsidized conference attendance. The requesting Officer must recuse themselves from the vote, which must be unanimous by all other Executive Board members.

ARTICLE V
COMMITTEES

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

A. The Membership Committee shall actively promote and support PACDA membership.

B. The Nominations and Elections Committee shall consist of the most recent Past Presidents and two or three additional members appointed by the Immediate Past President, who will serve as Chairperson. If no Past President is available to serve, the Executive Board will appoint a Chairperson. The Committee shall be responsible for carrying out the nominations and elections procedures in accord with these Bylaws.

C. The Communications Committee shall be responsible for publicity, website, social media and other communications activities.

D. The Programming Committee shall be responsible for professional development in person and virtually.

Section 2. Special Committees. These Committees shall be established by the Executive Board to carry out such activities as it believes will further the objectives of PACDA. The Executive Board shall, from time to time, review the charge and function of all special committees and shall make changes in their number, characteristics, or organization as may seem desirable.
Section 3. Appointment of Committees. In the absence of any provision to the contrary in these Bylaws or in the motion creating a committee:

A. The President shall appoint chairpersons of committees. 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 shall be subject to confirmation by the Executive Board. They may be re-appointed.

B. The chairperson shall designate the members of his or her committee.

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 VI
BIANNUAL AUDIT

Section 1. Biannual Audit. The Executive Board shall make recommendations for biannual audits of the financial records of PACDA by a certified public accountant. The report shall be reviewed by the Executive Board which shall institute any recommendations that may be appropriate. A full report on the financial condition of PACDA shall be made available to the members of the Association upon request.

ARTICLE VII
AMENDMENTS

Section 1. Amendments. The Association in accord with either of the following methods may amend these Bylaws from time to time:

A proposed amendment may be presented to the Executive Board by a member of the PACDA Executive Board or a Committee Chair, or by an individual, provided that in the case of an individual the proposed amendment shall be presented with the signatures of at least 15 PACDA voting members. All such proposed amendments shall be presented in writing to the Secretary of PACDA and an email or in-person vote must be held within 120 days.

Section 2. Adoption.

A. A proposed amendment shall be considered adopted if approved by a majority of members who respond to the request for their vote by electronic submission, email, or in-person vote.

B. In the first year, starting on PACDA’s official charter date, amendments may be made by a majority vote of the Organizing Committee members.
ARTICLE VIII
NON-SEXIST LANGUAGE

Section 1. In all official PACDA communications 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.”

ARTICLE IX
CONFLICT OF INTEREST POLICY

Section 1. Purpose

The purpose of this conflict of interest policy is to protect PACDA’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or chairperson or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions

Interested Person
Any officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest
A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
1) An ownership or investment interest in any entity with which PACDA has a transaction or arrangement,
2) A compensation arrangement with PACDA or with any entity or individual with which PACDA has a transaction or arrangement,
   • transaction or arrangement, or
   • A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which PACDA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

A. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the chairpersons or members of committees with governing board delegated powers considering the proposed transaction or arrangement.
B. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest:

1) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3) After exercising due diligence, the governing board or committee shall determine whether PACDA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in PACDA’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflicts of Interest Policy

1) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2) If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE X
REGIONAL CHAPTERS, REPRESENTATION

Section 1. Organizational Structure
A. A Regional Chapter is required to (1) have a leadership team consisting of at least three officers and (2) plan at least one major or at least three small local events annually.

B. To be approved, a Regional Chapter must submit a written request to the Executive Committee with names of at least three officers, all of whom must be PACDA members.
The request must include the Chapter goals, a budget, and detailed plans for how the chapter intends to meet those goals.

C. All Executive Board members must approve a regional group to become an official PACDA Chapter.

D. Each approved Regional Chapter shall have an appointed Representative on the Executive Board to serve as liaison between PACDA and the Regional Chapter.

E. Each approved Regional Chapter will have its own budget line item in the PACDA budget for the Regional Chapter’s exclusive use.

F. All Regional Chapter income and expenses will flow into and out of the PACDA bank account.

G. The Representative will be responsible for ensuring that quarterly Chapter financial reports and documents are submitted to the PACDA Treasurer.

H. The Representative may serve as an elected Officer of the Board while fulfilling duties as Regional Chapter Representative.

I. All regionally planned and centrally planned events shall aim to break even financially or to make a profit. All profits shall be reinvested into projects or activities that further the mission of PACDA or are for the good of the organization and its members. In the case of a Chapter-planned event, where the Chapter has its own budget line item, all profits shall be split evenly between the Chapter and PACDA, unless otherwise agreed and approved by both the PACDA Treasurer and the Chapter’s appointed Representative.

Section 2. Chapters

A. PACDA-Philly (formerly The Association of Career Professionals – Greater Philadelphia Network). All assets of ACP shall become the property of PACDA to be used solely by PACDA-Philly.

ARTICLE XI
PACDA WEBSITE

ACP’s website (Wild Apricot) shall become the official website of PACDA with a maximum of 6 pages reserved for the sole use of PACDA-Philly.

ARTICLE XII
BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. Fiscal Year

PACDA’s official and fiscal year shall be July 1 through June 30.

Section 2. Property of the Association
In the event the Organization should be dissolved, none of its property shall be distributed to any of the members. Instead, all its property shall be transferred to such organization or organizations as the PACDA Board shall determine to have purposes and activities most nearly consonant with those of the Organization.

Section 3. Values
PACDA will adopt NCDA’s Code of Ethics, Shared Values, Definitions, and Behavioral Indicators, as may apply to State Divisions.
We hope to see you next year!