

# North Carolina Career Development Association

A State Division of National Career Development Association

## Bylaws

*(Revised & Adopted March 2020 & October 2015)*

### ARTICLE I

#### NAME, AFFILIATION, and MISSION

- Section 1. Name The name of the association shall be the North Carolina Career Development Association (hereafter referred to as NCCDA).
- Section 2. Affiliation NCCDA is a 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 divisions.
- Section 3. Mission NCCDA exists to uphold and exemplify professional standards of service in the field of career counseling and development. NCCDA accomplishes this through the following aims:
- To provide a professional identity and continuing education to persons in North Carolina engaged or interested in any phase of career development.
  - To stimulate, initiate and support research in the area of career development.
  - To equip practitioners with strategies and tools to foster individual's career development over the lifespan, encourage effective career and life planning decisions, and promote meaning in work.
- Section 4. Autonomy NCCDA shall be autonomous in the conduct of its affairs consistent with the Bylaws of NCDA.

### ARTICLE II

#### MEMBERSHIP

##### Section 1. Categories

##### Of Membership

There will be three general categories of membership in NCCDA:

- Regular Members:** Persons with an interest in career development and a desire to uphold the mission and principles of NCDA. To join NCCDA, these members must pay NCCDA dues.
- Student Members:** Graduate Students enrolled in North Carolina accredited counseling programs or related Master's programs shall be eligible to become Student Members of NCCDA upon application and endorsement by their faculty advisors. Such persons are eligible to hold offices in NCCDA.
- National Members:** Persons who hold membership in NCDA and who have joined NCCDA.

Section 2. Termination Of Membership Members will be dropped from membership for non-payment of dues. A member may also be dropped from the membership for conduct that is contrary to or destructive of NCCDA's mission according to its Bylaws and the Code of Ethics of NCDA.

### **Article III FINANCES**

Section 1 Dues NCCDA dues shall be paid to NCCDA.

Section 2 Fiscal Year The fiscal year begins July 1 annually.

Section 3 Additional Funds NCCDA shall have the power to levy additional assessments on its members upon recommendation of the Executive Board and subject to a majority vote of the members present at the annual meeting.

Section 4 Stewardship The Executive Board shall supervise all matters concerning the finances of NCCDA. In no case shall they authorize expenditures in excess of the funds in the treasury at the time of authorization.

### **Article IV OFFICERS and EXECUTIVE BOARD**

Section 1. Officers And Terms of Office Officers of NCCDA shall include President, Past President, President Elect, Treasurer, and Secretary. The term for each position is one year minimum. Duties will begin at the transition meeting established by the President (usually in May). These officers must be active members of NCCDA and NCDA. The President will communicate with NCDA as needed.

#### Section 2. Officer Duties

##### **President (Elected as President-Elect)**

- Must be a member of NCCDA and NCDA
- Uphold NCCDA bylaws
- Serve as President of the NCCDA Executive Board and coordinate all meetings
- Enforce all rules and regulations relating to the administration of the association
- Operate association in fiscally responsible manner
- Write "President's Message" for NCCDA newsletter published three times per year
- Provide verifications of service letters for board members for certification purposes
- Serve as a member ex-officio of all committees
- Represent NCCDA in NCDA matters

- Provide NCCDA board members with a copy of the updated or revised policies and procedures as approved by the board.
- Apply for related NCDA grants to support NCCDA's mission
- Serve as contact for information/questions/suggestions from membership
- Moves into role as past president next year

**Past President (Filled by outgoing President)**

- Must be a member of NCCDA and NCDA
- Serve as chair of nomination committee of NCCDA to develop slate of nominees for positions of President Elect, Secretary, Treasurer, for each of the Board Members-at-Large positions and for President when necessary
- Coordinate nominating committee and develop slate; communicate with membership and NCDA

**President-Elect and Conference Chair (Elected)**

- Must be a member of NCCDA and NCDA
- Plan, coordinate, organize, promote, and conduct NCCDA Annual Conference
- In the absence of the NCCDA President, responsible for conducting the NCCDA business meetings and NCCDA Board meetings
- Provide information for NCCDA newsletter, including promotion of conferences
- Participate in NCCDA Business and Board Meetings, providing updates on conferences and conference planning and input into Board decisions
- Moves into role of President next year, and then Past President

**Treasurer (Elected)**

- Must be a member of NCCDA and NCDA
- Maintain Fiscal management and monitoring of NCCDA account with NCCDA's financial institution
- Serve on conference planning committee and coordinate conference registrations
- Serve on NCCDA board, present treasury reports at Board and Business meetings and provide input into Board decisions
- Attend Board Transition meeting each year to develop the next year's budget. Bring updated balance sheets and previous year's budget for the discussion.
- Handle reimbursements from executive board members.

**Secretary (Elected)**

- Must be a member of NCCDA and NCDA
- Take minutes at all NCCDA meetings
- Provide minutes of all meetings to board for review and correction; provide final version to all board members in a timely manner
- Maintain both electronic and hard copies of all meeting minutes and periodically provide copies to Archives

- Serve on NCCDA board, present minutes for approval at Board and Business meetings and provide input into Board decisions

Section 3. Executive Board Members

The executive board of NCCDA is made up of the officers mentioned above and the following positions: Member-at-Large (5); Communications – Newsletter; Communications – Website; Best Practices Grant Administrator; National Career Development Month Co-Chairs; and Professional Recognition Committee Co-Chairs.

**Article V**

**NOMINATIONS AND ELECTIONS**

Section 1. Nominations The Past President serves as chair of a nominations committee. This committee shall prepare a slate of nominees for the positions of President Elect, Treasurer, Secretary, and Member-at-Large (5) when necessary. The committee shall take into consideration the individual’s qualifications and consent to be nominated.

Section 2. Elections The executive board shall be elected annually and shall hold offices for one year or until their successors are chosen. Officers will assume their respective duties starting at the transition meeting, usually held in May.

Section 3. Resignations In the event of resignation, continued absence, illness or death of the President, the President-Elect shall succeed to the President’s un-expired term and continue through the term for which elected. In the event of resignation, continued absence, illness or death of any other board members, the President will appoint a successor, upon approval of the executive board to serve until the next election.

**Article VI**

**COMMITTEES**

Section 1. Standing Committees These may be appointed by the President to promote the purposes and objectives of them. Chairs of standing committees shall be appointed for a term of one year by the President.

Section 2. Special Committees These may be appointed by the President or the Executive Board. Such committees shall exist for a specific purpose for no more than 2 years, unless otherwise specified in the motions establishing such committees. Chairs of special committees shall be appointed by the Executive Board.

**Article VII**

**MEETINGS**

Section 1. Occurrences There shall be an annual meeting of NCCDA and such other meetings as may be

called by the Executive Board.

**Article IX  
AMENDMENTS**

- Section 1. Procedure Proposed amendments to these Bylaws shall be discussed at a meeting of NCCDA. A majority vote of the Executive Board or of the membership shall constitute a recommendation that a proposed amendment be submitted to the membership for adoption. The Secretary shall submit the proposed amendment to membership thirty (30) days prior to the voting date.
- A. The voting date will be established by the Executive Board, and when possible will overlap with a Business meeting.
  - B. The Executive Board will establish the methods of receiving the vote.

Section 2. Adoption If passed by a majority vote of eligible members by the voting date, the proposed amendment must be submitted to the NCCDA Bylaws Committee for approval. The amendment can take effect 15 days after the approval is shared with membership.

Section 3. Appeal In the event a proposed change is not approved by NCCDA Bylaws Committee, NCCDA may appeal to the NCCDA Board.

**Article X  
STATEMENT OF CONSISTENCY**

Section 1. Bylaws Nothing in the Bylaws of NCCDA shall be inconsistent with the Bylaws of NCCDA, from whom our Charter comes.

**Article XI  
BUSINESS AFFAIRS OF THE ASSOCIATION**

Section 1. Property  
Of NCCDA In the event NCCDA is to be dissolved, none of its property shall be distributed to any of its members. Instead all the property shall be transferred to such organizations as the Executive Board shall determine to be most similar in purpose and activity to that of NCCDA.

Section 2.  
Non-Discrimination  
Clause In all official NCCDA 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."