

BYLAWS OF NEW YORK STATE CAREER DEVELOPMENT ASSOCIATION, INC. (NYSCDA)

ARTICLE I NYSCDA, AFFILIATION, AND PURPOSE

Section 1. Name. The name of the organization shall be the New York State Career Development Association, Inc. (hereafter referred to as NYSCDA or as the Association).

Section 2. Affiliation. NYSCDA 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. Purpose. The purpose of NYSCDA shall be to create a partnership among career development practitioners from business/industry, elementary/secondary schools, colleges, public and private agencies, and private practices, and to establish and improve the standards of professional service in the field of career development in specifically in New York state, but also knowing that NYSCDA efforts may extend beyond New York. In addition, NYSCDA will endeavor to:

- A. Promote a greater understanding of the meaning of work and career.
- B. Foster career development over the life span.
- C. Encourage the establishment of innovative and responsive career development and career counseling services in New York communities.
- D. Promote social justice and diversity in career development theory and practice.
- E. Provide access to professional development opportunities for members and potential Members.
- F. Gather and disseminate information regarding career development, guidance, and occupations.
- G. Stimulate the improvement of career services, including assessment, guidance, and dissemination of occupational information and job search resources.
- H. Promote high standards and principles of career development/career counseling.

ARTICLE II MEMBERSHIP

Section 1. Categories of Membership. There will be six general categories of membership in NYSCDA: professional, associate, retired, student, group, and institutional sponsor. All except student and institutional sponsor members may vote, and all except student and institutional sponsor members may hold an elective office in the Association. Each individual person holding group membership votes as an individual. Membership in NYSCDA will 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 a Council on Post-secondary Accreditation. Professional members must present proof of academic credentials upon request.
- B. Associate Members. Associate members are those who have an interest in career development and have a desire to uphold the purpose and principles of NYSCDA.
- C. Retired Members. Retired members are those who have retired from the career development profession.
- D. Student Members. Students enrolled and matriculating in programs preparing them for career development work as defined for Associate Membership shall be eligible to become Student Members of the Association upon application and endorsement by their faculty advisors.

E. Group Membership. A group of three or more persons from the same institution or office may join together as group members as defined for Professional and Associate Membership and pay a reduced fee per person.

F. Institutional Sponsor. An organization may join and provide support to NYSCDA as a sponsor.

Section 2. Continuity of Membership. Membership in NYSCDA shall be continuous on an annual basis.

Section 3. Termination of Membership.

A. Members may be removed from membership for unethical behavior as defined in the Code of Ethics of the American Counseling Association (ACA) and NCDA or for conduct that tends to injure the Association or to affect its reputation adversely. Any charge relating to the unethical behavior or misconduct shall be presented to the Board over the signatures of two members, or by one board member. 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 removed from membership for non-payment of dues.

ARTICLE III FINANCES

Section 1. Dues and Assessments. The following procedures shall be followed in establishing NYSCDA dues and assessments.

A. Annual dues for all classes of membership shall be established by the Executive Board, subject to approval of the Association at its annual meeting.

B. The Board may specify the manner in which dues and assessments shall be collected.

Section 2. Fiscal Year. The fiscal year of NYSCDA shall be August 1st through July 31st.

ARTICLE IV NOMINATIONS AND ELECTIONS

Section 1. Procedures. The Nominations and Elections Committee shall follow the following procedures.

A. Nominations. Members may be nominated for office in the following ways:

(1) The Committee on Nominations and Elections shall canvass members 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 Committee of Nominations and Elections.

(3) Nominees may be asked to provide:

(a) A resume to verify professional status.

(b) A letter stating his or her willingness and ability to serve.

(4) A call for nominations shall be published on the website, and/or in any official publication of NYSCDA and the NYSCDA newsletter at least 90 days prior to the circulation of ballots.

(5) A list of the names of all persons nominated for all elective offices by procedures (1) and (2) in ARTICLE IV, Section 1.A. shall be distributed by the Nominations and Elections Committee to all certified members of the Association by mail or e-mail.

(6) All mail, e-mail, or web survey ballots shall be returned to the President-Elect by April 1.

B. Elections. The Executive Board may set an annual schedule and policies for the election process. The person who receives the largest number of votes shall be determined to be winner.

ARTICLE V FUNCTION OF OFFICERS AND TERMS OF OFFICE

Section 1. Officers.

A. The Officers of the Association shall be the President, President-Elect, Past-President, Treasurer, Secretary, VP of Marketing, and VP of Membership. Officers of the Association shall be members of NCDA.

B. The Executive Board of Directors shall consist of the Officers.

Section 2. Method of Selection.

A. The President, President-Elect, Past-President, Treasurer, Secretary, VP of Marketing, and VP of Membership shall be elected in accordance with ARTICLE IV.

Section 3. Terms of Office.

A. The President shall assume office after their one year term as President elect and shall hold office for one years or until his or her successor is chosen. The President then assumes role of Past-president (one year term).

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

C. The VP of Marketing, VP of Membership, Secretary, and Treasurer shall serve for a period of one years or until their successors are chosen.

D. In the event of resignation, continued absence, illness, or death of any officer, the Board shall, by majority vote, elect a successor to serve.

F. In the event of an unfilled Board position, the President may divide tasks of the unfilled position and delegate them to other Board members as needed.

Section 4. Functions of Officers.

President

1. Primary point person for planning biennial conference; coordinates all conference planning events and activities, with support of board, committees, and general membership
2. Plans conference call schedule for annual board meetings (~6 per year); plans leadership board retreat (in person or online)
3. Facilitates all conference call/board meetings and develops agendas for each meeting
4. Assumes position of past president in past president's absence
5. Commits to role of president (2 yr term) and past president (2 yr term)
6. Commits to attending NYSCDA biennial conference
7. Represents NY at NCDA conference, if able

President Elect

1. Plans at least two professional development events and/or networking events per year – with support of other board members and general membership – in various locations or online
2. Assists with conference and professional development event planning, as needed
3. Assumes position of president in president's absence
4. Commits to role of president-elect (2 yr term), president (2 yr term) and past president (2 yr term)
5. Commits to attending NYSCDA biennial conference

6. Represents NY at NCDA conference, if able

Past President

1. Primary point person for biennial elections; putting out call for nominations, soliciting nominees; launching elections and posting results
2. Assists with conference and professional development event planning, as needed
3. Commits to attending NYSCDA biennial conference
4. Represents NY at NCDA conference, if able

Treasurer

1. Managing all finances, bank accounts, and payments
2. Monitors PayPal accounts.
3. Pays/processes invoices/payments as required
4. Assists with conference and professional development event planning, as needed
5. Assumes role of secretary in secretary's absence
6. Commits to attending NYSCDA biennial conference
7. Represents NY at NCDA conference, if able

Secretary

1. Takes minutes on all conference calls; types and distributes minutes via email
2. Creates biannual newsletter, with support and input from general membership & board
3. Updates By-laws as needed.
4. Assists with conference and professional development event planning, as needed
5. Assumes role of treasurer in treasurer's absence
6. Commits to attending NYSCDA biennial conference
7. Represents NY at NCDA conference, if able

VP of Marketing

1. Creates marketing materials (flyers/programs) for professional development and networking events (may assist with marketing of conference but may be a separate committee)
2. Updates website (via Vistaprint – no HTML or coding skills needed)
3. Updates and monitors social media sites (Facebook and LinkedIn)
4. Assists with conference and professional development event planning, as needed
5. Commits to attending NYSCDA biennial conference
6. Assumes role of VP of Membership in VP of Membership's absence
7. Represents NY at NCDA conference, if able

VP of Membership

1. Monitors and tracks the membership database in MemberPlanet; monitors membership renewals
2. Creates membership materials to be distributed by VP of Marketing
3. Serves as liaison for members to organization, and seeks opportunities to improve services for members
4. Assists with conference and professional development event planning, as needed
5. Commits to attending NYSCDA biennial conference
6. Assumes role of VP of Marketing in VP of Marketing's absence
7. Represents NY at NCDA conference, if able

Section 7. Meetings of the Executive Board.

A. Annual and General Meetings: The Executive Board shall meet at least once a year, but it is recommended that there be quarterly meetings. Other meetings of the Executive Board may be held at the call of the President or of a majority of the Executive Board. B. Special Bylaws Meetings: Meetings scheduled to address Bylaws changes must be advertised specifically to members as meetings for this purpose. All Executive Board members must be present to vote on changes to the Bylaws. After proposed amendments are passed by a majority of members in attendance, Bylaws changes shall be forwarded to the Association members whether present or not present at the meeting in reference, for final approval by a majority of members, as per Article IX. C. Quorum: A majority of the members of the Executive Board shall constitute a quorum throughout any meeting of the Executive Board at which official business is transacted.

ARTICLE VI MEETINGS OF THE ASSOCIATION

Section 1. Scheduling of Meetings. At least one meeting of the Association shall be held annually. Such a meeting shall constitute the annual membership meeting of the Association and may be held at a conference of NYSCDA. If there is no conference scheduled, a meeting for the conduct of Association business shall be scheduled. Additional meetings of the Association may be called by either a majority vote of the Executive Board or a majority vote of the Association.

Section 2. Quorum. A majority of the members of the Association present at the Annual meeting shall constitute a quorum.

Section 3. Summary of Proceedings. A summary of proceedings of the Association shall be available upon request.

Section 4. Emergency Action. In an emergency and on recommendation of majority vote of the Executive Board, business may be presented by mail or e-mail ballot to the members of the Association.

ARTICLE VII COMMITTEES

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

A. The Membership Committee shall promote membership in NYSCDA and recommend procedures for processing applications.

B. The Nominations and Elections Committee shall consist of four members: the Vice President and three members of the Association, one member of which may be the immediate past President if able to serve. The Vice President shall serve as Chairperson. The Committee shall be responsible for carrying out the nominations and elections procedures in accord with these Bylaws.

C. The Bylaws Committee shall have responsibilities for drafting proposals for amendments to these Bylaws and for the final wording of amendments passed at the Annual Meeting to insure their consistency with the style and substance of these Bylaws. The Annual Meeting in reference, as stated in Article V, Section 7, item B, must be advertised as a special meeting to address changes to the Bylaws. The Bylaws committee shall carry out such other functions as may be assigned to it in these Bylaws or by the Executive Board.

D. The Ethics Committee shall be responsible for educating the membership as to the Association's ethical standards, making suggestions to the NYSCDA Executive Board for the modification or development of ethics-related and ethical behavior of NYSCDA members.

E. The Communications Committee shall be responsible for publicity, website and other communications activities, including social networking and technology. F. Professional Development Committee shall be responsible for garnering ideas for professional development activities of interest to the membership and planning and organizing relevant events of the Association. G. Audit Committee shall be responsible for

evaluating and verifying all financial transactions, accounts and records of NYSCDA and reporting annually on the financial condition of NYSCDA in accordance with Article VIII.

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 NYSCDA. 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 beginning of the next term unless position is vacant, at which time the new incumbent can assume the position. Said appointees shall serve for a period of two years. 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 and shall be ratified by the Board.

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 VIII ANNUAL AUDIT

Section 1. Annual Audit. The Executive Board shall make recommendations for an annual audit of the financial records of NYSCDA by an Audit Committee to conduct the audit. This audit is solely at the discretion of the board. The report shall be reviewed by the Executive Board and institute any recommendations that may be appropriate. A full report on the financial condition of NYSCDA shall be made available to the members of the Association upon request.

ARTICLE IX AMENDMENTS

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

A. A proposed amendment may be presented at the Annual Meeting or a specially designated Bylaws meeting to the Executive Board by a member of the Executive Board or Committee of NYSCDA, or by an individual, provided that in the case of an individual the proposed amendment shall be presented over the signatures of at least 20 percent of voting members of NYSCDA. All such proposed amendments shall be presented in writing to the Recording and Records Management Officer of NYSCDA 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 of the Association. Amendments so presented and passed by a majority vote shall be forwarded to the general membership for approval. Lack of response is indicated as approval. Any objections shall be forwarded in writing to the Executive Board within 30 days.

B. An amendment also may originate at an Annual Meeting of the Association. A majority vote by members in attendance is required to approve the amendment to be forwarded to the membership for final 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 members of the Association voting via mail, e-mail or web survey ballot. Lack of response is indicated as approval. The Executive Board shall decide whether mail, e-mail, or a web survey will be used to seek votes on the amendments.

ARTICLE X RULES OF ORDER

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

Section 2. In all official NYSCDA 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."