

CCDA Bylaws

CCDA (California Career Development Association) is a State Division of the National Career Development Association and Division of the California Counseling Association

ARTICLE I: NAME AND PURPOSE

Section 1. NAME. The name of this Association shall be the California Career Development Association (CCDA), a State Division of the National Career Development Association (NCDA) and Division of the California Counseling Association (CCA).

Section 2. USE OF NAME. The name of the State Association (CCDA) shall be employed in connection with all official business and activities of the Association. The name of the Association shall not be used by organizations or agencies without the approval of the Executive Board. The use of the term State Association in this document only refers to CCDA unless otherwise stated.

Section 3. PURPOSE. The purpose of this Association shall be to act in accord with the purposes of the National Career Development Association.

- To advance the professional discipline of career development and career guidance and education in the State of California.
- To conduct and foster progress of career development and career guidance and education.
- To promote sound career development and career guidance practices in the interests of society.
- To stimulate, promote, and conduct programs of scientific and/or practical research in the field of career development and career guidance and education.
- To endorse and publish scientific and/or practical career development, career guidance and education-related professional literature.
- To advance high standards of professional conduct among career development personnel and guidance and career educators.
- To conduct scientific, educational, professional meetings and conferences among career development personnel and guidance and career educators.
- To serve as an effective voice for career development and career guidance and education in the State.

Section 4. AUTONOMY. The State Association shall be autonomous in the conduct of its affairs consistent with the Bylaws of the National Career Development Association.

ARTICLE II: MEMBERSHIP AND STATE ASSOCIATION DUES

Section 1. TYPES OF MEMBERSHIPS. There shall be the following types of memberships:

- Regular/Professional. Any person meeting the qualifications set by the Executive Board shall become a regular member of the State Association upon payment of State dues. Regular members shall be eligible to vote in elections and hold office.
- Associate. Any person meeting the qualifications set by the Executive Board shall become an Associate member of the State Association upon payment of State dues. He/she shall be able to vote but cannot hold CCDA office without being a member of NCDA.
- Special. Any other types of membership which are authorized by the Bylaws of NCDA.

Section 3. APPLICATIONS FOR MEMBERSHIP. The Executive Board shall provide the application form for membership in CCDA.

Section 4. DUES.

- Amount of dues.
 - (1) The Executive Board shall establish dues for the Association.
 - (2) The Executive Board shall retain the right to determine and approve, deny, continue or discontinue promotional, partnership, cooperative affiliation, or divisional dues rates, structures and collection arrangements.
- Payment of dues.
 - (1) The State Association shall arrange for the collection of dues.
- Non-payment of dues by members.
 - (1) Any member shall become inactive for non-payment of dues thirty days after the due date. An inactive member shall be automatically dropped from the membership roll at the expiration of a one-year period. Any member dropped for non-payment of dues will need to reapply for membership.

Section 5 SEVERANCE OF MEMBERS. A member may be dropped from membership for conduct which in any way tends to injure the Association or to affect adversely its reputation, or which is contrary to or destructive of its objectives. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to present evidence or defense through witnesses or otherwise, shall be given the opportunity to confront witnesses and shall have the right to appeal to and have a hearing before the Executive Board. The Executive Board shall consider any charges made over the signature of two members in good standing and shall have the power to determine whether the charges shall be dropped, whether the accused member shall be permitted to resign or whether the member shall be dropped, subject, however, to the right of any accused member to appeal to the Executive Board of CCDA.

ARTICLE III: STATE MEETINGS

Section 1. FREQUENCY, TIME AND PLACE OF STATE MEETINGS. CCDA shall meet at least once a year at the annual CCDA Meeting. The time and place of each/any such meeting shall be determined by the Executive Board and notice thereof shall be given to the individual members at least thirty (30) days prior to the time so determined.

Section 2. CONDUCT OF MEETINGS. The President of the Association shall preside at State meetings; and, in his/ her absence, the President-Elect shall preside.

ARTICLE IV: OFFICERS OF THE STATE ASSOCIATION

Section 1. CONDITIONS OF OFFICE.

- The officers of the CCDA shall be the President, the President-Elect, immediate Past-President, the Secretary, the Treasurer, and the Regional Coordinator.
- The Treasurer and Secretary shall be elected on alternate years by the membership for a two year term. The Regional Coordinator, Committee Chairpersons and Special Interest Chairpersons are appointed for a one-year term by the CCDA President.
- All officers of the State Association shall be members of NCDA.
- The term of office of the President, President-Elect, and immediate Past-President, shall be one year. Past-Presidents may continue to serve beyond the one-year term in a non-voting, ex-officio capacity for an unlimited number of years.
- An elected officer shall not be a candidate to succeed himself/herself in the same office.
- The President-Elect shall automatically become President of the State Association one year after the commencement of his/her term of office as President-Elect, or upon the death or resignation of the President. In case of resignation or death of an officer of the Association, the Executive Board shall appoint a person to serve the remainder of the term.

Section 2. ELECTION. The procedures for election of officers shall be:

- Nominating Committee. The Nominating Committee shall be composed of the immediate Past-President as Chairperson and two additional members who shall be appointed by the President of the State Association and confirmed by the Executive Board.
- Process of Nomination.
 - (1) The Nominating Committee shall canvass by mail or email the individual members of the Association for nominations to the elective office(s) of the Association, and guided thereby, shall prepare a slate containing not more than three names for each office.
 - (2) The Nominating Committee shall place on the election ballot the names of not more than three eligible individuals who have received the highest number of nominating votes, if they are willing to serve.
 - (3) Members of the State Association who are members of NCDA are eligible to hold office in the State Association.
- Elections. The Nominating Committee shall conduct the election of officers by secret ballot which shall be mailed or emailed to the members of the Association. The CCDA Secretary or a Board designated appointee shall count the returns of each election and shall certify the results to the Executive Board.
- Taking of Office. The result of each election shall be announced and the new officers shall take office at the end of the terms of their predecessors in office.

Section 3. DUTIES.

- The President shall be the chief elected officer of the State Association. He or she shall:
 - (1) Preside at all State meetings of the Association.
 - (2) Be Chairperson and preside at meetings of the Executive Board.
 - (3) Appoint chairpersons and members of all committees, except as otherwise specified in the Bylaws, and shall be an ex-officio member of all committees, except the Nominating Committee. The Chairpersons shall have voting privileges on the CCDA Executive Board.
- The President-Elect shall perform the duties of the President in the absence or incapacity of the President and shall also serve as the Membership Chair.
- The immediate Past-President shall serve as the Chairperson of the nominating Committee.
- The Treasurer shall represent the State Association in assuring the receipt and expenditure of funds in accordance with the directives established by the Executive Board, and shall be under such mandate as determined by the Executive Board.
- The Secretary shall keep minutes of all meetings at which the Association officers preside and shall conduct correspondence for the Association.

Section 4. COMPENSATION AND EXPENSES OF OFFICERS.

- None of the elected or appointed officers of the State Association shall receive any compensation for their services as such to the Association.
- The necessary expenses of the Board members of the State Association shall be paid from the funds of the Association under the policies established by the Executive Board.

ARTICLE V: INTEREST SECTIONS

Section 1. INTEREST SECTIONS. The Executive Board may establish Interest sections.

Section 2. The President, in consultation with the Executive Board, shall appoint a chairperson for each Interest section whose term of office shall be co-terminus with the term of the President.

ARTICLE VI: THE EXECUTIVE BOARD

Section 1. COMPOSITION OF THE EXECUTIVE BOARD. The Executive Board shall be composed of the following members: The President, the President-Elect, the immediate Past-President, the Secretary, and the Treasurer, the Regional Coordinator, the appointed committee chairpersons, the appointed special-interest chairpersons and such other representatives as the Executive Board shall designate. These individuals comprise the Voting Board.

Section 2. FUNCTIONS OF THE EXECUTIVE BOARD. The Executive Board shall be the administrative Board of the State Association and its function shall be to formulate policies appropriate for executive action and direct the execution thereof. The Executive Board may authorize the employment of salaried employees or a management service as may be necessary to fulfill the objectives of the Association.

Section 3. MEETINGS OF THE EXECUTIVE BOARD.

- The Executive Board shall meet at least one time during the year at such time and place as designated by the President.
- The Executive Board must have a quorum present consisting of at least one-half of the voting members of the Executive Board.
- Meetings can be held in person or through distance communication (teleconferencing or other).

Section 4, REPORTS OF ELECTED OFFICERS.

- The President and Treasurer of the State Association shall make annual reports to the Association at the time of the State meeting. Both reports shall be in writing and shall be filed with the Executive Board.
- The Executive Board shall provide the membership of the Association with annual reports.

Section 5. AUDITS. The Treasurer shall make an interim to the Executive Board in January of each fiscal year. (The fiscal year is defined as July 1 through June 30). At the conclusion of the fiscal year and as soon thereafter as possible, the Treasurer's annual report shall be examined by individuals appointed by the President. The Treasurer shall ensure and oversee any independent audits (to be performed at the expense of CCDA) as required to maintain CCDA's nonprofit status.

Section 6. REPORT FORM COMMITTEES. Executive Board shall request reports from committees as may be necessary for the execution of business.

ARTICLE VII: PROPERTY OF THE STATE ASSOCIATION

Section 1. DISSOLUTION OF THE STATE ASSOCIATION. All property of the Association shall be subject to the control and management of the Executive Board. Upon dissolution of the Association, none of its property shall be distributed to any of the members and all of such property shall be transferred to such other organization or organizations as the Executive Board shall determine to have purposes and activities most nearly consonant to those of the Association, provided, that such other organization or organizations shall be exempt under Section 501 (c) or nonprofit status of the Internal Revenue Code or corresponding provision of the Internal Revenue laws.

Section 2. APPROPRIATIONS AND EXPENSES. All appropriations and expenses of the State Association shall be subject to control as outlined in the Bylaws.

- Appropriation of Association Funds. All appropriations of Association funds shall be made by the Executive Board.
- Expenses. The expenses incurred in the conduct of the affairs of the Association shall be paid by the Treasurer out of appropriations budgeted for such purposes.
- Committee Expenses. All expenses of committees, authorized by the State Association, shall be paid from the funds appropriated therefore, and any liability incurred by any committee in excess of the funds appropriated therefore shall not be the liability of the

State Association but shall be the personal liability of the person or persons responsible for incurring or authorizing such liability.

ARTICLE VIII: COMMITTEES

Section 1. COMMITTEES OF THE STATE ASSOCIATION. Both standing committees and special committees may be created for the promotion of the purposes of the Association, and shall consist of members of the State Association, with their number, jurisdiction, method of selection, and tenure determined in accordance with these Bylaws and approved by the Executive Board.

ARTICLE IX: AMENDMENTS AND REVISIONS

Section 1. INITIATION. Amendments to or other changes in these Bylaws may be initiated in the following ways.

- The Executive Board may propose amendments.
- The President may appoint a committee to consider revising the Bylaws in general or amending some particular section.