

# COLORADO CAREER DEVELOPMENT ASSOCIATION

## CONSTITUTION AND BYLAWS

### PREAMBLE

In order to foster and promote the principles and practice of career development, the Colorado Career Development Association has adopted the following Constitution and Bylaws.

### ARTICLE I

#### NAME and AFFILIATION

Section A. The name of this professional association shall be the Colorado Career Development Association, herein and after referred to as CCDA.

Section B. Affiliation. The Colorado Career Development Association (CCDA) is a state affiliate of the National Career Development Association (NCDA), and a division of the Colorado Counseling Association (CCA). CCDA shall be subject to those provisions of CCA as its Bylaws apply to divisions. As a division of CCA, CCDA is a nonprofit corporation chartered by the State of Colorado. For business purposes, Colorado Career Development Association (CCDA) shall identify itself as Colorado Counseling Association, doing business as (DBA), Colorado Career Development Association.

### ARTICLE II

#### MISSION and PURPOSE

The mission of the Colorado Career Development Association is to promote the career development of all people throughout the lifespan. To achieve this, CCDA supports the advancement of the career development profession and provides services to the public. CCDA strives to promote a sense of community; opportunities for professional development; and a diverse network of resources, expertise, and support for its members.

The stated purpose of CCDA is to provide opportunities for individuals concerned with the theory and practice of career development in education, government, business and industry to participate in activities designed to increase cooperation and understanding, including:

- a) Presentation of programs and speakers addressing relevant issues pertinent to career life development.
- b) Promotion of a professional career development network to include a Directory of Members, and a network Newsletter.

- c) Exchange of information and ideas, through review of current career-related literature, other media, and personal contact.
- d) Liaison with other professional organizations committed to enhancing life and work options in the community.

### ARTICLE III MEMBERSHIP

SECTION A. Any individual interested in promoting the purpose of CCDA and who has interests in or professional responsibilities for providing career development services shall be eligible for membership. Interested individuals may join CCDA directly, or they may join through CCA ~ primary CCA members may choose CCDA as a secondary membership.

SECTION B. Membership Classification shall be defined as:

1. Individual. A qualified person may become a member of CCDA by submitting a Membership Application and the annual dues to the Membership Chair.
2. Student. An individual currently enrolled in a college or university full-time who meets the general qualification of SECTION A, and is not employed in a professional capacity may become a member of CCDA by submitting a Membership application and the appropriate dues to the Membership Chair.

SECTION C. Dues for each classification of membership shall be established annually by the Advisory Board.

SECTION D. The privilege of voting shall be reserved to primary CCDA members in good standing; each member having one vote.

SECTION E. The privilege of holding office shall be reserved for active, dues paying CCDA members.

SECTION F. A member may be dropped from membership in CCDA for non-payment of dues or for conduct contrary to standards of ethical behavior, as defined by the National Career Development Association and the Colorado Counseling Association.

SECTION G. Annual dues are based on a rolling year and are payable at the time of application for membership. The membership year is based on the initial date of joining.

### ARTICLE IV GOVERNING BODIES

SECTION A. Management of CCDA shall be vested with the Advisory Board, whose membership shall consist of:

1. The elected officers of CCDA: President, Secretary, and Treasurer.
2. The officers-elect of CCDA.
3. The immediate Past-President of CCDA.
4. The officers appointed to the Advisory Board.

SECTION B. The Executive Council of CCDA shall consist of:

1. The elected officers of CCDA.
2. The immediate Past-President of CCDA.

SECTION C. Only current Individual members of CCDA shall be eligible for a seat on the Advisory Board or the Executive Council. To run for executive office, a prior non-executive officer role on the CCDA board is preferred.

SECTION D. The officers of CCDA shall be:

1. President
2. Past-President
3. Treasurer
4. Secretary/Historian
5. Membership Chair
6. Web Administrator Chair
7. Newsletter Chair
8. Training Co-Chair / Logistics Coordinator
9. Training Co-Chair / Registration Coordinator
10. Training Co-Chair / Speaker Coordinator
11. Marketing/Scholarship Chair
12. Connections Chairs

SECTION E. The officers-elect of CCDA shall be:

1. President-elect
2. Treasurer-elect
3. Secretary/Historian-elect
4. Membership Chair-elect
5. Web Administrator – elect
6. Newsletter Chair-elect
7. Training Co-Chair / Logistics-elect
8. Training Co-Chair / Registration-elect
9. Training Co-Chair / Speaker-elect
10. Marketing/Scholarship Chair-elect

SECTION F. The President may appoint standing committees, committee chairs and organizational liaisons as needed.

ARTICLE V  
DUTIES OF THE GOVERNING BODIES

SECTION A. The Advisory Board shall:

1. Determine, direct, and implement the general policies and programs of CCDA.
2. Approve an annual budget, to include:
  - a. Determine financial support for Advisory Board Members for professional development.
  - b. Determine annual CCDA financial support for scholarships to potential or current members.
3. Approve an annual program of activities.
4. Approve agendas for general membership meetings.
5. Establish dues.
6. Establish dates for meetings.

SECTION B. The Executive Council shall:

1. Prepare an annual budget.
2. Oversee the nomination and election processes.
3. Provide leadership towards attainment of the mission and purpose of CCDA.
4. Be active Members of CCA. Membership may be sponsored by CCDA.

SECTION C. The Advisory Board shall meet by August 31<sup>st</sup> to establish dates for meetings over the next 12 months.

ARTICLE VI  
DUTIES OF OFFICERS AND OFFICERS-ELECT

SECTION A. The President shall:

1. Preside at all meetings of CCDA, its Advisory Board, and its Executive Council.
2. Call special meetings of the Advisory Board, Executive Council, and General Membership.
3. Appoint Committees and Committee Chairs.
4. Schedule meetings and prepare meeting agendas
5. Serve as official spokesperson for CCDA.
6. Provide written authorization to the Treasurer for expenditures in excess of \$200.00.
7. Serve as liaison with national counseling organizations, including National Career Development Association, American Counseling Association, Colorado Counseling Association, Colorado School Counseling Association, and National Association of Counselors and Employers.
8. Perform such duties of leadership and service as appropriate for the office of President.
9. Keep files to be submitted to the Secretary/Historian at the end of the year including the following: conference/training brochures, pictures, annual leadership report, updated officer position descriptions, and notable CCDA changes.
10. Submit reports to CCA including names, addresses, and telephone numbers of its officers upon their election and an annual report covering the preceding year's activities.
11. Represent CCDA on Governing Council of CCA. If unable to attend Governing Council meetings, the President will appoint a representative. One additional representative for each one hundred members or fraction thereof may be appointed.

SECTION B. The Immediate Past-President shall:

1. Serve on Advisory Board.
2. Serve as advisor to President.
3. Convene an advisory committee composed of Past Presidents for CCDA to manage special projects and to provide council for the President and the Advisory Board.
4. Chair the selection committee for the annual Rich Feller Leadership Award, leading the process for nominations, award logistics, and selection.
5. Serve as Mentoring Liaison for NCDA.

SECTION C. The Treasurer shall:

1. Establish and maintain a checking account in the name of CCDA.
2. Maintain an accurate financial record of CCDA.
3. Be responsible for the preparation of the annual budget.
4. Be responsible for collection of all accounts due, including membership dues.
5. Be responsible for payment of all just expenses.
6. Have a signature responsibility for bank accounts.
7. Insure that all membership payment information is forwarded to the Membership Chair.
8. Present an itemized statement of receipts, disbursements, payables, receivables, and balances at each meeting of the Advisory Board.
9. Act as support to the President in planning the various functions of CCDA.
10. Perform duties assigned by the President of Executive Council.
11. Submit a quarterly financial statement and yearly proposed budget to the CCA Treasurer. (former wording: a financial statement, a proposed budget, and financial position with the CCA Treasurer at the end of fiscal year.)
12. The Treasurer position is the only elected officer (former wording: position) that will be held for two consecutive years.

SECTION D. The Secretary/Historian shall:

1. Keep an accurate record of proceedings of meetings of the general membership, the Advisory Board, and the Executive Council.
2. Distribute general membership meeting minutes as expediently as possible.
3. Attend to CCDA correspondence.
4. Maintain custody of CCDA and organizational records, including a current copy of the Constitution and bylaws, membership roster, and insure that records are available for the Advisory Board, members, and others with a need to know.
5. Prepare and submit reports required by external agencies, as appropriate.
6. Act as support to the President in planning the various functions of CCDA.
7. Perform duties assigned by the President or Executive Council.
8. Keep accurate files of CCDA Officer list and minutes, as well as collect the following from the President at the end of the year: conference/training brochures, pictures, annual leadership report, updated officer position descriptions, and notable CCDA changes.
9. Initiates annual review process for the Engagement Profiles to be completed by the end of the Board year.

SECTION E. The Membership Chair shall:

1. Maintain accurate and current membership records, coordinating with CCA in this process.
2. Promote membership in CCDA.
3. Develop and disseminate promotional materials when appropriate.
4. Set membership targets.
5. Notify all expiring CCDA members of their membership status in a timely manner.
6. Bring membership information and materials to general membership meetings.
7. Perform duties as assigned by the President or Executive Council.
8. Work closely with connections chairs to solicit and involve new members.

SECTION F. The Web Administrator Chair shall:

1. Oversee and monitor the creation and regular maintenance of a quality CCDA website; disseminate pertinent information on regular business.
2. Serve as liaison between officers and web programmer to maintain web site and troubleshoot technical problems.
3. Ensure value, currency, and professionalism of the website, meeting standards of the Advisory Board.
4. Work with officers to prepare and deliver other organizational information to the membership and community.
5. Perform duties assigned by the President or Executive Council.
6. The Web Administrator position will be held for two consecutive years due to the communication required with the external web developer.

SECTION G. The Training Co-Chair / Logistics shall:

1. Work closely with the Training Registration Chair and the Speaker Coordinator on the planning, logistics, implementation and management of an annual training seminar and an annual state conference (one held in the spring and one held in the fall) including:
  - Assign duties and tasks for each training/conference to Board members or volunteers
  - Schedule appropriate meeting space.
  - Arrange catering.
  - Arrange parking.
  - Arrange technology to meet presenters' needs.
  - Arrange for clean-up after event.
  - Provide directional signs on the day of the event.

The Training Co-Chair / Registration shall:

1. Work closely with the Training Logistics Chair and the Speaker Coordinator on the planning, logistics, implementation and management of an annual training seminar and an annual state conference (one held in the spring and one held in the fall) including:
  - In conjunction with other training chairs and the marketing chair, create registration brochure.
  - Copy and send registration brochure to CCDA members.
  - Set-up online registration for the event.
  - Manage pre-registrations and coordinate with the Treasurer and Membership chairs to make sure that each participant pays the correct rate.
  - Create nametags for participants.
  - Coordinate hand-outs for participants.
  - Coordinate door prizes (if any).

- Manage participant check-in process.
- Coordinate CEU sign-in process and distribute CEU certificates at the end of the day.
- Distribute and collect evaluations and CEU forms.

The Training Co-Chair / Speaker Coordinator shall:

1. Work closely with the Training Registration Chair and the Training Logistics Chair on the planning, logistics, implementation and management of an annual training seminar and an annual state conference (one held in the spring and one held in the fall) including:
  - Identify program content and subject matter for quality training experiences for the membership in a one-year period with the assistance of the CCDA Board.
  - Contact potential speakers or speaker representatives.
  - Negotiate speaking fees and other expenses with speaker.
  - Solidify contract with speaker.
  - Coordinate with training co-chairs and marketing chair to provide speaker information and details.
  - Notify CCDA Treasurer regarding speaker payment.
  - Coordinate travel plans with speaker and with CCDA volunteers for bringing speaker to venue.
  - Notify Training Logistics Chair of any technical needs (technology, white-boards, etc).
  - Coordinate gift for speaker (if necessary).
  - Introduce speaker on the day of the event.
  - Provide speaker with evaluation summary after the event.

SECTION H. The Newsletter Editor shall:

1. Edit an online quarterly CCDA newsletter, which includes soliciting articles and announcements from the CCDA Board and CCDA members.
2. Forward articles to NCDA and to regional trustee for publication in their e-newsletters.

SECTION I. The Marketing/Scholarship Chair shall:

1. Implement board approved marketing goals set for the year.
2. Generate and present marketing ideas to the board, including targeted groups for conference/trainings and membership, logos and materials, and other items.
6. Purchase needed marketing materials and turn in receipts to the Treasurer.
7. Determine the availability of scholarships, in conjunction with the Advisory Board and based upon the treasury, for various populations and for various activities.
8. Maintain the purpose of scholarships as encouraging new membership or active participation or research by current members.
9. Issue letters to scholarship awardees.
10. Compile a report to present to the Board on scholarship activity.

SECTION J. The Connections Chairs shall:

1. Organize networking activities for members in their region, inviting engaging speakers to encourage participation.
2. Identify and invite guests to market for organization, welcome guests and update all members regarding CCDA issues and events.
3. Maintain e-mail and mailing addresses for contacting Connections participants.
4. Create and send meeting announcements to participants.

5. Maintain meeting reservations and confirm for meeting location.
6. Open meeting and lead discussion including introductions of participants and introducing speakers presenting new tools and opportunities.
7. Perform duties assigned by President or Executive Council.
8. Establish opportunities for members' involvement in community service.

SECTION K. The Officers-elect shall:

1. Serve as assistants to the Officers they will succeed.
2. Perform all duties of the Officer, as directed by the President or Executive Council, in the absence of the Officer.
3. Succeed to the office to which elected at the conclusion of the term as Officer-elect.
4. Succeed to the office to which elected in the event the office is declared vacant by the President and the Executive Council.
5. Assists in identifying potential future elect-officers for own position.

## ARTICLE VII ELECTION OF OFFICERS

SECTION A. The President-elect shall be the Chairperson of the nominating committee.

SECTION B. The Nominating Committee shall:

1. Consist of the President-elect and two other persons who have been agreed upon by the Executive Council.
2. Receive nominations from active members of CCDA.
3. Nominate at least one individual for each elective office and report these nominations to the Advisory Board, according to the schedule established by the Executive Council.
4. Prepare an official ballot stating the rules of the election and containing the names of the nominees, with provision for one write-in candidate for each elective office.
5. Cause the ballots to be distributed to each voting member of CCDA according to the schedule established by the Executive Council.
6. Accept by mail, email, or in person ballots to be received according to the schedule established by the Executive Council.
7. Count ballots and report the results of the Advisory Board according to the schedule established by the Executive Council.
8. New officers will be presented to the membership during the last CCDA meeting in the annual year.

SECTION C. An individual who receives a majority of the votes cast for any elective office shall be declared elected to that office.

SECTION D. Term of office:

1. Officers shall be elected to serve a 2-year term. The first year will be as "Officer-elect" and during this term shall serve as assistant to the "Officer." The second year of the term shall be in the position as "Officer."
2. The President shall serve an additional one-year term as Immediate Past-President.
3. The Treasurer serves one year as elect and two years as an Executive Officer.

4. The Web Administrator serves one year as elect and two years as Chair.

SECTION E. Vacancies:

1. Vacancies that occur in the elected offices of CCDA shall be filled by the Officer-elect for the respective positions.
2. Vacancies that occur in the Officer-elect position shall be filled by majority vote of the Advisory Board.

ARTICLE VIII  
MEETINGS

SECTION A. The Advisory Board shall meet by August 31<sup>st</sup> to establish dates for regular meetings of the Advisory Board.

SECTION B. The Executive Council shall meet at the call of the President.

SECTION C. Special Meetings of the Advisory Board or general membership may be called by the President or by a majority of the Executive Council.

SECTION D. The time and place for meetings shall be determined by the President with the consent of the Advisory Board.

SECTION E. The general membership meetings shall occur a minimum of two times per year.

SECTION F. No business may be conducted by any body of CCDA unless a quorum is present. A simple majority of the Advisory Board constitutes a quorum for meetings of the Advisory Board. A simple majority of the Executive Council represents a quorum for Executive Council meetings. Those present at any general membership meeting shall constitute a quorum for said meeting.

ARTICLE IX  
COMMITTEES

SECTION A. Committees shall be appointed by Officers of each office on an “as needed” basis.

SECTION B. Standing and ad hoc committees may be formed or disbanded at the direction of the President of CCDA.

SECTION C. Rich Feller Award committee

Established by the Colorado Career Development Association in 2007-2008, this annual award honors Rich Feller for his outstanding dedication and service to CCDA and the career development profession in the local, national and international arenas. Leading by example in his service to others, Rich has educated and mentored students and professionals for many years, and has also made significant contributions to the research and writing in his field. This award recognizes Rich's inspiring acts of dedicated service along with the warmth, compassion, unlimited drive and integrity with which they were rendered.

For future awards: The Rich Feller Award (Year)

Established by the Colorado Career Development Association in 2007, the Rich Feller Award acknowledges the service and contributions of Richard Feller, PhD, who has served the association for several years. The recipient of this award is recognized for making valuable contributions to CCDA and the career development field, and emulates Rich Feller's service to others as mentor and colleague.

## ARTICLE X AMENDMENTS

SECTION A. Bylaws may be adopted, amended, or repealed by a majority vote of the Advisory Board, provided that:

1. A quorum is present.
2. A copy of the proposed amendment is provided in writing to each Advisory Board member at least 15 days prior to the meeting at which action is to be taken on the proposed amendment.

SECTION B. Amendments to the Bylaws become effective immediately if provisions set forth in Article X, Section A are met.

## ARTICLE XI ANNUAL YEAR

The fiscal and governance year of CCDA shall be July 1 to June 30.

## ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of CCDA and shall govern all cases in which they are applicable and in which they are not inconsistent with these Bylaws.