# *Revised – May 2017*

# 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:

1. Presentation of programs and speakers addressing relevant issues pertinent to career life development.
2. Promotion of a professional career development network to include a Directory of

Members and a Newsletter.

1. Exchange of information and ideas, through review of current career-related

literature, other media, and personal contact.

1. Liaison with other professional organizations committed to enhancing life and work options in the community.
2. Provide opportunities for members to participate in community outreach.

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.

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.
2. Student. An individual currently enrolled in at least one course in a degree seeking program at a college or university or currently engaged in the Global Career Development Facilitator program who meets the general qualifications of Section A, and is not employed in a professional counseling capacity, may become a student member of CCDA by submitting a Membership application and the annual dues.
3. New Professional. An individual who has graduated from a degree seeking program in the last year. New Professionals shall be eligible for the category for the one year after joining.
4. Retired. An individual who has retired and who has been a member of CCDA for at least five years. Retired are eligible indefinitely, or until they are employed.

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 month of joining or month of renewal.

ARTICLE IV

GOVERNING BODIES

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

1. The executive officers of CCDA: President, Secretary, and Treasurer.
2. The executive 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 executive 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 & Scholarship Chair
6. Web Administrator Chair
7. Communications Co-Chairs (2 positions)
8. Events & Conference Team (4 positions)
9. Graduate Student Liaison
10. Branding & Outreach Chair

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

1. President-elect
2. Treasurer-elect
3. Secretary/Historian-elect

SECTION F: The executive officers-elect of CCDA shall:

1. Be nominated for positions by January 31
2. Be voted upon by February 28
3. Shall attend the Spring CCDA Conference/Training at a discounted rate and commit to volunteering for the event
4. Shall attend the final CCDA Board Meeting in May
5. Shall begin the term July 1

SECTION G: The officers-elect of CCDA shall be:

1. Membership & Scholarship Chair
2. Web Administrator Chair
3. Training Co-Chair / Logistics & Speaker Coordinator
4. Training Co-Chair / Registration Coordinator
5. Communications Co-Chairs (2 positions)
6. Events & Outreach Chairs (2 positions)
7. Graduate Student Liaison
8. Branding & Outreach Chair

SECTION H: The officers-elect of CCDA:

1. Shall be recruited for open positions at the Fall CCDA Conference/Training
2. Shall be confirmed in the appropriate position by March 1
3. Shall attend the Spring CCDA Conference/Training at a discounted rate and commit to volunteering for the event
4. Shall attend the final CCDA Board Meeting in May
5. Shall begin the term July 1

SECTION I. 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:
3. Determine financial support for Advisory Board Members for professional development.
4. Determine annual CCDA financial support for scholarships to potential or current members.
5. Approve an annual program of activities.
6. Approve agendas for general membership meetings.
7. Establish dues.
8. 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 31st 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. Maintain signature responsibility on all CCDA financial accounts.
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 provided via non-electronic methods is coordinated with 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.
12. The Treasurer position is the only elected officer 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. 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.
3. Prepare and submit reports required by external agencies, as appropriate.
4. Act as support to the President in planning the various functions of CCDA.
5. Perform duties assigned by the President or Executive Council.
6. Keep accurate files of CCDA Officer list and minutes, as well as ensure the following documents are maintained online: conference/training brochures, pictures, annual leadership report, updated officer position descriptions, and notable CCDA changes.

SECTION E. The Membership and Scholarship Chair shall:

1. Maintain accurate and current membership records.
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 Events and Outreach Chairs to solicit and involve new members.
9. Determine the availability and application requirements of scholarships, in conjunction with the Advisory Board and based upon the treasury, for various populations and for various activities.
10. Maintain the purpose of scholarships as encouraging new membership or active participation or research by current members.
11. Coordinate scholarship application process, and lead scholarship application review committee to determine scholarship awardees.
12. Issue letters to scholarship awardees.
13. Compile a report to present to the Board on scholarship activity.

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. Coordinate marketing and newsletter postings with the Communications Co-Chairs.
3. Assist the Advisory Board with website updates and requests. Respond promptly to technical problems and questions.
4. Ensure value, currency, and professionalism of the website, meeting standards of the Advisory Board.
5. Perform duties assigned by the President or Executive Council.

SECTION G. The Events Team shall consist of 4 positions. These positions are divided into two main roles, events and conferences. The events team will work as a whole to accomplish all duties listed below, with certain board members responsible for specific roles:

The Events & Outreach team (2 person) shall:

1. Alongside the board, plan 2-3 events a year to increase networking, professional development, and/or community service opportunities for members within the various regions of Colorado.
2. Identify and invite guests, welcome guests, and update all members regarding CCDA issues and events.
3. Create and send meeting announcements to participants.
4. Maintain meeting reservations and confirm for meeting location

The Training/Conference team (2 people) shall:

This team will work closely with the Events & Outreach Team 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). Team will be responsible as a whole (with assistance from the board) for:

* Work with Treasurer and the board to determine and maintain budget throughout course of event
* Determining a schedule for the event

1. Training & Conference Speaker & Location Logistics (1 person) is responsible for completing or delegating the following tasks:

* Schedule appropriate meeting space.
* Arrange catering.
* Arrange parking.
* Arrange for clean-up after event.
* Provide directional signs on the day of the event.
* Work with Treasurer to identify budget for location
* 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 co-chairs and Marketing chair to provide speaker information and details.
* Notify & coordinate with CCDA Treasurer regarding speaker payment.
* Coordinate travel plans with speaker and with CCDA volunteers for bringing speaker to venue. Identify a volunteer to host the speaker(s) at the event.
* Coordinate technical needs (technology, white-boards, etc) for speakers, presenters, etc.
* Coordinate gift for speaker (if necessary).
* Introduce speaker on the day of the event (or delegate this task).
* Provide speaker with evaluation summary after the event.

The Training Co-Chair / Registration (1 person) is responsible for completing or delegating the following tasks:

* Set-up online registration for the event.
* Manage registrations and coordinate with the Treasurer and Membership chairs to make sure that each participant pays the correct rate.
* Create nametags for participants.
* Coordinate handouts for participants.
* Coordinate and collect door prizes (if any).
* Manage participant check-in process.
* Coordinate CEU sign-in process and distribute CEU certificates at the end of the day. Arrange for CEUs through NCDA
* Distribute and collect evaluations and CEU forms.
* Assign duties and tasks for each training/conference to Board members or volunteers

SECTION H. The Communications Co-Chairs (2 positions) shall:

* 1. Identify at the start of the year responsibility for Marketing and the quarterly Newsletter
  2. Marketing:

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.
3. Purchase needed marketing materials and turn in receipts to the Treasurer.

3. Newsletter:

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.
3. Manage CCDA social media accounts (LinkedIn & Twitter).

SECTION I. The Graduate Student Liaison shall:

1. Serve as graduate student representative to CCDA
2. Encourage graduate students to join CCDA.
3. Inform graduate students of CCDA events.
4. Participate in the CCDA blog and encourage graduate students to get involved.
5. Solicit articles from graduate students for the CCDA Newsletter.
6. Answer questions from fellow students about the organization.
7. Assist in the review of graduate student scholarship applications.

SECTION J. The Branding & Outreach Chair shall:

1. Serve as a liaison between Communications, "Events team" and Membership "chair" in recruitment

2. Create marketing plans toward targeted audiences with a goal to increase and retain membership

3. Build relationships with key organizations and groups that may benefit from CCDA

4. Continually analyze and support the brand of CCDA

SECTION K. The Officers-elect shall:

1. Perform all duties of the Officer, as directed by the President or Executive Council, in the absence of the Officer.
2. Succeed to the office to which elected at the conclusion of the term as Officer-elect.
3. Succeed to the office to which elected in the event the office is declared vacant by the President and the Executive Council.

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. If nominees run unopposed across all categories after announcement of candidates, there will be no need for formal voting.
5. 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.
6. Cause the ballots to be distributed to each voting member of CCDA according to the schedule established by the Executive Council.
7. Accept by mail, email, or in person ballots to be received according to the schedule established by the Executive Council.
8. Count ballots and report the results of the Advisory Board according to the schedule established by the Executive Council.
9. 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 1.5-year term.
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.

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 31st 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. 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.

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.