

North Dakota Career Development Association Constitution and By Laws

Constitution

ARTICLE I: Name and Affiliation

This organization shall be called the North Dakota Career Development Association. It shall be conducted as an affiliate organization with the North Dakota Association for Career and Technical Education, the Association for Career and Technical Education, and the North Dakota Counseling Association.

ARTICLE II: Purpose

The purpose of the North Dakota Career Development Association shall be:

1. To promote and develop career guidance activities in the state of North Dakota.
2. To assist members in the implementation and expansion of Career Development "programs."
3. To foster close association and articulation between career development programs and career and technical education program.
4. To plan and develop services that will better meet the needs of the youth of North Dakota.

ARTICLE III: Membership

Section 1. Active membership in this Association shall be open to any member of the Association for Career and Technical Education and/or the North Dakota Association for Career and Technical Education and/or the North Dakota Counseling Association whose major responsibility involves:

- 1) guidance and counseling in secondary and/or post-secondary institutions (public and private);
- 2) administration and/or supervision of guidance activities at any educational level and,
- 3) teaching in counselor education programs.

Section 2: Associate membership shall be open to any person interested in the welfare of the Association, but said "associate members" shall not have voting privileges.

ARTICLE IV: Dues

Annual dues shall be a sum sufficient to cover essential expenses of the organization as determined by the Executive Committee. They shall be payable to the Treasurer and shall cover membership from July 1 to June 30

ARTICLE V: Meetings

Section 1: Quorum: *the majority of the current membership shall constitute a quorum. Amendments of the bylaws and/or Constitution may be made by a 2/3-majority vote.*

Section 2: Annual Meeting: The Association shall hold at least one business meeting each year. Said meeting shall be called at the discretion of the Executive Committee.

Section 3: Special Meetings: Special meetings of the Association may be held at the call of the President or Executive Committee.

Section 4: Executive Committee Meetings: The Executive Committee shall meet at least twice a year. One meeting shall precede the annual Fall meeting of the Association. The other meeting shall be held on the call of the President or a majority vote of the Executive Committee.

ARTICLE VI: Officers

Section 1: Elected Officers: The elected officers of the Association shall be President, Vice-President and Secretary/Treasurer. The term of each elected officer shall be for **two years**

Section 2: Executive Committee: The Executive Committee shall consist of the elected officers of the Association and representatives to NDCA and NDACTE.

Section 3: Election: Election of officers shall be an order of business at the annual fall business meeting. All nominations shall be made from the floor. Only active members of the Association who are in good standing may be nominated or elected to any office in the Association. *(It is suggested that the bolded words inserted into section 3 be added for clarity).*

Section 4: Duties:

The *President* shall preside over meetings of the Association and Executive Committee and perform duties authorized by the Constitution.

The *Vice-President* shall:

1. assume the duties of the President in the event of an absence;
2. in the event of a vacancy, fill the office of the President for the remainder of the term;
3. assume the aspects of public relations as a prime duty.

The *Secretary/Treasurer* shall:

1. keep accurate records of all proceedings of the Association and the Executive Committee;
2. be the correspondence agent and perform such other duties as may be specified;
3. receive all funds coming to the Association and disperse said funds on approval;
4. keep accurate records and make a report on such records at the annual business meeting.

The *Executive Committee* shall:

1. be responsible for calling for the annual fall meeting, recommending agenda items for the regular business meetings of the Association in keeping with the Constitution;
2. be responsible for planning the program for the annual business meeting and such other general meetings as may be held;
3. be empowered to make appointments to fill vacant unexpired terms to any elective office.
4. be empowered to make appointments to the NDCA Executive Board, subject to approval by a majority of the membership present at the annual fall meeting.

ARTICLE VII: Amendments

The bylaws and/or Constitution may be amended:

- 1) provided said changes are sent to the membership at least five days prior to a scheduled meeting and,
- 2) after listing said amendment(s) as an agenda item at two regular meetings.

The passing of an amendment(s) requires a 2/3 majority vote of the membership present at the second reading. Any action for Constitutional or Bylaw amendment shall prior to vote thereon, be subject to modification in the same manner as for other propositions submitted for Association action.

BYLAWS

ARTICLE I: Officers

Section 1: The *President* or *Vice President* shall fill all non-elected vacancies. The President shall authorize, for payment, all bills of expense incurred. The Vice President shall assume the duties of the President when the President is absent.

Section 2: The *Secretary/Treasurer* shall:

1. keep the roster of members, and supply said roster as may be requested by affiliate organizations;
2. enroll new members;
3. interpret the eligibility of persons to active or associate membership, under the provision of the Constitution for such eligibility, subject to appeal to the Executive Committee;
4. pay all approved bills;
5. establish the necessary bank accounts and keep all financial records;
6. present the financial records to the Executive Committee, on call, for audit.

ARTICLE II: Committees

Section 1: Committee members may vote by mail or email ballot, when deemed necessary on matters requiring their action between meetings. A majority vote, of the committee membership, shall constitute action.

All bills incurred by any committee for expense shall be approved by the chairman of that committee and submitted to the President for approval.

The President may appoint annually a legislative committee, a public relations committee and such other committees as may be deemed necessary.

ARTICLE III: Order of Business

The order of business at the general Council meetings shall be as follows:

- Call to order by the President
- Reading of the minutes of the last meeting
- Report of the Secretary
- Report of the Treasurer
- Report of the Executive Committee
- Report of NDACTE Board Representatives
- Report of NDCA Board Representatives
- Report of Standing Committees
- Report of Special Committees
- Unfinished Business
- New Business
- Appointment of Committees
- Announcements
- Adjournment

Adopted: August 12, 2009