

BYLAWS of the Alabama Career Development Association

A Division of the National Career Development Association and of the Alabama Counseling Association

(Revised 2023)

ARTICLE I

NAME AND PURPOSE

Section 1. Name.

The name of the Association shall be the Alabama Career Development Association (ALCDA), a division of the National Career Development Association (NCDA) and a division of the Alabama Counseling Association (ALCA).

Section 2. Affiliation.

This Association is organized and governed in accordance with the By-Laws of the National Career Development Association (NCDA), a division of the American Counseling Association (ACA), and ALCDA shall be subject to those provisions of NCDA and ACA which apply to their divisions.

Section 3. Purpose.

The purpose of ALCDA shall be to promote a greater understanding of the meaning of work and vocation, to foster career development over the life span, and to establish and improve the standards of professional service in the field of career guidance in Alabama.

ARTICLE II

MEMBERSHIP

Section 1. Types of Membership.

Membership in ALCDA shall be Active Professional, Emeritus, Associate, and Student.

- a. Active Professional. Active professional members are those whose qualifications are acceptable to the Membership Committee of ALCDA. The minimum requirements of active professional membership shall be a bachelor's degree from a recognized college or university and current employment in the field of career development.
- b. Emeritus. Any active professional member who has been a member of ALCDA for at least twenty years may, upon reaching the age of sixty-five, apply for emeritus status. All emeritus

memberships must be approved by the Board. Emeritus members must retain all rights and privileges of membership.

- c. Associate. Individuals who are interested in career development, but do not meet the requirements of active professional membership in ALCDA, may be admitted to associate membership at the discretion of the Membership Committee.
- d. Student. Students enrolled in programs preparing them for career development work as defined for active professional membership shall be eligible to become student members of the Association upon application and endorsement by their faculty advisors.

Section 2. Procedure for Membership.

An applicant for ALCDA active professional or emeritus membership must be a member of ALCA. An application is given to the Executive Secretary of the AICA, who will forward the dues to the ALCDA Treasurer, who will be responsible for application processing.

Section 3. Voting & Offices.

Active professional, emeritus, associate and student members shall be entitled to vote. Only active professional members or emeritus members may hold the offices of President and President-elect or be delegates to the National Assembly, but any member may be elected or appointed to other offices.

Section 4. Termination of Membership.

- a. Members will be dropped from membership for nonpayment of dues.
- b. Members may be dropped from membership for unethical behavior or for conduct that tends to injure the Association or to affect its reputation adversely.

ARTICLE III

OFFICERS

Section I. Officers & Terms.

- a. The officers of the Association shall be the President, Immediate Past President, President-elect, Secretary, Treasurer, and Historian. The officers shall be members of the Executive Board.
- b. Officers shall be members in good standing with ALCA and ALCDA.
- c. The term of office for any elected officer of the Association shall begin on May 1 and shall continue for a term of one year, or otherwise specified based on position.
- d. The President shall be a member of NCDA with dues paid by ALCDA.

Section 2. Nomination & Election of Officers.

- a. The Nominating Committee shall present a slate of officers at the winter meeting of ALCDA.
- b. Additional nominations may be made from the floor.

- c. The election of officers shall be by email ballot during March or April, and officers shall be elected by a majority of those voting.
- d. The President-elect will succeed the President if the office becomes vacant prior to the expiration of the President's term.
- e. In the event any office other than President becomes vacant before the end of the term, the Executive Board is empowered to appoint a successor to complete that term.

Section 3. Duties of Officers.

- a. The President shall (1)serve as presiding officer of ALCDA, (2)serve as a member of the ALCA Executive Committee, (3)appoint all committee chairs, and (4)perform such duties as are normally incident to the office. In the case of a unique hardship or special circumstance of the organization, the President may serve one additional year prior to the President-Elect taking office if approved by a majority vote of the executive board. The President cannot remain in office beyond the second year of service without a re-election.
- b. The Immediate Past President shall (1)serve as chair of the Nominations and Elections Committee, (2)serve as chair of the By-Laws Committee, and (3)perform such duties as assigned by the Executive Board.
- c. The President-elect shall (1)be responsible for the development of programs for membership meetings and (2)shall succeed to the presidency on May 1 following a term as President-elect or when the office of President becomes vacant. This position may be held for two consecutive years if the President remains in office beyond one year of service as indicated in Section 3(a).
- d. The Secretary shall (1)keep the records and minutes of the meetings of ALCDA and its Executive Board, (2)chair the Publications Committee, and (3)perform such other duties incident to this office.
- e. The Treasurer shall (1)be responsible for the maintenance of any assets, (2)submit a complete fiscal report at the annual meeting, (3)chair the Finance Committee, and (4)perform such other duties incident to this office. Due to the nature of responsibility, the Treasurer shall serve three consecutive years, pending no financial misconduct with funds. The treasurer may be elected for additional terms.
- f. The Historian shall (1) maintain records and data pertaining to the Association and (2)chair the Publicity Committee.

ARTICLE IV

COMMITTEES OF THE ASSOCIATION

Committees of ALCDA may be appointed by the President to promote the purpose and objectives of the Association. Chairs of the committees shall be ex-officio Board members.

Section 1. Standing Committees.

The standing committees of ALCDA and their duties shall be:

- a. The Membership Committee shall promote interest in membership in ALCDA among all eligible persons in this state and shall be responsible for the coordination of membership activities of ALCDA. The chair shall be appointed by the President.
- b. The Finance Committee, composed of the President, the President-elect and the Treasurer (chair), shall prepare the annual budget of ALCDA and recommend fiscal policies for consideration by the Board.

- c. The Committee on Nominations & Elections shall consist of five members: the three most recent Past Presidents and two members chosen by the Immediate Past President. The Immediate Past President shall serve as chair. If any Past President is unable to serve, the vacancy may be filled by the Board. The committee shall be responsible for carrying out the nominations and elections procedures in accordance with these By-Laws.
- d. The By-Laws Committee, chaired by the Immediate Past President, shall have responsibility for drafting proposals for amendments to these By-Laws and for the final wording of amendments passed by the Executive Board to insure their consistency with the style and substance of these By-Laws. The committee shall carry out such other functions as may be assigned to it in these By-Laws or by the Board and/or the Delegate Assembly.
- e. The Publicity Committee shall be chaired by the Historian.
- f. The Publications Committee shall be chaired by the Secretary.
- g. The Government & Professional Relations Committee. The chair, appointed by the President, shall be the official liaison to the Alabama Counseling Association's Committee on Government & Professional Relations.
- h. The Awards Committee. The chair, appointed by the President, shall be the official liaison to the Awards Committee of the Alabama Counseling Association.
- i. The Ethics Committee. The chair shall be appointed by the President. The committee shall be charged with keeping the membership informed of ethical policies relating to ACA, NCDA, AICA and ALCDA.
- j. The National Career Development Month Committee. The chair shall be appointed by the President. The committee shall be responsible for coordinating statewide activities for National Career Development Month.

ARTICLE V

BUSINESS OF THE ASSOCIATION

Section 1. Fiscal Year.

The fiscal year of ALCDA shall be from May 1 to April 30, or in accordance with the fiscal year of ALCA.

Section 2. Dues.

Annual dues shall be as determined by the membership and collected by the Treasurer for all types of memberships.

Section 3. Parliamentary Rules.

The parliamentary order for meetings of ALCDA shall be Roberts Rules of Order, as from time to time revised.

Section 4. Quorum.

A quorum for conducting business shall be those in attendance at the annual or any other meeting duly called by the Executive Board, for which members have been notified fifteen days in advance.

ARTICLE VI

REPRESENTATION AT THE NCDA DELEGATE ASSEMBLY

The delegate or delegates to the NCDA Delegate Assembly, as provided for by NCDA, shall be a NCDA member, and a member of the ALCDA Executive Board or a member designated by this Board.

ARTICLE VII

ADOPTION AND AMENDMENT OF BY -LAWS

Section 1. Amendment.

These By-Laws may be amended by a majority of those present and voting at an annual meeting of ALCDA, provided the members have been notified of the proposed change or changes fifteen days in advance of the meeting; or an amendment may be ratified by mail ballot sent to all voting members.

Section 2. Adoption.

A proposed amendment shall be considered adopted if approved by a majority of delegates voting in person or by mail ballot. Then the ALCDA By-Laws Committee must approve any changes before they become effective.

ARTICLE VIII

DISSOLUTION OF THE ASSOCIATION

Should ALCDA fail to meet for two consecutive annual meetings at the ALCA Convention, it shall be dissolved, and any assets held by the Treasurer shall become assets of ALCA.