

By-Laws
Virginia Career Development Association
A Division of the National Career Development Association
and the
Virginia Counselor's Association

Article I
Name and Purpose

Section 1. Name

The name of this Association shall be the Virginia Career Development Association (VCDA), a Division of the National Career Development Association (NCDA), and a Division of the Virginia Counselors Association (VCA) - (hereafter referred to as VCDA or as the Association).

Section 2. Affiliation

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

Section 3. Purpose

The purpose of VCDA 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 development in Virginia.

Article II
Membership

Section 1. Types of Membership

Membership in VCDA shall be regular, emeritus and student. Regular membership shall be for those holding VCA and VCDA membership. Emeritus and student membership shall be as defined in the by-laws of VCA.

Section 2. Procedure for Membership

A regular, emeritus and student applicant for VCA membership shall direct the combined applications to the VCA Executive Board for approval. The Board will then forward the application to the VCDA President.

- (a) Non-NCDA members may not vote for national officers or for representatives to the NCDA Delegate Assembly.

Section 3. Voting

Regular and emeritus members shall be entitled to vote and hold office in VCDA.

Article III VCDA Officers

Section 1. Officers and their terms

- (a) The officers of VCDA shall be a President, the immediate Past President, president-elect, Secretary, Treasurer, two Directors-at-large, and appointed chairpersons. This shall be the Executive Board.
- (b) The term of office for any elected officer of VCDA shall begin on July 1 following the election and shall continue for a term of one year or until a successor takes office, except for the Directors-at-large who shall serve for a term of two years and the Secretary and Treasurer who shall serve for a term of two years each and to be elected on alternate years.
- (c) All officers and board members must be members of NCDA.

Section 2. Nomination and Election of Officers

A president-elect, Secretary, Treasurer and one Director-at-large shall be elected as follows: The election shall be conducted by secret ballot, mailed to the members of the Association and returned to the Chairperson of the Nominations and Elections Committee no later than April 15. At a meeting of the Nominations and Elections Committee all such envelopes shall be unsealed, the ballots tallied, and the results certified to the President of the Association as soon as possible. Candidates shall be notified of the election results by the NCDA President as soon as possible. Elected officers shall take office July 1. The secretary shall be elected on even numbered years and the treasurer on odd numbered years.

- (a) A nominating committee shall be appointed by the President. The nominating committee shall nominate one VCDA member for each office.
- (b) A space on the ballot will be provided for write-in candidate names for each office.
- (c) The candidates receiving a majority of the votes of the ballots returned shall be considered elected.
- (d) The President-elect will be President one year after taking office as President-elect. On the event the office of President becomes vacant before the end of the term, the President-elect shall succeed to this office and complete that term plus the normal term in office.
- (e) In the event of the resignation, incapacity or death of the President-elect, Secretary, Treasurer, or the two Directors-at-large, the Board of Directors shall have the authority to appoint a person to succeed to this office and complete the term of office.

Section 3. Duties of Officers

- (a) During the term of office the President shall:
 - 1. serve as presiding officer;
 - 2. serve as a member of the VCA Board of Directors;
 - 3. appoint all necessary committees, and perform such duties as are normally incident to the office;
 - 4. one month prior to the annual meeting of NCDA, the President of VCDA shall transmit to the NCDA Coordinator of State Divisions a report of the VCDA activities, the number of division members and their type of membership, and the names of the delegates to the NCDA Delegate Assembly at the ACA Convention. Immediately following the VCDA elections, the President will forward to the NCDA Coordinator of State Divisions the names and addresses of the officers and board members of VCDA.
- (b) The Immediate Past-President shall be a member of the Executive Board and serve as a chairperson of the nominations and elections committee.
- (c) The President-elect shall be chairperson of the program committee and shall succeed to the presidency on July 1st or when the office of president becomes vacant.
- (d) The Secretary shall:
 - 1. keep the records and minutes of the meetings of VCDA and its Executive Board; and
 - 2. perform such other duties incident to the office.

- (e) The Treasurer shall:
 - 1. be responsible for the maintenance of any assets and shall submit a complete fiscal report at the annual meeting; and
 - 2. perform such other duties incident to the office.
- (f) The Directors-at-large and appointed committee chairpersons shall assist the Executive Board in the direction and operation of the organization.

Article IV Business of the Association

Section 1. Fiscal Year

The fiscal year of VCDA shall be June 1 to May 31.

Section 2. Dues

Annual dues shall be determined by vote of the membership at the Annual Meeting providing the membership has been notified of the proposed change at least fifteen days in advance of the meeting.

Section 3. Parliamentary Rules

The parliamentary order for meetings of VCDA shall be Robert's Rules of Order (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, in which members have been notified fifteen (15) days in advance.

Article V Dissolution of the Association

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

Article VI Committees of the Association

Committees of VCDA, both standing and special committees, may be appointed by the President to promote the purpose and objectives of the Association.

Article VII
Amendments of By-Laws

Section 1. Amendment

These by-laws may be amended by a majority of those voting at a meeting of this association, providing the members have been notified of the proposed change or changes fifteen (15) days in advance of the meeting.

Section 2. By-Law Changes

Any changes in the by-laws must be approved by the NCDA by-laws Committee before becoming effective.

Article VIII
Representation at the NCDA Delegate Assembly

A delegate or delegates to the NCDA Delegate Assembly, as provided for by NCDA, shall be a member of the Executive Board or a member designated by the President and must be a NCDA member.

Revised January 1998 AFM