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**OFFICIAL BYLAWS OF**

**THE MARYLAND CAREER DEVELOPMENT ASSOCIATION**

Revised and Approved April 29, 2016

**NAME, AFFILIATION, AND PURPOSE**

Section 1. Name. The name of the organization shall be the Maryland Career Development Association (hereafter referred to as MCDA or as the Association).

Section 2. Affiliation. MCDA is a state division of the National Career Development Association (hereafter referred to as NCDA), which is a division of the American Counseling Association (ACA) and shall be subject to those provisions of its Bylaws that apply to divisions. MCDA is a division of the Maryland Counseling Association (hereafter referred to as MCA), which in turn is a state branch of ACA.

Section 3. Purpose. The purpose of MCDA shall be to create a partnership among career development practitioners from business/industry, elementary/secondary schools, colleges, public and private agencies, and private practices, and to establish and improve the standards of professional service in the field of career development in Maryland. In addition, MCDA will endeavor to:

A. Promote a greater understanding of the meaning of work and career.

B. Foster career development over the life span.

C. Encourage the establishment of innovative and responsive career development and career counseling services in Maryland communities.

D. Gather and disseminate information regarding career development, guidance, and occupational information.

E. Stimulate the improvement of career services, including assessment, guidance, and dissemination of occupational information and job search resources.

F. Promote high standards and principles of career development/career counseling.

G. Encourage an appreciation for multicultural populations

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**MEMBERSHIP**

Section 1. Categories of Membership. There will be three general categories of membership in MCDA: regular, retired, and student. All members may vote, and all except student members may hold an elective office in the Association.

Section 2. Qualities for Membership. The categories of membership shall be determined in accordance with the following:

A. Regular Members. Regular members are those who are working in career development and have a desire to uphold the purpose and principles of the Association.

B. Retired Members. Retired members are those who have retired from the career development profession and have a desire to uphold the purpose and principles of the Association.

C. Student Members. Student members are those who are enrolled in programs preparing them for career development work and have a desire to uphold the purpose and principles of the Association.

Section 3. Continuity of Membership. Membership in MCDA shall be continuous on an annual basis.

Section 4. Termination of Membership.

A. When any member believes that unethical behavior or misconduct has occurred, notify the President over the signatures of two members. The President shall assign impartial members of the Board to investigate the charges. The investigating committee will report to the Board at the earliest opportunity. If the investigating committee finds that the charge(s) have substance, the committee shall recommend to the Board a process for counseling the member(s) to modify the unethical behavior. At a minimum, the member(s) shall be notified of the precise nature of the charge and given an opportunity to present evidence on their own behalf. If the unethical behavior continues, the Board shall determine appropriate action, which may include termination of membership in the Association.

B. Members will be dropped from membership for non-payment of dues.

**ARTICLE III**

**FINANCES**

Section 1. Dues and Assessments. The following procedures shall be followed in establishing MCDA dues and assessments.

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A. Annual dues for all classes of membership shall be established by the Board.

B. The Board may specify the manner in which dues and assessments shall be collected.

Section 2. Fiscal Year. The fiscal year of MCDA shall be July 1st through June 30th.

**ARTICLE IV**

**NOMINATIONS AND ELECTIONS**

Section 1. Nominations. The Nominations Committee shall abide by the following procedures. Members may be nominated for office in one of two ways:

A. The Committee on Nominations and Elections shall canvass members for names of suitable nominees.

B. A member may be nominated for any elective office by any member (including oneself) of good standing. The nomination shall be in writing to the Chairperson of the Committee on Nominations and Elections.

C. Nomination Procedures: See Policies and Procedures Manual for nomination instructions.

Section 2. Elections. Elections shall be held annually. See Policies and Procedures Manual for election instructions. Ballots shall be delivered to members via email.

**ARTICLE V**

**OFFICERS, BOARD, and REPRESENTATIVE TO MACD GOVERNING BOARD**

Section 1. Officers.

A. The Officers of the Association shall be the President, President-Elect, immediate Past-President, Secretary, and Treasurer.

B. Officers of the Association shall be voting members of NCDA.

Section 2. Method of Selection.

A. The President-Elect, Secretary, and Treasurer shall be elected in accordance with Article IV and the policies established by the Board.

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Section 3. Terms of Office.

A. The President-Elect shall be elected annually and shall hold office for one year or until his or her successor is chosen.

B. The President-Elect shall succeed to the Presidency for a one-year term and then to Past-Presidency for a one-year term.

C. The Secretary and the Treasurer shall serve for a minimum of one year and a maximum of three years.

D. In the event of resignation, continued absence, illness, or death of any officer other than the President, the Board shall, by majority vote, elect a successor to serve.

E. In the event of resignation, continued absence, illness, or death of the President, the President-Elect shall assume the duties of President. In the event that the President-Elect is unable to assume the duties of President, the remaining Officers shall, by majority vote, elect a member of the Officers to serve as President until his or her successor takes office.

Section 4. Functions of Officers.

A. President. The President shall:

a. Exert leadership in the achievement of the purpose of MCDA.

b. Preside at meetings of the Officers.

c. Serve ex officio on all MCDA committees except the Nominations Committee.

d. Oversee the annual MCDA conference committee.

e. Represent MCDA on the MACD Governing Board or appoint a designee.

B. President-Elect. The President-Elect shall:

a. Perform the duties of the President in the absence or incapacity of the President.

b. Appoint chairpersons of all MCDA committees.

c~~.~~ Collaborate with the chair the program committee. Serve on program committee.

d. Carry out such other duties and responsibilities as may be assigned by the Officers.

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C. Past-President. The immediate Past-President shall:

a. Serve as Chairperson of the MCDA Nominations Committee.

b. Act as a mentor to the President.

D. Secretary. The Secretary shall:

a. Keep a record of the proceedings of the Executive Officers, Board and Association meetings.

E. Treasurer. The Treasurer shall:

a. Assist in the preparation of the budgets for MCDA, its committees, and its publications.

b. Work with the MCA Treasurer and Accountant to assure that MCDA financial statements are correct.

c. Recommend to the Executive Board any needed modifications in procedures for managing the fiscal affairs of MCDA.

Section 5. Sanction and Removal from Office. Any individual noted in Article V, Sections 1 to 4 above, may be sanctioned or removed from office in accordance with procedures as prescribed by official policy of the Association.

Section 6. Functions of the Officers. The members of the Officers shall be those designated above. The Officers shall be the agency through which the policies of the Association shall be determined and shall have the following powers and functions:

A. To establish policies to govern the affairs of the Association.

B. To act on recommendations from the Standing Committees and Special Committees.

C. To vote at Board meetings.

Section 7. Meetings of the Officers and Board.

A. The Board shall include Officers as defined in Article V and Committee Chairs as defined in Article VII.

B. The Board shall meet at least three times per year, in person or via conference call. Other meetings may be held at the call of the President or of a majority of the Officers.

C. In addition, the Executive Officers shall meet at least once a year.

D. All members of the Board may vote during Board meetings. In the event of a tie, the President shall make the final decision.

E. At least three of the Officers shall constitute a quorum throughout any meeting of the Board at which official business is transacted.

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E. Meetings of the Board may occur in person or via alternate media.

F. Votes may be taken in person or via email.

**ARTICLE VI**

**MEETINGS OF THE ASSOCIATION**

Section 1. Scheduling of Meetings. At least one meeting of the Association shall be held annually. Such a meeting shall constitute the annual membership meeting of the Association and be held at the annual conference of MCDA. Additional meetings of the Association may be called by either a majority vote of the Officers or a majority vote of the Association.

Section 2. Quorum. The members of the Association who are present at the annual meeting, which has been duly announced and actively advertised at least one month in advance, shall constitute a quorum.

Section 3. Summary of Proceedings. A summary of proceedings of the Association shall be available upon request.

Section 4. Emergency Action. In an emergency and on recommendation of two-thirds vote of the Officers, business may be presented by mail or e-mail ballot to the members of the Association

**ARTICLE VII**

**COMMITTEES**

Section 1. Standing Committees. The standing committees of MCDA and their duties shall be:

A. The Awards Committee shall solicit nominations and select recipients of MCDA awards.

B. The Credentialing Committee shall oversee Continuing Education Unit procedures for participants of professional development activities.

C. The Membership Committee shall promote membership in MCDA and recommend procedures for processing applications.

D. The Mentoring and Student Outreach Committee shall encourage student participation in MCDA.

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E. The National Career Development Month Committee shall coordinate the statewide celebration of the NCDA National Career Development Month.

F. The Newsletter Committee shall be responsible for publishing the newsletter of the Association.

G. The Nominations Committee shall preside over nominations and elections of the Association.

H. The Program Committee shall develop, plan, and coordinate professional development activities of the Association.

I. The Public Relations Committee shall be responsible for publicity of events.

J. The Website Committee shall be responsible for the Association website.

Section 2. Special Committees. These Committees shall be established by the Officers to carry out such activities as it believes will further the objectives of MCDA. The Officers shall, from time to time, review the charge and function of all special committees and shall make changes in their number, characteristics, or organization as may seem desirable. These committees may include, but are not limited to the following:

A. Bylaws Committee

B. Ethics Committee

C. Legislative Committee

Section 3. Appointment of Committees. See Policies and Procedures Manual for instructions to appoint committees.

**ARTICLE VIII**

**ANNUAL AUDIT**

Section 1. Annual Audit. The annual audit will be conducted by a Certified Accountant and submitted to the Officers for review and dissemination to members.

**ARTICLE IX**

**AMENDMENTS**

Section 1. Amendments. The Association in accordance with either of the following methods may amend these Bylaws from time to time:04/29/2016 Page 8 of 8

A. A proposed amendment may be presented to the Officers by a member of the Board or Committees of MCDA, or by individual members, provided that, in the case of an individual, the proposed amendment shall be presented over the signatures of at least 25 voting members of MCDA. All such proposed amendments shall be presented in writing to the Secretary of MCDA at least 60 days prior to the vote. They shall be reviewed by the Bylaws Committee and distributed by mail or email to the members of the Association at least 30 days prior to the vote.

B. An amendment may also originate at an annual meeting of the Association. A two-thirds vote by members in attendance is required to approve the amendment to be forwarded to the general membership for approval.

Section 2. Adoption. A proposed amendment shall be considered adopted if approved by a majority of members.

**ARTICLE X**

**RULES OF ORDER**

Section 1. Rules of Order. Robert’s Rules of Order, as from time to time revised, shall govern the proceedings of MCDA, unless otherwise specified in these Bylaws.

A. When all present agree with suspension of Robert’s Rules of Order, the meeting may proceed informally for the purpose of expediency.

B. The Bylaws of the Association may not be suspended at any time.

Section 2. In all official MCDA communication and publications, it is recommended that the “Guidelines for Non-Sexist Language,” which appeared in the February, 1978 Personnel and Guidance Journal, be followed, and that the terms "“chair” or “chairperson” be preferred to the term, “chairman.”