

**BY-LAWS OF THE OREGON CAREER DEVELOPMENT ASSOCIATION**  
**A Division of the National Career Development Association and**  
**The Oregon Counseling Association**

**ARTICLE I**

**NAME, AFFILIATION, AND PURPOSE**

Section 1. Name

The name of this organization shall be the Oregon Career Development Association (hereafter referred to as OCDA, or as the Association).

Section 2. Affiliation

OCDA is also a State Division of the National Career Development Association (hereafter referred to as NCDA) and a Division of the Oregon Counseling Association (hereafter referred to as ORCA) which is a State Division of the American Counseling Association (hereafter referred to as ACA) and subject to provisions of their respective by-laws, which apply to divisions.

Section 3. Purpose

The purpose of OCDA 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 Oregon. In addition, OCDA will endeavor to:

- A. Promote a greater understanding of the meaning of work and career.
- B. Foster career development over individuals' life span.
- C. Encourage innovative and responsive career development and career counseling services in Oregon 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. Foster educational exchange and professional growth among those interested in career development/career counseling.
- H. Carry on activities for the promotion and advancement of career development/career counseling.

OCDA is organized for charitable and educational purposes only, and functions as a tax-exempt entity in accordance with Oregon state law and section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE II**  
**MEMBERSHIP**

Section 1. Categories of Membership

There will be five general categories of membership in OCDA: Professional, Regular, Retired, Student, and Past-President. All categories of membership may vote, hold an elective office, and attend OCDA meetings/conferences, and are expected to uphold the purpose and principles of OCDA.

A. *Professional membership*

- (1) Professional Members hold a variety of professional qualifications and areas of expertise including, but not limited to licensed Professional Counselors, Nationally Certified Counselors, Master Career Counselors, Career Development Facilitators, Career management Professionals, School Counselors, Career Specialists, and Certified Career Coaches. Professional members are strongly encouraged to maintain membership in ORCA.

B. *Regular membership*

- (1) Regular members are those who have an interest in career development, and who do not meet the educational criteria for professional membership.

C. *Retired membership*

- (1) Retired members are those who have retired from the career development profession, and who have been a member of OCDA for 5 years.

D. *Student membership*

- (1) Student members are enrolled in programs preparing them for career development work. Student members must present proof of academic status upon request.

E. *Past-President*

- (1) Past Presidents of OCDA are those who have completed three terms (President Elect, President, and Past President) on the OCDA Executive Board, and remain in good standing with OCDA. These members will receive lifelong complimentary membership to OCDA.

Section 2. Continuity of Membership

- A. Membership in OCDA shall be continuous on an annual basis.

### Section 3. Termination of Membership

- A. Members may be dropped from membership for unethical behavior as defined in the Code of Ethics of the National Career Development Association (NCDA) and the American Counseling Association (ACA) or for conduct that tends to injure the Association or to affect its reputation adversely. Any charge relating to unethical behavior or misconduct shall be presented to the Board over the signatures of two members. The Board shall provide for investigation of the charges, and, if they are found to have substance, the Board shall counsel the member with a view toward possible modification of their behavior. Failing this, the Board shall determine appropriate action. The Board shall have the power to terminate membership in the Association. However, before taking such action, the Board shall notify the member of the precise nature of the charge and give them an opportunity to present evidence in their own behalf.
- B. Members will be dropped from membership for non-payment of dues.

## **ARTICLE III**

### **EXECUTIVE BOARD/OFFICERS**

#### Section 1. Officers and Executive Board Members

- A. The Officers of OCDA shall be a President, immediate Past-President, President-Elect, Secretary, and Treasurer.
- B. The Executive Board shall include the five Officers plus the Membership Chair, Website/Communications Chair, Historian, ORCA Liaison, and up to three Board Members at Large.
- C. OCDA Board Members do not benefit, financially or in-kind, from service to the organization.

#### Section 2. Qualifications

Each Board member shall be an OCDA member in good standing, with membership in ACA, NCDA, and/or ORCA encouraged. The President of OCDA must be a member in good standing with OCDA, ORCA, and NCDA. All officers must be voting members of NCDA.

#### Section 3. Functions of Officers and Board Members

- A. *President*

The President shall preside at all meetings of the Association and the OCDA Executive Board and shall exercise general leadership and supervision of all activities of the Association. This shall include appointing non-officer Board members and sub-committee chairs, and overseeing the activities of all sub-committees.

The President is empowered to enter the Association into contracts, grants, and other binding agreements upon approval of the OCDA Executive Board.
- B. *President-Elect*

The President-Elect shall serve as a member of the Executive Board, chair the PDI/conference committee, perform the duties of the President in the absence or incapacity of the President, and carry out such other duties and responsibilities as may be assigned by the Executive Board.

C. *Past-President*

The immediate Past-President shall serve as a member of the Executive Board, chair the Nominations & Elections, Awards, and National Career Development Month sub-committees, and carry out such other duties and responsibilities as may be assigned by the Executive Board.

D. *Secretary*

The Secretary shall serve as a member of the Executive Board, keep a record of the proceedings of the meetings of the Association and the meetings of the OCDA Executive Board, and carry out such other duties and responsibilities as may be assigned by the Executive Board.

E. *Treasurer*

The Treasurer shall serve as a member of the Executive Board, follow accepted procedures for handling the funds of OCDA, keep an accurate account of all funds received and disbursed, present a financial report at each regular meeting of the Association and the OCDA Executive Board, and carry out such other duties and responsibilities as may be assigned by the Executive Board.

F. *Website/Communications Chair*

The Website/Communications Chair shall serve as a member of the Executive Board and shall be responsible for maintaining the website, liaison with web host and domain name services, posting updates to the website upon Board request, and carrying out such other duties and responsibilities as may be assigned by the Executive Board.

G. *Membership Chair*

The Membership Chair shall serve as a member of the Executive Board and shall be responsible for maintaining an accurate membership data base, communicating with current and prospective members and recruiting new members, and carry out such other duties and responsibilities as may be assigned by the Executive Board

H. *Historian*

The Historian shall serve as a member of the Executive Board, maintain historical records of the Association, and shall carry out such duties and responsibilities as may be assigned by the Executive Board.

I. *ORCA Liaison*

The ORCA Liaison shall serve as a member of the Executive Board, represent the Association at ORCA Board Meetings, and shall carry out such other duties and responsibilities as may be assigned by the Executive Board.

J. Board Members at Large

The Board Members at Large shall serve as members of the Executive Board and shall carry out such duties and responsibilities as may be assigned by the Executive Board. There may be up to three Board Members at Large serving on the Executive Board.

Section 4. Terms of Elective Office and Appointed Board Members

- A. The President-Elect shall be elected annually and shall hold office for one year or until their 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 period of two years.

The elected Officers of President, President-Elect, and Past-President shall serve a one-year term beginning July 1 and ending June 30. The elected Officers of Secretary and Treasurer shall serve a two-year term, from July 1 of the first year to June 30 of the second year.

The appointed Board Members of Membership Chair, Website/Communications Chair, Historian, ORCA Liaison, and Board Members at Large shall serve a two-year term, and may continue in their positions up to three years or until their successors are chosen.

Section 5. Nominations and Elections of Officers

- A. The Nominations and Election Committee shall consist of the immediate Past-President (as Chairperson) and three voting members selected by the Executive Board. In an effort to allow representation of career development interests from business and industry, elementary and secondary schools, colleges, public agencies, private agencies and private practice, the Executive Board is encouraged to select committee members who represent several interest areas
- B. The committee shall issue a call for the nomination of officers via posting on the OCDA website, an all-member e-mail and any other appropriate means.
- C. All nominations must include a professional resume and application from the proposed nominee stating their willingness and ability to serve.
- D. The committee shall make a count of the nominees and, guided thereby, shall prepare a slate of not more than three names for each elective office. If possible, the candidate(s) for President-Elect shall be selected from different career development interest areas (see Section 5a) in successive years.

- E. A mailing or e-mailing of ballots for the singular purpose of elections shall be sent by the committee to all members of the Association. Ballots shall be returned to the Past-President by April 1<sup>st</sup> of each year.
- F. The committee shall make a count of the ballots and report the outcome of the election to the membership by posting results on the OCDA webpage, an all-member e-mail, and through other appropriate means.

#### Section 6. Officer Vacancies

Vacancies for elected Officers that occur between elections will be filled through appointments by the President, with the approval of the Executive Board, to run until the next scheduled election.

#### Section 7. Sanction and Removal from Office

Any member of the Executive Board may be sanctioned or removed from office by a two-thirds vote of the Executive Board at any regular or special meeting of the Executive Board at which a quorum is present. Reasons for sanctioning or removing a Board member include: engaging in conduct prejudicial to the best interests of the Association or repeated failure to perform their OCDA related duties and responsibilities.

#### Section 8. Functions of the Executive Board

The Executive Board shall be the agency through which the policies of the Association shall be established and revised. The Executive Board acts on recommendations from members and committees to continuously improve the Association.

#### Section 9. Meetings of the Executive Board

The Executive Board shall meet at least three times a year. Other meetings of the Executive Board may be held at the call of the President or a majority of the Executive Board. At least one-half of the members of the Executive Board shall constitute a quorum throughout any meeting of the Executive Board at which official business is transacted. Robert's Rules of Order, as from time to time revised, shall govern the proceedings of the Executive Board.

### **ARTICLE IV**

#### **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 PDI and Awards Luncheon. Additional meetings of the Association may be called by either a majority vote of the Executive Board or a majority vote of the Association.

## Section 2. Quorum

A quorum for conducting Association business shall be those in attendance at any Association meeting, duly called by the Executive Board, about which members have been notified at least 15 days in advance. All member voting for elections, dues, and bylaws changes will be done through e-mail or by mail.

## Section 3. Summary of Proceedings

A summary of proceedings of the Association meeting shall be available upon request to OCDA members.

# **ARTICLE V**

## **FINANCES**

### Section 1. Fiscal Year

The fiscal year of the Association shall be from July 1 to June 30.

### Section 2. Dues

Annual dues will be established by the Executive Board, subject to approval of the Association by e-mail vote. The Board may also specify the manner in which dues are collected.

### Section 3. Annual Audit

The Executive Board shall make recommendations for an annual audit of the financial records of OCDA by a certified public accountant. The Executive Board shall review the report, and the Board shall institute any recommendations that may be appropriate. A full report of the financial condition of OCDA shall be made available to the members of the Association upon request.

# **ARTICLE VI**

## **COMMITTEES OF THE ASSOCIATION**

Committees of Association, both standing and special committees, may be appointed by the President with the approval of the Executive Board, for that President's term of office, to promote the purpose and objectives of the OCDA.

# **ARTICLE VII**

## **SPECIAL INTEREST GROUPS**

Ten members of the Association can petition the President to have a Special Interest Group (SIG) organized. The SIG members will focus on a particular specialty within career development and will conduct discussions, organize programs, write professional articles, or in other ways contribute to the members' knowledge concerning this identified area of interest. The SIG will continue to exist as long as a minimum of 10 members continues to belong to the SIG.

## ARTICLE VIII

### AMENDMENT OF BY-LAWS

**Section 1.** Amendments. These Bylaws may be amended from time to time by the membership in accord with either of the following methods:

- A. A proposed amendment may be presented to the Executive Board by a member of the Executive Board, committee, special interest group, or by an individual member, provided that in the case of an individual the proposed amendment shall be presented over the signatures of at least 15 voting members of OCDA. All such proposed amendments shall be presented in writing to the Secretary of OCDA at least 120 days prior to the Annual Meeting. They shall be reviewed by the Bylaws Committee and published in an official organ of the Association at least 30 days prior to the Annual Meeting. Amendments so presented and passed by a majority vote shall be forwarded to the general membership for approval.
- B. An amendment also may originate at an Annual Meeting. A two-thirds majority vote by the members in attendance is required to approve the amendment and to be forwarded to the general membership for approval.

**Section 2.** Adoption. A proposed amendment as presented in either A or B above shall be considered adopted if approved by a two-thirds majority of those members of the Association voting via mail or E-mail ballot. The Board shall decide whether mail or E-mail will be used to seek votes on the amendments.

approved 3/93  
updated and approved 10/95  
updated 5/02  
proposed updates 2/03  
updated and approved 7/03  
proposed updates 03/04  
updated and approved 7/04  
proposed updates 02/06  
updated and approved 03/06  
reviewed 07/2007  
reviewed 02/2007  
updated and approved 2/2008  
approved 5/2011  
updates and approved 6/2017