

# WISCONSIN CAREER DEVELOPMENT ASSOCIATION

## ARTICLE I NAME, AFFILIATION, AND PURPOSE

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

Section 2. Affiliation. WCDA is a division of the National Career Development Association (hereafter referred to as NCDA) and shall be subject to the provisions in their Bylaws that apply to divisions.

### Section 3. Mission, Vision, Priorities.

- A. Mission. The WCDA provides the structure for those with a professional passion to impact the career development of individuals to gather and act to improve and extend career development for all citizens in Wisconsin. The organization is a catalyst and means to rejuvenate one's professionalism through interaction with diverse colleagues throughout the state. WCDA provides opportunities, an environment, activities, information and professional development for its members to grow, learn and enhance their own career development. The organization's impact flows through members to clients and citizens in our state.
- B. Vision. People in the state of Wisconsin recognize and acknowledge the importance of career development and career self-management throughout the lifespan for each person. They promote its significance and build career development capacity through business, community and educational organizations.
- C. Priorities. Our priorities in WCDA are to:
1. Lay a foundation for the effective delivery of career development and career self-management across the lifespan.
  2. Build support and capacity for career development and career self-management for and through career development practitioners, educators, businesses and citizens.
  3. Serve as advocates for high quality career development and career self-management policy and practices in and through educational, political, business and community stakeholders.
  4. Establish partnerships with other organizations, institutions, and individuals to promote and sustain career development and career self-management knowledge and skills.
  5. Create an effective and vibrant professional career development association in the state of Wisconsin.

## **ARTICLE II MEMBERSHIP**

Section 1. Categories of Membership. There will be four general categories of membership in WCDA: professional, regular, retired, and student. All members may vote and 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. Professional Members. A professional member shall hold a master's degree or higher in counseling, human resource development or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council on Post-secondary Accreditation. Professional members must present proof of academic credentials upon request.
- B. Regular Members. Regular members are those who have an interest in career development and have a desire to uphold the purpose and principles of WCDA. (Membership is open to all persons engaged in, or interested in, counseling, coaching, career and vocational guidance, career development, Education for Employment, economic, workforce or job development, work-based learning, or other career-related activities.
- C. Retired Members. Retired members are those who have retired from the counseling profession and have been a member of WCDA for five years.
- D. Student. Students enrolled in programs preparing them for counseling and human resource development work as defined in section 2B.

Section 3. Continuity of Membership. Membership in WCDA shall be continuous on an annual basis. The Membership year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> each year.

Section 4. Termination of Membership.

- A. 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 WCDA dues and assessments. These dues are in addition to those required by the Bylaws of NCDA:

- A. Annual dues for all classes of membership shall be established by the Board of Directors, subject to approval by the membership at its annual meeting.
- B. The Board of Directors may specify the manner in which dues and assessments shall be collected.
- C. The Executive Committee is charged with oversight of all fiscal matters

Section 2. Fiscal Year. The fiscal year of WCDA shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

**ARTICLE IV**  
**WCDA BOARD OF DIRECTORS NOMINATIONS AND ELECTIONS**

Section 1. Procedures. The Nominations and Elections Committee of the board shall follow the following procedures.

A. Nominations

- A. The WCDA Board shall request nominees from the membership for election to the WCDA Board prior to March 1.
- B. A slate of candidates for election to the Board reflective of the “composition of representation” (see Article V.1.B) will be sent to the membership by April 1st. Voting will occur electronically, by written ballot, or by a vote of the membership at the annual meeting as determined by the WCDA President.
- C. The membership will be informed of the results of the election in a manner determined by the WCDA President.
- D. The term of office for the WCDA Board of Directors will begin on July 1 and continue for two years. The WCDA Board of Directors terms shall be staggered such that ½ of the WCDA Board will begin their new term each year on July 1.

**ARTICLE V**  
**OFFICERS AND REPRESENTATIVE(S) TO WCDA BOARD OF DIRECTORS**

Section 1. Officers, Representative(s) to the WCDA Governing Board

- A. The officers and executive committee of WCDA shall be the President, the immediate past president (see Section 4 B), Vice President of Leadership Development (Vice President), Vice President of Finance (Treasurer), Vice President of Communications (Secretary), and if in existence, the Executive Director who shall have voice but no vote (appointed by the Executive Committee)
- B. The “composition of representation” on the WCDA Board of Directors shall be determined by the Executive Committee. Board of Directors positions will represent the diverse educational entities and professionals that serve people’s career development needs.
- C. Ex-officio Representative: The Board of Directors may determine individual(s) or representative(s) from government or funding agencies to be ex-officio representative(s). They will serve as consultant(s) to the board. They will have no vote on board decisions.

Section 2. Method of Selection.

- A. The President, Vice President of Leadership, Vice President of Finance, and Vice President of Communications shall be chosen from the WCDA Board and shall be elected by a simple majority vote of the Board members.
- B. In the event that any office or representative seat becomes vacant before the end of the term, the WCDA President will appoint a successor.

### Section 3. Terms of Office

- A. The terms of office for the President and Vice Presidents shall begin on July 1 and continue **for one year.**

### Section 4. Functions of Officers

A. The President shall:

1. serve as the presiding officer of WCDA,
2. serve as a member of the WCDA board and as a member of the Executive Committee,
3. confirm all committee members,
4. schedule and attend all WCDA Board and Executive Committee Meetings or delegate duties to the Vice President of Leadership
5. perform such duties as are normally incident to the office, and
6. be a current member of WCDA and NCDA

B. The Immediate Past President shall:

1. serve as a member of the WCDA board and as a member of the Executive Committee;
2. serve as Chairperson of the WCDA Board of Directors Nominations and Elections Committee.
3. be a current member of WCDA and NCDA

C. The Vice President of Leadership shall:

- (1) perform the duties of the President in the absence or incapacity of the President;
- (2) serve as a member of the WCDA board and as a member of the Executive Committee;
- (3) draft the annual plan of leadership work;
- (4) carry out such other duties and responsibilities as may be assigned by the Executive Board;
- (5) be a current member of WCDA and NCDA

D. The Vice President of Communications shall:

1. serve as a member of the WCDA Board and as a member of the Executive Committee;
2. keep the minutes of the meetings for WCDA and its Board and distribute approved minutes to board members within thirty days of Executive Committee approval of the minutes;
3. keep the records of the organization;
4. maintain an up-to-date list of members;
5. perform such duties as are normally incident to the office;
6. be a current member of WCDA and NCDA

E. The Vice President of Finance shall:

1. serve as a member of the WCDA Board as a member of the Executive Committee;
2. maintain the assets of the association and submit a complete fiscal report at the Board of Directors meetings and to the membership annually;

3. prepare an annual budget with input from the WCDA Board;
4. perform such duties as are normally incident to the office;
5. be a member of WCDA and NCDA

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 the following procedures:

Any member of the Executive Committee may be sanctioned by a majority vote or removed from office by a two-thirds vote of the Board of Directors at any regular or special meeting of the Board of Directors at which a quorum is present. The criteria for sanction or removal are any one of the following:

- a. for engaging in conduct prejudicial to the best interest of the Association or
- b. for repeated failure to perform the duties and responsibilities of an Executive Committee Member or
- c. engaging in unlawful or unethical behavior as defined by the NCDA Code of Ethics.

Section 6. Functions of the Executive Committee. The WCDA Executive Committee shall consist of all officers as defined in Article V. The Executive Committee shall be the body through which the policies of the Association shall be implemented and shall have the following powers and functions:

- A. To implement policies, make decisions, and to govern the affairs of the Association.
- B. To provide leadership and facilitate communication between and across all committees and all members
- C. To act (within organization policies) on behalf of the organization in critical and/or time sensitive situations.
- D. To approve minutes or summaries of all meetings in a timely fashion.

Section 7. Functions and Quorum of the Board of Directors

- A. The WCDA Board of Directors shall consist of all representatives as defined in Article V and shall:
  1. meet at least twice each year;
  2. review and evaluate past activities;
  3. determine priorities for the coming year and develop a plan of work;
  4. develop and approve association policies and procedures;
  5. provide and support the general functions of the organization;
  6. determine the date and means of conducting association business on at least an annual basis
- B. Quorum for conducting business shall be a minimum of 5 Representatives at a Board of Directors meeting, duly called by the Executive Committee in which members have been notified at minimum of 15 calendar days in advance.

**ARTICLE VI  
MEETINGS OF THE ASSOCIATION MEMBERSHIP**

Section 1. Scheduling of Meetings At least one meeting of the Association shall be held annually in person or by electronic means. Such a meeting shall constitute the annual membership and business meeting. Additional meetings of the Association may be called by a majority vote of the Board of Directors.

Section 2. Quorum

Quorum at the annual meeting shall be those in attendance at the annual meeting, in which members have been notified a minimum of 15 calendar days in advance.

Section 3. Minutes of Proceedings. A summary or minutes of the membership meeting proceedings shall be available upon request within thirty days of approval of the minutes by the Executive Committee.

Section 4. Business of the Association

Business of the Association may be presented at face to face meetings, by electronic communications, by mail or e-mail ballot to the members of the Association.

**ARTICLE VII  
COMMITTEES**

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

- A. The Nominations and Elections Committee shall be chaired by the immediate past president. The Committee shall be responsible for carrying out the nominations and elections procedures in accordance with these Bylaws.
- B. The Board of Directors, as a whole, will be responsible for membership, member services, bylaws, ethics and communication.

Section 2. Ad hoc Committees or Work Groups.

- A. These Committees shall be established by the Board of Directors to carry out such activities as it believes will further the objectives of WCDA. The Board of Directors shall, from time to time, review the charge and function of all ad hoc committees and shall make changes in their number, characteristics, organization, or continuing existence as may seem desirable.

Section 3. Appointment of Committees. In the absence of any provision to the contrary in these Bylaws or in the motion creating a committee:

- A. The President-Elect shall appoint chairpersons of committees. The term of office so appointed shall coincide with the assumption of the Presidency. Said appointees shall serve for a period of one year, with the exception of completing an unexpired term followed by an appointed term. Chairpersons of committees shall be subject to confirmation by the Executive Committee. They may be re-appointed.
- B. The chairperson shall designate the members of his or her committee.
- C. Except as otherwise specified in these Bylaws, members of committees shall serve for one year or until the appointment of their successors. They may be re-appointed.

**ARTICLE VIII  
ANNUAL FINANCIAL REVIEW AND REPORT**

Section 1. Annual Financial Review and Report. The Executive Committee shall make recommendations for an annual review and report of the financial records of WCDA. The report shall be reviewed by the Board of Directors and they will be responsible for instituting any recommendations that may be appropriate. A full report on the financial condition of WCDA shall be made available to the members of the Association upon request.

**ARTICLE IX  
AMENDMENTS**

Section 1. Amendments. The Association may amend these Bylaws from time to time.

- A. A proposed amendment may be presented to a member of the Board of Directors. All such proposed amendments shall be presented, debated, modified, and approved or disapproved for presentation to the membership at least 60 days prior to the annual meeting. The membership should get a copy of proposed bylaw changes at least 30 days prior to the annual meeting of the Association.

Section 2. Adoption Proposed amendments shall be approved by a majority of members at the annual meeting and shall be effective immediately

**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 WCDA, unless otherwise specified in these Bylaws.

Section 2. In all official WCDA communication and publications, it is recommended that non-sexist , culturally responsive, inclusive and fair language be used.