NCDA: Inspiring Careers – Empowering Lives

NATIONAL CAREER DEVELOPMENT ASSOCIATION
A Division of the American Counseling Association

FY 2011-12 NCDA Annual Membership Meeting Report

www.ncda.org

NCDA opposes discrimination against any individual based on age, culture, disability, ethnicity, race, religion/spirituality, creed, gender, gender identity and expression, sexual orientation, marital/partnership status, language preference, socioeconomic status, any other characteristics not specifically relevant to job performance.

PRESIDENT'S WELCOME MESSAGE

Building on the Dream

Deb Osborn, NCDA President

The past year has been another successful one for NCDA! As President of our great organization, I have been overwhelmed by the hundreds of thousands of hours that members of NCDAõs Board of Directors, committees, councils, and commissions have devoted to making our association even better. It is with sincere gratitude to all who have contributed to NCDAõs success that we share with you this annual report.

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The full NCDA Annual Report will be posted by mid October. Minutes of the Board of Directors meetings are posted on the NCDA website at www.ncda.org. They can be found under õAbout NCDAò and are available for all members to review.

PRESIDENTIAL OVERVIEW OF THE YEAR

DEB OSBORN, NCDA PRESIDENT 2011-12

It has been my great honor, joy and privilege to serve as NCDAôs president during 2011-2012. Your board, committee chairs, committee members, general members, Creative Management Alliance, and our executive director, Deneen Pennington, have dedicated countless hours to constantly advance the mission of NCDA. The mission of NCDA is to ñinspire and empower the achievement of career and life goals by providing professional development, resources, standards, scientific research, and advocacy.òIn addition to working towards practically achieving this mission, I also set forth two initiatives for the year in the areas of diversity and technology. It is with great pleasure that I share with the NCDA membership the collective accomplishments of NCDA.

Professional development. The professional development committee designed a webinar series aimed at how career counselors and specialists can assist clients in the current job crisis. As such, we have had three webinars to date, with two more scheduled post conference, and also hosted our first spring practitioner institute. Based on the success of that institute, are planning similar institutes in the coming year. Another major undertaking this year was the complete updating of the CDF training materials.

Resources. We released *Experiential Activities, Volume III* in December, and also contracted for a monograph on Career Counseling for Veterans. Work has begun on the new Career Assessments Guide, and the new Case Study book will be ready to roll out this fall. In addition, the resources link on the NCDA website was updated, and Melanie Reinersman created a free web tutorial highlighting NCDA website resources.

Standards. The Ethics Committee reviewed and made recommendations to ACA on their emerging standards. Thanks to Janet Wall, NCDA member, NCDA now owns the rights to the National Career Development Guidelines, which the Professional Standards committee has been busy reviewing.

Scientific Research. In September, we began sharing NCDAôs National Survey on Working America results from the Harris poll and encouraged our members to share this information via our video press release, sample letter to representatives/senators, and Harris Poll Executive Summary.

Advocacy. The government relations committee have developed guiding principles for NCDAôs legislative priorities and identified three legislative priorities for 2012. In conjunction with Advocacy Associates, legislative alerts, monthly legislative phone calls, and discussions with ACA legislative representative occurred.

Diversity. The Multicultural Committee officially changed their name to ñThe Committee on Diversity Initiatives and Cultural Inclusionòand created a new national award ñto

recognize those who have demonstrated a high degree of cultural responsiveness within the domain of career related activities.òThis committee also had a manuscript published in Career Convergence and one submitted to the Career Developments Quarterly. This cadre of change agents has provided valuable advice on how to create a more inclusive atmosphere at NCDA, especially for people of under-represented groups, and have seen as an outcome increased diversity for awards applications, LA academy, elections and committees.

Technology. We established a technology task force made up of technology geniuses within our field. They began examining how NCDA could make better use of technology, with a specific emphasis on our social networking sites. They also worked with the ethics committee on discussing ethical issues and social networking for career counselors and specialists. They have also been exploring how NCDA might be able to make better use of technology at the conference. Also, we moved into the e-Pub business by creating a Kindle version of our 2011 publication, *The Internet: A Tool for Career Planning.*

Continued Focus Forward. In October, we began the arduous process of creating a long term plan to ensure that investments of future time and money would tie directly into an overall plan for NCDA. We also created a task force to examine the possibility of board restructuring/bylaws changes and transition planning, to ensure that the board best represented membersôneeds. We moved our reserve accounts into socially conscious funds. We invested in brief promotional memberships with our Linked In group and those in CDF training and will be evaluating the benefit of these investments in July.

To strengthen our relationships nationally and internationally, a representative from NCDA has been present at the following conferences: National Career Practitioner Network (Orlando), International Symposium on Career Development Policy (Hungary), Cannexus (Canada), Careers Conference (Wisconsin), and the Maryland and Georgia Career Development Association annual conferences.

Summary

This document cannot possibly contain all of the accomplishments of the individuals and committees that make up NCDA. Not mentioned here are the accomplishments of the National Career Development Month organizers, the membership committee, the bylaws committee, the website committee, or the Veterans task force, all of which were incredibly active as well. And, in addition to all of the new accomplishments in 2012, NCDA continued providing regular services, such as the *Career Development Quarterly*, *Career Convergence*, and *Career Developments*!

As I said in the introduction, it has been my joy and my pleasure to work alongside such dedicated and inspiring members of our association. This yearôs many accomplishments are a testimony to their hard work and commitment to keeping NCDA as ñTHEò professional organization for career counselors and specialists.

2012 ANNUAL MEMBERSHIP MEETING AGENDA
June 22, 2012
Atlanta, GA

Call to Order	Deb Osborn, President
Introduction of the NCDA Board of Directors	Deb Osborn, President
Introduction of Parliamentarian	Deb Osborn, President
Parliamentarian Procedures	Mark Pope, Parliamentarian
Approval of Agenda	Deb Osborn, President
Approval of 2011 Annual Meeting Minutes	Deb Osborn, President
Membership Report	Deb Osborn, President
Treasurerõs Report	Charles Lehman, Treasurer
Old Business	Deb Osborn, President
New Business	Deb Osborn, President

- Introduction of New State Division ï Rhode Island CDA
- Introduction of a New International Affiliates
  - Peru Career Development Association
  - Career Consultant Forum ï a Korean Career Development Organization
- Report from Government Relations Committee
- Nominations and Elections Cheri Butler, Past President
  - Slate of 2012-13 Nominees
  - Presentations of President-Elect Candidates
  - Preliminary Elections
  - 2013-14 Nominations and Elections Committee
- Bylaws Revision

Adjourn Deb Osborn, President

NATIONAL CAREER DEVELOPMENT ASSOCIATION

From "Notes on Parliamentary Procedures"
Prepared by Mark Pope, Ed.D. MCC
For the NCDA Annual Membership Meeting

Parliamentary Motions in Order of Precedence

PRIVILEGED **MOTIONS**

Fix Time to Adjourn
Adjourn
Call for Orders of the Day // I
Take Recess
Question of Privilege // I

INCIDENTAL **MOTIONS**

APPEAL THE DECISION OF THE CHAIR // I
Division of the Assembly // N2, I
Division of the Question
Filling Blanks // N2
Objection to Consideration // 2/3, I
Make Nominations // N2
Close Nominations // 2/3
Parliamentary Inquiry // N2, I
Point of Information // N2, I
Point of Order // N2, I
Suspend the Rules // 2/3

SUBSIDIARY **MOTIONS**

Lay on the Table
Previous Question // 2/3
Limit or Extend Debate // 2/3
POSTPONE TO A DEFINITE TIME
REFER TO A COMMITTEE
AMEND THE AMENDMENT
AMENDMENT
POSTPONE INDEFINITELY
RECONSIDER // I

MAIN MOTION

LEGEND
ALL CAPITALS = debatable motions
Small Letters = nondebatable motions
2/3 = Motions requiring a 2/3rds vote (all other motions require a simple majority)
N2 = Motions not requiring a second (all other motions require a second)
I = May interrupt a member who has the floor (no other motions may interrupt the person who has the floor)

Draft Minutes from 2011 Annual Membership Meeting

Thursday, June 30, 2011
Lone Star DEF, 2nd Level
Grand Hyatt; San Antonio, TX

10:22 am: Meeting Called to Order (Butler)

Approval of Agenda

Motion to Approve 2011 Annual Meeting Agenda made by: Michelle Beese, California
Seconded by: Marsha Boettger, Michigan
Motion Carries

Approval of 2010 Annual Membership Meeting Minutes

Motion to Approve 2010 Annual Meeting Minutes made by: Marge Dussich, Georgia
Seconded by: Mark Danaher, Connecticut
Motion Carries

Membership Report

NCDA has 5071 members which is the highest number in the past 10+ years.

Treasurer's Report

Questions from the Floor:

Robert Chope, California What explains the variability on the Marketable Securities? Who makes decisions on those? Do we make sure that those investments are consistent with NCDA values? NCDAõs Finance Committee (Executive Committee) is responsible for reviewing investments annually and ensures they are consistent with the NCDA Financial Policy. In addition, NCDA does have a financial advisor who also supports the Executive Director. Both funds are in very conservative investment accounts.

Old Business

None

New Business

Motion to accept the establishment of a state charter for the Arkansas Career Development Association (ACDA) made by Ron Cathey, Louisiana
Seconded by: Tina Johnston, Texas
Motion Carries

Nominations and Elections

President-Elect
Mark Danaher
Lisa Severy

Secretary
Cynthia Marco-Scanlon
Belinda McCharen

North Atlantic Region Trustee
Lourdes M. Rivera
Ellen Weaver Paquette

Southern Region Trustee
Ron Cathey
Tom Stowell

Motion to Close Nominations made by: Marsha Boettger, Michigan
Seconded by: Pat Henderson, Texas
Motion Carries

Volunteers to join the 2011-2012 Nominations & Elections Committee:

1. Marie Zimenoff, Colorado
2. Brian Hutchison, Missouri

Motion to Accept Volunteers made by Marsha Boettger, Michigan; Seconded by David Blustein, Massachusetts; Motion Carries

Question from the Floor: Given the labor dispute issues in which Hyatt Hotels has been involved, what is NCDAâs relationship with Hyatt and how have we dealt with the controversy? The board addressed these concerns with Hyatt management in conference calls and it is our understanding that those disputes with Hyatt have been resolved.

Presidential Status Update

Motion to Adjourn made by: Janet Wall, Maryland
Seconded by: Deeta Lonergan, Alaska
Motion Carries

MEMBERSHIP REPORT

As of May 30, 2012

Membership by Type

ACA Professional Members	785	15%
Regular Members	2,721	50%
Student/New Professionals	1,135	21%
Retired/Emeritus	172	3%
Life	44	1%
Promotional	537	10%
Total	5,394	100%
ACA Processed Members	1,044	20%
NCDA Processed Members	4,176	80%

Membership by Degree

Associate/Certificate	49	1%
Bachelor's	486	13%
Master's	2,550	66%
Doctorate	613	16%
Educational Specialist	104	3%
Other	47	1%
Total Reporting	3,849	100%

By Gender

Male	908	24%
Female	2,841	76%
Total Reporting	3,749	100%

By Special Categories

MCCs	265
MCDPs	123
Fellows	44

By Region

North Atlantic	951	18%
Southern	1,795	34%
Mid West	1,216	23%
Western	988	19%
International	292	6%
Other (Military)	4	0%
Total	5,246	100%

Membership By Work Setting

Assn/Foundation	43	1%
Business/Industry	242	6%
Career Program/Center	215	6%
College/University	1,717	46%
Community Agency	109	3%
Correctional Facility	26	1%
Elementary School	21	1%
Government	177	5%
Junior/Community College	361	10%
Middle/Junior High School	52	1%
Military	16	0%
Parochial/Proprietary	4	0%
Pastoral/Religious	11	0%
Private Practice	482	13%
Rehabilitation	33	1%
School District	29	1%
Secondary/High School	173	5%
Vocational/Tech School	43	1%
Total Reporting	3,754	100%

By Ethnicity

African-American	394	11%
Asian	168	5%
Caucasian	2,632	75%
Hispanic/Latino	163	5%
Native American	37	1%
Other	95	3%
Total Reporting	3,489	100%

By Occupation

Administrator	426	11%
Counselor	1,153	30%
Counselor Educator	387	10%
Counselor Supervisor	138	4%
Other	593	15%
Paraprofessional	94	2%
Research/Eval/Measurement	46	1%
Self Employed	347	9%
Student	380	10%
Total Reporting	3,874	100%

TREASURER'S REPORT

STATEMENT OF REVENUES AND EXPENSES

REVENUES	FY 2010-11	FY 2009-10*	FY 2008-09
Conferences	443,444	662,630	387,368
Membership Dues	225,326	241,685	199,224
Publication Sales	97,641	123,815	109,291
Non-Member Subscriptions	31,619	33,792	32,971
Other Income/Royalties/Intl	44,362	120,387	96,599
CDF	110,194	234,965	148,645
Investment/Interest Income	3,676	4,759	8,373
Unrealized Gain/Loss on Investments		10,863	-10,863
Non-Restricted Revenues	**956,262**	**1,432,896**	**971,608**
Cooperative Agreement	396,306	540,396	353,492
Research Grants			500
TOTAL	**1,352,568**	**1,973,292**	**1,325,600**
EXPENSES			
Program Services			
Conference	422,338	531,808	347,181
Journal	53,482	72,124	59,412
Marketing/Member Services	23,105	32,754	23,165
Magazine	70,309	59,110	45,094
Publications	56,003	56,088	48,842
Leadership Academy	6,000	4,450	12,560
Research Grants	1,250	1,000	500
CDF	28,148	38,287	48,711
Miscellaneous Other Expenses	13,154	68,221	67,834
Bad Debt	4,942		
Unrealized loss on investment	257		
Support Services			
General/Administrative	362,073	308,034	275,248
Governance	85,928	84,938	52,264
NIC Agreement	396,306	529,384	337,397
TOTAL	**1,523,295**	**1,786,198**	**1,318,208**

*14 months; year of NCDA fiscal year change

NCDA's ASSETS AND LIABILITIES

ASSETS	FY 2010-11	FY 2009-10	FY 2008-09
Cash	289,344	486,540	312,049
Restricted Cash			
Marketable Securities	97,637	95,346	81,322
Acct Receivable	3,315	29,491	49,444
Prepaid Expenses		25,491	10,598
Inventory	57,620	62,567	71,340
Other Assets		5,299	
TOTAL	**447,916**	**704,734**	**524,753**
LIABILITIES			
Payables and Accrued Expenses	18,603	16,409	7,849
Deferred Revenues	136,866	225,151	253,829
TOTAL	**155,469**	**241,560**	**261,678**
NET ASSETS			
Unrestricted Net Assets	270,966	441,693	241,594
Temporarily Restricted Net Assets*	21,481	21,481	21,481
TOTAL	**292,447**	**463,174**	**263,075**
TOTAL LIAIBLITIES AND NET ASSETS	**447,916**	**704,734**	**524,753**

*donor funds for the Advancement of Career Development Fund for the purpose of research

NEW STATE DIVISION CHARTER

The Rhode Island Career Development Association seeks chartering as a new NCDA State Division.

A. Mission. The RICDA provides a forum for those who wish to impact the career development of all people living, working, and studying in the state of Rhode Island. Through electronic communication, networking, and educational events, the Association facilitates the sharing of traditional best practices and innovative techniques for career development in our ever-changing local and global job markets.

B. Vision. People in the state of Rhode Island will understand the importance of active engagement in career development throughout each personôs lifespan. Students, workers, employers, and the unemployed will have increased knowledge of career development theory and strategies that will assist in reaching both personal and organizational goals.

C. Priorities. Our priorities in RICDA are to:

1. Lay a foundation for the effective delivery of career development and career self-management across the lifespan.
2. Build support 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 Rhode Island.

NEW INTERNATIONAL AFFILIATE CHARTERS

The Peru Career Development Association seeks to charter as a new NCDA International Affiliate.

Mission: The mission of the PCDA is to promote the development of the careers in people throughout their life, which promote the improvement of the quality like a human being and with this, lead to the welfare of the Peruvian and Latin-American society.

Ethical Standards:
The PERUVIAN CAREER DEVELOPMENT ASSOCIATION is based in:

1. The human and professional development of the person is the core aspect of the work of the PCDA.
2. The PCDA is against all type of discrimination, of race, religion, age, socioeconomic level, sexual option, language, marital condition, etc.
3. The mission of the PCDA is carried out in teamwork, in a context of respect to the privacy of the person.
4. The PCDA works for the continuous development of the professional, through the implementation of the program of career development, like bridge of inter relationship between the University and the society, to maintain the pertinence between the labor and the profile competencies of the professionals that take part of the Universities.

The Career Consultants Forum seeks to charter as a new NCDA International Affiliate in Korea.

History
They were established in June 2009 and registered in the Ministry of Employment and Labor. This non-profit legal entity contributes to the growth and enhancement of consulting professionals in Korea. It is a unique organization of top specialists to share career-related ideas and knowledge on his/her profession.

Vision
To help people find the value of work and happiness through career consulting to strengthen the competitiveness of individuals, corporate companies and nation by bringing up future global human resources and sound professionals with the development of their talents and potentials.

Mission
ǐ Our mission is to cultivate the professional career consulting industry in Korea through sustainable networking venue in which CCF members can share and develop the knowledge of career consulting.
ǐ The CCF seeks out the solutions for optimal career consulting frameworks and models which are ideal to Korea.

NCDA'S LEGISLATIVE AGENDA

The National Career Development Association (NCDA), a founding division of the American Counseling Association (ACA), established its first legislative agenda during the 2008 annual Global Conference in Washington, DC. Since 2008, NCDA has made public policy an important cornerstone of its work. In 2011, NCDA contracted with Advocacy Associates, a legislative policy firm based in Washington, DC. The firm now works closely with the NCDA Government Relations Committee and the American Counseling Association's Public Policy and Legislation Division to advocate for issues important to NCDA Members.

NCDA MISSION STATEMENT

The National Career Development Association (NCDA) inspires and empowers the achievement of career and life goals by providing professional development, resources, standards, scientific research, and advocacy. NCDA is a founding division of the American Counseling Association (ACA) and has over 5000 members.

GUIDING PRINCIPLES

Worker Employability and Self-Sufficiency: The dynamic nature of the ever-changing world of work requires access to career development resources and services for individuals at all ages and stages. In order for American workers to remain competitive and well-equipped to manage employment in a diverse global marketplace, NCDA advocates for the expansion of career services and programs. Through expanding career programs in our nation's education, labor, and workforce development systems (including K-12, community colleges, one-stop career centers, public-private partnerships, and others), career counselors and specialists provide a pathway for workers to develop career maturity, skills for life-long career management, and a recognition of resources for use during times of career decision-making and transition.

Awareness and Relevance: To ensure the workforce is well-equipped to handle the challenges of the 21st Century workplace, the National Career Development Association advocates for programs, systems, and services that promote awareness of the career-decision making process, career resources and tools, and knowledge about the selection of highly qualified career counselors and specialists. In order to achieve this goal, NCDA believes that each and every worker must recognize the relevance of career-decision making to their own circumstance and life situation. NCDA promotes and supports programs that seek to elevate awareness of career choice, decision-making, and the interplay between personal circumstance and the world of work.

Access to Career Development, Education, and Programs: We recognize that the continued acquisition of knowledge is important to the career success of all workers regardless of age and career stage. Therefore, NCDA advocates for comprehensive career education programs, delivered by trained specialists, focused on building awareness of career fields (STEM, high-growth fields, green jobs, etc.), establishing a strong understanding of self (skills, values, interests), understanding the complex global

economy, identifying pathways for success, and identifying ñfitòwithin the world of work.

NCDA believes that the bases for life-long career management begins when youth gain knowledge related to career choice, pathways, and alternatives through a robust K-12 system that includes opportunities for exploration, practice, and alignment of career choice with personal goals and interests. This knowledge is then expanded and enhanced through access to strong career programs and systems in higher education (career services within a college or university setting), within the community (access to resources at a one-stop center), and provided to special populations (transition assistance programs through the military, AARP career programs, etc.).

Practitioner Preparation and Continued Professional Development: The National Career Development Association advocates for high-quality training programs and continued professional development for career counselors and specialists. Specifically, NCDA seeks recognition of the skill and training required to provide career services to clients of all ages and stages by career counselors (practitioners with a masterôs or doctoral degree), career development specialists (those credentialed as Global Career Development Facilitators ï GCDF), and counselor trainers and supervisors (those in positions to supervise counselors based on their education, training, and experience). NCDA believes our nationôs citizens deserve to be served by well-prepared career counselors and specialists who are knowledgeable about: the helping relationship, ethics, professional practice, diversity and inclusion, special populations, career systems and resources, confidentiality, and the American education and workforce systems.

2012-2013 Legislative Priorities

1. **Awareness and Understanding**

   Support policies that increase awareness of:
   - How career counseling can assist in addressing our nationôs unemployment and underemployment issues related to a fluctuating and increasingly global economy
   - The career decision-making process and the impact of career transition on mental health, self-sufficiency, relationships, and productivity
   - The importance of K-12 career education and the impact it has on successful career transitions later in life
   - The growing need to manage a career throughout the lifespan and the unique needs of individuals in career transition at all phases and states of life
   - NCDA as an expert resource to local, state, and national policymakers on issues including career development, education and training, workforce sustainability, and other related topics

2. **Access to Career Development Professionals and Resources**

   Support policies that:
   - Maintain or expand funding for existing programs such as WIA, the Payroll Tax Extension and Benefits Act, and others that provide basic access to

career specialists and career services to the general population through one-stop centers, specialized programs, and services to specific population groups
- Assist workers in managing their careers over a lifetime and ensure access by workers to continued education, training, and career development
- Support career development services to specific segments of our workforce including veterans, the disabled, underemployed, and the long-term unemployed through the inclusion of career counseling or resource provisions in legislation such as the Transition Assistance Program managed by DOL, HHS, and the Department of Veterans Affairs
- Seek to continually support, refine, expand, and improve career resources provided by the Departments of Labor and Education (i.e., enhanced Occupational Outlook Handbook, new DOL tools)
- Provide comprehensive career education in K-12 settings by updating and maintaining career development language in the reauthorization of the Elementary and Secondary Education Act

3. High Standards for Practitioner Preparation and Training

Support policies that:
- Ensure that individuals receiving career development and/or counseling services are provided with the highest quality services by a licensed or nationally certified career specialist
- Recognize the Master Career Counselor, Master Career Development Professional, and Global Career Development Facilitator as highly-valued industry-standard certifications for career counselors and specialists
- Establish the masterôs degree in counseling or a closely related field as the entry-level credential for anyone employed or practicing as a career counselor
- Advocate for recognition of the interconnectedness between career counseling and mental health counseling and the importance of mental health in the career decision-making process

SLATE OF CANDIDATES

President – Elect
Mark Danaher and Alberto Puertas

Treasurer
Charles Lehman and Marilyn Maze

Western Region Trustee
Tina Anctil, Mary Ellen Earnhardt, and Carol Vecchio

Trustee at Large
Tom Dodson, Tristana Harvey, Tom Phillips, Byron Waller, and Hyung Joon Yoon

MARK DANAHER

Mark Danaher, M.A., NCC, LPC and MCC is the Career Services Coordinator and Career Counselor at Manchester High School in Manchester, Connecticut. Mark teaches Internship classes, serves on the Instructor Leadership team and strives to integrate career skills throughout Manchesterõs curriculum. For the last thirteen years, he has been living his dream of helping students find their passion in their lives. The MHS Career Services office has been recognized as the model career program for high schools around the state. Recognized as Manchester High School Teacher of the Year and Manchester District Teacher of the Year 2006-2007 for his efforts in teaching and counseling students about career, he was a Connecticut Teacher of the Year Finalist in 2007 for his career integration work.

As a Master Trainer for the Career Development Facilitator (CDF) program, he has trained over 110 Career Development Facilitators during the past six years. Mark enjoys teaching the CDF curriculum as a way to share the message of career development as a lifelong process. Recently, Mark took a lead role in retooling and developing the eLearning training and presentation for future CDF Instructors. This has been an intensive review of the best practices, technology and delivery methods for having CDF Instructors teach future Career Development Facilitators. As a Master Trainer, Mark has had the opportunity to work with training CDF and CDF Instructors across the United States.

Mark served on the NCDA Board of Director the past three years as the North Atlantic Trustee. In this position, he has had the opportunity to talk with the regional presidents and representatives to find out their needs. He has held conference calls to share ideas, hear their frustrations, and see how the NCDA Board of Directors can assist the states in their associations. In addition to the service to the Board, Mark has served as President of the Connecticut Career Counseling Development Association. Mark also serves on the Connecticut Works and Learns Committee that organizes a yearly conference for educators, counselors, employment and training specialists and business persons interested in career and workforce development issues.

Mark leads a task force for NCDA focused on õHow can NCDA better serve and market to School Counselors.ò The goal of the task force is to recommend strategies tied to outcomes that will increase membership, conference attendance and contributions to NCDA while gaining a greater professional knowledge and identity to NCDA. In addition to the task force, Mark is the volunteer coordinator for the Career Network Organization in Connecticut. This grassroots organization consists of individuals from all backgrounds of career and non career development experience. During each year, Mark organizes and provides professional development through informal trainings, sharing of resources, and networking opportunities in the area of career development and planning. Markõs goal is to get a career representative in every high school over the over the next year. He currently has 110 high schools on board with only 60 left to sign on.

A member of several professional organizations, including the American Counseling Association, National Career Development Association and the American School Counseling Association along with the state level associations, Mark is excited about serving as National Career Development Associationõs President. You can learn more about him by visiting his LinkedIn profile at www.linkedin.com/in/markdanaher.

Goals as President:

- Maintain and increase targeted membership that meets our needs as an organization.
- Increase the diversity of membership by reaching out to new members from various ethnic and professional backgrounds.
- Continue the leadership structure that promotes long term planning to develop organizational goals that are carried out over a 5-10 year period to move NCDA forward.
- Increase the number of professional development offerings each year via webinars, podcasts, and other methods.
- Provide professional development to other organizations, such as school counselors and counselor educators who need training in career development.
- Increase the communication between the state CDAs and national office.

ALBERTO PUERTAS

Alberto Puertas is a career/academic counselor for the University Advisement Center at Brigham Young University. His responsibilities include: serving as the International Advisement Specialist at BYU; teaching courses in career strategies, career exploration, and effective learning; mentoring students at risk, and assisting the University in promoting career development issues and objectives. NCDA has played a critical role in Albertoôs contributions to his profession.

Alberto currently serves NCDA as the Latin American Director. One of his main contributions in this position is leading the formation of PCDA (Peruvian Career Development Association), the first Latin American affiliate of NCDA. From 2008 to 2010, he served on the Board of Trustees for NCDA, which allowed him to see the positive impact of NCDA on career development in this nation and around the world. In addition, Alberto has served as the International Career Issues Committee Chair. In this position, Alberto led the formation of the Ambassadors program to assist the international members of NCDA who needed to network and understand the dynamics of the organization during NCDA annual conferences. Alberto has headed NCDA delegations to South America to promote NCDA interests and objectives. His support and dedication to NCDA as an organization is tireless.

Alberto has a Master of Science in Counseling and Guidance from BYU. He serves as the Chair of the Board for Teens ACT, an organization whose main objective is empowering teenagers at risk for college. His support to local and international community projects is an important component of his contribution to society. In his outreach to the local and international community, Alberto served as a member of the Board of Directors of Southern Cross Humanitarian. Presently, he serves as a member of the Board of Directors for Eagle Condor Humanitarian and the Liahona Childrenôs Foundation, organizations whose efforts benefit the less fortunate in developing nations. Alberto and his wife of 24 years live with their three beautiful children in Orem, Utah.

Personal Statement

In my association with NCDA I have been blessed by the service of professional and dedicated members. In addition, I have observed the positive impact of a proactive leadership with a futuristic vision. I bring commitment, passion, and a global mission to the future for NCDA. It is my desire if elected as NCDA president to continue a legacy of perseverance, innovation, and inclusion to the National Career Development Association.

CHARLES LEHMAN

Experience Charles Lehman is director of an economic consulting company in Albuquerque, NM providing career and labor market information and management to educational, governmental and private sector organizations. Among his projects with multi-million dollar budgets are state coordinator for the ACT WorkKeys skill assessment system, administrator and financial manager for a regional workforce board, and administrative contractor for a federal/state education and workforce economic development grant.

He is retired from the New Mexico Department of Labor where he was the state implementation manager for the Workforce Investment Act and assistant director of the Economic Research Bureau. He has served as Treasurer and President for the National Association of State Occupational Information Coordinating Committees and consultant to the US Agency for International Development as well as numerous educational and governmental agencies.

NCDA/ NMCDA experience Charles is currently the NCDA National Treasurer where he has implemented a conservative approach to spending to ensure current priority needs are met under existing budgets while maintaining adequate resources for the future and at the same time pursuing additional revenues and improving reserve account investments.
He previously served as the NCDA Western Region Trustee providing program and operational assistance to states through structured communications as well as on site visits as necessary.

He has been Treasurer and Program Manager of the New Mexico Career Development Association since its chartering in 1989. Through his assistance the state association has compiled substantial financial resources and annually sponsors a number of conferences and workshops on such topics as counseling for unemployed workers, technical careers, and the intergenerational workplace utilizing national as well as local presenters. He was Treasurer of the NM Counseling Association for several years.

He has a multi disciplinary understanding of career development needs from user (counselors), provider (economic and data analyst), and institutional (workforce program and college training manager) at the national and state association levels.

Education Charles has a BA in economics and mathematics from the University of New Mexico, an accounting major from the University of Albuquerque and various private, public and military technical and management workshops.

Commitment In my NCDA experience as Treasurer and Regional Trustee I have helped implement a number of financial and program activities which have provided increased services to members and better career information to the public.

If elected Treasurer I will continue to help ensure that the financial resources of the Association are most wisely spent in supporting the career information needs of its members and the nation.

MARILYN MAZE

Marilyn Maze, PhD., is a Principal Research Associate in the Career Transitions Research Department of ACT, Inc. She has been responsible for developing and maintaining DISCOVER, ACTôs computerized career guidance program, for the past 20 years. She is responsible for instilling as many good career counseling practices into DISCOVER as possible; for maintaining the quality of the labor market, educational, and job search information in DISCOVER; for compiling and managing complex databases to utilize available information effectively; for solving a variety of computer-related hardware and software issues; and for continuously improving DISCOVER to meet the needs of clients and counselors in various settings. She also researches related topics for ACT as needed and guides ACTôs interface with labor market information.

Marilyn currently serves as the Feature Column Editor for Career Convergence and has attended NCDA conferences for over 30 years. She is the outgoing Treasurer for the Maryland Career Development Association and has served on the Board of MCDA in a variety of capacities since she became the President-Elect of MCDA in 2005. She is the incoming Treasurer of the Maryland Association for Counseling and Development (MACD) and has served on the Board of MACD in a variety of capacities since 2006. Prior to coming to Maryland, she organized the California Career Conference in California (now the International Career Conference) for many years as the Director of EUREKA, the California Career Information System. She also serves as Treasurer of her church.

After service in the Peace Corps, Marilyn earned her Masters of Counseling at San Francisco State University in 1975, focused on career counseling. After three years as a school counselor at Mercy High School in San Francisco, she joined EUREKA as the marketing manager and later the director of EUREKA. While at EUREKA, she develop the EUREKA Skills Inventory (also called Micro-Skills). In 1984 she started her own business developing counseling-related software and published Career Finder, College Finder, the Computerized DOT, the Realistic Assessment of Vocational Experiences (RAVE) and Handwriting Analyst. In 1991, she relocated to Maryland in order to work for ACT and began a doctoral program in Counselor Education at the University of Maryland. She is currently engaged in the redevelopment of DISCOVER into a next generation career planning program and teaching at Loyola University. She is also assisting with the formation of the Asia-Pacific Career Development Association.

Future Contributions & Personal Statement:

After working for many years to build the Maryland CDA, which is now a vibrant community of career professionals dedicated to maintaining MCDA, I would like to focus on team building and organizational development at the national level. With several years of experience as treasurer in a variety of associations (and having been a small business owner), I believe I have the skills needed to effectively oversee the fiscal stability of NCDA. I also look forward to contributing to NCDAôs Board and assuring that NCDA meets the needs of career counselors in all of the many settings throughout the U.S. and abroad.

TOM DODSON

Tom Dodson is a Professor in the Graduate Counseling Program at Palm Beach Atlantic University, West Palm Beach, Florida. His responsibilities include directing the school counseling track as well as teaching the career counseling and school counseling courses within his program.

Tom currently serves NCDA as the Membership Committee Chair. He was selected to the NCDA Leadership Academy 2008, serves on the NCDA/ACES Commission and was an Ad hoc Editorial Board Member of the Career Development Quarterly (CDQ). As a volunteer, he provided outreach support related to job retraining and counseling for women and men sex workers in Costa Rica. He also volunteers his time in Latin America serving the needs of children who live in orphanages (Mexico and Dominican Republic), strengthening hope and optimism in school age children (Costa Rica), and building homes for impoverished families (Belize).

Tom received his Master of Education in Guidance and Counseling from the University of Virginia and his Ph.D. in Counseling and Counselor Education from the University of North Carolina at Greensboro. His prior board experience includes service on the National Fair Access Coalition on Testing (FACT) and the Bosnian-Herzegovinian American Community Center in Chicago, Illinois. He was Chairperson of the Committee on Public Policy and Legislation, Association for Assessment in Counseling and Education (AACE). He is a Team Visitor with the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Tom was honored with the NCDA Merit Award in 2011.

Future Contributions & Personal Statement:

I have a long-standing commitment to the profession of school counseling, career education and career counseling, counselor education as well as community and national/international service. If given the opportunity, I would be delighted to use my diversity of service experiences in the above areas to be a strong collaborator/bridge builder on behalf of NCDA..

TRISTANA HARVEY

Tristana Harvey, PhD, NCC, LPC has worked in the career development field since 1999. As a career counselor, she assists adult clients with identifying how intangible factors such as marital status and geographic location influence career satisfaction and success. Clients often engage her for individual counseling when work fails as a coping mechanism. Tristana has been in private practice for two years counseling clients as a participating provider with employee assistance and health insurance plans. This includes military personnel reintegrating to their community or transitioning out of the military.

Through her membership with NCDA, Tristana has served in the following roles: membership and elections committee, international career issues committee and PA state rep. Previously, she served as an ad hoc reviewer for the Career Development Quarterly. Currently, Tristana serves NCDA in the role of Chair of the Technology Committee where she works with 19 geographically dispersed members to complete 7 projects for NCDA and its members.

TOM PHILLIPS

Tom Phillips has worked in university career services for nearly a decade. Tom is the Associate Director of Graduate Career Services at the University of Michigan, Gerald R. Ford School of Public Policy. Tom has been with the Ford School since 2007. Prior to becoming a Wolverine, Tom worked for 2.5 years at the Oregon State University Career Services Office. Tom began his career as an intern with the Colorado State University Career Services team. Tom focuses his counseling interventions on a strengths based philosophy. He is trained in the Clifton StrengthsFinder and is also a Dependable Strengths process facilitator.

Tom is a National Certified Counselor and was a member of the National Career Development Associationôs inaugural Leadership Academy in 2007. Tom was a member of NCDAôs Government Relations committee from 2007-2010. Tom has been a presenter at multiple NCDA annual conferences. In 2008 he was selected by the U.S. Department of State, Institute for International Education as a Fulbright Scholar. He subsequently spent time in Germany learning about German Higher Education and Career Services and exchanging information on best practices. He is also actively involved with the National Association of Schools of Public Affairs and Administration (NASPAA) and the Association of Professional Schools of International Affairs (APSIA).

Tom holds a M.Ed. in Counseling and Career Development from Colorado State University and a B.S. in Criminology from Florida State University. Tom spends much of his free time monotonously swimming 25 yards back and forth. The monotony has paid off though as he has won multiple state masters championships in freestyle and butterfly.

I am running for the NCDA Board because Iôve gained so much from my association with NCDA and Iôd like to be more involved than Iôve been in the past year. My participation in the inaugural NCDA Leadership Academy gave me access to NCDA leadership and insights into the priorities and governance of the association. I enjoyed working with the Government Relations committee as we moved the association towards being more politically active. I studied under incoming President Rich Feller and have worked closely with President-Elect Lisa Severy and it would be my honor to serve with them on the Board as they chart the future direction of NCDA.

BYRON WALLER

Dr. Waller is a professor and practitioner. He is an Associate Professor of Counseling at Governors State University and has been there for 12 years. He helps to train clinical mental health, marriage and family and school counselors for more than 20 tears. Dr. Waller specializes in training counselors in career development theory and career practice. He also manages and practices at Decision Point Counseling and Career Center as a licensed mental health and career counselor.

Dr. Waller serves on the ACES/NCDA Commission and has for the past 7 years. He also served on the Membership Committee to increase minority membership for several years. Dr. Waller also briefly served on the Multicultural Committee this year.

Dr. Waller received his doctoral degree in Counseling Psychology from Loyola University Chicago. He received his Master of Arts in Community Counseling from Chicago State University. He served on the Illinois Career Development Association (ICDA) Committee in 2005-2007 with Julia Yang the new president of the Illinois Counseling Association. He has contributed many articles and presentations in the career development journals and conferences.

Future Contributions and Personal Statement:

As a member of NCDA for many years, I believe that it is time for me to contribute to the career development profession in a more direct way. I believe that it is time to explore how we could more consciously aid career practitioner, career trainers, and career educators to together create innovative ways to work together. If elected I would bring a unique perspective to this venue to NCDA based on my experiences and expertise. I am ready to contribute to my profession in other ways and willing to learn new methods to make career development more innovative to meet the needs of those we serve. I seek to be a part of the NCDA team in promoting career development to the profession and to the minority community.

HYUNG JOON YOON

Hyung ñJoonòYoon is an Instructor of Education at the Pennsylvania State University. He teaches the Career Development Facilitator (CDF) course and the CDF Instructor (CDFI) course as a CDF Master Trainer. He has made the CDF course approved as a formal credit course co-listed under Counselor Education and Workforce Education at Penn State. He also serves as a project manager of a hope-centered career research project that involves researchers from seven different countries. He is highly skilled at using technologies in instruction, research, and collaboration (see his Tech Lab presentation at the 2012 NCDA conference, for example).

Joon has been serving NCDA as the Business and Industry (B&I) Representative of the Career Development Facilitator (CDF) Advisory Council (AC) since 2010. He brings a unique perspective of cross fertilizing individual and organizational career development needs through his industry experience as an HR professional at Global Fortune 500 companies such as LG and Samsung. As a CDF AC member, he has developed, administered, and analyzed surveys that provide useful information in better marketing the CDF project and better serving CDFs, CDF Instructors, and Master Trainers. For example, the needs assessment project of the CDF curriculum that he initiated provided the direction for the recently updated 4th edition.

Joon has developed and co-developed career development models and assessment tools through research, including the Human Agency Based Individual Transformation (HABIT) model, the Assessment of Human Agency (AHA), the Hope-Centered Model of Career Development (HCMCD), and Hope-Centered Career Inventory (HCCI). Joon earned his Ph.D. in Workforce Education and Development from the Pennsylvania State University. He is certified as a Senior Professional in Human Resource (SPHR), Global Career Development Facilitator (GCDF), Career Development Facilitator Instructor (CDFI), and CDF Master Trainer.

Future Contributions & Personal Statement:

NCDA can be bigger! Through the CDF project, NCDA has been in-sourcing our business by serving non-counseling professionals with the core career counseling competencies. Serving as a B&I Representative of the NCDA CDF Advisory Council allowed me to creating a vision of expanding NCDAôs services to such populations as Workforce Development, Human Resource, and Coaching Professionals. In addition, I have witnessed the international growth of the CDF project (Currently 20,000 GCDF exists across the globe. The number of international GCDFs will surpass the number in the US very soon!). If elected I would like to contribute to expanding NCDAôs influence to wider populations in the US and overseas and, in turn, increasing the revenue of NCDA utilizing my technology enhanced research skills and global professional network.

TINA ANCTIL

Tina Anctil is an assistant professor (promotion to associate with tenure decision is pending at the time of this writing) in the Department of Counselor Education at Portland State University and maintains a private career counseling practice. Tina is a certified rehabilitation counselor (CRC) and a licensed professional counselor (LPC) in Oregon. In the classroom, she teaches courses in the Rehabilitation Counseling and School Counseling specialty areas, including career counseling. Over the course of her sixteen years as a practicing counselor, she has provided counseling services to adolescents with disabilities and their families; children and adolescents in foster care; and, adults with a broad range of disabilities, chronic illnesses, or other health impairments. Tinaõs works as a clinician informs her scholarship both as a researcher and a teacher and it supports her desire to participate in community outreach and governance in her field. Since Tinaõs completion of the NCDA Leadership Academy in 2008 she has been actively involved in the scholarship of NCDA by reviewing manuscripts for the Career Development Quarterly (board appointment pending), preconference workshops and conference presentations. Tina is an active member of the Oregon Career Development Association and is a leader in the state supporting the career counseling and guidance knowledge and skills of school counselors.

Tina completed her Ph.D. in Rehabilitation Psychology in 2003 at the University of Wisconsin-Madison. She received her Masterõs in Rehabilitation Counseling from Western Oregon University in 1996. She has worked as a public and private vocational rehabilitation counselor, a mental health counselor, and a career counselor. In her current private practice, she provides career counseling to adolescents and adults with disabilities and chronic illness. In her role as faculty member, Tina enjoys mentoring new and experienced counselors to explore the inclusion of career counseling in their counseling practice.

Future Contributions & Personal Statement:

As the Western Regional Trustee for NCDA, I would continue to support the growth and expansion of the state CDAs through in-state and regional collaboration. As the liaison between the CDAs and the national board, I am committed to supporting the needs of the CDAs and providing support from NCDA in sustainable and meaningful ways. I am a hard-working board member and have experience on two national boards. I am currently the Region X Member Representative for the National Council on Rehabilitation Education and was the Membership Co-Chair of the Society for Child and Family Policy and Practice from 2004-2007. I appreciate the opportunity to serve NCDA as the Western Regional Trustee.

MARY ELLEN EARNHARDT

Mary Ellen Earnhardt works for the Office of Public Instruction (OPI) in Helena Montana. She is currently the Education Specialist for the 21st Century Community Learning Center. Her positions for the department have been the Director of Service-Learning, Character Education, and the Gifted and Talent programs.
As an educational leader Mary Ellen has collaborated with the other state agencies, businesses and other OIP departments to include career development in all aspect of education. Currently she is on the STEM committee and has convinced the committee to include career development in Montanaõs STEM Initiative. She is currently working with the 21st CCLC programs to include career development in their afterschool programs and teaming up with the Department of Labor and MCAN to provide Career Development Facilitators Instructions training in Montana.

She also sits on the Montana College Access Network (MCAN) committee. This committee works with various state and non-profit agencies to provide support for all Montana students in preparation for life after school. Mary Ellenõs passion for career development started while she was an elementary educator in Wyoming. She continued her educational training at Oregon State University where she obtained a master degree in Counseling. Mary Ellen worked for the TRIO programs and Financial Aid department at OSU and as a career/counselor for Northern Montana College in Havre and Carroll College in Helena Montana for over 15 years.

As a college counselor she realized that many students were not prepared for life after high school. To assist educators in helping students make the career connection they needed to be successful in life. Mary Ellen wrote grants to help fund educational workshops for administrators, educators, and counselors.

With the help of her friend Deneen Pennington Mary Ellen learned about NCDA 17 years ago. Join NCDA opened the doors for Mary Ellen and helped her discover a wealth of resources and an gave her the opportunity to meet many outstanding people who have helped her educate others on the importance of career development.
Mary Ellen has been a volunteer for NCDAõs conference was awarded the Outstanding Career Practitioner Award in 2008. She has been the Awards Chair for the last three years and is a Certified Career Development Instructor.

Future Contribution and Personal Statement:
I have been involved with Career Development at the K-12 and College level and with state agencies. NCDA has been such a positive educational tool for me and the people I serve. I firmly belief that our world is in a paradigm shift where the world of work is changing so fast that many people are having a hard time keeping up with the changes. Our nationõs schools are struggling with high drop-out rates and unemployed is high. As mentioned earlier NCDA has been a wealth of resources and strength for me and my passion for career development. I firmly believe that NCDA can assist our Western States address these needs. As Western Regional Representative I would be willing to help support your states by connecting them with NCDAõs resources listening to your needs and bringing them to the NCDA Board so that we can work together.

CAROL VECCHIO

Carol Vecchio is Founder and Executive Director of Centerpoint Institute for Life and Career Renewal, a nonprofit organization in Seattle, Washington that offers lifelong tools to navigate uncertainty, build meaningful careers, and design courageous lives. Since its establishment in 1992, Centerpoint has supported tens of thousands to ñLook Forward to Monday Again!ò Centerpointôs services were recently chosen to assist in the People Passion Purpose Project of The Next Fifty, the Seattle Centerôs 50th celebration of the 1962 Worldôs Fair.

Recipient of the 2010 NCDA Outstanding Career Practitioner Award, participant in the 2008-09 NCDA Leadership Academy, and NCDA Mentor, Carol is a sought-out speaker to groups of all sizes throughout the US and Canada, from keynote speeches to team retreat facilitations. Throughout her 31+ years of career counseling experience, she has assisted individuals and organizations through many personal and economic cycles.

She has worked at New York University, Fordham University School of Law, in private practice, and now with Centerpoint. Her professional development includes a degree in psychology, graduate studies in counseling, and extensive training with Richard N. Bolles author of *What Color is Your Parachute?*. Carol has worked with people in a variety of fields and professions; one of her specialties over the past 29 years is assisting lawyers and the legal profession. Another is supporting the over 50 age group both as a founding member of the Next Chapter of Puget Sound initiative and as a fellow change-maker in the Civic VenturesôEncore Movement.

Her purpose in life is to help others embrace and learn from the uncertainty that change brings, uncover what makes them unique, and create lives that they love. She is currently writing a book to be published by fall 2012 called *The Time Between Dreams: Successfully Navigating Change and Uncertainty in Your Life and Work.*

<u>Future Contributions and Personal Statement</u>:
Although a full-time career counselor since 1981, I was a latecomer to the NCDA world. Establishing and running a nonprofit organization during the past 20 years has taken all my focus and our budget wasnôt up to the challenge of sending me to conferences. I was so lucky that the 2007 conference took place in Seattle; I could finally attend! While there I felt that I had come home. I learned then and I know now that I am awed to be a member of such a talented and dedicated group of professionals, I am proud to call myself a career counselor, and I feel called to play a more substantial role.

With the work world in such turbulence and as NCDA enters its second 100 years, I believe this is the right time for our profession to establish itself as a key resource to help more people find hope and passion in their lives. As someone who has been around the block a few times, I am excited to have my experience be utilized to support the future development and growth of NCDA. At the same time, I also feel like I can bring fresh perspectives and new questions to the challenges that we face as a profession. I believe that I bring a unique combination of entrepreneurship, professional knowledge, and creativity to the table. If you feel that youôd like to elect someone who seeks to advance NCDA, our members, and our beloved profession for the benefit of others, then I humbly ask for your vote. Thank you!

BYLAWS AMENDMENT RECOMMENDATION

2012 Structuring & Other Bylaws Changes ~ Background and Introduction

Members of the NCDA Board adopt a continuous improvement model based upon both short-term and long-term strategic goals. In reviewing the associationôs bylaws, the NCDA Board identified articles which require minor editing and updating, while other Articles require a more in-depth review and explanation.

As has happened in the past, board discussions last year raised the question of whether the current board structure was most effective and efficient. Outcome goals for any changes included increased representation by constituency group, cost savings, continuity, position preparation and improved voter participation. Identified areas examined the applicability of the Regional Trustee structure, the committee liaison roles, timing of board terms, diversity of board membership, overall size of the board, and the length of service for those in the presidential roles as well as the elections timing and process.

At the NCDA Board meeting in October of 2011, members brainstormed options for examining these issues. A task force was charged with examining options and submitting specific proposals for the board to consider at the February 2012 meeting. These proposals addressed two main concerns:

- Applicability of the Regional Trustee System. As our association becomes more global and technology helps to overcome boundaries, how relevant is the Regional Trustee system? Would the association be better served by a Constituency Trustee system reflecting the variety of membersôwork settings? A Constituency Trustee system would ensure a spot on the board for each major constituency group, thus avoiding a situation in which all board members work in the same setting. And, one trustee position will remain the main liaison responsible for the state divisions.
- Balancing Experience and Freshness. Does our board have a good mix of experience and new ideas? Does the current system support adequate preparation for leadership roles? Is the current system open and transparent in the recruitment of and the making space for, new board members? Are there inconsistencies in the various board roles?

Based on these questions, the task force presented a series of proposals for the board to consider at the February 2012 meeting. Since amending the bylaws and governance structure is a significant change for the association, the board agreed to require a 2/3 majority rather than a simple majority vote for any proposal to be referred to the membership. The following bylaw change proposals were approved by the board by unanimous vote except for abstentions and absence and will be presented at the 2012 Annual Membership Meeting in Atlanta:

1. Proposal to change the organizational structure of the Trustees from a Regional Trustee model to a Constituency Trustee model. Specifically, the proposed new positions are:
   - Trustee for School Career Counselors & Specialists
   - Trustee for Higher Education Career Counselors & Specialists
   - Trustee for Agency & Private Career Counselors & Specialists
   - Trustee for Counselor Educators & Researchers
   - Trustee for State Associations (Committees for Emerging and Established Associations)
   - Trustee At Large
2. Proposal to create a president elect-elect position on the NCDA Board.
3. Proposal to change in the length of term service for the Secretary and Treasurer from a two-year term to a three-year term, consistent with the Trustee positions, to provide improve continuity.
4. Proposal to remove the ACA Governing Council Representative from the NCDA Board so as to avoid a conflict of interest that might occur by serving on two related boards at the same time. ACA requires that ñwhen the best interests of ACA would be different than the best interest of the division (NCDA), the member must give primary consideration to the welfare of ACA.ò (taken from ACAôs Policy Manual)
5. Option to begin voting for the election at the conference, immediately after the slate of candidates is finalized.

These five proposals require changes in several Articles of the NCDA Bylaws. If approved during the 2012 Annual Membership Meeting, these changes will be sent to all NCDA members for a general vote. We hope you will agree that updating the NCDA bylaws in this way will better ensure proper representation of all members and chapters, provide continuity, reduce board costs and create successful NCDAôs governance for the future.

Proposed Revision June 2012

The NCDA Board of Directors is recommending the removal of the language shown below with strike-though font; the red font language represents the new proposed amendments. Any editorial changes resulting from the Annual Membership Meeting will be reformated and revised in the final bylaws admendment forwarded to the membership.

NATIONAL CAREER DEVELOPMENT ASSOCIATION

ARTICLE I
NAME, AFFILIATION, AND MISSION

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

Section 2. Affiliation. NCDA is a division of the American Counseling Association (hereafter referred to as ACA) and shall be subject to those provisions of its Bylaws that apply to divisions.

Section 3. Mission. The ~~Mission of~~ NCDA ~~is to promote the career development of all people over the life span.~~ **inspires and empowers the achievement of career and life goals by providing professional development, resources, standards, scientific research, and advocacy.**

ARTICLE II
MEMBERSHIP

Section 1. Categories of Membership. There will be seven general categories of membership in NCDA: professional, regular, life, ~~emeritus,~~ retired, student/new professional and ex officio. There will be three special categories of membership in NCDA: fellow, master career counselor, and master career development professional, as defined by NCDA Policy. All except ex officio members may vote, and all except student and ex officio members may hold an elective office in the Association.

Section 2. Qualities for Membership. Membership in ACA shall be a condition of professional membership only. The categories of membership shall be determined in accordance with the following:

A. Professional Members. A professional member shall hold a masterôs degree or higher in counseling 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~~ **Higher Education** 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 mission and principles of NCDA.
C. Life Members. The life member classification shall be limited to individuals presently holding that title. They shall not be required to pay dues, but shall retain all of the privileges granted to them at the time they become life members.
~~D. Emeritus Members. Any regular or professional member who has been a member of NCDA for at least 20 years may, upon reaching the age of 65, apply for emeritus status in accord with the ACA Bylaws. All emeritus memberships must be approved by the NCDA Board of Directors, hereby referred to as the Board. Emeritus members must retain all rights and privileges of membership. This category of membership shall not be available after June of 1999.~~

E. Retired Members. Retired members are those who have retired from the counseling profession and have been a member of NCDA for ten years.
F. Student/New Professional Members. Students enrolled in programs preparing them for guidance and personnel work as defined for Regular Membership shall be eligible to become Student Members of the Association upon application and endorsement by their faculty advisors. New Professional membership is defined as a graduate in his/her first year of employment. Current student members who have graduated within twelve months of their renewal date may apply for the New Professional category for a limit of one year.
G. Ex Officio Members. National leaders in the field of guidance, career education, industry, business, labor, and education who express interest in working with NCDA may be considered for ex officio membership in NCDA by the Board. Ex officio members need not be members of ACA, and their membership will be reviewed annually by the Board.

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

Section 4. Termination of Membership.

A. Members may be dropped from membership for unethical behavior as defined in the Code of Ethics of ~~ACA~~ **NCDA** or for conduct that tends to injure the Association or to affect its reputation adversely. Any charge relating the 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 members 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 members 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
FINANCES

Section 1. Dues and Assessments. The following procedures shall be followed in establishing NCDA dues and assessments, in addition to those required by the Bylaws of ACA:

A. Annual dues for all classes of membership shall be established by the Board, in accordance with established NCDA bylaws and Policy and Procedures.
B. In accordance with established policy, the Board may levy special assessments on the entire membership or on any class of members.
C. The Board may specify the manner in which dues and assessments shall be collected.
~~D. Emeritus members shall be exempt from paying dues or assessments in accord with the ACA Bylaws.~~

Section 2. Salaried Employees or Management Services Agreement. The Board may authorize the employment of such staff or management company as may be necessary to fulfill the objectives of NCDA and set compensation for such employees or management company.

Section 3. Fiscal Year. The fiscal year of NCDA shall be October 1st through September 30th..

ARTICLE IV
STATE DIVISIONS

Section 1. Establishment of a State Division. State divisions of NCDA may be organized in accord with the following conditions:

A. Twenty or more voting members of NCDA residing within a state, territory, or the District of Columbia, may organize a state division of NCDA and apply for charter.
B. A set of Bylaws in harmony with the NCDA Bylaws, a list of officers, and a membership list shall accompany the application for charter.
C. All charter applications from state divisions must be approved by the Board at a meeting of the Board scheduled at the Annual Convention. Such applications must be received by the Coordinator of Field Activities at least 90 days prior to the meeting of the Board scheduled at the Annual Convention at which action is to be taken.
D. In special circumstances, the Board may grant conditional approval of a charter application so that a state group may begin to plan its activities prior to formal approval at the Annual Convention.

Sections 2. Autonomy of State Divisions. A state division of NCDA shall be autonomous in the conduct of its affairs consistent with these Bylaws.

A. A state division shall have the power to choose its own officers and representatives to the executive body of the state branch of ACA.
    (1) Officers of state divisions must be voting members of NCDA.
    (2) The representatives of a state division to the executive body of the state branch of ACA must be voting members of NCDA.
B. A state division shall levy and collect its own fees and shall have full control of the management and disbursement of such funds in carrying out its programs.
C. Any proposed changes in the bylaws of a state division must be approved by the NCDA Bylaws Committee before becoming effective. In the event that a proposed change is not approved, the state divisions may appeal to the Board.

Section 3. Membership.

A. All voting members of NCDA within a state shall be eligible for membership in the state division.
B. A state division may, under its Bylaws, admit members who are not members of NCDA. Such members may vote for state division officers and for a divisional representative to the executive body of the state branch. They may not vote for national officers, nor shall they have any voice in the affairs of the National Association.

Section 4. Reports Required. Each state division shall transmit, at the times and in the manner specified by the Board, a report of its activities, the names of its officers, committee chairpersons, and members in the state division (with type of membership specified for each member).

Section 5. Revocation of Charter.

A. A state division may have its charter revoked by a two-thirds vote of the Board if it fails to maintain suitable activities and a reasonable number of members in good standing in NCDA.
B. The Board shall give a state division at least 180 days notice of its intention to such action becomes final.

ARTICLE V
NOMINATIONS AND ELECTIONS

Section 1. Procedures. The following procedures shall be followed by the Nominations and Elections Committee.

A. Nominations. Members may be nominated for office in one of three ways:

(1) The Committee on Nominations and Elections shall canvass members of the Board and State Division Presidents for names of suitable nominees.

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

(3) A member may be nominated for any elective office by any member of the Association in good standing during its Annual Meeting. An individual nominated at the Annual Meeting must be prepared to have a written bio available at the time of nominations.

(4) Any member nominated for Treasurer must meet the following qualifications in addition to being able to devote at least five hours each week to the financial affairs of the organization:

(a.) Have managed an annual budget of at least $100,000 in another organization

(b.) Be willing and able to attend the workshop on fiscal management provided by ACA at its annual convention

(5) All nominations submitted to the Nominations and Elections Committee prior to the Annual Meeting must include:

(a) A professional resume of the proposed nominee as specified in the Policy and Procedures Manual.

(b) A letter from the nominee stating his or her willingness and ability to serve.

(c) When applicable, a letter from the nomineeôs employer recognizing the time and resource commitment involved.

(6) A call for nominations shall be published in an official publication of NCDA at least 90 days prior to the official opening date of the NCDA Annual Convention. All nominations submitted under procedures (1) and (2) in ARTICLE V, Section 1.A. must be received by the Chairperson of the Nominations and Elections Committee prior to the official opening date of the NCDA Annual Convention.

(7) A list of the names of all persons nominated for all elective offices by procedures (1) and (2) in ARTICLE V, Section 1.A. shall be distributed by the Nominations and Elections to all members in attendance at the Annual Meeting.

(8) Prior to the close of the Annual Meeting, the members in attendance shall prepare the NCDA election ballot by selecting from the lists of nominees the two names receiving the greatest number of votes for each office to be filled. In case of a tie vote, subsequent ballots will be taken for the tied office(s) until the tie is resolved by one nominee receiving the greatest number of votes. Names of the candidates shall be submitted to NCDA headquarters to meet the established deadline.

B. Elections. ~~Each year the Board will determine if ACA or the~~ NCDA will handle the election process **annually**. The Board may set an annual schedule and policies for the election process. **Early voting will be permitted upon approval of the slate of officers at the Annual Meeting.**

ARTICLE VI
OFFICERS and TRUSTEES, REPRESENTATIVE(S) TO ACA GOVERNING COUNCIL

Section 1. Officers, Trustees, Representative(s) to ACA Governing Council, and the Board.

A. The Officers of the Association shall be the President, President-Elect, **President-Elect-Elect,** immediate Past-President, Secretary, and Treasurer. **The ACA Governing Representative will not be an NCDA officer, yet will be elected and become an ACA liaison to the NCDA Board.**

B. There shall be six Trustees elected by the membership. ~~Two will be elected at-large and four will be elected – one from each of the four ACA regions (Southern, North Atlantic, Midwest and Western).~~ **Four trustees will represent the various membership constituency groups:**

- **Trustee for School Career Counselors & Specialists**
- **Trustee for Higher Education Career Counselors & Specialists**
- **Trustee for Agency & Private Career Counselors & Specialists**
- **Trustee for Counselor Educators & Researchers**

Two additional Trustees will be assigned to assist with state divisions and specific projects decided by the Board

- **Trustee for State Associations**
- **Trustee At Large (dedicated to board designated initiatives)**

C. The ACA Governing Council representative shall be elected in accordance with ARTICLE V.

D. The Board of Directors shall consist of the Officers **and** six Trustees. ~~and the Representative to the ACA Governing Council.~~

Section 2. Method of Selection.

A. The President-Elect, **President-Elect-Elect**, Secretary, Treasurer, and the six Trustees shall be elected in accordance with ARTICLE V.

B. ACA Governing Council Representative shall be elected by the general membership from a list of nominees who will have completed one full term as NCDA President prior to the assumption of this office. If no such NCDA Past President exists, the nominee must have completed one full term of office as an elected member of the Board. Nominations for these offices shall be made in accordance with ARTICLE V.

Section 3. Terms of Office.

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

B. The President-Elect-**Elect shall succeed to the President-Elect for a one-year term,** then to the Presidency for a one-year term and then to Past-Presidency for a one-year term **for a total of 4 years.**

C. The Secretary and the Treasurer shall serve for a period of ~~two~~ **three** years.

D. Trustees shall hold office for a term of three years. Two trustees shall be elected each year.

E. The representative(s) to the ACA Governing Council shall be chosen for terms as authorized by ACA.

F. The President shall be ineligible to serve again as President-Elect, **President-Elect-Elect,** or President for a period of five years following pervious service in ~~either~~ **any** office. The Secretary, Treasurer, Trustees, ~~and Representative(s) to the ACA Governing Council~~ may not serve in their respective offices more than two consecutive terms. However, they shall become eligible for a position formerly held after a one-term lapse in the continuity of office.

G. 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. In the event that the President-Elect is unable to assume the duties of President, the Board may, by majority vote, choose a member of the Board to serve as President until his or her successor takes office.

Section 4. Functions of Officers, Trustees, and ACA Governing Council Representative(s).

A. President. The President shall:
   (1) Exert leadership in the achievement of the mission of NCDA.
   (2) Preside at meetings of the Board, the Finance Committee, and the Annual Meeting.
   (3) Appoint chairpersons of all NCDA committees and Special Interest Groups unless otherwise specified in these Bylaws or in the motion establishing the committee or Special Interest Group.
   (4) Serve ex officio on all NCDA committees and Special Interest Groups, except the Nominations and Elections Committee.
   (5) Be empowered to enter the Association into contracts, grants, and other binding agreements upon approval of the Board.

B. President-Elect. The President-Elect shall:
   (1) Perform the duties of the President in the absence or incapacity of the President.
   (2) Serve as a member of the Board, the Finance Committee, and advisor to the president at the Annual Meeting
   (3) Carry out such other duties and responsibilities as may be assigned by the Board or prescribed in the Bylaws of ACA for Presidents-Elect of ACA divisions.

C. President-Elect-Elect. The President-Elect-Elect shall:
   (1) Perform the duties of the President-Elect in the absence or incapacity of the President-Elect.
   (2) Serve as a member of the Board, the Finance Committee, and advisor to the president at the Annual Meeting

D. Past-President. The immediate Past-President shall:
   (1) Serve as a member of the Board and as advisor to the president at the Annual Meeting
   (2) Serve as Chairperson of the NCDA Nominations and Elections Committee.
   (3) Represent NCDA on the ACA Committee on Nominations and Elections and in other positions as stipulated by the ACA Bylaws.

D. Secretary. The Secretary shall:
   (1) Keep a record of the proceedings of the Board, Executive Committee, and the Annual Meeting
   (2) Serve as a member of the Board and advisor to the president at the Annual Meeting

E. Treasurer. The Treasurer shall:
   (1) Serve as a member of the Board, the Finance Committee and as advisor to the president at the Annual Meeting.
   (2) Assist in the preparation of the budgets for NCDA, its committees, and its publications.
   (3) Follow accepted procedures for handling the funds of NCDA.
   (4) Recommend to the Board any needed modifications in procedures for managing the fiscal affairs of NCDA.

F. Trustees. The Trustees shall:
   (1) Attend meetings of the Board and fulfill the functions and responsibilities of that body.
   (2) Serve as liaisons for ~~SIGs~~ **councils, task forces,** and standing committees.
   (3) Serve as members of the Board and as advisors to the president at the Annual Meeting.
   (4) ~~Regional~~ Trustees additionally shall:
      (a) Provide input to and from the Board ~~within their Regions~~.
      (b) Serve as advocates for ~~states and regional issues~~ **the constituency groups each represent**
      (c) Encourage the utilization of NCDA programs and resources.
      ~~(d) Be the lead representative in helping new states become chartered.~~
      (e) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual

G. Representative(s) to the ACA Governing Council. The Representative (s) to the ACA Governing Council shall:
   (1) ~~Serve as a member of the Board and as advisor to the president at the Annual Meeting~~
   (2) Represent NCDA on the ACA Governing Council.
   (3) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual

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

Any member of the Board including Officers **and** Trustees, ~~or the Governing Council Representative~~ may be sanctioned by a majority vote or removed from office by a two-thirds vote of the Board at any regular or special meeting of the Board at which a quorum is present for engaging in conduct prejudicial to the best interest of the Association or for repeated failure to perform the duties and responsibilities of a Board Member.

Section 6. Functions of the Board of Directors. The Board of Directors 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 members at the Annual Meeting
C. To grant or revoke state division charters.
D. To act on the reports of all Standing Committees and such special committees as are responsible to the Board.

Section 7. Meetings of the Board.

A. The Board shall meet at least once a year. A meeting shall be held at the time and place of each national convention of NCDA. Other meetings of the Board may be held at the call of the President or of a majority of the Board.
B. At least one-half of the members of the Board shall constitute a quorum throughout any meeting of the Board at which official business is transacted.

ARTICLE VII
ANNUAL MEETING

The Association shall hold an Annual Meeting at a time and place at the Annual Convention fixed by the Board which shall give written notice thereof to the membership no less than six months prior to the time so fixed. The Association may hold other meetings at a time and place fixed by the Board which shall give reasonable notice to the membership.

Section 1. Quorum
Quorum at the Annual Meeting shall be the number of members in good standing in attendance.

Section 2. Powers of the Members at the Annual Meeting

A. Act on recommendations of the Board.
B. Review policies established by the Board.
C. Act on reports of the Board, state divisions, standing committees, and such special and continuing committees.
D. Elect nominees for representative(s) to the ACA Governing Council, **board members per the procedure in Section V,** and members to the NCDA Nominations and Elections Committee.

E. Review and forward amendments to the Bylaws as presented by the Board to the total membership for approval in accordance with Article XI.
F. Present amendments to the Bylaws to be forwarded to the total membership for approval in accordance with Article XI.

Section 3. Emergency Action
In an emergency and on recommendation of two-thirds vote of the Board, business may be presented by mail or E-mail ballot to the membership. Such ballots shall be taken by the Secretary of NCDA and shall have the same effect as if said action had taken place at the Annual Meeting.

ARTICLE VIII
COMMITTEES AND COUNCILS ~~SPECIAL INTEREST GROUPS~~

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

A. The Membership Committee shall promote membership in NCDA and recommend procedures for processing applications.
B. The Finance Committee, composed of the President, the President-Elect, **the President-Elect-Elect**, the Past President, and the Treasurer, shall prepare the annual budget of NCDA and recommend fiscal policies for consideration by the Board.
C. The Nominations and Elections Committee shall consist of five members: the three most recent Past- Presidents and two members elected at the Annual Meeting. The immediate Past-President shall serve as Chairperson. 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 accord with these Bylaws.
D. The Bylaws Committee shall have responsibilities for drafting proposals for amendments to these Bylaws and for the final wording of amendments presented by the membership at the Annual Meeting to insure their consistency with the style and substance of these Bylaws. The committee shall carry out such other functions as may be assigned to it in these Bylaws or by the Board.
~~E. The Committee on Field Activities shall be responsible for promoting the establishment of state divisions, for receiving and processing all applications for state division charters, and for assisting in the promotion of NCDA activities on the state and local level. The Committee shall be headed by a Coordinator of Field Activities.~~ **The State Divisions Committees (one dedicated to Emerging State Divisions and the second dedicated to Established State Divisions), working under the direction of the Trustee for State Associations, shall be responsible for promoting the establishment of state divisions, for receiving and processing all applications for state division charters, and for assisting in the promotion of NCDA activities on the state and local level**
F. The Ethics Committee shall be responsible for educating the membership as to the Associationôs ethical standards, making suggestions to the Board for the modification or development of ethics-related and ethical behavior of NCDA members, and (if called upon by the ACA Ethics Committee Board) investigating complaints of alleged violation of the ethical standards of ACA and NCDA, referring for adjudication to ACA if necessary.
G. The Professional Standards Committee shall be responsible for supporting NCDAôs effort to protect the various publics served by the career counseling profession through: monitoring professional standards and areas in need of standards development; communicating to the Board and membership, changes in standards and ethics of other organizations with interest common to NCDA, such as NBCC, CACREP, etc.; developing professional standards statements; communicating to CACREP, NBCC, and other bodies designed by the Board, suggestions for amending their ethics and/or standards statements as agreed upon by the Board.

H. ~~The Marketing Committee shall be responsible for the development of effective marketing procedures for all publications of the Association. It shall further be responsible, in conjunction with the Media Committee, for recommending changes in the *Media Handbook*, marketing plans, and proposals for new publications to the Board.~~

I. The Research Committee shall provide oversight to any research which NCDA conducts, is asked to participate in, or awards grants to: that such oversight shall include, but not be limited to, coordinating of samples, surveys, etc.; screening research proposals for NCDA grants; suggesting research topics for NCDA members; and identifying career research needs.

Section 2. Special and Continuing Committees ~~and Special Interest Groups.~~ These Committees shall be established by the Board to carry out such activities as it believes will further the objectives of NCDA. The Board shall, from time to time, review the charge and function of all special and continuing committees ~~and Special Interest Groups~~ and shall make changes in their number, characteristics, or organization as may seem desirable.

Section 3. Councils. Councils differentiate from Committees due to their specialized nature and revenue generating opportunities. As such, members of the Councils are to be selected from a pool of qualified applicants. In addition, a staff liaison is identified to ensure continued progress and revenue potential is met.

A. The ~~Media Committee~~ Publications Development Council shall be responsible for the non-periodic publications of NCDA, except as special projects are commissioned by the Board for publication under its supervision. It shall also be responsible for recommending to the Board policies relating to the non-periodic publications of the Association. It shall further be responsible~~, in conjunction with the Marketing Committee, for recommending changes in the *Media Handbook*,~~ marketing plans and proposals for new publications or products to the Board.

B. The Career Development Facilitator (CDF) Advisory Council is responsible for oversight and advisement the CDF training program. The council will make recommendations to the NCDA Board of Directors about all aspects of CDF.

Section 4. Appointment of Committees ~~and Special Interest Groups.~~ In the absence of any provision to the contrary in these Bylaws or in the motion creating a committee or task force ~~or Special Interest Group~~:

A. The President-Elect shall appoint chairpersons of committees ~~and Special Interest Groups~~ in accordance with the rotation schedule as specified in approved Policy of the Association. The term of office so appointed shall coincide with the assumption of the Presidency. Said appointees shall serve for a period of two years, with the exception of completing an unexpired term followed by an appointed term. Chairpersons of committees and Special Interest Groups shall be subject to confirmation by the Board. They may be re-appointed.

~~B.~~ The chairperson shall designate the members of his or her committee ~~or Special Interest Group.~~

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 IX
PUBLICATIONS

Section 1. Association Publications. The *Career Development Quarterly* (journal), *Career Developments*(magazine), and the *Career Convergence* (web magazine) shall be designated as official publications of NCDA. In addition, the Board shall support a program of non-periodic (single)

publications, which shall be produced under the supervision of the **Publications Development Council** ~~Committee~~.

Section 2. Distribution. The *Career Development Quarterly* and the *Career Developments* shall be sent to all NCDA members without additional charge. They shall also be available to non-members, to libraries, and to other organizations to subscription at rates established by the Board. The *Career Convergence* shall be made available to the general public via the NCDA website.

Section 3. ~~**Newsletter.**~~ **Magazine.** The *Career Developments* shall be published four times a year. An editor, appointed by the Board for a term of three years, shall be responsible for its preparation and publication. The editor may be re-appointed.

Section 4. *Career Development Quarterly.*

A. The Editorial Board. The Editorial Board of the *Career Development Quarterly* shall be responsible for recommending editorial policy and professional content of the *Career Development Quarterly* to the NCDA Board. The NCDA Board shall establish the number of members of the Editorial Board, with one-third of the members to be appointed by the NCDA Board each year for a term of three years. In the event of a vacancy on the Editorial Board, the NCDA Board shall appoint a successor to complete the unexpired term. Editorial Board members may be re-appointed.
B. The Editor. The Editor shall serve for a three-year term, following a period of service as Editor-Elect, and may be re-appointed for one additional consecutive term. The Editor shall be responsible for editing and preparing four issues per year of the *Career Development Quarterly,* preparing an annual report and budget statement for the NCDA Board, and coordinating business functions of the *Career Development Quarterly.*
C. The Editor-Elect. The Editor-Elect shall be appointed by the NCDA Board, a year preceding the expiration of the term of the Editor, giving due consideration to the recommendations of the Editorial Board in making the appointment, but not being restricted by such recommendations. The Editor-Elect shall assist the Editor in performing the duties of Editor, in preparation for assuming those duties.

Section 5. Copyright. The Association shall own the copyright for the original and any renewal term for any writing that is published by the Association. The author of any such writing shall have the right to make a non-profit or non-commercial use of the work, provided that there be affixed to each copy the copyright notice used by the Association, when the writing was first published. The author shall have the right to make or authorize use of any such writing for profit or commercial use only after first obtaining the written consent of the Association. Nothing in the article shall be interpreted as publications of its choice.

ARTICLE X
ANNUAL AUDIT

Section 1. Annual Audit. The Board shall make recommendations for an annual audit of the financial records of NCDA and of its official publications by a certified public accountant. The report shall be reviewed by the Finance Committee and transmitted to the Board with any recommendations that may be appropriate. A full report on the financial condition of NCDA and of its official publications shall be made available to the membership upon written request.

ARTICLE XI
AMENDMENTS

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 at the Annual Meeting by the Board, by the executive body of a state division of NCDA, or by an individual, provided that in the case of an individual the proposed amendment shall be presented over the signatures of at least 25 voting members of NCDA. All such proposed amendments shall be presented in writing to the Secretary of NCDA 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 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.

ARTICLE XII
RULES OF ORDER

Section 1. Rules of Order. Robertôs Rules of Order, as from time to time revised, shall govern the proceedings of NCDA, unless otherwise specified in these Bylaws.

Section 2. In all official NCDA communication and publications, it is recommended that the ñGuidelines for Non-Sexist Language,ò which appeared in the February, 1978 Personnel and Guidance Journal, be followed, and that the terms "ñchairò or ñchairpersonò be preferred to the term, ñchairman.ò

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NCDA opposes discrimination against any individual based on age, culture, disability, ethnicity, race, religion/spirituality, creed, gender, gender identity and expression, sexual orientation, marital/partnership status, language preference, socioeconomic status, or any other personal characteristic not specifically relevant to job performance. (Approved by the NCDA Board – August 2011)