

## **PSCDA MISSION**

Our mission is to provide our members unique and ongoing opportunities for learning, connecting with colleagues, and promoting themselves as career development professionals.

## **CONSTITUTION & BY-LAWS**

### **Article I: Name, Goals, Affiliation, Boundary**

#### **Section 1:**

- A.** The name of this organization shall be the Puget Sound Career Development Association, hereafter referred to as PSCDA.
- B.** The boundary shall include the great Puget Sound Area.

#### **Section 2:** The Goals of the organization shall be to:

- A.** Provide the opportunity for networking, social interaction and sharing of activities and talents among various public and private career counseling personnel and those interested in the field of career development.
- B.** Identify key issues in career counseling and development and provide an open forum for their discussion.
- C.** Improve communication between career counselors and the community at large.
- D.** Provide the opportunity for professional development in career counseling and other related areas.
- E.** Advocate professional career counseling to meet the needs to today's society.

### **Article II: Membership and Dues**

**Section 1:** Membership shall be available to all parties interested in career counseling and/or employment fields.

**Section 2:** Membership dues shall be determined by the needs of the organization and established upon the annual recommendation of the Executive Board. Membership dues for the full year will be collected from July through the January meeting. After the January meeting, membership will be calculated at the cost of attending a single meeting, multiplied by the number of remaining PSCDA events for the PSCDA year.

**Section 3:** The membership year/fiscal year shall be July 1 – June 30.

### **Article III: Officers**

**Section 1:** The officers of the PSCDA shall be: President, President-elect, Secretary, Treasurer, Membership and Trustee (s). A Meeting Coordinator and Newsletter/Marketing Coordinator can be named as officers or they may accept the function and attend Board meetings as necessary. Up to three Trustees can be elected. The role of Newsletter/Marketing can be separated into two functions with one or both or neither functioning as PSCDA officers. These distinctions are made in light of the fact that a highly qualified person could fill these roles but for various reasons not be able to or prefer not to assume the full role of Board Member.

**Section 2:** These officers shall serve for a term of one year, unless this provision is subsequently changed by the membership. The term shall be from July 1 – June 30.

**Section 3:** Election of new officers and trustees will be by secret ballot in April, May or June of each year. The date of the election will be circulated to the membership at least 30 days prior to the election. Only current members may vote for officers. The President-elect will recruit officers and submit them to the membership. Anyone who would like to take on the responsibilities of one or more roles should approach the President-elect and offer his or her services.

**Section 4:** Unexpired offer's term shall be filled through appointment by the Executive Board, except that the President-elect shall automatically succeed to the office of President, and a new President-elect shall be elected by the Membership.

**Section 5:** The duties of the officers shall be:

- A. President:** Plan, prepare for and preside at all meetings of both the Executive Board and the membership; ensure that a periodic newsletter or announcement of general meetings is published for communication purposes, appoint such committees as shall be assigned by member action through the year.
- B. President-elect:** Perform all duties of the President in the President's absence or inability to act, or as directed by the President, and maintain close communication with the President, shall have primary responsibility for PSCDA programs. The President-elect shall assume the office of President on July 1 of the year following the term as President-elect.
- C. Secretary:** Maintain a record of the proceedings of the Board and the meetings of the membership.
- D. Treasurer:** Receive and be responsible for the safekeeping and accounting of all funds received and disbursed by PSCDA; make expenditures over fifty dollars only with prior authorization of the President or Executive Boards; provide a yearly financial statement to the membership; work with the Executive Board in developing an annual budget.
- E. Membership:** Identify target groups of professionals who would benefit from PSCDA membership and the best means of contacting those groups. Maintain current mailing lists and organize annual membership directory.
- F. Trustee(s):** Access community at large for PSCDA and provide his/her professional network. Offer mature guidance from an experienced career professional's experience. Assist the board with special projects.

#### **Article IV: Executive Board**

**Section 1:** The officers of PSCDA and at-large trustees shall comprise an Executive Board to make decisions between regular meetings, and to establish and recommend policy for final approval by the membership. Committee chairperson may be included as ex officio members at the discretion of the President.

**Section 2:** The executive Board's responsibility is to formulate and recommend policies to the membership, transact business of PSCDA and develop charges for committees.

**Section 3:** The Executive Board shall hold a minimum of four meetings yearly; a majority of the eligible voting membership of the Executive Board shall constitute a quorum.

#### **Article V: Meeting**

**Section 1:** Regular meetings of the PSCDA shall be held at least quarterly. The time and place shall be determined by the Executive Board. The President may call special meetings as necessary and with consent of the Executive Board postpone or cancel a scheduled meeting.

**Section 2:** Two-thirds of the members present and voting shall constitute a quorum at regular meetings.

#### **Article VI: Committees**

**Section 1:** Committees shall be appointed by the President to carry out the objectives and goals of PSCDA. Committee chairs will be determined by the

membership of each, except when the President designates an individual to chair a specific committee.

**Section 2:** Committee chairs will be responsible for calling and conducting meetings as often as is necessary to accomplish the purpose within whatever time is specified by the President or membership.

Section 3: A simple majority of all member of any committee shall constitute a quorum.

**Article VII: Amendments**

**Section 1:** The constitution may be amended by favorable vote of at least two-thirds of the members present and voting, provided that the text of the proposed amendment(s) is read at the meeting prior to voting on the amendment(s).

**Article VIII: Proceedings**

**Section 1:** Robert's Rules of Order, Newly revised, shall be the authority on questions of parliamentary rule.

*Amended June 2010*