



**FLORIDA CAREER DEVELOPMENT ASSOCIATION  
*BYLAWS***

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**ARTICLE I**  
***NAME, AFFILIATION, MISSION AND OBJECTIVES***

Section 1. Name. The name of the Association shall be the Florida Career Development Association, hereinafter referred to as FCDA or the Association.

Section 2. Affiliation. FCDA is a state division of the National Career Development Association (hereinafter referred to as NCDA), which is a division of the American Counseling Association (ACA). FCDA is a division of the Florida Counseling Association (hereafter referred to as FCA), which in turn is a state branch of ACA. FCDA shall be subject to those provisions of NCDA and FCA that apply to their divisions.

Section 3. Mission. To promote an understanding of the career development process for professionals in the field and the resulting linkage that provides best standards of practice, networking opportunities, advocacy, and professional development opportunities contributing to a productive and satisfying life.

Section 4. Vision

To sustain a supportive and inclusive environment for all members to feel valued, appreciated, and connected within a larger group of career professionals making a difference in the lives of many.

Section 5. Objectives.

- A. To foster connections with other Florida counselors that value career development and counseling to promote camaraderie in the profession.
- B. To empower members by advocating on the behalf of all career professionals, including career counselors, career coaches, school counselors, university and college career directors and advisors in all settings (private or public).
- C. To promote partnership activities and collaborations between education, business, and industry.
- D. To identify the career development needs of all diverse individuals throughout the lifespan.
- E. To encourage the establishment of innovative and responsive career development and career counseling services in Florida's diverse and multicultural communities.
- F. To promote a greater understanding of the meaning of work and career.
- G. To gather and disseminate information regarding career development, guidance, and occupational information that offers networking and mentoring opportunities.
- H. To stimulate the improvement of career services, including assessment, guidance, and dissemination of occupational information and job search resources.
- I. To sustain a supportive and inclusive environment for all members to feel valued, appreciated, and connected within a larger group of career professionals making a difference in the lives of many.

## **ARTICLE II MEMBERSHIP**

Section 1. Eligibility. Any person/organization/business in the State of Florida who is working or interested in the areas of career guidance and counseling, career preparation, placement and follow-up may become a member of FCDA. Such individual/organization/business shall become a member upon completion of an FCA application with selection of FCDA as the division and payment of dues.

All members are eligible for the services of FCDA and hold the right to vote and hold the offices of FCDA President (Present, Elect, and Past), Secretary, and Treasurer, except those holding business, associate, and honorary memberships.

Section 2. Types of Membership. Membership shall be of eight types:

- A. Professional Membership: Any person whose primary responsibilities or interests are in counseling. Individuals residing in Florida who hold a Master's degree or higher in Professional Counseling or a closely related profession from a regionally accredited college or university. To be a Professional Member, one must also be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. Professional Members shall be eligible to vote and hold office. Professional members also need to be FCA members.
- B. First-Year Professional: Individuals who previously met the criteria for student member and have graduated. Individuals must meet all criteria for Professional Membership, the only difference is an eligibility for a one year reduction in dues to facilitate their transition to professional status. First-year Professional Members shall be eligible to vote and hold office. First-year professional members also need to be FCA members.
- C. Associate Member: Individuals who hold a Master's degree or higher in Professional Counseling or a closely related profession from a regionally accredited college or university. To be an Associate Member, one does not have to be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. In addition, Associate Members need not reside in Florida or be employed in the state of Florida. An Associate Member is not eligible to hold office in the Association but is eligible to vote on all matters except as restricted by the bylaws.
- D. Student membership: Individuals who are attending an institution of higher education in the State of Florida as an undergraduate or graduate student preparing for professional counseling or a closely related profession; or individuals who live in Florida and are attending an out-of-state or on-line institution of higher education graduate program preparing for professional counseling or a closely related profession. Student members have the same rights as Professional members. Student members also need to be FCA members.
- E. Business Membership: Any appropriate business, industry, foundation, or other organization that conduct business that is consistent with the mission of FCDA. Business members will pay dues equal to professional membership and will receive those services offered by FCDA to professional members. Business membership does not have the right to vote or hold leadership positions in FCDA.
- F. Retired Membership: Any retired individual who is interested in the purposes of the division. These individuals are eligible to vote and hold office.
- G. Emeritus Membership: Individuals who maintain a Professional or Associate Member, who have retired from professional employment, may be awarded Emeritus status. Emeritus status is granted by a vote of the FCA Executive Board and shall be based upon the longevity of

membership and outstanding service in both FCA and the American Counseling Association. Emeritus members are exempt from payment of dues but retain all rights and privileges of either Professional or Associate members.

- H. Honorary Membership: Individuals, who are so designated by action of the FCDA Executive Board and shall be based on the candidate's interests, support and services rendered to the division. Honorary membership shall be for life, exempt from dues and not carry any rights and privileges as assigned to Professional and Associate members.

Section 3. Continuity of Membership. Membership shall begin with receipt of dues. The membership year shall extend for 12 months from the time dues are paid. A membership will be dropped for non-payment of dues.

Section 4. Ethical Requirements. All members of FCDA are subject to the NCDA and ACA Codes of Ethics and Standards of Practice, as well as subject to comply with the procedures established by the current FCA Ethics committee.

Section 5. Severance of Membership. A member may be sanctioned according to the guidelines set forth by FCA and NCDA, as dictated by its most current By-laws and NCDA and ACA Code of Ethics.

### **ARTICLE III LEADERSHIP TEAM**

A preferred, yet not required, qualification of any member of FCDA seeking the office of President-Elect is having served in one of the following six (6) leadership capacities within FCDA: *Secretary, Treasurer, Social Media Chair, Professional Development Chair, Membership Chair, or Graduate Student Representative*. By serving in one of the above leadership roles, individuals will have an increased understanding of the organizational structure and systems of FCDA and how the association impacts FCDA stakeholders.

Section 1. Officers, Executive Board, and Graduate Student Representative.

- A. The officers of the Association shall be the President, President-elect, Immediate Past President, Secretary and Treasurer.
- B. The Executive Board shall consist of the FCDA officers, committee chairs, and graduate student representative.

Section 2. Method of Selection.

- A. The President-elect shall be elected in accordance with Article VI, Section 1.
- B. The Secretary shall be elected in accordance with Article VI, Section 1.
- C. The Treasurer shall be elected in accordance with Article VI, Section 1.
- D. The Committees Chairs shall be elected in accordance with Article VI, Section 1.
  - a. Membership
  - b. Communication/Social Media
  - c. Professional Development

- E. The Graduate Student Representative shall be appointed by the President with approval of the FCDA Officers.

Section 3. Terms of Office.

- A. The President-elect shall be elected annually and shall hold office one year or until the successor is chosen.
- B. The President-elect shall succeed to the Presidency for a one-year term and then to Past-Presidency for a one-year term.
- C. The Secretary and the Treasurer shall serve for a period of two years, subject to appointment for an additional term of one year.
- D. The Committee Chairs shall serve for a period of two years, subject to appointment for an additional term of one year.
- E. The Graduate Student Representative shall hold office for a term of one year or until graduation. At that time, the President can appoint another graduate representative with approval from the board.
- F. In the event of resignation, continued absence, illness or death of any individual holding a position on the FCDA Leadership Team other than the President, the Executive Board shall appoint a successor. In the event that the President-elect is unable to assume the duties of President, the Executive Board will choose an eligible member to serve as president until the next election.
- G. The term of office of FCDA officials shall commence on July 1 and continue for the period specified or until a successor takes office.

Section 4. Functions of Officers.

- A. President. The President shall:
  - (1) Be an active FCA member in good status.
  - (2) Be a member of FCDA.
  - (3) Be a current member of NCDA.
  - (4) Be a current member of ACA.
  - (5) Serve as a member of the Executive Board.
  - (6) Exert leadership in the achievement of the purposes of FCDA.
  - (7) Preside at meetings of the Executive Board.
  - (8) Appoint chairpersons of all FCDA special committees unless otherwise specified in these Bylaws or in the motion establishing the committee.
  - (9) Serve ex-officio on all FCDA committees, except the Committee on Nominations.
  - (10) Represent FCDA on the Executive Board of FCA.
- B. President-elect. The President-elect shall:
  - (1) Be an active FCA member in good status.
  - (2) Be a member of FCDA.
  - (3) Be a current member of NCDA.
  - (4) Serve as a member of the Executive Board.
  - (5) Perform the duties of the President in the absence or incapacity of the President.
  - (6) Working alongside for FCDA sponsored activities, professional development institutes, and conferences/conventions.

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

- (1) Be an active FCA member in good status.
- (2) Be a member of FCDA.
- (3) Be a current member of NCDA.
- (4) Serve as a member of the Executive Board.
- (5) Serve as Chairperson of the FCDA Nominations Committee.

D. Secretary. The Secretary shall:

- (1) Be an active FCA member in good status.
- (2) Be a member of FCDA.
- (3) Be a current member of NCDA.
- (4) Serve as a member of the Executive Board.
- (5) Keep a record of the proceedings of the Executive Board and monthly business meetings.
- (6) Prepare correspondence as directed by the President or Executive Board.

E. Treasurer. The Treasurer shall:

- (1) Be an active FCA member in good status.
- (2) Be a member of FCDA.
- (3) Be current member of NCDA.
- (4) Serve as a member of the Executive Board.
- (5) Assist in the preparation of budgets for FCDA and its committees.
- (6) Follow accepted procedures, according to FCA and NCDA for handling the funds of FCDA.
- (7) Recommend to the officers or members any needed modifications in procedures for managing fiscal affairs of FCDA.
- (8) Prepare quarterly and final annual report due June 30<sup>th</sup> for the membership, FCDA Executive Board, and FCA.

F. Membership Chair. The Membership Chair shall:

- (1) Be an active FCA member in good status.
- (2) Be a member of FCDA.
- (3) Serve as a member of the Executive Board.
- (4) Responsible for all initiatives involving the solicitation and maintenance of the active membership.
- (5) Develop a comprehensive list of prospective members.
- (6) Maintain active correspondence with members through welcome letters, monthly highlights, elections ballots and announcements.
- (7) Send e-mail messages periodically, inviting them to special events of the association.
- (8) Maintains the master membership list in an Excel spreadsheet program.
- (9) Follows-up with every member inquiry on membership and contact non-renewing members through FCDA email. Document tasks for ease of transition for successors.

G. Professional Development Chair. Professional Development Chair shall:

- (1) Be an active FCA member in good status.
- (2) Be a member of FCDA.
- (3) Serve as a member of the Executive Board.
- (4) Provide direction and oversight for FCDA professional development to engage membership in events.
- (5) Assess needs and preferences of membership for annual professional development opportunities. Partner with Executive Board to determine event dates, times, presentation topics, format, fees, and budgets.
- (6) Determine and meet necessary criteria to become eligible for CEUs. Reserve event facility(s). Establish subcommittees and recruit volunteers (i.e. Marketing, Registration and CEUs, Set-Up, Technology, Refreshments, Take Down).

H. Communication/Social Media Chair. Communication/Social Media Chair shall:

- (1) Be an active FCA member in good status.
- (2) Be a member of FCDA.
- (3) Serve as a member of the Executive Board.
- (4) Provide direction and oversight for organization's communication/social media efforts to ensure communication with the membership.
- (5) Market FCDA to members, prospective members, and the public.
- (6) Create a monthly newsletter to maintain an informed organization.
- (7) Work with web developer and/or maintaining the FCDA website with pertinent articles, events, and member information.
- (8) Gather information, presentations, etc. from members to share on the website.
- (9) Brainstorming new ways to market the FCDA, including written materials, marketing through FCA and other related organizations.

I. Graduate Student Representative. The Graduate Student Representative shall:

- (1) Be an active FCA member in good status.
- (2) Be a member of FCDA.
- (3) Serve as a member of the Executive Board.
- (4) Advocate for the needs of graduate students in counseling, psychology, workforce development, higher education and student affairs, and related disciplines throughout the state.

Section 5. Functions of the Executive Board. The Executive Board shall:

- A. Carry out activities and responsibilities that will further the Mission and Vision of FCDA to ensure continued progress and success is met.
- B. Carry out the policies, practices and procedures according to the FCDA bylaws.
- C. Formulate operational policies appropriate for executive action and direct the execution thereof, subject to review by the members.
- D. Perform such other duties as may be delegated to it by the members and/or officers.
- E. Participate in monthly conference calls as designated on the FCDA calendar.
- F. Expectation is that all executive board members attend the annual Leadership Development Institute (LDI) in June in order to participate in the strategic planning for the upcoming FCA year.
- G. Expectation is that all executive board members attend the annual FCA Convention in October and participate in any FCDA division events (retreat and divisional meetings).



Section 6. Appointment of Committees. The President shall have authority to name such other standing and special committees as may be needed to conduct the activities of the Association.

**ARTICLE IV**  
***BUSINESS OF THE ASSOCIATION***

Section 1. Fiscal Year. The fiscal year of the FCDA coincides with FCA's fiscal year July 1 through June 30.

Section 2. Dues. Annual dues for membership shall be established by the FCA Executive Board and the FCA Delegate Assembly.

Section 3. Reimbursement of Officers or other members. The Executive Board may propose and/or authorize reimbursement for expenses related to conducting service for FCDA.

- A. All executive board members requesting reimbursement are required to submit documentation through the FCA website.
- B. The President and Treasurer must be listed as the two approvers in order to be eligible to receive reimbursement
- C. The President and Treasurer must list the Past President as their second approver in order to be eligible to receive reimbursement

Section 4. Quorum. A quorum for conducting the Executive Board's business shall be a minimum of three (3) Board members this pertains to both the annual meeting conducted at FCA Fall Convention and Leadership Development Institute. The Executive Board, members must be notified at least 30 days in advance of both events.

**ARTICLE V**  
***DISSOLUTION OF THE ASSOCIATION***

Should FCDA fail to meet for two consecutive annual meetings at FCA Fall Convention, it shall be dissolved and any assets held by the division shall become assets of FCA.

**ARTICLE VI**  
***NOMINATIONS AND ELECTIONS***

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

A. Nominations:

- (1) The Nominations and Elections Committee shall solicit nominees for President, President-Elect, Secretary and Treasurer
- (2) The Nominations and Elections Committee will consist of the FCDA Executive Board members.
- (3) Guided by the results of the nomination process, the Committee shall first send a listing of all candidates including their credentials.
- (4) The Committee shall prepare a ballot listing the candidates for FCDA Executive Board.
- (5) Only members of FCDA shall be eligible to run for office, hold office, and/or be appointed to office.

B. Election:

- (1) All members of FCDA shall be given an opportunity to cast a secret ballot through Florida Counseling Association online portal by providing membership credentials in order to vote.
- (2) The nominee receiving the largest number of votes shall be elected to the appropriate Executive Board position.
- (3) FCDA President will notify those running for office the results of the voting in writing through email once the ballots have been calculated.
- (4) Elections will take place during Spring of each year.

**ARTICLE VII**  
***REPRESENTATIVES TO THE EXECUTIVE COUNCIL OF FCA***

Section 1. Selection. If there can only be one representative from FCDA at the Executive Council of FCA, then this should be the FCDA President. If more than one representative is available to attend the Executive Council of FCA, FCDA representation should include the President and one or more officers of the Executive Board of FCDA. The representative must be a voting member of NCDA.

**ARTICLE VIII**  
***CONSISTENCY OF BYLAWS WITH FCA BYLAWS AND NCDA CONSTITUTION AND BYLAWS***

Section 1. Format and Categories.

- A. All Bylaws of FCDA are prepared to be in a similar format, and to be consistent with the Bylaws of FCA. The content and requirements of the Bylaws are planned to be and should be consistent with the provisions of the NCDA Constitution and Bylaws.
- B. The Bylaws of FCDA should be reviewed or approved through the FCA Executive Board and the FCA Delegate Assembly and by the coordinator of field services of NCDA to assure the consistency and appropriateness of the content and format of the Bylaws.

Section 2. Amendments. The FCDA Bylaws may be amended as needed by the membership or executive body approved by the membership in accord with either of the following methods:

- A. A proposed amendment may be presented to the Executive Board by an individual provided that in the case of the individual the proposed amendment shall be presented over the signatures of at least 10 voting members of FCDA. All proposed amendments shall be presented in writing to the secretary of FCDA at least 90 days prior to the state meeting of FCDA or prior to the announced meeting of the officers of an Executive Board. They shall be reviewed by the officers and sent to the membership of the state division at least 30 days prior to the annual meeting.
- B. An amendment may also originate at the annual meeting or an announced meeting of the officers and/or Executive Board. However, an amendment proposed in this manner and approved by a majority of members present at the annual meeting shall not take effect until it has been published and ratified by the majority of the respondents to a mail **or** electronic/digital ballot of the total membership.

Section 3. Adoption. A proposed amendment shall be considered adopted if it is approved by a majority of the members who respond to a mail or electronic ballot.

**ARTICLE IX**  
*ATTENDANCE*

Section 1. Definition of Attendance.

A participant's attendance at a FCDA hosted/sanctioned event must be validated, for the purposes of continuing education activity/credit. Validation of attendance can occur through such means as (a) in-person event sign-in sheets or (b) participation in online events, such as Zoom or Go To Meeting, where event codes may be required via chat participation or online surveys are submitted by participants in a timely fashion.