



National Career
Development
Association

Bylaws
Approved 8/15/18

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 founding 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. NCDA provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.

ARTICLE II
MEMBERSHIP

Section 1. Categories of Membership. There shall be eight general categories of membership in NCDA: professional, regular, life, retired, student, new professional, organizational, and *ex officio*. All except *ex officio* members may vote, and all except student and *ex officio* members may hold an elective office in the Association.- Optional membership designations may be created by the Board to enable members to delineate their expertise and background.

Section 2. Membership Descriptions. The categories of membership may be described as follows:

- A. Professional Members. A professional member shall hold a master's 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 Higher Education Accreditation. Professional members must present proof of academic credentials upon request. Professional members must also hold membership in ACA.
- 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. Retired Members. Retired members are those who have retired from the profession and have been a member of NCDA for ten years.
- E. Student Members. Students enrolled in programs preparing them for counseling and other career development areas are eligible to become student members of NCDA. Student members may join through NCDA directly, or through ACA.
- F. New Professional Members. New Professionals are those graduates in their first year of employment in the career development field. New Professionals may also be anyone new to NCDA regardless of their employment history. New Professionals are offered reduced membership dues for a limit of one year.

- G. **Organizational Members.** Organizational members are a group of members from an institution, company, career center, or other entity wishing consolidated billing.
- H. ***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 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 member with a view toward possible modification of their behavior. Failing this, the Board shall determine appropriate action. The Board shall have the power to terminate membership in the Association. However, before taking such action, the Board shall notify the member of the precise nature of the charge and give them an opportunity to present evidence in their own behalf.
- B. Members will be dropped from membership for non-payment of dues.

ARTICLE III 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.

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 1 through September 30.

ARTICLE IV STATE DIVISIONS

Section 1. Establishment of a State Division. State divisions of NCDA shall 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. In the case of less populated areas, a combination of states may organize and apply for charter together. See the Policy and Procedures manual for more details.
- C. A set of bylaws in harmony with the NCDA Bylaws, a list of officers, and a membership list shall accompany the application for charter.

- D. All charter applications from prospective state divisions must be received by the Trustee for State Divisions at least 90 days prior to the meeting of the Board scheduled at the Annual Conference at which action is to be taken. The Board will review the application, and decide whether to recommend approval of the Charter. If the Board grants conditional approval, the application will be presented to the members at the NCDA Annual Meeting held at the conference. A majority favorable vote of those members present is required for approval.
- E. 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 Conference.

Section 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:
 - (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. Overview. The following procedures shall be followed by the Nominations and Elections Committee. 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 appointed by the Board. The Committee shall be responsible for carrying out the nominations and elections procedures in accord with these Bylaws.

- 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. All nominations submitted in this manner must be received by the Chairperson of the Nominations and Elections Committee prior to the official opening date of the NCDA Annual Conference. A list of the names of all persons nominated for all elective offices in this manner shall be distributed by the Nominations and Elections Committee to all members in attendance at the Annual Meeting.
- B. Special Requirements
- (1) 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 conference.
 - (2) Nominations for the ACA Governing Council Representative will be nominated a full year prior to vacancy. ACA Governing Council Representative candidates should have served as President and Past President before assuming the ACA Governing Council Representative position. If a past president cannot be identified, the Nominations and Elections Committee may select past board members who have experience working with ACA. The ACA Governing Representative must hold Professional Membership.
- C. Procedures
- (1) 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 Conference.
 - (2) All nominations submitted to the Nominations and Elections Committee prior to the Annual Meeting shall be in accordance with guidelines outlined in the Policy and Procedures manual.
 - (3) Prior to the close of the Annual Meeting, the members in attendance shall prepare the NCDA election ballot by conducting a preliminary vote, and selecting from the lists of nominees the two names receiving the greatest number of votes for each office to be filled. These preliminary results shall be announced prior to the end of the Annual Conference.
- D. Elections. NCDA will handle the election process annually. The Board may set an annual schedule and policies for the election process.

ARTICLE VI
NCDA BOARD OF DIRECTORS

Section 1. Officers and Trustees.

- A. The Board of Directors shall consist of the Officers and six Trustees.
- B. The Officers of the Association shall be the President, President-Elect, President-Elect-Elect, immediate Past-President, Secretary, the Treasurer, and the ACA Governing Council Representative.
- C. There shall be six Trustees whose work is aligned to meet the needs of all NCDA's members.
 - (1) The work of four of the Trustees will address the needs of NCDA members from all work settings, including schools, higher education, agencies, business and industry, private practice, and counselor education and research.

- (2) Two additional Trustees shall be assigned to assist with state divisions and specific projects decided by the Board.
- (3) Specific responsibilities of all Trustees are outlined in the Policy and Procedures manual.

Section 2. 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 four years.
- C. The Secretary and the Treasurer shall serve for a period of three years.
- D. Trustees shall hold office for a term of three years. Two trustees shall be elected each year.
- E. The representative 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 for five years following the conclusion of the presidential term. The Secretary, Treasurer, Trustees, and Representative 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 3. Functions of the Board of Directors. Board members shall represent NCDA to all public audiences by representing NCDA's policies, procedures, and values appropriately.

- A. President. The duties of the President shall include:
 - (1) Exert leadership in the achievement of the mission of NCDA.
 - (2) Preside at meetings of the Board and the Annual Meeting.
 - (3) Serve *ex officio* on all NCDA committees and other official groups, except the Nominations and Elections Committee.
 - (4) Be empowered to enter the Association into contracts, grants, and other binding agreements upon approval of the Board.
 - (5) Maintain effective communication with President-Elect-Elect, President-Elect, and Past-President to ensure continuity of vision.
 - (6) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual.
- B. President-Elect. The duties of the President-Elect shall include:
 - (1) Perform the duties of the President in the absence or incapacity of the President.
 - (2) Serve as a member of the Board and advisor to the president at the Annual Meeting
 - (3) Appoint chairpersons of all NCDA committees and other official groups at the end of their term as President-Elect unless otherwise specified in these Bylaws or in the motion establishing the committee or other official groups.
 - (4) Maintain effective communication with President, President-Elect-Elect, and Past-President to ensure continuity of vision.
 - (5) Carry out such other duties and responsibilities as may be assigned by the Board specified in the Policy and Procedures Manual, or prescribed in the Bylaws of ACA for Presidents-Elect of ACA divisions.
- C. President-Elect-Elect. The duties of the President-Elect-Elect shall include:
 - (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 and advisor to the president at the Annual Meeting.

- (3) Maintain effective communication with President, President-Elect, and Past-President to ensure continuity of vision.
 - (4) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual.
- D. Past-President. The duties of the immediate Past-President shall include:
- (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.
 - (4) Maintain effective communication with President, President-Elect, and President-Elect-Elect to ensure continuity of vision.
 - (5) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual.
- E. Secretary. The duties of the Secretary shall include:
- (1) Keep a record of the proceedings of the Board and the Annual Meeting.
 - (2) Serve as a member of the Board and advisor to the president at the Annual Meeting.
 - (3) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual.
- F. Treasurer. The duties of the Treasurer shall include:
- (1) Serve as a member of the Board 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.
 - (5) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual.
- G. Trustees. The duties of the Trustees shall include:
- (1) Attend meetings of the Board and fulfill the functions and responsibilities of that body.
 - (2) Serve as liaisons for councils, task forces, and standing committees.
 - (3) Serve as members of the Board and as advisors to the president at the Annual Meeting.
 - (4) Trustees additionally shall:
 - (a) Provide input to and from the Board.
 - (b) Serve as advocates for the constituency groups each represent.
 - (c) Encourage the utilization of NCDA programs and resources.
 - (d) Carry out other duties and responsibilities as specified by the Board in the Policy and Procedures Manual.
- H. Representative to the ACA Governing Council. The duties of the Representative to the ACA Governing Council shall include:
- (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 4. Sanction and Removal from Office. Any member of the Board of Directors 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, 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 5. 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 approve state division charter applications or to 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 6. 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 conference 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
ADMINISTRATIVE STAFF

Section 1. Executive Director. The Executive Director is hired by the board. The Executive Director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Executive Director will attend all board meetings, report on the progress of the organization, answer questions of the board members, maintain financial records in accordance with standard accounting procedures, and carry out the duties described in the job description. The Board can designate other duties as necessary.

ARTICLE VIII
ANNUAL MEETING

Section 1. Annual Meeting. The Association shall hold an Annual Meeting at a time and place at the Annual Conference fixed by the Board, which shall give written notice 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 2. Quorum. The members present at the Annual Meeting shall constitute a quorum.

Section 3. 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 board members and the ACA Governing Council Representative per the procedures in Article 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 XII.
- F. Present amendments to the Bylaws to be forwarded to the total membership for approval in accordance with Article XII.

Section 4. Emergency Action. In an emergency and on recommendation of two-thirds vote of the Board, business may be presented in an electronic or paper ballot to the membership. Such ballots shall be recorded by the Secretary and shall have the same effect as if said action had taken place at the Annual Meeting.

ARTICLE IX
COMMITTEES, COUNCILS, AND OTHER WORKING GROUPS

Section 1. Creation. The Board may create and dissolve committees, councils, and other working groups as needed.

Section 2. Standing Committees. Committees may be created by the NCDA Board to address needs of the Association. Standing Committees are distinguished from other committees by their connection to the ongoing operations or core values of the Association. The standing committees of NCDA and their duties shall be listed in the Policy and Procedures Manual.

Section 3. Regular Committees. Committees are created or dissolved by the NCDA Board to address needs of the Association.

Section 4. 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. Councils are created or dissolved by the NCDA Board to address the needs of the Association and will be listed and defined in the Policy and Procedures Manual.

Section 5. Ad Hoc and Other Working Groups. These special and/or continuing groups 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 committees, commissions, task forces, councils, consortia, and other working groups and shall make changes in their number, characteristics, or organization as may seem desirable.

Section 6. Credentialing Commission: The Credentialing Commission is formed to serve the general public and the career services community by using NCDA standards and ethics for defining roles in the field of career services and recognize those who demonstrate and maintain a high level of professional competency.

- A. Relationship to NCDA. The credentialing commission will:
 - (1) use NCDA standards and ethics, and change as they change.
 - (2) become a Commission under Article IX, enabling the NCDA Board to review its charge and function.
 - (3) report on its progress and activities regularly to the Board. A Board liaison will report back to the Board frequently.
- B. Structure of the Commission. The Commission will have a representative of each credential where the expectation is that 25 or more people will apply for the credential annually. One representative will be chosen to represent each credential. Commissioners will be considered knowledgeable of the content of the credential they represent. The Commissioners will be the point of contact for content or appeals concerning their representative credential. In addition, Commissioners will be expected to participate in the management and oversight of the work of the Commission. Positions on the commission include:
 - (1) Chair (one year term)
 - (2) Chair – elect (one year term)
 - (3) Board Liaison (appointed by the Board President annually) (non-voting)
 - (4) Staff Positions
 - (a) Director of Credentialing and Special Programs (voting)
 - (b) Administrative support from HQs for database work (non-voting)

- (5) Other work may be accomplished by advisory members or task forces that may be established for a specific project or need. Reviewers for each credential may also serve in an advisory capacity. Advisory members or task forces will work through a Commission member and will not have voting status on the Commission.

C. Selection of and Terms for Commissioners.

Terms for Commissioners:

- (1) Terms will be for 3 years
- (2) Commissioners can serve 2 consecutive terms.
- (3) After a break in term, a Commissioner can apply again.
- (4) The chair will serve a one-year term. The chair-elect will serve a one year term in that role and then the following year become chair of the Commission. An individual applying for chair elect may or may not have immediately served 2 consecutive terms as a credential representative.

Selection of NCDA Credentialing Commissioners, Chair, and Chair-Elect:

- (1) NCDA will announce Commission vacancies and solicit applicants.
- (2) The Commission elects its own chair and chair-elect as outlined in the Policy and Procedures handbook.
- (3) The Commission will vet, interview, and select a new Commissioner, chair, and chair-elect. The names of these individuals will be sent to the NCDA Board for approval.

D. Current credentials include:

- (1) Certified Career Services Provider (CCSP)
- (2) Certified Career Counselor (CCC)
- (3) Certified Master of Career Services (CMCS)
- (4) Certified Career Counselor Educator (CCCE)
- (5) Certified Clinical Supervisor of Career Counseling (CCSCC)
- (6) Certified School Career Development Advisor (CSCDA)

The Commission will consider other potential credentials and/or credentialing partnerships as needed. The Commission will make a recommendation to the NCDA Board for any new credential. New credentials are subject to Board approval.

Section 7. Appointment. In the absence of any provision to the contrary in these Bylaws or in the motion of creating a committee, commission, council, task force, or any other working group:

- A. The President-Elect shall appoint chairpersons of committees in accordance with the rotation schedule as specified in approved Policy and Procedures Manual 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 other official 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.
- 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 X 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.

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. Magazine. *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* and an annual report.
- 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.

ARTICLE XI 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 request.

ARTICLE XII 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 posted in an official publication 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 final 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 electronic ballot. The Board shall decide the manner in which the manner in which votes will be sought on the amendments.

ARTICLE XIII RULES OF ORDER

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

Section 2. Language. In all official NCDA communication and publications, it is recommended that unbiased language be used as described in the most recent edition of the *Publication Manual of the American Psychological Association*.

These bylaws were amended by a vote of the NCDA Board of Directors on May 8, approved by members attending the NCDA Annual Membership meeting on June 22 and approved by a majority vote of the NCDA membership on August 15, 2018.

**NCDA Headquarters:
305 N. Beech Circle, Broken Arrow, OK 74012
918-663-7060
866-FOR-NCDA**