

Capital District Counseling Association (CDCA) Bylaws

Reflecting Amendments made in March 1969, May 1970, April 1979, June 1985, June 1988, December 1988, June 1992, June 1993, June 1995, June 2010, June 2021.

Article I

Section 1. The name of this association shall be the Capital District Counseling Association (CDCA).

Article II Purposes

Section 1. The purposes of the **Capital Districting Counseling Association** are to advance the discipline of counseling and personnel work; to conduct and foster programs of education in the field of counseling and personnel work; to advance high standards of professional conduct; to conduct educational and professional meetings and conferences.

Section 2. The purposes are in accordance with those of the American Counseling Association and are intended to promote the national and state purposes at the local level in the Capital District area of New York State, which includes the counties of Albany, Columbia, Fulton, Montgomery, Greene, Rensselaer, Schenectady, and the southern part of Saratoga (schools south of the City of Saratoga Springs).

Section 3. Further purposes of the Association shall be:

- a. To unite in one local organization those persons who are engaged professionally in any phase of counseling or personnel work, or counselor education in the Capital District;
- b. To cooperate with the local public and private agencies in their personnel activities.

Section 4. The **Capital District Counseling Association** does not discriminate on the basis of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, sexual harassment, disability, predisposing genetic characteristics, familial status, marital status or status as a victim of domestic violence or any aspect of the conduct of the business of the Association.

In addition, the Association recognizes the value of each individual member, and will strive through elective and appointed positions, to represent a diversity of views and professional perspectives.

Article III Membership

Section 1. Regular membership in this Association shall be open to any person whose primary responsibilities or interests are in the area of human development including, but not limited to, those involved in counseling and personnel work and others with similar interests and responsibilities such as admissions/college counselors, school counselors, community agency workers, school social workers, and school psychologists.

Section 2. Any person who is attending an institution of higher learning within the Capital District area as a full or part-time graduate student preparing for counseling or a career in higher education may become a member of this Association, Persons who qualify for membership under Section 1 may not apply for student membership.

Section 3. A retired person who has been a regular member of the Capital District Counseling Association may be nominated by any current member and with the approval of the Executive Board may be given Emeritus membership, Emeritus status imposes no dues, but does carry all the rights and privileges of regular membership.

Section 4. Dues: The Executive Board with the approval of the membership shall determine the dues of the Association. Notification of any dues change proposed by the Executive Board shall be enclosed in the notice of the Annual Meeting. Each membership year shall be from July 1 to June 30.

Section 5. Leadership: Regular and/or retired members of this Association shall be eligible to hold office. All current members are eligible to vote.

Section 6. Questions on eligibility for membership in this Association shall be referred to the Executive Board.

Article IV Officers

Section 1. Officers and Terms of Office

- a. The Officers of this Association shall be President, Past-President, President-Elect, Vice President for Professional Development, Vice President for Communications, Vice President for Membership, Chair of Committees, Secretary and Treasurer.
- b. All Officers must have been Association members for at least one year.
- c. All Officers shall be elected at-large from among the individual members of the Association and shall serve for one-year terms excepting that of **Vice President of Membership** and **Treasurer**, who shall serve two years, being elected on alternate years. All Officers shall serve the length of their term or until their successors assume their duties. All terms can be renewed.
- d. The President-Elect shall automatically become President of the Association upon the death or resignation of the President, in which he/she/they will also complete his/her/their normal term.
- e. The President shall appoint, with approval of the Executive Board, interim Officers for any vacancies due to death or resignation until the next election. In the case of a two-year term, a one-year appointment will be made.
- f. During an individual's term, Executive Board members may only hold one office position.

Section 2. Nomination and Election of Officers

- a. Officers shall be nominated by means of an ad hoc committee chaired by the Past-President.
- b. In addition, nominations may be made directly from the floor, providing permission from the nominee has been obtained.
- c. The elections shall take place and be announced at the Annual Meeting.

Section 3. Duties of Officers

Duties of the President. The President shall:

1. Set monthly Executive Board meetings, prepare agenda for and preside at each Executive Board Meeting of the Association;
2. Report regularly to the Executive Board;
3. Call special meetings and arrange for Annual Business Meeting;
4. Appoint all committees and chairpersons, not otherwise provided for in these Bylaws;

5. Prepare a budget, in consultation with appropriate Officers and Chairs, for the following fiscal year for presentation at the March Executive Board meeting;
6. Coordinate the Counselor of the Year Award;
7. Oversee the Grant Committee;
8. Mentor the President-Elect

Duties of the Vice President for Professional Development. The Vice President for Professional Development shall:

1. Determine professional development programming for the Association;
 - a. Determine the needs and interests of the membership for program content;
 - b. Plan at least four general programs during the year;
 - c. Notify the membership of program events in cooperation with the Vice President of Membership, Vice President of Communications and Secretary;
 - d. Coordinate program content as much as possible to include all types of counselors within the Association
 - e. Present to the executive Board at its August meeting the tentative dates and locations for all programs for the upcoming academic year;
 - f. Participate in the Annual Budget and Annual Business Meeting;
 - g. Report to the Executive Board at each of its meetings.

Duties of the Secretary. The Secretary shall:

1. Record all official proceedings of the Association;
2. Transmit and file copies of the minutes of the Executive Board meetings to each member of the Executive Board;
3. Ensure that membership has access to all Executive Board minutes;
4. Serve as Secretary to the Executive Board;
 - a. Participates at all Executive Board Meetings, Annual Budget Meeting and Annual Business Meeting.
 - b. Perform such duties as may be directed by the President.
 - c. Update Association letterhead with Executive Board contact information.

Duties of the Vice President of Membership. The Vice President of Membership shall:

1. Serve as a Coordinator of the Annual Membership Drive, including planning and implementation of all recruitment efforts for the Association;
2. Be responsible for all correspondence concerning the Association;
3. Inform the Membership of meetings and other programs of the Association and its committees;
4. Coordinates with Vice President of Communications to distribute the newsletter and other official publications of the Association;
5. Keep and maintain a registry of names, addresses, emails, and contact information for past and present members of the Association;
6. Send membership applications for the following fiscal year to all current members before the Annual Meeting, or with the newsletter following said meeting;
7. Coordinate with Treasurer in collection of membership dues;
8. Notify membership at least 10 days prior to a meeting at which By-Laws changes will be voted upon;

9. Attends all sponsored Association meetings and/or events to encourage same day membership registration;
10. Participates at all Executive Board Meetings.

Duties of the Treasurer. The Treasurer shall:

1. Receive all moneys payable to the Association;
2. Pay the bills of the Association, including PO Box and Executive Board insurance;
3. Keep an account of moneys received, spent, and invested, and forward such accounting to the incoming Treasurer;
4. Prepare annual budget with the input of the Executive Board members;
5. Participate in the annual budget meeting;
6. Report, in writing, to the Executive Board at each meeting, to the general membership at the Annual Meeting, and submit a written report for publication in the last Newsletter of the fiscal year;
7. Perform such additional duties as may be directed by the President.

Duties of the Past President. The Past President shall:

1. Select a slate of officers for CDCA in cooperation with the Executive Board from eligible members as provided for in Article III;
2. Submit the slate of officers to the Executive Board at or prior to the May Executive Board meeting;
3. Submit the slate of officers to the membership at least ten days prior to the Annual Meeting and again at the Annual Meeting;
4. Report regularly to the Executive Board;
5. Participate in the annual budget meeting;
6. Serve as Parliamentarian of the Association;
7. Preside at meetings in the absence of the President.

Duties of the President Elect. The President Elect shall:

1. This position will allow the elected individual to prepare for taking over the CDCA Presidency for the following year;
2. This position will significantly reduce the new President's transition period;
3. He/she/they will participate and assist in all Executive Board meetings and activities .
4. This position has full voting privileges
5. The President-Elect shall automatically become President of the Association upon the death or resignation of the President, in which he/she/they will also complete his/her/their normal term.

Duties of the Chairperson of Standing Committees. The Chairperson Standing of Committees shall:

1. The six standing committees of the Association are College, High School, Middle School, Elementary School, Graduate School and Retiree.
 - a. Committee membership is to be determined by each Committee Chair
2. Monitor the committees of the Capital District Counseling Association:
 - a. Select a chairperson for each committee and maintain contact with the chairperson throughout their term.

- b. Keep track of the dates of events for each committee to ensure there is no overlap with the dates of other committees or with the professional development opportunities for CDCA.
- c. Report to the executive board at the monthly meetings on behalf of the chairpersons of each committee.
- 3. Consult with the Executive Board as to which sub committees will be active;
- 4. Participate in the annual budget meeting.

Duties of the Vice President of Communications. The Vice President of Communications shall:

- 1. Be responsible for the Association’s Newsletter, website and social media;
- 2. Work directly with Executive Board members to highlight and promote Association programming and information;
- 3. Works with VP of Membership to come up with a comprehensive recruitment strategy for the Association;
- 4. Attend monthly Executive Board Meetings and participate the Annual Budget Meeting;
- 5. Perform such additional duties as may be directed by the President.

**Article V
Committees**

Section 1. The Standing Committees

- A. The Standing Committees of this Association shall include College, High School, Middle School, Elementary School, Graduate School and Retiree
- B. Chairperson of Standing Committees shall appoint each Committee with a Chairperson
- C. Subcommittees shall include Caravan, Professional Development, Grant, Scholarship, Counselor of the Year and College Fair.
- D. Each Committee Chairperson shall select the members of his or her committee, who shall be appointed by the President.
- E. Standing Committee Chairs shall prepare and deliver a report for the Annual Business Meeting

Section 2. The President, subject to the approval of the Executive Board, as needed, may name special Ad Hoc Committees.

Section 3. The Executive Board

- A. The Executive Board shall consist of the President, Past President, President Elect, Vice President for Programs, Vice President of Communications, Vice President of Membership, Secretary, Treasurer, and Chairperson of the Standing Committees.
- B. It shall be the duty of the Executive Board to transact all business of the Association and keep membership informed.
- C. Each member of the Executive Board shall make a report at the Annual Meeting
- D. A majority of the Executive Board shall constitute a quorum. Each member of the Executive Board shall have one vote.

Article VI Meetings

- Section 1.** The President shall determine the Executive Board meetings of the Capital District Counseling Association.
- Section 2.** The Annual Business Meeting shall be held each spring, in June, and notice will be sent to all members at least ten days prior.
- Section 3.** All Association Members will be notified and invited to all association activities.

Article VII Amendments

- Section 1.** Amendments to the Bylaws of this Association may be made at any meeting by a majority vote of the regular members present.
- Section 2.** Propositions to amend shall be provided to the President and posted to the Association website at least 30 days prior to the meeting at which action is to be taken.
- Section 3.** The Vice President of Communications shall post any proposed change, on the website, at least ten days prior to the meeting at which action is to be taken.

Article VIII Rules of Order

- Section 1.** The business of this Association shall be conducted according to **Robert's Rules of Order** in all instances in which they are not consistent with the Bylaws of this Association.