



National Career
Development
Association

2025 Annual Membership Meeting Report



June 18, 2025

Inspiring Careers – Empowering Lives

305 N. Beech Circle, Broken Arrow, OK 74012
www.ncda.org



Autonomy to Change: Evolving and Adapting Career Development in Revolutionary Times



Marty Apodaca, NCDA President 2024-25

NCDA has had a wonderfully productive year expanding in many areas. As President of our great organization, I have been overwhelmed by the hundreds of thousands of hours that members of NCDA's Board of Directors, committees, councils, task forces, and commissions have devoted to making our association even better. It is with sincere gratitude to all who have contributed to NCDA's success that we share with you this Annual Membership Meeting report.

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NCDA’s fiscal year ends on September 30, 2025. At that time, all committees, councils, and commissions will have their annual reports posted to the Committee section of the website. Minutes of all Board of Directors Meetings are posted on the NCDA website under About NCDA for all members to review.

ANNUAL MEMBERSHIP MEETING AGENDA

2025 Global Career Development Conference

June 18, 2025

Call to Order	Marty Apodaca, President
Approval of Agenda	Marty Apodaca, President
Approval of 2024 Annual Meeting Minutes	Marty Apodaca, President
Membership Report	Marty Apodaca, President
Treasurer's Report	Melissa Wheeler, Treasurer
Nominations and Elections	Carolyn Jones, Past President
Professional Development	Melissa Venable, Director
Credentialing Report	Monique Johnson, Commission Chair Charles Raphael, Director
Training and Education Council	Pam Ehlers, TEC Chair
Bylaws Amendments	Carolyn Jones, Past President
Adjourn	Marty Apodaca, President

MINUTES FROM 2024 ANNUAL MEMBERSHIP MEETING

Wednesday, June 26, 2024

San Diego, CA

Meeting called to order by Carolyn Jones, NCDA President, at 4:40 PM PT. It was shared that the 2024 Annual Meeting Report was posted in the conference app and on the NCDA website and would be a helpful resource to follow during this meeting.

As the meeting began, we had 126 members present, which would constitute a Quorum with 64 serving as a majority vote.

Approval of the Agenda:

Carolyn Jones requested approval of the agenda and indicated that this was in the Annual Meeting Report on page 4.

MOTION was made by Natalie Kauffman (Maryland) to approve the 2024 Annual Membership Meeting Agenda.

Seconded by Courtney Warnsman (Texas).

Motion passes unanimously. (All in favor, no opposing votes, no statement of abstention)

State of the Association:

Carolyn Jones highlighted accomplishments across NCDA this year, with highlights including:

- New NCDA Strategic Plan for 2024 – 2027, with three over-arching goals of cultivating community, career empowerment, and advocacy
- Updated 2024 NCDA Code of Ethics
- April 2024 NCDA Hill Day in Washington, DC
- New Veteran's course added to the NCDA Hub
- Updated Facilitating Career Development and School Career Development Advisor curricula
- Updated Arabic Facilitating Career Development curricula
- Pilot testing of a new standardized assessment for the Certified Career Services Provider (CCSP) credential was completed
- Strong collaborations with AARP and College Board partners
- Virtual events focused on (1) wellness and (2) AI
- NCDA Career Convergence web magazine is a winner of the 2023 APEX Awards for Publications Excellence

Approval of 2023 Annual Meeting Minutes:

Carolyn Jones requested approval of the 2023 Annual Meeting Minutes. She reminded attendees that these were available in the Annual Meeting Report, beginning on page 5.

MOTION was made by Seth Hayden (North Carolina) to approve the 2023 Annual Membership Meeting Minutes.

Seconded by Chris LaFever (Florida).

Motion passes. (All in favor, no opposing votes, no statement of abstention)

Membership Report:

Carolyn Jones reviewed the Membership Report, which was provided on page 10 in the Annual Meeting Report. NCDA has a history of steady membership, and we hope in the future to actively recruit each NCDA membership constituency group utilizing the strengths of the various trustees. We continue to be pleased with the number of Organizational Members. As of May, NCDA had a total of 147 organizations who hold Organizational Membership. Those represent businesses, institutions, and both domestic and international collaborative organizations. We are very pleased to report that we have 6,407 members, the highest number in the past two decades. As those numbers continue to rise, we hope it will bring us over 7,000 members in the future.

Treasurer's Report:

Melissa Wheeler, NCDA Treasurer, outlined the current state of NCDA's financials for FY23 and shared insights on expectations for the year to come. The treasurer's report was provided on pages 11 and 12 of the Annual Meeting Report.

NCDA's has a healthy and steady financial standing. The reports presented in this meeting were directly from NCDA's annual audit, for financials at the end of NCDA's fiscal year on September 30, 2023. The audit was conducted by Morse and Company Consultants and Certified Public Accountants, based in Oklahoma. These reports also include a comparison of the previous 2 years as we recovered from COVID. NCDA's revenues have steadily increased, and on the Revenue side, we were \$1 million more than last year, mainly due to the large training and credentialing contracts NCDA entered with King Saud University and others. These contracts, both domestically and internationally, resulted in great non-dues revenues for our organization.

On the expense side, notice also that the FCD expenses for the contracts are new to this report. These expenses account for those fees NCDA pays for the trainers supporting these contracts. Conference revenues also continue to increase as we exit the COVID years and return to our usual numbers. This year is expected to be even better.

As a result, NCDA made just over \$251,000 gain last year! The investment accounts in the market returned with some nice gain. At the end of September, we were at \$1,528,852 in total assets. NCDA will likely continue with its financial success this next year, with the continuation of the training contracts. Many agencies and higher education institutions continue to seek NCDA's Facilitating Career Development Training and associated Credentials as they establish their country's career development systems.

MOTION was made by Galaxina Wright (Florida) to approve the 2024 Treasurer's Report.

Seconded by Janet Wall (Virginia).

Motion passes. (All in favor, no opposing votes, no statement of abstention)

BUSINESS MEETING

Nominations and Elections:

Past-President Lakeisha Mathews recognized the Nominations and Elections Committee for work during the past year. This group included Sharon Givens, Seth Hayden, Kimberly Cartledge, and Blanca Rosales-Ahn. The slate of candidates was presented, with biographies provided in the Annual Meeting Report (beginning on p.13). The general election will begin on July 1 and will continue through August 15, 2024.

The candidates:

President-Elect-Elect

- Bret Anderson
- David J Ford, Jr.

Trustee for Counselor Educators and Researchers

- Elif Balin
- Kelly Gentry
- Galaxina Wright

Trustee for State Divisions

- Brenda Gardner
- Markell Morris
- Rosaria Pipitone

No additional nominations were received from the floor.

MOTION was made by Marty Apodaca (New Mexico) to close nominations for the slate of candidates.

Seconded by Kelly Woods (Massachusetts)

Motion passes unanimously. (All in favor, no opposing votes, no statement of abstention)

Each President-Elect-Elect candidate provided a 3-minute speech as an opportunity to outline their candidacies.

Carolyn Jones explained that a runoff election for each of the Trustee positions would narrow the field to two candidates. A link was included on the conference app for voting. Members had until midnight on Thursday, June 27, 2024, to cast their votes. Assistance could be found at the registration desk for those who had questions about voting. The final slate of candidates would be announced after the closing general session on June 29, 2024.

New Nominations and Elections Committee for 2024-2025:

Carolyn Jones shared that the next item was to form a new Nominations and Elections Committee for next year. The NCDA policy states that the committee shall include the last three presidents, with immediate Past-President as Chair, plus two members nominated from the Annual Membership Meeting. A call was made for volunteers, and names were accepted in the order received in the chat.

The volunteers are Natalie Kauffman (Maryland) and Rae Stout (Colorado).

Professional Development Opportunities (Melissa Venable)

Melissa Venable shared insights regarding professional development initiatives and opportunities that are continually growing with NCDA. Example initiatives highlighted included:

- **NCDA Career Practitioner Conversations Podcast Series**
In April, we reached the second anniversary of the podcast series. We have 50 episodes with more than 13,000 downloads in 94 countries. 25 episodes were released in the past year.
- **NCDA Webinars**
This year, a total of 10 sessions were delivered to 172 live attendees. Topics ranged from federal jobs and resumes, to implementing career interventions, to serving diverse populations.
- **NCDA Hub**
We added 7 learning opportunities to the NCDA Hub this year, making a total of 16 courses now available. One-page outlines of each course are available, and we offer a monthly Hub course sale.

NCDA Credentialing Commission (Windie Wilson and Dirk Matthews)

Windie Wilson shared NCDA's excitement at our numerous achievements in the credentialing space, including:

- 5,300 NCDA credentials have been awarded.
- Pilot testing is complete on a new standardized test for the Certified Career Services Provider (CCSP) credential, and we are almost ready to launch the tool.
- A new School Career Development Advisor curriculum has been updated and is ready to share.
- There is increased international interest in NCDA credentials.
- NCDA is close to hiring a new full-time director of credentialing.

The NCDA Credentialing Commission expressed appreciation to all who have provided support and collaboration to achieve these goals – the NCDA Board, Training and Education Council, Professional Development team, NCDA Headquarters, credential holders – for their commitment to the profession and process, and colleagues across the Credentialing Commission. It is clearly a group effort!

They also restated their dedication and persistence in moving the credentialing initiative forward. This work is supported by and fits the priorities of the NCDA Strategic Plan. Credentialing supports professional growth, empowering our members to be ever more prepared and engaged in our career development field.

NCDA Training and Education Council (Kelly Pierce)

Kelly Pierce shared that it had been a busy year for the NCDA Training and Education Council (TEC). The fifth edition of the Facilitating Career Development curriculum was released. In the previous year, the module on diversity was updated, and these updates were incorporated into the new manual.

Updates to the School Career Development Advisor curriculum are complete, and we are moving forward on offering this as a standalone training and credential. The next project will focus on education and credentialing for supervision of career practitioners in training. Members were invited to visit the TEC's table in the exhibit hall to address questions.

MOTION was made by Don Schutt (Wisconsin) to adjourn.

Seconded by Jamie Johnson (North Carolina).

Motion passes. (All in favor, no opposing votes, no statement of abstention)

The Annual Meeting adjourned at 5:15 PM PT.

MEMBERSHIP REPORT

Membership Category

ACA/NCDA Members	198	3%
NCDA Regular Members	2,915	46%
Students	347	5%
New Professionals	570	9%
Retired/Emeritus	123	2%
Life	15	0%
Promotional	1,149	18%
Organizational (131 total)	1,039	16%
Total	6,356	100%

Method of Joining

Through ACA	388	7%
Through NCDA	5,926	93%
Total	6,356	100%

Workplace/Role

Counselor Ed/Researcher	358	9%
Higher Ed Career Services	1,551	37%
School Counselors & Spec	396	9%
Other	388	9%
Agencies	340	8%
Business and Industry	259	6%
Private Practice	549	13%
Graduate Students	347	8%
Total	4,148	100%

Ethnicity

Asian/Asian American	458	13%
Black/African American	632	17%
Hispanic/Latina/o/x	208	6%
Middle Eastern/North African	61	2%
Multi-Racial	65	2%
Native American	28	1%
Native Hawaiian/Pacific Island	5	0%
Not Listed	114	3%
White/Caucasian	2,070	57%
Total	3,641	100%

Degree

Associate's/Certificate	87	2%
Bachelor's	673	17%
Master's	2,452	63%
Ed Specialist	82	2%
Doctorate	595	15%
Total	3,889	100%

Degree Type

Counseling	1,586	50%
Non-Counseling	1,611	40%
Total	3,252	100%

Age

20s and under	207	7%
30s	593	21%
40s	716	26%
50s	762	27%
60s	362	13%
70+	136	5%
Total	2,776	100%

Gender

Man	789	21%
Woman	2,890	78%
Nonbinary	23	1%
Total	3,917	100%

Credentials Awarded

CCC	478	8%
CSCP	48	1%
CCSP	4,953	84%
CMCS	272	5%
CSCDA	114	2%
Total Awarded	5,865	100%

Region

US-Based	5530	87%
International	826	13%

TREASURER'S REPORT

<u>REVENUES</u>	FY 2023-24	FY 2022-23	FY 2021-22
FCD Contracts	1,424,752	766,037	0
Conferences/Institutes	727,528	548,553	549,802
Training and Education Revenue	354,853	407,433	445,497
Membership Dues	334,390	339,662	342,819
Credentialing Commission	338,248	310,339	114,624
Publication Sales	73,118	81,604	95,452
Other Income	44,972	51,667	56,765
Non-Member CDQ Subscriptions	16,643	15,299	19,165
Investment/Interest Income	120,589	50,492	(89,780)
Second Century	100	0	0
Total	3,435,193	2,571,086	1,534,334
<u>EXPENSES</u>			
FCD Contract Expense	835,004	522,461	
Conference/Institutes	679,612	593,797	464,650
Publications	28,104	43,395	53,235
Magazine	26,700	26,492	18,532
Training and Education Expense	82,730	107,896	109,121
Credentialing Commission	135,509	173,221	108,691
Marketing/Member Services	63,694	62,443	65,852
Second Century	0	0	0
Journal	19,465	7,000	18,544
International Dues	2,265	2,588	2,099
Miscellaneous and Prof Fees	160,471	157,868	135,640
Research Grants	500	0	2,360
Technology	41,024	32,965	30,321
Support Services			
General/Administrative	418,260	410,058	392,400
Governance	186,573	179,865	143,674
Total	2,679,911	2,320,050	1,545,119
Change in Net Assets	755,282	251,036	(10,775)
Net Assets, beginning of the year	1,257,791	1,006,755	1,017,530
Net Assets, end of the year	2,013,073	1,257,791	1,006,755

ASSETS AND LIABILITIES

ASSETS	FY 2023-24	FY 2022-23	FY 2021-22
Cash	1,180,790	737,174	710,709
Marketable Securities	604,642	484,053	435,303
Acct Receivable	427,775	273,295	49,294
Pre-Paid Expenses	19,505	6,723	0
Inventory	37,710	26,977	21,648
Cash/Securities restricted	0	0	0
TOTAL	2,270,422	1,528,852	1,216,954
LIABILITIES			
Payables and Accrued Expenses	53,117	63,169	3,875
Deferred Revenues	204,232	207,892	206,324
TOTAL	257,349	271,061	210,199
NET ASSETS			
Unrestricted Net Assets	2,013,073	1,257,791	1,006,755
Temporarily Restricted Net Assets	0	0	0
TOTAL	2,013,073	1,257,791	1,216,954
TOTAL LIABILITIES & NET ASSETS	2,270,422	1,528,852	1,216,954

The Treasurer's Report is based on the final audit report provided by Morse & Company Consultants and Certified Public Accountants, based in Tulsa, OK.

SLATE OF OFFICERS
For the
2025 NCDA Board Elections

President-Elect-Elect

David Julius Ford, Jr.
Diandra Prescod
Courtney Warnsman

Treasurer

Melissa Wheeler

**Trustee for Private Practice, Agencies, and
Business/Industry**

Amanda Chenkin
Karol Taylor

Trustee At-Large

Mary Ellen Earnhardt
Farkad Mahli
Maha Fakhry Moussa

ACA Governing Representative

Kathy Evans
Seth Hayden

*Per NCDA Policy, the Nominations and Elections Committee selects candidates per office. If an office has more than two candidates, a run-off election will be conducted during the Annual Membership Meeting to narrow each office to only two candidates. The two candidates with the highest votes will move on to the general membership election. The election voting starts after the close of the conference and continues through August 15th. Results are posted and disseminated by August 30th after each candidate is notified of the results.

David Julius Ford Jr, PhD, LCMHC, LPC, NCC, ACS

Candidate for President-Elect-Elect



David Julius Ford, Jr., is a Counselor Educator at Monmouth University. He is in his seventh year and is a Tenured Associate Professor and Chair of the Department of Professional Counseling. He has five years' student affairs experience as a live-in Assistant Hall Director at Winston-Salem State University, a small, state supported HBCU. In that role, he provided career and academic planning for his residents and the resident advisors he supervised. As a doctoral student, he provided career and academic planning for undergraduate human services majors. Dr. Ford has been a Counselor Educator for 11 years and has taught Career Counseling at 2 universities both face-to-face and virtual asynchronous. He is an alumnus of the NCDA Counselor Educator Academy and served as the co-chair. He is also an alumnus of the NCDA Leadership

Academy. He is a member of the NCDA DIC1 committee and is on the task force revising the NCDA Multicultural Competencies. He is a past Board Trustee for Counselor Educators and Researchers. He is past president of the New Jersey Counseling Association and is active in the New Jersey Career Development Association. He was elected by the North Atlantic Region of ACA to serve on the ACA Governing Council.

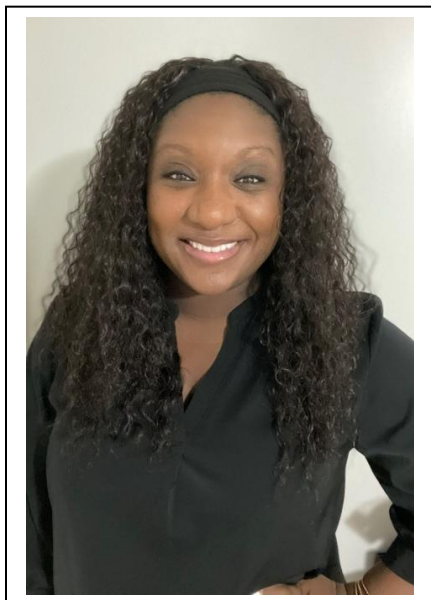
Dr. Ford earned his Master's in Clinical Mental Health Counseling from Wake Forest University. He earned his Ph.D. in Counselor Education and Supervision from Old Dominion University. He has co-authored a conceptual article exploring the career concerns of queer men of color who are HIV+. He also co-authored an article exploring the number of Black male Counselor Educators who have earned promotion and tenure, for which he won the ACES 2020 Outstanding Counselor Education and Supervision Article Award. He and his colleagues published a qualitative study exploring the career development of Black people who choose to enter the counseling profession.

Goal Statement:

bell hooks' *Homeplace* (a refuge from racism) really resonates with me, and I found my homeplace in NCDA. While our division is not free from oppression, I have found a place that helps me challenge oppressive systems and want to make NCDA that *Homeplace* for others. I also want to reach those practitioners in rural areas who may not know about or be involved with NCDA to—as we way in the Black church—bring them into the fold. I want to emphasize practitioners and clients/students from communities of color, those who are members of the non-cishet community, those impacted by HIV/AIDS, and those from rural communities.

Diandra Prescod, PhD, CCSP, LPC, NCC

Candidate for President-Elect-Elect



Dr. Diandra J. Prescod is an Associate Professor and Program Coordinator of Counselor Education at the University of Connecticut. She also spent five years as an Assistant Professor of Counselor Education and Program Coordinator of Career Counseling at Pennsylvania State University. Diandra is a Certified Career Services Provider, Licensed Professional Counselor, and National Certified Counselor. She has taught career development courses for both undergraduate and graduate students including Career Planning for STEM Students, Management of University Career Services, and Career Counseling. From 2020-2023, Diandra served as NCDA's Trustee for Higher Education Career Counselors and Specialists. In her role as trustee, Diandra created the Career Teaching Academy, which supports career professionals who teach undergraduate career planning

courses. She is currently the President Elect of the Connecticut Career Counseling and Development Association (CCCDA).

Diandra's research focuses on effective career development interventions for STEM undergraduate students and underrepresented students in higher education. She has almost 15 years of counseling experience, 95 academic presentations, numerous publications in academic journals, and \$3M in external funding. Diandra was NCDA's 2024 Merit Award recipient.

Goal Statement:

NCDA's vision is for all people to attain fulfilling career and life goals. My vision adds "...while honoring the constellation of roles we play that create a career." NCDA is comprised of various career professionals from many different areas, with diverse backgrounds and perspectives. My goal is for us to move in a spirit of understanding, collaboration, and togetherness. Our constituency groups could benefit from communicating and collaborating more often so all groups can feel seen and heard in this organization. Career development has taken on a much broader and intersectional meaning since the COVID pandemic. Whether we are a part of the Higher Ed or Private Practice constituency, we are asking ourselves similar questions and have similar challenges. By coming together more often, we can have more of a unified vision, increase sense of belonging with members, and increase membership. Another goal I have is to create a more affordable and family-friendly conference experience for attendees. During times such as these, it is important to think about members enjoying the organization while keeping things more budget friendly. I am proud to be a member of this organization and would love to continue moving this great work forward.

Courtney Warnsman, Ph.D., CCSP

Candidate for President-Elect-Elect



Courtney Warnsman is in Private Practice with Austin Career Connections in Austin, TX. Her experience spans multiple career development roles including Academic and Career Advisor at the University of Texas at Austin; Executive Development Program Consultant for the Baylor University Executive MBA Program; resident resume “tweaker” for the Launch Pad Job Club; advisory board of The Chiral Project—an organization dedicated to advocating for professional women; Graduate Dean’s Advisory Group at the University of Texas—a group dedicated to developing career services programs for Doctoral Candidates who do not want to work

in the academy; and career development speaker for multiple events.

Courtney joined NCDA in 2004 and currently holds the Certified Career Services Provider (CCSP) credential. Courtney is wrapping up her second term as NCDA Trustee for Private Practice, Business/Industry & Agencies. During her time as Trustee, Courtney launched and continues to facilitate monthly “Tuesday Talks” for constituency members to network, ask questions, and share best practices in community with other practitioners. Courtney received her Bachelor’s, Master’s, and Doctoral degrees in Education from the University of Texas at Austin.

Goal Statement:

Through 6 years as Trustee, I’ve been privileged to interact with members from every corner of NCDA and am in awe of the expertise and creativity at the core of every interaction. The ideas that emerge from these colleague conversations create ripples that spread throughout the organization. My goal as a candidate for NCDA President Elect-Elect is to turn those ripples into waves that impact career development and further NCDA’s mission of inspiring and empowering individuals to achieve their career and life goals. My vision is to strengthen NCDA through intentional cross-organizational communication, research, and data-driven decision making. I would cultivate community by developing pathways for internal partnerships and bringing together expertise from across constituencies, commissions, and committees for connecting, knowledge sharing and collaboration. I envision empowering careers through establishing a repository of member publications and research that showcases the work of NCDA members and serves as a central access point to member-created resources. Through these initiatives, I will continue to prioritize DEI, lift marginalized voices, and create spaces where all people have access to satisfying work. Advocacy and change happen at the intersection of passion and knowledge. This intersection flourishes in a framework of internal partnerships, a place where members engage with others to create new ripples that, together, make waves in career development.

Melissa Wheeler PhD, NCC, ACS

Candidate for Treasurer



Melissa “Missy” Wheeler is an affiliate faculty member at Rocky Mountain University of the Health Professions where she teaches future counselors remotely. She has overseen teaching and revision of the masters-level Career Counseling course online at three other university clinical mental health counseling programs. She has also taught career development courses to undergraduate students. Her experience includes work in college career development centers, student success counseling, and academic advising. Missy earned her Master’s degree in Counselor Education from East Carolina University and her Doctoral degree in Counseling and Counselor Education from the University of North Carolina at Greensboro.

Missy currently serves as the National Career Development Association Treasurer. She has been a

member and former co-chair of the NCDA Research Committee, serves on the Committee on Diversity Initiatives & Cultural Inclusion where she has supported the online resources subcommittee and the multicultural competencies revision task force. Outside of NCDA, she has also served as co-chair of the American Counseling Association Bylaws committee, Past-President of the Virginia Career Development Association, and current President of the Connecticut Association for Counselor Education and Supervision.

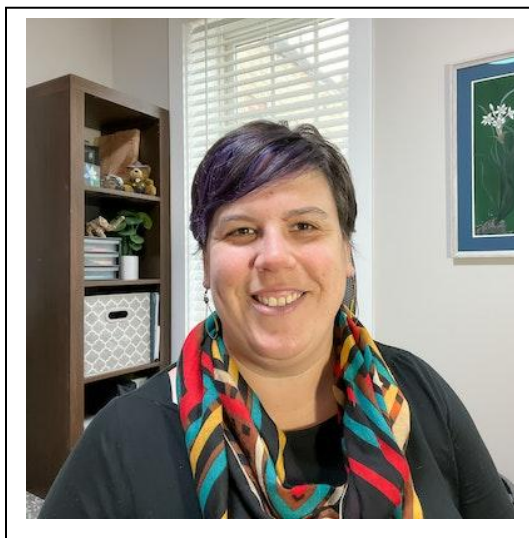
Missy has been an active NCDA member who has published articles in *Career Convergence* and assessment reviews in the *Comprehensive Guide to Career Assessment*. She participated in both the NCDA Leadership Academy and the Counselor Educator Academy. She enjoys training career development practitioners incorporating theory and research into their work, teaching students how to advocate for the needs of clients and mentoring future practitioners. She has been a mentor in the American Counseling Association and the NCDA mentoring programs.

Goal Statement:

As a candidate for the NCDA Treasurer position, I hope to continue the work we have started with the reestablished NCDA Finance Committee. As part of this work, we are drafting investment and money management policies to ensure transparent, responsible management of NCDA finances moving forward. I hope to continue to advocate for the creation of financial policies that support the work of our incredible members. By focusing attention on the financial success of the organization, I hope to support the strategic plan by advocating for monetary avenues of supporting proposed initiatives, research, professional development, and programs that enhance the work we do with our clients and students. These efforts will increase the visibility of our organization, expand on the work of our committees, and highlight the work of the NCDA community. Together, we can create a sustainable community of empowered career professionals.

Amanda Chenkin, M.Ed., LCPC, NCC, CCC

Candidate for Trustee for Private Practice, Agencies, and Business/Industry



Amanda Chenkin is in Private Practice and owner of Choice Career Counseling, LLC in Baltimore, MD. She has 20 years of experience in the field of career development, spanning all three areas of this constituency group.

Her roles have included Community Development Volunteer for the U.S. Peace Corps; Staffing Specialist for a staffing firm in Boston, MA; Career Counselor at Front Range Community College and Larimer County Workforce Center in Fort Collins, CO; Career Development Director at Linden Resources in Arlington, VA and Advisor at Project Self-Sufficiency in Fort Collins, CO.

Her private practice started in 2017 and launched full-time in 2022. Amanda joined NCDA in 2013 and currently holds the Certified Career Counselor (CCC) credential. As an active member of NCDA, she is a mentor for the NCDA Mentorship Program, a Certified Career Counselor Credential Reviewer, and a co-presenter at the 2017, 2024, and 2025 Annual NCDA Global Conferences. She has also volunteered in a supporting role at the Constituency meetings at most conferences since she joined. Amanda has appeared on NCDA webinars and podcasts on topics such as career trauma and private practice. Amanda received her Master of Human Resources Studies, Counseling and Career Development Specialization from Colorado State University in 2015. She is a Licensed Professional Counselor in Maryland, Washington DC and Colorado.

Goal Statement:

As an active and invested member of this constituency group since 2015, my goal is simple: continue to build an inclusive community of career practitioners in Private Practice, Business/Industry, and Agencies. I believe I can continue to grow our community by building on the virtual “Tuesday Talks” gatherings and implementing feedback from members to expand member-led resources on our webpage and build a Constituency group mentoring program. By broadening and strengthening this community of career practitioners, we will grow our resources to better support our clients.

Karol Taylor, CCC, FCD-Instructor

Candidate for Trustee for Private Practice, Agencies, and Business/Industry



To honor her degree in Counseling Psychology with an Adlerian Focus from HBCU Bowie State University, Karol Taylor stays active in professional Career Development and Counseling Associations. Across a six-year period, Karol initially provided servant leadership as President-elect, President, and Past President for her state's CDA and then for the Counseling Association. Before, during, and after those years she was regularly called upon and provided NCDA Leadership training to new NCDA State Leaders during NCDA's Annual Conferences.

When NCDA initiated its recent Mentoring Program, Karol was quick to alert the President to her past role managing a Mentoring Program for the U.S. Department of Health and Human Services' (DHHS) sub agency, the Administration for Children and Families (ACF). She was then asked to provide team support in developing NCDA's Mentoring Program: rolling it out as well as serving as Mentor. Currently, Karol is active in both NCDA's Awards and Global Connections Committees. She is proud to share that she is not only a past recipient of NCDA's Merit Award, but also a past recipient of our Outstanding Career Practitioner Award.

Known for her expertise in federal job search, Karol was recently interviewed by a local CBS affiliate for a special on the changing face of the currently diminishing federal workforce and its effects on employees. She is also the coauthor of two books on the federal job search, *Find Your Federal Job Fit*, and *Guide to America's Federal Jobs*, 4th ed. Additionally, she's written a multitude of articles on the topic that have been published in *Career Convergence*, ACA's VISTAS, Association of Training & Development's Public Manager, and Careers in the Government blog.

Goal Statement:

To build on the strong program established by the current Trustee and to continue to highlight the connection between career and organizational development. NCDA's current monthly collaborations of its community of Private Practitioners and Business/Industry & Agency career specialists offer a powerful platform for enhancing this topic. Relying on my diverse network of career and organizational development experts to provide insight, my intent is to identify how these areas not only intersect, but also how they can exponentially enhance each other.

Mary Ellen Earnhardt MS, LPC, CCSP, CSCDA, Fellow

Candidate for Trustee-At-Large



Mary Ellen Earnhardt has been a career specialist for over 30 years, as a K–College educator, counselor, and director of two educational state programs. She aided in the development of the CSCDA and is a certified Instructor for both the CSCDA and FCD. Mary Ellen has been awarded two of the NCDA Global awards: "Outstanding Career Practitioner" and the "Ken Hoyt Outstanding Career Educator." She served on the NCDA awards, school counselor resource group, and global connection committees.

Currently the manager of Montana's Department of Labor Industry (DLI) Career Lab, her duties include implementing career development in schools, colleges, state and community agencies, including providing resources and information on DLI services. With the Montana Department of Education, she developed an Individual Career Plan for grades K-12. She oversees a comprehensive online system that offers career, education, and current labor market information in one easy-to-use tool. She has trained numerous Montana professionals in the FCD Training and School Career Development Advisor Training as they prepare for their CCSP and CSCDA.

At Montana State Northern (1987-1995) she created the International and Native American Women's clubs during her position as counselor. She hosted the First Native American Women's conference for Montana and held many events with the International Club. She authored the Career Connection grant, designed to educate school staff in preparing students for the changing workforce. As Director of Montana's Afterschool program (2008-2017) and DLI Career Lab (2017-present), she infused career awareness, education, and exploration with hands-on activities into the career program she developed. She implemented projects which took the first Native American team to the World's F1 Competition, and a NASA team to Ireland where they presented their research. Most recently, her research and experience were shared at the NCDA Conference in San Diego, the IAEVG conference in Jyväskylä, Finland and to a school in Jyväskylä.

Goal Statement:

- 1.) **Listen/Learn:** I will listen to individuals, committee members concerns, and ideas to understand international policies, events and programs.
- 2.) **Amalgamate:** Take what I have learned about what NCDA International groups and others to create a plan where we can share ideas through professional development.
- 3.) **World Peace** through international career development programs: I will collaborate across nations and cultures as a demonstration of international unity, respect, and the importance of working together to solve global problems regarding career development.

Farkad Mahli, GCDF, JCTC, CDCS, CEIP, CCSP, NCDA FCD Master Trainer

Candidate for Trustee-At-Large



Farkad Mahli is a Career Development Specialist and founder of Step Ahead Global, a career development and training firm based in the UAE. With 18 years of diverse experience across the private, nonprofit, government, and educational sectors, she holds credentials including GCDF, JCTC, CDCS, CEIP, CCSP, FCD-I, and NCDA FCD Master Trainer. Farkad earned a Master's in International Relations from the University of Nottingham (UK) and is currently pursuing a PhD in Management. Fluent in Arabic and English, she has held leadership roles in higher education, including serving as a Career Specialist at Higher Colleges of Technology (HCT)—the largest university system in the UAE, serving over 16,000

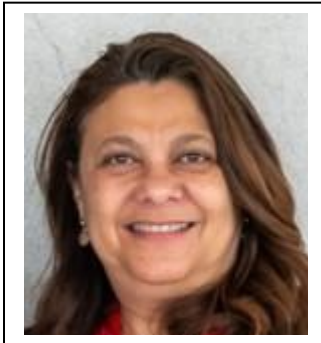
students. As part of her work with Silatech (Qatar), she led initiatives focused on empowering youth through employability programs and career coaching. She has contributed to the NCDA-HRDF and King Saud University Project (KSA), further enriching her experience across the GCC region. Farkad has collaborated with prominent nonprofit organizations such as INJAZ UAE (part of Junior Achievement Worldwide), UNDP, Al Ghurair Foundation, and SANAD. She has also partnered with government agencies including RTA, DEWA, KHDA, ADEK, the Ministry of Education, and the Ministry of Youth to enhance career services across sectors.

Goal Statement:

As a Trustee At-Large, my goal is to advance inclusivity, innovation, and global collaboration within NCDA's initiatives, with a particular focus on addressing employment challenges outside the USA. I aim to expand professional development opportunities, foster strategic partnerships, and enhance NCDA's global visibility. My background in International Relations fuels my passion for exploring global career-related issues and bringing them to NCDA's table for further support and engagement. I am especially committed to promoting the Life Design approach as a flexible framework adaptable to diverse cultural, economic, and social contexts. This approach fosters creativity, resilience, and individual agency, making it ideal for empowering youth, women, and underserved communities. As a Trustee At-Large, I aim to encourage initiatives and proposals to translate and deliver NCDA resources—such as webinars, curricula, manuals, and proposals—into multiple languages to reach broader audiences, enhance accessibility, and foster partnerships with organizations worldwide working in the field of career development. I will also leverage my strong connections across the MENA and GCC regions to encourage greater participation from international members, enriching NCDA's diverse global community.

Maha Fakhry Moussa, FCD-I, CCSP, MBTI, SII

Candidate for Trustee-At-Large



Maha is a seasoned professional with an extensive track record in leadership roles within the career services and youth employability sectors. As a co-founder of the Career Center at the American University in Cairo, Maha played a pivotal role in its inception in 1991 and continued to drive innovation and growth throughout its development.

Driven by her passion for career readiness, employability and youth development, in 2012, Maha embarked on a significant undertaking to establish career centers at universities across

Egypt. Currently as Chief of Party of the University Centers for Career Development, she is actively implementing, building capacity, and ensuring long-term sustainability for 46 career centers in 34 Egyptian public universities. Maha works closely with the Ministry of Higher Education and Scientific Research, collaborating on policy making and governance to ensure the seamless integration and enduring sustainability of career services within the Egyptian higher education ecosystem.

With 35+ years of experience in career development and as a facilitating career development certified instructor (NCDA FCD-I), since 2010, Maha is deeply committed to enhancing the capabilities of over 300 career development facilitators across Egypt. Maha's exceptional contributions in this field were honored with the prestigious 2023 NCDA Merit Award and became a certified FCD Master Trainer.

Goal Statement:

As a dedicated career development professional with extensive experience in establishing and expanding career services, my goal as an NCDA Trustee-At-Large is to broaden the reach, and impact of NCDA's mission, vision, and services beyond the United States—particularly in Egypt and the Middle East region, where I have spent decades fostering career readiness and workforce development. If elected, will work to strengthen NCDA's international presence by fostering partnerships in Egypt and the Middle East, and exploring opportunities for expansion into other regions; enhance capacity- building initiatives by leveraging my expertise, ensuring that global career professionals have access to NCDA's resources and best practices; collaborate on policy integration efforts to embed career services into higher education and workforce development policies worldwide; and promote cross- cultural career development insights that enrich NCDA's global strategies, ensuring career professionals across diverse regions benefit from shared knowledge and innovations. I am deeply committed to advancing NCDA's global outreach and creating pathways for international career practitioners to engage with the association's invaluable resources. As new opportunities arise, I will work closely with NCDA leadership and members to ensure that career development becomes an accessible and transformative force worldwide.

Kathy M. Evans, PhD, LPC, NCC

Candidate for ACA Governing Council Rep



Kathy Evans is a retired counselor educator from the University of South Carolina (UofSC) where I was the Counselor Education Program Coordinator and Clinic Director. In addition, I taught in the School Counseling and Ph.D. degree programs. I was privileged to teach the Career Development Course for 25 years at three universities and I created a graduate certificate program at UofSC that qualifies recipients for the Certified Career Service Provider credential. After serving as NCDA's president in the notorious year 2020, I am now enjoying a small private practice in career counseling. However, before retiring from UofSC I served seven years as Co-Chair of the

NCDA/ACES Joint Commission for the Preparation of Career Counselors. It was a pleasure to participate in NCDA's inaugural Counselor Educator Academy as both a member of the first class and a presenter.

After retirement, I spent a total of eight years on the NCDA Board of Trustees. I had the honor of serving on ACA's Anti-Racism Task Force in 2020 which resulted in many concrete suggestions to the Governing Council. I am happy to see ACA following up on those recommendations. As a counselor educator for nearly 30 years, I am especially proud to have been the recipient of the 2016 Association for Counselor Education and Supervision's Lifetime Achievement Award. I graduated from HBCU, Lincoln University, received my Master's degrees in Psychological and Rehabilitation Counseling from Teachers College, Columbia University, and my Ph.D. from the Pennsylvania State University. Among my publications, are over twenty devoted to career issues, including two books: *Synthesizing family, career, and culture: A model for counseling in the twenty-first century* (published by ACA) and *Gaining Cultural Competence in Career Counseling*, its second edition published by NCDA.

Goal Statement:

My goals as the ACA Governing Council representative include communicating to ACA the way NCDA contributes to the diversity and inclusion of the organization because half of our members are not professional counselors, yet all of our members are professionals dedicated to improving the lives and livelihoods of the individuals they serve. A second goal is to build on the understanding that NCDA members have of ACA, its goals and its vision. I believe ACA can be a strong ally in meeting the strategic plans of our organization. My abilities as a counselor, a counselor educator, and a leader will be an asset in this liaison position. I look forward to continuing to serve NCDA.

Seth Hayden, PhD, LCMHC, NCC, CCMHC, ACS

Candidate for ACA Governing Council



Seth Hayden is an associate professor of counseling at Wake Forest University. He previously served as a career advising and counseling program director in a large university career center. He has taught career development courses to undergraduate and graduate students.

Seth served on the NCDCA executive board as the Trustee for Counselor Educators and Researchers and President from 2020 – 21. Additional leadership within the organization involved co-chairing the research committee and the Commission on Counselor Education. He currently serves as

associate editor of *The Career Development Quarterly*, the flagship journal of NCDCA. He previously served as president of the Military and Government Counseling Association, a division of the American Counseling Association.

He co-authored two NCDCA monographs (i.e., *Group Career Counseling*, *Career Development for Transitioning Veterans*) and has written in several NCDCA publications such as *Career Developments*, *Career Convergence*, and the *Career Development Quarterly*. He is also the author of *Integrating Career Development and Mental Health Counseling*, published by the American Counseling Association. He co-edited *Cognitive Information Processing: Career Theory, Research, and Practice*.

He was recognized as *The Professional Counselor* Outstanding Scholar in Concept/Theory, co-authored the *Career Development Quarterly* Outstanding Article of the Year, and was recognized by the Military and Government Counseling Association with the Award of Excellence in and as the Professional of the Year.

Goal Statement:

The relationship between NCDCA and the American Counseling Association is at a critical crossroads. NCDCA is a foundational organization of ACA and has evolved as an array of career professionals have joined the association. My experience as a career practitioner, counselor, and educator offers a perspective on the unique identity of those who provide career-focused support. One of NCDCA's strengths is the diverse richness of our members' experiences, identities, and talents. This diversity is essential to the organization's vibrancy and the future of our relationship with ACA. My leadership experience in NCDCA and other counseling professional organizations will enable me to consider the multiple viewpoints of ACA members while advocating for the needs of NCDCA. As the largest division of ACA, NCDCA has a vital role in shaping the future of ACA. I hope to contribute to a positive future for the organization within the larger counseling profession.

Suggested Bylaws Amendments

The sections below that are ~~struck-out~~ indicate the text that will be removed; those sections in **RED** are new additions. The Board of Directors approved these amendments for presentation during this Annual Meeting. The rationale for each change starts on page 37.

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 graduates in their first **two years** 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~~ **two years**.

- 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 of 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 on 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.
- F. **The state charter is granted by NCDA and not the state counseling association.**

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~~ **The President of the state division must be a voting member 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.~~ **If a state division has representation on the state counseling association board, the representative must be a voting member of NCDA.**
- B. A state division shall **have the authority to establish a system to** 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 **revoke before** 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~~ **two** 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.~~ **There shall be no nominations from the floor for any offices.**
- B. Special Requirements
- (1) Any member nominated for Treasurer **must have managed annual budget of at least \$500,000.** ~~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~~ **/Advisory Board Representative** will be nominated a full year prior to vacancy. ACA Governing Council **/Advisory Board Representative** candidates should have served as NCDA President and Past President before assuming the ACA Governing Council Representative **/Advisory Board 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 **/Advisory Board 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/Advisory Board Representative.
- C. There shall be six Trustees whose work is aligned to meet the needs of all NCDA's members.

The work of four Trustees will address the **constituency** needs of NCDA members from **4 specific** work settings, including ~~schools, higher education, agencies, business and industry, private practice, and counselor education and research.~~

~~School Career~~

- **Trustee for School Career Counselors and Specialists**
- **Trustee for Higher Education Career Counselors and Specialists**
- **Trustee for Private Practice, Agencies and Business/Industry Career Counselors and Specialists**
- **Trustee for Counselor Educators and Researchers**

- (2) ~~Two additional Trustees shall be assigned to assist with state divisions and specific projects decided by the Board.~~

The State Division Trustee will be responsible for maintaining contact with and providing field services to all state divisions.

- (3) **The At-Large Trustee will facilitate special projects of national scope according to the priorities set forth by the presidents and/or board.**

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/**Advisory Board** 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/Advisory Board 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 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) Chair the NCDA Finance Committee and communicate recommendations to the Board**
 - (6) 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/**Advisory Board**. The duties of the Representative to the ACA Governing Council/**Advisory Board** 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/**Advisory Board**.
 - (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 the office in accordance with procedures as prescribed by the 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 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/**Advisory Board 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 the 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 the 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 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 be **led by the Director of the Credentialing Commission and** 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 **the** Credentialing and ~~Special Programs~~ **Commission** (non-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 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, the commissioners 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)
- ~~Certified Career Counselor Educator (CCCE)~~
- ~~Certified Clinical Supervisor of Career Counseling (CCSCC)~~ **Certified Supervisor of Career Practitioners (CSCP)**
- (5) Certified School Career Development Advisor (CSCDA)

The Commission will consider other potential credentials and/or credential 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 **digitally** 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 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 hold 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 non-profit or non-commercial use of the work, if 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 should 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 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.*~~

These amended bylaws were approved by a vote of the NCDA Board on May 6 and will be presented to the members attending the NCDA Annual Membership Meeting on June 18, 2025.

Rationale for the Bylaws Amendments

Membership Categories

Article II, Section 2, F. Membership Descriptions. New Professional Members. ACA has changed its New Professional Category of Membership to allow two years, as opposed for just one. This is a retention strategy. To remain compliant with ACA, members in their first two years of employment, or anyone new to NCDA, may sign up for this category for a limit of two years.

State Divisions

Article IV, Section 1 Addition of F. Establishment of State Divisions. State Divisions are often confused with who grants their charter. NCDA has the authority to grant charters and not the State Counseling Associations. Section F was added for clarity.

Article IV, Section 2, A, (1) and (2) Autonomy of State Divisions. Based on the feedback from NCDA's state divisions, the board is advocating that only the Presidents of the divisions should be required to become voting members of NCDA. It appears to be a financial hardship for all state officers to pay for NCDA membership dues also. In (2), if a state division has someone other than the President serving as the representative on their state counseling association board, it is recommended that they too hold NCDA membership.

Article IV, Section 2, B Autonomy of State Divisions. This change allows the state division to decide whether to collect their dues directly, or work with their state counseling association to collect their dues.

Article IV, Section 5 B. Revocation of Charter. The new words were added for clarity.

Nominations and Elections

Article V. Section 1, A. (3) Nominations. The Nominations and Elections Committee now uses a sophisticated system of rubrics to evaluate potential candidates. For this reason, nominations from the floor will no longer be permitted. All candidates should be subject to the same vetting process.

Article V, Section 1 B. (1) Special Requirements. The requirements for the Treasurer were updated to reflect the current financial status of the association.

Article V, Section 5, B. (2). Special Requirements (and throughout the document) The addition of "Advisory Board Representative" was added to all ACA Governing Council Representative references throughout the bylaws. The change reflects the upcoming ACA governance changes. (Governing Council members will be moved to the Advisory Board.)

NCDA Board of Directors

Article VI, Section 1, C. Officers and Trustees. The titles of NCDA's 6 trustee positions are now listed for clarity. No other change to those roles is recommended. The word "constituency" has become the norm when talking about the various trustees who represent each group.

Article VI, Section 3, F. Functions of the Board of Directors. The responsibilities of the Treasurer were added to reflect the current role.

Committees, Councils, and Other Working Groups

Article IX, Section 6, B Credentialing Commission. The role and title of the Director of the Credentialing Commission was added for clarity. That role will become non-voting to stay consistent with the non-voting role of other staff positions on NCDA's Boards, Councils, and Commissions.

Article IX, Section 6, D Current Credentials. The titles of the Credentials have been updated reflecting the current operation. The Certified Career Counselor Educator has been retired, and the title of Certified Supervisor of Career Practitioners has been updated to better reflect the role and work on those holding that credential.

Publications

Article X, Section 2. Distribution. This section was updated to match the current digital distribution operations.

NCD A 2025

AUTONOMY *to* **CHANGE**

*EVOLVING AND ADAPTING
CAREER DEVELOPMENT
IN REVOLUTIONARY TIMES*

ATLANTA, GA
JUNE 18-20, 2025