

# MACCA Constitution & By-Laws

## The Constitution of the Middle Atlantic Career Counseling Association—An Association for Career Development Professionals

### ARTICLE I

The name of this organization is the Middle Atlantic Career Counseling Association, Inc., An Association for Career Development Professionals; it shall also be known under its acronym "MACCA".

### ARTICLE II

#### PURPOSES

The purposes of the Association are:

- To increase the effectiveness of career development activities by fostering an exchange of ideas and information among individuals responsible for said activities;
- To encourage professional approaches to career development in various contexts (e.g. education, government, private practice, business, industry and non-profit organizations); these approaches will be fostered by workshops, conferences, study and on-going use of research findings;
- To pursue the development and furtherance of standards and ethical procedures in career development ;
- To aid in providing the means of a continuous evaluative procedures and maintenance of high professional standards in career development ;
- To assist in obtaining the support of administrators and executives in education, government, private practice, business, industry, and non-profit organizations, for the furtherance of effective career development of all persons.

### ARTICLE III

Membership in this Association shall consist of career development professionals working in colleges, schools, government agencies, private practices, business industry, and non-profit organizations primarily within, but not limited to, the states of Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, and The District of Columbia. Individuals interested and involved in the issues of career development and the job/internship search process (e.g. faculty, students public officials, individuals involved in ministry, etc.) from the states listed above may also join and participate in MACCA.

### ARTICLE IV

#### EXECUTIVE BOARD AND OFFICERS

There shall be an Executive Board, consisting of individuals who are eligible MACCA members, whose major responsibility is the control and management of the affairs of the Association as defined in the Bylaws.

**Elected officers** of the Association shall be:

- President
- Vice President/President-Elect
- Secretary
- Treasurer
- Registration Chair
- Membership Chair
- Publicity & Marketing Chair
- Annual Conference Chair/Co-Chairs
- State Members-At-Large
- Immediate Past President

### ARTICLE V

The Association shall hold at least one business meeting each fiscal year. The fiscal year shall be defined as January 1 - December 31. All known conference debts shall be paid by December 31. The Executive Board shall be notified at that time of any outstanding debts and the state of the Treasurer's accounts.

Special meetings of the Association may be called by the President or upon request to the President by at least one-third of the Members. The Secretary via distribution of notices to the membership shall publicize such special meetings at least 30 days in advance of the date of the meeting, stating the purpose of the meeting. No other business except that for which the special meeting was called shall be transacted at any special meeting so called into session.

**ARTICLE VI**  
**DUES**

Dues shall be recommended by the Executive Board and approved by the membership as outlined in the Bylaws.

**ARTICLE VII**  
**AMENDMENTS**

Amendments to, or revisions of, this constitution may be made by a three-quarter majority of eligible voters in attendance at the Annual Business Meeting, as outlined in detail in the Bylaws.

## **By-Laws of Middle Atlantic Career Counseling Association** — An Association for Career Development Professionals

### **ARTICLE I**

#### **MEMBERSHIP**

The membership of the Association shall consist of those individuals as written in Article III in the Constitution.

### **ARTICLE II**

#### **EXECUTIVE BOARD**

##### **Section 1**

The Executive Board shall have administrative responsibilities for all policies and practices of the Association including budgetary matters. The Executive Board shall be made up of:

- President
- Vice President/President-Elect
- Secretary
- Treasurer
- Annual Conference Chair/Co-Chairs
- Registration Chair
- Membership Chair
- Publicity/Marketing Chair
- Up to Three Members-At-Large from each state as listed in Article III of the MACCA Constitution
- Immediate Past President
- Historian /Co-Historians
- E-Interact Newsletter Editor /Co-Editors
- All chairs of Standing and Conference Committees

##### **Section 2**

The President and Vice President/President-Elect, and the Annual Conference Chair/co-Chairs shall be elected by the membership at the Annual Business Meeting to serve one-year terms.

The Secretary, Treasurer, Registration, and Membership Chairs, and Publicity & Marketing Chair shall be elected by the membership at the Annual Business Meeting to serve two-year terms.

The Members-At-Large for each state shall be elected by the membership at the Annual Business Meeting to serve two year terms. Additional representatives can be elected in the event a Member-at-Large is not able to fulfill the two-year commitment.

The immediate Past-President shall continue as an Executive Board Member for a term of one year; thus when someone is elected Vice President/President Elect, that person commits to three (3) years of service (one as Vice President/President Elect, one as President, and one as Immediate Past President).

The Historian/Co-Historians, e-Interact Newsletter Editor/Co-Editors, and all year-round members of Standing and Conference Committees shall be appointed by the President to serve one year terms.

##### **Section 3**

Each member of the Executive Board shall be entitled to one vote relative to the implementation of administrative policy. In case of a tie vote, the President shall cast the deciding vote.

##### **Section 4**

If the President should vacate said office, the Vice President/President Elect shall complete the unexpired term.

##### **Section 5**

If a position held by a member of the Executive Board other than President is vacated for any reason, the Executive Board shall have the power to elect a successor to serve the unexpired term. The President has the power to make an interim appointment to fill the vacated position until the Executive Board is able to meet. The terms of Executive Board members may be extended by the sitting MACCA President.

## Section 6

An internal audit of the financial books of the Association shall be conducted at the close of the fiscal year (January 1 - December 31). The audit shall be conducted by an ad hoc committee consisting of the President, Treasurer, Secretary or Vice President/President Elect, and one other Executive Board member appointed by the President. This audit shall take place within six weeks of the close of the previous Association fiscal year. The audit can be done either in person or electronically.

## Section 7

The President or Vice President, and a simple majority of the other members of the Executive Board shall constitute a quorum for the purpose of any of the Board's meetings.

## Section 8

The Executive Board should be composed of members from as many states in the MACCA region, as specified in the Constitution, as possible.

## ARTICLE III

### OFFICERS

#### Section 1

No Officer may be re-elected to more than two consecutive terms. All terms begin January 1 following the Annual Conference elections and end December 31 of the appropriate year for a particular office's term length.

#### Section 2

#### ELECTED POSITIONS:

**The President** shall have served as a Vice President/President Elect during the previous year. She/he shall set the agenda for all meetings, with the assistance of the secretary and/or other board members. She/he shall preside at all meetings of the Association, act as Chairperson of the Executive Board, be a member ex officio of all standing and temporary committees, work closely with all Conference Chairs, administer the business of the Association between regular meetings, exercise authority consistent with these By-Laws, and with the approval of the Executive Board shall attend annual meetings of other regional associations at the expense of the Association. (One Year Term as Vice President/President-Elect, One Year Term as President, and One Year Term as Immediate Past President)

**The Vice President/President-Elect** shall have served as a member of the Executive Board. He/she shall perform the duties of the President in the latter's absence, disability, or at the President's request. If the office of the President becomes vacant, The VP/President-Elect shall become President until the next annual election. The VP/President-Elect will supervise, direct, and maintain ongoing contact with Chairs of all Standing (non-conference-specific) committees, as well as among the other Executive Officers of the Association (President, Secretary, and Treasurer). The VP/President-Elect will fulfill other duties as delegated by the President and/or the Executive Board. The VP/President-Elect will succeed to the Presidency of the Association in the following year. (One Year Term as Vice President/President-Elect, One Year Term as President, and One Year Term as Immediate Past President)

**The Secretary** shall keep all official minutes of the business meetings of the Association and Executive Board. The Secretary shall handle correspondence and assist the Executive Board as needed. (Two Year Term)

**The Treasurer** shall be responsible for receipts and expenditures of the Association. The payment of all invoices submitted to the Association for services rendered to the Association by any of its members or outside firms shall be submitted for payment to the Treasurer. S/he will prepare a financial report for each Executive Board meeting throughout the year and present a yearly financial statement to the membership at the Annual Meeting. In addition, the Treasurer prepares financial statements and documents for the contracted accountant throughout the year and for the annual audit. (Two Year Term)

**The Annual Fall Conference Chair/Co-Chairs** shall act as the conference chairperson(s) and coordinate all activities related to the annual conference. The Fall Conference Chair/Co-Chairs hold(s) event planning responsibility for the conference in direct collaboration with the President and the entire Executive Board. The Fall Conference Chair/Co-Chairs collect(s) and compile(s) all pertinent Conference programming ideas and present(s) reports and updates to the Executive Board. This/these Chair/Co-Chairs generate(s) correspondence (and, as appropriate, negotiations) with potential program presenters and participants assuring "adherence" to the conference theme (as selected by the Executive Board). This/these Chair/Co-Chairs also lead(s) and coordinate(s) contract negotiations and arrangements with the resort/conference center management/staff. Additionally, this/these Chair/Co-Chairs collaborate(s) and maintain(s) ongoing contact with the Executive Officers of the Association (President, VP/President-Elect, Secretary, and Treasurer), and also supervise(s), direct(s), and maintains ongoing contact with the Standing and Conference Committee Chairs and Co-Chairs. (One Year Term)

**Members-At-Large** shall participate in conference and Association responsibilities. This includes chairing committees, assuming responsibility for projects, and assisting at the Fall Conference. Members-At-Large from each state are required to participate in at least one standing committee per year during their two year term and to attend each Executive Board meeting. The states represented by MACCA (Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, and Virginia) may have up to three Members-At-Large each. (Two Year Term)

**The Registration Chair** shall be responsible for developing a database of MACCA events, and conference attendees coordinating with the treasurer. (Two Year Term)

**The Membership Chair** shall be responsible for the major membership work of the Association, which includes encouraging eligible persons to become members of MACCA, maintaining membership records with the treasurer and facilitating communications about membership between the board, current members and potential members. (Two year Term)

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**The Publicity/Marketing Chair** shall work with the Annual Fall Conference Chair/Co-Chairs to coordinate the dissemination of publicity to members and to targeted constituents. (Two Year Term)

### APPOINTED POSITIONS:

**The e-Interact Newsletter Editor/Co-Editors** shall write, edit and coordinate all activities related to publishing and distributing the Association newsletter at least twice (2) times each year.

**The Historian/Co-Historians** shall maintain an accurate and current record of events and news at the Association conferences, seminars or other activities.

### MACCA Standing Committees are as follows:

**The Technology Chair and Committee** shall coordinate all activities related to the online presence of MACCA including coordinating website maintenance.

**The Professional Certification Chair and Committee** shall evaluate all MACCA sponsored programs, i.e., lectures, colloquiums, seminars, and workshops, for certification credit pertaining to NBCC and other professional credentialing entities. The committee verifies the attendance of NCC's (and holders of other credentials for which MACCA offers approved programming/training) and prepares certificates documenting the recertification hours. A permanent file of all NBCC recertification activities and credits is maintained by the committee; this file may include lists of conference participants, information on speakers, and conference programs. The Committee is ultimately responsible for maintenance of conference records that must be submitted to NBCC and/or other appropriate credentialing entities (if MACCA is audited), completion of annual provider status paperwork, forwarding of annual invoices from NBCC (and other credentialing entities) to the MACCA Treasurer for payment, and creation of Contact Hours Monitoring Form(s) for each conference (Annual Fall and Spring Conferences). The Chair serves as liaison between MACCA and NBCC and other credentialing entities throughout the year.

**The Awards Chair and Committee** shall identify potential recipients for annual awards by maintaining communication with the President and others who may nominate members for awards. The chair and committee members endeavor to elicit nominations from members throughout the Association.

**The New Professionals & Graduate Student Concerns Committee** shall identify and address issues of particular concern to new professionals and graduate student members of MACCA. The Committee shall assist in the recruitment of new professionals and graduate student members to the Association.

**The Nominations Chair and Committee** shall conduct nominations and election procedures as directed Under Article VIII of the MACCA Bylaws. The committee facilitates communication among officers and other members to identify potential nominees for each new slate of officers and any vacant Member-At-Large positions. The Chair keeps records of which positions will become open during a coming term and contacts those who are recommended for nomination (to check if a particular member is willing to fulfill the role if they are elected). Once a slate of nominees is confirmed, the Chair sends out ballots of open positions to be included in an eInteract issue, posted on [www.macca.net](http://www.macca.net), and distributed to the MACCA listserv. Before the Annual Fall Conference, the Chair compiles the membership ballots and prepares an election ballot to be distributed to the membership at the Annual Fall Conference Business Meeting. If more than one person is nominated for a particular Board position, elections may be extended beyond the Annual Fall Conference Business Meeting so members who are unable to attend the Annual Fall Conference have opportunities (via email or fax communication with the Nominations Chair) to vote.

**The Evaluation Chair and Committee** shall be responsible for developing, promoting awareness of, and distributing emails including links to online evaluations.

### CONFERENCE-SPECIFIC CHAIRS AND COMMITTEES:

**The Conference Volunteer Chair and Committee** shall be responsible for contacting other committee chairpersons to determine the type of service or services needed for the Annual Fall Conference, the number of volunteers needed to complete the task(s), and the approximate time of day services are needed. The Chair will simultaneously solicit from the Volunteer Committee members the type of service they can provide and the time they have available to volunteer. The Chair will then coordinate the efforts of the volunteers available and provide, as closely as possible, the services needed by the other committees.

**The Conference Exhibitors & Sponsors Chair and Committee** shall solicit exhibitors for the Annual Fall Conference. The committee liaises with the conference center staff, exhibitors, and sponsors while assisting with the planning and arrangements of the exhibition space. They are also charged with soliciting donations from exhibitors and other MACCA members for raffles that are held during the Annual Fall Conference.

**The Conference Hospitality Chair and Committee** shall promote events and activities that enhance the educational and networking experiences of the Fall Conference. Volunteers are responsible for planning and hosting activities such as receptions, recreational and cultural activities, and tours.

## ARTICLE IV

### REMOVAL OF BOARD MEMBERS

#### Section 1

Executive Board Members may be removed from their office if it is determined that they are not fulfilling their duties or have shown a breach of ethics according to our profession. The member in question will have the chance to present his/her case to the Executive Board if he/she feels that the removal is unfair.

After all avenues are pursued, a two-thirds vote of the Executive Board is needed for removal.

## ARTICLE V

### DUES

#### Section 1

Dues shall be recommended by the Executive Board and approved by a simple majority of the voting members present at the Annual Meeting.

#### Section 2

Membership in MACCA shall be continuous on a regular basis. The Fiscal year of MACCA shall be January 1 to December 31.

#### Section 3

Types and Qualifications of Membership Dues are as follows:

*Regular Membership* is for any person whose designated responsibilities are in line with those qualifications in Article III of the Constitution. *Student Membership* is for any person who is enrolled full-time at an accredited graduate school in the field of counseling or a closely related profession. The student's major professor must attest in writing to these qualifications. *Lifetime Membership* is awarded by the organization to special individuals allowing annual membership dues to be waived.

## ARTICLE VI

### FUNDS

#### Section 1

The Association shall maintain a general operating fund in a bank which shall be selected by the Treasurer and subject to the approval of the Executive Board.

#### Section 2

The general operating fund shall be under the supervision of the Treasurer who will be responsible for its administration, including all matters relative to receipts and disbursements, and the maintenance of adequate records.

#### Section 3

In the event of termination or dissolution of this Association, its remaining assets, if any, shall be distributed to/ (and only to), one or more of the organizations described in number 501 (c) (3) of the Internal Revenue Service code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Laws).

## ARTICLE VII

### MEETINGS AND ELECTIONS

#### Section 1

A quorum must be present to carry on the Annual Business Meeting and elections of the Association. A simple majority of the eligible voters attending the Annual Business Meeting shall constitute a quorum.

#### Section 2

The Association shall meet annually to conduct business and elections. The Executive Board shall select the time of year, site, and date of said meeting.

#### Section 3

The first annual meeting of the newly elected Executive Board shall be held within 90 days of the close of the annual conference. Special meetings of the Executive Board may be held at such times and places as the Executive Board may decide, or at the call of the President, or on written request of three or more members of the Executive Board addressed to the President.

**Section 4**

The elected officers of the Association shall be chosen at the Annual Business Meeting.

**Section 5**

All Executive Board Meetings are open to members in good standing.

**ARTICLE VIII**

**AMENDMENTS**

**Section 1**

Amendments to the Constitution shall be recommended by the Board and voted upon by the membership in either of the following two ways:

- a. The members present at the Annual Meeting may vote, provided that all renewing members have been advised in writing of the proposed amendment(s) at least thirty (30) days prior to the Annual Meeting. Three quarters of the votes cast in favor of the amendment(s) shall be required for passage.
- or
- b. The MACCA membership may be polled by mail or e-mail. Three quarters of the votes returned shall be required for passage provided that at least 50 percent of the members shall have voted in writing.

**Section 2**

The result of the voting shall be recorded by the Secretary and reported to the Executive Board at its next meeting. The Amendments approved shall become effective at this time.

**Section 3**

Bylaws may be amended by the same procedure as outlined in Section 1, except that a simple majority is required.

**ARTICLE IX**

**NONDISCRIMINATION POLICY**

The Middle Atlantic Career Counseling Association does not discriminate on the basis of race, color, national origin, gender, age, affectional/sexual orientation, religion, or disability in any of its policies, procedures, or practices. This nondiscrimination policy covers membership and participation in association programs and activities including but not limited to conferences, publications, and educational services.