

# National Career Association Bylaws

## ARTICLE I. Name

The name of this member-led organization is **National Career Association (NCA)**.

## ARTICLE II. Purpose

The primary purpose of NCA is to serve the needs of its members and strengthen the NCA by delivering exceptional services to complement and enhance members’ success in school and on-the-job, leading to productive and rewarding careers of their choice. The enhancements include but are limited to:

1. To be integral to the comprehensive education program by facilitating a successful transition from school-to-career or pursuit of a further education.
2. To seek and promote diversity and inclusion among the membership and leadership to reflect the NCA belief in the value of everyone.
3. To build character, instill ethical work attitude and practices, and develop competent leadership.
4. To foster self-actualization of each member to meet individual psychological, social, and economic needs.
5. To strengthen the confidence of members in themselves, their activities and workplace performance.
6. To promote positive relationships with professional associations, businesses, industries, and organizations.
7. To promote involvement in community issues, environmental concerns, and survival needs of the community, the nation, and the world.
8. To encourage the pursuit and earning of scholarships to defray the cost of further education.
9. To encourage outstanding member and team performance by providing recognition and awards through the NCA National Competitive Events and Recognition Program.

## ARTICLE III. MEMBERSHIP

NCA is a member-led national organization comprised of students enrolled in a JAG course or are participants in a JAG affiliated program which operates within a NCA chartered state association that provides a NCA local chapter for members.

### Section 1. Divisions.

NCA State Associations shall be chartered by the NCA National Headquarters and will be composed of the following divisions:

- Middle School
- Secondary
- Out of School
- Alumni
- Professional
- National Honorary Life

## **Section 2. Membership Composition.**

Membership in NCA shall be of two types: (a) student/participant and (b) adult.

### **a. Student Membership:**

- **Middle School Division:** To be eligible for membership in a chartered NCA chapter, a member must be enrolled in a JAG course in grades 6-8 and plan to be active in the local NCA chapter.
- **Secondary Division:** To be eligible for membership in a chartered NCA chapter, a member must be enrolled in a JAG course in grades 9-12 and plan to be active in the local NCA chapter.
- **Out-of-School Division:** To be eligible for membership in a chartered NCA chapter, a member must be a participant in a JAG out-of-school program and plan to be active in the local NCA chapter.

### **b. Adult Membership:**

- **Alumni Division:** Alumni membership shall be open to former NCA members. Alumni members may not vote, make motions, hold office, or compete in events at the chapter, state, or national levels. They may take advantage of all alumni meetings, training sessions, conferences, and newsletters.
- **Professional Division:** Professional membership shall be open to persons who are associated with and supportive of the NCA. This could include but is not limited to: JAG Staff--Specialists, Managers, Council of State Affiliates; community leaders, NCA family members, NCA partners and supporters; and friends of NCA. These may include alumni or other adult members of the community who wish to assist and support the growth and development of the National Career Association. Professional Division members may pay affiliation fees, but may not vote, make motions, hold office, or compete.
- **National Honorary Life Division:** Honorary Life membership shall be composed of individuals who have made significant contributions to the growth and development of NCA. National NCA Honorary Life Members shall not vote, hold office, nor be required to pay affiliation fees. The process of acceptance for National Honorary Life Membership can be found in NCA Policies and Procedures.

**Section 3. Affiliation Fees.** Affiliation fees are discussed in the NCA Policies and Procedures Handbook and shall be determined by a majority vote of the NCA Voting Delegates at the annual business session.

**Fiscal Year.** The membership year is for twelve (12) months starting on August 1 and concluding on July 31. Members who do not affiliate in a timely manner shall be ineligible to participate in Local Chapter Initiation and Installation (I&I) Ceremonies, State and National Career Development Conferences, State and National Competitive Events and Recognition Programs, and National, State, and Local Officer Elections.

#### **Article IV. National Officer Election**

**Section 1. Elected Officers:** The National Career Association shall have four (4) elected officers: President, President-Elect, Secretary, and Parliamentarian.

**Section 2. Qualifications for National Office:**

- a. Must be a NCA Chapter member.
- b. State Career Associations shall submit no more than two candidates for national office.
- c. Must be recommended by the NCA Chapter Advisor and endorsed by the NCA State Advisor.

The required information will be submitted by the NCA State Association to the NCA National Headquarters prior to the annual National Career Development Conference by a date designated annually. This information shall include:

- A nomination form with a record of Local and State NCA offices held.
  - A verified statement of academic performance for the current membership year.
  - A statement of support with the signature of the school principal or CTE Director (whichever is appropriate); the signature of the local NCA Chapter Advisor; the signature of the NCA State Advisor; and the signature of the parent or guardian unless the applicant is 18 years or older.
- d. Is expected to score a minimum of 80 percent on the NCA Information and Parliamentary Procedure Examination. The qualifying scores of these exams will be reviewed by NCA Headquarters and is shared in the NCA Policies and Procedures Handbook.

- e. Must go through the Nominating Committee process and pass the NCA examination as outlined in the NCA Policies and Procedures Handbook.

**Section 3. Nominating Committee Process:**

A nominating committee composed of no less than one member from non-candidate states from the following divisions: middle school, secondary, and out-of-school; one State Advisor from a non-candidate state; and one industry representative. This nominating committee shall be appointed by the NCA Headquarters and will serve as oversight. This nominating committee shall interview qualified candidates and shall nominate no more than four candidates for each of the national offices: President; President-Elect; Secretary; and Parliamentarian.

Candidates may be nominated from the floor if they have met the qualifying requirements. (Article IV, Section 2)

**Section 4. Election Process:**

- a. The National President; President-Elect; Secretary; and, Parliamentarian shall be elected by the Voting Delegates at the Business Session at the Annual National Career Development Conference.
- b. Officers shall be elected by a majority of the voting delegates at the National Career Development Conference.
- c. No individual may hold a national office more than once.
- d. The duties of the various officers shall be specified in the NCA Policies and Procedures Handbook and in the parliamentary authority adopted by the organization.
- e. The Voting Delegates will receive the slate of officers from the Nominating Committee for election.
- f. National officers shall be elected by ballot at the Annual National Career Development Conference to serve one year and until their successors are selected. In the event a majority vote is not secured by any candidate, a run-off shall begin immediately during the Business Session. National officers may not seek election to the same or any other office.
- g. In the event of a vacancy in the office of President, the President-Elect shall succeed to that office. Other vacancies in national offices may be filled by appointment as referenced in the NCA Policies and Procedures Handbook.
- h. A National Officer Advisor shall be appointed by the NCA National Advisor.

## ARTICLE V. MEETINGS

- Section 1.** A National Career Association Conference shall be held annually with the time and place to be approved by NCA National Headquarters.
- Section 2.** NCA State Charter Associations shall exercise their membership voting privileges through voting delegates. Divisions (Middle School, Secondary, and Out-of-School) for each NCA State Association will be allocated two (2) voting delegates. One alternate delegate should be selected for each delegate.
- Section 3.** In addition to in-person meetings, NCA allows electronic meetings by conference call, video conferencing, or virtual meetings.
- Section 4.** A Credentials/Tellers Committee and a Rules/Arbitration Committee shall be appointed by the National Officers in advance of each National Career Development Conference. Each committee shall be composed of a secondary and out-of-school student and a secondary and out-of-school advisor.
- Section 5.** The Credentials/Tellers Committee shall review and approve the list of delegates compiled by the National Career Association Headquarters, shall supervise registration of delegates, shall submit a report at the beginning of each session on the number of delegates present and shall distribute ballots and tally votes for any ballot vote.
- Section 6.** The Rules/Arbitration Committee shall, with the approval of the National Officers, propose a list of rules, an order of business and a code of conduct for the CDC. The committee shall review all questions and disputes which have been prepared and submitted according to an established procedure and shall make appropriate recommendations to the NCA National Officers in a timely manner.

## ARTICLE VI. National Officers

The NCA Officers shall serve as Ambassadors on behalf of the organization.

- Section 1.** The NCA National Officers shall be composed of all officers of the National Career Association as designated in Article IV, Section 1, and the NCA National Officer Advisor.
- Section 2.** The NCA National Officers shall meet immediately preceding the National Career Development Conference. Other meetings shall be held, either in

person, by telephone conference call, by Zoom, or at the call of the NCA National President with the approval of the NCA National Officer Advisor.

- Section 3.** The NCA National Officers shall be responsible for assisting in planning and conducting the Annual National Career Development Conference and business session, as well as assisting in the annual NCA Plan of Work.

## **ARTICLE VII. Supervision**

- Section 1.** The NCA Council of State Advisors will provide oversight of the National Career Association. The NCA State Advisor of each chartered NCA State Association shall be responsible for their chartered state association. The NCA Local Advisor shall be responsible for the local chapter.
- Section 2.** State Advisors to assist NCA's growth and development may be appointed as deemed necessary as outlined in the NCA Policies and Procedures Handbook.
- Section 3.** The NCA National Headquarters shall administer NCA National finances, submit an annual budget to the NCA Council of State Advisors and provide the NCA Council of State Advisors with an annual audit.

## **ARTICLE IX. Logo/Emblem and Colors**

- Section 1.** The official emblem of and insignia item designs are described in the NCA Policies and Procedures Handbook. The manufacture, reproduction, wearing or display of the logo/emblem shall be governed by the NCA National Headquarters as outlined in the NCA Policies and Procedures Handbook.
- Section 2.** Emblems and insignia shall be uniform in all local chapters and state associations. Only members in good standing (in alignment with policies and procedures) may use official logo/emblems and insignia.
- Section 3.** The colors of NCA are royal blue, red and white.

## **ARTICLE VIII. Parliamentary Authority**

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws or corporate charter of The National Career Association and any special rules the organization may adopt.

**ARTICLE IX. Amendment**

These Bylaws may be amended by a two-thirds vote at a meeting of the Delegate Assembly at the National Career Development Conference, provided the amendment has been proposed by a NCA State Association, a Division, the NCA National Officers, or the NCA National Headquarters. Proposed amendments must be submitted in writing at least ninety (90) days before the National Career Development Conference. All proposed amendments must be submitted by the NCA National Headquarters to the NCA Chartered State Associations at least forty-five (45) days prior to the Annual National Career Development Conference.