



Bylaws

ARTICLE I - NAME

Preamble: The name of the association is the Ontario Alliance of Career Development Practitioners (OACDP)/“Association des professionnelles et professionnels de l’emploi de l’Ontario, also known as OACDP and APPEO.

Mission Statement: Career practitioners working together to improve their skills and to advance the knowledge and capabilities of the workforce in Ontario

Index: (Once completed this will list sections and page numbers)

Section 1: Definition

The OACDP is an umbrella organization representing career development practitioners in Ontario providing career counselling and information services.

Section 2: Purpose

The purpose of the OACDP is to:

- advance advocacy, professional development, competencies, and ethical standards
- disseminate relevant information to the membership
- take a leadership role in the provincial accreditation of the “Career Development Practitioner”
- offer opportunities for networking, sharing information, and building community among practitioners to enhance and enrich the role of Career Development Practitioners (CDPs)

ARTICLE I - MEMBERSHIP

Section 1: Eligibility

Membership in the OACDP is open to anyone working in the career development field who meets the membership criteria set out herein. Membership is on an individual basis.

Section 2: Registration of Members

The Provincial Board of Directors will appoint a registrar to manage all aspects of membership, which will include the member's current name, membership category, business address, telephone, alternate telephone, business e-mail address, and alternate e-mail.

At the Chapter level the local executive committee will be responsible for providing the above information to the Provincial Board of Directors.

Section 3: Membership Criteria

The OACDP will grant membership to every person who applies in accordance with the Bylaws, as long as the person:

- agrees to abide by the OACDP's Code of Ethics and Bylaws
- or is actively participating in a post secondary program with a focus on career development

Section 4: Membership Categories

The membership categories of the OACDP are: Individual Member and Student Member.

The rights, privileges, and definition of each membership category are as follows:

a) Individual Member

- an Individual Member is any person whose professional activities are conducted in Ontario
- Individual Members have all the privileges of membership, including holding office, casting one vote on matters pertaining to the ongoing business and operation of the OACDP, and being a member of any OACDP committee.

b) Student Member

- a Student Member is any person actively participating in a part-time or full-time post-secondary certificate, diploma, or degree program with a career development emphasis
- Student Members have all the privileges of membership except the right to hold office and vote.
- Student Members may be selected to sit on committees at the Provincial or local OACDP at the discretion of the OACDP Provincial Board of Directors/local Executive Committee.

ARTICLE II - MEMBERSHIP DUES

Section 1: Amount of Dues

The membership dues shall be determined from time to time by the OACDP Provincial Board of Directors.

Section 2: Payment Schedule

Annual membership in the OACDP covers the period of one (1) year from the time the application is accepted. Annual dues are payable upon receipt of the membership fee invoice.

Section 3: Non-payment of Dues

Where dues are not paid within ninety days (90) of the due date, and where notice has been sent, the Provincial Board of Directors/Local Chapter Executive Committee may cancel membership.

Section 4: Cancellation of Membership

Members shall pay fees applicable to their class of membership as determined by the Provincial Board of Directors to remain members in good standing. The failure of any member to pay their membership dues within ninety (90) days of the due date can be sufficient reason for the Provincial Board of Directors/Local Chapter Executive Committee to cancel that member's membership. Voluntary or involuntary withdrawal does not entitle a member to a refund of paid fees except at the discretion of the Provincial Board of Directors.

ARTICLE 11I – OACDP CHAPTERS

Section 1A: Definition

An OACDP Chapter is defined as meeting the following criteria:

- will consist of no fewer than three members in good standing of the OACDP who will meet three times annually either face to face or by way of technology
- have notified in writing the OACDP Provincial Board of Directors their intent to form a Chapter
- have received approval from the OACDP Provincial Board of Directors to proceed
- they are committed to follow Article I section 3 and agree to abide by the OACDP's Code of Ethics and Bylaws
- duly formed Chapters shall be eligible to receive funds from the OACDP Provincial office as determined by the Provincial Board of Directors

Section 1B: Purpose

- conduct activities which are consistent with the OACDP purposes

Section 1C: Responsibility

- each Chapter will operate their fiscal year according to the provincial fiscal year
- each Chapter will appoint or elect a representative to sit on the Provincial Board of Directors
- each Chapter will provide a list of the local executive committee members and their terms of reference annually to the Provincial Board of Directors
- each Local Chapter Executive Committee will provide financial reporting quarterly to the Provincial Board Executive Treasurer and on request by the local executive committee, and local members
- each Chapter is encouraged to post information to their section of the website (including but not limited to event notices, meeting minutes)

ARTICLE IV - MEETING OF THE MEMBERSHIP

Section 1A: Provincial Annual General Meeting

The OACDP Provincial Annual General Meeting shall normally be held in conjunction with the annual consultation or conference (Opportunities Conference) at any place in Ontario.

Written notice thereof shall be given to the membership no less than 30 days prior to the time of the meeting.

Section 1B: Local Chapter Annual General Meeting

The local chapter Annual General Meeting will be held once a year.

Written notice thereof shall be given to the membership no less than 30 days prior to the time of the meeting.

The Local Chapter Executive Committee will notify the Provincial Board of Directors and provide details of the date and coordinates.

Section 2: Local Chapter Member Meetings

A minimum of two meetings per year of the Local Chapter membership will be scheduled by the Local Chapter Executive Committee

Section 3: Special Meetings

From time to time, special meetings shall be convened at the discretion of the Provincial Board of Directors, or local Chapter Executive Committee as applicable, with proper notice stating the business to be brought forward at the meeting.

Section 4: Quorum

A quorum of any special meeting or committee of the OACDP will be two-thirds of the voting members of that meeting or committee.

A quorum at an Annual General Meeting will be two thirds of the membership, in addition to the Provincial Board of Directors or Local Chapter Executive Committee.

ARTICLE V - BUSINESS AFFAIRS OF THE OACDP

Section 1: Fiscal and Operation Year

The fiscal and operation year of the Provincial Board of Directors and Local Chapter Executive Committee of OACDP shall be April 1st through March 31st.

Section 2: Control and Management

All property of the OACDP (Provincial Board of Directors or Local Chapter Executive Committee) shall be subject to the control and management of its executive according to the financial policies and procedures established by the OACDP Provincial Board of Directors.

Section 3: Appropriation of Funds

The Provincial Board of Directors and Local Chapter Executive Committee shall adopt an annual budget for the OACDP. No appropriation of funds shall be made except pursuant to the authority of the Provincial Board of Directors/Local Chapter Executive Committee.

Section 4: Reports

The Provincial Board of Directors Treasurer will present quarterly financial reports to the Provincial Board of Directors. Members of the Provincial Board of Directors shall be sent written quarterly income and expense reports from the Provincial Treasurer of the OACDP.

ARTICLE VI - THE OACDP PROVINCIAL BOARD OF DIRECTORS AND LOCAL EXECUTIVE COMMITTEE

Section 1: Composition

a) Provincial Board of Directors

The Provincial Board of Directors of the OACDP shall be comprised of at least four elected officers including the Chair, Vice/Co Chair, Secretary, Treasurer and Regional/Chapter Representatives (Chapter Chair or alternative).

b) Local Executive Committee

The Local Executive Committee shall be comprised of the elected Executive and at least three officers including the Chair/Vice Chair, Secretary, and Treasurer.

Section 2: Provincial Board of Director Executive Committee and Local Chapter Executive Committee Duties and Responsibilities

a) Chair

- the local Chapter Executive Chair will sit on the Provincial Board of Directors as the local representative or will appoint an alternative
- preside at all meetings of the membership and serve as Chair of the Provincial Board of Directors/Local Chapter Executive Committee
- serve as representative of the OACDP Provincial Board of Directors in its contacts with other professional associations
- serve as ex-officio member of all Provincial Board of Director/ Local Chapter Executive OACDP committees
- preside at the Provincial/ Local Chapter Annual General Meeting
- oversee all operational activities of the Provincial Board of Directors/ Local Chapter Executive Committees of OACDP

b) Vice-Chair or Co Chair (optional at the Chapter level)

- assist the Chair in the execution of the Chair's responsibilities
- serve as acting Chair in the Chair's absence
- serve as Chair should the Chair's position become vacant
- carry out other duties from time to time as requested by the Provincial Board of Directors/ Local Chapter Executive Committee

The position of Co Chairs will be acceptable in place of a Chair and Vice Chair

c) Treasurer

- oversee the financial affairs of the **Provincial Board of Directors/ Local Chapter Executive Committees** of OACDP
- prepare financial statements and reports and maintain proper books of accounts
- collect membership dues (**from the Provincial/ from the Local Chapter**)
- carry out other duties from time to time as requested by the **Provincial Board/ Local Chapter Executive Committee**

d) Secretary

- oversee the secretarial affairs of the **Provincial Board of Directors/or Local Chapter Executive Committee** OACDP
- ensure proper minutes are maintained for all **Provincial Board of Directors/ Provincial committee meetings/Local Chapter Executive Committee meetings and the Provincial Annual General Meetings and Local Chapter Annual General meetings**
- maintain a membership mailing list of **Provincial/ Local Chapter** OACDP members
- carry out other duties from time to time as requested by the **Provincial Board of Directors/Local Chapter Executive Committee**.

e) Committee/Task Force Chairs (appointed by the Chair**)**

- recruit and select the membership of their committees/task forces
- **do not have a vote**
- represent committee members on the **Provincial Board of Directors/ Local Chapter Executive Committee**

f) OACDP **Chapter Representatives**

- **Chapter Executive Committee Chairs** will be the representatives on the **Provincial Board of Directors**
- liaise between the **Provincial Board of Directors** and the **local Chapters Executive Committee**
- **may appoint an alternate if unable to attend meetings.**

Section 3: Elections

- a) The Executive will be elected by the voting members for 2-year terms at the Annual General Meeting. An exception will be the first elected members who will be elected for staggered terms of 2 to 3 years. These terms may be extended if there is a request brought forward at the Annual General Meeting.
- b) A Nominating Committee will be formed no later than 120 days before the Annual General Meeting to receive nominations from the membership for candidates for the OACDP Executive Committee positions. The Nominating Committee will be comprised of a minimum of 5 full members including the outgoing Chair.
- c) The OACDP Executive will be elected from the slate of candidates put forward by the Nominating Committee.
- d) Additional nominations will be accepted at the Annual General Meeting
- e) Vote will be by a show of hands.
- f) Attending OACDP members shall show proof of membership (be verified) at the beginning of the Annual General Meeting to allow voting privileges.

BY PROXY

Any voting member may be represented by proxy at Annual General, General, and Special meetings by another member, provided the proxy is in writing on the form provided by the Board. Members eligible to vote shall be provided with the proxy form (minimum, often 30) days before meetings. A proxy must be signed by the voting member and is valid only for the meeting for which it was specifically given. Proxies or notice of proxies held must be filed with the Secretary at least (minimum, often 7) days before the meeting.

Section 4: Mandate of the Provincial Board of Directors

- establish policies and procedures to implement the goals of the OACDP and to ensure its ongoing operations
 - form committees and task forces as required to run the business of the OACDP
 - adopt and amend to OACDP's mission, goals, and bylaws
 - have the responsibility of managing the finances of the OACDP
 - establish broad directions (short and long-term) appropriate to the membership
 - hold at least quarterly Provincial **Board of Directors** meetings (March June, Sept. Dec.)
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ARTICLE VII - COMMITTEES

Section 1: Standing Committees (Provincial Board of Directors and Local Chapters Executive Committees)

The OACDP Provincial Board/local Chapter Executive Committee will form a number of Standing Committees to address the ongoing needs and functions of the OACDP. The number and purpose of these committees will vary from time to time as determined by the Provincial Board of Directors/local Chapter Executive Committee. Chairs and Vice-Chairs of committees will be appointed by the Provincial Board of Directors/local Chapter Executive Committee. The Chairs of the Standing Committees shall recruit and select the membership of their committees. Local Chapter Executive Standing Committee Chairs will have a vote at the Chapter Executive Committee meetings.

Standing Committees include, but are not limited to the following:

- **Bylaw (Provincial only)**
Reviews the OACDP Bylaws to ensure they are current. This committee shall meet annually (face to face or by technology) four to six months after the Provincial Annual General Meeting. The committee will report to the Provincial Board of Directors the suggested revisions (or lack thereof) no later than three months prior to the next Provincial Annual General Meeting.
- **Advocacy (Provincial/Local)**
Monitors and responds to political, economic, and societal changes and their impact on work in Ontario; prepares material to represent OACDP at the local, provincial and national levels; responds to requests promoting lifelong career management at both levels.
- **Communications (Provincial/Local)**
Develops internal and external communication strategies; responsible for communications with members to keep them abreast of OACDP and community activities; in cooperation with Executive Provincial Board of Directors and other relevant committees provincially, drafts responses to government and other issues for information and statements on issues involving career development and management.
- **Competencies and Ethical Standards (Provincial)**
Assumes ongoing responsibility for issues and initiatives concerning the Generic Competency Model and ethical standards; responsible for developing procedures leading to the adoption, observance, and monitoring of the Model and ethical standards.
- **Information and Resources (Provincial/Local)**
Promotes, evaluates, and distributes high quality information and resources, including print, computer, audio-visual, and other community resources; represents the OACDP in the articulation of members' interests in information and resources.

- **Membership and Marketing (Provincial/Local)**
Develops strategies for recruiting new members; designs and disseminates promotional materials.
- **Events and Professional Development (Provincial/Local)**
Develops, organizes, and conducts professional activities that reflect competencies and standards; consults with membership to determine needs; engages in partnerships with other organizations, associations, and local/regional/provincial governments.

Section 2: Special Committees and Task Forces (Ad Hoc)

From time to time, the OACDP Provincial **Board of Directors/local Chapter Executive Committee** may decide that it is necessary to constitute a Special Committee or task force. The purpose of such a committee or task force would be to deal with an issue or need that may fall outside the scope of the Standing Committees.

Any member of the OACDP can request the initiation of a Special Committee. The Provincial **Board of Directors/Local Chapter Executive Committee** must review and approve the creation of such a Special Committee, as well as the purpose of the committee.

Special Committees may be converted to Standing Committees at the discretion of the Provincial **Board of Directors/Local Chapter Executive Committee**.

ARTICLE VIII - NON-DISCRIMINATION

There shall be no discrimination against any individual on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, or marital status.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

The Provincial **Board of Directors** shall have the power to add, to delete, or amend these by-laws as it deems fit. The amendments **take effect only once the general membership approves them at the next Provincial Annual General Meeting**. By-law amendments shall be communicated to the membership in the course of notification of Annual General Meeting and at which time they must be presented to the membership in writing. The membership will then vote to reject or confirm these amendments. Confirmation of the amendments will require a two-thirds majority vote by the **voting** members in attendance, **and proxy votes**.