

# VECAP



Vocational Evaluation and Career Assessment Professionals

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## **Preamble**

The Vocational Evaluation and Career Assessment Professionals (VECAP) association holds as its core belief that every individual has the right and opportunity to engage in meaningful and satisfying careers and employment that will contribute to his, her, or their positive quality of life. The association is committed to providing the highest quality of appropriate services to individuals who need and desire vocational evaluation and assessment and related career services. Furthermore, its members are dedicated to advocating for and supporting efforts and activities that prepare professionals who are well-trained in the professions of career assessment and vocational evaluation. Supporting the increase of qualified professionals who maintain exemplary ethical standards is part of the association's commitment to the professions.

## **Bylaws**

The members and Board establish these Bylaws to enable and implement the mission of the organization. The Board is the policy-making and organizing body of the organization. It shall serve as the leadership group representing the total association membership. Members of the Board should have the best intentions of the entire organization in mind rather than representing their personal points of view. Whenever possible, the organization's policies are clarified and agreed upon in a board vote. Board members should endeavor to be bridge-builders with partners and advocates and between other national organizations and groups.

The VECAP Board is comprised of the Executive Council and other Board members as described later. The Executive Council includes the President, President-Elect, Past President, Treasurer, Secretary, and the ad hoc representative of the association's home office, if that position is filled. The VECAP Board is comprised of the Executive Council, two Board Members-at-Large and Committee Coordinators. Committee Coordinators include chairs of the Communication, Education, Advocacy, Member Services, and Standards Committees. All Board members must be members of the association.

Responsibilities for implementing the work of the association shall be divided among members of the Board established within the Bylaws. Members of the

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Executive Council, Committee Coordinators, and Board Members-at-Large will be drawn from the association's membership. Each committee shall address a specific area of work for the organization. Each committee coordinator shall report its annual goals, achievements, and needs to the Executive Council and other Board members on monthly video-conferences, teleconferences, or face-to-face meetings preceded by a written report.

Ad hoc committees, such as program, research, etc., may be established and coordinators may be appointed by the President. Such committees may be created on a recurring basis. These committees will address short-term projects with well-defined goals and beginning and end dates. If the work of an ad hoc committee is deemed essential to the ongoing work of the association, the President may make a request of the entire Board to change the Bylaws to reflect the addition of another permanent committee. Any change of Bylaws must be voted on and approved by the entire membership.

The Board (comprised of the Executive Council, Committee Coordinators, and two Board Members-at-Large) shall, in accordance with these Bylaws, be the policy-recommending body for all matters of the association. The Board carries out its purpose through involvement and commitment to work of the association and by promoting the profession with other disciplines. The Board will foster the development and application of ethical standards and best, or recommended, practices for the field. Board members will expand awareness and visibility of vocational evaluation and assessment and related career services that will meet the demands created by new legislation and populations in need, including in a variety of service settings. They may be involved in public policy development at the national, state, and local levels.

### **ARTICLE I**

Section 1. The name of this organization shall be the Vocational Evaluation and Career Assessment Professionals, Inc. (VECAP).

Section 2. The organization shall conform to the rules and regulations as set forth by the Bylaws of the Vocational Evaluation and Career Assessment Professionals, Inc.

### **ARTICLE II**

#### Purpose

The purpose of the organization is to promote, improve, and advance the field of vocational evaluation and assessment and related career services, particularly by promoting professional growth, research, legislation, information dissemination, technical assistance, and interaction among professionals who provide vocational evaluation and career assessment.

## Purposes

1. Provide opportunities to develop the profession via education, training, and professional support.
2. Contribute to building a body of knowledge that represents the profession and supports the preservation of this knowledge.
3. Educate the general public and other professionals about the value, benefits, purposes, and availability of vocational evaluation and assessment and related career services.
4. Encourage the development and use of research among practitioners (members of the professions).
5. Ensure that national, state, and local policies align with the best interests of evaluatees (e.g., clients, consumers, customers) of these professional services.
6. Promote and engage in communication, cooperation, and collaboration among professionals, who are seeking training or who are trained and qualified to provide services.
7. Provide opportunities for members and others to participate in networking, educational, and other relationship-building activities.

### ARTICLE III

#### Membership

Section 1. Any individual shall be eligible for membership, provided that such individual is engaged in or is interested in vocational evaluation and assessment and related career services. Membership applications shall be submitted to the Home Office. An individual shall be declared a member of the organization upon payment of the annual dues.

Section 2. There shall be one type of membership: individual. Individual memberships shall be divided into four classes:

- a. Professional members shall be those individuals actively engaged in the practice of some aspect of vocational evaluation and assessment and related career services. This shall include those individuals who are practitioners, immediate supervisors, educators, or researchers in the fields of vocational evaluation and assessment and related career services.

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b. Associate members shall be those individuals interested in vocational evaluation and assessment and related career services, but who are not actively engaged in the practice thereof.

c. Retired members shall be those who have been former Professional or Associate members who are no longer performing full-time work in the field or those who worked previously in the field or a related one who is now retired from full-time employment or practice.

d. Student members shall be those individuals enrolled full-time (9 hours per semester or equivalent for undergraduate study, 6 hours or equivalent per semester for graduate study) in recognized educational programs preparing them for practice in the fields of vocational evaluation and assessment and related services.

Section 3. The association's fiscal year shall be from January 1st to December 31st, however, the annual dues for professional, associate, retired, and student members shall be determined by the Board which may establish membership duration from the month of the initial membership to its anniversary date the following year.

Section 4. Members may pay dues annually.

Section 5 Any member desiring to withdraw from the organization shall submit his/her/their wishes in writing to the Home Office Coordinator who shall present it to the Membership Chair for action. Membership dues will not be returned to the member who is withdrawing.

Section 6. Membership in the organization may be revoked for failure to pay the annual dues or for engaging in practices in violation of the association's Code of Ethics.

The Board shall consider all cases wherein membership may be revoked and, in cases where violations of the Code of Ethics are charged shall notify the member of charges, in writing, 30 days before the decision by the Board. Said member shall have the opportunity to answer the charges either in person or in writing within 30 days following notification of the charges. After this, said member shall be notified in writing of the Board's final decision within 14 days of said decision. The decision to remove a member will be made by the Executive Committee and Standards Committee Chair. Revoked memberships will not be eligible for repayment of member dues.

## ARTICLE IV

### Officers

Section 1. The officers of the organization shall be a President, a President-Elect, an immediate Past-President, a Secretary, a Treasurer, two Board Members-at-Large, and five Committee Coordinators. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary (i.e., Robert's Rules of Order) authority adopted by the association.

Section 2. The nomination and election of officers, committee coordinators, and at-large board members shall be conducted annually. All Board members shall be elected by vote of the general membership of the organization. Candidates for President-Elect must be a member in good standing for a minimum of one year. Candidates receiving the largest number of votes cast for those officers shall be elected. The nominations and election shall be conducted by the provisions prescribed by these Bylaws and such other provisions as may be adopted by the Board

Section 3. President-Elect and Secretary, shall be elected to service for one year or until their successors are elected. Terms of office for one-year offices shall begin on January 1 of the year immediately following elections and continue for one year until December 31. The terms for Treasurer, Board members-at-large, and Committee Coordinators will begin on January 1st of the year immediately following the election and continue for two years until December 31st. Should any Board member have to resign his/her/their position, the Executive Council may make a special appointment from the membership for the position. The entire Board shall approve the appointment, which shall last until the end date of the original Board member's term.

Section 4. The Coordinators for Communication, Education, Advocacy, Member Services, and Standards Committees shall be elected to serve two years or until their successors are elected. Their terms of office shall begin on January 1st of the year immediately following their election and continue for two years until December 31st. The terms of office will be arranged in staggered terms so that not all coordinators are elected in any one year; this is an effort to ensure seamless continuity of the organization's business and activities. The Coordinators for Communication and Education, shall be elected in odd number years. Whereas the Coordinators for Advocacy, Member Services, and Standards Committees shall be elected in even numbered years.

Section 5. No member shall hold more than one office or committee coordinator position solely at a time unless he/she/they is/are fulfilling the Nominations and Elections Chair role or the Program/Forum Coordinator role (see Article VIII) or are serving in an interim capacity on one of the offices or committees. In general, no member shall serve more than three consecutive terms in the same office, Board Member-at-Large, or Committee Coordinator position. If an incumbent desires an additional term, a blind vote of all board members should be held and if the vote is unanimous, the board member can

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run for a further term. If the President desires continuance in office, a blind vote of all board members should be held, and if the vote is unanimous, he/she/they can be placed on the ballot for continuance in office.

Section 6. All Board members are expected to uphold their duties to the best of their abilities for the duration of their elected terms. If an officer is unable to effectively fulfill his/her/their duties, he/she/they may be removed via one of two methods: 1) voluntary resignation or 2) by majority vote of the Board. If a Board member misses more than three consecutive Board meetings or a total of five Board meetings in a calendar year, the Executive Council shall confer to decide if the Board member should be asked to resign. In addition, members may be removed if they are unable or unwilling to perform duties as assigned, if a conflict of interest arises, or if a Board member has difficulty attending monthly meetings. If unable to attend regularly that person may work out a routine and consistent form of communication with the President to ensure that work designated to the person is being completed in a satisfactory way. If a Board member fails to perform duties described for the specific office or position for four consecutive months, the President may ask the Board to terminate the Board member's term of office.

Section 7. No Board member shall participate in any discussion or vote on any matter in which he/she/they or a member of his/her/their immediate family has potential conflict of interest. When such a situation presents itself, the officer must announce his/her/their potential conflict, disqualify themselves, and be excused from the meeting until discussion is over on the matter involved. The President is expected to make inquiry if such conflict appears to exist and the officer has not made it known.

Section 8. Each VECAP Board member shall have an equal vote. If there is more than one committee representative present for the Board meeting or if voting by another method, the committee representatives must come to consensus on their one vote. The association tries to have two Committee Coordinators for each committee serve at the same time. This approach is designed to create continuity of leadership for the association. Having dual committee coordinators is not required, but preferred (e.g., for particular committees such as education). Co-coordinators will designate and agree upon work efforts as they see fit.

Section 9. All financial matters discussed during Board meetings are to be treated as confidential, and should not be shared with external affiliates or members of other organizations. Additional topics discussed during Board meetings may be deemed confidential as well, and Board members will be informed by the President, at his/her/their discretion, to uphold the

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confidentiality of such matters. Any breach of confidentiality as set forth in the Bylaws may be grounds for removal from the Board.

**ARTICLE V**

## Meetings

Section 1. There shall be a biennial membership meeting of the association. If members have occasion to meet annually, that is permitted and association work may take place at that time.

Section 2. The biennial meeting shall be held to conduct the business of the association. If biennial meetings cannot take place, the Board can arrange for a distance conference (tele- or video-conferencing).

Section 3. Special meetings may be called by the President, by the Board, or by written request of 25% members of the association. The purpose of the meeting shall be stated in the call for the meeting. Except in cases of emergency, at least 30-days notice for the meeting shall be given.

**ARTICLE VI**

## National Board

Section 1. The officers of the association shall constitute the Executive Council: President, President-Elect, Past-President, Treasurer, and Secretary. If a Home Office exists, a representative of the Home Office will serve as an ad hoc, non-voting member of the Executive Council for discussion deemed relevant by the President. Other members of the Board are the two at-large Board members and the five committee coordinators.

Section 2. The Executive Council shall have general supervision of the affairs of the association between its monthly Board and bi-annual membership meetings, shall fix the time and place of special meetings, shall make recommendations to the association, and shall perform such other duties as are specified in these Bylaws. The Executive Council shall be subject to the orders of the association, and none of its acts shall conflict with action taken by the association.

Section 3. Unless otherwise ordered by the Executive Council, regular meetings of the Executive Council and full Board (including Committee Coordinators and Board Members-at-Large) shall be held monthly either by distance (tele-or video-conferencing) or in conjunction with the biennial meeting of the association. Special meetings of the Executive Council can be called by the President and or by another member of the Executive Council via a request to

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the Council. Also, special Board meetings may be called via a request to the President by any one of the five Committee Coordinators or Board Members-at-Large. All meetings will be conducted by videoconference, teleconference, or face-to-face. Voting on business of the Executive Council or the whole Board may be conducted by voice vote, regular mail, or electronic mail at the pleasure of the President or his/her/their/their designee

Section 4. The Board shall have the authority by majority vote of its members to fill such vacancies as may occur on the Board between elections, except for the offices of President and President-elect. Officers so elected shall serve only until the next regular election.

Section 5. Should the Presidency become vacant, the President-elect shall assume the Presidency and complete the remainder of that term and the President-elect's own natural term. A vacancy in the President-elect's office shall be filled at the next regular election or by a special vote by the Board to appoint a person and at the next general election, the President-elect shall be voted on as new President. Should both the President's and the President-elect's offices become vacant at the same time, the Board shall have the authority by majority vote of its own members to elect a President Pro-tempore until the next regular election.

## **ARTICLE VII**

### Governance

Section 1. Each member (a) has full voting privileges; (b) shall act in the name of the association; (c) shall serve as a part of the law-making and policy-making body of the association; (d) shall vote to adopt rules of procedure for the conduct of the meetings of the association; (e) shall read all reports of the officers and committees of the association; (f) shall vote to adopt resolutions; (g) vote to adopt amendments to these Bylaws; (h) shall have the authority to take such other actions as are required to carry out the provision of these Bylaws. A mail or electronic mail ballot of the membership may be used to determine the above issues.

Section 2. Each member shall have one vote on any matter before the association.

Section 3. Voting shall be by voice, by mail, by electronic mail, or by other special rules adopted by the association. Voting will be decided by a simple majority, 51% of votes cast. A minimum of 10% of the total Vocational Evaluation and Career Assessment Professionals, Inc. membership must vote on any action. The President shall abstain from voting in case a tie breaker is needed.



## ARTICLE VIII

### Standing Committees

The association shall have seven (7) standing committees: Program/Forum, Nominations and Elections, Communications, Membership, Education, Advocacy, and Standards. Committee coordinators shall be elected to the Board for the following committees: Communications, Membership, Education, Advocacy, and Standards.

Section 1. A Program/Forum Committee shall work in concert with the Education Committee Coordinator. This committee shall be responsible for planning, organizing, and directing the bi-annual Issues Forum and any additional educational or training activities where members of the association gather. The President and Education Committee Coordinator shall appoint the Coordinator(s) of the Program/Forum committee with the Board's approval. The Program/Forum Committee Coordinator is not a voting member of the Board unless they are fulfilling another Board member role.

Section 2. A Nominations and Elections Committee shall be the responsibility of the immediate Past President. In the absence of an Immediate Past President, this responsibility is assumed by the President, the President-Elect, or shared between the incumbents in these roles. This committee shall conduct the call for nominations and the election of officers for each office that shall become vacant. This committee shall prepare a full ballot of candidates to run for vacant offices annually. First, the committee shall put out a call for nominations (candidates) at least 60 days before an election; it also shall ensure that the ballot is sent to the entire membership 30 days before the election. The committee shall attempt, as much as possible, to seek candidates that represent all geographic areas of the country.

Section 3. A Membership Committee shall be the responsibility of the Member Services Coordinator. It shall be the duty of this committee to plan, organize, and direct the recruitment and maintenance of members of the organization. This Committee Coordinator shall make and post monthly membership reports. The Committee Coordinator may ask other Board or association members to assist with the recruitment of members.

Section 4. A Standards Committee shall be the responsibility of the Standards Coordinator. Under this committee's jurisdiction, the following functions will be established and coordinated: Ethics and Bylaws,

4.1 The Ethics Committee shall whenever possible have a separate un-elected, volunteer coordinator. It shall be the duty of this committee to promote ethical practice among members, make recommendations to

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the Board regarding the association's Code of Ethics and provide notice of ethical infractions by members or others.

4.2. A Bylaws Committee shall be the responsibility of the Standards Coordinator. It shall be the duty of said committee to review and make recommendations to the Board regarding amendments to the association's Charter and/or Bylaws. Said committee shall also maintain the official copy of the organization's charter and Bylaws. If the Standards Coordinator chooses, he/she/they may appoint a Bylaws committee chair for the duration of the Standards Coordinator's term of office or annually.

Section 5. The Communications Coordinator shall oversee a Publications Committee, including the editors of the official publications of the association. This committee shall make nominations to the Board for the appointment to the positions of editor or editors of the organization's official publications. Said committee shall make policy recommendations to the Board regarding the official publications of the organization. The Communications Coordinator and committee shall try to maintain constant and consistent visibility for the Association on social media and other means in accordance with the purposes of VECAP.

Section 6. The Advocacy Committee shall oversee the activities of general advocacy promoting the Association's purposes and goals with the general public and with other professional associations. In addition, the committee shall oversee and monitor governmental or policy issues by educating governmental officials, policy makers, and others about vocational evaluation and assessment and related career services and the Vocational Evaluation and Career Assessment Professionals association. The committee shall also strive to increase writing, research, and training in the field related to multi-cultural and diversity concerns.

Section 7. The Education Committee shall be responsible for soliciting, developing, and offering education and training programs and activities for members and others who may be interested. The committee shall also coordinate obtaining pre-approval for training and education from national and international accrediting bodies or appropriate state continuing education programs. The committee shall also communicate with members or others who have taken the training to ensure receipt of their continuing education units or other credentialing credits.

The Education committee shall also be responsible for supporting the Program/Forum Committee's work in offering the biennial National Forum on Issues in Vocational

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Evaluation and Assessment and shall be responsible for arranging the continuing education units or credentialing credits for the Forum.

Section 8. Such other committees shall be appointed by the President, subject to the approval of the Board, as the association or the Board shall from time to time deem necessary to carry on the work of the association. The President shall be an ex-officio member of all committees except the Nominations and Elections Committee.

Section 9. The two Board Members-at-Large shall be assigned special projects and activities by the President and shall represent as much as possible the interests of the general membership.

## **ARTICLE IX**

### Publications

The official publications of the association shall be The Vocational Evaluation and Career Assessment Professionals Journal, which will be published at minimum twice a year, and the VECAP Newsletter, which shall be published at least four times per year. Additional communications with members shall be provided via various online sources and reputable social media sites. When the Proceedings of the National Forum are not bound separately, they may be published as a Special Issue of the Journal.

## **ARTICLE X**

### Parliamentary Authority

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

## **ARTICLE XI**

### Amending the Bylaws

These Bylaws can be amended by a majority vote of the members provided that the amendment has been submitted to the membership in writing at least 30 days before the vote.

Adopted September 21, 1976,  
Hollywood, FL

Amended September 26, 1978,  
Salt Lake City, UT

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Amended September 18, 1979,  
Chicago, IL

Amended August 28, 1980,  
Louisville, KY

Amended August 19, 1984,  
Atlanta, GA

Amended November 17, 1991,  
Louisville, KY

Amended December 6, 1992,  
San Diego, CA

Amended November 1995  
Dallas, TX

Amended March 14, 1997,  
Colorado Springs, CO

Amended January 26, 1998,  
Colorado Springs, CO

Amended May 1, 2000  
Mail Ballot, Colorado Springs, CO

Amended July 2003  
Mail Ballot

Amended November 2006  
Email Ballot

Amended September 2010  
Email Ballot

Amended December 2012  
Email Ballot

Amended October 2017  
Email ballots plus paper ballots at Forum

Amended March 17, 2020  
Constant Contact Ballot

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Amended November 28, 2022,  
Constant Contact Ballot

Amended September 24, 2024,  
Constant Contact Ballot