



Association of
Career **Professionals**
INTERNATIONAL

The World's Voice on Career Issues

**The Charter of the
Association of Career Professionals
International**

2008

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The Charter of the Association of Career Professionals International ACP International

Article I --- Name and Mission

Section A: Name

The name of the association is: Association of Career Professionals International (ACP International), further called the "Association" in this charter.

Section B: Mission

- 1. Association of Career Professionals International** is dedicated to advancing public awareness of the Association and the profession, with the intent to advocate and educate for a heightened international profile and credibility of its individual members.
- 2. Association of Career Professionals International** will provide a platform of guidelines and standards for ethical practice for each member to authenticate their knowledge and skills as a professional in the field of career and talent development.
- 3. Association of Career Professionals International** will provide access to tools and resources for professional development, research and networking and access to an internationally recognized professional certification.

Article II --- Organization

Section A – General Description

The organization will be comprised of Individual Members, an International Executive Board and regional Chapters or Networks.

It is accepted that Individual Members, the International Executive Board and regional Chapters or Networks will represent the name, mission and policies of the Association.

Section B – Individual Membership

There are two categories for individual membership status. In both cases all individuals upon joining as members must sign a pledge statement of Standards of Ethical Practice at the time of initial application.

All individual members are entitled to one vote on relevant matters presented to the membership such as the election of the International Executive Board and amendments to the Association Charter.

All individual members are entitled to be nominated to the International Executive Board if they meet qualifications and guidelines outlined in Article III - Section B

- 1. Individual Professional Member:** any person whose professional work activities include the education, research, delivery, management, marketing, or supply of career and talent development services.
- 2. Individual Student Member:** any student enrolled in an undergraduate or graduate program (full time or part time). (Application for Student Membership must be accompanied by proof of current enrollment.)

All Individual Members will be openly invited to convene as an Advisory Group on a quarterly basis in an International conference call meeting with the Association Executive Board. This will be to share news, information and ideas for new member services or for marketing opportunities that may benefit the individual professional membership. Any new initiatives or changes co-created at these meetings, must then be presented for approval by a two-thirds majority vote of the Executive Board.

Section C – International Executive Board (Officers & Directors of the Association)

- 1. The Executive Board** is comprised of seven members - the President, Vice President, Treasurer as Officers and four others as Directors, all nominated and elected from the Association membership. In addition, the Immediate Past-President of the Association is invited to attend the Executive Board meetings as a non-voting, ex-officio member.
- 2. The Executive Board** will meet bi-Monthly, and at such times as necessary with the consensus of the Executive Board Officers, to discuss issues of an immediate nature that might affect the individual membership.

3. Terms for Officers & Directors of the Association are as follows:

- a. The ACP International President term will be two years, commencing the first day of the operational year following election.
- b. The Vice President and Treasurer terms will be two years, commencing the first day of the operational year following election.
- c. The terms for the other four Directors will be two years, commencing on the first day of the operational year following election. All other four Directors may serve no more than 2 consecutive 2-year terms.

In consideration of succession planning and retaining the knowledge of Association history, the terms of office will be staggered. This will allow for continuity and the infusion of new talent to contribute to future growth.

4. Election of Officers & Directors will be made by procedures established by the Executive Board for the individual membership to nominate and elect the ACP International President, Vice-President, Treasurer and the other four Directors.

- a. In the event that the President is unable to complete their term of office, the Vice President shall complete the President's term and fulfill the responsibilities of the President as outlined in Article II - Section C.5.g.h.& i of this charter.
- b. In the event that any other Officer or Director is unable to complete their term of office, the Executive Board will consult the individual membership to nominate and elect as quickly as practical a replacement to complete the officer's or director's term.
- c. The President will appoint a Nominating Committee from within the Executive Board comprised of a Chair and at least two other Board members to draw up a list of candidates from the individual membership.
- d. Upon approval by the Executive Board, the Nominating Committee will submit to the membership the list of nominees for President, Officers and Directors. Election ballots will have space for any write-in votes for each position. The election of Officers and Directors will occur by April 1st of each year.

5. Responsibilities of Officers are as follows:

- a. The Executive Board will establish policy and formulate operational guidelines to carry on the business of the Association in accordance with its mission and strategy.

- b. An **International Ethics Council** will be appointed by the Executive Board as nominated internationally from the membership at large. The members of the Ethics Council must be certified by the Institute for Career Certification International (ICC International)
- c. The Executive Board may establish any Action Teams (coming internationally from the individual membership) as needed to assist in projects related to the ongoing development of member services and the strategic needs of the Association.
- d. The Executive Board may adopt by majority vote added by-laws for this charter that promote and support the goals in the strategic plan and the operations of the Association, including establishing and collecting fees.
- e. The Executive Board may grant and revoke charters to regional Chapters or Networks.
- f. The Executive Board may grant and revoke Alliance status to other professional organizations.
- g. **The President** will preside at all meetings of the Executive Board. If the President is unable to oversee the meetings, the Vice President will preside in their absence.
- h. **The President** will sign and execute the charter of the Association.
- i. **The President** will present to members an annual statement on the actions, achievements, strategic goals and financial state of the Association.
- j. **The Vice President** will be the President-Elect. The Vice-President will work with the incumbent President to develop the agendas for quarterly conference calls with chapters or regional networks and individual members, soliciting input from such groups four weeks in advance.
- k. **The Treasurer** will be responsible for the tracking, preparation and reporting of financial statements to the Executive Board and submit to the President an annual summary of fiscal matters to report to the Association membership.
- l. **The Secretary Role** will be nominated and elected from within the Executive Board on an annual basis. The Secretary will record the proceedings of the Executive Board meetings. The Secretary will publish and distribute to the individual membership copies of the Charter of ACP International revised and adopted by the Executive Board.

Section D –Chapters or Regional Networks

Regional Chapters or Networks, their Presidents or lead representatives will use the name and embody the mission of the Association in all their internal and external communications and follow the policy and bylaws of this Association Charter. Existing regional Chapters or Networks as of March 15, 2008 will have a new relationship within the Association to the ACP International Executive Board.

- 1. Regional Chapters or Networks** will continue to have an appointed President or Representative and they will collectively serve as an Advisory Group directly to the International Executive Board.
- 2. Presidents and Representatives of Chapters or Networks** will be convened as an Advisory Group on a quarterly basis in an International Conference call with the President and at least one other Board Officer or Director, to share information, develop ideas for new member services and marketing opportunities that may benefit the individual membership. Any new initiatives or changes co-created at these meetings, must then be presented for approval by a two-thirds majority vote of the Executive Board.
- 3. Regional Chapters or Networks will operate** under the name “ACP International”, following the mission and policy of the Association as outlined in this charter; but such groups will autonomously set their own programs and operational processes to suit the preference of local individual members. Chapters and Networks will not collect the Association annual membership fee. The annual Association membership fee is a direct transaction with each individual member.

Article III --- Membership Process

Section A – Application & Eligibility

- 1. Application for membership** will be made by individuals according to procedures established by the ACP International Executive Board. An applicant will become a member upon approval and upon signing the ACP International pledge statement to abide by the Association Standards for Ethical Practice.
- 2. Membership eligibility** is retained and renewed when individual members pay their annual fee in a timely manner on their anniversary date and they continue to abide by the ACP International Standards for Ethical Practice.

3. As a paid member of ACP International, individual members may choose to participate in the activities of a regional chapter or network to enhance their membership experience in learning and networking, while adhering to the programs and operational processes established by such local groups.

Section B – Holding Office & Voting Rights

Individual Members may hold office on the International Executive Board and exercise voting privileges on matters pertaining to ACP International. Such members must be a member in good standing for a period of two years or more and have their annual Association membership fee fully paid at the time of holding office or voting.

Section C - Severance of Membership

1. An individual member may be removed from the membership for nonpayment of their annual fee.
2. An individual member may be removed from the membership for conduct that violates the ACP International Standards for Ethical Practice. A member who has been brought into question for not meeting the Standards will have their individual case reviewed by the International Ethics Council. The case review will be processed by the procedures outlined in the Ethics Council Guidelines updated in 2006.

Article IV --- Business Affairs of the Association

Section A – Fiscal/Operational Year

The fiscal year for ACP International will be the calendar year. (January 1st through December 31st). The operational year for the ACP International will be May 1st through April 30th.

Section B – Annual Operating Budget / Appropriation of Funds

1. The Executive Board will adopt an annual budget.
2. The Treasurer in collaboration with the President & Vice President will prepare the annual budget for the Association.

3. The Treasurer will submit the proposed budget according to the following schedule:
 - a. Three months prior to the start of the fiscal year, the Treasurer will submit the proposed budget to the Executive Board for approval one month prior to the end of the fiscal year.
 - b. During the course of the fiscal year, the Executive Board may amend the current year's budget to meet changing fiscal conditions.
4. **No appropriation of funds** will be made except pursuant to the authority of the Executive Board Officers & Directors.

Section C – Authority to Establish Collecting Membership Fee

The Executive Board of the Association will establish and collect the annual Association membership fee to pay for cost effective operations of the Association.

Section D - Annual Meeting

The ACP International President will convene and conduct an Annual Meeting of the Membership at a time and place fixed by the Executive Board within 30 days either side of the Operational Year End – and will give written notice thereof to the individual membership no less than 60 days prior.

Section E - Control and Management

All property of ACP International will be subject to the control and management of the Executive Board. Any accumulation or disposal of real property must be approved by the Executive Board and upon dissolution of ACP International.

Section F - Alliance Organizations

1. Any established professional organization whose professional interests are synergistic with ACP International and wishes to associate itself with ACP International may be considered for Alliance status.
2. An organization under consideration for Alliance status will be discussed with the Advisory Groups of ACP International (Chapters or Networks and Individual Members) before being put to a recommendation with the Association Executive Board . The Alliance Organization will become valid upon approval of the Executive Board.

3. An Alliance organization may have its relationship with ACP International severed if it is determined that the organization condones conduct that violates the ACP International Standards for Ethical Practice **or** at such time as both the Alliance organization and ACP International see the relationship fit does not satisfy mutual interests.

Article V --- Indemnification

ACP International will arrange indemnity coverage (D&O Insurance) for Officers & Directors of the Executive Board for the defense of civil or criminal actions or proceedings arising out of the conduct of the association's affairs in a manner and to the extent permitted by law.

Article VI --- Rules of Order

Roberts Rules of Order, Newly Revised, 1971 Edition, as amended, will govern the proceedings of all constituent bodies of ACP International, except where otherwise specified in this Charter, or by action of the Executive Board.

Article VII --- Nondiscrimination

There will be no discrimination against any individual on the basis of ethnic group, gender, religion, creed, sexual orientation, age and/or physically challenged conditions.

Article VIII --- Amendments & Ratification of the Charter

Any individual member may present amendments to this Charter to the Association Executive Board in writing, provided they are a member in good standing for two years or more and have their annual membership fee fully paid. To become part of the Charter, a two-thirds vote of the Executive Board and a majority of the individual members must pass the amendment.

This Charter will be considered in effect when adopted by the current ACP International Executive Board and ratified by a majority of individual members.

Article IX --- Privacy

The Association will collect, use and disclose the personal information of members and contractors only for internal business purposes in accordance with applicable country specific legislation. The Association will seek the consent of individuals concerned before collecting, using or disclosing their personal information for other purposes outside the internal business use of the association. Individual members are solely responsible for the information they publish in their profile as featured on the Association's public website.