

Career Development Institute

Rules of the Company

1. Transitional period

- 1.1 During the period between the incorporation of the Institute and 31st March 2013, the first directors will be appointed by the four subscribing associations, with each subscriber nominating not more than two directors.
- 1.2 During the transitional period the Board will prepare proposals for the establishment of appropriate fora to reflect the distinctive interests and structures of the four nations of the United Kingdom. These proposals will be considered at the first AGM .
- 1.3 At the first AGM two professional constituency representatives will be elected for each constituency. The representative with the largest number of votes shall serve for two years, and the second representative shall serve for one. Both will be eligible for re-election once more for a two year term. Thereafter elections shall be held as specified in Rule 8.1 below

2. First AGM

The first Annual General Meeting will be held on or before 31st March 2013. At this meeting, the Founding Directors will retire and new Directors will be elected in accordance with the Articles and these Rules.

3. Changing the rules

Changes to the Rules can only be approved by the membership in general meeting. Such proposals must be considered by the Board and the Council, both of which shall make a recommendation to a general meeting.

4. Directors

4.1 There shall be six elected directors, elected by the full membership as follows:

- a President elected by the full membership will serve for a maximum term of two years. The President shall chair the Board and the Council
- a Vice President elected by the full membership, who shall serve for a term of two years, after which s/he will succeed the President.
- an Honorary Secretary and an Honorary Treasurer, elected by the Council, each for a three year term, renewable once only.
- two further Directors elected by the full membership, each serving for three years, renewable once only

4.2 At the first Annual General Meeting, elections for Directors shall be arranged as follows:

- the first Honorary Secretary shall serve for two years only, renewable once only for three years. His or her successor shall serve for three years as above
- the "other elected Director" receiving the highest number of votes shall serve for two years, renewable once only for three years.
- The "other elected director" receiving the second highest number of votes shall serve of one year, renewable once only for three years.

Thereafter, elections will be held in the normal rotation as specified above.

4.3 The elected directors shall consider how far they reflect the full range of the Institute's membership and interests, geographical coverage, and the skills needs of the Board, and

identify any gaps. They may then co-opt up to four additional directors through an open and transparent selection process. Such co-opted directors shall serve for a three year term, renewable once only.

4.4 The board may co-opt up to two additional temporary directors if required to ensure an appropriate range of expertise. Such co-opted directors shall serve until the next AGM at which elections are held for directors.

5. Council

5.1 A Council shall be elected to represent the views of the membership. The Council will meet at least three times a year to consider reports from the Board, and to advise the Board on policy and strategic issues. The Council will also make recommendations to the membership on any proposed changes to the Rules.

5.2 The Council will comprise 20 members as follows:

- The four elected Officers (President, Vice-President, Hon. Secretary, and Hon Treasurer)
- Two members elected by each Professional Constituency
- One member elected by each National Constituency
- Up to two co-opted members to ensure a balance of geographical representation, skills, and experience.

5.3 The quorum for meetings of the Council shall be 50% of serving members.

6. Professional Standards Committee

6.1 The Board will delegate to a Professional Standards Committee, the following functions:

- Development of policy on professional standards, including ethical practice; Admission, monitoring and disciplining of members, including terminating membership on professional grounds or personal conduct which brings the Institute into disrepute;
- Admission of members to the Professional Register, and monitoring and disciplining Registered Career Development Professionals, including terminating membership on professional grounds where necessary;
- Resolving individual disputes and complaints affecting individual members

6.2 Decisions to terminate membership or registration shall be reported to the Board. Disciplinary panels shall be chaired by a member of the Committee, assisted by panel members drawn from the membership of the Board or Council.

6.3 The Professional Standards Committee will be elected by the membership as follows:

- one member elected by each constituency
- one member to represent each nation
- a chair elected by the full membership

6.4 The Committee chair will submit regular reports to the Board and Council, and attend meetings as appropriate..

6.5 The quorum for the Professional Standards Committee shall be 50% of the membership, provided that no decision affecting a member of a constituency, including discipline issues affecting a member from that constituency, shall be made unless at least one of that constituency's representatives is present.

7. Committees

The Board may establish such committees or sub-committees as it sees fit.

8. Elections and constituencies

8.1 Professional Constituencies

For the purposes of election to the Council and Professional Standards Committee, every member must choose to be a member of one of five professional constituencies:

Careers education	Those working primarily in careers education, in schools, Further Education and Skills institutions, and in Higher Education.
Careers guidance for young people	Those providing careers guidance mainly to people who are preparing to enter the labour market (generally under 19, or in higher education)
Careers guidance for adults	Those providing careers guidance mainly to people who have already entered the labour market (generally over 19)
All age careers guidance	Those providing careers guidance in an all age context, or to a mix of young and older clients
Talent management	Those providing career development services primarily in workplace settings (e.g. in career coaching, HR, outplacement etc.)

Every year, members will be entitled to elect to the Council one representative from their professional constituency. Each representative to serve for two years, renewable once only.

8.2 National constituencies

For the purposes of election to the Council every member will also choose to be a member of one national constituency:

- England
- Scotland
- Wales
- Northern Ireland

Members will elect to the Council a representative from their national constituency, to serve for three years, renewable once only.

9. Individual membership

Before being admitted to membership every individual must sign an undertaking to:

- abide by the Institute's Code of Professional Standards and Ethics,
- undertake regular Continuing Professional Development as prescribed by the Professional Standards Committee,
- be bound by the Institute's Rules and Disciplinary procedures

10. Categories of Membership

The CDI will be a membership body, open to any individual or organisation who wishes to join and subscribes to the Code of Professional Standards and Ethics. There will be three initial categories of membership

1. **Individual membership** – open to any individual who wishes to join the association
2. **Corporate membership** - open to organisations sympathetic to the Institute's purposes, and which are sympathetic to its work, but which are not significant providers of career development services
3. **Organisational membership** – open to organisations with a direct interest in career development

Each corporate and organisational member will be entitled to nominate a representative to attend meetings, and have one vote.

11. Professional Register

The Institute shall maintain a Register of Career Development Practitioners. Criteria and procedures for admission to the Register shall be determined by the Professional Standards Committee.

12. Membership fees

The Board will, from time to time, set fees for the various categories of membership, which may include discounted rates for group or organisational membership, provided that all individuals joining by this means must individually sign the membership undertaking specified in 9 above.

The Board will determine the fees payable for admission to the Professional Register, and for renewal of membership.