

CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION

BYLAWS

ARTICLE I NAME

This organization shall be known as the CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION (CCCAOE).

ARTICLE II MISSION

The mission of CCCAOE is to provide leadership for occupational education and economic development professionals involved in workforce development and the enhancement of California's position within a global economy.

ARTICLE III PURPOSES AND GOALS

The purposes of CCCAOE are to promote public recognition, act as an advocate, develop linkages, and serve as a resource in helping the membership provide occupational education and economic development opportunities within the California community colleges. This will be accomplished through the following goals:

- a. Advocate and promote the interests of and support for occupational education and economic development.
- b. Serve as a forum for discussion of issues.
- c. Provide leadership for coordination and integration of collaborative efforts among public and private agencies.
- d. Stimulate innovation and responsiveness in development and delivery of programs and services.
- e. Support and strengthen the involvement of occupational education and economic development administrators, faculty, and staff in the governance processes at State, regional, and local levels.
- f. Encourage and support the expanded participation of underrepresented students, faculty, administrators, and staff in occupational education and economic development activities.
- g. Encourage linkages within the educational process to promote more comprehensive and effective programs and services.
- h. Provide for and otherwise support the development of leadership for the membership of the Association.
- i. Assess, recommend, and disseminate research.
- j. Promote ethical standards and conduct.

ARTICLE IV
MEMBERSHIP

- Section 1. Types of Membership.
- a. Individual
 - b. Institutional (up to three representatives from a college and/or district, as appropriate)
 - c. Emeritus
 - d. Honorary as bestowed by action of the Board of Directors
- Section 2. Qualifications for Membership.
- a. Community college, community college district, Chancellor's Office of the California Community Colleges, administrators, managers, and coordinators of occupational education and economic development programs.
 - b. Faculty, staff, and other private and public sector individuals who provide leadership, support, and/or advocacy for community college occupational education and economic development programs.
- Section 3. Dues
- a. Membership Dues (based on annual fiscal year) as established by the Board of Directors
 - Individual \$45
 - Emeritus \$10
 - b. Changes to the Association's dues structure shall be recommended by the Board shall be from July 1 through June 30 of the following year. A member shall be considered in good standing if his/her dues are paid for the current membership year.
- Section 4. Voting Rights.
- a. Each individual and institutional representative member in good standing shall have one vote.
 - b. No emeritus or honorary members shall have a vote.

ARTICLE V
OFFICERS OF THE ORGANIZATION

- Section 1. All officers must be active members of the Association.
- Section 2. Elected Officers.
The elected officers of the Association shall be the President, President-elect, Past President, regional Vice-Presidents, Secretary, and Treasurer.
- Section 3. Governing Bodies
The governing bodies shall consist of the following:

- a. Executive Committee—President, President-elect, Past President, Secretary, Treasurer, and Executive Secretary (ex officio). Each elected member shall have one vote.
- b. Board of Directors—The elected officers and Executive Secretary (ex officio). Each elected member shall have one vote.

Section 4. Tenure of Officers

- a. The President and President-elect shall serve for only one year in each office. The President-elect shall become the President the year following the term as President-elect.
- b. The regional Vice-Presidents shall serve a two-year term—LA/Orange County, South Central, and Bar Area regional Vice-Presidents shall be elected in odd-numbered years; North/Far North, San Diego, Desert, and Central in even-numbered years;
- c. The Secretary shall serve a two-year term starting in the odd-numbered years. The Treasurer shall serve a two-year term starting in even-numbered years.

Section 5. Elections and Appointments

- a. Election of officers shall be held in the spring of each year and at least 30 days prior to the organization’s spring conference or by May 15 of that year, whichever occurs first. Officers shall be installed at the succeeding general meeting and shall officially assume all duties no later than July 1.
- b. Regional Vice-Presidents shall be elected by the membership of the respective region.
- c. A nominating committee shall be appointed by the President and ratified by the Board of Directors for the Association for the selection of officers. Such committee shall be composed of at least one member from each of the geographic regions of the State. The Past President shall serve as the chairperson of the committee. Vice-Presidents shall be nominated from the geographic area they will represent.
- d. When any office becomes vacant due to resignation or any other cause, the President, with the concurrence of the Board of Directors, shall appoint a successor to fill the unexpired term of office.
- e. The election process shall follow the CCCAOE Officer Election guidelines.

ARTICLE VI
DUTIES

Section 1. The President shall:

- a. effectively facilitate the productive work of the Association, its Board of Directors and those appointed from the membership to statewide and regional committees in providing creative leadership related to occupational education and economic development;
- b. be critically sensitive to changes in environmental factors which may affect the Association, its members and its activities, and lead an effective response to those changes;
- c. professionally represent the diverse interests of the Association membership to other organizations such as the Council of Chief Instructional Officers and the Board of Directors of the California Associations of Vocational Education as well

as governmental entities such as the Chancellor's Office of the California Community Colleges and the California Department of Education;

- d. effectively lead the Association through a process of continuous quality improvement;
- e. attend to the personal development of others who share in the leadership of the Association and ensure the quality of future leadership through a broad extension of opportunities to participate among all groups eligible for membership;
- f. challenge oneself and others with Association leadership responsibilities by setting high expectations for performance and accepting good faith efforts as an appropriate level of commitment;
- g. serve as chairperson of all general and special meetings of the Association, including those of the Board of Directors;
- h. serve as an ex-officio member of all committees;
- i. with the concurrence of the Board of Directors, make all appointments and fill all interim vacancies;
- j. In the event of the President's absence, the duties shall automatically devolve to the President-Elect.

Section 2. The President-Elect shall:

- a. assist in the overall leadership of the Association through active and productive participation in the conduct of the business of the Board of Directors;
- b. provide general support to the President and act in her or his stead when circumstances prevent the President's participation in Association activities;
- c. professionally represent the diverse interests of the Association memberships to other organizations, such as the Executive Board of the Economic Development Network of the California Community Colleges and others as assigned by the President;
- d. as requested by the President, confer with the President and Immediate Past President in filling interim vacancies on the Board of Directors and appointment of Association representatives to regional and statewide committees;
- e. facilitate the conduct of the various recognition programs of the Association; recognition to the Outgoing President; and recognition to other elected officers upon their departure from the Board;
- f. effectively lead the development and conduct of statewide conferences which meet the diverse needs and interests of current and potential members.

Section 3. The Immediate Past-President shall:

- a. assist in the overall leadership of the Association through active and productive participation in the conduct of the business of the Board of Directors;
- b. assist and support the President as requested;
- c. effectively facilitate the promotion of candidates for nomination to elective offices of the Association, lead the committee which prepares the slate of such nominees, and with the assistance of the Executive Secretary, conduct the election of these officers.

- Section 4. The Regional Vice-Presidents shall:
- a. assist in the overall leadership of the Association through active and productive participation in the conduct of the business of the Board of Directors;
 - b. assure that statewide occupational education and economic development activities, either within or outside the Association, maintain a sensitivity to local needs through personal involvement in and identification of others as regional representatives to various committees and work groups;
 - c. facilitate the ongoing communication between and among the Association leadership and memberships within the region through regularly scheduled meetings and other activities as required;
 - d. encourage growth in regional membership in the Association among all eligible constituent groups.
- Section 5. The Secretary shall:
- a. assist in the overall leadership of the Association through active and productive participation in the conduct of the business of the Board of Directors;
 - b. effectively prepare and keep complete and accurate records of all meetings of the Association including those of the Board of Directors;
 - c. disseminate records of meetings, correspondence and other communication as required by the President;
 - d. maintain in an orderly fashion cumulative files of the historical records of the Association.
- Section 6. The Treasurer shall:
- a. assist in the overall leadership of the Association through active and productive participation in the conduct of the business of the Board of Directors;
 - b. keep accurate financial records of the organization;
 - c. have charge of all books of account and upon approval of bills, make payment of same;
 - d. submit to the Board of Directors a proposed annual budget;
 - e. present the books of account to the Board of Directors annually, and/or on demand, for audit or fiscal review;
 - f. report to the general membership on the financial status of the organization.
- Section 7. The Executive Secretary shall:
- a. be responsible to the Board of Directors and Executive Committee;
 - b. serve the needs of the officers and membership of the Association as directed;
 - c. serve as an ex-officio member of the Executive Board;
 - d. maintain a permanent mailing address for the Association;
 - e. maintain Association archives for permanent records, accounts, and historical documents;
 - f. complete and file all required forms with regard to incorporation, tax status, etc.;

- Section 8. The Board of Directors shall:
- a. exercise general control of the affairs and interests of the Association;
 - b. plan the meetings of the Association;
 - c. recommend policies for Association action.
 - d. review the contract, duties, and compensation of the Executive Secretary on an annual basis at the Spring meeting.
 - e. vote by mail or electronic ballot when so requested by the President on matters requiring attention between meetings. A majority vote shall constitute action. Original documentation shall be presented at the next regular meeting of the Board of Directors validating such vote.
- Section 9. The Executive Committee shall act for the Board of Directors between regularly scheduled meetings to conduct a specific item of business when convening the entire Board of Directors is not feasible.

ARTICLE VII COMMITTEES

COMMITTEES

- Section 1. Standing Committees
- a. The following shall be standing committees of the Association: Legislation, Nominating, Organizational Advancements.
 - b. Membership and chairperson of these committees shall be comprised of members of CCCAOE in good standing and shall be appointed by the President. Members shall serve during the tenure of the President making the appointments.
 - c. Duties of the committees shall be to carry out the responsibilities of the committee as a function of the Board. Chairpersons shall report to the Board at each of its meetings through a written report. Chairpersons shall attend meetings of the Board of Directors at the request of the President.
- Section 2. Ad Hoc Committees
- a. Ad hoc committees shall be constituted as deemed appropriate by the President or Board of Directors for the purpose of implementing the goals of the Association.
 - b. Membership and chairperson of these committees shall be comprised of members of CCCAOE in good standing and shall be appointed by the President. Members shall serve during the tenure of the President making the appointments.
 - c. Duties of the committees shall be to carry out the responsibilities of the committee as a function of the Board. Chairpersons shall report to the Board at each of its meetings through a written report. Chairpersons shall attend meetings of the Board of Directors at the request of the President.

ARTICLE VIII

EXPENSES

- Section 1. Expenses incurred by any member of the Board of Directors shall be submitted to the Treasurer for reimbursement.

- Section 2. Expenses by any committee member shall be approved by the chairperson of that committee and submitted to the Treasurer for reimbursement.
- Section 3. Expenses in excess of the budgeted amount require approval by the Board of Directors.

ARTICLE IX MEETINGS

- Section 1. **General Meetings**
General meetings shall be called at least twice each year at such times and places as designated by the Board of Directors. Regional meetings shall be called at the discretion of the regional Vice-Presidents.
- Section 2. **Special Meetings**
Special meetings shall be called as necessary by the Board of Directors.
- Section 3. **Committee Meetings**
Committee meetings shall be called as necessary by each committee chairperson.
- Section 4. **Meeting Notices**
Notice of all general and special meetings shall be conveyed to the membership by the President or Secretary at least 15 days prior to such meeting date.
- Section 5. **Order of Business**
- a. All general and special meetings shall be conducted under Robert's Rules of Order, Revised.
 - b. Policies and proposals may be suggested by any member from the floor at a general meeting.

ARTICLE X AMENDMENTS

- Section 1. Amendments to these By-laws shall be effected only by the following procedure:
- a. Motion for amendment shall be made at any general meeting of the Association, and at that time the motion shall be presented to the Secretary in writing.
 - b. Action on the motion shall be required to be by mailed ballot sent within 15 days after the general meeting to all members of record as of the date the motion was made and shall require a majority vote for approval.
 - c. Return ballots shall be postmarked no later than 30 days from the date of mailing of the ballots.
 - d. The effective date of any action shall be upon tabulation of the ballots.

These bylaws were approved by a vote of the CCCAOE membership in December 1997.
Amended by a vote of the CCCAOE membership in May 2002.

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**Approved December 1997
Amended May 2002**

CCCAOE—Meeting the Education and Training Needs of California's Workforce