



CALIFORNIA COMMUNITY COLLEGE  
ASSOCIATION FOR OCCUPATIONAL EDUCATION

MEETING THE EDUCATION & TRAINING NEEDS OF CALIFORNIA'S WORKFORCE

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# BYLAWS

Approved December 1997  
Amended May 2002  
Amended February 2006  
Revised March 2010  
Revised June 2010  
Revised June 2011

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

**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 career technical education (CTE) and economic development professionals involved in workforce development and the enhancement of California's position within a global economy.

**ARTICLE III**

**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 CTE and economic development education and training within the California Community College system. The following goals will guide the CCCAOE in fulfilling its mission:

- a. Advocate and promote the interests of, and support for, CTE and economic development.
- b. Serve as a forum for discussion of CTE and economic development issues related to education and training.
- c. Provide leadership for coordination and integration of CTE and economic development collaborative efforts among public and private agencies.
- d. Stimulate innovation and responsiveness in development and delivery of CTE and economic development programs and services.

- e. Support and strengthen the involvement of CTE 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 CTE and economic development activities.
- g. Encourage linkages within the educational process to promote more comprehensive and effective CTE and economic development programs and services.
- h. Provide for and support the development of leadership for the membership of the Association.
- i. Disseminate appropriate research and information to the membership to fulfill the Mission, Purposes and Goals of the Association.
- j. Promote ethical standards and conduct.
- k. Create and implement an advocacy agenda that facilitates the development of policies to support the improvement and expansion of CTE in the California public education system.

## **ARTICLE IV**

### **MEMBERSHIP**

#### Section 1. Types of and Qualifications Membership

- a. Individual Membership: includes those who attended two or more CCCAOE Conferences from the most recent 3 conferences OR individuals who have paid their membership dues and were an employee of a California Community College.
- b. Emeritus Membership: includes those who have paid their Emeritus dues and retired from a California Community College.
- c. Honorary Membership: may be granted by CCCAOE Board of Directors.

#### Section 2. Qualifications to Vote

- a. Individuals who are employed by a California Community College and who have attended two or more CCCAOE Conferences from the most recent 3 conferences.
- b. Individuals who have paid their membership dues and are or were an employee of a California Community College.

#### Section 3. Dues

- a. Individual Membership: Attend two or more of the most recent three CCCAOE Conferences OR pay the current individual membership dues.
- b. Emeritus Membership: pay the current individual dues.

- c. The Board of Directors shall establish the dues. Members of CCCAOE shall be current in their dues of the organization at a rate established by the Board.

## **ARTICLE V**

### **GOVERNANCE**

There shall be a Board that is a representative governing body whose function shall be to determine policy for this Association. There shall be a thirteen member Board of Directors.

Section 1. 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. Approve and implement Association policies;
- d. Approve contracts.

Section 2. Composition of the Board of Directors

- a. The Board of Directors shall consist of the following elected officers: President, President-elect, Immediate Past President, Communications Officer, Treasurer, seven regional vice presidents.
- b. The Exec. Sec. shall also serve in a non-voting and ex-officio capacity. Each officer of the Board of Directors shall be a regular member in good standing.

Section 3. Board Procedure

- a. Meetings of the Board of Directors shall follow Roberts Rules of Order, Revised. A parliamentarian shall be appointed for each meeting.
- b. Except when there is a recognized conflict of interest, each member of the Board of Directors is entitled to cast one vote on each issue pursuant to the call of the chair. The position of Exec. Sec. is non-voting on all issues. Voting shall not be by proxy.

Section 4. Executive Committee

- a. There shall be an Executive Committee of the President, President-elect, Immediate Past President, Communications Officer, Treasurer, and Exec. Sec..
- b. The Executive Committee is authorized to act on behalf of the Board of Directors between regularly scheduled meetings of the Board of Directors. The Executive Committee shall notify the Board of Directors within 72 hours whenever such authority is used. Every member of the Executive

Committee is entitled to one vote, with the exception of the Exec. Sec..  
Voting shall not be by proxy.

#### Section 5. Term of Office

- a. The President, President-elect, and Immediate Past President shall serve for a one year term in each office, succeeding from President-Elect to President to Immediate Past President. The regional Vice-Presidents shall serve a two-year term—LA/Orange County, South Central, and Bay Area regional Vice-Presidents shall be elected in odd-numbered years; North/Far North, San Diego, Desert, and Central in even-numbered years.
- b. The Communications Officer shall serve a two-year term starting in odd-numbered years.
- c. The Treasurer shall serve a two-year term starting in even-numbered years.

#### Section 6. Elections and Appointments

- a. Each year the Board of Directors shall approve procedures for the conduct of the association's election of officers, including a schedule for nominations and voting.
- b. Only regular members in good standing qualify for nomination to Board offices.
- c. Members who qualify for the Executive Committee shall be elected by the regular members of the association.
- d. Nominees for the office of President-Elect shall have served as an elected officer of the Board of the association within the past ten years.
- e. Regional vice-presidents shall be nominated from the geographic areas they are to represent. Regional Vice-Presidents shall be elected by the membership of the respective region.
- f. When a Board of Directors office becomes vacant, the Board shall authorize the President to appoint a successor to fill the unexpired office.

#### Section 7. Board Liaisons

- a. Members of the Board of Directors, or their appointee, may be appointed to serve as liaisons to other organizations deemed relevant to Board Activity.
- b. Other organizations deemed relevant to Board activity may appoint liaisons to the Board of Directors. Such appointments may include but are not limited: to the Chancellor's Office, Academic Senate, Regional Consortia, the National Committee for Workforce Education.

## ARTICLE VI

### DUTIES

Section 1. All Members of the Board of Directors shall be responsible to:

- a. Attend meetings;
- b. Serve as a fiduciary to the organization;
- c. Represent the organization at all appropriate venues;
- d. Recruit members, and develop leadership for the organization.

Section 2. The President shall:

- a. Hold primary responsibility for all association related business;
- b. Serve as chief officer of the Board of Directors;
- c. Represent the association at all appropriate venues;
- d. Serve as ex-officio member of all association committees.

Section 3. The President-elect shall:

- a. Work with the president and other Board officers to learn the job of president;
- b. Develop and conduct statewide conferences to meet the needs and interests of Association members.
- c. Coordinate the recognition programs of the Association.

Section 4. The Immediate Past-President shall:

- a. Assist the president in the overall leadership of the Association through active and productive participation in the conduct of the business of the Board of Directors;
- b. Assume the responsibilities of the president in the president's absence;
- c. Facilitate the nominations and elections of the officers of the Association.

Section 5. The Communications Officer shall:

Hold primary responsibility for all internal and external communications of the Association, in both electronic and print formats.

Section 6. The Treasurer shall:

Hold primary responsibility for all fiscal affairs of the Association.

Section 7. The Regional Vice-Presidents shall:

- a. Facilitate communication between Association leadership and Regional members as appropriate;
- b. Represent the Association to other CTE and economic development stakeholders.

Section 8. The Exec. Sec. shall:

- a. Perform all duties listed in a contract approved by Board of Directors;
- b. Provide input to the Board of Directors on Association-related matters.

Section 9. Board Liaisons shall:

- a. Attend Board Meetings;
- b. Represent the interests of their appointing organization.

## **ARTICLE VII COMMITTEES**

### **COMMITTEES**

Section 1.

- a. Except as provided in Article V Section 4, Executive Committee, the Board of Directors may create advisory committees including but not limited to Advocacy, Conference, Awards, Membership, and Communications.
- b. Membership and chairperson of these committees shall be comprised of members of CCCAOE in good standing and shall be appointed by the President with approval of the Board of Directors.
- c. Ad hoc committees (taskforces) may be created by the Board of Directors to address current issues. Ad hoc committees may be comprised of members of the Board of Directors and/or the other members in good standing.

## **ARTICLE VIII**

### **EXPENSES**

Section 1. Fiscal Year

The fiscal year of this Association shall start on July 1 and end on June 30<sup>th</sup> of the following year.

Section 2. Treasurer's Report

The Treasurer's Report shall contain the current financial status of the Association based on actual income, expenditures to date, and projected financial status based on anticipated income and expenditures for the remainder of the fiscal year.

### Section 3. Budget

The Board of Directors shall prepare and adopt a budget for the following year.

### Section 4. Appropriation of Funds

All expenditures of Association funds must be authorized by the Board of Directors.

### Section 5. Audit

The President shall have the books of this Association reviewed bi-annually by an independent Certified Public Accountant, and these books shall be audited, rather than reviewed, at least every fifth year as of the close of the fiscal year. The results of the audit shall be reported to the membership and shall become a part of the records of the Association.

## **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 Communications Officer 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 to These Bylaws**

Section 1. Amendments to these Bylaws or to the Articles of Incorporation may be made in one of the following three ways:

- a. **General Meeting**  
By recommendation of the Board of Directors at a General Meeting, with ratification by a majority of those voting. Voting by proxy shall not be allowed.
- b. **Written Petition**  
By submission of a written petition before the close of business at a General Meeting. The petition must contain fifty (50) signatures of Regular members with at least five members from each of the seven regions. A vote on the petition shall occur at the first General Meeting following the presentation of the petition. Ratification shall be by a majority of those voting. Voting by proxy shall not be allowed.
- c. **Board of Directors**  
By ratification of a two-thirds vote of the Board of Directors, provided the Association membership has been notified at least 30 days prior. Such amendments may be repealed by a majority of those voting at the next General Meeting.

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.  
Amended by a vote of the CCCAOE membership in February 2006.  
Amended by a vote of the CCCAOE membership in March 2010.