

## EAST BAY SUB-CHAPTER CWC BYLAWS

### ARTICLE I: NAME AND OBJECTIVES

#### Section 1. Name

The Sub-Chapter shall be known as “East Bay Chapter, California Workforce Connection” (CWC)

#### Section 2. Objectives

- a. To enhance the individual competence, knowledge and proficiency of members in all occupations in the workforce development arena.
- b. To support administrators in carrying out programs and assist in the continued improvement of the administration of programs and services.
- c. To promote public and legislative awareness of the proficient services provided by the personnel of these programs.
- d. To provide information to members on proposed legislation and policy matters affecting these programs.
- e. To form a close working relationship with organizations that have common concerns regarding the improvement of the Workforce Development programs.
- f. To contribute toward advancement of peace, goodwill and international understanding through world fellowship among persons interested in these programs.

ARTICLE II: MEMBERSHIP

Section 1 Qualifications:

- a. CWC membership shall be open to any person interested in the purposes of the organization and who has paid the required annual membership dues.

Section 2 Classes

- a. There shall be two (2) classes of membership – Chapter Affiliated and Chapter Associated Members.
- b. The California Chapter Board of Directors may establish Subcategories for all classes of membership.
- c. The definitions of the two (2) classes are set forth in the California Chapter Operating Procedures.

ARTICLE III: OFFICERS AND TERM OF OFFICE

Section 1 Officers

- a. The officers of the East Bay Chapter shall be the President, First Vice President, Second Vice President, Treasurer and Secretary.

Section 2 Term

- a. The term of each office shall be for one (1) year beginning with the administrative year or until successor takes office.

ARTICLE IV: COMMITTEES

Section 1. See California Chapter Operating Procedures (OP) 7.00 for composition and duties.

Section 2. Names

Education  
Membership  
Nominations  
Service to Veterans

Section 3. Ad Hoc Committees

See California Chapter Operating Procedures 7.01 Section (b) 3

## ARTICLE V: PROXIES

### Section 1 Representation

- a. A proxy to be recognized must be presented prior to the meeting to which it is to be exercised to the Secretary or Presiding Officer by the holder.
- b. No proxy shall be valid nor shall it be honored unless it specifies the particular meeting or caucus at which it may be exercised.
- c. All proxies are revocable at the pleasure of the person executing them.

## ARTICLE VI: MEETINGS

Section 1 The Chapter shall hold a General Meeting at least quarterly.

## ARTICLE VII: REPORTS

Section 1 The East Bay Chapter shall submit quarterly reports to the State Chapter Treasurer explaining receipts and expenditures for the past quarter and status of any funds under its control.

See California Chapter Operating Procedures 3.10 Section (h) (2)

Section 2 The East Bay Chapter will submit an activity report using the criteria established by the State Chapter Activity Committee.

## ARTICLE VIII: PROPERTY

Section 1 Ownership of property, including all assets, by East Bay, shall not constitute ownership by the State Chapter except upon revocation of the Chapter's Charter.

- a. Chapter records will be transferred to incoming officers at the beginning of each administrative year.