

# Silicon Valley Chapter Constitution and By-laws

## Constitution

**Article I- Name and Objective:** Pursuant to a charter granted by the *California Workforce Connection* (hereafter referred as the Association) there is hereby constituted and established the Silicon Valley Chapter (hereinafter referred as to the Chapter.)

- A. The objectives and purposes of the Chapter shall be the same as those stated in the Article I of the Constitution of the Association.

**Article II- Membership:** The classes and rights of membership in the Chapter shall be specified in Article II of the Constitution of the Association.

**Article III- Jurisdiction:** The geographic area of jurisdiction of the Chapter shall be the counties of Santa Clara, San Benito, Monterey and San Mateo.

**Article IV- Officers:** The elected officers of the Chapter shall be: President, First Vice President, Second Vice President and Treasurer. The appointed officer will be the Secretary.

- A. All officers shall serve for the administrative year and/or until their successors take office. In the event of the office of President becomes vacant during the administrative year, the First-Vice President shall succeed to the office for the unexpired term.
- B. All other offices vacated during the administrative year shall be filled by action of the Executive Council/Board.

**Article V- Executive Council/Board:** The Chapter Executive Council/Board shall consist of District II Director, the elected officers, immediate past president, the field office representatives, the appointed officers, and committee chairpersons.

**Article VI- Amendments:** The Constitution of this Chapter may be amended at any regular meeting of the chapter provided that the proposed amendment has been distributed by mail to each member of the chapter not less than 10 days prior to such a meeting and further provided that the amendment is duly approved by two-thirds (2/3) majority of the membership present and voting.

## **By-Laws**

**Article I- Membership:** Membership Eligibility and classes' membership shall be in accordance with Article I of the By-laws of the Association.

**Article II- Officers:** All officers shall be active members in good standing of the Chapter.

**President:** The President shall be the Chief Administrative Officer of the Chapter and shall be responsible for executing duly approved directives of the Membership and the Executive Council/Board of the Chapter. The President shall:

- A. Preside at all meetings of the Chapter and the Executive Council/Board.
- B. Act as Chapter's official delegate to the Association's Executive Council/Board and Annual Convention.
- C. Acts as Chairperson of Chapter's delegation to the Association convention, or appoint a member of the Chapter to act so in event of his/her absence.
- D. Appoint a Secretary to serve during his/her term.
- E. Appoint committees and Chairpersons therefore as deemed necessary to conduct the affairs of the Chapter.

**First Vice President:** In the absence of the President, the First Vice President will preside at all meetings of the Chapter and Executive Council/Board and will perform such duties associated with the general conduct of Chapter's affairs as may be assigned to him/her by President, Executive Council/Board or membership.

- A. Acts a Program Chairperson, secures speakers as suggested by Chapter, arranges places, and publicizes events.

**Second Vice President:** In absence of both the President and First Vice President, the Second Vice President shall preside at all meetings of the Chapter and Executive Council/Board and will perform duties associated with the general conduct of the Chapter's affairs as may be assigned to him/her by the President, Executive Council/Board or Membership.

- A. Acts as Educational Chairperson organizes training and general interest educational events. Secures speakers, arranges for room, publicity, and required reporting to the Association.

**Treasurer:** Shall be responsible for:

- A. Receipts, disbursements, accounts for and generally be responsible for all the funds of the Chapter, keeping them in the name of the Chapter in such depositories as shall be selected by him/her and approved by the Executive Council/Board.
- B. Upon prior approval of the Executive Council/Board, disburse the funds of the Chapter.
- C. Provide a current statement of the Chapter's financial condition to be available at all regular meetings of the Membership and Executive Council/Board. This shall include itemization of sources of income and types of expenditures.
- D. Keep an official current roster of the Membership and Executive Council/Board and have it available at all meetings of the Membership and Executive Council/Board.
- E. Annually submit his/her books to the Audit Committee so that an Audit can be completed prior to the annual Installation of new Chapter Officers.
- F. Perform any other duties usually related to his office as may be assigned to him/her by the President, the Executive Council/Board, or Membership.

**Secretary:** Shall:

Accurately record the proceeding of all meetings of the Membership and Executive Council/Board.

Have available at all meetings the Copies of meeting minutes and a copy of the Chapter and Association Constitution and By-laws.

Within 30 days of any meeting, mail to all Officers and Field Office Representatives a draft copy of the meeting minutes to be presented at the next meeting for approval.

Perform any other duties usually related to his office as may be assigned to him/her by the President, Executive Council/Board or Membership.

**Field Office Representatives:** A Field Office Representative shall be appointed by the President in each of the local offices in the Chapter jurisdiction.

- A. It shall be the duty of the Field Office Presentative to constantly stimulate membership participation in Association/Chapter affairs and to conduct official chapter business in that office under direction of the President, Executive Council/Board or Membership.

**Past President:** To preserve continuity of information in the Executive Committee, the Immediate Past President shall serve as a member of that body.

- A. The Past President, if available, shall serve as Chairperson of the Nominating Committee.

**Parliamentarian:** The President shall appoint a Parliamentarian from among the Membership to serve as an advisor in matters of Parliamentary Procedure for each meeting.

- A. The Parliamentarian shall have no vote, except that of a chapter member in any meeting.

**Article III- Executive Council/Board:** The Executive Council/Board, as defined in Article V of the Chapter's Constitution, shall have the authority to transact the business of the Chapter and shall meet at the call of the President.

**Article IV- Meeting:** Regular meetings of the Chapter Membership shall be held not less than four (4) annually. Special meetings may be called at any time by the President, The Executive Council/Board or upon written request of any five (5) members of the Chapter who are in good standing and represent at least two (2) local offices.

**Article V- Delegates:** The President of the Chapter shall be official delegate of the Association's Executive Council/Board and Annual Convention. He/she shall appoint in writing a proxy to serve as the official delegate in his her absence.

- A. The delegate shall be reimbursed by the Chapter for expenses incurred in attending the Association's State or National Conventions or State Executive Council/Board meetings as follows:
  - a. For least expensive air coach fare or mileage computed at Association rates and

- b. For reasonable costs, using the Association guidelines.
- B. If deemed advisable for benefit of the Chapter, the Executive Council/Board may authorize reimbursement for additional delegates.
- C. The delegate shall be entitled to such reimbursement provided that he/she remains for the entire meeting or convention and is not otherwise compensated. The Chapter's Executive Council/Board shall determine whether such reimbursement can be made.
- D. Membership Representation, Credentials and voting shall be in accordance with Article XII, item 4 of the Associations Constitution and Article III, Item 3 and 4 of the Association By-laws.

**Article VI-Elections:** The President shall appoint a nominating committee. The immediate Past President shall serve as Chairperson, or in his or her absence, a chairperson will be designated by the President.

- A. *The nominating committee shall solicit nominations from members 30 days before general meeting to elect new officers and accept via email or a written submission for nominations. These nominations will be presented at a general membership meeting where candidates present will provide members their qualifications for the position. All members present will vote for candidates and elect new officers.*
- B. Elections will be held 30-90 days prior to the Annual Association Convention.
- C. New Officers must be installed prior to the Administrative Year and will assume their duties effective July 1.

**Article VII- Dues:** Shall be in accordance with Association's By-laws, Article IV.

**Article VIII- Quorum:** A quorum of the membership consists of 10% of members representing at least two offices within the Chapter's jurisdiction.

- A. A Quorum of the Executive Council/Board shall consist of a simple majority of the members present and voting.

**Article IX- Amendments:** These By-laws may be amended by vote of a simple majority of members present and voting.

**Articles X- Authority:** Robert's Rules of Order, revised (latest edition) shall govern the conduct of all meetings insofar as they are not in conflict with the Chapter's Constitution and By-laws.

Constitution and By-laws proposed revision August 2018.

Committee: B.J. Sims, Fred Ruibal, Tom Sims