

California Workforce Connection Sacramento Chapter Bylaws

Article I: Name and Objective

Section 1 Name

Pursuant to the State of California Official Charter approved for the California Workforce Connection (hereafter referred as the Association), the California Workforce Connection, Sacramento Local Chapter (hereinafter referred as to the Chapter) is hereby constituted and established.

Section 2 Objectives

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

Article II: Membership

The eligibility, classes, and rights of membership in the Chapter shall be specified in Article II, Sections 1-4 of the Constitution of the Association and includes the following:

Section 1 Meeting of Members

All members have the right to attend any general meeting of the membership and of the Executive Council/Board.

Section 2 Member Rights

All Chapter members have the right to vote, make motions, second motions, place names into nomination for election of an office (including their own name), hold an office, and participate on a standing committee for the Association. Qualifications for certain offices and committee chairs are established by the Chapter Executive Council/Board under the guidelines of the Association's definitions of such positions.

Section 3 Dues

The Association shall determine the membership dues, rights, and privileges for each class and subcategory of membership. Such dues, rights, and privileges shall be established in the Association's Operating Procedures.

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Section 4 Non-Members

Non-members of good standing with the Executive Council/Board will have the right to participate in Chapter committees, attend general membership meetings, participate as an event volunteer, and assist in local office activities.

Article III: Jurisdiction: The geographic area of jurisdiction of the Chapter shall be the counties of El Dorado, Sacramento, Yolo, Lake, Mendocino, and all counties north of such listed counties to the Oregon border.

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

- A. All officers shall serve for the Association's fiscal year and/or until their successors take office. The Association's fiscal year shall be from July 1st through June 30th of the following year.
- B. In the event the office of President becomes vacant during the administrative year, the First-Vice President shall succeed to the office for the unexpired term.
- C. Any office not filled by the election process or vacated during its term shall be appointed by the Chapter President and approved by the Executive Council/Board.
- D. All officers must be active members in good standing of the Chapter.

Article V: Rights and Responsibilities of Officers

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

- A. Preside over all meetings of the Chapter and the Executive Council/Board.
- B. Act as the Chapter's official delegate to the Association's Executive Board of Directors meetings and Annual Convention.
- C. Act as Chairperson of the Chapter's delegation to the Association's convention or appoint an officer or other member as a delegate by proxy in event of his/her absence.
- D. Appoint a Secretary to serve during his/her term.

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- E. Appoint committees and Chairpersons as deemed necessary to conduct the affairs of the Chapter.
- F. Delegate duties to other officers, the secretary, members, or volunteers as necessary to complete the business of the Chapter as directed by the Association, Executive Council/Board, or the membership.

First Vice President: Shall

- A. In the absence of the President, the First Vice President will preside at all meetings of the Chapter and Executive Council/Board.
- B. 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 by voted action of the Membership.
- C. Reviews committee chair activities, collects committee chair progress reports, submits culminating report to the President, Executive Council/Board, Membership of committee activities.
- D. Secures facilities, speakers, and markets events as recommended by the President, Executive Council/Board or by voted action of the Membership.
- E. Delegate duties to other officers, the secretary, members, or volunteers as necessary to complete the business of the Chapter as directed by the Association, Executive Council/Board, or the Membership.

Second Vice President: shall

- A. In the absence of the President and the First Vice President, the Second Vice President will preside over all meetings of the Chapter and Executive Council/Board.
- B. 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 by voted action of the Membership.
- C. Act as Educational Chairperson by organizing training and general interest educational events for Executive Council/Board or Membership.
- D. Act as Recognition Chairperson by collecting, reviewing, and putting forth chapter awards for both local Chapter and Association.

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- E. Secures facilities, speakers, and markets events as recommended by the President, Executive Council/Board or by voted action of the Membership.
- F. Delegate duties to the committee chairpersons, secretary, members, or volunteers as necessary to complete the business of the Chapter as directed by the Association, Chapter President, Executive Council/Board, or the Membership.

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 and current roster of the Membership and Executive Council/Board and have it available at all meetings of the Membership and Executive Council/Board.
- E. Submit a quarterly report to the Association Treasurer and Association Accountant no later than 30 days after a quarter has ended or at the request of the Association Treasurer.
- F. 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.
- G. Perform any other duties usually related to his/her office as such assigned to him/her by the President, the Executive Council/Board, or Membership.

Secretary: Shall:

- A. Accurately record the proceeding of all meetings of the Executive Council/Board or Membership.
- B. Have available at all meetings the copies of prior meeting minutes, the Association Bylaws, and the Chapter Bylaws.

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- C. Within 10 days of any meeting, mail to all Officers and Local Office Representatives a copy of the meeting minutes to be presented at the next meeting for approval.
- D. Submit a quarterly report of all activities performed by the Chapter to the Association's 1st Vice President for review/approval.
- E. Perform any other duties usually related to his/her office as such assigned to him/her by the President, Executive Council/Board or Membership.

Local Office Representatives: A Local Office Representative shall be appointed by the President in each of the local offices within the Chapter's jurisdiction.

- A. It shall be the duty of the Local Office Representative to regularly stimulate member participation in the Association/Chapter activities and conduct official chapter business in that office as directed by the President, Executive Council/Board or Membership.

Past President: To preserve continuity of information and to uphold the leadership responsibilities for the Executive Council/Board, the Immediate Past President shall serve in an active leadership mentor capacity for the incoming President and Officers for the first two quarters of the successor's term and a more passive role for the remaining fiscal year.

Article VI- Executive Council/Board: The Chapter Executive Council/Board shall consist of the elected/appointed Officers, the Local Office Representatives, and all committee chairpersons. The Executive Council/Board, as defined in Article V of the Chapter Bylaws, shall have the authority to transact the business of the Chapter, and shall meet at the call of the President not less than once per quarter.

Article VII- Amendments: The Bylaws of this Chapter may be amended at any general or special meeting of the Chapter provided that the proposed amendment has been distributed by electronic mail to each Chapter member at the last address of record not less than 10 days prior to such a meeting. The amendment must be duly approved by two-thirds (2/3) majority of the membership present at the meeting through a ballot voting process.

Voting by proxy is not allowed for amending the Chapter Bylaws.

Article VIII- Meetings: 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

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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 IX- Delegates: The President of the Chapter shall be the Official Delegate of the Association's State Board of Directors meetings and Annual/Special Convention(s). He/she shall notify the Association in writing using the official Delegation Credentials form if a proxy is to serve as the official delegate in his/her absence.

- A. The delegate shall be fully reimbursed by the Chapter for expenses incurred in attending the Association's State Conventions or State Board of Directors' meetings as follows:
 - a. For least expensive air coach fare or mileage computed at Association rates; whichever is less
 - b. For reasonable incidental costs, using the Association guidelines.
- B. The delegate shall be entitled to such reimbursement provided he/she remains for the entire meeting or conference and is not otherwise compensated. The Executive Council/Board shall determine whether such reimbursement can be made prior to event.
- C. The delegate may request an advance of the anticipated funds for authorized travel. The delegate will maintain receipts of all expenditures from the advance for auditing purposes at the end of the authorized travel. Any funds not used for preauthorized expenses shall be reimbursed to the Chapter within 10 business days of the conclusion of the authorized travel.
- D. Membership Representation, Credentials, and voting shall be in accordance with Article XII, item 4 and Article III, Item 3 and 4 of the Association Bylaws.
- E. If deemed advisable for the benefit of the Chapter, the Executive Council/Board may authorize full or partial reimbursement for additional delegates or award nominees who attend Association meetings or conferences.
- F. Additional delegates or award nominees shall be entitled to such reimbursement provided he/she remains for the entire meeting or conference and is not otherwise compensated.

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Article X-Elections: The President shall appoint a nominating committee. A chairperson for such committee may be designated by the President in the President's absence.

- A. The nominating committee shall solicit nominations from members 30 days before general meeting to elect new officers and will be accepted via email or in writing. These nominations will be presented at a general membership meeting where candidates may provide members their qualifications for the nominated position. All members present will vote for candidates and elect new officers. Elections may also be handled via online methods as approved by the Executive Council/Board.
- B. Elections will be held 30-90 days prior to the Annual Association Convention.
- C. New Officers must be installed prior to the Administrative Fiscal Year per Article II, Section 3 in the Chapter Bylaws.

Articles XI- Quorum: A Quorum of the Membership, Executive Council/Board shall consist of a simple majority of members present and voting.

Article XII- Amendments: These Bylaws may be amended using appropriate protocols as set by the Association through a simple majority of members present and voting

Articles XIII- 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 Bylaws.

Bylaws proposed revision April 2019.

Committee: Tanya Davidson, Melissa Lauritzen