



**California  
Workforce  
Connection**

EDUCATION ★ INNOVATION ★ OPPORTUNITY

# **BYLAWS**

# **CALIFORNIA CHAPTER CWC BYLAWS**

## **ARTICLE 1 - NAME AND OBJECTIVES**

### Section 1. Name

***The Chapter shall be known as the “California Workforce Connection” (CWC).***

### Section 2. Objectives

- a. To enhance the individual competence, knowledge and proficiency of California members engaged in all occupations in the field of Workforce Development, training and related programs.
- b. To provide a forum for the exchange of information.
- c. To support administrators in carrying out programs and to assist in the continued improvement of the administration of programs and services.
- d. To promote public and legislative awareness of the proficient and professional services provided by the personnel of the programs.
- e. To provide information to members on proposed legislation and policy matters affecting these programs.
- f. To foster a close working relationship with organizations that have common concerns regarding the improvement of employment security, training and related programs.
- g. To contribute toward the advancement of peace, goodwill and international understanding through fellowship among persons engaged in these programs.

## **ARTICLE II - MEMBERSHIP**

### Section 1. Qualifications

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 classes of members: 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.

### Section 3. Membership

- a. Membership in the Chapter is active Chapter Affiliate Members.
- b. Membership will also include Life and Retired members.

### Section 4. Membership Eligibility

All members of Local Chapters shall be members of the California Chapter. Local Chapters shall not exclude any person eligible for membership in the California Chapter.

### Section 5. Meeting of Members

During an Administrative Year, a minimum of one meeting of the members of the California Chapter, designated as the annual meeting of the members and titled Annual State Convention, shall be conducted.

### Section 6. Members Rights

All Chapter members have the right to vote, make motions, second motions, and place names in nomination, hold office, be nominated for office and/or chair one or more Standing Committees. The California Chapter Board of Directors may establish qualifications for certain offices.

### Section 7. Dues

The California Chapter Board of Directors shall determine the membership dues, rights and privileges for each class and subcategory of membership, and such dues, rights and privileges shall be established in the California Chapter Operating Procedures.

## **ARTICLE III - CALIFORNIA CHAPTER OFFICERS**

### Section 1. Officers

The officers of the Chapter shall be the President, First Vice President, Second Vice President, Membership Coordinator, Treasurer, Secretary, Immediate Past President and the District Directors.

### Section 2. Terms of Office

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

*-2- Updated 10/12/2018*

### Section 3. Elections/Appointments

- a. The President, First Vice President, Second Vice President, Treasurer, and Membership Coordinator shall be elected by the members at the Annual State Convention.
- b. District Directors are elected by caucus of those district members in attendance at the Annual State Convention and are installed upon election.
- c. The Immediate Past President assumes that position upon the assumption of office by the new California Chapter President.
- d. The Secretary is appointed by the President.

### Section 4. Duties of Officers

The duties of the officers shall be set forth in the California Chapter Operating Procedures.

## **ARTICLE IV - DISTRICTS**

### Section 1. Districts

The Annual State Convention shall define the Districts of the California Chapter providing there are both an equitable geographic and membership distribution. Each District shall remain in effect for not less than one administrative Year or until a subsequent convention changes the Districts.

## **ARTICLE V - CALIFORNIA CHAPTER BOARD OF DIRECTORS**

### Section 1. Responsibility and Authority

A Chapter Board of Directors is hereby created which shall be responsible for governing the affairs of the Chapter between Annual State Conventions. Responsibilities and authority shall be established in the Chapter Operating Procedures.

### Section 2. Composition

The California Chapter Board of Directors shall consist of the Chapter Officers, the accredited representatives of each Local Chapter, chairpersons of the Standing Committees, the chairperson of the Karl E. Bybee Education Foundation Board.

## **ARTICLE VI - LOCAL CHAPTERS**

### Section 1. Definition

A Local Chapter is an organization of members of the California Chapter covering a prescribed geographical area.

*-3- Updated 10/12/2018*

### Section 2. Establishment

The California Chapter Board of Directors has the authority to issue charters for new Local Chapters. The process for this is described in the California Chapter Operating Procedures.

### Section 3. Purpose

The purpose of the Local Chapter is to provide services to Local Chapter members that are consistent with California Chapter objectives.

### Section 4. Revocation

The charter of any Local Chapter may be revoked only by the membership at the Annual State Convention by a three-fourths (3/4) vote of the members voting.

## **ARTICLE VII - DUES**

### Section 1. Dues

The Chapter Board of Directors will determine the dues structure for each class on an annual basis.

### Section 2. Distribution

Semi-annually, the Chapter Board of Directors shall determine the amount of dues to be distributed to each Local Chapter.

## **ARTICLE VIII - COMMITTEES**

### Section 1. Standing Committees

The following shall be the Standing Committees of the California Chapter:

- a. Annual Convention/Conference
- b. Education
- c. Membership
- d. Retirees
- e. Executive Office
- f. Bylaws and Operating Procedures

- g. Past Presidents Association
- h. Marketing

## Section 2. Ad Hoc Committees

The Chapter President may form, with the approval of the Chapter Board of Directors, ad hoc committees to address Special needs and programs.

*-4- Updated 10/12/2018*

## Section 3. Duties

The composition and duties of the Standing Committees will be set forth in the California Chapter Operating Procedures.

## **ARTICLE IX - PUBLICATIONS**

### Section 1. Official Publication

There shall be an official CWC Chapter Electronic publication devoted to expressing the special needs, interests and programs of the members.

## **ARTICLE X - CALIFORNIA PAST PRESIDENTS ASSOCIATION**

### Section 1. California Past Presidents Association

The Past Presidents Association is recognized as a functioning society of the CWC California Chapter.

## **ARTICLE XI - EDUCATIONAL FUNDS**

### Section 1. Establishment

There shall be two education funds: the Karl E. Bybee Education Foundation Fund and the Patricia M. Thornton Education Fund.

### Section 2. Purpose and Objectives

a. The Karl E. Bybee Education Foundation Fund exists to provide financial resources to be utilized to enhance the professional development of the members of the Chapter. The rules of the Karl E. Bybee Education Foundation Fund are subject to review by the Chapter Board of Directors and California Chapter members in Convention.

b. The Patricia M. Thornton Education Fund is established to provide educational materials and programs for the benefit of the membership. The rules of the Patricia M. Thornton are subject to review by the California Chapter Board and California Chapter members in Convention.

Section 3. Karl E. Bybee Education Foundation Fund

a. Funding

- (1) A levy of \$1.00 per member as of the end of the prior fiscal year.
- (2) Requires that a minimum balance of account shall be maintained at not less than twenty-five thousand dollars (\$25,000.00).

*-5- Updated 06/12/2020*

Section 4. Patricia M. Thornton Education Fund

a. Funding (1) \$1.00 per member as of June 30, shall be set aside for the Patricia M. Thornton Education Fund.

(2) A ceiling shall be placed on the Patricia M. Thornton Education Fund at \$3,000.00. Any monies held for the Patricia M. Thornton Education Fund at the end of the Administrative Year which are in excess of the \$3,000.00 shall be budgeted to the Reserve Fund. b. Purpose of Fund.

The Patricia M. Thornton Education Fund is established to provide educational materials and programs for the benefits of the membership.

**ARTICLE XII - EDUCATIONAL CONFERENCES**

Section 1. Annual Convention and District Educational Conferences

The Annual State Convention and District Educational Conferences shall be held in the Administrative Year as determined by the California Chapter Operating Procedures.

Section 2. Special Conventions

Special conventions may be called by a two-thirds (2/3) vote of the Chapter Board of Directors or by a written petition to the Chapter President from at least twenty-five (25) members representing no less than two Local Chapters.

**ARTICLE XIII - PROXIES**

Section 1. Proxy Voting

Voting by proxy at conventions, meetings and caucuses of the Chapter, the Chapter Board of Directors and Local Chapters is authorized by these Bylaws.

a. Proxy holders are limited to members of the same Local Chapter of the principal they represent.

b. A proxy shall represent one, single non-proportioned recorded count at convention business and elections, including Local Chapter and District caucuses held therein. Single proxy votes shall be subtracted from the total Local Chapter strength. Remaining votes shall be divided proportionately among the Local Chapter's members present.

-6- Updated 06/12/2020

## **ARTICLE XIV - FINANCIAL AFFAIRS**

### Section 1. Annual Budget

The Chapter Board of Directors must adopt a balanced budget each year.

- a. The proposed budget is to be presented at the first Chapter Board of Directors meeting.
- b. If the budget is not adopted, the Chapter Board of Directors shall adopt a continuing resolution to address expenditures at levels no greater than the preceding Administrative Year.
- c. If emergencies arise which requires expenditures beyond that set in the adopted budget or continuing resolution, the Chapter Board of Directors may, by a two-thirds (2/3) vote, approve the expenditures from the Reserve Fund.

### Section 2. Annual Audit

There shall be an annual audit of the California Chapter's financial affairs.

- a. There shall be a Finance Committee formed to review the auditor's findings. The committee shall report to the Chapter Board of Directors significant findings regarding the accuracy, adequacy and effectiveness of the a Chapter's financial practices and procedures.

### Section 3. Report

The Chapter Treasurer shall present a financial statement at the first Chapter Board of Directors meeting for the Administrative Year ending June 30 and account for income and expenses as of closing of the books for the prior Administrative Year

## **ARTICLE XV - EXECUTIVE OFFICE**

### Section 1. Executive Office

There shall be an Executive Office established for the California Chapter.

## Section 2. Executive Office Manager

- a. There shall be a position established entitled "Executive Office Manager".
- b. The position shall be filled under the terms of a contract.
- c. The Chapter Executive Office Committee will interview candidates for this position and make recommendations to the Chapter Board of Directors for hiring authority.

*-7- Updated 10/12/2018*

## Section 3. Accountability

- a. The position of Executive Office Manager shall be subordinate and directly accountable to the Chapter Executive Office Committee to carry out the policies and programs of the Chapter.
- b. The Executive Office Committee may delegate some management authority to the Chapter President.

## Section 4. Removal From Office

The Executive Office Committee may recommend to the Chapter Board of Directors the removal of the Executive Office Manager. The procedures for removal shall be outlined in the Chapter Operating Procedures.

## **ARTICLE XVI - DISCIPLINE OF CHAPTER OFFICERS**

### Section 1. Disciplinary Action

Disciplinary action against a Chapter Officer may be taken for the following reasons:

- a. Inexcusable neglect of duty as prescribed in the Chapter Bylaws or Operating Procedures.
- b. Inexcusable violation of the Chapter Bylaws or Operating Procedures.
- c. Failure of good behavior, which is such a nature that it causes discredit to the Chapter or its members.

### Section 2. Charges

- a. Charges must be in writing and filed with the Chapter President. If charges are against the California Chapter President, the Chapter's First Vice President shall act in his/her stead.

- b. Upon receipt of the written charges, the Chapter President shall appoint a committee or independent hearing officer to hold a hearing within 15 days. The hearing shall be closed unless the member charged requests an open hearing.
- c. The committee or hearing officer shall report to the Chapter Board of Directors within 15 days after the hearing. Such report shall include a recommended action.
- d. The Chapter Board of Directors shall, by three-fourths (3/4) vote, act on the report within 10 days. Action by the Chapter Board of Directors shall include one of the following with supporting reasons:

*-8- Updated 10/12/2018*

- (1) Rejection of the charges. (4) Reprimand.
- (2) Suspension from office. (5) Removal from office.
- (3) Suspension from privileges of membership. (6) Dismissal from the California

Chapter. Section 3. Appeal

- a. The member against whom the action was taken may appeal directly to the members sitting in Annual State Convention or a Special Convention held for the purpose of hearing the appeal.
- b. The hearing is limited to the following:
  - (1) List of charges.
  - (2) Report of the committee or hearing officer.
  - (3) Previous action of the California Chapter Board of Directors with supporting reasons.
- c. A majority of votes cast by the membership in Annual State Convention, or a Special Convention shall determine the disposition of the appeal.

**ARTICLE XVII - BYLAWS**

Section 1. Supremacy of Bylaws

These Bylaws shall be the governing rules of the CWC Chapter subject only to the Articles of Incorporation.

Section 2. Amendments

The Bylaws may only be amended by a two-thirds (2/3) vote of the membership at the Annual State Convention **or Special Convention**.

Section 3. Violations

Any acts of the CWC Chapter Board of Directors, Districts or Local Chapters in violation of these Bylaws are void.

Section 4. Governance

The CWC Chapter Operating Procedures shall be the official organizational rules, policies and operating procedures to implement these Bylaws.

Section 5. Parliamentary Authority

Robert's Rules of Order, latest edition, is the parliamentary authority governing proceedings in meetings and conventions of the CWC Chapter so far as they are not in conflict with these Bylaws and adopted rules.