



Operating Procedures

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CWC OPERATING PROCEDURES
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CALIFORNIA CWC, INC.

OPERATING PROCEDURES 1 - ORGANIZATION

OP 1.00 **ORGANIZATION**

OP 1.01 **Organization of CWC**

The CWC may foster the following and related purposes:

- (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 to assist in the continuing improvement of the administration of programs and services.
- (c) To provide information to members on proposed legislation and policy matters affecting these programs.
- (d) To form a close working relationship with organizations that have common concerns regarding the improvement of the Workforce Development programs.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 2 - MEMBERSHIP

OP 2.00 **MEMBERSHIP**

OP 2.01 **Classes**

There are two (2) classes of membership: CWC Affiliated and CWC Associated.

(a) CWC Affiliated members are all members interested in the purposes of CWC and whose names appear on the CWC's membership roster. All CWC Affiliated members must pay the annual CWC membership dues established for each category by the CWC.

(b) CWC Associated members are all persons interested in the purposes of CWC. This category includes California Life and Retired members. CWC Associated members must pay the annual CWC membership dues established by the category in which membership is conferred. Members in this class may have the right to vote, make and second motions during any annual meeting of CWC members, place names in nomination, serve on one or more committees and may be entitled to-be nominated for and/or serve as an elected or appointed officer as defined in Article III Bylaws.

OP 2.02 **Membership**

Members of CWC are designated as Affiliated members.

(a) Active Members

This category includes those California CWC members who pay the annual CWC Affiliated membership dues at an unreduced rate.

(b) CWC Life Membership

(1) Any active member who has demonstrated outstanding ability in and/or made outstanding contributions to the field of Workforce Development programs and/or the CWC may be nominated by the member's local chapter for a California Life Membership. The local chapter will:

- a. Prepare and present to the CWC Board of Directors a nomination stating the member's contributions.

b. Contact the Membership Coordinator to determine the number of prepaid dues that must be paid by the local chapter for the nominee's CWC Life Membership.

c. Present the nomination and check to the CWC Board of Directors for approval.

d. CWC members that are currently Life Members, at the date of approval of these Operating Procedures, will remain as Life members having earned the right of Life Membership, and having already submitted statements to the outstanding contributions to the workforce Service programs.

(c) California Retired Membership

Any person who has retired from full time employment and pays the annual California membership dues at a reduced rate qualifies for Retired CWC Associated membership.

OP 2.03 **Membership Rights**

(a) Membership is effective at the time of payment of dues or a signed membership payroll deduction application is received by a Local Chapter representative.

(b) If a member is off work due to illness or accident, his/her membership may continue. Members may elect to continue to pay membership dues while out on an extended leave. If they do not, those members that are employed by the Employment Development Department (EDD) may be dropped from the membership list by the Department.

(c) Local Chapter presidents, or their alternates as designated by their respective chapters, may be the official representatives and chairpersons of their respective chapters' delegation. They may present written credentials for themselves to the CWC Secretary prior to the first California Board of Directors meeting of the new Administrative Year and prior to the beginning of business of the CWC Annual or Special Convention.

(d) Each Local Chapter president, or the alternate as designated by the Local Chapter, may be entitled to cast one vote for each active Local Chapter member (total voting strength) based on the official records of the California CWC. No unit rule may be imposed or employed.

(e) Each CWC member in attendance at any California Annual or Special Convention:

- (1) May be a representative of his/her Local Chapter.
- (2) May have his/her vote announced separately from that of his/her Local Chapter.
- (3) May request a roll call vote or secret ballot. A secret ballot may be conducted if ten percent (10%) or more of the active members present concur with the request.
- (4) May present motions, introduce resolutions and engage in floor debate.

(f) Membership lists are an asset of the **corporation**. Therefore, the CWC Board of Directors may determine the proper use by a member or group thereof. Membership list means the record of members' names and addresses.

OP 2.04 **Membership Records**

- (a) Membership records are maintained by the CWC Membership Coordinator
- (b) Membership records may show the address of each member, membership dues status, and initial date of membership.
- (c) The records may be used to determine what rights a member is entitled to exercise.

OP 2.05 **Establishment of Dues**

- (a) Dues for membership for the ensuing year may be proposed at a regular meeting of the CWC Board of Directors immediately preceding the CWC Annual State Convention.
- (b) Changes in dues adopted by the CWC Board of Directors may be published in the first issue thereafter of the CWC's official publication but prior to October 1 proceeding the new calendar year.
- (c) Changes will be announced to the membership at the CWC Annual State Convention.
- (d) Dues will cover the calendar year. Dues collected after October 1 of each year may apply to the next year. No vote may be cast prior to January 1 by or for a new member whose dues are accepted after October 1 for the ensuing year.

(e) Retirees, those members not employed by the State of California Employment Development Department and those wishing to pay by cash rather than payroll deduction must be billed during **January** of each year. Monies are due upon receipt of billing. Any member not submitting their dues by February 28th will have their membership terminated.

OP 2.06 **Distribution of Dues**

(a) The CWC Board of Directors will have the authority to fix the proportion of annual dues to be distributed to the Local Chapters. Distribution may be semiannually, at the first CWC Board of Directors meeting of the Administrative Year and at the first CWC Board of Directors meeting after December of that administrative year. The amount distributed may be one-half of the fixed portion, based on membership count (excluding retired members) immediately prior to the distribution. However, no distribution may be made to any Local Chapter that has not submitted a quarterly financial report consisting of copies of the Local Chapter's monthly financial statement and check register. The dues distribution of Local Chapters not submitting such a report may be retained in accounts payable by the CWC Treasurer until such a report is submitted or the Local Chapter's charter is revoked. At time of revocation, any Local Chapter monies held by the CWC Treasurer may be released to be included in the Local Chapter's financial assets for distribution to the members' new chapters.

(b) As of June 30, of each Administrative Year, \$1.00 per member will be deposited in the Patricia M. Thornton Education Fund for the purpose of providing educational information and material to the membership. The Patricia M. Thornton Education Fund may not exceed \$5,000. Any monies in excess of \$5,000 in the Patricia M. Thornton Education Fund at the end of the Administrative Year may be budgeted to the CWC Reserve Fund.

(c) Reserve Fund

(1) At the first CWC Board of Directors meeting, any monies remaining in the CWC Treasury at the end of the previous Administrative Year (excluding the Patricia M. Thornton Education Fund, the Karl E. Bybee Education Foundation Fund) and after payment of outstanding bills for that Administrative Year may be budgeted to a Reserve Fund.

(2) The CWC Board of Directors may approve expenditures from the Reserve Fund by two thirds (2/3) vote.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 3 – CWC OFFICERS

OP 3.00 **CWC Officers**

OP 3.01 **Nomination and Election of Officers**

(a) Elected officers may be the President, First Vice President, Second Vice President, Treasurer, Membership Coordinator and the District Directors.

(b) All elected officers will be elected at the CWC Annual State Convention. The President, First Vice President, Second Vice President, Treasurer and Membership Coordinator will be elected by the membership voting in the Annual State Convention. Each of the District Directors will be elected by the membership of the Local Chapters comprising his/her District in District Caucus at the Annual State Convention.

(c) All persons nominated and elected or appointed to any CWC office will be CWC Active members, including Life members and Retired members.

(d) A majority vote is required for election to a CWC office.

(e) All elected officers will take office on July 1 and serve through the following June 30 (the Administrative Year).

(f) Appointed officers may take office on the date their appointments are approved by the CWC Board of Directors (first meeting of the new Administrative Year) and serve until their successors take office.

(g) Any officer may be elected or appointed to successive terms.

OP 3.02 **Terms of CWC Officers**

All officers may serve for the new Administrative Year and/or until their successors take office. In the event the office of President becomes vacant during the Administrative Year, the First Vice President will succeed to the office for the unexpired term and the Second Vice President would succeed the vacated First Vice President's position. All other offices vacated during the Administrative Year may be filled by action of the CWC Board of Directors for the unexpired term.

OP 3.03 **Officer Duties and Responsibilities**

(a) All officers are members of the CWC Board of Directors and are expected to attend regular and any special meetings and submit written quarterly reports of their activities at each regular meeting. All officers are members of the CWC Board of Directors and shall be expected to attend regular and any special meeting to submit electronic or written quarterly activity reports at least two weeks prior to each regular meeting. The quarterly report should be submitted to all members of the Board of Directors.

(b) All officers are expected to attend the CWC Annual and any Special Conventions. At such Conventions, they may cast their votes as members of their respective Local Chapters.

(c) All officers may review the files and records in their possession at the expiration of the Administrative Year and arrange for transfer to their successors or the CWC Executive Office as appropriate.

(d) All officers must transfer any CWC equipment and supplies in their possession at the expiration of the Administrative Year to their successors.

(e) Reimbursement for expenses when attending meetings of the CWC Board of Directors and the Annual State Convention may be in accordance with Operating Procedures 15.03.

OP 3.04 **President**

(a) General

(1) Acts as the official spokesperson for the CWC on policy and matters of statewide concern.

(2) Represents the California CWC with EDD, other agencies and organizations.

(3) Ensures observance of the CWC Bylaws and Operating Procedures.

(4) Ensures the CWC officers and committees carry out their responsibilities.

(5) Performs other duties when assigned by the CWC Board of Directors or the CWC membership in convention.

(b) CWC Board of Directors and Conventions

- (1) Enforces all decisions of the CWC Board of Directors and CWC membership in convention.
- (2) Ensures that all required actions are taken in a timely manner by the CWC Board of Directors and the CWC membership in convention.
- (3) Presides at meetings of the CWC Board of Directors and the Annual and or any Special State Conventions.
- (4) Prepares an agenda for each meeting of the CWC Board of Directors and the Annual and or any Special State Conventions.
 - a. Includes in the agenda reports which will be required and any known business to be transacted.
 - b. Requests the CWC Secretary to mail/email the agenda with the notices of meetings or conventions.

(5) Appointments

- a. Appoints the CWC Secretary.
- b. Appoints the chairpersons of the following Standing Committees subject to approval of the CWC Board of Directors:
 - Annual State Convention and Educational Conference
 - Bylaws and Operating Procedures
 - Education
 - Marketing
 - Membership
 - Retirees
- c. Serves as an ex-officio member of all committees.
- d. Appoints, subject to the approval of the CWC Board of Directors, an Active member to perform the duties of a CWC officer who is temporarily unable to carry out his/her duties.
- e. Recommends to the CWC Board of Directors, Active members to fill any vacancies in CWC offices for the unexpired term.
- f. Appoints Parliamentarian and Sergeant-at-Arms at each CWC Board of Directors meeting and Special or Annual State Convention.

(c) Other Duties

- (1) Arranges a meeting with the EDD Director at the beginning of his/her term of office to discuss plans and enlist support for CWC.
- (2) Submits the programs for conferences and the Annual State Convention to the EDD Director for support at least 60 days (2 months) in advance of the events.
- (3) Prepares a letter of “welcome” to new members for use during his/her term of office.
- (4) Serves as a member of the CWC Executive Office Committee.

OP 3.05 **First Vice President**

- (a) Serves as CWC President when the President is absent from meetings or during periods of temporary unavailability.
- (b) Succeeds to the office of Chapter President for the unexpired term in the event the office becomes vacant during the Administrative Year. In the event the President Designee elected at the Annual State Convention is unable to assume office on July 1, the First Vice President Designee becomes President for the new Administrative Year.
- (c) Serves as chairperson of the CWC Finance and CWC Activities Committees and is a member of the CWC Executive Office Committee.
- (d) Serves as chairperson of the caucus to elect a District Director at the Annual State Convention when the incumbent is a candidate for reelection.
- (e) Performs other duties when assigned by the CWC President or the CWC Board of Directors.

OP 3.06 **Second Vice President**

- (a) Succeeds to the office of CWC First Vice President for the unexpired term in the event the office becomes vacant during the Administrative Year.
- (b) Serves as chairperson of the CWC Awards program and is a member of the CWC Executive Office Committee.

(c) Performs other duties when assigned by the CWC President or the CWC Board of Directors.

(d) Conducts the Communication Award program for CWC. This can include the selection of the Flyer of the Month, Flyer of the Year, and Newsletter of the Year contest.

OP 3.07 **Treasurer's Duties**

(1) Accounts Payable

a. Disburses the funds of the CWC based on the approved budget or at the direction of the CWC Board of Directors or the membership in convention.

Disburses funds to an individual only upon receipt of a written bill, statement or expense voucher which includes the appropriate expense line items, is dated, and signed by the CWC President/VP or District Director and shows the reason for the claim.

b. Pays the amount of dues payable to each Local Chapter based on membership as of July 1st. Distribution may be semiannually at the first CWC Board of Directors meeting of the new Administrative Year and at the CWC Board of Directors meeting after December of that year.

c. Keeps a full, true, and accurate account of the receipts and disbursements of the CWC funds together with supporting vouchers and statements.

Identifies all receipts by source and budget category and all disbursements by recipient and budget category.

d. Prepares report on the financial condition of the CWC, summarizing receipts and disbursements by budget category, to the following:

1. CWC Board of Directors

aa. Submits a written, cumulative (Administrative Year to date) report, at each regular meeting noting the status of each previously approved budget category.

bb. Advises the CWC Board of Directors of potential insufficiencies in any specific budget item.

2. Finance Committee

aa. Closes the books as of June 30th and prepares written report for the entire Administrative Year showing budget comparisons and noting cash on hand and any outstanding bills on all accounts.

bb. Transmits a proposed budget to the CWC First Vice President, prior to the Finance Committee's meeting.

e. At the expiration of his/her term of office, or in case of resignation or removal, delivers to his/her successor all monies, books and property of the CWC.

Delivers monies, books, and property after the audit by the CWC Finance Committee when his/her full term is served.

Note: CWC is officially known, for tax purposes, as the California Workforce Connection and all correspondence should so indicate.

f. Disbursements

1. Issues a check to the CWC Executive Office Manager the first of each month for his/her net wages.

2. Issues a check to the CWC Secretary upon receipt of the minutes for each CWC Board of Directors meeting and/or Convention for his/her net wages.

3. The CWC Executive Office issues a check to the California Chapter Treasurer according to the agreement with the California Chapter Board of Directors. The check must be signed by one of the following: the California Chapter's President, First Vice President or Executive Office Manager.

4. Issues a check to the CWC Membership Coordinator the first of each month for his/her net wages.

(2) Replacement Checks

- a. Bills the person or entity requesting a replacement of a check issued by the CWC the fees charged by the bank to place a stop payment on the original check.
- b. Upon receipt of the stop payment fees, issues the replacement check.

(3) Returned Checks

- a. Bills the person or entity who issued a bad check to the CWC the amount of the bad check and the bank fees charged to the CWC for the return of the check.
- b. If the billed amount is not received within sixty days of the billing date, initiates appropriate collection procedures.

(4) Serves as a non-voting member of the Finance Committee.

(b) Karl E. Bybee Education Foundation Fund

(1) Disburses approved grants at the direction of the Karl E. Bybee Education Foundation Board.

(2) Keeps a full, true and accurate account of the receipts and disbursements of the Karl E. Bybee Education Foundation Board together with supporting documents.

Identifies all receipts by source and disbursements by names of grant recipients.

(3) Presents quarterly written/electronic reports to the chairperson of the Karl E. Bybee Education Foundation Board and CWC Board of Directors at each regular meeting, including:

- a. Balance of Fund.
- b. Total amount expended in grants for the latest quarter and Administrative Year to date.

(4) At the end of the Administrative Year, prepares and presents to the outgoing and incoming chairperson of the Karl E. Bybee Education Foundation Board and the CWC Board of Directors an annual report to include items listed in number (3) above.

(c) District, Local Chapter and Special Funds

(1) Custody of these funds will remain with the District, Local Chapter or other originating entity.

OP 3.08 **Membership Coordinator**

Duties and Responsibilities:

(a) Performs all duties and responsibilities as outlined in the CWC Operating Procedures.

(b) Membership Applications

(1) EDD Employees

a. Rank and file members must complete a membership application and enclose a check for the appropriate amount, unless they desire payroll deduction, then they must complete a membership application authorizing payroll deduction of dues.

b. Managers only need to complete the membership application.

c. A new member packet is sent to each new member that includes a membership welcoming letter and a Chapter pin.

(2) Retirees and persons not employed by EDD.

a. Non-EDD State Employees who desire payroll deduction of the dues must complete a membership application authorizing payroll deduction of dues, or enclose a check for the appropriate amount

b. All others complete the membership application and enclose a check for the appropriate amount.

c. A new member packet is sent to each new member that includes the "NEW" member letter and a Chapter pin.

(3) The new member is added to the database.

(4) Form CD 88 must be prepared for all payroll deduct members and submitted to the State of California Controller's Office as soon as possible.

(c) Deletion of Payroll Deduct Members

Such members are deleted from one of two sources:

(1) A notice of deletion to the California State Controller's office. This action does not require a CD 88 to be completed as the Controller's office has automatically discontinued the payroll deduction.

(2) Members requesting to cancel their membership should submit their request in writing directly to the Controller's Offices to facilitate cancellation of their membership. State Controller's Office, Miscellaneous Deduction Unit, Personnel/Payroll Services Division, P.O. Box 94250, Sacramento, CA 94250-0001).

(d) Membership List for the CWC Board of Directors

(1) A list must be provided prior to each CWC Board of Directors meeting. These lists will also be submitted by the Executive Office Manager to EDD for validation.

(2) At least two weeks prior to the CWC Annual Conference/ Convention, provides a list of the Local Chapters' voting strength.

(3) Provides a count of Managers and Rank & File as of June 30, to the Finance Committee Chair and the Treasurer for purposes of putting forward a proposed budget. This will usually happen in mid-to late July of the next fiscal year.

(e) Cash Pay Members

(1) Retirees, those members not employed by the State of California Employment Development Department (EDD), deduct, and EDD employees willing to pay by cash rather than payroll deductions will be billed annually during January of each year. Such members may have until February 28th of each year to submit their dues. Dues are submitted as instructed in the billing notice. In those instances where it may appear that a duplicate payment was made for the same period time, the Membership Coordinator will review the data base to ascertain if a member credit is applicable and will notify the member of a credit for the appropriate year's billing.

(2) Any members not submitting their dues by February 28th will be removed from the database.

(f) Database

(1) Maintains a membership database capable of listing membership by Local Chapter, District, Retirees, State, or any other that might be requested.

(2) Removes names of members who resign or fail to pay dues.

(g) Working Relationships

The Membership Coordinator will maintain a working relationship with the CWC Executive Office, Membership Committee Chairperson and Treasurer. The Membership Coordinator will answer inquiries regarding membership lists. Any problems which cannot be resolved are to be referred to the CWC President for consideration and action as needed.

(h) Billing Process for EDD

1. Compile two alphabetical lists to be submitted to EDD from the overall membership list as of June 30. One list is for rank & file and the other list for exempt. These lists must include last name, first name, bargaining unit number, and the last four numbers of their SSA #.
2. Send the lists to the Executive Office Manager by July 15, for submission to EDD.
3. When the lists are returned by EDD,
 - a) sort by local chapter and send the names that need to be validated to the Local Chapter President with a cc to their District Director.
 - b) Request Local Chapter Presidents to review the names and gather information verifying membership. Give them a deadline to respond.
 - c) May need to send a follow-up message asking for their response.
4. When the validation is completed, send the lists to the Executive Office Manager.
5. Update CWC membership list.

OP 3.09 **Secretary**

(a) Duties and Responsibilities

(1) Takes accurate and complete minutes per Robert's Rules of Order of the proceedings of the Annual and any Special State Conventions, and any special meetings of the CWC Board of Directors.

a. Types and sends electronically copies of the minutes to the CWC members listed on the roster of the CWC Board of Directors.

b. Presents to the CWC Board of Directors for approval the minutes of Annual or Special State Conventions and meetings of the Chapter Board of Directors.

(2) Distributes written notice of the time and place of regular and any special meetings of the CWC Board of Directors for distribution at least 30 days in advance of the meeting. In case of a special meeting, sets forth the business to be considered in the notice.

Incorporates an agenda in the notice of meeting when requested by the CWC President.

(3) Receives and processes credentials and proxies.

a. Credentials and Proxies: CWC Board of Directors:

1. Local Chapter Credentials: Receives from the president of each Local Chapter, immediately following the election of officers, written credentials for the Local Chapter's president designee Chapter Board of Directors for the new Administrative Year.

2. Proxies: Before the start of business, receives proxies and determines their validity. In case of proxies issued during the meeting, receives them as soon as evoked and determines their validity.

b. Credentials and Proxies: Annual State Convention

1. Local Chapter Credentials: Received from each Local Chapter president (or his/her alternate designated by the Local

Chapter) written credentials prior to the beginning of the business of the Convention.

2. Proxies: Before the start of business at a Convention, receives proxies and determines their validity.

(4) Advises the CWC Board of Directors, at its first meeting in the Administrative Year, the name(s) of the accredited Representatives(s) from each Local Chapter.

In the event no written credentials are received from a Local Chapter, advises the CWC Board of Directors and recommends appropriate action.

(5) At each meeting of the CWC Board of Directors:

- a. Conducts the roll call of members of the Board to check attendance and informs the CWC President whether or not a quorum is present.
- b. Reports to the Board of Directors the names of any valid proxy holders and the principals they represent.
- c. Submits any irregularities in proxies to the Board of Directors for resolution.
- d. Conducts the roll call of individual members of the Board and Local Chapter presidents (or their alternates) when a roll call vote is requested.
- e. Receives and distributes the written or electronic reports of members of the Board.

(6) At each Annual or Special State Convention:

- a. Conducts the roll call of Local Chapters to check attendance and determines if a quorum is present.
- b. Conducts the roll call of Local Chapters when a roll call vote is requested, or the CWC Officers are elected.

(7) When requested by the CWC President, prepares letters and other official correspondence.

(8) Maintains the official correspondence of the CWC.

(b) Obligations of CWC

(1) CWC will provide as remuneration for the CWC Secretary a financial package of direct and indirect benefits upon submission of the minutes of the CWC Board of Directors meetings and Annual or Special Conventions.

(2) Reimburse the Chapter Secretary for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of the Work For Hire agreement without advance approval of the Chapter Board of Directors and if an itemized statement of expenses with receipts is submitted to the Chapter Finance Committee chairperson.

OP 3.10 **District Directors**

(a) Duties and Responsibilities (General)

(1) Represents CWC in his/her District and serves as the liaison between CWC Board of Directors and Local Chapters.

(2) Can meet with EDD Division Chief(s) in his/her District to discuss plans for the year and enlists support for CWC.

(b) Meetings

(1) Holds meetings in person or virtually, at least quarterly.

(2) Reviews at the quarterly meetings each Local Chapter's accomplishments and plans for the next three months.

(3) Attends at least one function of each Local Chapter in his/her District during the Administrative Year.

(4) Contacts Local Chapter presidents in the District prior to each CWC Board of Directors meeting or Annual or Special Convention to check planned attendance.

(5) Provides proxy and/or credentials information, as needed.

(c) Training Responsibilities

(1) May hold a District meeting in July or August, but before the first meeting of the State Board of Directors. The meeting will include training for new Local Chapter presidents and treasurers.

(2) Will train Local Chapter presidents, officers and their respective executive boards on the following:

- a. The objectives and goals of CWC.
- b. Establishment of an active education program for members.
- c. Good communication with members.
- d. An active membership recruitment campaign.
- e. Participation in CWC awards, chapter activity, education, membership, and other programs.
- f. Participation in educational conferences and conventions.
- g. Communications and activities with Local Chapters.
- h. Orient new Local Chapter presidents on:
 1. Their responsibilities to their membership.
 2. State requirements with respect to Local Chapters.
 3. Functioning of and their participation in the CWC Board of Directors.
- I. Ensures that each Local Chapter:
 1. Holds an annual election of Local Chapter officers.
 2. Prepares a calendar of events for the Administrative Year prior to the first meeting of the CWC Board of Directors.
 3. Conducts an orientation at the beginning of the Administrative Year for Local Chapter officers, committee chairperson(s) and local office representatives.
 4. Presents written credentials to the CWC Secretary for the president and, if applicable, other elected delegates to the CWC Board of Directors. Such credentials are to be presented

immediately following the annual election and are for the new Administrative Year.

Also provides the mailing addresses and contact phone numbers for the Local Chapter president and treasurer.

5. Is represented at the CWC Board of Directors meetings and State Conventions.

6. Prepares and submits written reports of the Local Chapter's activities.

7. Has an up-to-date copy of the Local Chapter's Bylaws. Submits any changes to the CWC Bylaws and Operating Procedures Committee for review for conformity to the CWC Bylaws and Operating Procedures.

8. Once approved, send a copy to the Website Coordinator to place on the website.

(d) Inactive Local Chapter(s)

(1) Sends correspondence to the entire membership of the inactive Local Chapter designating a time and place for a Local Chapter meeting to promote activation. As needed, conducts an election of officers.

(2) If, in the event a slate of officers cannot be obtained, will send correspondence to the entire inactive Local Chapter membership, with the notification of the intent to revoke their Local Chapter's Charter and requesting their preference as to where their individual membership is to be transferred within the District.

(3) Notifies the CWC President of the intent to revoke the Charter and takes steps as outlined in the CWC Operating Procedures to bring before the Annual State Convention for action.

(e). Activity Report

Submits an electronic or written quarterly activity report to the CWC Secretary at least two weeks prior to each regular CWC Board of Directors meeting covering District activities, plans, and problems.

(f). District Director Funds

- (1) Funds are to be used to service the members within their respective Districts.
- (2) Funds are not to be used for any activity outside of their District: e.g., travel to educational conferences, Board of Directors meetings, etc.
- (3) A single District or a collaborative District event, who are sharing the cost of an event, can use their combined line item funds to pay for venue, Insurance, marketing materials, registration supplies as needed to support the event.
- (4) A proposed budget, or advancement request for the event, must be submitted to the Finance Committee chair 60 days prior to the event.
- (5) Reimbursements must be reviewed and approved by the Finance Committee consisting of the First Vice President, State Treasurer and at least two (2) of the four District Directors not involved in the event. Reimbursements and all paperwork must be submitted to the Finance Committee chair 30 days after the event.

(g). Financial Reports for District Directors, Local Chapters and Special Funds

- (1) District Directors should ensure that local chapters submit their reports. Local Chapters and District Treasurers will submit copies of their bank statements and check registers to the CWC Treasurer and Financial Accountant on a quarterly basis (*see timetable below*).
- (2) Local Chapters will submit their financial documents for the prior Administrative Year ending June 30 by August 2 to the CWC Treasurer and Financial Accountant

(3) Quarterly time table for financial reports:

July-September	Report due	November 1
October-December	Report due	February 1
January-March	Report due	May 1
April-June	Report due	August 1

- (4) Custody of these funds will remain with the District Directors, Local Chapters or other originating entities.

OP 3.11 **Immediate Past President**

- (a) Serves as chairperson of the CWC Annual Conference/Convention Site Committee.

- (b) Serves as chairperson of the CWC Nominations Committee.
- (c) Serves as chairperson of the CWC Executive Office Committee.
- (d). Performs other duties as assigned by the CWC President.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 4 - DISTRICTS

OP 4.00 **Districts**

OP 4.01 **Definition**

As set forth in Article IV of the CWC Bylaws.

OP 4.02 **District Conferences**

District Conferences are the responsibility of the Districts Directors. Financial records such as bank statements, check registers, income statements, income journals and receipts from the Conferences will be submitted to the CWC Treasurer and Financial Accountant.

OP 4.03 **Reports**

The District Treasurer shall report quarterly to the CWC Treasurer and the Financial Accountant their District receipts and expenditures for the past quarter and the status of any District funds in their possession or under their control.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 5
CWC BOARD OF DIRECTORS

OP 5.00 **CWC Board of Directors**

OP 5.01 **Responsibility and Authority**

- (a) Establish or change jurisdictional boundaries of existing Local Chapters, charter new Local Chapters and approve the names of Local Chapters.
- (b) Assure that no Local Chapter takes a position in conflict with that of CWC on any matter of statewide concern.
- (c) Annually secure a full detailed report from the CWC Finance Committee certifying as to the accuracy of the CWC accounts, the condition of the investments of the CWC Treasury as of the end of the prior Administrative Year.
- (d) Annually approve a continuing resolution for use of the CWC covering the time from the beginning of the next Administrative Year until the new CWC Board of Director's first meeting.
- (e) Set the time and place of the Annual State Convention within the geographical area established by the membership in an Annual State Convention.
- (f) Review the Local Chapter Bylaws and Operating Procedures and amendments hereto submitted by a Local Chapter to assure compliance with the CWC Bylaws and Operating Procedures. Local Chapter Bylaws and Operating Procedures may be operative unless disapproved.
- (g) Set the annual dues of CWC based on a calendar year as prescribed in CWC Operating Procedures 2, Section 2.05.
- (h) Review and approve a budget which may not exceed anticipated dues income and interest earned for the Administrative Year authorized expenditures.

OP 5.02 **Meetings**

(a) Regular meetings may be held two to four times a year. Two meetings are mandatory. One, hereafter referred to as the first meeting, may be held by August 31st; it may be conducted by conference call or over the Internet by Skype, WebEx, Go-To-Meeting, etc. The other, hereafter referred to as the last meeting, may be held the day before the Annual State Convention. One to two other meetings may be scheduled between the mandatory meetings, depending on need and budget constraints.

(b) Special meetings of the Board of Directors may be called by the CWC President when requested by a majority of the members of the Board of Directors or by two-thirds (2/3) of the CWC officers.

OP 5.03 **Local Chapter Representatives**

Each Local Chapter will be entitled to one elected delegate. The Local Chapter president, or if absent, the alternate as designated by the Local Chapter, is the official representative and head of the Local Chapter's delegation. If no official representative(s) attends from a Local Chapter, the CWC Board of Directors may designate one or more members from that Local Chapter who are in attendance as the official representative(s) for that particular meeting.

OP 5.04 **Voting Strength**

(a) Local Chapters may, upon a roll call vote, be entitled to cast their total voting strength based on the number of active members as carried in the official records of CWC. The vote of the Local Chapter may be announced by its president (or, if not present, his/her alternate as designated by the Local Chapter as determined by caucus of the Local Chapter delegation or as previously instructed by the Local Chapter itself. No unit rule by Local Chapters may be imposed or employed.

(b) Each individual member of the Board of Directors, regardless of the number of positions held, may have only **one** vote. In the case of a deadlock ballot, the CWC President or Presiding Officer may cast the deciding vote.

OP 5.05 **Motions**

(a) At all Board of Directors meetings, motions, seconding of motions and casting of votes may be made only by members of the CWC Board of Directors.

(b) CWC members not entitled to make motions, second motions or vote, may make presentations and participate in discussions within the time limits and manner set by the President or the Board of Directors itself.

OP 5.06 **Methods of Voting**

Voting in the Board of Directors meetings may be in such manner and form as the CWC President decides. Any member of the Board of Directors who is eligible to vote may request a roll call vote or a vote by secret ballot. A secret ballot may be conducted if ten percent (10%) of the eligible voting members present signify agreement with this request.

OP 5.07 **Credentials**

Immediately following Local Chapter elections, the new Local Chapter presidents must submit to the CWC Secretary written credentials for themselves and any Local Chapter elected delegates to the Board of Directors. They will also provide the mailing addresses and contact phone numbers for the Local Chapter president and treasurer.

OP 5.08 **Notice to Members**

Written notice of regular and special meetings of the Board of Directors must be given to each Board of Directors member, electronically by the CWC Secretary at least thirty (30) days in advance of the meeting. Such notice may set forth the time and place of the meeting and, in case of a special meeting, the purpose of the meeting.

OP 5.09 **Quorum**

At any meeting of the Board of Directors, before any business may be undertaken, the CWC President or Presiding Officer will determine if a quorum is present. A quorum consists of not less than fifty percent (50%) of the California Chapter elected officers and fifty percent (50%) of the duly authorized representatives of the Local Chapters. An active Local Chapter is defined in OP section 6.03 (a) (1) Aq1b. In the event there is less than a quorum present, those in attendance may determine the time and place of the next meeting or empower the CWC President to do so.

OP 5.10 **Conduct of Meeting**

Robert's Rules of Order, (Revised) (latest edition) will govern the conduct of meetings of the CWC Board of Directors in all matters not in conflict with the CWC Bylaws and Operating Procedures.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 6 - LOCAL CHAPTERS

OP 6.00 **Local Chapters**

OP 6.01 **Formation, Chartering and Naming of Local Chapters**

(a) Fifteen or more persons eligible for Active membership in CWC may submit a written petition to the CWC Board of Directors for a charter. A charter is issued only when all of the following conditions have been met:

- (1) Approval of the petitioning application by the CWC Board of Directors.
- (2) The members of affected Local Chapters have voted on the change with less than one-third (1/3) voting in the negative.
- (3) After submission of the petitioning application, the presidents of the affected Local Chapters must conduct a mail referendum. Each ballot describes the proposed changes in jurisdictional boundaries and indicates that present members have the right to affiliate with the Local Chapter of their choice.
- (4) Approval of the new Local Chapter's Bylaws by the CWC Board of Directors.
- (5) Approval of the name of the new Local Chapter by the CWC Board of Directors.
- (6) Receipt of dues by the CWC Treasurer for the new members and/or a list of transferring members.
- (7) Establishment by the CWC Board of Directors of the jurisdictional boundaries of the new Local Chapter and changes in the boundaries of affected Local Chapters.

(b) Naming of Local Chapters

- (1) To change a Local Chapter's name requires the Local Chapter to hold a membership meeting for that purpose.
- (2) A two-thirds (2/3) vote for approval of the name change is required by members voting at the membership meeting held for the name change.

(3) If the Local Chapter members elect to change the Local Chapter's name, they must request approval of the CWC Board of Directors.

(4) If the CWC Board of Directors approves the new name, a new charter will be given to the Local Chapter.

OP 6.02 **Proposals and Resolutions**

Proposals or resolutions may be submitted by the Local Chapter to the CWC Board of Directors for the membership consideration in the Annual State Convention with thirty (30) days prior notice of the date of the Convention. If rejected by the CWC Board of Directors, the Local Chapter may request reconsideration by the membership in the Convention. Also, the Local Chapter may initiate a petition for the calling of a Special State Convention to consider or reconsider the proposal or resolution.

OP 6.03 **Rules for Revocation of a Chapter's Charter**

(a) The District Director will call a meeting of the Local Chapter's members to discuss the problem which raised the issue of revocation. The meeting can be held by electronic means, i.e.: emails Zoom or GotoMeeting.

(1) The charter of any Local Chapter may be revoked on by the membership at the Annual State Convention and by a three-fourths (3/4) vote thereof. The grounds for revocation may be one or more of the following:

a. Loss of membership to a point below ten members.

b. Inactivity of the Local Chapter: e.g., no meetings for over **six** months, no new election of officers.

c. For any other good cause as determined by the membership at the Annual State Convention.

(b) The District Director will send a letter to all members of the Local Chapter advising them of the action to request revocation of their chapter's charter and giving them options to choose where they wish to have their membership transferred. Supply a self-addressed return envelope for the member to return their options.

(c) The District Director will bring the matter of revocation to the CWC Board of Directors for recommendations to the next Annual State Convention. If the Board of Directors concurs with the request, the Board of Directors will instruct the Bylaws and Operating Procedures Committee

chairperson to prepare a resolution to request revocation of the Local Chapter's charter.

OP 6.04 **Bylaws and Operating Procedures**

Any changes in a Local Chapter's Bylaws must be submitted to the CWC Board of Directors for approval. Such changes are operative unless disapproved.

OP 6.05 **Functions**

Functions of Local Chapters may be as stated in the Local Chapter Handbook.

OP 6.06 **Meetings**

Each Local Chapter will be required to hold at least quarterly meetings.

OP 6.07 **Property**

Ownership of property, including all assets, by a Local Chapter may not constitute ownership by the CWC except upon the revocation of the charter of the Local Chapter.

OP 6.08 **Reports**

(a) The Local Chapter will report quarterly, in accordance with the CWC Operating Procedures, to the CWC Treasurer and Accountant its receipts and expenditures for the past quarter and the status of any funds in its possession or under its control.

(b) The Local Chapter will complete a Summary Report and the Scoring Sheet emailed to the First Vice President. When original copies of flyers, posters, etc. were printed and distributed in color, the copies submitted with the quarterly reports should also be in color.

(c) The Local Chapter shall submit a copy of the quarterly activity report summary to the Secretary for distribution to the board at least two weeks prior to each regular board meeting.

OP 6.09 **Local Chapter Proposed Amendments to the CWC Bylaws**

Amendments must be presented in writing to the CWC President. Thirty (30) days written notice to the membership of the proposed text is required for action at the Annual State Convention. If such notice cannot be provided, the Local Chapter may request the membership at the Annual State Convention to direct the Board of Directors to conduct a mail referendum or bring the amendment to the floor of the Annual State Convention. Also, the Local Chapter may initiate a petition for the calling of a Special State Convention to consider the amendment.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 7 – COMMITTEES

OP 7.00 **Committees**

OP 7.01 **Committee Operations**

(a) Appointments

(1) The CWC President will present his/her nominees for Standing Committee chairpersons at the first regular meeting of the Board of Directors.

(2) As soon as the need for an ad hoc committee is identified, the President may present the need for the committee and his/her nominees for the chairpersons and members to the Board of Directors for approval. The CWC President shall present the purpose and responsibilities to the committee.

(b) General Provisions

(1) The term of office for Standing Committees is the Administrative Year.

(2) Records of Standing Committees are turned over at the end of the Administrative Year to the new incoming chairperson.

(3) Ad Hoc Committees

a. Expires when the need for the committee no longer exists or at the end of the Administrative Year whichever comes first.

b. Records are turned over to the CWC Executive Office for storage if the committee has expired or to the next chairperson of the committee if reconstituted in the following Administrative Year.

(4) Committee chairpersons shall complete quarterly activity reports and send to the Secretary for distribution to the Board of Directors at least two weeks prior to each regular board meeting.

OP 7.02 **Annual Convention/Conference Committee**

The Chairperson of the Annual Convention/Conference Committee is appointed by the CWC President. At least four members in addition to the chairperson are appointed by the President or the committee's chairperson. The District Director and Local Chapter presidents in the District where the Convention will be held are automatically members of the committee. Subcommittees are appointed on program, finance, social events, arrangements, registration, publicity, etc as needed.

(a) Duties and Responsibilities

(1) Program

- a. Plans and develops an educational and social program for the Annual State Conference which carries out the objective and goals of the CWC.
- b. Selects theme for the Annual State Conference subject to the approval of the Board of Directors.
- c. Arranges, when appropriate, for cosponsoring of the Conference by a partner, college or university.
- d. Obtains speakers and other participants for the program.
- e. In consultation with the President, allows time and makes arrangements for award presentations, introduction of CWC dignitaries, the President's Reception, and conduct of business of the Annual State Convention. The President's Reception is paid for by CWC.

(2) Arrangements

- a. Obtains the letter of agreement with the selected hotel regarding rooms, meeting facilities, etc.
- b. Finalizes arrangements with hotel for rooms, meeting facilities, meals, registration, etc.

(3) Finances

- a. As appropriate, obtains advance from the CWC to be repaid after the Conference. Develops a budget for the Conference based on estimated attendance, income and expenditures.

b. Determines registration and other fees to be charged to members, nonmembers and guests subject to the Board of Directors approval.

c. Keeps complete records of registrations, receipts and expenditures.

d. The Annual Convention/Conference Committee chairperson is prohibited from authorizing any payment of Conference bills exceeding the income until authorized by the CWC Board of Directors.

(4) Publicity

a. Publicizes and promotes attendance at the Conference through Cal-Liope, website, EDD Scenes, flyers, etc.

b. Includes as a part of publicity hotel reservation and Conference registration forms.

(5) CWC Board of Directors Approval

No later than October 31st, obtains approval of Conference theme, program, budget and registration package from the of Directors. The President must submit the program to the EDD Director for review and suggestions no later than 120 days before the start of the Conference for the granting of state time for employee attendance.

(6) Post Convention

a. Prepares a report on income and expenditures for submission to the Board of Directors at the first meeting of the new Administrative Year.

b. Transmits to the CWC Treasurer any monies remaining after payment of bills and repayment of any advances or loans.

c. Sends thank you letters to speakers and other program participants.

d. Provides the CWC Finance Committee with a financial report and required records for audit by July 1 of the new Administrative Year.

OP 7.03 **Awards Committee**

The Awards Committee is chaired by the CWC Second Vice President and consists of at least three members. Members are appointed by the CWC President or the Awards Committee chairperson. Subcommittees may be appointed for each award program.

(a) Duties and Responsibilities

- (1) Recommends and obtains approval of the Board of Directors, no later than the first meeting of the Administrative Year, for the following:
 - a. CWC programs including, but not limited to, Meritorious Award, Award of Distinction, Fostering Partnership Award, etc.
 - b. Responsible for establishment of the CWC Awards program. The Toll Trust Award program is conducted by the CWC Past President's Association.
- (2) With the approval of the CWC Board of Directors:
 - a. Establishes and publicizes criteria, rules, nominating procedures, deadlines, etc. for the CWC.
 - b. Will publicize the award criteria no later than the Nov/Dec, or fourth quarter issue of the Cal-Liope, but preferably by the Sept/Oct, or third quarter issue.
- (3) Promotes District and/or Local Chapter award programs.
- (4) Rules for the Committee who review the nominations and make the selection of the award recipients:
 - a. Responsible for analyzing and selecting the award recipient from the material provided by the nominator.
 - b. The Awards Committee will review the awards selections and decide which awards qualify.
- (5) Unless the materials considered by the Awards Committee are invalid or does not meet the criteria established by the Awards Committee (discretionary awards), the selections of the Awards Committee are final.

(6) Coordinates with all entities presenting awards at the CWC Annual Conference/Convention to determine the type of award (plaque and/or certificate) to be presented and when in the program the award will be presented. Most awards will be presented at the Awards Luncheon. Determines, with the exception of the Toll Trust Award, the style of the plaques and/or certificates and arranges for their purchase. The awards, with the exception of the Toll Trust Award, are funded by CWC.

(7) Coordinates with the Annual Conference/Convention Committee all arrangements needed for the Awards Luncheon and any other functions where awards will be presented.

(8) Prepares the program for the Awards Luncheon. This includes arranging for the printing of the program. The cost for printing the program is funded by CWC.

OP 7.04 **Chapter Activities Committee**

The Chapter Activities Committee is chaired by the CWC First Vice President. The CWC President may appoint other members to the committee.

Duties and Responsibilities

Conducts the CWC Achievement Award program. (Local Chapter Activities).

(a) Purpose of Award: To provide recognition to the Local Chapter whose activities best fulfilled the goals of the CWC during the program year.

(b) No later than the first meeting of the Administrative Year, recommends and obtains the approval of the Board of Directors of the rules, criteria, contest period, point allocations for activities, and reporting requirements for the award.

(c) Advises Local Chapters of the rules, criteria, etc. approved by the CWC Board of Directors.

(d) Coordinates the judging of each Local Chapter's activities on a quarterly basis

(e) Coordinates with the Awards Committee for the type of award and its presentation to the winning Local Chapter(s) at the Annual State Conference/Convention.

OP 7.05 **Annual Conference/Convention Site Committee**

The chairperson of the Annual Conference/Convention Site Committee is the CWC Immediate Past President. The Past Presidents Association and the District Directors are automatically members.

(a) Duties and Responsibilities

- (1) Presents potential geographical areas to the membership at the Annual State Convention for selection of the geographical area for the conference one year in advance.
- (2) Receives and, as needed, solicits three or more bids from hotels in each city to be considered for the Annual State Conference/Convention.
- (3) At the first meeting of the Administrative Year, submits bids received from hotels and recommends to the Board of Directors the place and time for the Annual State Conference/Convention.
 - a. The site must be within the geographical area selected by the members at an Annual State Convention.
 - b. Bids from hotels should include proposed dates, available rooms and rates, meeting facilities and arrangements for the conference/convention.
 - c. If the hotels want advances, this must be part of the initial negotiations subject to approval of the Board of Directors.
- (4) After selection of the place and time for the Annual State Conference/Convention by the Board of Directors, prepares a formal letter or email of agreement with the hotel. The agreement should include the number of rooms to be reserved, applicable rates, requested meeting facilities, required advances and other arrangements.
- (5) As needed, obtains sites for Special State Conventions.
- (6) Should utilize a Conference/Convention Site Worksheet (samples found in Appendix B) when contacting facilities.

OP 7.06 **Education Committee**

The chairperson of the CWC Education Committee is appointed by the President with the approval of the Board of Directors. At least three members in addition to the chairperson may be appointed by the Education Committee chairperson.

(a) Duties and Responsibilities

(1) Recommends and obtains approval of the Board of Directors via email, no later than 30 days after the first meeting of the Administrative Year, for the conduct of a statewide educational program. Such program may include, but is not limited to:

- a. Preparation of education releases and information for members.
- b. Development of training courses or outlines for use by Local Chapters.
- c. Arrangements for sponsored workshops or seminars to be held in various locations throughout the state.
- d. Identification of educators and consultants who are available to put on training for District and/or Local Chapters and the cost.

(2) Keeps apprised of training and educational programs offered to employees by the EDD, state personnel agencies, and other workforce development organizations. Prepares proposals and/or recommendations relative to such programs for approval of the Board of Directors and submission to the appropriate agency; includes any analysis and findings in the Education Committee quarterly activity report.

(3) Works with EDD to promote Department interests and responses to identified areas of concern which affects the professional development of the members.

(4) Provides technical Assistance to District Executive Committees and Local Chapters in developing and conducting educational and training programs.

(5) Prepares a Chapter Educational Plan.

OP 7.07 **Finance Committee**

The chairperson of the Finance Committee is the CWC First Vice President and membership consists of the four District Directors and the Treasurer. The Treasurer is a non-voting member.

(a) Duties and Responsibilities

(1) Reviews the continuing resolution submitted by the prior year's Finance Committee. Prepares a proposed budget for the current Administrative Year that includes calculations of a levy of \$1.00 per member as of the end of the prior year for the Karl E. Bybee Grant and the Patricia M. Thornton CWC Educational Grant, for approval by the Board of Directors at the first meeting of the Administrative Year.

Transfers to both the Karl E. Bybee Educational Foundation Fund and the Patricia M. Thornton CWC Educational Grant, no later than August 1 of each year, a levy of \$1.00 per member as of the end of the prior year. Board of Directors authorization is not required.

(2) Responsible for approval of any transaction of funds by the Treasurer not authorized by the Board of Directors or the membership in Convention or a budgetary account. Must be approved by three out of the five committee members and notification given to the President prior to disbursement of funds.

(3) The chairperson will communicate with the Financial Accountant to discuss any financial problem of CWC. Will keep the President and Finance Committee members advised of all financial problems affecting CWC.

(4) The chairperson will communicate with the CWC Treasurer regarding any problems the CWC Treasurer may have in the administration of the CWC Treasury.

(5) Will recommend to the Board of Directors for any changes in the duties of the Treasurer, regarding the administration of the finances of CWC.

(6) The chairperson will prepare the position statement or contracts for hire with the Finance Committee for the CWC Treasurer, Accountant/financial advisor, Auditor, Secretary, Membership Coordinator, Website Administrator and the Social Media Lead.

(7) Audits the financial records of the last Annual State Convention and Education Conference and submits a written report to the CWC Board of Directors at the second meeting of the Administrative Year.

(8) Obtains an independent annual financial audit, of the records of the CWC Treasurer and conducts an audit of the Executive Office. Submits a written report to the CWC Board of Directors by November 30th of the new Administrative Year.

In the report, certifies to the accuracy of the accounts, the condition and the investments of the CWC Treasury, the Karl E. Bybee Educational Foundation Fund, the Patricia M. Thornton CWC Educational Grant and any other funds in the CWC Treasurer's possession.

(9) Recommends to the CWC Board of Directors, the Executive Office Committee or the Karl E. Bybee Education Foundation and the Patricia M. Thornton CWC Educational Grant Board changes in methods and procedures to improve financial accountability.

(10) Prepares a continuing resolution for the next Administrative Year to cover the time from the beginning of the next Administrative Year until the new CWC Board of Directors first meeting. This resolution must be presented for approval by the outgoing CWC Board of Directors at the last meeting of their Administrative Year.

(11) Proposes a program budget using the data from the Treasurer for the Administrative Year with the President and other Board of Directors members as designated by the President.

TIME TABLE FOR SPECIFIC TASKS

- | | |
|---------------------|--|
| July | 1. Prepare program budget for new Administrative Year. |
| | 2. Audit the financial records of the last Annual State Convention and Education Conference and submit a written report to the second meeting of the CWC Board of Directors. |
| August-
November | 1. Review the CWC's Annual Audit report. |

- a. Check the expenditures of the CWC's officers, committees and Executive Office to assure proper use of funds and compliance with the budget.
- b. Conducts an audit of the CWC Executive Office for the prior Administrative Year.
- c. Submit a written report of the findings of the review to the CWC Board of Directors no later than November 30th.

- April
- 1. Prepare a contract for the Auditor who will audit the CWC's annual financial records. This contract is to be submitted at the last meeting of the CWC Board of Directors for approval.
 - 2. Prepare position statements and or Contracts for Hire for:
 - a. CWC Treasurer
 - b. Accountant/Financial
 - c. CWC Secretary
 - d. CWC Membership Coordinator
 - e. Executive Office Manager/Cal-Liope Editor
 - f. Website Administrator
 - g. CWC Social Media Lead
 - 3. These position statements or contracts are to be submitted at the last meeting of the CWC Administrative year.
 - 4. Prepare a continuing resolution for the next Administrative Year to cover the time from the beginning of the Administrative Year until the first meeting of the new CWC Board of Directors.

OP 7.08 **Membership Committee**

The chairperson of the Membership Committee is appointed by the CWC President with the approval of the Board of Directors, working closely with the Membership Coordinator.

(a) Duties and Responsibilities

- (1) Recommends and obtains approval of the Board of Directors, no later than the first meeting of the Administrative Year, for the conduct of a program to promote and maintain membership in CWC. Such program may include, but is not limited to:

- a. District and/or Local Chapter membership contests or awards.
 - b. Special drives to maintain the membership of retirees and others who leave state service, recruit Active members from community manpower agencies, etc.
 - c. Development of promotional materials in coordination with the Marketing Committee.
- (2) Coordinates the CWC annual membership drives.
- (3) The Membership Committee chairperson will prepare a membership plan using the sample membership plan (Appendix B7) in preparing a program for the new Administrative Year. The proposed plan is presented to the Board of Directors at least two weeks prior to its first meeting for approval.

Develop membership drives for:

- a. Renewals
 - b. New members
 - c. Retirees
 - d. Others in workforce development fields
 - e. Weak areas
- (4) Coordinates with the Awards Committee for any type of membership award to be presented at the Annual State Conference/Convention.
- (5) Involve the CWC and/or Local Chapter Retiree chairpersons in the membership campaign.

OP 7.09 Nominations Committee

The chairperson of the CWC Nominations Committee is the Immediate Past President.

Duties and Responsibilities:

- (a) Enlists the interest and participation of the membership in nominating candidates for the following CWC elective offices:
- (1) President
 - (2) First Vice President
 - (3) Second Vice President
 - (4) Treasurer
 - (5) Membership Coordinator

- (6) District I, II, III and IV Director
- (7) Member, Karl E. Bybee Education Foundation Board.

(b) Publicizes nomination form and qualifications for candidates for the above offices.

(1) Bylaws Article II, Section 6 states that the Board of Directors may establish qualifications for certain offices. The Board of Directors has determined that due to the fiscal responsibility for the office of Treasurer, all candidates for this office should meet the qualifications listed below. The Board of Directors must approve any exceptions.

(2) Qualifications for the Office of CWC Treasurer:

- a. Must be members in good standing of CWC.
- b. Some background in accounting principles and have at least an AA degree.
- c. Background check may be completed for the past three (3) years.
- d. Be bondable.
- e. Must have basic computer skills with knowledge of computerized accounting and a good use of Excel.
- f. Be able to maintain a working relationship with the CWC President, Membership Coordinator, and Executive Office Manager.

(3) The Nominations Committee may:

- a. Distribute nominations forms electronically to Local Chapters, Officers and individual requesters.
- b. Be responsible to review all nominations for compliance and present qualified nominations to the membership at the Annual State Convention.

OP 7.10 **Retiree Committee**

The chairperson of the CWC Retiree Committee must be a retiree and is appointed by the CWC President.

Duties and Responsibilities:

- (a) Encourages the inclusion and use of retiree members in all phases of CWC activities at the local and State levels.
- (b) Develops materials to help Local Chapters recruit retirees to join or rejoin CWC in coordination with the Marketing Committee.
- (c) Prepares articles for the Cal-Liope on the benefits of retirees belonging to CWC, the benefits of Local Chapters having retiree members, and on various recruitment strategies.
- (d) Conducts the CWC Retiree of the Year Award program:
 - (1) Distributes flyers and information on the preparation of the award nominations to Local Chapters.
 - (2) Assists Local Chapters in the preparation of the Retiree Award nominations.
 - (3) Receives the Award nominations by January 12th.
 - (4) Judges the nominations submitted and selects a winner for the CWC Retiree of the Year Award within the time frames established by the CWC Awards chairperson.
 - (5) Notifies the Awards Committee Chairperson with the winner's information for preparation of the award to be presented at the CWC Annual State Confernece/Convention.

OP 7.11 **CWC Executive Office Committee**

The chairperson of the CWC Executive Office Committee is the Immediate Past President of CWC. The CWC President, First Vice President and Second Vice President are members of the committee.

Duties and Responsibilities:

- (a) Holds meetings with the CWC Office Manager to:

(1) Review the adequacy of the services provided by the contractor(s) under the terms of the contract. Such review may include, but is not limited to:

- a. Editing and publishing of the Cal-Liope.
- b. Maintenance of an Executive CWC Office.
- c. Printing and/or distribution of notices, reports, etc.
- e. Preparation of reports and information required under the contract.
- f. Costs associated with the operation of the Executive Office.
- g. Accounting for expenditures made under the terms of the contract.

(2) Review the adequacy of payments made and information supplied to the contractor(s) under the terms of the contract.

(b) Annually reviews and negotiates renewal of the contract or preparation of a new contract for the services described under the Executive Office section of the CWC Operating Procedures. This action may occur by the Board of Directors' last meeting of the Administrative Year.

(c) Submits contract to the Board of Directors for approval no later than the last meeting of the Administrative Year.

(d) Submits a budget request for the operation of the Executive Office (including any printing and mailing of the Cal-Liope) to the Finance Committee prior to the first regular meeting of the Board of Directors in the Administrative Year.

(e) Approves any expenditure by the contractor(s) for operation of the Executive Office in the amount over \$250.

(f) Empowers the contractor(s) to take necessary action for the proper upkeep of CWC owned equipment.

(g) Exercises functional supervision over the operation of the Executive Office throughout the Administrative Year.

OP 7.12 **Bylaws and Operating Procedures Committee**

The chairperson of the CWC Bylaws and Operating Procedures Committee is appointed by the President.

Duties and Responsibilities:

(a) Assists the CWC President and Board of Directors in assuring that all programs, activities and operating procedures of the CWC conform to the Bylaws and Operating Procedures.

(b) Reviews proposed changes to the Bylaws and Operating Procedures and prepares recommendations for the Board of Directors or Annual State Convention action.

(c) Prepares proposed amendments to the Bylaws and Operating Procedures when requested by the Board of Directors.

(d) Acts in an advisory capacity on Bylaws and Operating Procedures matters for the Board of Directors.

(e) Reviews Local Chapter Bylaws, Operating Procedures and their proposed amendments for conformity to the CWC Bylaws and Operating Procedures. Advises Local Chapters and the Board of Directors of any conformity issues.

(f) Prepares resolutions for the Board of Directors or Convention action.

(g) E-mails corrected copies of the amended Bylaws and/or Operating Procedures to the CWC Executive Office (who maintains the official copy) and the Website Administrator.

OP 7.13 **Social Media Lead**

The Social Media Lead is a CWC Work for Hire position.

A. Social Media Lead: Duties and Responsibilities:

1. Establish and maintains CWC social media accounts, such as (LinkedIn, etc.)
2. Updates information at the direction of the CWC Marketing Chair and the Board of Directors. Deletes old information as appropriate.
3. Monitors and restricts authority to enter or change data to the person(s) designated by the CWC Board of Directors to each of the individual Social Media Accounts.

4. Develops protocols and procedures on the use of social media such as LinkedIn, etc. for use by the local chapters and committees. If requested, provides training in the use of such media.
5. Maintains working relationship with the Website Administrator and the California Board of Directors.
6. Working with the Marketing Chair, helps develop a Marketing Plan for the current year.
7. Working with the Marketing and Membership Chair prepares marketing materials such as brochures, public service announcements, for use by the local chapters, committees, and others.
8. Working with the Marketing Chair and Membership Chair, assists local chapters, committees, and others in the preparation of their specific promotional and marketing materials.

B. Qualifications for the position must include the following:

1. Some background in Social Media and demonstrated expertise using at least two (2) social media sites.
2. Provide a work history for the last two years.
3. Permit a background check for the last two years.
4. Prefer a person with an AA degree.
5. Be able to maintain a working relationship with the Marketing Chair/Team and the Website Administrator.
6. Provide two examples of written materials.

OP 7.14 **Marketing Committee**

The chairperson of the Marketing Committee is appointed by the CWC President with the approval of the CWC Board of Directors.

Duties and Responsibilities:

- (a) Prepares the Chapter Marketing Plan for the upcoming year.
- (b) Prepares marketing materials such as brochures, public service announcements for use by local chapters, committees, and others.

- (c) Assists committees and others in the preparation of their specific promotional and marketing materials.
- (d) Directs and maintains contact with the Website Administrator and the Social Media Lead.
- (e) Maintains a working relationship and reports, at least quarterly to the CWC Board of Directors.
- (f) Responsible for maintaining CWC Branding and consistent board approved messaging through CWC website, Internet, and Social Media outlets.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 8 – PAST PRESIDENTS ASSOCIATION

OP 8.00 **Past Presidents Association**

OP 8.01 **Chairperson, Treasurer, and Membership**

The chairperson of the California Past Presidents Association are elected by members of the Past Presidents Association. All former California Chapter Presidents who remain members in good standing of the California Chapter of CWC and who desire such affiliation are members.

OP 8.02 **Duties and Responsibilities of the Association**

(a) Provides assistance to the CWC at the request of the President and/or Board of Directors. Such assistance can be, but is not limited to giving counsel, performing special studies and preparing reports.

(1) The Association will submit copies of their bank statements and check register to the CWC Treasurer and the Financial Accountant on a quarterly basis.

(2) Quarterly timetable for financial reports:

July – September	Report Due	November 1
October – December	Report Due	February 1
January – March	Report Due	May 1
April – June	Report Due	August 1

(b) Administers the Toll Trust Endowment Fund.

OP 8.03 **The Toll Trust Endowment Fund**

(a) The Toll Trust is an endowment trust fund established by George Toll, a Past President of CWC.

(b) The trust was established to present an annual award to a CWC member whose activities or accomplishments contribute most to the advancement of CWC activities and are exclusive of job performance. At any time the Past Presidents Association may wish not to declare an award winner for a particular year.

(c) The Toll Trust awards program is administered by the CWC Past Presidents Association. The type of award is determined and funded by the Past Presidents Association.

- (d) The rules and regulations for the annual Toll Trust Award are established by the CWC Past Presidents Association. Such rules and regulations will be published annually in the CWC publication.
- (e) Coordinates with the Awards Committee for the presentation of the award at the CWC Annual Conference/Convention.
- (f) Has custody of and responsible for the fund.
- (g) Deposits monies in an institution paying prevailing rates for maximum interest as approved by the PPA.
- (h) Keeps an accounting of monies received and disbursed.

California Workforce Connection (CWC), INC.

**OPERATING PROCEDURES 9 – KARL E. BYBEE EDUCATION FOUNDATION
BOARD RULES AND REGULATIONS**

OP 9.00 **Karl E. Bybee Education Foundation Board Rules and Regulations**

The following rules and regulations establish the policy and control under which the Karl E. Bybee Education Foundation Fund (hereinafter referred to as the Fund) is administered. They can only be changed by the members at the Annual CWC State Convention.

OP 9.01 **Purpose of the Fund**

(a) The purpose of the Fund will be to promote the professional educational advancement of the CWC members in their field of workforce employment. Grants are made available for educational courses, institutes or activities directly related to the professional advancement of its members. Grants will be considered for the following:

(1) CWC Local Chapters which individually or collectively sponsor a seminar program, training session, or similar activity which clearly relates to the professional advancement and/or contribution to and for its participants. No grant may be made for any activity sponsored by the State CWC Board or Districts during seminars or other activities. This does not include activities prior to the Annual State Convention/Educational Conference.

(2) A group of members, Consisting of at least 2/3 CWC members participating in a seminar, institute, training session, or similar activity directly related to the group's professional advancement and/or contribution to the professional level of CWC.

(3) Individual CWC members attending **a single course**, program or related activity which clearly relates to his/her professional advancement in the field of workforce employment. This does not include classes taken for **matriculation purposes**. An individual grant may only be made to a member whose membership has been active for one year or more.

(b) Establishment of the Fund:

The Fund is established and supported by the following means:

- (1) A levy of \$1.00 per member as of the end of the prior fiscal year.
- (2) Plus gifts or donations from individuals, groups, foundations, etc.

(c) Administration of the Fund

(1) Karl E. Bybee Education Foundation Board

The fund will be administered by the three members of the Karl E. Bybee Education Foundation Board (hereafter known as the Bybee Board).

(2) Election of Bybee Board Members

- a. The Karl E. Bybee Education Foundation Board will consist of three members who may serve for terms of three years and/or until their successors take office.
- b. Only one (1) member will be elected each year by the membership at the Annual State Convention unless a vacancy occurs.
- c. In the event of resignation, death or removal from office of any member/s of the Bybee Board, the CWC President will nominate a successor for the remainder of the term and subject to approval of the CWC Board of Directors.
- d. The procedures for the nominations and elections of Bybee Board members will be the same as for CWC elected officers.

(3) Amendments

- a. Amendments to the Karl E. Bybee Educational Foundation Rules or Regulations will only be made by the CWC members at the Annual State Convention. Amendments may be presented by one or more Local Chapter, in writing, at the Annual State Convention without prior notice or the Local Chapter may initiate a petition for the call of a Special Convention to consider the amendment.
- b. The proposer of the amendment will have an opportunity to present reasons and benefits of the amendment and anyone who has an arguments against the amendment, will have the same time allotted before a vote is called. Approval of the amendment is by simple majority.

(d) Latitude of the Bybee Board

The Bybee Board will have the right, when considering grants, to act with whatever latitude and authority it deems practical and necessary to maintain proper and prudent administration of the Fund. Such consideration includes, but is not limited to:

- (1) Balance of the Fund.
- (2) Number of current grants pending.
- (3) Comparative merits of the grant(s).
- (4) Amount of the grant.
- (5) Development of application and standards and other forms and standards necessary for the efficient administration of the Fund.
- (6) Restrictions:
 - a. Minimum balance of account may not be less than \$25,000 (twenty-five thousand dollars), Only the CWC members at the Annual State Convention, after publication of the proposed changes in a scheduled issue of the CWC publication and occurring at least thirty (30) days prior to the meeting, are authorized to change the endowment provision.
 - b. No member may receive payment for more than \$500 or two separate individual grants, totaling \$500 per fiscal year, whichever comes first.
 - c. Amount of grant cannot exceed \$500 unless approved by a two-thirds (2/3) vote of the Board of Directors.
 - d. No expenditure whatsoever will be made from the Fund for the expenses incurred or anticipated by the Bybee Board. Money from this Fund will only be expended for grants as stipulated elsewhere in these rules. Bybee Board expenses may be provided by the CWC Treasury. The Bybee Board chairperson may annually submit to the CWC Board of Directors a budget for the Bybee Board's administration of the Fund.
 - e. All Bybee Grant requests from a local chapter or group must include training materials and presentations (scanned/or pdf

handout training documents, PowerPoints, audio/video, social media links etc.) to be submitted with the grant applications to be available with other members on the website.

(e) Custody of the Fund and the Duties of the Treasurer:

The Fund will be in the custody of the CWC Treasurer. Expenditures from the Fund will be authorized only at the direction of the Bybee Board as elsewhere stipulated in these rules. The responsibilities of the Treasurer will be as follows:

- (1) To disburse all approved grants to the approved recipients.
- (2) To prepare a quarterly report to be submitted to the Bybee Board chairperson. Said report to include the following:
 - a. Balance of the Fund account including accrued interest.
 - b. Total amount expended in grants for that quarter and for the Administrative Year to date.

(f) Authorization

The Bybee Board will be responsible for soliciting and collecting applications for grants and investigating such applications in accordance with accepted standards.

(g) Procedure:

Application forms (available in Appendix B12 or on the CWC website: www.californiaworkforceconnection.org) are to be completed and submitted by the applicant (member or Local Chapter) to one of the three Bybee Board members. This is done when the training course has **been completed**. Two of the three members must approve the grant application. No payment will be made until after the course has been completed.

(1) Communication by Bybee Board

- a. Acknowledgment by Bybee Board to applicant of the receipt of application within 15 days after receipt.
- b. Decision of Bybee Board within 30 days after receipt of application:
 1. Reason for denial or approval to applicant.

2. If applicable, suggestion by the Bybee Board as to revision of the application in order to qualify for a grant.

(2) Report to Board of Directors. Report should be by quarter and include, but not be limited to:

- a. Number of applications for grants received.
- b. Number of individual grants approved.
- c. Number of group grants approved.
- d. Number of grants pending approval or denial.
- e. Number of grants denied.

(3) Appeal Process

If the Bybee Board's decision denies the applicant a grant, the applicant can file the following Rights to an Appeal:

- a. File a request for reconsideration with the **CWC Chapter President**.
- b. The President, within 20 days after receipt of request, will appoint a three (3) member independent committee, other than the (3) Bybee Board members, to review the grant application and the Bybee Board's reason for denial. The committee will report their finding and recommendations to the President within 20 days after assignment. If the independent committee recommends reconsideration by the Bybee Board, the President will contact the Bybee Board's chairperson and ask for a review of the grant based on the independent committee's recommendations. If not, the President will notify the applicant that the independent committee agreed with the Bybee Boards denial.
- c. If the President's independent committee still denies the grant, the President will notify the applicant of this review. The member has the right to appeal to the CWC Chapter membership in Convention.
- d. Appeal requests to the CWC members in Convention must be filed with the CWC President 30 days prior to convention and include:

1. Copy of the grant application.
2. Copy of the Bybee Board's reason for denial.
3. Copy of the Independent Committee's reason for denial.
4. Reason for appeal.

(h) Expenditures

Expenditures of the Fund will be made only in the form of grants.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 10 – EXECUTIVE OFFICE/ Cal-Liope Editor

OP 10.00 **Executive Office**

OP 10.01 **Contract for Services**

The CWC contracts for the following services:

The Executive Office Manager/ Cal-Liope Editor

- (a) Editing, and electronic distribution of the Cal-Liope.
 - (1) Provides the Finance Committee the estimated costs for creation of the Cal-Liope by the contracted service provider for the new fiscal year.
 - (2) Establishes the deadline for receipt of materials for each issue: e.g., articles, new items, reports, publicity, pictures, etc.
 - (3) Receives news from CWC officers, committee chairpersons, Local Chapter presidents and other sources.
 - (4) Included in the Cal-Liope:
 - a. Notices, proceedings, training and publicity for District training and CWC Conventions and Educational Conferences.
 - b. Reports of meetings of the CWC Board of Directors.
 - c. Notices and/or reports of Local Chapter activities.
 - d. Publicity on awards programs and contests.
 - e. Notice of any change in the amount of the annual dues.
 - f. Information about candidates for CWC offices, and member(s) of the Karl E. Bybee Education Foundation Board.
 - (5) Will send an alert to the EDD Directorates office that the Cal-Liope is available online for EDD employees.
 - (6) Electronically send the Cal-Liope to the Board of Directors.

(b) Maintaining an Executive Office for the CWC by teleworking from home, using equipment and supplies of the CWC. The contractor maintains the digital/or original records, files and archives of the CWC.

(1) Receives and files reports presented to the CWC Board of Directors or membership in Convention by CWC officers and committees, Local Chapters, the Karl E. Bybee Education Foundation Board, etc.

(2) Receives the files, equipment, records and supplies of any special committees whose terms expire and disposes of them as directed by the CWC Board of Directors.

(3) Send electronic messages as requested from any Board member to the Board of Directors. This includes all messages except communications related to the time and place of any regular and special Board of Directors meetings and the minutes from any Board of Directors meetings and the Annual and any Special State Conventions, as these are the duties of the Secretary.

(c) Notifies the Secretary of State, at the beginning of the Administrative Year of the name and address of the new President, Treasurer and Executive Office Manager. Such notification is required by law. The address of the C'WS's principal office is not changed when new officers take office, **319 S. Sentous Ave., West Covina, Ca 91792**

(d) Billing Process for EDD

1. The Membership Coordinator by July 15, will send two alphabetical membership lists, one for Rank & File and one for Exempt, that need to be submitted to EDD. These lists need to be submitted to EDD within five days of receipt from the Membership Coordinator for the validation of membership.

2. When the lists are returned by EDD, these lists need to be sent to the Membership Coordinator within five days of receipt.

3. The list process may involve several back and forth returns until the list information is verified.

4. When the validation process is completed, the Membership Coordinator will send the validated lists to the Executive Office Manager for submission to EDD.

(e) Send billing letters to the Controller's Office once the information is verified.

Will maintain communications via video conferencing with CWC Board of Directors. Video Conferencing costs to be updated each year and included in the annual budget developed by the Finance Committee.

OP 10.02 **Financial Duties**

Accounts Receivables

- (a) Is responsible for receiving all funds from all sources for CWC.
- (b) Deposits funds in the name of CWC in such banks and other depositories as may be selected by him/her and approved by the CWC Finance Committee:
 - (1) Establishes both a checking and (savings) Reserve account.
 - (2) To maximize interest income, maintains the (savings) Reserve account balance at the highest possible level, leaving the checking balance at a level for usual expenses.
 - (3) Transfers funds from the (savings) Reserve to the checking account when exceptional expenses are imminent, e.g., CWC Board of Directors meetings or State Conventions.

Receives monthly electronic direct deposited dues from the Controller's Office for those on payroll deduction (less costs of payroll deduction fees). The State of California remittance advice notice sent by the Controller's Office must be sent to the treasurer to properly report income and controller's expenses.

- (4) At the end of his/her employment, or in the case of resignation or removal, delivers to his/her successor all monies, books and property of the CWC. The CWC Board of Directors notifies the State Controller of the name and address of his/her successor.

OP 10.03 **Karl E. Bybee Education Foundation**

- (a) Has custody of, and is responsible for, the Karl E. Bybee Education Foundation Fund Accounts (savings & CD).
- (b) Deposits monies in the name of the Karl E. Bybee Education Foundation Fund in a financial institution paying the prevailing rate of interest and approved by the Karl E. Bybee Education Foundation Board.
- (c) Receives and deposits accounts receivables, donations and other income into the Karl E. Bybee Education Foundation Fund Accounts.
- (d) Keeps a full, true and accurate account of all receivables of both the Karl E. Bybee Education Foundation Fund Accounts.

OP 10.04 **The Patricia M. Thornton Education Fund**

- (a) Has custody of, and is responsible for, the Patricia M. Thornton Education Fund.
- (b) Deposits monies in the name of the Patricia M. Thornton Education Fund.
- (c) Receives and deposits monies from the established allocation of \$1.00 per member for the Patricia M. Thornton Education Fund, maintaining a \$3,000 maximum for that account. Any monies received which at the end of the fiscal year exceed the \$3,000 amount will be transferred to the CWC Reserve account.

OP 10.05 **CWC Contract for the Service of an Executive Office Manager**

- (a) The CWC Executive Office Committee (OP 7.11) will be responsible for establishing the Contract/Position Statement (Appendix A6) of the CWC Executive Office Manager.
- (b) The CWC Executive Office Committee may advertise, interview and recommend up to three candidates to the CWC Board of Directors for the position to be filled. The CWC Board of Directors will make the final decision to hire the Executive Office Manager.
- (c) Qualifications for the position must include the following:
 - (1) Some background in bookkeeping and/or operating costs and expenses practices
 - (2) Provide work history for the past three (3) years.
 - (3) Permit a background check for past three (3) years.
 - (4) Be bondable.
 - (5) Prefer person with at least an AA degree.
 - (6) Be able to maintain a working relationship with the CWC Treasurer, Membership Coordinator and Officers.
 - (7) Must have intermediate computer skills in Word and Excel.
- (d) Responsibility

The position of the CWC Executive Office Manager is subordinate and accountable to the CWC Executive Office Committee.

(1) The CWC Executive Office Committee is responsible to annually audit the operations of the CWC Executive Office.

(2) The CWC Office Committee is responsible to ensure that the CWC Executive Office Manager carries out the duties set forth in the contract of the Executive Office Manager.

(e) Dismissal

(1) The CWC Executive Office Committee may recommend to the CWC Board of Directors the removal of the CWC Executive Office Manager

(2) Affirmation of the CWC Board of Directors requires a majority vote of the Directors voting

10.06 Billing Process for EDD

The Membership Coordinator by July 15, will send two alphabetical membership lists;

1. One for rank and file, and one for exempt that need to be submitted to EDD.
2. These lists need to be submitted to EDD within five days for the validation of Memberships.
3. The lists are returned by EDD to the Executive Office Manager and the Membership Coordinator.
4. The list process may involve several back and forth returns until the list information is verified. The Executive Office Manager and Membership Coordinator will work together to get this accomplished.
5. When the validation process is completed, the Membership Coordinator will send the validation lists to the Executive Office Manager for submission to EDD.
6. Send billing letters to the Fiscal Office with a cc to the Deputy Director of Fiscal once the information is confirmed.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 11 – ANNUAL AND SPECIAL CONVENTIONS

OP 11.00 **Annual and Special Conventions of the CWC**

OP 11.01 **Annual Convention**

There may be an Annual State Convention, the geographic area of the site to be selected by the membership in Convention.

OP 11.02 **Special Convention**

Special Conventions can be called by one of the following:

- (a) By a two-thirds (2/3) majority vote of the CWC Board of Directors.
- (b) On request by written petition to the CWC President signed by 25 or more CWC members as of the date of the petition. Such petition may set forth the business to be brought before the membership. Said Convention must be held within ninety (90) days of the presentation of the petition.

OP 11.03 **Notice of Conventions**

Notice of the time and place of both the Annual and Special State Conventions will be given to all members by the CWC Secretary at least thirty (30) days prior to the beginning of such Conventions. In the case of a Special State Convention, the business to be considered may be set forth in such notice and only that business may be acted upon. Publication in the CWC official publication will constitute sufficient notice.

OP 11.04 **Membership Presentation, Credentials and Voting**

- (a) Credentialed Representatives attending the Annual State Convention may be the CWC President, First and Second Vice Presidents, Membership Coordinator, District Directors, chairpersons of Standing Committees, Secretary, Treasurer, Executive Office Manager, Chairperson of the Karl E. Bybee Education Foundation Board, and the Local Chapter presidents or their alternates. Only Local Chapter presidents or their alternates may present written credentials to the CWC Secretary prior to the beginning of the business of the Convention.
- (b) Credentialed Representatives would be entitled to be reimbursed in accordance with OP 13.02 (a).

(c) Local Chapter presidents (or their alternates as designated by their respective chapters) may be the official representatives and chairpersons of their respective chapter delegations. They may present written credentials for themselves to the Secretary immediately prior to the beginning of the business of the Convention.

(d) Each Local Chapter president (or the alternate as designated by their respective chapters) may be entitled to cast one vote for each member (total voting strength) based on the official records of the California Chapter.

(e) No unit rule may be imposed or employed.

(f) Each Active, California Life and Retiree members who is in attendance at any Convention:

(1) May be a representative of his/her Local Chapter.

(2) May have his/her vote announced separately from that of his/her Local Chapter.

(3) May request a roll call vote or secret ballot. A secret ballot may be conducted if ten percent (10%) or more of the eligible members present concur with the request.

(4) May represent motions, introduce resolutions and engage in floor debate.

OP 11.05 **Conduct of Conventions**

Robert's Rules or Order, Revised (latest edition) may govern the conduct of all California Conventions, unless superseded by the Bylaws or Operating Procedures.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 12- PROXIES

OP 12.00 **Proxies**

(a) Presentation

A proxy to be recognized must be presented immediately prior to the beginning of the Convention, meeting or caucus at which it is to be exercised to the CWC Secretary (when applicable) or the meeting's Presiding Officer by the holder, except that a member leaving a meeting may authorize and designate a proxy during their absence which may be presented to the Presiding Officer (See Appendix B3).

(b) Validity

No proxy may be valid nor may it be honored unless it is signed, dated and specifies therein the particular Convention, meeting or caucus or series thereof at which it may be exercised.

(c) Revocation

All proxies are revocable at the pleasure of the person executing them and, if the principle is present at the same meeting as the proxy holder, the proxy may be null and void.

(d) Number of votes

Each member, in addition to the vote which he/she may cast on his/her own behalf, may be entitled to cast as many votes as he/she has been pre-authorized. The total number of votes (voting strength) will be provided prior to and at the time of the convention.

(e) In Convention

(1) Proxy holders are limited to members of the same Local Chapter as the principal they represent.

(2) A proxy will represent one, single unproportionate recorded count at Convention business and elections, including Local Chapter and District Caucuses held therein. Single proxy votes may be subtracted from the total Local Chapter strength. Remaining votes may be divided proportionately among the Local Chapter members present.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 13– FINANCIAL AFFAIRS

OP 13.00 **Financial Affairs**

OP 13.01 **Budget**

1. A budget is to be adopted by the CWC Board of Directors at the first regular meeting of the Administrative Year.
2. Dues are established by the CWC Board of Directors (OP 2.05).

OP 13.02 **Reimbursements**

(a) CWC Officers, the president or alternate from each Local Chapter, chairpersons of Standing Committees, the chairperson of the Past Presidents Association, the chairperson of the Karl E. Bybee Board, may be reimbursed for actual transportation, not to exceed 50¢ per mile and/or coach airfare and room expenses of fifty dollars (\$65.00) per night (hotel receipts required) when attending meetings of the Board of Directors and Annual or Special State Conventions provided they remain for the entire meeting or are excused by the presiding officer for early departure, and are not otherwise compensated by the Federal/State Government, or other entities. The Board of Directors may determine whether reimbursement can be made. The type of transportation to be reimbursed will be determined by the presiding officer.

(b) The Board of Directors may approve expenditures, not to exceed the amounts in OP 13.02 (a) above, for individuals requested by the President to attend meetings of the Board of Directors and Annual or Special State Conventions: e.g., a chairperson of an ad hoc committee making a report of the committee's activities.

(c) Karl E. Bybee Expenditures

Expenditures incurred in the administration of the Karl E. Bybee Education Foundation Fund or the Patricia M. Thornton Educational Fund will be reimbursed by the CWC Chapter. Members of the Karl E. Bybee Education Foundation Board may be reimbursed for one annual meeting at the rates established in OP 13.02 (a) Reimbursements provided they are not otherwise compensated.

OP 13.03 **Check Policy**

(a) Replacement of Checks Issued by the CWC.

Local Chapter representatives and other individuals may request replacements of checks issued by the CWC that have been lost or stolen provided:

(1) The Treasurer has been notified immediately upon discovery of the loss or theft.

(2) The representative or individual pays the fees charged by the bank to put a stop payment on the original check. These fees must be submitted to the Treasurer before the replacement check is issued.

(b) Bad Checks Issued to the CWC.

(1) Occasionally, checks issued to the CWC will be returned by the bank to the cashing entity due to insufficient funds or closed accounts. The bank charges the cashing entity a returned check fee.

(2) The person issuing the bad check will be billed for the amount of the original check plus the bank fees involved.

(3) Customary collection procedures (financial/legal) will be followed if the billed amount is not paid within thirty days of the billing date.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 14– DISCIPLINE OF STATE OFFICERS

OP 14.00 **Discipline of State Officers**

OP 14.01 **Disciplinary Action**

Disciplinary action against a CWC Officer (State or Local) may be taken for the following reasons:

(a) Inexcusable neglect of duty and/or violation of the CWC or local Chapter's Bylaws or Operating Procedures.

(b) Failure of good behavior, which is of such a nature that it causes discredit to the CWC or its members.

OP 14.02 **Procedure for Discipline**

(a) Charges or complaints must be in writing and filed with the CWC President.

(b) If charges are brought against the CWC President, the First Vice President will act in his/her stead.

(c) The CWC President, upon receipt of the written charges, will order a hearing to be held **within 60 days**. The President will appoint a committee or independent hearing officer to hold the hearing.

(d) The hearing will be closed unless the member so charged makes a request for an open hearing.

(e) The committee or hearing officer will report to the CWC President **within 15 days after the hearing**. Such report must include recommendation for action.

(g) The President will submit the report from the committee or independent hearing officer to the California Board of Directors. The Board of Directors, by three-fourths (3/4) vote **must act on the report within 10 days**.

(h) Action by the Board of Directors may include one or more of the following with supporting details:

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

OP 14.03 **Appeal**

- (a) The member against whom the action was taken may appeal directly to the membership at the Annual State Convention when it is in session.
- (b) The hearing is limited to the following:
 - (1) List of charges.
 - (2) Report of committee or hearing officer.
 - (3) Previous action of the CWC Board of Directors with supporting reasons.
- (c) A majority of votes cast in Convention may determine the disposition of the appeal.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES 15 – CONFLICT OF INTEREST POLICY

OP 15.00 **Conflict of Interest Policy**

OP 15.01 **Purpose**

The purpose of the conflict of interest policy is to protect the CWC interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable associations. To clarify, positions on the Chapter’s Board of Directors (both voting and nonvoting) are voluntary. Seven positions receive some compensation for their services: Executive Office Manager, Treasurer, Secretary, Membership Coordinator, Accountant, Website Administrator, and Social MediaLead.

OP 15.02 **Definitions**

(a) Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) An ownership or investment interest in any entity with which the CWC has a transaction or arrangement.
- (2) A compensation arrangement with the CWC or with any entity or individual with which the CWC Association has a transaction or arrangement, or
- (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CWC is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under

Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

OP 15.03 **Procedures**

(a) Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she may leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members may decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest

(1) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she may leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(2) The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(3) After exercising due diligence, the governing board or committee may determine whether the CWC's can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee may determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the CWC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it may make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy

(1) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it may inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(2) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it may take appropriate disciplinary and corrective action.

OP 15.04 **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers may contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

OP 15.05 **Compensation**

(a) A voting member of the governing board who receives compensation, directly or indirectly, from the CWC for services is precluded from voting on matters pertaining to that member's compensation.

(b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CWC for services is precluded from voting on matters pertaining to that member's compensation.

OP 15.06 **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers will annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy, and
- (d) Understands that CWC is a charitable entity to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

OP 15.07 **Periodic Reviews**

To ensure the CWC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews may be conducted. The periodic reviews may, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information.
- (b) Whether partnerships, joint ventures, and arrangements with management associations conform to the CWC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

OP 15.08 **Use of Outside Experts**

When conducting a periodic review, the CWC may, but need not, use outside advisors. If outside experts are used, their use may not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

CALIFORNIA CWC, INC.

OPERATING PROCEDURES
APPENDIX A: CONTRACTS FOR HIRE

Certain individuals are subject to Contracts for Hire. The following samples of contracts are for informational purposes only as a guide for future negotiations.

Appendix A, 1: AUDITOR

Appendix A, 2: SECRETARY

Appendix A, 3: TREASURER

Appendix A, 4: FINANCIAL ACCOUNTANT

Appendix A, 5: MEMBERSHIP COORDINATOR

Appendix A, 6: EXECUTIVE-OFFICE MANAGER/ CAL-LIOPE EDITOR

Appendix A, 7: WEB SITE ADMINISTRATOR

Appendix A, 8: SOCIAL MEDIA LEAD

APPENDIX A. 1

CWC WORK FOR HIRE AGREEMENT: AUDITOR

This Work for Hire Agreement (this "Agreement") is made effective as of 7-1-20__ by and between the CWC and_____. In this Agreement, the party who is contracting to receive the services may be referred to as "CWC" and the party who will be providing the services may be referred to as "Auditor".

1. DESCRIPTION OF SERVICES: Beginning on 7-1-20__,_____will provide the following services (collectively, the "Services"): Auditor.

2. PAYMENT FOR SERVICES: CWC will pay compensation for the Services (see attached) in the amount of **\$1000.00**. This compensation may be payable in a lump sum upon completion of the Services.

3. TERM/TERMINATION: This Agreement may terminate automatically on 10-15-20__.

4. RELATIONSHIP OF PARTIES: It is understood by the parties that _____is an independent contractor with respect to this contract, and not an employee of CWC. CWC will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefits, for the benefit of _____.

5. WORK PRODUCT OWNERSHIP: Any copyrightable works, ideas, discoveries, invention, patents, products or other information (collectively, the "Work Product") developed in whole or in part by_____in connection with the Services may be the exclusive property of CWC. Upon request,_____may sign all documents necessary to confirm or perfect the exclusive ownership of CWC in the Work Product.

6. CONFIDENTIALITY:_____will not at any time or in any manner, either directly or indirectly, use for the personal benefit of_____any and all CWC records, notes, documentation and other items that were used, created, or controlled by_____during the term of this Agreement. All records referenced above to be returned to CWC.

7. NONCOMPETE AGREEMENT: For a period of 10-16-20__through 6-30-20__after the termination of this Agreement,_____will not directly or indirectly engage in any business that competes with CWC. This covenant may apply to the geographical area that includes all of the State of California. _____agrees that this noncompete provision will not adversely affect the livelihood of CWC.

8. ENTIRE AGREEMENT: This Agreement contains the entire agreement of the Parties, and there are no other promises or conditions in any other agreement whether oral or written.

9. SEVERABILITY: If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions of this Agreement are invalid or unenforceable, unless by eliminating such provision it would become valid and enforceable, then such provision may be deemed written, valid, and enforceable as so limited.

Party contracting services:
California CWC

Signed this _____ day of _____ 20__ by

Finance Committee Chairperson

Auditor (Service Provider)

Attachment #1: **Auditor**

Audit CWC financial records as follows:

- A. INCOME: Breakdown by source.
- B. EXPENSE: From the numbered line items not otherwise designated (7000-8980)
- C. EMPLOYEES: Salary/Benefits/Taxes
- D. CHAPTER ADMINISTRATIVE
 - a. Equipment/Supplies
 - b. Postage
 - c. Administrative Expenses Including Executive Office
 - d. Administrative Rent

APPENDIX A. 2

CWC WORK FOR HIRE AGREEMENT: SECRETARY

This agreement is made and entered into on the date hereinafter set forth, by and between the CWC, a California corporation, hereinafter referred to as "CWC" and _____ hereinafter referred to as " Secretary".

A. Secretary: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the CWC Operating Procedures, OP 3.09. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 20__are listed below:" in this case, OP 3.09 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 20__are listed in the attached duty statement:" in this case, an attachment would be made with a copy of OP 3.09.)
2. Additional duties and responsibilities not listed in OP 3.09 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the word "None" is entered.)

B. Association

1. Duties of the CWC
 - a. The CWC will provide as remuneration a financial package of direct and indirect benefits upon submission of Board of Directors minutes.
 - b. Reimburse the Secretary for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Work for Hire agreement without advance approval of the Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the Finance Committee Chairperson monthly, if expenses exceeds approved budget.

2. Terms of Agreement

This agreement may be enforced July 1, 20__and may continue for one year, at which time it must be renegotiated by both parties. Either or both parties in accord with Item #4, Termination of Agreement, can terminate this Agreement.

3. Renegotiations

This Agreement is subject to renegotiations upon Thirty (30) days written notice to the CWC President by the Secretary, or, in accordance with Item #2, Terms of Agreement, one year from the date of enforcement.

4. Termination of Agreement

Either part upon Thirty (30) days written notice as required by Item #5, Notices, may terminate this agreement

5. Notices

Any notice required to be given pursuant to this Agreement may be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the addresses listed on the Board of Directors roster or at such other addresses as the parties may notify each other thereof from time to time.

Signed this _____ day of _____ 20___, by:

Finance Committee Chairperson

Secretary (Service Provider)

Attachment 1: **Secretary**

The following work for hire compensation may be paid to the CWC Secretary in the amounts listed below less appropriate income and employment taxes.

Salary: **\$275** per minutes produced.

Travel: Actual travel expenses to scheduled CWC Board of Directors meetings and the Annual or Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: Actual cost of lodging based upon single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to the Annual State Convention at the members rate.

The benefits package is from July 1, 20___, to June 30, 20___.

Signed this _____ day of _____ 20___ by:

Finance Committee Chairperson

CWC Secretary

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

APPENDIX A. 3

CWC WORK FOR HIRE AGREEMENT: TREASURER

This agreement is made and entered into on the date hereinafter set forth, by and between CWC, a California Corporation, hereinafter referred to as "CWC" and _____ hereinafter referred to as "Treasurer."

A. Treasurer: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the CWC Operating Procedures, OP 3.07. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 20__ are listed below:" in this case, OP 3.07 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 20__ are listed in the attached duty statement:" : in this case, an attachment would be made with a copy of OP 3.07.)

2. Additional duties and responsibilities not listed in OP 3.07 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the word "None" is entered.)

B. CWC

1. Duties of the CWC

a. The Association will provide as remuneration for the Treasurer a package of direct and indirect benefits.

b Reimburse the Treasurer for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Contract without advance approval of the Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the Finance Committee chairperson monthly, if expenses exceeds approved budget.

2. Terms of Agreement

This Agreement may be enforced July 1, 20__, and may continue for one year, at which time it must be renegotiated by both parties. This Agreement can be terminated by either or both parties in accord with Item V, Termination of Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the CWC President by the Treasurer, or, in accord with Item III, Term of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item VI, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement may be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the California Chapter Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this _____ day of _____, 20____, by:

Finance Committee Chairperson

California Chapter Treasurer

Attachment 1. **Treasurer**

The following work for hire compensation may be paid to the Treasurer in the amounts listed below less appropriate income and employment taxes.

Salary: **\$4,200.00** per year

Travel: Actual travel expenses to scheduled CWC Board of Directors meetings, Annual or Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: Actual cost of lodging based upon single occupancy, not to exceed negotiated hotel rate including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to the Annual State Convention at the member's rate.

The benefits package is from July 1, 20__ to June 30, 20__.

Signed this _____ day of _____ 20__, by:

Finance Committee Chairperson

CWC Treasurer

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

APPENDIX A. 4

CWC WORK FOR HIRE AGREEMENT: FINANCIAL ACCOUNTANT

This agreement is made and entered into on the date hereinafter set forth, by and between the CWC hereinafter referred to as CWC and _____, hereinafter referred to as "Financial Accountant".

1. SCOPE OF WORK

a. General Ledger

- (1) Reconcile the bank statements with the general ledger.
- (2) Produce various ledgers and reports quarterly and annually.
- (3) Attendance at Finance Committee meeting(s) and CWC Board of Directors meetings as requested.
- (4) The following ledger and reports will be produced quarterly:
 - (a) A Balance Sheet.
 - (b) A budgeted statement of Income and Expense to include all Cost Centers (Local Chapters).
 - (c) A Transaction Journal that lists each quarterly transaction.
 - (d) A General Ledger that lists all activity in each account.
 - (e) A Trial Balance.
- (5) The following reports will be produced annually:
 - (a) Form 990 for the Federal Government.
 - (b) Form 199 for the Franchise Tax Board - State of California.
 - (c) 1099's as required by IRS.

b. Payroll

- (1) Provide after the fact payroll and keep required employee and employer contribution records, for approximately four (4) staff.

2) Provide tax deposit requirements for the federal and state governments.

(3) Each quarter the following reports will be produced:

- (a) Payroll ledgers for the quarter.
- (b) 941 quarterly return for IRS.
- (c) DE-6 quarterly return for the State of California.

(4) Annually the following reports will be produced:

- (a) Employee W-2's.
- (b) Reconciliation and recap of Federal and State withholding (W-3 and De-7).
- (c) 1096 transmittal form for 1099 information.
- (d) 940 annual FUTA.

2. CONTROLLER TYPE FUNCTIONS

The controller type function is composed of the following review related activities. In each of the item listed we will work together to accomplish the following:

- a. Enter initial budgets.
- b. Internal control procedures and reviews.
- c. Supervision and analysis of bookkeeping and record keeping procedures.
- d. Review checks written and deposits for coding and accuracy.
- e. Consultation on bookkeeping process and procedures, payroll matters accounts receivable distributions, cash balances, and other fiscal and bookkeeping matters as needed.

3. CWC RESPONSIBILITIES

Accurate records of client activity must be provided in accordance with the CWC Operating Procedures timetable. Those records provided are as follows:

a. General Ledger information that will be necessary will include the following:

- (1) Local chapters check register.
- (2) Bank statements.
- (3) Approved budget for each line item

4. CWC AGREEMENT

The monthly fees for the General Ledger, Payroll, and Controller type services as described above will be **\$600.00** per month averaging **\$7,200.00** per year. This figure is based on the following approximate monthly activity:

a. General Ledger Preparation:

- (1) Checking and Savings Accounts for all Local Chapters; Districts; and the CWC, and Money Market Accounts; and Certificate(s) of Deposit.

b. Payroll; 4 staff

c. Controller Function: As described above.

d. Bank statements will be mailed to the Financial Accountant, and copies of these statements to be given to the Treasurer. Statement of accounts of all Local Chapters' financial reports to be given to Treasurer on a quarterly basis. At the end of fiscal year, these records will be given to Finance Committee chairperson, to be prepared with other records for yearly audit. At the conclusion of audit, records will be forwarded to the Executive Office for retention.

e. Additional hourly fees **@\$40.00** / hour will be charged if:

- (1) Reruns and/or reprocessing of any report or procedures (such as year-end adjustments) due to changes, errors, or refinement of data or assumptions by client.
- (2) Input data is incomplete, incorrect or illegible.
- (3) Any training required for staff to accomplish any of the above.

If the level of activity changes significantly, either up or down, we will re-negotiate the fee based on that new level. If the Financial Accountant is not retained for a full 12-month period, based on current annual fee for work necessary, additional charges may be necessary to close out and transfer all accounts.

A one time charge that is in addition to the above monthly fees: is the preparation of the Returns for Federal & State **\$400**/year. (Federal #990, State of California #199)

5. DURATION AND TERMINATION

This agreement will commence on July 1, 20__ and will terminate June 30, 20_.
Either party may terminate this agreement with a 30-day notice.

Signed this _____ day of _____ 20__, by:

Financial Accountant

CWC Finance Committee Chairperson

APPENDIX A. 5

CWC WORK FOR HIRE AGREEMENT: MEMBERSHIP COORDINATOR

This agreement is made and entered into on the date hereinafter set forth, by and between the California CWC, a California Corporation, hereinafter referred to as CWC and _____, hereinafter referred to as "Membership Coordinator."

A. Membership Coordinator: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the CWC Operating Procedures, OP 3.08. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 20__are listed below:" in this case, OP 3.08 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 20__are listed in the attached duty statement." : in this case, an attachment would be made with a copy of OP 3.08.)
2. Additional duties and responsibilities not listed in OP 3.08 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the word "None" is entered.)

B. CWC

1. Duties of the CWC

- a. The CWC will provide as remuneration for the Membership Coordinator a package of direct and indirect benefits.
- b. Reimburse the Membership Coordinator for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Contract without advance approval of the Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the CWC Finance Committee chairperson monthly, if expenses exceeds approved budget.

2. Terms of Agreement

This Agreement may be enforced July 1, 20__, and may continue for one year, at which time it must be renegotiated by both parties. This Agreement can be terminated by either or both parties in accord with Item V, Termination of Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the CWC President by the Membership Coordinator, or, in accord with Item 3, Terms of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item 5, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement may be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this _____ day of _____, 20__ by:

Finance Committee Chairperson

CWC Membership Coordinator

Attachment 1: Membership Coordinator

The following work for hire compensation may be paid to the Membership Coordinator in the amounts listed below less appropriate income and employment taxes.

Salary: **\$4,000.00** per year

Travel: Actual travel expenses to scheduled CWC Board of Directors meetings; Annual and Special State Conventions. Coach airfare not to exceed 21-day rate or whichever is less.

Lodging: Actual cost of lodging based on single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to Annual State Conference/Convention at the members' rate.

The benefits package is from July 1, 20__ to June 30, 20__.

Signed this _____ day of _____, 20__ by:

Finance Committee Chairperson

Membership Coordinator

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

APPENDIX A. 6

CWC WORK FOR HIRE AGREEMENT: EXECUTIVE OFFICE MANAGER/ Cal-Liope Editor

This contract is made and entered into on the date hereinafter set forth, by and between the California Workforce Connection (CWC), Inc., a California Corporation, hereinafter referred to as CWC and _____, hereinafter referred to as "Executive Office Manager/ Cal-Liope Editor."

A. Executive Office: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the CWC Operating Procedures, OP 10.00-10.06. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 20__ are listed below:" in this case, OP 10.00-10.06 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 20__ are listed in the attached duty statement:" : in this case, an attachment would be made with a copy of OP 10.00-10.06.)

2. Additional duties and responsibilities not listed in OP 10.00-10.06 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the words ("None at this time".) added.

B. CWC

1. Duties of the CWC

a. The CWC will provide as remuneration for the Executive Office Manager a package of direct and indirect benefits

b. Reimburse the Executive Office Manager for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Contract without advance approval of the CWC Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the CWC Finance Committee chairperson monthly, if expenses exceeds approved budget.

2. Terms of Agreement

This Agreement may be enforced July 1, 20__, and may continue for one year, at which time it must be renegotiated by both parties. This Agreement can be

terminated by either or both parties in accord with Item V, Termination of Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the State President by the Executive Office Manager or, in accord with Item 3, Terms of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item 6, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement must be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the CWC Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this _____ day of _____, 20__ by:

Executive Office Manager/Cal-Liope Editor

Finance Committee Chairperson

Attachment 1: Executive Office Manager/Cal-Liope Editor

The following contractual compensation may be paid to the Executive Office Manager in the amounts listed below less appropriate income and employment taxes.

Salary: \$3,600.00 per year

Travel: Actual travel expenses to scheduled CWC Board of Directors meetings, Annual and Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: Actual cost of lodging based upon single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to Annual State Conference/ Convention at the members' rate.

The benefits package is from July 1, 20__ to June 30,20__.

Signed this _____ day of _____, 20__ by;

Executive Office Manager/Cal-Liope Editor

Finance Committee Chairperson

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

APPENDIX A. 7

CWC WORK FOR HIRE AGREEMENT: WEBSITE ADMINISTRATOR

This agreement is made and entered into on the date hereinafter set forth, by and between the California CWC, a California Corporation, hereinafter referred to as "CWC" and _____, hereinafter referred to as "Website Administrator"

A. Website Administrator: Duties and Responsibilities:

1. Responsible for keeping website content and design fresh, backed up, and fully functional.
2. Respond to issues related to hardware and software and that the system is operating correctly.
3. Review and edit submitted material for content and appropriate posting to the website.
4. Responsible to issue a password tied to a personal email for members only access.
5. Arranges with the service provider for the continuation of the Website. Notifies the California Treasurer of any needed fees or costs.
6. Maintains a working relationship with the Social Media Lead, Marketing Chair, and the CWC Board of Directors.

B. CWC

1. Duties of the CWC
 - a. The CWC will provide as remuneration for the Website Administrator a package of direct and indirect benefits.
 - b. Reimburse the Web Site Administrator for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Contract without advance approval of the California Chapter Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the CWC Finance Committee chairperson monthly, if expenses exceeds approved budget.

2. Terms of Agreement

This Agreement may be enforced July 1, 20_, and may continue for one year, at which time it must be renegotiated by both parties. This Agreement can be terminated by either or both parties in accord with Item 4, Termination of Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the State Chapter President by the Web Site Administrator, or, in accord with Item 2, Terms of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item 5, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement must be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the California Chapter Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this _____ day of _____, 20__ by:

Finance Committee Chairperson

CWC WebSite Administrator

Attachment 1: Website Administrator

The following work for hire compensation may be paid to the WebSite Administrator in the amounts listed below less appropriate income and employment taxes.

Salary: \$3,600.00 per year

Travel: "When invited by the President" the actual travel expenses to any scheduled CWC Board of Directors meetings, Annual and Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: "When invited by the President" the actual cost of lodging, based upon single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: "When invited by the President" the actual cost of preregistration full package to Annual State Conference/ Convention at the members' rate.

The benefits package is from July 1, 20__ to June 30, 20__.

Signed this _____ day of _____, 20__ by:

Finance Committee Chairperson

Website Administrator

APPENDIX A. 8

CWC WORK FOR HIRE AGREEMENT: SOCIAL MEDIA LEAD

This agreement is made and entered into on the date hereinafter set forth, by and between the California Workforce Connection, Inc., a California corporation, hereinafter referred to as "CWC" and _____ hereinafter referred to as " Social Media Lead".

C. Social Media Lead: Duties and Responsibilities

1. Maintains CWC Social Media sites (LinkedIn, etc.)
2. Enters new information at the direction of the California Board of Directors. Deletes old information.
3. Restricts authority to enter or change data to the person(s) designated by the California Board of Directors
4. Develops procedures on the use of social media such as LinkedIn, etc. by the local chapters and committees. If requested, provides training in the use of such media.
5. Maintains working relationship with the Website Administrator and the California Board of Directors.
6. Prepares the Chapter Marketing Plan.
7. Prepares marketing materials such as brochures, public service announcements for use by the local chapters, committees, and others.

B. CWC

1. Duties of the CWC

- a. The CWC will provide as remuneration a financial package of direct and indirect benefits.
- b. Reimburse the CWC Social Media Lead for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Work for Hire agreement without advance approval of the CWC Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the Finance Committee Chairperson monthly, if expenses exceeds approved budget.

2. Terms of Agreement

This agreement may be enforced July 1, 20__ and may continue for one year, at which time it must be renegotiated by both parties. Either or both parties in accord with Item #4, Termination of Agreement, can terminate this Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the State President by the Social Media Lead or, in accord with Item #4, Terms of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item #5, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement must be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the CWC Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this _____ day of _____, 20__ by:

Social Media Lead

Finance Committee Chairperson

Attachment 1: **Social Media Lead**

The following contractual compensation may be paid to the **Social Media Lead** in the amount listed below less appropriate income and employment taxes.

Salary: \$1,200.00 per year

Travel: "When invited by the President" the actual travel expenses to any scheduled CWC Board of Directors meetings, Annual and Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: "When invited by the President" the actual cost of lodging, based upon single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: "When invited by the President" the actual cost of preregistration full package to Annual State Conference/ Convention at the members' rate.

The benefits package is from July 1, 20__ to June 30,20__.

Signed this _____ day of _____, 20__ by;

Social Media Lead

Finance Committee Chairperson

CALIFORNIA CWC, INC.
OPERATING PROCEDURES

APPENDIX B: FORMS

Appendix B, 1. Credentials: Local Chapter Election of Officers Report

Appendix B, 2. Credentials: Local Chapter Designation of Head of Delegation to the
Annual or Special State Conventions

Appendix B, 3. Proxies

Appendix B, 4. Hotel Site Check List, Sample

Appendix B, 5. Sample Membership Plan

Appendix B, 6. Conflict of Interest Letter

Appendix B, 7. Transfer of Local Chapter Records

Appendix B, 8. Speaker Fund Allowable Expenses

Appendix B. 1

Credentials: Local Chapter Election of Officers Report

Form is to be submitted to the CWC Secretary prior to the first CWC Board of Directors meeting of a new Administrative Year.

I, _____, state that the following persons are the
(Name of person completing form)

Elected officers (and delegates where applicable) of the _____.
(Name of Local Chapter)

1. President: _____ *

2. First Vice President: _____

3. Second Vice President: _____

4. Treasurer: _____ *

5. Secretary: _____

6. Delegate: _____

Signature of person completing form: _____

Local Chapter Office Held: _____

Date Signed: _____

* Provide the mailing address and contact phone number for the President and the Treasurer on the reverse of this form.

Appendix B. 2

Credentials:

**Local Chapter Designation of Head of Delegation to the Annual or
Special State CWC Conventions**

Form is to be completed and submitted to the CWC Secretary prior to the start of
Convention Business at the Annual or Special State Conventions.

I, _____, state that the following named
(Name of Person Completing Form)

person, a member of the _____ Local Chapter, has been
designated by the _____ Local Chapter to head the
delegation of its members attending the Annual or Special State Convention being
held on _____.
(Dates of Convention)

Head of Delegation: _____

Position held in Local Chapter: _____

Signature of person completing form: _____

Position Held in Chapter: _____

Date Signed: _____

Appendix B. 3

CWC Proxies

A. I, _____, a member of the
(Name)

_____ Local Chapter, hereby
(Name of Local Chapter)

designate _____, a member of the
(Name)

_____ Local Chapter, as my
(Name of Local Chapter)

Proxy for the following meeting(s): (Check all appropriate)

____ Board of Directors meeting held on _____
Date(s))

____ District ____ Caucus held on _____
(#) (Date(s))

____ Annual Convention held on _____
(Date(s))

____ Other _____ held on _____
(Specify Meeting) (Date(s))

B. Conditions of Proxy: (Check one)

____ My Proxy may represent me, using his/her best judgment, in all business coming before the body of the meeting(s) checked in Section A.

____ My Proxy may represent me, only as specified below, in the meeting(s) checked in Section A.

Signature _____

Date signed _____

Appendix B.4
Hotel Site Checklist

To Director of Sales and Marketing
 From _____, Local Arrangements Chair
 California Workforce Connection
 Subject: Conference and Meeting Location
 Dates: _____ 20 _____

Meeting accommodations required:

DATE & TIME OF EVENT	FUNCTION TYPE	SET-UP STYLE	# OF PERSONS	Rental policy Waived?
Thu 8:30 am-3 pm	Meeting with working brunch	Hollow Square	20	
Thurs 6 - 9 p.m.	Reception with bar and appetizers	Banquet	25	
Fri 8am-12pm	General Session with morning coffee	Theater	50	
Fri 12 – 2 pm	Awards luncheon	Banquet	50	
Fri 2 – 5 pm	General Session	Theater	50	

Nearest Airport:

Transportation to/from airport:

Parking fees:

Handicapped accessibility for meeting rooms and sleeping rooms?

One additional complimentary room per 50?

ONE COMPLIMENTARY SUITE FOR WEDNESDAY and THURSDAY?

MINIMUM FOOD AND BEVERAGE?

GUEST ROOM COMMITMENT:

No third party involved. Individuals make their own reservations and pay independently. Most guests are state employees and qualify for the government rate.

Date	Day	Single/Double	Total Rooms
	Wednesday	10	10
	Thursday	15	15
	Friday	3	3

RATES (State rate please as most attendees are State employees):

Start Date	End Date	Room Type	Single	Double	Triple	Quad
		Standard				

Who we are?

We are a nonprofit membership (501 c 6) organization representing professionals who work in public and private workforce development programs.

Appendix B. 5

(Sample) CWC Membership Plan

CWC

Chairperson:

Membership Goal:

Last Year's Membership:

Accomplishments to Date

Appointed chairperson, selected committee. Set goal, selected, ordered and designed membership materials. Developed plan, which includes special membership drive materials. Developed plan, which includes special membership drives in each Local Chapter and cash/prize incentives. Met with administrators to discuss goals and obtain letter of support.

July/August

Launch a CWC wide membership campaign with first promotional mailing. Determine what program areas and Local Chapters aren't responding and decide how to address. Develop special membership drives, assign responsibility and ensure efforts include outreach to workforce partners.

September/October

Announce membership contests. Contact members who did not renew last year and ask them to rejoin. If they decline, give them questionnaire asking for suggested improvements. Begin publicizing new members. Compare membership with goals and determine strategies to reach goals.

November

Send follow-up to retirees and associates. Compare membership with goals. Develop promotional materials for "January Quick start" and distribute to Local Chapters.

December

Launch Local Chapters' special drives. Push membership incentives and contests. Compare membership with goals; assess questionnaires. Contact Local Chapters on progress.

January

Showcase Local Chapter drives and new members to date. Compare membership with goals. Review progress of special membership drives.

February/March

Compare membership with goals and adjust strategies. Gear up for California Annual State Convention push.

April

Contact Local Chapters on progress and expected Annual State Convention attendance. Compare membership with goals and target last big push.

May/June

Announce membership contest winners. Give campaign the last best shot.

Note: List any plans developed for special membership drives.

Appendix B.6

CWC CONFLICT OF INTEREST LETTER



**Conflict of Interest Statement for Board Members
of The California Workforce Connection**

No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with the California Workforce Connection, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any California Workforce Connection supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any California Workforce Connection supplier of goods or services or any other organization that is engaged in doing business with or serving California Workforce Connection unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Date

Signature

Appendix B.7

TRANSFER OF CWC CHAPTER RECORDS

Chapter Name: _____

A. Chapter Records: Transferred to incoming President: date transferred: _____
By-Laws: Latest revision date: _____
Minutes: From dates: _____ to _____

B. Chapter Equipment: Transferred to appropriate member

a. Computer: Type _____, Serial Number _____
Transferred from: _____ to _____
b. Software: Programs: _____
Transferred from: _____ to _____
c. Other: _____
Transferred from: _____ to _____

C. Financial Records: Transferred to incoming Treasurer: date transferred: _____

Bank Statements: From (dates) _____ to _____
Cancelled/cashed Checks: From (dates) _____ to _____
Blank Checks: Numbers from # _____ to # _____
Check Register(s): From (dates) _____ to _____
Quarterly Reports: From (dates) _____ to _____
Audit Reports: From (dates) _____ to _____

Outgoing President: _____ Outgoing Treasurer: _____

Signature: _____ Signature: _____

Email address: _____ Email address: _____

Telephone Number: _____ Telephone Number: _____

Incoming President: _____ Incoming Treasurer: _____

Signature: _____ Signature: _____

Email address: _____ Email address: _____

Telephone Number: _____ Telephone Number: _____

Appendix B.8

SPEAKER FUND ALLOWABLE EXPENDITURES

Speaker Fees: \$ _____

Speaker Lodging:

Room rate: \$ _____

Number of nights: _____

Speaker Travel:

Airline: _____

Car Rental: _____

Mileage: _____; (cost per mile) _____

Audio Visual Requirements:

Lapel Microphone: \$ _____

Lap Top Rental: \$ _____

Projector Rental: \$ _____

Printing:

Training Packages: @ _____

Other: (please explain) _____

Notes:

- 1) Any projected expenses not listed above needs to be discussed with the State Finance Committee Chair prior to any commitments being made.
- 2) A copy needs to be sent to the CWC State Secretary with the speaker's full name, address, and social security number so she can issue a 1099.
- 3) This form needs to be completed when Speaker Fund monies are used at the conclusion of the event and submitted to the Finance Committee Chair.
- 4) Any excess monies not used from the speaker fund need to be returned to the California Treasurer.