



California Community College Early Childhood Educators

Bylaws

ARTICLE I. NAME AND INCORPORATION

The Association shall be called: California Community College Early Childhood Educators.
The Association Articles of Incorporation took effect on May 21, 1976.

ARTICLE II. MISSION

Recognizing that California Community Colleges are the primary training institutions for early childhood educators, our mission is to provide a forum for community college faculty and staff to advocate for high quality child development instruction and early care and education programs.

ARTICLE III. PURPOSE

The purposes of the California Community College Early Childhood Educators, (hereafter "CCCECE") shall be charitable and educational and, include but not be limited to, serving and acting on behalf of the needs of community college early childhood or child development departments and child development centers and lab programs in California. Particularly, CCCECE seeks to

1. Support early childhood college faculty by providing and conducting workshops, conferences, forums, and other professional growth opportunities.
2. Support early childhood college faculty in their work with early childhood programs, agencies, and students in their own programs.
3. Support and collaborate with early childhood professionals in their work with children, birth through 8 years.
4. Advocate high standards for early childhood and child development college majors.
5. Advocate high quality early care and education, developmentally appropriate practices for young children.
6. Promote public understanding of issues affecting community colleges, early childhood programs, and young children and their families.
7. Monitor and disseminate public policy recommendations for appropriate actions and information to early childhood faculty and professionals in our field.
8. Keep informed of and collaborate with other groups concerned with the education of early childhood professionals and the welfare and education of young children.
9. Strive to build a strong, diverse and inclusive organization.
10. To serve as a liaison with the California Community College Chancellor's Office.

ARTICLE IV. MEMBERSHIPS

SECTION 1) ELIGIBILITY

Anyone desirous of promoting the purposes of CCCECE may become a member upon payment of the required annual dues. Additionally, all members are to be assumed holding or have held a position related to the field of early care and education and/or advocate for professional in the field of early care and education.

SECTION 2) DUES

The membership year for individuals shall begin, be renewed, and/or expire on two distinct days: October 1st and April 1st. If an individual joins CCCECE membership between January and June, their membership shall then be given the start date of April 1st and that individual's membership shall expire or be renewed in the following year on April 1st. If an individual joins CCCECE membership between July and December, their membership shall then be given the start date of October 1st and that individual's membership shall expire or be renewed in the following year on October 1st.

SECTION 3) TYPES OF GENERAL MEMBERSHIP AND VOTING

CCCECE has two types of general membership: Regular Membership and Associate Membership.

- A. Regular members include community college full-time faculty, community college adjunct faculty, college campus center directors, college campus center staff, community college retired faculty, community college administrators.
- Regular members have the right to vote and will vote on those actions submitted to them by the Board of Directors. Regular members also may be nominated and hold elective and appointive offices.
- B. Associate members include four-year university full-time faculty, four-year university adjunct faculty, professionals working in a child development related agency, community partners.
- Associate members shall have a voice but no vote on actions submitted by the Board of Directors. Additionally, while associative members are always welcome to attend board meetings and provide information to the CCCECE Board, they may not hold elective and appointive offices.

SECTION 4) GENERAL MEMBERSHIP MEETINGS

The President shall call at least one general membership meeting per year. These meetings may be held in conjunction with a CCCECE event or co-sponsoring event (e.g., CAEYC conference). A quorum for transaction of business is defined as a majority of those members of the Association present.

ARTICLE V. GOVERNING BODIES**SECTION 1) NAME**

The governing body of the Association shall be called the Board of Directors (Board).

SECTION 2) BOARD POWERS AND DUTIES

The duties of the Board of Directors of the Association shall be:

- A. To conduct the business of CCCECE (including review and prior approval of all contracts and agreements to be entered into by the organization).
- B. To define, recommend, and initiate policies and procedures to members and hired staff within the organization.

SECTION 3) BOARD COMPOSITION

The Board of Directors shall consist of elected officers and regional catalysts, and chairs of Standing Committees who will be appointed by the President if they are not already an elected officer (e.g., Vice President of Membership will chair the Membership Committee).

- A. Elected Officers
- 1) Officers of the CCCECE Board of Directors will include
 - o President-Elect
 - o Treasurer
 - o Recording Secretary
 - o Vice President for Membership
 - o Vice President for Public Relations
 - o Vice President for Public Policy (northern California)
 - o Vice President for Public Policy (southern California)
 - o Vice President for Programs (northern California)
 - o Vice President for Programs (southern California)
 - o Past President

- 2) The Officers of the Association, except the Past President, shall be elected to serve for two years or until their successors are elected and duly qualified.
 - 3) No member shall hold more than one office at a time in the Association, and no member shall serve more than two successive terms in the same office.
 - 4) The following officers shall be elected in even numbered years: President-Elect, Vice President for Membership, Vice President of Public Policy (southern California), and Vice President of Programs (southern California).
 - 5) The following officers shall be elected in odd numbered years: Recording Secretary, Treasurer, Vice President of Public Relations, Vice President of Public Policy (northern California), and Vice President of Programming (northern California).
 - 6) The immediate Past President shall serve for one year following his/her term as President.
 - 7) All officers shall be a regular member in good standing.
- B. Between Board Meetings, the entire Board of Directors may take action, by conferencing or e-mail, which is consistent with the policies and purpose of CCCECE when a majority of the Board of Directors agrees that such action is necessary. For email purposes, the Board of Directors will be notified of actions and details and then have ten (10) working days to provide the president with a replied email verifying their vote of action. For conferencing purposes, the Board of Directors will provide their vote of action at that time.

SECTION 4) BOARD MEETINGS

The President shall call at least two (2) Association Board of Directors meetings a year and an Annual Planning Retreat, at times and places tentatively determined at the Annual Planning Retreat. These meetings shall be open to any member of the Association.

SECTION 5) EXECUTIVE BOARD COMPOSITION

In addition to Association Board of Director Meetings and Annual Planning Retreat, the President shall call at least two (2) Executive Board Meetings per year. These meetings are not open to general members of the Association.

The primary duty of the Executive Board shall be to serve to transact business on decisions that must be made within a 21-day period and the full Board of Directors cannot meet.

- A. The Executive Committee shall consist of the principal officers, who are
 - o President
 - o President-Elect
 - o Treasurer
 - o Recording Secretary
 - o Vice President for Membership
 - o Vice President for Public Relations
 - o Vice President for Public Policy (northern California)
 - o Vice President for Public Policy (southern California)
 - o Vice President for Programs (northern California)
 - o Vice President for Programs (southern California)
 - o Past President
- B. The President of CCCECE shall also co-chair the California State Chancellor's Child Development Advisory Committee.
- C. Specific responsibilities of each Executive Board member, including the President, shall be written in a separate document entitled *CCCECE Executive Board Position and Responsibilities*.
- D. Between Executive Board Meetings, the Executive Board Members may take action, by conferencing or e-mail, which is consistent with the policies and purpose of CCCECE when the Executive Board unanimously is in agreement that such action is necessary.

SECTION 6) VACANCIES

If a vacancy should occur, the President shall appoint a replacement, subject to the approval of the Executive Board. Should the Office of President become vacant, the President-Elect shall fill the vacancy.

ARTICLE VI. REGIONAL CATALYSTS AND COMMITTEES:**SECTION 1) REGIONAL CATALYSTS**

Regional Catalysts perform a continuing function and remain in existence permanently, for the life of the Association. Catalysts are responsible for hosting CCCECE events in their area of the state.

- A. There shall be twenty (20) regional catalysts, two in each of the ten (10) regional areas of California.
- B. CCCECE Regional areas will align with the California Community College Chancellor's Office regions.
- C. Regional catalysts shall also serve as committee members on the California State Chancellor's Child Development Advisory Committee, which two (2) times per year.
- D. Regional catalysts are not elected officers, and therefore, appointed by the President, with approval by the CCCECE Executive Board.
- E. All regional catalysts shall be a regular member in good standing.
- F. All regional catalysts shall host two regional meetings for their local members.
- G. If a catalyst resigns or fails to fulfill his/her position a replacement will be appointed by the President with approval by the CCCECE Executive Board.

SECTION 2) STANDING COMMITTEES

Standing Committees perform a continuing function and remain in existence permanently, for the life of the Association. A standing committee must be constituted by a specific provision in the bylaws and CCCECE may have up to ten (10) standing committees.

Each committee is responsible for preparing and presenting their annual strategic plans for approval at the fall CCCECE Board of Director Meeting. Further, each committee is responsible for implementing their plans throughout the year.

- A. Mandated Standing Committees
 - o Nominations
 - o Membership
 - o Public Policy
 - o Program
 - o Finance
- B. Unless already in an elected position, the President shall appoint, subject to Board approval, standing Committee Chairs, who shall serve as members of the Board of Directors with voting privileges.

SECTION 3) AD HOC COMMITTEES

Ad Hoc Committees are not permanent committees and are developed on a need-to-need basis. The President, with the approval of the Board of Directors, shall appoint as many ad hoc committees as are necessary to carry on the work of the Association and may terminate such committees with the approval of the Board.

ARTICLE VII. NOMINATIONS AND ELECTIONS

SECTION 1) NOMINATIONS

- A. The Nominations Committee will be a Standing Committee.
- B. The President shall appoint a Nominations Chairperson and no fewer than two (2) members of the Association to serve as the Nominations committee.
- C. Slate of Officers
 - 1. The Nominations Committee shall request nominations from the members of the Association no later than eight (8) weeks prior to preparing a slate of Officers and at-large Board Members.
 - 2. The Nominating Committee shall prepare a slate of Officers and at-large Board members in accordance with Association bylaws and policies for approval at the winter Executive Board Meeting.
- D. The Nominations Committee shall notify the membership of the composition of the approved slate no later than four (4) weeks prior to the date that the slate is presented for voting.

SECTION 2) ELECTIONS

- A. Elections shall be accomplished by April 30th of each year by mail vote or by a vote at the membership meeting as determined by the Governing Board in accordance with the Association bylaws and policies.
- B. Elections shall be determined by a majority of ballots received from the membership.
- C. Terms begin July 1st following the election.

ARTICLE VIII. FISCAL YEAR

The fiscal year of the Association shall be July 1 through June 30 of the following year. The terms of the Officers coincide with that of the fiscal year.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable.

ARTICLE X. REVISIONS AND AMENDMENTS

SECTION 1) BOARD CONTRIBUTION TO REVISIONS AND AMENDMENTS:

Revisions or amendments may be proposed by any member and shall be approved by the Board of Directors before being submitted to the membership.

SECTION 2) GENERAL MEMBERSHIP PROCEDURES FOR REVISION AND AMENDMENT:

- A. By an affiliate vote of two-thirds of the members present and voting at a regular membership meeting or by one called for such purpose. Written notice of proposed revisions shall be sent from the Association's Board of Directors at least thirty days before the vote is taken at a membership meeting.
- B. At any time by mailed ballot or by an affirmative vote of two-thirds (2/3) of the members present at a general membership meeting, provided the proposed revision or amendment was presented at a previous meeting of the Board of Directors and provided the proposal has been announced to the members by a mailing or through the Newsletter and Website at least thirty (30) days prior to voting. The mailed ballot must be sent to the entire membership at least twenty-one (21) days prior to the specified date of return.

ARTICLE XI. DISSOLUTION

A recommendation for the dissolution of the Association, approved by at least 75 percent of the members of Board of Directors, shall be submitted to the membership orally at a meeting called for that purpose and by written notification mailed to the entire membership. Written notice of the proposed dissolution shall be sent at least 30 days before the vote is to be taken at a membership meeting. The recommendations must then be approved by an affirmation vote of two-thirds of those members present and voting. Upon dissolution of this Association, the assets of the corporation remaining after payment of all debts of this corporation are irrevocably dedicated to corporations qualifying for exemption from federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

Adopted: May 21, 1972

Last Board Ratification and Approval: December 14, 2008

Revisions: April 19, 2009

Board Ratification and Approval: May 30, 2009

General Membership Ratification and Approval: