

GUIDELINES OF THE ...
CENTRAL CALIFORNIA CHAPTER OF THE
WESTERN ASSOCIATION OF EDUCATIONAL OPPORTUNITY PERSONNEL (WESTOP

A CALIFORNIA NON-PROFIT PUBLIC BENEFIT CORPORATION

ARTICLE I:

Name

Section 1. Name. The name of this California Non-Profit Benefit Corporation #94-2865220 shall be **Central California Chapter of the Western Association of Educational Opportunity Personnel, Inc.** Hereafter referred to as the CHAPTER.

ARTICLE II:

Offices

Section 1. Offices. The CHAPTER's principal office shall be fixed and located at such place within the central region of the state of California, as the CHAPTER shall determine.

Section 2. Other offices. Branch or subordinate offices may be established at anytime by the CHAPTER at any place within the central region of the state of California.

ARTICLE III:

Vision, Mission and Regulations of Operation

Section 1. Vision. The purpose of the CHAPTER is to bring together WESTOP members of the central region of California to articulate and act upon issues and concerns of their membership within the vision of WESTOP as expressed in Article II, Section 2.1 of the WESTOP bylaws.

Section 2. Mission. The function of the CHAPTER is to bring together WESTOP members of the central region of California to articulate and act upon issues and concerns of their membership within the mission of WESTOP as expressed in Article II, Section 2.2 of the WESTOP bylaws.

Section 3. Regulations of Operation. The CHAPTER shall:

- be governed by all provisions of the WESTOP Bylaws, and
- Submit all operational budgets to the WESTOP Board of Directors for approval.

Section 4. Quorum. Executive Officers of CHAPTER shall meet as often as necessary to perform its duties at such times and places as directed by the CHAPTER President or by the CHAPTER. **One half** ^[CSUMB1] ^[CSUMB2] **of the executive officers shall constitute a quorum of such committee.**

ARTICLE IV:

Executive Officers

Section 1. Executive Officers. Officers shall be a President, a President-Elect, a Secretary, a Treasurer, and a Parliamentarian. These five (5) positions will comprise the Executive Committee of the CHAPTER.

President

The President shall:

- Be the chief officer of the CHAPTER and; subject to CHAPTER approval, have general supervision, direction and control over the CHAPTER's affairs and officers;
- Preside at all CHAPTER meetings;
- Have the power to appoint;
- Have the power to veto any legislative decision;
- Be an ex-officio member, with the right to vote, on all committees;
- Have the general powers and duties of management usually vested in the office of CHAPTER President;

- Have such other powers and the CHAPTER may prescribe duties as
- **Assist with coming up with CHAPTER budget for the year to follow**
- **Serve on the Awards Committee at the Annual WESTOP Conference**
- **Submit a report at each chapter meeting and WESTOP Board Meeting; and**
- **Serve for a 1-year term; with Professional Development Chair term to follow**

President-Elect

The President Elect shall:

- Be the chief officer of the CHAPTER should the CHAPTER President be unavailable and;
- Subject to CHAPTER approval, have general supervision, direction and control over the CHAPTER's affairs and officers in the absence of the CHAPTER President;
- Preside at all CHAPTER meetings in the absence of the CHAPTER President;
- Have the general powers and duties of management usually vested in the office of CHAPTER President, in absence of the CHAPTER President and;
- Welcome new members, develop and provide a CHAPTER welcoming packet for new members, and invite new members to attend meetings and CHAPTER/WESTOP activities;
- **Update CHAPTER members on membership & election results**
- **Assist with coming up with CHAPTER budget for the year to follow**
- Have such other powers and the CHAPTER may prescribe duties as;
- Submit a report at each chapter meeting, and;
- Serve as President Elect of the CHAPTER for 1 term, **with the president term to follow**

Secretary

The Secretary shall:

- Keep and maintain, or cause to be kept, at the principal office, or such other place as the CHAPTER may order, a book of minutes of all CHAPTER meetings with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present or absent from CHAPTER meetings and proceedings thereof;
- **Submit any meeting minutes to Public Relations & Technology Chair to upload to the CENCAL website**
- Give or cause to be given, notice of all meetings of the CHAPTER required by Bylaws or by law to be given, keep any seal of the corporation in safe custody, and shall have

other powers and perform such other duties as may be prescribed by the CHAPTER;

- Preside at meetings of the CHAPTER in the event that neither the President nor the Vice-President is present;
- **Receive and prepare Committee reports prior to the CHAPTER Meeting**
- **Assist the Executive Officers in matters of the CHAPTER by contacting members of up-to-date membership**
 - **Submit a report at each CHAPTER meeting shall**
- **Serve as Secretary of the CHAPTER for a 1-year commitment; and**
- **Send out emails/notice regarding upcoming CHAPTER meetings**

Treasurer

- Keep and maintain, or cause to be kept and maintained, adequate a correct account of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall be open to inspection by any member;
- Cause to be deposited or shall cause to be disbursed in accordance with procedures approved by the CHAPTER,
- All moneys and other valuables in the name and to the credit to the CHAPTER with such depositories as may be designated by the members,
- Have such other powers and perform such other duties as may be prescribed by the CHAPTER;
- A financial statement shall be rendered at each CHAPTER meeting, showing financial activities of the CHAPTER;
- **Assist with coming up with CHAPTER budget for the year to follow**
- **Submit a report at each CHAPTER meeting and provide President information needed for WESTOP board meetings**
- **Serve as Treasurer of the CHAPTER for a 2-year commitment.**

Parliamentarian

The Parliamentarian shall:

- Monitor adherence to Robert's Rules of Order during chapter meetings;
- **Provide guidance to the CHAPTER** on parliament procedure;
- Maintain order as directed by the CHAPTER President;
- **Have the power to expel, and/or exclude persons from CHAPTER meetings**
- Have the power to expel, and/or exclude persons for the meetings;
- Assist the Executive Committee in matters of the CHAPTER;
- Update CHAPTER guidelines; **CHAPTER voting members will vote before adopting changes;**
- **Submit a report at each CHAPTER meeting and;**

- Review CHAPTER guidelines to ensure they are aligned with the WESTOP bylaws; and
- Serve under the direction of the president at all meetings
- **Serve as Parliamentarian of the CHAPTER for a 1-year commitment.**

Section 2. Powers.

The Executive Committee shall advise and represent the CHAPTER for all purposes and shall:

- Supervise all expenditures and disbursements of funds;
- Perform all other acts necessary or appropriate for administration of the affairs and attainment of the CHAPTER's purpose;
- Exercise and have rights and powers conferred on WESTOP as a non-profit corporation under the California General Non-profit Corporation Law as now in effect or as later amended;
- Execute all guidelines established by the CHAPTER;
- Maintain physical properties in good repair and operating condition;
- Present to the members on a regular basis, reports reflecting the professional activity of the CHAPTER by its committee; and
- Disperse an Annual Report on the progress made by the CHAPTER to the members at the final meeting of the year; and
- **Provide duties & expectations to standing committees.**

Section 3. Election, Term and Qualifications

- Election. Chapter members at the WESTOP Annual Membership conference shall elect officers from nominations made by members. They shall take office at the first CHAPTER meeting commencing the new fiscal year.
- Term. Each officer shall serve a year term unless otherwise noted. Thereafter, three (3) additional one-year terms may be served for a maximum of four years.
- Qualifications. Officers shall work in communities served by WESTOP's purpose. They should represent a cross section of the WESTOP community at large.
- All officers with the exception of the treasurer, are elected on a yearly basis as defined by the fiscal year calendar (July – June). Elections shall take place at a regularly scheduled meeting of the CHAPTER at which a quorum is present.]

Section 4. Vacancies. The CHAPTER President shall make appointment of any given vacancy until the next election.

Section 5. Removal. Any officer may be removed from office after **missing two chapter meetings** and appropriate notice by an affirmative vote of the membership at a regular meeting.

- A petition of two-thirds of the total number of active members shall be cause for recall election. Impeachment proceedings shall commence when it has been determined that the officer in question has failed to perform his/her designated duties as specified in Article IV, Section 1. Recall will require a favorable vote of three-fourths of the total voting membership.
- In the event that an elected officer is unable to fulfill his/her term of office, at the first meeting after the position is vacated, the position shall be made open for nomination, and a special election shall be held during the following business meeting.

Section 6. Meetings

- Regular meetings of the CHAPTER will be quarterly or as amended by the active body.
- Special meetings may be scheduled by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 24 hours notice, weekends and holidays excluded, prior to the meeting time.
- Business or legislative meetings cannot be conducted unless a quorum of the membership is present. A quorum for this CHAPTER is defined 1/5 (20%) [CSUMB3] of the active voting membership.

Active voting membership is defined as someone who has voting rights, and has attended a cencal meeting (within the past year) and/or has participated in some capacity (committee, attended event, chair, etc.) in Cencal affiliated activities or events.

ARTICLE V

Executive Committees

Section 1. Executive committees. The President, President-Elect, Secretary, Treasurer, and Parliamentarian shall constitute an Executive Committee.

Section 2. Standing Committees. Professional Development Seminar Chair, Student Leadership Conference Chair, National Trio Day Chair, Educational Issues and Policies Chair, Student Scholarship Chair, Chapter Fundraiser Chair, Communications Chair, and Summer Jam Chair shall constitute a Standing Committee.

Professional Development Seminar Chair: Responsibilities are . . .

- coordinate annual conference aligned with program professional development in mind
- collaborate with Executive Board Committee to provide professional development at CHAPTER meetings and/or other events;
- to attend all CHAPTER meetings
- submit summary report on Professional development Seminar
- submit professional development materials, articles and pictures for Newsletter and Website

Student Leadership Conference Chair: Responsibilities are . . .

- coordinate annual conference for participants within our CHAPTER
- plan conference with activities and workshops aligned with program-required services
- attend all CHAPTER meetings
- submit summary report on Student Leadership Conference
- submit Student Leadership Conference material for Newsletter and Website

National TRiO Day Chair: Responsibilities are . . .

- coordinate annual conference for participants & advocates within our Cencal WESTOP CHAPTER
- plan conference with idea to acknowledge National TRiO Day that impacts and encourages TRiO local, state, federal, and politicians to advocate for TRiO programs.
- to attend all CHAPTER meetings
- submit summary report on National Trio Day Chair
- submit Article and pictures for Newsletter and Website

Legislative, Education & Research Chair: Responsibilities are . . .

- researches educational issues which impact TRIO programs and students
- recommend CHAPTER and/or WESTOP positions on particular issues
- organize campaign activities in dealing with educational issues
- to attend all CHAPTER meetings
- collaborate with those on WESTOP Board on Legislative, Education, & Research issues
- organize and prepare information necessary for Annual Policy Seminar
- submit summary report on educational issues and legislative activities

Scholarship Chair: Responsibilities are . . .

- work with CHAPTER Resource Development Chair to raise scholarship funds
- update and distribute scholarship applications throughout CHAPTER participants
- process applications for reviews and awards and coordinates scholarship awards ceremony
- to attend all CHAPTER meetings
- provide CHAPTER information on scholarship recipients and method of reviewing applications
- submit summary report on student scholarship activities

Resource Development Chair: Responsibilities are . . .

- raise funds for student scholarships and other CHAPTER financial needs
- work with WESTOP fundraiser to coordinate activities
- submit annual report on fundraising activities

Public Relations & Technology Chair: Responsibilities are . . .

- act as webmaster of Cencal CHAPTER website
- establish deadlines for submission of information of the CHAPTER

- maintain/oversee CHAPTER email listserv
- work with CHAPTER President to disseminate information quickly
- attend all CHAPTER meetings
- work with Executive Board and Committees to develop materials to promote the CHAPTER
- submit summary report on area contact distributions activities through email, website, other electronic media, and at meetings

Summer Jam Chair: Responsibilities are . . .

- coordinate annual Summer Jam conference
- attend all CHAPTER meetings
- provide activities aligned with activities and workshops aligned with program-required services
- submit annual report on Summer Jam Conference
- submit any Summer Jam material and picture to CHAPTER

ARTICLE VI

Parliamentary Authority

Section 1. Amendments.

- These guidelines may be amended by the affirmative vote of two-thirds (2/3) of the CHAPTER_[CSUMB4] present with voting rights at any regular or special meeting with 15 working days notice. A copy of any alteration to this document must be filed with the CHAPTER board.

ARTICLE VII

Dues

- CHAPTER members shall pay membership dues to WESTOP;

- Individual Membership will be granted voting rights;
- Institutional Members must be selected by their institution to be granted voting rights.
- Non-voting members shall be entitled to voice but not to vote on matters before the chapter and to serve on all committees and shall have such other privileges as may be granted to them by the Executive Committee

ARTICLE VIII

STATEMENT OF AFFILIATION

This CHAPTER is affiliated with Western Association of Education Opportunity Personnel (WESTOP)

[CSUMB1]This was changed to one half of executive officers to avoid any lapse in action in the event that some Executive Committee members are unable to attend the meeting

[CSUMB2]This was "Majority" in the past

[CSUMB3]This number is lower than the number included in the WESTOP bylaws (which is $\frac{1}{4}$) but considering the low number of voting members that attend meetings, we don't want the low attendance to interfere with our ability to conduct business.

[CSUMB4]Previously, this was $\frac{1}{5}$ of the voting members present at the chapter meeting. Need $\frac{2}{3}$ approval to make changes.