

**REVISED: February 4, 2021**

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**THE CALIFORNIA COMMUNITY COLLEGE WOMEN'S  
CAUCUS**

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**CCCWC**

**BYLAWS**

Date Ratified: March 8, 2021

## **ARTICLE I**

### **NAME OF ORGANIZATION**

**Section 1.1. Name.** The name of this organization shall be:  
**THE CALIFORNIA COMMUNITY COLLEGE WOMEN'S CAUCUS**  
**CCCWC**

## **ARTICLE II**

### **PURPOSE**

**Section 2.1. Statement of Purpose.**

The CCCWC advocates for change and policies that will advance opportunities and achieve equity for women across California Community Colleges.

CCCWC commits to:

- Recognizing women's contributions
- Supporting leadership development
- Advancing career opportunities and pay equity
- Expanding the pipeline for tomorrow's leaders

## **ARTICLE III**

### **MEMBERSHIP**

**Section 3.1. Regular Voting Membership.** Regular voting membership (an individual who is current with their membership dues) shall be open to and held by anyone who supports the vision and purpose of CCCWC.

**Section 3.2. Honorary Membership.** The Board of Directors of CCCWC may elect honorary members, as it deems appropriate. Honorary members shall pay no dues and shall have no voting power.

**Section 3.3. Institutional Membership.** Institutional non-voting membership shall be open to any educational institution or organization interested in and supportive of the vision and purpose of CCCWC. Institutions can purchase voting memberships.

**Section 3.4. Corporate/Business and Community Partner.** Corporate/Business membership shall be open to any corporation or business organization interested in and supportive of the statement of purpose of non-voting membership shall be open to any non-profit, non-business organization interested in and supportive of the statement and purpose of CCCWC.

**Section 3.5. Revocation.** Regular voting membership may be revoked only by a majority vote of the general membership, at a general membership and business meeting duly noticed and convened, with due notice and opportunity to be heard being given to the affected member. Other category membership in CCCWC may be revoked for cause by a majority vote of CCCWC Board of Directors.

**Section 3.6. Fees, Dues, and Assessments.**

- a. A dues schedule for the various categories of membership in CCCWC shall be established by the CCCWC membership committee and approved by the Executive Board.
- b. Dues are payable before the commencement of the annual CCCWC Business Meeting, which is held in the fall. No members whose dues are delinquent shall be entitled to vote or run for office.
- c. Exceptions to the delinquent due date may be authorized by majority vote of the Board of Directors.

**Section 3.7. Term for Membership.** The term of membership for all categories shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

**ARTICLE IV**

**MEMBERSHIP MEETINGS AND ELECTION OF BOARD OF DIRECTORS**

**Section 4.1. Annual Membership/Business Meeting.**

An annual membership and business meeting of CCCWC shall be convened during the annual conference of CCLC Annual Conference in the fall. The date and time of the annual membership and business meetings shall be determined by the Board of Directors.

**Section 4.2. Notice.** Notice of any meeting of CCCWC shall be given either personally or by email. The notice shall be given not less than 10 or more than 90 days before the date of the meeting. The notice shall specify the place/mode, date, and hour of the meeting.

**Section 4.3. Election of Board Members.** Election of Board Members shall take place at the annual membership/business meeting of CCCWC. The nominating committee shall move forward a slate of officers. (See Article Board Members shall take office immediately upon election.

**Section 4.4 Proxy and Absentee Voting.** Neither proxy voting nor absentee voting shall be permitted at the annual conference and membership and business meeting of CCCWC.

**Section 4.5. Quorum.** A majority of the board members shall constitute a quorum for purposes of taking any formal action at the meeting.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

#### **Section 5.1. General Powers.**

The Board of Directors shall have power over and control of the business affairs and all matters of the CCCWC, except as otherwise provided in these Bylaws or applicable law.

#### **Section 5.2. Number and Type of Board Members.**

There shall be a maximum of seven (7) voting members of the Board of Directors.

#### **Section 5.3. Term of Office.**

The term of each elected director of the CCCWC will be 2 years. No elected director will be eligible to serve more than four (4) consecutive full terms as an elected director. Approximately one-half (1/2) of the members of the board of directors shall be elected each year, to the extent possible.

#### **Section 5.4. Regular Meetings.**

Regular meetings of the Board of Directors shall be held at least yearly for the transaction of such business as may come before the meeting. The Board of Directors may provide by resolution the time and place/mode, either within or outside California, for the holding of regular meetings.

#### **Section 5.5. Special Meetings.**

Special meetings of the Board of Directors may be called either by:

- a. Either Board Co-Chair at any time; or
- b. Upon written request by a minimum of three voting Board Members.

#### **Section 5.6. Form of Meetings.**

Regular or Special Meetings of the Board of Directors may be held in person, via telephone conference call or by any other electronic means available that permits the full participation of the members of the Board of Directors.

#### **Section 5.7. Notice.**

Notice of regular and special meetings of the Board of Directors will be sent by mail, fax or electronic mail at least five days prior to the day such a meeting is to be held.

#### **Section 5.8. Quorum.**

A majority on the Board of Directors shall constitute a quorum for transacting business.

#### **Section 5.9. Voting.**

At a meeting at which a quorum is present, a simple majority affirmative vote of the directors voting is required to pass a motion duly presented before the board.

**Section 5.10. Procedural Rules.**

The rules contained in the current edition of *Robert's Rules of Order* will be the authority for all questions of procedure at any meeting of the Board of Directors.

**Section 5.11. Audits.**

If the Board of Directors deems appropriate, the Board of Directors may arrange for a periodic audit of the financial condition of CCCWC and shall report the results of such audit to the general membership.

**ARTICLE VI**

**OFFICERS AND DUTIES**

**Section 6.1. Officers.**

There shall be five (5) officers. The officers of CCCWC shall be the Co-Chairs, Vice Chair, Secretary and Treasurer.

**Section 6.2. Elections.**

The Board of Directors shall elect, by simple majority and no less frequently than every two years, Co-Chairs, Vice Chair, Secretary, and Treasurer.

**Section 6.3. Term.**

The term of office shall be two (2) years. Each officer shall serve until the election of their successor, or until removal.

**Section 6.4. Co-Chairs.**

The Co-Chairs of the CCCWC, shall jointly preside at all meetings of the Board of Directors and shall direct the affairs of the CCCWC, subject to policies established by the Board of Directors. The Co-Chairs shall perform such other duties as are incident to the office of chair of a corporation, or as properly required by the Board of Directors. The Co-Chairs shall appoint all members of any standing or special committees of CCCWC and shall be deemed a member of all such committees. The Chair may also appoint other positions as needed such as a parliamentarian or pro-bono counsel.

**Section 6.5. Co-Chair.** The Vice Chair shall perform duties of the Co-Chairs in the absence of the Co-Chairs and shall perform such other duties as may from time to time be prescribed by the Board of Directors. The Vice Chair shall become conversant with the bylaws of CCCWC and shall serve as an advisor on parliamentary questions at meetings of CCCWC.

**Section 6.6. Secretary.**

The Secretary shall prepare, publish and keep the minutes of all meetings of the Board of Directors. The Secretary shall keep a membership roster, updated at least once per year; shall preserve the records of CCCWC, and shall give all required notices and announcements of meetings at the request and direction of the Co-Chairs. The Secretary shall also serve as chair of the Membership Committee. Additional duties shall be determined and assigned by the Co-Chairs. The Secretary shall perform any other duties as directed by the Board of Directors or as prescribed by the general membership.

**Section 6.7. Treasurer.**

The Treasurer shall keep and maintain adequate and correct accounts of the properties and the business transactions of the CCCWC. The Treasurer shall collect, care for and, upon approval of the Board of Directors, disburse all funds of the CCCWC; shall render periodic and annual reports of the financial affairs and status of the CCCWC; and shall perform such other duties as the Co-Chairs or Board of Directors may from time to time direct. Upon proper and timely notice, the Treasurer's records shall at all times be open to inspection by any Director or member of the CCCWC.

**Section 6.8. Other Officers.**

The Board of Directors may also designate and appoint such other officers as the needs of the CCCWC may require. Said officers shall hold their office for such terms, and shall have such authority and perform such duties, as determined by resolution of the Board.

**ARTICLE VII**

**COMMITTEES AND TASK FORCES**

**Section 7.1. Executive Committee.**

- a. The Executive Committee will consist of the officers of the CCCWC, as described in Article VI. The terms of the Executive Committee members shall be coterminous with the terms of such offices.
- b. The Chair will chair the Executive Committee. A majority of the voting Executive Committee members shall constitute a quorum for transacting business. The act of the majority of the voting Executive Committee members present, as defined by Section 5.6 "Form of Meetings," at a meeting at which a quorum is present shall be the act of the Executive Committee.
- c. The Executive Committee shall, to the extent permitted by applicable law, (i) have the authority of the board of directors between the regular meetings of such board and (ii) perform such other duties as delegated to it by the board of directors. The Executive Committee is a standing committee of the Board of Directors. The delegation of authority to the Executive Committee shall not operate to relieve the Board of Directors or any individual director of any responsibility imposed upon him by law. Actions of the Executive Committee must be ratified by the Board of Directors at the subsequent meeting of the Board.

**Section 7.2 Establishment of Committees and Task Forces.**

The Executive Committee can establish and dissolve standing, and ad hoc committees and task forces as deemed necessary.

## **ARTICLE VIII**

### **NOMINATION COMMITTEE**

**Section 8.1. Nomination Committee.**

After the appointment or election of the first Board, a Nomination Committee shall be appointed by the Chair at least thirty (30) days prior to the election of board members. The Chair shall serve on the Nomination Committee.

Nominations may be taken from the floor. The Nomination Committee shall establish and publicize standard rules and process for the election of officers.

## **ARTICLE IX**

### **VACANCIES**

**Section 9.1. Vacancies Filled by Co-Chairs.**

Vacancies occurring in any office shall be appointed by the **Co-Chairs**. If the vacancy is of the **Co-Chairs** position, the other **Co-Chairs** shall appoint. Vice Chair shall immediately assume the Chair position. Such appointee shall serve until the next regularly scheduled annual conference and membership/business meeting of CCCWC at which time such office shall be filled by a vote of the general membership.

## **ARTICLE X**

### **REMOVAL OF OFFICERS**

**Section 10.1. Removal of Officers.**

The general membership of CCCWC shall have the power to remove from office for good cause, any officer who has not represented the best interest of the organization upon a majority vote. Such vote to remove shall be taken only at a duly convened meeting of the general membership with due notice and opportunity to be heard being given to the affected officer.

**Section 10.2. Removal of Members.**

The general membership of CCCWC shall have power to remove from the membership rolls, or to deny and/or dissolve membership of any individual not otherwise an officer, upon a majority vote. Such vote shall be taken only at a duly convened meeting of the general membership, with due notice and opportunity to be heard being given to the affected individual.

## **ARTICLE XI**

### **AMENDMENTS**

#### **Section 11.1. Amendments.**

These bylaws may be amended by a five out of seven vote of the Board of Directors with a subsequent ratification by a 2/3 vote of the members present, as defined by Section 5.6 “Form of Meetings,” at an annual meeting or at the next regular meeting

## **ARTICLE XII**

### **DISSOLUTION AND COUNTY OF RESIDENCE**

#### **Section 12.1. Dissolution.**

Upon winding up or dissolution of this organization after paying or adequately providing for the debts and obligations of the organization, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, or philanthropic organization(s) to be selected by the Board of Directors.

#### **Section 12.2. County of Residence.**

The county of residence of this organization/non-profit corporation shall be the county of residence of either of the duly elected co-chairs.