

REVISED: August 23, 2023

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

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**CCCWC**

**BYLAWS**

Date Ratified: October , 2023

## ARTICLE I

### NAME OF ORGANIZATION

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

### Section 1.2 Mission (Insert)

The California Community Colleges Women's Caucus (CCCWC) advocates for change and policies that will identify and advance opportunities and achieve equity for women across California Community Colleges. It aims to unify, support, and foster community among women across California Community Colleges to strengthen student, faculty, and employee success in our system.

## ARTICLE II

### PURPOSE

### Section 2.1. Statement of Purpose.

The California Community Colleges Women's Caucus (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. Allies/Affiliate Membership. Non-voting membership shall be open to Alumni, Retirees non-voting. Allies/Affiliates, CCC Alumni, and Retirees.

**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/Community partnership shall be open to any corporation or business organization or community partner who are supportive of the CCCWC Mission and Purpose. Corporate/Business/Community partners are non-voting.

**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 Executive 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 EXECUTIVE BOARD OF DIRECTORS**

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

An annual membership and business meeting of CCCWC shall be convened in the fall. The date and time of the annual membership and business meetings shall be determined by the Executive Board of Directors. Maybe meeting can happen in October, when changes are done, membership votes to approve and league gets copy of final version)

**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 Executive Board Members.** Election of Executive Board Members shall take place at the fall 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. Any changes are outlined in sections 6.4 and 9.1.

**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 Executive Board Members shall constitute a quorum for purposes of taking any formal action at the meeting.

**ARTICLE V**

**EXECUTIVE BOARD OF**

**DIRECTORS**

**Section 5.1. General Powers.**

The **Executive** 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 **Executive** Board Members.**

There shall be a maximum of seven (7) voting members of the **Executive** Board of Directors. **Immediate Past Chair, 2 Co-Chairs, 2 Vice Chairs, Secretary/Treasurer, Members-at-Large.**

**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 **three (3)** 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 **Executive** Board of Directors shall be held at least yearly for the transaction of such business as may come before the meeting. The **Executive** 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 **Executive** Board of Directors may be called either by:

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

**Section 5.6. Form of Meetings.**

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

**Section 5.7. Notice.**

Notice of regular and special meetings of the **Executive** 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 **Executive** 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 **Executive** Board of Directors.

### **Section 5.11. Audits.**

If the **Executive** Board of Directors deems appropriate, the **Executive** 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 Chairs, Secretary/Treasurer.

#### **Section 6.2. Elections.**

The **Executive** Board of Directors shall elect, by simple majority and no less frequently than every two years, Co-Chairs, Vice Chairs, 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 **Executive** Board of Directors and shall direct the affairs of the CCCWC, subject to policies established by the **Executive** 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. Vice-Chairs.** The Vice Chairs 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 **Executive** Board of Directors. The Vice Chairs 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/Treasurer**

The Secretary/Treasurer shall prepare, publish and keep the minutes of all meetings of the Executive 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/Treasurer shall keep and maintain adequate and correct accounts of the properties and the business transactions of the CCCWC. The Secretary/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.

## **ARTICLE VII**

### **COMMITTEES AND TASK FORCES**

#### **Section 7.1 Establishment of Committees and Task Forces.**

The Executive Board of Directors Committee can establish and dissolve standing (membership, policy, and program, etc.) and ad hoc committees, and task forces as deemed necessary.

#### **Section 7.2. Nomination Committee.**

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

Members of the nomination committee can be appointed, nominated, or submit a letter of interest.

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

## **ARTICLE VIII**

### **VACANCIES**

#### **Section 8.1. 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. A Vice Chair or another member of the Executive Board of Directors 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 IX

### REMOVAL OF OFFICERS

#### Section 9.1. 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 9.2. Removal of Members, Sponsors or Partners

The general membership of CCCWC shall have power to remove **membership, sponsors, and partners** 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 X

### AMENDMENTS

#### Section 10.1. Amendments.

These bylaws may be amended by **five** out of seven votes of the **Executive** 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 XI

### DISSOLUTION AND COUNTY OF RESIDENCE

#### Section 11.1. 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 11.2. 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.