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 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;
* 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;
* Serve for a one-year term; with Professional Development Chair term to follow.

**ASSIGNED RESPONSIBILITIES:**

**President-Elect**

The President-Elect shall:

* Be the chief officer of the CHAPTER should the CHAPTER President be unavailable;
* Subject to CHAPTER approval, have general supervision, direction and control over the CHAPTER’s affairs and officers in the absence of the CHAPTER President
* Update and maintain chapter records on membership;
* 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;
* 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;
* Have such other powers and the CHAPTER may prescribe duties;
* Assist with coming up with CHAPTER budget for the year to follow;
* Submit a report at each CHAPTER meeting and;
* Serve as President-Elect of the CHAPTER for 1 term, with 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 guidelines 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 President-Elect is present;
* Receive and prepare 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 and report at each CHAPTER meeting
* Serve as Secretary of the CHAPTER for a 1-year commitment.**Send out emails/notice regarding upcoming CHAPTER meetings**

**Treasurer**

The Treasurer shall:

* 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;
* 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, shall 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 and;
* Serve as Treasurer of the CHAPTER for a 2-year commitment.

**Parliamentarian**

The Parliamentarian shall:

* Maintain order 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 for the meetings;
* Assist the Executive Committee in matters of the CHAPTER;
* Update CHAPTER guidelines; **CHAPTER voting members will vote before adopting changes;**
* Review CHAPTER guidelines to ensure they are aligned with the WESTOP bylaws Submit a report at each CHAPTER meeting and;
* Serve as Parliamentarian of the CHAPTER for a 1-year commitment.

**Section 2. Powers.** The Executive Committee shall advice and represents 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;
* Dispers an Annual Report on the progress made by the CHAPTER shall be given 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 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 CHAPTER. All members must be given a minimum of 24 hours notice, weekends and holidays excluded, prior to the meeting time.
* Business or legislativemeetings cannot be conducted unless a quorum of the membership is present. A quorum for this CHAPTER is defined as 1/5 (20%) of the active voting membership. An Active voting member is defined as as a CENCAL chapter member who has voting rights, 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.
* In the event that an online vote is necessary, at least 1/5 of the Active CENCAL membership will need to vote in order for the results to be legitimate.

### ARTICLE V

#### **Executive Committees**

**Section 1. Executive committees.**

The President, Vice-President, 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, Legislative Education, & Research Chair, Scholarship Chair, Resource Development Chair, Public Relations & Technology Chair, and Summer Jam Chair shall constitute a Standing Committee.

**Professional Development Seminar Chair:** Responsibilities are . . .

* As chief advisor recommend to the Chapter Board action item recommendations, policies and procedures for consideration with respect to regional and chapter affairs.
* Serve as Professional Development Seminar (PDS) Chair. Incorporate Advocacy effort into PDS.
* Submit important and relevant information to the Public Relations & Technology Chair to post on the website.
* Identify a theme for your event.
* Inform members of purpose and outcome of event.
* Incorporate evaluation and present evaluation results.
* Provide speaker for the main event.
* Invite local representatives and media to event.
* Share professional development opportunities, activities, & resources with the Chapter members.
* Any other duties as assigned by the Executive Committee.
* Serve as Parliamentarian in the absence of appointed parliamentarian.
* Any other duty and task as assigned by the President, which is related to the overall purpose of the Chapter and the good of the Association.
* Serve as Professional Development Seminar (PDS) Chair. Incorporate Advocacy effort into PDS.
* 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;
* 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 . . .

* Submit important and relevant information to the Public Relations & Technology Chair to post on the website.
* Identify a theme for your event.
* Inform members of purpose and outcome of event.
* Incorporate college **and** pre-college workshops.
* Incorporate evaluation and present evaluation results.
* Provide speaker for the main event.
* Invite local representatives and media to event.
* Any other duties as assigned by the Executive Committee.
* 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 . . .

* Submit important and relevant to information about TRiO day activities to the Public Relations & Technology Chair to post on the website.
* Coordinate with other Chapters on planning the event. (Optional)
* Inform members of purpose and outcome of event.
* Incorporate activities for pre-college and college students and staff.
* Incorporate evaluation and present evaluation results.
* Provide/s speaker/s for the main event.
* Invite legislatures and media.
* Any other duties as assigned by the Executive Committee.
* 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.
* 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 . . .

* Chair report will include what is most important for chapter to know (i.e. current events).
* Provide copies of program successes and updates to legislative representatives *(not during work hours and do not use personal email).*
* Provide update to Chapter of current policies impacting equity educational programs; as needed.
* Help identify Cen Cal members who will attend Policy Seminar.
* Organize /Guide Policy Seminar attendees.
* Provide update to Chapter of new RFP’s, application due dates, budget changes in education and within TRiO, educational data, impacts of programs.
* Collect and Compile TRIO Programs achievements from CenCal and submit to WESTOP public relations chair and a monthly basis. Information will be included to WESTOP newsletter.
* Collect and compile relevant program data to be shared with WESTOP research chair for purpose to TRIO advocacy at policy seminar.
* Any other duties as assigned by the Executive Committee.

**Scholarship Chair:** Responsibilities are . . .

* Get a committee of at least 5 paid Cen Cal members to read thru scholarships.
* Provide a clean/revised scholarship application to the board.
* Create /Provide a clean identification and selection process to board for approval.
* Inform the recipients of being awarded and have them attend SLC or TRiO Day (if possible) to be recognized.
* Submit pictures of scholarship recipients to Public Relations & Technology Chair to be posted on Cen Cal website.
* Award proportionate amount of scholarships according to the number of applicants received from each TRiO program.
* Create separate scholarship application criteria for pre-college & college students.
* Set student verification deadline and ensure scholarship recipients have met all requirements prior to receiving award.
* Any other duties as assigned by the Executive Committee.
* work with CHAPTER Resource Development Chair to raise scholarship funds
* update and distribute scholarship applications throughout CHAPTER participants
* attend all CHAPTER meetings
* process applications for reviews and awards and coordinates scholarship awards ceremony
* provide CHAPTER information on scholarship recipients and method of reviewing applications
* submit summary report on student scholarship activities

**Resource Development Chair:** Responsibilities are . . .

* Identify resources and additional funds for Policy Seminar attendees.
* Guide and support all other chairs in fund development; this is aside from your specific role.
* Identify vendors, organizations and people who have supported TRiO and our chapter; create a contact list for your board.
* Send emails, letters, etc. to reach out to other organizations for funding, donations, etc.
* Plan to host a fundraiser at every chapter meeting, event, and activity.
* Work with treasurer in order to complete and return necessary forms.
* Encouraged to host an online fundraiser.
* Any other duties as assigned by the Executive Committee.
* raise funds for student scholarships and other CHAPTER financial needs
* work with WESTOP fundraiser to coordinate activities
* attend all CHAPTER meetings
* submit summary report on resource development activities

**Public Relations & Technology Chair:**  Responsibilities are . . .

* Follow up with Executive and Standing Committee Chairs for updates and website changes; request forms to be uploaded, save the dates and agenda, 2 months prior to event for posting.
* Upload biographies of executive committees prior to first chapter meeting and member profiles.
* Upload Chapter Calendar, updated guidelines, etc. to website.
* Post approved chapter meeting minutes two weeks after Cen Cal meeting.
* Provide committees with deadlines; ensure all committees submit registration/activity/task/ event information by deadline.
* Any other duties as assigned by the Executive Committee.
* 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 . . .

* Identify a theme for your event
* Inform members of purpose **and** outcome of event.
* Incorporate activities for pre-college AND college students and staff.
* Provide samples of workshops to executive committee.
* Incorporate evaluation and present evaluation results
* Any other duties as assigned by the Executive Committee.
* coordinate annual Summer Jam Conference
* attend all CHAPTER meetings
* provide activities aligned with activities and workshops aligned with program-required services.
* submit summary report on Summer Jam Conference
* submit any Summer Jam material and pictures to CHAPTER

**Fair Share Coordinatopr:** Responsibilities are . .

1. Work with Resource Development Chair to identify opportunities for Fair Share fundraising.
2. Guide Cen Cal members to understand the importance of Fair Share.
3. Inform members of Fair Share status at every chapter meeting.
4. Actively engage in announcing and coordinating activities to help support Fair Share, particularly when members are present (chapter meetings, conferences, trainings, etc)
5. Any other duties as assigned by the Executive Committee.

### ARTICLE VI

### Parliamentary Authority

**Section 1. Amendments.**

* These guidelines may be amended by the affirmative vote of two-thirds (2/3) of the CHAPTER 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)