

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. Each committee shall meet as often as necessary to perform its duties at such times and places as directed by the President or by the Chapter. A majority of the members of a committee shall constitute a quorum of such committee.

ARTICLE IV:

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;
- Be 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-officer 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; and
- Submit a quarterly report on accomplishments.

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 an;
- Welcome new members, develop and provide a CHAPTER welcoming packet for new members, and invite new members to attend meetings and CHAPTER/WESTOP activities;
- Have such other powers and the CHAPTER may prescribe duties as;
- Submit a quarterly report on accomplishments; and
- Serve as President Elect of the CHAPTER for 1 term.

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;
- 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;
- Shall preside at meetings of the CHAPTER in the event that neither the President nor the Vice-President is present;
- Assist the Board in matters of the CHAPTER; and
- Shall submit a quarterly report on accomplishments.

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 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, 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;
- Submit a quarterly report on accomplishments; and
- Shall serve as Treasurer of the CHAPTER for 2 Terms.

Parliamentarian

The Parliamentarian shall:

- Monitor adherence to Robert's Rules during chapter meetings;
- Present a workshop on parliament procedure;
- Maintain order as directed by the CHAPTER President;
- Submit a quarterly report on accomplishments;
- Have the power to expel, and/or exclude persons for the meetings;
- Assist the Board in matters of the CHAPTER;
- Develop and update CHAPTER guidelines;
- Review to ensure that CHAPTER guidelines complement the WESTOP bylaws; and
- Serve under the direction of the president at all meetings.

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 policies 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.

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 held after the conference.
- Term. Each officer shall serve a year term. 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 1/3 (33.3%) of the active membership.

ARTICLE V

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
- to attend all CHAPTER meetings
- submit annual report on Professional development Seminar
- submit Article and pictures for Newsletter and Website

Student Leadership Conference Chair: Responsibilities are . . .

- coordinate annual conference
- to attend all CHAPTER meetings

- submit annual report on Student Leadership Conference
- submit Article and pictures for Newsletter and Website

National Trio Day Chair: Responsibilities are . . .

- coordinate annual conference
- to attend all CHAPTER meetings
- submit annual report on National Trio Day Chair
- submit Article and pictures for Newsletter and Website

Educational Issues and Policies 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
- submit annual report on educational issues and policies activities

Student Scholarship Chair: Responsibilities are . . .

- work with CHAPTER fundraiser to raise scholarship funds
- update and distribute scholarship applications
- process applications for reviews and awards and coordinates scholarship awards ceremony
- submit annual report on student scholarship activities

Chapter Fundraiser 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

Communications Chair: Responsibilities are . . .

- act as webmaster of Cen Cal website
- establish deadlines for submission of information from the Chapter
- update website on timely basis
- act as contact station for urgent distribution of information by contacting programs and members in designated areas
- work with CHAPTER President to disseminate information quickly
- submit report on area contact distributions activities

Summer Jam Chair: Responsibilities are . . .

- coordinate annual conference
- to attend all CHAPTER meetings
- submit annual report on Summer Jam Conference
- submit Article and pictures for Newsletter and Website

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 and voting 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

- Central California members shall pay to WESTOP

ARTICLE VIII

STATEMENT OF AFFILIATION

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