



BYLAWS

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BYLAWS

PREAMBLE

In order to unite, in one organization, all persons in the State of California engaged or interested in Work Experience Education, Work-Based Learning programs, and/or other Career Education programs; to encourage the development, promotion, and improvement of Work Experience Education and Work-Based Learning programs; to advance high standards of professional conduct in the field by means including: Professional Work-Based training, Teacher in-service, Work Permit Certification, approved by CDE, and other Professional Developments; to provide an organization through which members may speak out on matters of Public and Professional interest; to encourage creative research in the field; and to disseminate information, this organization has been established and for its governance these By-Laws have been adopted.

ARTICLE I: GENERAL PROVISIONS

Section 1. NAME

Established in 1965, this nonprofit organization shall be known as the California Association of Work Experience Educators, Incorporated (CAWEE) hereinafter referred to as the Association.

Section 2. FISCAL YEAR

The fiscal year of the Association shall be from July 1 (or June Strategic Planning in the current year) through June 30 (or Strategic Planning the following year).

Section 3. RULES OF ORDER

Robert's Rules of Order, Latest Revised Edition, shall govern the proceedings of the Association meetings not otherwise specified herein.

<https://www.boardeffect.com/wp-content/uploads/2018/03/Roberts-Rules-Cheat-Sheet-Page-2.jpg>

Section 4. NOTICE OF MEETINGS

Notice of Executive Board meetings, General or Special Business meetings, and Conferences shall be distributed to the appropriate Association members and/or non-members according to the records maintained by the Association membership/ mailing database or the respective Regional Representatives. Notices may be distributed through, email, electronic means, or the U.S. Postal Service. US Postal notices will be given four days. Email or Electronic means at least 72 hours prior to a meeting date. Emergency Meetings only require 24 hours notice.

Section 5. QUORUM AND VOTING

A quorum shall be a majority of the members entitled to vote who must be present in order to transact business unless otherwise specified herein. Action by a majority of the quorum present shall constitute a valid vote unless otherwise specified herein. Proxy and/or absentee voting shall be accepted at any Association meeting or election unless otherwise specified herein. Voting may be through appropriate electronic means or the U.S. Postal Service.

Section 6, BALLOTS

Ballots shall be distributed to the voting members according to the records maintained in the official CAWEE membership database. Ballots may be distributed through appropriate electronic means or the U.S. Postal Service at least thirty (30) calendar days prior to the ballot return deadline. Ballots shall not be counted prior to the scheduled date of ballot counting.

Section 7, COMPENSATION AND REIMBURSEMENT

Effective July 1, 2015, elected Executive Board members hereinafter referred to as the E-Board shall receive no compensation for their services on the E-Board. Expenses may be reimbursed subject to the approved California Association of Work Experience Educators Expense Reimbursement Policy.

Section 8, RULES OF CONSTRUCTION

As used in these By-Laws, the masculine, feminine or neutral gender and the singular or plural number shall each be deemed to include the others whenever the context so requires.

Section 9, INDEMNIFICATION

To the fullest extent permitted by law, this corporation shall indemnify its officers, including members formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them as they discharged the responsibilities of their offices.

ARTICLE II: GEOGRAPHIC REGIONS

Section 1, REGIONS

The Association shall consist of three (3) regions in the State of California: Northern, Central and Southern. The regions shall be divided geographically to provide equitable representation and the most convenient access to regional and county meetings.

Section 2, MODIFICATIONS; GEOGRAPHIC

Modification to the Northern / Southern / Central boundary or chapter boundaries must be approved by the E-Board.

ARTICLE III: ORGANIZATIONAL STRUCTURE

Section 1, STRUCTURE

The organizational structure of the Association shall consist of: Members-at-Large; Counties; Executive Board; Business Advisory Council, Conference Planning Committee, Educational Fact-Checking Committee, and Appointees.

ARTICLE IV: MEMBERSHIP

Section 1. ELIGIBILITY

A person is eligible for membership in the Association who is engaged in or interested in Education, Guidance, Work Permit Issuance/Certification, Professional Development Training, and/or Employment through Work Experience Education, Work-Based Learning programs and/or other Career Education programs.

Membership in the Association shall be on an annual basis for one calendar year. All members shall be required to adhere to Association By-Laws and policies as adopted by the E-Board.

Section 2. CATEGORIES

There shall be five (5) categories of membership: Regular, Life/Honorary, Retired, Associate and Business/Industry.

Regular Members (certificated/classified): Educators who have responsibility for the Administration, Organization and/or operation of Work Experience Education, all Work-based Learning programs and/or other Career Education, and who have paid Professional Member annual dues to the Association.

Life / Honorary Members: Educators who have paid the Life Membership dues to the Association or those who have served on the Association's Executive Board as President for at least one (1) fiscal year.

Retired Members (certificated/classified): Educators who have retired from Administration, Operation and/or Organization of Work Experience Education, Work-Based Learning programs and/or Career Education programs, and who have paid Retired Member annual dues to the Association.

Associate Members (non California Resident): Persons who are ~~non~~-certificated/classified from another state and who have paid Associate Member annual dues to the Association. Educators who have responsibility for Administration, Organization and/or Operation of Work Experience Education, Work-Based Learning programs and/or Career Education programs

Business/Industry Members: Individuals in a company who are especially interested in Work Experience Education, Work-Based Learning programs and/or other Career Education programs, who have paid annual Business/Industry Member annual dues to the Association.

Section 3. RIGHTS AND PRIVILEGES

Regular Members (certificated/classified) shall be entitled to: Vote on all matters coming before the Association, General Business Meetings, Special Meetings, and any authorized meetings or ballots; hold any Association office; receive publications and communications. All other privileges of membership established by the E-Board are subject to applicable rules and regulations.

Life members shall be entitled to: All the rights and privileges of Regular Members.

Retired members shall be entitled to: All the rights and privileges of Regular Members.

Associate Members shall be entitled to: The rights and privileges of Regular Members except the right to vote and hold elective office.

Business/Industry Members shall be entitled to: The rights and privileges of Regular Members except the right to vote and hold elective office.

Section 4. DUES

A “member-in-good-standing” has paid membership dues for the current year and is eligible to vote in the Association’s regional, state, or special elections.

Annual membership dues must be paid to the E-Board approved Entity.

Annual membership dues shall be determined by the E-Board and enacted subsequent to approval by the Executive Board.

Regular Members: Full Membership dues.

Retired Members: Regular Membership dues.

Associate Members: Regular Membership dues.

Business/Industry/Life Members: Full membership dues.

ARTICLE V: COUNTIES

Section 1. STATUS

Counties are established by boundaries, representatives are appointed by the E-Board.

Section 2. County MEETINGS

County meetings shall be held at any given date, time, or place chosen by the county representative.

Section 3. MEMBERS

Members of county boundaries must be “members-in-good standing” of the Association.

Notification of appointed county representatives shall be submitted to the respective Regional Representatives by the beginning of the fiscal year and updated as needed.

Section 4. COUNTY REIMBURSEMENT

Counties shall receive a reimbursement each fiscal year for each “member-in-good-standing”.

The amount of the reimbursement shall be in the amount of \$10.00 per active member.

A county representative may elect to return such funds to the Association by written notice of the County Representative € to the E-Board.

ARTICLE VI: COUNTY PRESIDENTS COUNCIL

Section 1. MEMBERSHIP

The Presidents' Council shall be composed of the President of each County in the respective region(s) and shall be called as deemed necessary.

In the case that a County President cannot attend a Presidents' Council meeting a voting member of the County may be named as Designee to act in place of the County President by written authorization from the Regional Chapter President.

Section 2. QUORUM AND VOTING

County Presidents or Designees present shall constitute a quorum at a Presidents' Council Meeting. Each County shall be entitled to one (1) vote on matters coming before the Presidents Council.

Section 3. DUTIES AND RESPONSIBILITIES

Items of business transacted at a Presidents' Council meeting shall not be binding upon the Association unless specified herein. Recommendations shall be provided to the counties, the Association standing committees, and the E-Board.

Each Presidents' Council is responsible for filling a vacancy in the office of its respective Regional Representative as prescribed in Article VII, Section 11.

Section 4. MEETINGS

Each Presidents' Council shall meet at Association conferences at a date, time, and place specified by the E-Board.

Additional Presidents Council meetings may be held at any given date, time, or place specified by a majority of the Chapter Presidents in the region or as requested by action of the E-Board.

ARTICLE VII: ADMINISTRATION: EXECUTIVE BOARD; ELECTED

Section 1. POWERS

Except as otherwise provided by the Articles of Incorporation or these By-Laws, the powers of the Association shall be exercised, its property shall be controlled, and its affairs shall be conducted by the elected members of the E-Board.

Section 2. COMPOSITION

All members of the E-Board will act as voting members. The E-Board shall consist of nine(13) thirteen officers of the Association: President, Vice President, Secretary, Treasurer, three (3) Southern Regional Representatives, three (3) Northern Regional Representatives, two (2) Central

Representatives, and one (1) Classified Representative The Membership will elect the Board Clerk from the membership. (hereinafter referred to as Representatives). Only on the occasion of a tie vote will the President vote at an E-board and Association meeting unless otherwise specified herein.

Section 3. MEETINGS

The E-Board shall meet at each of the Association conferences on a date, time and place set by the E-board. The E-Board will meet on the first Wednesday of every month via video conference, and the membership will be invited to attend. In the event of a conflict meeting date could change to the following Wednesday. Additional meetings of the E-Board may be called at any given time by the President or by a majority of the voting members of the E-Board.

Section 4. QUORUM AND VOTING

A majority of the voting members of the E-Board shall constitute a quorum. Each member shall be entitled to one (1) vote on all matters coming before the E-Board.

In order to vote, an E-Board member must be present or vote by email with their verified email address. There shall be no voting by proxy.

Section 5. ELIGIBILITY

Candidates for an elected position on the E-Board must have been a member of the Association for at least one (1) full year and be in at least their second year of membership. Eligibility is based on consecutive years of membership.

Candidates for an E-Board position must be Regular, Life, or Retired members of the Association. Candidates must be a current “member in good standings”.
Presidential Candidates must have served at least one (1) year in a voting position on the E-Board.

Regional Representative: Candidates must be voting members in their respective regions.

Candidates shall submit declarations of candidacy as prescribed in Article XI, Section 2.

Section 6. TERMS OF OFFICE

The President shall take office on July 1 or Strategic Planning, and serve in the designated capacity for two (2) years coinciding with the fiscal year of the Association.

The President-Elect automatically succeeds to the Presidency following the two (2) years in office as President-Elect.

The elected Northern, Central and Southern Representatives shall take office on July 1 or Strategic Planning and shall be elected as their terms expire for a two (2) year period in order to keep a rotation of one (1) new representative from each region.

President, Vice President, Secretary, Treasurer, three (3) Southern Regional Representatives, three (3) Northern Regional Representatives, two (2) Central Representatives, and one (1) Classified Representative, and Board Clerk.

No person shall hold more than one (1) elected position on the E-Board at the same time.

No officer shall be elected to the same office for more than two (2) consecutive terms.

Section 7. VACANCY

A vacancy or vacancies on the E-Board shall exist on the occurrence of the following:

Failure to attend two (2) or more E-Board meetings within a fiscal year and a majority vote of the E-Board;

- The death of any E-Board member;
- The resignation of any E-Board member;
- Three-quarter (3/4) vote of the voting members of the E-Board, including the President;
- The declaration by resolution of the E-Board of a vacancy in the office of a member who has been declared of unsound mind by an order of court or convicted of a felony.

Section 8. RESIGNATION

Any elected E-Board member may resign by giving written notice to the President of the Association.

Personal delivery, electronic means, or the U.S. Postal Service may deliver such notice.

A resignation shall take effect immediately on the date of the receipt of such notice. The President shall acknowledge a notification of resignation immediately upon its receipt. Such acknowledgement shall be in writing with a copy sent to all elected E-Board members.

Section 9. REMOVAL

Elected officers may be removed from office by a petition to from the E-Board to the elected E-Board member.

The petition must contain verified signatures of at least two-thirds majority of the number of current E-Board members.

Verification of signatures is the responsibility of the ~~Past-President~~ E- Board as prescribed in Article VIII, Section 3.

Verification of signatures must be completed in no more than fourteen (14) calendar days after official receipt of the petition by the E-Board.

Reasons for removal include, but are not limited to:

The Board member has failed in a material and serious degree to observe the rules of conduct of the organization, or has engaged in conduct materially, unethically or seriously prejudicial to the interests of the CAWEE.

The Board member has been declared of unsound mind by a final order of court.

Sharing of any information from a closed session.

The Board member has been convicted of a felony.

Term Limits: Member has reached their full term.

Board member becomes deceased.

Leave of Absence: if a E-Board member has health issues, professional reasons, or personal reasons. If more than a year is needed to resolve the E-Board member's issue, a full resignation

will be the responsibility of the E-Board member.

Impeachment: A two-thirds majority vote is required to impeach a current E-Board member for any actions deemed unethical, unprofessional, or detrimental to the organization to operate and a non-profit organization.

Section 10. VOTING

Voting shall take place by U.S. Postal Service or other method that would allow for a secret ballot and meet the requirements of this Article.

Completed ballots must be returned and received by the E-Board no later than thirty (30) calendar days after ballot distribution.

Votes shall be tabulated by the President's designee from the general membership with approval of the E-Board.

A special recall vote shall be held within thirty (30) calendar days after the E-Board verification and acceptance of the petition.

A majority of the ballots cast constitutes the decision.

Section 11. FILLING A VACANCY

A vacancy in the office of President shall be filled by the Vice-President for the remaining portion of the unexpired term.

A vacancy in the office of Vice President shall be filled by a majority vote of the E-Board. The person so elected shall serve for the remaining portion of the unexpired term.

A vacancy in the office of Secretary shall be filled by a majority vote of the Executive Board. The person so elected shall serve for the remaining portion of the unexpired term.

A vacancy in the office of Treasurer shall be filled by a majority vote of the Executive Board. The person so elected shall serve for the remaining portion of the unexpired term.

A vacancy in the office of any Regional Representatives (8) shall be filled by a majority vote of the Executive Board. The person so elected shall serve for the remaining portion of the unexpired term.

A vacancy in the office of Classified Representative shall be filled by a majority vote of the Executive Board. The person so elected shall serve for the remaining portion of the unexpired term.

A vacancy in the office of Board Clerk shall be filled by a majority vote of the Executive Board. The person so elected shall serve for the remaining portion of the unexpired term.

Such a vote may be at an Executive Board meeting, through electronic means, or U.S. Postal Service.

ARTICLE VIII: ADMINISTRATIVE – EXECUTIVE BOARD DUTIES; ELECTED MEMBERS OF EXECUTIVE BOARD

The duties prescribed herein may be re-assigned as approved by a majority vote of the E-Board.

Section 1, PRESIDENT

The President is the Chief Executive Officer of the Association and subject to the control of the By-Laws and the E-Board shall have all the power and authority normally accorded to an Association President.

The President shall be responsible for the following duties:

- Preside at all meetings of the E-Board and other Association meetings unless absent or otherwise specified herein.
- Implement policy, business, and legal affairs as promulgated by the E-Board.
- Vote at E-Board and Association meetings only on the occasion of a tie vote unless otherwise specified herein.
- Be Principal Signatory on all checks, documents and contracts as directed by the E-Board.
- Prepare the annual budget of the Association for approval by the E-Board at the first meeting of the fiscal year.
- Prepare a budget for the operational and clerical expenses to fulfill the duties as President.
- Establish a mailing address for the Association.
- Call meetings of the Association and/or E-Board at such times as are necessary or when requested to do so by a majority of voting members of the E-Board
- Issue any and all Association property to the appropriate E-Board members.

- Appoint non-voting members to the E-Board as described in Article IX. Such appointments shall be subject to ratification by the E-Board.
- Appoint such other committees and the chairpersons thereof, unless otherwise provided herein, which are deemed necessary to aid in administering the Associations affairs or in implementing E-Board policy. Such actions shall be subject to ratification by the E-Board
- Serve as ex-officio member of all committees of the Association.
- Present an Annual Report at the General Membership Meeting. Such reports include, but not be limited to, the activities of the Association during the fiscal year, results of annual elections, introduction of elected E-Board members, and the financial condition of the Association.
- Have the authority to spend up to one hundred dollars (\$100.00) for contingencies, renewable by majority vote of the E-Board.
- Give notice of all meetings of the E-Board, General Business Meetings, or Special Meetings
- Represent the Association.
- Assume any other duties assigned by the E-Board and perform all duties necessary and incumbent upon and in accordance with the office.

Section 2. VICE PRESIDENT

The Vice-President shall act for the President in case of the President’s absence or disability and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President.

The Vice President shall be responsible for the following duties:

- Serve as a voting member of the E-Board.
- Submit to the President a budget for the operational and clerical expenses to fulfill the duties as Vice President:-
- Keep a full and complete record of all E-Board members: elected, appointed and contracted.
- Oversee the activities of the non-voting appointed members of the E-Board and serve as liaison with the E-Board.
- Prepare and distribute minutes of meetings. May distribute minutes through electronic means, CAWEE website, or U.S. Postal Service within two weeks of such meetings.

- Give notice of meetings of the E-Board, General Business Meetings, or Special Meetings.
- Carry on the correspondence of the Association as directed by the E-Board and/or President.
- Retain all ballots for a period of two (2) years beginning with the fiscal year in which elected E-Board members start their terms of office.
- Assume any other duties assigned by the E-Board and perform all duties necessary and incumbent upon and in accordance with the office.

Section 3. SECRETARY

The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc. The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

The Secretary shall be responsible for the following duties:

- Serve as a voting member of the E-Board.
- Maintain a computerized database of membership records and perform all related duties of providing membership lists, address labels, membership cards/certificates, and membership applications.
- Maintain records, archives, and inventory of permanent records, historical documents, and materials pertaining to the Association to include but not be limited to the Association's By-Laws, Minutes, Contracts, Insurance Policies, Records of Assets, and Financial Reports.
- Receive declarations of candidacy for President-Elect and Regional Representatives.
- Prepare and mail ballots as authorized by the E-Board and prescribed in Articles XI and XII.
- Collect and tabulate all election ballots and report the results to the E-Board and membership as prescribed in Article XI.
- Give all ballots to the President-Elect after tabulation to be kept for two (2) years.
- Verify signatures on any petitions presented to the E-Board.
- Serve as Parliamentarian at all E-Board and Association meetings.
- Assume any other duties assigned by the E-Board and perform all duties necessary and incumbent upon and in accordance with the office.

Section 4. TREASURER

The Treasurer shall assure the safekeeping and custody of all funds of the CAWEE, shall oversee deposit of such funds as required by the E-Board, shall assure adequate and correct amounts of CAWEE's properties and business transactions, shall render reports and accountings as required by the E-Board, and shall in general perform all duties incident to the office of the Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned from time to time by the E-Board. (a) Execution of Checks, Notes, Contracts. All invoices shall be submitted to the Treasurer for approval to pay. Directors, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the CAWEE shall be signed by the Treasurer and approved by E- Board designated person or persons for any amount in excess of \$1,000.00.

The Treasurer shall be responsible for the following duties:

- Oversee the Organization's Financial Administration.
- Review and Enforce Financial Policies and Procedures.
- Generate Financial Reports.
- Create a Budget.
- Advise the Board on Financial Strategy and Fundraising.
- General financial oversight
- Funding, fundraising and sales
- Financial planning and budgeting
- Financial reporting
- Banking, book keeping and record keeping
- Control of fixed assets and stock
- Work closely with CAWEE Accountant to report financials to the E-Board at all board meetings.

Section 5. REGIONAL REPRESENTATIVES

The Northern and Southern regions are entitled to three (3) Representatives elected by and from the general membership of each respective region. The Central region is entitled to two (2) representatives to be elected by and from the general membership of each respective region.

Each Representative shall be responsible for the following duties:

- Serve as a voting member of the E-Board. Voting by newly-elected E-Board members shall begin at the start of the Annual Strategic Planning session for the upcoming CAWEE E-Board term.
- Submit to the President a budget for the operational and clerical expenses to fulfill the duties as Regional Representative.
- Submit quarterly reports and other newsworthy items as they occur to the webmaster.

- Contact local counties in the respective region to obtain and maintain records. Acquire all names and contact information of officers in local counties within each region of representation.
- Act as liaison between the Chapter Presidents and the E-Board.
- Encourage the development and participation of counties of the Association.
- Work with regional county members to facilitate county meetings, development of counties meeting agendas, and increasing and maintaining counties membership.
- Assume any other duties assigned by the E-Board and perform all duties necessary and incumbent upon and in accordance with the office.

Section 6, CLASSIFIED REPRESENTATIVE

The Classified Representative shall be responsible for the following duties:
 Work closely with the classified members across the state
 provide support to CAWEE membership
 A liason to the E-Board

Section 7, BOARD CLERK

The Board Clerk of the E-Board plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records. CAWEE’s organization’s bylaws will set the duties of the Board Clerk, however, duties may change from time to time as may be assigned by the board. A Board Clerk’s role is to meet the unique structure and needs of the organization.

The Board Clerk shall be responsible for the following duties:

- Develop and distribute a board calendar before the start of each year
- Understand what to record and what not to record when taking minutes
- Maintain a board binder containing the governing documents, key governance policies, minutes of board meetings, and written consents
- Consider using appropriately secured electronic storage of key documents as a backup
- Ensure adequate comparability data is attached to board actions which rely on such information (e.g., for purposes of getting a rebuttable presumption of reasonableness).

ARTICLE IX: NON-VOTING, ADVISORY PANEL MEMBERS; ~~EXECUTIVE BOARD~~

Section 1, ADVISORY PANEL

Non-voting, Non-Member Advisory Panel personnel may include, but not be limited to chairpersons of Standing Committees and Representatives of: California Department of Education; Labor, Business/Industry; Business Advisory Council; Chancellors’ Office; California

Community Colleges; and/or other positions as appointed by the President and approved by the E-Board.

Section 2. DUTIES

Each Representative shall be responsible for the following duties:

- Serve as a non-voting, advisory member of the E-Board.
- Act as liaison between respective organizations or committees and the E-Board.
- Report to the E-Board or E-Board liaison as directed by the E-Board.
- Attend E-Board, General Business, or Special Meetings as requested by the E-Board.
- Present reports or conduct workshops at conferences as requested by the E-Board.
- Carry out such functions and perform all duties necessary and in accordance with the appointment and assume duties assigned by the E-Board.

Section 3. TERM OF OFFICE

Acting member of the E-Board for one (1) fiscal year.

May be reappointed without term limit.

Section 4. RESIGNATION

Except as provided herein, any appointed Board member may resign by giving written notice to the President of the Association.

Personal delivery, electronic means, or U.S. Postal Service may deliver notice.

The resignation shall take effect on the date of the receipt of such notice.

The President shall acknowledge a notification of resignation immediately upon its receipt. Such acknowledgement shall be in writing with a copy sent to all elected E-Board members.

Section 5. STANDING COMMITTEES

The Standing Committees of the Association may include but not be limited to: Conference, Finance, Legislation, Membership, Public Relations/Communications, Program Standards, and Technical/Web Site.

Any member in good standing may serve as a committee member or chairperson.

Each committee shall maintain records of the minutes of its meetings.

Committee meetings shall be subject to call by the respective committee chairpersons or by action of the E-Board.

Conference Committee

As determined by the E-Board, the Conference Committee or the contracted Conference Planner shall be responsible for, but not limited to, the following duties:

Make recommendations to the E-Board relative to all considerations for the development and implementation of the Fall and Spring conferences, and/or regional meetings.

Finance Committee

As determined by the E-Board, the Finance Committee or the President and the contracted financial person, shall be responsible for, but not limited to, the following duties:

- Assist the President in the preparation of an annual budget.
- Prepare all financial reports.
- Prepare disbursements of approved obligations of the Association upon receipt of invoice.
- Maintain all financial records and perform all banking responsibilities.
- Monitor the Association bank accounts and report the financial condition of the Association at each meeting of the E-Board and to the President upon request.
- Establish a mailing address for financial responsibilities of the Association.
- Prepare, maintain, and submit all necessary tax records and forms.
- Prepare all financial and other material for an outside audit.

Legislative Committee

- Act as liaison between the Legislative Advocate and the E-Board and Association members.
- Make recommendations for action to the E-Board relative to proposed legislation.
- Keep the Association aware of current issues and events on a local and national level as it relates to Work-based learning programs, work permits, and labor laws.
- Report the Governor's reports to the E-Board
- Submit articles for the Mailgram to the webmaster, at a minimum, quarterly basis

Membership Committee

- Prepare and carry out membership enrollment and membership retention programs.
- Work closely with marketing firms on promotions, social media outlets, events calendar, and current membership database.
- Work with all county representatives to promote membership drives in all 58 counties.
- Maintain a current official list of members of the Association.
- Develop and maintain all Association membership forms and disseminate the information therein as appropriate.

Public Relations/Communications Committee

- Publish and distribute the Newsletter as directed by the E-Board.
- Prepare and adopt a CAWEE Marketing Packet
- Review and if necessary revise the Association brochure on an annual basis.
- Conduct all public relations for the Association and take charge of its publicity through public media.
- Assign E-Board members, Appointed Members and Advisory Panel to attend various conferences throughout the year to market CAWEE.
- Maintain the Association website.
- Post information on the site as directed only by action of the E-Board.
- Conduct electronic meeting notification, posting of ballots, or voting as directed only by action of the E-Board.

Program Standards Committee

- Arrange for timely review of Statewide Curriculum Standards.
- Review the forms and content of the Work Experience Education District Plan Application and the Categorical Program Monitoring (CPM) document.
- Maintain, review, and distribute technical assistance packets as required.

ARTICLE X: CONFERENCES / MEETINGS OF THE ASSOCIATION

Section 1. CONFERENCES

There will be two (2) conferences of the Association, a Fall Conference and a Spring Conference., if possible.

One conference shall be in the northern/central region and one in the southern/central region, with the dates, site, budget and program to be approved by the E-Board.

Section 2. GENERAL BUSINESS MEETINGS

There shall be an annual General Business Meeting in every Association fiscal year.

The voting members present at General Business Meetings at each conference shall be empowered to take action on items on the agenda.

Business transacted at General Business Meetings shall not be binding upon the Association unless validated by an official ballot to the voting membership.

Section 3. SPECIAL MEETINGS

Special meetings are held under the following conditions:

- written request of twenty-five percent (25%) of the voting members,
- a majority of the voting members of the E-Board, or
- the President of the Association.

The voting members present at a Special Meeting shall be empowered to take action on items on the agenda.

Business transacted at a Special Meeting shall not be binding upon the Association unless validated by an official ballot to the voting membership.

ARTICLE XI: ELECTIONS

Section 1. VOTING

Election of Association E-Board officers shall be held annually. A majority vote of the ballots cast by voting members shall constitute the election of the vacant E-Board positions.

Section 2. CANDIDACY

No later than March 25 1 each candidate for the vacant E-Board positions shall submit a declaration of candidacy to the E-Board for eligibility screening.

The form and format of the declaration of candidacy shall be specified and approved by the E-Board.

All candidates shall agree to attend the Strategic Planning session(s) prior to the upcoming school year if elected, when submitting an application of Candidacy for any vacant E-Board position.

Section 3. BALLOTS AND VOTING

Ballots for election of vacant E-Board positions shall be prepared and distributed to voting members by the E-Board Appointee.

The form and format of the ballot shall be specified and approved by the E-Board and shall include, but not be limited to

- the open E-Board offices for that members region

- criteria for eligibility
- each candidate's declaration of candidacy
- the date by which the ballot must be returned to the appointee.

Voting for the elective offices shall take place by a method that would allow for a secret ballot and meet the requirements of this Article.

Ballots shall be distributed to all voting members no later than April 1 of the current election year.

Completed confidential ballots must be returned and received by the appointee no later than April 30 of the current election year.

No ballot shall be counted prior to April 30 of the current election year.

Ballots shall be counted and the results tabulated no later than May 5 of the current election year.

Votes shall be tabulated by the President's designee from the general membership with approval of the E-Board.

Newly elected officers will be notified prior to releasing the election results to the general membership.

Section 4, TIE VOTES

In the event of a tie vote, a run-off election shall be held within fourteen (14) calendar days of vote tabulation and notification to the President of a tie vote.

Votes must be received and tabulated by the President's designee no later than May 20 and final results released to the elected officer and the general membership no later than May 21.

Section 5, DATES

The dates provided for in this Article may be adjusted by a majority vote of the E-Board.

ARTICLE XII: AMENDMENTS; BY-LAWS

Section 1, PROPOSAL

The E-Board may initiate a proposed amendment by a majority vote.

A member may submit a proposed amendment to the E-Board for inclusion on a ballot.

Any voting member may submit a proposed amendment, in writing, to the Northern, Central and Southern Regional representative.

The proposed amendment shall be included on the agenda and presented in writing at the next scheduled E-Board meeting.

Section 2. BALLOTS AND VOTING

Ballots shall present any arguments in favor of or opposed to the proposed amendment. The form and format of such ballots shall be specified by the E-Board.

The E-Board will take a position on the amendment and make a recommendation at the time the amendment is submitted to the membership for a vote.

Ballots shall be prepared by the appointee and distributed to all voting members within thirty (30) calendar days after the requirements of this article have been fulfilled.

Voting shall take place by a method that would allow for a confidential ballot and meet the requirements of this Article.

Completed confidential ballots must be returned to and received by the E-Board within thirty (30) calendar days of the date of the ballot distribution.

Votes shall be tabulated by the E-Board or a President's designee from the general membership with approval of the E-Board. No ballot shall be opened or counted prior to the scheduled date of ballot counting.

Section 3. EFFECTIVE DATE

Proposed amendments become effective after E-Board verification of an affirmative majority vote of the ballots cast. The E-Board shall publicize and implement the results.

ARTICLE XIII: AFFILIATION

Affiliation with related educational organizations shall be by majority vote of the E-Board.

ARTICLE XIV: DISPOSITION OF PROPERTY

Section 1. INCOME AND ASSETS.

The property of this corporation is irrevocably dedicated to educational purposes and no part of the net income or assets of this organization shall ever benefit any director, officer, member or any private person.

Section 2. CAWEE Work Permit Employment Authorization

To secure the authenticity of the Work Permit Employment Authorization and the administering of the Authorization Assessment. CAWEE shall be the only party to have possession of the CAWEE Work Permit Employment Authorization, in accordance with the online training program established by E-Academics.

Section 3. SURPLUS

The E-Board may dispose of surplus Association property by gift or sale to non-profit organizations which are organized and operated exclusively for educational purposes and which

have established tax exempt status under Section 501(c)(3) of the Internal Revenue Service Code. Intention to dispose of surplus property will be posted in the Newsletter. Association property will not be given or sold to any present or past Association member.

ARTICLE XV: SUPERSEDING CLAUSE

The above provisions of these By-Laws shall be effective as of (date) and shall constitute the sole and complete By-Laws of the California Association of Work Experience Educators. All pre-existing By-Laws, Constitution, rules, or regulations shall be deemed to be of no further force or effect.

Membership Vote and Approval: November 2012

Effective Date: July 2013

Amended Article VII, Section 6 - Membership Vote and Approval: November 2013

Effective Date: July 2014

Amended Article 1, Section 7 – Membership Vote and Approval: September 2015

Effective Date: July 2015

Amended Article VIII, Section 4 – Membership Vote and Approval: October 2017

Effective Date: July 2017

Amended Article II, Sections 1 and 2 – Geographic Regions; Article VII, Sections 2 and 6 – Administration; Executive Board; Elected; and Article XII – Amendments; By-Laws:

Membership Vote and Approval: October 2019

Effective Date: July 2019

Effective Date: July 1, 2020