

CALIFORNIA CONTINUATION EDUCATION ASSOCIATION DISTRICT CHARTER

I. GENERAL STATEMENT

This charter is granted by the Council of District Representatives (CDR) of the California Continuation Education Association (CCEA) to the various CCEA districts. All activities and procedures of the districts shall be in accordance with the purpose and intent of CCEA as stated in its Constitution. Districts are agents of the state organization and as such, are accountable to the CDR and its officers in the discharge of their responsibilities. In the event that any challenge is initiated by a member of any district concerning the application and/or interpretation of the CCEA Constitution, the By-laws of CDR, or the By-laws of any district, CDR shall have final authority in interpretation. The California counties included in each district are listed in the CDR By-laws, Article X, and a copy is attached to this charter.

II. MEMBERSHIP

- A. Membership shall be open to all persons interested in continuation education.
- B. Application for membership shall be made by submission of authorized membership form and payment of dues. The district vice-president shall be in charge of membership recruitment.
- C. Types of Membership
 - 1. Individual Membership
 - a. *Professional Membership:* Individual Professional Membership shall be open to all certificated and classified persons.
 - 1) *Life Membership:* Life Professional Membership may be awarded to a professional member who has worked at both the state and district level in support of CCEA and continuation education.
 - i. This award is generally given to a retiree who has served on CDR or as a state officer, served as a district officer, and worked on state or district conference committees.

ii. Life memberships are awarded by the state president and CDR Awards Committee.

b. *Participating Membership*: Individual Participating Membership shall be open to all other persons including retirees, parents, students, and friends of continuation education.

2. School Membership

a. A school may become a member of the California Continuation Education Association in which all employees in the school become members through this single enrollment.

b. A fee will be paid that is based on the number of certificated full time equivalent (FTE) teachers that are assigned to the school.

c. Members in this category will have full rights of membership and full access to participation in association activities except that the newsletter will come to the school, not each member in this category.

d. The school membership will be appropriately recognized in a form that can be displayed at the school site.

e. A school membership will also include the Superintendent/designee of the district

3. Associate Memberships

a. Local Business Affiliate Member

b. Affiliate Member

c. Corporate Member

III. DUES

A. The amount of the annual dues is determined by the Council

of District Representatives.

- B.** The dues for Professional Membership are for one calendar year effective from the date of payment.
- C.** Individual Professional Membership dues are \$50. Individual Participating Membership dues are \$10. The fee structure for School Membership is determined as follows:

Number of FTE Teachers	Fee	Number of Newsletters
3 - 6	\$ 225	2
7 - 11	\$ 425	5
12 - 16	\$ 525	8
17 – 20	\$ 775	10
20 or more	\$ 800	15

- D.** All membership dues shall be collected by the state treasurer. The state treasurer shall keep three-fifths (3/5) of all dues and forward two-fifths (2/5) to the local CCEA district bank accounts established for each district under the CCEA Master Account. A current membership list shall be sent to each district treasurer when new members are added.
- E.** Districts are required to follow the CCEA Fiscal Protocols in all fiscal actions (see Section X).

IV. BOARD OF OFFICERS AND THEIR DUTIES

- A.** Officer Qualifications
 - 1.** All officers in the California Continuation Education Association, including the officers of the various districts, shall be professional members of CCEA who are current or previous employees in a recognized continuation education program located in the district of their membership.
 - 2.** The Council of District Representatives of CCEA shall have the authority to define what is a recognized continuation education program.
- B.** District Officers and Duties:
 - 1.** President:
 - a.** Presides at all general meetings of the district membership and at meetings of the district board of officers.

- b.** Is responsible for the program at each meeting of the membership. May appoint an appropriate committee to help with details of each meeting, but the responsibility for the program at each meeting belongs to the president.
- c.** Accepts leadership, with the assistance of the other district officers, in soliciting Professional and School memberships.
- d.** Is responsible for the annual local conference.
- e.** The president shall serve a term of two years (January 1 through December 31.)
- f.** The president may serve more than one term, but not more than two consecutive terms.

2. Vice-President/President-elect:

- a.** Acts as president at official meetings when the president is absent.
- b.** Is responsible for organizing an annual drive to recruit members for the California Continuation Education Association in the district. May appoint an appropriate committee of district members to assist with the details of recruiting membership.
- c.** The vice-president/president-elect shall serve a term of two years (January 1 through December 31).
- d.** The vice-president/president-elect may serve more than one term, but not more than two consecutive terms.

3. Secretary:

- a.** Acts as historian for the district.
- b.** Keeps minutes of meetings of the board of officers.
- c.** Is responsible for at least two newsletters each school year for members of the district. The general format and theme of the newsletter shall be approved by the district officers.

- d.** A copy of the newsletter should be sent to each of the State Executive Officers.
- e.** The secretary shall serve a term of two years (January 1 through December 31).
- f.** The secretary may serve more than one term, but not more than two consecutive terms.

4. Treasurer:

- a.** Maintains sound, auditable records of all funds handled by the district within guidelines established by the CCEA State Treasurer.
- b.** Deposits all district funds into the CCEA District bank account provided by the CCEA State Treasurer.
- c.** Compiles a directory with name, assignment, email address, and mailing address of the membership immediately after the fall meeting.
 - 1)** The directory shall be distributed to all members of the district and any support services or personnel by December 31 of each school year.
 - 2)** The directory shall contain a listing of the names and mailing and email addresses of all members of the Council of District Representatives of CCEA.
- d.** The treasurer shall serve a term of two years (January 1 through December 31).
- e.** The treasurer may serve more than one term, but not more than two consecutive terms. The two consecutive term limit may be waived on a yearly basis by a three-fourths vote of the voting members.

5. Past-President:

7

- a. Serves as a member of the board of officers of the district.

6. Co-President:

- a. If a District Board of Officers believes that their district membership would be better served by having co-presidents, they may do so with the approval of the state president.
- b. Requests to use the co-president model should be submitted in writing to the State President no less than 30 days prior to the date of the district officer election.

7. Secretary/Treasurer:

- a. If the district decides that a secretary/treasurer office would be beneficial, then the duties of the secretary and the duties of the treasurer shall be combined. This does not imply that three positions (secretary, treasurer and secretary/treasurer) are to be filled.
- b. The secretary/treasurer shall serve a term of one year (January 1 through December 31).
- c. The secretary/treasurer may serve more than one term, but not more than two consecutive terms.

8. Other Officers

- a. Districts may create additional officer positions for the betterment of the district membership such as: member-at-large, historian, newsletter editor, etc.
- b. Duties and term of office for these officers must be delineated in the minutes of the meeting where the position was approved.

V. ELECTION OF OFFICERS

- A. District officers shall be elected each year at the fall meeting of the membership. Installation of district officers shall be done prior to the following January and the term of office shall extend from January 1 to December 31.

- B.** The president of the district shall appoint a nominating committee at the beginning of each academic year.
 - 1.** The Nominating Committee will present a slate of at least one, preferably two, candidates who are willing to serve for each office. Nominations may be made from the floor immediately after the Nominating Committee makes its recommendations.
 - 2.** The voting will be by secret written ballot. The Nominating Committee will count the ballots and certify election of those candidates who received the majority of the votes cast for each office.
 - a.** If there are more than two nominations for an office, and no candidate receives over 50% of the total vote, the two candidates who receive the most votes will be considered the finalists. On the final vote, the nominee receiving the majority (one over half of those voting) shall be declared elected.
 - b.** In the event that there is only one nominee for an office, a motion to elect that person to the office may be made from the floor. After a second to the motion, any discussion, and a favorable majority vote, that person shall be declared elected.
- C.** When a district officer is unable to continue with his functions as an officer, the remaining officers may select a successor from the membership of the district for the remainder of the term.
- D.** It is recommended, but not mandatory, that the vice-president/president-elect represents the president or past-president at the Council of District Representatives meeting if either is unable to attend.

VI. MEETINGS

- A.** General membership meetings of the district will be held at least twice each school year as indicated below:

Fall Meeting: agenda to include election of officers

Spring Meeting: before the end of May (the state or a regional conference may be substituted for the local Spring district conference/meeting)

- B.** A registration fee may be charged for general membership meetings, the amount to be determined by the district officers.

This registration fee is kept in the district treasury for use by the district. It is not divided with the state organization, as is the case for membership dues.

- C. The board of officers is encouraged to invite selected persons to attend meetings of the general membership at the expense of the district. The purpose of this invitation is to interest persons in continuation education who are in related fields.
- D. Special general membership meetings may be called by the officers of the district provided the membership is given two-weeks notice.
- E. Meetings of the board of officers may be called by the president at any time when at least a majority of the officers can attend.

VII. CHANGE IN CHARTER

- A. Each district will be provided with a Charter by the Council of District Representatives of the California Continuation Education Association.
- B. This Charter may be changed by CDR.

VIII. BY-LAWS FOR DISTRICT OPERATION

- A. The board of officers may establish By-laws and such administrative structures, including committees, as may be necessary to facilitate the operation of the district.
- B. Adoption of By-laws shall be by vote of a majority of the officers. All By-laws must be such that they do not conflict with this Charter, the Constitution of the California Continuation Education Association, and the By-laws of the Council of District Representatives of the California Continuation Education Association.
- C. A copy of each set of district By-laws should be sent to the state secretary, who will maintain a central file of such information.
- D. An electronic copy of the district by-laws should be sent to the CCEA Webmaster for posting on the CCEA Website.

IX. SUB-GROUPS OF THE DISTRICT

- A. The officers of the district shall encourage, but not require, special interest groups within the district which can meet regularly or on special occasions. Examples of such groups are: Teachers of a special subject group, counselors group, administrative group.

- B.** Local districts may choose to financially support special interest groups in order to increase membership, participation in job shadowing, and the promotion of continuation programs.

X. Protocol for District Banking

1. CCEA is a registered California non-profit educational organization. Any person representing CCEA who operates outside of the existing district charters can be and will be held jointly and separately liable for those actions.
2. All district bank accounts will be placed with Wells Fargo Bank under CCEA's master account.
3. The district accounts will be maintained by the CCEA State Treasurer for the benefit of the Districts.
4. There will be three signatures required on each account: 1. The District Treasurer, 2. The State Treasurer, and 3. A member of the Executive Board as designated by the State President. Only one signature will be required for funds dispersal.
5. The district treasurers are considered to be agents of CCEA and as a non-profit organization, are required and bound to performing within the district charter.
6. District treasurers will receive e-mail notification when statements are available on line.
7. District treasurers will have on-line access to their accounts and statements at all times, password protected.
8. From this on-line access the district treasurers will be able to print statements and documents as needed.
9. A Wells Fargo debit card will be issued to the district treasurer in the districts name.
10. Any change in the treasurer or the treasurer's information must be reported to the CCEA state treasurer within 10 days.
11. Any desired contact with Wells Fargo Bank must be done through CCEA's State Treasurer.
12. There will be no changes made to districts accounts with out prior written approval of the CCEA Executive Board.
13. Any attempt to change, modify, or adjust account structure will be considered a direct violation of the district charter and will be dealt with accordingly.
14. At all times all moneys, both at the state and district levels are considered to be the assets of the CCEA state organization.

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