

**<sup>1</sup>CALIFORNIA CONTINUATION EDUCATION ASSOCIATION COUNCIL OF  
DISTRICT REPRESENTATIVES  
BY-LAWS**

**I. GENERAL STATEMENT**

The By-laws of the Council of District Representatives (CDR) of the California Continuation Education Association (CCEA) are intended to supplement the organizational structure outlined in the Constitution of CCEA. These By-laws must be in keeping with the meaning and spirit of the CCEA Constitution and may be changed by a two-thirds vote of CDR membership.

**II. MEMBERSHIP OF COUNCIL OF DISTRICT REPRESENTATIVES (CDR)**

- A.** Council of District Representatives (CDR) membership is made up of two representatives from each of the California Continuation Education Association districts. The executive officers of CDR and other identified individuals who are invited are expected to attend CDR meetings, but they do not vote. However, in case of a tie vote on business matters, the president may vote to break the tie.
- B.** When a district president or immediate past-president is, for any reason, unable to continue as a member of the CDR, the officers of the district shall appoint a member of CCEA from the district to serve as representative to CDR during the remaining tenure of office. It is recommended, but not mandatory, that the district vice-president represents the president or past-president at CDR meetings if either is unable to attend. When such a change in the representatives to CDR is made by a district, the president of CCEA must be notified in writing by the president of the district one month prior to the CDR meeting so that such representative can be seated in CDR as an informed representative.

**III. EXECUTIVE OFFICERS OF THE CALIFORNIA CONTINUATION EDUCATION ASSOCIATION**

- A.** The CCEA Executive Officers, also referred to as CCEA State Officers and the Executive Board, include the following positions:
  - 1.** President
  - 2.** Vice-President
  - 3.** Secretary
  - 4.** Treasurer
  - 5.** Past-President
  - 6.** Webmaster

**B.** Duties of Executive Officers

**1.** President

- a.** Presides at meetings of CDR.
- b.** Is responsible for agenda, program, and arrangements regarding the meetings.
  - 1)** Sends the agenda with supporting reports to CDR members a minimum of three weeks prior to the meeting of CDR.
  - 2)** Sends electronic copies of all documents to the webmaster to be posted on the CCEA Website.
- c.** Acts as a standing member of the Legislative Committee.
  - 1)** Over sees the legislative business of CCEA.
  - 2)** Acts as the liaison to the CCEA Lobbyist and the California Department of Education.
    - i.** The president may assign liaison responsibilities to a past-president.
- d.** Attends meetings of the various districts of CCEA whenever possible, or authorizes another executive officer to represent the president.
- e.** Ensures that there is representation at meetings with other organizations.
- f.** Works closely with the Continuation Education Consultant in the California Department of Education.
- g.** Appoints a person to represent a CCEA district at CDR if the district does not have representation. The appointee must be a professional member of that district.
- h.** Is responsible for taking appropriate action to encourage the various executive officers of CDR, and other members of CDR who are appointed to assignments of responsibility for the annual State Conference.
- i.** Other duties as determined by the Executive Board.
- j.** The president shall serve a term of two years (August 1 through July 31).

- k.** The president 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 seated CDR members.

**2.** Vice-President

- a.** Serves as president in case of absence from duties by the president.
- b.** Provides leadership for the Model Schools Program as the liaison with the California Department of Education regarding the program and promoting the process of identifying candidate schools for recognition.
- c.** Directs the CCEA Exemplary Program/Project Recognition Program annually and provides leadership to a representative committee that promotes the process of identifying candidate programs/projects for recognition.
- d.** Acts as coordinator of all membership activities and gives leadership to support local district vice-presidents with these activities.
- e.** Other duties as determined by the Executive Board.
- f.** The vice-president shall serve a term of two years (August 1 through July 31).
- g.** The vice-president 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 seated CDR members.

**3.** Secretary

- a.** Keeps and distributes minutes of all CDR meetings. Distribution is to all members of CDR, executive officers, and committee chairpersons. The secretary shall provide the webmaster with a copy of the preliminary and approved minutes of each CDR meeting in electronic format so that the minutes may be published on the CCEA Website.
- b.** Is responsible for publishing and distributing a minimum of two issues of the CCEA newsletter.
  - 1)** Sends copy of each issue of the newsletter to all Professional, Participating, and life members.

2) Sends a copy of each issue to every school and an appropriate sized bundle of newsletters to each member school.

3) Sends an electronic copy of the newsletter to the webmaster to be posted on the CCEA Website and a copy to the Affiliate Coordinator.

c. Is responsible to keep a file of the approved minutes of CDR in sequential order and have these available at all CDR meetings.

d. Other duties as determined by the Executive Board.

e. The secretary shall serve a term of two years (August 1 through July 31).

f. The Secretary 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 seated CDR members.

**4. Treasurer**

a. Establishes sound and auditable records of all funds and financial transactions of CCEA.

b. Establishes and maintains appropriate bank accounts for CCEA and its districts that are required to operate under CCEA District Protocols for Banking (Section X of District Charter).

c. Collects all membership dues and forwards 2/5ths of the dues to the appropriate district bank account.

1) Payment of dues to the districts are made at the time of the member payment .

2) Funds forwarded by the state treasurer shall be accompanied by a copy of a current membership list.

d. Provides a budget to be presented to CDR for approval at the Spring CDR meetings. This budget shall be for the following membership year, September 1 through August 31.

e. Maintains and keeps current all computerized membership databases and mailing lists.

f. Provides timely reimbursement of authorized expenses to state officers, CDR members, and other

appropriate persons.

- g.** Other duties as determined by the Executive Board.
- h.** The treasurer shall serve a term of two years (August 1 through July<sup>2</sup> 31).
- i.** 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 seated CDR members.

**5.** Past-President

- a.** Serves as presiding officer in the absence of the state president and state vice-president.
- b.** Serves as past-president until a new president is elected. In the event the president resigns, or is removed, and the vice-president completes the term of the president, the past-president will continue for the remainder of that term and will serve as past-president when a new president is elected for the next term.
- c.** Serves as ex-officio member of CDR Charter, By-laws, and Constitution Committees.
- d.** Other duties as assigned by the Executive Board.

**6.** Webmaster

- a.** Appointed by the President.
- b.** Manages the Internet site for CCEA.
- c.** Is responsible for keeping current all databases, links, and supervises updating of organizational information related to the website for the membership.
- d.** Keeps and maintains the organizational archives in a form that makes the information available to members.
- e.** Keeps, maintains, and presents on the website the official copies of the CCEA Constitution, CDR By-Laws, and District Charter.
- f.** Other duties as determined by the Executive Board.  
  
Board.

**IV. ELECTION OF EXECUTIVE OFFICERS (CDR)**

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- A.** The executive officers of the California Continuation Education Association (president, vice-president, secretary, and treasurer) shall be elected at the Spring meeting of the election year by the Council of District Representatives and the officers shall assume office on August 1 of that year. 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.
- B.** The state president shall select a Nominating Committee of at least three members of the Council of District Representatives or association members in good standing, at the off-election year Fall CDR meeting.
- 1.** Prior to the election-year Spring CDR meeting a call for candidates shall be sent out to CDR members.
  - 2.** Two weeks prior to the election-year CDR meeting the nominations will be due to the nominating committee for preparation of a ballot.
  - 3.** The nomination form will include a Statement of Candidacy, a biography and a picture of the candidate.
  - 4.** At least one week before the election-year Spring CDR meeting the slate of nominees shall be e-mailed to all seated CDR members and CCEA officers.
- C.** The Nominating Committee shall present at least one nominee who is willing to serve for each of the four offices at the election meeting of the Council of District Representatives. Additional nominations may be made by the membership of CDR following the report of the Nominating Committee.
- D.** The nominee for each office receiving the majority of votes shall be declared elected. 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.
- 1.** The election shall be conducted by secret written ballot. The president shall appoint three members of the Council of District Representatives to act as tellers and report the results to the president, who will announce the new officers as the last item of business at the regular Spring meeting when the election is held.
  - 2.** 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.
- E.** All new officers shall take office on August 1 and serve for two years. Retiring officers shall turn over to the new officers all records, papers, equipment, and relative materials as soon as possible, but not later than August 31.

- F.** When an executive officer, other than the president, is unable to continue with his/her functions as an officer, the president, with agreement of the remaining officers, may appoint a successor from the membership of CDR for the remainder of the term. If no suitable candidate is available from the CDR membership, the president may select the appointee from the CCEA membership.
- G.** If the president is unable to continue in his/her duties, the vice-president shall assume the presidency for the remainder of the term and appoint a vice-president following the guidelines in Section IV.F of this document.
- H.** If both the president and vice-president are unable to continue in their duties, the past-president shall assume responsibility for the presidency. In this case the past-president may do one of the following:
  - 1.** Serve as president for the remainder of the term and appoint a vice-president following the guidelines in Section IV.F of this document.
  - 2.** Convene a special election meeting of the CDR to elect a new president and vice-president for the remainder of the term.
- I.** If the president, vice-president, and past-president are all unable to continue in their duties, the remaining executive officers shall immediately meet and appoint a qualified person to the presidency for the remainder of the term. The newly appointed president shall then appoint a vice-president following the guidelines in Section IV.F of this document.
- J.** When a person assumes an office for the remainder of another officer's term, the time that person serves does not count towards the maximum term for that office.

**V. COUNCIL OF DISTRICT REPRESENTATIVE MEETINGS**

- A. Meetings**
  - 1.** The two regular meetings of the Council of District Representatives of the California Continuation Education Association shall be held each year before the last Saturday in October and the day before the State Spring Conference unless specifically changed by CDR or the state president for only one meeting at a time, to be announced no later than thirty days prior to the meeting.
  - 2.** The state president may call special meetings of CDR at any time, provided that each and every member of the Council is notified of the time and place of such meeting.
- B. Expenses**
  - 1.** The state treasury will assume responsibility for payment of travel expense of CDR members, the hotel bill for one night, and provide the noon lunch on the CDR meeting day.

a. In times of fiscal uncertainty, CDR may waive its responsibility to pay the transportation costs for CDR member for the next CDR meeting by a majority vote of the seated CDR members.

2. The state treasury will assume payment of travel expense, hotel, and meals for the six executive officers: president, vice-president, secretary, treasurer, webmaster, and immediate past-president for CDR meetings.

3. Payment of transportation to a called meeting of the CDR shall be from the state treasury, such meeting referred to in A.2 above.

4. If the state president invites certain state committee chairpersons to present a report at a CDR meeting, the state treasury shall provide transportation, hotel bill for one night if necessary, and noon meal on the day of the meeting.

## VI. COUNCIL OF DISTRICT REPRESENTATIVES STRUCTURE CHANGES

A. Any change affecting the structure and/or operation of the Council of District Representatives shall be introduced as a resolution at a CDR meeting and assigned to a CDR committee.

B. Final recommendation and vote shall be at the next CDR meeting.

## VII. QUORUM

A. A quorum shall be a simple majority of the seated membership of CDR.

B. Unless otherwise specified in these By-laws of CDR or in the CCEA Constitution, CDR may conduct business at its meetings whenever a quorum is present and action may be taken as a result of the consent of a simple majority of those present.

## VIII. STANDING COMMITTEES OF THE COUNCIL OF DISTRICT REPRESENTATIVES (CDR)

Persons appointed to serve on a Council of District Representatives committee shall be members of the California Continuation Education Association.

A. ***Legislative Committee:*** The president shall appoint a past-president to serve as chairperson or co-chairperson with the president and appoint other persons from the membership of CCEA to serve on this committee.

B. ***Council of District Representatives By-Laws, District Charters and Constitution Committee:*** The president shall appoint one or two persons to serve with the president on this committee. The past-president and webmaster shall serve as ex-officio members of this committee. This committee shall study and recommend changes as needed from time to time.

C. ***Advisory and Liaison Committee:*** Appropriate persons will be asked to act in both advisory and liaison capacity to the Council of District Representatives. Membership in CCEA is not required for committee members not employed in continuation education. Membership shall



include:

1. A past-president of CCEA
2. The CDE Continuation Education Consultant.
3. Others who are invited by the president of CCEA or recommended to be invited by CDR.

**D. *Permanent State Conference Committee:***

1. The state president, with approval of CDR, shall appoint a state conference advisor to help with the State Conference. Said advisor shall work directly with the state conference chairperson. The term shall be for three years with the possibility of re-appointment of advisor to another term.
  
2. The Committee, which is an advisory group, shall be composed of the conference chairperson from the three previous years, the present conference chairperson, and the chairperson of the conference for the following year. The CDE Continuation Education Consultant shall be an ex-officio member of this committee, which is to meet each year during the State Spring Conference to consult regarding plans for the next conference.

**E. *Audit Committee:*** An Audit Committee composed of three district presidents, not including the president of the treasurer's district, shall review the treasurer's books each year during the Spring Conference. A member shall serve for three years. The third-year member shall be designated as chairperson, and shall rotate off the committee each year. A new committee member (who is not serving as president of the state treasurer's district) shall be appointed at the fall meeting of the Council of District Representatives each year by the state president. If, during the three-year term of a district president, a state treasurer is elected from a president's district, that president shall serve on the Audit Committee until the end of the three-year term. In the event any member of the Audit Committee is no longer a district president, that person shall complete the remaining term on the Audit Committee.

**F. *Other Committees:*** The president of the CCEA may appoint appropriate members of CCEA to function for special committees. Usually a member of the CDR will be chairperson of the committee to insure good liaison.

**IX. PROCEDURES FOR CHANGING THE BY-LAWS OF THE COUNCIL OF DISTRICT REPRESENTATIVES (CDR)**

- A.** By-laws of the Council of District Representatives of the California Continuation Education Association may be changed in the following manner:
1. Propose the by-laws revision to the CDR membership at a CDR meeting.

2. If the CDR membership decides to act on the proposed changes, the proposal is assigned to the By-Laws, District Charters, and Constitution Committee for study and language development.
3. By-Laws, District Charters and Constitution Committee submits the proposed changes to the president prior to the next CDR meeting.
4. At the next CDR meeting, the By-Laws, District Charters and Constitution Committee makes a motion to approve the proposed changes to the by-laws.
5. A two-thirds vote of the CDR membership is required to approve the change..

**X. DISTRICTS**

The California Continuation Education Association shall be a statewide organization with twelve districts. Each district shall have its own officers who will provide the district leadership and serve as liaison between membership and the Council of District Representatives of CCEA. Each of the twelve districts will include the California counties as indicated below:

- District I: Del Norte, Humboldt, Lake, Mendocino
- District II: Alpine, Amador, Calaveras, Mono, Sacramento, San Joaquin, Stanislaus, Tuolumne
- District III: Alameda, Contra Costa, Marin, Napa, Solano, Yolo, Sonoma
- District IV: Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz
- District V: Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare
- District VI: San Luis Obispo, Santa Barbara, Ventura
- District VII: Los Angeles County
- District VIII: Inyo, Riverside, San Bernardino
- District IX: Imperial, San Diego
- District X: Orange
- District XI: Los Angeles City
- District XII: Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yuba