

# **CONSTITUTION OF THE CALIFORNIA CONTINUATION EDUCATION ASSOCIATION**

## **An Approved Non-Profit Education Organization**

### **ARTICLE I. NAME, PURPOSE, AND STRUCTURE**

#### **1. Name**

The name of this statewide organization is the California Continuation Education Association (CCEA) and actions taken in the name of CCEA must be in keeping with the philosophy, purpose, and intent of this constitution and the By-laws of the Council of District Representatives (CDR) of CCEA.

#### **2. Purpose**

The purpose of this non-profit organization shall be to promote education in a democratic society and to elevate the character and advance the field of continuation education. It shall be a prime purpose of the California Continuation Education Association to improve the capability of continuation educators through educational programs which it sponsors. We regard as essential to this purpose, the dedication of CCEA to the best education opportunity for each individual.

#### **3. Structure of California Continuation Education Association**

The California Continuation Education Association shall be a statewide organization made up of 6 to 12 districts. Each district shall elect officers who will provide the official district leadership. The district president and past-president shall serve as district representatives to the Council of District Representatives (CDR) of CCEA. The geographic boundaries of the various districts will be determined by CDR and described in the CDR By-laws and the District Charters.

### **ARTICLE II. COUNCIL OF DISTRICT REPRESENTATIVES (CDR)**

#### **1. Function of the Council of District Representatives**

- a. Plan and execute the statewide activities of CCEA.
- b. Promote the development of sound and effective programs in continuation education.

- c. Encourage and promote active and meaningful professional programs in each district of CCEA.
- d. Establish and manage sound fiscal policies of CCEA.

## **2. Representatives to the Council of District Representative**

The Council of District Representatives is the official state body of the California Continuation Education Association and shall be composed of the representatives (president and past-president) from each of the CCEA districts. The executive officers of CDR are elected by the presidents and past-presidents of the various CCEA districts or their authorized representatives attending the election meeting of CDR. The CDR will specify in the CDR By-laws and the District Charters how the district representatives to CDR are selected when a president or past-president is unable to serve.

## **3. Executive Officers**

The Council of District Representatives shall have appropriate executive officers. The number of officers, their titles, the method by which these executive officers are elected, the terms of office, and the duties and responsibilities shall be specified in CDR By-laws.

## **4. By-Laws and Committees**

The Council of District Representatives shall establish By-laws and such internal structures, including committees, as may be necessary to facilitate the operation of CCEA and the intent of this Constitution. Each incoming president shall establish such committees deemed necessary to serve during his/her term of office.

## **5. Quorum**

- a. A quorum shall be a simple majority of the membership of CDR.
- b. Unless otherwise specified in the By-laws of CDR or in this Constitution, because of the nature of proposed action, 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.

## **6. Mail Vote by the Council of District Representative**

- a. The president of CCEA may request a mail vote of CDR membership on matters of urgent policy decision when it is not appropriate or convenient to convene CDR.

- b. When conducting a mail vote, the president shall formulate a statement to which individual members of CDR can respond with a "yes" or "no".
- c. Actions taken by mail vote are valid only when the president has in his possession signed yes responses from two-thirds of the voting CDR membership. (presidents and past-presidents or appropriate alternates of the various local CCEA districts)
- d. A copy of the action proposed by the president and the response of CDR, including the signed yes or no response, will be filed with the secretary. This action will be repeated and recorded in the minutes of the next meeting of CDR.

### **ARTICLE III. ORGANIZATIONAL STRUCTURE OF THE VARIOUS DISTRICTS**

#### **1. District Charters**

The District Charters are established by the CDR. They may prescribe the organizational structure of the Districts and specify such items as will make the CCEA an effective organization at both the district and state levels. These District Charters will be the same for each of the Districts. The CDR has the authority to approve and change District Charters by a vote of two-thirds or more of its membership.

#### **2. District Officers**

Each of the various districts of CCEA shall have officers who will provide the District's official leadership. The method by which these officers are selected, the terms of office, and the responsibilities of each officer shall be specified in the District Charters by the CDR.

#### **3. District By-laws**

The officers of the local districts of CCEA may provide their own By-laws which facilitate the district organization as long as these By-laws are in keeping with the philosophy, purpose, and intent of the State Constitution, Council of District Representatives By-laws, and District Charters.

### **ARTICLE IV. MEMBERSHIP AND DUES**

#### **1. Individual Members**

Individual memberships shall be open to all education employees. Any individual member may sit as a member of CDR and hold state office in CCEA.

## **2. Application for Membership**

Application for individual membership shall be made by submission of completed membership form and payment of dues to the State Treasurer.

## **3. Relationship of Membership and District**

Members may join and participate in California Continuation Education Association activities through any CCEA district.

## **4. Other Types of Membership**

The CDR may specify in its By-laws and in the District Charters, memberships other than individual memberships.

## **5. Amount and Distribution of Dues**

The amount of the membership dues can be changed only by two-thirds vote of the CDR membership. The amount will be specified in the District Charters. The funds collected for all memberships will be divided between the local district and CDR as follows: three-fifths (3/5) to the state treasurer and two-fifths (2/5) to the local district treasurer.

# **ARTICLE V. CHANGES IN THE CONSTITUTION**

## **1. Recommendations for Constitutional Changes**

Recommendations for constitutional change must be proposed at a CDR meeting; studied by the By-Laws, District Charters, and Constitution Committee prior the next CDR meeting; and approved by the CDR with a two-thirds vote of its membership at the next CDR meeting before it is submitted to the statewide membership for vote.

## **2. Vote of Membership to Approve Constitutional Changes**

After a proposal to change the Constitution is approved by the CDR (Article V, Section 1), the proposed constitutional change shall be voted on by the membership of CCEA. A majority of the votes cast by the membership of CCEA throughout the state is then necessary to change the Constitution. This vote of membership will be by mail response to the state president.