

CALIFORNIA CHAPTER IAWP BYLAWS

ARTICLE 1 - NAME AND OBJECTIVES

Section 1. Name

The Chapter shall be known as the “California Chapter, International Association of Workforce Professionals” (IAWP).

Section 2. Objectives

- a. To enhance the individual competence, knowledge and proficiency of members engaged in all occupations in the field of employment security, training and related programs.
- b. To provide a forum for the exchange of information.
- c. To support administrators in carrying out programs and to assist in the continued improvement of the administration of programs and services.
- d. To promote public and legislative awareness of the proficient and professional services provided by the personnel of the programs.
- e. To provide information to members on proposed legislation and policy matters affecting these programs.
- f. To foster a close working relationship with organizations that have common concerns regarding the improvement of employment security, training and related programs.
- g. To contribute toward the advancement of peace, goodwill and international understanding through fellowship among persons engaged in these programs.

ARTICLE II - MEMBERSHIP

Section 1. Qualifications

IAWP membership shall be open to any person interested in the purposes of the organization and who has paid the required annual membership dues.

Section 2. Classes

- a. There shall be two classes of members: Chapter Affiliated and Chapter Unaffiliated.
- b. The California Chapter Board of Directors may establish subcategories for all classes of membership.
- c. The definitions of the two (2) classes are set forth in the California Chapter Operating Procedures.

Section 3. Membership

- a. Membership in the California Chapter are active Chapter Affiliate members.
- b. Membership will also include California Life and Retired members.

Section 4. Membership Eligibility

All members of Local Chapters shall be members of the California Chapter. Local Chapters shall not exclude any person eligible for membership in the California Chapter.

Section 5. Meeting of Members

During an Administrative Year, a minimum of one meeting of the members of the California Chapter, designated as the annual meeting of the members and titled Annual State Convention, shall be conducted.

Section 6. Members Rights

All California Chapter members have the right to vote, make motions, second motions, place names in nomination, hold office, be nominated for office and/or chair one or more Standing Committees. The California Chapter Board of Directors may establish qualifications for certain offices.

Section 7. Dues

The California Chapter Board of Directors shall determine the membership dues, rights and privileges for each class and subcategory of membership, and such dues, rights and privileges shall be established in the California Chapter Operating Procedures.

ARTICLE III - CALIFORNIA CHAPTER OFFICERS

Section 1. Officers

The officers of the California Chapter shall be the President, First Vice President, Second Vice President, Membership Coordinator, Treasurer, Secretary, Immediate Past President and the District Directors.

Section 2. Terms of Office

The term of each office shall be for one (1) year beginning with the Administrative Year or until a successor takes office.

Section 3. Elections/Appointments

- a. The President, First Vice President, Second Vice President, Treasurer, and Membership Coordinator shall be elected by the members at the Annual State Convention.
- b. District Directors are elected by caucus of those district members in attendance at the Annual State Convention and are installed upon election.
- c. The Immediate Past President assumes that position upon the assumption of office by the new California Chapter President.
- d. The Secretary is appointed by the President.

Section 4. Duties of Officers

The duties of the officers shall be set forth in the California Chapter Operating Procedures.

ARTICLE IV - DISTRICTS

Section 1. Districts

The Annual State Convention shall define the Districts of the California Chapter providing there are both an equitable geographic and membership distribution. Each District shall remain in effect for not less than one Administrative Year or until a subsequent convention changes the Districts.

ARTICLE V - CALIFORNIA CHAPTER BOARD OF DIRECTORS

Section 1. Responsibility and Authority

A California Chapter Board of Directors is hereby created which shall be responsible for governing the affairs of the California Chapter between Annual State Conventions. Responsibilities and authority shall be established in the California Chapter Operating Procedures.

Section 2. Composition

The California Chapter Board of Directors shall consist of the Chapter Officers, the accredited representatives of each Local Chapter, chairpersons of the Standing Committees, the chairperson of the Karl E. Bybee Education Foundation Board and the International District XV Director.

ARTICLE VI - LOCAL CHAPTERS

Section 1. Definition

A Local Chapter is an organization of members of the California Chapter covering a prescribed geographical area.

Section 2. Establishment

The California Chapter Board of Directors has the authority to issue charters for new Local Chapters. The process for this is described in the California Chapter Operating Procedures.

Section 3. Purpose

The purpose of the Local Chapter is to provide services to Local Chapter members that are consistent with California Chapter objectives.

Section 4. Revocation

The charter of any Local Chapter may be revoked only by the membership at the Annual State Convention by a three-fourths (3/4) vote of the members voting.

ARTICLE VII - DUES

Section 1. Dues

The California Chapter Board of Directors will determine the dues structure for each class on an annual basis.

Section 2. Distribution

Semi-annually, the California Chapter Board of Directors shall determine the amount of dues to be distributed to each Local Chapter.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees

The following shall be the Standing Committees of the California Chapter:

- a. Annual Convention/Conference
- b. Awards
- c. Chapter Activities
- d. Annual Convention Site
- e. Education
- f. Finance
- g. Legislative
- h. Membership
- i. Nominations
- j. Retirees
- k. Specialized Customer Services Workforce Development
- l. Service to Veterans
- m. Executive Office
- n. Bylaws and Operating Procedures
- o. Past Presidents Association

Section 2. Ad Hoc Committees

The California Chapter President may form, with the approval of the California Chapter Board of Directors, ad hoc committees to address special needs and programs.

Section 3. Duties

The composition and duties of the Standing Committees will be set forth in the California Chapter Operating Procedures.

ARTICLE IX - PUBLICATIONS

Section 1. Official Publication

There shall be an official California IAWP Chapter publication devoted to expressing the special needs, interests and programs of the members.

ARTICLE X - CALIFORNIA PAST PRESIDENTS ASSOCIATION

Section 1. California Past Presidents Association

The California Past Presidents Association is recognized as a functioning society of the California Chapter.

ARTICLE XI - EDUCATIONAL FUNDS

Section 1. Establishment

There shall be two education funds: the Karl E. Bybee Education Foundation Fund and the Education Fund.

Section 2. Purpose and Objectives

- a. The Karl E. Bybee Education Foundation Fund exists to provide financial resource resources to be utilized to enhance the professional development of the members of the California Chapter. The rules of the Karl E. Bybee Education Foundation Fund are subject to review by the California Chapter Board of Directors and California Chapter members in Convention.
- b. The Education Fund is established to provide educational materials and programs for the benefit of the membership.

Section 3. Karl E. Bybee Education Foundation Fund

a. Funding

- (1) A levy of two percent (2%) of the annual membership dues based on the total amount of dues received during the prior calendar year less membership fees paid to the International Association, dues paid or owing the Local Chapters and the expenses of payroll deduction.

(2) Requires that a minimum balance of account shall be maintained at not less than twenty five thousand dollars (\$25,000.00).

Section 4. Education Fund

a. Funding

(1) \$1.00 per member as of June 30, shall be set aside for the Education Fund.

(2) A ceiling shall be placed on the Education Fund at \$5,000.00. Any monies held for the Education Fund at the end of the Administrative Year which are in excess of the \$5,000.00 shall be budgeted to the Reserve Fund.

b. Purpose of Fund

The Education Fund is established to provide educational materials and programs for the benefits of the membership.

ARTICLE XII - EDUCATIONAL CONFERENCES

Section 1. Annual Convention And District Educational Conferences

The Annual State Convention and District Educational Conferences shall be held in the Administrative Year as determined by the California Chapter Operating Procedures.

Section 2. Special Conventions

Special conventions may be called by a two-thirds (2/3) vote of the California Chapter Board of Directors or by a written petition to the California Chapter President from at least twenty-five (25) members representing no less than two Local Chapters.

Section 3. International Education Conference

a. The annual International Educational Conference is established by the International Board of Directors.

b. The California Chapter is entitled to the number of delegates to attend the International conference based on the total California Chapter membership as of thirty days preceding the International Conference.

ARTICLE XIII - INTERNATIONAL DISTRICT XV DIRECTOR AND INTERNATIONAL DISTRICT XV DIRECTOR ELECT

Section 1. Term of Office

- a. The International District XV Director Elect is elected by the California Chapter members at the Annual State Convention.
- b. The International District XV Director Elect automatically succeeds to the office of International District XV Director .
- c. The International District XV Director Elect's term of office is for one (1) year, which begins at the start of the new Administrative Year following his/her election.

ARTICLE XIV - PROXIES

Section 1. Proxy Voting

Voting by proxy at conventions, meetings and caucuses of the California Chapter, the California Chapter Board of Directors and Local Chapters is authorized by these Bylaws.

- a. Proxy holders are limited to members of the same Local Chapter of the principal they represent.
- b. A proxy shall represent one, single non-proportioned recorded count at convention business and elections, including Local Chapter and District caucuses held therein. Single proxy votes shall be subtracted from the total Local Chapter strength. Remaining votes shall be divided proportionately among the Local Chapter's members present.

ARTICLE XV - FINANCIAL AFFAIRS

Section 1. Annual Budget

The California Chapter Board of Directors must adopt a balanced budget each year.

- a. The proposed budget is to be presented at the first California Chapter Board of Directors meeting.
- b. If the budget is not adopted, the California Chapter Board of Directors shall adopt a continuing resolution to address expenditures at levels no greater than the preceding Administrative Year.

c. If emergencies arise which requires expenditures beyond that set in the adopted budget or continuing resolution, the California Chapter Board of Directors may, by a two-thirds (2/3) vote, approve the expenditures from the Reserve Fund.

Section 2. Annual Audit

There shall be an annual audit of the California Chapter's financial affairs.

a. There shall be a special committee formed to review the auditor's findings. The committee shall report to the California Chapter Board of Directors significant findings regarding the accuracy, adequacy and effectiveness of the California Chapter's financial practices and procedures.

Section 3. Report

The California Chapter Treasurer shall present a financial statement at the first California Chapter Board of Directors meeting for the Administrative Year ending June 30 and account for income and expenses as of closing of the books for the prior Administrative Year

ARTICLE XVI - EXECUTIVE OFFICE

Section 1. Executive Office

There shall be an Executive Office established for the California Chapter.

Section 2. Executive Office Manager

a. There shall be a position established entitled "Executive Office Manager".

b. The position shall be filled under the terms of a contract.

c. The California Chapter Executive Office Committee will interview candidates for this position and make recommendations to the California Chapter Board of Directors for hiring authority.

Section 3. Accountability

a. The position of Executive Office Manager shall be subordinate and directly accountable to the California Chapter Executive Office Committee to carry out the policies and programs of the California Chapter.

- b. The Executive Office Committee may delegate some management authority to the California Chapter President.

Section 4. Removal From Office

The Executive Office Committee may recommend to the California Chapter Board of Directors the removal of the Executive Office Manager. The procedures for removal shall be outlined in the California Chapter Operating Procedures.

ARTICLE XVII - DISCIPLINE OF CALIFORNIA CHAPTER OFFICERS

Section 1. Disciplinary Action

Disciplinary action against a California Chapter Officer may be taken for the following reasons:

- a. Inexcusable neglect of duty as prescribed in the California Chapter Bylaws or Operating Procedures.
- b. Inexcusable violation of the California Chapter Bylaws or Operating Procedures.
- c. Failure of good behavior, which is such a nature that it causes discredit to the California Chapter or its members.

Section 2. Charges

- a. Charges must be in writing and filed with the California Chapter President. If charges are against the California Chapter President, the Chapter's First Vice President shall act in his/her stead.
- b. Upon receipt of the written charges, the California Chapter President shall appoint a committee or independent hearing officer to hold a hearing within 15 days. The hearing shall be closed unless the member charged requests an open hearing.
- c. The committee or hearing officer shall report to the California Chapter Board of Directors within 15 days after the hearing. Such report shall include a recommended action.
- d. The California Chapter Board of Directors shall, by three-fourths (3/4) vote, act on the report within 10 days. Action by the California Chapter Board of Directors shall include one of the following with supporting reasons:

- (1) Rejection of the charges.
- (2) Reprimand.
- (3) Suspension from office.
- (4) Removal from office.
- (5) Suspension from privileges of membership.
- (6) Dismissal from the California Chapter.

Section 3. Appeal

- a. The member against whom the action was taken may appeal directly to the members sitting in Annual State Convention or a Special Convention held for the purpose of hearing the appeal.
- b. The hearing is limited to the following:
 - (1) List of charges.
 - (2) Report of the committee or hearing officer.
 - (3) Previous action of the California Chapter Board of Directors with supporting reasons.
- c. A majority of votes cast by the membership in Annual State Convention or a Special Convention shall determine the disposition of the appeal.

ARTICLE XVIII - BYLAWS

Section 1. Supremacy of Bylaws

These Bylaws shall be the governing rules of the California IAWP Chapter subject only to the Articles of Incorporation, the International Bylaws and International Handbook for Administration and Organization.

Section 2. Amendments

The Bylaws may only be amended by a two-thirds (2/3) vote of the membership at the Annual State Convention.

Section 3. Violations

Any acts of the California Chapter Board of Directors, Districts or Local Chapters in violation of these Bylaws are void.

Section 4. Governance

The California Chapter Operating Procedures shall be the official organizational rules, policies and operating procedures to implement these Bylaws.

Section 5. Parliamentary Authority

Robert's Rules of Order, latest edition, is the parliamentary authority governing proceedings in meetings and conventions of the California Chapter so far as they are not in conflict with these Bylaws and adopted rules.