

**CALIFORNIA IAWP CHAPTER, INC.**

**OPERATING PROCEDURES 1 - ORGANIZATION**

OP 1.00 ORGANIZATION

OP 1.01 Organization of IAWP

(a) The California Chapter shall foster the following and related purposes:

(1) To enhance the individual competence, knowledge and proficiency of members in all occupations in the Workforce Development arena.

(2) To support administrators in carrying out programs and to assist in the continuing improvement of the administration of programs and services.

(3) To promote public and legislative awareness of the proficient services provided by the personnel of these programs.

(4) To provide information to members on proposed legislation and policy matters affecting these programs.

(5) To form a close working relationship with organizations that have common concerns regarding the improvement of the Workforce Development programs.

(6) To contribute toward advancement of peace, goodwill and international understanding through world fellowship among persons interested in these programs.

**CALIFORNIA IAWP CHAPTER, INC.**

**OPERATING PROCEDURES 2 - MEMBERSHIP**

OP 2.00 MEMBERSHIP

OP 2.01 Classes

(a) There are two (2) classes of membership: Chapter Affiliated and Chapter Unaffiliated.

(1) Chapter Affiliated members are all members interested in the purposes of IAWP and whose names appear on the California Chapter's membership roster forwarded to and maintained by the International Office of IAWP. All Chapter Affiliated members must pay the annual IAWP membership dues established for each category by the California Chapter and the International Board of Directors.

(2) Chapter Unaffiliated members are all persons interested in the purposes of IAWP and are not associated with the California Chapter and whose names do not appear on a membership roster maintained by the California Chapter. Chapter Unaffiliated members must pay the annual IAWP International membership dues established by the category in which membership is conferred. Members in this class shall have the right to vote, make and second motions during any annual International meeting of IAWP members, place names in nomination, serve on one or more committees. Notwithstanding the foregoing, no member in this class shall be entitled to be nominated for and/or serve as an elected or appointed officer as defined in Article III of the California Chapter Bylaws. Chapter Unaffiliated members are members of the International Association only.

OP 2.02 Membership

(a) Members of the California Chapter are designated as Chapter Affiliated members.

(1) Active Members

This category includes those California Chapter members who pay the annual California Chapter Affiliated membership dues at an unreduced rate.

(2) California Life Membership

Any active member who has demonstrated outstanding ability in and/or made outstanding contributions to the field of Workforce Development programs and/or the California Chapter may be considered for California Life membership, subject to approval of the California Chapter Board of Directors. The International portion of the annual membership dues shall be paid by the California Chapter for such life members. No other dues shall be applicable.

(3) California Retired Membership

Any person who has retired from full time employment and pays the annual California Chapter and International membership dues at a reduced rate qualifies for Retired Chapter Affiliated membership. (amended 5/5/2007)

OP 2.03 Membership Rights

- (a) Membership is effective at the time of payment of dues or a signed membership payroll deduction application is received by a Local Chapter representative.
- (b) If a member is off work due to illness or accident, his/her membership may continue.
- (c) The International Executive Office shall issue an annual membership card.
- (d) Local Chapter presidents, or their alternates as designated by their respective chapters, shall be the official representatives and chairpersons of their respective chapters' delegation. They shall present written credentials for themselves to the California Chapter Secretary prior to the first California Chapter Board of Directors meeting of the new Administrative Year and prior to the beginning of business of the California Chapter Annual or Special Convention.
- (e) Each Local Chapter president, or the alternate as designated by the Local Chapter, shall be entitled to cast one vote for each active Local Chapter member (total voting strength) based on the official records of the California Chapter. No unit rule shall be imposed or employed.
- (f) Each California Chapter member in attendance at any California Annual or Special Convention:

- (1) Shall be a representative of his/her Local Chapter.
- (2) May have his/her vote announced separately from that of his/her Local Chapter.
- (3) May request a roll call vote or secret ballot. A secret ballot shall be conducted if ten percent (10%) or more of the active members present concur with the request.
- (4) May present motions, introduce resolutions and engage in floor debate.

(g) Membership lists are an asset of the corporation. Therefore, the California Chapter Board of Directors shall determine the proper use by a member or group thereof. Membership list means the record of members' names and addresses.

#### OP 2.04 Membership Records

- (a) Membership records are maintained by the California Chapter Membership Coordinator with a copy in the California Chapter's Executive Office.
- (b) Membership records shall show the address of each member, membership dues status, initial date of membership, date of transfer from one class or category to another.
- (c) The records shall be used to determine what rights a member is entitled to exercise.

#### OP 2.05 Establishment of Dues

- (a) Dues for membership for the ensuing year shall be proposed at a regular meeting of the California Chapter Board of Directors immediately preceding the California Chapter Annual State Convention.
- (b) Changes in dues adopted by the California Chapter Board of Directors shall be published in the first issue thereafter of the California Chapter's official publication but prior to October 1 preceding the new calendar year.
- (c) Changes shall be announced to the membership at the California Chapter Annual State Convention.

(d) Dues shall cover the calendar year. Dues collected after October 1 of each year may apply to the next year. No vote may be cast prior to January 1 by or for a new member whose dues are accepted after October 1 for the ensuing year.

(e) Dues for each class of membership shall be uniform for each individual member within such class.

(f) Active employed members shall become active retired members on the day of their retirement from State service or their jobs.

(g) Retirees, those members not employed by the State of California Employment Development Department and those wishing to pay by cash rather than payroll deduction must be billed during November of each year. Monies are due upon receipt of billing. Any member not submitting their dues by December 31 shall have their membership terminated.

(h) There shall be no special dues or fees levied by a California Chapter Annual or Special Convention.

#### OP 2.06 Distribution of Dues

(a) The California Chapter Board of Directors shall have the authority to fix the proportion of annual dues to be distributed to the Local Chapters. Distribution shall be semiannually, at the first California Chapter Board of Directors meeting of the Administrative Year and at the first California Chapter Board of Directors meeting after December of that year. The amount distributed shall be one-half of the fixed portion, based on membership count (excluding retired members) immediately prior to the distribution. However, no distribution shall be made to any Local Chapter that has not submitted a quarterly financial report consisting of copies of the Local Chapter's monthly financial statement and check register. The dues distribution of Local Chapters not submitting such a report shall be retained in accounts payable by the California Chapter Treasurer until such a report is submitted or the Local Chapter's charter is revoked. At time of revocation, any Local Chapter monies held by the California Chapter Treasurer shall be released to be included in the Local Chapter's financial assets for distribution to the members' new chapters.

(b) Dues, as set by the California Chapter Board of Directors shall include membership dues or fees of the International Association.

(c) A levy of two percent (2%) of the total 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 Chapter and the expenses of payroll deduction shall be deposited in the Karl E. Bybee Education Foundation Fund.

(d) As of June 30 of each Administrative Year, \$1.00 per member shall be deposited in the Education Fund for the purpose of providing educational information and material to the membership. The Education Fund shall not exceed \$5,000. Any monies in excess of \$5,000 in the Education Fund at the end of the Administrative Year shall be budgeted to the California Chapter Reserve Fund.

(e) Reserve Fund

(1) At the first California Chapter Board of Directors meeting, any monies remaining in the California Chapter Treasury at the end of the previous Administrative Year (excluding the Education Fund, the Karl E. Bybee Education Foundation Fund and the George Toll Endowment Fund) and after payment of outstanding bills for that Administrative Year, shall be budgeted to a Reserve Fund.

(2) The California Chapter Board of Directors may approve expenditures from the Reserve Fund by a two thirds (2/3) vote.

**CALIFORNIA IAWP CHAPTER, INC.**

**OPERATING PROCEDURES 3 - CALIFORNIA CHAPTER OFFICERS**

OP 3.00 California Chapter Officers

OP 3.01 Nomination and Election of Officers

(a) Elected officers shall be the President, First Vice President, Second Vice President, Treasurer, Membership Coordinator and the District Directors.

(b) All elected officers shall be elected at the California Chapter Annual State Convention. The President, First Vice President, Second Vice President, Treasurer and Membership Coordinator and the International District XV Director Elect shall be elected by the membership voting in the Annual State Convention. Each of the District Directors shall be elected by the membership of the Local Chapters comprising his/her District in District Caucus at the Annual State Convention.

(c) All persons nominated and elected or appointed to any California Chapter office shall be California Chapter Active members, including Life members and Retired members. (amended 5/5/2007)

(d) A majority vote is required for election to a California Chapter office.

(e) All elected officers shall take office on July 1 and serve through the following June 30 (the Administrative Year).

(f) Appointed officers shall take office on the date their appointments are approved by the California Chapter Board of Directors (first meeting of the new Administrative Year) and serve until their successors take office.

(g) Any officer may be elected or appointed to successive terms.

OP 3.02 Terms of California Chapter Officers

(a) All officers shall serve for the new Administrative Year and/or until their successors take office. In the event the office of President becomes vacant during the Administrative Year, the First Vice President shall succeed to the office for the unexpired term

and the Second Vice President would succeed the vacated First Vice President's position. All other offices vacated during the Administrative Year shall be filled by action of the California Chapter Board of Directors for the unexpired term.

#### OP 3.03 Officer Duties and Responsibilities

(a) All officers are members of the California Chapter Board of Directors and shall be expected to attend regular and any special meetings and to submit written quarterly reports of their activities at each regular meeting. Copies of the reports are distributed to the California Chapter President, First Vice President, Second Vice President, and Executive Office Manager. When original copies of flyers, posters, etc. were printed and distributed in color, the copies submitted with the quarterly reports should also be in color. (amended 10/2006)

(b) All officers shall be expected to attend the California Chapter Annual and any Special Conventions. At such Conventions, they shall cast their votes as members of their respective Local Chapters.

(c) All officers shall review the files and records in their possession at the expiration of the Administrative Year and arrange for transfer to their successors or the California Chapter's Executive Office as appropriate.

(d) All officers shall transfer any California Chapter equipment and supplies in their possession at the expiration of the Administrative Year to their successors.

(e) Reimbursement for expenses when attending meetings of the California Chapter Board of Directors and the Annual State Convention shall be in accordance with Operating Procedures 13.

#### OP 3.04 President

##### (a) General

(1) Acts as the official spokesperson for the California Chapter on policy and matters of statewide concern.

(2) Represents the California Chapter with EDD, other agencies and organizations.

(3) Insures observance of the International Association's and California Chapter's Bylaws and Operating Procedures.

(4) Insures the California Chapter officers and committees carry out their responsibilities.

(5) Insures appropriate issues and recommendations are brought to the attention of the International Association through the International's Executive Board.

(6) Performs other duties when assigned by the California Chapter Board of Directors or the California Chapter membership in convention.

(b) California Chapter Board of Directors and Conventions

(1) Enforces all decisions of the California Chapter Board of Directors and California Chapter membership in convention.

(2) Insures that all required actions are taken in a timely manner by the California Chapter Board of Directors and the California Chapter membership in convention.

(3) Presides at meetings of the California Chapter Board of Directors and the Annual and or any Special State Conventions.

(4) Prepares an agenda for each meeting of the California Chapter Board of Directors and the Annual and or any Special State Conventions.

a. Includes in the agenda reports which will be required and any known business to be transacted.

b. Requests the California Chapter Secretary to mail the agenda with the notices of meetings or conventions.

(5) Insures reports presented to the membership in convention or to the California Chapter Board of Directors are approved or rejected and any action required is taken.

(6) Arranges for meetings of Local Chapter presidents and District meetings in conjunction with the meetings of the California Chapter Board of Directors.

(7) Presents an oral and a full written report to the California Chapter membership at the Annual State Convention covering

programs, activities and accomplishments of the California Chapter during his/her term of office.

(8) Appointments (amended 10/2007)

a. Appoints the California Chapter Secretary subject to the approval of the California Chapter Board of Directors at the first meeting of the Administrative Year.

b. Appoints the chairpersons of the following Standing Committees subject to approval of the California Chapter Board of Directors:

Annual State Convention and Educational Conference  
Bylaws and Operating Procedures  
Education  
Legislative  
Membership  
Retirees  
Service to Veterans  
Specialized Customer Service Workforce Development

c. Appoints a Financial Compliance Committee as required by Article XV, Financial Affairs, Section 2 a, of the By-Laws.

d. Unless otherwise specified in the California Chapter Operating Procedures, the California Chapter President may appoint committee members and determine the size of the committees.

e. Serves as an ex-officio member of all committees.

f. Appoints, subject to the approval of the California Chapter Board of Directors, an Active member to perform the duties of a California Chapter officer who is temporarily unable to carry out his/her duties.

g. Recommends to the California Chapter Board of Directors, Active members to fill any vacancies in California Chapter offices for the unexpired term.

h. Appoints Parliamentarian and Sergeant-at-Arms at each California Chapter Board of Directors meeting and Special or Annual State Convention.

(c) International Conference

(1) Delegates and Alternates

a. Named Delegates

The California Chapter President shall name as the official California Chapter delegates: the California Chapter's President, First Vice President, Second Vice President, Treasurer, District Directors (the order to be determined by lot), Membership Coordinator; and the International District 15 Director, the International District 15 Director Elect; the California Chapter's Secretary, Executive Office Manager, Immediate Past President; and California Chapter members who are International Officers or Committee Chairpersons (the order to be determined by lot).

b. Elected Delegates

The number of remaining delegates are to be elected by the California Chapter's Districts and shall be apportioned on the basis of each District's percentage of total California Chapter membership rounded off to the nearest whole number.

c. Alternates

Each California Chapter District shall elect its own alternates.

(2) By January 31st

a. Receives from each California Chapter District Director a certified list, in order, of delegates and alternates elected in District Caucus.

b. Obtains California Chapter Board of Directors approval of the delegates and alternates elected by each District.

c. After approval, prepares a master list of named delegates, elected delegates and alternates from each California Chapter District.

(3) At the last meeting of the Administrative Year, reports to the California Chapter Board of Directors on any change in total delegate entitlement based on paid memberships in the International for the current year.

a. Recomputes the number of elected delegates to which each District is entitled.

b. Obtains California Chapter Board of Directors approval of the changes in the District lists and then informs any affected delegate or alternate.

(4) Immediately prior to the International Conference, determines whether named and elected delegates plan to attend.

a. When a named or elected delegate from a District does not plan to attend the Conference, contacts alternates, in the order listed, to obtain a replacement.

b. If no alternate is available from the District, uses another District's list. (District to be chosen by lot)

c. Annotates master list of named and elected delegates and alternates from each District for use at the Conference.

(5) At the Conference, fills any vacancies in the California Chapter delegation in accordance with the California Chapter Operating Procedures.

a. The California Chapter President is authorized to designate any Active member in attendance at the Conference as a delegate when a vacancy occurs in the delegation and no alternate is available from the approved District list.

b. Serves as chairperson of and official spokesperson for the California Chapter delegation at the International Conference.

c. Presents credentials to the International Credentials Committee by the established deadline for delegates and alternates in attendance at the Conference.

(d) Other Duties

(1) Arranges a meeting with the EDD Director at the beginning of his/her term of office to discuss plans and enlist support for I.A.W.P.

(2) Submits the programs for conferences and the Annual State Convention to the EDD Director for approval at least 30 days in advance of the events. Program approval is required for employees to meet EDD policies for attendance on state time.

(3) Prepares letter of welcome to new members for use during his/her term of office.

(4) Submits nominations for membership on International committees and participation in International Conference workshops to the International Association.

(5) Serves as a member of the California Chapter Executive Office Committee.

#### OP 3.05 First Vice President

(a) Serves as California Chapter President when the President is absent from meetings or during periods of temporary unavailability.

(b) Succeeds to the office of California Chapter President for the unexpired term in the event the office becomes vacant during the Administrative Year. In the event the President Designee elected at the Annual State Convention is unable to assume office on July 1, the First Vice President Designee becomes President for the new Administrative Year.

(c) Serves as chairperson of the California Chapter's Finance and Chapter Activities Committees and is a member of the Chapter's Executive Office Committee.

(d) Serves as chairperson of the caucus to elect a District Director at the Annual State Convention when the incumbent is a candidate for reelection.

(e) Calls and conducts a caucus of the Local Chapter representatives from a District by January 31st to elect delegates and alternates when a District Director fails to conduct a caucus to elect delegates and alternates to the International Conference.

(f) Performs other duties when assigned by the California Chapter President or the California Chapter Board of Directors.

#### OP 3.06 Second Vice President

(a) Succeeds to the office of California Chapter First Vice President for the unexpired term in the event the office becomes vacant during the Administrative Year.

(b) Serves as chairperson of the California Chapter's Awards and Professional Practices Committees and is a member of the Chapter's Executive Office Committee.

(c) Performs other duties when assigned by the California Chapter President or the California Chapter Board of Directors.

### OP 3.07 Treasurer

#### (a) Treasurer's Duties

##### (1) Accounts Payable

a. Disburses the funds of the California Chapter based on the approved budget or at the direction of the California Chapter Board of Directors or the membership in convention.

1. Disburses funds to an individual only upon receipt of a written bill, statement or expense voucher which includes the appropriate expense line items, is dated and signed and shows the reason for the claim. Documents the date the voucher is issued.

b. Pays the amount of dues payable to each Local Chapter based on membership as of July 1st. Distribution shall be semiannually at the first California Chapter Board of Directors meeting of the new Administrative Year and at the California Chapter Board of Directors meeting after December of that year.

c. Keeps a full, true and accurate account of the receipts and disbursements of the California Chapter together with supporting vouchers and statements.

1. Identifies all receipts by source and budget category and all disbursements by recipient and budget category.

d. Prepares report on the financial condition of the California Chapter, summarizing receipts and disbursements by budget category, to the following:

1. California Chapter Board of Directors

- aa. Submits a written, cumulative (Administrative Year to date) report, at each regular meeting noting the status of each previously approved budget category.

- bb. Advises the California Chapter Board of Directors of potential insufficiencies in any specific budget item.

2. Finance Committee

- aa. Closes the books as of June 30th and prepares written report for the entire Administrative Year showing budget comparisons and noting cash on hand and any outstanding bills on all accounts.

- bb. No later than August 15th, transmits a financial report and financial records to the California Chapter Finance Committee for use in the possible revision of the proposed budget. The Finance Committee will present the annual report along with the results of its audit to the California Chapter Board of Directors by October 30th.

- e. At the expiration of his/her term of office, or in case of resignation or removal, delivers to his/her successor all monies, books and property of the California Chapter.

1. Delivers monies, books and property after the audit by the California Chapter Finance Committee when his/her full term is served.

Note: IAWP is officially known, for tax purposes, as the California Chapter International Association of Workforce Professionals and all correspondence should so indicate. The EDD Employer Account Number is 173-7147, IRS Number is 94-1567931 and State Franchise Tax Board Number is 4653 980.

- f. Disbursements

1. Issues a check to the California Chapter

Executive Office Manager the first of each month for his/her net wages.

2. Issues a check to the California Chapter Secretary upon receipt of the minutes for each California Chapter Board of Directors meeting and/or Convention for his/her net wages.

3. The California Chapter Executive Office issues a check to the California Chapter Treasurer according to the agreement with the California Chapter Board of Directors. The check must be signed by one of the following: the California Chapter's President, First Vice President or Executive Office Manager.

(2) Replacement Checks (added 10/2006)

a. Bills the person or entity requesting a replacement of a check issued by the California Chapter the fees charged by the bank to place a stop payment on the original check.

b. Upon receipt of the stop payment fees, issues the replacement check.

(3) Returned Checks (added 10/2006)

a. Bills the person or entity who issued a bad check to the California Chapter the amount of the bad check and the bank fees charged to the California Chapter for the return of the check.

b. If the billed amount is not received within sixty days of the billing date, initiates appropriate collection procedures.

(4) Serves as a non-voting member of the Finance Committee. (added 10/2006)

(b) Karl E. Bybee Education Foundation Fund

(1) Disburses approved grants at the direction of the Karl E. Bybee Education Foundation Board.

(2) Keeps a full, true and accurate account of the receipts and disbursements of the Karl E. Bybee Education Foundation Board together with supporting documents.

a. Identifies all receipts by source and disbursements by names of grant recipients.

(3) Presents quarterly written reports to the chairperson of the Karl E. Bybee Education Foundation Board and California Chapter Board of Directors at each regular meeting of the California Chapter Board of Directors, including:

a. Balance of Fund.

b. Total amount expended in grants for the latest quarter and Administrative Year to date.

(4) At the end of the Administrative Year, prepares and presents to the outgoing and incoming chairperson of the Karl E. Bybee Education Foundation Board and the California Chapter Board of Directors an annual report to include items listed in number (3) above.

(c) Toll Trust Endowment Fund

(1) Keeps a full, true and accurate account of the receipts and disbursements of the Toll Trust Endowment Fund together with supporting documents.

(2) Presents quarterly reports to the chairperson of the Past President's Association and the California Chapter Board of Directors at each regular meeting of the California Chapter Board of Directors including balance of fund and expenditures.

(3) At the end of the Administrative Year, prepares and presents to the chairperson of the Past President's Association and the California Chapter Board of Directors an annual report to include the items in number (2) above

(d) District, Local Chapter and Special Funds

(1) Custody of these funds will remain with the District, Local Chapter or other originating entity.

(2) The International Delegate Fund amount is agreed upon by the California Chapter Board of Directors. The Chapter's Finance Committee submits a recommended amount.

(3) The California Chapter President has two special funds to be paid in accordance with the California Chapter Operating Procedures:

a. International Fund for expenses at the next year's International Conference: e.g., Reception, Gifts, Room, Registration, etc.

b. Discretionary Fund: e.g., donations to special activities, gifts, special projects and activities.

(4) Receives from each of the above entities an annual report delineating receipts and expenditures for the last year and the status of any funds in their possession or under their control.

(5) Includes data from the above reports and submits to the accountant for preparation of appropriate tax returns. Such reports will include all data required to meet tax law requirements.

#### OP 3.08 Membership Coordinator

##### (a) Duties and Responsibilities

(1) Performs all duties and responsibilities as outlined in the California Chapter Operating Procedures.

##### (2) Membership Applications

###### a. EDD Employees

aa. Rank and file members must complete a membership application and enclose a check for the appropriate amount.

bb. Supervisors only need to complete the membership application.

cc. A new member packet is sent to each new member that includes the member letter, a Chapter pin, and a copy of the booklet "Moving Up With EDD."

###### b. Retirees and persons not employed by EDD.

aa. Non-EDD State Employees who desire payroll deduction of the dues must complete a membership

application and enclose a check for the appropriate amount.

bb. All others complete the membership application and enclose a check for the appropriate amount.

cc. A new member packet is sent to each new member that includes the member letter and a Chapter pin.

c. The new member is added to the database.

d. A list of new members by Local Chapter is to be submitted to the California Chapter Executive Office for inclusion in the Cal-Liope.

e. A list of new members must be kept with the recruiter information for the purpose of submission to the International Executive Office 30 days prior to the International Conference for consideration of Bronze Key and President's Honor Roll awards and Gold Key nominations. This list shall be distributed to the Local Chapter presidents at each California Chapter Board of Directors meeting.

f. Form CD 88 must be prepared for all payroll deduct members and submitted to the State of California Controller's Office as soon as possible.

### (3) Deletion of Payroll Deduct Members (amended 8/20/2006)

Such members are deleted from one of two sources:

a. A notice of deletion from the California State Controller's office. This action does not require a CD 88 to be completed as the Controller's office has automatically discontinued the payroll deduction.

b. A personal written request from the member. The membership coordinator will send form CD 88 to the California State Controller's office requesting discontinuance of the payroll deduction.

Note: Members requesting to cancel their membership should submit their request in writing directly to the Controller's office to facilitate the cancellation of the membership. (State Controller's Office, Miscellaneous

Deduction Unit, Personnel/Payroll Services Division, P.O.  
Box 94250, Sacramento, CA 94250-0001).

(4) Preparation of Transmittals to International

a. Completes IAWP Membership and Dues Transmittal form(s) listing all new members when they are processed. The original is forwarded to the California Chapter Treasurer requesting a check be mailed to the California Chapter Executive Office for final processing prior to submittal to the International Executive Office.

b. Copies of said transactions should be filed chronologically and kept for the Administrative Year in which they were processed. At the end of the Administrative Year, the records are to be forwarded to the California Chapter Executive Office for permanent storage.

(5) Membership List for the California Chapter Board of Directors

a. Lists must be provided at each California Chapter Board of Directors meeting for distribution to the Local Chapter presidents, the Membership Committee chairperson, the Retiree Committee chairperson, the District Directors and the Education Committee chairperson.

b. A total membership report is prepared combining all categories for those listed in 'a' above.

c. By February 1, provides the California Chapter President with the International Delegate report. Prepares a separate report for each District. Lists the named delegates in the District to which they belong and the number of delegates to be elected. Computes each District's elected delegates by subtracting the named delegates from the total California Chapter entitlement. Elected delegates are divided among the Districts based on the percent of total members in the District. Membership lists for the International Delegates Report for the Board of Directors will be prepared by the Executive Office.

(6) Cash Pay Members

a. Retirees, those members not employed by the State of California Employment Development Department (payroll deduct), and those willing to pay by cash rather than payroll

deductions must be billed during November of each year. Monies are due upon receipt of billing. They should be forwarded (submitted) direct to the California Chapter Executive Office for deposit into the California Chapter's operating account.

b. Any members not submitting their dues by December 31 should be removed from the database.

(7) Cal-Liope

a. The California Chapter Executive Office, on a bimonthly basis, prepares the Cal-Liope. By the 15th of the month, prior to publication, an Excel spreadsheet of the members and their complete addresses must be prepared and forwarded to the California Chapter Executive Office for mailing of the Cal-Liope.

b. The January/February issue of the Cal-Liope is sent to all EDD employees. This issue is distributed through Mail Control in EDD's Central Office. For this issue, the Excel spreadsheet needs to be prepared for retirees, those members not employed by EDD, and anyone not receiving information from Mail Control and sent to the California Chapter Executive Office. The information needs to be received no later than the 15th of the month prior to publication.

(8) Database

a. Maintains a membership database capable of listing membership by Local Chapter, District, Retirees, State Chapter, or any other that might be requested.

b. Removes names of members who resign or fail to pay dues.

(9) Working Relationships

The Membership Coordinator will maintain a working relationship with the California Chapter's Executive Office, Membership Committee chairperson and Treasurer. The Membership Coordinator will answer inquiries regarding membership lists. Any problems which cannot be resolved are to be referred to the California Chapter President for consideration and action as needed.

OP 3.09 Secretary

(a) Duties and Responsibilities

(1) Takes accurate and complete minutes per Robert's Rules of Order of the proceedings of the Annual and any Special State Conventions and the regular and any special meetings of the California Chapter Board of Directors.

a. Types and sends by USPS or electronically copies of the minutes to the IAWP members listed on the roster of the California Chapter Board of Directors.

b. Presents to the California Chapter Board of Directors for approval the minutes of Annual or Special State Conventions and meetings of the California Chapter Board of Directors.

c. Incorporates any corrections in the original copy of the minutes and sends them to the California Chapter Executive Office for filing.

(2) Prepares written notice of the time and place of the Annual and any Special State Conventions for distribution to the California Chapter Board of Directors members at least 30 days in advance of the convention. In the case of a Special Convention, sets forth the business to be considered in the notice.

(3) Prepares written notice of the time and place of regular and any special meetings of the California Chapter Board of Directors for distribution at least 30 days in advance of the meeting. In case of a special meeting, sets forth the business to be considered in the notice.

a. Incorporates an agenda in the notice of meeting when requested by the California Chapter President.

(4) Prepares the office roster of the members of the California Chapter Board of Directors and active past California Chapter Presidents and distributes to the California Chapter Board of Directors. Includes on the roster all accredited delegates of Local Chapters.

(5) Receives and processes credentials and proxies.

a. Credentials and Proxies: California Chapter Board of Directors

1. Local Chapter Credentials: Receives from the president of each Local Chapter, immediately following the election of officers, written credentials for the Local Chapter's president designee and any other elected delegates to the California Chapter Board of Directors for the new Administrative Year. Certifies to the incoming California Chapter Secretary the name(s) of the accredited delegate(s) from each Local Chapter.
2. Proxies: Before the start of business, receives proxies and determines their validity. In case of proxies issued during the meeting, receives them as soon as evoked and determines their validity.

b. Credentials and Proxies: Annual State Convention

1. Local Chapter Credentials: Receives from each Local Chapter president (or his/her alternate designated by the Local Chapter) written credentials prior to the beginning of the business of the Convention.
2. Proxies: Before the start of business at a Convention, receives proxies and determines their validity.

(6) Advises the California Chapter Board of Directors, at its first meeting in the Administrative Year, the name(s) of the accredited delegate(s) from each Local Chapter.

- a. In the event no written credentials are received from a Local Chapter, advises the California Chapter Board of Directors and recommends appropriate action.

(7) At each meeting of the California Chapter Board of Directors:

- a. Conducts the roll call of members of the California Chapter Board to check attendance and informs the California Chapter President whether or not a quorum is present.

b. Reports to the California Chapter Board the names of any valid proxy holders and the principals they represent.

c. Submits any irregularities in proxies to the California Chapter Board for resolution.

d. Conducts the roll call of individual members of the California Chapter Board and Local Chapter presidents (or their alternates) when a roll call vote is requested.

e. Receives and distributes the written reports of members of the California Chapter Board.

(8) At each Annual or Special State Convention:

a. Conducts the roll call of Local Chapters to check attendance and determines if a quorum is present.

b. Reports to the membership in Convention the name of the president or alternate from each Local Chapter for whom written credentials have been received.

c. In the event no written credentials were received on behalf of a Local Chapter, advises the membership in Convention and recommends appropriate action.

d. Reports to the membership in Convention the names of any valid proxy holders, the principles they represent and their Local Chapter affiliation.

e. Submits any irregularities in proxies to the membership in Convention for resolution.

f. Conducts the roll call of Local Chapters when a roll call vote is requested or the California Chapter Officers are elected.

(9) When requested by the California Chapter President, prepares letters and other official correspondence.

(10) Maintains the official correspondence of the California Chapter. At the end of the Administrative Year, destroys nonessential items and sends the remainder to the California Chapter Executive Office for storage.

(b) Obligations of the California Chapter

(1) The California Chapter will provide as remuneration for the California Chapter Secretary a financial package of direct and indirect benefits upon submission of the minutes of the California Chapter Board of Directors meetings and Annual or Special Conventions.

(2) Reimburse the California Chapter Secretary for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of the Work For Hire agreement without advance approval of the California Chapter Board of Directors and if an itemized statement of expenses with receipts is submitted to the California Chapter Finance Committee chairperson.

### OP 3.10 District Directors

#### (a) Duties and Responsibilities

(1) Represents the California Chapter in his/her District and serves as the liaison between the California Chapter Board of Directors and Local Chapters.

(2) Meets with EDD Division Chief(s) in his/her District at the beginning of the Administrative Year to discuss plans for the year and enlists support for IAWP.

(3) Forms and serves as chairperson of the District Executive Committee composed of the Local Chapter presidents in the District. The District Executive Committee is responsible for planning and promoting an annual Educational Conference and other District activities: e.g., training, programs, membership drives, fund raising.

(4) Serves as a member of the California Chapter Annual Convention Site Committee.

#### (b) Meetings

(1) Holds meetings of the District Executive Committee at least quarterly.

(2) Reviews at the quarterly meetings each Local Chapter's accomplishments and plans for the next three months.

(3) Makes planned monthly contacts with the Local Chapters in his/her District to keep apprised of activities and/or problems.

(4) Attends at least one function of each Local Chapter in his/her District during the Administrative Year.

(5) Contacts Local Chapter presidents in the District prior to each California Chapter Board of Directors meeting or Annual or Special Convention to check planned attendance.

(6) Provides proxy and/or credentials information, as needed.

(c) Training Responsibilities

(1) Will hold a District meeting in the first month of the fiscal year.

(2) Will train Local Chapter presidents, officers and their respective executive boards the following:

a. The objectives and goals of the California Chapter.

b. Conduct of meetings that will be of interest to members.

c. Establishment of an active education program for members.

d. Good communication with members.

e. An active membership recruitment campaign.

f. Participation in California Chapter and/or International awards, chapter activity, education, membership and other programs.

g. Participation in educational conferences and conventions.

h. Communications and activities with other Local Chapters.

i. Orient new Local Chapter presidents on:

1. Their responsibilities to their membership.

2. State requirements with respect to Local Chapters.

3. Functioning of and their participation in the California Chapter Board of Directors.

j. Insures that each Local Chapter:

1. Holds an annual election of Local Chapter officers not less than 30 nor more than 90 days prior to the Annual State Convention.
2. Holds at least quarterly general membership meetings.
3. At the beginning of the Administrative Year, contacts the EDD Division Chief and managers of EDD field offices in its jurisdiction to appraise them of plans for the year and enlist their support.
4. Prepares a calendar of events and a budget for the Administrative Year prior to the first meeting of the California Chapter Board of Directors.
5. Conducts an orientation at the beginning of the Administrative Year for Local Chapter officers, committee chairperson(s) and local office representatives.
6. Presents written credentials to the California Chapter Secretary for the president and, if applicable, other elected delegates to the California Chapter Board of Directors. Such credentials are to be presented immediately following the annual election and are for the new Administrative Year.
  - aa. Also provides the mailing addresses and contact phone numbers for the president and treasurer
7. Presents written credentials to the California Chapter Secretary prior to the beginning of business of any State Convention for the president or alternate designated by the Local Chapter.
8. Is represented at California Chapter Board of Directors meetings and State Conventions.
9. Prepares and submits written reports of the Local Chapter's activities, along with supporting documents, to the California Chapter's President, First Vice President, Second Vice President, and Executive Office Manager.

10. Is prepared for the meetings of and takes actions required by the California Chapter Board of Directors.

11. Keeps the EDD Division Chief(s) and managers of EDD field offices in its jurisdiction informed of Local Chapter programs and activities during the Administrative Year.

12. Has an up-to-date copy of the Local Chapter's Bylaws. Submits any changes to the California Chapter Bylaws and Operating Procedures Committee for review for conformity to the California Chapter Bylaws and Operating Procedures.

(d) Inactive Local Chapter(s)

(1) Sends correspondence to the entire membership of the inactive Local Chapter designating a time and place for a Local Chapter meeting to promote activation. As needed, conducts an election of officers.

(2) If, in the event a slate of officers cannot be obtained, will send correspondence to the entire inactive Local Chapter membership, with the notification of the intent to revoke their Local Chapter's Charter and requesting their preference as to where their individual membership is to be transferred within the District.

(3) Notifies the California Chapter President of the intent to revoke the Charter and takes steps as outlined in the California Chapter Operating Procedures to bring before the Annual State Convention for action.

(e) Technical Assistance for

(1) Participation in California Chapter and/or International award, education and other programs.

(2) Planning for an activity calendar and budget for the Administrative Year.

(3) Formation of a Local Chapter Board of Directors and/or committees.

(4) Ideas for speakers, training sessions, etc.

(5) Content, printing and distribution of a Local Chapter publication or newsletter.

(6) Service to members in outlying areas.

(7) Exploring the possibility of chartering new Local Chapters in the District and assists with their chartering.

(f) Reports

(1) Submits a written report to the California Chapter's President, First Vice President, Second Vice President, and Executive Office Manager at each regular California Chapter Board of Directors meeting covering District activities, plans and problems. Includes information in the first report on each Local Chapter's orientation of officers, committee chairpersons and local office representatives.

(2) District Director Funds

a. Funds are to be used to service the members within their respective Districts.

b. Funds are not to be used for any activity outside of the District: e.g., travel to educational conferences, California Chapter Board of Directors meetings, etc.

(g) Financial Reports for District Directors, Local Chapters and Special Funds

(1) Local Chapters and District Directors will submit copies of their bank statements and check registers to the California Chapter Treasurer and Financial Accountant on a quarterly basis. (See timetable below)

(2) Local Chapters will submit their financial documents for the prior Administrative Year ending June 30 by August 2 to the California Chapter Executive Office for storage.

(3) Quarterly time table for financial reports;

|                  |            |            |
|------------------|------------|------------|
| July-September   | Report due | November 1 |
| October-December | Report due | February 1 |
| January-March    | Report due | May 1      |
| April-June       | Report due | August 1   |

(4) Custody of these funds will remain with the District Directors, Local Chapters or other originating entities.

OP 3.11 Immediate Past President

- (a) Serves as chairperson of the California Chapter Annual Conference/Convention Site Committee.
- (b) Serves as chairperson of the California Chapter Nominations Committee.
- (c) Serves as chairperson of the California Chapter Executive Office Committee.
- (d) Is a named delegate to the International's Annual Convention.
- (e) Performs other duties as assigned by the California Chapter President.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 4 - DISTRICTS

OP 4.00 Districts

OP 4.01 Definition

As set forth in Article IV of the California Chapter Bylaws.

OP 4.02 District Conferences

District Conferences shall be the responsibility of the Districts. The California Chapter Board of Directors shall have ultimate jurisdiction over Conferences including approval of dates and programs. Financial records such as bank statements, check registers, income statements, income journals and receipts from the Conferences shall be submitted to the California Chapter Treasurer and Financial Accountant.

OP 4.03 Reports

The District Director shall report quarterly to the California Chapter Treasurer and the Financial Accountant their District receipts and expenditures for the past quarter and the status of any District funds in their possession or under their control.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 5 - CALIFORNIA CHAPTER BOARD OF DIRECTORS

OP 5.00 California Chapter Board of Directors

OP 5.01 Responsibility and Authority

- (a) Establish or change jurisdictional boundaries of existing Local Chapters, charter new Local Chapters and approve the names of Local Chapters.
- (b) Assure that no Local Chapter takes a position in conflict with that of the California Chapter on any matter of statewide concern.
- (c) Annually secure a full detailed report from the California Chapter Finance Committee certifying as to the accuracy of the California Chapter's accounts, the condition of the investments of the California Chapter Treasury as of the end of the prior Administrative Year.
- (d) Annually approve a continuing resolution for use of the California Chapter covering the time from the beginning of the next Administrative Year until the new California Chapter Board of Directors first meeting.
- (e) Set the time and place of the Annual State Convention within the geographical area established by the membership in an Annual State Convention.
- (f) Review the Local Chapter Bylaws and Operating Procedures and amendments hereto submitted by a Local Chapter to assure compliance with the California Chapter Bylaws and Operating Procedures. Local Chapter Bylaws and Operating Procedures shall be operative unless disapproved.
- (g) Set the annual dues of the California Chapter based on a calendar year as prescribed in California Chapter Operating Procedures 2, Section 2.05.
- (h) At the second regular meeting of the Administrative Year, determine if expenses can be paid to accredited delegates to the Annual State Convention.
- (i) Review and approve a budget which shall not exceed anticipated dues income and interest earned for the Administrative Year authorized expenditures.

#### OP 5.02 Meetings

(a) Regular meetings shall be held two to four times a year. Two meetings are mandatory: one, hereafter referred to as the first meeting, shall be held by September 15; the other, hereafter referred to as the last meeting, shall be held the day before the Annual State Convention. One to two other meetings may be scheduled between the mandatory meetings, depending on need and budget constraints.

(b) The California Chapter Board of Directors shall determine the dates and locales of the regular meetings or authorize the California Chapter President to do so.

(c) Special meetings of the California Chapter Board of Directors shall be called by the California Chapter President when requested by a majority of the members of the California Chapter Board of Directors or by two-thirds (2/3) of the California Chapter officers.

#### OP 5.03 Local Chapter Representatives

Each Local Chapter shall be entitled to one elected delegate for each fifty (50) members or major fraction thereof, except that each Local Chapter shall be entitled to at least one delegate. The Local Chapter president, or if absent, the alternate as designated by the Local Chapter, is the official representative and head of the Local Chapter's delegation if more than one elected delegate attends the meeting. If no official representative(s) attends from a Local Chapter, the California Chapter Board of Directors may designate one or more members from that Local Chapter who are in attendance as the official representative(s) for that particular meeting.

#### OP 5.04 Voting Strength

(a) Local Chapters shall, upon a roll call vote, be entitled to cast their total voting strength based on the number of active members as carried in the official records of the California Chapter. The vote of the Local Chapter shall be announced by its president (or, if not present, his/her alternate as designated by the Local Chapter as determined by caucus of the Local Chapter delegation or as previously instructed by the Local Chapter itself. No unit rule by Local Chapters shall be imposed or employed.

(b) Each individual member of the California Chapter Board of Directors, regardless of the number of positions held, shall have only one vote. In the case of a deadlock ballot, the California Chapter President or Presiding Officer shall cast the deciding vote.

#### OP 5.05 Motions

(a) At all California Chapter Board of Directors meetings, motions, seconding of motions and casting of votes shall be made only by members of the California Chapter Board of Directors.

(b) California Chapter members not entitled to make motions, second motions or vote, may make presentations and participate in discussions within the time limits and manner set by the California Chapter President or the California Chapter Board of Directors itself.

#### OP 5.06 Methods of Voting

Voting in the California Chapter Board of Directors meetings shall be in such manner and form as the California Chapter President decides. Any member of the California Chapter Board of Directors who is eligible to vote may request a roll call vote or a vote by secret ballot. A secret ballot shall be conducted if ten percent (10%) of the eligible voting members present signify agreement with this request.

#### OP 5.07 Credentials

Immediately following Local Chapter elections, the new Local Chapter presidents shall submit to the California Chapter Secretary written credentials for themselves and any Local Chapter elected delegates to the California Chapter Board of Directors. They will also provide the mailing addresses and contact phone numbers for the Local Chapter president and treasurer.

#### OP 5.08 Notice to Members

Written notice of regular and special meetings of the California Chapter Board of Directors shall be given to each California Chapter Board of Directors member by the California Chapter Secretary at least thirty (30) days in advance of the meeting. Such notice shall set forth the time and place of the meeting and, in case of a special meeting, the purpose of the meeting.

#### OP 5.09 Quorum

At any meeting of the California Chapter Board of Directors, before any business may be undertaken, the California Chapter President or Presiding Officer shall determine if a quorum is present. A quorum shall consist of not less than fifty percent (50%) of the California Chapter elected officers and fifty percent (50%) of the duly authorized representatives of the Local Chapters. In the event there is less than a quorum present,

those in attendance may determine the time and place of the next meeting or empower the California Chapter President to do so.

OP 5.10 Conduct of Meeting

Robert's Rules of Order, Revised (latest edition) shall govern the conduct of meetings of the California Chapter Board of Directors in all matters not in conflict with the California State Chapter Bylaws and Operating Procedures.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 6 - LOCAL CHAPTERS

OP 6.00 Local Chapters

OP 6.01 Formation, Chartering and Naming of Local Chapters

(a) Fifteen or more persons eligible for Active membership in the California Chapter may submit a written petition to the California Chapter Board of Directors for a charter. A charter is issued only when all of the following conditions have been met:

(1) Approval of the petitioning application by the California Chapter Board of Directors.

(2) The members of affected Local Chapters have voted on the change with less than one-third (1/3) voting in the negative.

(3) After submission of the petitioning application, the presidents of the affected Local Chapters must conduct a mail referendum. Each ballot describes the proposed changes in jurisdictional boundaries and indicates that present members have the right to affiliate with the Local Chapter of their choice.

(4) Approval of the new Local Chapter's Bylaws by the California Chapter Board of Directors.

(5) Approval of the name of the new Local Chapter by the California Chapter Board of Directors.

(6) Receipt of dues by the California Chapter Treasurer for the new members and/or a list of transferring members.

(7) Establishment by the California Chapter Board of Directors of the jurisdictional boundaries of the new Local Chapter and changes in the boundaries of affected Local Chapters.

(b) Naming of Local Chapters

(1) To change a Local Chapter's name requires the Local Chapter to hold a membership meeting for that purpose.

(2) A two-thirds (2/3) vote for approval of the name change is required by members voting at the membership meeting held for the name change.

(3) If the Local Chapter members elect to change the Local Chapter's name, they must request approval of the California Chapter Board of Directors.

(4) If the California Chapter Board of Directors approves the new name, a new charter will be given to the Local Chapter.

#### OP 6.02 Proposals and Resolutions

Proposals or resolutions may be submitted by the Local Chapter to the California Chapter Board of Directors for the membership consideration in the Annual State Convention with thirty (30) days prior notice of the date of the Convention. If rejected by the California Chapter Board of Directors, the Local Chapter may request reconsideration by the membership in the Convention. Also, the Local Chapter may initiate a petition for the calling of a Special State Convention to consider or reconsider the proposal or resolution.

#### OP 6.03 Rules for Revocation of a Chapter's Charter

(a) The District Director will call a meeting of the Local Chapter's members to discuss the problem which raised the issue of revocation.

(1) The charter of any Local Chapter may be revoked on by the membership at the Annual State Convention and by a three-fourths (3/4) vote thereof. The grounds for revocation shall be one or more of the following:

a. Loss of membership to a point below ten members.

b. Inactivity of the Local Chapter: e.g., no meetings for over twelve months, no new election of officers.

c. For any other good cause as determined by the membership at the Annual State Convention.

(b) The District Director will send a letter to all members of the Local Chapter advising them of the action to request revocation of their chapter's charter and giving them options to choose where they wish to have their membership transferred.

(c) The District Director will bring the matter of revocation to the California Chapter Board of Directors for recommendations to the next Annual State Convention. If the California Chapter Board of Directors concurs with the request, the California Chapter Board of Directors will instruct the

California Chapter Bylaws and Operating Procedures Committee chairperson to prepare a resolution to request revocation of the Local Chapter's charter.

OP 6.04 Bylaws and Operating Procedures

Any changes in a Local Chapter's Bylaws must be submitted to the California Chapter Board of Directors for approval. Such changes are operative unless disapproved.

OP 6.05 Functions

Functions of Local Chapters shall be as stated in the Local Chapter Handbook.

OP 6.06 Meetings

Each Local Chapter shall be required to hold at least quarterly meetings.

OP 6.07 Property

Ownership of property, including all assets, by a Local Chapter shall not constitute ownership by the California Chapter except upon the revocation of the charter of the Local Chapter.

OP 6.08 Reports

(a) The Local Chapter shall report quarterly, in accordance with the California Chapter Operating Procedures, to the California Chapter Treasurer its receipts and expenditures for the past quarter and the status of any funds in its possession or under its control.

(b) The Local chapter shall also complete a quarterly activity report and distribute copies to its District Director and the California Chapter President, First Vice President, Second Vice President, and Executive Office Manager. When original copies of flyers, posters, etc. were printed and distributed in color, the copies submitted with the quarterly reports should also be in color.

OP 6.09 Local Chapter Proposed Amendments to the California Chapter Bylaws

Amendments must be presented in writing to the California Chapter President. Thirty (30) days written notice to the membership of the proposed text is required for action at the Annual State Convention. If such notice cannot be provided, the Local Chapter may request the membership at the Annual State Convention to direct the California

Chapter Board of Directors to conduct a mail referendum or bring the amendment to the floor of the Annual State Convention. Also, the Local Chapter may initiate a petition for the calling of a Special State Convention to consider the amendment.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 7 – COMMITTEES

OP 7.00 Committees

OP 7.01 Committees

(a) Appointments

(1) The California Chapter President shall present his/her nominees for Standing Committee chairpersons at the first regular meeting of the California Chapter Board of Directors.

(2) As soon as the need for an ad hoc committee is identified, the California Chapter President shall present the need for the committee and his/her nominees for the chairpersons and members to the California Chapter Board of Directors for approval. The California Chapter President shall have prepared a Committee Position Statement that will cover the purpose, goals, duties and responsibilities of the committee.

(b) General Provisions

(1) The term of office for Standing Committees is the Administrative Year.

(2) Records of Standing Committees are turned over at the end of the Administrative Year to the incoming chairperson.

(3) Ad Hoc Committees

a. Expire when the need for the committee no longer exists or at the end of the Administrative Year whichever comes first.

b. Records are turned over to the California Chapter Executive Office for storage if the committee has expired or to the next chairperson of the committee if reconstituted in the following Administrative Year.

(4) All committee chairpersons are to review the committee position statements of their committees and sign the Memorandum of Agreement accepting their duties and responsibilities.

(5) Committee chairpersons shall complete quarterly activity reports and distribute copies to the California Chapter President, First Vice President, Second Vice President, and Executive Office Manager. When original copies of flyers, posters, etc. were printed and distributed in color, the copies submitted with the quarterly reports should also be in color.

#### OP 7.02 Annual Convention/Conference Committee

The Chairperson of the Annual Convention/Conference Committee is appointed by the California Chapter President and the Vice Chairperson is appointed by the Chapter's First Vice President. At least four members in addition to the chairperson are appointed by the California Chapter President or the committee's chairperson. The District Director and Local Chapter presidents in the District where the Convention will be held are automatically members of the committee. Subcommittees are appointed on program, finance, social events, arrangements, registration, publicity, etc.

##### (a) Duties and Responsibilities

##### (1) Program

- a. Plans and develops an educational and social program for the Annual State Conference which carries out the objective and goals of the California Chapter.
- b. Selects theme for the Annual State Conference subject to the approval of the California Chapter Board of Directors.
- c. Arranges, when appropriate, for cosponsoring of the Conference by a college or university.
- d. Obtains speakers and other participants for the program.
- e. In consultation with the California Chapter President, allows time and makes arrangements for award presentations, introduction of IAWP dignitaries, the California Chapter's President's Reception, and conduct of business of the Annual State Convention. The President's Reception is paid for by the California Chapter.

##### (2) Arrangements

- a. Obtains from the California Chapter Executive Office the letter of agreement with the selected hotel regarding rooms, meeting facilities, etc.
- b. Finalizes arrangements with hotel for rooms, meeting facilities, meals, registration, etc.

### (3) Finances

- a. As appropriate, obtains advance from the California Chapter to be repaid after the Conference. Develops a budget for the Conference based on estimated attendance, income and expenditures.
- b. Determines registration and other fees to be charged members, nonmembers and guests subject to California Chapter Board of Directors approval.
- c. Keeps complete records of registrations, receipts and expenditures.
- d. The Annual Convention/Conference Committee chairperson is prohibited from authorizing any payment of Conference bills exceeding the income until authorized by the California Chapter Board of Directors.

### (4) Publicity

- a. Publicizes and promotes attendance at the Conference through Cal-Liope, EDD Scenes, fliers, etc.
- b. Includes as a part of publicity hotel reservation and Conference registration forms.

### (5) California Chapter Board of Directors Approval

No later than March 15th, obtains approval of Conference theme, program, budget and registration package from the California Chapter Board of Directors. The California Chapter President must submit the program to the EDD Director for approval no later than 30 days before the start of the Conference for the granting of state time for employee attendance.

### (6) Post Convention

- a. Prepares a report on income and expenditures for submission to the California Chapter Board of Directors at the first meeting of the new Administrative Year.
- b. Transmits to the California Chapter Treasurer any monies remaining after payment of bills and repayment of any advances or loans. Monies obtained from fund raising activities held during the Conference/Convention are the property of the sponsoring entity or entities.
- c. Sends thank you letters to speakers and other program participants.
- d. Provides the California Chapter Finance Committee with a financial report and required records for audit by July 1 of the new Administrative Year.

#### OP 7.03 Awards Committee

The Awards Committee is chaired by the California Chapter Second Vice President and consists of at least three members in addition to the chairperson and vice chairperson. Members are appointed by the California Chapter President or the Awards Committee chairperson. Subcommittees shall be appointed for each award program.

##### (a) Duties and Responsibilities

(1) Recommends and obtains approval of the California Chapter Board of Directors, no later than the first meeting of the Administrative Year, for the following:

- a. California Chapter participation in International Award programs including Award of Merit, Professional Practices Award, Veterans Award, Citation Award, Specialized Customer Service.

1. Participation usually requires the conduct of a California Chapter contest observing the criteria and rules established by the International Association and submission of nomination(s) and/or a report to the appropriate International Committee by a set deadline.

- b. Responsible for establishment of the California Chapter's Awards program. The Toll Trust Award Program is

conducted by the California Chapter's Past President's Association.

(2) With the approval of the California Chapter Board of Directors:

a. Establishes and publicizes criteria, rules, nominating procedures, deadlines, etc. for the California Chapter contest/award programs. This includes California Chapter contests conducted as a part of the International Awards programs.

b. Determines whether nominations will be accepted from Local Chapters or individual members.

c. Will publicize the award criteria no later than the Nov/Dec issue of the Cal-Liope, but preferably by the Sept/Oct issue.

(3) Refers nominations and required reports to appropriate California Chapter committees for selection of the winners to be submitted for the International Awards program,

(4) Promotes District and/or Local Chapter award programs, e.g. Award of Merit.

(5) Chairperson serves as a member of the Chapter Activities Committee.

(6) Rules for California Chapter Committee chairpersons who review the nominations and make the selection of the award recipients:

a. Responsible for analyzing and selecting the award recipient from the material provided by the nominator and the Awards Committee.

b. The Committee chairpersons will submit their selection of the award recipients and the support documents to the Awards Committee by January 25th.

c. The Awards Committee will review the awards selections and decide which award qualifies for nomination to the International.

d. The Awards Committee will prepare the necessary documents for nomination to the International and will forward them to the International prior to March 1st.

(7) The Awards Committee is responsible to select materials from the Local Chapter and District Reports submitted to the California Chapter Board of Directors and forwards them to the appropriate Committee chairpersons.

a. Copies of the activity reports from Local Chapters and the District Directors for Oct./Nov. are due by December 15th to the Awards Committee.

b. Copies of the activity reports from Local Chapters and District Directors for December are due by January 12th to the Awards Committee.

(8) Unless the materials considered by the California Chapter Committee chairpersons are invalid or does not meet the criteria established by the International or the Awards Committee (discretionary awards), the selections of the California Chapter Committee chairpersons are final.

#### OP 7.04 Chapter Activities Committee

The Chapter Activities Committee is chaired by the California Chapter First Vice President. The California Chapter President may appoint other members to the committee.

##### (a) Duties and Responsibilities

(1) Conducts the California Chapter Achievement Award Program. (Local Chapter Activities).

a. Purpose of Award Program: To provide recognition to the Local Chapter whose activities best fulfilled the goals of the California Chapter during the program year.

b. No later than the first meeting of the Administrative Year, recommends and obtains the approval of the California Chapter Board of Directors of the rules, criteria, contest period, point allocations for activities, and reporting requirements for the program.

c. Advises Local Chapters of the rules, criteria, etc. approved by the California Chapter Board of Directors.

d. Arranges for the judging of each Local Chapter's activities on a quarterly basis (July 1 through March 31). First report

of the new Administrative Year covers the chapter activities of the previous April 1 through June 30.

e. Arranges for the award and its presentation to the winning Local Chapter at the Annual State Convention.

OP 7.05 Annual Conference/Convention Site Committee

The chairperson of the Annual Conference/Convention Site Committee is the California Chapter Immediate Past President. The District Directors are automatically members.

(a) Duties and Responsibilities

(1) Receives and, as needed, solicits bids from hotels for the Annual State Conference/Convention.

(2) Keeps the California Chapter Board of Directors informed of bids received.

(3) Presents potential geographical areas to the membership at the Annual State Convention for selection of the geographical area for the conference two years in advance.

(4) At the first meeting of the Administrative Year, submits bids received from hotels and recommends to the California Chapter Board of Directors the place and time for the Annual State Conference/Convention.

a. The site must be within the geographical area selected by the members at an Annual State Convention.

b. Bids from hotels should include proposed dates, available rooms and rates, meeting facilities and arrangements for the conference/convention.

c. If the hotels want advances, this must be part of the initial negotiations subject to approval of the California Chapter Board of Directors.

(5) After selection of the place and time for the Annual State Conference/Convention by the California Chapter Board of Directors, prepares a letter of agreement with the hotel. The letter of agreement should include the number of rooms to be reserved, applicable rates, requested meeting facilities, required advances and other arrangements.

(6) When requested, assists the Annual State Convention/Conference Committee in selection of sites and securing of agreements on rooms, meeting facilities, etc.

(7) As needed, obtains sites for Special State Conventions.

(8) Should utilize a Conference/Convention Site Worksheet (samples found in Attachment B, Forms ) when contacting facilities.

#### OP 7.06 Education

The chairperson of the California Chapter Education Committee is appointed by the California Chapter President with the approval of the California Chapter Board of Directors. The California Chapter First Vice President appoints the vice chairperson. At least three members in addition to the chairperson and vice chairperson are appointed by the California Chapter President or Education Committee chairperson.

##### (a) Duties and Responsibilities

(1) Recommends and obtains approval of the California Chapter Board of Directors, no later than the first meeting of the Administrative Year, for the conduct of a statewide educational program. Such program may include, but is not limited to:

- a. Preparation of education releases for members.
- b. Development of training courses or outlines for use of Local Chapters.
- c. Purchase of books and/or periodicals for Local Chapter libraries.
- d. Preparation of lists of selected readings in the field of employment security.
- e. Identification of courses offered at California colleges and universities relative to employment security.
- f. Arrangements for California Chapter sponsored workshops or seminars to be held in various locations throughout the state.

g. Identification of educators and consultants who are available to put on training for District and/or Local Chapters and the cost.

(2) Keeps apprised of training and educational program offered to employees by the State Personnel Board, EDD and other manpower agencies. Prepares proposals and/or recommendations relative to such programs for approval of the California Chapter Board of Directors and submission to the appropriate agency.

(3) Works with EDD Administration to promote Department interests and responses to identified areas of concern which affects the professional development of the members.

a. Prepares analysis of findings and recommends adequate training programs for approval of the California Chapter Board of Directors.

(4) Provides technical assistance to District Executive Committees and Local Chapters in developing and conducting educational and training programs.

#### OP 7.07 Finance Committee

The chairperson of the California Chapter Finance Committee is the California Chapter First Vice President and membership consists of the four California Chapter District Directors and the California Chapter Treasurer. The Treasurer is a non-voting member. (amended 10/2006)

##### (a) Duties and Responsibilities

(1) Reviews the continuing resolution submitted by the prior year's California Chapter Finance Committee and prepares a proposed budget for the current Administrative Year for action by the California Chapter Board of Directors at the first meeting of the Administrative Year.

(2) Responsible for approval of any transaction of funds by the California Chapter Treasurer not authorized by the California Chapter Board of Directors or the membership in Convention or a budgetary account. Must be approved by three out of the five committee members and notification given to the California Chapter President prior to disbursement of funds.

(3) The chairperson will meet with the Financial Accountant to discuss any financial problems of the California Chapter.

- a. Will keep the California Chapter's President and Finance Committee members advised of all financial problems affecting the California Chapter.
- (4) The chairperson will meet with the California Chapter Treasurer regarding any problem the California Chapter Treasurer may have in the administration of the California Chapter Treasury.
  - (5) Will recommend to the California Chapter Board of Directors for adjudication of any changes in the duties of the California Chapter's Treasurer or Executive Office Manager regarding the administration of the finances of the California Chapter.
  - (6) The chairperson will prepare the position statement and contracts for hire with the California Chapter's Treasurer , accountant/financial advisor, auditor, Secretary and Membership Coordinator.
  - (7) Audits the financial records of the last Annual State Convention and Education Conference and submits a written report to the California Chapter Board of Directors at the first meeting of the Administrative Year.
  - (8) Obtains an independent annual financial audit of the records of the California Chapter Treasurer and conducts an audit of the California Chapter Executive Office. Submits a written report to the California Chapter Board of Directors by November 30th of the new Administrative Year.
    - a. In the report, certifies to the accuracy of the accounts, the condition and the investments of the Chapter's Treasury, the Karl E. Bybee Educational Foundation Fund and any other funds in the California Chapter Treasurer's possession.
  - (9) Recommends to the California Chapter Board of Directors, the Executive Office Committee or the Karl E. Bybee Education Foundation Board changes in methods and procedures to improve financial accountability.
  - (10) Prepares an continuing resolution for the next Administrative Year to cover the time from the beginning of the next Administrative Year until the new California Chapter Board of Directors first meeting. This resolution must be presented for approval by the outgoing California Chapter Board of Directors at the last meeting of their Administrative Year.

(11) Proposes a program budget using the data from the California Chapter Treasurer for the Administrative Year with the California Chapter President and other California Chapter Board of Directors members as designated by the California Chapter President.

#### TIMETABLE FOR SPECIFIC TASKS

- July
1. Prepare program budget for new Administrative Year.
  2. Audit the financial records of the last Annual State Convention and Education Conference and submit a written report to the first meeting of the California Chapter Board of Directors.
- August-  
November
1. Review the California Chapter's Annual Audit report.
    - a. Check the expenditures of the California Chapter's officers, committees and Executive Office to assure proper use of funds and compliance with the budget.
    - b. Conduct an audit of the California Chapter Executive Office for the prior Administrative Year.
    - c. Submit a written report of the findings of the review to the California Chapter Board of Directors no later than November 30th.
- April
1. Prepare a contract for the Auditor who will audit the California Chapter's annual financial records. This contract is to be submitted to the last meeting of the California Chapter Board of Directors for approval.
  2. Prepare position statements or contracts for:
    - a. California Chapter Treasurer
    - b. Accountant/Financial Advisor
    - c. California Chapter Secretary
    - d. California Chapter Membership Coordinator

3. These position statements or contracts are to be submitted to the last meeting of the California Chapter Board of Directors for approval for the following Administrative year.

4. Prepare an continuing resolution for the next Administrative Year to cover the time from the beginning of the Administrative Year until the first meeting of the new California Chapter Board of Directors.

#### OP 7.08 Legislative Committee

The Legislative Committee chairperson is appointed by the California Chapter President with the approval of the California Chapter Board of Directors. The vice chairperson is appointed by the California Chapter First Vice President. At least three additional members are appointed by the California Chapter President or Legislative Committee chairperson.

##### (a) Duties and Responsibilities

(1) Reports to the Board of Directors on new and proposed legislation affecting workforce programs at the national and state levels.

(2) Upon request or on own initiative, analyzes legislation and recommends action to the California Chapter Board of Directors. Recommended action may be to advise EDD, the State Legislature, the International Association or others of the California Chapter's position on implementation of new, or enactment of proposed legislation. On national legislation the California Chapter requests action by the International Association.

(3) The chairperson of the Legislative Committee shall review and update the legislative committee procedures prior to the first California Chapter Board of Directors meeting. The chairperson will submit the program to the California Chapter Board of Directors for approval. A copy of the approved revision is to be given to the members of the California Chapter Board of Directors.

(4) Works closely with the California Chapter's Awards and Chapter Activities Committees in the scoring of Local Chapter legislative activities and in the preparation of the package sent to the International for the International's Awards Program.

## OP 7.09 Membership Committee

The chairperson of the Membership Committee is appointed by the California Chapter President with the approval of the California Chapter Board of Directors. The vice chairperson is appointed by the California Chapter First Vice President. At least three additional members shall be appointed by the California Chapter President or the Membership Committee chairperson.

### (a) Duties and Responsibilities

- (1) Analyzes scope of coverage and current status of membership in each class.
- (2) Analyzes the number and types of cancellations: e.g., failure of cash pay members to renew, separations from state service of payroll deduction members, requests to cancel memberships.
- (3) Recommends and obtains approval of the California Chapter Board of Directors, no later than the first meeting of the Administrative Year, for the conduct of a program to promote and maintain membership in the California Chapter. Such program may include, but is not limited to:
  - a. California Chapter, District and/or Local Chapter membership contests or awards.
  - b. Special drives to maintain the membership of retirees and others who leave state service, recruit Active members from community manpower agencies, etc.
  - c. Development of promotional materials explaining the goals of the California Chapter, District and Local Chapter programs and activities; membership benefits and past accomplishments.
  - d. Development of a membership kit for use by Local Chapters.
  - e. Development of recruitment posters.
- (4) Coordinates the California Chapter annual membership drive during the months of October, November and December.

(5) Provides technical assistance to District and Local Chapters on membership campaigns.

(6) Life and Honorary Memberships:

a. Applications for California Life memberships, International paid-up Life memberships and International Honorary memberships must be submitted to the California Chapter Membership Committee.

b. Reviews requests for the granting of California Life memberships, International paid-up Life memberships and International Honorary memberships and recommends approval or rejection to the California Chapter Board of Directors.

(7) Recommends resolution of any questions of membership eligibility to the California Chapter Board of Directors.

(8) The Membership Committee chairperson will prepare a membership plan using the membership campaign check list as a tool in preparing a program for the new Administrative Year. The chairperson shall consider the International Sample Membership Plan as a guide for the plan the California Chapter President will submit to the International President and to the International Executive Office. The proposed plan is presented to the California Chapter Board of Directors prior to its first meeting.

(9) Chairperson serves as a member of the California Chapter Activities Committee.

(b) Membership Campaign Checklist

(1) Attempt to have statewide involvement. Meet with last year's California Chapter Membership Committee chairperson to obtain training and advice.

(2) Set a goal above last year's total, but be realistic.

(3) Determine the areas where membership is weak.

(4) Determine how the EDD administrators and managers can play a role in the membership campaign.

(5) Develop membership drives for:

- a. Renewals.
- b. New members.
- c. Retirees.
- d. Others in workforce development fields.
- e. Weak areas.

(6) Determine how the membership campaign fits into all major California Chapter and Local Chapter events or programs (e.g., public relations, institutes/conventions, newsletters, education, legislative, etc.)

(7) Establish a method to welcome new members.

(8) Decide whether or not to hold membership contests.

(9) Determine how membership materials will be distributed to all locations and how a chapter wide membership drive will be conducted.

(11) Involve the California Chapter and/or Local Chapter Retiree chairpersons in the membership campaign.

(12) Send the California Chapter membership plan to the California Chapter Board of Directors for approval and forwarding to the International President and International Executive Office.

#### OP 7.10 Nominations Committee

The chairperson of the California Chapter Nominations Committee is the California Chapter Immediate Past President. At least three members in addition to the chairperson are appointed by the California Chapter President or Nominations Committee chairperson.

##### (a) Duties and Responsibilities

(1) Enlists the interest and participation of the membership in nominating candidates for the following elective California Chapter offices:

- a. President

- b. First Vice President
- c. Second Vice President
- d. Treasurer
- e. Membership Coordinator
- f. District I, II, III and IV Director
- f
- g. International District Director Elect
- h. Member, Karl E. Bybee Education Foundation Board

(2) No later than November 30, recommends and obtains approval of the California Chapter Board of Directors for the nominations deadline.

(3) Publicizes procedures and the deadline for nomination of candidates for the above offices.

a. Bylaws Article II, Section 6 states that the California Chapter Board of Directors may establish qualifications for certain offices. The California Chapter Board of Directors has determined that due to the fiscal responsibility for the office of Treasurer, all candidates for this office should meet the qualifications listed below. The California Chapter Board of Directors must approve any exceptions.

b. Qualifications for the Office of California Chapter Treasurer:

1. Must be members in good standing of the California Chapter.
2. Some background in accounting principles.
3. Background check will be completed for the past three ( 3) years.
4. Be bondable.
5. Prefer a candidate have at least an AA degree

6. Must have basic computer skills with knowledge of computerized accounting.
  7. Be able to maintain a working relationship with the California Chapter's Membership Coordinator and Executive Office Manager.
- c. The Nominations Committee shall:
1. Distribute nominations forms to Local Chapters, California Chapter Officers and individual requesters.
  2. Cause to be published in the Jan./Feb. issue of the Cal-Liope the nomination application.
  3. Be responsible to review all nominations for compliance and present qualified nominations to the membership at the Annual State Convention.
  4. Advise the California Chapter Board of Directors of nominations received by the deadline.
  5. Request the California Chapter Executive Office to publish information on each candidate nominated by the deadline in the Cal-Liope issue proceeding the Annual State Convention.
  6. The day before elections are held at the Annual State Convention, calls for nominations from the floor for each office listed above.
  7. In the event a vacancy occurs on the Karl E. Bybee Education Foundation Board between Annual State Conventions, reports nominations of candidates for the remainder of the unexpired term in the manner outlined in the California Chapter Operating Procedures.

#### OP 7.11 Retiree Committee

The chairperson of the California Chapter Retiree Committee must be a retiree and is appointed by the California Chapter President. The vice chairperson must be a retiree and is appointed by the California Chapter First Vice President. There are three retirees to be appointed by the Retiree Committee chairperson with preference given to the Retiree Committee chairpersons from Local Chapters. (amended 5/5/2007)

(a) Duties and Responsibilities

- (1) Encourages the inclusion and use of retiree members in all phases of IAWP activities at the local, State and International levels.
- (2) Develops materials to help Local Chapters recruit retirees to join or rejoin IAWP.
- (3) Prepares articles for the Cal-Liope on the benefits of retirees belonging to IAWP, the benefits of Local Chapters having retiree members, and on various recruitment strategies.
- (4) Conducts the California Chapter Retiree of the Year Award program:
  - a. Distributes flyers and information on the preparation of the award nominations to Local Chapters.
  - b. Assists Local Chapters in the preparation of the Retiree Award nominations.
  - c. Receives the Award nominations by January 15th.
  - d. Judges the nominations submitted and selects a winner for the California Chapter Retiree of the Year Award within the time frames established by the California Chapter Awards chairperson.
  - e. Prepares the winning nomination for submission to the International for consideration of the International's Retiree of the Year Award. This can include contacting the Local Chapter submitting the Award for clarifications and further documentation, editing the materials submitted.
  - f. Sends the complete winners nomination to the California Chapter Award's Committee chairperson for submission to the International, notification of the winner, preparation of the plaque and/or certificates to be given at the Awards Luncheon at the Annual State Convention.
  - g. Works cooperatively with the California Chapter Awards Committee and Chapter Activities Committee chairpersons in conducting the Retiree of the Year Award program and

ensuring that the deadlines are met for submission of the California Chapter winner to the International.

OP 7.12 Specialized Customer Service

The chairperson of the Specialized Customer Service Committee is appointed by the California Chapter President and the vice chairperson is appointed by the California Chapter First Vice President. At least two additional members shall be appointed by the California Chapter President or the Specialized Customer Service Committee chairperson.

(a) Duties and Responsibilities

- (1) Recommends and obtains approval of the California Chapter Board of Directors, no later than the first meeting of the Administrative Year, for the conduct of a statewide program for specialized customer service.
- (2) Keeps the membership alert to changes in the law with regard to the rights of disabled persons and their place in the labor force.
- (3) Keeps abreast of innovative ideas in the field of services to the disabled and communicates said ideas to the membership
- (4) Establishes award procedures to give honor to individuals who go beyond the boundaries of their job description to provide exemplary service to disabled persons.
- (5) Prepares the Awards package to be used for judging at the International. Also prepares the report of statewide activities to be submitted to the appropriate International Committee chairpersons.
- (6) Serves as liaison to the United States President's and California Governor's Committees on Special Customer Service. Shares information received with the California Chapter Board of Directors and the membership.

OP 7.13 Service to Veterans Committee

The chairperson of the California Chapter Service to Veterans Committee is appointed by the California Chapter President and the vice chairperson is appointed by the California Chapter First Vice President. An additional two members are appointed by the California Chapter President.

(a) Duties and Responsibilities

(1) Serves as liaison between the California Chapter and veterans organizations of the state and the governmental agencies within the state primarily concerned with veterans, their dependents or their survivors.

(2) Serves as resource person to the California Chapter's Annual State Convention Committee, District Directors and the involved Local Chapter(s) in providing for participation on their program of persons concerned with veterans issues.

(3) Recommends and obtains approval of the California Chapter Board of Directors, no later than the first meeting of the Administrative Year for the conduct of a statewide program for services to veterans.

(4) Keeps the membership alert to changes in the law affecting veterans.

(5) Keeps abreast of innovative ideas in the field of services to veterans and communicates said ideas to the membership.

(6) Establishes California Chapter award procedures to give recognition in the area of veteran's affairs; e.g., DVOP of the year, LVER of the year, Outstanding Large and Small Offices.

(7) Prepares the awards packages to be sent for judging at the International. Also prepares the report of California Chapter activities to be submitted to the appropriate International chairperson.

(8) The chairperson of the California Chapter Service to Veterans Committee shall review and update the Service to Veterans Committee procedures prior to the first California Chapter Board of Directors meeting. The chairperson will submit the program to the California Chapter Board of Directors for approval. A copy of the approved revision is to be given to its members.

#### OP 7.14 Executive Office Committee

The chairperson of the California Chapter Executive Office Committee is the Immediate Past President of the California Chapter. The California Chapter's President, First Vice President and Second Vice President are members of the committee.

##### (a) Duties and Responsibilities

- (1) Holds quarterly meetings with the contractor(s) to:
  - a. Review the adequacy of the services provided by the contractor(s) under the terms of the contract. Such review shall include, but is not limited to:
    1. Editing, publishing and mailing of the Cal-Liope.
    2. Maintenance of an Executive Office for the California Chapter.
    3. Printing and/or distribution of notices, reports, etc.
    4. Maintenance of the official membership records of the California Chapter.
    5. Preparation of reports and information required under the contract.
    6. Costs associated with the operation of the California Chapter Executive Office.
    7. Accounting for expenditures made under the terms of the contract.
  - b. Review the adequacy of payments made and information supplied to the contractor(s) under the terms of the contract.
- (2) Annually review and negotiate renewal of the contract or preparation of a new contract for the services described under the Executive Office section of the California Chapter Operating Procedures. This action shall occur by the California Chapter Board of Directors' last meeting of the Administrative Year.
- (3) Submits contract to the California Chapter Board of Directors for approval no later than the last meeting of the Administrative Year.
- (4) Submits a budget request for the operation of the California Chapter Executive Office (including the printing and mailing of the Cal-Liope) to the California Chapter Finance Committee prior to the first regular meeting of the California Chapter Board of Directors in the Administrative Year.
- (5) Approves any expenditure by the contractor(s) for operation of the California Chapter Executive Office in the amount of over \$100.

(6) Empowers the contractor(s) to take necessary action for the proper upkeep of California Chapter owned equipment.

(7) Exercises functional supervision over the operation of the California Chapter Executive Office throughout the Administrative Year.

#### OP 7.15 Bylaws and Operating Procedures Committee

The chairperson of the California Chapter Bylaws and Operating Procedures Committee is appointed by the California Chapter President and the vice chairperson is appointed by the California Chapter First Vice President. At least three additional members shall be appointed by the California Chapter President or the Bylaws and Operating Procedures chairperson.

##### (a) Duties and Responsibilities

(1) Assists the California Chapter's President and Board of Directors in assuring that all programs, activities and operating procedures of the California Chapter conform to the International Association and California Chapter Bylaws and Operating Procedures.

(2) Reviews proposed changes to the California Chapter Bylaws, Operating Procedures and Handbooks and prepares recommendations for California Chapter Board of Directors or Annual State Convention action.

(3) Prepares proposed amendments to the California Chapter Bylaws and Operating Procedures and Handbooks when requested by the California Chapter Board of Directors.

(4) Submits the recommendations for the review by the California Chapter Board of Directors and makes any required changes in the proposed amendments within 30 days.

(5) Sends changes to the California Chapter Bylaws after adoption to the International Bylaws and Resolutions Committee.

(6) Acts in an advisory capacity on Bylaws, Operating Procedures and Handbooks matters for the California Chapter's President, other officers, the Board of Directors, state committees and Local Chapters.

(7) Reviews Local Chapter Bylaws, Operating Procedures and their proposed amendments for conformity to the California Chapter Bylaws and Operating Procedures.

a. Advises Local Chapters and the California Chapter Board of Directors of any conformity issues.

(8) Prepares resolutions for California Chapter Board of Directors or Convention action when requested by the California Chapter Board of Directors.

(9) Prepares proposed amendments to the International Association Bylaws for presentation to the International Association by the California Chapter when directed by the California Chapter Board of Directors or Convention.

(10) Sends corrected copies (paper or computer disks) of the amended California Chapter Bylaws and/or Operating Procedures to the California Chapter's Board of Directors, Executive Office (who maintains the official copy), and Local Chapter presidents.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 8 – PAST PRESIDENTS ASSOCIATION

OP 8.00 Past Presidents Association

OP 8.01 Chairperson and Membership

The chairperson of the California Past Presidents Association is elected by members of the Past Presidents Association. All former California Chapter Presidents who remain members in good standing of the California Chapter of IAWP and who desire such affiliation are members.

OP 8.02 Duties and Responsibilities

(a) Provides assistance to the California Chapter at the request of the California Chapter President and/or Board of Directors. Such assistance can be, but is not limited to giving counsel, performing special studies and preparing reports.

(b) Reports, annually, to the California Chapter Treasurer, its receipts and expenditures for the last year and the status of any funds in its possession or under its control.

(1) The Association will submit copies of their bank statements and check register to the California Chapter Treasurer and the Financial Accountant on a quarterly basis.

(2) The Association will submit copies of their financial documents of the prior Administrative Year ending June 30 by August 1 to the California Chapter Executive Office for storage.

(3) Quarterly timetable for financial reports:

|                     |            |            |
|---------------------|------------|------------|
| July-September      | Report due | November 1 |
| October to December | Report Due | February 1 |
| January – March     | Report Due | May 1      |
| April – June        | Report Due | August 1   |

(c) Administers the Toll Trust Endowment Fund.

OP 8.03 The Toll Trust Endowment Fund

- (a) The Toll Trust is an endowment trust fund established by George Toll, a Past President of both the California Chapter and the International Association of Workforce Professionals.
- (b) The trust was established to present an annual award to a California Chapter member whose activities or accomplishments contribute most to the advancement of IAWP activities and are exclusive of job performance.
- (c) The California Chapter Executive Office is the custodian of the monies in the Toll Trust. The awards program is administered by the California Chapter Past Presidents Association.
- (d) The rules and regulations for the annual Toll Trust Award are established by the California Chapter Past Presidents Association. Such rules and regulations will be published annually in the California Chapter's publication.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 9 – KARL E. BYBEE EDUCATION FOUNDATION  
BOARD RULES AND REGULATIONS

OP 9.00 Karl E. Bybee Education Foundation Board Rules and Regulations

The following rules and regulations establish the policy and control under which the Karl E. Bybee Education Foundation Fund (hereinafter referred to as the Fund) is administered. They can only be changed by the California Chapter members at the Annual State Convention.

OP 9.01 Purpose of the Fund

(a) The purpose of the Fund shall be to promote the professional educational advancement of the California IAWP members in their field of employment security. Grants are made available for educational courses, institutes or activities directly related to the professional advancement of its members. Grants will be considered for the following:

(1) California Local Chapters which individually or collectively sponsor a seminar program, training session, or similar activity which clearly relates to the professional advancement and/or contribution to and for its participants. No grant may be made for any activity sponsored by the California Chapter or District during seminars or other activities. This does not include activities prior to the Annual State Convention/Educational Conference.

(2) A group of California Chapter members participating in a seminar, institute, training session, or similar activity directly related to the group's professional advancement and/or contribution to the professional level of IAWP.

(3) Individual California Chapter members attending a single course, program or related activity which clearly relates to his/her professional advancement in the field of employment security. This does not include classes taken for matriculation purposes. An individual grant may only be made to a member whose membership has been active for one year or more.

(b) Establishment of the Fund

The Fund is established and supported by the following means:

(1) A levy of 2% (two percent) of the total annual membership dues paid to the California Chapter shall be deposited in the Bybee Fund

account. Calculate the amount 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) Interest on principal balance.

(3) Gifts or donations from individuals, groups, foundations, etc.

(c) Administration of the Fund

(1) Karl E. Bybee Education Foundation Board

The fund shall be administered by the three members of the Karl E. Bybee Education Foundation Board (hereafter known as the Bybee Board).

(2) Election of Bybee Board Members

a. The Karl E. Bybee Education Foundation Board shall consist of three members who shall serve for terms of three years and/or until their successors take office.

b. Only one (1) member shall be elected each year by the membership at the Annual State Convention unless a vacancy occurs.

c. In the event of resignation, death or removal from office of any members of the Bybee Board, the current President of the California Chapter will nominate a successor subject to approval of the California Chapter Board of Directors.

d. The procedures for the nominations and elections of Bybee Board members shall be the same as for California Chapter elected officers.

(3) Amendments

Amendments to the Karl E. Bybee Educational Foundation Rules or Regulations may only be made by the California Chapter members at the Annual State Convention. Amendments may be presented by one or more Local Chapters, in writing, at the Annual State Convention without prior notice or the Local Chapter may initiate a petition for the call of a Special Convention to consider the amendment.

(d) Latitude of the Bybee Board

The Bybee Board shall have the right, when considering grants, to act with whatever latitude and authority it deems practical and necessary to maintain proper and prudent administration of the Fund. Such consideration includes, but is not limited to:

- (1) Balance of the Fund.
- (2) Number of current grants pending.
- (3) Comparative merits of the grant(s).
- (4) Amount of the grant.
- (5) Development of application and standards and other forms and standards necessary for the efficient administration of the Fund.
- (6) Restrictions:
  - a. Minimum balance of account shall not be less than \$25,000 (twenty-five thousand dollars), Only the California Chapter members at the Annual State Convention, after publication of the proposed changes in a scheduled issue of the California Chapter publication and occurring at least thirty (30) days prior to the meeting, are authorized to change the endowment provision.
  - b. No member shall receive payment for more than \$400 or two separate individual grants per fiscal year, whichever comes first.
  - c. Amount of grant cannot exceed \$400 unless approved by a two-thirds vote of the California Chapter Board of Directors.
  - d. No expenditure whatsoever will be made from the Fund for the expenses incurred or anticipated by the Bybee Board. Money from this Fund will only be expended for grants as stipulated elsewhere in these rules. Bybee Board expenses shall be provided by the California Chapter Treasury. The Bybee Board chairperson shall annually submit to the California Chapter Board of Directors a budget for the Bybee Board's administration of the Fund.

e. Grants for training material, videos and books will be paid only when requested and maintained by a California Local Chapter. It will then be that Local Chapter's responsibility to make those resources available to all members.

(e) Custody of the Fund and the Duties of the California Chapter Treasurer

The Fund shall be in the custody of the California Chapter Executive Office. Expenditures from the Fund shall be authorized or invested only at the direction of the Bybee Board as elsewhere stipulated in these rules. The responsibilities of the California Chapter Treasurer will be as follows:

- (1) To disburse all approved grants to the approved recipients.
- (2) To prepare a quarterly report to be submitted to the Bybee Board chairperson. Said report to include the following:
  - a. Balance of the Fund account including accrued interest.
  - b. Total amount expended in grants for that quarter and for the Administrative Year to date.

(f) Authorization

The Bybee Board shall be responsible for soliciting and collecting applications for grants and investigating such applications in accordance with accepted standards.

(g) Procedure

Application forms are completed and submitted by the applicant (member or Local Chapter) to one of the three Bybee Board members. This is done when the training course has been completed. Two of the three members must approve the grant application. In special situations, a Bybee Board member may give tentative approval of the training course prior to completion. No payment will be made until after the course has been completed.

- (1) Communication by Bybee Board
  - a. Acknowledgment by Bybee Board to applicant of the receipt of application within 10 days after receipt.
  - b. Decision of Bybee Board within 30 days after receipt of application:

1. Reason for denial or approval.
2. If applicable, suggestion by the Bybee Board as to revision of the application in order to qualify for a grant.

(2) Report to California Chapter Board of Directors. Report should be by quarter and include, but not be limited to:

- a. Number of applications for grants received.
- b. Number of individual grants approved.
- c. Number of group grants approved.
- d. Number of grants pending approval or denial.
- e. Number of grants denied.

(3) Report to the Education Committee: report should be by quarter and include information sufficient to meet California Chapter Award Program criteria.

a. Criteria for the California Chapter Education Award as outlined by the International requires submission of individual recipients of the individual grants and group grants with the number of IAWP members in the group grant.

1. Copy of the original application.
2. Date of the grant.
3. Amount of the grant.
4. Proof of payment.

b. Due to confidentiality of material, the California Chapter Education Committee chairperson will destroy by March 1 all materials not retained for the awards process.

(4) Appeal Process

If the Bybee Board's decision denies the applicant a grant, the applicant can file the following Rights to an Appeal:

- a. File a request for reconsideration with the California Chapter President.
- b. The California Chapter President, within 20 days after receipt of request, will appoint a three (3) member committee to review the grant application and the Bybee Board's reason for denial. The committee will report their finding and recommendations to the California Chapter President within 20 days after assignment. If the committee recommends reconsideration by the Bybee Board, the California Chapter President will contact the Bybee Board's chairperson and ask for a review of the grant based on the committee's recommendations.
- c. If the Board still denies the grant, the member may then appeal to the California Chapter membership in Convention.
- d. Appeal requests to the California Chapter members in Convention will be filed with the California Chapter President and include:
  1. Copy of the grant application.
  2. Board's reason for denial (1st and 2nd).
  3. Reason for appeal.

(h) Expenditures

Expenditures of the Fund will be made in the form of grants.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 10 – EXECUTIVE OFFICE

OP 10.00 Executive Office

OP 10.01 Contract for Services

The California Chapter contracts for the following services:

(a) Editing, publishing and mailing of the Cal-Liope on at least a quarterly basis. The contractor(s):

(1) Recommends to the California Chapter Board of Directors a budget for printing and mailing of the Cal-Liope.

(2) Establishes the deadline for receipt of materials for each issue: e.g., articles, new items, reports, publicity, pictures, etc.

(3) Receives news from California Chapter officers, committee chairpersons, Local Chapter presidents and other sources:

(4) Includes in the Cal-Liope:

a. Calendar of Events.

b. Notices and publicity for District Institutes and California Chapter Conventions and Educational Conferences.

c. Proceedings of District Institutes and California Chapter Conventions and Educational Conferences.

d. International Association news of interest to members.

e. Reports of meetings of the California Chapter Board of Directors.

f. Notices and/or reports of Local Chapter activities.

g. Publicity on awards programs and contests.

h. Notice of any change in the amount of the annual dues.

i. Information about candidates for California Chapter offices, member(s) of the Karl E. Bybee Education Foundation Board and International District Director Elect.

(5) Mail the Cal-Liope to each member of the California Chapter and send:

a. Complimentary copies to executive staff of EDD, Region IX of the Employment and Training Administration in DOL, and other appropriate agencies.

b. Copies to the International Executive Office for judging of chapter publications.

(b) Maintaining an Executive Office for the California Chapter using equipment and supplies of the California Chapter in premises provided by the contractor(s). The contractor maintains the records, files and archives of the California Chapter.

(1) Receives and files the originals of written reports presented to the California Chapter Board of Directors or membership in Convention by California Chapter officers and committees, Local Chapters, the Karl E. Bybee Education Foundation Board, etc.

(2) Receives the files, equipment, records and supplies of any special committees whose terms expire and disposes of them as directed by the California Chapter Board of Directors.

(3) Maintains and keeps updated the official copy of the California Chapter ByLaws and Operating Procedures.

(c) Printing and/or distributing of notices, reports and such other materials as may be requested by the California Chapter Board of Directors. The contractor obtains any postal permits required for the selected class of mailings.

(d) Maintains the official membership records of the California Chapter.

(e) Notifies the Secretary of State, at the beginning of the Administrative Year, of the name and address of the new President, Treasurer and Executive Office Manager. Such notification is required by law. The address of the California Chapter's principal office is not changed when new officers take office. The address remains 11410 Gold Hill Court, Gold River, California 95670.

OP 10.02 Financial Duties

(a) Accounts Receivables

(1) Has custody of, and is responsible for, all funds of the California Chapter.

(2) Deposits funds in the name of the California Chapter in such banks and other depositories as shall be selected by him/her and approved by the California Chapter Finance Committee:

- a. Establishes both a checking and savings account.
- b. To maximize interest income, maintains the savings balance at the highest possible level, leaving the checking balance at a level for usual expenses.
- c. Transfers funds from the savings to the checking account when exceptional expenses are imminent, e.g., International dues, California Chapter Board of Directors meetings, State or International Conventions.
  1. Receives dues from the Controller's Office for those on payroll deduction (less costs of payroll deduction).
  2. Transmits to the International Association payment of dues for each California member without prior authorization of the California Chapter Board of Directors. Prepares and routes International transmittal forms in accordance with instructions from the International.
    - aa. Sends to the International Association dues for new members to establish membership in the International.
    - bb. Transmits monies to maintain (renew) the International membership no later than 30 days prior to the International Conference which establishes the calendar year as the association's membership year. Any member, other than a Life member, whose annual membership fee for any calendar year has not been received by the California Chapter Membership Coordinator no later than

December 31 of the previous year will be dropped from membership.

d. Transfers to the Karl E. Bybee Educational Foundation Fund no later than August 1 of each year, two percent (2%) of the annual dues income of the California Chapter. California Chapter Board of Directors authorization is not required. Calculates the amount 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 to local chapter, and the expenses of payroll deduction.

e. At the expiration of his/her employment, or in the case of resignation or removal, delivers to his/her successor all monies, books and property of the California Chapter. Notifies the State Controller of the name and address of his/her successor.

OP 10.03 Karl E. Bybee Education Foundation Fund

- (a) Has custody of, and is responsible for, the Karl E. Bybee Education Foundation Fund.
- (b) Deposits monies in the name of the Karl E. Bybee Education Foundation Fund in a financial institution paying the prevailing rate of interest and approved by the Karl E. Bybee Education Foundation Board.
- (c) Receives and deposits accounts receivables, donations and other income.
- (d) Keeps a full, true and accurate account of all receivables of the Karl E. Bybee Education Foundation Fund.

OP 10.04 Toll Trust Endowment Fund

- (a) Has custody of, and is responsible for, the Toll Trust Endowment Fund.
- (b) Deposits monies in the name of the Toll Trust Endowment Fund in a financial institution paying the prevailing rates of interest and approved by the California Past Presidents Association.
- (c) Receives and deposits monies from donations and other sources.

(d) Keeps a full, true and accurate account of all receivables of the Toll Trust Endowment Fund.

OP 10.05 Education Fund

(a) Has custody of, and is responsible for, the Education Fund.

(b) Deposits monies in the name of the Education Fund in a financial institution paying the prevailing rates of interest and approved by the California Chapter Board of Directors.

(c) Receives and deposits monies received from the established allocation of \$1.00 per member for the Education Fund, maintaining a \$5,000 maximum Education Fund account. Any monies received which exceed the \$5,000 amount shall be transferred to the California Chapter Reserve account.

OP 10.06 California Chapter Contract for the Service of an Executive Office Manager

(a) The California Chapter Executive Office Committee shall be responsible for establishing the Position Statement of the California Chapter Executive Office Manager.

(b) The California Chapter Executive Office Committee shall advertise, interview and recommend up to three candidates to the California Chapter Board of Directors for the position to be filled. The California Chapter Board of Directors will make the final decision to hire the Executive Office Manager.

(c) Qualifications for the position must include the following:

(1) Some background in bookkeeping practices.

(2) Provide work history for the past three (3) years.

(3) Permit a background check for past three (3) years.

(4) Be bondable.

(5) Prefer person with at least an AA degree.

(6) Be able to maintain a working relationship with the California Chapter's Treasurer, Membership Coordinator and Officers.

(7) Must have basic computer skills.

(d) Responsibility

The position of the California Chapter Executive Office Manager is subordinate and accountable to the California Chapter Executive Office Committee.

(1) The California Chapter Executive Office Committee is responsible to annually audit the operations of the California Chapter Executive Office.

(2) The California Chapter Executive Office Committee is responsible to insure that the California Chapter Executive Office Manager carries out the duties set forth in the contract of the Executive Office.

(e) Dismissal

(1) The California Chapter Executive Office Committee may recommend to the California Chapter Board of Directors the removal of the California Chapter Executive Office Manager

(2) Affirmation of the California Chapter Board of Directors requires a majority vote of the Directors voting.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 11 – ANNUAL AND SPECIAL CONVENTIONS OF  
THE CALIFORNIA CHAPTER

OP 11.00 Annual and Special Conventions of the California Chapter

OP 11.01 Annual Convention

There shall be an Annual State Convention, the geographic area of the site to be selected two years in advance by the membership in Convention.

OP 11.02 Special Convention

Special Conventions can be called by one of the following:

(a) By a two-thirds (2/3) majority vote of the California Chapter Board of Directors.

(b) On request by written petition to the California Chapter President signed by 25 or more California Chapter members as of the date of the petition. Such petition shall set forth the business to be brought before the membership. Said Convention must be held within ninety (90) days of the presentation of the petition.

OP 11.03 Notice of Conventions

Notice of the time and place of both the Annual and Special State Conventions shall be given to all members by the California Chapter Secretary at least thirty (30) days prior to the beginning of such Conventions. In the case of a Special State Convention, the business to be considered shall be set forth in such notice and only that business shall be acted upon. Publication in the California Chapter's official publication shall constitute sufficient notice.

OP 11.04 Membership Presentation, Credentials and Voting

(a) Credentialed Representatives attending the Annual State Convention shall be the California Chapter's President, First and Second Vice Presidents, Membership Coordinator, District Directors, chairpersons of Standing Committees, Secretary, Treasurer, Executive Office Manager, Chairperson of the Karl E. Bybee Education Foundation Board, International District XV Director and the Local Chapter presidents or their alternates. Only Local Chapter presidents or their alternates shall present

written credentials to the California Chapter Secretary prior to the beginning of the business of the Convention.

(b) Credentialed Representatives would be entitled to be reimbursed in accordance with OP 15.00, Section (a) for attending the Annual State Convention providing they attend all sessions unless excused by the California Chapter President.

(c) Local Chapter presidents (or their alternates as designated by their respective chapters) shall be the official representatives and chairpersons of their respective chapter delegations. They shall present written credentials for themselves to the California Chapter Secretary immediately prior to the beginning of the business of the Convention.

(d) Each Local Chapter president (or the alternate as designated by their respective chapters) shall be entitled to cast one vote for each member (total voting strength) based on the official records of the California Chapter as determined by caucus of the delegation present or as previously instructed the Local Chapter itself.

(1) No unit rule shall be imposed or employed.

(e) Each Active, California Life and Retiree members who is in attendance at any Convention: (amended 5/5/2007)

(1) Shall be a representative of his/her Local Chapter.

(2) May have his/her vote announced separately from that of his/her Local Chapter.

(3) May request a roll call vote or secret ballot. A secret ballot shall be conducted if ten percent (10%) or more of the eligible members present concur with the request.

(4) May represent motions, introduce resolutions and engage in floor debate.

#### OP 11.05 Conduct of Conventions

Robert's Rules or Order, Revised (latest edition) shall govern the conduct of all California Chapter Conventions, unless superseded by the Bylaws or Operating Procedures.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 12 – INTERNATIONAL CONFERENCE

OP 12.00 International Conference

OP 12.01 Number of Delegates

(a) The California Chapter Board of Directors, by January 30, shall determine the number of delegates to be elected by each District in the manner as provided in this section.

(b) Named Delegates

The named delegates of the California Chapter are, in the following order: the Chapter's President, First Vice President, Second Vice President, Treasurer, District Directors (the order to be determined by lot), Membership Coordinator, the International District 15 Director, the International District 15 Director Elect, Secretary, Executive Office Manager, Immediate Past President, members who are International Officers or Committee chairpersons (the order to be determined by lot).

(c) Elected Delegates

The number of remaining delegates to be elected by the Districts shall be apportioned on the basis of each District's percentage of total California Chapter membership rounded off to the nearest whole number.

(d) Alternates

All alternates shall be elected on a California Chapter District basis.

(e) Notification

At the first California Chapter Board of Directors meeting, the California Chapter President shall notify each District Director of the estimated number of delegates to be elected.

OP 12.02 Election of Delegates

(a) Each District Director shall call a District Caucus at a time and place convenient to the majority of the Local Chapters in his/her District and which shall be held prior to January 30.

(1) Chair the District caucus to elect delegates and alternates.

(2) Assure that each Local Chapter is given consideration in the election of delegates and alternates and that the delegates meet the criteria established by the California Chapter Board of Directors.

(3) Certify to the California Chapter President by February 15 the names of the delegates and alternates elected at the District Caucus. The names of the delegates and alternates shall be listed in rank order. Refer to the California Chapter President any delegates positions not filled by the District Caucus and submit all point criteria forms submitted by candidates.

#### OP 12.03 Unfilled Delegates Positions

(a) If any delegate or alternate delegate position remains unfilled, the California Chapter President shall appoint a committee, composed of the California Chapter's District Directors and First Vice President or their substitutes, to review potential candidates' qualifications and to fill the vacancies. The California Chapter First Vice President will certify the names elected in rank order.

(b) In the event a District Director fails to conduct a District Caucus, the California Chapter's First or Second Vice President as so designated by the California Chapter President shall, before March 1, call and conduct a caucus of the Local Chapter representatives from the District to elect the delegates and alternates.

#### OP 12.04 Approval

(a) By March 1, the California Chapter President shall submit each District's certified list of elected delegate and alternates to the California Chapter Board of Directors for approval.

(b) At the last regular meeting the California Chapter Board of Directors shall determine if the total membership strength of the California Chapter requires a change in delegate representation and makes the necessary adjustments.

(c) The California Chapter Board of Directors shall approve the final selection of elected delegates and alternates.

#### OP 12.05 Vacancy in Delegation at Conference

In the event of a vacancy in the delegation at the International Conference, the chairperson of the California Chapter delegation may designate any members of the California Chapter in attendance as a

delegate but he/she shall use the alternate list of the District in which the vacancy exists when possible.

OP 12.06 Voting, Caucuses and Unit Rule

(a) The voting members of the delegation shall be the named delegates and the delegates elected by their Districts.

(b) When an issue arises requiring a caucus of the delegation, the chairperson of the delegation shall set the time and place for the caucus. Only the accredited delegates are authorized to vote on matters coming before the delegation. Any member of the California Chapter, who is not a delegate, but wishes to address the issue, may do so. Delegates are free to vote as they see fit, except where instructions have been given by the California Chapter members in Convention. Any member may call for a caucus.

(c) Upon a motion for a unit rule, at least eighty percent (80%) of the official delegates must agree, otherwise the unit rules will not apply.

(d) Any delegate may call for a secret ballot.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 13 – INTERNATIONAL DISTRICT XV DIRECTOR  
AND INTERNATIONAL DISTRICT XV DIRECTOR ELECT

OP 13.00 International District XV Director & International District XV Director Elect

OP 13.01 Term of Office

(a) The term of office for the position of International District XV Director and International District XV Director Elect is one year.

(b) The incumbent International District XV Director Elect will automatically assume the office of the International District XV Director on the first day of the new Administrative Year.

OP 13.02 Nomination and Election

(a) Candidates for the office of International District XV Director Elect shall be nominated and elected in accordance with the criteria set forth in the election of the California Chapter Officers.

(1) The caucus of the California Delegation at the International Education Conference will officially announce the name of the member elected by the California Chapter members in their Annual State Convention for the position of International District XV Director Elect.

OP 13.03 Vacancy

If a vacancy occurs in the office of the International District XV Director Elect during the term of office or the incumbent International District XV Director Elect does not chose to elevate to the office of International District XV Director, a special District XV caucus will be held at the annual International Educational Conference for the purpose of nominating and electing a member of District XV to fill the vacant office of the International District XV Director for the new Administrative Year.

OP 13.04 Duties of International District XV Director

(a) Will represent the California Chapter on the International Board of Directors .

(b) Acts as the liaison between the California Chapter and the International Association.

(c) Will hold an annual Educational Conference for the members of the California Chapter.

(1) Will provide a minimum of six (6) hours of educational programs.

(d) Will give a report of International activities and programs at each California Chapter Board of Directors meeting.

(e) Will submit articles on International programs to the California Chapter official publication.

OP 13.05 International District XV Director Elect

(a) During the year as International District XV Director Elect, will receive current International Association material in preparation for next year's position as International District XV Director.

(b) Aid the current International District XV Director as requested.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 14 – PROXIES

OP 14.00 Proxies

(a) Presentation

A proxy to be recognized must be presented immediately prior to the beginning of the Convention, meeting or caucus at which it is to be exercised to the California Chapter Secretary (when applicable) or the meeting's Presiding Officer by the holder, except that a member leaving a meeting may authorize and designate a proxy during his absence which shall be presented to the Presiding Officer.

(b) Validity

No proxy shall be valid nor shall it be honored unless it is signed, dated and specifies therein the particular Convention, meeting or caucus or series thereof at which it may be exercised.

(c) Revocation

All proxies are revocable at the pleasure of the person executing them and, if the principle is present at the same meeting as the proxy holder, the proxy shall be null and void.

(d) Number

Each member, in addition to the vote which he/she may cast on his/her own behalf, shall be entitled to cast as many votes as he/she has been authorized by proper proxies.

(e) In Convention

(1) Proxy holders are limited to members of the same Local Chapter as the principal they represent.

(2) A proxy shall represent one, single unproportionate 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 members present.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 15 – FINANCIAL AFFAIRS

OP 15.00 Financial Affairs

OP 15.01 Budget

A budget is to be adopted by the California Chapter Board of Directors at the first regular meeting of the Administrative Year.

OP 15.02 Dues

Dues are established by the California Chapter Board of Directors.  
(OP 2.05).

OP 15.03 Reimbursements (revised 5/18/06; 8/20/06, 8/18/07)

(a) California Chapter Officers, the president or alternate from each Local Chapter, chairpersons of California Chapter Standing Committees, the chairperson of the California Chapter Past Presidents Association and the International District XV Director may be reimbursed for actual transportation, not to exceed 35¢ per mile and/or coach airfare and room expenses of sixty five dollars (\$65.00) per night (hotel receipts required) when attending meetings of the California Chapter Board of Directors and Annual or Special State Conventions provided they remain for the entire meeting or are excused by the presiding officer for early departure, and are not otherwise compensated by the Federal/State Government or the International Association. The California Chapter Board of Directors shall determine whether reimbursement can be made. The type of transportation to be reimbursed will be determined by the presiding officer.

(b) The California Chapter Board of Directors may approve expenditures, not to exceed the amounts in OP 15.03 (a) above, for individuals requested by the California Chapter President to attend meetings of the California Chapter Board of Directors and Annual or Special State Conventions: e.g., a chairperson of an ad hoc committee making a report of the committee's activities.

(c) The California Chapter President or chairperson of the California Delegation to the annual International Educational Conference may be reimbursed for the greater of either:

(1) Registration for the International program, actual transportation not to exceed coach airfare and actual room expense not to exceed

the standard single room rate when attending the International Conference; or,

(2) The amount of the reimbursement to which a delegate would be entitled.

(d) Delegates to the International Educational Conference

At the last regular meeting of the Administrative Year, the California Chapter Board of Directors shall determine the apportionment of budgeted expense to the delegates who attend the International Conference, except no delegate whose expenses are reimbursed by the California or Federal Government or the International Association or who fails to attend all business sessions during the Conference, shall be entitled to share in the apportionment.

(e) Karl E. Bybee Expenditures

Expenditures incurred in the administration of the Karl E. Bybee Education Foundation Fund shall be reimbursed by the California Chapter. Members of the Karl E. Bybee Education Foundation Board may be reimbursed for one annual meeting at the rates established in OP 13.03 "Reimbursements" provided they are not otherwise compensated.

OP 15.04 Check Policy (added 10/2006)

(a) Replacement of Checks Issued by the California Chapter

(1) Local Chapter representatives and other individuals may request replacements of checks issued by the California Chapter that have been lost or stolen provided:

a. The California Chapter Treasurer has been notified immediately upon discovery of the loss or theft and

b. The Local Chapter representative or individual pays the fees charged by the bank to put a stop payment on the original check. These fees must be submitted to the California Chapter Treasurer before the replacement check is issued.

(b) Bad Checks Issued to the California Chapter

(1) Occasionally, checks issued to the California Chapter will be returned by the bank to the cashing entity due to insufficient funds or closed accounts. The bank charges the cashing entity a

returned check fee.

(2) The person issuing the bad check will be billed for the amount of the original check plus the bank fees involved.

(3) Appropriate collection procedures will be followed if the billed amount is not paid within thirty days of the billing date.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES 16 – DISCIPLINE OF STATE OFFICERS

OP 16.00 Discipline of State Officers

OP 16.01 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's Bylaws or Operating Procedures.
- (c) Failure of good behavior, which is of such a nature that it causes discredit to the California Chapter or its members.

OP 16.02 Procedure for Discipline

- (a) Charges shall be in writing.
- (b) Shall be filed with the California Chapter President. If charges are brought against the California Chapter President, the Chapter's First Vice President shall act in his/her stead.
- (c) The California Chapter President, upon receipt of the written charges, shall order a hearing to be held within 60 days. The California Chapter President will appoint a committee or independent hearing officer to hold the hearing.
- (d) Such hearing shall be closed unless the member so charged makes a request for an open hearing.
- (e) The committee or hearing officer shall report to the California Chapter Board of Directors within 15 days after the hearing. Such report shall include recommendation for action.
- (f) The California Chapter Board of Directors shall, by three-fourths (3/4) vote of the Board, act on the report within 10 days. Action by the California Chapter Board of Directors shall include one or more 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 Association.

OP 16.03 Appeal

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

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES - APPENDIX A: CONTRACTS FOR HIRE

Certain individuals are subject to Contracts for Hire. The following samples of contracts are for informational purposes only as a guide for future negotiations.

Appendix A, 1: AUDITOR

Appendix A, 2: SECRETARY

Appendix A, 3: TREASURER

Appendix A, 4: FINANCIAL ACCOUNTANT

Appendix A, 5: MEMBERSHIP COORDINATOR

Appendix A, 6: EXECUTIVE OFFICE MANAGER

APPENDIX A, 1

IAWP WORK FOR HIRE AGREEMENT: AUDITOR

This Work for Hire Agreement (this "Agreement") is made effective as of 7-1-\_\_ by and between the California IAWP Chapter and \_\_\_\_\_. In this Agreement, the party who is contracting to receive the services shall be referred to as "IAWP", and the party who will be providing the services shall be referred to as "Auditor".

1. DESCRIPTION OF SERVICES: Beginning on 7-1-\_\_, \_\_\_\_\_ will provide the following services (collectively, the "Services"): Auditor.

2. PAYMENT FOR SERVICES: IAWP will pay compensation for the Services (see attached) in the amount of \$850.00. This compensation shall be payable in a lump sum upon completion of the Services.

3. TERM/TERMINATION: This Agreement shall terminate automatically on 10-15-\_\_.

4. RELATIONSHIP OF PARTIES: It is understood by the parties that \_\_\_\_\_ is an independent contractor with respect to this contract, and not an employee of IAWP. IAWP will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefits, for the benefit of \_\_\_\_\_.

5. WORK PRODUCT OWNERSHIP: Any copyrightable works, ideas, discoveries, invention, patents, products or other information (collectively, the "Work Product") developed in whole or in part by \_\_\_\_\_ in connection with the Services shall be the exclusive property of IAWP. Upon request, \_\_\_\_\_ shall sign all documents necessary to confirm or perfect the exclusive ownership of IAWP in the Work Product.

6. CONFIDENTIALITY: \_\_\_\_\_ will not at any time or in any manner, either directly or indirectly, use for the personal benefit of \_\_\_\_\_ any and all IAWP records, notes, documentation and other items that were used, created, or controlled by \_\_\_\_\_ during the term of this Agreement. All records referenced above to be returned to IAWP.

7. NONCOMPETE AGREEMENT: For a period of 10-16-\_\_ through 6-30-\_\_ after the termination of this Agreement, \_\_\_\_\_ will not directly or indirectly engage in any business that competes with IAWP. This covenant shall apply to the geographical area that includes all of the State of California. \_\_\_\_\_ agrees that this noncompete provision will not adversely affect the livelihood of IAWP.

8. ENTIRE AGREEMENT: This Agreement contains the entire agreement of the Parties, and there are no other promises or conditions in any other agreement whether oral or written.

9. SEVER ABILITY: If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions of this Agreement are invalid or unenforceable, unless by eliminating such provision it would become valid and enforceable, then such provision shall be deemed written, valid, and enforceable as so limited.

Party contracting services  
California IAWP Chapter

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by

Finance Committee Chairperson

Auditor (Service Provider)

\_\_\_\_\_

\_\_\_\_\_

Attachment #1: Auditor

Audit: IAWP California Chapter financial records as follows:

- A. INCOME: Breakdown by source.
- B. EXPENSE: From the numbered line items not otherwise designated (7000-8980)
- C. EMPLOYEES: Salary/Benefits/Taxes
- D. CHAPTER ADMINISTRATIVE
  - a. Equipment/Supplies
  - b. Postage
  - c. Administrative Expenses Including Executive Office
  - d. Administrative Rent

## APPENDIX A, 2

### IAWP WORK FOR HIRE AGREEMENT: SECRETARY

This agreement is made and entered into on the date hereinafter set forth, by and between the California Chapter International Association of Workforce Professionals, Inc., a California corporation, hereinafter referred to as "Association" and \_\_\_\_\_ hereinafter referred to as " Secretary".

#### A. Secretary: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the California Chapter Operating Procedures, OP 3.09. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 200? are listed below:" in this case, OP 3.09 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 200? are listed in the attached duty statement:" : in this case, an attachment would be made with a copy of OP 3.09.)
2. Additional duties and responsibilities not listed in OP 3.09 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the word "None" is entered.)

#### B. Association

##### 1. Duties of the Association

- a. The Association will provide as remuneration a financial package of direct and indirect benefits upon submission of California Chapter Board of Directors minutes.
- b. Reimburse the California Chapter Secretary for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Work for Hire agreement without advance approval of the California Chapter Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the Finance Committee Chairperson monthly, if expenses exceeds approved budget.

##### 2. Terms of Agreement

This agreement shall be enforced July 1, 20\_\_ and shall continue for one year, at which time it must be renegotiated by both parties. Either or both parties in accord with Item #4, Termination of Agreement, can terminate this Agreement.

##### 3. Renegotiations

This Agreement is subject to renegotiations upon Thirty (30) days written notice to the California Chapter President by the California Chapter Secretary, or, in accordance with Item #2, Terms of Agreement, one year from the date of enforcement.

4. Termination of Agreement

Either part upon Thirty-(30) days written notice as required by Item #5, Notices, may terminate this agreement

5. Notices

Any notice required to be given pursuant to this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the addresses listed on the California Chapter Board of Directors roster or at such other addresses as the parties may notify each other thereof from time to time.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_, by:

Finance Committee Chairperson

Secretary (Service Provider)

\_\_\_\_\_

\_\_\_\_\_

Attachment 1: Secretary

The following work for hire compensation shall be paid to the California Chapter Secretary in the amounts listed below less appropriate income and employment taxes.

Salary: \$2700.00 per year

Travel: Actual travel expenses to scheduled California Chapter Board of Directors meetings and the Annual or Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: Actual cost of lodging based upon single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to the Annual State Convention at the members rate.

The benefits package is from July 1, 20\_\_\_, to June 30, 20\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by:

Finance Committee Chairperson

California Chapter Secretary

\_\_\_\_\_  
\_\_\_\_\_

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

## APPENDIX A, 3

### IAWP WORK FOR HIRE AGREEMENT: TREASURER

This agreement is made and entered into on the date hereinafter set forth, by and between the California Chapter International Association of Workforce Professionals, Inc., a California Corporation, hereinafter referred to as "Association", and \_\_\_\_\_ hereinafter referred to as "Treasurer."

#### A. Treasurer: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the California Chapter Operating Procedures, OP 3.07. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 200? are listed below:" in this case, OP 3.07 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 200? are listed in the attached duty statement:" : in this case, an attachment would be made with a copy of OP 3.07.)
2. Additional duties and responsibilities not listed in OP 3.07 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the word "None" is entered.)

#### B. Association

##### 1. Duties of the Association

- a. The Association will provide as remuneration for the Treasurer a package of direct and indirect benefits
- b Reimburse the Treasurer for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Contract without advance approval of the California Chapter Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the California Chapter Finance Committee chairperson monthly, if expenses exceeds approved budget.

##### 2. Terms of Agreement

This Agreement shall be enforced July 1, 20\_\_\_, and shall continue for one year, at which time it must be renegotiated by both parties. This Agreement can be terminated by either or both parties in accord with Item V, Termination of Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the State Chapter President by the Treasurer, or, in accord with Item III, Term of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item VI, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the California Chapter Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by:

Finance Committee Chairperson

California Chapter Treasurer

\_\_\_\_\_

\_\_\_\_\_

Attachment 1. Treasurer

The following work for hire compensation shall be paid to the Treasurer in the amounts listed below less appropriate income and employment taxes.

Salary: \$3600.00 per year

Travel: Actual travel expenses to scheduled California Chapter Board of Directors meetings, Annual or Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: Actual cost of lodging based upon single occupancy, not to exceed negotiated hotel rate including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to the Annual State Convention at the member's rate.

The benefits package is from July 1, 20\_\_ to June 30, 20\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 200?, by:

Finance Committee Chairperson

California Chapter Treasurer

\_\_\_\_\_

\_\_\_\_\_

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

APPENDIX A, 4

IAWP WORK FOR HIRE AGREEMENT: FINANCIAL ACCOUNTANT

This agreement is made and entered into on the date hereinafter set forth, by and between the California International Association of Workforce Professionals, Inc., a California corporation, hereinafter referred to as "Association", and \_\_\_\_\_, hereinafter referred to as "Financial Accountant".

1. SCOPE OF WORK

a. General Ledger

- (1) Reconcile the bank statements with the general ledger.
- (2) Produce various ledgers and reports quarterly and annually.
- (3) Attendance at Finance Committee meeting(s) and California Chapter Board of Directors meetings as requested.
- (4) The following ledger and reports will be produced quarterly:
  - (a) A Balance Sheet.
  - (b) A budgeted statement of Income and Expense to include all Cost Centers (Local Chapters).
  - (c) A Transaction Journal that lists each quarterly transaction.
  - (d) A General Ledger that lists all activity in each account.
  - (e) A Trial Balance.
- (5) The following reports will be produced annually:
  - (a) Form 990 for the Federal Government.
  - (b) Form 199 for the Franchise Tax Board - State of California.
  - (c) 1099's as required by IRS.

b. Payroll

(1) Provide after the fact payroll and keep required employee and employer contribution records, for approximately four (4) staff.

2) Provide tax deposit requirements for the federal and state governments.

(3) Each quarter the following reports will be produced:

(a) Payroll ledgers for the quarter.

(b) 941 quarterly return for IRS.

(c) DE-6 quarterly return for the State of California.

(4) Annually the following reports will be produced:(a) Employee W-2's.(b) Reconciliation and recap of Federal and State withholding (W-3 and De-7).(c) 1096 transmittal form for 1099 information.(d) 940 annual FUTA.

(a) Employee W-2's.

(b) Reconciliation and recap of Federal and State withholding (W-3 and De-7).

(c) 1096 transmittal form for 1099 information.

(d) 940 annual FUTA.

## 2. CONTROLLER TYPE FUNCTIONS

The controller type function is composed of the following review related activities. In each of the item listed we will work together to accomplish the following:

a. Enter initial budgets.

b. Internal control procedures and reviews.

c. Supervision and analysis of bookkeeping and record keeping procedures.

d. Review checks written and deposits for coding and accuracy.

e. Consultation on bookkeeping process and procedures, payroll matters accounts receivable distributions, cash balances, and other fiscal and bookkeeping matters as needed.

### 3. ASSOCIATION RESPONSIBILITIES

Accurate records of client activity must be provided in accordance with the California Chapter Operating Procedures timetable. Those records provided are as follows:

a. General Ledger information that will be necessary will include the following:

- (1) Local chapters check register.
- (2) Bank statements.
- (3) Approved budget for each line item

### 4. IAWP AGREEMENT

The monthly fees for the General Ledger, Payroll, and Controller type services as described above will be \$300.00 per month averaging \$3,600.00 per year. This figure is based on the following approximate monthly activity:

a. General Ledger Preparation:

- (1) Checking and Savings Accounts for all Local Chapters; Districts; and the California Chapter, and Money Market Accounts; and Certificate(s) of Deposit.

b. Payroll; 4 staff

c. Controller Function: As described above.

d. Bank statements will be mailed to the Financial Accountant, and copies of these statements to be given to the Treasurer. Statement of accounts of all Local Chapters' financial reports to be given to Treasurer on a quarterly basis. At the end of fiscal year, these records will be given to Finance Committee chairperson, to be prepared with other records for yearly audit. At the conclusion of audit, records will be forwarded to California Chapter Executive Office for retention.

e. Additional hourly fees @\$40.00 / hour will be charged if:

- (1) Reruns and/or reprocessing of any report or procedures (such as year-end adjustments) due to changes, errors, or refinement of data or assumptions by client.
- (2) Input data is incomplete, incorrect or illegible.

(3) Any training required for staff to accomplish any of the above.

If the level of activity changes significantly, either up or down, we will re-negotiate the fee based on that new level. If the Financial Accountant is not retained for a full 12-month period, based on current annual fee for work necessary, additional charges may be necessary to close out and transfer all accounts.

A one time charge that is in addition to the above monthly fees: is the preparation of the Returns for Federal & State \$400/year. (Federal #990, State of California #199)

#### 5. DURATION AND TERMINATION

This agreement will commence on July 1, 20\_\_ and will terminate June 30, 20\_\_. Either party may terminate this agreement with a 30-day notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by:

Financial Accountant

IAWP Finance Committee Chairperson

\_\_\_\_\_

\_\_\_\_\_

APPENDIX A, 5

IAWP WORK FOR HIRE AGREEMENT: MEMBERSHIP COORDINATOR

This agreement is made and entered into on the date hereinafter set forth, by and between the California State Chapter International Association of Workforce Professionals, Inc., a California Corporation, hereinafter referred to as "Association," and \_\_\_\_\_, hereinafter referred to as "Membership Coordinator."

A. Membership Coordinator: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the California Chapter Operating Procedures, OP 3.08. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 200? are listed below:" in this case, OP 3.08 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 200? are listed in the attached duty statement:" : in this case, an attachment would be made with a copy of OP 3.08.)
2. Additional duties and responsibilities not listed in OP 3.08 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the word "None" is entered.)

B. Association

1. Duties of the Association

- a. The Association will provide as remuneration for the Membership Coordinator a package of direct and indirect benefits
- b. Reimburse the Membership Coordinator for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Contract without advance approval of the California Chapter Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the California Chapter Finance Committee chairperson monthly, if expenses exceeds approved budget.

2. Terms of Agreement

This Agreement shall be enforced July 1, 20\_\_, and shall continue for one year, at which time it must be renegotiated by both parties. This Agreement can be terminated by either or both parties in accord with Item V, Termination of Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the State Chapter President by the Membership Coordinator, or, in accord with Item 3, Terms of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item 5, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the California Chapter Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 200? by:

Finance Committee Chairperson    Membership Coordinator

\_\_\_\_\_

\_\_\_\_\_

Attachment 1: Membership Coordinator

The following work for hire compensation shall be paid to the Membership Coordinator in the amounts listed below less appropriate income and employment taxes.

Salary: \$3,600.00 per year

Travel: Actual travel expenses to scheduled California Chapter Board of Directors meetings; Annual and Special State Conventions. Coach airfare not to exceed 21-day rate or whichever is less.

Lodging: Actual cost of lodging based on single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to Annual State Conference/Convention at the members' rate.

The benefits package is from July 1, 20\_\_ to June 30, 20\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by:

\_\_\_\_\_  
Finance Committee Chairperson

\_\_\_\_\_  
Membership Coordinator

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

## APPENDIX A, 6

### IAWP WORK FOR HIRE AGREEMENT: EXECUTIVE OFFICE MANAGER

This contract is made and entered into on the date hereinafter set forth, by and between the California State Chapter IAWP The World Leader of Professionals in Workforce Systems, Inc., a California Corporation, hereinafter referred to as "Association," and \_\_\_\_\_, hereinafter referred to as "Executive Office Manager."

#### A. Executive Office: Duties and Responsibilities

1. Performs all duties and responsibilities as designated in the California Chapter Operating Procedures, OP 10.00-10.06. (One of two formats can be used to delineate these items. One would say, "These duties and responsibilities, as of July 1, 200? are listed below:" in this case, OP 10.00-10.06 would be copied into this part. The second would say, "These duties and responsibilities, as of July 1, 200? are listed in the attached duty statement:" : in this case, an attachment would be made with a copy of OP 10.00-10.06.)

2. Additional duties and responsibilities not listed in OP 10.00-10.06 are listed below: (This is included to allow for one time activities for which we do not want to change the OP. If there are no additional items, this could be eliminated or the word "None" is entered.)

#### B. Association

##### 1. Duties of the Association

a. The Association will provide as remuneration for the Executive Office Manager a package of direct and indirect benefits

b. Reimburse the Executive Office Manager for miscellaneous, reasonable out-of-pocket costs incurred in carrying out the terms of this Contract without advance approval of the California Chapter Board of Directors, provided an itemized statement of expenses, with receipts, is submitted to the California Chapter Finance Committee chairperson monthly, if expenses exceeds approved budget.

##### 2. Terms of Agreement

This Agreement shall be enforced July 1, 20\_\_\_, and shall continue for one year, at which time it must be renegotiated by both parties. This Agreement can be terminated by either or both parties in accord with Item V, Termination of Agreement.

3. Renegotiations

This agreement is subject to renegotiations upon Thirty (30) days written notice to the State Chapter President by the Executive Office Manager or, in accord with Item 3, Terms of Agreement one year from the date of enforcement.

4. Termination of Agreement

Either party upon Thirty (30) days written notice as required by item 6, Notices, may terminate this Agreement.

5. Notices

Any notice required to be given pursuant to this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, and mailed to the parties at the following addresses listed on the California Chapter Board of Directors roster, or to such other addresses as the parties may notify each other thereof from time to time.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 2002 by:

Finance Committee Chairperson

Executive Office Manager

\_\_\_\_\_

\_\_\_\_\_

Attachment 1: Executive Office Manager

The following contractual compensation shall be paid to the Executive Office Manager in the amounts listed below less appropriate income and employment taxes.

Salary: \$8400.00 per year

Travel: Actual travel expenses to scheduled California Chapter Board of Directors meetings, Annual and Special State Conventions. Coach airfare not to exceed 21-day rates or whichever is less.

Lodging: Actual cost of lodging based upon single occupancy, not to exceed negotiated hotel rate, including taxes, when attending meetings designated above.

Registration: Actual cost of preregistration full package to Annual State Conference/ Convention at the members' rate.

The benefits package is from July 1, 20\_\_ to June 30,20\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by;

Finance Committee Chairperson

Executive Office Manager

\_\_\_\_\_

\_\_\_\_\_

Attachment 2: This would be the place to attach the OP section pertinent to the position if the decision was made not to include the information in Section A, 1.

CALIFORNIA IAWP CHAPTER, INC.

OPERATING PROCEDURES - APPENDIX B: FORMS

Appendix B, 1. Credentials: Local Chapter Election of Officers Report

Appendix B, 2. Credentials: Local Chapter Designation of Head of Delegation to the Annual or Special State Conventions

Appendix B, 3. Proxies

Appendix B, 4. Hotel Site Check List, Sample 1

Appendix B, 5. Hotel Site Check List, Sample 2

Appendix B, 6. Acknowledgment of Acceptance of Committee Duties and Responsibilities

Appendix B, 7. Sample Membership Plan

Appendix B, 8. International Delegate Qualification Form

Appendix B, 1

Credentials: Local Chapter Election of Officers Report

Form is to be submitted to the California Chapter Secretary prior to the first California Chapter Board of Directors meeting of a new Administrative Year.

I, \_\_\_\_\_, state that the following persons are the  
(Name of person completing form)

elected officers (and delegates where applicable) of the \_\_\_\_\_.  
(Name of Local Chapter)

1. President: \_\_\_\_\_ \*

2. First Vice President: \_\_\_\_\_

3. Second Vice President: \_\_\_\_\_

4. Treasurer: \_\_\_\_\_ \*

5. Secretary : \_\_\_\_\_

6. Delegate: \_\_\_\_\_

7. Delegate: \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_

Local Chapter Office Held: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\* Provide the mailing address and contact phone number for the President and the Treasurer on the reverse of the form.

Appendix B, 2

Credentials: Local Chapter Designation of Head of Delegation to the Annual or Special State Conventions

Form is to be completed and submitted to the California Chapter Secretary prior to the start of Convention Business at the Annual or Special State Conventions.

I, \_\_\_\_\_, state that the following named  
(Name of Person Completing Form)

person, a member of the \_\_\_\_\_ Local Chapter, has been  
designated by the \_\_\_\_\_ Local Chapter to head the  
delegation of its members attending the Annual or Special State Convention being  
held on \_\_\_\_\_.  
(Dates of Convention)

Head of Delegation: \_\_\_\_\_

Position held in Local Chapter: \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_

Position Held in Chapter: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Appendix B, 3

Proxies

A. I, \_\_\_\_\_, a member of the  
(Name)

\_\_\_\_\_ Local Chapter, hereby  
(Name of Local Chapter)

designate \_\_\_\_\_, a member of the  
(Name)

\_\_\_\_\_ Local Chapter, as my  
(Name of Local Chapter)

Proxy for the following meeting(s): (Check all appropriate)

\_\_\_\_ Board of Directors meeting held on \_\_\_\_\_  
Date(s))

\_\_\_\_ District \_\_\_\_ Caucus held on \_\_\_\_\_  
(#) (Date(s))

\_\_\_\_ Annual Convention held on \_\_\_\_\_  
(Date(s))

\_\_\_\_ Other: \_\_\_\_\_ held on \_\_\_\_\_  
(Specify Meeting) (Date(s))

B. Conditions of Proxy: (Check one)

\_\_\_\_ My Proxy may represent me, using his/her best judgment, in all business coming before the body of the meeting(s) checked in Section A.

\_\_\_\_ My Proxy may represent me, only as specified below, in the meeting(s) checked in Section A.

Signature \_\_\_\_\_

Date signed \_\_\_\_\_

Appendix B, 4

Hotel Site Checklist, Sample 1

To: Director of Sales and Marketing  
From: Name of person contacting the hotel:  
Subject: Conference and Meeting Location

Dates: List dates negotiated. If alternate dates are possible, list them as well.

Transportation to and from airport? Free airport transportation available? Which airport?

Parking at Hotel: Any charges?

Catering Service needs estimate: Thursday: Continental Breakfast (20), box lunch (35); Friday: morning coffee and break: luncheon (100); Saturday: full breakfast (50).

Meeting accommodations required:

One additional complimentary room per 50

| Date and times of the meetings | Function Type              | Set-up Style  | # of Persons | Rental Cost |
|--------------------------------|----------------------------|---------------|--------------|-------------|
| Thu 8 am-5 pm                  | Meeting with working lunch | Hollow Square | 40           |             |
| Fri 8 am - noon                | General Session            | Theatre style | 125 max      |             |
| Fri noon-2pm                   | Awards Luncheon            | Rounds of 10  | 90-125       |             |
| Fri 2 pm-5pm                   | General Session            | Theatre style | 125 max      |             |
| Sat 8 am-9:30 am               | Breakfast                  | Rounds of 10  | up to 60     |             |
| Sat 9:30 am-1pm                | General Session            | Rounds of 10  | up to 60     |             |

**GUEST ROOM COMMITMENT**

| Dates | Day       | Type     | Total Rooms |
|-------|-----------|----------|-------------|
|       | Wednesday | Standard | 20          |
|       | Thursday  | Standard | 40          |
|       | Friday    | Standard | 15          |

Room costs for Standard: Single Occupancy: \_\_\_\_\_  
Double Occupancy: \_\_\_\_\_  
Triple Occupancy: \_\_\_\_\_

Appendix B, 5

Hotel Site Checklist, Sample 2

1. Name/address/phone number of facility and name/phone number of sales representative.

A. Name of Facility:

Address:

City, State, Zip:

Phone:

Fax:

B. Name of Sales Representative:

Phone:

Fax:

2. Dates evaluated:

3. Room rates for the year \_\_\_\_\_

Single           \$           (expected)

Double           \$           (expected)

4. Comp rooms

A. Formula used (i.e. one comp room for every number of rooms filled)

B. Adequate for Early Bird and/or hospitalities?

C. Bring in own food/beverage?

\_\_\_\_\_Yes       \_\_\_\_\_No       \_\_\_\_\_Corkage fee

5. General assembly capacity and rates (considerations are general session, luncheon, and/or dinner capacities)

A. Capacity \_\_\_\_\_persons

B. Complimentary based upon functions and/or room nights?

Yes No

Formula used:

6. Break out rooms: number, capacity and rates

A. # of breakout rooms for workshops \_\_\_\_\_

B. 1 room required for California Chapter Board of Directors:

Configuration: e.g., hollow square \_\_\_\_\_

# of members \_\_\_\_\_

C. Complimentary based on \_\_\_\_\_ room nights.

7. Accessibility (airports, shuttles, freeways, etc.)

A. Free Shuttle service available to/from hotel and airport? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

B. If not, cost of shuttle service. \$ \_\_\_\_\_

C. Freeway(s) closest to hotel \_\_\_\_\_

8. Food Service (number of restaurants, coffee shops, capacity, rates, service for group breakfast, luncheon and dinner, etc.)

A. Number of restaurants \_\_\_\_\_ Capacity \_\_\_\_\_

B. Number of coffee shops \_\_\_\_\_ Capacity \_\_\_\_\_

C. Lounge area \_\_\_\_\_ Yes \_\_\_\_\_ No

9. Handicapped access (including sleeping rooms, smoke-free restrooms, elevators, ramps, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

A. # of sleeping rooms for the handicapped available \_\_\_\_\_

10. Unions: \_\_\_\_\_ Yes \_\_\_\_\_ No

11. General Comments:

Appendix B, 6

Acknowledgment of Committee Duties and Responsibilities

I, \_\_\_\_\_, hereby acknowledge that  
(Name of Appointed Committee Chairperson)

I have reviewed the California Chapter IAWP's position statement for the

\_\_\_\_\_ Committee.  
(Name of Committee)

I accept and will attempt to carry out to the best of my abilities the duties and responsibilities contained in the position statement.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Appendix B, 7

Sample Membership Plan

Chapter : California                      Chairperson:

Membership Goal:                              Last Year's Membership:

Accomplishments to Date

Appointed chairperson, selected committee. Set goal, selected, ordered and designed membership materials. Developed plan, which includes special membership drive materials. Developed plan, which includes special membership drives in each Local Chapter and cash/prize incentives. Met with administrators to discuss goals and obtain letter of support.

July/August

Launch California Chapter wide membership campaign with first promotional mailing. Determine what program areas and Local Chapters aren't responding and decide how to address. Develop special membership drives, assign responsibility and insure efforts include outreach to workforce partners.

September/October

Announce membership contests. Contact members who did not renew last year and ask them to rejoin. If they decline, give them questionnaire asking for suggested improvements. Begin publicizing new members. Compare membership with goals and determine strategies to reach goals.

November

Send follow-up to retirees and associates. Compare membership with goals. Develop promotional materials for January Jumpstart! and distribute to Local Chapters.

December

Launch Local Chapters' special drives. Hold central office reception to kickoff January Jumpstart!; send administrator(s) a letter(s) to give an update on California Chapter goals/accomplishments: announce first new member prize; recognize retirees and associates. Push membership incentives and contests. Compare membership with goals; assess

questionnaires. Determine whether more renewal notices are needed. Assess reception results. Contact Local Chapters on progress.

#### January

Showcase Local Chapter drives and new members to date. Compare membership with goals. Review progress of special membership drives.

#### February/March

Compare membership with goals and adjust strategies. Gear up for California Chapter's Annual State Convention push.

#### April

Contact Local Chapters on progress and expected California Chapter's Annual State Convention attendance. Compare membership with goals and target last big push. Follow up on non-renewals.

#### May

Announce membership contest winners. Give campaign the last best shot.

#### June

Proudly accept International membership awards at International's convention!

Note: List any plans developed for special membership drives.

Appendix B, 8

International Delegate Qualification Form

Local Chapter Presidents and District Directors are required to verify point values. Please provide dates and other supporting documentation whenever possible. Use a separate sheet, if necessary. Designate point values earned in each category. List total points in item C.

A. During the last two calendar years (January 1, \_\_\_\_\_ and December 31, \_\_\_\_\_)

1. I recruited \_\_\_\_\_ new members for IAWP. List names (5 points per member).

---

---

2. I attended \_\_\_\_\_ Local Chapter or District Membership Meetings, Executive Board Meetings or sponsored events. List meetings/events. (5 points each).

---

---

3. I held the following Local Chapter elected office or appointed positions. List each position (5 points each).

---

---

4. I was a significant contributor for Awards nominations submitted in the following categories. List categories (5 points each, maximum six categories).

---

---

5. I held the following State Chapter elected offices or was appointed to the following chairperson positions. List each (5 points each).

---

---

6. I submitted \_\_\_\_\_ articles to my Local Chapter newsletter, the Cal-liope, or the Workforce Professional. Include a copy or list publishing dates ( 5 points each)

---

---

7. I attended \_\_\_\_\_ IAWP District, State or International Conferences. List dates (5 points each).

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8. I actively participated in planning or working at an IAWP District or International Conference. List dates (5 points each).

---

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B. During any time period:

1. I successfully completed \_\_\_\_\_ sections of the IAWP Professional Development Program. Indicate which sections (5 points each).

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2. I served one or more terms as State Chapter President or District XV Representative. List dates and position. (10 points each).

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C. Date: \_\_\_\_\_

Total Points: \_\_\_\_\_

I swear or affirm that to the best of my knowledge the point values I have assigned are true and correct. I understand that, if elected, I am required to attend designated conference meetings and activities and to submit one or more articles to the Cal-Liope for publication regarding the conference.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Chapter: \_\_\_\_\_ District: \_\_\_\_\_

The qualification form must be postmarked by January 5, \_\_\_\_\_ and mailed to your District Director as follows:

List of District Directors and their mailing addresses.

