

**CONSTITUTION AND BY-LAWS
of the
California Association of Leaders for Career Preparation (CALCP)**

CONSTITUTION

ARTICLE I

NAME OF THE ORGANIZATION

This organization shall be known as the California Association of Leaders for Career Preparation (CALCP)

ARTICLE II

OBJECTIVES

Section 1 It shall be the objective of this organization to generate, extend, improve and foster all aspects of career preparation in California.

- a. Provide a formal organization by which consensus may be derived toward the resolution of problems peculiar and common to the roles of leaders of career preparation.
- b. Provide a forum for and a vehicle of communication among the principal leaders in career preparation in California who have responsibility for the operation of career preparation for their respective institutions.
- c. Constitute a cohesive and identifiable body with integrity of its own, composed of leaders of career preparation in California by which its influence may best serve to shape the continuing development of career preparation programs and curriculum.
- d. Actively participate through appropriate committee and field work in the legislative process as it affects career preparation as well as provide support to state agencies working in behalf of career preparation and school-to-career transition.
- e. Offer advice and counsel to state educational offices and agencies having regulative and service functions in career preparations, reflecting the needs and opinions of the practitioners in the field.
- f. Conduct studies of selected problems as deemed by the membership to be vital to the interests of career preparation and to disseminate information so derived.
- g. Assist in the implementation of area-wide cooperative efforts among agencies for the improvement, increased efficiency and better articulation of Career Technical Education (CTE) coursework and school-to-career programs.

- h. Serve in the development of leadership potential for all leaders of career preparation and enhance the leadership functions of the membership of this organization.
- i. Improve career preparation through the exchange of materials, ideas, knowledge and techniques.
- j. Assist in the establishment of improved liaison and understanding among all agencies and individuals concerned with career preparation and the school-to-career programs.
- k. Encourage application of the highest ethical standards to the profession.

ARTICLE III
MEMBERSHIP

Section 1 Membership Eligibility

- a. Those eligible for membership in the California Association of Leaders for Career Preparation shall consist of leaders and managers of career technical education course work and school-to-career programs from school districts, county, state, ROC/ROP, community college, adult education and other public or private training institutions.
- b. Any person interested in the goals and objectives of the Association is eligible for membership.

Section 2 Type of Membership

- a. Board Member – A person serving in a volunteer capacity as a member of the Board of Directors.
- b. Regular – An individual who has paid the necessary fees as established by this Association.

Section 3 Dues

- a. Dues shall be established annually by the Board of Directors. No active action by the Board of Directors allows the current dues structure to remain unchanged.

ARTICLE IV
OFFICERS AND BOARD OF DIRECTORS

Section 1 Elected Officers

- a. The elected officers of this organization shall be the President, and the President-Elect. The President-Elect shall succeed to the presidency. Elections will be held annually.

b. The term of office shall be for one (1) year from July 1 through June 30. The President may serve for more than one (1) term or until a successor shall be appointed to fill an unexpired term if a President-Elect is unavailable or unable to fill the office.

Section 2 Appointed Members

a. The President-Elect with the approval of the current Board of Directors (Board) shall appoint the following members to the Board for the upcoming term (July 1 through June 30); Secretary, Treasurer, Affiliate Representatives and standing committee chairpersons as identified in the by-laws.

b. Additional committee chairs may be added to the Board as needed. They will be appointed by the President and approved by a quorum of the Board members present at the time of appointment.

c. All appointed Board members shall hold their office for only one year and may serve for more than one (1) term or until a successor is appointed to fill an unexpired term.

Section 3 Quorum

a. A quorum of the Board of Directors shall consist of fifty percent plus one of the Board members - which must include at least one of the following: President; President-Elect; Secretary; or Treasurer.

b. A majority vote of the board members present shall constitute action at any Board meeting.

c. Members of the Board of Directors may conduct a meeting either in person or through electronic communication such as conference call or webinar. Minutes shall be taken at all meetings.

Section 4 Voting

a. A vote can be taken in person, by mail, email, fax or phone ballot when so requested by the President on matters requiring attention between meetings. A simple majority of all voting members is required for action.

Section 5 Cooperative Organizations and Agencies

a. Organizations or agencies having a common interest in career preparation with CALCP may request to have a representative to the Board.

b. Non-Voting Board Members - Organizations or agencies having a common interest in career preparation with CALCP may request to have a representative to the Board as a non-voting advisor to the Board.

c. Voting Board Members - The Board may grant voting member status to a representative to the Board. The number of representatives appointed as voting members of the Board may not exceed 33% of the number of members on the current Board of Directors.

Section 7 Elections and Appointments

a. Election of officers shall be held annually. The election will occur either at a General Meeting or Board Meeting.

b. When an office becomes vacant due to resignation or any other cause, the President with the concurrence of the Board of Directors shall appoint a successor to fill the unexpired term of office.

Section 8 Duties

a. The duties of the elected officers shall be those tasks identified in the bylaws. The President shall serve as chairperson of all general and special meetings of the organization, including those of the Board of Directors. In the event of the President's absence the duties shall automatically be delegated to the President-Elect, or other board member.

b. The Board of Directors shall exercise general control of the affairs and interests of the association and shall plan the meetings of the organization and recommend for organization action the general policies to be observed by the organization. Notwithstanding the above, a member in good standing can bring items for discussion to the Board of Directors.

ARTICLE V **MEETINGS**

Section 1 General Meetings

a. At least one meeting shall be conducted each year at such a time and place as designated by the Board of Directors.

Section 2 Board Meetings

a. Board meetings shall be called by the President or any three members of the Board.

Section 3 Committee Meetings

b. Committee meetings shall be called at the discretion of each committee chairperson.

Section 4 Meeting Notices

a. Notice of all General Meetings and Board Meetings shall be posted on the Association website at least fifteen days prior to such meeting date. A yearly calendar for meetings presented to the membership may be used to meet this requirement.

Section 5 Other Business

- a. All meetings held by this organization shall be conducted under Robert's Rules of Order.

ARTICLE VI RELATIONSHIPS WITH OTHER ORGANIZATIONS

Section 1 Relationships with Other Organizations

- a. The California Association of Leaders for Career Preparation may enter into a formal affiliation agreement with other CTE, career preparation, vocational or educational association when such affiliations will strengthen and further the objectives of this organization.

ARTICLE VII AMENDMENT OF CONSTITUTION AND BY-LAWS

Section 1 Amendment of Constitution

- a. This constitution may be amended at any General Meeting or Board Meeting of the organization by a majority of the Board of Directors in attendance or by mail, e-mail or fax vote of the general membership. A majority of those voting would constitute approval. The membership must be notified by posting on the Association website, mail, or email and given a copy of proposed changes at least 30 days in advance of the meeting.

Section 2 Amendment of By-laws

- a. These by-laws may be amended at any stated Board Meeting of the organization by a two-thirds (2/3) vote of the board members present. The changes must have been discussed at a prior meeting at least 30 days before a vote can take place.

BYLAWS BOARD OF DIRECTORS AND OTHER COMMITTEES

ARTICLE I OFFICERS

Section 1 Duties of the President

- a. The President shall serve as an ex-officio member of all committees. With the concurrence of the Board of Directors, the President shall make all appointments and fill all interim vacancies. The President shall authorize all bills and reimbursement of expenses incurred in the conduct of CALCP business.

Section 2 Duties of President-Elect

a. The President-Elect shall serve in the absence of the President and perform additional duties as assigned by the Board of Directors.

Section 3 Duties of Secretary

a. The Secretary shall keep minutes of all meetings of the organization, including those of the Board of Directors. Minutes or a summary of the meeting should be mailed, e-mailed or faxed to all members of the Board.

Section 4 Duties of Treasurer

a. The Treasurer shall have charge of the books of account of the organization. The Treasurer shall collect all moneys due the organization and, upon approval of bills, make payment of same. The Treasurer shall prepare a treasurer's report when requested, and the treasurer shall present the books of account to the Board of Directors annually and/or on demand for audit.

b. Upon authorization of the Board of Directors, the Treasurer may initiate sub-accounts to expedite the timely payment of expenditures. All sub-account moneys will be directly accountable to the Treasurer.

Section 5 Duties of Immediate Past President

a. The Immediate Past President shall serve on the Board of Directors.

Section 6 Installation and Term of Office

a. Elected officers shall be installed during the last general meeting of the school year or at the last meeting of the Board of Directors.

b. The term of office shall commence on July 1 and end on June 30.

ARTICLE II BOARD OF DIRECTORS AND OTHER COMMITTEES

Section 1 Committees

a. Committees may be formed by the organization as needed. Appointment to committees will be made by the President or those empowered by the President and ratified by the Board of Directors.

Section 2 Expenses

a. All CALCP related expenses incurred by any Board or committee member shall be approved by the chairperson of that committee and submitted to the President for approval. Anticipated expenses shall require prior approval of the President. All expenses approved by the Board of Directors shall be paid by CALCP.

Approved May 16,1968

Amended November 14, 1968

Amended February 2,1971

Amended May 10,1973

Amended April 19,1976

Amended April 29,1982

Amended May 1,1986

Amended May 1,1987

Amended May 6,1992

Amended April 19,1993

Amended December 8, 2000

Amended June 29, 2016