

COMMUNITY COLLEGE ASSOCIATION

BYLAWS



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ARTICLE I
PURPOSE AND MEMBERSHIP

A. The name of this organization shall be the Community College Association, CTA/NEA.

B. PURPOSES

1. To be the policy-making body for faculty of the California Community Colleges who are members of the Community College Association, the California Teachers Association and the National Education Association.
2. To advocate equally for all faculty in the Community Colleges at the local, state and national levels.
3. To address all matters affecting the welfare and interests of the members of the Community College Association.
4. To assist chapters in representing faculty for purposes of collective bargaining.
5. To further the program of the local chapters, the California Teachers Association, and the National Education Association.
6. To provide professional and clerical staff services to the membership through local member associations.
7. To promote membership in CCA within each community college district in California.

C. MEMBERSHIP

1. Chapters representing community college faculty are members of this organization by virtue of having been admitted to membership in the California Teachers Association and the National Education Association and by being members in good standing by having paid all dues and assessments of CCA, CTA, and NEA.
2. Active community college faculty members are members of this organization through their membership in local chapters. If no chapter exists, individual community college faculty are members-at-large through their membership in the California Teachers Association and the National Education Association.

ARTICLE II
THE COMMUNITY COLLEGE ASSOCIATION COUNCIL

A. FUNCTIONS AND DUTIES

1. The CCA Council shall be the statewide representative and policy-making body and shall have the following functions and duties:
 - a. To set the dues of the CCA and to approve the CCA budget;

- b. To establish and amend policy for the CCA by ratification through its delegates;
- c. To elect CCA Officers and Directors;
- d. To adopt rules and procedures for its own meetings; and
- e. To amend these Bylaws.

B. VOTING MEMBERS OF THE CCA COUNCIL

1. The voting members of the CCA Council shall be: The Officers and Directors of the CCA; the Community College members of the CTA State Council elected from J-Higher Education; and delegates from each local chapter as specified in B.3 below.
2. The ex-officio nonvoting members of the CCA Council shall be: The CTA Higher Education Board Member for District J-Higher Education; the CTA/ABC/PAC Director for District J-Higher Education At-Large; and the California NEA Director who represents Higher Education.
3. Chapter delegates shall be apportioned according to the following formula: Each chapter (local) shall have one delegate for each fifty (50) members, or a major portion thereof. Each chapter (local) shall be guaranteed one delegate.
4. Election of Delegates
 - a. The first delegate for each chapter to the CCA Council shall be the chapter president or elected alternate.
 - b. Each chapter shall determine the method by which additional chapter delegates and alternates shall be elected, guaranteeing an open nomination and secret ballot procedure
5. Reimbursement of an individual Council member’s expenses shall be dependent upon attendance and participation in all regular Council activities scheduled during a given Council meeting.

**ARTICLE III
THE CCA BOARD OF DIRECTORS**

A. COMPOSITION

1. The voting members of the Board of Directors shall be composed of the Officers, the geographical district Directors, and the Racial/Ethnic Minority, Northern Part-Time Faculty, Southern Part-Time Faculty and Women’s At-Large Directors, who shall be elected at-large by the CCA Council.
2. The ex-officio nonvoting members of the Board of Directors shall be: the CTA Higher Education Board Member for District J-Higher Education; the CTA/ABC/PAC Director for District J-Higher Education At-Large; and the California NEA Director who represents Higher Education.

B. DUTIES

1. The CCA Board of Directors shall meet upon the call of the President or upon written request of five members of the CCA Board submitted to the Consultant to Governance of the CCA.
2. Under the direction of the President, the Board of Directors shall determine the order of business and prepare an agenda for the meetings of the CCA Council.
3. The Board shall make recommendations for action to the CCA Council and its committees, shall act upon business matters which arise between meetings of the Council, and shall implement actions of the Council.
4. The Board and the President of the CCA shall appoint such ad hoc committees and task forces as they deem necessary from among the members of the Community College Association.
5. The Board shall develop policy for Council consideration, act as an advisory board to the Consultant to Governance of the CCA, and may make recommendations on hiring and other matters relating to CCA.
6. The Officers of the CCA may serve as ex-officio members of any committee without vote.

ARTICLE IV
OFFICERS AND DIRECTORS

A. OFFICERS / DIRECTORS

1. Definition, Election and Terms of Office
 - a. The Officers of the CCA shall be the President, Vice President, Secretary and Treasurer.
 - b. Officers shall serve a two-year term commencing on June 1 and terminating on May 31.
 - c. Election of Officers and Directors shall be conducted by the Governance and Membership Committee together with the Elections and Credentials Committee at the Spring CCA Council meeting.
 - d. Candidates for Officers and Directors must be active members in good standing of CCA/CTA/NEA.
 - e. The terms for Officers and Directors shall be the following:
 - (1) The Officers shall be limited to three complete consecutive two-year terms.
 - (2) The election for President and the Vice President shall be in odd numbered years and the election for the Secretary and Treasurer shall be in even numbered years.
 - (3) One half of the geographical District Directors shall be elected to serve in odd numbered election years and one half shall be elected to serve in even numbered election years.

- (4) The Women's At-Large Director and Part-time Faculty Director shall be elected in odd years and the Racial/Ethnic Minority At-Large Director shall be elected in even years.
 - (5) It is not the intent of this provision that one is precluded from running for the same office after sitting out one term, after having served two consecutive terms.
- f. Term of office for Board Directors shall be limited to three consecutive two-year terms, commencing on June 1 and terminating on May 31 of the appropriate year.
 - g. Candidates can only run for one office at a time.
 - h. Officer and Board Communication (shall include the following):
 - 1) When officers or other board members intend to visit chapters, District directors shall be notified of the upcoming visit and purpose at least seven working days in advance of the visit, unless an emergency situation exists.
 - 2) In the case of an emergency, Directors shall still be notified immediately of the nature of the visit.

B. DUTIES OF THE OFFICERS

- 1. General duties:
 - a. participate in monthly Officers' meetings as scheduled;
 - b. attend all CCA Board and CCA Council meetings as scheduled;
 - c. attend other functions as assigned by the President; and
 - d. engage in timely retrieval and response to emails.
- 2. President
 - a. The President shall:
 - (1) preside at all meetings of the CCA Council and the Board of Directors;
 - (2) be responsible for the agenda and the scheduling of all meetings of the CCA Council;
 - (3) ensure all changes to CCA Bylaws and Standing Rules are implemented;
 - (4) be responsible for the proper functioning of the board and all committees and task forces;
 - (5) act as liaison and official spokesperson for CCA at Board of Governors, Consultation Council, and at other meetings where a CCA presence is warranted;
 - (6) work with the appropriate CTA and NEA elected leadership to further the goals of CCA;
 - (7) visit local CCA/CTA/NEA chapters, encourage communication with local chapters and foster participation within local chapters and at the state-level;

- (8) assign other responsibilities as necessary; and
 - (9) appoint chairpersons of CCA committees and task forces with the approval of the Board.
- 3. Vice President
 - a. The Vice President shall:
 - (1) preside at all meetings of the CCA Council and Board of Directors meetings in the absence of the President;
 - (2) oversee and/or chair the Legislation and Political Action and Membership Committees;
 - (3) oversee and/or chair other CCA Board and CCA Council Committees as needed;
 - (4) develop and execute membership recruitment plans in coordination with appropriate Directors, chapters, and staff;
 - (5) coordinate activities with Directors and conduct orientation and training of directors;
 - (6) present CCA positions on legislation to the CTA State Council State Legislation Committee (Second Reading);
 - (7) accept responsibilities as assigned by the President.
- 4. Secretary
 - a. The Secretary shall:
 - (1) take minutes in electronic format for the following proceedings:
 - (a) the CCA Council;
 - (b) the CCA Board of Directors;
 - (c) CCA Officers meetings; and
 - (d) other CCA meetings as needed.
 - (2) maintain all official documents of the organization in paper and electronic format and copy all such documents electronically to the CCA Consultant to Governance for storage; (Second Reading)
 - (3) oversee and coordinate the operations and editorial integrity of the CCA Website;
 - (4) oversee and/or chair the CCA Communications Committee;
 - (5) oversee and/or chair other CCA Board and CCA Council Committees as needed; and
 - (6) accept responsibilities as assigned by the CCA President.
- 5. Treasurer
 - a. The Treasurer shall:
 - (1) prepare and provide a Treasurer's Report at all meetings of the CCA Council and CCA Board of Directors;
 - (2) approve invoices, vouchers, and other disbursements for payment on a timely basis, including the approval of all conference costs during the planning stage;
 - (3) acquire necessary property and equipment to support CCA Governance services;

- (4) with the CCA Budget and Fundraising Committee, develop annual budgets as well as a multi-year budget and budget calendars;
- (5) prepare and present annual budget proposal to the CCA Council;
- (6) chair the CTA Budget Survey session at the CCA Council;
- (7) maintain the CCA Budget:
 - (a) align fiscal objectives of the budget with the programmatic objectives of CCA, utilizing CCA's chosen format;
 - (b) report actual and budget comparison results to the appropriate parties to communicate the financial status of the CCA as determined by CCA;
 - (c) factor in a contingency in the budget process that will enable CCA to respond to financial emergencies;
 - (d) monitor and account for budget variances and take appropriate action as needed; and
 - (e) sign tax returns, informational returns, and other reports to regulatory agencies as required.
- (8) chair the CCA Budget and Fundraising Committee;
- (9) coordinate fundraising activities at the CCA Council for such projects as the MLK and Cesar Chavez Scholarships;
- (10) oversee and/or chair CCA Board and CCA Council Committees as needed; and
- (11) accept responsibilities as assigned by the CCA President.

C. DIRECTORS

1. Definition:
 - a. Districts shall be defined as CCA/CTA/NEA Bargaining Chapters within a common geographical proximity. All changes to district assignments shall be approved first by the CCA Board of Directors and then by a CCA Council.
 - b. There will be four At-Large Directors: Women's At-Large Director, Northern Part-Time Faculty At-Large Director, Southern Part-Time Faculty At-Large Director and Racial/Ethnic Minority At-Large Director.
 - c. Directors shall be provided orientation and training by the CCA Vice-President and/or staff.
2. Eligibility
 - a. District Directors shall be CCA/CTA/NEA dues paying faculty members in a college within the Directorial District or constituency they are to represent and shall be available for CCA Board meetings and other directorial duties;
 - b. The Racial/Ethnic Minority Director shall be a member of a racial/ethnic minority group as defined by CTA/NEA specifications (African American, American Indian/Alaska Native, Asian, Hawaiian or other Pacific Islander, or Hispanic);
 - c. The Women's Director shall be a woman;

- d. The Part-Time Faculty Directors shall be a part-time faculty members.
3. Duties of Directors:
- a. Directors are expected to fulfill the following General duties:
 - (1) attend CCA Board and CCA Council meetings;
 - (2) attend other functions as assigned by the President;
 - (3) engage in timely retrieval and response to emails.
 - b. District Directors shall:
 - (1) serve as a liaison between their locals and the CCA Board of Directors;
 - (2) foster open communication and contact with their locals' boards and members;
 - (3) assist in coordinating locals and CCA Vice President with membership recruitment;
 - (4) communicate CCA/CTA/NEA positions, such as those regarding state budget issues and political propositions, to chapters in their districts;
 - (5) chair Area Caucus Meetings at CCA Councils;
 - (6) accept responsibilities as assigned by the President; and,
 - (7) insure, along with the President, that the Bylaws and Standing Rules of CCA are implemented.
 - c. The At-Large Directors shall:
 - (1) serve to promote identification, representation and participation of historically underrepresented groups: women, minorities, and part-time faculty; and
 - (2) serve as a liaison between their constituencies and the Board;
 - (3) foster open communication and contact with their constituencies;
 - (4) assist chapters and CCA Vice President with membership recruitment;
 - (5) communicate CCA/CTA/NEA positions, such as those regarding state budget issues and political propositions, to members of their constituencies;
 - (6) chair Constituency Caucus Meetings at CCA Councils;
 - (7) compile and provide a report on current data and activities affecting their respective constituency at CCA Council;
 - (8) serve as members of the CCA Faculty Equity Committee; and,
 - (9) accept responsibilities as assigned by the President.

D. INABILITY AND/OR FAILURE OF OFFICER(S) OR DIRECTOR(S) TO SERVE

- 1. "Inability or failure to serve" shall be defined as job abandonment which shall be further defined as a failure to consistently, in two or more instances, fulfill the general duties of

the position as outlined in Sections B.1 for officers and C.3.a for directors. The President or a majority of the Board may determine that extenuating circumstances exist to warrant not taking this action; extenuating circumstances shall include, but are not limited to, official leaves of absence from teaching, illness, and/or other personal emergency;

2. Inability and/or failure to serve shall be determined by a majority vote at the next Board meeting, and a vacancy will then exist. Filling a vacancy shall be determined by Article V, Section J.
3. The CCA Board shall notify the Officer or Director and the appropriate Chapter Presidents of the appropriate districts in writing of the action
4. Prior to declaring a seat vacant, the Board may consider any extenuating circumstances; and
5. Actions by the Board to declare a vacancy may be appealed to the next CCA Council. Actions on the appeal by the Council shall be deemed to be final.

ARTICLE V RULES FOR ELECTION

- A. An official announcement of elections, stating for which offices will occur shall be made available at the CCA Fall Council, on the CCA web site, and by letter to Chapter Presidents, the CCA Board of Directors, and CTA Community College State Council members. Declarations of Candidacy will be available on September 1 for elections to be held at Fall Council and on the Friday of the CCA Winter Conference for elections to be held at Spring Council. No candidate may declare an intention to run for office or solicit endorsements before these dates.
- B. Regular Election of all CCA Officers and Directors shall take place at the Spring meeting of the CCA Council. Elections to fill a vacancy may take place at Fall Council. . A majority of all legal ballots cast shall be required for election to CCA offices.
- C. Candidates for office shall be active members of CCA/CTA/NEA in good standing.
- D. The CCA Elections Committee shall bring forward the name or names of candidates for any office with a vacancy or pending vacancy. The Elections Committees shall accept the nomination of any active member of CCA/CTA/NEA in good standing. Nominations may also be made from the floor at the Council.
- E. The CCA Governance Committee and the CCA Faculty Equity Committee shall provide oversight of any and all elections; however, any member of the Governance and/or Faculty Equity Committee who is running for office or who has endorsed any candidate shall excuse her/himself from participating as a member of the Governance or Faculty Equity Committee in such oversight.
- F. CTA State Council delegates from community colleges shall be elected from local electoral districts as provided in the CTA Bylaws and shall serve as members of the CCA Council.

- G. A sitting Board member may run for an open Board seat or Officer position without giving up his/her seat if not termed out. If elected, the member's previous position shall be treated as a vacancy.
- H. Elected Board members shall not hold more than one voting office on the Board of Directors of CCA.
- I. Any procedure or issue not addressed herein shall be governed by the CTA Elections Manual.
- J. VACANCIES
 - 1. In case of a vacancy in the office of President, the Vice President shall succeed to the office for the remainder of the unexpired term.
 - 2. A vacancy in the office of the Vice President, Treasurer or Secretary shall be filled by election at the next meeting of the CCA Council. If the next meeting of the CCA Council is scheduled for more than sixty days away from the date the vacancy occurred, an interim Vice President, Treasurer and/or Secretary shall be recommended by the President and confirmed by the Board to serve until the election for office occurs. Any officer elected at Fall Council shall take office on January 1 of the following year. Serving officers will continue their responsibilities on reassigned time until December 31.
 - 3. Vacancies in Board offices other than Vice President, Treasurer or Secretary of CCA shall be filled by an appointment, which will be made by a recommendation by the President and confirmed by the Board of Directors. Such appointees shall hold office until the next meeting of the CCA Council when the vacancies shall be filled by election for the remainder of the unexpired term.
 - 4. Vacancies in CTA State Council delegates shall be filled by an elected Alternate according to CTA Bylaws.

ARTICLE VI RECALL OF DIRECTORS OR OFFICERS

- A. A recall of Directors and/or Officers may be initiated (1) when an individual or individuals intentionally violates of CCA, CTA, and/or NEA policies, or (2) when a director or officer does not fulfill his or her responsibilities after at least two written warnings from the CCA President as stipulated in Article IV.B.2.4.
- B. Proceedings for recall of directors or officers may be initiated by:
 - 1. a majority vote of the CCA Board; or
 - 2. petition from a minimum of twenty-five percent (25%) of the members of the CCA Council.
- C. A committee appointed by the CCA Board, after thorough investigation of the evidence, shall recommend action to the CCA Council. Removal from office requires a two-thirds

vote of the membership of the CCA Council present and voting at the CCA Council meeting.

ARTICLE VII CCA COMMITTEES AND TASK FORCES

A. COMMITTEES

1. Committees shall research and study issues, problems, and/or concerns related to their duties or as such items are referred to them by the CCA President or the CCA Board. Committees shall provide written recommendations for action with proper documentation.
2. The CCA Council Committees shall be:
 - Elections and Credentials
 - Legislation and Political Action;
 - Policy;
 - Membership;
 - Faculty Equity; and
 - Part-Time Faculty Issues.
3. The CCA Board of Directors shall maintain the following Board Committees: Budget and Fundraising; Conference; Communications; Governance. The duties of these Board committees shall be stated in the CCA Standing Rules.
4. Each committee will have a chairperson or two co-chairs, who will be appointed by the CCA President and approved by the Board to serve one-year terms. Training for new chairpersons shall be provided by CCA/CTA staff and/or former or current committee members as determined by the CCA President.
5. Committee and ex officio members shall be recruited by the Committee chairperson and recommended to the President for approval by the Board.
6. Chairpersons of each committee shall be responsible for:
 - a. maintaining accurate records, including committee meeting minutes;
 - b. preparing reports for and from the committee;
 - c. fostering communication with committee members and with the CCA Officers; and,
 - d. adhering to all applicable CCA/CTA/NEA policies.
7. Committees should also host training sessions at CCA conferences in conjunction with CCA/CTA staff and the CCA Conference Committee.
8. Council committees:
 - a. Shall have seven (7) members, including the chairperson, drawn primarily from local chapters.
 - b. A CCA staff member shall be invited to each committee meeting to act as an advisor.

- c. In the spirit of training and preparing future leaders, each committee may include up to three ex officio members or alternates.
- d. The chair of each Council committee shall provide a written report at each Council detailing the items discussed since the last Council Session by the committee; such reports shall follow the format found in the Standing Rules.

B. DUTIES OF COUNCIL COMMITTEES

- 1. **Legislation and Political Action Committee:**
 - a. Shall recommend CCA positions and policies regarding federal and state legislation to CCA Council and CTA State Council;
 - b. Shall determine interim legislative positions as described in Article VII.C;
 - c. Shall promote political action programs with the CCA and CTA;
 - d. Shall present needed legislation for Council approval and recommend legislation for presentation to the CTA State Council;
 - e. A CCA Interim Legislation Advisory Committee
 - (1) Shall be called by the CCA President in the event that CCA must take an immediate legislative position between CCA Council meetings that cannot be taken by the Council Committee.
 - (2) The CCA President shall report actions of the Interim Committee at the next CCA Council meeting.
 - (3) The CCA Interim- Legislation Advisory Committee shall consist of
 - i. the CCA Officers;
 - ii. Chairperson of the Legislation and Political Action Committee (Editorial Change);
 - iii. available members of the Legislation and Political Action Committee (Editorial Change);
 - iv. the Higher Education member of the CTA Board of Directors;
 - v. the Consultant to Governance of CCA and the Legislative Advocate who is responsible for CCA legislative issues, shall serve as consultants to the committee; and
 - vi. other CCA members appointed by the President based upon their expertise.
 - f. The committee shall be composed of currently serving CCA delegates to CTA State Council.
- 2. **Policy Committee**
 - a. Shall study issues and recommend policies concerning professional matters that affect educational programs and services and potential or proposed Community College legislation;
 - b. Shall advise the CCA officers, Board of Directors, and Board committees on issues relating to the professional development of CCA members and on issues relating to CCA positions on legislation;
 - c. Shall provide research regarding new policies being studied or implemented by administrations;

- d. Shall coordinate with the CCA Legislation and Political Action Committee and the Governance Committee.
 - e. Shall submit policy changes to CTA for inclusion in the Higher Education section of the CTA Organizational Handbook. Such policy changes, after being approved by CCA Council, become the official policy of CCA without further oversight.
 - f. Shall be composed of currently serving CCA delegates to CTA State Council.
3. Membership Committee:
- a. Shall create and implement strategies to increase membership in CCA;
 - b. Shall work in conjunction with the CCA Vice-president to develop, coordinate, and support membership activities;
 - c. Shall work with CCA Communications Committee to develop membership publications and to provide up-to-date membership information on the CCA Website;
 - d. Shall staff and maintain a membership information table at all CCA conferences;
 - e. Shall research and suggest membership activities to local chapters and offer local and/or regional membership training;
 - f. Shall identify and monitor non-CCA schools; and
 - g. Should be made up of local chapters' membership chairs.
4. Faculty Equity Committee
- a. Shall examine CCA policies and functions and provide oversight to ensure that equity is maintained as stated in CCA, CTA, and NEA governing documents as well as in accordance with legal parameters;
 - b. Shall study issues and recommend policies to the CCA Board and/or Council on affirmative action and equality concerns relating to higher education;
 - c. Shall coordinate with appropriate committees, task forces, and staff to ensure that minorities and women are represented in all public relations and communicative materials that represent CCA; and
 - d. Should be made up of the At-large CCA Directors and local chapters' faculty equity chairs.
5. Part-Time Faculty Issues Committee:
- a. pertaining to part-time faculty rights and representation;
 - b. Shall coordinate with appropriate committees, task forces and staff to ensure that part-time faculty are represented in all public relations and communication materials which represent CCA membership;
 - c. Shall study issues and recommend policies and legislation Should host local and conference training and events that seek to inform faculty of ways of constructively improving part-time faculty working conditions; and

- d. Should be made up of local chapters' part-time faculty representatives whenever possible and at least one full-time faculty member; however, the committee shall always be composed of a majority of part-time faculty.
5. Elections and Credentials Committee
- a. Shall seek nominations for Officers and Board Directors;
 - b. Shall prepare and count ballots and conduct elections;
 - c. Shall cooperate and effectively communicate with the CCA Governance and CCA Faculty Equity Committees who provide oversight during elections;
 - d. Shall follow all guidelines in the CCA and CTA elections manuals;
 - e. Shall review and revise the "CCA Elections Manual" in conjunction with the CCA Governance Committee and in accordance with CCA, CTA, and NEA policies;
 - f. Shall assist in certifying delegates to CCA Councils.

C. TASK FORCES

- 1. The Board of Directors and the President shall establish such task forces as are deemed appropriate for the effective functioning of the Community College Association;
- 2. The term of such task forces shall be limited by time and/or task, up to one year; task forces can be renewed by the CCA President and/or Board.
- 3. Purpose: Tasks Forces shall be formed when an immediate investigatory or procedural need exists that warrants special consideration outside the purview of the committees.
- 4. Results: Tasks Forces shall produce written progress reports every three months and a written final report that draws conclusions and makes recommendations to the Board of Directors and/or CCA Council. A final written report shall be presented at the CCA Council.
- 5. Task Forces shall have a minimum of four (4) members.

ARTICLE VIII
PROCEDURES OF THE CCA AND THE CCA COUNCIL

- A. In the event of the inability of the State Council Representative to attend a meeting of the CCA Council, the State Council Representative shall notify the CCA Office so that the elected alternate may be notified.
- B. The President, with the approval of the Board of Directors, shall appoint a parliamentarian.

- C. All Committee, Task Force, and CCA Council motions must be written, seconded, and signed by both the maker and seconder and presented to the Secretary for inclusion in the minutes.
- D. CCA Council policy statements, proposed legislation and legislative positions shall be forwarded through appropriate channels to the CTA State Council of Education.
- E. The quorum for meetings of the CCA Council and the CCA Board of Directors shall be a majority of those registered and eligible to vote.

ARTICLE IX PARLIAMENTARY PROCEDURES

On all matters of procedure not otherwise covered by the provisions of these Bylaws, Roberts' Rules of Order (newly revised) shall be the official guide.

ARTICLE X AMENDMENTS

- A. Amendments to the Bylaws of the CCA Council may be recommended by the CCA Board of Directors, a CCA chapter, a CCA Council Committee, or a CCA Council delegate.
 - 1. Amendments to the Bylaws shall be submitted to the Governance Committee prior to being voted on at a CCA Council.
 - 2. Movers of Amendments shall consult with the Governance Committee in order to ensure that the Amendment complies with CCA/CTA/NEA policies as well as applicable laws.
 - 3. The Governance committee shall be afforded a minimum 90 day written notice prior to the voting on a proposed amendment at a CCA Council in order to have time for consultation and discussion.
- B. The process of presenting and voting on Amendments shall be as follows:
 - 1. A proposed Amendment may be presented at a CCA Council as a first reading;
 - 2. After the first reading, the amendment(s) shall be presented at the next CCA Council meeting and voted on; and
 - 3. Passage requires the approval of a simple majority of the delegates at the CCA Council meeting.

- C. Proposed Bylaw revisions and amendments must be emailed as an attachment in PDF format to CCA Council delegates at least thirty (30) days prior to the meeting when the vote is scheduled.
- D. The CCA Board of Directors may make editorial Bylaw changes. The Board will inform the Council of any and all editorial changes. The Council may nullify any change made by the Board by a majority vote.

As Amended:

1/30/83; 4/27/83; 5/13/83
5/6/84; 10/28/84
1/20/85;
2/19/89
4/29/90; 10/3/90
5/8/93
5/20/95
5/5/96; 10/6/96
5/3/98
4/24/99; 10/3/99
5/7/00; 10/15/00
4/29/01
10/20/02
10/17/04
10/16/05
4/29/06
10/15/06
4/22/07
4/26/09