

# CCC DECO Bylaws

This version adopted by the membership on 06/17/2020.

## ARTICLE I

### Name and Purpose

#### Section 1- Name

The name of this corporation shall be California Community College Distance Education Coordinators Organization (CCC DECO).

#### Section 2 - Purpose

CCC DECO is a non-profit corporation and shall operate exclusively for educational and charitable purposes within the meaning of Section 501 (c){3} of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

The focus of CCC DECO is to promote online student success and quality distance education programs within the California Community College system.

Through collaboration and centralized resource sharing, we will seek to provide support and professional development for the faculty and DE support staff of the California Community Colleges. We will also work to develop and promote distance education policies and practices to the State legislature, Chancellor's office, and local districts and colleges.

## ARTICLE II

### Membership and Dues

Each person paying for registration for the annual DECO retreat will receive an individual CCC DECO membership for the following academic year.

Institutional membership for up to five (5) designated distance education faculty, staff, or administrators will be available to purchase via the CCC DECO website from July 1 through December 31.

Membership benefits include the ability to participate in activities and forums sponsored by CCC DECO throughout the year as well as voting privileges at the annual DECO retreat.

Early registration for the annual DECO retreat is done through registration for the Online Teaching Conference. The annual DECO retreat registration fee will establish the attendee as a member of CCC DECO for the following year that begins July 1.

Membership in CCC DECO will run from July 1 to June 30.

## ARTICLE III

### Schedule and Quorum for Meetings

#### Section 1. Schedule

CCC DECO shall have one general meeting per year at the CCC DECO Annual Retreat. The executive committee will have ten meetings per year, September through June.

#### Section 2. Quorum

A quorum for meetings constitutes one-third of the membership.

#### Section 3.

Conduct of Meetings - Meetings of the Executive Committee and the general meeting shall be presided over by the president of CCC DECO, or, if no such person has been designated or in his or her absence, the vice-president of CCC DECO, or in the absence of each of these persons, by a chairperson chosen by a majority of the members present at the meeting. The Secretary of CCC DECO shall act as secretary of all meetings of the Executive Committee and the general meeting, provided that in his or her absence, the presiding officer shall appoint another person to serve as Secretary of the meeting.

## ARTICLE IV

### Duties of the Officers

#### Section 1. President

The President shall convene regularly scheduled meetings; shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice President, Secretary, Treasurer, and Public Information Officer; work collaboratively with officers

to lead transformation of DECO from ideas to reality; provide leadership and model effective and efficient decision-making, cultivate a transparent and collegial working relationship with CCCCCO; attend (or send alternate) meetings and advocate for DECO at CCCCCO, BOG, and other forums to promote new organization (seat-at-the-table); in conjunction with officers, foster a positive working relationship with college leadership teams to encourage membership, particularly during initial year.

### Section 2. Vice President

The Vice President shall articulate vision/mission for CCC DECO; support the President's efforts to grow membership; be prepared to step in for the President as necessary; monitor organization's delivery of services; work on particular special area as determined by President and officers; maybe President-elect.

### Section 3. Secretary

The Secretary shall compile record of all meetings; post summary notes on the public website or send to all members (depending on rules); answer requests for information re if/when an action took place; maintain membership information. In conjunction with Public Information Officer, the Secretary shall respond to requests for written information; originate communication agreed upon by executive committee; keep record of all correspondence; assist with keeping membership information updated.

### Section 4. Treasurer

The Treasurer shall advise on financial structure needed to: (a) payback initial investment funds, and (b) maintain operating funds; advise on opportunities to build membership through financial incentives, e.g. reduced conference rates; work with Secretary to keep membership information updated along with the status of dues. He or she will also maintain the organization's bank account and correspond with members regarding fees and renewals. In addition, the Treasurer will file and maintain the necessary organizational tax documents.

### Section 5. Public Information Officer

The Public Information Officer shall, in conjunction with officers, generate press releases and official statements to identified outlets on a regular basis; monitor news feeds for information

relevant to DECO and communicate to officers and, as appropriate, membership; develop relationships with appropriate colleagues to stay abreast of items that affect DECO, while they are still in planning stages or immediately. The PIO, in collaboration with the other Executive Committee members, will also coordinate and moderate the monthly DE Coordinators online meetings.

### Section 6. Web Designer

The Web Designer shall, in conjunction with the officers, maintain the organization's official website with current information regarding officers, events, resources, and membership. The Web Designer shall, in conjunction with the Public Information Officer, work to create an up-to-date web presence for the organization, including posting marketing materials and links to resources found on other relevant sites.

## ARTICLE V

### Committees

#### Executive Committee

The Executive Committee is comprised of the President, Vice President, Secretary, Treasurer, Public Information Officer, and Web Designer. Each Executive Committee member shall serve as liaison to at least one Standing Committee. The Executive Committee shall have the authority to act in lieu of the CCCDECO between meetings. When the Executive Committee makes decisions on behalf of the membership, they must be reported to the membership at its next regularly scheduled meeting.

The Executive Committee will convene ad-hoc sub-committees as needed.

## ARTICLE VI

### Parliamentary Authority

#### Section 1.

The rules, guidelines, and procedures contained in the latest version of "Robert's Rules of Orders" shall govern the business of CCCDECO in all cases to which they are applicable and in which they are consistent with the Bylaws of CCCDECO. In the event of a conflict

between the Rules of Order and the Bylaws, such conflict will be resolved in favor of the Bylaws.

#### Section 2. Parliamentarian.

The President shall appoint a Parliamentarian for every meeting.

### ARTICLE VII

#### Amendment to the Bylaws

##### Section 1. Initiation

Proposed amendments or revision to the Bylaws may be initiated by the Executive Committee, standing, special, or ad hoc committees appointed for the purpose of recommending or proposing amendments to the Bylaws, or by petition of ten percent (10%) of the membership.

##### Section 2. Amendment or Revision

An amendment or revision to these Bylaws shall be ratified by two-thirds (2/3) of the total votes cast by the membership and be effective immediately thereafter.

### ARTICLE VIII

#### Dissolution

In the event of the dissolution of CCCDECO, the laws governing incorporated societies in the state of California will be followed. Upon legal counsel at that time, the Executive Committee will adopt a plan for the dissolution of CCCDECO and distribution of all funds and property and rights thereto of the association.