

*(CCPRO Bylaws, as amended in April, 2018)*

**CCPRO Bylaws  
Community College Public Relations Organization**

**ARTICLE I - NAME AND PURPOSES**

Section 1. The name of this organization shall be the Community College Public Relations Organization (CCPRO).

Section 2. The purposes of this organization are to:

- A. Play a leadership role in promoting the excellence of community college students, people, programs and services.
- B. Provide professional growth and development opportunities, to those engaged in public relations, public information, marketing, and digital communications in the community colleges.
- C. Advise and provide technical assistance at the request of the State Chancellor's Office in public relations and public information and related areas.
- D. Serve as a central public relations and public information resource, providing special counsel and assistance on major projects relating to the advancement of the community colleges.
- E. Contribute to the professionalism of public relations and public information services in the California community colleges.
- F. Provide funding opportunities through scholarships for community college students who intend to enter the fields of Journalism, Digital Communications, Public Relations, Marketing or Public Relations.

**ARTICLE II - STATUS**

Section 1. This organization shall be a nonprofit organization, operated exclusively for the purposes specified in Article I, above.

Section 2. Officers and other directors shall not receive any monetary compensation for their services but may, with the approval of the Board of Directors (Board), be reimbursed for expenses incurred in the performance of their duties.

Section 3. Nothing herein shall constitute members of CCPRO as partners for any purpose. No member, officer or agent of CCPRO shall be liable for the acts or failure to act on the part of any member, officer or agent of for his/her acts or failure to act under these bylaws, excepting only acts or omissions to act arising out of willful misfeasance.

Section 4. The organization shall use its funds to accomplish only the purposes specified in Article I, above, and no part of said funds shall inure or be distributed to members.

Section 5. In the event of dissolution of the organization, and after the discharge of all liabilities, the remaining assets shall be given to organizations or entities designated by a majority vote of the Board.

**ARTICLE III - MEMBERSHIP**

Section 1. There shall be four classes of membership:

- A. Individual membership shall be restricted to persons actively employed in any aspect of community college advancement, including, but not limited to, public relations, publications, public information, development and fund-raising, promotion, advertising, community relations, governmental relations or sports information.
- B. Departmental membership will include up to four members from one college or district office location.
- C. Institutional membership will include up to nine members of a college and/or district. Members may come from any combination of a college or district sites.
- D. Associate membership for former CCPRO members who have retired or left the California college system.

Section 2. Annual or lifetime honorary membership may be conferred by the Board upon person(s) whose service to community college public relations or public information has been long-standing and meritorious.

Section 3. The right to vote and to hold office shall be limited to individual, departmental and institutional members in good standing. Associate and honorary members shall be entitled to all other benefits of membership.

#### **ARTICLE IV - DUES**

Section 1. Dues for the next membership period shall be fixed by the Board by adoption of a formal resolution. The Board shall immediately communicate the decision to the membership, giving members no less than 30 days to appeal the decision before any change in dues is to take effect. Should an appeal be submitted, the Board must formally review the appeal and determine if it impacts the decision to change membership dues. The Board must vote a second time to implement the dues change.

Section 2. The Board may establish a system of collecting dues that can include dues being included in the cost for individuals attending the annual CCPRO conference. Individuals may also join and pay dues without attending the annual conference.

Section 3. Any member whose dues are unpaid for 90 days past July 1 shall no longer be considered a member of CCPRO, provided such member shall have been duly notified and given the opportunity to renew the membership.

Section 4. The term of membership shall run from July 1 to June 30.

#### **ARTICLE V - OFFICERS AND BOARD OF DIRECTORS**

Section 1. CCPRO Officers will consist of: president, vice-president, secretary, treasurer, and past president.

Seven additional members of the Board also shall be elected by the membership, including one representative from the northern region, bay area, central, inland empire, and Los Angeles region, Southern region, and the membership director.

All other appointed positions are ex-officio members and do not vote during CCPRO Board meetings including the PRO Awards chair, legislative director, a representative of the Chancellor of the California Community Colleges, a representative of the Community

College League of California, a representative of the California Community College CEOs, a representative from the California Community College Trustees, a representative from Association of California Community Colleges Administrators, and a representative of the California Community Colleges Sports Information Association. The President may appoint any other ex-officio members for the organization as needed.

Section 2. Government of the organization is vested in the Board. The Board shall exercise powers vested in it by these Bylaws.

Section 3. The Board will meet on a regular basis, as specified by a vote of the Board at its annual organizational meeting. An annual meeting shall take place during the annual CCPRO conference. Special Board meetings may take place at the call of the President or any of three members of the Board.

Section 4. A quorum shall consist of seven of the directors for the purposes of transacting any business on behalf of CCPRO. Should the organization have vacant director positions, a quorum shall consist of a majority of the directors until all Board positions are filled.

Section 5. All actions of the Board shall be taken by a majority vote of those board members present, except for the proposal of amendments to these Bylaws, which shall require a two-thirds vote of all the directors.

Section 6. Disbursements will be made in accordance with the annual budget adopted by the Board. Any necessary expenditure outside of the adopted budget requires prior approval of CCPRO board and officers.

## **ARTICLE VI - DUTIES OF OFFICERS AND BOARD MEMBERS**

Section 1. The president shall be the principal elective officer of CCPRO, shall preside at meetings and shall be a member of all committees except the Nominating Committee. The president shall also, at the annual meeting and at such other times deemed proper, communicate to the organization and/or the Board such information or such proposals as would tend to promote the welfare and increase the usefulness and prosperity of the organization and its members. Further, the president shall perform such other duties as are necessarily incident to the office of the president and shall represent CCPRO in all public matters or appoint others. The president will have signing authority for all CCPRO contracts unless designated to the vice president or other board member.

Section 2. The vice-president shall perform such duties as the president may assign. The vice-president shall serve as coordinator of the annual CCPRO conference. In the event of the president's temporary absence, the vice-president shall perform the duties of the president. The vice-president shall be responsible for ensuring the appropriate documentation is submitted annually to appropriate agencies as required to maintain the organization's non-profit status.

Section 3. The secretary shall give notice of and attend all meetings of the organization, and shall keep a record of all proceedings. The Secretary also shall maintain the organization's correspondence files and shall provide safekeeping for all important documents and records belonging to CCPRO on the organization's website. The secretary will serve as liaison between the organization and professional experts (accountant, attorney, etc.), and be the back-up officer to drawn funds from the

organization's accounts to pay for approved expenses. Other duties may be assigned by the Board or the president.

Section 4. The treasurer shall collect the annual dues and maintain a record of all sums received and expended for the use of the organization, and shall make disbursements authorized by the organization or the Board and approved by the president. The treasurer shall deposit all funds received in a financial institution approved by the Board. Funds may be drawn from this account only upon the signature of the treasurer or the secretary. The treasurer shall be the point person to help complete a financial audit of the organization as needed to maintain its non-profit status.

Section 5. The past president shall serve as a voting member of the Board to provide continuity and advice where appropriate. The past president will serve as chair of the nominating committee and will serve as the sponsorship coordinator for the organization's conference. As directed by the president, the past president shall lead a review of the organization's bylaws and recommend updates as needed. Other duties of this office are to be assigned by the president.

Section 6. The representatives from the northern, bay area, central, inland empire, Los Angeles, Southern regions of the state shall serve to keep members within their respective region advised of CCPRO functions, keep the board advised of items of interest from the region, and help plan, promote, coordinate, and host CCPRO professional growth, networking, and development activities. Representatives are encouraged to be in active communication with their region members and may coordinate activities specific to their region.

Section 7. The communications director shall serve as the primary communications liaison between the Board, the CCPRO membership, and the external community. The communications director will be chiefly responsible for updating and populating the website, and communications concerning the organization to the membership and the public.

Section 8. The membership director will be chiefly responsible for implementing the membership drive, and maintaining and updating a membership roster for the organization.

Section 9. A vacancy in the office of the president shall be filled automatically by the vice-president. Vacancies in other officers shall be filled as the Board may decide.

Section 10. Any officer or director failing to **attend three consecutive meetings** of the Board of Directors without cause, or failing to conduct themselves in an ethical and professional manner, shall be subject to dismissal from the office upon recommendation of the president and a majority vote of the Board. Said officer or director shall be notified in writing of the intended dismissal prior to such action by the Board.

## **ARTICLE VII - COMMITTEES**

Section 1. The Board will establish committees as needed to conduct the annual conference, the PRO Awards, nominations for board members, the awarding of student scholarships, the recommending of growth and professional development activities for its members, financial review, and others as needed.

## **ARTICLE VIII-NOMINATIONS AND ELECTIONS**

Section 1. The past president shall forward to the president a nominating committee consisting of three members in good standing. No member of the nominating committee shall be eligible to hold office during that forthcoming term of office. The committee majority has the power to nominate one or more candidates for each office, with the exception of immediate past president.

Section 2. The nominating committee shall make its report at the annual CCPRO conference, after which nominations may be made from the floor by regular members.

Section 3. All candidates for elective office shall have been regular members of CCPRO in good standing for at least six months prior to beginning their terms in office.

Section 4. The names of the nominees shall be circulated to all members and the officers shall be elected annually by a majority of the votes cast by regular members in good standing. Each officer shall take office upon election at the annual meeting, serve a maximum of two one-year terms in one position, and until a successor is elected and installed.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in Robert's Rules of Order shall govern CCPRO in all cases where they are applicable, except when they conflict with these established bylaws.

## **ARTICLE X - AMENDING THE BYLAWS**

Section 1. Amendments to these Bylaws may be proposed by the Board by any eight members entitled to vote, or by two-thirds vote should there be vacancies on the Board. The amendment must be in writing and be accompanied by a factual statement as to its effect. All voting members shall be sent this information two weeks prior to the voting date.

Section 2. A majority of members entitled to vote and in attendance on the voting date shall be necessary for adoption of amendments to the Bylaws.

## **ARTICLE XI - BYLAWS CERTIFICATION**

Section 1. These Bylaws become effective upon their adoption by the membership of CCPRO and supersede any and all Bylaws or other regulations until then in force.

This is to certify that these Bylaws were revised, approved and adopted as the fifth revision of the original Bylaws adopted at the first annual meeting of the Community College Public Relations Organization (CCPRO) at the Holiday Inn Golden Gateway Hotel in San Francisco, April 5, 1984.

President : Anne Krueger  
Date: April 13, 2018

Adopted by the Board of Directors  
Date: February 22, 2018

Ratified by the membership

Date: April 13, 2018

Place: CCPRO Conference and Annual Meeting, Sacramento, CA