



BYLAWS

NETWORK OF CALIFORNIA COMMUNITY COLLEGE FOUNDATIONS

ARTICLE I

Name

The name of the organization shall be The Network of California Community College Foundations (the Network).

ARTICLE II

Purposes

The principle purpose of the Network is to strengthen advancement in California community colleges, the adoption of professional standards and ethical practices, the education of and information exchange among members and other stakeholders involved in college advancement.

ARTICLE III

Membership

Section 1: Types of Membership

- A. Regular Institutional Membership shall be open to any California community college foundation and any community college or district. Each institutional member shall designate one official representative. However, all of the institutional member's staff and board members are considered to be members and are eligible as participants in The Network of California Community College Foundations' activities.
- B. Executive Membership shall be open to any California community college foundation, and any community college or district. Executive Members will have all regular membership privileges, but will pay a higher membership fee (to be determined by the Membership Committee). Executive Membership is primarily a gesture of strong support of the Network, however, the Membership Committee may confer additional privileges to members at this level.
- C. Affiliate Membership shall be open, subject to approval of the Executive Committee and the majority of the Board of Directors, to individual professional consultants, professional fund raising firms or vendors of goods or services to



community colleges and/or their foundations. No more than one member per entity shall be designated an Affiliate Member. Affiliate Members shall not be entitled to vote or hold office in the association. Dues for Affiliate Members shall be established by the Executive Committee.

- D. Advisory Membership shall be conferred to individuals who can assist the Network but are no longer formally active in the system. Advisory Members shall be nominated by the Executive Committee and approved by a majority of the Board of Directors.
- E. All classes of members, except Advisory, shall pay dues. All members will be considered in good standing during the year in which their dues are current.

Section 2 Dues Responsibility of Members

- A. Regular payment of dues. Annual dues shall be assessed to each member, except Advisory members. The amount of dues shall be determined by the Executive Committee, while the membership cycle shall be approved by the Board of Directors at the recommendation of the Membership Committee.
- B. Members shall give strict adherence to ethics and standards set forth by the Network Code of Ethics. Violation of such ethics and standards are cause for removal from membership after review and recommendation by the Executive Committee and the ratification by a majority of those members present and voting at any regularly scheduled Board of Directors meeting.
- C. The Network grants to each member permission to use designations of membership in the Network as demonstration of his/her qualifications as a community college development officer.

Section 3 Privileges of Members

The following privileges are extended to all members of institutions whose dues are current and in good standing.

- A. Attendance at all meetings, seminars, special workshops and social events. Notice of all meetings, seminars, workshops or social events shall be mailed to members two (2) weeks in advance of such general meetings.
- B. Regular and Executive Members shall have one vote on all matters relating to amendments to the Bylaws, candidates for office and other special proposals or programs. Should any official representative be unable to attend meetings at which a vote is taken, they may vote by signed proxy filed with the Secretary of



the Network at least two weeks prior to the meeting or may appoint a person from his/her institution to vote on his/her behalf.

ARTICLE IV

Board of Directors

Section 1:

There shall be a Board of Directors composed of fifteen (15) to twenty (20) Directors. All Directors shall have three (3)-year terms of office. All vacancies on the Board of Directors as a result of the expiration of terms of office will be filled by members at the annual membership voting from the slate of Directors proposed by the Nominating Committee. All other vacancies will be filled by the Board of Directors. The Board of Directors shall meet at least quarterly, and upon the request of the Network President.

Section 2:

Any member of the elected Board of Directors who does not attend at least two Board meetings a year shall be subject to review by the Executive Committee and possible replacement.

ARTICLE V

Executive Committee

Section 1:

There shall be an Executive Committee composed of the President, Immediate Past President, Vice President, Secretary, Treasurer, Standing Committee Chairs, a Foundation for California Community Colleges (FCCC) representative and the Network Executive Director. The President shall Chair the Executive Committee. The Executive Committee shall have the power to act on behalf of the Network and its members under the guidelines set forth in the Nonprofit Corporations Code of the State of California.

Meetings of the Executive Committee shall be called as needed by the President.

ARTICLE VI

Officers

Section 1:



There shall be at least four principal officers of the Network: President, Vice President, Secretary and Treasurer. Candidates of each office shall be regular members in good standing and their names shall be submitted by the Nominating Committee to the voting members of the Network at least thirty (30) days prior to the annual meeting. Members shall have the opportunity of nominating additional candidates(s) for each office from the floor at the annual meeting and candidates for each office shall be elected by a majority of the voting members present or voting by proxy.

Section 2: Terms of Office

All officers shall be elected for the term of one year and no officer shall succeed himself/herself in the same term of office for more than three consecutive terms. An individual who has served as an officer may be nominated and elected for the same office after one (1) full intervening year.

Section 3: Resignations

In the event the President resigns during his/her term of office he/she shall be automatically succeeded by the Vice President. In the event the Vice President resigns during his/her term of office or accedes to the presidency by virtue of the President's resignation, the Nominating Committee shall call for an election. In the event the Secretary or Treasurer resign during his/her term of office, a successor shall be appointed by the President.

Section 4: President

The President shall serve as the Chief Executive Officer of the Network. He/she shall appoint chairpersons to the Standing Committees and coordinate their activities and reports. The President shall also be empowered to appoint ad hoc committees as deemed necessary to serve during the President's term of office.

Section 5: Vice President

He/she shall act and preside in the absence of the President or in the event the President is unable to serve.

Section 6: Secretary

The Secretary shall be responsible for maintaining minutes and records and providing meeting notifications.

Section 7: Treasurer



The Treasurer shall be responsible for overseeing the collection and disbursement of funds for meetings and other purposes as authorized by the President. The Treasurer shall provide regular accounting and financial reports to the membership and to the Executive Committee as directed by the President.

Section 8: Executive Director

The Executive Director is the Chief Operating Officer of the Network, and shall be responsible for its day to day operations, including management of Network business and activities, and other duties outlined in his/her Job Description. The Executive Director shall be an ex-officio, non-voting member of the Board of Directors.

ARTICLE VII

Standing Committees

There shall be five (5) principal Standing Committees, the Chairs of which shall be appointed by the President, who shall also serve as an ex-officio member of each committee. Membership of the Standing Committees will be enlisted by the individual chairs with assistance from the officers of the Network as may be deemed desirable. Standing Committees Chairs shall serve for one year, commencing at the annual meeting.

Section 1: Membership Committee

The Membership Committee shall be responsible for screening and recruiting new members. The Membership Committee shall consist of a Chair and other regular members appointed by the Chair.

Section 2: Nominating Committee

The Nominating Committee shall be responsible for preparing a slate of officers and new Directors, and submitting it to the members at least thirty (30) days prior to the official annual meeting. The Nominating Committee shall consist of a Chair, who shall be a Network Director, and no less than two (2) members, none of whom shall be eligible for nomination during their year of service on the committee.

Section 3: Symposium Committee



The Symposium Committee shall be responsible for planning and coordinating the annual symposium. The Committee shall consist of a Chair and other regular members appointed by the Chair.

Section 4: Alumni Relations Committee

The Alumni Relations Committee shall be responsible for supporting member alumni programs. Responsibilities include collaborating with the FCCC on alumni initiatives.

ARTICLE VIII

Meetings

Section 1: Regular Meetings

A regular meeting of the Network shall be held annually to elect officers and Board of Directors members and to conduct the business of the Network. Additional regular meetings may be called by the Executive Committee with not less than two weeks notice. The annual meeting of the Network shall be held on a day and time fixed in accordance with the wishes of the majority of the members but normally shall be held during the annual Symposium.

Section 2: Quorum

A simple majority (50% plus one) of the directors entitled to vote shall constitute a quorum for the transaction of business at any meeting of the board; but, if less than a simple majority of the directors entitled to vote is present, the only motion that the Chair will entertain is a motion to adjourn. All that is required is a quorum at the beginning of any meeting. The act of a majority of the directors entitled to vote present at a meeting at which a quorum is present will be the act of the Board, unless the act of a greater number is required by law or these by-laws.

ARTICLE IX

Disposition of Assets

In the event this organization does not, will not, or is unable to pursue its intended purposes, all remaining assets will be equally divided as a contribution to the institutions represented by members in good standing. No partnership between members is agreed



upon, nor may financial commitments upon the members be made or implied without consent of the members.

ARTICLE X

Amendment of the Bylaws

These by-laws may be amended by a two-thirds vote of Network members present or voting by proxy at a regular meeting of the Network or a special meeting called for that purpose. Notice of such meeting, including a copy of the proposed amendments, shall be sent to each member of the Network at least two (2) weeks prior to such a meeting.

Bylaws amended as of October 3, 1990

Bylaws amended as of _____

CODE OF ETHICS

Each member of the Network of California Community College Foundations shall:

1. Pursue individual and corporate conduct that demonstrates and enhances competence and integrity in all relationships with the public.
2. Advance ethical concepts, methods and skills for development and related activities that contribute to the well-being and financial success of the institution served.
3. Strive to increase and perfect professional knowledge and skills through active participation in the Network and related organizations whose work includes the improvement of the profession.
4. Encourage and support educational and training programs regarding advancement and related.
5. Respect the confidentiality of information gained in the process and pursuit of the profession.
6. Assist, support and provide leadership as appropriate in the civic development of communities and with other not-for-profit or community based organizations.