

**BYLAWS OF**  
**Chapter Name**  
**(A Chapter of the California Association for Bilingual Education) –**  
**CABE, a nonprofit charitable organization.**

**ARTICLE I**

The name of this chapter shall be \_\_\_\_\_, a chapter of the California Association for Bilingual Education, Inc., pursuant to its Bylaws.

**ARTICLE II**  
**OBJECTIVES AND PURPOSE**

1. To recognize, promote, and publicize excellence in bilingual education within your local area;
2. To promote efforts which assure the provision of equal educational opportunity for all;
3. To promote the provision of services to children, youth, and adults at all levels in both the community and educational institutions by making bilingual/bicultural education an integral part of the school curricula;
4. To work toward the recognition and understanding of linguistic and cultural needs of language minority students by legislative bodies and school districts;
5. To coordinate and promote the development of professional competence and professional standards in bilingual education;
6. To promote the organization of workshops and conferences on bilingual education on a local level; and
7. To encourage the excellence of bilingual education by promoting research and other related activities.

**ARTICLE III**  
**MEMBERSHIPS**

There shall be two classes of membership in this Chapter, pursuant to CABE's Article VI of its Bylaws:

**A. Voting Members**

Regular individual membership shall be available to all individuals interested or involved in bilingual education (the education of English Learners); and shall be voting members.

**B. Non-voting membership**

Non voting membership shall be available to institutions, agencies, and commercial organizations as institutional members. Institutional membership shall be open to educational institutions and companies or corporations involved in the field of bilingual education.

**ARTICLE IV**  
**OFFICERS**

**A.** The officers of this Chapter shall be the President, Vice-President, Secretary, and Treasurer.

These officers will constitute the Chapter's Board and will be elected by the membership at Large

**B.** The term of office for all officers shall be from July 1 of the year through June 30 of the next

year with the exception of the President who shall serve for two years not to exceed two consecutive terms.

ARTICLE V  
DUTIES OF OFFICERS

A. President-The President shall serve as Chairman of the Board and provide the leadership and direction of this Chapter. The President will attend the CABA Joint Delegate Assembly (JDA) annually.

B. Vice-President-The Vice President shall serve as the vice chairperson of the Board and shall take the place of the President when the President is not available.

Secretary- The Secretary shall record and maintain minutes of all meetings; shall have charge of all papers, archives, records and property; shall issue all notices of meetings; maintain an up-to-date membership roster; and shall provide periodic reports on the activities of the organization to CABA headquarters.

D. Treasurer- The treasurer shall be custodian of the organization's funds; shall supervise receipts and expenditures; shall render an annual statement to the membership on the financial condition of the organization; shall prepare and submit any reports required by CABA headquarters.

ARTICLE VI  
NOMINATION AND ELECTION OF OFFICERS

A. Terms of Office

The Vice President, Secretary and Treasurer shall be elected annually. The President shall be elected every two years. The President and Treasurer shall be elected during odd numbered calendar years. The Vice-President and Secretary shall be elected during even numbered calendar years. The President may not run for the same position after having served two consecutive terms

B. Election procedures shall be as follows:

An election committee of four persons shall be appointed by the President. The election committee will establish a ballot with at least two candidates per office, inviting the active membership to nominate candidates by mail or at Chapter meetings between April 1st and May 5th. The nominations from the field will serve to guide the committee in establishing a balanced ballot. On or before June 30th the general membership shall meet for the sole purpose of electing the officers from a ballot submitted to the membership at the meeting by the election committee. The ballot shall contain a space for any nominations from the floor at the meeting. The voting shall be by secret ballot and the ballot shall be counted by the election committee.

The candidate receiving the most votes for an office shall be considered the winner. In the event of a tie, the two candidates who are tied shall be allowed to address the membership in attendance and another secret ballot vote will be conducted. The results of the election shall be announced prior to the conclusion of the meeting.

C. Any member of the Chapter in good standing for one year may be nominated to any office of the Chapter.

D. Terms of office shall begin July 1st.

ARTICLE VII  
SCHOLARSHIPS

Scholarships may be awarded to students in California seeking a career in bilingual education or other programs affecting the education of students whose primary language is other than English.

ARTICLE VIII  
FINANCES

A. Annual dues shall be payable to CABE. Any member delinquent in his/her dues will be removed from the membership list.

B No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name

C. Annual proposed budget plans, financial statements and Chapter rebate information will be submitted annually to CABE Headquarters

ARTICLE IX  
NONPROFIT STATEMENT

The property of this Chapter is irrevocably dedicated to educational purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof, nor to the benefit of any private individual. Upon the dissolution of the Chapter, remaining assets after payment of, or provision of payment, of all debts and liabilities of this Chapter, shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the chapter has its principal office, upon petition therefore by the Attorney General or by a person concerned in the liquidation, in a proceeding to which the Attorney General is party.

This Chapter shall not participate or intervene in any political campaign on behalf of any candidate for public office, or for or against any cause or measure being submitted to the people for a vote.

ARTICLE X  
AMENDMENTS

Proposed amendments to these bylaws may be made by a two-thirds majority of the Board of be submitted in a petition to the Board, signed by one-tenth of the members in good standing. To become effective, any such composed amendment must be ratified by a simple majority of the members in good standing, providing that notification be duly given at least thirty (30) days before the amendment(s) are brought to vote. Notification of any amendments passed shall be given to CABE's Headquarters.

These By-Laws are approved by two-thirds vote of the membership and certified by the Chapter Officers.

President DATED: \_\_\_\_\_

Vice President DATED: \_\_\_\_\_

Secretary DATED: \_\_\_\_\_

Treasurer DATED: \_\_\_\_\_

# Chapter of the Year Recognition

Region Representatives nominate those chapters in their region who are active and deserve special recognition. They nominate two chapters from each region who best exemplify CABE's vision of "Biliteracy and Educational Equity for All." All chapters nominated are honored at the Annual CABE Conference. The chapter that best meets and/or exceeds all of the criteria below is selected as CABE Chapter of the Year from those chapters nominated. The requirements for chapter nomination are based on a set of 5 criteria established by the Board of Directors in 2003. Percentages next to each criterion indicate weighted importance.

- 1) Chapter Structure—10%
- 2) Membership Growth—20%
- 3) Parent Involvement—30%
- 4) Advocacy/Leadership—30%
- 5) Vision—10%

## Chapter Structure:

1. The chapter has an active and fully staffed Chapter Officers Board (CABE Headquarters must have an up-to-date officer roster on file.)
2. Chapter holds membership meetings on a regular basis. Meetings are scheduled, announced and convened through out the year in a consistent time frame. (Please indicate how often meetings are held, how members are notified, how many members attend, what takes place during the meetings)
3. There is regular, on-going communication from chapter to members and from chapter to Regional Representative. (Please describe)
4. Chapter utilizes Chapter Rebates to conduct chapter activities. (Please indicate how chapter used Chapter Rebate monies in the last 12 months.)

## Membership Growth:

1. All chapter officers are current CABE members at the appropriate level
2. Chapter has at least met pre-set membership growth goals (Please indicate what the goal was, when it was set, whether it was reached or exceeded.)
3. Chapter actively engages in recruiting new members (Please provide examples and descriptions of outreach activities)

## Parent Involvement:

1. Chapter has active parent members (Please indicate how many parents and the extent of their involvement in chapter activities).
2. Chapter has conducted at least one-parent focused activity in the last 12 months (Please describe activity and its impact on parents).

## Advocacy and Leadership:

1. Chapter as a whole or individual members actively engage in advocating for the rights of English Learners, their families and educators (for example, members monitor that districts honor parent waivers, members visit or contact their legislators, members sit on school district board, ELAC, DELAC etc and advocate in their role for ELs, chapter organizes new parents in district, etc.)
2. Chapter members participate in CABE Headquarter advocacy campaigns (i.e. write, call and/or visit policy makers when requested.)
3. Chapter sends at least one representative to JDA and they implement new skills/strategies learned among chapter members.

#### Advocacy and Leadership:

1. Chapter as a whole or individual members actively engage in advocating for the rights of English Learners, their families and educators (for example, members monitor that districts honor parent waivers, members visit or contact their legislators, members sit on school district board, ELAC, DELAC etc and advocate in their role for ELs, chapter organizes new parents in district, etc.)
2. Chapter members participate in CABE Headquarter advocacy campaigns (i.e. write, call and/or visit policy makers when requested.)
3. Chapter sends at least one representative to JDA and they implement new skills/strategies learned among chapter members.

#### Vision:

1. Chapter promotes CABE and its activities within its community
2. Chapter engages non-CABE members in their community through collaborations with schools and other community based organizations
3. Chapter engages in any other type of activity that moves forward CABE's vision of "Biliteracy and Education Equity for All".

#### SUBMISSION PROCESS

Regional Representatives submit up to 4 typed pages describing how their nominees meet the above criteria. Supporting documents (i.e. pictures, newsletters, and articles) can be attached. They submit their nominations no later than January 31st to the following address:

CABE Chapter of the Year  
C/o CABE Vice-President  
16033 E. San Bernardino Road  
Covina, CA 91722-3940

#### SELECTION PROCESS

The CABE Vice-President selects a committee to read all submissions received and selects first and second choice for the award based on how well they meet each set of criteria. The committee will hold a conference call to discuss their individual choices and decide on a winner.

**AWARD:** The selected chapter will receive a banner with their chapter name indicating they are CABE Chapter of the Year, CABE will host a membership meeting, and a letter sent to all their members announcing their award.