BYLAWS OF

Chapter – Affiliate -Club

[Insert initials and full name]

A Chapter of the California Association for Bilingual Education

CABE, a nonprofit charitable organization.

ARTICLE I. NAME

The name of this chapter/affiliate/club shall be

[Insert initials]

An Organization of the California Association for Bilingual Education, Inc., pursuant to its Bylaws.

ARTICLE II: OBJECTIVES AND PURPOSE

SECTION 1. CABE VISION

Biliteracy, educational equity, and 21st century success for all.

SECTION 2. CABE MISSION

To support this central vision of biliteracy, educational equity, and 21 century success for all students, we will implement priorities, initiatives, and services targeted to teachers, administrators, parents, and others designed to dramatically increase California's capacity to create culturally diverse and competent 21st century learning environments of high intellectual performance for all English Learners and other language learners and to graduate all English Learners college, career, and 21st century ready and prepared to live their lives to their full potential

As the premier Organization focused on the education of California's English Learners, we will judge ourselves as successful to the degree that we assist our districts, schools, and communities in achieving this 21st century vision of student success for every group of English Learners they serve.

SECTION 3. OBJECTIVES

## 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 Organization, pursuant to CABE’s Article VI of its Bylaws:

# Voting Members

Regular individual membership shall be available to all individuals interested or involved in bilingual education; and shall be voting members.

## 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 Organization shall be the President, Vice-President, Secretary, and Treasurer.  
These officers will constitute the Organization’s Board and will be elected by the membership at Large

B. The term of office for all officers shall be for two years from July 1 through June 30.

C. When an officer cannot attend a scheduled meeting, a proxy with voting rights may be sent with written authorization.

D. When an officer or committee chairperson is absent from two or more of the regularly scheduled meetings, the position will be declared vacant by the board. The president will appoint another active CABE member to serve the remainder of the term with the approval of the board.

ARTICLE V: DUTIES OF OFFICERS

A. *President -* The President shall serve as Chairman of the Board and provide the leadership and direction of this Organization. The President and a second board member will attend the CABE 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.

1. *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 CABE headquarters. The Secretary will submit to CABE Headquarters an Officer Update form within 15 (fifteen) days of any changes in officers or committee chairpersons.

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 CABE headquarters. Annual reports are due at the end of the fiscal year [June 30].

ARTICLE VI: NOMINATION AND ELECTION OF OFFICERS

### Terms of Office

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.

### Elections

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.

### Qualifications

### Any member of CABE in good standing for one year may be nominated to any office of the Organization.

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. Scholarships are only for members of CABE.

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 indebtness shall be issued in its name

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

#### ARTICLE IX: NONPROFIT STATEMENT

The property of this Organization 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 Organization, remaining assets after payment of, or provision of payment, of all debts and liabilities of this Organization r, 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 Organization 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.

ARTICLE XI. COMMITTEES

**SECTION 1. APPOINTED BY PRESIDENT**

Ad Hoc Committees shall be created by the President as the needs of the Organization develop with the approval of the Executive Board.

**SECTION 2. STANDING COMMITTEES**

1. Conference
2. Fundraising
3. Legislative
4. Membership
5. Publicity
6. Public Relations
7. Scholarship
8. Seal of Biliteracy
9. Two-Way CABE [Dual Language]

**SECTION 3. COMMITTEE CHAIRPERSONS**

Ad Hoc Committee and Standing Committee Chairpersons shall be appointed by the President with the approval of the Executive Board.  These Chairpersons shall serve as members of the Executive Board with all the rights and privileges afforded other Executive Board members. Committee chairpersons serve until a new president is elected.

**ARTICLE XIII - DISSOLUTION**

In the event of dissolution or liquidation of the Organization, the treasurer shall prepare a complete financial report for the Executive Board and the membership and shall send all remaining monies to the CABE treasury State CABE and CASBE treasuries after all Organization debts and obligations have been met.

**ARTICLE XIV - PARLIAMENTARY PROCEDURE**

"Robert's Rules of Order, Revised" shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with the CABE Constitution State CABE and CASBE Constitutions and Bylaws.

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

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following Organization members approve these bylaws:

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