**ARTICLE I**

**NAME**

The name of this organization shall be the **CALIFORNIA COMMUNITY COLLEGE MENTAL HEALTH AND WELLNESS ASSOCIATION (CCCMHWA, or MHWA).**

**Article II**

**AREA SERVED**

The geographic area served will be all California Community College Districts.

**ARTICLE III**

**PURPOSE**

The purpose of this Association shall be to enhance student success and retention by the support and promotion of quality mental health services programs throughout the California Community College System by:

1. Establishing professional qualifications and program standards within the college health setting.
2. Providing consultation, leadership and support for health services programs.
3. Promoting and facilitating continuing education for health services professionals.
4. Monitoring legislation that affects health services in California Community Colleges.
5. Promoting communication and support between mental health services professionals in California Community Colleges.
6. Conducting research and publishing.

**ARTICLE IV**

**MEMBERSHIP**

**Qualifications and Categories of Membership**

Categories of membership shall include community college mental health professionals, advocates for community college mental health, student interns and professional associates.

**Section 1. Classifications**

1. Regular Member (Institutional /Individual): Dues as set by Article 5. Open to mental health professionals who are responsible for student health services in a California Community College.

1. Shall be entitled to one vote; no institution may cast more than one vote.

2. Regular members from each institution shall determine the voting delegation prior to each vote.

1. Associate Member (non-voting) – Dues as set by Article IV. Once the institution is represented, any additional mental health care professional working in the mental health services setting may join the organization as an associate member.
2. Emeritus (non-voting) – no dues. Granted by the organization upon individual member’s retirement.
3. Honorary (non-voting) – no dues. For distinguished contribution to the aims of the organization. Requires appointment and approval of the Executive Board.

**Section 2. Termination of Membership**

1. Written notice of resignation sent to the Recording Secretary.
2. Failure to pay dues.
3. Revocation of membership, for cause, by a two-thirds (2/3) vote of the Executive Board. Written charges shall be given in a timely manner to the member who then has the right to appear before the Executive Board for a review of the charges. If the member does not exercise this right, termination shall become effective on the date set for review of charges.

**Section 3. Discipline of Members and Officers**

1. Test vote of trust: Vote of confidence or no confidence of the current

membership.

1. Good of the Order: Allows any regular member to voice complaints, suggestions and constructive criticism in a good faith attempt to rectify wrongs according to disciplinary procedures in the most current edition of Robert’s Rules of Order.
2. Censure: Procedure as described in the most current edition of Robert’s Rules of Order.

**ARTICLE V**

**MEMBERSHIP DUES**

**Section 1. Dues structure**

1. Dues shall be determined by a two-thirds (2/3) vote of the eligible voting members present at the annual meeting.
2. Dues for associate members shall be determined by a (2/3) vote of the eligible voting members present at the annual meeting.
3. Dues are due and payable at the beginning of each fiscal year on July 1.
4. Dues shall be considered delinquent on November 1. When dues are delinquent, the member’s name shall be dropped from the membership list, and the member will lose all rights and privileges of membership.
5. Dues may be collected at any time to accept new eligible members.

**ARTICLE VI**

**MEETING AND QUORUM**

**Section 1. Meetings**

1. The Association shall meet at least twice annually, with one annual meeting at the time and place of the annual conference if one is held that year.
2. Sites, dates and times of the Association’s meetings shall be determined by the Executive Board.
3. Notice of the Association’s meetings will be distributed to members at least thirty days before the scheduled meeting.
4. The agenda for meetings will be planned by the President or their designee. Agenda items will be sent to the President.

**Section 2. Special Meetings**

1. Special meetings may be called by the President or at the request of five regular members of the Association.
2. The membership and/or committee members shall be notified of special meetings in a timely manner.

**Section 3. Executive Board meetings**

1. The Executive Board shall meet at least twice a year; once at the time and place of the Annual Meeting with additional meetings as called by the President.
2. Executive Board special or closed meetings may be called at the discretion of the President or any member of the Executive Board.
3. An Association planning retreat may be convened annually following the election of officers.

**Section 4. Quorum**

A quorum at Association meetings shall be fifty percent plus one of eligible voting members.

**ARTICLE VII**

**STANDING AND AD-HOC COMMITTEES AND THEIR DUTIES**

**Section 1. Standing Committee/Ad-Hoc Committee Chairpersons and**

**Membership**

1. Standing Committee/Ad-Hoc Committee chairpersons are appointed by the President and approved by the Executive Board.
2. Committee members are appointed by the chairpersons and/or may volunteer for service.
3. The President is an ex officio member of all committees except the Nominating Committee

**ARTICLE VIII**

**EXECUTIVE BOARD AND ITS DUTIES**

Any regular member in good standing is eligible to hold office in the Association.

**Section 1. Composition of Board**

The board of directors shall consist of the elected officers including President, Vice-president, President-elect, immediate Past President, Secretary, Treasurer and chairs of all standing committees as designated by the board of directors.

**Section 2. Powers and Duties**

The activities and affairs of this Association (chapter) shall be conducted under the direction of a board of directors, all of whom shall be members of the Association (chapter).

1. The Executive Board shall:
   1. Ensure that the purposes as stated in the bylaws of the Association are carried out in an orderly and legal manner.
   2. Develop and recommend policies and resolutions to the membership.
   3. Manage and execute the business of the Association.
   4. Approve budget allocations limited to the purposes of the Association.
2. Duties of Officers
   1. President: The president shall, subject to the control of the board of directors, generally supervise, direct and control the business of the chapter. He/she shall preside over all meetings of the association/chapter and at all meetings of the board of directors. He/she shall recommend to the board of directors for appointment standing committee chairpersons. He/she shall appoint standing committee members except as otherwise provided in these by-laws. The president shall be an ex-officio member of all committees, but shall have no right to vote when serving in an ex-officio capacity. He/she shall have such other duties and powers as may be prescribed by the board of directors or these bylaws.
      1. Presides as the executive officer of the Association and represents its interests at official functions.
      2. Serves as official spokesperson/representative to pertinent statewide meetings.
      3. Communicates matters of interest and concern to the membership through the region representatives, website, listserv or other available means.
      4. Plans, organizes and prepares agendas for all Association meetings.

* Expedites Association business in every way compatible with the rights of members and in accordance with current Robert’s Rules of Order.
* Authenticates, by signature, all acts, orders and proceedings of the Association, declaring its will and, in all things, obeying its government.
* Appoints a presiding officer in the event that she/he cannot preside.
  + 1. Appoints ad hoc committees and/or task forces.
    2. Serves as an ex officio member of all committees.
    3. Is one of the official signatories for checks for the
  1. Vice-President: He/she shall in the absence of the president or in the president’s inability to serve, perform the duties of the president. He/she shall also perform those duties assigned to him/her by the president and/or the board of directors.

1. President-Elect: The president-elect shall succeed the presidency. He/she shall perform those duties assigned to him/her by the president and/or the board of directors.
   * 1. President-Elect is the beginning of a three year commitment,

commencing with President-Elect, and succeeding to President and then to Past-President.

* + 1. Supports/assists the President in her/his role.
* Presides as President ex-officio in the event the President is temporarily unable to serve.
  + 1. Ensures the efficient and effective function of the standing committees, ad hoc committees, and task forces, providing leadership as required.
    2. Performs, along with the Bylaws chair and committee, an annual review of the Association Bylaws to ensure currency of content.
* Makes certain each officer and committee member has a current copy of the bylaws, or access through the Association website.
  + 1. Reviews responsibilities and supports all appointed officers in their respective duties.
    2. Serves as an official signatory of checks for the Association.
    3. Acts as Chair of the Nominating Committee.
    4. Represents the Association as directed by the President.

1. Recording Secretary: The Recording Secretary shall keep or cause to be kept, at the office of the association or such other place as the board of directors may direct, a book of minutes of the proceedings of its members, board and committee of the board, with the time and place of the holding, whether in general or special, and, if special, how authorized, the notice given, the names of those present at such meetings, the numbers of members present or represented at such members’ meetings, and the proceedings of such meetings.

a) Maintains the official records of the Association.

1. Records minutes at all meetings of the entire Association.
   * + - * Collects meeting agenda from President for distribution to the membership.
         * Maintains attendance records for meetings.
         * Compiles and disperses minutes to the membership.
         * Receives and maintains minutes of standing committees, ad hoc committees and task forces.
2. Maintains documentation to comply with provider requirements for continuing education.
3. Acts as official historian for the Association.
4. Represents the Association as directed by the President.
5. Is responsible for all official organizational correspondence under the direction of the Executive Board with the exception of the annual conference.
6. Notifies state organizations of annual change of officers.
7. Maintains general correspondence of the organization.
8. Is responsible for hospitality, including special recognition.
9. Is Board liaison to the Committee chairs.
10. Notifies officers and committee members of their election or appointment.
11. Represents the Association as directed by the President.

5. Treasurer: The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the chapter, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and any other matters customarily included in financial statements. The books of account shall be open to inspection by any board member at all reasonable times.

The treasurer shall deposit, or shall cause to be deposited, all money and other valuables in the name and to the credit of the chapter with such depositories as may be designated by the board of directors; shall disburse, or cause to be disbursed, the funds of the chapter as may be ordered by the board of directors; shall render at such regular meeting of the board, or at such other times as directed by the board, an account of his/her transactions as treasurer and of the financial condition of the chapter; shall prepare or cause to be prepared a financial annual budget to be presented to the board of directors prior to the annual membership meeting; and shall have such other powers and shall perform such other duties as may be prescribed by the board of directors or the bylaws.

1. Receives, deposits and issues receipts for all incoming funds for the Association.
2. Disperses funds for all approved Association expenses.
3. Is responsible for all bank accounts of the Association.
4. Maintains official membership roster of the Association.
5. Files Federal and State Income Tax returns and other official documentation as required by law.
6. Prepares financial reports for all official Association meetings.
7. Arranges for an outside financial review of official records at change of treasurer, or at least every 2 years.
8. Represents the Association as directed by the President.

VACANCIES

In the event that a vacancy occurs on the board of directors, other than the president, the board of directors shall elect, by a majority of the directors then in office, at the next regular board of directors meeting, any eligible member of the chapter to fill the unexpired term.