

BY-LAWS
OF THE
CALIFORNIA ASSOCIATION
OF
REGIONAL OCCUPATIONAL CENTERS AND PROGRAMS

Approved March 2002

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ARTICLE I – DUES

A. Annual Association membership shall begin on July 1 to June 30 of each calendar year and dues shall be as follows:

CATEGORY

1. Individual Membership

a. Classified Non-management	\$15.00
b. Teacher, Counselor	\$30.00
c. Management Personnel	\$90.00
d. Member at Large	\$15.00
e. Board of Trustee	\$15.00

2. Institutional dues shall be based on the ADA generated by the ROCP during the preceding year as follows:

1	to	499	ADA=	\$300.00
500	to	999	ADA=	\$400.00
1,000	to	1,499	ADA=	\$500.00
1,500	to	1,999	ADA=	\$600.00
2,000	to	2,999	ADA=	\$700.00
3,000	to	over	ADA=	\$800.00

3. Business – Companies \$0.00

4. Business Associates \$25.00

5. Retired Members (one time fee) \$25.00

B. Annual Review of Dues

1. The incoming Board of Directors shall review the dues structure at their June Board Meeting each calendar year.

C. Rebate of Dues to Chapters

1. Each chapter meeting the requirements for entitlement to elect a representative to the Board shall be eligible for a rebate of 20% of all individual Association dues collected from respective chapter members yearly (July 1-June 30) and 15% of business and institutional dues collected.
2. The rebate to chapters shall be paid in two installments only after verification that all chapter members and officers are CAROCP members, that during the preceding year at least two functions designed to promote the purpose of the Association were sponsored by the Chapter and evidence of at least fifty (50) members in good standing.
 - a. The first installment will be paid on Chapter membership as of January and rebate checks will be mailed by January 31.
 - b. The second installment shall be paid on Chapter membership for the period January 1 through June 30 and will be mailed by June 30.

ARTICLE II – REGIONS

A. List of Counties in each Region

1. The four Regions shall be composed of the following counties:

Central Region

Fresno	Mariposa	Stanislaus
Kern	Merced	Tuolumne
Kings	Mono	Tulare
Madera	San Joaquin	

Coastal Region

Alameda	San Benito	Santa Cruz
Contra Costa	San Francisco	Solano
Marin	San Luis Obispo	Sonoma

Monterey	San Mateo
Napa	Santa Clara

Northern Region

Alpine	Lake	Sierra
Amador	Lassen	Siskiyou
Butte	Mendocino	Sutter
Calaveras	Modoc	Tehama
Colusa	Nevada	Trinity
Del Norte	Placer	Yolo
El Dorado	Plumas	Yuba
Glenn	Sacramento	
Humboldt	Shasta	

Southern Region

Imperial	Orange	San Diego
Inyo	Riverside	Santa Barbara
Los Angeles	San Bernardino	Ventura

B. In-service

1. Regions and new chapters may request a non-interest bearing loan from the Association for in-service start-up funds. The loan must be repaid one year from date of acceptance.

ARTICLE III –DUTIES OF MEMBERS OF BOARD OF DIRECTORS

A. President

1. The President's authority shall be limited to those duties and responsibilities as described in the Constitution and By-laws.
2. The President shall keep the general membership informed of Association issues and activities.
3. The President has the power to delegate authority where appropriate.
4. The President shall serve as an ex-officio member of all committees.

5. The President shall authorize all bills of expense incurred by committees or members of the Association in the conduct of Association business provided such bills are within approved budget. In the unusual circumstance that expenditure exceeds the approved budget, the President may authorize up to 20% override of the budgeted amount in that line item as long as the total association budget is not exceeded. The President shall then report this transaction at the next Board meeting for ratification. The President shall serve as Chairperson(s) of all general and special meetings of the Association including those of the Board of Directors. The President shall present a balanced budget for approval to the Board in a standard format.
6. The President shall not transfer funds from the money market account without prior Board approval.
7. The President may enter into contracts that are required to conduct the business of the Association. All contracts must be brought to the Board for annual review and Board approval.
8. The President shall represent the Board in resolving contract disputes.
9. The President, with the assistance of the Executive Committee and Legislative Chairperson(s), shall annually evaluate the Legislative Advocate. The President shall submit the evaluation findings to the Board for review prior to the renewal of the Legislative Advocate's contract. The contract term for the Legislative Advocate shall be Oct 1 – Sept 30. The contract shall include criteria, expectations, and methods of evaluation.

B. President-Elect

1. The President-Elect shall represent the Association as requested by the President.

[Refer to Constitution – Article IV, Section B, Item 4(b)].

C. Past-President

1. The Past-President shall serve as parliamentarian for the organization and as Chairperson(s) of the Nominating Committee for Regional and statewide offices.

[Refer to Constitution – Article IV, Section B, Item 4(c)].

D. Treasurer

1. The Treasurer shall serve as the Association's business manager and fiscal officer.

[Refer to Constitution – Article IV, Section B, Item 4(d)].

2. Prior to June 30, the Treasurer will recommend an audit of the books of the Association for Board approval.

E. Secretary

1. The Secretary shall be responsible for correspondence as requested by the President.

[Refer to Constitution – Article IV, Section B, Item 4(e)]

F. Regional Coordinators

1. Each Regional Coordinator shall keep the Association membership of his/her Region informed of Association issues and activities.
2. Each Regional Coordinator shall represent the views of his/her Region membership to the Board of Directors.

3. Regional Coordinators will have a cooperative working relationship with all chapters in the Regions and will assist in other areas as requested by Chapter Representatives.
4. Regional Coordinators will be responsible for distributing CAROCP information on the Region fax tree.

G. Chapter Representatives

1. Each Chapter Representative shall keep his/her Chapter membership informed of Association issues and activities.
2. Each Chapter Representative shall represent the views of his/her Chapter membership to the Board of Directors.
3. Each Chapter Representative will work closely with the Region Coordinator.

H. Legislative Chairperson(s) Federal and State

1. Legislative Chairperson(s) shall coordinate all activities of the Association related to the development of proposed legislation and efforts to influence the legislative process. The Legislative Chairperson(s) shall chair a Legislative Standing Committee and designate, with the approval of the President, a member of the Legislative Committee as the Association representative for all federal legislation.
2. Legislative Chairperson(s) shall receive direction from Board on new legislation to be pursued or any legislation that is currently in the process that may impact ROCPs.
3. Legislative Chairperson(s) will keep Board and membership informed on status of current bills that affect ROCPs.

4. Legislative Chairperson(s) will coordinate with legislative advocates on positions of the Board on all bills pertaining to ROCPS.
 5. Legislative Chairperson(s) will work with the California Department of Education to secure additional funding or address financial issues.
 6. Legislative Chairperson(s) will testify or arrange for testimony when necessary on bills affecting the Association.
 7. Legislative Chairperson(s) will chair a Legislative Standing Committee.
- I. Committee Chairpersons
1. Committee Chairpersons will carry out the duties requested by the President.
 2. Committee Chairpersons may appoint sub-committees to carry out the duties requested by the President.
 3. Effort should be made to provide representation from each Region whenever possible.
- J. Executive Committee
- [Refer to Constitution – Article IV, Section B, Item 4(i)]
- K. Membership Chairperson(s)
1. The Membership Chairperson(s) shall work on membership as requested by the President and Board.

ARTICLE IV – DEFINITIONS

- A. Committees

1. Standing Committee – is a permanent committee dealing with ongoing issues such as the Legislative Standing Committee.
2. Priority Committee – will deal with priorities recommended by the President and approved by the Board.
3. Ad Hoc Committee – Chairperson(s) are appointed by the President to deal with immediate or short term issues. Ad Hoc committee Chairperson(s) do not automatically become a voting member of the Board.