

# Association of California Community College Eligibility Specialists

## CONSTITUTION

### ARTICLE I

#### NAME

The name of the organization shall be the Association of California Community College Eligibility Specialists (ACCES).

### ARTICLE II

#### PURPOSES AND OBJECTIVES

*In cooperation with the California Community College Athletic Association, the various California Community College coaches associations and any other affiliate organization and their purposes and objectives, the ACCES will attempt to:*

1. Secure and maintain an integral role in the process of administering community college athletics statewide.
2. Secure and maintain an Executive Board, which will meet during the year to discuss issues that affect our roles as eligibility and compliance professionals.
3. Secure and maintain a voice on the California Community College Athletic Association Management Council.
4. Secure and maintain a voice on any committees which affect our role as eligibility and compliance professionals.
5. Secure and maintain a voice with each Coaches Association as an advisor and eligibility and compliance consultant.
6. Improve systematic eligibility analysis, calculation, reporting and tracking structure for athletics programs across the state, and set minimum guidelines for those processes.
7. Improve our standing with California Community College Athletic Association membership, while creating an awareness of California Community College eligibility specialist demands.
8. Enhance the image and prestige of being an athletic eligibility professional at a California Community College.
9. Promote the hiring of full-time athletic eligibility professionals at California Community Colleges.
10. Identify a viable contact at each California Community College who will be responsible for athletic eligibility.
11. Work with the California Community College Athletic Association on expanding the California Community College Athletic Directory to include an athletic eligibility contact name for each college, along with an accurate phone number and email address.

12. Work with the California Community College Athletic Association office to standardize forms, processes and resources for completion of eligibility.
13. Improve the distribution of statewide California Community College eligibility procedures.
14. Generate and maintain archival information on the history of California Community College athletics and its eligibility tools.
15. Create an avenue where we as eligibility professionals can communicate information and other vital information of concern.
16. Provide staff development opportunities at the annual California Community College Athletic Association conventions, especially for first-time athletic eligibility professionals.
17. Make the profession fun and enjoyable, while encouraging greater interaction between athletic eligibility professionals.

## **ARTICLE III**

### **MEMBERSHIP**

- A. There will be three (3) types of memberships
  - i. **Active:** Any individual who conducts business as or legitimately represents themselves as one who engages in the eligibility process for the entire athletic program of an accredited CCCAA California Community College or anyone who is employed by a CCCAA conference to do eligibility, or has as part of their job title "Eligibility Clerk," "Eligibility Specialist," or such other title or job description as deemed acceptable by the Executive Board. Such membership requires payment of dues if required by the bylaws, and each Active member is a voting member with a full vote.
  - ii. **Associate:** Any individual who supports the Purposes and Objectives of the Association of California Community College Eligibility Specialists may become an Associate member of ACCCES. Such membership requires payment of dues if required by the bylaws, but does not include voting rights.
  - iii. **Honorary:** The Executive Board, by two-thirds majority, may nominate an individual to lifetime, honorary membership to the Association of California Community College Eligibility Specialists. If this nominee is approved by a two-thirds vote of the general membership, the individual will become an honorary member of the Association of California Community College Eligibility Specialists, with all rights and privileges of an Active member except voting. The honorary member will not be required to pay dues.
- B. All membership dues are enumerated in the bylaws of ACCCES.
- C. All memberships expire on the thirtieth day of June of each year.

## ARTICLE IV

### ORGANIZATION

A. The ACCCES officers shall be:

- i. **President** -- three year term -- assumed by the 1st Vice President after election of the new 1st Vice President at the annual meeting or as determined by Bylaws II.H.2. Must be Active member.
- ii. **1st Vice President** -- three year term -- elected at annual meeting. Must be Active member.
- iii. **2nd Vice President/Treasurer** -- three year term -- elected at annual meeting. Must be Active member.
- iv. **Publicist** -- three-year term -- elected at annual meeting. Must be Active member.
- v. **Secretary** -- three-year term -- elected at annual meeting. Must be Active member.
- vi. **Special Representative** -- three year term -- elected at annual meeting. Must be Active member, but must be from the region (North or South) opposite the current President.
  - a. Should there be no eligible candidates for the position, or should there be none who wish to serve in this capacity, a willing candidate from the region of the current President may be elected until such time as an eligible candidate can be elected.
- vii. **Past-President** -- three year term -- assumed by outgoing President after election of new 1st Vice President at annual meeting or as determined by Bylaws II.H.2. The Past-President must have served at least one term as President, unless there is no one so qualified.

B. The Executive Board will consist of all elected officers enumerated in Art. IV, §A, who are voting members, unless changed under procedures of Bylaws Art. II.E. Additionally, the CCCAA Director of Membership Services, a CCCAA Conference Commissioner, and a member of the CCCADA Athletic Director's Association may be added as non-voting members of the board.

C. No person may be elected to the Executive Board who has served three consecutive full terms in any position or positions that are voting members of the Executive Board until that person has spent one full term not serving in an above mentioned position.

- i. Exceptions may be made by a two-thirds voting majority of the Executive Board, and a simple majority of the general membership for the non-President positions.

## **ARTICLE V**

### **MEETINGS**

- A. General Membership meetings shall be held during the Summer meeting and the CCCAA Spring Convention.
- B. There shall be Executive Board meetings no more than two weeks before the meetings enumerated in Art. V, §A.
- C. The President, at their discretion, may call any further special Executive Board or General Membership meetings.

## **ARTICLE VI**

### **QUORUM**

- A. Executive Board
  - i. A quorum shall be any number over 50 percent of the voting members of the Board.
  - ii. A vote quorum shall be any number over 50 percent of the Board's total votes, present or not.
- B. General Membership
  - i. A quorum shall be any number of the voting members present.
  - ii. A vote quorum shall be any number over 50 percent of votes present.

## **ARTICLE VII**

### **AMENDMENTS TO CONSTITUTION AND BYLAWS**

Any amendments to the constitution and by-laws shall require a two-thirds voting majority of the Executive Board, and a simple majority of the general membership.

# **BYLAWS**

## **BYLAW I**

### **DUES**

- A. Any dues for the following fiscal year will be determined by a two-thirds vote of the Executive Board during the spring meeting.
- B. The president will announce the decision of the Executive Board at the General Membership meeting.
- C. Annual dues shall be collected by the Executive Board.

## **BYLAW II**

### **PROCEDURES**

- A. Creation of Committees
  - i. All committees will be created at the discretion of the President.
- B. Liaison placement
  - i. The Executive Board may name a member to act as a conference representative to each all-sport conference on an annual basis, by the recommendation of the all-sport Commissioner.
- C. Proxy voting
  - i. There shall be no proxy voting allowed at either the General Membership or the Executive Board.
- D. Filling Executive Board vacancies
  - i. All Executive Board vacancies will be assigned on a temporary basis by the President except in those cases enumerated in Bylaws II.H.1.b, and are subject to ratification at the next General Membership meeting.
- E. There may not be fewer than five members on the Executive Board.
- F. Removal of Officers
  - i. Any member wishing to remove an Executive Board Officer, must submit a request to the Executive Board at least one month prior to the General Membership meeting.
  - ii. Such a request should give the reasons for such a removal.
  - iii. The request will be voted on at the next General Membership meeting pursuant to Article II, §F i.
  - iv. Removal of the officer requires a three-fourths vote of all members present.
- G. Presidential Succession
  - i. Should a sitting President, for whatever reason, be unable or unwilling to continue as President the following takes place immediately upon the Executive Board's determination that the President will no longer serve:
    - a. The 1st Vice President becomes the President.
    - b. The 2nd Vice President/Treasurer becomes the 1st Vice President.
    - c. The President may fill an opening on the Executive Board with an interim position

- until the next General Membership meeting.
- ii. Should a 1st Vice President become President because of a vacancy in the office of President, that President's term shall be no more than three years counted from the next General Membership meeting.

## **BYLAW III**

### **OFFICERS**

A. The duties of officers shall include:

**i. President**

- a. Chair the meetings of the Executive Board and General Membership meetings.
- b. Call and chair any special meetings of the Executive Board and General Membership.
- c. Supervise the work of the association.
- d. Primary spokesman of the association.
- e. Serve as the ACCCES representative on the CCCAA Management Council.
- f. Prepare a recommended budget to cover the operation of the Association for the ensuing year which will be presented at the fall general membership meeting.
- g. Work in close association with the 2nd Vice President/Treasurer in preparing financial reports.
- h. Assist 2nd Vice President/Treasurer in the establishment and maintenance of 501(c)(3)/checking account for the association.
- i. Review the association bylaws annually and propose amendments as necessary.

**ii. 1st Vice President**

- a. Preside in the absence of the President
- b. Perform any duties assigned by the President
- c. Facilitate Northern and Southern semi-annual regional meetings.
- d. Represent the Association at appropriate meetings and events in the absence of the President or when appointed.
- e. Serve as a liaison to the CCCAA and its affiliate organizations.
- f. Review the association bylaws annually and propose amendments as necessary.

**iii. 2nd Vice President/Treasurer**

- a. Compile and maintain membership roster
- b. Compile and edit ACCCES Directory
- c. Keep all records of financial transactions.
- d. Establish and maintain 501(c)(3)/checking account for the association.
- e. Make all disbursements as approved by the Executive Board.
- f. Render a full and accurate financial statement at the annual spring meeting.
- g. Perform any duties assigned by the President or the Executive Board
- h. Review the association bylaws annually and propose amendments as necessary.

**iv. Publicist**

- a. Create and maintain active social media accounts and website presence for the promotion of the ACCCES brand, image and likeness.

- b. Prepare a report of all social media and website statistics for the review and analysis of Executive Board members.
- c. Perform any duties assigned by the President or the Executive Board
- d. Assist the Executive Board with the promotion and marketing of all ACCCES events, including an annual marketing and communications plan.
- e. Interview, develop, write copy and stories for social media and the web, on the ACCCES membership and events, in addition to the creation and publishing of a quarterly newsletter.
- f. Serve as a liaison to the CCCAA and its affiliate organizations
- g. Review the association bylaws annually and propose amendments as necessary.

**v. Secretary**

- a. Keep a permanent record of the proceedings of all meetings.
- b. Prepare a resume of the minutes and distribute to all members.
- c. Perform any duties assigned by the President or the Executive Board
- d. Assist 2nd Vice President/Treasurer with compilation and maintenance of membership roster
- e. Assist 2nd Vice President/Treasurer with compilation and editing of ACCCES Directory
- f. Serve as a liaison to the CCCAA and its affiliate organizations
- g. Review the association bylaws annually and propose amendments as necessary.

**vi. Special Representative**

- a. Perform any duties assigned by the President
- b. Perform any duties assigned by the Executive Board
- c. Serve as a liaison to the CCCAA and its affiliate organizations
- d. Review the association bylaws annually and propose amendments as necessary.

**vii. Past-President**

- a. Perform any duties assigned by the President
- b. Serve as an advisor to the Executive Board in all leadership meetings and counsels.
- c. Train officers as necessary.
- d. Serve as a liaison to the CCCAA and its affiliate organizations
- e. Review the association bylaws annually and propose amendments as necessary.

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