

CONSTITUTION

THE CALIFORNIA COMMUNITY COLLEGE FOREIGN LANGUAGE COUNCIL (CCCFLC)

Preamble

The California Community College Foreign Language Council (CCCFLC) was established in 1992 by a small group of dedicated and enthusiastic community-college language educators with a passion for their discipline and a vision for the future. This document seeks to honor the vision and work of those early leaders and to codify the objectives of the organization so that it may continue to be an advocate for language learning and a resource for language educators.

Article I: Name of the Organization

Section 1. The name of the organization shall be the California Community College Foreign Language Council (CCCFLC).

Article II: Purpose of the Organization

Section 1. The purpose of the CCCFLC is to promote collaboration among language educators in the California community colleges and foster professional development through conferences and training opportunities.

Article III: Membership and Dues

Section 1. Membership is open to any full-time or part-time language educator affiliated with a California community college.

Section 2. Dues shall be determined by the Executive Board on an annual basis.

Article IV: Officers of the Organization

Section 1. The elected officers of the CCCFLC shall be: Executive Director, President, Vice-President, Secretary, Treasurer, Historian, and Social Media and Website Administrator.

Section 2. The duties of the elected officers shall include those related to CCCFLC conferences and other endeavors. The following is a description of each officer's duties:

A) **Executive Director:** The Executive Director is considered the de facto leader of the CCCFLC and is responsible for representing the CCCFLC at statewide and region-wide

meetings and with respect to other organizations and entities; is responsible for presiding over the meetings with the other CCCFLC officers; and, in regard to CCCFLC conferences, is in charge of communicating with California community colleges to announce and promote them; is in charge of coordinating the efforts of the other officers as well as with the CCCFLC representative of the host institution; is responsible for communicating with the keynote speaker and all other speakers, special guests and presenters and coordinating their presentations; and is responsible for helping in any way possible to insure that CCCFLC conferences are a success. The Executive Director will work in unison with the other officers on the Executive Board and reserves the right to delegate duties as needed.

B) President: The President of the organization shall be primarily responsible for working with the CCCFLC representative of the host institution in planning and executing the details of the fall conference. S/he shall function as the face of the CCCFLC at said conferences, welcoming attendees, introducing the guest speakers and presenters, etc. In addition, the President will be in charge of the electronic newsletter and/or blog that will be sent to the attendees of previous CCCFLC conference and will enlist the aid of the other officers to complete it. The President will work in unison with the other officers on the Executive Board and reserves the right to delegate duties as needed.

C) Vice-President: It shall be the duty of the Vice-President to assume all presidential responsibilities in the event that the President is unable to successfully carry out her/his term or duties. The Vice-President shall be primarily responsible in actively supporting and assisting the President as needed. For the CCCFLC conference, the Vice-President is in charge of coordinating with the CCCFLC representative at the host institution in ordering and receiving the food and drink and insuring that the tables are properly set up to display and distribute the food and drinks. The Vice-President will work in unison with the other officers on the Executive Board and reserves the right to delegate duties as needed.

D) Secretary: It shall be the duty of the Secretary to obtain an electronic copy of the text of each presenter's presentation at CCCFLC conferences and send them to the Social Media and Website Administrator in a timely manner thereafter. It will also be her/his responsibility to take the minutes for business meetings at each conference and forward them to the Social Media and Website Administrator. If necessary, s/he will document the minutes from Executive Board meetings and send them to whomever requests them. The Secretary will be in charge of keeping a current list of the contact information of each of CCCFLC conference attendees. The Secretary will work in unison with the other officers on the Executive Board and reserves the right to delegate duties as needed. The Secretary shall protect the privacy of each member's information.

E) Treasurer: The organization's Treasurer shall be in charge of opening and maintaining proper financial records for the CCCFLC bank account, accepting checks, depositing them, updating financial records, documenting all financial transactions

related to the CCCFLC and sharing that information with the Executive Board at least once a week when there is financial activity. Specifically, s/he will document the name, email, and phone number of each person paying for conference costs and will be in charge of sending an electronic receipt, and/or a physical one if requested, to each paying member. At CCCFLC conferences, it will be the Treasurer's duty to provide and distribute name tags, handle in-person registration, and provide verification of conference attendance. The Treasurer will work in unison with the other officers on the Executive Board and reserves the right to delegate duties as needed.

F) **Historian:** The Historian will be in charge of documenting the history of the CCCFLC and sharing a summary of it at each of CCCFLC conferences. The Historian will work in conjunction with the Social Media and Website Administrator to document the proceedings of the conference. The Historian will work in unison with the other officers on the Executive Board and reserves the right to delegate duties as needed.

G) **Social Media and Website Administrator:** It shall be the Social Media and Website Administrator's responsibility to maintain the organization's website, post current information about the upcoming conference, as well as records, documents, and media related to past conferences and events. S/he is also in charge of posting any and all newsletters we create to the CCCFLC website and/or social media pages. S/he will protect the confidentiality of all members' personal information such as address, phone numbers, and email. The Social Media and Website Administrator will work in unison with the other officers on the Executive Board and reserves the right to delegate duties as needed.

Section 3. The term of service for elected officers shall be three academic years.

Section 4. There shall be nominations for new officers of the Executive Board at the conference during the third year of service. Within three weeks after a given conference, the Executive Director will invite the attendees of that conference to cast their vote via email for each of the officer positions. The individuals receiving the most votes will be declared the winners and then occupy their respective officer positions for the following three academic years. Any CCCFLC conference attendee who is in good standing with the organization shall be eligible for nomination, whether s/he is a full-time or part-time instructor.

Section 5. Unexpected vacancies within the Executive Board will be filled by the current runners-up or appointed by the Executive Board as needed.

Article V: Meetings and Voting

Section 1. The members of the CCCFLC shall at least once a year at the CCCFLC conference(s). The Executive Board will meet as needed to carry out their responsibilities with respect to the organization and the next CCCFLC conference.

Section 2. All of the officers of the Executive Board and all of the members who attended the previous CCCFLC conference will be eligible to vote for the offices detailed in Article IV. Keynotes speakers, other presenters, and special guests at CCCFLC conferences who are not instructors at a California community college will not have the right to vote for CCCFLC officers.

Article VI: Executive Board Quorum

Section 1. The Executive Board will make decisions affecting the organization and/or matters of the organization’s constitution only when a majority of the elected officers are present.

Section 2. The Executive Board’s decisions will be legal and binding with the approval of a majority of the organization’s elected officers.

Article VII: Amendments

Section 1. This constitution may be amended at an Executive Board meeting at which a voting quorum (as defined in Section 2 of Article VI) is present.

Section 2. Anyone requesting a copy of the CCCFLC Constitution shall be given an electronic or physical copy of it in a timely manner.

Article VIII: Ratification

Section 1. This constitution shall become effective upon a 2/3 majority vote of the 2014-2017 Executive Board.

CCCFLC PRESIDENT’S SIGNATURE

CCCFLC VICE-PRESIDENT’S SIGNATURE

CCCFLC SECRETARY’S SIGNATURE

CCCFLC TREASURER’S SIGNATURE

CCCFLC HISTORIAN’S SIGNATURE

CCCFLC SOCIAL MEDIA & WEBSITE
ADMINISTRATOR’S SIGNATURE

CCCFLC EXECUTIVE DIRECTOR’S
SIGNATURE

DATE