BY-LAWS of the
CALIFORNIA COUNCIL FOR THE PROMOTION OF HISTORY


Article I
Name

The name of this organization shall be: California Council for the Promotion of History, hereinafter, CCPH.

Article II
Principal Office

The principal office of CCPH shall be CCPH, CSU Sacramento, Department of History, 6000 J Street, Sacramento, California, 95819-6059.

Article III
Purpose

CCPH is a statewide non-profit organization founded to encourage, represent, promote, and foster educational programs and other activities relating to the practice of history in California; to promote an appreciation of historical discipline and skills in both the public and private sectors; and to foster the proper preservation, documentation, interpretation, and management of California’s historical resources.

Article IV
Membership and Dues

Section 1. Membership. Membership is open to individuals, institutions, societies, and corporations subscribing to the purposes of CCPH.

Section 2. Dues. CCPH dues shall be established by the Membership Committee with the approval of the Board of Directors.

Article V
Board of Directors, Officers, and Committees

Section 1. Board of Directors.
A. The Board of Directors shall consist of fifteen members and a President and Vice President-President Elect elected by the general membership, all of whom shall be voting members of the Board.
B. The term of office for Officers and Directors shall commence with the start of the calendar year; January to December in the year following election. Appointed service is for the time specified by the appointment.

C. The Board of Directors shall establish policy for CCPH.

D. Members of the Board of Directors may be removed from office, with or without cause, by a majority vote of the general membership. The failure of a member of the Board of Directors whose CCPH membership dues are not paid up for the current year to pay such dues within thirty days of mailing by an officer of written notice to the member of such failure, which notice shall quote this by-law provision, shall constitute a resignation from the Board of Directors. A member of the Board of Directors may resign by transmitting written notice of the resignation to the Recording Secretary or by giving oral notice to the Board of Directors during a regularly called meeting or by failing to attend at least fifty percent (50%) of the regularly called meetings in any calendar year. Any vacancy on the Board of Directors, whether occurring by death, removal, resignation, or lack of attendance, shall be filled by election by the remaining members of the Board of Directors at any regular or special meeting thereof, or by standard forms of communications from the president, for the period ending with the next regular election. If the term of office for which the vacancy occurred extends beyond such election, the remainder of such term shall be filled by the general membership at such election.

Section 2. Officers.

A. Elected officers of the Board shall consist of the President and the Vice-President/President Elect. (The Vice-President Elect shall be elected for a regular term of two years at the end of which he/she will assume the office of the Presidency and a new Vice-President/President Elect will be elected.) These two officers shall serve terms of two years. The Recording Secretary shall be the Administrative Assistant at the CSU Sacramento CCPH office. The Board shall elect the Treasurer and other officers as may be necessary to carry out the purposes of the organization, such as Special Advisors.

B. Officers elected or appointed by the Board shall serve at the pleasure of the majority of the Board of Directors.

C. Duties of the Officers shall be in accordance with the position description of the Office they hold.

1. President. The president shall be the chief executive officer of CCPH and preside over all the meetings of the Board of Directors, the Executive Committee, and the general membership. The President is responsible for the daily affairs of the CCPH.

2. Vice-President/President Elect. The vice-president/president elect shall serve as the chief executive officer of CCPH and preside over all meetings of the Board of Directors, the Executive Committee, and the general membership in the event of the absence or incapacitation of the President. He/she is responsible for the operation of the CCPH’s standing, ad hoc, and special committees, and will serve as an ex officio member of each.

3. Recording Secretary. The recording secretary shall assist the President in the daily affairs of CCPH, answer inquiries about CCPH, and prepare minutes of the Board of Directors’ meetings. The Recording Secretary shall be a member of the Executive Committee and a full voting member of the Board of Directors.
4. Treasurer. The treasurer shall keep and maintain, or cause to be kept and maintained, correct accounts of the properties and business transactions of the CCPH, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus. The books of account shall be open for inspection by any member of the Board of Directors. The Treasurer shall deposit or cause to be deposited, monies, and other valuables in the name and to the credit of CCPH with such depositories as may be designated by the Board of Directors. The Treasurer shall disburse, or cause to be disbursed, the funds of CCPH as may be ordered by the President with the approval of the Board of Directors, and shall render, or cause to be rendered, to the Board of Directors, when the request it, an account of all transactions and of the financial condition of CCPH. The Treasurer shall be a member of the Executive Committee.

D. Election of Treasurer and other officers. The President shall nominate from the Board of Directors individuals to serve as the Treasurer. This slate shall be voted upon by the Board of Directors at the first meeting chaired by the new President. As such the Treasurer shall be a full voting member of the Board of Directors.

1. The Board of Directors, if the need should arise, shall also have the power by a majority vote to elect a person from outside the Board of Directors, or by a majority vote by the Board of Directors.

2. Vacancies in the ranks of the Officers or directors shall be filled by appointment by the President, subject to majority approval by the Board of Directors, or by a majority vote by the Board of Directors.

Section 3. Committees.
A. Executive Committee. The Executive Committee shall consist of the President, Vice-President/President Elect, Recording Secretary, Treasurer and three Directors. The Directors shall be appointed by the President. Members of the Executive Committee shall meet at the discretion of the President to carry out policy and to act in place of the Board of Directors, when appropriate. Action taken by the Executive Committee shall be subject to ratification by a the Board of Directors at the next scheduled meeting.

B. The President shall appoint the chairpersons of such standing committees, ad hoc or special committees as are required to carry out the purposes of CCPH. Chairpersons shall appoint the members of their committees and report such appointments and changes in appointment to the Recording Secretary. Such committees, except standing committees, shall automatically terminate at the close of the year in which they were appointed or at the termination of the project to which they were assigned. Standing committees shall be listed and defined in Standing rules.

Article VI
Nominations and Elections

Section 1. Nominations. The President, subject to the approval of the Board of Directors, shall appoint a Nominating Committee consisting of not less than three members and shall designate, with the Board of Director’s approval, one member to serve as Chairperson.
A. Duties of the Nominating Committee are to review candidates and make and present nominations for membership on the Board of Directors.
B. The Nominating Committee shall meet at the discretion of its Chairperson.
C. The Nominating Committee shall present a slate of nominees, approved by the Board of Directors at its spring meeting, to the membership in the newsletter or by special mailing. Members may nominate candidates by submitting to the Nominating Committee a petition with five member signatures.

Section 2. Elections. One third of the membership of the Board of Directors will be elected each year by mailed ballot. The Vice-President/President Elect will be elected every two years. The ballot will contain the nominees of the Nominating Committee as well as any valid nominations from the membership.

Article VII
Meetings

Section 1. Annual Meeting. The annual general membership meeting shall be held during the fall of each year on a date to be determined by the Board of Directors. The meeting site shall be chosen by the Board of Directors so as to insure that it is rotated throughout the state to encourage maximum membership participation.

Section 2. Board of Directors Meetings. The Board of Directors shall meet at least twice each year, once at the annual meeting and again during the spring of each year. The exact date and meeting site of the Spring meeting shall be determined by the President with the approval of the Board of Directors.

Section 3. Quorum and Voting.
A. At a general membership meeting of CCPH, twenty members in good standing shall constitute a quorum and a majority of eligible voters present shall be necessary to carry a vote.
B. At any Board of Director’s meeting, nine members of the Board of Directors shall constitute a quorum and a majority of the Board of Directors present shall be necessary to carry a vote.

Article VIII
Fiscal Responsibility

Section 1. Member Fiscal Year. The membership year shall be from January 1 to December 31.
A. New Members. New members shall be granted a one year membership for the current membership year if dues are paid prior to August 1 or that year. New members paying dues after August 1 shall be granted membership for the remainder of the membership years plus the next membership year.
B. Continuing Members. Dues for continuing members shall be paid by March 1 of the membership year. Delinquent members shall be dropped from the membership and mailing lists, pending reinstatement as new members.
Section 2. Operating and Financial Fiscal Year. The books of CCPH shall be closed on June 30 of each year and the Treasurer shall have a financial statement, as of that date, published in the CCPH newsletter. The Treasurer shall also present the end of the year financial statement to the fall meeting of the Board of Directors.

Section 3. Books and Records. Books and records shall be kept by the Treasurer, recording receipts and expenditures on a monthly, quarterly, and annual basis. They shall be audited at the direction of the Board of Directors and may be inspected at any reasonable time by a Board of Directors member. All checks, drafts, or order for the payment of money or notes or other evidences of indebtedness issued in the name of CCPH shall be signed by the Treasurer, President or Vice-President/President Elect. Signature cards and other required devices shall be circulated and executed by the Treasurer at each change of office by the designated officers.

Section 4. Deposits. All funds of CCPH shall be deposited in such banks, trust companies or other depositories as the Board of Directors may select.

Article IX
Gifts

The Board of Directors may accept on behalf of CCPH any contribution, gift, bequest, or device of real or personal property for the general purposes or any special purpose of CCPH.

Article X
By-Laws and Standing Rules

Section 1. Operating Procedures. By-laws are of a semi-permanent nature. Standing rules are temporary. CCPH shall abide by the by-laws and such Standing Rules as may be periodically adopted by the Board of Directors.

Section 2. Adoption of By-Laws. The Board of Directors shall adopt these By-Laws. A two-thirds vote of the Board of Directors, provided a quorum is present, shall be required for passage.

Section 3. Amendment of By-Laws.
A. These by-laws may be amended by an affirmative two-thirds vote of the Board of Directors, provided a quorum is present, subject to approval of two-thirds of the members present at the next general membership meeting.
B. These by-laws may be amended by an affirmative two-thirds vote of the members present at any general membership meeting, provide that notice of an intent to amend the by-laws was given to the membership, in writing, at least thirty days prior to such meeting.
Standing Rules and Standing Committees

Membership
Responsible for membership recruitment, development of membership recruitment strategies, establishment and review of dues structure, and development of special benefits for members.

Committee on Standards and Professional Register
Responsible for review of and action on applications to the CCPH Register of Professional Historians and other matters dealing with professional standards.

Publications Committee
Responsible for quarterly preparation and publication of California History Action and miscellaneous publications.

Awards Committee
Responsible for operation of annual awards program and periodic review and updating of awards program.

Legislative Action Committee
Responsible for development of CCPH legislative agenda, drafting of legislative proposals, liaison with other statewide heritage organizations, and other matters relating to legislation.

CRM Committee
Responsible for development of CCPH positions on cultural resources management matters and liaison with cultural resources agencies operating in California.