



A Coalition of Employment Professional in Business, Education and Government

## **POLICIES & PROCEDURES MANUAL**

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### **I. NAME**

The name of this nonprofit corporation is the "California Placement Association", tax identification number 95-3833997, hereinafter referred to as the "CPA".

### **II. MISSION**

**The California Placement Association (CPA) is a supportive leader in the enrichment and education of placement professionals across all educational institutions, businesses, and government agencies through professional development opportunities.**

### **III. VISION**

Strengthen the linkage between business, education and government.

Enhance the quality and excellence of placement services.

Identify and respond to changing needs, trends, and hiring practices in relationship to the changing demographics of the work force.

Generate new ways of expanding the development of employment opportunities and fulfilling employer/student/ client needs.

Provide professional training to aid business, education and government in assisting students/clients to successfully make a transition to the world of work.

#### **IV. CPA Core Values**

***Integrity*** ~To consistently uphold the principles of honesty and reliability to all members.

***Leadership*** ~To provide direction and guidance for our members in the placement industry.

***Commitment*** ~To support professional practices that enhance the quality and excellence of placement services.

***Ethics*** ~To dedicate ourselves to the highest standards of conduct within our industry.

***Collaboration*** ~To network, share best practices and promote innovation in an effort to serve the needs of clients and industry professionals.

***Accountability*** ~To be responsible and responsive to our membership and the industry that we serve.

#### **V. PURPOSE**

1. To promote professional preparation, high standards, effectiveness, recognition and association of placement professionals in business, education and government concerned with the support and administration of placement services.
2. To be a responsive leader in the development of a comprehensive, high quality job placement program throughout the State; and to promote communication which meet the dynamic recruiting and placement needs of business, education and government in California.
4. To enhance the quality and excellence of placement services.
5. To identify and respond to changing business needs, trends, and hiring practices in relationship to the changing demographics of the California work force.
6. To generate new ways of expanding the development of employment opportunities and fulfilling the needs of employers and students/clients, graduates, employees, faculty, staff, or any other users of placement services, hereinafter referred to as "clients."
7. To provide professional training workshops and conferences that will aid business, education and government in assisting clients to successfully make a transition to the world of work.

## **VI. MEMBERSHIP**

### **A. Eligibility for Membership**

1. Membership shall be open to business, education or government agencies that are responsible for placing or hiring clients in the State of California.
2. There shall be three (3) classifications of membership: individual, organizational, and honorary life membership.
  - a) An individual membership consists of one person with one vote.
  - b) An organizational membership consists of three persons with one vote each. There is no constitutional restriction on the number of representatives from any qualified organization or division of the organization, provided they meet all of the other requirements for membership. Additional organizational members may be added.
  - c) An honorary life membership is given to a retiring member with a minimum of five years of active service and who has been recognized for personal dedication and outstanding contribution as determined by the Executive Board. Honorary life members may not hold office, however, ARE entitled to voting privileges. Annual dues and conference registration fees are waived.
3. All applications for membership shall be reviewed by the Membership Chairperson to meet eligibility criteria. The Membership Chairperson shall review all applications for eligibility. If the Chair rejects an application or approves an application in a category for membership other than that which the individual or organization applied, the Executive Board shall determine eligibility.

### **B. Resignation**

1. A member may resign at any time upon giving written notice to the Membership Chairperson. The notice is then forwarded to the Executive Board as an information item.

### **C. Termination of Membership**

1. Membership shall terminate when a member:
  - a) Becomes ineligible for membership.
  - b) Is delinquent in payment of dues.
  - c) Is found to have violated the CPA ethical standards as determined by the Executive Board.

2. The Membership Chairperson shall notify the terminated member of their membership status.
3. If a member is terminated, reinstatement requires Executive Board approval.

#### **D. Policies**

1. Organizations changing only their names do not have to be formally reviewed or approved.
2. Membership may not be transferred from one organization to another but may be transferred to a new representative within a member organization.
3. Any new membership accepted at or after the Annual Conference will be extended through the following fiscal year (July 1 through June 30), provided application is received and approved.
4. The Membership Committee shall receive, from the Conference Registrar, a list of conference registrants who pay membership dues along with their conference registration fee.
5. The mailing list of the CPA members will be accessible without cost to all CPA members.
6. The mailing list of the CPA members may be sold, with the knowledge of and by permission of the whole membership and at the direction of the Executive Board, only when it would benefit the membership. The cost of the mailing list is determined by the Executive Board.

### **VII. FINANCES**

#### **A. Dues**

1. Membership dues shall be payable in advance on or before July 1 of each year. The amount of the annual dues shall be determined by the Executive Board with the approval of CPA members.
2. Effective July 1, 2015, dues for individual membership are \$60.00 per fiscal year.
3. Effective July 1, 2015, dues for organizational membership (three members with one vote each) are \$150.00 per fiscal year. Additional organizational members may be added at a cost of \$45.00 each with one vote each.

#### **B. Fiscal Year**

1. The period July 1 through June 30 shall be the fiscal year.

### **C. Treasurer**

1. The Treasurer, with the approval of the Executive Board, shall maintain financial records, receive and have charge of all monies and deposit same, including membership fees, in the name of the CPA in a bank; write all receipts, co-sign all checks, be responsible for all expenditures and pay all bills; maintain membership and act as financial advisor to the Conference Committee.
2. During the first quarter of each fiscal year, the Treasurer shall submit a budget for the entire association for approval by the Executive Board. In addition, the Treasurer shall submit a quarterly financial statement to the Executive Board and shall submit, in conjunction with the Executive Board, a financial report to the association; shall be bonded at the association's expense, arrange for the billing and collection of membership dues and arrange for collection of registration fees for meetings and conferences.

### **D. Conference Fees**

1. Conference fees shall be determined by the Conference Committee and approved by the Executive Board. Non-member fees shall include the annual membership fee which will be applied to the current fiscal year. Membership fees received *after* the Annual Conference shall be applied to the remainder of that fiscal year as well as the following fiscal year.
2. Conference fees shall be mailed to the Treasurer at California Placement Association, C/O Wilda Wallace – Treasurer, P.O. Box 2343, 42103 50<sup>th</sup> Street West, Quartz Hill, CA 93586-3243 The Secretary shall then post new members in the Membership Directory.

### **E. Expenses Related to the Executive Board**

1. The CPA shall assume travel expenses of official attendees to Executive Board meetings. All are encouraged to pay their own expenses if they can.
2. Those driving their own vehicle for CPA business will be reimbursed at the rate to be determined by the Executive Board, or at coach air fare to the meeting site, if necessary.
4. CPA shall maintain Liability Insurance to cover all members and events to protect the organization from discrimination, sexual harassment or other claims that could affect its fiscal strength.

### **F. Annual Committee Budgets**

1. All committee chairs and officers will submit an itemized proposed budget to the Treasurer one month after taking office. The Executive Board will review this proposed budget and the itemized requests prior to presenting the annual budget for final approval.

## **G. Section Meetings**

1. Once yearly, each section (North/Central/South) shall meet or as determined by the CPA President and the Executive Board.

## **H. Donations**

1. CPA is a non-profit corporation which relies primarily on volunteer members to conduct its programs, provide its services and perform its administrative functions. The success of our operation and programs relies upon the commitment and dedication of our members and the support of the organizations for whom they work. These organizations, on occasion, provide contributions of goods and services, in-kind donations, or cash donations to help defray costs that might otherwise be incurred. We welcome this support when the organizations believe that the donation will benefit the activities of the CPA and they have the resources to give.

2. The activities of the CPA where organizations might provide contributions (e.g., cash, door prizes, gifts, in-kind services, etc.) would be Section Meetings, Annual Conference, or in the distribution of information to its members.

3. The President will acknowledge the donation in writing. (The Annual Conference is excluded from gaining Board approval. Solicitations can be made at the discretion of the Conference Co-chairs. Contributions will be appropriately acknowledged at the conference.)

4. All donations shall avoid any conflict of interest. Questions or concerns regarding donations shall be directed to the Executive Board.

5. Contributions to the CPA do not qualify as charitable deductions for Federal Income Tax purposes, but may qualify as a business deduction for tax purposes.

## **I. Liability**

1. To ensure that we minimize the risk of civil or criminal liability, Officers, Committee Chairs, and others acting on behalf of CPA need to observe both a "standard of care" and a "duty to care" in performing their functions. Essentially, this means that we should:

a) Ensure that the association conducts its activities legally.

b) Make ethical decisions which support the purposes and goals of the CPA as expressed in the By-Laws, and the Policies and Procedures Manual.

c) Perform duties in good faith and with care.

d) Exercise reasonable judgment and reach informed decisions.

- e) Follow a sound and thoughtful planning and decision-making process.
2. With regard to CPA functions, there are several areas which may constitute a higher risk of liability and vulnerability and therefore need special attention.
  3. Liquor at CPA-sponsored events should be served judiciously with caution. If liquor is to be sold (i.e., a no-host function), the hotel or facility should sell the liquor rather than the CPA.
  4. Hold Harmless agreements should be used for participants in such activities as fun runs, bike tours, or other similar types of events in which injury might occur.
  5. CPA shall maintain Liability Insurance to cover all members and events to protect the organization from discrimination, sexual harassment or other claims that could affect its fiscal strength.
  6. Signatory authority should be specifically delegated to enter into contracts which could obligate the CPA financially, e.g., hotel or meal services. When the CPA contracts for services, e.g., hotels, tour/sightseeing companies, transportation companies, boat companies, etc., the contractor should provide evidence of liability insurance covering personal injury. If possible, have the CPA given status as a named insured.
  7. In order to have adequate records for our audits, individuals responsible for our services and programs should adhere to the CPA policies and guidelines.

## **VIII. EXECUTIVE BOARD**

### **A. Executive Board**

1. There shall be an Executive Board composed of the President, President-Elect, Immediate Past-President (non-voting), Vice Presidents North/Central/South, Executive Secretary, Treasurer, Employer Representatives North/Central/South, Education Representatives North/Central/South and a non-voting Executive Assistant who may be appointed by the President. This Board shall have authority to act for the CPA in all matters including recommending amendments to the By-Laws. It shall have the power to fill vacancies which occur between elections for all officers except the office of President, which would be filled by the President-Elect for the balance of the term.
2. Since the purpose of the CPA is to serve those involved in placement and employment, members of the Executive Board should have significant and regular involvement in these areas in order to understand the relevant issues, concerns, problems, and future directions in the field.
3. Any member of the Executive Board must therefore meet all conditions of regular CPA membership and must have direct and major organizationally assigned managerial, administrative or direct service responsibilities in either:

- a) the recruitment, selection, or training of clients (employer members), or
  - b) placement services for education clients (education members) or
  - c) others who have an interest in the California Placement Association and/or in placement activities in California.
4. The term limit is preferred to be one year, however if agreed upon by the President and Executive Counsel, the term of office may be extended.
  5. If an Executive Board member's responsibilities cease to be related to these areas during his/her term of office, s/he ceases to be a member of the Executive Board according to the following procedures.
    - a. Any Board member who is reassigned and/or whose job duties change significantly should contact the President who will then consult with the other Officers to develop a recommendation regarding the member's continuance on the Board.
    - b. Any Executive Board member whose employment situation changes such that they are no longer employed in the field, i.e., retire, have obtained a position in a different field, are unemployed and seeking a position in a different field, etc., should notify the President and be required to submit his/her resignation from the Board.
  6. Continuance of the term of office for Executive Board members who go on formal leaves of absences from their employers will be at the discretion of the Executive Board. In determining whether to continue a member on leave-of-absence, the Executive Board will be guided by the following criteria:
    - a) That the individual be committed to and be able to fulfill the obligation of the elected office including attending Executive Board meetings.
    - b) That the individual continue a relationship with the original employer.
    - c) That the individual will return to the position left at the end of the leave.
    - d) That the balanced representation of the Board be maintained.
  7. Any person nominated to serve on the Executive Board shall be a member in good standing. Anyone elected to office shall be a member in good standing during the term of office.
  8. Persons nominated for President-Elect, Vice President North, Central, South, shall:
    - a) have been a member in good standing for at least one consecutive year, or



- b) served on the conference committee or
- c) previously served as Education or Employer Representative or
- d) as determined by vote of the Executive Board.

10. When requested, Executive Board members shall provide copies of their reports, or articles covering the CPA activities, to the Communications/Public Relations chairperson.

### **B. Meetings of the Executive Board**

1. All Executive Board members are required to attend all Executive Board meetings. Exceptions shall be granted on a case-by-case basis by the President.
2. A regular meeting of the Executive Board shall be held in conjunction with the Annual Conference.
3. The President shall select the place or method used for other Executive Board meetings during the Spring and Fall. The President has the discretion to cancel any meeting of the Executive Board.
4. In cases where a meeting of the Executive Board cannot be convened, written concurrence of a majority of the Board shall be binding.
5. Newly elected Executive Board members shall be invited to attend the Executive Board Transition meeting to assume their duties on or before the end of July of each year.
6. Special meetings of the Executive Board may be called at the written request of four (4) Board members.
7. Prior to a regular meeting of the Executive Board, notice of the meeting, containing an agenda or memorandum of the proposed business to be considered, shall be sent to each member of the Executive Board.
8. Members of the Board are encouraged to pay for their own expenses to the CPA Executive Board meetings.
9. Expenses for non-Executive Board members are not to be funded by the CPA.

## **IX. OFFICERS OF THE ASSOCIATION**

### **A. Voting Officers**

1. The voting officers of the Association shall be a President, President-Elect, Vice Presidents North/Central/South, Secretary, Treasurer, Education Representatives

North/Central/South and Employer Representatives North/Central/South. The Immediate Past-President, Executive Assistant and other appointed Board positions are non-voting Board members.

### **B. Terms of Office**

1. The terms of office shall be one (1) year, except for the Treasurer and Secretary, who shall serve two (2) year terms, except in extreme cases where position must be held and an extension of the office is necessary. This shall be reviewed on an annual basis until the position can be filled. No officer shall serve more than two (2) consecutive terms in the same office.
2. Vacancies occurring shall be filled for the unexpired term by the President with the approval of the Executive Board, except that the President-Elect shall automatically assume the office of President if it becomes vacant.
3. The term of office for newly elected officers commences officially on July 1 following the election.

### **C. President**

1. Shall preside at all meetings of the Executive Board and at the annual meeting of the membership during the Annual Conference.
2. Shall send, or direct the Secretary to send, notices of meetings of the Executive Board including agendas to each member in advance of each meeting.
3. Shall call all special meetings.
4. Shall appoint all standing committee chairpersons. Such appointments are subject to approval of the Executive Board.
5. Shall be the official representative of the CPA to other organizations.
6. Shall make an annual report to the membership in writing the Annual Conference.
7. Shall, with the Treasurer and Secretary, complete signature cards authorizing withdrawal of funds or signing of checks on behalf of the CPA.
8. Shall extend to all Honorary Life Members and other regional association presidents and/or members, a personal invitation to attend the Annual Conference and all Section Meetings. Complimentary conference registration shall be offered to Honorary Life Members as well as a personal invitation to the President's Reception.
9. Shall appoint any ad hoc committees which, in his/her judgment are needed, subject to the approval of the Executive Board.

10. If the President is incapacitated for an extended period or permanently, the Past President or a current board member holding the position of Vice President or has held a VP position on the Executive Board shall assume the role of President. This person shall be appointed by the Executive Board and will remain in office until a) the president returns or b) the annual election.

11. At the end of the term of office during the Transition Meeting, the outgoing President shall present to the incoming President the CPA gavel.

#### **D. President-Elect**

1. Persons nominated for President-Elect shall:

- a) have been a member in good standing for at least two consecutive years, or
- b) served on the conference committee or
- c) previously served as Vice-President, , Education or Employer Representative.

2. Shall assume the duties of the President in his/her absence.

3. Shall act as Nominating Committee Chair and shall appoint committee members with the approval of the Executive Board by December of the year of service. The President-Elect shall also be responsible for counting ballots.

4. Shall act as Conference Co-Chair for the conference that will occur in the year that he/she will be President until his/her term as President begins. At that time, the duties as Conference Co-Chair shall be turned over to the Vice President of the region hosting the conference (North, Central, or South).

5. At the end of the term of office and during the Transition Meeting, shall present to the outgoing President, a plaque expressing appreciation for the service rendered to the CPA.

#### **E. Vice Presidents North/Central/South**

1. Persons nominated for Vice President North, Central, or South, shall:

- a) have been a member in good standing for at least two consecutive years, or
- b) served on the conference committee or
- c) previously served as Education Representative, or Employer Representative or
- d) upon the approval of the President and Executive Board, be accepted as a nominee.

2. The Vice President of the region in which the President-Elect resides (North/Central/South) shall assume the duties of the President-Elect in the event of incapacitation or inability of the President-Elect to perform his/her duties. The Vice Presidents North/Central/South shall coordinate the activities of standing committees and with the Regional Education and Employer Representatives regarding Section Meetings.

3. The Vice President of the region in which the Annual Conference is held shall act as Conference Co-Chair once the President-Elect becomes President.

#### **F. Secretary**

1. Persons nominated for Secretary shall:

a) have been a member in good standing for at least two (2) consecutive years,

2. Shall hold office for two (2) years.

3. Shall be the archivist for CPA and shall keep the records of the Transitions Meetings, meetings of the Executive Board, and the Annual Conference Executive Board and meeting of the membership.

4. Shall issue such notices as are designated by the President and shall perform such other secretarial duties as may be required.

5. Shall Co-Chair the Membership Committee with the Treasurer and maintain the Membership Directory.

6. Shall distribute copies of the Executive Board Meeting Minutes to all Executive Board members and committee chairpersons within 14 days of the meeting. (It is recommended that the President and President-Elect review the draft copy before the final distribution.) Appendices including copies of all written reports submitted to the Secretary will be mailed to all voting members of the Executive Board plus the Historian.

7. Shall, with the President and Treasurer, complete signature cards authorizing withdrawal of funds or signing of checks on behalf of the CPA. Any two of three signatures are required.

8. Shall transfer all of the Secretary's materials to the incoming Secretary at the Transition Meeting.

#### **G. Treasurer**

1. Persons nominated for Treasurer, shall:

a) have been a member in good standing for at least two consecutive years, or

2. Shall Co-Chair the Membership Committee with the Secretary
3. Shall hold office for two (2) years or as determined by the Executive Board.
4. Shall have charge of all monies of the CPA.
5. Shall pay all bills which have been submitted and approved by the Executive Board per the annual budget.
6. Shall, with the President and Secretary, complete signature cards authorizing withdrawal of funds or signing of checks on behalf of CPA. CPA's check writing policy is as follows:
  - a. The Treasurer will receive and write checks for all bills and make a copy of the invoice/bill (retaining the original) and mail this copy, along with the written check to the President for countersignature.
  - b. The President will co-sign and mail the check to the payee.
  - c. If the payee is the President, the Treasurer will mail the invoice copy and check for counter-signature to the Secretary; who will counter-sign and mail to the President.
  - d. If the payee is the Treasurer, the Treasurer will mail the invoice copy and check to the President; who will issue and sign check for forwarding to the Secretary for counter-signature. The Secretary will then return the check to the Treasurer.
  - e. If the payee is the Secretary, the Treasurer shall follow steps a. and b. above.
  - f. If the Treasurer becomes incapacitated the CPA Secretary and President will become responsible for assigning a temporary Treasurer until the current officer returns or the next election year,
7. Shall cause all monies to be deposited in the name of the CPA in a financial institution approved by the Executive Board.
8. Shall submit a budget to the Executive Board for the following fiscal year within sixty (60) days following the Transition Meeting.
9. Shall submit a report annually to the membership.
10. Shall present income and expense statements at each meeting of the Executive Board.
11. Shall present to the Executive Board a financial statement which will summarize activity within the checking account, the Treasurer's record of expenditures, and the balance in accounts at the end of the fiscal year (June 30).

12. Shall act as financial advisor to the Conference Committee and in so doing, shall attend the conference gratis.

13. Shall be bonded at the CPA's expense.

14. Shall arrange for the billing and collection of membership dues and arrange for collection of the registration fees for meetings and the Annual Conference.

15. Shall turn over his/her accounting books to the newly elected Treasurer at the fiscal year.

16. Shall file, as necessary, required tax forms.

#### **H. Education/Partner Representatives (North/Central/South)**

1. Shall represent the members of the CPA, particularly education members.

2. Shall provide written reports to all Executive Board members.

3. Shall be responsible for the planning and implementation of section meetings and activities including setting dates and offering programs of general and/or specific interest to the membership.

4. Shall assist in forming committees for membership, fund raising, research and programs/activities as needed and shall act as liaison between the regional membership and the Executive Board.

#### **I. Employer/Partner Representatives (North/Central/South)**

1. Shall represent the members of CPA, particularly employer members.

2. Shall provide written reports to all Executive Board members.

3. Shall be responsible for the planning and implementation of section meetings and activities including setting dates and offering programs of general and/or specific interest to the membership.

4. Shall assist in forming committees for membership, fund raising, research and programs/activities as needed and shall act as liaison between the regional membership and the Executive Board.

### **X. OTHER EXECUTIVE BOARD MEMBERS**

#### **A. Immediate Past-President**

1. Shall be a non-voting member of the Executive Board for a one-year period.

2. Shall nominate to the Executive Board candidates for awards.
3. Shall maintain and pass on to his/her successor a list of potential candidates for Honorary Life Membership and Outstanding Service Awards.
4. Shall notify the President, Communications/Public Relations Chairperson and By-Laws/Historian names and current addresses of all Honorary Life Members.
5. Shall provide the Communications/Public Relations Chairperson with the names of all award winners in categories mentioned above, for inclusion in the Membership Directory.

**B. Executive Assistant**

1. An Executive Assistant may be appointed by the President to serve on the Executive Board as a non-voting member for one (1) year.

**XI. STANDING COMMITTEES**

**A. Executive Board Appointments**

1. Subject to the approval of the Executive Board, the President and Executive Board members may suggest appointing Chairs for all standing committees within 30 days following the Transition Meeting. Standing Committees include:

Awards & Scholarships Nominating***	Research & Training
Policies and Procedures	Conference**
Professional Ethical Standards*	Marketing
Historian	Membership

Public Relations

\* An Executive Board member appointed by the President.

\*\* Co-chaired by the President-Elect until his/her term as President begins. At that time, the duties as Conference Co-Chair shall be turned over to the Vice President of the region hosting the conference (North, Central, or South). The second Co-Chair shall be an Executive Board member appointed by the President-Elect, with the approval of the President. The President may also appoint a Conference Chair or Co-Chairs from the Executive Board.

\*\*\* President-Elect acts as a Chair.

2. The term of office for Committee Chairs shall be one year. Committee Chairs may be reappointed for a second term at the discretion of the President and with the approval of the Executive Board.
3. Chairpersons shall appoint members of their standing committees subject to the approval of the President and the Executive Board.
4. Chairpersons of standing committees may participate in Executive Board meetings, without vote, at the discretion of the President.
5. Chairpersons shall provide Executive Board members with written reports of the committee activities for inclusion in Board minutes.
6. Chairpersons shall send copies of correspondence related to committee activities to the President.
7. At the conclusion of their term, Chairpersons should send to the Historian all material of potential historical significance.
8. Chairpersons on standing committees must be members in good standing.

## **XII. COMMITTEE ASSIGNMENTS**

### **A. Awards & Scholarship Committee**

1. The Awards and Scholarship Committee shall actively investigate and recommend to the Executive Board appropriate awards and scholarships. This committee shall also coordinate with the Ways and Means Committee to fund those awards and scholarships determined to be appropriate by the Board.

### **A. Policies and Procedures Chair**

1. The Policies and Procedures Chair is appointed by the President and must be an Executive Board member.
2. The Policies and Procedures Chair shall preside over the Professional Ethical Standards Committee.
3. The Chair shall maintain, collect and update all official records of the association including the By-Laws, Policies and Procedures Manual.
4. The Chair shall keep and maintain a master copy of the By-Laws, and Policies and Procedures Manual, including amendments to same and provide as many copies as may be necessary for reference or distribution to members.



5. Examine all proposed amendments to the By-Laws and/or Policies and Procedures Manual and report findings to the President who will submit them to the Executive Board.
6. Incorporate all amendments into the By-Laws and Policy and Procedure Manual after passage by a required vote of the membership.
7. In the event of a complete revision of the Policy and Procedure Manual or By-Laws, formulate wording and construction and submit for approval to the Executive Board. Changes, whenever possible, will come before the Executive Board meeting at the Annual Conference and then will be mailed with the election of new officer's ballot.
8. Keep the CPA's Policies and Procedures Manual up-to-date as needed.
9. Function as parliamentarian for the conduct of all official meetings of the Executive Board and meetings of the membership.

#### **B. Historian**

1. The Historian is appointed by the President and must be Executive Board member.
2. Provide revised materials to members of the Executive Board within sixty (60) days after the minutes indicating approval of the revision.
3. All Association records and documents including Executive Board and association meeting minutes.
4. Solicit from officers and committee chairpersons all materials of historical significance.
5. Maintain a permanent repository of pertinent information concerning the formation, history, and development of the CPA and all official CPA records and documents, and pass complete permanent records of the CPA to his/her successor.
6. Update and maintain the Conference Manual following each Annual Conference. Supply Conference Committee Co-Chairpersons with current copies of the manual.
7. Maintain a copy of each position description for new CPA Executive Board members and Committee Chairpersons.

#### **C. Public Relations Chair**

1. The Public Relations Chair shall conduct activities to promote and publicize the CPA through membership drives, press releases, brochures or media exposure and shall maintain liaison with the California Community College Chancellor's Office and other related professional organizations.

2. Advise and assist the President on matters pertaining to public relations within and without the CPA, including the integration and involvement of new members.
3. In consultation with the Secretary, produces the CPA's official Membership Directory yearly including required amendments.
4. Provide information, at the request of the Executive Board, to the media.
5. Be responsible for maintaining the original logo art work, printing and supplying the CPA stationery to Executive Board members and Committee Chairpersons.
6. Shall closely watch local, state and federal legislation affecting the area of training, employment and job placement.
7. The Public Relations Chair serves as advisor to the editor of the newsletter for distribution to the members of the CPA. The newsletter provides news and information regarding the activities of the CPA and its members, including reports of the action of the Executive Board, committees, Section Meetings and the Annual Conference.
8. The Public Relations Chair shall select members for the committee to serve as reporters covering the North, Central and South geographic regions, and shall encourage members to submit for publication material of interest to other members.
9. The Public Relations Chair shall review and/or edit the newsletter prior to publication. Editorial material may be published, subject to the approval of the President or his/her designee.
10. The Public Relations Chair shall forward complimentary copies of each newsletter to other regional associations as directed by the CPA Executive Board members.
11. The Public Relations Chair maintains a data bank of members interested in volunteering in appointed or elected positions within the CPA and informs the President and appropriate Committee Chairpersons of those desiring to actively participate.
12. On an on-going basis, the Public Relations Chair provides names of potential committee members from the data bank to the chairs of other committees of the CPA who may be seeking volunteer members.
13. The Public Relations Chair establishes internal and external communication systems, such as a web-site and or other methods of improving communications in conjunction with selected committee chairs.
14. The committee assists the Executive Board in all committees as assigned in the communication of the CPA operational policies and guidelines; it collects data through questionnaires and surveys.

#### **D. Conference Committee**

1. The committee shall be Co-Chaired by the President-Elect until his/her term as President begins. At that time, the duties as Conference Co-Chair shall be turned over to the Vice President of the region hosting the conference (North, Central, or South). If there is no President-Elect, the President shall select a Co-Chair to support the Vice President. The President may also appoint a Conference Chair or Co-Chairs from the Executive Board.
2. The second Co-Chair shall be an Executive Board member appointed by the President-Elect, with the approval of the President. The Chairpersons may appoint committee members.
4. Select site at least one year, preferred to select the site two years in advance.
5. The committee shall recommend to the Executive Board sites and facilities for the Annual Conference, including recommendations when applicable, concerning travel agents and official carriers, and negotiate and execute appropriate contracts.
6. Research and inspect potential sites and facilities for the CPA's Annual Conference, bearing in mind the practice of yearly rotating conferences between the North/Central/South.
7. Consult with the President prior to recommending a site to the Executive Board, and when feasible, visit the site.
8. Execute, for the CPA, formal agreements and contracts with hotel properties regarding the pricing and confirmation of meeting spaces, meals and lodging.
9. When appropriate, the Co-Chairpersons are encouraged to consult with the CPA members living in the area being considered to obtain recommendations or to elicit opinions regarding their experience with a facility.
10. No conference or other meeting sponsored by the CPA should be scheduled on a legal holiday.
11. Suggested responsibilities for committee members include:
  - a) Facilities,
  - b) Finance (Treasurer acts as financial advisor,)
  - c) Program,
  - d) Publicity,
  - e) Reporting, and
  - f) Special Events/Activities.

12. The Conference Committee budget shall be approved by the Executive Board and receipts and expenditures shall be filed with the association's Treasurer. At the end of the conference, a completed financial report shall be submitted to the Executive Board through the Treasurer.

13. The Conference Committee shall distribute a Conference Attendance List to each conference participant.

14. Regular CPA members who serve as leaders or speakers in the conference (or pre-conference) program shall not receive complimentary conference registration or honoraria. Executive Board approval is required for exceptions, i.e., when participation requires an extra night's lodging.

15. Presenters and Key-Note speakers may have their transportation and lodging paid by CPA.

16. Each Conference Committee is expected to establish a refund policy and abide by it.

17. Representatives of recognized news reporting media may be invited to attend and report conference activities in their publications on an open basis, but official conference reports shall not be made available for news purposes.

18. Co-chairpersons are to maintain close contact with the President clearing all questions which are not covered in the Conference Manual through him/her or his/her designee before taking action.

19. Decisions regarding exhibits, including amounts to charge at Annual Conferences, will be made at the discretion of the Conference Co-chairs.

20. The Conference Co-Chairs shall keep in close contact with the Executive Board to discuss the financial status of the CPA relative to conference income and expenditure expectations.

21. Each conference should be scheduled to allow all committees to meet prior to the first conference program.

### **E. Membership Committee**

1. The Treasurer shall receive and review applications for membership and shall then transmit a list of new members to the Secretary for inclusion in the Membership Directory.

2. The Membership Committee shall establish and maintain the official membership list and provide regular reports to the Executive Board regarding the number of members in each category of membership.

3. Have printed and maintain an adequate supply of membership application forms, revising them as necessary.
4. Coordinate with the Treasurer the mailing of invoices for membership renewal.
5. This committee shall also update and coordinate with the Public Relations Chair to publish, print and update website for easy distribution of the annual Membership Directory.

#### **F. Nominating Committee**

1. The Nominating Committee shall be chaired by the President-Elect. The Committee shall make nominations with due consideration to the By-Laws requirements and availability of nominee's time to devote to the elected assignment. If there is no President Elect, the responsibility will default to the Past-President or President.
2. No current voting Executive Board member shall be eligible to serve on the Nominating Committee nor may any members running for election.
3. The Committee shall, prior to the Annual Conference, distribute in writing to all CPA voting members, a nominating ballot containing a place for a minimum of two (2) candidates for each office to be filled, except for the office of the President, Secretary and Treasurer (if his/her term is not yet complete).
4. At the Annual Conference, the Committee Chair shall accept nominations from the floor.
5. Following the Annual Conference, the Committee shall mail an Official CPA Ballot to all dues paying members requesting they be returned to the President-Elect for counting by April 15th. The ballot shall also provide a provision for write-in candidates.
6. Once ballots are counted, the President shall notify the Executive Board and following approval, shall contact all nominees with the election results.

#### **G. Professional Ethical Standards Committee**

1. The Professional Ethical Standards Committee is chaired by the Policies and Procedures Chair
2. These standards were developed as a guide to ethical practices for individuals in the process of counseling, placing, and employing clients. Those engaged in this process should be aware of and should adhere to all government regulations applying to employment.

##### **a) Employer Organizations.**

- 1) In recruiting activities, the employing organization is expected to assume responsibility for all representations made in its name and in accordance with these ethical standards.
- 2) Employers should make a full and accurate presentation of all relevant job information.
- 3) Special payments, gifts, or other inducements should not be offered to unduly influence the employment decisions of clients.
- 4) Clients and employers should make every effort to discuss and mutually agree to reasonable time limits for employment decisions.
- 5) An employment offer is a contractual agreement that should be honored.
- 6) Individual salary offers made by other employers should not be solicited by an employer.
- 7) Employers should request only those services that placement professionals can legally provide.
- 8) Employers should honor the policies and procedures of individual institutions.

**b) Placement Professionals.**

- 1) Placement Professionals should provide, on a uniform basis to all employers and clients, only those services which they can legally provide.
- 2) Should respect the confidentiality of information disclosed by clients and should disseminate only that information which is legal and which has been authorized by the client.
- 3) The client's freedom of choice in the selection of a position should be protected from undue influence by placement professionals and employees.
- 4) Pertinent information about the institution should be made available to employers by placement professionals
- 5) Individual salary offers by an employer should not be divulged to other employers.

**c) Clients.**

- 1) Clients should adequately prepare for the employment process and should make a full and accurate presentation of their qualifications and interests.

- 2) Reimbursement for visits at an employer's expense should be only for those expenditures pertinent to the trip. If other employers are visited on the same trip, the cost should be prorated.
- 3) An invitation to visit an employer's premises should be acknowledged promptly and should be accepted only when there is a sincere interest in a position with that employer. Arrangements should be made sufficiently in advance to permit mutual confirmation of dates.
- 4) Clients should honor the policies and procedures of their institution.
- 5) It is the client's responsibility to notify employers of acceptances or rejections of job offers as soon as possible and not later than the deadline established by the employer or by a time mutually agreed upon.
- 6) An employment offer is a contractual agreement that should be honored. Upon acceptance of an offer, clients should withdraw from the employment process and should notify the placement professional and other employers with offers pending.

#### **H. Research & Training Committee (A part of the Conference Committee)**

1. This Committee shall engage in research projects relating to the field of educational training, selection and placement, and disseminate the results of the research to the members of the CPA.
2. Select topics of broad interest within the CPA and conduct research in such fields for the general information of the membership.
3. Select topics which can normally be researched by means of questionnaires and literature searched.
4. Publish or otherwise make available to the members of the CPA the results of the research accomplished.
5. Responsible for serving as the body of the CPA to which questions of general interest in recruitment and placement may be referred for study and answers.
6. Shall establish goals and implement professional training meetings and materials when and where appropriate.
7. Separate budgeting and expenditure records and project requests should be maintained for research and training activities.

### **XIII. ASSOCIATION AWARDS**

#### **A. Honorary Life Membership**

1. The Immediate Past-President shall be assigned responsibility for selecting, nominating, and presenting to the Executive Board for their approval candidates for this award, and for maintaining a list of all recipients with current addresses.

2. To qualify for Honorary Life Membership in the CPA, a member representative must:

a) No longer be actively engaged in placement, recruitment, or other areas allied to job placement, either because of retirement or movement out of the field.

b) Have made in his/her association with the CPA "substantial contribution" to the work and growth of the CPA and to the professional field of endeavor which it encompasses. Criteria for determining "substantial contribution" may include:

1) Service with distinction in at least two of the following capacities:

\* Executive Board member,

\* Committee Chairperson, or

\* Conference Co-Chair of CPA

c) Contributing factors:

1) A minimum of five years active membership.

2) Participation in committee activities, conference programs, etc.

3) Contributions toward professional development through published research, other writings, speeches, etc.

d) The award can be made at the Annual Conference immediately following the retirement of an eligible member if the retirement has been clearly announced and will occur within six months of the conference.

e) Honorary Life Membership includes lifetime membership with voting privileges without payment of dues and complimentary registration to the Annual Conference. Honorary Life Members may not hold Executive Board office.

f) The Immediate Past-President shall also be guided, though not restricted, by a point system outlined below in determining qualifications for awards. It is recommended that a candidate for Honorary Life Membership have at least 2,200 points or recommendation by the Executive Board.



## **C. Point System for Awards**

### **Points Per Term Of Office:**

#### **Executive Board Points**

- President 500
- President-Elect 300
- Past-President 300
- Vice President North/Central/South 300
- Secretary (term is 2 years) 600
- Treasurer (term is 2 years) 600
- Employer Rep. North/Central/South 300
- Education Rep. North/Central/South 300
- Executive Assistant 200

#### **CPA Standing Committee Chairs**

- Chairs of Standing Committee 300
- Co-Chairs of Standing Committee 150

#### **CPA Annual Conference**

- Co-Chair of Annual Conference 300
- Member of Conference Committee 100
- Main Speaker 100
- Presenter/Speaker/Moderator 75
- Panel Member 50

#### **Other**

- Official CPA representative to other professional organization 300
- Contributions toward development of the profession through research, articles, speakers, books, etc. 25-100

#### **Years of Membership in CPA**

- 05 to 09 - 50
- 10 to 14 - 100
- 11 to 19 - 150
- 20 to 24 - 200
- 25 to 29 - 250
- 30 plus - 300

(Points should be pro-rated for partial terms.)

#### **D. Joan Crocker Service Award**

1. The Joan Crocker Service Award was established by the CPA Executive Board on November 17, 1973, to honor the memory of Joan Crocker, Placement Director at Los Angeles City College. Joan was a founding member of the California Community College Placement Association (CCCPA), now the California Placement Association (CPA).

2. The Selection Committee shall be chaired by the Vice President of the section hosting the Annual Conference (who is usually the Awards and Scholarships Chair also). The Vice President will select two committee members (one from each of the remaining sections.) Preference for committee membership shall be given to past recipients of the Joan Crocker Award. To avoid any conflict of interest, Committee members may not participate in the process of nominating a Joan Crocker Award recipient. A majority vote of the committee shall elect the recipient of that year's award.

#### **3. Criteria for Nomination:**

a. the award recognizes a member who has demonstrated exceptional commitment and dedication to this organization and job placement;

b. nominees must have been an active member of the CPA for a minimum of five (5) years;

c. will have exhibited an active interest and demonstrated exceptional ability in serving the concerns and goals of students/clients, business, education and government;

d. and in all areas carried out the goals, objectives and purposes of the CPA;

e. additional criteria may include: members who have served on the Executive Board; a standing or ad-hoc committee; official CPA representative to other professional organizations; or contributions toward development of the profession through research, articles, speakers, books, etc.

4. Approximately two (2) months prior to the Annual Conference, the Vice President shall mail Nomination Forms to all members in good standing. Any member of the Association may nominate one or more individuals. Those making nominations should complete a Nomination Form, listing the qualifying data for each nominee based on the above criteria.

#### **E. Certificate of Appreciation**

1. The President shall be assigned the responsibility for selecting and notifying the Executive Board of those individuals who, in his or her judgment, have made a special contribution or who have completed an assignment of special significance to the CPA to

receive a Certificate of Appreciation. The Executive Board is encouraged to recommend candidates for this certificate to the President. Certificates of Appreciation may also be awarded to those individuals who participate in Section Meetings or the Annual Conference.

2. The Immediate Past-President shall be responsible for preparing the Certificate for presentation by the President or his or her designee. Time of the presentation shall be at the discretion of the President.

#### **XIV. PERSONAL LIABILITY**

##### **A. Executive Board Members**

1. An Executive Board member of the California Placement Association shall not be personally liable for monetary damages for any action taken, or any failure to take action, as an Officer unless:

- a) The Officer has breached or failed to perform the duties of his/her office, and
- b) The breach or failure to perform constitutes gross negligence and intentional wrongdoing.

#### **XV. INDEMNIFICATION**

##### **A. Indemnification Against Liability**

1. The California Placement Association may indemnify each Officer or Agent acting on its behalf against liability and all or part of any expenses, including attorney's fees, incurred in connection with any legal action in which the Officer or Agent is made a defendant by reason of his/her good faith efforts on behalf of the CPA. This indemnification does not extend to conduct deemed by the CPA to have been undertaken in bad faith or contrary any rule or policy of the CPA. As a condition of receiving indemnification, the Officer or Agent shall allow the CPA to appoint counsel for him/her and shall agree to a coordinated defense to the extent deemed appropriate by the CPA.

2. Counsel appointed for the Officer or Agent may, at the discretion of the CPA, be the same as counsel appointed to represent the CPA and/or other Officers and Agent.

3. The CPA shall also determine the extent of its financial commitment to indemnify and reimburse expenses based on the circumstances of each case and the financial viability of the CPA at the time.

## **XVI. EMERGENCY FUND EXPENDITURES**

### **A. Criteria**

Applicants must present to the President, in writing, their needs as follows:

1. State the exact amount needed, with supporting information as to other means of assistance available, i.e., Staff Development funds, private industry support, etc.).
2. The President shall then present to the Executive Board for approval, either at a full Executive Board meeting (if held in a timely fashion) or by telephone conference with the President-Elect, Treasurer, and Executive Secretary.
3. Notification of action on request shall be carried out by the President as soon as possible.

## **XVII. AFFIRMATIVE ACTION**

### **A. Affirmative Action Commitment**

1. The California Placement Association is committed to affirmative action in its membership and election procedures and in its activities, as well as to the support of employment and placement of individuals regardless of their race, sex, age, color, religion, national origin, marital status, sexual orientation or disability.

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