

MJC CEP BYLAWS

MODESTO JUNIOR COLLEGE CIVIC ENGAGEMENT PROJECT
“MJC CEP”
BYLAWS

ADOPTED: SEPTEMBER 16, 2005

AMENDED: OCTOBER 20, 2006

AMENDED: JANUARY 26, 2007

ARTICLE I-THE ORGANIZATION

- 1.1- The official name of this organization shall be the Modesto Junior College Civic Engagement Project, also referred to as the MJC CEP.
- 1.2- Since 2004, the MJC Civic Engagement Project has been a joint venture between the Yosemite Community College District, Associated Students of MJC (ASMJC) and the League of Women Voters of Modesto. The initiative is designed to bring together faculty, staff, students, and members of the community to develop a series of opportunities to educate and empower members of the Modesto Junior College and greater Modesto area community.

ARTICLE II-PURPOSE

- 2.1- In recognition of the critical need for college students to embrace the democratic principles upon which our country is based, the Yosemite Community College District, through partnerships with other civic minded community organizations, supports a district-wide initiative to promote civic engagement. As part of the district's Educational Excellence Initiative, the Modesto Junior College Civic Engagement Project will endeavor to promote responsible social stewardship as a primary value in higher education.

ARTICLE III-MEMBERSHIP

- 3.1- Any person participating on a regular basis on an MJC CEP committee or project will be considered to be a member of the MJC CEP.
- 3.2- Any person, regardless of membership shall be welcome to attend, participate, and or speak at any MJC CEP meeting.

Revised 2/22/2007

**ARTICLE IV-COORDINATOR, STAFF SUPPORT
and STANDING COMMITTEE CHAIRS**

- 4.1- The Coordinator of the MJC CEP shall share the duties and responsibilities described below.
 - 4.1.1- Chair all MJC CEP General Meetings, adhering to the business on the agenda.

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- 4.1.2- Prepare an agenda for all MJC CEP General Meetings. Agenda should be distributed to members at least 48 hours prior to the meeting.
- 4.1.3- Unless in an emergency situation give public notice at least 72 hours notice of all MJC CEP General Meetings.
- 4.1.4- Keep an up to date roster of all MJC CEP committee and general membership.
- 4.1.5- Vote in general meetings only to break a tie.
- 4.1.6- Be a voting member of the Executive Committee.
- 4.1.7- Be the official liaison to the Yosemite Community College District, Modesto Junior College, Columbia College and the City of Modesto.
- 4.1.8- Prepare MJC CEP budget proposals
- 4.1.9- When unable to perform any duties of the Coordinator, appoint a member of the Executive Committee to perform those duties.
- 4. 2- The Assistant Coordinator of the MJC CEP shall share the duties and responsibilities described below.
 - 4. 2.1- Assist the Coordinator in the performance of that office
 - 4. 2. 2- Perform the Coordinator's duties when the Coordinator is not available
 - 4. 2. 3- Be a voting member of the Executive Committee.
- 4.3- The staff support (administrative support) of the MJC CEP shall:
 - 4.3.1- Record minutes of MJC CEP general meetings
 - 4.3.2- Distribute MJC CEP minutes to the membership no later than 48 hours prior to MJC CEP General meeting for approval.
 - 4.3.3- Shall record minutes of MJC CEP Executive meetings.
 - 4.3.4- Distribute MJC CEP Executive minutes to the membership no later than 48 hours prior to MJC CEP Executive meeting for approval.
 - 4.3.5- Be a nonvoting member of the MJC CEP Executive Committee.
- 4.4- Service Learning Committee Chairpersons shall:
 - 4.4.1- Chair the Service Learning Committee.

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- 4.4.2- Prepare periodic and year-end reports on committee activities to be presented at MJC CEP General and Executive Meetings.
- 4.4.3- Be a voting member of the MJC CEP Executive Committee (single vote shared between two co-chairs).
- 4.4.4- Announce committee meetings to the entire MJC CEP membership (e.g., by e-mail, or at a regular meeting) in a timely manner.
- 4.5- Film & Lecture Series Committee Chairpersons shall:
 - 4.5.1- Chair the Film & Lecture Series Committee.
 - 4.5.2- Prepare periodic and year-end reports on committee activities to be presented at MJC CEP General and Executive Meetings.
 - 4.5.3- Be voting members of the MJC CEP Executive Committee (single vote shared between two co-chairs).
 - 4.5.4- Announce committee meetings to the entire MJC CEP membership (e.g., by e-mail, or at a regular meeting) in a timely manner.
- 4.6- Voter Education & Registration Committee Chairpersons shall:
 - 4.6.1- Chair Voter Education & Registration Committee.
 - 4.6.2- Prepare periodic and year-end reports on committee activities to be presented at MJC CEP General and Executive Meetings.
 - 4.6.3- Be voting members of the MJC CEP Executive Committee (single vote shared between two co-chairs).
 - 4.6.4- Announce committee meetings to the entire MJC CEP membership (e.g., by e-mail, or at a regular meeting) in a timely manner.
- 4.7- Environmental Issues Committee Chairpersons shall:
 - 4.7.1- Chair the Environmental Concerns Committee.
 - 4.7.2- Prepare periodic and year-end reports on committee activities to be presented at MJC CEP General and Executive Meetings.
 - 4.7.3- Be voting members of the MJC CEP Executive Committee.
 - 4.7.4- Announce committee meetings to the entire MJC CEP membership (e.g., by e-mail, or at a regular meeting) in a timely manner.

ARTICLE V-OFFICER SELECTION AND TERMS OF OFFICE

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5.1- MJC CEP Coordinator and Committee Chairs

5.1.1- Beginning Spring Semester, 2006, the Coordinator will be appointed by the YCCD Chancellor to a two-year term to begin July 1.

5.1.2- A selection committee will be composed of the Executive Committee, and chaired by the President of MJC (or his or her designee). The selection committee will recommend a candidate or ranked candidates for MJC CEP to the general membership. If approved by membership, the recommendation will be forwarded to the YCCD Chancellor.

5.2- Chairpersons

5.2.1- All Chairperson positions shall be filled at the last Spring Semester meeting each year.

5.2.2- Terms of office shall consist of one year, starting July 1 and ending June 30.

5.2.3- Chairpersons can be appointed for the regular term by the Coordinator, or nominated and elected during a general meeting

5.2.4- Any vacancies that occur during a term may be filled by a vote of the Executive Committee.

5.2.5- If a Chairperson misses three consecutive meetings the Executive Committee may replace that Chairperson.

ARTICLE VI-VOTING/QUORUM

6.1- All votes of the MJC CEP shall only require a majority of those members present to pass.

6.2- No official business may take place at a general meeting unless every standing committee is represented.

6.3- When the Executive Committee deems it appropriate voting may take place by email, with no less than two business day's notice.

ARTICICLE VII-EXECUTIVE COMMITTEE

7.1- The Executive Committee shall consist of the MJC CEP Coordinator, Co-Chairs from each of the Committees, ASMJC, Civic Engagement Committee Staff Sponsor, Community Partners, YCCD Chancellor, and the President.

MJC CEP Coordinator	= 1 vote total
MJC CEP Assistant Coordinator	= 1 vote total
Environmental Issues Committee	

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Co-Chairs	= 1 vote total
Film & Lecture Committee Co-Chairs	= 1 vote total
Service Learning Committee Co-Chairs	= 1 vote total
Voter Education Committee Co-Chairs	= 1 vote total
ASMJC representative (as determined by the Executive Board of ASMJC)	= 1 vote total
Civic Engagement Club Staff Sponsor	= 1 vote total
YCCD Chancellor	ex officio
MJC College President	ex officio
Staff support (admin)	

- 7.2- Executive authority shall be vested in the Executive Committee.
- 7.3- The Executive Committee shall present a report of all activities at all MJC CEP General Meetings
- 7.4- Have final interpretation of the bylaws by a two-thirds majority vote.

ARTICLE VIII-CREATION OF COMMITTEES

- 8.1- Standing committees may be created by a two-thirds vote of either the Executive Committee or the general membership at a regular meeting
- 8.2- Ad Hoc Committees may be created by a majority vote of either the Executive Committee or the general membership at a regular meeting. Ad Hoc committees will be dissolved at the end of the academic year, or when their task is completed, as specified when the committee is created.

ARTICLE IX-AMENDING BYLAWS

- 9.1- Bylaws may be amended by a two-thirds vote of the Executive Committee, if approved by a majority vote of the membership voting by email, or at a regular meeting.
- 9.2- Bylaws may be amended by a two-thirds vote of the general membership at a regular meeting.