

CENTER FOR PROFESSIONAL DEVELOPMENT
BYLAWS

ARTICLE I - NAME

The organization's name is the Center for Professional Development (hereinafter the CPD).

ARTICLE II - PURPOSE AND OPERATIONS

1. To provide services to school systems and community agencies including instructional and research activities in education.
2. The CPD may solicit and receive grants, impose service charges, accept contracts, donations and endowments in accordance with CSUS policy and procedures.

ARTICLE III - GOVERNANCE AND RULES OF ORDER

1. The Board of Advisors (hereinafter the Board) and a ~~Coordinator~~ Director manage the affairs of the CPD.
2. The Education and Educational Psychology Department (hereinafter the E&EP) elects the ~~Coordinator~~ Director for a one year term during its ~~first~~ May Department meeting ~~in September~~.
3. The CPD reports administratively to the Dean of Professional Studies.
4. The Board consists of ~~thirteen~~ nine (9) voting members to include: the Dean of the School of Professional Studies, the E&EP Department Chair, and the CPD ~~Coordinator~~ Director ~~and the WCSA President~~. ~~Six~~ Five (5) full time E&EP faculty members, ~~one (1) PK-12 teacher~~ and ~~two~~ one (1) PK-12 administrator(s) elected for a one year term by the E&EP Department during its May meeting constitute the remainder. A quorum shall consist of half of the voting members.
5. In the event of a vacancy of an elected member of the Board, the E&EP Department shall elect a representative for the remainder of the vacated term.
6. Board meetings will adhere to *Robert's Rules of Order Newly Revised* and the CPD Bylaws.

ARTICLE IV - DUTIES OF THE ~~COORDINATOR~~ DIRECTOR

1. The ~~Coordinator~~ Director presides over Board meetings and guides the CPD in achieving the purposes as defined in Article II, assuring that such services are consistent with federal, state and local law.
2. The ~~Coordinator~~ Director keeps the minutes of Board meetings and signs official correspondence as designated by the Board.
3. The ~~Coordinator~~ Director will make a copy of the minutes of each meeting available to the membership of the E&EP Department.
4. The ~~Coordinator~~ Director in conjunction with the E&EP Chair requests disbursement of funds through the Dean of the School of Professional Studies.
5. The ~~Coordinator~~ Director will present to the Board and the University Senate at their May meetings an annual report of the programs and services provided by the CPD during the previous academic year.

ARTICLE V - Meetings

The Board will meet at least ~~six~~ four (4) times annually on the WCSU campus unless otherwise specified. A special meeting can occur as prescribed by *Robert's Rules of Order Newly Revised*.

ARTICLE VI - Amendments

At any regular meeting of the Board, two-thirds of the membership can amend the Bylaws.