

**CALIFORNIA COMMUNITY COLLEGE PHYSICAL EDUCATION,
KINESIOLOGY AND DANCE (3CPEKD)**

CONSTITUTION

As of November 13th, 2025

ARTICLE I – NAME

The name of this organization shall be the California Community College Physical Educators, Kinesiology and Dance Association (3CPEKD).

ARTICLE II – PURPOSE

The purpose of this organization is to maintain the highest standards possible for California community college physical education, kinesiology, health and dance programs. The organization shall advocate for the disciplines of kinesiology, physical activity, health education and dance, and provide professional development to its members. The organization shall promote physical literacy, provide equitable life-long learning and self-development opportunities for students and staff at the community college level throughout the State of California.

ARTICLE III – MEMBERSHIP

Department/Division or Individuals active in or supportive of the Physical Education, Kinesiology, Health and Dance professions in California community colleges shall be eligible for membership in this organization.

ARTICLE IV – OFFICERS

The officers of this organization shall be: Past-President, President, Vice President/President-Elect, Treasurer, Membership Chairperson and Secretary.

ARTICLE V – EXECUTIVE BOARD

The Executive Board shall consist of the elected officers, ex-officio members and conference representatives. Appointed positions will become ex-officio members. All executive board members will have 1 vote.

ARTICLE VI – MEETINGS

General meetings shall be held as needed. Special meetings of the Executive Board may be convened by the President. Meetings of the general membership may be convened by a request of the President or a majority of the active members.

ARTICLE VII – COMMITTEES

The President may appoint members to committees to serve the organization as necessary.

ARTICLE VIII – DUES

Annual dues shall be established by the Executive Board.

ARTICLE IX – AMENDMENTS

Any article, section or provision of this Constitution may be altered, amended or repealed by the affirmative vote by majority of the members present at a general meeting or voting by email for matters requiring attention prior to the next business meeting. Each member shall have one vote. Proposed amendments shall be presented in writing to the Executive Board.

Voting by Email

1. When the Board or membership decides to conduct a vote by email, notice of the motion and voting instructions will be sent to all eligible members at least 7 days before the voting deadline.
2. Each member has one vote. Votes must be submitted by the stated deadline to be counted.
3. The outcome will be determined by a **majority of votes received**. Members who do not respond are not counted.
4. The Secretary or designee will collect, verify, and record all votes and report the results to the Board and membership.
5. The Board may establish additional reasonable procedures to ensure the security and accuracy of electronic voting.

ARTICLE X – RATIFICATION

This Constitution shall become ratified by the affirmative vote of majority members present at a general meeting or voting by email.

CALIFORNIA COMMUNITY COLLEGE PHYSICAL EDUCATION, KINESIOLOGY AND DANCE

BY-LAWS

ARTICLE I – MEMBERSHIP – DUES – EXPENSES

Section 1. Membership shall extend from July 1 to June 30.

Section 2. The Treasure/Membership Chairperson shall send out a reminder to the existing CCCPEKD membership on June 1 to renew their memberships.

Section 3. The President shall post a notice on the website about the annual membership drive to attract new members.

Section 4. Dues shall be collected by the Treasurer/Membership Chairperson. The amount of the annual dues shall reflect the anticipated expenses of the organization. Any revenue remaining at the completion of the membership period shall be carried over in the budget for the new membership period.

Section 5. A budget shall be prepared by the President and Executive Board. The budget shall be presented to the membership for ratification. The budget will address all anticipated expenses for the following membership period.

Section 6. The fiscal year for the Organization and the term of membership shall both be July 1 through June 30.

ARTICLE II – POWERS AND DUTIES – VOTING

Section 1. The powers not delegated to the Executive Board shall be delegated to the general membership.

Section 2. Each active member shall be entitled to one vote in general meetings.

Section 3. Voting members shall be asked to verify active membership by showing their CCCPEKD cards with a valid expiration date to the Treasurer/Membership Chairperson at General Meetings of the CCCPEKD.

Section 4. There shall be no voting by proxy.

ARTICLE III – MEETINGS – QUORUM – LEGISLATION

Section 1. Regular Executive Board Meetings:
The Executive Board will meet three (3) times per year.

Section 2. Special Executive Board Meetings:

Special meetings may be called by the President when deemed necessary.

Section 3. Regular General Meetings:

General meetings shall be held at least twice a year. Additional meetings shall be called as needed.

Section 4. Special Meetings:

Such meetings may be called by the President or by request of a majority of the active members.

Section 5. Quorum

Quorum shall be defined as 50% plus one of the active membership.

Section 6. Conduct of Meetings:

All General and Executive Board Meetings shall be conducted under “Roberts Rules of Order, Newly Revised.”

Section 7. Notice of Meetings and Agenda:

Members will be notified in advance of meeting dates. Agenda items may be submitted to the President prior to each meeting or may be solicited by the President during the meeting. Agendas will be available and distributed prior to the beginning of each General Meeting.

Section 8. Legislation – Effective Date:

Measures passed by the active members at any meeting shall become effective immediately unless otherwise specified, but shall not be retroactive unless specifically noted.

ARTICLE IV – OFFICERS – TERMS OF OFFICE – DUTIES

Section 1. Officers:

The officers of the Organization shall be elected from the active list of members. The elected officers include: President, President-Elect, and Treasurer/Membership Chairperson. The office of Past-President shall be filled by the outgoing CCCPE President or other former President of the CCCPE if the outgoing President is unavailable to serve.

Section 2. Procedure for selection of officers:

- a. The Executive Board of the Organization shall serve as a nominating committee and shall submit a slate of names for offices to be filled.
- b. Nominations for office vacancies will also be solicited by mail.
- c. Nominations may also be made on the floor of a General Meeting if no candidates have been submitted for nomination.
- d. If there is more than one candidate nominated for a specific office, election will be by secret ballot.

- e. Election of officers shall be held at a General Meeting or by e-mail.
- f. Any vacancy which occurs will be filled by the Executive Board for the remainder of the term of office.

Section 3. Terms of Office:

- a. All officers shall serve two-year terms.
- b. All appointed positions shall be for a term of one year.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The Past-President shall:

- a. Serve as an advisor to the President.

Section 2. The President shall:

- a. Serve as chief executive officer of CCCPEKD.
- b. Call and conduct meetings of CCCPEKD.
- c. Serve as chairperson of the Executive Board.
- d. Serve as the CCCPEKD representative on the Management Council or designate an alternate CCCPEKD representative from the Executive Board to serve in this role.
- e. Appoint all members of standing and ad hoc committees as provided in the CCCPEKD By-laws.
- f. Communicate positions of CCCPEKD to the membership. State Chancellor, Board of Governors, legislators, and others.
- g. Be an ex-officio member of all committees.
- h. Keep the CCCPEKD members informed of all pertinent developments affecting the organization.
- i. Assist in developing and maintaining the annual budget.
- j. Post the minutes of meetings of the organization and the executive Board to the CCCPEKD community on the Vision Resource Center (VRC).
- k. Be responsible for notifying members of all meetings called for the transaction of business by CCCPEKD.

1. Work with the Executive Board to ensure the CCCPEKD Community on the VRC is up to date.

Section 3. The President-Elect shall:

- a. Serve as the initial organizing chairperson of all ad hoc committees.
- b. Assist President in preparing programs for CCCPEKD meetings.
- c. Preside at any special or general meeting of CCCPEKD or executive Board in the absence of the President.
- d. Serve as President in the case of the death, incapacity or resignation of the President.
- e. Assist in the promotion of CCCPEKD activities as requested by the President.
- f. Assist in developing and maintaining the annual budget.
- g. Solicit a slate of officers to run for the next election.
- h. Solicit nominations for the CCCPEKD Educator of the Year Award.
- i. Take minutes at all General Meetings.
- j. Serve as President of CCCPEKD when the President's term is complete.

Section 4. The Treasurer/Membership Chairperson shall:

- a. Be responsible for the collection of dues and for the custody of funds of CCCPEKD.
- b. Send membership information to member institutions each year.
- c. Verify voting members at General Meetings.
- d. Make payments in accordance with the authorization and directions of the Executive Board.
- e. Assist in developing and maintaining the annual budget.
- f. Provide periodic written financial reports to the President.

ARTICLE VI – COMMITTEES

Section 1. Political Action Committee:

The Political Action Committee shall be a standing committee consisting of a chairperson appointed by the President, a faculty CCCPEKD member who shall serve as a liaison to the State Academic Senate, and interested faculty, staff, and administrative members of the CCCPEKD.

- a. The committee shall keep abreast of current issues affecting our profession.
- b. The committee shall communicate these concerns to the Executive Board through a monthly report.
- c. The committee shall plan and act on behalf of the organization with the approval of the Executive Board.

Section 2. Professional Development Committee:

The Professional Development Committee shall be a standing committee consisting of a chairperson appointed by the president, a faculty CCCPEKD member who shall serve as a liaison to the Academic Senate, and interested faculty, staff, and administrators who are active CCCPEKD members.

- a. The committee shall organize annual professional development activities for staff, faculty and administrators in the field of physical education.
- b. The committee shall develop a mentorship program for members' advancement within and across constituency groups.
- c. The committee shall keep abreast of current trends in physical education and provide monthly articles to the president for posting on the website.
- d. The committee shall provide a monthly report to the Executive Board.
- e. The committee shall plan and act on behalf of the organization with the approval of the Executive Board.

Section 3. Ad Hoc Committees

CCCPE Educator of the Year Awards Committee

- a. The President-Elect shall make an annual call for nominations for the P.E. Educator of the Year Award.
- b. Nominations shall be collected by the Treasurer/Membership Chairperson.
- c. Nominations shall be made known to the CCCPEKD membership prior to the next General Meeting.

- d. The Treasurer/ Membership Chairperson shall send electronic ballots to the active membership for voting.
- e. The Treasurer/Chairperson shall verify and count the ballots for each nomination area and report results to the Executive Board.
- f. The Executive Board shall verify the vote tallies and award the recipients at the next General Meeting.

Section 4. Other committees and ad hoc committees may be formed as deemed necessary by the Executive Board.

Revised June 2021

Constitution last amended November 2025