

California Community College Chief Student Services Administrators' Association

BY- LAWS

I ROLE OF ASSOCIATION AND MEETINGS

1. The Association will actively participate as a regular member of the Chancellor's Consultation Council.
 - a. The Association president will represent the views of the Association and other student services organizations on consultation issues.
 - b. The Association will work collaboratively with other consultation council groups.

2. The Association will provide professional development opportunities for Association members and other student services staff.
 - a. The Association will support the Student Services Leadership Institute and promote greater participation by student services professionals.
 - b. The Association may conduct an annual statewide Association conference in conjunction with another organization(s).
 - c. The Association may conduct the Northern and Southern Drive-in conferences for CSSO's and may, at the discretion of the planners, include others.

3. The Association will take an active role in developing legislative and fiscal policies which support improved services for a diverse student population.

4. The association will actively advocate for equitable practices that foster and promote diversity among students and staff.

5. The Association facilitates at least two meetings a year of the Student Services Council. The Student Services Council was founded to promote a common understanding of the goals and challenges of each of the constituent groups comprising the membership. The Council should identify broad strategies for supporting program improvement, funding, and representation. The Council contributes to the development of a unified model of student services advocacy for California Community Colleges. Members of the Student Services Council include all student services statewide organization presidents, the current CCCSSAA president, president, and president-elect.

II DUTIES OF OFFICERS

A. PRESIDENT

The duties of the President shall include the following:

1. Provide overall leadership and direction for the Association.
2. Serve as a spokesperson for the importance of student services programs in California's Community Colleges.
3. Serve as official representative of the Association to the Chancellor's Office Consultation Council, or appoint a designee.
4. Provide direct input to the Chancellor's Office and other state agencies regarding the needs, priorities, and value of all student services areas.
5. Appoint representatives, based on recommendations from the Executive Board to serve on statewide committees and task forces.
6. Ensure representation of Association positions and perspectives at meetings, seminars, hearings, or other forums established throughout the state.
7. Attend meetings of other associations when appropriate in an effort to coordinate the activities of all groups toward the end of improving student services programs.
8. Communicate regularly with the Association membership.
9. Appoint a Board member to act as Secretary.
10. Appoint the Northern and Southern Drive-In Conference Chairs from among the regional representatives Convene meetings of the Executive Council, consisting of the President, Past President, President Elect, and others as deemed necessary, to address emergency or pending statewide student services issues.

B. PRESIDENT ELECT

The duties of the President Elect shall include the following:

1. Preside at the Executive Board meetings in the absence of the President and attend consultation as needed.
2. Work collaboratively with the Association management partner to assure that financial matters are handled efficiently.
3. Attend meetings in place of the President when necessary.
4. Serve as an authorized signer for Association checks.

C. IMMEDIATE PAST PRESIDENT

The duties of the Past President shall include the following:

1. Advise the President and the Executive Board.
2. Provide continuity for the association on statewide matters.

D. CCCCSSAA EXECUTIVE BOARD SECRETARY

The Executive Board Secretary shall be appointed by the Executive Board. The duties of the Executive Board Secretary shall be:

1. Maintain files of all meeting minutes and Association records.
2. Assist with the provision of yearly awards.
3. Maintain database of CSSO representatives on committees and task forces. Coordinate and distribute the reports received. Advise President of necessary matters regarding appointments and follow-ups.

E. CCCSSAA ADMINISTRATOR

As an independent contractor, the Executive Administrator assists the officers and the organization. This is an annual appointment subject to renewal upon agreement between both parties and may be compensated at a rate agreed upon by the Executive Board.

1. Keep accurate financial records of the Association.
2. Have charge of the bank accounts, collect all monies due the organization, and pay association bills.
3. Present to the Executive Board annually either a comprehensive budget report or, when necessary, the results of an independent audit.
4. Present an annual report to the Association membership summarizing the revenue and expenditures of the Association.
5. Collect associates membership dues and maintain accurate record of paid members.
6. Collect the fees from the annual conference and work in cooperation with the President Elect to provide accurate and complete information to the board. Assure completion and submission of all forms for 501C non-profit status including Charitable Trust Forms and IRS forms.

F. REGIONAL REPRESENTATIVES

The duties of the Regional Representatives shall include the following:

1. Take responsibility for the coordination of Association activities in each of the ten regions numbered consecutively from North to South.
2. Coordinate and present input from the region on all student services programs and policy issues to the Association.
3. Advise the Association on problems, concerns, and issues raised in the regions regarding student services.
4. Consult with regional members for the nomination of personnel to serve on various task forces, committees, or groups established by the Association, the Chancellor's Office, or other agencies, which affect student services.
5. Assist the Association in identifying staff development opportunities which will improve the performance of Association members, regional representatives, or the Executive Board.

6. Share responsibility for planning and carrying out the Northern and Southern Regional Drive-In Conferences in the fall of each year or other professional development activities.
7. Make every effort to arrange regional joint meetings with constituent groups.

G. WEBSITE MANAGER

The Association may contract with a website manager who will be selected by the Executive Board and will maintain an up-to-date website for the Association, which will include membership data, the constitution, by laws, and links to other pertinent websites.

H. LIAISONS AND COMMITTEE/TASK FORCE APPOINTEES

1. The Executive Board of the Association may, at its discretion, appoint liaisons to constituent associations and/or statewide task forces and committees.
2. Committee/Task Force appointees will attend Executive board meetings at request of President.

III. REIMBURSEMENTS

- A. The President will be reimbursed for travel expenses involved in attending meetings on behalf of the Association.
- B. The President Elect will be reimbursed for travel expenses involved in attendance at the Chancellor's Consultation Council meetings.
- C. The Past President will be reimbursed for travel expenses as deemed necessary by the President.
- D. Any committee/task force appointee who is asked to attend an Executive Board meeting may be reimbursed for travel expenses.

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Approved