

CALIFORNIA STATE STUDENT ASSOCIATION CONSTITUTION

We, the student representatives of the California State University (CSU), in order to advance the quality of education, promote the co-curricular interest and develop the necessary understanding and cooperation of member universities, and serve as informed and responsible advocates of students' concerns by creating awareness of student needs in the CSU system among state agencies and public officials, do hereby ordain and establish this constitution for the California State Student Association.

Article I. Name, Purpose, and Fiscal Year

Section A: The name of this association shall be the California State Student Association, hereafter referred to as the CSSA.

Section B: The purpose of the CSSA shall be to foster and coordinate communication among campus student associations to bring about unity in addressing campus and statewide issues affecting the individual campuses and campus student associations as well as the California State University system. This association shall not carry on activities that would jeopardize its status as an organization exempt for taxation under Section 501 (c) (3) of the Internal Revenue Code of 1954.

Section C: The CSSA's fiscal year shall run from July 1 to June 30.

Article II. Membership and Privileges

The membership of the CSSA shall be all students of the California State University. Those students shall be represented at the CSSA by the recognized Associated Students Organization from each of the California State University campuses. Each student of the CSU shall have the ability to become a delegate or officer of the CA State Student Association in adherence with the requirements of the policies of their respective campus' Associated Student Organization:

SECTION A: Membership

1. All students of the CSU shall be entitled to [in compliance with CSU policies] the activities of CSSA including but not limited to the following:
 - a. Seek nomination from CSSA to be Trustee of the California State University; California Student Aid Commission and other CSU systemwide and/or statewide positions calling for student representation.
 - b. Participate in the educational and service opportunities provided by CSSA.
 - c. Address the CSSA Board of Directors and seek action on education issues.
 - d. Upon request, review any and all public information, including, but not limited to agenda and minutes of CSSA Board of Directors' meetings, financial statements, and rules and policies of CSSA.
2. Associated Students organizations, upon paying the membership dues, shall be entitled to all the privileges of full membership as outlined in the Membership Policy, including but not limited to the following:
 - a. A vote on all matters before the board of directors and standing committees.
 - b. Each campus paying full membership dues shall be one vote. The Associated Students Organizations' elected President or CSSA representative shall be the official voting member in accordance with that campus' bylaws.
 - c. The campus proxy holder may assign their vote to another member of their campus or the board of directors in accordance with the CSSA Policy.

- d. The right to address the Legislature as a recognized participant of the CSSA.
- e. The right to address the CSU Trustees as a recognized participant of the CSSA.
- f. The right to guide and influence legislation and system-wide policy.
- g. The ability to seek Executive Officer or Special Officer Positions.
- h. Access to any and all internal and external statements, reports, newsletters or releases produced by CSSA.
- i. Special assistance, analysis, and support on relevant issues (outside of the staff's normal day-to-day activities) including voter registration efforts, incorporation efforts and research needs.
- j. Association rates for monthly meetings, trainings and special services.
- k. The right to host a monthly meeting of the CSSA (non-dues paying campuses may host a conference if no dues-paying campus chooses to).
- l. The right to sponsor or introduce legislation to the CSSA Board of Directors.
- m. The ability to submit a dissenting opinion for CSSA legislation in accordance with the dissenting opinion policy.

Section B: Honorary membership may be granted by the board of directors to any individual who performs an outstanding service or deed for the benefit of higher education. Honorary members shall be non-voting members.

Article III. Composition of the CSSA Board of Directors

The powers and responsibilities of the California State Student Association shall be vested in a board, the official name of which is the California State Student Association Board of Directors, hereinafter "the Board."

Section A: The Board shall consist of one representative from each of the member schools, in accordance with Article II. However, one alternate representative to the Board of Directors from each campus Associated Students who are designated to assume their respective campus proxy in absence of the first representative, unless otherwise stated by current proxy holder.

Section B: Ex-Officio non-voting members of the Board shall consist of:

1. Executive Director of CSSA;
2. The Student Trustees of the CSU Board of Trustees;
3. One representative from the CSU Chancellor's office appointed annually by the Chancellor;
4. One representative from the CSU Statewide Academic Senate appointed annually by the Statewide Academic Senate Chair;
5. One representative from the University of California Student Association (UCSA), appointed annually by the UCSA President;
6. One representative from the CSU Alumni Council, appointed annually by the CSU Alumni Council;
7. Special Officers of CSSA, if he or she does not occupy a seat on the Board of Directors;
8. Parliamentarian to the Board of Directors.

Section C: Duties and Powers of the Board of Directors, the Board of Directors shall:

1. Be empowered to employ and discharge the CSSA Executive Director consistent with California State University and CSSA employment policies and procedures. The Executive Committee shall prepare written evaluations of the Executive Director in accordance with established policies and forward final evaluations to the Board for approval.
2. Hold powers subject to the limitations imposed by state and federal laws that govern non-profit 501(c) 3 organization; the business affairs of the CSSA shall be controlled by the Executive Officers and the Board, and all powers shall be exercised jointly by them.
3. Be empowered to make appropriations from CSSA funds as stipulated in the CSSA Financial Code and the bylaws subject to provisions of the California Education Code.
4. Be empowered to draft CSSA codes and attach maximum and minimum penalties for violations thereof.
5. Act as the policymaking body of CSSA by creating codes that will further the Association, as enunciated in this Constitution, and shall be just as binding as this Constitution.
6. Conduct the affairs and manage the assets of the CSSA.
7. Receive a report from the Executive Director or Executive Committee on any or all of the activities of CSSA at the beginning of the fiscal year and at any other time deemed necessary.
8. Authorize the Executive Director to contract or execute any instrument in the name of and on behalf of the CSSA. Such authority shall be conferred and limited to a specific instance unless so authorized by the majority of the Board. (See CSSA Contracts Policy)
9. Approve the annual budget, expenditures of funds, levying of fees for special events, and annual audits of CSSA's accounts.
10. Establish all personnel procedures in accordance with state and federal requirements.
11. Approve standing rules of the Board of Directors.
12. Have the power to create or abolish committees, caucuses, or task forces of the CSSA.
13. Take positions on issues of concern to the CSSA and the students it represents.
14. Coordinate advocacy efforts of the CSSA Lobby Corps.

Article IV. Officers

Section A: The executive officers of the CSSA shall be the:

1. President
2. Chair
3. Vice President of Finance
4. Vice President of University Affairs
5. Vice President Legislative Affairs

Section B: Executive Officers

1. All executive officers of the CSSA shall be from a campus that is a full dues member for the current fiscal year.
2. Executive officers and all other officers who serve on the Executive Committee shall be the voting representative from their campus for the fiscal year, with the exception of the CSSA President. The CSSA fiscal year begins July 1 and ends June 30.
3. All officers shall be elected for a one-year term by a majority vote of the members present at CSSA's meeting in June. (See Standing Rules)
4. A memorandum of understanding (MOU) stating a campus shall be paying dues in the upcoming year must be signed at the time of elections by all campuses with intention to vote and/or have candidate(s) run for elected office. If the campus does not pay its dues by September 30 it shall relinquish any executive office it holds immediately.

Section C: Duties of the Executive Officers:

1. President & CEO

- a. This position will act as the public face of the CSSA. The President and CEO will be responsible for day to day operations of the organization and the implementation of policy as passed by the Board of Directors.
- b. The President shall be an ex-officio member of the Board and will not have a vote on issues before the board.
- c. May not be an executive, officer, or board member of an ASI unless the candidate's sole responsibility on their home campus is to deal with issues of external governmental relations.
- d. Shall have served as an executive or board member of the previous year's CSSA Board of Directors.
- e. Shall have all travel paid by the CSSA unless an executive officer or board member of an ASI.
- f. Shall be paid a scholarship equivalent to 50% of the highest cost of attendance at a CSU campus.
- g. Shall be responsible for implementation of Board policy and directives.
- h. Shall serve, along with the executive committee, as the primary supervisor of the CSSA Executive Director.
- i. Shall be responsible for carrying out the Executive Director's performance evaluations with the Executive Committee, in accordance with the Executive Director's Performance Evaluation Policy.
- j. Shall be responsible for supervision of all CSSA executives with the exception of the Chair of the Board.
- k. Shall sign, date, and verify the vote of all successful legislation.
- l. Shall coordinate the monthly agenda with the Chair of the Board.
- m. Shall chair the Executive Committee and Personnel Committee and act as a voting member.
- n. Shall represent CSSA at the CSU Board of Trustees meetings and speak as its representative during BOT meetings.
- o. May call special meetings.
- p. Shall be responsible for the establishment and maintenance of all policies and procedures of the CSSA, including the mission and constitution.
- q. Shall provide a written report to the board monthly.
- r. Shall serve as the coordinator of the selection, training, and reporting of all appointed, non-paid representatives of the CSSA.
 - a. Systemwide Committees
 - b. Collective Bargaining
 - c. Statewide Committees
- s. Shall conduct the search and selection of statewide students to systemwide committees.
- t. Shall coordinate liaison relations with other statewide and national student organizations.
- u. Shall coordinate liaison relations with other higher education interest groups.
- v. Shall have oversight of press relations, CSSA newsletter, Web site and all other communication efforts.
- w. Shall coordinate liaison relations with other higher education interest groups.
- x. Shall assume all the duties of the Vice President of Finance in the event of resignation of the Vice President of Finance.

2. Chair

- a. The Chair of the Board of the CSSA is to be elected from the proxied membership of the Board.
- b. The Chair of the Board will preside at all meetings of the CSSA Board of Directors.
- c. Shall act in concert with the President & CEO to ensure that all directives of the Board are implemented as intended.
- d. Shall vote to make or break ties.
- e. Shall act as an ex-officio member of all standing and sub committees of the CSSA.
- f. Shall act as a voting member of the Executive Committee and act as Chair of the Executive Committee in the absence of the President.
- g. Shall act as a voting member of the Personnel Committee and act as its Chair in the absence of the President.
- h. Shall preside over the Internal Affairs Committee meetings.
- i. Shall prepare the Internal Affairs Committee agenda for all Board of Directors meetings.
- j. Shall Chair the Initial Review Board (IRB) and conduct the search for members of the Selection Committee.
- k. Shall Chair the IRB Selection Committee to nominate the CSU Student Trustee to the Governor.
- l. Shall be responsible to see that each piece of legislation is numbered and presented in correct form before it is introduced to the floor for discussion.
- m. Shall oversee creation of the agenda for the monthly meetings.
- n. Shall appoint standing committee and sub committee members when rules call for appointment.
- o. Shall prepare the agenda and minutes of the Executive Committee and see to the distribution of the same in the manner required of the other standing committees of CSSA per the open meeting law under the Gloria Romero Act.
- p. Shall be responsible for dissemination of information to member universities regarding the CSSA's policies and procedures.
- q. Shall provide a written report to the board monthly.
- r. Shall assume the duties assigned by the President.
- s. Shall assume the duties of the President in the event of resignation or removal of the President.

2. The Vice President of Finance

- a. Shall assume duties assigned by the Chair.
- b. Shall assume the duties of the Chair in the event of absence, resignation or removal of the Chair.
- c. Shall be responsible for the establishment and maintenance of CSSA financial policies and procedures.
- d. Shall oversee the collection and disbursement of all CSSA funds under the direction of the Board of Directors and shall be responsible for the annual development of the CSSA budget.
- e. Shall review monthly the financial status of the CSSA with Executive Director and provide quarterly financial reports to the Board of Directors.
- f. Shall ensure compliance with the procedures set up under the Financial Policies and Procedures.
- g. Shall provide a written report to the board monthly.
- h. Shall act as a voting member of the Executive and Personnel committee.
- i. Shall act as a voting member of the Board of Directors.

Section D: Duties of Committee Chairs and Caucus Speakers

1. Vice President of University Affairs
 - a. The Vice President of University Affairs shall preside over all regular and special meetings of the University Affairs Committee.
 - b. Shall be responsible for the process of establishing the University Affairs policy agenda by the third regularly scheduled meeting of the year.
 - c. Shall be responsible for the implementation of the University Affairs policy agenda.
 - d. Shall be vested with the authority to appoint sub-committees to carry out the University Affairs policy agenda, as needed.
 - e. Shall be responsible for the creation of the monthly agenda of the University Affairs Committee.
 - f. Shall hold weekly standing meetings with the University Affairs Director.
 - g. Shall be vested with the authority to make decisions on behalf of the University Affairs Committee, when not in session.
 - h. Shall be responsible for updates and recommendations to the Committee on all university developments.
 - i. Shall deliver a monthly update to the CSSA Board of Directors on university developments.
 - j. Shall provide, in January, a mid-year update and recommendations to the Board on the state of the University Affairs policy agenda to the Board.
 - k. Shall attend all regularly scheduled meetings of the CSU Board of Trustees.
 - l. Shall be expected to attend appropriate university meetings and or hearings, as needed.
 - m. Shall provide a written report to the board monthly.
 - n. Shall act as a voting member of the Executive and Personnel committee.
 - o. Shall act as a voting member of the Board of Directors.

2. Vice President of Legislative Affairs
 - a. Shall preside over all regular and special meetings of the Legislative Affairs Committee.
 - b. Shall be responsible for the process of establishing the legislative policy agenda by the third regularly scheduled meeting of the year.
 - c. Shall be responsible for the implementation of the legislative policy agenda.
 - d. Shall be vested with the authority to appoint sub-committees to carry out the legislative agenda, as needed.
 - e. Shall be responsible for the creation of the monthly agenda of the Legislative Affairs Committee.
 - f. Shall hold regular meetings with the Director of Governmental Relations.
 - g. Shall be vested with the authority to make decisions on behalf of the Legislative Affairs Committee, when not in session.
 - h. Shall be responsible for updates and recommendations to the Committee on all legislative developments.
 - i. Shall deliver a monthly update to the CSSA Board of Directors on legislative developments.
 - j. Shall provide a mid year update in January on the state of the legislative policy agenda to the Board.
 - k. Shall be responsible for the planning and implementation of a Lobby Corps Clinic annually.
 - l. Shall be expected to attend appropriate legislative meetings and or hearings pertaining to the CSSA legislative agenda.

- m. Shall assist the Lobby Corps Officer in coordinating the efforts of the statewide lobby corps.
 - n. Shall provide a written report to the board monthly.
 - o. Shall act as a voting member of the Executive and Personnel committee.
 - p. Shall act as a voting member of the Board of Directors.
3. Speaker of Multi Cultural Caucus
- a. There shall be a Speaker of the Multi Cultural Caucus, who shall be subject to the by-laws of the Caucus.
 - b. The Speaker of the Multi Cultural Caucus shall attend all regularly scheduled meetings of the CSU Board of Trustees.
 - c. The Speaker of the Multi Cultural Caucus (MCC) follows the MCC Bylaws, where the MCC Bylaws are silent, the CSSA Constitution supersedes.

Section E: Officers and Liaisons of the Board

1. Chief of Staff
- a. Shall be appointed by the President & CEO with confirmation of a simple majority of the Board.
 - b. Shall oversee all Special Officers and ensure they are discharging their duties.
 - c. Shall oversee the public relations efforts of the organization, to include the Web site and technology outreach (social networks).
 - d. Shall serve as an ex-officio member of the Executive Committee.
 - e. Shall serve as a voting member of the Fundraising Committee.
 - f. Shall serve as an ex-officio member of the Personnel Committee.
 - g. Shall assist the President & CEO as directed.
 - h. Shall work with the Chair of the Board, President, and staff to create the monthly agenda.
2. Elections Officer
- a. Shall be appointed by the Chair of the Board and approved by the Board of Directors before the conclusion of the March meetings. The Chair may not be a candidate for any office during the election that said Chair shall be responsible for.
 - b. Shall nominate 5 committee members from dues paying schools and have them confirmed by the Board during the April meeting.
 - c. Shall prepare the annual call for officer nominations.
 - d. Prepare and present the rules for the annual June elections in accordance with the CSSA Constitution and Bylaws.
 - e. Shall review all candidates for office and ensure their eligibility to run for said office. This shall be conducted in conjunction with the University Affairs Director and Executive Director.
 - f. Shall Chair the Elections Committee who shall rule on eligibility issues and clarify rules before and during officer elections in June.
 - g. Shall attend CSSA monthly meetings.
 - h. Shall provide a written report to the CSSA board monthly.
3. Academic Senate Liaison
- a. Shall be responsible for attending the bi-monthly meeting of the Systemwide Academic Senate.
 - b. Shall report to the CSSA Board of Directors on matters of importance.
 - c. Shall advocate CSSA's position on matters taken up by the senate.
 - d. Shall build a collaborative relationship between the senate and the CSSA.

- e. Shall bring back to CSSA any positions that will affect agenda items of the CSSA monthly meeting's before the Board of Trustee's meeting.
 - f. Shall attend CSSA monthly meeting.
 - g. Shall provide a written report to the CSSA board monthly.
4. Alumni Council Liaison
- a. Shall be responsible for attending the quarterly meeting of the Statewide Alumni Council and report back on matters of importance.
 - b. Shall be the Liaison advocating CSSA's position on matters taken up by the council.
 - c. Shall build a collaborative relationship between CSSA and the Statewide Alumni Association.
 - d. Shall bring back to CSSA any positions that will affect agenda items of the CSSA monthly meeting's before the Board of Trustee's meeting.
 - e. Shall attend CSSA monthly meetings.
 - f. Shall provide a written report to the CSSA board monthly.
5. Environmental Affairs Officer
- a. Shall track all matters relating to the sustainable operations of the California State University.
 - b. Shall be responsible for serving on and attending CSU Sustainability systemwide committee meetings including special task forces related to environmental issues.
 - c. Shall be the liaison advocating CSSA's position on matters taken up by the systemwide committee.
 - d. Shall attend CSSA monthly meetings.
 - e. Shall provide a monthly written report monthly to the Board.
6. Financial Aid Officer
- a. Shall track all matters relating to Financial Aid at the state and national levels.
 - b. Shall serve on the Financial Aid Advisory Committee for the CSU.
 - c. Shall track the California Student Aid Commission (CSAC), California Postsecondary Education Commission (CPEC), actions in Sacramento and Washington, including student loan debt.
 - d. Shall be responsible for attending meetings of the Financial Aid Advisory Committee and report back any matters of importance.
 - e. Shall be responsible for attending meetings of the California Student Aid Commission (CSAC), including, but not limited to committee meetings and report back any matters of importance.
 - f. Shall be the Liaison advocating CSSA's position on matters taken up by the commission.
 - g. Shall communicate regularly with students appointed to the CSAC committees: The Loan Study Council and Grant Advisory Committee; as well as, the SAC and the CPEC student commissioners.
 - h. Shall build a collaborative relationship between CSSA and the CSU systemwide committee and statewide commissions.
 - i. Shall bring back to CSSA any positions that will affect agenda items of the CSSA monthly meeting's before the Board of Trustee's meeting.
 - j. Shall attend CSSA monthly meetings.
 - k. Shall provide a written report to the CSSA board monthly.
7. Lobby Corps Officer
- a. Shall coordinate the formation of Lobby Corps units on each of the 23 campuses.
 - b. Shall advocate CSSA's legislative and systemwide positions.

- c. Shall coordinate the efforts of the statewide Lobby Corps (LC) for maximum efficiency and effectiveness presenting efforts before the state Legislature and the Board of Trustees from the student perspective.
 - d. Shall be the contact person for anyone who needs information regarding the Lobby Corps.
 - e. Shall build a strong student presence at the state Capitol by coordinating monthly visits to the Capitol bringing a different campus of the CSU each time.
 - f. Shall appoint an aid to assist with the LC efforts from a Northern or Southern Campus opposite from where the coordinator is stationed.
 - g. Shall supply necessary materials or information concerning LC efforts in response to CSU campus requests.
 - h. Shall bring back to CSSA any positions that affect CSSA.
 - i. Shall attend CSSA monthly meetings.
 - j. Shall provide a written report to the CSSA board monthly.
7. Technology Officer
- a. Shall track matters relating to technology that may affect students.
 - b. Shall track issues related to technology affecting the system, such as, the Common Management System (CMS).
 - c. Shall serve as the student representative on the Academic Technology Advisory Committee (ATAC) formally known as the Commission on Learning Resources and Instructional Technology.
 - d. Shall advocate CSSA's position on matters taken up by the committee.
 - e. Shall build a collaborative relationship between CSSA and the committee.
 - f. Shall bring back to CSSA any positions that will affect agenda items of the CSSA monthly meeting's before the Board of Trustee's meeting.
 - g. Shall attend CSSA monthly meetings.
 - h. Shall provide a written report to the CSSA board monthly.

Article V. Recall of Elected or Appointed Officials

Section A: Any officer may be removed by a two-thirds (2/3) vote of the Board of Directors.

Section B: Each campus representative must receive written notice of a recall election at least ten (10) working days before the meeting at which the recall election will take place.

Article VI. Standing Committees of the Board of Directors

Section A: Standing Committees named within this Constitution shall operate in accordance with the direction approved by the Board of Directors. Members of the individual committees shall consist of each Associated Students seated in the Board of Directors and comply with the eligibility requirements stated in Article II, Section 2.

1. The Executive Committee:
 - a. Shall be chaired by the CSSA President.
 - b. Shall assume the powers of the CSSA Board of Directors, if the Board so delegates by a majority vote of the members present.
 - c. Shall be responsible to the Board of Directors.
 - d. Shall be responsible for personnel matters as outlined in the CSSA and CSU Personnel Policies and Procedures.
 - e. Shall review, research and make recommendations on, but not limited to, the CSSA budget, CSSA policies and procedures, CSSA personnel, the CSSA Constitution, policies and procedures, and standing rules of operations.
 - f. The voting membership of the Executive Committee shall consist of the following members:
 1. President
 2. Chair
 3. Vice President of University Affairs
 4. Vice President of Legislative Affairs
 5. Vice President of Finance
 6. The non-voting member of the Executive Committee shall consist of the CSSA Executive Director.
2. Legislative Affairs Committee
 - a. The Vice President of Legislative Affairs shall preside over the Legislative Affairs Committee.
 - b. Shall be the duty of the Legislative Affairs Committee to review, research and make recommendations on legislation emanating from the California State Legislature and United States Congress.
 - c. Shall elect a Vice Chair no later than September of each year. The Vice Chair may be responsible for taking minutes and shall assume all duties assigned by the Chair or Committee. The Vice Chair shall assume the Chair position in the absence, resignation or removal of the Chair.
 - d. May appoint a Recording Secretary.
 - e. Shall direct the Vice President of Legislative Affairs.
 - f. Shall take action on all legislation deemed appropriate or otherwise act on recommendations by the Chair.
 - g. Shall, by the third regularly scheduled meeting of the year, create a list of legislative priorities and recommend this policy agenda to the Board of Directors.
 - h. Shall create a plan to implement the legislative agenda and any other issues deemed appropriate by the Vice President of Legislative Affairs or CSSA Board of Directors.
 - i. Shall aid in statewide Lobby Corps efforts.
 - j. Shall put on a Lobby Corps Clinic annually.

3. University Affairs Committee
 - a. The Vice President of University Affairs shall preside over the University Affairs Committee.
 - b. Shall be the duty of the University Affairs Committee to review, research and make recommendations on all university-related items originating from the Committee and/or referred to it from the CSSA Board of Directors.
 - c. Shall elect a Vice Chair at the first meeting of the CSSA Board of Directors no later than September of each year. The Vice Chair may be responsible for taking minutes and shall assume all duties assigned by the Chair or Committee. The Vice Chair shall assume the Chair position in the absence, resignation or removal of the Chair.
 - d. May appoint a Recording Secretary.
 - e. Shall direct the Vice President of University Affairs.
 - f. Shall take action on all university-related items deemed appropriate or otherwise act on recommendations by the Chair.
 - g. Shall, by the third regularly scheduled meeting of the year, create a list of university-related priorities and recommend this policy agenda to the Board of Directors.
 - h. Shall create a plan to implement the university affairs policy agenda and any other issues deemed appropriate by the University Affairs Chair or CSSA Board of Directors.

4. Internal Affairs Committee
 - a. The Chair of the Board shall preside over the Internal Affairs Committee meetings and the Vice President of Finance shall be vested with the authority to make decisions on behalf of the committee when not in session.
 - b. Shall uphold and protect the internal affairs of the CSSA.
 - c. Shall ensure CSSA's internal processes are effective, fair and comply with sound business practices.
 - d. Shall ensure members of the CSSA derive the maximum benefit from CSSA by ensuring that the board stays focus on higher education policy through the student perspective.
 - e. Shall consist of six (6) voting members of the board of directors and three non-voting members. Non-voting members include the President of the Board of Directors, the CSSA Executive Director and the Chancellor's Office Liaison.
 - f. Shall have members serve for one fiscal year, ending their term on June 30th.
 - g. Shall elect a Vice-Chair at the first meeting of the fiscal year.
 1. In the absence of the Chair, the Vice President of Finance shall serve as the chair of the IAC. In the event that both the Chair and the Vice President of Finance are absent, the Vice Chair of the committee shall preside over committee meetings.
 2. The Vice Chair shall provide support for the Chair by providing research and development of documents as needed and/or assigned.
 - h. Shall enforce an attendance policy.
 1. Any appointed member of the committee who misses two of any ten consecutive meetings without being excused shall be dismissed from the committee.
 2. Any appointed member of the committee who is late five minutes or more after the meeting has been called to order will be considered tardy. Two tardies constitute an unexcused absence.
 3. Absences and tardiness may be excused by the committee's Chairperson or by a two-thirds (2/3) vote approval of the committee.

- i. Shall meet when there is no conflict with other standing committee meetings with a quorum of 50% plus one of the voting seats of the campuses present at the monthly board of directors meeting.
- j. Shall post agenda in compliance with public meeting laws; such as the Gloria Romero Act.
- k. Shall have agenda items that comply with the existing law, such as, the Gloria Romero Act. Agenda items shall be forwarded and approved by the committee chair prior to posting the agenda.
- l. Shall have the authority to review, develop, recommend, and revise this Constitution, policies and procedures, budget, financial documents and any other internal documents that are fiscally related.
- m. Shall audit financial revenues and expenditures of the CSSA, as directed by the Board of Directors.
- n. Shall be considered to be advisory to the CSSA Board of Directors and shall bring any action items for approval to the full board, unless the board provides the committee with written decision-making authority over a specific project(s) and/or issue(s).
- o. Shall develop a schedule of projects to accomplish for the year. On-going projects shall include: reviewing and revising internal documents and forms.
- p. May be charged by the board of directors with other internal affairs and/or issues as deemed necessary.
- q. Shall be able to reprioritize when necessary.
- r. Shall follow revision timelines of internal documents as specified.
- s. Shall present financial statements for the prior fiscal year at the first IAC meeting.
- t. Shall conduct changes/ adjustments to revenues and/or expenditures in the budget previously approved by the CSSA Board of Directors, as deemed necessary.
- u. Shall ensure that general accounting principals (GAAP), sound business practices, financial policies and procedures are followed.
- v. With approval of the Board of Directors, the IAC shall make amendments and revisions to the operating documents of the CSSA.

Article VII. Caucuses of the Board

Section A: Multi Cultural Caucus (see MCC Bylaws) and where the MCC bylaws are silent the CSSA Constitution supersedes.

Article VIII. Strategic Planning and Policy Agenda

Section A: There shall be a Strategic Plan

- 1. There shall be a strategic plan report presented to the membership in May.
- 2. The strategic plan shall be reviewed and revised every five years.
- 3. During the year, when the strategic plan is scheduled for review, the Executive Director shall be the planning officer who guides the board of directors through the process of reviewing the strategic plan.

Section B: Policy Agenda

- 1. There shall be a policy agenda of current priority issues.
- 2. The policy agenda must be ratified by two-thirds (2/3) vote of the board of directors.
- 3. The Board of Directors will continually review the policy agenda to ensure priorities reflect the existing issues of the student population.
- 4. During the year when the policy agenda is scheduled for review, the Executive Director shall be the planning officer who guides the Board through the process of reviewing the policy agenda.

Section C: Action Items

1. The Policy Agenda will be presented at the annual transition meeting of CSSA in June. The incoming Board of Directors will use the policy agenda to develop their policy agenda for the upcoming academic year. The policy agenda and action plan shall be approved by a majority vote of the Board of Directors by the September meeting of the Board of Directors.
2. The Policy Agenda shall be reviewed by the Board at the December meeting to assess the Board's progress in achieving the Action Items.

Section D: Amendments

1. The Policy Agenda may be amended at any time upon the vote of two-thirds of the Board of Directors.
2. Written notice of any changes to the Policy Agenda must be distributed at least ten working days before the meeting where the amendment(s) is (are) proposed.
3. The action items may be amended at any time upon a majority vote of the Board of Directors.

Article IX: Meetings

Section A: There shall be a regularly scheduled meeting of the CSSA Board of Directors held once a month.

Section B: There shall be a meeting at least two days prior to each regularly scheduled meeting of the CSU Board of Trustees, except if those days that fall on a holiday or a conflict is determined by the board at the July meeting.

Section C: Special meetings may be called by the Chair or must be called by the Chair at the request of a quorum of the voting members of the CSSA Board of Directors.

Section D: In the absence of any specific rule, regulation, policy or procedure, *Robert's Rules of Order Newly Revised* shall govern the proceedings of the CSSA Board of Directors.

Article X: Dues

Section A: Dues shall be determined according to the provisions of the CSSA Dues Policy.

Section B: Dues shall be used to pay operating expenses, which include employees, travel, and administrative costs of the CSSA under the contractual agreement made by CSSA.

Section C: Upon the Chancellor's Office completion of the campus enrollment data report, each campus shall be notified by the Vice President of Finance no later than January 1st of the amount of dues owed in the next fiscal year, prior to the campus budget hearings/ process.

Section D: Individual campuses must release their scheduled budgeting times and policies for the payment of CSSA dues for the coming year prior to May 30.

Section E: Dues shall be paid in accordance with the CSSA Dues Policy.

Section F: A campus that fails to make current its financial obligation, or fails to follow any other requirements imposed upon it by this Constitution shall lose its voting privilege and therefore any officer position held, though not its membership in the CSSA, until such time that the balance is paid in full and its obligations are made current.

Section G: A campus without voting privileges shall be required to pay for the direct costs of any and all materials and/or services rendered by the CSSA for said campus, excluding the mailing of CSSA agendas or other goods/services in accordance with the Article II, Section A and all other applicable policies and procedures.

Section H: The Board of Directors shall reserve the right to waive the Dues Policy with a two-thirds vote, given extenuating circumstances and following a successful appeal (as stated in Section G and H: 1-3).

1. Appeals must be received in writing by the Chair and Vice President of Finance at least 30 days prior to the specified obligations due date.
2. Upon receipt of said appeal, the Vice President of Finance shall schedule the appeal for hearing by the Executive Committee at the next regularly scheduled CSSA meeting.
3. At the time of the hearing, the Executive Committee shall determine the merits of the appeal, assemble all pertinent information surrounding the appeal, establish a new payment schedule, and present the appeal to the full Board of Directors.

Article XI: Codes

Section A: All section codes created by a two-thirds (2/3) vote of the CSSA Board of Directors shall be supplementary working documents of the Constitution. Amendments to the Codes shall require a two-thirds (2/3) vote of the Board of Directors.

Section B: Employees of the CSSA shall be governed by the CSSA Personnel Policy.

Article XII: Amendments

Section A: Written notice of the constitutional change must be provided at least ten (10) working days before the meeting where the amendment(s) is/are to be proposed.

Section B: First readings of amendments to the Constitution shall take place in the Internal Affairs Committee with debate. Should an amendment be submitted to the Board of Directors, the first reading shall be introduced as an information item, with no debate.

Section C: Amendments shall be submitted for second reading to the Board of Directors and shall require a two-thirds (2/3) vote of the CSSA Board of Directors.

Article XIII. Ratification

Section A: This constitution must be ratified by a two-thirds (2/3) vote of the Board of Directors before it is implemented.

Section B: The constitution must be reviewed by the Internal Affairs Committee for recommendation and ratified by the Board of Directors a minimum of every three years.

Article XIV. Non-profit Status

The CSSA is not organized for, nor shall it be operated for, pecuniary gain or profit, and it does not contemplate the distribution of gains, profits or dividends to its members or to any private individual. The property, assets, profits and net income of the CSSA are irrevocably dedicated to charitable and educational purposes.

Article XV. Dissolution

Upon dissolution of the CSSA, net assets other than trust funds shall be distributed to one or

more nonprofit organizations, such organizations to be selected by the Board of Directors. Such nonprofit organizations must be qualified for federal tax exemption under Section 501 (a) and 501 (c) (3) of the United States Revenue Code of 1954 and be organized and operated exclusively for charitable and educational purposes.

Revised 3/22/09: Timothy Snyder, Chair of the Board of Directors

Revised 5/11/08: Dina Cervantes, Chair of the Board of Directors

Revised 6/11/06: Jennifer Reimer, Chair of the Board of Directors

Revised 4/13/03: Artemio Pimentel, Chair of the Board of Directors

Revised 5/10/02 and 11/01: Robert Garcia, Chair of the Board of Directors

Revised 10/98 and 5/99: Mette Adams, Chair of the Board of Directors

Revised 11/97 and 5/98: Celinda Vazquez, Chair of the Board of Directors

Revised 6/97: Toni Teresi, Chair of the Board of Directors

Revised 4/96 and 8/95: Marc Levine, Chair of the Board of Directors

Revised 8/95

Revised 7/94

Revised 6/94

Revised 8/91