

**California Community College Chief Student Services  
Administrators Association  
Constitution  
(Chief Student Services Officers)**

**ARTICLE I            NAME**

The name of this Association shall be the California Community Colleges Chief Student Services Administrators Association (CCCCSSAA).

**ARTICLE II           PURPOSE**

The primary purpose of the Association shall be:

- a. To provide leadership for students services professionals in the California Community Colleges.
- b. To provide for the professional growth and development of Association members.
- c. To represent Student Services in statewide matters such as the statewide consultation process.
- d. To increase recognition of the value and necessity of a comprehensive student services program in the California Community Colleges.
- e. To provide an efficient and useful vehicle of communication among chief student services administrators, other community college personnel, and state agencies.
- f. To promote and advance public community college education.
- g. To promote partnerships through college stakeholders for student success.

**ARTICLE III           MEMBERSHIP**

Active members shall include the following:

- a. Chief student services administrators of the California Community College.
- b. Other student services administrators designated by a college president or college CSSO to be members of the Association.
- c. Affiliate members as may be designated by the Association's Executive Board.

**ARTICLE IV           ANNUAL CONFERENCE, RETREAT, AND BUSINESS MEETING**

**Section I**

The Executive Board shall hold an annual retreat during the summer to establish goals and objectives and establish budget and other related priorities of the year.

**Section II** An annual conference of the Association may be held annually. The specific location and date shall be determined by the Executive Board; the expressed preferences of the members regarding date and location, however, shall be considered.

## ARTICLE V EXECUTIVE BOARD

**Section I** The responsibilities of the Executive Board shall include:

- a. To conduct on-going business of the Association as directed by the membership.
- b. To serve as the Association's representative in the statewide consultation process.
- c. To represent the Association positions at meetings, hearings, conferences, discussions, or other forums where the interests of the Association and its members are involved.
- d. To interpret and implement the provisions of this Constitution.

**Section II** The Executive Board shall consist of the following:

- a. The President, Past-President, and President-Elect.
- b. Ten Regional Representatives selected by the constituent members of each region.
- c. Two Members-at-large selected one from Region 1-5 and one from 6-10.

**Section III** Regional and Members-at-Large Representatives will be selected as follows:

- a. Ten regions have been designated and are numbered consecutively from north to south.
- b. One member shall be elected from each of the ten regions for a two-year term.
- c. Five alternating regions will each elect a representative prior to June each year; odd-numbered regions shall elect in odd-numbered years, and even-numbered regions shall elect in even-numbered years.
- d. Region representatives will be elected as each region determines and their election will be communicated to the President.
- e. Two Members-at-large shall be elected –one from Region 1-5 and one from Region 6-10, who shall serve a two year term.

## ARTICLE VI OFFICERS

**Section I** The President shall:

- a. Be the Chief Executive Officer of the Association and Chairperson of the Executive Board.

- b. Be responsible for calling the Annual Conference and Business Meeting, scheduling regular Executive Board meetings throughout the academic year, and scheduling special meetings as required to carry out the purposes of the Association.
- c. Preside over the Annual Conference and Business Meeting. He/She shall act at the direction of the Executive Board.
- d. Serve for a one-year term as indicated in Article VI Section V.
- e. Appoint a Board member to act as Secretary for a one year term
- f. Appoint a Board member to act as Treasure for a one year term.
- g. Appoint the Northern and Southern Drive-In Conference Chairs from among the regional representatives.
- h. Determine who shall represent the Association at the Chancellor's Consultation Council and the Board of Governors meetings.
- i. Serve as Past President of the Association for a one-year term following the completion of the one-year term as President.

## Section II

### President-Elect

The President-Elect shall:

- a. Serve a one-year term of office.
- b. Serve in the absence of the President.
- c. Be nominated by the Executive Board and elected by the membership.
- d. Alternate between the north and south regions of the state.
- e. Serve as the President of the Association upon completion of the one-year President-Elect term.
- f. Shall serve as Past President of the Association upon completion of the one-year term as President.

## Section III

### Past-President Shall:

- a. Serve in an advisory capacity to the President and other members of the Executive Board for a one-year period immediately following his/her term as President.
- b. Serve in other capacities as determined by the President.

## Section IV

### Regional Representatives

The Regional Representatives shall:

- a. Be responsible for the coordination of Association activities in each of ten regions numbered consecutively from North to South.
- b. Present input from the region regarding Association and consultation issues.

- c. Share responsibility for planning and carrying out the Northern and Southern Drive-In Conferences in the fall of each year when the conferences are held.

Section V.

Board Secretary

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

- a. Maintain files of all meeting minutes and Association records.
- b. Assist with the provision of yearly awards.
- c. 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.

Section VI.

Board Treasurer

The Executive Board Treasurer shall be appointed by the Executive Board.

The duties of the Executive Board Treasurer shall be:

- a. Keep and maintain accurate and correct accounts of the association properties and business transactions, including accounts of its assets, liabilities, disbursements, gains, and losses.
- b. Direct the CCCSSAA Administrators on financial matters of the association and prepare or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- c. In general, perform all duties incident of the office of treasure and such duties as maybe required by law.

Section VII.

CCCCSSAA 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.

- a. Keep accurate financial records of the Association.
- b. Have charge of the bank accounts, collect all monies due the organization, and pay association bills.
- c. Present to the Executive Board annually either a comprehensive budget report or, when necessary, the results of an independent audit.
- d. Present an annual report to the Association membership summarizing the revenue and expenditures of the Association.
- e. Collect associates membership dues and maintain accurate record of paid members.
- f. 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.

## Section VIII

### Regional Members-At-Large Representatives

The duties of the Regional Representatives shall include the following:

- a. Take responsibility for the coordination of Association activities in each of the ten regions numbered consecutively from North to South.
- b. Coordinate and present input from the region on all student services programs and policy issues to the Association.
- c. Advise the Association on problems, concerns, and issues raised in the regions regarding student services.
- d. 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.
- e. Assist the Association in identifying staff development opportunities which will improve the performance of Association members, regional representatives, or the Executive Board.



# California Community Colleges Chief Student Services Administrators Association

## Section V Terms of Office

The President, Past President and President-Elect of the Association shall serve a one-year term of office beginning July or on the date of the summer Executive Board retreat, whichever comes first.

## Section VI Filling Officer Vacancies

In the event that an officer position becomes vacant prior to the end of the term of office, the Association President and/or President-Elect, in consultation with the Executive Board, will appoint a replacement from current or past Executive Board members for the duration of the unexpired term of office.

## ARTICLE VII AMENDMENTS

Amendments to this Constitution may be adopted by majority vote of members voting in person at an annual Business Meeting or in an electronic election authorized by the Executive Board.

## ARTICLE VIII BY-LAWS

The Executive Board shall be empowered to adopt such by-laws as may be necessary for the effective functioning of the Association.

*Revised 1-22-05; 05-14-12; 09-26-16  
Approved 3-11-05, 06-29-12*