



CHIEF STUDENT SERVICES OFFICERS ASSOCIATION: CONSTITUTION

CONSTITUTION

ARTICLE I NAME

The name of this Association shall be the Chief Student Services Officers Association.

ARTICLE II PURPOSE

The primary purpose of the Association shall be:

- A. To provide leadership for student 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.
- H. To promote and advance a statewide and local social justice agenda with special focus on racial equity and antiracism.
- I. To serve as a recognized voice for Student Success & Student Services issues through statewide advocacy

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 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. The Executive Board may elect to hold a retreat during the winter.

Section II A 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.

Section III There shall be two (2) statewide meetings of the Association held annually at the CSSO conferences. The annual meetings and conferences may alternate between the northern and southern regions. Specific locations and dates shall be determined by the CSSO Board.

ARTICLE V RULES OF ORDER

Section I The statewide meetings and such special meetings as are called by the CSSO Board, as well as any meeting of the CSSO Board, shall be governed by "Robert's Rules of Order, Revised" and in accordance with the By-Laws of the *Association's* Constitution.

Section II Quorums at the statewide meetings and board meetings called by the CSSO Board shall consist of 50% plus one of the board members in attendance (e.g. in-person, virtually or remote). .

Section III A quorum at an CSSO Board meeting shall consist of seven (7) of the thirteen (13) members, and all issues brought before the CSSO Board shall be decided by a majority vote of those present at the meeting

ARTICLE VI 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.



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- 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.
- E. To further the points listed in our purpose.

Section II: The CSSO Executive Board shall consist of the following positions:

- A. President
- B. Past-President
- C. President-Elect
- D. President Elect-Elect
- E. Secretary
- F. Treasurer
- G. Ten Regional Representatives selected by the constituent members of each region.
- H. Two Legislative Representatives, one from Region North and one from South.

Section III: Regional and Legislative 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. 10 Region representatives will be elected as each region determines and their election will be communicated to the President.
- E. Two Legislative Representatives shall be selected by a nomination process—one from Region 1-5 and one from Region 6-10, who shall serve a two-year term.

ARTICLE VII OFFICERS

All CSSO officers must be in permanent positions to hold office on the CSSO Executive Board.

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. They 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 two-year term.
- F. Appoint a Board member to act as Treasurer for a two-year term.
- G. Appoint Conference Chairs from among the board members.
- 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: 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
- D. Where possible, 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: The 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 their term as President.
- B. Serve as a voting member of the board.
- C. Serve in other capacities as determined by the President.

Section IV: The Region Representatives shall:

- A. Coordinate regular meetings of the CSSO's within their respective region (e.g. in-person, virtual).
- B. Maintain records of regional meetings, including key decisions and/or votes and share this information with the executive board
- C. Present input from the region regarding Association and consultation issues.
- D. Share responsibility for planning and carrying Conferences in the fall of each year when the conferences are held.



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Section V.: The Board Secretary shall:

- A. Be appointed by the President.
- B. Lead CSSO awards and recognition
- C. Send added communication to the CSSO and related listservs on a regular basis
- D. Ensure communication from CCCCCO to CSSO field (Memo's, updates, changes to regulations, Emergency Orders)
- E. Solicit appointees in alignment with the CSSO Bylaws and maintain the list of CSSO appointees to workgroups
- F. Chair a process to review and update the CSSO Handbook on an annual basis

Section VI.: The Board Treasurer shall:

- A. Be appointed by the President
- B. Keep and maintain accurate and correct accounts of the association properties and business transactions, including accounts of its assets, liabilities, disbursements, gains, and losses.
- C. Direct the CSSO Executive Board 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.
- D. In general, perform all duties incidental to the office of treasurer and such duties as may be required by law.

Section VIII: Legislative Representatives (2). The duties of the Legislative Representatives shall include the following:

- A. Be appointed by the Executive Board.
- B. Attend regular meetings with the President in advance of the Consultation Council and Board of Governors and other legislative convenings.
- C. Attend the regular Executive Board meetings
- D. Attend the Advisory Committee on Legislation meetings
- E. Assist with advocacy activities

Section IX: Terms of Office

The President, Past President, President-Elect, and President Elect-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 X: 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 follow orders of succession or follow an appointment process in the manner described below for the duration of the unexpired term of office.

ARTICLE VIII CSSO Executive Director

As an independent contractor, the CSSO Executive Director 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.

The CSSO Executive Director fulfills the scope of services as outlined in the contract between the CSSO Association and the independent contractor.

ARTICLE IX APPOINTEES TO TASK FORCES AND ADVISORY COMMITTEES

Section I: Appointment

The President and/or the Executive Board appoint CSSO representatives to task forces and advisory committees.

Section II: Participation

It is important that the CSSOs have a continuing and visible presence through their participation in task forces and advisory committees. Appointees shall commit to attend. If unable to continue serving, the appointee should contact the CSSO President as soon as possible so an alternate appointment can be made.

Section III: Duties

Appointees are expected to act in accordance with CSSO constitution and bylaws. Appointees are expected to articulate and document student services issues in consultation with other members of task forces and advisory committees. The CSSO Executive Board shall assign a member of the Board to serve as a liaison if the appointee



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is not on the Board. CSSO appointees and/or their liaisons shall report regularly to the CSSO Executive Board.

Appointees shall submit a report of the meeting to the Executive Board using the appropriate form, within two weeks of the meeting.

Section IV: Removal

The CSSO Executive Board may remove an appointee for failure to attend meetings and/or submit reports.

ARTICLE X AMENDMENTS

Amendments to this Constitution may be adopted by majority vote of the Executive Board and shared with members at an annual Business Meeting.

ARTICLE XI BY-LAWS

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

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