

CSSO Association Executive Board Bylaws

Section I: Purpose

These By-Laws to the CSSO Association Board Constitution are the general and permanent rules and regulations promulgated by the CSSO Association Board for the interpretation and implementation of the provisions of the CSSO Association Board Constitution under the authority of Article V, Section 1.

These By-Laws may be adopted, amended, or repealed by a majority vote of those CSSO Association Board present at a monthly CSSO Association Board meeting which contains a quorum as defined in Section VIII of the CSSO Association Board Constitution.

Section II: Voting

On any matter coming before the CSSO Association Executive Board members in attendance at a scheduled meeting will vote on action items needing approval.

Section III: Attendance at Association Meetings

Attendance at CSSO Association Executive Board meetings may be limited to:

- A. The CSSO Association Executive Board members listed under Section 5.
- B. The Executive Director.
- C. Persons who may be invited by the CSSO Association Board.
- D. Representatives from the California Community Colleges State Chancellor's Office.
- E. Representatives from the Chief Instructional Officers Association.
- F. Persons involved in the planning and conduct of Association meetings.

Section IV: Membership Dues and Registration Fees

The CSSO Association membership dues and registration fees for the CSSO Association symposium, conferences and leadership academy shall be determined by the Association Executive Board annually. Sponsored or hosted activities of the CSSO Association shall be reviewed and approved by the Association Executive Board.

CSSO Association membership dues will be billed annually and due July 1. All CSSO Association symposium, conference and leadership registration fees are to be fully paid by participants before the start or on the day of the start of the event.

Section V: Nominations of CSSO Association Board

The CSSO Association Executive Board is structured around ten (10) regional

representatives from north to south, a President, President-elect, President-elect-elect, Immediate Past President, secretary, treasurer and legislative representative. The ten regional representatives are nominated and determined by the individual regional areas according to the two-year staggered election cycles and forwarded to the Executive Board. The President, President-elect and President-elect-elect, secretary, treasurer, and legislative representatives are nominated and elected by the Association Executive Board at the annual June Executive Board retreat.

In the event there is a vacancy within the regional representatives and the designated region fails to elect a representative, the Board President may elect a regional representative.

- 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.
- 10 Region representatives will be elected as each region determines and their election will be communicated to the President.
- President, President-elect and President-elect-elect, Secretary, Treasurer and (2) Legislative Representatives are nominated from the 10 elected region representatives by the Association Executive Board members.

The Executive Board members term cycles:

- | | |
|----------------------------------|-------------|
| ● President: | 1 Year Term |
| ● President-Elect: | 1 Year Term |
| ● President-Elect-Elect: | 1 Year Term |
| ● Past President | 1 Year Term |
| ● Secretary | 2 Year Term |
| ● Treasurer | 2 Year Term |
| ● (2) Legislative Representative | 2 Year Term |
| ● Region 1 -10 Representative: | 2 Year Term |

REGIONS

Region 1 – Far North

- Butte College
- Calbright
- College of the Redwoods
- College of the Siskiyous
- Feather River College
- Lake Tahoe Community College
- Lassen College
- Shasta College

Region 2 – North Central

- American River College
- College of Marin
- Consumnes River College
- Folsom Lake College
- Mendocino College
- Napa Valley College
- Sacramento City College
- Santa Rosa Junior College
- Sierra College
- Solano College
- Woodland Community College
- Yuba College

Region 3 – San Francisco East Bay

- Berkeley City College
- Chabot College
- City College of San Francisco
- College of Alameda
- Contra Costa College
- Laney College
- Las Positas College
- Los Medanos College
- Merritt College
- Diablo Valley College

Region 4 – Southwest Bay

- Cabrillo College
- Canada College
- College of San Mateo
- De Anza College
- Evergreen Valley College
- Foothill College
- Gavilan College
- Hartnell College
- Mission College
- Monterey Peninsula College
- Ohlone College
- San Jose City College
- Skyline College
- West Valley College

Region 5 – East Central

- Bakersfield College
- Cerro Coso College
- Clovis Community College
- College of the Sequoias
- Columbia College
- Fresno City College
- Madera College
- Merced College
- Modesto Junior College
- Porterville College
- Reedley College
- San Joaquin Delta College
- West Hills College Coalinga
- West Hills College Lemoore

Region 6 – West Central

- Allan Hancock College
- Antelope Valley College
- College of the Canyons
- Cuesta College
- Moorpark College
- Oxnard College
- Pierce College
- Santa Barbara City College
- Taft College
- Ventura College

Region 7–

- Compton College
- East Los Angeles College
- El Camino College
- Glendale Community College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Los Angeles Valley College
- Pasadena City College
- Santa Monica College
- West Los Angeles College

Region 8 – South Coast

- Cerritos College
- Citrus College
- Coastline Community College
- Cypress College
- Fullerton College
- Golden West College
- Irvine Valley College
- Long Beach City College
- Mt. San Antonio College
- Orange Coast College
- Rio Hondo College
- Saddleback College
- Santa Ana College
- Santiago Canyon College

Region 9 – Desert

- Barstow Community College
- Chaffey College
- College of the Desert
- Copper Mountain College
- Crafton Hills College
- Moreno Valley College
- Mt. San Jacinto College
- Norco College
- Palo Verde College
- Riverside City College
- San Bernardino Valley College
- Victor Valley College

Region 10 – San Diego/Imperial

- Cuyamaca College
- Grossmont College
- Imperial Valley College
- Mira Costa College
- Palomar College
- San Diego City College
- San Diego Continuing Education College
- San Diego Mesa College
- San Diego Miramar College
- Southwestern College

Section VI: Meeting of the Association Executive Board

The Association Executive Board shall meet once a year for Board Retreats in June and January. The Association Executive Board meetings are scheduled once a month in conjunction with the Community College Chancellor's Office (CCCCO) once a month and joint meetings with CCCCCO and Chief Instructional Officers (CIO) quarterly throughout the year. Special meetings of the Association Executive Board may also be called by the President at their discretion. The President, President-elect, and President-elect-elect shall attend all statewide meetings of the Association *as needed*.

Section VII: Association Funds

The funds of the Association shall be maintained in a commercial bank selected by the President and Treasurer. All funds received by the Association shall be transmitted to the Treasurer/Executive Director for deposit. All expenses of the Association Executive Board shall be paid by the President/Treasurer/Executive Director from the Association fund. The Treasurer may invest surplus funds in insured or fully collateralized interest bearing accounts as directed by the Association Executive Board.

A. Reimbursements

1. The President will be reimbursed for travel expenses involved in attending meetings on behalf of the Association.
2. The President-elect will be reimbursed for travel expenses involved in attending meetings on behalf of the Association.
3. The President-elect-elect will be reimbursed for travel expenses involved in attending meetings on behalf of the Association.
4. The Past President will be reimbursed for travel expenses as deemed necessary by the President.
5. Any committee/task force appointee who is asked to attend an Association Executive Board meeting may be reimbursed for travel expenses.
6. Executive Board members will be reimbursed for travel expenses involved in attending meetings on behalf of the Association.
7. The Executive Board may authorize reimbursement for association members in the fulfillment of Association business.

Section VIII: Committees and Task Forces

The Association Executive Board shall appoint members to statewide committees/task forces based on a recommendation by the secretary once a request has been submitted by the CCCCCO. The Secretary will administer and maintain current members of statewide committees and task forces needing CSSO representation. The Association

Executive Board will be provided the opportunity to serve on committees/task forces first before the request is opened to all interested CSSO's.

CSSO's who are interested to serve will be approved by the Association Executive Board. CSSO's who are selected to serve on committees/task forces shall prepare and submit status reports of committee meetings after committee meetings and distribute to the Association Executive Board. The Association Executive Board may also request for presentation updates at a scheduled Association Executive Board monthly meeting.

The Secretary will provide the appointed CSSO representative with roles and expectations on statewide committees/task force along with needed status report templates and instructions on submission.

A. Appointment

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

B. 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 Secretary as soon as possible so an alternate appointment can be made.

C. 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.

Appointees shall submit a report of the meeting to the Association Executive Board using the appropriate form, within two weeks of the meeting and may be requested to attend an Executive Association Executive Board meeting to present an update.

D. Removal

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

Section IX: Roles and Responsibilities

The roles and responsibilities of the CSSO Association and the CSSO Association Executive Board are to actively participate as a regular member as follows:

1. Community College 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 representatives.
 - a. The Association will support the CSSO Leadership Institute and promote greater participation by student services professionals.
 - b. The Association will conduct an annual statewide Association conference which may be in conjunction with another organization(s).
 - c. The Association will conduct an annual symposium designated for current Chief Student Service Officers.
 - d. The Association may conduct the regional workshops.
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.

Section X: Presentation at Association Conferences

Conference presentations shall not be used as a vehicle for sales promotion by vendors. Presentations by vendors shall be permitted when the presentation is deemed to be a necessary part of the community college business and presented by a chief student services official of a California Community College District or his/her designee. Presentations at conferences shall be made by the chief student services officer of a California Community College District or designee, by an employee of a California Community College, by an employee of a local, state or federal agency, or by invited guests speaking on a subject of general interest to the membership as approved by the Executive Board.

Section XI: Association's Official Position on Issues

Based on recommendations of the CSSO Association Executive Board, the *Association* may take official positions on issues involving the areas of responsibility of a Chief Student Services Officer and consistent with the purpose and objectives of the Association. Positions which the Association supports will be communicated to

appropriate legislative advocates. No *Association* funds will be expended, nor will the Board take an official position on any individual running for public office.

Section XII: CSSO Leadership Institute

The CSSO Leadership Institute is a year long Deans' Academy for those who are interested in pursuing a future role as Chief Student Services Officer (CSSO). The leadership institute will provide needed operational knowledge to prepare them for the recruitment process. Participants must attend the CSSO Association Student Services Spring Pre-Conference.

The CSSO Leadership Institute will combine training on the technical skills and knowledge required to succeed in the operations of the CSSO role with diversity, equity, and inclusion (DEI) topics relevant to community colleges and their students. Topics include: Using the DEI framework in decision making; leading through and out of crises; handling hostile work environments and microaggressions; understanding budget and enrollment management; setting targets and goals, identifying mentors, and planning the next career move (CV review and mock interviews with a career advisor), and more.

Program Structure

- Monthly meetings with assigned mentor
- Monthly cohort workshops
- Monthly reading assignments
- In-person, full-day training at the CSSO Association Student Services Spring Pre-Conference