

CALIFORNIA COLLEGE PERSONNEL ASSOCIATION BYLAWS
(Revised and approved March 2009)

Article I: Name and Purpose

Section 1. Name. The name of the Association shall be California College Personnel Association (CCPA), a state division of the American College Personnel Association, hereafter abbreviated the Association.

Section 2. Use of Name. The name of the Association shall be employed in connection with official business and activities of the Association. The name of the Association shall not be used for sponsorship or endorsement of individuals, organizations, or agencies without the approval of the Leadership Team.

Section 3. Purposes. The Association will create change by: providing leadership for the student affairs profession in the state of California; stimulating creative and experimental initiatives enhance student learning; promoting and disseminating research on effective practices in facilitating student learning and development; and engaging multiculturalism and diversity.

Section 4. Affiliation. The Association is a state division of the American College Personnel Association, hereafter abbreviated ACPA.

Section 5. Autonomy. The Association shall be autonomous in the conduct of its affairs consistent with the Constitution and Bylaws of ACPA.

Article II: Membership and Dues

Section 1. Types and Qualifications.

A. Regular Membership. Any individual who is actively involved in college/university student affairs work such as teaching, administration, counseling, research or service is eligible to become a regular member of the Association.

B. Student Membership. Any student, either full-time or part-time, who is attending an institution of higher learning preparing for professional college/university student affairs work may become a student member of the Association.

C. Honorary Membership. Persons may be designated honorary members of the Association by action of the Leadership Team. Honorary membership shall be for life and shall exempt such members from payment of dues. Honorary members are not eligible to vote or hold office.

Section 2. Rights and Privileges. Regular and student members in good standing shall be entitled to attend Association conventions and meetings, eligible to serve on the Association committees and granted voting privileges. Only those members in good standing with both the Association and ACPA may serve on the Leadership Team.

Section 3. Dues. The annual dues for each membership category shall be determined by the Leadership Team. The period of membership shall be twelve months. Any member may be dropped from active membership for nonpayment of dues thirty (30) days after notice of nonpayment has been provided.

Section 4. Non-Discrimination Statement. CCPA does not discriminate on the basis of race, color, cultural affiliation, national origin, ancestral heritage, ethnicity, citizenship, religion, gender, age, socioeconomic status, veteran status, affectional/sexual orientation, medical condition, or disability in any of its policies, procedures or practices. The Association also prohibits sexual harassment. This non-discrimination statement covers membership and access to Association programs and activities including, but not limited to, publications, workshops and conferences.

Section 5. Diversity Statement. Firmly believing that diversity enriches the education of us all, CCPA actively seeks diversity in its membership. We acknowledge that diversity requires a heightened attentiveness to the way we listen and how we speak to each other. We promote and encourage the development of multicultural competencies in our membership as well as among students, staff and faculty. CCPA programs, events, and activities will strive to be diverse and are open to all members.

Article III: Leadership Team

Section 1. Membership. The Leadership Team shall consist of the eight (8) elected leaders and the nine (9) appointed leaders.

Section 2. Duties. The Leadership Team shall transact all necessary business of the Association, formulate and recommend policies to the membership, and carry out such activities as directed by the membership.

Section 3. Core Leadership Members. All elected leaders and constituency representatives are core members of the Leadership Team for the duration of their terms. The website coordinator, career opportunities coordinator, and conference coordinator serve in an advisory capacity to the Leadership Team.

Section 4. Meetings of the Leadership Team. The Leadership Team shall meet at the time and place of the state meeting and other times during the year as designated by the president. To conduct business, the Leadership Team must have a quorum consisting of a simple majority of the core members.

Article IV: Elected Leadership

Section 1. Elected Leadership. The elected leadership of the Association shall be the president, past president, president-elect, director of operations, director of professional development, director of communications, director of membership and director of diversity affairs.

Section 2. Terms of Office. The term of office of each elected leader shall be two years with the exception of president-elect, past president, and president which shall each be one year. All leaders shall be installed and take office on July 1 following election.

Section 3. Leadership Responsibilities.

A. President. The president shall be responsible for coordinating the overall business of the Association. As key spokesperson for the Association, the president shall be responsible for articulating the vision and direction for the Association. S/he shall preside at all state meetings of the Association and chair meetings of the Leadership Team. S/he, in consultation with the Leadership Team, shall develop the slate of candidates for appointed Leadership Team positions and appoint members of all committees. The president shall be an ex officio member of all committees. S/he shall maintain communications and file an annual and mid-year report with ACPA. .

B. President-elect. The president-elect shall work collaboratively with the president to coordinate the business of the Association. In the absence of the president, the president-elect shall perform duties of the president. The president-elect shall chair the election commission. S/he shall serve one year following election, at which time s/he will assume the position of president.

C. Past President. The past president shall serve as a resource to the Leadership Team for one year after her/his Presidential term.

D. Director of Operations. The director of operations shall keep all records of the Association, keep minutes of all business sessions of the Association and of the Leadership Team, disperse Association funds and prepare budget reports for the annual meeting. The director of operations shall prepare and distribute to the Leadership Team a bi-monthly summary of committee activities. The director of operations shall be elected on odd years.

E. Director of Professional Development. The director of professional development shall be responsible for overseeing the educational and professional development endeavors for the membership. S/he shall chair the professional development committee. In collaboration with the professional development committee, the director of professional development shall set an annual theme for development and ensure that this theme is incorporated into workshops offered at different locations throughout the state as well as at the annual meeting. The director of professional development, along with the professional development committee, assumes responsibility for developing the educational components of the annual meeting. The director of professional development shall be elected on even years.

F. Director of Communications. The director of communications shall maintain oversight of information dissemination within the Association. Specifically, s/he will work with the website coordinator and the career opportunities coordinator to acquire, maintain, and distribute relevant information to the Association.

Recognizing the important role technology can play in higher education, the director of communications shall promote the use of technology as a means of communication and networking within the Association. The director of communications shall be elected on even years.

F. Director of Membership. The director of membership shall manage the membership recruitment and outreach efforts in accordance with the diversity statement, non-discrimination statement and recruitment goals of the Association. S/he will chair the membership development and outreach committee. The director of membership shall be elected on odd years.

G. Director of Diversity Affairs. The director of diversity affairs shall promote knowledge and awareness of diversity within the Association. S/he shall coordinate programs that promote the development of multicultural competencies of members and program participants. The director of diversity affairs shall work closely with other members of the Leadership Team to make diversity an integral part of activities and efforts of the Association. The director of diversity affairs shall be elected on odd years.

Article V: Appointed Leadership

Section 1. Appointed Leadership. The appointed leadership of the Association shall include a California State University representative, University of California representative, private colleges and universities representative, community colleges representative, graduate students representative, website coordinator, career opportunities coordinator and conference coordinator.

Section 2. Terms of Office. The term of office of each appointed leader shall be two years with the exception of constituency representatives which shall be one year with the opportunity to serve up to three consecutive terms. All appointed leaders shall be installed and take office on July 1 following appointment.

Section 3. Leadership Responsibilities.

A. Constituency Representatives. Each constituency representative shall be responsible for representing the perspectives of her/his constituency group and bringing forth issues relevant to the membership in her/his area. Each constituency representative shall serve on the membership development and outreach committee. There shall be one representative from each of the following constituency groups:

1. California State University
2. University of California
3. private colleges and universities
4. community colleges
5. graduate students

B. Website Coordinator. The website coordinator shall develop and maintain the Association website and coordinate with the director of communications to ensure that the membership is aware of the resources and information on the website.

C. Career Opportunities Coordinator. The career opportunities coordinator shall research information related to student affairs career opportunities in the state of California. S/he shall work with the director of communications and the website coordinator to ensure that the Association is aware of current career opportunities.

D. Conference Coordinator(s). The conference coordinator(s) shall develop and coordinate one state-wide conference for the membership which is consistent with the statewide annual theme for development. S/he shall work with the director of professional development to accomplish this task.

Article VI: Meetings

Section 1. Membership. The Association shall meet in business sessions at least once each year and shall hold such other meetings, workshops, and conventions as deemed necessary and appropriate by the Leadership Team and/or membership. The general membership will receive notification of all official business meetings at least thirty (30) days in advance.

Section 2. Leadership Team. The Leadership Team shall meet at any time that is deemed necessary. A simple majority of the core membership of the Leadership Team shall constitute quorum for the transaction of business. Any member of the Leadership Team may call a meeting and send notification of all official Leadership Team meetings, including conference calls, at least fifteen (15) days in advance.

Section 3. Annual Business Meeting. The Association's annual business meeting shall occur at the ACPA National Convention. The President shall be responsible for securing the meeting space and time.

Section 6. The parliamentary authority of the Association shall be Robert's Rules of Order.

Article VII: Selection of Leaders

Section 1. Qualifications. Each elected and appointed leader shall be a member in good standing of both the Association and ACPA.

Section 2. Election Procedures.

A. No person running for any Leadership Team position shall run for any other voting position in the same election, nor shall any person winning the election to any position hold another voting Leadership Team position concurrently.

B. If no person is elected to a specific position, the president shall appoint someone, following appointment procedures.

C. The winner of the election for any given position shall be the person receiving majority votes. If no candidate receives the majority of votes, a run-off election shall be held between the two candidates receiving the greatest number of votes.

D. In the case of a tie, a special election shall be held for purposes of re-balloting for that office. If a tie occurs on the second balloting, the current Leadership Team shall decide the winner of the election.

E. Elections shall be held no later than May 1 of the year immediately preceding the year in which the Leadership Team member will take office.

F. All write-in candidates shall be subject to the rules established in these Bylaws and promulgated by the election commission.

Section 3. Election Commission.

A. The president-elect shall chair the election commission.

B. The president-elect shall appoint three or more committee members to facilitate the efficient running of the elections. No person on this commission shall be running for office in that election.

C. The election commission shall make the call for nominations to the membership of the Association.

D. The election commission shall contact each nominee to verify interest and explain the election process.

E. The election commission shall be responsible for distribution and tabulation of all election ballots. The commission shall also facilitate the announcement of the election results.

F. The election commission shall inspect and validate all ballots and maintain them for one year following the election. The commission is responsible as requested for all recalls, recounts and referendums. All ballots shall be available for inspection by any member of the Association.

1. Right to recount. The election commission shall be obligated to recount ballots, at the written request of a candidate, within twenty-four hours after the results of the election have been announced to the membership.

2. Right to redress of grievances for election. The election commission shall be obligated, at the request of a member, to meet and address the issue of any improprieties reported by a member. A consensus decision of the commission shall decide the issue within two days of the request. The request must be made twenty-four hours after the results of the election have been announced to the membership.

G. The election commission shall hear and address election challenges of any office or referendum position, and shall be the final arbiter in all disputes arising from any election.

Section 4. Appointment Procedures.

A. Appointments shall be made by the president and confirmed by the Leadership Team. In the case of an outgoing president, the president-elect shall make appointments for the upcoming term. To expedite this process, the president or president-elect may choose to confirm appointments by e-mail, individual telephone calls or a conference call to the Leadership Team.

B. Appointment of new members to the Leadership Team shall be made no later than June 15.

Section 5. Filling of Vacancies.

A. Should any member of the Leadership Team, with the exception of the president or president-elect, be unable to complete the term of office, the president shall appoint someone, following appointment procedures.

B. Should the president be unable to complete her/his term of office, the president-elect shall assume the office for the remainder of the year and the following year.

Article VIII: Removal of Leaders.

A. Grounds for removal of a leader include:

1. Violation of Association policy;
2. Failure to perform duties of the leader as set forth in the Bylaws of the Association; and/or
3. Failure to uphold provisions of these Bylaws.

B. A leader may be removed by the following process:

1. A petition to remove the leader in question must be submitted in writing to the president of the Association. When such a petition is received, the president, or director of operations if the president is the leader under question, shall conduct a vote of the Leadership Team to decide upon removal.
2. The leader in question shall be provided an opportunity to present their defense.
3. The grounds for removal and defense are to be presented by the president, or director of operations if the president is the leader under question, to the Leadership Team.
4. The decision to remove a leader shall require a two-thirds (2/3) majority of the voting membership of the Leadership Team.

Article VIII: Committees

Section 1. Ad Hoc Committees.

A. Ad hoc committees shall be created as the need arises in areas not covered by the standing committees.

B. Ad hoc committees shall be appointed by the president following appointment procedures.

Section 2. Professional Development Committee.

A. The professional development committee shall act as the advisory body to the Leadership Team in the consideration of educational, professional and career development matters. The committee shall also assume responsibility for coordinating and implementing workshops offered at different locations throughout the State as well as at the annual meeting.

B. The director of professional development shall chair this committee.

C. Membership on the professional development committee shall include the career opportunities coordinator, conference coordinator, director of diversity affairs and other appointed members.

Section 3. Membership Committee.

A. The membership committee shall act as the advisory body to the Leadership Team on matters related to membership recruitment and outreach. The committee shall also coordinate the membership recruitment and outreach efforts of the Association.

B. The director of membership shall chair this committee.

C. Membership on the membership committee shall include any appointed members.

Article IX: Amendments

Section 1. Proposal by Leadership Team. A proposal to amend these Bylaws may be submitted in writing at any meeting of the Leadership Team by any team member. Such a proposed amendment must be confirmed by two-thirds (2/3) of the Leadership Team before it can be voted on by the membership.

Section 2. Proposal by Membership. The membership, by submitting to the president a petition containing signatures of ten percent of the Association membership, may present a proposal to amend these Bylaws.

Section 3. Approval. Any amendment must be presented in writing to all members of the Association at least thirty (30) days before the business meeting at which the change is to be considered. Two-thirds (2/3) majority of the membership present at the business meeting is required for adoption at the business meeting.