



CSSA
CAL STATE STUDENT
— ASSOCIATION —

**2019/2020
Constitution**



Constitution of the Cal State Student Association

Approved with Revisions May 6, 2018

We, the student representatives of the California State University (CSU), in order to advance the quality of education, promote the co-curricular interests, 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, Mission, Purpose, and Fiscal Year

A. Name

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

B. Mission

The Cal State Student Association (CSSA) as a student-led organization strives to improve the lives of California State University (CSU) students by advocating for student needs and engaging students in systemwide, state, and federal higher education policymaking.

C. Purpose

The purpose of CSSA shall be to foster and coordinate communication among campus student associations to develop unity in addressing campus and statewide issues affecting CSU students and the CSU system. This association shall not carry out activities that would jeopardize its status as an organization exempt for taxation under Section 501(c)(3) of the Internal Revenue Code of 1954.

D. Fiscal Year

CSSA's fiscal year shall run from July 1 to June 30.

Article II: Membership and Representation

There is a distinction between membership and representation within CSSA. The membership of CSSA shall be all students of the CSU. Those students shall be represented before CSSA by the recognized voting designee from the Associated Students organization representing each CSU campus. Each student of the CSU shall have the right to participate in CSSA by seeking certain leadership positions, but the membership of the CSSA governing board shall be afforded to the official Associated Students organization designees consistent with those Associated Students organizations' policies.

A. Membership

1. All students of the CSU shall, in compliance with CSU policies, be entitled to the activities of CSSA, including but not limited to the following:
 - a. Seek nomination from CSSA to be Student Trustee of the CSU, Commissioner of the California Student Aid Commission (CSAC), and representatives of other CSU systemwide and/or statewide positions authorizing or requesting 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, agendas and minutes of meetings of the CSSA Board of Directors, financial statements, and rules and policies of CSSA, and
 - e. With the approval from and consistent with the policies of their Associated Students organization, run for special or executive officer positions within CSSA.

2. Associated Students organizations, upon submitting a Voter Designation form, 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 CSSA Board of Directors, with each Associated Students organization being afforded one vote. The organization's vote shall be carried out by its official voting designee in accordance with the Voter Designation Form;
 - b. The right to address the California or United States legislatures as a recognized participant of CSSA,
 - c. The right to address the CSU Board of Trustees as a recognized participant of CSSA,
 - d. The right to guide and influence legislation and systemwide policy,
 - e. The ability to seek CSSA executive or special officer positions, with the exception of the position of President, which must meet the additional prerequisite of having served on the CSSA Board of Directors prior to seeking office;
 - f. Special assistance, analysis, and support on relevant issues (outside of the staff's regular day-to-day activities) including legislation, higher education policy, voter registration efforts, incorporation efforts, and other research needs,
 - g. Association rates for monthly meetings, trainings, and special services,
 - h. The right to host a monthly meeting of CSSA,
 - i. The right to sponsor or introduce legislation to the CSSA Board of Directors, and
 - j. The ability to submit a dissenting opinion for CSSA legislation in accordance with the Resolution and Dissenting Opinion Policy.

Article III: Organizational Structure

A. CSSA Board of Directors

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

B. Governing Board

The governing board shall consist of one voting and one alternate designees from each of the

Associated Students organizations that maintain a Voter Designation Form on file, in accordance with Article II and the Membership Policy. The governing board shall:

1. Be empowered to request the removal, appointment, or review of personnel, specifically the Executive Director, in accordance with Article IV.B. of the CSSA Constitution.
2. Hold powers subject to the limitations imposed by state and federal laws that govern not-for-profit 501(c)(3) organizations; the business affairs of CSSA shall be controlled by management, the executive committee, and the governing board, and all powers shall be exercised jointly by them. The governing board shall be the final judgment authority of the organization and shall have the power to enter or terminate existing contracts with due cause in compliance with applicable laws and CSU policies related to personnel and auxiliary matters
3. Be empowered to make appropriations from CSSA finds as stipulated by the Budget and Reserves Policy and subject to provisions in the California Education Code.
4. Act as the policymaking body of CSSA by creating governing documents that will further the mission of the organization and act in accordance with this Constitution.
5. The Chair of CSSA will preside over all meetings of the Governing Board, and all other CSSA Executive Officers shall serve as advisors to the board.
6. The Social Justice and Equity Officer will bring forth all social justice related agenda items and will serve as an advisor to the Governing Board on all issues, from the social justice perspective.
7. Manage the assets of CSSA.
8. Receive a report from the Executive Director or Executive Committee on any or all activities of CSSA at any time deemed necessary.
9. Authorize the Executive Director to contract or execute any instrument in the name of and on behalf of CSSA. Such authority shall be conferred and limited to a specific instance unless so authorized by the majority of the governing board.
10. Approve the annual budget, expenditure of funds, levying of fees for special events, and annual independent audits of CSSA.
11. Establish all personnel policies in accordance with state and federal requirements.
12. Have the power to create or abolish committees, caucuses, or task forces of CSSA.
13. Take positions on issues of concern to CSSA and the students it represents.
14. The term of office shall extend from July 1 through June 30 of the fiscal year.
15. No other governing body, stakeholder entity, or individual shall have authority to override decisions and power held by the governing board.

C. Executive Officers

1. No executive officers and all other officers that serve on the CSSA Executive Committee may be the voting representative from their campus for the current fiscal year.
2. All executive officers shall be elected, in accordance with the elections policy, for a one-year term corresponding with the fiscal year by a majority vote of the members present at the May plenary meeting.
3. All individuals seeking an officer position must have an Associated Students authorization form on file with CSSA. All authorization forms must be turned in prior to the date of the election.

4. The CSSA President:

- a. Is authorized to act as the public representative of CSSA and its students. The President is authorized to collaborate with the executive director in overseeing day-to-day operations of the organization and the implementation of governing board policy and directives.
 - b. May not be an executive officer or voting designee of an Associated Students organization.
 - c. Is required to have served as an executive or special officer, voting member of the governing board, or as a member of a standing committee within CSSA at two or more CSSA meetings.
 - d. Is authorized to ensure direct, biannual information regarding SIRF is disseminated to students before the census date on their campus.
 - e. Shall have all travel for pre-approved official business paid for by CSSA.
 - f. Shall be awarded a scholarship established by the governing board in accordance with the Scholarship Policy.
 - g. Is authorized to perform personnel related duties outlined in Article IV.B. of the CSSA Constitution.
 - h. Is authorized to supervise all CSSA executives with the exception of the Chair of the Governing Board.
 - i. Is authorized to sign, date, and verify the vote of all successful legislation and meeting minutes, functioning as a de-facto secretary of the Governing Board.
 - j. Is authorized to coordinate the monthly agenda with the Chair of the Governing Board.
 - k. Is authorized to preside over the Executive Cabinet, Personnel Committee, and Audit Committee and act as a voting member of each.
 - l. Is authorized to represent CSSA at CSU Board of Trustees meetings and speak as its official representative during those meetings.
 - m. Is authorized to provide a monthly written report to the Governing Board.
 - n. Is authorized to coordinate the selection, training, and reporting of all appointed, non-paid representatives of CSSA.
 - o. Is authorized to collaborate with the Executive Director regarding media relations, internal communications, website, and all other correspondence.
 - p. Is authorized to serve as the liaison to the California Student Aid Commission (CSAC), Intersegmental Coordinating Committee (ICC), and/or other committees created by the Governor or State Legislature.
5. The CSSA Chair:
- a. Shall preside over all meetings of the Governing Board.
 - b. May not be an executive officer or voting board member of an Associated Students organization.
 - c. Is authorized to act in concert with the CSSA President to ensure that all directives of the Governing Board are implemented as intended.
 - d. Is authorized to vote to break a tie.
 - e. Is authorized to act as a liaison member of all standing and subcommittees of the Governing Board.
 - f. Is a voting member of the Executive Committee, Personnel Committee, and Audit Committee.
 - g. Shall act as Chair of the Executive Committee, Personnel Committee, and Audit Committee in the absence of the President.

- h. Is authorized to sit on the Committee on Student Trustees as an ex-officio member.
 - i. Is authorized to preside over the interview panel charged with selecting CSU Student Trustee finalists for gubernatorial appointment.
 - j. Is authorized to be responsible for ensuring that all legislation is numbered and presented in correct form before it is introduced to the floor for discussion.
 - k. Is authorized to oversee the creation of agendas for monthly plenary meetings.
 - l. Is authorized to appoint standing committee and subcommittee members when rules call for appointment.
 - m. Is authorized to prepare the agenda and minutes of all plenary and committee meetings and see to the distribution of the same in the manner required by CSSA and the Gloria Romero Open Meetings Act.
 - n. Is authorized to disseminate information to members regarding CSSA's policies and procedures.
 - o. Is authorized to provide a monthly written report to the Governing Board.
 - p. Is authorized to attend all regularly scheduled meetings of the CSU Board of Trustees on behalf of CSSA.
 - q. Shall have all travel for pre-approved official business paid for by CSSA.
 - r. Shall be awarded a scholarship established by the Governing Board in accordance with the Scholarship Policy.
6. The Vice President of Finance:
- a. Is authorized to establish and maintain CSSA fiscal policies and procedures.
 - b. Is not authorized to be a designated CSSA voting representative.
 - c. Is authorized to oversee the collection and disbursement of all CSSA funds under the direction of the Governing Board and oversee the annual development of the CSSA budget.
 - d. Is authorized to, on a monthly basis, review the financial status of CSSA with the management staff and provide quarterly financial reports to the Governing Board.
 - e. Is authorized to ensure compliance with the procedures established under all fiscal policies.
 - f. Is authorized to preside over all regular and special Finance Committee meetings.
 - g. Is authorized to chair the Finance Committee and prepare the Finance Committee agenda.
 - h. Is authorized to provide a monthly written report to the Governing Board.
 - i. Is authorized to act as a voting member of the Executive Committee, Personnel Committee, and Audit Committee.
 - j. Shall have all travel for pre-approved official business paid for by CSSA.
 - k. Shall be awarded a scholarship established by the Governing Board in accordance with the Scholarship Policy.
7. The Vice President of University Affairs:
- a. Is authorized to preside over all regular and special meetings of the University Affairs Committee.
 - b. Is not authorized to be a designated CSSA voting representative.
 - c. Is authorized to oversee the process of establishing the University Affairs policy agenda by the third regularly scheduled meeting of the year.

- d. Is authorized to oversee the implementation of policy agenda elements related to university affairs issues.
 - e. Is authorized to be vested with the authority to appoint subcommittees to carry out the policy agenda and other tasks.
 - f. Is authorized to create the monthly agenda of the University Affairs Committee.
 - g. Is authorized to hold weekly standing meetings with appropriate staff in order to advance the goals and initiatives of the University Affairs Committee.
 - h. Is authorized to provide updates and recommendations to the committee on all university developments.
 - i. Is authorized to deliver a monthly update to the Governing Board on all university developments.
 - j. Is authorized to communicate CSSA best practices, resources, and current CSSA initiatives to students.
 - k. Is authorized to provide, in January, midyear update and recommendations to the Governing Board on the state of the policy agenda and other University Affairs priorities.
 - l. Is authorized to attend all regularly scheduled meetings of the CSU Board of Trustees on behalf of CSSA.
 - m. Is authorized to attend appropriate university meetings and/or hearings, as needed.
 - n. Is authorized to provide a monthly written report to the Governing Board.
 - o. Is authorized to conduct monthly individual meetings with each University Affairs Special Officer in person or via teleconference. These officers are the Academic Senate Liaison, Alumni Council Liaison, Sustainability Officer, and the Social Justice and Equity Officer.
 - p. Is authorized to act as a voting member of the Executive Committee, Personnel Committee, and Audit Committee.
 - q. Shall have all travel for pre-approved official business paid for by CSSA.
 - r. Shall be awarded a scholarship established by the Governing Board in accordance with the Scholarship Policy.
8. The Vice President of Legislative Affairs:
- a. Is authorized to preside over all regular and special meetings of the Legislative Affairs Committee.
 - b. Is not authorized to be a designated CSSA voting representative.
 - c. Is authorized to oversee the process of establishing the Legislative Affairs policy agenda by the third regularly scheduled meeting of the year.
 - d. Is authorized to oversee the implementation of policy agenda elements related to legislative issues.
 - e. Is authorized to be vested with the authority to appoint subcommittees to carry out the Legislative Affairs policy agenda, as needed.
 - f. Is authorized to create the monthly agenda of the Legislative Affairs Committee.
 - g. Is authorized to hold regular meetings with the appropriate staff in order to advance the goals and initiatives of the Legislative Affairs Committee.
 - h. Is authorized to provide updates and recommendations to the Committee on all legislative developments.
 - i. Is authorized to deliver a monthly update to the Governing Board on all legislative developments.

- j. Is authorized to provide, in January, a midyear update on the state of the policy agenda and other Legislative Affairs priorities.
- k. Is authorized to oversee the planning and implementation of legislative trainings and clinics.
- l. Is authorized to attend appropriate legislative meetings and/or hearings, as needed.
- m. Is authorized to provide a monthly written report to the Governing Board.
- n. Is authorized to conduct monthly individual meetings with the Civic Engagement Officers, in person or via teleconference.
- o. Is authorized to act as a voting member of the Executive Committee, Personnel Committee, and Audit Committee.
- p. Shall have all travel for pre-approved official business paid for by CSSA.
- q. Shall be awarded a scholarship established by the Governing Board in accordance with the Scholarship Policy.

D. Special Officers

1. The Academic Senate Liaison:
 - a. Operates within the Division of University Affairs.
 - b. Is authorized to attend the bimonthly meetings of the Academic Senate of the California State University (ASCSU).
 - c. Is authorized to report to the Governing Board on matters of importance.
 - d. Is authorized to advocate CSSA's position(s) on matters considered by the ASCSU.
 - e. Is authorized to build a collaborative relationship between CSSA and the ASCSU.
 - f. Is authorized to carry joint resolutions to the ASCSU, in line with the CSSA policy agenda.
 - g. Is authorized to return to CSSA any positions that will affect CSSA agenda items.
 - h. Is authorized to attend monthly CSSA plenary meetings.
 - i. Is authorized to provide a monthly written report to the CSSA Governing Board.
 - j. Shall have all travel for pre-approved official business, outside of monthly plenary meetings, paid for by CSSA.

2. The Alumni Council Liaison:
 - a. Operates within the Division of University Affairs.
 - b. Is authorized to attend the quarterly meetings of the California State University Alumni Council (CSUAC) and report back on matters of importance.
 - c. Is authorized to advocate CSSA's position(s) on matters considered by the CSUAC.
 - d. Is authorized to build a collaborative relationship between CSSA and the CSUAC.
 - e. Is authorized to bring back to CSSA any positions that will affect CSSA agenda items.
 - f. Is authorized to attend monthly CSSA plenary meetings.
 - g. Is authorized to provide a monthly written report to the CSSA Governing Board.
 - h. Shall have all travel for pre-approved official business, outside of monthly plenary meetings, paid for by CSSA.
 - i. Is authorized to carry joint resolutions to the CSUAC, in line with the CSSA policy agenda.

3. The Sustainability Officer:
 - a. Operates within the Division of University Affairs.
 - b. Is authorized to track all matters related to the sustainable operations of the CSU.

- c. Is authorized to serve on any CSU committees or task forces considering issues of campus planning and sustainability.
 - d. Is authorized to be the liaison advocating CSSA's position(s) on sustainability matters taken up by CSU administration or any formal or informal systemwide committees.
 - e. Is authorized to oversee the CSSA Greenovation Fund.
 - f. Is authorized to recommend sustainable organizational practices for the Governing Board to consider implementing.
 - g. Is authorized to serve as a resource to each CSU campus to aid in the implementation of sustainable practices.
 - h. Is authorized to attend the monthly CSSA plenary meetings.
 - i. Is authorized to provide a monthly written report to the CSSA Governing Board.
 - j. Shall have all travel for pre-approved official business, outside of monthly plenary meetings, paid for by CSSA.
4. The Civic Engagement Officers:
- a. Operate within the Division of Legislative Affairs.
 - b. Shall be split into three regions:
 - i. The Northern Civic Engagement Officer shall serve the campuses of Humboldt, Chico, Sonoma, Maritime, San Francisco, East Bay, and San Jose.
 - ii. The Central Civic Engagement Officer shall serve the campuses of Sacramento, Stanislaus, Fresno, Monterey Bay, San Luis Obispo, Channel Islands, and Bakersfield.
 - iii. The Southern Civic Engagement Officer shall serve the campuses of Northridge, Los Angeles, San Bernardino, Dominguez Hills, Fullerton, Long Beach, Pomona, San Marcos, and San Diego.
 - iv. Each regional officer shall be a student at a campus within their district.
 - c. Are authorized to convene a Civic Engagement Task Force that may guide the work on the following constitutional responsibilities of the Civic Engagement Officers:
 - i. Are authorized to support campuses with efforts to organize lobby corps and support/foster systemwide collaboration between campus programs.
 - ii. Are authorized to disseminate nonpartisan information about campaign events in order to get students involved.
 - iii. Are authorized to support voter registration and civic engagement events on each campus, including student activism, dissemination of information, assisting in planning CHESS, and chairing breakout groups at plenary meetings.
 - iv. Are authorized to help coordinate regular lobby visits, both in-district and at the State Capitol.
 - d. Are authorized to announce meetings of the Civic Engagement Task Force with a minimum of 24 hours' notice.
 - e. Are encouraged to include Associated Students representatives, students-at-large, and other stakeholders at meetings of the Civic Engagement Task Force.
 - f. Are authorized to meet monthly with the Vice President of Legislative Affairs and the Chief Governmental Officer.
 - g. Are authorized to attend the monthly CSSA plenary meetings.
 - h. Are authorized to provide a monthly written report to the CSSA Governing Board.

- i. Shall have all travel for pre-approved official business, outside of monthly plenary meetings, paid for by CSSA.
5. The Social Justice and Equity Officer:
- a. Operates within the Division of University Affairs.
 - b. Shall have all travel for pre-approved official business, outside of monthly plenary meetings, paid for by CSSA.
 - c. Is authorized to attend the monthly CSSA plenary meetings.
 - d. Is authorized to track all matters related to social justice and equity within the CSU.
 - e. Is authorized to provide a monthly written report to the CSSA Governing Board.
 - f. Is authorized to oversee the creation of the Social Justice and Equity Committee agenda for monthly plenary meetings.
 - g. Is authorized to be responsible for the process of establishing the Social Justice and Equity Council policy agenda by the third regularly scheduled meeting of the year.
 - h. Is authorized to be responsible for the implementation of CSSA policy agenda elements related to social justice and equity issues.

E. Succession Plan

1. In the vacancy of the President position, the Chair automatically becomes the President.
2. In the vacancy of the Chair position, an election is required.
 - a. The election may take place no earlier than two weeks after the vacancy is announced.
 - b. In the case that a new Chair would need to be elected, a voting member of the Governing Board would be eligible for candidacy but would need to relinquish their voting designation if elected. At the following plenary, the respective campus would need to submit a new Voter Designation Form.
3. In the vacancy of all other officer positions, the President is responsible for appointing replacements with the confirmation of a simple majority vote from the Governing Board.
4. If a vacancy occurs in any position other than Chair during or after the month of February in a given fiscal year, the Governing Board may authorize the President to assign the respective responsibilities to current officers rather than filling the vacancy via the appointment policy. In the event that the Governing Board does not authorize the President to assign the duties to current officers, the President shall then make an appointment with the confirmation of a simple majority vote of the Governing Board.

F. Recall of Elected or Appointed Officers

1. Any officer may be removed by a two-thirds (2/3) vote of the Governing Board.
2. Each campus representative must receive written notice of a recall election at least ten (10) calendar days before the meeting at which the recall election will take place.

G. Committees

Standing committees named within this Constitution shall operate in accordance with the direction approved by the Governing Board. Members of the individual committees shall consist of each Associated Students organization seated on the Governing Board and comply with the eligibility requirements stated in Article II, Section A, Item 2 (II/A/2).

1. Audit Committee
 - a. The President is authorized to chair the Audit Committee.
 - b. The voting membership of the Audit Committee shall consist of the following members:
 - i. President
 - ii. Chair
 - iii. Vice President of University Affairs
 - iv. Vice President of Legislative Affairs
 - v. Vice Chair of the Internal Affairs Committee
 - vi. Vice Chair of the Finance Committee
 - c. The Executive Director, and/or their designee, and the Vice President of Finance shall serve as advisors to the Audit Committee.

2. Personnel Committee
 - a. The President is authorized to chair the Personnel Committee.
 - b. The Personnel Committee shall be responsible for personnel matters as outlined in the CSSA and CSU Personnel Policy.
 - c. Under the guidance of the CSSA President, the personnel committee shall serve as the primary supervisor of the CSSA Executive Director.
 - d. The voting membership of the Personnel Committee shall consist of the following member
 - i. President
 - ii. Chair
 - iii. Vice President of University Affairs
 - iv. Vice President of Finance
 - v. Vice President of Legislative Affairs
 - vi. Vice Chair of the Internal Affairs Committee
 - vii. Vice Chair of the Finance Committee
 - e. The Executive Director shall serve as an advisor to the Personnel Committee

3. Legislative Affairs Committee
 - a. The Vice President of Legislative Affairs is authorized to preside over the Legislative Affairs Committee.
 - b. The Executive Director and/or their designee shall serve as an advisor to the Legislative Affairs Committee.
 - c. The Civic Engagement Officers shall serve as advisors to the Legislative Affairs Committee on Lobby Corps, voter registration, and advocacy issues.
 - d. Operates within the Division of Legislative Affairs.
 - e. Shall review, research, and make recommendations on legislation affecting the CSU that emanates from the California Legislature and United States Congress.
 - f. Shall elect a Vice Chair no later than September of the fiscal year. The Vice Chair shall preside over the Legislative Affairs Committee in the absence of the Vice President of Legislative Affairs.
 - g. Shall provide direction to the Vice President of Legislative Affairs.
 - 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 assist with statewide Lobby Corps efforts.

- j. Shall hold a standing item at each meeting for the Civic Engagement Officers to place business on the agenda to address the following:
 - i. Lobbying and advocacy initiatives
 - ii. Grassroots advocacy strategies to advocate for legislation and initiatives supported by CSSA
 - iii. Statewide voter registration campaigns
 - iv. Resources for individual campuses to support their Lobby Corps and/or Advocacy Committees
4. University Affairs Committee
- a. The Vice President of University Affairs is authorized to preside over the University Affairs Committee.
 - b. The Executive Director and/or their designee shall serve as an advisor to the University Affairs Committee.
 - c. Operates within the Division of University Affairs.
 - d. Shall review, research, and make recommendations on university or shared governance issues and policies emanating from the CSU Board of Trustees, Chancellor's Office, or individual CSU campuses.
 - e. Shall elect a Vice Chair no later than September of the fiscal year. The Vice Chair shall preside over the University Affairs Committee in the absence of the Vice President of University Affairs.
 - f. Shall provide direction to the Vice President of University Affairs.
 - g. Shall take action on all university-related items deemed appropriate or otherwise act on recommendations by the Vice President of University Affairs.
 - h. Shall create a plan to implement the University Affairs policy agenda and any other issues deemed appropriate by the Vice President of University Affairs or the CSSA Board of Directors. Shall support student involvement at Board of Trustee meetings with the help of staff.
 - i. Each campus with a Voter Designation Form on file shall have a vote on this committee.
5. Committee on Student Trustees
- a. The Vice Chair of the University Affairs Committee is authorized to preside over the Committee on Student Trustees.
 - b. The Vice Chair of the University Affairs Committee shall keep the Governing Board apprised of Board of Trustees meeting agendas.
 - c. Operates as a committee within the Division of University Affairs.
 - d. Shall consist of at least five (5) members elected in the fall by the Governing Board from its membership.
 - e. The committee membership may include no more than two (2) members from each given campus.
 - f. The voting student trustee shall serve as an advisor to the committee.
 - g. Shall serve as a resource for students and the Governing Board regarding the student trustee application and appointment process.
 - h. Shall select the sub-finalists to appear for in-person interviews.

- i. Shall adjudicate any disputes over naming of campus representatives to the CSU Student Trustee Interview Panel.
 - j. Shall create guidelines, timelines, and the overall procedure for Student Trustee training.
 - k. Shall consider all resolutions and legislation regarding additions of student trustees to the CSU Board of Trustees.
 - l. Will aid in the development of processes to streamline communication between student trustees and CSSA.
6. Social Justice and Equity Committee
- a. The Social Justice and Equity Officer shall preside over all meetings of the Social Justice and Equity committee.
 - b. Operates within the Division of University Affairs.
 - c. The Director of Student Engagement shall serve as an advisor to the Social Justice and Equity Committee.
 - d. Shall consist of at least ten (10) voting members selected by the CSSA Governing Board by a simple majority vote, consisting of no more than two members from any given CSU campus.
 - e. Shall elect a Vice Chair from the voting membership no later than September of the fiscal year. The Vice Chair shall preside over the Social Justice and Equity Committee in the absence of the Social Justice and Equity Officer.
 - f. Shall develop a schedule of projects and goals to accomplish for the year.
 - g. Shall uphold and protect social justice and equity within CSSA.
 - h. Shall review, research, and make recommendations to establish and augment social justice and equity within the CSU system.
7. Internal Affairs Committee
- a. The Chair of the CSSA Governing Board is authorized to preside over the Internal Affairs Committee and is authorized to uphold and protect CSSA's internal affairs.
 - b. Shall ensure that CSSA's internal processes are legal, efficient, and comply with sound business practices.
 - c. Shall ensure members of CSSA derive the maximum benefit from the association by ensuring that the Governing Board stays focused on its mission and purpose.
 - d. Shall consist of six (6) voting members and three advisors, consisting of the CSSA President, the CSSA Executive Director, and the Chancellor's Office Liaison.
 - e. Shall have members serve for one fiscal year, ending their term on June 30.
 - f. Shall elect a Vice Chair at the first meeting of the fiscal year.
 - g. In the absence of the Chair, the Vice Chair is authorized to preside over committee meetings.
 - h. The Vice Chair is authorized to support the Chair by providing research and development of documents as needed and/or as assigned.
 - i. The Vice Chair is authorized to track attendance of all elected and appointed officers in order to ensure compliance with the Attendance Policy.
 - j. The Vice Chair is ineligible for election if they are also serving as an elected special officer or committee chair.
 - k. Shall ensure that organizational policies are adequately enforced.

- l. Shall meet during every CSSA plenary meeting.
 - m. Shall have the authority to review, develop, recommend, and revise this Constitution, policies and procedures, budget, and all of CSSA's governing documents.
 - n. Shall be considered to be advisory to the Governing Board and shall bring any action items for approval by the Governing Board, unless it provides the committee with written decision-making authority over a specific project and/or issue.
 - o. Shall develop a schedule of projects and goals to accomplish for the year. Ongoing projects shall include review and revision of CSSA's governing documents.
 - p. Shall follow revision timelines of internal documents as specified.
8. Finance Committee
- a. The Vice President of Finance is authorized to preside over all meetings of the Finance Committee.
 - b. Shall uphold and protect CSSA's financial affairs.
 - c. Shall ensure that CSSA's financial processes are legal, efficient, and comply with sound business practices.
 - d. Shall consist of six (6) voting members selected by the Governing Board by a simple majority, who do not serve on the Internal Affairs Committee concurrently, and three advisors.
 - e. Advisors to the Finance Committee shall consist of the CSSA President, the CSSA Executive Director, and the Chancellor's Office Liaison.
 - f. Shall have members serve for one fiscal year, ending their term on June 30.
 - g. Shall elect a Vice Chair at the first meeting of the fiscal year.
 - h. In the absence of the Chair, the Vice Chair of the Finance Committee is authorized to preside over committee meetings.
 - i. Shall ensure that organizational finance policies are enforced.
 - j. Shall meet during each CSSA plenary meeting.
 - k. Shall have the authority to review, develop, and revise financial policies, financial procedures, and the next fiscal year's budget to recommend to the Governing Board.
 - l. Shall be considered advisory to the Governing Board and bring any action items for approval to the Governing Board.
 - m. Shall develop a schedule of projects and goals to accomplish for the year.
 - n. Shall present financial statements from the prior fiscal year at the first committee meeting.
 - o. Shall carry out changes and adjustments to revenues and/or expenditures in the previous fiscal year's approved budget, as deemed necessary.
 - p. Shall ensure that generally accepted accounting principles (GAAP) are followed by management.
9. Joint Committee on Internal Affairs and Finance (Joint Committee)
- a. The Chair of the Governing Board and the Vice President of Finance shall co-chair the Joint Committee.
 - b. The Joint Committee shall review internal policies that have a financial component and/or financial policies that affect the internal structure of the organization.

- c. The co-chairs of the Joint Committee shall have the authority to decide which policy changes need to be approved by the Joint Committee, with the exception of the following policies which must have changes approved by the Joint Committee:
 - i. Meeting Policy
 - ii. Greenovation Policy
 - iii. Scholarship Policy
 - iv. Travel Policy and Procedure
 - v. Contracts Policy and Procedure
 - vi. Signature Authority Policy and Procedure
- d. If either of the Chair of the Governing Board or the Vice President of Finance wishes to hear a policy in the Joint Committee, the policy shall then be placed on the Joint Committee agenda.
- e. Policies and policy changes approved by the Joint Committee shall go to the Governing Board for approval.

H. Executive Committee

1. The Executive Committee shall consist of the following CSSA officers:
 - a. President
 - b. Chair
 - c. Vice President of Finance
 - d. Vice President of Legislative Affairs
 - e. Vice President of University Affairs
 - f. Vice Chair of the University Affairs Committee (ex-officio)
 - g. Vice Chair of the Legislative Affairs Committee (ex-officio)
 - h. Vice Chair of the Internal Affairs Committee (ex-officio)
 - i. Vice Chair of the Finance Committee (ex-officio)
2. Shall be chaired by the CSSA President.
3. Shall be advised by the Executive Director and/or their designee.
4. Shall be accountable to the Governing Board.
5. Shall review, research, and make recommendations on, but not limited to, the CSSA budget, CSSA policies, CSSA procedures, and the CSSA Constitution.

I. Advisors and Liaisons to the Governing Board

1. Advisors and liaisons to the CSSA Governing Board shall consist of:
 - a. The President
 - b. The Vice President of Finance
 - c. The Vice President of Legislative Affairs
 - d. The Vice President of University Affairs
 - e. The Executive Director
 - f. The Student Trustees from the CSU Board of Trustees
 - g. One liaison from the CSU Chancellor's Office, appointed annually by the CSU Chancellor
 - h. One liaison from the Academic Senate of the California State University (ASCSU), appointed annually by the ASCSU Chair
 - i. One southern and one northern liaison from the Auxiliary Organization Association (AOA), appointed annually by the AOA

- j. All CSSA Special Officers, provided that they do not already serve as a voting representative on the Governing Board
- k. Parliamentarian to the Governing Board
2. Advisors and liaisons shall have the right to speak as a regular Governing Board member on any item before the Governing Board but shall not have voting privileges.
3. With the exception of the Executive Officers and Executive Director, CSSA shall not be responsible for providing transportation or lodging for the Governing Board liaisons.

J. External Liaisons

1. Are authorized to track issues related to labor relations that may affect students.
2. Are authorized to attend collective bargaining sessions.
3. Shall adhere to general provisions of the Higher Education Employer-Employee Relations Article 1 and Section 3597 (a-d).
4. Shall abide by responsibilities outlined in the CSSA Collective Bargaining Manual.
5. Are authorized to serve solely as a representative of the CSSA Governing Board.
6. Are authorized to provide a written report to the CSSA President when necessary.
7. There may be one Northern California representative and one Southern California representative. Both representatives may be appointed by the CSSA President from the membership of the CSSA Governing Board.
8. Shall have all travel for pre-approved official business, outside of monthly plenary meetings, paid for by CSSA.

Article IV: CSSA Auxiliary Obligations and Relationships

A. CSSA Auxiliary Status

- a. In accordance with California Education Code, CSSA is deemed as an auxiliary of the CSU Chancellor's Office and shall be in compliance with relevant policies and codes that are applicable to similar auxiliary organizations.
- b. As an auxiliary of the CSU Chancellor's Office, CSSA shall co-author an Operating Agreement and Memorandum of Understanding with the Office of the Chancellor to outline the contractual and required relationship between the two organizations on legal, personnel, and compliance related matters.

B. Personnel Reporting Relationship, Biannual Review, and Evaluation

- a. The California State Student Association employs contracted management, professional, and support staff positions from the CSU Chancellor's Office to assist the board of directors in carrying out its mission, programs, and initiatives. All staff are contracted employees of the CSU that are responsible for serving the interests of the governing board of CSSA in compliance with applicable laws and applicable CSU policies that are applied to comparable auxiliary organizations. All employees work for the CSU Chancellor's Office and are assigned solely for the service CSSA and are ultimately accountable to the needs of the CSSA Board of Directors.
- b. CSSA maintains a contractual agreement with the CSU Office of the Chancellor that requires CSSA employees to be classified as state employees. This relationship is stipulated in the standing CSU/CSSA Operating Agreement and Memorandum of Understanding. This relationship does not include unnecessary oversight of CSSA employees from CSU Office of the Chancellor administration, nor does it prevent the CSSA

Board of Directors from being the body that assigns, monitors, and assesses staffing functions.

- c. Employees of the Chancellor's Office who are assigned by the Chancellor's Office to provide services to CSSA will report to their Chancellor's Office appropriate administrator, including the Executive Director, who directly reports to the Director of Student Programs, Student Academic Support, Academic Affairs, Office of the Chancellor in consultation with the CSSA President as an indirect reporting line.
- d. The CSSA President may address services directly with the Director of Student Programs, Student Academic Support, Academic Affairs, aOffice of the Chancellor bimonthly as requested.
- e. The Executive Director will directly oversee and supervise Chancellor's Office employees who are assigned to provide services to CSSA and who do not report directly to an assigned administrator in the Chancellor's Office.
- f. In order to retain necessary flexibility in policy administration, the governing board reserves the right to revise, rescind and/or supplement any policies, procedures and/or benefits described in this policy & general guidelines document without notice whenever the CSSA Board determines such action is warranted. Said revisions should remain consistent with state employment practices governing CSU employees, CSU policies, and signed agreements between CSSA and the CSU. The governing board, through its President and Personnel Committee, has the authority and responsibility to prescribe necessary functions, administer policies, and programs as they pertain to the contractual employment needs of the California State Student Association.
- g. The board has the final authority to request the appointment, removal, and otherwise affect the employment status of the services provided by the CSU of its Executive Director,
- h. CSSA student representation shall be present in the recruitment, retention, and separation of CSU contracted employees assigned to CSSA.
- i. Board has the authority to request removal, appointment, and assessment, and other significant personnel and/or fiscal changes to the Chancellor's Office.
- j. Significant changes to contracted employee status must be reported to the governing board through the president and Executive Director.
- k. At two times a year, the Director of Student Programs will meet with the CSSA Personnel Committee or their designees to review service levels provided by the Chancellor's Office and address changes required to fulfill obligations under this agreement.
- l. Personnel Committee and governing board shall empower the president to consult with Executive Director, Director of Student Engagement, and Human Resources regarding levels of contracted service provided by the CSU to CSSA, and shall present the governing board with relevant information regarding the status of personnel matters through the Personnel Committee.
- m. The CSSA President shall collaborate with the Executive Director to establish objectives each fiscal year in conjunction with the Director of Student Engagement.
- n. Based on collected student feedback, the President shall contribute to the administering of the annual performance review of the Executive Director in conjunction with the Director of Student Engagement and Chancellor's Office review processes.

C. CSSA Autonomy from CSU Chancellor's Office

- a. CSSA governing board shall maintain autonomy from the CSU Chancellor's Office in the stances it takes, the work it carries out through the student representatives and contracted employees, and in accordance with its mission, values and constitution to the extent permitted by applicable laws and CSU policies that are applied to comparable auxiliary organizations.
- b. Should the governing board deem that such independence has been violated, the governing board and/or president may request a review of the standing CSSA/CSU Operating Agreement and Memorandum of Understanding.
- o. The CSSA Internal Affairs Committee shall be charged with conducting such review upon the governing board and/or president's request. Any findings from the committee's review shall be presented to the governing board by the board chair.

Article V: Standing in Relationship to Other Governing Documents and Law

A. Strategic Plan

The strategic plan shall address the long-term goals and concerns of the organization and outline specific courses of action to resolve those goals and concerns. This shall include, but is not limited to, fiscal stability, marketing and outreach strategies, acquisition of capital assets, staff reorganization, and fundraising goals. The timeline for approval of the strategic plan is as follows:

1. The Governing Board shall receive a report on the current strategic plan on an annual basis.
2. The strategic plan shall be reviewed and revised every three (minimum) to five (maximum) years.
3. During the year that the strategic plan is scheduled for review, the Executive Director shall be the planning officer who guides the Governing Board through the process of reviewing the strategic plan.

B. Amendments to the Strategic Plan

1. The strategic plan may only be amended with both the approval of the Internal Affairs Committee and a two-thirds (2/3) vote of approval by the Governing Board. The Governing Board shall vote on amendments to the strategic plan one month after the Internal Affairs Committee formally recommends a proposal.
2. Written notice of any changes to the strategic plan must be distributed at least ten working days before the meeting where the amendment(s) is/are proposed.

C. Policy Agenda

1. The purpose of the policy agenda is to set annual policy priorities in the areas of university and legislative affairs. The policy agenda should contribute to CSSA's mission.
2. Input and feedback shall be solicited from the Governing Board at the June plenary.
3. The Special Officers and Executive Committee are authorized to draft an initial version of the policy agenda based on their priorities and present it to the Governing Board no later than July.
4. The Executive Committee is authorized to develop and present a final version to the Governing Board no later than August.
5. The Governing Board has final authority for approval and implementation.
6. The policy agenda must be ratified annually by a majority vote of the Governing Board by the September plenary meeting.

7. The Governing Board shall continually review the policy agenda to ensure priorities reflect the existing issues of the student population.
8. The Governing Board shall, at the January plenary meeting, assess the progress in achieving action items and provide feedback on how to satisfy the remaining objectives of the policy agenda.
9. Throughout the year, the Executive Director and appropriate executive officers shall guide the Governing Board through the process of reviewing and implementing the policy agenda.

D. Amendments to the Policy Agenda

1. The policy agenda may be amended at any time upon the vote of two-thirds (2/3) of the Governing Board.
2. The specific action items related to the policy agenda may be amended at any time upon a majority vote of the Governing Board.
3. Written notice of any changes to the policy agenda must be distributed at least ten (10) calendar days before the meeting where the amendment(s) is/are proposed.

Article V: Codes

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

Article VI: Amendments

- A. Written notice of the constitutional change must be provided at least ten (10) calendar days before the meeting where the amendment(s) is/are to be proposed.
- 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 Governing Board, the first reading shall be introduced as an information item, with no debate.
- C. Amendments shall be submitted for second reading to the Governing Board and shall require a two-thirds (2/3) vote of the Governing Board.

Article VII: Ratification

- A. This Constitution must be ratified by a two-thirds (2/3) vote of the Governing Board before it is implemented.
- B. The Constitution must be reviewed by the Internal Affairs Committee for recommendations and ratified by the Governing Board a minimum of every three years.

Article VIII: Non-Profit Status

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 CSSA are irrevocably dedicated to educational and charitable purposes.

Article IX: Dissolution

In accordance with Cal. Code Regs. tit. 5, §42600, establishes that upon dissolution of CSSA, the net assets other than trust funds shall be distributed to the CSU or to another affiliated entity approved by the Chancellor.

History of Constitutional Revisions

Revised August 1991

Revised June 1994

Revised July 1994

Revised August 1995 and April 1996:

Marc Levine, Chair of the Board of Directors

Revised June 1997:

Toni Teresi, Chair of the Board of Directors

Revised November 1997 and May 1998:

Celinda Vazquez, Chair of the Board of Directors

Revised October 1998 and May 1999:

Mette Adams, Chair of the Board of Directors

Revised November 2001 and May 2002:

Robert Garcia, Chair of the Board of Directors

Revised April 13, 2003:

Artemio Pimentel, Chair of the Board of Directors

Revised June 11, 2006:

Jennifer Reimer, Chair of the Board of Directors

Revised May 11, 2008:

Dina Cervantes, Chair of the Board of Directors

Revised March 22, 2009:

Timothy Snyder, Chair of the Board of Directors

Revised March 14, 2010:

Zoë Carter, Chair of the Board of Directors

Revised September 19, 2010:

Bridgette Dusan, Chair of the Board of Directors

Revised November 6, 2011:

Aissa Canchola, Chair of the Board of Directors

Revised January 20, 2013:

Aaron Jimenez, Chair of the Board of Directors

Revised October 13, 2013 and April 12, 2015:

Devon Graves, Chair of the Board of Directors

Revised February 14, 2016:

Lauren Lombardo, Chair of the Board of Directors

Revised May 7, 2017:

Isabelle Franz, Chair of the Board of Directors

Approved May 6, 2018:

Alana Lim, Chair of the Board of Directors

Approved February 17, 2019

Joe Nino, Chair of the Board of Directors



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