

BY-LAWS OF THE CALIFORNIA STUDENT ASSOCIATION OF COMMUNITY COLLEGES

ARTICLE I PURPOSE AND AUTHORITY

The purpose of the By-Laws shall be to execute the provisions of the Constitution and establish regulations and operating procedures necessary for the proper operation of CalSACC as provided by Article XII of the CalSACC Constitution. When appropriate, the By-Laws may set forth delegations of authority to members of the Policy Board, Policy Board Committees, Regional Boards, or others.

ARTICLE II ELIGIBILITY REQUIREMENTS

SECTION A. Intent:

It is the intent of the Policy Board that students serving in an elected or appointed capacity meet reasonable standards for academic progress and extra-curricular involvement in student leadership activities. Further, it is the intent of the Policy Board that whenever a conflict arises between a student's academic progress and extra-curricular involvement in CalSACC, that academic fitness takes precedent.

SECTION B. Minimum Qualifications:

1. All persons seeking an elected position on the statewide Policy Board or on a Regional Board shall meet the following minimum requirements to assume and maintain office:
 - a. Shall be enrolled in a minimum of five (5) semester units at a California Community College. This requirement shall be met by being continuously enrolled in a minimum of five (5) semester units for the full duration of the Fall and Spring semesters, excluding Summer sessions.
 - b. Shall be considered in good academic standing at his/her college and maintain a minimum cumulative grade point average (GPA) of 2.0.
 - c. Shall currently serve as a member of a local Student Body Government recognized under Article I of the Constitution or as

a Student Trustee as defined by Education Code Section 72023.5.

- d. Shall come from a dues paying school. All dues must be paid no later than November 1st in order to maintain eligibility. There shall be an appeal available to this deadline.
2. Notwithstanding the provisions of Section B, Part 1 above, Caucus Representatives shall meet and maintain the same minimum standards for eligibility as elected members Policy Board.

SECTION C. Eligibility Check:

1. The Advisor shall have the responsibility for verification of the eligibility of elected members of the Policy Board in accordance with the requirements of Section B of this Article. The Advisor to the Policy Board shall be responsible for verification of members of the Policy Board. Advisors of Regional Boards shall be responsible for the verification of members of Regional Boards.
2. Eligibility checks shall be completed within thirty days (30) of assuming office, or at any such time as may be necessary throughout the semester upon notification that a problem may exist.
3. The Advisor of appropriate jurisdiction shall notify any person found ineligible and the President or the Vice President according to the requirements of Section A of this Article in writing. Said person shall automatically be removed from office by the Policy Board if the Advisor is not provided with adequate documentation within thirty days (30) that demonstrates compliance with the eligibility requirements. Any office that is vacated as a result of action taken under authority of this Article shall be filled as provided by the Constitution, By-Laws, or operating procedures of the Region, as appropriate.
4. Individuals subject to the eligibility requirements set forth in this Article shall have the responsibility of maintaining an awareness of his/her own eligibility at all times.

SECTION D. Nondiscrimination:

Neither CalSACC nor any entity within may discriminate against any individual on the basis of ethnicity, religion, age, sex, sexual orientation, color, physical and/or mental disability, veteran status, or political affiliation.

ARTICLE III
MEETINGS OF THE ASSOCIATION

SECTION A. Meeting Laws:

All meetings of the Policy Board, Regional Boards, Caucuses, and any committee established therein, shall be conducted in accordance with the provisions of the Ralph M. Brown Act (California Government Code Sections 54950 et seq.)

SECTION B. Regular Meetings:

1. The schedule and location(s) of regular meetings of the Policy Board for each year shall be recommended by the President and shall be adopted by the Policy Board no later than July 31st following the annual transition meeting.
2. The Regions shall adopt the schedule and location(s) of regular meetings of the Regional Board. It is the intent of the Policy Board that Regional Boards take into consideration the dates of the Policy Board meetings so as to maximize the representative capacity of the Regional Policy Board Representative. This includes scheduling meetings such that they do not present a direct conflict with a Policy Board Representative's responsibility to attend regularly scheduled Policy Board meetings.

SECTION C. Special Meetings:

1. The President or a majority of the members of the Policy Board may call a special meeting of the Policy Board at any time. Notice of time, place, and purpose of the special meeting shall be given to each member of the Policy Board by letter or in person to the members at the last know residence or place of business in time to reach the member at least twenty-four (24) hours in advance of the meeting.
2. No business other than that contained in the notice of the special meeting shall be considered at such meetings.
3. Regional Boards shall adopt policies and procedures that comply substantially with the provisions contained in this section.

SECTION D. Public Meetings and Closed Sessions:

1. All meetings of the Policy Board and Regional Boards shall be open to the public, except as may be provided herein.

2. The Policy Board may hold a closed session on call of the President, or by the President at the request of a majority of the members of the Policy Board.
3. Closed sessions may be held only during a regular or special meeting and require the same advance notice as any regular or special meeting of the Policy Board.
4. Closed sessions shall be limited to matters of personal, acceptance of gifts where the donor requests confidentiality, pending litigation, and other matters authorized by law.
5. Regional Boards may not hold closed sessions. In the event that a Regional Board has or is about to enter into a condition requiring a closed session, said Regional Board will defer the matter and jurisdiction to the Policy Board for disposal.

SECTION E. Notice of Meetings:

1. The President of the Policy Board shall give notice of all meetings at least ten (10) but not less than three (3) days in advance of the meetings of the Policy Board except as provided in Section C of this Article.
2. Notice shall be given to the members of the Policy Board and to any person or organization requesting such notice in writing to the President.
3. Notice shall include the time, date, and place of the meeting and the items of business to be transacted. Notice shall also include the name, address, and telephone number of at least one person who can provide further information prior to the meeting.
4. Regional Boards shall adopt policies and procedures that comply substantially with the provisions contained in this section.

ARTICLE IV
THE POLICY BOARD

SECTION A. Presiding Officer:

The President shall be the presiding officer at all meetings of the Policy Board. In the event that the President is absent or unable to preside, the Vice President shall preside. In the absence or inability to preside of both the President and the Vice President, the members of the Policy Board shall elect from among its membership a Chairperson Pro Tempore.

SECTION B. Powers and Responsibilities:

1. The Policy Board shall determine the policy of CalSACC on all matters within its jurisdiction.
2. The specific powers and responsibilities of the Policy Board shall include, but not be limited to the following:
 - a. The safeguarding of the rights of students to fully participate in the formulation and development of policies and procedures that have or will have a significant effect on students.
 - b. The promotion of cooperation between CalSACC, the Chancellor's Office, and the Board of Governors of the California Community Colleges, for the purposes of developing educational policies that are beneficial to the students of California.
 - c. Providing representation to appropriate State and Local Agencies, the Legislature and the Governor on postsecondary higher education issues of significance to community college students.
 - d. The promotion of cooperation between CalSACC, CCCSAA and other organizations, both statewide and national, as deemed appropriate by the Policy Board and in keeping with the purpose of CalSACC.
 - e. Establishing and collecting annual dues from members of CalSACC for the purposes of providing representation and services consistent with the purpose and mission of CalSACC.
 - f. The review and approval of the annual budget and all financial matters within the Association's jurisdiction.
 - g. The sole authority to enter into financial contracts for goods and services sought on behalf of CalSACC.
 - h. The authority to establish paid positions and delegate authority and/or responsibilities to staff when deemed appropriate.
 - i. The sponsorship and regulation of conferences, conventions, and any and all other activities and services which carry the name of CalSACC or are conducted on behalf of the Association.

SECTION C. Quorum:

1. Quorum shall be defined as a majority of the Policy Board with at least 5 of those members being Policy Board Representatives. Non-voting ex-officio members shall not be counted for the determination of quorum.
2. In the event of the lack of a quorum at the beginning of a regular or any scheduled meeting, the President, Vice President, or any member of the Board, in that order, shall recess the meeting until such time as a quorum can be established. If a quorum cannot be established within a reasonable amount of time, the meeting shall be adjourned to a later date.
3. In the event that a quorum is initially present but later is lost, the presiding officer shall have the authority to continue the meeting; however, the Policy Board shall not take any action as long as there is a lack of quorum, except to adjourn the meeting.

SECTION D. Agenda:

1. The President shall develop the agenda of business in consultation with the Committee Chairs and designees, and in accordance with Article III.
2. Any member of the Policy Board may request an item be placed on the agenda. The request shall be made to the President, who in turn will determine when and where it shall be placed on a future Policy Board agenda.
3. No item shall be added to the agenda after notice has been given, except for an unforeseen condition necessitating immediate action upon concurrence of two-thirds (2/3) of the Policy Board.
4. At least ten (10) days prior to each regular meeting, the President or designee shall mail to each member of the Policy Board an agenda setting forth all business to be considered at that meeting, including any attachments or supporting material as may be necessary for the proper execution of business.

SECTION E. Recommendations of Action and Resolutions:

1. Regional Boards may prepare recommendations for Policy Board consideration.

2. Committees of the Policy Board may develop recommendations or resolutions that can be presented to the Board for consideration and disposition.
3. Any member of the Policy Board may propose to the President that a resolution be placed on the agenda for the consideration and disposition of the Board.

SECTION F. Official Actions:

1. All official actions of the Policy Board shall require the affirmative vote of the majority of the members of the Policy Board in attendance and voting who are not otherwise disqualified from voting on a particular action because of conflict of interest. All votes of every member shall be recorded.
2. A member shall be disqualified from voting with respect to any action of the Policy Board, which has the principal and primary effect of benefiting or harming the personal or financial interests of the member.

SECTION G. Consent Calendar:

1. The President, in accordance with Section D of this Article, may develop a “consent calendar” for selected Policy Board actions. Items placed on the consent calendar shall be voted on with a single motion, without public testimony, and without discussion.
2. Any member of the Policy Board may remove an item from the consent calendar by informing the presiding officer of this intent. A member of the public may request that an item be removed from consent by filling out a request to testify in accordance with Section H of this Article, or by asking a member of the Policy Board to remove an item from the consent calendar. The item shall then be removed from consent if any Policy Board member exercises his or her authority to remove an item from consent.

SECTION H. Public Hearings:

1. When a public hearing item is reached on the agenda, the presiding officer shall declare a public hearing. Public hearings conducted by the Policy Board shall conform to all applicable provisions of law pertaining to notice, conduct and reporting of such hearings.
2. A public hearing before the Policy Board, which for any reason cannot be completed at the time and place originally advertised and noticed, may be adjourned to a later date and the announcement of such

adjourned meeting shall constitute a sufficient notice to all parties concerned.

SECTION I. Public Participation and Testimony:

1. A member of the public has the right to attend a meeting of the Policy Board or its committees without having to register or give other information as a condition of his or her attendance.
2. Persons wishing to make an oral presentation to the Policy Board or one of its committees shall observe the following procedure:
 - a. A written request to address the Policy Board or one of its committees shall be made to the presiding officer on a form provided by him or her. The presiding officer shall present the request to the Policy Board or committee at the meeting to be addressed.
 - b. The request shall include the name and address of the person requesting to speak, the name of the organization or group represented, if any, and a statement of the subject to be presented.
 - c. The proposed speaker may speak only if and when recognized by the presiding officer.
 - d. Said presentation shall be limited to five (5) minutes unless such limit is modified or waived by the presiding officer.
 - e. After the hearing is closed, or after a motion is made, no person shall address the Policy Board or one of its committees without first securing the permission of the presiding officer.
3. In the event that any meeting is willfully interrupted by a group or groups of persons so as to render orderly conduct of the meeting infeasible and order cannot be restored by the removal of those persons willfully interrupting the meeting, the presiding officer may order the meeting room cleared and continue in session.

SECTION J. Minutes and Records of Proceedings:

1. Minutes of the Policy Board and its committees shall be prepared and maintained by the Secretary.
2. With respect to matters requiring public hearings, the Secretary shall make a permanent record of the hearing, which shall include the

motions made by the members, the vote thereon and a digest of the testimony and comments given at the hearing, and all such records shall be kept in the permanent office of CalSACC.

3. The President and Advisor shall certify resolutions adopted by the Policy Board. The President and Secretary shall certify and sign the official minutes of the Policy Board.
4. All meetings of the Policy Board shall, to the extent possible, be tape recorded. Any person may request to hear from any portion thereof at a time and place determined by the President or designee.

SECTION K. Voting:

1. The President shall exercise his/her vote only in the event of a tie. The Policy Board Representatives shall have the power to vote on all questions.
2. Notwithstanding the provisions of Article IV, Section K (1), the Policy Board officers shall not be granted the power to vote.
3. Officers of the Policy Board shall be granted the power to make and second motions.

**ARTICLE V
MEMBERS OF THE POLICY BOARD**

SECTION A. Responsibilities and Duties:

1. President
 - a. Shall serve as presiding officer at all meetings of the Policy Board.
 - b. Shall serve as the official spokesperson for CalSACC before the public and shall represent only those positions or recommendations held by CalSACC.
 - c. Shall report to the Policy Board any action taken or event witnessed at a meeting or function attended on behalf of CalSACC which may have a significant impact on students.
 - d. Shall have the power to call Regular, Special and Emergency meetings of the Policy Board as appropriate.

- e. Shall oversee the preparation of the agenda for all meetings of the Policy Board in consultation with designated parties.
- f. Shall have the power to appoint persons to fill vacant positions on the Policy Board. Such appointments shall be subject to a two-thirds (2/3) confirmation vote of the voting members of the Policy Board.
- g. Shall have the power to establish Policy Board Committees and appoint persons to them in consultation with the Vice President, subject to a two-thirds (2/3) confirmation vote of the voting members of the Policy Board.
- h. Shall have the power to appoint student representatives and liaisons to all other external committees, task forces, agencies, and bodies when appropriate, subject to a two-thirds (2/3) confirmation vote of the voting members of the Policy Board.
- i. Notwithstanding the provisions of Article IV, the President shall have the authority to levy positions on legislation and act on policy when time does not permit reasonable consultation with the Policy Board. Actions or positions taken under authority of this provision shall be subject to concurrence by the Policy Board.
- j. Shall perform any and all duties as prescribed in the Constitution, By Laws and all other functions as may be delegated by the Policy Board.

2. Vice President

- a. Shall serve as presiding officer at meetings of the Policy Board when the President is unable to do so.
- b. Shall have the authority to exercise all the duties and powers of the President in the event that the President is unable to fulfill his/her responsibilities. During such time, the Vice President shall be subject to the same standards of accountability as assigned to the President.
- c. Shall provide consultation to the President on the formation and appointment of Policy Board Committees.
- d. Shall oversee and assist the Chairs of Policy Board Committees in the coordination of activities and responsibilities assigned to committees.
- e. Shall perform any and all duties and functions delegated by the President.

- f. Shall perform any and all duties as prescribed in the Constitution, By Laws and all other functions as may be delegated by the Policy Board.

3. Secretary

- a. Shall have primary responsibility for recommending and initiating plans and programs that promote communication between the Policy Board, the Regional Boards, and the member schools.
- b. Shall oversee and/or perform the recording of minutes of all Policy Board meetings and other such statewide meetings of CalSACC where official business is conducted as directed by the Policy Board.
- c. In the event of the Secretary being unable to attend any meeting, the presiding officer shall appoint a member to perform the minute-taking functions of the Secretary for the duration of the meeting.
- d. Shall be responsible for ensuring that the minutes of the previous meeting of the Policy Board are submitted to the President or designee, in time for inclusion with the agenda of the next scheduled meeting.
- e. Shall record the attendance of officials and guests of the Association at all Policy Board meetings; and shall record the attendance of Policy Board members, noting late arrivals and early departures.
- f. Shall maintain an authenticated copy of the CalSACC Constitution, By Laws, and all standing rules and orders of the Association duly adopted by the Policy Board. The Secretary shall ensure that said documents are available for reference and public inspection at any meeting of the Policy Board.
- g. Shall perform any duties and functions delegated by the President.
- h. Shall perform any and all duties as prescribed in the Constitution, By Laws and all other functions as may be delegated by the Policy Board.

4. Treasurer

- a. Shall have primary responsibility for recommending and initiating plans and programs that promote the financial stability of the Association.
- b. Shall maintain general supervision, in cooperation with designated parties, over all CalSACC finances, contracts, and other monetary obligations.

- c. Shall oversee the preparation of the annual budget and encourage the Policy Board to adhere to sound revenue and expenditure practices.
- d. Shall oversee the preparation of financial statements for CalSACC and regularly report the financial status of the Association to the Policy Board.
- e. Shall oversee the maintenance of an accurate record of all cash accounts, liquid holdings, as well as maintenance of a perpetual listing of all capital expenditures, loans, accounts payable and accounts receivable.
- f. Shall have the power to initiate and sign requisitions, purchase orders, and other instruments of debt authorizing withdrawals of funds.
- g. Shall perform any duties and functions delegated by the President.
- h. Shall oversee the collection of all moneys collected by the Association and ensure the proper deposit and recordings of such transactions.
- i. Shall perform any and all duties as prescribed in the Constitution, By Laws and all other functions as may be delegated by the Policy Board.

5. Policy Director

- a. Shall chair the Committee on Legislation.
- b. Shall be responsible for the dissemination of pertinent legislative information and materials to the Policy Board.
- c. Shall assume such duties as assigned by the President and the Policy Director.
- d. Shall have the right to make and second motions on all matters before the Policy Board, but shall not vote.
- e. Shall perform any and all duties as prescribed in the Constitution, By Laws and all other functions as may be delegated by the Policy Board.

6. Policy Board Representatives

- a. Shall collect and represent the interests, views and needs of the Member Student Body Governments within his/her respective Region.

- b. Shall regularly consult with the Members of the Regional Board on all matters within the jurisdiction of CalSACC that have or may have a significant impact on students.
- c. Shall act as a liaison between the Policy Board and the Regional Board, communicating information received at Policy Board meetings or other relevant sources back to the Region and visa versa.
- d. Shall exercise the power to vote on behalf of the Region at all meetings of the Policy Board and shall have the authority to levy positions on legislation and vote on policy issues when time or resources do not permit reasonable consultation with the Regional Board.
- e. Shall perform any and all duties as prescribed in the Constitution, By Laws and all other functions as may be delegated by the Policy Board.

7. Past President

- a. Shall function in an honorary capacity to provide the Policy Board with a historical perspective on issues and/or actions that the members of the Policy Board desire such a perspective.
- b. Shall provide transitional continuity between Policy Boards.

8. Limitations

The above powers and duties, except those outlined for the President, shall in no way be construed as authorization for members of the Policy Board, while acting in their own capacity as a member of CalSACC, to endorse positions on behalf of CalSACC for which a formal position has not been stated by the Policy Board.

SECTION B. Elections and Term of Office:

- 1. The President, Vice President, Secretary, Treasurer, Policy Director and Policy Board Representatives shall be elected at a statewide conference or other venue at least four (4) weeks prior to the first day in July.
- 2. The President, Vice President, Secretary, Treasurer and Policy Director shall be elected by the general assembly of CalSACC. The recognized Student Body Government associations within their respective Regions shall elect the Policy Board Representatives.
- 3. Members of the Policy Board shall serve one (1) year terms, or until removed from office or until their successors are elected and appointed. Each term of

office shall commence on the first day in July and continue through the thirtieth day of June in the following calendar year.

4. No member of the Policy Board shall concurrently hold an executive officer position with any of the affiliated caucuses for the duration of their term.
5. Special elections shall only be held for the purposes of adopting constitutional amendments and/or recall and/or referendum and filling of vacancies.
6. The Policy Board shall adopt an Elections Code that shall define the specific procedures for the manner and method of elections.

SECTION C. Oath of Office:

1. Each newly elected member of the Policy Board shall read the CalSACC Constitution and By Laws in their entirety and sign a written affidavit verifying that said action has been completed.
2. Each newly elected and/or appointed member of the Policy Board must take the following oath prior to Installation: *“I (Name) do solemnly swear (or affirm) that I will faithfully execute the office to which I have been elected, and that I will to the best of my ability, support the CalSACC governing documents, and promote, maintain, and extend the worth, value, and name of the California Student Association of Community Colleges.”*

SECTION D. Vacancies:

1. A vacancy shall be deemed to occur when any member of the Policy Board shall have resigned, been removed from office, lost membership in CalSACC, or become otherwise ineligible to hold office as provided in the Constitution and these By Laws.
2. In the event that a vacancy occurs in the office of President, the Vice President shall assume the office of President. If the Vice President is unable to assume the office of the President, then a special election shall be called for the purpose of electing a new President. The Policy Board shall appoint an Acting President until a permanent President is elected.
3. In the event that a vacancy occurs in the office of Vice President, Secretary, Treasurer, or Policy Director, the President shall fill the vacancy by appointment, subject to a two-thirds (2/3) confirmation vote of the Policy Board.
4. In the event that a vacancy occurs in one of the Policy Board Representative positions, the affected Regional Board shall elect or appoint a new representative. If the position remains vacant for more that sixty days (60),

the President may appoint an Interim Policy Board Representative from that Region until the Regional Board selects a permanent Representative.

ARTICLE VI
STANDING COMMITTEES OF THE POLICY BOARD

SECTION A. Purpose:

Standing committees shall exist for the purpose of assisting the Policy Board with its responsibility for managing the affairs of the Association. It is the intent of the Policy Board that the formulation, development, and disposition of matters within the Association's jurisdiction be transacted within the standing committees.

SECTION B. Committee Process:

1. The committee process shall be the standard methodology for handling all business of the Policy Board except when the President or the Policy Board determines that a special need exists. When such a determination is made, the Policy Board shall act as "a committee of the whole" and take whatever action may be deemed necessary.
2. All standing committee chairs shall be required to make regular progress reports to the full Policy Board in order to keep members properly informed of the activities and progress of their respective committees.

SECTION C. Special Committees:

1. The President shall have the power to establish and appoint ad-hoc, special, and select committees of the Policy Board from time to time as may be necessary. Such special committees shall be subject to any and all rules applicable to standing committee unless alternative provisions are made at the time the special committees are formed.
2. The President shall appoint members to the special committees subject to a two-thirds (2/3) vote of the Policy Board.

SECTION D. Authority to Act:

1. The President and the Policy Board may assign goals and objectives to the appropriate Policy Board committee for the committee's review and recommendation to the Policy Board.
2. Any member of the Policy Board may request that an item be assigned to a committee for its review and recommendation to the full Policy Board. The

request shall be made to the President, who in turn shall assign it the appropriate Policy Board committee.

3. Unless otherwise specifically delegated, the authority and duty of each committee shall be only to consider and to make recommendations to the Policy Board on matters assigned to the committee.
4. A majority of the whole committee shall constitute quorum. The act of the majority of the members present at the meeting at which a quorum is present shall be the act of the committee. If no quorum exists, those present may make recommendations to the Policy Board, noting the number of people in attendance.

SECTION E. Administrative Committee:

1. The Administrative Committee shall be responsible for reviewing all administrative matters including operations and procedures as they relate to the Policy Board. Specifically, the Administrative Committee shall:
 - a. Provide advice and consultation to the President on subject matters within the jurisdiction of the Association.
 - b. Formulate recommendations to the Policy Board for revisions to the Policy Board's operating procedures, standing orders, or the Constitution and By Laws of the Association.
 - c. Perform other functions as may be delegated to it by the President, Vice President or the Policy Board.
2. The membership of the committee shall consist, at a minimum, of the Vice President and three Policy Board Representatives. The Vice President shall act as Chair of the Committee and may appoint a Vice Chair from among the committee membership, subject to a majority vote of the committee.

SECTION F. Committee on Budget and Finance:

1. The Committee on Budget and Finance shall be responsible for the financial planning of CalSACC. Specifically, the Committee on Budget and Finance shall:
 - a. Review the annual budget and all financial reports submitted by the Treasurer and make recommendations to the Policy Board.
 - b. Review contracts, grants, and awards that may be entered into by the association from time to time.

- c. Review CalSACC's financial operating procedures and make appropriate recommendations that enhance the fiscal solvency of the Association.
 - d. Perform any other such functions as may be delegated to it by the President, Treasurer, or the Policy Board.
2. The membership of the committee shall consist, at a minimum, of the Treasurer and three Policy Board Representatives. The Treasurer shall act as Chair of the committee and may appoint a Vice Chair from among the committee membership, subject to a majority vote of the committee.

SECTION G. Committee on Legislation:

1. The Committee on Legislation shall be responsible for reviewing state and federal legislation, as appropriate that may have a significant impact on the students of the California Community Colleges. Specifically, the Committee on Legislation shall:
 - a. Review pertinent legislation and recommend positions on legislation to the Policy Board. Positions on legislation are to be recommended on the basis of existing policy or the approved legislative program or Policy Agenda adopted by the Policy Board.
 - b. Develop a long-term Policy Agenda for CalSACC and review the association's long-term legislative policy goals and objectives.
 - c. Develop and recommend the annual Legislative Agenda to further the goals of the Policy Agenda.
 - d. Review and recommend positions on items being considered by the Consultation Council, Board of Governors and the California Postsecondary Education Commission (CPEC).
 - e. Oversee the development of constituency development materials, mobilization strategies, and other activities as may be appropriate for advocacy purposes.
 - f. Perform other functions as may be delegated to it by the President, Policy Director or the Policy Board.
2. The membership of the committee shall consist, at a minimum, of the Policy Director and three policy board representatives. The Policy Director shall act as Chair of the committee and may appoint a Vice Chair from among the committee membership, subject to a majority vote of the committee.

3. The Committee on Legislation is delegated authority to take positions on legislation on behalf of the Policy Board at any time when waiting until the next regularly scheduled meeting of the Board would frustrate the ability of CalSACC to represent its constituents on any significant legislative issue.
 - a. In exercising this authority, the Committee on Legislation shall only take positions that are occurred with by the President and Policy Director. Further, such positions must also be consistent with the Policy Board's legislative program, previously adopted policy, and the Policy Agenda.
 - b. Such positions shall only be taken at duly noticed meetings, with opportunity for testimony to interested parties.
 - c. Positions taken by the Committee on Legislation shall be immediately communicated to all members of the Policy Board; and such positions will be submitted to the full Policy Board for ratification as its next meeting.

SECTION H. Committee on Equity, Diversity and Minority Affairs:

1. The Committee on Equity, Diversity and Minority Affairs shall be responsible for reviewing matters that may have a significant impact on minorities in the California Community Colleges. Specifically, the Committee shall:
 - a. Review pertinent policies, issues, and initiatives that have or may have a significant effect on students because of their ethnicity, religion, age, sex, sexual orientation, color, physical and/or mental disability, veteran status, or political affiliation.
 - b. Make recommendations to the Committee on Legislation and the Policy Board on policies and issues affecting under represented groups.
 - c. Collect, coordinate, and disseminate the views and concerns of the caucuses as may be established by or affiliated with CalSACC.
 - d. Perform other functions as may be delegated to it by the President, the Chair of the Committee, or the Policy Board.
2. The membership of the committee shall consist, at a minimum, of four Policy Board Representatives. A Policy Board Representative shall act as Chair of the Committee and may appoint a Vice Chair from among the committee membership, subject to a majority vote of the committee.

SECTION I. Committee on Communications and Member Services:

1. The Committee on Communications and Member Services shall be responsible for overseeing communications initiatives and reviewing policies and programs designed to inform and educate members of CalSACC. Specifically, the Committee shall:
 - a. Undertake communications initiatives and coordinate activities that seek to inform students on issues and matters that may be of importance to them.
 - b. Oversee the preparation and content and management of any publications of CalSACC, including the CalSACC Newsletter, Internet Web Site, CalSACC Handbook and any other publications as may be produced from time to time.
 - c. Recommend to the Policy Board ideas and programs that will enhance the value and utility of membership in CalSACC.
 - d. Establish and maintain a means of communication and coordination between the Regional Boards and the Policy Board for projects and initiatives of a statewide design.
 - e. Perform other functions as may be delegated to it by the President, Secretary, of the Policy Board.
2. The membership of the committee shall consist, at a minimum, of the Secretary and three Policy Board Representatives. The Secretary shall act as Chair of the committee and may appoint a Vice Chair from among the committee membership, subject to a majority vote of the committee.

SECTION J. Committee on Educational Policies:

1. The Committee on Educational Policies shall be responsible for reviewing policies and programs that have a significant effect on students within the California Community Colleges. Specifically, the Committee shall:
 - a. Review policies and programs that have a direct effect on grading policies and curriculum development.
 - b. Review policies and programs that deal with institutional planning.
 - c. Review policies and procedures that deal with codes of student conduct.
 - d. Develop proposals for Consultation on items that have a significant effect on students.

- e. Review any issues of economic development and vocational education.
 - f. Review issues of matriculation, technology, basic skills, and distance education.
 - g. Review any changes to existing programs and proposals for new programs.
 - h. Perform other functions as may be delegated to it by the President, Vice President, or the Policy Board.
2. The membership of the committee shall consist, at a minimum, of the Vice President and three Policy Board Representatives. The Vice President shall act as Chair of the committee and may appoint a Vice Chair from among the committee membership, subject to a majority vote of the committee.

ARTICLE VII CAUCUSES

SECTION A. Purpose and Authority:

CalSACC is committed to the full participation of historically under-represented groups in the formulation of public policy and positions on legislation that may affect them. In order to facilitate full participation, the Policy Board finds that caucuses should have an appropriate advisory role in the process by which the Policy Board transacts business of CalSACC.

SECTION B. Definition:

Caucuses shall be defined as any group of students that is organized around the central purpose of heightening awareness of, and providing a means of participation for, persons who have been historically discriminated against on the basis of ethnicity, religion, age, sex, sexual orientation, color, physical and/or mental disability, veteran status, or political affiliation.

SECTION C. Recognition:

1. The Policy Board shall have the power to recognize one caucus for each of the historically under-represented groups identified in Section 2 of this Article.
2. Caucuses shall establish and maintain a Constitution or similar governing document that states the goals and objectives of the caucus, as well as its capacity for representation and governance.

3. Upon recognition by the Policy Board, a caucus shall continue to be recognized for as long as it remains solvent, subject to the conditions set forth below.

SECTION D. Privileges:

1. Recognized caucuses shall have the right to use the CalSACC name and seek endorsements of the Policy Board for caucus functions and events.
2. Recognize caucuses shall, to the extent possible, be afforded meeting space at all CalSACC conferences and conventions in order to conduct business.
3. Recognized caucuses shall be eligible to submit a bid for any competitive contract or award that the Policy Board may offer from time to time to the regions and the caucuses.
4. Recognized caucuses shall be afforded the opportunity to send a representative to the Policy Board meetings. The caucus representative shall serve as a non-voting ex-officio member of the Policy Board. (Reference CalSACC Constitution Article IV Section 2, Article VI Section 1, Section 2, Section 3, and Section 8)

SECTION E. Compliance:

1. Caucuses shall conform their activities and conduct at all times to the requirements of the CalSACC Constitution and By Laws, and any subsequent policies adopted by the Policy Board concerning the proper conduct of caucuses.
2. As a condition of maintaining ongoing recognition, each caucus shall:
 - a. Annually submit its roster of governing board members, however such may be described, to the Policy Board by August 31st of each year.
 - b. Ensure that the members participating on the governing board of the caucus, however such may be defined, meet the minimum qualifications for participation as described in the Education Code and be a student at a dues paying school. The Caucus Advisor shall have the responsibility of exercising the powers reserved to the Advisor.
 - c. Hold at least two meetings per year. Such meetings shall be noticed to the public in accordance with the Ralph M. Brown Act.
3. Caucuses that fail to comply substantially with any portion of this section shall be subject to suspension and/or disaffiliation by a two-thirds (2/3) vote of the Policy Board.

Do you have questions?

To request additional information; please send e-mail to info@calsacc.org.



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