



ASSOCIATION BYLAWS

APPROVED	February 2001
REVISED	March 2003
REVISED	October 2007
REVISED	October 2009
REVISED	May 2014
REVISED	May 2017
REVISED	October 2018

Table of Contents

Article I.	Name	5
Article II.	Principal Office	5
Article III.	Purpose	5
Article IV.	Membership	5
Section 1.	Active Membership	5
Section 2.	Institutional Membership	5
Section 3.	Graduate Student Membership	5
Section 4.	Affiliate Membership	6
Section 5.	Emeritus Membership	6
Section 6.	Voting Privileges	6
Section 7.	Discrimination Clause	6
Section 8.	Membership Dues	6
Section 9.	Reservation of Rights, Powers, and Privileges	6
Section 10.	Regional Alignment	7
Section 11.	Automatic Termination of Membership	7
Article V.	Meetings of the Association	7
Section 1.	Notice	7
Section 2.	Quorum	7
Section 3.	General Membership Meeting	7
Section 4.	Board Business Meeting	7
Section 5.	Committee Meetings	8
Section 6.	Emergency Board Meetings	8
Section 7.	Parliamentary Procedures	8
Section 8.	Annual Board Transition Meeting	8
Section 9.	Proxy	8
Section 10.	Meetings by Telecommunications	8
Article VI.	Board of Directors	8
Section 1.	Authority	8
Section 2.	Term of Office	9
Section 3.	Voting	9
Section 4.	Selection of Directors	9
Section 5.	Vacancy and Succession	9
Section 6.	Attendance at Meetings	9
Section 7.	Removal of Directors	9
Section 8.	Compensation	9

Section 9.	Conflict of Interest	10
Section 10.	Action without Meeting	10
Article VII.	Directors of the Association	10
Section 1.	Directors	10
Section 2.	President	10
Section 3.	Past President	10
Section 4.	President-Elect	10
Section 5.	Director of Administration	10
Section 6.	Director of Finance	11
Section 7.	Director of Public Relations	11
Section 8.	Northern and Southern Area Directors	11
Section 9.	Director of Legislative Affairs	11
Article VIII.	Additional Board Positions	11
Section 1.	Events Coordinator	11
Section 2.	SLC Conference Chair	11
Section 3.	Assistant Events Coordinator	12
Section 4.	Legislative Manager	12
Section 5.	Administrative and Fiscal Sponsorship	12
Article IX.	Committees	12
Section 1.	Standing Committees	12
Section 2.	Committee Reports	12
Section 3.	Executive Committee	12
Section 4.	Student Leadership Conference Planning Committee	12
Section 5.	Professional Development Conference Planning Committee	13
Section 6.	Bylaws Committee	13
Section 7.	Student Leadership Scholarship Committee	13
Section 8.	Professional Development Scholarship Committee	13
Section 9.	Special Committee	13
Article X.	Defense and Indemnification	13
Article XI.	Financial Code	14
Section 1.	Fiscal Year	14
Section 2.	Execution of Instruments	14
Section 3.	Annual Budget	14
Section 4.	Checks and Notes	14
Section 5.	Deposits	14
Section 6.	Gifts	14

Section 7.	Reserve Funds	14
Article XII.	Association Records	15
Section 1.	Association Records	15
Article XIII.	Scholarship Program	15
Section 1.	Chairperson Duties	15
Section 2.	Allocation of Fund	15
Section 3.	Student Leadership Scholarship	15
Section 4.	Professional Development Scholarship	15
Article XIV.	Amendment of Bylaws	16
Article XV.	Amendment of Articles of Incorporation	16
Article XVI.	State Student Association/Organization	16
Section 1.	Memorandum of Understanding	16
Section 2.	Terms of Memorandum	16
Section 3.	Approval	16

BYLAWS OF CALIFORNIA COMMUNITY COLLEGE STUDENT AFFAIRS ASSOCIATION

A California Nonprofit Public Benefit Association

Article I. Name

The name of this Association is the CALIFORNIA COMMUNITY COLLEGE STUDENT AFFAIRS ASSOCIATION, hereby referred to as the “Association”.

Article II. Principal Office

The home office of the Association will be at the Foundation for California Community Colleges. The home office shall be displayed in detail on the Association website.

Article III. Purpose

The specific purpose of this Association is to be the leading association for the advancement of student affairs professionals and student leadership development.

The Association intends to accomplish that purpose by providing professional development opportunities to members and our students; resources for self-agency; make positive change through ethical leadership; provide a network for open and honest communication; and make a positive impact in social justice and equity.

Article IV. Membership

This Association shall encompass five (5) levels of membership: Active, Institutional, Graduate Student, Affiliate, and Emeritus. Membership dues and additional benefits are established annually by the Board.

Section 1. Active Membership

All individuals who are currently employed by their home institution and is in the administration of student affairs programs and services in any California Community College shall be eligible for Active Membership in the Association and shall be an active member upon payment of the annual dues.

Section 2. Institutional Membership

A community college who has an interest in the administration of student affairs programs and services within the California Community College system, shall be eligible for Institutional Membership in the Association upon payment of annual dues. Institutional membership automatically includes at least two active members which are transferable by position within the same institution. All individuals named in the Institutional Membership shall be considered an Active Member upon payment of the annual dues.

Section 3. Graduate Student Membership

Graduate students pursuing a higher education degree in education, student development, counseling, or related fields who are not currently employed full-time at a California Community College, shall be an Active Member upon payment of the annual dues

Section 4. Affiliate Membership

Individuals or vendors who have an interest in the administration of student affairs programs and services within the California Community College system, shall be eligible for Affiliate Membership in the Association upon payment of annual dues. Affiliate Members are not eligible for any CCCSAA scholarships and do not have voting rights within the Association.

Section 5. Emeritus Membership

Emeritus Membership is a lifetime membership awarded to individuals who have retired from the administration of student affairs programs and services in any California Community College. In order to be eligible, the individual must have served a minimum of 10 years of Active Membership within CCCSAA with at least one year of service to the Association as a Board Member or twenty (20) years of Active Membership within the Association. Emeriti will be nominated and accepted at a General Meeting of the Association. Emeritus Membership do not have voting rights within the Association.

Section 6. Voting Privileges

Only current Active Members who have paid the annual dues shall have voting privileges including, but not limited to, election of Board Members, disposition of assets, or dissolution of the Association. Additionally, Active Members shall have all rights by afforded members under the California Nonprofit Public Benefit Association Law.

Section 7. Discrimination Clause

No member will be denied membership on the basis of national origin, religion, age, sex, gender identity, race, color, medical condition, ancestry, sexual orientation, marital status, physical, psychological, learning disability, or is perceived to have one or more of the foregoing characteristics.

Section 8. Membership Dues

All members shall pay annual membership dues to the Association. The membership year is from July 1 through June 30 of each given year. A majority vote of the Board shall establish all annual dues.

Section 9. Reservation of Rights, Powers, and Privileges

- A. The following rights, powers and privileges are preserved to the Active Membership:
1. To amend the Association's Articles of Corporation in the manner hereinafter provided.
 2. To amend these Bylaws in the manner hereinafter provided.
 3. To recall any Board Member at a regular or special meeting of the Membership.
 4. Hold and maintain elected and appointed offices.
 5. Receive a discount on CCCSAA conference registration fees.
 6. Have access to CCCSAA's listserv.
 7. Receive mailings.
 8. Propose and second motions.
 9. Serve on special committees.
 10. Apply for professional development scholarships.
 11. Nominate college's students for scholarships.
 12. Other privileges as designated by the Board.
- B. The following rights, powers and privileges are preserved to Affiliate Members:
1. Receive a discount on CCCSAA conference registration fees.
 2. Receive mailings.
 3. Serve on special committees.
 4. Ability to submit up to three (3) advertising or informational emails to the CCCSAA's listserv.

5. Other privileges as designated by the Board.
- C. The following rights, powers and privileges shall be enjoyed by Emeriti Members:
1. Receive a discount on CCCSAA conference registration fees.
 2. Receive mailings.
 3. Serve as a non-voting member on special committees.
 4. Have access to CCCSAA's listserv, upon request.
 5. Other privileges as designated by the Board.

Section 10. Regional Alignment

The regional alignment for membership shall be established by the regional areas depicted by the California Community Colleges Chancellor's Office.

- A. Northern and Southern areas shall be divided as follows:
1. Northern Area Regions: 1 – 5
 2. Southern Area Region: 6 – 10

Section 11. Automatic Termination of Membership

- A. The membership and all rights, powers, and privileges of membership shall automatically terminate, without refund of dues, on the occurrence of any of the following:
1. The voluntary resignation of a member to the Board;
 2. Member or Institution who does not renew annual membership;
 3. Member covered under an Institutional Membership, who no longer works at the Institution Membership origin;
 4. The death of a member;
 5. By majority vote of the Board, when the Board learns the Active Member is no longer active within the Association or Institution origin;
 6. The dissolution of Association; and
 7. The termination of all memberships or any level of members upon the amendment pursuant to these bylaws permitting the termination.

Article V. Meetings of the Association

Section 1. Notice

The Board shall determine the date, time, and location of any Association meetings. Notice of all meetings shall be distributed to the membership no less than 72 hours in advance of the date of such meetings.

Section 2. Quorum

A majority (50 percent plus one) of the Board shall constitute a quorum for any meeting.

Section 3. General Membership Meeting

The Board shall host at least two General Membership Meetings during each fiscal year. During each General Membership Meeting the affairs of the Association shall be reported and discussed. The Board may decide, after each General Membership Meeting, online voting of other business may be brought up to the membership for approval, including elections, budget, bylaw amendments, etc. The President may call additional General Membership Meetings for any purpose at any time. The President shall call a General Membership Meeting upon the written request of at least three (3) members of the Board.

Section 4. Board Business Meeting

The Board shall meet at least once a month to discuss the affairs of the Association. The President may call

meetings of the Board for any purpose at any time. The President may call additional Board Business Meetings for any purpose at any time. The President shall call a Board Business Meeting upon the written request of at least three (3) members of the Board.

Section 5. Committee Meetings

Committee meetings for the Association shall meet as pursuant to the charge from the Board of Directors or directive from the President.

Section 6. Emergency Board Meetings

The President may call an Emergency Board Meeting without giving the normal notice if such a meeting is necessary to discuss an unforeseen emergency condition. Notice of any Emergency Board Meeting may be delivered personally, by telephone, by fax, by email or mail, and shall be received at least one (1) hour before the time of such meeting. An emergency condition for the purpose of this section is any condition that, if not addressed by the Board within this emergency time frame, may result in a detriment to this Association. The President may call Emergency Board Meetings for any purpose at any time. The President shall call an Emergency Board Meeting upon the written request of at least three (3) members of the Board.

Section 7. Parliamentary Procedures

All meetings of the Board shall be governed by the current Robert's Rules of Order, except insofar as such rules are inconsistent with these Bylaws, with the Articles of Incorporation, or with the California Nonprofit Public Benefit Association Law.

Section 8. Annual Board Transition Meeting

The Board shall hold an Annual Board Transition Meeting, for the purpose of the Board member transition within the Association and the transaction of other business properly brought before the Board.

Section 9. Proxy

1. Proxy shall only be considered in establishing quorum for any Association meetings.
2. Proxy voting is not permitted in ordinary deliberative assemblies unless federal, state, or other laws applicable to the Association require it.

Section 10. Meetings by Telecommunications

Any meeting of the Association may be held by telephone conference or similar communication equipment, as long as all Directors or members participating in the meeting can communicate with one another. All such Directors shall be deemed to be present at such a meeting and count for quorum.

Article VI. Board of Directors

Section 1. Authority

Subject to the provisions of the Public Benefit Association Law of California, and subject to any limitation in the Articles of Incorporation and these Bylaws relating to action required to be approved by the Membership, the business and affairs of this Association shall be managed by and all corporate powers shall be exercised by or under the discretion of the Board of Directors ("Board").

Each Director shall exercise such powers and otherwise perform such duties in good faith, in the manner such Director believes to be in the best interests of the Association and its membership, including and using ordinary prudence, as a person in a like position would use under similar circumstances.

Section 2. Term of Office

- A. The term of all Directors shall follow the fiscal year.
- B. No person may hold the same office for more than four (4) consecutive fiscal years.
- C. Director's term shall be for one fiscal year, except for the Director of Finance and Director of Administration, whose terms of office shall be two consecutive years, elected in alternate years.

Section 3. Voting

Each member of the Board shall have one vote.

Section 4. Selection of Directors

- A. All Directors are expected to regularly attend Board Business Meetings.

The Active Members shall elect all Directors of the Association for terms of office, or until their successors are elected and qualified. All officers shall be Active Members.

Section 5. Vacancy and Succession

- A. When a vacancy occurs, save the President, Past-President, President-Elect, the Board shall seek nominations, select, and vote by majority a replacement at a Board Business Meeting.
- B. If a vacancy occurs for President, the President-Elect shall immediately assume the role of President and complete the current president's term as well as the term vested.
- C. If a vacancy occurs for President-Elect, the Board shall seek nominations, and the Active Membership shall vote for a new President-Elect.
- D. If a vacancy occurs for Past-President, the Board shall seek nominations, select, and vote by majority at a Board Business Meeting, an Active Member to carry out the duties assigned to the Past President for the remainder of that term.

Section 6. Attendance at Meetings

- A. All Directors are expected to regularly attend Board Business Meetings.
- B. Directors may contest an unexcused absence by majority vote of the Board to approve the absence as excused.
- C. An excused absence is defined as:
 - a. Written communication 48 hours before the missed meeting to both the President and Director of Administration; or
 - b. Written communication within 24 hours after the meeting to the President and Director of Administration

Section 7. Removal of Directors

- A. Directors may be removed at any time by:
 - 1. A two-thirds (2/3) majority vote of the total number of Active Members during the fiscal year; or
 - 2. In the case a Director has an excess of three (3) unexcused absences during the fiscal year, any Board Director may petition the Board for removal of that Director. The Director in question of removal due to absences shall be notified at least seven (7) days before the meeting at which the removal is to be considered. The Director in question shall have the right, either in writing or in person, to defend against the allegations. Removal of the Director will require a two-thirds (2/3) vote of the Board present at the Board Business Meeting..

Section 8. Compensation

No Director shall be compensated for their service to the Association. The Board may authorize reimbursement of actual and necessary expenses incurred by Directors in attending meetings or for expenses incurred in the performance of duties on behalf of the Association.

Section 9. Conflict of Interest

No Directors shall have a financial interest in any contract or transaction entered into by the Board. No contract or transaction entered into in violation of this article is void. No Director may utilize information obtained by reason of Board membership for personal gain, and any such gain realized shall be deemed a corporate opportunity and returned to the Association.

Section 10. Action without Meeting

Any action required or permitted to be taken by the Board may be taken without a meeting via an electronic method. A majority of the Directors must consent in writing for such motion to be approved. Such written approvals shall be filed with the minutes of the proceeding Board Business Meeting. Such action by written consent shall have the same force and effect as the unanimous vote of such Directors.

Article VII. Directors of the Association

Section 1. Directors

The Directors of this Association shall be a President, Past-President, President-Elect, Director of Administration, Director of Finance, Director of Public Relations, Director of Legislative Affairs, Northern Area Director, and Southern Area Director.

Section 2. President

The President shall chair all meetings of the Board and shall have such other power and duties as may be prescribed from time to time by the Board. The President shall work with the Director of Administration to prepare and disseminate an agenda for each Board Business Meeting.

Section 3. Past President

In the absence of the President, the Past President shall perform all the duties of the President. The Past President will coordinate the scholarship program. The Past President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 4. President-Elect

In the absence of the President and the Past President, the President-Elect shall perform all the duties of the President. The President-Elect will be responsible for planning the annual transition meeting. The President-Elect shall have such powers and perform such other duties as may be prescribed from time to time by the Board.

Section 5. Director of Administration

The Director of Administration shall assist the President in the preparation of agendas for the meetings, shall keep a full and complete record of the proceedings of all meetings of the Board and all committees thereof, shall keep any seal acquired by this Association and affix the same to such papers and instruments as may be necessary or proper, prepare and keep on file a correct and updated membership directory and mailing labels, coordinate outgoing communications and shall discharge such other duties as pertaining to the office or as prescribed by the Board. In addition to the items discussed and resolutions, the minutes of meetings shall include the time and place the meeting was held, the type of meeting, annual or otherwise, the means of notification and the names of those present and absent at the meeting. The Director of Administration shall keep or cause to be kept, a copy of the Articles of Incorporation and Bylaws, as amended to date. The Director of Administration shall maintain an attendance log of all Board Business Meetings on Board of Directors meeting minutes.

Section 6. Director of Finance

The Director of Finance shall be the chief financial officer of the Association and shall keep and maintain adequate and correct books of accounts of the Association's transactions. The Director of Finance shall collect membership fees and handle all income and disbursements of the Association. If required by the Board, the Director of Finance shall give a bond for the faithful discharge of his or her duties in such sum and with such surety as the Board shall deem appropriate. The Director of Finance shall submit an annual report to the Board no later than forty-five (45) days after the end of the Association's fiscal year. The Director of Finance shall submit Secretary of State and Tax Exempt filing forms in accordance with identified due dates, serve on Student Leadership Conference and Professional Conference planning committees, collect registration fees, present a financial statement to the general membership during the professional conference, chair a committee of the Board which shall prepare an annual budget to be presented to the Board for approval, and serve as member of the CCCSAA Scholarship committees. In case of the absence or disability of the Director of Finance, or their refusal or neglect to act, such duties may be assumed by the President or by the President-Elect or by any officer appointed and authorized by the Board.

Section 7. Director of Public Relations

The Director of Public Relations shall be responsible for marketing and recruitment for the organization as well the production and distribution of a minimum of three newsletters each year. The Director will establish their contents, establish copy deadlines for each newsletter and collect articles from contributors. One newsletter shall be distributed during the fall, one distributed during the winter, and one distributed during the spring of each academic year. The Officer shall also maintain the CCCSAA listserv and website.

Section 8. Northern and Southern Area Directors

One Northern Area and one Southern Area Director shall be elected. Candidates must be an Active Member of their area. Each Area Director shall serve as a liaison to all colleges and regional advisors within their areas as defined in Article IV, Section 15. The representatives will disseminate information from CCCSAA to the regional advisors and bring concerns to the Board. The Area Directors shall also serve on the Student Leadership Conference Planning Committee and Scholarship Committee. Area Directors shall organize advisor workshops during the General Assembly (or similar) for the state student association as recognized by the California Community Colleges Chancellor's Office as well as provide content for the newsletters.

Section 9. Director of Legislative Affairs

During those years when a memorandum of understanding exists between the Association and the state student association as recognized by the California Community Colleges Chancellor's Office, the Association shall provide a member to serve as the liaison between the two associations. The Director shall also be the liaison between the Association and the members of the California Community Colleges Chancellor's Office assigned.

Article VIII. Additional Board Positions

Section 1. Events Coordinator

The Events Coordinator, appointed by majority vote the Board, is responsible for obtaining the contracts for future CCCSAA Conferences and events. The Events Coordinator will be responsible for chairing the CCCSAA Professional Development Conference.

Section 2. SLC Conference Chair

The SLC Conference Chair(s), appointed by the President-elect and approved by the Board, is responsible for chairing and implementing the annual CCCSAA Student Leadership Conference. This position is appointed during the President-elect's term and may be held by two Active Members.

Section 3. Assistant Events Coordinator

The Assistant Events Coordinator, appointed by the Events Chair and confirmed by the Board, aids the Events Coordinator in obtaining the contracts for future CCCSAA Conferences and implementation of events. The Assistant Events Coordinator may also be responsible for chairing other specialized CCCSAA events.

Section 4. Legislative Manager

The Legislative Manager, appointed by the Director of Legislative Affairs and confirmed by the Board, assists the Director of Legislative Affairs in working with the state student association as recognized by the California Community Colleges Chancellor's Office and the staff of the California Community Colleges Chancellor's Office.

Section 5. Administrative and Fiscal Sponsorship

An Entity serving as the Fiscal and Administrative Services Provider for the Association shall be an Ex Officio, non-voting Director on the Board and a designee shall be appointed by the Fiscal and Administrative Services Provider to represent itself. The Ex Officio member is not a member of CCCSAA nor eligible for any CCCSAA scholarships and does not have voting rights within the Association.

Article IX. Committees

Section 1. Standing Committees

The Board, by majority vote, may create standing committees to serve the Board for any purpose authorized by the Articles of Incorporation, these Bylaws, and the California Nonprofit Public Benefit Association Law.

Committees shall be appointed by the President, with the consent of the Board, at such times and for such purposes and to serve such terms as may be designated in the resolution creating a committee and in reference to authority granted by the Board and these Bylaws. All committees shall report and be responsible to the Board.

Section 2. Committee Reports

Each committee chairperson shall submit a written report of the activities of the committee to the President at the end of the fiscal year. The combined reports shall become part of the official records of the Association, shall be properly filed by the Director of Administration, and be available for reference by any member.

Section 3. Executive Committee

The Executive Committee may meet from time to time and conduct business prescribed by the Board. The executive committee shall be composed of the President, Past President, President-Elect, Director of Administration, and the Director of Finance.

Section 4. Student Leadership Conference Planning Committee

The Student Leadership Conference Planning Committee is appointed by the President-elect to implement the annual leadership conference. Chaired by the President, the Area Directors, Director of Finance, and any other individuals whom the Board appoints, will serve on this committee.

Section 5. Professional Development Conference Planning Committee

The Professional Development Conference Planning Committee is chaired by the Events Coordinator to implement the annual conference. Events Coordinator, Director of Public Relations, Director of Finance, and any other individuals whom the Board appoints, will serve on this committee.

Section 6. Bylaws Committee

The Bylaws Committee is comprised of at least three Active Members, of which one will serve as a chair. The committee shall review the Association governing documents on an annual basis.

Section 7. Student Leadership Scholarship Committee

The Student Leadership Scholarship Committee is comprised of at least four Active Members, the Northern and Southern Area Directors, and chaired by the Past President.

Section 8. Professional Development Scholarship Committee

The Professional Development Scholarship Committee is comprised of at least two Active Members and chaired by the Past President or Board Member designee, none of whom are applying for a scholarship.

Section 9. Special Committee

Special Committees shall be appointed by the President with the consent of the Board at such times and for such purposes and to serve such terms as may be designated in the resolution creating the special and conference committees and in reference to authority granted by the Board and these Bylaws. All committees shall report and be responsible to the Board. Each committee chairperson shall submit a written report of the activities of the committee to the President at the end of the fiscal year. The combined reports shall become part of the official records of the Association, shall be properly filed by the Director of Administration, and be available for reference by any member.

Article X. Defense and Indemnification

The Association shall have the power to indemnify, defend and hold harmless any Person who was or is a party, or who is threatened to be made a party, to any Proceeding by reason of the fact that such Person was or is a Member, Director, Manager, Officer, Employee, or other agent of the Association , or was or is serving at the request of the Associations a Director, Officer, Employee, or other Agent of another Association , limited liability company, partnership, joint venture, trust, or other enterprise, against claims, damages, expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by such Person in connection with such proceeding, if such Person acted in good faith and in a manner that such Person reasonably believed to be in the best interests of the Association , and, in the case of a criminal proceeding, such Person had no reasonable cause to believe that the Person's conduct was unlawful. The termination of any such proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the Person did not act in good faith and in a manner that such Person reasonably believed to be in the best interests of the Association, or that the Person had reasonable cause to believe that the Person's conduct was unlawful.

To the extent that an agent of the Association has been successful on the merits in defense of any proceeding, or in defense of any claim, issue, or matter in any such proceeding, the agent shall be indemnified against expenses actually and reasonably incurred in connection with the proceeding. In all other cases, indemnification shall be provided by the Association only if authorized in the specific case by the Board.

“Agent,” as used in this Article, shall include a trustee or other fiduciary of a plan, trust, or other entity or

arrangement described in Corp C section 207 (f). “Proceeding,” as used in this Article, means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative.

Expenses of each Person indemnified under this Agreement actually and reasonably incurred in connection with the defense or settlement of a proceeding may be paid by the Association in advance of the final disposition of such proceeding, as authorized by the Board who are not seeking indemnification or, if there are none, by a majority of the Active Members, upon receipt of an undertaking by such Person to repay such amount unless it shall ultimately be determined that such Person is entitled to be indemnified by the Association. “Expenses,” as used in this Article, includes, without limitation, attorney fees, costs, and expenses of establishing a right to indemnification, if any, under this Article.

Article XI. Financial Code

Section 1. Fiscal Year

The fiscal year of this Association shall be July 1 to June 30.

Section 2. Execution of Instruments

The Board, except as otherwise provided in the Bylaws, the Articles of Incorporation, and the California Nonprofit Public Benefit Association Law, may by resolution authorize any officer or agent of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific circumstance. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose in any amount.

Section 3. Annual Budget

The Director of Finance, President, and President-Elect shall prepare the annual budget to be approved at the General Business Meeting to be approved by the Association membership.

Section 4. Checks and Notes

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Association shall be signed by the President, Past President, or President-Elect. The request for reimbursement only needs one board member signature, along with the requestor’s signature, to be submitted to the Director of Finance for processing.

Section 5. Deposits

All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Board may select.

Section 6. Gifts

The Board may accept on behalf of the Association any contribution, gift, bequest, or devise for the purposes of this Association.

Section 7. Reserve Funds

The board may invest each year an amount not to exceed 10% of its annual profits into a board- approved investment instrument.

Article XII. Association Records

Section 1. Association Records

The Association shall keep on its website documents for at least the past three fiscal years:

- A. Minutes of all meetings of Directors, committees of the Board, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present, absent and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses. Every Director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Association. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

Article XIII. Scholarship Program

Section 1. Chairperson Duties

The Past-President or Board Member designee shall be the chairperson of all Association Scholarships. The Chairperson shall present any revisions of these scholarship guidelines and scholarship rubrics at a Board Business Meeting.

Section 2. Allocation of Fund

- A. The allocation of scholarship funds shall be determined by the Active Members at a General Membership Meeting. The Board shall determine the allocated funds for scholarships.
- B. Additional scholarships may be granted if approved by the Active Members by majority vote.

Section 3. Student Leadership Scholarship

- A. There may be up to five (5) Student Leadership Scholarships granted within Regions 1-5 and up to five (5) within Regions 6-10.
- B. Each college may select no more than two applicants from its campus and submit them for review.
- C. The Chairperson shall designate the Scholarship Committee for regional reviewing.
- D. The applications from Regions 6-10 shall be reviewed by at least two advisors from Regions 1-5 and the Northern Area Director. The applications from Regions 1-5 shall be reviewed by at least two advisors from Regions 6-10 and the Southern Area Director.
- E. The President- Elect may conduct a final review of all applications.
- F. Scholarships must be awarded before the fiscal year ends.
- G. Only students within the California Community College system shall be eligible to receive a scholarship. Recipient must be currently enrolled with at least twelve (12) units at an Active Member's institution and have a GPA of 2.5 or higher.

Section 4. Professional Development Scholarship

- A. Applicants shall be a current Active Member of the Association.
- B. Up to three (3) Professional Development Scholarships shall be granted during any fiscal year, unless otherwise approved by the Active Membership.
- C. All applicants must either be working towards a degree or continuing their education in a field related to student affairs, higher education, or related field.
- D. Chaired by the Past President or Board Member designee, the selection committee shall be comprised of at least two Active Members, none of whom are applying for a scholarship.

Article XIV. Amendment of Bylaws

These bylaws may only be amended after a scheduled meeting for discussion and by a majority vote of the Active Members.

Article XV. Amendment of Articles of Incorporation

Any amendment of the Articles of Incorporation of the Association may be adopted by approval of the Active Members by means of a two-thirds (2/3) majority vote of the Active Members.

Article XVI. State Student Association/Organization

Section 1. Memorandum of Understanding

In recognition of the important role students play throughout the statewide governance and consultation process and, in an effort to facilitate and enhance those efforts, the Association will seek to establish a mutually beneficial relationship, to the extent allowed by law, with the state student association/organization as recognized by the State Chancellor's office, by means of a joint memorandum of understanding. Consultation will include the State Chancellor's Office and the Community College League of California. The Director of Legislative Affairs shall oversee and manage this process.

Section 2. Terms of Memorandum

This memorandum will serve to codify the relationship and responsibilities of each organization relative to the other. The term of the memorandum shall be for one year, with automatic renewal unless either party notifies the other in writing thirty (30) days after the start of a new fiscal year.

Section 3. Approval

In the year prior to the expiration of the memorandum when in force, the Board shall negotiate the terms of the subsequent memorandum and recommend to the Active Members. These terms shall be deemed approved unless two-thirds (2/3) majority vote of those Active Members attending vote against their acceptance.

CERTIFICATE OF DIRECTOR OF ADMINISTRATION OF CALIFORNIA COMMUNITY COLLEGE STUDENT AFFAIRS ASSOCIATION

I hereby certify that I am the duly elected and acting Director of Administration of California Community College Student Affairs Association and that the foregoing Bylaws, comprising 16 pages, constitute the Bylaws of the Association as duly adopted at a meeting of the Board of Directors thereof held on Saturday, October 20, 2018.