



CALIFORNIA
College Personnel Association

2019
Working Rules

CCPA Working Rules 2019

Approved by the Leadership Directorate on 16|FEB|2019

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I. MISSION, VALUES AND PURPOSE

California College Personnel Association (CCPA) is a state division of the American College Personnel Association (ACPA).

Mission:

We are a comprehensive Student Affairs organization that meets the unique and specific needs of higher education professionals and students in the state of California.

Values:

We value social justice, collaboration and learning.

Purpose:

- A. Create change by providing leadership and learning opportunities for higher education professionals in the state of California;
- B. Promote and cultivate effective practices in facilitating student learning and development; and
- C. Encourage and advocate for the development of multicultural and social justice competencies.

II. LEADERSHIP DIRECTORATE/OFFICERS

The Leadership Directorate comprises the governing body of CCPA, though any of its actions can be superseded by general membership.

The Leadership Directorate shall consist of the five (5) elected leaders and any appointed positions:

1. Voting Members:
 - a. President
 - b. President-Elect
 - c. Past-President
 - d. Director of Communications
 - e. Director of Professional Development
 - f. Appointed Members

III. DUTIES OF OFFICERS

A. President

The president shall be responsible for:

- 1) Coordinating the overall business of the Association.
- 2) Articulating the vision and direction for the Association.
- 3) Officiating monthly meetings of the Leadership Directorate.
- 4) Maintaining communications and filing an annual report with ACPA.
- 5) Determining and preparing the agenda for the general membership and Leadership Directorate meetings.

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- 6) Holding directors accountable to positions and responsibilities
- 7) Facilitating the review and amendment process of these “Working Rules” at the beginning of his/her term.
- 8) Overseeing logistics of CCPA’s participation at annual convention.
- 9) Attending the Monthly ACPA State Chapter Presidents Meeting
- 10) Attending the ACPA Summer Leadership Institute and Annual Convention (pending institutional support, CCPA budget, sponsorships, and/or personal finances, etc.).
- 11) Creating and maintaining strategic partnerships with institutions, professional associations, sponsors, and other collaborative partners.
- 12) Managing the budget of the organization.
- 13) Delegating one or more of these responsibilities as needed.

B. President-elect

The president-elect shall be responsible for:

- 1) Collaborating with the president to coordinate the business of the Association.
- 2) Developing the slate of candidates for appointed Leadership Directorate positions and appointing members to all committees.
 - a. appointed positions will fluctuate and change with the needs of the organization
 - b. ad-hoc committees will be established to serve the needs of the organization
- 3) Presiding over the Leadership Directorate in the absence of the president. Absence of the president shall be defined as:
 - a. The president’s inability to preside
 - b. The president’s absence for longer than fifteen minutes after the time the meeting is supposed to begin, as stated on the agenda for that day.
 - c. The president’s relinquishing of duty during a meeting
 - d. The forced relinquishment of the president by two-thirds of the membership.
- 4) Participating in monthly teleconference or in-person Leadership Directorate meetings.
- 5) Other duties as deemed necessary by the President.
- 6) Updating the Leadership Directorate monthly on the CCPA membership count.
- 7) Collaborate with President to disseminate bi-annual general membership updates (i.e., general membership meetings, newsletter(s), mailings).
- 8) Attending the ACPA Summer Leadership Institute and Annual Convention (pending institutional support, CCPA budget, sponsorships, and/or personal finances, etc.).

C. Past President

The past president shall be responsible for:

- 1) Serving as a resource to the Leadership Directorate for one year after their Presidential term.
- 2) Assisting the President in accomplishing the purpose and goals of CCPA.

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- 3) Contributes to a “Historical Review” of the CCPA Chapter Annual Report for the Historian.
- 4) Compiling a list of current professional development opportunities with other higher education organizations.
- 5) Coordinates CCPA/ACPA related awards.
- 6) Leads the CCPA Business Meeting at annual Spring Institute.

D. Director of Professional Development

The Director of Professional Development shall be responsible for:

- 1) Managing the educational and professional development for general membership.
- 2) Creating and chairing the professional development committee as needed.
- 3) Setting an annual theme for development and ensuring that this theme is incorporated into workshops offered at different locations throughout the state as well as at the annual meeting.
- 4) Coordinating state-sponsored programs and awards at the CCPA Institute and the ACPA Annual Convention.
- 5) Research, market, and distribute professional development opportunities within the state of California and in association with ACPA.
- 6) Other duties as deemed necessary by the President.

E. Director of Communications

The Director of Communications shall be responsible for:

- 1) Maintaining oversight of information dissemination within the Association.
- 2) Chairing the communications and marketing committee to manage social media and the website as needed.
- 3) Promoting the use of technology as a means of communication and networking within the Association, i.e., monthly CCPA e-newsletter.
- 4) Supporting communication efforts of the leadership officers.
- 5) Forwarding relevant communications from membership, sponsors, or partners to leadership officers.
- 6) Recording minutes at all Leadership Directorate meetings.
- 7) Maintaining and organizing all records of the Association.
- 8) Other duties as deemed necessary by the President.

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IV. ELECTION CYCLE AND TERMS

The CCPA Election Cycle should abide by the following guidelines:

- October
 - Call for nominations
 - Communicate with ACPA regarding election process
 - Create necessary nomination and voting forms
- November
 - Nominee interest in position(s) are confirmed
 - Publicize nominations and nominee statements
 - Membership voting begins
- December
 - Final votes are tallied
 - All candidates are contact
 - Position-elect are contacted and confirmed of position
 - Membership is informed of newly elected leadership officers

All leadership terms are for one calendar year (January – December) with the exception of the presidential roles which is a three year cycle (President-Elect → President → Past-President).

V. COMMUNICATION AMONG OFFICERS

Outside of regularly scheduled meetings, officers are expected to respond to email communication from other officers and committee Chairs marked “urgent” within one working day.

Officers and President are ordinarily expected to respond to email communication addressed directly to them (not emails on which one is simply cc’ed or bcc’ed) within three working days.

The President will make significant efforts to include the input of all officers in decisions regarding CCPA. In the event that an officer or President is not able to respond to email communication within the timeframes specified above, the remaining officers may make decisions regarding time-sensitive issues as long as a simple majority is in agreement.

VI. SPONSORSHIP REQUESTS

Sponsorship requests of CCPA shall be submitted in writing to the President at least four weeks in advance of the scheduled event.

Upon receipt of Sponsorship request, the President will circulate it via email to the other Leadership Directorate within one week.

Officers must respond (vote affirmatively or negatively) to each request within five working days by email to the President. After that time, the President will tally the available votes, with a simple majority of those eligible to vote determining the decision.

CCPA Directorate maintains the right to refuse or cancel sponsorship requests and partnerships at any time.

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VII. MEMBERSHIP

CCPA Membership is defined by ACPA's individual membership guidelines. You can learn more about CCPA and ACPA individual membership here: <http://www.myacpa.org/individual-membership>

You can learn more about college/university membership here: <http://www.myacpa.org/joinCU>

VIII. MEETINGS AND MINUTES RESPONSIBILITIES

- 1) All members of the Leadership Directorate are responsible for attending each scheduled meeting.
- 2) Leadership Directorate Meetings will be called at least once a month via video/phone conference and at least once in person at the beginning of a new Leadership Directorate.
- 3) Leadership Officers are responsible for attending the entire meeting. In the event that a member is aware that they will miss a scheduled meeting, be late, or have to leave early, they are to alert one of the President Trio officers within 24 hours before the scheduled start of the meeting.
- 4) Should a Leadership Directorate member miss four (4) meetings within their term, the President shall speak privately with that individual about their availability and commitment to CCPA.

IX. LEADERSHIP DIRECTORATE VACANCIES

Should there be a vacancy of an appointed or elected officer on the Leadership Directorate, the vacancy shall be made known to the members at large and anyone who wishes to apply will be appointed by the President (or President-Elect) in consultation with the Leadership Directorate.

X. VOTING

- 1) A simple majority of the Leadership Directorate voting members shall constitute quorum for the transaction of business.
- 2) No one person may carry more than one vote.
- 3) No proxy votes are permitted.
- 4) Officers may vote in person, by telephone/video conference, or by email.
- 5) Unless specified in the Bylaws, the motion on the floor shall be agreed upon by a simple majority of the committee. A simple majority of the Leadership Directorate means a majority of those members voting either in favor or against the motion when quorum is present.
- 6) Reconsideration shall be granted by the simple majority.
- 7) In the event that a simple majority cannot be ratified, the motion will be sent to general membership for a vote.

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XI. APPEALING DECISIONS

- 1) All decisions of the President or Leadership Directorate may be appealed.
- 2) When a decision is appealed or sustained, it shall require a simple majority for passage as outlined in section X. Voting.
- 3) Any concerns or questions regarding decisions from the Leadership Directorate should be brought to the attention of the Executive Leader of ACPA.

XII. AMENDMENTS TO THE WORKING RULES

- 1) The Leadership Directorate shall be responsible for knowing, reviewing and modifying the Working Rules on an annual basis.

Once revised and approved, the Working Rules shall be made available to the General Membership.