

**CONSTITUTION  
OF THE  
CALIFORNIA STUDENT ASSOCIATION OF COMMUNITY COLLEGES  
REGION VI**

We the students of California Student Association of Community Colleges (CalSACC) Region VI, in the interest of promoting our intellectual and social development through student activities while fostering a spirit of unity among ourselves, our faculty, and our administration and in the interest of continuous growth and development of the Region within a framework of college-community relations, do hereby establish this constitution and assume the power and cooperative responsibility of self-government delegates to us by the CalSACC State Constitution, the Board of Government of the California Community Colleges, and the California State Legislature.

**ARTICLE I  
NAME OF ORGANIZATION**

- SECTION I:        Name:  
The name of this organization shall be CalSACC Region VI.
- SECTION II:       Purpose:  
The purpose of this organization is to ensure that the students of CalSACC Region VI are represented in all affairs that have a direct and significant affect on their education experiences.
- SECTION III:      Membership:  
Membership shall consist of the following California Community Colleges located within Region VI: Allan Hancock, Antelope Valley, College of the Canyons, Cuesta, Moorpark, Oxnard, Santa Barbara City, Taft, and Ventura.
- SECTION IV:      Authority:  
Constitution of the California Student Association of Community Colleges and California Education code for Community Colleges.

**ARTICLE II  
MISSION**

- SECTION I:        Mission:  
The mission of CalSACC Region VI shall be to represent the views of the community college students within Region VI to both the state legislative and the various constituency groups within the California Community College system.

**BY-LAWS OF THE  
CALIFORNIA STUDENT ASSOCIATION OF COMMUNITY COLLEGES  
REGION VI**

**ARTICLE I  
MEMBERSHIP**

SECTION I: The Chair, with two-thirds (2/3) approval of the Regional Board voting members, may establish a membership fee within the Region VI Finance Code.

SECTION II: Membership is on a year-to-year basis.

**ARTICLE II  
DUTIES AND FUNCTIONS OF THE REGIONAL BOARD**

SECTION I: The Regional Board shall be represented for the governing, promotion, production and performance of all Region VI activities.

SECTION II: Board Members:  
A. The Regional Board shall be responsible for the governing, promotion, production and performance of all Region VI activities.  
B. The Executive Council shall consist of the following elected officers: Chair, Vice Chair, Parliamentarian, Policy Board Representative, Policy Board Representative Alternate, Treasurer, and Secretary.

SECTION III: Members responsibilities:  
All Region Board members shall be qualified with and shall perform duties in accordance with the Constitution and the By-Laws.

SECTION IV: College Representatives:  
A. A representative from each member college must be either a student body president, student trustee or an elected student officer serving on their colleges student association.  
B. Regional Board representatives must hold either an elected or appointed student body association position for the duration of their term.

SECTION V: Term of office:

The Executive Council will be elected no later than May 15 each year. Term of office for the Executive Council shall commence on July 1 and expire June 30 of each year. Term of office for the CalSACC representatives shall be determined by each member school.

SECTION VI: All expenditures of Region VI funds shall be governed by the Regional Board in accordance with the Region VI Finance Code.

SECTION VII: The Regional Board has the right to request any action as deemed necessary in order to enforce the provision of the Region VI Constitution, By-Laws, and Policies.

SECTION VIII: Voting Members:  
Each member college shall have one vote. If the appointed student representative from any college is not present, then an Executive Council member from the same college may cast that college's vote.

SECTION IX: Quorum:  
A. Two-thirds (2/3) of the voting members of the Region Board shall constitute quorum. Two members of the Executive Council must be present.  
B. If any member college does not have a representative at two consecutive meetings, that member college shall not count for quorum at the next meeting. There must be at least five member colleges present to conduct business.  
C. A body without quorum may meet for discussion; however, no action may be taken. Minutes need to be taken.

### **ARTICLE III REGIONAL MEETINGS**

SECTION I: Meeting Laws:  
All meetings of the Regional Board shall be conducted in accordance with the provisions of the Ralph M. Brown Act (California Government Code Section 54950 et seq.)

SECTION II: Regular Meetings:  
A. The schedule and location(s) of regular meetings of the Regional Board for each year shall be recommended by the Chair and voted on by the Regional Board.  
B. The Regional Board meetings so as not to present a direct conflict with the Policy Representative's

responsibility to attend regularly scheduled Policy Board meetings, before adopting a schedule and location(s) of regular meetings.

SECTION III: Special Meetings:

- A. The Chair or majority of the members of the Executive Council may call a special meeting of the Regional Board at any time. Notice of time, place, and purpose of the special meeting shall letter or in person to the members at the last known residence or place of business in time to reach the member at least twenty-four (24) hours in advance of the meeting.
- B. No business other than that contained in the notice of the special meeting shall b considered at such meetings.

SECTION IV: Notice of Meetings:

- A. The Chair of the Regional 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 Regional Board.
- B. 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.

**ARTICLE IV**  
ELECTIONS, VACANCIES, AND APPOINTMENTS

SECTION I: Elections:

The Executive Council and the advisor will be responsible for the creation and enforcement of the Election Code. The election code will be the guide used for holding general, special and recall elections.

SECTION II: Vacancies:

With the exception of the Chair and the Policy Board Representative, which is filled through the order of succession, all other vacancies may be filled by appointment or special and recall elections.

SECTION III: Appointments:

The chair shall have the right to make appointments, as he/she deems necessary. With the guidance of the vice chair and the advisor. The Regional Board must approve the appointment with at two-thirds (2/3) vote.

**ARTICLE V**  
**DUTIES OF CALSACC REGION VI OFFICERS**

**SECTION I:**           The Chair Shall:

- A. Act as Chairperson of the Regional Board.
- B. Execute the provision of the Cal SACC Region VI Constitution, By-Laws, and all current legislation.
- C. Have power to call Regular and Special meetings of the Regional Board as appropriate.
- D. Shall oversee the preparation of and distribute the agenda of all meetings to the Regional Board at least ten (10) regular days before each meeting.
- E. Prepare a written or oral report for the Regional Board of related regional activity as well as interaction with CalSACC.
- F. Vote only in case of a tie.
- G. Submit an annual meeting schedule, which must be ratified by a majority of the Regional Board.
- H. Represent Region VI at CalSACC state meetings, if the Policy Board Representative-Alternate are unable to attend.
- I. Shall have the power to appoint all committees with the approval of the Regional Board.

**SECTION II:**         The Vice-Chair shall:

- A. Assume the duties of the Chair in the event absence of the Chair and succeed to that upon the resignation, disqualification, or removal of the Chair.
- B. Arrange for and act as the chairperson for all region activities or rallies sponsored by Cal SACC Region VI.
- C. In the case that the Parliamentarian position is vacant, the Vice-Chair will act as Region VI Parliamentarian.
- D. House all necessary equipment and supplies for the region.
- E. Serve as a non-voting officer of the Region VI Regional Board.

**SECTION III:**       The Parliamentarian shall:

- A. Preside as Parliamentarian of CalASCC Region VI and offer parliamentary advice during official meetings.
- B. Must be proficient in the current edition of Robert's Rules of Order Newly Revised, the CalSACC Constitution, the Region VI By-Laws, and all Region VI Policies.
- C. Assist in maintaining order at all official Region VI meetings.

- D. Determine when a conflict of interest exists between any member college and an issue at hand.
- E. Serve as a non-voting officer of the Regional Board.

SECTION IV:

The Treasurer shall:

- A. Distribute a quarterly financial statement with CalSACC Region VI to all Regional Board members (based on one fiscal year July 1 to June 30).
- B. Be responsible for all transfers of CalSACC Region VI funds.
- C. Perform such other duties, which the Regional Board may designate as per the CalSACC Region VI Finance Code.
- D. Shall submit an annual budget by the second meeting of the year.
- E. Serve as a non-voting officer of the Region VI Regional Board.
- F. Shall bill member school for dues no later than July 15 of each year.

SECTION V:

The Policy Board Representative shall:

- A. Miss no mote than two CalSACC Policy Board meetings.
- B. Represent Region VI properly in all voting matters at CalSACC Policy Board meetings.
- C. Be responsible for information Region VI of those actions and movement of the Policy Board.
- D. Perform such other duties, which the Regional Board may designate.
- E. Serve as a non-voting officer of the Region VI Regional Board.
- F. In the event that neither the Region VI Policy Board Representative-Alternate or President can attend the CalSACC state meeting, the Region VI Policy Board Representative shall have the right to have another member of the Region VI Regional Board serve as the Policy Board Representative-Alternate pro-tem.

SECTION VI:

The Secretary shall:

- A. Keep accurate minutes of proceedings during Regional Board meetings, and maintain a complete and accurate file of all such meetings.
- B. Distribute the minutes to the Regional Board members within 15 days of each meeting.

- C. Keep an up to date account of all measures passed, the Constitution, By-Laws, and standing rules of CalSACC Region VI.
- D. File the official minute's book at the end of each term of office with the regional advisors.
- E. Keep up-to-date records of all committee meetings.
- F. Shall receive a stipend of between ten (10) and twenty-five (25) dollars per meeting.
- G. Serve as a non-voting officer of the Region VI Regional Board.

SECTION VII: Policy Board Alternate shall:

- A. Assume the duties of the Policy Board Representative in the event of absence of the Policy Board Representative and succeed to that office upon their resignation, disqualification, or removal.
- B. Shall be elected by a plurality vote of the Regional Board.
- C. Serve as a non-voting officer of the Region VI Regional Board.

#### **ARTICLE VI**

##### DUTIES OF THE CALSACC REGION VI ADVISOR

SECTION I: The CalSACC Region VI Advisor shall:

- A. In accordance with Article X of the CalSACC Constitution, the advisor shall serve as a consultant, provide guidance, and support CalSACC Region VI.
- B. Serve as the liaison between the advisor organization California Community Colleges Student Affairs Association (CCCSAA) and CalSACC Region VI.
- C. Attend the Region VI meetings.
- D. Run all elections.

#### **ARTICLE VII**

##### DISBURSEMENT OF THE CALSACC REGION VI FUNDS

SECTION I: Finance:

- A. All members dealing with CalSACC Region VI Financial Issues not defined within the CalSACC

Region VI Constitution and By-Laws, shall be enumerated in the CalSACC Region VI Finance Policy.

**ARTICLE VIII**  
**APPOINTED OFFICERS**

- SECTION I: Appointed officers will be appointed by the CalSACC Region VI Chair with a two-third (2/3) ratification of appointment by the Regional Board voting members.
- SECTION II: Officers appointed to fill vacancies will be accorded all the rights of an elected member of the Regional Board.
- SECTION III: Non-elected appointed officers may include, but are not limited to: corresponding secretary, chairperson of ad hoc committees, pro-tem officers, and/or administrative assistants.
- SECTION IV: Impeachment: Appointed officers, in non-elected positions, may be removed from their positions by the following procedures:
- A. The appointed officer may have the ratification of his/her appointment rescinded by a two-thirds (2/3) vote of the Regional Board voting members.

**ARTICLE IX**  
**EXPULSION FROM REGION BOARD**

- SECTION I: Method of expulsion:
- A. In the event that an Executive Council officer misses two Region VI meetings in one semester, that officer may be expelled from the Council.
  - B. The method of expulsion is as follows:  
  
The Regional Board chair, in consultation with the Region VI Advisor, will present to the board a request for expulsion proceedings. One week will then expire, during which the Region VI Advisor will attempt to make at least two (2) telephone calls and one (1) written attempt to contact the

council member involved. After the one week has expired and attempts to contact the council member have been made, a hearing will be held during the next Regional Board meeting to collect information on the proceedings involved. Following the hearing, a two-thirds (2/3) vote of the Regional Board voting Regional Board voting members will then declare the office vacant and expel the officer in question. The Region VI Chair will then appoint an officer finish the term.

**ARTICLE X**  
PARLIAMENTARY AUTHORITY

SECTION I: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Regional Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XI**  
AMENDMENTS

SECTION I: Amendments:  
The Constitution and By-Laws may be amended at any regular meeting of the Regional Board by a two-third vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**FINANCE CODE  
OF THE  
CALIFORNIA STUDENT ASSOCIATION OF THE COMMUNITY  
COLLEGES REGION VI**

**ARTICLE I  
AUTHORITY**

SECTION I: This code is established under the authority given in Article VIII Section VI of the By-Laws of the California Student Association of Community Colleges (CalSACC) Region VI.

**ARTICLE II  
PURPOSE**

SECTION I: This code is established to define policies and procedures regarding any and all financial transaction and decision by the CalSACC Region VI Regional Board.

**ARTICLE III  
DATE OF EFFECTIVENESS**

SECTION I: This code shall be effective upon majority vote of the Regional Board voting members.

SECTION II: This code may be reviewed at the beginning of each fiscal year at the first meeting of the Regional Board. Such action must be recorded in the Regional minutes.

**ARTICLES IV  
AMENDMENTS**

SECTION I: This code may be amended by the majority vote of the Regional Board voting minutes.

**ARTICLE V  
MINUTES AND CORRESPONDENCE**

SECTION I: The approval of budgets, budget revisions, expenditures of funds, contractual agreements and expenditures shall be recorded Regional Board written minutes and also in the Treasurer's report.

SECTION II: Regional Board minutes, financial reports and details of expenditures shall be kept on file with the Treasurer and Regional advisor.

**ARTICLE VI  
BUDGET**

SECTION I: The Regional Board annual budget shall be constructed by means of The Treasurer.

**ARTICLE VII  
FINANCIAL ACCOUNTING DUTIES AND RESPONSIBILITIES**

SECTION I: The Treasurer shall be responsible for the maintenance and upkeep of all Regional Board financial records.

SECTION II: Copies of all that years financial records will be maintained by the Treasurer.

SECTION III: The CalSACC Region VI Advisor shall be responsible for the banking of CalSACC Region VI Funds.

SECTION IV: The Regional Account shall be maintained at the home school of the Advisor.

**ARTICLE VIII  
FINANCIAL CONTRACTS**

SECTION I: The treasurer or Advisor shall be responsible for negotiating all Regional Board contracts or agreements.

SECTION II: The Treasurer and Advisor shall sign any contracts or agreements, which place the Regional Board under any obligation.

SECTION III: Any individual and/or organization shall acknowledge that, should they conduct any infringement upon the term of their contractual agreement with CalSACC Region VI; They shall pay all cost of collection of funds, goods, and/or services due to the Regional Board.

SECTION IV: All quotes will be obtained for all goods and services exceeding \$500.00 (excluding travel).

SECTION V: All quotes will be reviewed by the Regional Board for the approval by the majority vote from the voting members.

**ARTICLE IX  
INCOME AND REVENUES**

SECTION I: Funds collected through any Regional Board activities, conferences and events shall be given to CalSACC Region VI Advisor, responsible for depositing funds in the CalSACC Regional accounts no later than ten (10) business days after receipt of said funds and a copy of the receipt be forwarded to the Treasurer.

**ARTICLES X  
EXPENDITURES**

SECTION I: All funds remain the property of the Regional Board until the completion of disbursement or inter budget transfer process of approved funds.

SECTION II: Expenditure of Regional Board funds or payment of goods and services obtained by the Regional Board or standard daily operation purposes shall be reviewed by the Treasurer.

SECTION III: Any other request that does not fall into the parameters listed above shall be submitted to the Regional Board.

**ARTICLES XI  
DUES**

SECTION I: A flat rate of \$150.00 will be charged to each college as Regional Dues.

SECTION II: Invoices for Regional Dues shall be issued to each college no later than October 1<sup>st</sup>.

SECTION III: All dues shall be paid no later than December 1<sup>st</sup>.

SECTION IV: College who have not paid Regional Dues, may possibly result in A limitation of voting rights.

**ARTICLE XII  
FINANCE CODE VIOLATIONS**

SECTION I:           Violations of this code may result in removal from office and may result in legal charges, depending on the seriousness of the violation.

**ELECTION CODE  
OF THE  
CALIFORNIA STUDENT ASSOCIATION OF COMMUNITY COLLEGES  
REGION VI**

**ARTICLE I  
PURPOSE**

The election code is established to define policies and procedures regarding all elections sanctioned by the California Student Association of Community Colleges (CalSACC) Region VI Regional Board by an absolute majority vote. The Regional Board is the only body that may change these procedures and they are limited only by the guidelines as stated in the CalSACC Region VI Constitution and By-Laws.

**ARTICLE II  
CANDIDATE REQUIREMENTS**

**SECTION I:** Candidates for the CalSACC Region VI Executive Council shall be either an elected or appointed representative of their recognized college student government associations. All candidates must submit verification, signed by a recognized advisor or administrator of his or her college. This verification must state that the following:

- 1) The candidate is a student of good standing;
- 2) The candidate shall be an elected or appointed representative of the recognized college student government; and
- 3) The candidate shall serve concurrently July 1- June 30.

**SECTION II:** Along with the verification, the candidate must submit a letter of inter to the Regional Board at least one meeting prior to the election.

**ARTICLE III**  
**ELECTION PROCEDURES**

- SECTION I: Regular elections to the Executive Council shall be conducted at a CalSACC Regional VI meeting, to be held prior to June 1.
- SECTION II: No individual shall be allowed to seek or hold more than one CalSACC Region VI Executive Council position concurrently.
- SECTION III: If, by a majority vote of the Regional Board voting members, a candidate is found to be in violation of any provisions of this code, the candidate shall be deemed ineligible to participate further in the election. Such action may only be taken prior to the tabulation of the results.
- SECTION IV: The Region VI Advisor and a member of the Executive Council not running for office will count the votes.
- SECTION V: All position shall be elected by a plurality basis. In the event that there is only one candidate for a position, that person shall be elected by a simple majority.
- SECTION VI: The Region VI Advisor and a member of the Executive Council not running for office will count the votes.
- SECTION VII: In case of a tie, or if none of the candidates receive a plurality vote for the position, a run-off shall be held between the tied candidates with the highest total votes received. Run-off elections shall be held immediately after the determination of a tie. Run-off speeches for each tied candidate shall be no longer than the time announced when ballots are distributed.
- SECTION VIII: Each noting member of the Regional Board shall be responsible for reporting their school's vote. Votes must be presented in writing and placed in the ballot box by the end of the voting period. The duration of the voting period shall be no longer than the time announced when ballots are distributed.

**ARTICLE IV**  
**SPECIAL ELECTION**

- SECTION I: In her event of permanent inability, ineligibility, or recall of an Executive Council officer, a special election may be called to fill the vacancy.
- SECTION II: The Region VI Advisor shall notify all Regional Board members of the vacancy.
- SECITON III: At the next regularly scheduled meeting of the CalSACC Region VI Board, the presiding officer shall open the nominations for the vacant office.
- SECTION IV: A ballot will be given to each of the Regional Board voting members.
- SECTION V: The winner will be determined by popularity.