

Council of Unions and Student Programs

Constitution

Last Amended Spring 2018
Editorial corrections: August 9, 2021

ARTICLE I: NAME

This organization will be known as the Council of Unions and Student Programs (CUSP).

ARTICLE II: PURPOSE

CUSP assists member institutions to significantly contribute equitable, diverse, and inclusive leadership and activity development practices for the benefit of CUSP members and the total community and technical college campus environment. CUSP collaborates with and reports to the Washington State Student Services Commission (WSSSC) regarding significant and emerging issues or trends impacting student life.

CUSP is organized to support and accomplish the following practices:

Professional Development –

Provide opportunities to network and collaborate with the intent to provide equitable access to professional development resources.

Student Leadership Development –

Provide resources focused on creating experiential learning environments that foster student leadership skill development.

Civic Action –

Develop and facilitate learning opportunities for student leaders to advocate beyond campus communities to lead in local, state, and federal arenas with the intent to become active, culturally competent, knowledgeable, and involved members of society.

Programming -

Utilizing student funded programs and initiatives, enrolled students will participate in opportunities to develop knowledge and foster student cultural competence, involvement, engagement and development learning through student funded programs and initiatives, by providing enrolled students with opportunities to develop the knowledge skills and abilities through student funded programs and initiatives.

ARTICLE III: MEMBERSHIP

CUSP membership is open to any Washington community and technical college (CTC) student campus life, including athletics and union management, and professional staff members. CUSP strives for active participation from all CTC institutions. Together, members form a council with an executive board.

ARTICLE IV: EXECUTIVE BOARD AND AUTHORITY

CUSP is led by an executive board, consisting of a resident, president elect, immediate past president, secretary, treasurer, immediate past treasurer, and member-at-large. All elected executive board members are voting members and all others are ex-officio, non-voting members.

Section 1: Officers and Elections

The officers of CUSP are: President, president elect, immediate past president, secretary, treasurer, immediate past treasurer, and members-at-large at discretion of the president and approved by the Executive Board. Ex-Officio members of the executive board are selected and elected members in specific roles of leadership of assigned committees. Annually, president elect and secretary positions are elected. The treasurer position is elected every other year; as outlined in Article III of the Bylaws: Voting.

Officer nominations occur during the annually scheduled spring meeting where CUSP members are recruited for executive positions. Officer terms in office extend from the end of the annually scheduled spring meeting to the beginning of the subsequent annually scheduled spring meeting.

Section 2: Appointments

The CUSP Executive Board may create other appointed positions. The term of the appointed position shall be in accordance with bylaw Article IV, or until such time as the work of that appointment is completed.

ARTICLE V: MEETINGS

Section 1: Meeting Schedule and Procedure

The Council shall meet three times a year, or as determined by either the executive board or members. Robert's Rules of Order, most recently revised, shall be the authority on questions of parliamentary procedure.

Section 2: Meeting Availability

All CUSP business meetings shall be open to the public. Members of the audience shall be allowed to contribute to the discussion at the discretion of the presiding executive board member. Members shall be notified of all regularly scheduled council meetings at least one quarter in advance of the scheduled meeting. No official business shall be conducted by the Council except during a quarterly meeting.

Section 3: Meeting Agendas

The executive board will create professional development and business agendas for the council's quarterly meetings.

Section 4: Executive Session

The executive board may convene in executive session for the purpose of discussing Board personnel matters. No official council business shall be conducted in executive session. Any decisions stemming from the executive session shall be made in open session.

ARTICLE VI: FINANCIAL RESOURCES

The assets of CUSP are dedicated to its purposes. No individual shall benefit from any income or be paid, except for a reasonable compensation for their services. Individuals may be reimbursed for actual expenses incurred in the execution of official CUSP duties and programs.

ARTICLE VII: AMENDMENTS

Section 1: Proposed revisions to the Constitution and Bylaws may be made by any CUSP member. These revisions shall be made by written notice to all members no less than thirty (30) days prior to a quarterly meeting followed by a majority vote of all members present during the business meeting.

Section 2: The constitution will be amended through majority vote of council members present at a regularly scheduled council meeting; as outlined in article VI of the bylaws.

Section 3: Council approved amendments shall be forwarded to the WSSSC liaison for approval through WSSSC.

ARTICLE VIII: CORRECTIONS TO THE CONSTITUTION & BYLAWS

Editorial correction to the Constitution and Bylaws that do not affect the content, meaning or intent of the document must be approved by a two thirds (2/3) majority vote of the Executive Board. Such correction is limited to misspelled words, incorrect grammar, incorrect punctuation, and incorrect referencing between documents. Any corrections that change the intended meaning of the Constitution and bylaws must be approved as described in Article VII of this Constitution. It must be approved by two thirds (2/3) of the Executive Board that the intended meaning has not changed.

ARTICLE IX: ENABLING ACT

Section 1: The CUSP Constitution shall be carried out upon satisfaction and approval by a simple majority of CUSP members voting and upon approval by WSSSC, and shall render all preceding Constitutions and Bylaws void.

Section 2: The Constitution and its Bylaws shall be considered for revision at least every two years. CUSP President and executive board will determine the extent of revisions and the manner in which it will be conducted. .

Council of Unions and Student Programs

Bylaws

Updated Fall 2018

Editorial corrections: August 9, 2021

ARTICLE I: EXECUTIVE BOARD

The Executive Board shall serve as the policy-making and administrative branch of CUSP, consistent with its Constitution and Bylaws. It shall review and approve periodic operating statements and audit reports, make recommendations to members regarding the time and place of quarterly meetings, make recommendations to educational activities that support the council's mission, fill vacancies as may occur in its membership, prepare meeting agendas, and ensure meeting logistics are completed in a timely manner..

Section 1: Terms of Office:

At the spring meeting, the President-Elect shall be elected for the three year term of office (president-elect, president and past-president) and shall assume office at end of spring meeting following the adjournment of the meeting. The Secretary and Treasurer shall be elected for a two (2) year term by the membership and shall assume office after adjournment the spring meeting. The Secretary will be elected in even numbered years and the Treasurer will be elected in odd number years.

Section 2: Duties of Officers

A. The President shall:

- a. Shall preside as President Elect, President and Past President in successive years.
- b. As president direct the affairs of CUSP and preside over council meetings;
- c. Appoint, with the approval of the Executive Board, positions and any necessary ad hoc representation of the council;
- d. Oversee the coordination and agenda development of CUSP quarterly meetings.
- e. Be the council spokesperson.
- f. Sign all official documents and contracts regarding council actions or assigned activities. .
- g. Be the WSSSC liaison and prepare all reports for that role.
- h. Support Executive Board members and ad-hoc committee managers and monitor work performance as needed.
- i. Coordinate Council messaging, as necessary, to the State Board for Community and Technical Colleges staff.

B. The President-Elect shall:

- a. Assume the duties of the President in the President's absence;
- b. Work with the President to plan and implement quarterly meetings;
- c. Chair the Nominations Committee;
- d. Coordinate the Professional Development for the quarterly meetings.
- e. Perform such other duties as delegated by the President.

C. The Past-President shall:

- a. Assist the President and President-Elect as needed and determined by the Executive Board.
- b. Assist the President with the transition of council information and processes, and consult as necessary..
- c. Develop an annual meeting calendar, by collaborating with the Executive Board.

D. The Secretary shall:

- a. Takes minutes at quarterly meetings, and executive board meetings, copy and distribute these minutes to the Council.
- b. Maintain all CUSP minutes and correspondence of the membership.

- c. Serve as CUSP historian. They will also send meeting minutes and treasurer's reports to WSSSC.
 - d. Maintain and update the CUSP website.
 - e. The secretary shall preside at meetings of the Council in the absence of both the President and the President Elect, and shall perform duties as assigned by the President.
- E. The Treasurer shall:**
- a. Maintain financial records, make quarterly reports, collect dues or fees and disburse funds as required to pay CUSP expenses and other duties as assigned.
 - b. Collect all funds associated with CUSP designed and offered student training.
 - c. The treasurer shall preside over the Finance Committee.
- F. The Assistant Treasurer shall:**
- a. Do an annual audit of the CUSP financial records
 - b. Oversee registration and provide invoices as necessary.
 - c. Assist the treasurer as needed.
- G. The Member at Large shall:**
- a. Perform duties as assigned by the President.

ARTICLE II: REMOVAL AND VACANCIES FROM OFFICE

Section 1: Removal from Office

- A. An Executive Board member may be removed from office with resignation or a vote of "no confidence" by a two-thirds vote of the Board. The acting executive board member shall appoint a successor to serve the remainder of the term with the approval of the CUSP membership at the next business meeting.
- B. If at any time during an officer's tenure they are no longer under employment contract at a member CTC the officer is no longer eligible to serve on the Executive Board and resigns their appointment through writing to the executive board.

Section 2: Filling Executive Board Vacancies

- A. President: in the event a vacancy occurs in the office of the President, the President Elect shall assume the office and serve the balance of that term and then the next term. In all cases where the President is temporarily unable to serve for a period of 90 days, the President-Elect will temporarily assume the office until the President can assume the responsibilities again. Such appointments are subject to approval by the Executive Board.
- B. For President Elect, Secretary or Treasurer: in the event of a vacancy the President shall recommend a councilmember to fill the vacancy. Such appointments are subject to approval by the CUSP membership at the next business meeting.
- C. Member-At-Large: in the event a vacancy occurs in the office of the Member at Large, the President shall recommend a councilmember to fill the vacancy. Such appointments are subject to approval by the Executive Board. All members appointed to fill vacant positions on the Board shall serve through the unexpired term of the position, except in the position of President. (refer to Article I).

ARTICLE III: VOTING

Section 1: A vote is cast by one member from each college campus in attendance at the quarterly business meeting. A member may only represent one college campus while voting, this includes Executive Board members. Branch or extension campuses will hold one vote for that campus.

Section 2: There will be no voting by proxy in any form.

Section 3: A voting quorum will consist of a simple majority of present college campus members.

Section 4: When a vote is tied the president's vote will break the tie.

ARTICLE IV: DUES

Section 1: Membership fees are established by the CUSP Executive Board, with consultation with the council, and will cover the cost of one professional staff to attend fall, winter, and spring quarter meetings. Due limits will be reviewed every two years and once paid are non-refundable.

Section 2: Dues shall be payable at or prior to the quarter meeting the member is attending.

ARTICLE V: COMMITTEES

Section 1: Ad-Hoc Committees

The Executive Board will establish such committees as determined necessary to serve the goals and intent of the council. The President shall appoint, with approval of the Executive Board, chairpersons and committee members for such committees. The Executive Board will determine and outline in writing the initial charge of committees prior to their establishment, the appointment of a chairperson, or the selection of other members of the body. All committees shall be evaluated regularly and may be retained, revised, or deleted by action of the Executive Board. Description of the charges to and the responsibilities of all committees will be made available to members upon request.

Section 2: Standing Committees

A. Nominations Committee

- a. Four weeks prior to the spring meeting the President shall appoint a nominating committee consisting of the President-Elect as chair and two (2) additional council members. This committee is responsible for developing a list of nominees for executive board positions whose experience and expertise match outlined criteria established by the council. Nominee's names will be provided to the president at least two weeks prior to the spring meeting. The President shall call for nominations from the floor prior to council officer voting.
- b. Officers shall be elected by a majority of all voting members present, as outlined in Article III.

B. Civic Action Committee

- a. This committee supports student programs professionals in facilitating opportunities for student leaders to advocate beyond their campus communities into the local, state and federal arenas.
- b. Through supporting civic programs, CUSP prepares students to be active, knowledgeable, and involved members of society.
- c. Membership:
 - i. Community Chair/Leader/Facilitator
 - ii. Community co-chair (optional)
 - iii. WACTCSA Advisor
 - iv. Four (4) Regional Advisor Representatives
 - v. A minimum of two (2) at-large members

C. Student Leadership Conference

- a. This committee supports student programs professionals in their efforts to create experiential learning environments that foster student leadership skill development.
- b. Membership:
 - i. Pillar Chair/Leader/Facilitator

- ii. Student Leadership Conference Chair (ad-hoc member to respond to student leadership development training needs as discovered by this community)
- iii. Past-President
- iv. A minimum of four (4) at-large members (one must be an east side member)

D. Professional Development

- a. This committee supports student programs professionals to provide more access and resources to professional development and capitalize on opportunities to network and collaborate.
- b. Membership:
 - i. Community Chair/Leader/Facilitator
 - ii. President-Elect
 - iii. Secretary
 - iv. A minimum of two (2) at-large members (one must be an east side member)

E. Programming

- a. This committee supports student programs professionals in their effort to foster student engagement and learning by providing students with opportunities to develop the knowledge skills and abilities through student funded programs and initiatives.
- b. Membership:
 - i. Community Chair/Leader/Facilitator
 - ii. A minimum of four (4) at-large members (one must be an east side member)
 - iii. Membership in this committee should endeavor to represent leadership in different types of programming and levels of experience. To include, but not limited to: campus events, multicultural, diversity, recreation, residence life, education, etc.

Section 3: Forming New Standing or Ad-Hoc Committees

The Executive Board may form new standing committees by a majority vote of the council. Ad hoc committees may be formed to accomplish a specific purpose and terminated by a majority vote of the Executive Board.

ARTICLE VI: AMENDMENTS

- A. Proposed amendments to these bylaws shall be presented to the membership, one meeting prior to the meeting where the amendments will be voted upon. The Executive Board shall review and make recommendations on all bylaws revisions prior to consideration by the membership.
- B. Bylaw amendments require approval by two-thirds of the voting members present at business meetings. The amendment(s) shall be effective immediately unless otherwise stipulated in the amendment(s).
- C. A copy of any amendment(s) to these bylaws must be submitted to WSSSC within two weeks after adoption.

These bylaws were adopted in Fall 1998 and most recently revised on April 27, 2018.