

Community Programs Office Student Association

- a. To be the official voice of the Community Service Projects of the Community Programs Office (CPO), also referred to as Projects.
- b. To promote involvement in community service programs.
- c. To develop programming that addresses the needs of disadvantaged communities.
- d. To link UCLA with the communities served by CPO Community Service Projects.
- e. To advocate for community issues.

ARTICLE III: STATEMENT OF NON-DISCRIMINATION

The Community Programs Office Student Association, in accordance with applicable Federal and State law and University Policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a War Veteran. The Community Programs Office Student Association also prohibits sexual harassment. This non-discrimination policy covers organization membership, access to organization programs and activities, and the general treatment of members in the organization.

ARTICLE IV: MEMBERSHIP

SECTION I: DEFINITION

1. General Membership
Membership in CPOSA shall be extended to all active Project volunteers and directors. Additionally, membership can also be extended to individuals who are approved by a majority of the Projects.

There are two general groups of members of CPOSA:

- a) Committee of Officers, hereon after referred to simply as the Committee.
 - i. Membership outlined in Article V.
 - b) Students involved in CPO Community Service Projects.
 - i. New project membership shall be extended to organizations that have been approved by a consensus of existing Projects, as outlined in Appendix A.
2. Project Expectations
Refer to Appendix A for Project Guidelines.
Projects are expected to comply with the following membership requirements:

- a) Maintain Communication with CPOSA Caucus Representative (Including, but not limited to: emails, texts, and phone calls).
- b) Attend (1 Project Director and 1 Volunteer minimum) and actively participate in all CPOSA events, including but not limited to the following:
 - i Summer Project Development/ Proposal Writing Workshop
 - ii Fall Orientation and Retreat
 - iii CPO Welcome Event
 - iv CPO Open House
 - v CPO(SA) Outreach and Recruitment Fairs
 - vi CPOSA Volunteer Appreciation Day
 - vii CPOSA Town Halls
 - viii CPO End of the Year Banquet
- c) Attend (1 Project Director and 1 Volunteer minimum) and actively participate at Project Director (PD) Meetings.
 - i Regular PD meetings will take place (3) three times a quarter, weeks 3, 6, & 9 of Fall, Winter and Spring Quarters.
 - ii Standing Agenda Items will include, but not be limited to, Internal Chair Report, External Chair Report, Treasurer Report, Caucus Representative Reports, and Caucus Breakouts.
- d) Meet with CPO Advisors at least twice per quarter.
- e) Maintain Office Hours (a minimum of 2 hours/week), cubicle, and mailbox, and basement space.

Projects that do not comply are subject to disciplinary action, including dismissal. Refer to Appendix B for dismissal procedures.

SECTION II: RIGHTS

Members of CPOSA shall have the following rights and privileges contingent upon their status as an individual, or as a project:

Individual:

1. The right to hold office in CPOSA.
2. The right to attend Committee meetings and provide input.
3. The right to have access to all of the resources that are provided by the Community Programs Office.

Project:

1. The right to (1) one vote in Project Director Meetings.
2. The right to put forth a motion in the Project Director meeting space and agendas.
3. The right to have representatives at Committee meetings and provide input.
4. The right to have access to all of the resources that are provided by the Community Programs Office.
5. The right to contest disciplinary actions and CPO policies by bringing it forward to the Committee at their weekly meeting space.

SECTION III: RESPONSIBILITIES

All Projects & Individuals shall abide by the Community Service Project Guidelines and Responsibilities.

ARTICLE V: OFFICERS

SECTION I: COMPOSITION, MANNER OF ELECTION, APPOINTMENT AND TERM OF OFFICE

1. STRUCTURE: The following are recognized as officers of CPOSA. There will be five individuals who will be elected officers of CPOSA: The Internal Chair; The External Chair; and one Caucus Representative from each of the following Caucuses: Health Caucus, Education Caucus; & Social Justice Caucus.

2. ELECTION PROCEDURE

A. Internal and External Chair

- 1) Nominations for Chair positions will take place at PD meeting during 3rd week of Spring Quarter.
- 2) CPOSA members may nominate any CPOSA member, including themselves for a position.
- 3) Nominees must meet the following requirements:
 - a) Have a minimum GPA of 2.0 and be in good standing with the University.
 - b) Have at least one full academic year remaining at UCLA.
 - c) Previous (one academic year) or concurrent experience as a CPOSA Project Director.

- 4) Nominees will have one week to notify the Committee on whether they will accept or reject their nomination.
 - a) Any member nominated for two or more positions may only accept a nomination for one position.
- 5) Nominees will prepare a statement for the position by 6th week PD meeting of Spring Quarter.
- 6) Voting will take place during 6th week PD meeting of Spring Quarter.
 - a) Each project will cast one vote for each position.
 - b) 2/3 of projects must be present for an election to occur.
 - c) Chairs will be elected by a majority vote

B. Caucus Representatives

- 1) Projects will break into caucuses to elect representatives from members within the caucus.
- 2) Nominees must meet the following requirements:
 - a) Have a minimum GPA of 2.0 and be in good standing with the University.
 - b) Have at least one full academic year remaining at UCLA.
 - c) Previous (one academic year) or concurrent experience as a CPOSA Project Director or active CPOSA Volunteer.
- 3) Each project within the caucus will cast one vote to elect caucus representative.
 - a) 2/3 of each caucuses' projects must be present for an election to occur
 - b) Caucus Representatives will be elected by a majority vote.

3. Nomination Process

- a) Nominations for Chairs and Caucus Representatives will take place at PD meeting during 3rd week of Spring Quarter.
- b) CPOSA members may nominate any CPOSA members, including themselves for a position.
- c) The Internal Chair, Administrative Assistant and Advisor will collect nominations.
 - i) If the Internal Chair or Administrative Assistant is running for a position they will be replaced in committee order starting with External Chair, Education Caucus Representative, Health Caucus Representative, Social Justice Representative and Treasurer. No one running for office is allowed to see nominations.
- d) The Internal Chair, Administrative Assistant and Advisor will notify all nominees.

- e) Nominees have two weeks to accept the nomination but can only accept after attending one committee and one meeting with their predecessor.
- f) The Internal Chair, Administrative Assistant and Advisor will then send an email with all candidates who have accepted after the two week period.
- g) Election results will be counted and overseen by the Internal Chair, Administrative Assistant and Advisor given that none of them are running for a position.

4. APPOINTMENT AND TERM IN OFFICE

The Internal Chair and External Chair will be elected by the Project Directors. The Caucus Representatives will be nominated and elected by their respective caucuses: The Health Caucus, The Education Caucus; & The Social Justice Caucus. The Term of office shall be one year beginning July 1, and ending the following year on June 30.

SECTION II: REGULAR MEETINGS

- 1) Regular meetings for the Committee will be held every week throughout the year.
 - a) Standing Agenda Items will include, but not be limited to, the following:
 - i Internal Chair Report
 - ii External Chair Report
 - iii Treasurer Report
 - iv Caucus Representatives Report
 - v Risk and Liability Management

SECTION III: ELECTED Officers:

The CPOSA Officers shall:

- 1) Abide by the CPOSA Constitution.
- 2) Ensure that all projects abide by the policies and procedures of the Community Programs Office.
- 3) Hold voting rights.
- 4) Respect the decisions made by the membership and advocate for their recommendations and decisions.
- 5) Meet regularly and keep Projects informed of the actions taken by the Committee.
- 6) Serve as representatives of CPOSA.

7) Assist in the execution of CPOSA's responsibilities as needed.

The Community Programs Office Student Association is composed of:

1. INTERNAL CHAIR

- a) To serve as main spokesperson for internal CPOSA affairs.
- b) To facilitate Committee and regularly scheduled PD meetings.
- c) To create the agendas for PD and Committee meetings.
- d) To schedule all meetings.
- e) To comply with decisions made by the CPOSA membership.
- f) To be the CPOSA liaison to the Campus Retention Committee (CRC), the Student Initiated Access Committee (SIAC), the Student Activities Center Board of Governors (SACBOG), and the CPO Staff in the Joint Administrative Committee (JAC).

2. EXTERNAL CHAIR

- a) To serve as main spokesperson for external CPOSA affairs.
- b) To be the CPOSA liaison to other Community Service entities (e.g. Community Service Commission, ORL Community Service Partnership, **Volunteer Center**, etc) on campus.
- c) To be the CPOSA liaison to University Administration, external entities (e.g. SREC) outside of the CPO, and community partners off campus.
- d) To comply with decisions made by CPOSA membership

3. Caucus Representatives

- a) To be the liaison of their **respective** caucus to the Committee.
- b) To keep all projects in their caucus updated on the various activities taking place in the office.
- c) To be the direct link between the various projects in their caucus.
- d) To create caucus breakout agendas for PD meetings and to facilitate those discussions.

- e) To provide the Committee with a summary of the discussions that takes place during caucus breakouts and issues concerning members of their caucus.
- f) To act as the member base for subcommittees of the Committee.
- g) To be responsible for the implementation and execution of respective town hall.

Health Representative

- a) To assist the External Chair in working relations with University Administration, and other external entities to the CPO, such as other community service entities on campus, Administration, Center for Student Programming, and the Student Risk Education Committee(SREC) etc.

Education Representative

- a) To serve as CPOSA liaison to SIAC and attend SIAC Committee meetings.

Social Justice Representative

- a) To serve as representative to CRC and attend CRC Committee meetings.

Section IV: Non- Elected Positions

The non-elected CPOSA Officers shall:

- 1) Abide by the CPOSA Constitution.
- 2) Ensure that all projects abide by the policies and procedures of the Community Programs Office.
- 3) Meet regularly and keep Projects informed of the actions taken by the Committee.
- 4) Serve as representatives of CPOSA.
- 5) Assist in the execution of CPOSA's responsibilities as needed.
- 6) Respective Liaisons

1. TREASURER

A. Appointment Procedure

- 1) Nominations for Treasurer will take place during 3rd week PD meeting of Spring Quarter.

- 2) CPOSA members may nominate any CPOSA member, including themselves, for the position.
- 3) Nominees must meet the following requirements:
 - a) Have a minimum GPA of 2.0 and be in good standing with the University.
 - b) Have at least one full academic year remaining at UCLA.
- 4) Nominees will have one week to notify the Committee on whether they will accept or reject their nomination.
- 5) Nominees will be invited to an interview by administered by the Committee.
- 6) The Committee will deliberate and appoint the Treasurer by consensus.

B. Responsibilities

- 1) To coordinate CPOSA fiscal matters (e.g. Open House, Administrative Hiring, EOYB, etc.) with the Fiscal Office of the Community Programs Department.
- 2) To create and schedule agendas for Fiscal Committee meetings.
- 3) To comply with the decisions made by CPOSA Membership.
- 4) To manage a bank account for which they, the Internal Chair, and an advisor will be signatories.
- 5) To research other funding options such as sponsorship, campus funding, **grants** and apply for those funds when possible.
- 6) To maintain and distribute a schedule of funding deadlines and proposal procedures to Projects each quarter.
- 7) To delineate expenditures approved by Committee through a memorandum.
- 8) Meet with CPO Business Officer monthly to get an updated status on committee expenses.
- 9) Provide the committee with a yearly state of expenses and projected budget for the year.
- 10) To collect project expense reports every quarter.
- 11) To coordinate an annual CPOSA fundraiser.

2. Administrative Assistant

A. Hiring Procedure

- 1) Submit a completed application for the Administrative Assistant position to the CPOSA committee.
- 2) CPOSA committee members will interview applicants and will notify applicants about the position after all interviews are completed.

B. Responsibilities

- 1) To schedule, attend, take, and disseminate minutes for all CPOSA meetings.
- 2) To prepare all materials necessary for the CPOSA meetings such as agendas, handouts, etc.
- 3) To oversee administration of minutes for all ad-hoc committee meetings.
- 4) To prepare all materials necessary for all ad-hoc committee meetings.
- 5) To create a CPOSA contact list.
- 6) To communicate announcements and reminders to the different committees and the CPO Project Directors.
- 7) To maintain a record of attendance for CPOSA meetings.
- 8) To prepare all materials necessary for recruitment fairs, retreats, and summer workshops.
- 9) To archive important documents, such as minutes, the Constitution, funding proposals, contact list, etc., in an orderly fashion for people to refer to them when necessary.
- 10) To assist the Office Manager in the execution of Community Programs Office events.
- 11) To distribute a quarterly calendar.

3. ADMINISTRATIVE REPRESENTATIVE

- a) Administrative Representative will be appointed by the UCLA Community Programs Office Department Director and will hold voting rights.

- b) They will advise on policies and procedures dealing with fiscal matters.

SECTION V: TERMS OF RESIGNATION

Any member of the Committee elected, hired or appointed may step down from their position by submitting a letter of intent to the Internal Chair of CPOSA and the Department Director two weeks before their formal resignation. The letter should state the reason why the member is resigning, recommend a successor, and outline past, current and future initiatives relevant to their position. Upon vacancy of an elected position, refer to Article V, Section I.2, for process or Article V, Section 4.1 for appointment.

SECTION VI: TERMS OF DISMISSAL

If a Committee member is unable to fulfill the duties that are bestowed on the individual, it will be recommended that the member inform the Committee to see how it can assist. If the individual fails to approach the Committee about the issue, or does not take steps to resolve the problem, then the individual may be dismissed from the position by a vote of quorum of the CPOSA members present when the action is discussed. In the event that this occurs, the impeached individual will still be allowed to continue involvement in the projects, and will also continue to be recognized as a member of the association.

ARTICLE VI: CAUCUSES AND COMMITTEES

All Caucuses and Committees are subject to comply with the collective decisions of the CPOSA membership.

SECTION 1: CAUCUSES

There shall be caucuses that will represent the interests of specialized types of community service that the projects address. All Projects must choose (1) one caucus to affiliate with.

1) The caucuses are:

- a) The Health Caucus;
- b) The Education Caucus;
- c) The Social Justice Caucus.

2) CAUCUS RESPONSIBILITIES

- a) Caucuses must nominate one representative from their respective projects to serve as caucus coordinator by the 3rd week PD Meeting of the Spring quarter.
- b) Caucuses will meet at every PD Meeting and as needed.

- c) Each caucus will work on raising awareness of their issues.
- d) Caucuses will make efforts to ensure that their respective projects embody the CPO philosophy in their project work.
- e) To be responsible for the implementation and execution of respective townhall.

SECTION 2: COMMITTEES

At times when the CPOSA membership sees fit, they may establish Ad-hoc committees for the purpose of accomplishing specialized tasks on behalf of the Projects.

- 1) All ad-hoc committees must report to the membership on its progress and accomplishments.
- 2) When the outlined charge of the ad-hoc committee is accomplished as determined by CPOSA membership, the committee will be dissolved.

ARTICLE VII: FINANCIAL DISCLOSURE

In the case that the University request financial records from the Community Programs Office Students Association, CPOSA will comply with their requests.

ARTICLE VIII: AMENDMENTS

This constitution may be amended by 2/3 majority vote of all Projects at a regularly scheduled Project Directors' Meeting given that 2/3 of all projects are present.

APPENDIX A
COMMUNITY SERVICE PROJECT GUIDELINES

- 1. Over summer, projects should be focusing on new leadership development and their CAC proposals for the year.
- 2. All projects must attend the CPOSA retreat and orientation, held before or during the beginning of the Fall Quarter.
- 3. By the end of week 1 of every quarter, each Project must submit the following information to the CPOSA Committee at cposa@cpo.ucla.edu:
 - a) Copy of their CAC Proposal.
 - b) Site information, including site location and visit dates or days of the week.
 - c) Office Hours- minimum of 2 hours per week.
- 4. Every quarter Projects are required to have 2 one-on-ones with their CPO Advisors - one in the first half of the quarter and one in the second half of the quarter.

5. Every quarter, Wednesdays of weeks 3, 6, 9 CPOSA meetings will be held. The Project Directors of each Project are expected to attend, a minimum of 2 from each project.
6. Projects are required to attend the CPO Welcome event and Open House; these events serve as outreach and recruitment opportunities for each project.
7. Each quarter Projects are expected to help plan their respective Town Hall and have representatives at the CPOSA Caucus Town Hall events, a minimum of 2 from each project.
8. Projects directors are expected to help plan the Volunteer Appreciation events.
9. In the fall quarter, every Project must submit a copy of their CAC allocation to both the CPOSA Fiscal Advisor and their CPO Advisor, and contact their CAC liaison.
10. In the winter quarter, every project will have to submit a CAC mid-year evaluation to the CAC Chair, CAC liaison, and to the CPOSA Committee at cposa@cpo.ucla.edu.
11. Projects are required to participate in the two Outreach and Recruitment Fairs CPOSA hosts each year.
12. By Spring Quarter Week 6 Projects will be required to identify their Project's leadership for the following school year and submit names and contact information to the CPOSA Admin Assistant at cposa@cpo.ucla.edu.
 - a) CPOSA will recognize these names as **Project Directors** and they will be held accountable to all guidelines as outlined in the CPOSA Constitution.
 - b) This list will be finalized by the Admin Assistant by **Week 3, Fall Quarter**. After this point, this will be the **finalized** list of those recognized by the CPOSA committee as Project Directors.
13. Projects are required to participate in the CPO End of the Year Banquet held each spring and help in the planning process.

APPENDIX B
DISMISSAL PROCEDURES FOR CPOSA PROJECT

Under the scenario that a project fails to meet **one** of the project expectations (as listed under ARTICLE IV SECTION I: 2. and APPENDIX A) in any given quarter, they are subject to the following:

1. After three attempts to contact project directors (e.g., via email, text, phone call), the Caucus Representative will email a Memorandum to the Project specifying which project expectation has not been met.
2. The Project has one week to respond to the email and two weeks to schedule a meeting with the CPOSA Caucus Representative, Internal Chair and Advisors.
3. Failure to respond to the email will result in disciplinary action #1 by the Committee.
4. The Project has one week to respond after the first disciplinary action; failure to respond within a week will result in disciplinary action #2.
5. The Project has one week to respond after the second disciplinary action; failure to do so will result in a dismissal review procedure from the CPOSA committee (please see dismissal procedure below).

Under the scenario that a project fails to meet two mandatory responsibilities (as listed under ARTICLE IV SECTION I: 2. and APPENDIX A) in any given quarter, they are subject to dismissal from CPOSA.

1. The Committee will notify the Project that it is under review for dismissal.
2. The Project shall have 10 business days to contact the Internal Chair to set up a meeting with the Internal Chair, Caucus Representative and CPOSA Advisors.
3. Project Representative(s) will attend the following Committee meeting to take action to determine project dismissal by a unanimous committee vote.
4. If a project fails to contact Internal Chair within 10 business days of initial notice, it will forfeit CPOSA sponsorship, and all of their rights, for the following academic year, pending approval by the Committee.
5. A dismissed Project will have 10 business days to remove its items from the CPO.
6. A dismissed Project may petition to be reinstated as a CPOSA Project by meeting with the CPOSA Internal Chairperson and Advisors.
 - a) If approved, the Project must proceed with the Admission Procedure outlined in Appendix C.

Under the scenario that a project wishes to voluntarily remove itself from CPOSA, the Project must adhere to the following procedures:

1. Project Directors must submit a letter signed by all directors to the Committee explaining their reasons for voluntary dismissal.
2. The CPOSA Internal Chair will contact the Project to set up a meeting between the Project Directors of that project and the Committee.
3. If, after meeting with Committee, the Project still wishes to dismiss itself they will be allowed 10 business days to clear its space in the CPO.

APPENDIX C
PROCEDURES FOR ADMISSION TO CPOSA
(New Projects and Dismissed Projects who wish to reapply)

1. Project must be a registered UCLA student-initiated and student-run organization.
2. **New Projects:**
 - a) Project Directors are required to meet with CPO Advisors and the CPOSA Internal Chair before the end of Winter Quarter to initiate a Project Development Period.
 - b) The Project will be required to update the Committee by 1st week of Spring Quarter on developmental status.
 - c) The Project will present itself at the Project Directors Meeting **3rd** week of Spring Quarter whereby a 2/3 CPOSA project vote will determine their status given that 2/3 of all projects are present.
 - d) If approved, the Project will operate on Provisionary Status beginning 3rd week of Spring Quarter with full benefits provided to Projects.
 - e) A Provisionary Project will become fully integrated into CPOSA by a 2/3 approval vote at the Project Directors' Meeting 3rd week of Spring Quarter at the conclusion of its first year, provided that they have met the requirements of being a CPOSA project.
 - i. Projects must abstain from voting for themselves.
3. **Projects who presented in the previous academic year and were not voted in:**
 - a) Project Directors are required to meet with CPO Advisors and the CPOSA Internal Chair beginning of Fall quarter if they wish to be considered for Winter Admission.
 - b) The Project will be required to update the Committee before 1st week of Winter Quarter on development status.

- c) The Project will present itself at the Project Directors Meeting 3rd week of Winter Quarter whereby a 2/3 CPOSA project vote will determine their status given that 2/3 of projects are present.
- d) If approved, the Project will operate on Provisionary Status beginning 3rd week of Winter Quarter with full benefits provided to Projects.
- e) A Provisionary Project will become fully integrated into CPOSA by a 2/3 approval vote at the Project Directors' Meeting 3rd week of Winter Quarter at the conclusion of its first year, provided that they have met the requirements of being a CPOSA project.
 - i. Projects must abstain from voting for themselves

4. Projects who presented in Winter and were not voted in:

- a) Project Directors are required to meet with CPO Advisors and the CPOSA Internal Chair beginning of Summer quarter if they wish to be considered for Fall Admission.
- b) The Project will be required to update the Committee before 1st week of Fall Quarter on development status.
- c) The Project will present itself at the Project Directors Meeting 3rd week of Fall Quarter whereby a 2/3 CPOSA project vote will determine their status given that 2/3 of projects are present.
- d) If approved, the Project will operate on Provisionary Status beginning 3rd week of Fall Quarter with full benefits provided to Projects.
- e) A Provisionary Project will become fully integrated into CPOSA by a 2/3 approval vote at the Project Directors' Meeting 3rd week of Fall Quarter at the conclusion of its first year, provided that they have met the requirements of being a CPOSA project
 - i. Projects must abstain from voting for themselves

5. Dismissed Projects who wish to reapply:

- a) Project Directors are required to meet with CPO Advisors and the CPOSA Internal Chair to initiate a year-long Project Developmental Period.
- b) The Project will be required to update the Committee by the second quarter of aforementioned Project Development Period.
- c) At the committee's discretion, the Project will present itself at the Project Directors Meeting following the conclusion of their Project Development Period whereby a 2/3 CPOSA project vote will determine their status.

- d) If approved, the Project will immediately operate on Provisionary Status with full Project benefits.
- e) A Provisionary Project will become fully integrated into CPOSA by a 2/3 approval vote at the Project Directors' Meeting following the conclusion of their Project Development Period.
 - i. Projects must abstain from voting for themselves