

MEMORANDUM OF UNDERSTANDING
ON THE RELATIONSHIP BETWEEN THE
COMMUNITY PROGRAMS OFFICE STUDENT ASSOCIATION COMMITTEE
AND DEPARTMENT OF COMMUNITY PROGRAMS

May 2010

The Department of Community Programs (CPO) houses student-initiated and student-run community service projects. Their services strive to develop personal student growth by raising community consciousness through community service and to provide educational, social, cultural, medical, and academic services to the underserved communities throughout Los Angeles and the greater Southern California region.

The Practicing Leadership and Empowerment to Develop Growth through Education (PLEDGE) referendum was approved by the undergraduate student body through its vote during the Undergraduate Student Association Council general election in May of 2009. Included in PLEDGE was \$0.75/quarter per registered undergraduate student for the CPO to support the administrative costs associated with administering the community service projects housed in the CPO.

Pursuant to this Memorandum of Understanding, the Community Programs Office Student Association Committee (CPOSA Committee) is hereby established to assure a student voice in the administration of the student-initiated community service projects housed in the CPO. Furthermore, monies allocated to the CPOSA Committee including, but not limited to, current and future referenda monies, monies from UCLA, grant monies specifically allocated to the CPOSA Committee shall fall under the authority and jurisdiction of the CPOSA Committee to make recommendations for its usage.

The CPOSA Committee shall advise the CPO Director on the strategic direction and priorities of the various community service projects housed in the CPO. The primary functions of the CPOSA Committee shall be:

1. To advocate for the community service projects housed in the CPO; and
2. To recommend the allocation and to assess the utilization by the CPO of the referenda-generated funds intended to support administration of these community service projects.

The secondary function of the CPOSA Committee shall be to recommend strategies to integrate the student-initiated access, retention, and community service projects housed in the CPO.

The Director of the CPO shall be responsible for management and oversight of the CPOSA Committee, and shall serve as, or appoint a designee to serve as, the administrative representative to the CPOSA Committee. Neither the CPO Director nor the chosen designee shall act in regards to allocation of these funds, with respect to such oversight, without first consulting and in continued consultation with, the CPOSA Committee.

Terms and Conditions of the MOU

- a. CPOSA Committee membership is outlined by the CPOSA Constitution (see Appendix A).
- b. Voting members of the CPOSA Committee, regarding recommendation for use of PLEDGE monies, shall be limited to undergraduate student members and the CPO Director (or designee) with regards to allocation of PLEDGE monies.
- c. No vote or other action shall be taken by the CPOSA Committee unless a quorum is present. A quorum of the CPOSA Committee shall be constituted when two-thirds of voting members are present.
- d. Minutes shall be taken and transcribed for each meeting of the CPOSA Committee. Committee action requires that the presence of a quorum be reflected in the minutes of the meeting.
- e. An action shall pass by a simple majority of those voting.
- f. The CPOSA Committee will make recommendations for use of monies in accordance with the CPOSA Funding Guidelines, dated May, 2010. Funding guidelines must be approved by both the CPOSA Committee and CPO Director. See Appendix B: CPOSA Funding Guidelines.
- g. Each spring, the CPOSA Committee shall be responsible for developing, no later than the last CPOSA Committee meeting of the academic year, a preliminary budget proposal for allocation of referenda-generated funds in support of community service programs for the following academic year. Funds to be included in the proposed budget shall include all referenda revenue designated for community service administration that is expected to be generated in spring, summer, fall, and winter quarters, based on the campus' budgeted undergraduate enrollment targets, plus any unencumbered carry-forward referenda funds.
- h. The CPOSA Committee may recommend changes to the budget of referenda-generated funds in support of community service programs for the current academic year. These changes may reflect revenue fluctuation in actual levels of enrollment each quarter, if the University is over-enrolled for the academic year.
- i. All budget proposals must comply with University policies, rules, guidelines and procedures pertinent to student programs and activities.
- j. Each spring, the student members of the CPOSA Committee shall prepare an annual review and evaluation on utilization of referenda-generated funds by the CPO in support of community service programs. This report shall be forwarded to the CPO Director.
- k. The CPO Department shall provide administrative support to the CPOSA Committee, including provision of accurate financial data for use in budgeting and assessment.


2. Changes to the MOU

- a. A majority of the student members of the CPOSA Committee can end this MOU with ninety (90) days notice in writing to the CPO Director.
- b. The CPO Director can end this MOU with ninety (90) days notice in writing to the student members of the CPOSA Committee.
- c. Amendments of this MOU may be proposed to the CPOSA Committee by any undergraduate student member of the committee, or by the CPO Director. Two (2) weeks' notice to the CPOSA Committee is required prior to any action being taken on the proposed amendment.
- d. To be enacted, amendments of this MOU require a two-thirds supermajority of the voting student members of the CPOSA Committee in writing; with the approval of the CPO Director.

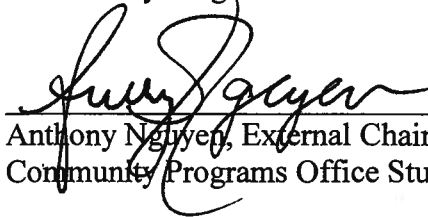
SIGNATURES

This MOU is agreed to by:

For CPOSA Committee:

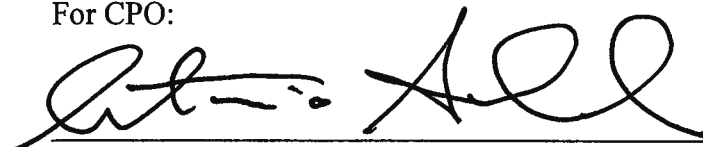

Lydia Avila, Internal Chairperson
Community Programs Office Student Association

5/7/10
Date


Anthony Nguyen, External Chairperson
Community Programs Office Student Association

5/7/10
Date

For CPO:


Antonio Sandoval, Director
Department of Community Programs

5/7/10
Date

APPENDIX A.

Community Programs Office Student Association Constitution

The following constitution establishes the general rules and guidelines for the Community Programs Office Students Association. The rules and guidelines may be amended by consensus of the group's active membership; but never in such a way as to conflict with the policies and regulations of the University of California, Los Angeles.

ARTICLE I: NAME

The name of this association shall be:
Community Programs Office Students Association (CPOSA)

ARTICLE II: PURPOSE AND OBJECTIVES

The purpose and objectives of the Community Programs Office Students Association (CPOSA) shall be:

- (a) To be the official voice of the Community Service Projects of the Community Programs Office, 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 Students 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 Students 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 staff. 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.
 - a. Membership outlined in Article V.
- B. Students involved in CPO Community Service Projects.
 - a. 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

Projects are expected to comply with the following membership requirements:

1. Attend and actively participate in all CPOSA events
 - a. Summer Proposal Writing Workshops
 - b. Fall Orientation and Retreat
 - c. CPO Open House
 - d. CPOSA Recruitment Fairs
 - e. CPO End of the Year Banquet
2. Attend and actively participate at Project Director (PD) Meetings.
 - a. Regular PD meetings will take place (3) three times a quarter, weeks 3, 6, & 9 of Fall, Winter and Spring Quarters.
 - i. Standing Agenda Items will include, but not be limited to, Internal Chair Report, External Chair Report, Treasurer Report, Caucus Representative Reports, and Caucus Breakouts.
3. Meet with CPO advisors at least twice per quarter.
4. Maintain Office Hours (a minimum of 3 hours/week), cubicle, and mailbox

Projects that do not are subject to fines and other disciplinary action if they fail to do so, 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 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. Caucus Representatives

1. Projects will break into caucuses to elect representatives from members within the caucus.
 - a. Nominees must meet the following requirements:
 - i. Have a minimum GPA of 2.0 and be in good standing with the University.
 - ii. Have at least one full academic year remaining at UCLA.
 - iii. Previous or concurrent experience as a CPOSA Project Director.
2. Each project within the caucus will cast one vote to elect caucus representative.

3. 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 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:

A. INTERNAL CHAIR

1. To serve as main spokesperson for internal CPOSA affairs.
2. To facilitate Committee and regularly scheduled PD meetings.
3. To create the agendas for PD and Committee meetings.
4. To schedule all meetings.
5. To comply with decisions made by the CPOSA membership.
6. To be the CPOSA liaison to the Campus Retention Committee (CRC) the Student Initiated Access Committee (SIAC) and the CPO Staff in the Joint Administrative Committee (JAC).

B. EXTERNAL CHAIR

1. To serve as main spokesperson for external CPOSA affairs.
2. To be the CPOSA liaison to other Community Service entities (e.g. Community Service Commission, ORL Community Service Partnership, Service Record Committee, etc) on campus.
3. To be the CPOSA liaison to University Administration, external entities (e.g. SREC) outside of the CPO, and community partners off campus.
4. To comply with decisions made by CPOSA membership

C. CAUCUS REPRESENTATIVES

1. To be the liaison of their caucus to the Committee.
2. To keep all projects in their caucus updated on the various activities taking place in the office.
3. To be the direct link between the various projects in their caucus.
4. To create caucus breakout agendas for PD meetings and to facilitate those discussions.
5. To provide the Committee with a summary of the discussions that take place during caucus breakouts and issues concerning members of their caucus.
6. To act as the member base for subcommittees of the Committee.

HEALTH REPRESENTATIVE

1. 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, etc.

EDUCATION REPRESENTATIVE

1. To serve as CPOSA liaison to SIAC and attend SIAC Committee meetings.

SOCIAL JUSTICE REPRESENTATIVE

1. 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.

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 act as Student Activity Center Board of Governors representative for CPOSA.
3. To create and schedule agendas for Fiscal Committee meetings.
4. To comply with the decisions made by CPOSA Membership.
5. To manage a bank account for which they, the Internal Chair, and an advisor will be signatories.
6. To research other funding options such as sponsorship, campus funding, and apply for those funds when possible.

7. To maintain a schedule of funding deadlines and proposal procedures for Projects.
8. To delineate expenditures approved by Committee through a memorandum.

2. ADMINISTRATIVE ASSISTANT

1. To schedule, attend, and take 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 the End of the Year Banquet.

3. ADVISORS

1. To serve as an advisor to the Projects.
2. To comply with the decisions made by the CPOSA membership.
3. To serve as the professional spokesperson for CPOSA within the Community Programs Department, University Administration, and other external entities.
4. To serve as University Representatives to CPOSA.
5. To attend all CPOSA Committee and Project Director Meetings.
6. Meet at least twice a quarter with each Project.

4. OFFICE MANAGER

1. To attend all CPOSA Committee meetings
2. To facilitate the CPO Programming Events.
3. To schedule and facilitate all of the Space and Beautification Committee meetings.
4. To provide updates on the Space and Beautification Committee, End of the Year Banquet, and CPO Transportation Policies during Committee meetings.
5. To inform the Committee of any continuous infringements in Transportation Policies or CPO Office Policies by any Project.
6. To comply with the decisions made by the Committee.

5. ADMINISTRATIVE REPRESENTATIVE

- a. Administrative Representative will be appointed by the UCLA Community Programs 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 may resign from their position by submitting a letter of resignation to the Internal Chair of CPOSA. The letter should state the reason why the member is resigning. Upon vacancy of an elected position, refer to Article V, Section 1.2, for election 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 2/3 majority 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 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:

1. The Health Caucus;
2. The Education Caucus;
3. The Social Justice Caucus.

2). CAUCUS RESPONSIBILITIES

1. Caucuses must nominate one representative from their respective projects to serve as caucus coordinator by the 3rd week PD Meeting of the Spring quarter.
2. Caucuses will meet at every PD Meeting and as needed.
3. Each caucus will work on raising awareness of their issues.
4. Caucuses will make efforts to ensure that their respective projects embody the CPO philosophy in their project work.

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 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.

APPENDIX A.
PROCEDURES FOR ADMISSION TO CPOSA

1. Project must be a registered UCLA student-initiated and student-run organization.
2. Project Directors are required to meet with CPO Advisors and the CPOSA Internal Chair before the end of Winter Quarter to initiate a New Project Developmental Period.
3. The Project will be required to update the Committee before 9th week of Winter Quarter on developmental status.
4. The Project will present itself at the Project Directors Meeting 9th week of Spring Quarter.
5. Approval of the Project to be a Provisionary Project of CPOSA requires a 2/3 vote at the Project Directors Meeting 9th week of Spring Quarter.
6. If approved, the Project will operate on Provisionary Status beginning July 1 with full benefits provided to Projects.
7. A Provisionary Project will become fully integrated into CPOSA by a 2/3 approval vote at the Project Directors' Meeting 9th week of Spring Quarter at the conclusion of its first year, provided that they have met the requirements of being a CPOSA project.

APPENDIX B.
DISMISSAL PROCEDURES FOR CPOSA PROJECT

Under the scenario that a project fails to meet two mandatory responsibilities (as listed in Appendix B) in any given quarter, they are subject to dismissal from CPOSA.

1. The Committee will notify Project that it is under review for dismissal.
2. Project shall have 10 business days to contact the Internal Chair to set up meeting with both Internal and External Chairs.
3. Chairs and Project Representative(s) will attend the following Committee meeting to take action to determine length of Probationary Status and steps necessary to rectify their standing by a 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 school year, pending approval by the Committee.
5. A dismissed Project will have 10 business days to remove its items from the CPO.
5. A dismissed Project may petition to be reinstated as a CPOSA Project at Project Director Meeting week 9 of Spring Quarter or week 3 of Fall Quarter.
 - A. If approved, the Project must proceed with the Admission Procedure outlined in Appendix A.

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. CPOSA Internal Chair will contact 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 B.

Community Programs Office Student Association Committee

Funding Guidelines

I. Definition

The Practicing Leadership and Empowerment to Develop Growth through Education (PLEDGE) Fund is a referendum that was initiated in May 2009 and run by undergraduate students of the University of California, Los Angeles. The referendum appeared on the undergraduate ballot for the Primary Election held from May 4 to May 7, 2009, and passed. It proposed a \$12.75 increase in undergraduate academic fees to support student services and community programs. Out of the \$12.75 fee, \$.75 cents are to be allocated to the Community Programs Office Student Association (CPOSA) each academic quarter to help administer undergraduate-run community projects as of the 2009-2010 school year. CPOSA, which was created in 1998, is the governing body of 24 community service-based projects which concentrate on helping the greater Los Angeles community in education, health, and social justice. Of these projects, those that are undergraduate-based qualify for the PLEDGE referendum. Prior to the PLEDGE referendum, CPOSA did not have an operating budget that could help with the growing needs of the projects.

II. Determination of Budgetable Funds

- A. The portion determined by the PLEDGE referendum for CPOSA, which is \$.75 per student, per quarter (adjusted annually for inflation), will be budgeted by the CPOSA Committee and recommended to the Community Programs Office (CPO) Director for approval.
- B. The CPOSA Committee (from now and on referred to as the Committee) will meet at the beginning of every fiscal year to discuss the budget for the upcoming school year, as proposed by the Committee's treasurer at the end of the previous fiscal year.

III. The CPOSA Committee

A. Purpose of the Committee

The Committee shall advise the CPO Director on the strategic direction and priorities of the various community service projects housed in the CPO. The primary functions of the Committee shall be:

1. to advocate for the community service projects housed in the CPO; and

2. to determine the recommended allocation and assess the utilization by the CPO of the referenda-generated funds intended to support administration of these community service projects.

The secondary function of the Committee shall be to recommend strategies to integrate the student-initiated access, retention, and community service projects housed in the CPO.

B. Composition of Committee

The Committee budgeting the PLEDGE funds shall be composed of the following members:

1. The CPOSA External Chair
2. The CPOSA Internal Chair
3. Three Representatives, one from each of the CPOSA Caucuses, Education, Health, and Social Justice
4. CPOSA Treasurer
5. The CPO Director, or a designee

C. Method of Selection

1. The External and Internal Chairpersons, as well as the three Caucus Representatives and Treasurer shall be enrolled students and appointed in accordance to Article V of the CPOSA Constitution.
2. The CPO Director, as head of the CPO Department shall be a member of the committee. Should the Director choose not to be part of the CPOSA Committee, he or she will appoint a designee to act in her or his place.

D. Eligibility

All members, as defined in section B above, must meet the minimum eligibility requirements in accordance to the CPOSA Constitution.

E. Voting Privilege

1. The following Committee members shall have the right to vote:
 - a. The External Chair, should he or she be an undergraduate student.
 - b. The Internal Chair, should he or she be an undergraduate student.
 - c. The Caucus Representatives, should they be undergraduate students.
 - d. The Director, or his/her designee
2. The following Committee members shall serve without a vote, and may only vote in the case of a tie
 - a. The Treasurer.
 - b. The Caucus Representatives, should they be graduate students.

F. Voting Requirement.

1. No vote or other action shall be taken by the Committee unless a quorum is present. A quorum of the Committee shall be constituted when two-thirds of the voting members are present.
2. An action shall pass by a simple majority of those voting.

G. Term of Office

1. The Internal and External chairs and the Caucus representatives shall be appointed by week 6 of spring quarter. Their term will begin on July 1st, and end on June 30th of the following year, in accordance to Article V, Section I, part 3 of the CPOSA Constitution
2. Should the Director appoint a designee, his or her term will begin on July 1st and end on June 30th of the following year.
3. The Treasurer shall be appointed by the end of week 9 of spring quarter. His or her term will begin on July 1st and end on June 30th of the next year.

IV. Responsibilities of the Committee in Recommendation for use of PLEDGE Funds

- A. The Committee shall recommend the use of PLEDGE referendum fees allocated to CPO, a total of \$.75 per student per quarter.
- B. The Committee shall be responsible for keeping accurate and detailed records of the allocations of the PLEDGE fund.
- C. Each spring, the Committee shall be responsible for developing, no later than the last Committee meeting of the academic year, a preliminary budget proposal for allocation of referenda-generated funds in support of community service programs for the following academic year. Funds to be included in the proposed budget shall include all referenda revenue designated for community service administration that is expected to be generated in spring, summer, fall, and winter quarters, based on the campus' budgeted undergraduate enrollment targets, plus any unencumbered carry-forward referenda funds.
- D. Money from the PLEDGE Fund shall be used in support of community service programs. It cannot be used for the direct benefit of only one project. In any situation where the funds do not directly benefit the simple majority of the projects shall be reviewed by the Committee.

- E. Money shall be reserved for the Committee members' stipends and departmental assistance.
- F. Each year, the Committee shall allocate at least 5% of their total budget for the External and Internal Chairperson's Discretionary under the following conditions:
 - 1. The External or Internal Chairperson has the right to use this money without the Committee's vote, so long as the money is used in accordance to Article IV Section D of these guidelines.
 - 2. The purpose of the External and Internal Chairperson's Discretionary monies is meant to cover any unexpected expenses that need to be paid within a short period of time, under which not enough time is given for the Committee to meet and vote on the matter.
- G. Each year, the Committee shall strive to allocate at least 5% of their budget as savings for the next fiscal year. If 5% is not possible, the Committee shall allocate a minimum of 3% of the budget.
- H. It is the Committee's responsibility to be aware of its total costs and ensure enough money is allocated at the beginning of the school year in order to avoid deficit spending.
- I. Each spring, the student members of the Committee shall prepare an annual review and evaluation on utilization of referenda-generated funds by the CPO in support of community service programs. This report shall be forwarded to the CPO Director.

V. Recommendation Procedures

- A. In order to approve expenditure, the Treasurer will prepare a memo and present it to the Committee.
- B. After reviewing the budget, the Committee shall vote on the memo. If passed with a majority vote of quorum and granted approval by the CPO Director, the Treasurer has permission to process it with the CPO Fiscal Office.
- C. Should the CPO Director disapprove of the expenditure, the Committee has the right to call for a meeting with the CPO Director to discuss the validity of the expenditure.

VI. Fund Misuse

The CPO Director reserves the right to freeze funds should he or she, with reasonable

proof and argument, should determine that the Committee is not spending the funds in accordance with these guidelines. In the event of such a case, the CPO Director will contact the Committee's External Chair, Internal Chair, Treasurer, and Advisor in writing, requesting a meeting to discuss further action. The Committee has the right to appeal to the Director's action of freezing the funds.

VII. Adoption and Amendment

Any amendments or changes to this document must be approved by the Committee and the CPO Director.