Community Programs Office Student Association Constitution

The following constitution establishes the general rules and guidelines for the Community Programs Office Students Association (CPOSA). The rules and guidelines may be amended by 2/3 majority vote of all Projects that meet voting rights eligibility; but never in such a way as to conflict with the policies and regulations of the Community Programs Office and/or 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:

1. To be the official voice of the community service projects of the Community Programs Office, also referred to as “projects.”
2. To promote involvement in community service programs.
3. To develop programming that addresses the needs of disadvantaged communities.
4. To link UCLA with the communities served by CPO Community Service Projects.
5. To advocate for community issues.
6. To advocate for the Community Programs Office and CPOSA.

ARTICLE III: STATEMENT OF NON-DISCRIMINATION

The University of California and 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 Vietnam-era veteran. The University also prohibits sexual harassment. This non-discrimination policy covers organization membership, access to organization programs and activities, and treatment in University programs and activities.
ARTICLE IV: MEMBERSHIP

SECTION I: DEFINITION

1. General Membership
   A. Membership in CPOSA shall be extended to all active project volunteers. Additionally, membership can also be extended to individuals who are approved by a majority of the projects with the support of the CPO management. There are two general groups of members of CPOSA:
      a. Committee of Officers, hereinafter 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 B and with the support of the CPO management. CPO management will evaluate such requests for support based on previous direct involvement with CPO.

2. Project Expectations
   A. Projects are expected to comply with the following membership requirements:
      a. Attend and actively participate in all CPOSA events
         i. Summer Proposal Writing Workshops
         ii. Fall Orientation and Retreat
         iii. CPO Open House
         iv. CPO Welcome
         v. CPO Holiday Potluck
         vi. CPO Basic Needs Turkey Day and Holiday Box Program
         vii. CPO Bruin Day and Transfer Bruin Day
         viii. CPO End of Year Reception
         ix. CPOSA Recruitment Fairs
      b. Attend and actively participate at Project Director (PD) Meetings.
         i. Regular PD meetings will take place (3) three times a quarter, typically weeks 3, 6, and 9 of fall, winter, and spring quarters.
         ii. Standing Agenda Items will include, but are not limited to, Internal Chair Report, External Chair Report, Caucus Representative Reports, and Caucus Breakouts.
      c. Meet with CPO advisors at least twice per quarter.
      d. Maintain Office Hours (a minimum of 3 hours/week), caucus space, and mailbox
SECTION II: RIGHTS

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

1. Individual:
   A. The right to hold office in CPOSA.
   B. The right to attend Committee meetings and provide input.
   C. The right to have access to the resources that are provided by the Community Programs Office.

2. Project
   A. The right to (1) one vote in Project Director Meetings, if eligible.
   B. The right to put forth a motion in the Project Director meeting space and agendas with advanced notice to Committee.
   C. The right to have representatives at Committee meetings and provide input.
   D. The right to have access to the resources that are provided by the Community Programs Office.

3. Revocation
   A. Membership in CPOSA is a privilege that can be suspended if individuals and/or projects do not act in good faith with fellow projects, the Committee, and/or the CPO leadership. This can be done by a consensus of the Committee.
   B. Projects that do not attend 80 percent of PD meetings lose their voting rights. Refer to Appendix C for dismissal procedures. The CPO Business Officer will produce a list of voting members for CPOSA upon request based on documented attendance as required.

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:
   A. 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 Action Caucus.
2. Election Procedure
   A. Timeline
      a. CPOSA elections will happen each spring.
      b. CPOSA Committee will announce an elections calendar.
      c. CPOSA members may nominate any CPOSA member who has been proactively involved in CPO, including themselves for a position.
   B. Nominees
      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 or actively serve as a leader in CPOSA/CPO (i.e. Basic Needs, Internship, Fellowship, WSP, MSP, Tech Team, [FITTED], Transportation).
      b. Nominees will notify the Elections Chair whether they will accept or reject their nomination per the election timeline set in place for the academic year.
         i. Any member nominated for two or more positions may only accept a nomination for one position.
      c. Nominees will prepare a statement for the position as per the election timeline set in place for the academic year.
   C. Voting
      a. Voting will take place as per the election timeline set in place for the academic year.
      b. Projects deemed eligible with voting rights will cast one vote for each position.
   D. Positions
      a. Internal and External Chairperson
         i. Must serve on the CPOSA committee at the time of the election.
         ii. Must have a proactive record of supporting CPOSA and CPO as defined as attending and volunteering for CPOSA and CPO events, holding additional roles in CPOSA/CPO, and advocating on behalf of CPOSA and the CPO department.
         iii. CPOSA Committee Internal Chair incumbent will serve as election chair and will determine if each candidate meets the requirements for nomination. If the individual is running again, their designee will be election chair and will make such determination.
      b. Caucus Representative
         i. Projects will break into caucuses to elect representatives from members within the caucus.
         ii. Each project that is deemed eligible to vote will cast one vote to elect a caucus representative.
Section II. APPOINTMENT AND TERM IN OFFICE

1. All positions will be elected by the Projects deemed eligible to vote. The term of office shall be one year beginning July 1, and ending the following year on June 30.
2. In the event a committee member resigns, they will be replaced by an appointment of the CPOSA committee with the consent of the CPO Director.

SECTION III: REGULAR MEETINGS

1. Regular meetings for the Committee will be held every week throughout the year.
   A. Standing Agenda Items will include, but are not limited to the following:
      a. Internal Chair Report
      b. External Chair Report
      c. Caucus Representatives Report
      d. Risk and Liability Management

SECTION IV: 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 respect the decisions made by the CPOSA membership.
   F. To be the CPOSA liaison to the Campus Retention Committee (CRC) and the Student Initiated Outreach Committee (SIOC).
   G. To create subcommittees as necessary.

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, etc.) on campus.
C. To be the CPOSA liaison to external entities (e.g. SREC) outside of the CPO, and community partners off campus.
D. To respect the decisions made by CPOSA membership.

3. Caucus Representatives

A. To be the liaison of their 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 take place during caucus breakouts.
F. To act as the member base for subcommittees of the Committee.

SECTION V. 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.

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 committee meetings
4. To prepare all materials necessary for all committee meetings.
5. To create a CPOSA contact list.
6. To communicate announcements and reminders to the different committees and the 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, etc.
9. To archive important documents, such as minutes, the Constitution, funding proposals, contact list, etc.
10. To assist the Office Manager(s) in the execution of department events.
Advisor(s)/Administrative Representative

1. To serve as an advisor to the Projects.
2. To support the decisions made by the CPOSA membership.
3. To serve as the professional spokesperson for CPOSA within the CPO 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.
7. The CPO Director will hold voting rights and may delegate their voting rights to an advisor.
8. They will advise on policies and procedures dealing with fiscal matters.

SECTION VI: 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 2A, for election process or Article V, Section 2.2 for appointment.

SECTION VII: 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. 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 Committee present when the action is discussed. In the event that this occurs, the 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 the Committee must follow the collective decisions of CPOSA.

SECTION I: CAUCUSES

There shall be caucuses that will represent the interests of specialized types of community service that the projects address. All Projects must be affiliated with one caucus.

1. The Caucuses are:
   A. The Health Caucus
   B. The Education Caucus
   C. The Social Action Caucus
2. Caucus Responsibilities
   A. Caucuses must nominate one representative from their respective projects to serve as caucus representative per the approved election calendar each
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

ARTICLE VII: AMENDMENTS

This constitution may be amended by 2/3 majority vote of all Projects that meet voting rights at a regularly scheduled Project Directors’ Meeting.

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 administrative assistant:
   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, and 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. Projects directors are expected to help plan the Volunteer Appreciation events.

9. In fall quarter, every Project must submit a copy of their CAC allocation to both the CPO Business Office, Advisor, and Administrative Assistant and contact their CAC liaison.

10. In the winter quarter, every project must submit a CAC mid-year evaluation to the CAC Chair, CAC liaison, and to the CPOSA Committee.
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.

   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 Administrative 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 Reception held each spring and help in the planning process.

**APPENDIX B.**

**PROCEDURES FOR ADMISSION TO CPOSA**

1. Project must be a UCLA registered campus organization (RCO).

2. Project Directors of the proposed project are required to meet with CPO Advisors and the CPOSA Internal Chair before the end of Winter Quarter to initiate a New Project Developmental Plan.

3. The Project will be required to update the Committee before 9th week of Winter Quarter on whether it plans to present its proposal during Spring Quarter.

4. The Project will present to the department management by 7th week of Spring Quarter.

5. If the department management supports the new project’s bid to join CPOSA, the Project will present itself at the Project Directors Meeting 9th week of Spring Quarter.

6. Approval of the Project to be a Provisionary Project of CPOSA requires a 2/3 vote from projects with voting rights at the Project Directors Meeting 9th week of Spring Quarter.

7. If approved, the Project will operate on Provisionary Status beginning July 1 with full benefits provided to Projects.
8. A Provisionary Project will become fully integrated into CPOSA by a 2/3 approval vote from projects with voting rights 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 C

DISMISSAL PROCEDURES FOR CPOSA PROJECT

Under the scenario that a project fails to meet two mandatory responsibilities (as listed in Article IV, section 2A, and Appendix A) in any given quarter, they will be subject to losing their status as a CPOSA project and lose their voting rights.

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 a meeting with Internal Chair, External Chair, and CPO Advisor.

3. The CPOSA internal chair will make a recommendation to the CPOSA committee on the terms for probationary status; the CPOSA committee will vote by majority on whether to approve the probation plan.

4. The probation shall last at least one entire academic quarter.

5. If a project does not comply with the terms of the probationary plan, the project will be dismissed from CPOSA.

6. A dismissed Project will have 10 business days to remove its items from the CPO.

7. A dismissed project can petition to the CPO Director for readmission after one-quarter of dismissal.

8. If approved by the CPO Director, the CPOSA committee will consider full readmission of the project.

9. If approved, the Project must proceed with the Admission Procedure outlined in Appendix A.

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

A. Project Directors must submit a letter signed by all directors to the Committee explaining their reasons for voluntary dismissal.

B. The Project will be allowed 10 business days to clear their items in the CPO.