

CONSTITUTION OF
CHILD AND ADOLESCENT STUDIES STUDENT ASSOCIATION (CASSA)
CALIFORNIA STATE UNIVERSITY, FULLERTON

ARTICLE I: NAME AND PURPOSE OF THIS ORGANIZATION

Section 1. The name of this organization shall be the Child and Adolescent Studies Student Association (CASSA) of California State University, Fullerton.

Section 2. The purpose of this organization is to help students develop leadership skills, professional skills and knowledge of child and adolescent development, as well as provide opportunities to interact with fellow students and faculty in an atmosphere that fosters social networking.

Section 3. This organization consists of an executive board and general members.

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND MEANS OF SELECTION OF MEMBERS

Section 1. Membership in this organization shall not be denied to any student of California State University, Fullerton on the basis of race, creed, sex, religion, political affiliation, sexual orientation, or physical disability.

Section 2. All general members of this organization will be voting members.

Section 3. Membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton who have paid the current membership dues and completed and signed a membership application. Membership shall be granted upon the receipt of a completed application and dues by any CASSA board member.

Section 4. Members are eligible to attend all regular board meetings and general meetings.

Section 5. Any member may be suspended or expelled from this organization for conduct obviously contrary to the constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense may be in writing and submitted by a club member. After the offense is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before his or her peers at a regular meeting. The offending member may be suspended or expelled by a two-thirds affirmation vote of the voting members present.

ARTICLE III: OFFICERS

Section 1. The elected officers for this association shall be the Executive President, Vice President, Finance Manager, Information Manager, Membership Manager, Community Projects Manager, Departmental Awards and Activities Manager, Professional and Career Development Manager, I.C.C Representative, and Website Manager. These officers comprise the Executive Board. The term of office will be one academic year beginning July 1.

Section 2. Powers and Duties of Officers:

Clause 1. The Executive President shall preside at all meetings of the organization. He or she will be the official spokesperson of the organization representing the policies, views, and opinions of the organization in its relation to/with the campus and community at large. He or she shall have such further powers and duties described by the organization.

Clause 2. The Vice President shall preside at organization meetings in the absence of the Executive President. He or she shall perform all legal duties assigned by the Executive President. He or she shall have such further powers and duties described by the organization.

Clause 3. The Finance Manager shall be responsible for all financial affairs and budgeting for the organization. He or she shall maintain and organize a receipts log. He or she shall present the board with a weekly budget update. He or she shall maintain our AS Agency account in CASSA's name, which requires signature of the faculty advisor and the Executive President.

Clause 4. The Information Manager shall take minutes at all meetings of the organization and maintain copies on file. He or she shall be responsible for the organization's newsletter. He or she will delegate specific articles to be written by board members.

Clause 5. The Membership Manager shall attend all weekly meetings. He or she shall record and maintain the official attendance for all general meetings and CASSA-sponsored events. He or she shall be in charge of organizing and facilitating membership recruitment. He or she shall maintain membership list and email distribution list.

Clause 6. The Community Projects Manager shall attend all executive board meetings. He or she shall coordinate volunteer projects or activities in which members of the organization shall participate. He or she shall have such further powers and duties described by the organization.

Clause 7. The Departmental Awards and Activities Manager shall attend all executive board meetings. He or she shall organize CASSA's participation in the Department's Celebration of Achievement. He or she shall have such further powers and duties prescribed by the organization.

Clause 8. The Professional and Career Development Manager shall attend all executive board meetings. He or she shall be responsible for setting up speakers for Guest Speaker Events. He or she shall have such further powers and duties prescribed by the organization.

Clause 9. The I.C.C. Representative shall be responsible for attending all bi-weekly Interclub Council (HHDICC) meetings. He or she shall request that California State University, Fullerton money be allocated for specific CASSA events. He or she shall communicate upcoming events on campus to CASSA's board on regular basis.

Clause 10. The Website Manager shall maintain and update the CASSA website (<http://hhd.fullerton.edu/CAS/CASSA/index.html>) as needed with monthly events. He or she shall also post relevant policies and forms.

Section 3. Officer Qualifications:

Clause 1. Must be a regularly enrolled (non-extended education) student in good standing at California State University, Fullerton.

Clause 2. Must be a voting member for one semester. Any exceptions should be approved by an affirmative vote of two-thirds Executive Board Members.

Clause 3. Must be carrying a minimum of three units a semester at California State University, Fullerton and have a cumulative grade point average of no less than 2.0.

Section 4. Petition by one-third of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has a right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election." Recall requires an affirmation vote of two-thirds of the total voting membership.

Section 5. In the event an elected officer is unable to fulfill his or her term of office, there will be a "Special Election." Any eligible member, including those already holding office, may be nominated for a vacated officer position.

ARTICLE IV: MEETINGS

Section 1. Regular board meetings are scheduled weekly during the academic year. Cancellation of a board meeting requires an affirmation vote of two-thirds of the members participating in the election.

Section 2. Special Meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours prior to the special meeting time.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the board members.

ARTICLE V: ELECTIONS

Section 1. Officers are elected once every academic year. Elections shall be held at the end of the academic year.

Section 2. At least one week's notice will be provided for any meeting at which an election is held. Voters will be cast by a secret ballot and counted by an unbiased committee.

Section 3. Votes will be cast by secret ballot and counted by an unbiased committee.

Section 4. A candidate must receive at least 51% of the votes or if necessary run-off elections will be held.

ARTICLE VI: ADVISORS

Section 1. An individual employed as an Instructor or Faculty Member on a full-time basis by California State University, Fullerton will serve as advisor for the organization. Multiple faculty may serve as co-advisors.

Section 2. The advisor(s) will serve a term of at least one academic year and be appointed. If deemed necessary by the department, the advisor(s) may be changed between semesters during the year.

Section 3. The advisor(s) may be removed by two-thirds vote of the voting membership at a regularly scheduled organization board meeting.

Section 4. A staff member from the Dean of Students or a School Based Assistant Dean may be assigned to work with the organization to assist the faculty advisor(s) and the organization.

ARTICLE VII: MEMBERSHIP DUES

Section 1. This organization may assess membership fees. Assessments are determined each semester or academic year by a quorum of the voting membership at its regularly scheduled organization board meeting.

Section 2. All money must be deposited into an Associated Student, Incorporated Accounting Office Agency Account.

ARTICLE VIII: METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendment or changes will be represented, in writing, to the organization one meeting before the amendment is voted on.

Section 2. Approval by two-thirds of the Executive Board Members will pass the proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Students Office at California State University, Fullerton.

ARTICLE IX: DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event that CASSA should become defunct, all assets will be turned over to the California State University, Fullerton Associated Students, Inc., to be used to promote student programming on campus, unless CASSA becomes part of another student organization. In the latter case, CASSA assets will be transferred to the new organization.

ARTICLE X: STATEMENT OF AFFILIATION

Section 1. This organization is affiliated with no other organization.

Section 2. A copy of any constitution/by-laws of any organizations affiliated with CASSA in the future shall be filed in the Dean of Students Office at California State University, Fullerton.

ARTICLE XI: RULES OF ORDER

Section 1. The Child and Adolescent Studies Student Association accepts “Roberts Rules of Order” as its Rules of Order.

Section 2. Any issues not directly written in this document will be resolved by referring to the Rules of Order.

ARTICLE XII: APPROVAL

Section 1. This constitution was approved on September 9, 2009.