



CALIFORNIA COLLEGE & UNIVERSITY POLICE CHIEFS ASSOCIATION

915 L Street, #C282, Sacramento California 95815

REVISED AND ADOPTED BY A VOTE OF THE REGULAR MEMBERSHIP

Enacted June 1982
Revised June 1996
Revised April 2001
Revised January 2001
Revised April 2007
Revised July 2013

ARTICLE I

Association Name

Section I. The name of this association is "California College and University Police Chiefs Association (CCUPCA)".

ARTICLE II

Purpose

Section II. This is a non-profit association which does not contemplate pecuniary gain or profit to the members thereof. It is exclusively organized to provide the following benefits to its' members:

- a. plan, coordinate and organize meetings, workshops and conferences to promote professional development, recognize achievement, and exchange relevant information with training and workshops.
- b. identify, discuss and issues associated with law enforcement and public safety on California college and university campuses;
- c. coordinate the efforts and activities of California college and public safety, public safety departments maintaining public safety, providing optimum service;
- d. sponsor and engage in such other activities from time to time as shall be deemed advisable in the best interest of effective law enforcement and security on California college and university campuses;
- e. foster continuing productive relationships among association members and the departments they represent;

ARTICLE III

Membership

Section I. Institutional

The institutional membership of the association shall consist of the chief law enforcement officer or public safety/security department executive of each institution of higher education, to include: the California Community Colleges (CCC's), the California State Universities (CSU's), the California Universities (UC's) and all private colleges and universities within the State of California.

Section II. Associate:

Any interested person who supports the goals and objectives of the association is eligible for membership under the following conditions:

- a. associate members may attend all regular meetings and participate in all association functions, however,
- b. associate members are not entitled to vote or hold office in the association;

Section III. Emeritus:

Those persons who have served, in good standing, as a institutional member of the association for at least five years and officially retire from their chief law enforcement officer or public safety/security department executive position shall be eligible for:

- a. Emeritus membership, if so approved by a majority vote of the Board of Directors.
- b. Emeritus members may attend all regular meetings and participate in all association functions, but are not entitled to vote or hold office in the association.

Section IV. Honorary:

An honorary member is defined as a person who, by their professional occupation(s) or expertise, can positively and effectively contribute to the goals and objectives of the association.

- a. Honorary membership is recommended by the Board of Directors and must be approved by a majority vote of the Board of Directors.
- b. Honorary members may attend all regular meetings and participate in all association functions, but are not entitled to vote or hold office in the association.

Section V. Corporate Membership

Those companies that can positively and effectively contribute to the goals and objectives of the association. Corporate membership must be approved by a majority vote of the Board of Directors. Corporate Members are not entitled to vote or hold office.

- a. Corporate Members will be allowed a link to the official CCUPCA Web site and their membership will be acknowledged via various printed and electronic means to all institutional Associate, Emeritus and Honorary members.

Section VI Termination of Membership

The membership of any association member may be suspended or terminated by a majority vote of the Board of Directors, after the Board has reviewed the conduct of the member and deemed it detrimental to either the association, the law enforcement/security profession, or both.

- a. The Board of Directors may vote to temporarily suspend a member for no longer than 120 days, during which time a termination hearing must be conducted and a vote of a majority of the Board of Directors must be taken.

ARTICLE IV

Board of Directors

Section I. The officers of this association shall be President, First Vice-President, Second Vice-President and Treasurer; all of whom shall hold their respective offices for a term of two years, or until their successors are elected by the institutional membership. All officers must be members in good standing.

Section II. Duties of Officers:

- a. It shall be the duty of the President to lead and conduct the association business in accordance with the bylaws, perform the duties usually performed by the president of an association, including, but not limited to: appointment of committee chairpersons and members, forming ad hoc committees, reviewing reports and maintaining liaison with legislators, local, state, and federal law enforcement organizations, and other local, state and federal professional associations. The President is also responsible for appointments to replace vacant Board of Director positions removal and or removal for cause subject to the majority vote of the Board.
- b. It shall be the duty of the First Vice-President to perform all the duties of the President during his/her absence or in his/her inability to act. The First Vice-President and the Second Vice-President shall otherwise assist the President as needed.
- c. It shall be the duty of the Treasurer to record all monies from dues and other sources, and to pay all claims approved by the association. The Treasurer shall keep an accurate account of the funds of the association and shall render a report of all moneys received and disbursed, whenever requested by the association, but at least once per year at the first meeting of each calendar year at which institutional (voting) members are in attendance.

Section III. Vacancies on the Board of Directors shall be filled by the President. Persons placed in positions filled due to a vacancy(ies) will remain in office until the next regular association election meeting.

Board of Directors

Section I. The Board of Directors shall consist of the Officers of the association (as identified in Article IV, Section I above), the Immediate Past President, a representative from each of the five geographical regions of California, and a representative from each constituent group as follows:

- a. the Community Colleges,
- b. the California State Universities
- c. the Universities of California and,
- d. the California private colleges and universities

Section II. These representatives shall be known as Directors and shall be elected by the membership at the regular election meetings. Directors shall serve no more two year consecutive terms. Directors may not serve in more than one Board position any given time.

Section III. Geographic Regions: The geographic area for each region shall be as described below:

Region 1: the northern portion of the state north of the San Francisco bay area,

Region 2: the San Francisco bay area region,

Region 3: the central part of the state from the area south of the San Francisco bay area and north of the LA basin,

Region 4: the LA basin area,

Region 5: the San Diego area region, including the southern portion of the State to the border with Mexico.

Section IV. Duties of the Board of Directors:

- a. The duties of the Board of Directors shall be to coordinate the association activities among the member colleges and universities within their region.
- b. The Board of Directors shall meet two to four times a year, or more frequently if deemed necessary by the president.

ARTICLE V

Fiscal Operations

The operating funds for this association shall be derived from the dues paid annually by each Institutional, Associate, Honorary, and Corporate member. Fiscal Operation funds can be derived from other sources upon approval of the Board of Directors. The dues will be set and reviewed by the Board of Directors annually. New membership fees are due at the time of application. Membership fees are not prorated.

Section I. The following will pertain to dues and payment thereof:

- a. Funding may be funded by donations, grants, conference fees. All contributions or donations shall be approved by the Board of Directors.
- b. Membership dues are due and payable on July 1 of each year.

Section II. All funds received by the association shall be acknowledged by issuance of a receipt, after which such funds shall be deposited in a bank or other financial depository as approved by the Board of Directors in the name of the "California College and University Police Chiefs Association." All withdrawals of such funds from such accounts shall only be made by check, bank draft, or money order. Cash withdrawals will be processed for legitimate business purposes.

- a. Final transactions for amounts that are less than \$750.00 will be processed by the Treasurer or we will approve the President or designee.
- b. Checks for amounts that are more than \$751.00 require the signature of the Treasurer and one other Board Officer.

ARTICLE VI

General Business Meetings

- Section I. The meetings of the association shall be held at least annually at a time and general business place to be designated by the Board Directors.
- Section II. A majority of the institutional members of the association in attendance at a general business meeting shall constitute a quorum.
- Section III Except as otherwise provided herein, or by the affirmative vote of the majority of the institutional members, **Robert's Rules of Orders, Revised**, shall constitute the parliamentary authority for the association.
- Section IV. The President of the association may call special meetings of the institutional members and must call special meetings when requested by a majority of institutional members and mailed to their address of record at least three business days in advance of the meeting time, stating the matters to be considered at the special meeting.

ARTICLE VII

Conduct of Business

- Section I. The order of business at association meetings shall be determined by the President.
- Section II. Except as provided herein, action shall be taken by motion or resolution, passed or adopted by a quorum of the institutional members present at any meeting at which a quorum is present. A minority report may be filed by any voting representatives, which shall be added to the minutes, upon written request to the President.
- Section III. Special committees of the association may be appointed by the President shall from time to time for specific purposes and periods of time. The President shall appoint a nominating committee of no less than three Officers.

All other appointive offices which have been authorized by the association at least sixty days before such nominations are to be made. When such authorized committee has been appointed, they shall perform such functions as are specifically assigned to them and shall report their findings or actions to the membership in writing. Progress reports may be made verbally and noted in the minutes.

Section IV. The President shall prepare an agenda for general business meeting and Board Directors meetings. In case of general business meeting agendas shall be distributed to the association at least 72 hours in advance of the meeting. Neither the association nor the Board of Directors shall act on an item not included on the agenda unless two-thirds of the institutional members are present, or in the case of a Board of Directors meeting two-thirds of the Board of Directors present, approve of the addition to the agenda.

ARTICLE VIII

Adoption of the By-Laws

Section I. These by-laws shall be in effect when adopted by the affirmative vote of at least two-thirds of eligible (dues paid and current) institutional members voting.

Section II. These by-laws may be amended by the vote of two-thirds of the institutional members at any meeting of the association, provided written notice and memorandum of such amendment shall have been provided to such members of the association not later than five business days prior to said meetings.

ARTICLE VIII

Executive Director

Section I. The Board of Directors may employ an Executive Director to conduct day to day business. Compensation will be determined by the Board. The Board of Directors engage services of the Executive Director to conduct day to day business of the association. The Executive Director will be an independent contractor not an employee of the association. The Board will review and approve the terms of the contract. Institutional members may not serve as Executive Director.

PRESIDENT

DATE