



Texas Council of Chief Student Affairs Officers

Constitution and Bylaws

Organization Name

The name of the organization shall be Texas Council of Chief Student Affairs Officers (TCCSAO). Articles of incorporation creating the organization are filed with the State Attorney General's Office.

Mission Statement

The mission of TCCSAO is to:

1. facilitate communication among the chief student affairs officers of Texas public institutions of higher education;
2. serve as a resource for information regarding legislative and other governmental activities that impact the work of the profession;
3. serve as a forum for the discussion of issues confronting the profession or individual campuses, and
4. provide a collegial arena for sharing our collective wisdom regarding policies, procedures, and best practices for the profession.

Where appropriate, unified positions may be established by the membership and communicated to other groups, including governmental bodies. The council also endorses and develops research activities associated with issues of interest to the council. Such activities may be conducted cooperatively with other organizations.

Membership

All Texas public universities (four-year colleges and universities, health-related institutions, and members of a Texas university system) shall be eligible for institutional membership. Membership is granted to the institution's current Chief Student Affairs Officer upon payment of the established dues.

The president of the Texas Association of College and University Student Personnel Administrators (TACUSPA) shall be an ex-officio member of the Council.

Officers

The officers shall be the Chair, Chair-Elect, and Secretary/Treasurer, and together shall serve as the Executive Committee; which establishes a vision, direction, and current agenda for the organization.

The Chair-Elect and Secretary/Treasurer shall be elected to two-year terms by a majority present at the last regular meeting of the biennium.

The Chair-Elect will immediately assume the Chair position upon election of a new Chair-Elect. The new Secretary/Treasurer will transition with the out-going Secretary/Treasurer and will assume the position upon completion of all necessary transitional documents.

The Chair will:

1. Preside over all business meetings;
2. Solicit agenda items and prepare agenda for each business meeting;
3. Coordinate arrangements and meals for each business meeting;
4. Coordinate Texas Association of College and University Student Personnel Administrators (TACUSPA) conference breakfast meeting;
5. Contact private institutions to encourage attendance at annual TACUSPA meeting;
6. Attend meetings of the Texas Council of Public University Presidents and Chancellors for information concerning issues in higher education;
7. Make committee appointments and assignments;
8. Coordinate recognition efforts for retiring Chief Student Affairs Officers, Texas Public Universities;
9. Communicate with executive officers regarding current issues or topics for discussion;
10. Communicate TCCSAO's official stance on issues as directed by the membership; and
11. Follow-up on items with membership.

The Chair-Elect will:

1. Observe Chair in preparation for own term as chair;
2. Coordinate and perform other duties as assigned by the Chair;
3. Conduct and preside over meetings in the absence of the Chair;
4. Chair nominations process for election of officers;
5. Chair annual retreat program committee; coordinate arrangements for annual retreat; serve as liaison to host campus (if used);
6. Coordinate and supervise the committees;
7. Coordinate special programs;
8. Provide end-of-service recognition for outgoing TCCSAO officers.

The Secretary/Treasurer will:

1. Prepare and distribute minutes of all business meetings; "Quick Surveys," and other pertinent information;
2. Maintain membership database/information; make quarterly membership reports to membership;
3. Coordinate, supervise and work to increase membership;
4. Invoice members for annual dues; deposit dues into organizational account; pay bills;
5. Manage financial records of organization; make quarterly financial reports to membership and to IRS as necessary;
6. Shall make the financial books and records available for examination and audit;

7. Serve as liaison to TCCSAO webmaster and website;
8. Maintain records of the Council;
9. Generally perform all duties customary to the office of secretary.

In the event of a vacancy in the position of Chair, the Chair-Elect shall serve the unexpired term of the Chair replaced followed by his/her own elected term. Replacements for vacancies in the positions of Chair-Elect or Secretary/Treasurer shall be elected at a regular meeting.

The officers must be the Chief Student Affairs Officers at member institutions throughout the term of office.

Governmental Relations Chair

There shall be Governmental Relations Chair appointed by the Council Chair.

The Governmental Relations Chair will:

1. monitor legislation and other governmental actions that impact the membership;
2. routinely communicate with the membership regarding targeted legislation or other related matters;
3. recommend stances to be taken on legislation;
4. coordinate TCCSAO communication with the legislature; and
5. organize inter-organizational cooperative efforts to impact legislative/governmental actions that affect the membership.

Historian

There shall be a Historian appointed by the Chair.

Dues

Institutional dues shall be determined by a majority vote of the organization's members.

Meetings

TCCSAO will meet at least three times during a calendar year. One of these meetings will be in conjunction with the annual TACUSPA conference. One multi-day retreat will be scheduled each summer. All other meetings will be scheduled by the Chair in consultation with the Executive Committee.

Bylaws

The Bylaws may be amended by a majority vote of the paid membership voting. Proposed changes should be circulated to the paid membership at least seven (7) days in advance of the vote.