

CCCApply Constitution and Bylaws

Adopted May 2005

Constitution

Article I. Name

The name of the system-wide technology project sponsored by the CCC Chancellor's office shall be known as CCCApply. The name of the organization managing this project shall be known as the CCCApply Steering Committee.

Article II. Purpose

CCCApply shall serve as the virtual resource for information and access to each and all of the California Community Colleges. The purpose of CCCApply is to support the Colleges by offering online a comprehensive, interactive environment for students to evaluate, choose, apply for and finance attendance at participating colleges.

Article III. Colleges

Subscription to the services of CCCApply shall be open to all California Community College Districts and Colleges.

Article IV. Steering Committee

Section 1. Governance. The governing body of CCCApply shall be the CCCApply Steering Committee (the Steering Committee).

Section 2. Committee Composition. The Steering Committee shall attempt to represent colleges in the north, central, and southern regions of the state; multi-campus and single college districts; small, medium and large enrollment colleges; a diversity of major and minor student information systems; and a mix of new and very experienced CCCApply subscribers. The member colleges shall designate representatives from the areas of admissions and information technology.

Section 3. Officers. The officers of the Steering Committee shall be a Chair, a Vice Chair, the Past-Chair, a Secretary, the Chancellor's Office representative, and the Project Manager of CCCApply. The duties and responsibilities of each officer will *evolve* from the bylaws of the Steering Committee. The Steering Committee shall have the authority to fill vacancies as needed.

Section 4. Terms of Service. The term of service for Steering Committee officers shall be one year beginning July 1 and ending June 30 of the following year. There are no term limits.

Section 5. Voting. Ways and means of voting by the Steering Committee shall be derived from the bylaws as adopted by the Steering Committee.

Article V. Bylaws

The Steering Committee of CCCApply shall adopt bylaws as needed. Bylaws must be approved by a majority of Steering Committee member colleges.

Article VI. Subcommittees

Sub-Committees of the Steering Committee may be formed at the discretion of a majority of the Steering Committee. All such sub-committees must adhere to the constitution of CCCApply and its bylaws.

Article VII. Fiscal Agent

Section 1. The Chancellor's Office may contract with a college, district or other entity to serve as the fiscal agent for CCCApply.

Section 2. The Steering Committee will advise the CCCApply fiscal agent and Chancellor's Office on contract matters with a vendor or vendors to develop the products and services adopted by the Committee

Article VIII. Enactment

This Constitution shall be enacted upon the approval of four-fifths of the Steering Committee member colleges.

Article IX. Amendment

Amendments to this Constitution shall become a part of this constitution upon the recommendation of four-fifths of the Steering Committee member colleges.

Bylaws

I. Steering Committee

A. Election/Appointment of Officers

1. The Chair is elected by the Steering Committee with the qualification that the Chair is an admissions-area representative of a member college. This qualification can be waived by a two-thirds vote of the Steering Committee. The term of service for the Chair is one year. There are no term limits.
2. A Vice-Chair is elected by the Steering Committee. The term of service of Vice-Chair is one year. There are no term limits.
3. A Secretary is elected by the Steering Committee. The term of service for the Secretary is one year. A temporary Secretary can be appointed in the absence of the Secretary. There are no term limits.
4. The Chancellor's Office Representative is appointed by the Technology, Research and Information Technology division of the Chancellor's Office, which is responsible for system-wide technology projects. The term of service is unlimited.
5. The Project Manager is appointed by the Chancellor's Office. The term of service is unlimited.
6. The Past-Chair position is occupied by the most recent former Chair. The Chair of the Steering Committee shall become Past-Chair upon the election of a new Chair and his/her assumption to that position on the date specified in the Constitution.
7. The Steering Committee shall have the authority to fill vacancies as needed.

B. Responsibilities of Officers

1. The Chair shall assume responsibility for general activities of CCCApply, conduct necessary correspondence with the members of the Steering Committee, prepare the agendas for Steering Committee meetings, communicate with subscribers as necessary, and communicate with non-subscribers in promotional campaigns. The Chair shall have direct correspondence with the CCCApply Project Manager, the Chancellor's

Office and the CCCApply vendor. The Chair shall have oversight responsibilities for all Steering Committee meetings and shall be a member *ex officio* of all sub-committees of CCCApply. The Chair shall be responsible for long term planning, monitoring the progress of all CCCApply projects and providing feedback and guidance on each project.

2. The Vice-Chair shall act as Parliamentarian and the chief assistant to the Chair and shall succeed to the Chairmanship at the end of the term of the Chair. The Vice-Chair shall be responsible for strengthening CCCApply's and the Steering Committee's relationship with leadership from state and regional associations, particularly CACCRAO, CCCApply subscribers, and with the CCCApply vendor(s). The Vice-Chair will work with the Chair to foster greater CCCApply subscription and greater participation of subscribers in CCCApply activities. The Vice-Chair shall be responsible for arranging the annual CCCApply workshops including site selection, program development, marketing, and registration. In the absence of the Chair and a Steering Committee meeting or function, the Vice-Chair shall assume the Chair's responsibilities.
3. The Past-Chair shall serve as adviser to the Chair, the Steering Committee, to the subscribers, and to the vendors. The Past-Chair is responsible for review of the constitution and bylaws. In the absence of both the Chair and Vice-Chair at a Steering Committee meeting or function, the Past-Chair shall assume the Chair's responsibilities.
4. The duties of the Secretary are to take the minutes at Steering Committee meetings and assist with meeting organization. The Secretary is also responsible for CCCApply archives.
5. The duties of the Chancellor's Office Representative are to represent and foster support for the project and project activities within the Chancellor's Office, including political backing, promotional efforts, and financial resources. The CO Representative will act as the single client contact authorized to make contractual obligations, such as system enhancements and changes, with the Vendor.
6. The duties of the Project Manager are to support the growth and development of the Project and facilitate planning and issue resolution. The PM prepares system specifications and project plans, recruits and facilitates subcommittees and contributors, and coordinates subcommittee activities and communication. The PM coordinates the production of system documents, promotional materials, and online project resources. The PM performs technical research and analysis and makes reports and recommendations for issue resolution to the Steering Committee and Chancellor's Office. The PM communicates with external agencies, groups and individuals, including legal counsel and departmental experts

within the Chancellor's Office, the Office of Civil Rights, and members of other state educational systems, and facilitates fact-finding and issue resolution between stakeholders. The PM maintains a close working relationship with the Chair and Chancellor's Office and cultivates cooperative relationships with all constituents and stakeholders in the Project.

C. Steering Committee Membership

The Steering Committee members must adopt a system-wide perspective and contribute their college experience and expertise to system design and issue resolution. Members must support diversity in the composition of the Steering Committee as outlined in the CCCApply constitution. Members must make a good-faith effort to apply staff to alpha-test releases of the CCCApply system. Members must also actively participate in promotional activities for CCCApply such as making presentations at workshops and conferences.

1. New Members

A CCCApply subscribing college or district may be elected to the Steering Committee upon the recommendation of an active member of the Steering Committee and the approval of a majority of the member college represented on the Steering Committee in accordance with the provisions of Constitution Article IV Section 2 Committee Composition. The starting date of service on the Steering Committee for a new member shall be determined by the Steering Committee.

2. Removing Members

a. Voluntary Removal

- 1) A college or district may remove itself at anytime from the Steering Committee. The primary representative of the college/district shall notify the Steering Committee Chair in writing of their institution's decision to withdraw from the committee.
- 2) The Chair of the Steering Committee shall notify the Steering Committee by the next meeting of the withdrawing institution's decision.

b. Involuntary Removal

- 1) A college or district that no longer actively participates on the Steering Committee: the general committee, sub-committees, projects, correspondence or other events determined by the Steering Committee, has not requested voluntary removal, and has not requested a leave of absence, may be removed from the Steering Committee upon the

recommendation of the Chair and approval of two-thirds of the Steering Committee members.

c. Leave of Absence

- 1) A Steering Committee member college or district may request a leave of absence from the committee for up to one-year.
- 2) The member's primary representative to the Steering Committee shall request the leave of absence in writing to the chair of the committee.
- 3) The Chair shall present the request to the committee. Upon approval of a majority of the members the leave of absence shall begin for the period requested.
- 4) A leave of absence may be extended beyond one-year for up to six months for unusual mitigating circumstances and upon the approval of two-thirds of the Steering Committee members.
- 5) The member college/district on leave of absence will be excused from all activities, meetings and events for the period of the leave; however, the member college/district shall remain on the Steering Committee list-serve and other communication listings.

II. Subscribers

Subscription to CCCApply services is open to all California Community Colleges. Colleges may subscribe at any time. Proration of costs and funding will be used to establish subscription on a fiscal year basis beginning July 1 and ending the following June 30. Terms and conditions for subscription to CCCApply applications are set forth in individual subscriber agreements with the Vendor. Subscriber agreements are subordinate to the master system contract between the Vendor and Fiscal Agent.

III. Vendor

The rights, responsibilities and obligations of the Vendor are set forth in the master system contract between the Vendor and Fiscal Agent. Additional obligations are set forth in work-order agreements under the master contract. The Vendor actively solicits subscriber colleges in collaboration with promotional plans established by the Steering Committee. The Vendor meets regularly with the Steering Committee and conducts all design and development through the Committee and subcommittees as authorized. The Vendor provides reasonable and timely estimates for costs and timelines for proposed enhancements and changes to the system. The Vendor will facilitate and implement annual updates of CCCApply applications and will be instrumental in conducting promotional campaigns and user workshops

IV. Planning

The Steering Committee, with the Chancellor's Office Representative, is responsible for establishing the vision, mission and objectives of the Project in a written plan known as the CCCApply Strategic Plan. The Committee will set priorities, activities and timelines for accomplishing those objectives each year.

V. Product Enhancements

Product enhancements are specified and managed by the Steering Committee within the scope of the Strategic Plan. Costs, when applicable, are estimated by the Vendor. Authorization for product enhancements is provided per contract by the Chancellor's Office Representative. Product enhancements and changes are bundled into annual releases on established development schedules for system applications.

VI. Funding

The CCCApply Project is a Chancellor's Office initiative and as such is financially supported to the degree possible by State funding allocations.

VII. Changes to Bylaws

Changes to the bylaws of CCCApply may be made upon approval of two-thirds of the members of the Steering Committee.