



CONSTITUTION

SAN DIEGO AND IMPERIAL COUNTIES COMMUNITY COLLEGES ASSOCIATION

Article I

Name and Purpose

- Section 1. This organization shall be known as the San Diego and Imperial Counties Community Colleges Association (aka “Region 10” by California Community Colleges Chancellor’s Office nomenclature).
- Section 2. The purpose of this organization shall be to further the educational aims of the community colleges of San Diego and Imperial Counties, to promote opportunities for cooperative inter-college and inter-college/university relations, to stimulate collective support for legislation favorable to the community college mission and to provide a collective voice on higher education issues to the communities served.
- Section 3. This Association will function without interference with policy decisions of its individual member-college district governing boards. Actions taken by any committee, subcommittee, task force, ad-hoc committee, or consortia of the Association which could be construed as an official policy or position of the Association shall be reviewed by the Executive Board before presentation or announcement to any external organization, body, agency, or person.

Article II

Membership

- Section 1. Public community college districts and each college in the multi-college districts in San Diego and Imperial Counties are eligible for full membership. Community college members of the Association are Grossmont-Cuyamaca Community College District (including Cuyamaca College and Grossmont College), Imperial Community College District (Imperial Valley College), MiraCosta Community College District (MiraCosta College), Palomar Community College District

(Palomar College), San Diego Community College District (including San Diego City College, San Diego Mesa College, San Diego Miramar College and San Diego Continuing Education) and Southwestern Community College District (Southwestern College).

Section 2. Associate members of the Association, with all membership privileges except voting are California State University, San Marcos; San Diego State University; and University of California, San Diego. Representatives from private higher education institutions are welcome to send observers to all official meetings of the Association.

Article III

Organization

Section 1. There shall be an Executive Board, composed of the Superintendent or Chancellor of each member community college district, the President of each member community college and a representative of each associate member institution or agency.

Section 2. There shall be a President, Vice President and Treasurer of the Association. Beginning with the 2014/15 year, the President will rotate by district in alphabetical order, and the Vice President will serve as President in the subsequent year according to the following rotation schedule:

Year	President by District	Vice President by District
1	Grossmont-Cuyamaca CCD	Imperial CCD
2	Imperial CCD	MiraCosta CCD
3	MiraCosta CCD	Palomar CCD
4	Palomar CCD	San Diego CCD
5	San Diego CCD	Southwestern CCD
6	Southwestern CCD	Grossmont-Cuyamaca CCD

District chancellors will have the option to delegate a college president to serve as chair. The President of the Association will appoint the Treasurer.

Section 3. There shall be standing committees of the Association, as determined and appointed by the Executive Board. They shall serve as recommending bodies to the Executive Board and may include but are not limited to:

- A. Committee on Instructional Services
- B. Committee on Student Services
- C. Committee on Human Resources
- D. Committee on Business Services

Section 4. If activated by the Executive Board, the authorized standing committees shall function according to the following standing committee requirements. Each standing committee shall elect its own Chair, meet at least once quarterly and provide an update to the Executive Board once per quarter.

Section 5. Subcommittees, ad-hoc committees, task forces, and consortia may be established by the Executive Board or appointed by the President of the Association. Such bodies will report, unless otherwise specified, through established standing committees. Bodies of this nature may include but not be limited to:

- A. Subcommittee on Distance Education, recommending and reporting to the Committee on Instructional Services.
- B. Subcommittee on Learning Resources (San Diego Area Community Colleges Learning Resources Cooperative), recommending and reporting to the Committee on Instructional Services.
- C. Subcommittee on Student Activities, recommending and reporting to the Committee on Student Services.
- D. Subcommittee on Admissions and Records, recommending and reporting to the Committee on Student Services.
- E. Subcommittee on Disabled Student Services, recommending and reporting to the Committee on Student Services.
- F. Subcommittee on Counseling Services, recommending and reporting to the Committee on Student Services.
- G. Subcommittee on Institutional Research, recommending and reporting to the Committee on Instructional Services.
- H. Subcommittee on Workforce Development, recommending and reporting to the Committee on Instructional Services and also reporting to the “Doing What Matters” ad-hoc committee regarding regional workforce matters.
 - i. The appointed Executive Board member reports regularly and serves as the liaison to the Executive Board as well as to the State Chancellor’s Office regarding workforce matters.
 - ii. The Doing What Matters Ad-Hoc Committee consists of an Executive Board Member from a SDICCCA community college, and the following chairs: Region 10 Chief Instructional Officers (CIOs), the Workforce Development Council, and the SDICCCA Regional Consortium.
- I. There shall be a SDICCCA Regional Consortium for Workforce Development, which is the policy lead for all regional workforce matters.
 - i. The Consortium’s operational unit is the Workforce Development Council composed of: a designated occupational dean for each college, the regional deputy sector navigators, pathways director, and the SDICCCA Regional Consortium Chair.
- J. **Subcommittee on Adult & Continuing Education, recommending and reporting to the Committee on Instructional Services.**

Section 6. There shall be a corollary regional association known as the SDICCCA Alliance. Membership in the Alliance consists of a governing board member representative from each member district, and the Chancellor or Superintendent/President of each member district. The Alliance meets on the same schedule as SDICCCA immediately following the SDICCCA meeting. The chairpersonship of the Alliance falls to the governing board representative as per the rotation schedule shown in Article III, Section 2. There are no fees in connection with the SDICCCA Alliance.

Article IV

Duties of Officers

Section 1. The duties of the President shall be as follows:

- A. To arrange for and to call all regular meetings
- B. To develop the agendas for the Executive Board and the Board Alliance meetings
- C. To Chair all sessions of the Executive Board and serve as an ex-officio member of any standing committees
- D. To appoint such committees, subcommittees, ad-hoc committees and task forces as may be necessary for conducting the business of the Association
- E. To represent the Association in matters relative to the purposes of SDICCCA
- F. To provide for the making and keeping of minutes of all meetings and maintain files of all official correspondence and records, which are passed to the succeeding President each year
- G. To transmit to all member colleges copies of minutes and proceedings of all meetings
- H. To host the annual Trustees Dinner

Section 2. The duties of the Vice-President shall be as follows:

- A. To perform the duties of the President in the absence of the President
- B. To coordinate the work of all committees listed in Sections 3 and 5 of Article III

Section 3. The duties of the Treasurer shall be as follows:

- A. To keep an accurate account of all monies received and disbursed; prepare annual dues invoices; collect and deposit dues, assessments and fees; pay all bills authorized by the President
- B. To maintain bank accounts and signature cards, with a second signer appointed by the Executive Board

- C. To file the Statement of Information (SI-100) for the San Diego & Imperial Counties Community Colleges Foundation, Inc. according to the State of California requirements
- D. To file the annual tax return (Form 990-N, e-Postcard) following the close of the fiscal year according to the Internal Revenue Service requirements
- E. To maintain all financial records of the Association, which are passed to the succeeding Treasurer each year
- F. To develop an annual budget to be approved by the Executive Board each June for the succeeding fiscal year
- G. To report on the status of the treasury to the Executive Board at such time as report may be requested by the President or the Executive Board
- H. To perform all such other related duties as appropriate to the office of Treasurer

Section 4. The term of office for officers shall be for one year beginning July 1 and ending June 30, according to the rotation schedule stated in Article III, Section 3 above.

Article V

Duties of the Executive Board

- Section 1. The Executive Board shall have powers and duties as follows:
- A. Act on resignations of officers and to fill vacancies until the next annual election
 - B. Receive applications for membership and act thereon
 - C. Make recommendations to appropriate state authorities and to others in all matters affecting the welfare of the Association and its members
 - D. Cooperate with the California State community college professional bodies, the Community College League of California, and the Office of the Chancellor, California Community Colleges
 - E. Authorize the expenditure of funds, levying of dues and assessments and to establish an annual budget
 - F. Review and take action on recommendations submitted by Standing Committees, ad-hoc committees, task forces, consortia, or other recognized bodies of the Association
 - G. Perform other appropriate duties as required in the interest of the Association and its members

Article VI

Meetings and Voting

- Section 1. Regular meetings of the Association shall be called on the first Monday of each month with the exceptions of July and August, in which SDICCCA does not meet.
- Section 2. At the discretion of the Executive Board, meetings may be changed to avoid other calendar conflicts.
- Section 3. Special meetings of the Executive Board may be called at the discretion of the President or upon request of members representing three member colleges.
- Section 4. With the exception of associate members, each Executive Board member shall be entitled to one vote.
- Section 5. Eight (8) voting members shall constitute a quorum for the transaction of business in any meeting of the Association
- Section 6. Any action of the Executive Board shall be affirmed by a two-thirds majority of members present

Article VII

Amendments

- Section 1. This constitution may be amended by eight (8) votes of the Executive Board at any regularly scheduled meeting provided the amendment is presented in writing to each member of the Board at least two weeks in advance of the meeting at which the vote is to be cast. The proposed amendment shall be circulated to the Executive Board members by the President.
- Section 2. Before any amendment is circulated to the Association, it shall be presented to the Executive Board for final phrasing and clarification.

Adopted by the Executive Board 9/8/2014

Supersedes: 5/3/99; 2/4/13; 3/4/13