

Southern California Consortium of Hispanic Serving Institutions

Latino empowerment through higher education.

(Updated: November 24, 2009)

MISSION

The Southern California Consortium of Hispanic Serving Institutions is committed to preparing Latino students for tomorrow's challenges through collaboration and leveraging institutional strengths and resources. We will provide a cooperative vehicle to enhance the success of member institutions in reaching their individual and collective goals.

GOALS

1. Increase the access, retention and success of Latino students in higher education.
2. Partner and network to secure funding for member institutions.
3. Advance the development of Latino leadership at member institutions.
4. Serve as the venue for sharing information on funding, legislation, and other matters that advance the interests of member institutions.
5. Collaborate with communities, businesses, government, and other organizations to leverage resources.
6. Support and improve resource development and staff development, including sharing best practices and strategies.
7. Support and work collaboratively with HACU on national issues.

BYLAWS

ARTICLE I: NAME

Section 1: Name of Organization

The name of the consortium shall hereafter be known as: "The Southern California Consortium of Hispanic Serving Institutions", hereafter referred to as the "SCCHSI" or the Consortium.

Section 2: Geographic Definition of the Area

The geographic definition of the Consortium shall be designated on the Southern California map, hereafter referred to as "The SCCHSI Map". Boundaries on the Map may change in accordance with the mission. (See Exhibit 1)

Section 3: Name of Governing Body

The name of the governing body of this Consortium shall be the “Southern California Consortium of Hispanic Serving Institutions Council”, hereafter referred to as the “SCCHSI Council”.

ARTICLE II: STRUCTURE

Section 1: Structure of Governing Body

The structure of the SCCHSI Council shall consist of the full membership, the Executive Committee, and Committees.

- **Council membership:** The SCCHSI Council shall be responsible for the direction of the activities of the Consortium. The SCCHSI Council consists of a representative from each Hispanic Serving Institution as well as Associate and Affiliated member institutions and organizations.
- **Executive committee:** The Executive Committee shall consist of the officers of the SCCHSI Council and shall be charged with the responsibility of implementing the policy of the SCCHSI Council.
- **Ad hoc committees:** Committees may be established by the SCCHSI Council to carry out work of the SCCHSI Council and shall report their findings to the SCCHSI Council.

ARTICLE III: DUTIES OF THE SCCHSI COUNCIL

Section 1: Purpose

Our democratic society is predicated on a well educated citizenry. Latino student access and success at all levels of higher education –both public and private- is critical to the well being of our state, nation, and global community. We, as a consortium serve to achieve these ends. The SCCHSI and its governing SCCHSI Council are organized to provide a means for local leadership to coordinate and utilize the facilities and techniques available under current federal, state and local programs, and any new programs as may be instituted, to aid in planning and carrying out a balanced program of development of natural resources, economic development, and education to meet local, state and national needs.

ARTICLE IV: SELECTION OF MEMBERS

Section 1: Sponsor Organizations (full member institutions with voting rights)

Sponsor organizations are recognized Hispanic Serving Institutions as defined by the U.S. Department of Education under Title V: Listing here does not indicate Consortium membership but simply identifies them as listed by the DOE as HSI campuses.

#	Community Colleges	4 Year Colleges/Universities	
1	Allan Hancock College	Cal State Polytechnic, Pomona	1
2	Antelope Valley College	Cal State University, Channel Islands	2
3	Cerritos College	Cal State University, Dominguez Hills	3
4	Chaffey College	Cal State University, Fullerton	4

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5	Citrus College	Cal State University, Long Beach	5
6	College of the Canyons	Cal State University, Los Angeles	6
7	College of the Desert	Cal State University, Northridge	7
8	Crafton Hills College	Cal State University, San Bernardino	8
9	Compton College—check status	Cal State San Bernardino – Palm Desert	9
10	Cypress College	La Sierra University	10
11	Cypress College	Mt. St. Mary’s College	11
12	East Los Angeles College	Occidental College	12
13	El Camino College	Pacific Oaks College	13
14	Fullerton College	St. John’s Seminary	14
15	Glendale Community College	San Diego State University (Imperial Valley)	15
16	Imperial Valley College	University of California, Riverside	16
17	LA County College of Nursing and Allied Health	University of La Verne	17
18	Long Beach City College	Whittier College	18
19	Los Angeles City College	Woodbury University	19
20	Los Angeles Harbor College		
21	Los Angeles Mission College		
22	Los Angeles Pierce College		
23	Los Angeles Trade Technical College		
24	Los Angeles Valley College		
25	Mt. San Antonio College		
26	Mt. San Jacinto College		
27	Oxnard College		
28	Palo Verde College		
29	Palomar College		
30	Pasadena City College		
31	Rio Hondo College		
32	Riverside City College		
33	Riverside City College—Moreno Valley Campus		
34	Riverside City College—Norco Campus		
35	San Bernardino Valley College		
36	San Diego City College		
37	Santa Ana College		
38	Santa Barbara City College		
39	Santa Monica College		
40	Santiago Canyon College		
41	Southwestern College		
42	Ventura College		
43	West Los Angeles College		

Associate Members

The Associate members are non-voting members and classified into two categories: district offices and non designated HSI colleges and universities who have not reached the HSI designation criteria as set forth by the U.S. Department of Education under Title V (having at least 25% Latino student population).

1	Community College Chancellor’s Office	Western University	1
2	CSU Chancellor’s Office		
3	Riverside Community College District		
4	San Bernardino Community College District		

Affiliated Members

The Affiliated Members are non-voting members who represent private industry, public entities, Federal agencies, and community based organizations that have a vested interest in collaboration.

1	USDA
2	Lynwood Unified School District
3	United States Forest Service

Section 2: Designation of Council members

Each full membership institution shall designate one representative to serve on the SCCHSI Council. A Consortium Council member shall be the designee of the full member institution.

Section 3: Terms of office as Council members

SCCHSI Council members shall hold office at the discretion of their respective full member institution, or until a change of employment status with the member institution occurs. SCCHSI Council members may hold office for any number of consecutive years, unless directed otherwise by their respective Boards. Nothing in these Bylaws shall prevent a full member institution from changing its designated representative or alternate.

Section 4: Loss of Eligibility

A SCCHSI Council member’s employment or status with his or her full member institution may change and that change may substantially alter the SCCHSI Council member’s qualifications to hold office. In the event that a SCCHSI Council member loses his or her eligibility, he or she shall not continue as member.

ARTICLE V: OFFICERS

Section 1: Nomination of Officers

Call for nominations for the Executive Committee positions will take place before the last SCCHSI Council meeting of the fiscal year. Hereafter, the fiscal year is referred to as being from October 1st to September 30th.

Section 2: Election of Officers

SCCHSI Council members shall elect officers of the Council from its membership. The election shall take place at the last Council meeting of the fiscal year.

Section 3: Term of Elected Office

The term of each officer of the SCCHSI Council shall commence at the beginning of the next fiscal year. Each term of office shall be one year in duration.

Section 4: Presidential Continuity

Presidential continuity – one-one-one (one year as first VP, one year as President, one year as immediate past-president and ex-officio member of executive committee)

Section 5: Term Limits

No officer shall hold office for more than two consecutive terms (for the same office). An individual will be eligible for another office under the same criteria.

Section 5: Filling a Vacancy

In the event that an officer ceases to be available or eligible for office, the remaining members of the Executive Board shall make available the opportunity for one of them to move into the vacant position, and/or appoint an interim officer to fill the position. In either case, the Executive Board will move to fill any vacant positions on the Board and the appointed person shall remain in that role until the regularly scheduled elections take place. Interim positions will not be considered a term served by election, thus, the appointed individual will still be eligible to serve two more terms if elected.

Section 6: Duties of Officers:

President: The President shall be the chief elected officer of the SCCHSI Council, charged with the duty of coordinating all its functions, subject to the orders of the SCCHSI Council. The President shall preside at meetings, appoint committee chairpersons, serve as ex-officio member of all committees, and shall perform all other duties consistent with this office. Upon completion of her or his term, the President will remain on board for an additional year as the immediate past-president.

First Vice-President: In the absence of the President, the First Vice-President shall perform all the duties of the President and any other duties assigned. Upon the completion of First Vice-President's term, s/he or he shall assume the term of Presidency.

Second Vice-President: In the absence of the President and the First Vice-President, the Second Vice-President shall perform all the duties of the President and any other duties assigned.

Secretary: The Secretary shall be custodian of the records of the SCCHSI Council, be responsible for the minutes of the organization, issue notices, keep roll, and serve as point of contact for the SCCHSI Council.

Treasurer: The Treasurer shall deposit and maintain all funds in an account in the name of the SCCHSI Council in such bank as may be designated by the SCCHSI Council. The Treasurer shall submit financial reports at the monthly meetings (reconcile with meeting of exec committee) and as requested by the President.

Immediate Past-President and ex-officio Member: Shall advise, consult, and assist the current President as the current President sees fit. The immediate past president shall not be a voting member of the executive board.

Section 7: Executive Committee of the SCCHSI Council

The Executive Committee of the SCCHSI Council shall consist of the officers of the organization, namely, the President, the First Vice-President, the Second Vice-President, Secretary, Treasurer, and the Immediate Past-President.

Section 8: Powers of the Executive Committee

The Executive Committee shall act on the SCCHSI Council’s business between regular meetings of the SCCHSI Council. The Executive Committee shall seek ratification of all its actions by the SCCHSI Council at its next regular meeting.

ARTICLE VI: AD HOC COMMITTEES

Section 1: Ad hoc Committees

Ad hoc committees shall be established by the SCCHSI Council, as needed, to carry out the work of the SCCHSI Council.

Section 2: Composition

Ad hoc committee membership may include members of the Consortium not elected to the SCCHSI Council in addition to SCCHSI Council members. In consultation with the SCCHSI Council, the President or Committee Chair may select members of an ad hoc committee.

Section 3: Limits of Authority

The functions of the committees shall be to make recommendations to the SCCHSI Council and carry out other activities delegated by the SCCHSI Council. Unless authorized by the SCCHSI Council, no action by any committee shall be binding upon or constitute an expression of the SCCHSI Council.

ARTICLE VII: MEETINGS

Section 1: SCCHSI Council Meetings

SCCHSI Council meetings shall meet twice a year or as needed. The schedule, time, and place shall be determined by the SCCHSI Council.

Section 2: Executive Committee Meetings

Executive Committee meetings shall meet quarterly or as deemed necessary by the President.

Section 3: Member Notification

All members shall be sent the agenda and other materials at least two weeks before each regular meeting of the SCCHSI Council.

Section 4: Annual Review Meeting

There will be an annual review meeting where all members of the Consortium are present to review the alignment of mission and goals. This Executive Board will determine when this meeting shall be scheduled. A determination will be made at the beginning of each fiscal as defined by Article V; Section I (October 1).

Section 5: Quorum

No meeting shall be held without a quorum. A quorum of the SCCHSI Council or the Executive Committee shall be a simple majority of the members eligible to vote.

Section 6: Majority action

Decisions or acts of the SCCHSI Council or Executive Committee shall be determined by a majority vote.

Section 7: Attendance

If a full member institution representative cannot attend a meeting, a designated alternate may attend the meeting and serve as a voting member. Voting privileges shall be revoked if a full member institution representative has two or more consecutive absences at SCCHSI Council meetings. To regain voting privileges, the full member institution representative shall attend a number of meetings equal to the number missed.

Section 8: Parliamentary Authority

The current edition of **Roberts Rules of Order** shall be the final authority in all questions of parliamentary procedure.

ARTICLE VIII: DUES

No fees for now.....hold off until warranted

No 501c3 status for now.....

Associate and Affiliated members can provide grants to the consortium

Section 1: Hispanic Serving Institutions (Full Member Institutions)

With the adoption of this constitution and by-laws for the time being and until otherwise determined there shall not be any membership fees due. This question of membership dues shall be visited as the need arises.

Section 2: Associate members

With the adoption of this constitution and by-laws, associate members will not pay dues until otherwise warranted by a majority vote of the Full Member Institution representatives.

Section 3: Affiliated members

With the adoption of this constitution and by-laws, affiliated members will not have dues per se, but will be asked to be collaborative partners assisting the consortium to meet its mission and goals.

ARTICLE IX: DISSOLUTION

In the case that 501 c3 status and monies are ever pursued by the consortium. Thereupon Dissolution of the Consortium, the SCCHSI Council shall distribute assets remaining after payment and make provision for payment of all debts and liabilities of the Consortium. Assets shall be distributed to a nonprofit fund, foundation, association, conservancy, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE X: INDEMNIFICATION

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The SCCHSI Council may adopt a resolution authorizing the purchase and maintenance of insurance against liability on behalf of any Sponsor Organization, member, or agent of the SCCHSI Council.

ARTICLE XI: AMENDMENTS

Section 1: Vote

These bylaws or Map (see Exhibit 1) may be amended by a two-thirds vote at any regular or special meeting of the SCCHSI Council.

Section 2: Notification

Notification of proposed changes to these bylaws or to the Map (see Exhibit 1), must be submitted in writing to the SCCHSI Council members one month before a vote is scheduled.

Section 3: Distribution of Information

Copies of changes to these bylaws or Map (see Exhibit 1) shall be sent, as adopted, to the full member institutions.

Enacted on: November 24, 2009 President: *Daniel Loera*

Secretary: *Luz María Galbreath*