

Council on Student Affairs Operating Guidelines

I. Mission and Purpose

- A. The Council on Student Affairs (CSA) is one of the operational councils of the Association of Public and Land-grant Universities (APLU).
- B. The purpose of the CSA is to provide both formal and informal forums for discussion and dissemination of information on issues related to student affairs programs at member institutions and on issues impacting the college student experience in general. The CSA will advocate within APLU and work cooperatively with other Councils and Commissions to enhance institutional effectiveness and the student experience in the areas of co-curricular opportunities; personal and professional growth; matriculation, learning, progress, and completion; mental and physical health, wellness, and safety; and/or fundamental needs such as housing, financial aid, and/or dining.

II. Membership

- A. The Council on Student Affairs consists of all of the Senior Student Affairs Officers (SSAOs) of APLU member institutions and university systems.
- B. Members shall have the right to vote in CSA elections and on CSA business as part of their Council membership.

III. Definitions

- A. APLU Board of Directors: The APLU Board of Directors is the governing and ultimate policymaking body of the association. Under APLU's bylaws, representatives from the association's councils and commissions, six (6) president/chancellor representatives, and five (5) elected officers constitute the board. Each representative is elected to a three-year term, with the exception of the officers, who are elected to one-year terms. The CSA will have one (1) representative on the APLU Board of Directors
- B. CSA Executive Committee (EC): The Executive Committee (EC) oversees the activities of the CSA. The EC is comprised of five (5) officers, three (3) six-member Classes, and two (2) ex-officio members – the Representative to the Board of Directors and the Immediate Past-Chair. See section V for details.
- C. CSA Classes: Each Class is comprised of six (6) SSAOs for a total of eighteen (18) Class members. See section V.B and V.C for details.
- D. CSA EC Officers: The officers shall consist of one (1) Chair, one (1) Chair-Elect, one (1) Immediate Past Chair, one (1) Secretary, and one (1) Secretary-Elect. See section VI for details.

IV. Meeting of Members

Guidelines as of September 1, 2020

The CSA meets twice yearly during the Business meetings held at both the APLU Annual Meeting and CSA Summer Forum.

A. APLU's Annual Meeting is typically held in early November with planning occurring during the previous spring (e.g., February-April).

B. CSA's Summer Forum is typically held in late June (usually the full weekend prior to July 4th) with planning occurring in the previous winter (November-January).

V. Executive Committee

A. Powers and Duties. The Executive Committee (EC) oversees the activities of the CSA. The EC organizes sessions, meetings, and/or activities held during the APLU Annual Meeting and CSA Summer Forum. In addition, EC members assist the APLU CSA Liaison with outreach and engagement efforts for new CSA members.

B. Election/Term. The members of the EC shall be selected as described in paragraph C below.

1. Candidates shall assume office at the close of the CSA business meeting at the APLU Annual Meeting in which they are elected and shall serve until the close of the CSA business meeting of the APLU Annual Meeting three years later.

2. A candidate for Representative to the APLU Board of Directors shall assume office at the close of the fall APLU Board of Directors Meeting in which they are approved by the APLU Board of Directors and shall serve until the close of the annual meeting of the Association three years later.

3. Mid-term resignations may result in term of less than three-years.

C. Membership/Qualifications. The EC of the Council shall be comprised of five (5) officers, eighteen (18) class members and one (1) Representative to the APLU Board of Directors. The Immediate Past-Chair serves as an ex-officio member of the EC.

1. The eighteen (18) members will be elected six (6) at a time to serve three-year EC terms, resulting in overlapping terms of service.

a) A candidate for EC consideration shall be nominated by a Nominating Committee. The composition of the Nominating Committee is set forth in section VI.

b) The Nominating Committee shall present at the summer CSA Business meeting a six (6) member slate (a.k.a., Class). The election of the Class will occur during the CSA Business meeting during the Annual Meeting of the Association that year.

c) Vacancies due to election to an officer position or resignation will be filled by the EC upon recommendation of the Nominating Committee as soon as practical.

2. The Representative to the APLU Board of Directors is elected by CSA members and serves a three-year APLU Board term concurrently with a three-year EC ex-officio term.

a) A candidate for Representative to the APLU Board of Directors must have served on the EC for at least one (1) three-year term and shall be nominated by a Nominating Committee. The composition of the Nominating Committee is set forth in section VI.

b) The Nominating Committee shall present at the spring EC meeting candidates for Representative to the APLU Board of Directors. The election of the Representative to the APLU Board will occur during the summer CSA Business meeting. Approval of the Representative to the APLU Board will occur during the APLU Board Meeting held during the annual meeting of the Association.

c) Vacancies due to resignation will be filled by election by the CSA members as soon as practical.

3. Immediate Past-Chair serve a one-year ex-officio term.

D. Meetings. CSA's Executive Committee meets six (6) times over the course of a year (typically every other month). While EC Members are encouraged to attend all EC meetings, EC Members are required to attend at two (2) In-Person and two (2) Virtual meetings each year. Failure to attend meetings without prior notice to the APLU CSA Liaison and adequate cause is grounds for removal as stated in paragraph G below.

1. Three (3) regular In-person Meetings of the EC shall be held each year during the APLU Annual Meeting, the CSA Summer Forum, and NASPA's Annual Conference. Other special meetings may be held on call by the Chair or by written request of a majority of the members of the EC.

2. Three (3) regular Virtual Meetings of the EC shall be held each year.

E. Quorum; Voting. A majority of the EC Members shall constitute a quorum for the transaction of business at any meeting of the EC. Each EC Member shall have one vote. Voting by proxy is not allowed.

F. Resignation. Any EC Member may resign at any time by giving written notice to the APLU CSA Liaison. Vacancies on the EC shall be filled in accordance with paragraph C above as soon as practical.

G. Removal. Any EC Member may be removed by a majority vote of the EC at any regular or special meeting of the EC at which a quorum is present, for (1) violation of these Operating Guidelines or (2) engaging in any other conduct prejudicial to the best interests of the Council. The EC Member involved shall be provided ten business days of notice and an opportunity to respond in person or in writing as the EC may determine. In these regards, the EC shall act on the basis of reasonable and consistent criteria, always with the objective of advancing the best interests of the Council. Vacancies on the EC shall be filled in accordance with paragraph C above as soon as practical.

H. Compensation. EC participation is voluntary, and members are not compensated by the Council or APLU for services rendered.

VI. Officers

A. Enumeration of Officers. The officers of the EC shall consist of Chair, Chair- Elect, Immediate Past Chair, Secretary, and Secretary-Elect. The APLU CSA Liaison serves as the Treasurer of the Council.

B. Election/Term. The Officers of the EC shall be selected by the CSA members as described in paragraph D below.

1. Candidates for Chair-Elect and Secretary-Elect shall assume their –Elect office at the close of the CSA Business meeting at the APLU Annual Meeting in which they are elected and shall serve until the close of the CSA Business meeting at the APLU Annual Meeting held one year later.

2. Candidates for Chair-Elect and Secretary-Elect shall assume their Chair and Secretary offices at the close of the CSA Business meeting at the APLU Annual Meeting following their election to the –Elect position and shall serve until the close of the CSA Business meeting at the APLU Annual Meeting held one year later, unless that person is no longer SSAO of a member institution.

3. The Chair shall assume the role of Immediate Past-Chair and Ex-officio members of the EC at the close of the CSA Business meeting at the APLU Annual meeting held at the end of their one-year term.

4. Vacancies due to resignation will be filled by the EC upon recommendation of the nominating subcommittee as soon as practical.

C. Membership/Qualifications.

1. A candidate for EC consideration for Chair-Elect and Secretary-Elect must have served on the EC for at least one year and shall be nominated by a Nominating Committee. The composition of the Nominating Committee is set forth in section VI.

2. The Nominating Committee shall meet at CSA's Summer Forum to prepare a CSA Election Slate. The Election Slate will be presented to CSA's Executive Committee for feedback. The election of the Chair-Elect and Secretary-Elect will occur digitally during the fall and results will be announced at, or prior to CSA's Fall Business Meeting at APLU's Annual Meeting.

D. Duties of the Chair.

1. The Chair is responsible for virtual and the following in-person meetings held the calendar year after they assume the position: EC Meeting during the NASPA Annual Conference, CSA Summer Forum, and CSA-related sessions, meetings, and/or activities during the APLU Annual Meeting.

2. The Chair shall transition responsibilities to the Chair-Elect during the CSA Business meeting at the APLU Annual Meeting held at the end of his/her one-year term.
3. The Chair shall appoint, with members acceptance, committee chairs for each of CSA's *ad hoc* or standing committees.
4. The Chair is responsible for developing and enacting, with the support of the other Officers and the approval of the Executive Committee, a strategic vision for their year as chair.

E. Duties of the Chair-Elect.

1. The Chair--Elect is responsible for supporting the CSA Chair in planning the following meetings held two calendar years after they assume the Elect position: EC Meeting during the NASPA Annual Conference, CSA Summer Forum, and CSA-related sessions, meetings, and/or activities during the APLU Annual Meeting.
2. The Chair-Elect will serve on CSA's Program Planning Committee to support the planning of CSA-related sessions, meetings, and/or activities held during the APLU Annual Meeting at which they will assume the role of Chair.
3. The Chair-Elect is responsible for serving as the committee chair for at least one of CSA's standing or *ad hoc* committees (e.g., Awards Committee or Program Planning Committee, etc.).

F. Duties of the Immediate Past-Chair

1. The Immediate Past-Chair is responsible for providing guidance and historical understanding to the elected CSA Officers. They are responsible for attending in-person and virtual EC Meetings (including during the NASPA Annual Conference, CSA Summer Forum, and CSA-related sessions, meetings, and/or activities during the APLU Annual Meeting).
2. Immediate Past-Chair shall serve as the Chair of the Nominating Committee and the Chair of the Membership Engagement Committee.

G. Duties of the Secretary.

1. The Secretary is responsible for taking and submitting notes for the EC Meetings held virtually and in-person and for CSA Business Meetings held at CSA's Summer Forum and at the APLU Annual Meeting.
2. The Secretary works with the other CSA Officers and APLU Staff to guide and implement the Council's activities.

H. Duties of the Secretary-Elect.

1. The Secretary-Elect fills in for the Secretary as needed, particularly taking and submitting notes if the Secretary is unavailable.

2. The Secretary works with the other CSA Officers and APLU Staff to guide and implement the Council's activities.

VII. Nominating Committee

A. Powers and Duties. The Nominating Committee shall nominate candidates for the six (6)-member slates (a.k.a., Classes), Representative to the APLU Board of Directors position, and Chair-Elect and Secretary-Elect Officer positions. See sections IV.C and V.C.1.a for the timelines of nominations.

B. Enumeration of Members. The members of the Nominating Committee shall consist of the Immediate Past-Chair, who shall also serve as the Chair of the committee, the Chair, and one Representative from each of the three Classes.

1. Appointments of Representatives to the committee will be made by the Chair.

C. Membership Combinations. Class Representatives to the committee cannot also hold a CSA Officer position, except the offices of Secretary and Secretary-Elect.

1. In the event a Representative to the committee is elected to a Chair, or Chair-Elect position a new Representative to the committee will be appointed by the standing Chair.

D. Terms of Service.

1. The Immediate Past-Chair, Chair, and will serve a one-year term on the committee concurrent with their Officer position.
2. Class Representatives will serve on the committee for the duration of their EC term. See paragraph B.1 above for additional guidelines.
 - a. The appointed Class Representative shall assume membership on the committee at the close of the fall Business meeting in which they are elected.

VII. Revision or Amendments to CSA's Operating Guidelines

- A. Approval of Revision or Amendments. Upon regular review of CSA's Operating Guidelines, the Executive Committee or APLU Staff may propose revisions or amendments to CSA's Operating Guidelines. Proposed revisions or amendments must be provided in writing for the CSA's Executive Committee to consider. CSA's EC may approve revisions or amendments by a majority vote.
- B. Notification of Revised or Amended CSA Operating Guidelines. Revised or amended guidelines will be made available electronically to all CSA Members via APLU's website. Such revisions or

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amendments should be announced and summarized for CSA Members at the subsequent CSA Business Meeting after their approval by the Executive Committee.