

COMMUNITY AFFAIRS COUNCIL CODE

I. NAME

This document shall be called the Community Affairs Council Code.

II. AUTHORITY

This code is established under the authority given in Article IX, Section 1.a.(3) of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

III. PURPOSE

The purpose of this code is to define the membership, authority and operating procedures of the Community Affairs Council (CAC).

IV. DATE OF EFFECTIVENESS

This code shall be effective upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

V. AMENDMENTS

This code may be amended by a 2/3 vote of the CAC with approval of the GAC and reported to the BOD.

VI. MEMBERSHIP

A. Voting Membership: Nine (9)

1. Commissioner of Community Affairs (only votes in case of tie).
2. Five (5) students appointed by the Commissioner of Community Affairs.
3. One (1) student appointed by the Executive Vice President.
4. One (1) student appointed by the Commissioner of Sustainability Affairs.
5. One (1) student appointed by the Commissioner of Diversity Affairs.

B. Non-Voting Membership: Nine (9)

1. One (1) staff member from Student Life and Leadership.
2. One (1) staff member from AS Programs.
3. One (1) staff advisor from Campus Alcohol and Drug Education Center.
4. One (1) faculty or staff member, appointed by the Academic Senate or Staff Council.
5. University Chief of Police, or designee.
6. Chief of Police of City of Chico, or designee.
7. One (1) representative from the Hungry Wildcat Food Pantry.
8. Director of Off Campus Student Services, or designee.
9. One (1) representative from the Downtown Chico Business Association (DCBA).

C. Term of Office

1. Once appointed and continues until the last meeting of the academic year.

D. Officers

1. Chair
 - a) Shall be the Commissioner of Community Affairs.
 - b) Shall preside over all meetings of the Council.
 - c) Shall ensure preparation of the agenda.
 - d) Shall report to the GAC after each formal meeting.
 - e) Shall assign Council members to one of the three Subcommittees and appoint the Chairs to each of the respective Subcommittees.

2. Vice Chair
 - a) Shall be elected from the voting membership of the Council.
 - b) Shall act as Chair in the absence of the Chair.
- E. Rules for Non-elected Voting Members
 1. Student appointees must adhere to the AS Appointment Policy.
 2. Vacancies shall be filled by the person currently holding the office that made the appointment. These appointments are subject to approval by an absolute majority of the GAC.

VII. MEETING PROCEDURES

- A. The CAC is to be an active Council, meeting at least twice a month after council members are appointed during the regular academic year.
- B. The Chair shall set aside and publish a regular meeting time and location at the beginning of each academic year.
- C. CAC meetings shall be publicly announced and open, as stated in the Gloria Romero Open Meeting Act, and shall be conducted according to Robert's Rules of Order, Newly Revised.
- D. Agenda items for the formal business sessions of the CAC shall be provided to the Chair. Agendas will be distributed to each member no later than seventy-two (72) hours in advance of the meeting.
- E. A quorum shall consist of more than half of the full voting members.

VIII. DUTIES AND RESPONSIBILITIES

- A. Shall serve as a council to discuss and create student driven ideas to solve relevant issues and promote a positive culture shift within our community.
- B. Shall develop and maintain a Strategic Plan for ways the AS, Butte Community College, City of Chico, and other community partners can enhance the relationship between the City and the University.
- C. Shall develop active partnerships with local agencies and organizations in an effort to promote community events, facilitate community outreach and participate in campus and community activities.
- D. There will be a total of three Subcommittees to address various issues within the realm of Community Affairs. The Commissioner of Community Affairs shall appoint all voting and non-voting members of the CAC to the applicable subcommittee. The three subcommittees are:
 1. Service Subcommittee - Responsible for addressing matters such as food security, Cats in the Community, and other relevant community service opportunities and events.
 2. Safety Subcommittee - Responsible for working with the Police Community Advisory Board (PCAB) and the Police Student Advisory Board (PSAB), if established and active, regarding on-campus safety issues.
 3. Community Relations Subcommittee - Responsible for working with the Chico Chamber of Commerce, the Downtown Chico Business Association (DCBA), and the Town & Gown Committee regarding off-campus safety issues.

Approved GAC:	11/3/95	Reported to BOD:	5/6/02
Approved BOD:	12/1/95	Rev. Approved GAC:	3/1/04
Rev. Approved GAC:	3/3/98	Reported to BOD:	3/10/04
Rev. Approved BOD:	3/13/98	Rev. Approved CAC:	3/23/04
Rev. Approved GAC:	4/30/02	Rev. Approved GAC:	4/5/04

Reported to BOD: 4/7/04
Rev. Approved GAC: 5/10/13
Rev. Approved BOD: 5/13/13
Rev Approved GAC: 9/4/14
Reported to BOD: 9/9/14

Rev. Approved GAC: 4/13/17
Reported to BOD: 4/19/17
Revisions Approved CAC: No quorum
Revisions Approved GAC: 2/5/18
Reported to BOD: 2/7/18