

**CONSTITUTION AND BYLAWS**  
*Of*  
**CCOR**  
**The College Council of Riverside**



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# MISSION STATEMENT

The objective of this council is to promote Riverside as a community of colleges and universities; enhance student affinity and engagement in the Riverside community; foster economic development through cross campus collaboration; and build on opportunities as knowledge capital, including the creation of a highly skilled workforce and creative community.

## ARTICLE I – NAME, MEMBERSHIP, AND OTHER TERMS

### SECTION 1: NAME

The name of this organization shall be: The College Council of Riverside (CCOR)

### SECTION 2: DESCRIPTION

The College Council of Riverside (CCOR) is an advisory group of students from the four higher education campuses (CBU, LSU, RCC, UCR) working to promote Riverside as a ‘university community’ by elevating quality off-campus experiences, engaging in activities that encourage a “college” culture, and connecting students and recent alumni to the region’s workforce through internships.

### SECTION 3: MEMBERSHIP

1. Membership shall be extended to students who have demonstrated an interest in the City of Riverside as well as shown dedicated participation on their respective college campuses.
2. Students from any of the four higher education institutions including distant affiliated campuses- California Baptist University, University of California, Riverside, La Sierra University, and Riverside City College- will be considered eligible candidates for the Council.
3. Members must either be enrolled in one of the four institutions, have recently graduated, or has an active presence on the campus they once attended.

### SECTION 4: EXECUTIVE ADMINISTRATION

1. The executive body of CCOR shall be named the Executive Administration.
2. The CCOR Executive Administration shall consist of the following Officer positions: The Council Advisor, the President, Executive Vice President (also known as Vice President of Marketing), Vice President of Public Relations Department, Vice President of Accounting, Vice President of Special Events Department, and the Council Secretary.
4. All Officers shall be members of the Council.
3. The Executive Administration shall be responsible for overseeing all operations of CCOR, voting on applications, amending the CCOR Constitution & Bylaws, Nominating Committee, trying impeachments, and for taking all actions deemed necessary for the proper and effective operation of the Council.

4. The Executive Administration Officers shall be responsible for a specific department and shall be required to submit monthly progress reports to the President, Executive VP and the Council Advisor. Please see ARTICLE I of Bylaws.  
They must also present their progress reports at the monthly Executive Administration meetings.
5. For any meeting of the Executive Administration to be official, a quorum of **5** voting members must be present, one of whom must be one of the following officers President or Executive VP.
6. The President of CCOR shall preside over Executive Administration meetings.
7. The Executive Administration shall be scheduled to meet at least once a month at the time and place specified by the President upon consultation with all Executive Administration members.

## **ARTICLE II: CCOR APPLICATION PROCESS**

### **SECTION 1: REQUIREMENTS**

1. Each applicant must complete and submit the CCOR Application for the current academic year to the Council Advisor and the Council President. Once the application has been reviewed, the Council will require the applicant to appear for an interview with the Council Supervisor, the President, and Executive VP. If the applicant is found to be an eligible candidate after the interview, the application will proceed to the Executive Administration for a vote. A minimum of **4** votes is required to accept or deny an application.
2. If the application is approved, the Council Advisor and the President will then distribute the information to Executive Administration Officers for the vote to accept or deny the applicant.
3. A quorum of 4 votes is necessary for an application to be passed.
4. The ideal membership quota for CCOR is approximately **40** members. The Council should strive to secure 10 students from each respective College/University in Riverside.

## **ARTICLE III: ELECTIONS AND TERMS OF OFFICE**

### **SECTION 1: VOTING**

1. All members of CCOR are entitled to one vote in all CCOR Officer Elections.
2. All CCOR elections shall be conducted by secret ballot.
3. Candidates may not vote on the ballot for the position for which they are running.
4. Candidates may run for a total of 3 positions in the elections.
5. No CCOR Member may hold more than one officer position.

## **SECTION 2: CANDIDATE QUALIFICATIONS**

1. A prospective CCOR Officer must be a member of the Council, have a completed CCOR application on file, and have been through the CCOR interview process.
2. A prospective CCOR Officer must prepare a short speech and deliver it during the election meeting. If for some reason the candidate cannot attend the election meeting, he must submit his speech to the President, EVP, or the Council Advisor at least 3 days before the election meeting.
3. A prospective CCOR Officer must have a solid understanding of CCOR's mission statement.
4. A prospective CCOR Officer must have leadership experience and dedication to the Council.

## **SECTION 3: NOMINATING COMMITTEE**

1. The Nominating Committee shall consist of the Council Advisor, the President, and all members of the Executive Administration.
2. The Nominating Committee shall have the final authority in choosing candidates for an election and filling all vacancies.
3. The President shall preside over the Nominating Committee.

## **SECTION 4: FILLING A VACANCY**

1. If there is a vacant office, then the Nominating Committee shall meet within two weeks after the vacancy has occurred to fill it.
2. The Nominating Committee shall nominate candidates that meet the same requirements for holding an office as all other candidates for that office.
3. The Nominating Committee a quorum of **5** voting members must be present for the execution of any business and a total of **4** votes are necessary for a candidate to fill the vacancy.

## **SECTION 5: TERM OF OFFICE**

1. All Officer positions shall be elected every year at the close of the academic calendar by the members of the Council at the last meeting of the year.
2. The term of office for elected officers shall be effective at the close of the election meeting. Candidates who secure an office shall assume duties immediately after elections.

# **ARTICLE IV: IMPEACHMENT**

## **Section 1: REASONS FOR IMPEACHMENT**

1. Any CCOR Officer charged with conduct not in conformity with the mission of the Council or expressed by the Executive Administration shall be eligible for impeachment. This includes, but is not limited to, the following: being grossly negligent of the duties of the office, failing to

maintain eligibility of office, or being absent for more than **5** meetings during term of office without a petition stating sufficient cause.

2. Any CCOR member charged with conduct not in conformity with the mission of the Council or expressed by the Executive Administration shall be eligible for impeachment. This includes, but is not limited to, the following: being grossly negligent of the duties of his department, failing to maintain eligibility as a member of the Council, or being absent for more than **10** meetings during term of membership without a petition stating sufficient cause.
3. A Statement of Sufficient Cause is required by any member/Officer who cannot attend a meeting, event, etc. The statement must be submitted to the Executive Administration at least **7** days in advance.

## **Section 2: IMPEACHMENT PROCEEDINGS**

1. The Executive Administration shall have the power to determine all impeachments.
2. Any CCOR member may, in writing, charge a CCOR Officer or CCOR member with an offense meriting impeachment. This accusation shall be presented to the Executive Administration. If the accused is an Executive Administration Officer, that Officer shall be excluded from the presentation to Executive Administration.
3. In the case of such an accusation, the Executive Administration shall evaluate the accusation within **7** days. If the accusation does not have merit, determined by majority vote, as determined by the Executive Administration the proceedings shall terminate. If the accusation is found to have merit, determined by majority vote, the Executive Administration shall proceed with the impeachment process.
4. An Officer/member found guilty, but not removed from office, shall be censured. When censured, an officer shall be placed on probation during which his or her performance and conduct shall be closely monitored by the Executive Administration. If after censured, the Officer/member has not corrected his behavior, the Executive Administration shall remove the Officer/member and bar the individual from any future CCOR office position or general membership within the Council.
5. If one of the Executive Administration Officers has been impeached, the Executive Administration must nominate a replacement within **two weeks** and must pass by the Nominating Committee by majority vote.

## **ARTICLE V: CCOR MEETINGS**

### **SECTION 1: GENERAL PROVISIONS**

1. There will be regular, monthly meetings of the Council during the academic year. All members shall be notified of the time and place of meetings. These meetings shall be scheduled by the Council Advisor and shall be a set calendar in order to ensure consistency.
2. The meeting calendar will be created by the secretary with assistance from the Advisor. The calendar will designate exact dates/times/locations for all CCOR meetings for the academic year.

3. The President shall act as presiding Officer over all meetings.
4. The attendance of **5** members shall constitute a quorum for the transaction of any business, which is subject to the vote of the general membership.
5. Meetings shall be held in Riverside City Hall unless otherwise specified.

## **ARTICLE VI: AMENDMENTS**

### **SECTION 1: PROPOSAL OF AMENDMENTS**

1. The Executive Administration shall be responsible for reviewing, drafting and amending the CCOR Constitution & Bylaws. Once the changes are complete, the proposed amendments shall be presented before a general CCOR meeting for a majority vote.

### **SECTION 2: APPROVAL OF AMENDMENTS AND NEW CONSTITUTIONS**

1. The Constitution and By-Laws, amended by the Executive Administration, shall pass upon a majority vote of all members present at a CCOR meeting called for such a purpose.
2. Any proposed amendment shall be sent by the Secretary to all CCOR members for review at least **7** days before for any amendment meeting. The notice of the holding of a meeting at which an amendment to the Constitution & By-Laws shall be presented shall set forth the nature of the proposed amendment.
3. Immediately upon ratification, all previous constitutions and bylaws are rendered null and void.

# **BYLAWS OF CCOR**

## **ARTICLE I: DUTIES OF OFFICERS**

### **SECTION 1: PRESIDENT**

1. The President shall preside over meetings and shall exercise general supervision of the activity of the Council.
2. The President shall represent CCOR as the figurehead of all four higher education institutions in Riverside to city leaders, community contacts, university networks, business contacts, etc. The President shall be responsible for representing CCOR in a professional manner to the city, to the community, and to the campuses.
3. The President shall preside over general CCOR meetings, Executive Administration meetings, Nominating Committee meetings, Amendment meetings, Impeachments, and CCOR applications.

### **SECTION 2: EXECUTIVE VICE PRESIDENT (EVP)**

1. In the absence or failure to act on the part of the Chair, the Executive Vice President (EVP) shall act in the President's stead.
2. The EVP shall be the VP of the Marketing Department. **See ARTICLE II.**
3. The EVP shall work alongside the President to oversee all operations of CCOR and to take all actions deemed necessary for the proper and effective operation of the Council.
4. The EVP shall submit monthly progress reports to the Executive Administration.

### **SECTION 3: EXECUTIVE VICE PRESIDENT OF MARKETING DEPARTMENT**

1. The Executive Vice President shall be the Vice President of the Marketing Department.
2. The VP of the Marketing Department shall oversee all activity of the CCOR Marketing Department including but not limited to: marketing operations, sales operations, product management, partnership marketing, customer service and customer retention. As part of the marketing operations, he shall delegate tasks within the Department such as the Council's media and industry relations, advertising, interactive programs, communications as well as market and customer research. Advertising responsibilities include overseeing exhibiting, printed promotions and electronic promotions such as web sites and social media. He must ensure that the Council's branding comes across in all media. He shall be responsible for all promoting, selling or distributing of the Council's branding or services; the work of marketing the Council's mission to clients/customers/students.

3. The Vice President of Marketing shall submit monthly progress reports to the Executive Administration.

### **SECTION 3: VICE PRESIDENT OF PUBLIC RELATIONS DEPARTMENT**

1. The Vice President of PR shall oversee all activity of the CCOR PR Department including but not limited to: updating the website as needed, promoting the Council on the four campuses and in the City of Riverside, and advertising city/campus events. The VP of PR shall encourage public understanding of the Council's mission and foster affinity between the Riverside community and the four campuses.
2. The Vice Chair of PR shall submit monthly progress reports to the Executive Administration.

### **SECTION 4: VICE PRESIDENT OF ACCOUNTING DEPARTMENT**

1. The VP of Accounting shall oversee all activity of the CCOR Accounting Department including but not limited to: assist in establishing short- and long-range departmental goals, objectives, policies, and operating procedures, design, establish, and maintain an organizational structure to effectively accomplish the department goals and objectives, work with department manager and specialists to accomplish CCOR tasks.
2. Shall submit monthly progress reports to the Executive Administration.

### **SECTION 5: VICE PRESIDENT OF EVENTS DEPARTMENT**

1. The VP of Events shall oversee all duties of the CCOR Events Department including but are not limited to: organization of city and college audiences for all CCOR events, overall logistical planning, and complete oversight of the events. The VP of Events shall have the responsibility to coordinate the CCOR annual event, The Amazing College Race: Riverside Edition.
2. The Vice Chair of Events shall submit monthly progress reports to the Executive Administration.

### **SECTION 6: COUNCIL SECRETARY**

1. The Council Secretary's responsibilities include, but are not limited to: updating and maintaining membership records and serving as the link between the membership and the Officers. The Secretary will also handle all aspects of correspondence with membership, including email. The Secretary shall assume the responsibility to keep minutes of meetings and maintain a permanent file of these minutes.
2. The Council Secretary shall submit monthly progress reports to the Executive Administration.

## **SECTION 7: CCOR ADVISOR**

1. The CCOR Advisor shall exercise third party supervision over the Council. The Advisor's tasks include but are not limited to: attending Executive Administrative meetings, consulting with the President, EVP, Officers, etc, providing guidance to the Council in general. The CCOR Advisor shall serve as the City Liaison for the Council.

## **ARTICLE II: CCOR DEPARTMENTS**

### **SECTION 1: MARKETING DEPARTMENT**

1. The Marketing Department shall be run by the Executive Vice President of CCOR.
2. The EVP shall have the power to create the following positions if CCOR membership can accommodate the office positions: Director of Marketing, Marketing Specialists, Historian and any other relevant marketing positions.

### **SECTION 2: PUBLIC RELATIONS DEPARTMENT**

1. Vice President of Public Relations shall oversee all activities by the CCOR Public Relations Department including but not limited to: establishing CCOR's presence within city government. This will include but is not limited to: fostering working relationships with city officials, council members, and the Mayor, attending city council meetings on a regular basis as a representative of CCOR, and monitoring agendas of all city committees.
2. The VP of PR shall have the power to create the following positions if CCOR membership can accommodate the office positions: Director of PR, PR Specialists, and any other relevant marketing positions.

### **SECTION 2: ACCOUNTING DEPARTMENT**

1. The Vice President of Accounting Department shall oversee all activities by the CCOR Accounting Department including but not limited to: keeping financial records of all CCOR activities, maintaining the financial stability of CCOR and developing fundraising programs in coordination with all other Officers for the organization.
2. The VP of Accounting shall have the power to create the following positions if CCOR membership can accommodate the office positions: Director of Accounting, Accounting Specialists, and any other relevant marketing positions.

### **SECTION 3: EVENTS DEPARTMENT**

1. The VP of Events shall oversee all activities of the CCOR Events Department including but not limited to: organization of city and college audiences for all CCOR events, overall logistical planning, and complete oversight of the events. The VP of Events shall

have the responsibility to coordinate the CCOR annual event, The Amazing College Race: Riverside Edition.

2. The VP of Events shall have the power to create the following positions if CCOR membership can accommodate the office positions: Director of Events, Events Specialists, Strategic Planners, and any other relevant marketing positions.