

# **ASSOCIATION OF CHIEF BUSINESS OFFICIALS (ACBO), CALIFORNIA COMMUNITY COLLEGE DISTRICTS BY-LAWS TO THE CONSTITUTION**

## **SECTION I: PURPOSE**

These By-Laws to the ACBO Constitution are the general and permanent rules and regulations promulgated by the ACBO Board of Directors for the interpretation and implementation of the provisions of the ACBO Constitution under the authority of Article V, Section 1 (i).

These By-Laws may be adopted, amended, or repealed by a majority vote of those District CBOs or his/her designee present at a statewide meeting which contains a quorum as defined in Article VIII, Section 4 of the ACBO Constitution.

## **SECTION II: VOTING**

On any matter coming before the *Association*'s membership, each California Community College District shall be entitled to one District Delegate vote to be cast by the District's Chief Business Officer (CBO) or his/her designee.

## **SECTION III: ATTENDANCE AT ASSOCIATION MEETINGS**

Attendance at statewide *Association* meetings shall be limited to:

- A. The chief business officer (District CBO) of each California Community College District or his/her designee, one additional employee from each district's business or administrative services area; and, for multi-college districts, a college-based business or administrative employee from each college as determined by the District CBO. Space availability at a statewide meeting site may limit participation to only the District Delegate. The statewide meeting chair shall inform the board of such space limitations in a timely manner so that the ACBO Board Directors may notify its regional colleges/districts of any space limitations.
- B. Persons, including vendors, who may be invited by the Board of Directors.
- C. Representatives from the California Community Colleges State Chancellor's Office and the Community College League of California.
- D. Persons involved in the planning and conduct of *Association* meetings.
- E. Persons in retirement status from a chief business official position.

## **SECTION IV: REGISTRATION FEES**

The registration fees for the *Association*'s annual meetings and conferences shall be determined by the ACBO Board of Directors. Sponsored or hosted activities of *Association* meetings shall be reviewed and approved by the ACBO Board of Directors.

## **SECTION V: NOMINATION OF BOARD OF DIRECTORS**

The President of the *Association* will convene at each fall statewide meeting the District Delegates for the ten (10) regional areas of the state to elect an area representative to serve on the ACBO Board according to the following election cycles with the area elections staggered on three-year cycles with no more than four regions holding an election in a year.

AREA 1 (cycle 1):	Butte, Feather River, Lassen, Redwoods, Shasta-Tehama, Siskiyou
AREA 2 (cycle 2):	Lake Tahoe, Los Rios, Mendocino Lake, Napa Valley, Sierra, Solano, Yuba
AREA 3 (cycle 1):	Contra Costa, Marin, Peralta, San Mateo, San Francisco, Sonoma
AREA 4 (cycle 3):	Cabrillo, Chabot-Las Positas, Foothill-DeAnza, Gavilan, Hartnell, Monterey Peninsula, Ohlone, San Jose-Evergreen, West Valley-Mission
AREA 5 (cycle 3):	Kern, Merced, San Joaquin Delta, Sequoias, State Center, West Hills, Yosemite
AREA 6 (cycle 2):	Allan Hancock, Antelope Valley, San Luis Obispo, Santa Barbara, Santa Clarita, Ventura, West Kern
AREA 7 (cycle 2):	Compton, El Camino, Glendale, Pasadena, Los Angeles, Santa Monica
AREA 8 (cycle 3):	Cerritos, Citrus, Coast, Long Beach, Mt. San Antonio, North Orange, Rancho Santiago, Rio Hondo, South Orange
AREA 9 (cycle 1):	Barstow, Chaffey, Copper Mountain, Desert, Mt. San Jacinto, Palo Verde, Riverside, San Bernardino, Victor Valley
AREA 10 (cycle 1):	Grossmont-Cuyamaca, Imperial Valley, Mira Costa, Palomar, San Diego, Southwestern

## **SECTION VI: MEETING OF THE BOARD OF DIRECTORS**

The ACBO Board of Directors shall meet each year in conjunction with the statewide meetings of the *Association* and schedule meetings of the ACBO Board to be held on a regular basis throughout the year. Special meetings of the ACBO Board of Directors may also be called by the President at his/her discretion. The President, President-elect, and Secretary-Treasurer shall attend all statewide meetings of the *Association*.

## **SECTION VII: ASSOCIATION FUNDS**

The funds of the *Association* shall be maintained in a commercial bank selected by the Secretary-Treasurer. All funds received by the *Association* shall be transmitted to the Secretary-Treasurer for deposit. All expenses of the *Association* shall be paid by the Secretary-Treasurer from *Association* funds. The Secretary-Treasurer may invest surplus funds in insured or fully collateralized interest bearing accounts as directed by the ACBO Board of Directors. Surplus funds may also be invested in a state or local investment fund.

## **SECTION VIII: COMMITTEES**

The three standing committees of the *Association* are 1) Facilities Task Force; 2) Fiscal Standards and Accountability Committee; and 3) Funding Formula Task Force. The chair of the

committee shall be a chief business official appointed by the ACBO Board, and members shall be appointed to the committee based upon a recommendation by the chair in consultation with the *Association*'s President. Every effort shall be made in selecting standing committee members to achieve a level of diversity on each committee based upon district size and organization, geographical location, and expertise of the member in the subject area. Status reports or minutes of committee meetings shall be prepared after each committee meeting and distributed by the committee chair to the ACBO Board of Directors. The President may also appoint such ad hoc committees as he/she may deem appropriate. The President shall also make Consultation Council committee appointments when requested by the State Chancellor's office.

## **SECTION IX: PRESENTATION AT ASSOCIATION CONFERENCES**

Conference presentations shall not be used as a vehicle for sales promotion by vendors. Presentations by vendors shall be permitted when the presentation is deemed to be a necessary part of the community college business and financial matters presented by a chief business official of a California Community College District or his/her designee.

Presentations at conferences shall be made by the chief business official of a California Community College District or his/her designee, by an employee of a California Community College, by an employee of a local, state or federal agency, or by invited guests speaking on a subject of general interest to the membership as approved by the ACBO Board of Directors.

## **SECTION X: ASSOCIATION'S OFFICAL POSITIONS ON ISSUES**

Based on recommendations of the ACBO Board of Directors, the *Association* may take official positions on issues involving the areas of responsibility of a District Chief Business Officer. Positions which the *Association* supports will be transmitted to appropriate legislative advocates in Sacramento. However, except in extraordinary circumstances, no *Association* funds will be spent for this purpose.

### **ACBO Constitution By-Laws Amended as follows:**

*Adopted, 10/2/74*

*Amended, 01/30/81*

*Amended, 10/15/82*

*Amended, 05/25/91*

*Amended, 10/28/92*

*Amended, 10/08/96*

*Amended, 05/19/99*

*Amended, 05/2002*

*Amended, 05/2008*

*Approved for Amendment by ACBO Board: March 2, 2012*

*Approved for Amendment by the Association:*