

ASSOCIATION OF CHIEF BUSINESS OFFICERS (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 (j).

These By-Laws may be adopted, amended, or repealed by a majority vote of those District's Chief Business Officers (CBOs) or their designee present at a statewide Association meeting. Quorum is defined in Article VIII, Section 2 of the ACBO Constitution.

SECTION II: VOTING

On any matter coming before the ACBO's membership, each California Community College District shall be entitled to one district delegate vote to be cast by the District's CBO or their designee.

SECTION III: ATTENDANCE AT STATEWIDE ASSOCIATION MEETINGS

Attendance at statewide Association meetings may be limited to:

- A. The district CBO of each California Community College District or their designee, one additional employee from each district's business, facilities, or administrative services area; and, for multi-college districts, a college-based business, facilities, or administrative employee from each college as determined by the District CBO. Space availability at a statewide Association meeting site may limit participation to only the district delegate. The conference chair shall inform the ACBO Board of Directors 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 who may be invited by the ACBO Board of Directors.
- C. Representatives from the California Community Colleges State Chancellor's Office, the Department of Finance, the Community College League of California, or any other entity as determined by the ACBO Board of Directors.
- D. Persons involved in the planning and conduct of statewide Association meetings.
- E. Persons in retirement status from a chief business officer position.

SECTION IV: REGISTRATION FEES

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

SECTION V: NOMINATION OF BOARD OF DIRECTORS

The President of ACBO will convene at each fall statewide Association meeting the district delegates for the ten (10) regional areas of the state to ratify the election of a regional representative to serve on the ACBO Board of Directors 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-Glenn, Feather River, Lassen, Redwoods, Shasta-Tehama-Trinity, Siskiyou
- AREA 2 (cycle 2): Calbright, Lake Tahoe, Los Rios, Mendocino-Lake, Napa Valley, Sierra, Solano, Yuba
- AREA 3 (cycle 3): 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 2): 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, MiraCosta, Palomar, San Diego, Southwestern

SECTION VI: MEETING OF THE BOARD OF DIRECTORS

The ACBO Board of Directors shall schedule meetings of the ACBO Board of Directors 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 their discretion. The President, President-elect, Immediate Past President, and Treasurer shall make every effort to attend all statewide Association meetings-

SECTION VII: ACBO FUNDS

Bookkeeping and banking services will be provided as described in the agreement with ACCCA, including the delegation of select responsibilities to a CPA (ex. monthly financial statements) funded through ACCCA management fees. The funds of the *Association* shall be maintained in a commercial bank selected by the Treasurer. All funds received by ACBO shall be transmitted to ACCCA for deposit. All expenses of ACBO shall be paid by ACCCA, after approval by the Treasurer from ACBO funds. The 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 AND TASK FORCES

The three standing committees of ACBO are 1) Facilities Advisory Committee; 2) Fiscal Standards and Accountability Committee; and 3) FUSION Advisory Sub-Committee (which reports to the Facilities Advisory Committee). The Board shall appoint chairs to the standing committees. The Board shall appoint other members to the standing committees based on a recommendation by the chairs in consultation with the ACBO 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, ethnicity, and gender 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 ACBO Board of Directors may also appoint such ad hoc committees as they deem appropriate and committee appointments as requested by the Chancellor's Office. Committee Chairs of the Facilities Advisory Committee and Fiscal Standards and Accountability Committee shall also serve as non-voting ex officio members of the ACBO Board of Directors, providing they are not currently serving as voting members of the Board.

SECTION IX: PRESENTATION AT ACBO 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, facilities, and financial matters presented by a chief business officer of a California Community College District or their designee.

Presentations at conferences shall be made by the chief business officer of a California Community College District or their 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: ACBO's OFFICIAL POSITIONS ON ISSUES STATEWIDE ADVOCACY

Based on recommendations of the ACBO Board of Directors, ACBO may take official positions on issues involving the areas of responsibility of a District Chief Business Officer and consistent with the purpose and objectives of ACBO. Positions which ACBO supports will be communicated to appropriate legislative advocates in Sacramento. No ACBO funds will be expended, nor will the Board take an official position on any individual running for public office.

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

Amended, 05/21/12

Amended, 8/2015

Amended, 10/2021

Amended, 5/2022

Amended 5/20/24