

# **ASSOCIATION OF CHIEF BUSINESS OFFICERS (ACBO)**

## **CALIFORNIA COMMUNITY COLLEGE DISTRICTS**

### **CONSTITUTION**

#### **ARTICLE I – NAME**

Section 1 This organization shall be a self-governing association called the Association of Chief Business Officers (ACBO), California Community College Districts; hereafter referred to as the ACBO.

Section 2 ACBO does not contemplate financial gain or profit to the members thereof and is organized strictly for nonprofit purposes.

#### **ARTICLE II – PURPOSE AND OBJECTIVES**

Section 1 The primary purpose of ACBO shall be:

- To provide statewide leadership on California community college business, facilities, and financial matters and issues.

Section 2 The objectives of ACBO shall be:

- To establish and maintain liaisons with other organizations and agencies.
- To provide a business, facilities, and financial perspective on California community college matters and issues at the local and state level.
- To promote and facilitate the professional development of California community college business, facilities, and financial leaders.
- To promote the welfare and appreciation of California community colleges.
- To provide a forum to address issues of fiscal viability for California community colleges.
- To advocate on behalf of California community college students.

Section 3 Limitation clause:  
Notwithstanding any of the above statements of purpose, objectives, and powers, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purpose of this organization.

#### **ARTICLE III – MEMBERSHIP AND REPRESENTATION**

Section 1 Regular membership in ACBO shall be limited to the seventy-three (73) California Community College Districts.

Section 2 Each California Community College District shall be represented by the District Chief Business Officer (i.e., the District CBO) or their designee.

Section 3 Each California Community College District shall be placed in one of ten regions each of which shall elect a district representative to serve on the ACBO Board of Directors.

## **ARTICLE IV – STATEWIDE ASSOCIATION MEETINGS**

Section 1 Insofar as practicable, there shall be two (2) statewide Association meetings of ACBO held annually at the ACBO conferences. The annual Association meetings and conferences shall be alternated between the northern and southern regions, but in no event shall more than two (2) consecutive Association meetings be held in the same region. Specific places and dates of the statewide Association meetings shall be determined by the ACBO Board.

Section 2 Of the two (2) statewide meetings of the Association held annually, one (1) shall be held in the spring and the other in the fall.

Section 3 The District CBO or their designee shall be designated as the District Delegate on all matters presented for action to the Association.

Section 4 Only District Delegates in attendance at statewide Association meetings are considered a part of membership for quorum and voting purposes. However, other representatives from a district may attend and participate in discussions held at statewide Association meetings.

Section 5 Only the District CBO shall have the right to serve as a regional representative on the ACBO Board of Directors.

## **ARTICLE V – BOARD OF DIRECTORS**

Section 1 The ACBO Board shall be constituted by the following provisions:

- a. The ACBO Board of Directors shall consist of thirteen (13) voting members: ten (10) regional representatives, the President, President-elect, and Immediate Past President.
- b. The Committee Chairs of the Facilities Advisory Committee and Fiscal Standards and Accountability Committee shall serve as non-voting ex officio members of the Board, providing they are not currently serving as voting members of the Board.
- c. Each community college district will be placed in one of the ten (10) regional representative areas as defined in Section VI of the ACBO By-Laws.
- d. The member districts of each region will elect a District CBO from the regional area to represent the area as a director on the ACBO Board.
- e. Each regional director shall serve a three-year term with one-third of the regional area terms expiring each year.
- f. Upon election of a regional director as President or President-elect, a new director must be selected for the region. The terms of the officers are defined in Article VI, Officers.

- g. The term of office of the regional directors shall begin and end at the conclusion of the fall meeting of the Association.
- h. The term of office of the President and President-elect of ACBO shall begin July 1 and end June 30.
- i. Only the District CBO has a right to serve on the ACBO Board of Directors. A District CBO may refer a designee to serve as the representative in their absence at Board meetings, however it will be subject to Board approval.
- j. As mid-term vacancies occur on the ACBO Board of Directors, the Board shall appoint a member from the represented regional area where a vacancy occurred. The ACBO Board shall make every effort in selecting appointments to obtain a diversity based upon member ethnicity and gender and on district size, organization, and geographic location. The appointment will be for the unexpired term, and will not constitute a term of office as defined in Article V, Section 1.d. above.
- k. The ACBO Board shall be vested with the authority to interpret and implement the provisions of ACBO's Constitution.

## **ARTICLE VI - OFFICERS**

- Section 1      The elected officers of ACBO shall be President, President-elect, and Immediate Past-President. The officers shall each serve two year terms or until their successors are elected by the Association or appointed by the ACBO Board.
- Section 2      The President shall be the executive officer of ACBO and the chairperson of the ACBO Board. They shall also preside over the meetings of the ACBO Board of Directors and the Association, and shall be responsible for calling the statewide Association meetings and any special meetings as required. They shall serve or appoint a designee to the California Community Colleges Chancellor's Office Consultation Council. The President shall perform such other duties as required to carry out the purpose and objectives of ACBO. The President shall act at the direction of the ACBO Board and shall automatically succeed to the office of Immediate Past-President at the end of their term.
- Section 3      During the spring conference Association meeting at the end of the current President's term of office, the ACBO Board shall nominate a candidate to serve as ACBO President-elect. The office of the President-elect shall be approved by a majority vote of the District Delegates present.
- Section 4      The President-elect shall serve two years in the office and automatically succeed to the office of the President of ACBO at the conclusion of the current President's term of office. If, for any reason, the President is unable to complete their term, the President-elect shall immediately ascend to the President and shall serve out the remaining vacated term plus two years.
- Section 5      Upon succession of the President-elect to President of ACBO, the outgoing President assumes the role of Immediate Past President serving for two years in that office. If the outgoing President vacated their position, then the previous

current Immediate Past President will continue in that role until the next succession cycle.

Section 6      The ACBO Board shall appoint a board member to serve each as the Treasurer and Secretary. The Secretary shall be responsible for the minutes of the ACBO Board meetings. The Treasurer shall also be responsible to receive and disburse funds of ACBO at the direction of the Board and in coordination with ACCCA and shall keep accurate records of the financial transactions and will prepare the annual budget of ACBO.

Section 7      Vacancies occurring in the office of the President-elect shall be filled by appointment by the ACBO Board of Directors to the unexpired term. The individual appointed by the Board will be a member of the current ACBO Board of Directors. The appointment will then be presented to the District Delegates at the next statewide Association meeting for affirmation by a majority of the District Delegates present.

## **ARTICLE VII – DUES**

Section 1      No dues shall be assessed to the membership of ACBO.

## **ARTICLE VIII – RULES OF ORDER**

Section 1      The statewide meetings and such special meetings as are called by the ACBO Board, as well as any meeting of the ACBO Board, shall be governed by "Roberts Rules of Order, Revised" and in accordance with the By-Laws of ACBO's Constitution.

Section 2      Quorums at the statewide Association meetings and such special meetings as are called by the ACBO Board shall consist of 50 percent or more of the seventy-three (73) district delegates.

Section 3      A District CBO is the official delegate for each of the seventy-three (73) districts and will be identified as such for voting purposes at statewide Association meetings. A District CBO may designate an individual as Proxy to act on their behalf if unable to attend a meeting; however, the Proxy designation must be in writing and presented to the President or designee prior to the statewide Association meeting being called to order. All issues brought before the membership shall be decided by a majority vote of those District Delegates present.

Section 4      A quorum at an ACBO Board meeting shall consist of seven (7) of the thirteen (13) voting members, and all issues brought before the ACBO Board shall be decided by a majority vote of those Directors present at the meeting.

Section 5      A Director may designate another ACBO Board member to vote as Proxy on their behalf if unable to attend a board meeting. However, the Proxy designation must

be in writing and presented to the President/Chair prior to the meeting being called to order.

## **ARTICLE IX – RATIFICATION**

Section 1 Ratification of the Constitution of the Association of Chief Business Officials (ACBO), California Community College Districts shall be by a minimum of two-thirds (2/3) vote of the District Delegates present at a statewide Association meeting.

Section 2 Amendments to ACBO's Constitution shall be approved by the ACBO Board members prior to recommendation of amendments to the District Delegates for ratification.

Section 3 The approval of amendments by the ACBO Board and the District Delegates shall be recorded for historical reference and affirmed by the action as being the true, correct, and complete constitution of ACBO.

## **ARTICLE X -- AMENDMENTS**

Section 1 Amendments to the Constitution shall be presented to the District Delegates at least thirty (30) days prior to a statewide Association meeting or a special meeting called for the purpose of conducting ACBO business.

### **ACBO Constitution Amendments by date of action:**

Amended 10/8/96  
Amended 5/19/99  
Amended 1/20/04  
Amended 4/13/05  
Amended 5/15/07  
Amended 5/21/12  
Amended 8/2015  
Amended 10/2021  
Amended 5/2022  
Amended 5/20/24