

ASSOCIATION OF CHIEF BUSINESS OFFICIALS (ACBO) CONSTITUTION

ARTICLE I – NAME

Section 1 This organization shall be a self-governing association called the Association of Chief Business Officials, California Community College Districts.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1 The primary purpose of the Association shall be:

- a. To promote and advance public community college education.
- b. This Association does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

Section 2 The objectives of the Association shall be:

- a. To establish liaison among chief business officials of California Community Colleges and officials of other organizations and state governmental agencies.
- b. To provide a business management point of view on community college issues in California.
- c. To promote the professional advancement of community college business management.
- d. To promote the welfare and appreciation of California Community Colleges.

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 the Association shall be limited to California Community College Districts

Section 2 Each California Community College District shall be represented by the chief business official of the District or his/her designee. The right to vote, hold office, or to have a voice in the discussion at the Statewide Meetings shall be limited to such representative.

Section 3 Each California Community College District shall be placed in one of ten areas, each of which shall elect a representative to serve on the Association's Board of Directors.

ARTICLE IV – STATEWIDE MEETINGS

- Section 1 There shall be two (2) statewide meetings of the Association held annually. Insofar as practicable, the annual meetings shall be alternated between the northern and southern regions, but in no event shall more than two (2) consecutive meetings be held in the same region. Specific places and dates of the statewide meetings shall be determined by the Board. Facility and contract arrangements for the statewide meetings which include negotiation for room rates, hospitality and reception activities may be assigned to any chief business official who is interested in serving as the Association Facility Negotiator.
- 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 Only the chief business official of a District, in attendance at statewide meetings is considered a part of membership for quorum purposes (Article VIII, Sec. 2) or for voting, voicing or holding office (Article III, Sec. 2).

ARTICLE V – BOARD OF DIRECTORS

- Section 1 Provisions in effect prior to and during the fall 1994 Association conference shall be superseded by Provisions of Section 2, as adopted at the May 7, 1993 general membership session.
- Section 2 Commencing with the end of the fall 1994 Conference, the Board of Directors shall be constituted by these provisions:
- a. The Board of Directors shall consist of twelve (12) members: ten (10) area directors, a President, and a President-elect.
 - b. Each community college district will be placed in one of the ten (10) representative areas as defined in Section VI of the Board Rules and Regulations.
 - c. The member districts of each area will elect a Chief Business Official from the area to represent the area as an association director on the Board.
 - d. Each area director shall serve a three-year term with one-third of the area terms expiring each year. After serving two full three- year terms a period of two years must elapse before becoming eligible to serve the area again as director.
 - e. The term of office of the members and officers of the Board shall begin and end at the conclusion of the fall meeting of the Association.
 - f. Vacancies on the Board shall be filled by appointment from the represented area by the Board of Directors. The appointment will be for the unexpired term of the member who resigns or leaves the Board, and will not constitute a term of office as defined in Article V, Section 2.d. above.
 - g. The Board shall be vested with the authority to interpret and implement the provisions of this Constitution.
 - h. Every effort shall be made in selecting members of the Board to obtain a diversity based upon district size, organization, geographic location, ethnicity and gender of representatives.

ARTICLE VI - OFFICERS

- Section 1 The officers of the Association shall be President, President-elect, and Secretary-Treasurer. The officers shall serve two year terms or until their successors are elected or appointed except that the President-elect shall automatically succeed to the office of President.
- Section 2 The President shall be the executive officer of the Association and the chairperson of the Board. He/she shall preside over the meetings of the Association, and shall be responsible for calling the Statewide Meetings and any special meetings as required. He/she, or his/her designee, shall serve on the Consultation Council established by the State Chancellor for consultation. He/she shall perform such other duties as required to carry out the purposes of the Association. He/she shall act at the direction of the Board.
- Section 3 During the Fall Conference, the ten (10) area directors shall nominate to the Association's membership a candidate(s) for the Association's President-elect office. The office of the President-elect shall be filled by a majority vote of the general membership present. The President-elect will serve two years in the officer.
- Section 4 The Board of Directors shall appoint an area director to serve as Secretary-Treasurer.
- Section 5 The President-elect shall serve in the absence of the President and shall perform other duties as required to carry out the purposes and objectives of the Association as directed by the Board, and shall automatically succeed to the presidency of the Association at the conclusion of the President's term of office.
- Section 6 The Secretary-Treasurer shall be responsible for the minutes of the meetings of the Board. He/she shall be responsible to receive and disburse funds of the Association at the direction of the Board and shall keep accurate records of the financial transactions of the Association.
- Section 7 A vacancy occurring in the office of the President-elect or Secretary-Treasurer shall be appointed by the Board for the unexpired term of the officer who resigns or leaves.

ARTICLE VII – DUES

Section 1 No dues shall be assessed to the membership in the Association. The Board may establish the registration fee schedule for the Association meetings.

ARTICLE VIII – RULES OF ORDER

Section 1 The Statewide Meetings and such special meetings as are called by the Board, as well as any meeting of the Board, shall be governed by "Roberts Rules of Order, Revised."

Section 2 A quorum at the Statewide Meetings and such special meetings as are called by the Board shall consist of 50% or more of the total membership. A quorum at the meeting of the Board shall consist of seven (7) members, and all issues brought before the Board or the membership shall be decided by a majority vote of those present. The President shall cast a vote in all issues.

ARTICLE IX – RATIFICATION

Section 1 Ratification of the Constitution of the Association of Chief Business Officials, California Community College Districts shall be a minimum of two-thirds (2/3) vote of the membership.

ARTICLE X -- AMENDMENTS

Section 1 Amendments to the Constitution shall be presented to the membership at least thirty (30) days prior to either statewide meeting or a special meeting called for the purpose of conducting Association business. Approval of the amendments thus submitted shall be by two-thirds (2/3) vote of the total membership.

Amended 10/8/96

Amended 5/19/99

Amended 1/20/04

Amended 4/13/05

Proposed Amendment May 15, 2007

Approved by the Members at the ACBO 2007 Spring Conference

ARTICLE XI – SIGNATURE OF BOARD OF DIRECTORS

Section 1 The twelve members of the Board of Directors of the Association of Chief Business Officials, California Community College Districts, hereby affirm by their signatures, as set forth below, that this is the true, correct and complete constitution of this organization.