

## **CONSTITUTION AND BY-LAWS**

### **ASSOCIATION OF CHIEF HUMAN RESOURCES OFFICERS AND EQUAL EMPLOYMENT OFFICERS (ACHRO/EEO) OF THE COMMUNITY COLLEGE DISTRICTS OF THE STATE OF CALIFORNIA**

#### **ARTICLE I. NAME**

The name of this organization shall be the Association of Chief Human Resources Officers and Equal Employment Officers (ACHRO/EEO).

#### **ARTICLE II. PURPOSE**

This Association is created to promote closer cooperation among the community colleges in the State of California toward the advancement of human resources and equal employment administration. Specific purposes are as follows:

1. Participation in the Chancellor's statewide consultation process.
2. Take responsibility and leadership for professional development efforts for human resources and equal employment professionals.
3. Assist as appropriate in the search for the replacement of human resources and equal employment leadership.
4. Provide pro-active leadership in legislation and interagency relations.
5. Promote interaction with other administrative professional groups.
6. Provide for an information center.
7. Educate other administrators on the changing roles of human resources and equal employment professionals.
8. Represent human resources and equal employment professionals on state/regional committees as appropriate.

#### **ARTICLE III. MEMBERSHIP**

Any California Community College administrator (e.g., vice chancellor, associate vice chancellor, vice president, dean, and director) whose responsibilities include the human resources and/or the equal employment function is eligible for membership.

Any California Community College professional or para-professional (e.g., supervisor, analyst, specialist, generalist, staff assistant, and technician) whose responsibilities include the human resources and/or the equal employment function is eligible for membership.

Any Association member who retires or any state agency employee (e.g. Chancellor's Office staff) whose responsibilities include or are related to the human resources and/or equal employment function are eligible for Associate membership.

## **ARTICLE IV. ORGANIZATION**

### **SECTION 1: OFFICERS**

In order to serve as an officer of the Association, the individual must be a current paid member of the Association. An individual who wish to run for office must also be current paid member. Officers of the Association are:

*President, Vice President, Treasurer/Secretary, and Immediate Past President.*

The Executive Committee is composed of these officers.

### **SECTION 2: TERM OF OFFICE**

Term of office for all officers shall begin their term on July 1 and shall continue for one (1) fiscal year (July 1 to June 30), or until their successors are duly elected and installed. However, the Treasurer/Secretary shall initially serve a minimum of three (3) years.

### **SECTION 3: DUTIES**

The President is responsible for carrying out the objects and purposes of the Association and for the conduct of the Association's business. The President shall jointly call and preside at formal meetings of the membership. In the absence of the President, the respective officer shall substitute at formal meetings.

The Vice President is responsible for coordinating and conducting the meeting of the Training Committee.

The Immediate Past President or designee shall represent the Association on the Chancellor's Consultation Council.

The Treasurer/Secretary shall be responsible for financial matters, shall record minutes of the meetings and ensure that members are notified of the time, date, and place of meetings, and shall distribute agenda materials or other appropriate communications.

The Treasurer/Secretary shall also have custody of the history of the Association and shall be responsible for the current maintenance of that history.

#### SECTION 4: ELECTION OF OFFICERS

- a. The Immediate Past President or designee shall be responsible for the recruitment of all officers. Election of officers shall be conducted by the Immediate Past President or designee and shall be done by one of the following votes cast by members:
  1. at a regularly scheduled meeting of ACHRO/EEO
  2. through a ballot sent by U.S. mail
  3. through electronic mail
- b. In the event that an officer of ACHRO/EEO vacates his/her position before the end of the term, or should there be a vacancy for other reasons, the Executive Committee shall reserve the right to make an interim appointment for the duration of the year.

#### SECTION 5: COMMITTEES

The membership of the Executive Committee will consist of the officers of the Association, Immediate Past President and/or representative on the Consultation Council.

A simple majority of the members of the Executive Committee shall constitute a quorum for the purpose of transacting business.

The President may appoint representatives to special and standing committees to advise and assist in the furtherance of the Association's purposes and objectives. Such appointments shall be brought to the Executive Committee for ratification.

#### SECTION 6: TRAINING COMMITTEE

The Training Committee, chaired by the Vice President, shall be responsible for overseeing the planning, organizing and coordinating the annual training institute(s) of the Association. Members of the committee serve on a voluntary basis.

The Human Resources Consultant is responsible for performing the delegated duties and/or responsibilities assigned by the Chair of the Training Committee.

#### SECTION 7: HUMAN RESOURCES CONSULTANT

The Executive Committee is authorized to contract services with a consultant who will assist the committee in coordinating various ACHRO/EEO activities. Responsibilities of the consultant shall include the planning, organizing and coordinating of the annual training institute(s), vendor/sponsorship solicitations, and other ACHRO/EEO activities as assigned by the Chair of the Training Committee and Executive Committee.

The Human Resources Consultant or designee also serves as Membership Director and will collect all membership dues.

## SECTION 8: EXPENDITURES

The Executive Committee shall approve all expenditures or reimbursements of the Association before the Treasurer/Secretary makes payment. These expenditures or reimbursements may include, but not be limited to: institute expenses; training committee expenses; committees/councils/task forces representative expenses; floral arrangements sent to members recovering from serious illnesses, deaths, and other events as deemed appropriate by the Executive Committee. All expenditures shall be reported in the Treasurer's report to the general membership at a meeting of the Association.

## ARTICLE V. MEETINGS

Formal membership meetings of the Association will be held at least once per year, and at other times as appropriate, at a time and place designated by the Executive Committee.

A simple majority vote of members present at a properly called meeting is sufficient to carry out any business before the Association. Except as herein provided, "Robert's Rules of Order as Revised" shall govern the proceedings of the Association during any meeting.

## ARTICLE VI. HUMAN RESOURCES LEADERSHIP ACADEMY

Established the HR Leadership Academy Council with a membership of seven (7) members. Two members to be the co-chairs of the HR Leadership Academy, three chief human resource officers, and two members selected from the Human Resource Leadership Academy Alumni (HRLAA). The initial committee as follows: Co-chairs Laura Benson, David Bugay; Cecilia Garcia, Clint Dougherty; Eugene Huff; Jennifer Druley, Anastasia Vendrovsky. The committee will be responsible for choosing it's own replacements as positions become vacant. All committee members must be dues paying members of ACHRO/EEO. The committee will oversee a sub-committee entitled the HR Leadership Academy Alumni (HRLAA) who will report the activities and proposals to the HR Leadership Academy Committee. The HR Leadership Academy Co-Chairs will annually report to the ACHRO/EEO Executive Board an update on the status of the Academy, the financials of the Academy, and the ACHRO/EEO members who are either faculty or attending.

## ARTICLE VII. VOTING PRIVILEGES

Each eligible member whose dues are paid will be a voting member. Votes may be made by U.S. mail, electronic mail ballot, or in person at a meeting of the Association or the Executive Committee as determined by the President.

## ARTICLE VIII. DUES

Dues shall be, per fiscal year:

- \$150 per District – FTES of 3,500 or less (2 members)
- \$250 per District – FTES of 3,500-10,000 (3 members)
- \$350 per District – FTES of 10,001-25,000 (4 members)
- \$450 per District – FTES of 25,001 or more (5 members)

Dues shall be (\$100) Individual Membership (non-District Paid) per fiscal year

Dues shall be (\$25) Retiree Membership per fiscal year

#### **ARTICLE IX. AMENDMENTS**

Any provision of these by-laws may be amended by a two-thirds (2/3) majority vote of current dues paying members present at a regular meeting of the Association or by U.S. or electronic mail ballot.

#### **ARTICLE X. EFFECTIVE DATE**

The ACHRO/EEO Constitution and By-Laws are adopted and ratified this 22nd day of February 1995.

Amended May 18, 1995; June 5, 1997; October 20, 1997; June 13, 2001; June 19, 2002; October 17, 2002; April 27, 2004; October 26, 2005; March 24, 2011; April 24, 2014; March 3, 2017.