

## **CONSTITUTION AND BYLAWS**

### **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 opportunity 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 opportunity professionals.
3. Assist as appropriate in the search for the replacement of human resources and equal employment opportunity leadership.
4. Provide pro-active leadership and input on legislation and interagency relations.
5. Promote interaction with other administrative professional groups.
6. Provide updates to the membership on statewide matters relevant to human resources, EEO, equity and inclusion.
7. Educate other administrators on the changing roles of human resources and equal employment opportunity professionals.
8. Represent human resources and equal employment opportunity professionals on state/regional committees as appropriate and provide meeting summaries to the membership.

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

##### **Regular Member:**

Any California Community College (CCC) administrator (e.g., vice chancellor, associate vice chancellor, vice president, dean, and director) and 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 opportunity function is eligible for membership. Regular Member status is achieved upon full payment of dues for the applicable period of membership.

**Associate Member:**

Any former CCC administrator, professional, or para-professional who during employment was eligible to be a Regular Member and who, upon leaving such service, retired from CalPERS, CalSTRS, or other primary retirement program of the employer, or any employee of the California Community College Chancellor's Office whose responsibilities included/include or are related to the human resources and/or equal employment function are eligible for Associate membership. Associate members are not permitted to vote in elections, hold office, or represent ACHRO/EEO on any state or regional committees.

**ARTICLE IV. LEADERSHIP – BOARD OF DIRECTORS**

**SECTION 1: COMPOSITION AND GUIDELINES FOR OPERATION**

The leadership of ACHRO/EEO shall be called the Board of Directors and shall consist of the elected officers (executive committee), regional representatives, and appointed chairs. The operations of ACHRO/EEO shall be planned, monitored and evaluated by the Board of Directors. The Board may delegate the responsibility for governing and management of certain services and activities to a consultant within the rules and regulations set by the Board.

ACHRO/EEO related travel and expenses for executive officers, regional representatives, and appointed chairs shall be approved and paid for by the individual member's home district. When a formal meeting of the Board of Directors is called, the President may authorize Association funds to provide a meal for the meeting.

Individual board members will assume leadership for the mission and purpose of the Association. The Executive Committee shall be responsible for coordinating assignments of Board members and will provide appropriate direction to administrative staff.

The Board of Directors carries not only the usual policy-making and oversight responsibilities, but also assigned work responsibilities with one or more of the Association's committees or projects.

The work of the Association is carried out by the volunteer efforts of the Board members, the Association's committees, the membership, and paid staff and/or consultants.

The Board of Directors shall meet no less than twice per year and shall exercise oversight of Association operations. The Board of Directors may remove, for cause, any elected person by a two-thirds vote of the Board present at a duly called meeting.

## SECTION 2: EXECUTIVE COMMITTEE/ELECTED OFFICERS

The Executive Committee is composed of the following elected officers of the Association:

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

## SECTION 3: DUTIES

*President:* The President is responsible for carrying out the objectives 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 Executive Committee, Board of Directors, and/or membership. In the absence of the President, the Vice President/President Elect shall substitute at formal meetings.

*Vice President/President Elect:* The Vice President/President Elect is responsible for coordinating and conducting the meeting of the Training Committee and assist in planning the annual training institute. The Vice President/President elect automatically assumes the Presidency upon completion of their term.

*Immediate Past President:* The Immediate Past President or designee shall represent the Association on the Chancellor's Consultation Council, assist with annual elections, and shall provide consultation meeting summaries to the membership.

*Treasurer/Secretary:* 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.

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.

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; committee/council/task force representative expenses; floral arrangements sent to members recovering from serious illness, death, 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.

**The Executive Committee shall appoint the following Chair positions as part of the Board of Directors:**

**The Advocacy Liaison** will serve on the CCLC Legislative Committee along with another ACHRO/EEO member. They will distribute the list of pending legislation to the ACHRO/EEO membership. They will apprise the Executive Committee, Board of Directors, and membership of pertinent legislation and seek their input. The representatives in these position will represent the view of the ACHRO/EEO membership on legislative issues. They will present a session related to legislation and advocacy at the annual conference.

Based on recommendations of the ACHRO/EEO Board of Directors, the *Association* may take an official position on issues involving the areas of responsibility of chief human resource officers. Positions taken by the ACHRO/EEO Board of Directors shall be consistent with the purpose and objectives of the Association. Positions which the *Association* supports or objects to will be communicated to appropriate legislative advocates in Sacramento. No *Association* funds will be expended, nor will the Board take an official position on any candidate running for elected office.

**EEO/Equity/Inclusion Chair**, who will call twice annual meetings of all EEO Officers. They will serve on the State Chancellor’s Task Force on Diversity and EEO, distribute minutes of those meetings, and apprise the Executive Committee, Board of Directors, and ACHRO/EEO members of emerging issues that impact our work. They will present a session related to EEO at the annual conference.

**HR Leadership-Administration Academy/Emerging CHRO Program Co-Chairs** (~~“Leadership Development Academy Chair”~~), they will coordinate the leadership training programs offered by ACHRO/EEO in collaboration with the Executive Committee. They will attend all training meetings, recruit participants, review and assist with content as needed, evaluate program feedback, and ensure program success. Terms of the Co-Chairs shall be staggered.

[Communications Chair, will be responsible for providing regular reporting of ACHRO/EEO news, committee work and events to the membership, on at least a bi-monthly basis. They will also be responsible for maintenance of the ACHRO/EEO website, recommending changes or updates, as needed, to the Executive Committee.](#)

Chair positions are appointed for a term of two years.

#### SECTION 4: ELECTION AND TERM OF ELECTED OFFICERS

In order to run for office or serve as an officer of the Association, the individual must be a current paid member of the Association.

The Immediate Past President or designee, in concert with the nominating committee, shall be responsible for the recruitment and election process of all Officers and Regional Representatives.

For Elected Officer positions:

- a. Include 1) President 2) Vice President/President Elect and 3) Treasurer/Secretary.
- b. Any regular member may request or accept nomination for an Elected Officer vacancy.
- c. Any vacant Elected Officer seat shall be by vote of the current paid ACHRO/EEO membership.

In the event that an elected officer position becomes vacant before the end of the term, the Executive Committee shall reserve the right to make an interim appointment for the remainder of the term.

In years when the incoming President, the Vice President/President Elect, or the Treasurer/Secretary is either ineligible (e.g., due to separation from employment or retirement) or chooses not to finish a term, the Board of Directors may appoint a regular member to fill that term until the next election cycle.

Term of Executive Officer. The term of office shall be two years starting July 1<sup>st</sup> and shall continue for two (2) fiscal years (July 1 to June 30) for the President and Vice President/President Elect. The Treasurer/Secretary shall serve an initial term of three (3) years and may be reelected to a subsequent two (2) year term which may be renewed by reelection without limit.

#### SECTION 5: REGIONAL REPRESENTATIVES

The Board of Directors shall include Ten (10) elected representative positions and such other appointed and ex officio positions as described herein. The Advocacy Liaison, EEO/Equity/Inclusion Chair, ~~and HR Leadership Administration Academy~~ and Emerging CHRO Program Co-Chairs, and Communications Chair are considered to be members of the Board of Directors, however, they are appointed by the Executive Committee.

The regional representatives shall be elected and consist of up to:

- Two (2) representatives from the Bay 10 Human Resources Consortium
- Two (2) representatives from the Central 14 Human Resources Consortium
- Two (2) representatives from the North 14 Human Resources Consortium
- Four (4) representatives from Southern 30 Human Resources Consortium

#### SECTION 6: ELECTION & APPOINTMENT OF THE REGIONAL REPRESENTATIVES

The Past President and nominating committee shall receive nominations for regional representatives from the respective membership of the Regional Human Resources Consortium groups provided in Section 5 above.

Each year when an election is held, a ballot of eligible candidates for the regional representatives for each region shall be established by the Nominating Committee.

Successful nominees are elected to three-year staggered terms. The Nominating Committee shall make a good faith effort to achieve the consortium representation as described herein.

In the event a regional representative position becomes vacant before the end of the term, the Executive Committee shall reserve the right to make an interim appointment for the duration of the term. The appointed member may run for re-election to maintain their regional representative seat on the Board of Directors for up to two consecutive terms following the appointment.

#### **SECTION 7: REGIONAL REPRESENTATIVE GENERAL DUTIES**

Regional representatives provide information and input from their region when called upon to do so. Regional representatives will attend at least two ACHRO/EEO Board of Director Meetings per year. Such meetings are for the purpose of advancing Association goals that include but are not limited to: input into the preparation and evaluation of the annual ACHRO/EEO Training Institute; and leadership academies; discussion and action related to EEO, legal compliance, equity, and inclusion issues and initiatives.

#### **ARTICLE V: COMMITTEES & CONSULTANTS**

##### **SECTION 1: NOMINATING COMMITTEE**

The nominating committee is chaired by the Immediate Past President. The committee is composed of at least two and may include up to four members of the Association and are appointed by the Executive Committee.

##### **SECTION 2: TRAINING COMMITTEE**

The Training Committee, chaired by the Vice President/President Elect, shall be responsible for overseeing the planning, organizing and delivery of the annual training institute(s) of the Association. Members of the committee ~~serve on a voluntary basis~~ will be appointed by each region, with at least two (2) representatives from the Southern 30 and at least one (1) representative each from the Central 14, Bay 10 and North 14. Additional volunteers may be accepted by the Chair of the Training Committee. The initial meeting of the training committee will be held at the Fall institute; additional meetings will be scheduled by the Chair of the Training Committee. Members will serve a two year term.

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

##### **SECTION 3: 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 planning, organizing, and delivering 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. The Consultant shall maintain the updated list of active/eligible regular and associate members and post them to the ACHRO/EEO website on a monthly basis.

The Consultant shall be evaluated on a regular basis by the Executive Committee. The Executive Committee shall report to the Board any actions taken with regard to the consultant such as contract term amendments, continuance, or termination of contract.

## **ARTICLE VI. 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. Notice to the Regular and Associate Members shall be made at least 10 days in advance of the Meeting.

The Members of the Board of Directors are expected to attend all formal membership meetings, which may be in-person or via phone or video conference, at multiple locations, and as determined by the Board

There shall be an planning meeting of the Board of Directors at the annual conference for purposes of election planning, providing orientation to new Board of Directors members, receiving the ACHRO related reports (i.e. treasurer's report, Academy reports, legislative report, and EEO report), and reviewing the progress of the Association's goals and objectives.

Except for election of Officers, 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 VII. VOTING PRIVILEGES**

Each Regular Member is a voting member. Elections and voting are done via email during the spring of each year.

## **ARTICLE VIII. DUES**

The membership fees shall be reviewed by the board on an annual basis. Upon recommendation of the board, a vote to increase the membership fees shall be presented and voted upon by eligible voting members. Membership dues shall be posted annually on the ACHRO/EEO website.

**ARTICLE IX. AMENDMENTS**

Any provision of these bylaws may be amended by a two-thirds (2/3) majority vote of Regular Members present in-person or remotely, such as via phone or video conference, at a Formal Membership Meeting of the Association or by electronic mail ballot.

Notice of proposed Amendments shall be made to Regular Members at least 10 days in advance of any request to vote or otherwise take action on the Amendments.

**ARTICLE X. EFFECTIVE DATE**

The ACHRO/EEO Constitution and Bylaws are adopted and ratified this XXnd day of \_\_\_\_\_.

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; XX/XX/XXXX.