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 and collaboration among the community colleges in the State of California toward the advancement of human resources, equity, and equal employment opportunity administration. Specific purposes are as follows:

1. Participation in the Community College Chancellor's Office 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; engage our organization in advocacy efforts by actively involving our members in legislative processes, fostering relationship with policymakers, and educating our community on the impact of proposed laws and regulations, to ensure our collective voice is heard and that our interests are represented in the decision-making processes.

5. Promote interaction with other administrative professional groups.

6. Provide updates to the membership on statewide matters relevant to human resources, EEO, diversity, equity, inclusion, anti-racism, and accessibility.

7. Educate and support 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.

9.

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 current responsibilities include the human resources, the equal employment opportunity function, and/or an administrator overseeing the DEIA function is eligible for membership or have served in the past five years in the HR/EEO administrator role. Regular Member status is achieved upon full payment of dues for the applicable period of membership. Regular Member can vote in all elections; can hold office or represent ACRHRO/EEO on any state or regional committees.

Emeritus (Retiree) 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 are eligible for membership. Former ACHRO/EEO officers or executive board officers are permitted to vote in elections, but may not hold office or represent ACHRO/EEO on any state or regional committees.

Associate Member:

Previous Regular Members 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 of Directors is established to represent the organization, its members and their interests. The Board maintains a policy of not intervening in matters between individual members. Members are encouraged to address and resolve their differences independently or through appropriate channels. 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 shall hold an annual planning 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.

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 3: DUTIES

Executive Board

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 or Past President, in that order, shall substitute at formal meetings. The President or designated board member shall serve as the liaison with other statewide constituent groups and the CCCCO. The President, in consultation with the Vice President/President Elect, will also be responsible for appointing Chairs and meeting regularly with the Chairs.

Vice President/President Elect: The Vice President/President Elect will provide support to the President and will act as the President in the President's absence. The Vice President/President Elect will serve as a member of the Conference and Training Committee The Vice President/President elect automatically assumes the Presidency upon completion of their term.

Immediate Past President: The Immediate Past President or designee facilitate the annual nominations and elections process, and shall provide consultation meeting summaries to the membership. The Immediate Past President will also conduct orientations for any new ACHRO/EEO Board members.

Treasurer: The Treasurer shall oversee all financial matters, including the collection of all membership, sponsorship, conference dues and academies fees. Manage purchasing related to conference and awards, recognitions and official Association items. Work with the Association's consultant in revenue generating models, hotel and conference contracts, and membership fee structure. Serve as the official liaison to the CCCO foundation on all financial matters concerning the Association.

Secretary:
They shall record accurate minutes for all meetings of the Association. Ensure members are notified of the time, date, and location of meetings. Distribute agendas, minutes and other official communications via email and the Association website (as appropriate). Track regional leads and committee appointments. In collaboration with the Association consultant, maintain custody of the official membership list, ensuring it is current and accurate. Maintain custody of the historical records of the Association.

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 makes payment. These expenditures or reimbursements may include but not be limited to: institute expenses; training committee expenses; committee/council/task force representative expenses; and other events as deemed appropriate by the Executive Committee. Reimbursement for travel, mileage, lodging, and related expenses for trainers, speakers, or consultants shall not exceed applicable State of California or CCCCO reimbursement guidelines. All expenses must be reasonable, necessary, and supported by appropriate documentation, and are subject to review and approval 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 will be responsible for the evaluation of the ACHRO consultants.

Committees Chairs
The President in consultation with the executive board shall appoint the following Chair positions as part of the Board of Directors:

Legislative Advocacy Chair 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 and provide updates following each meeting. 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. They will represent the Association on the CCCCO Consultation Council and Leadership Council.

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 Administration Academy/Emerging CHRO Program Co-Chairs ("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 Co-Chairs, 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. Working with the website committee, Maintainthe Association website, recommending changes or updates, as needed, to the Executive Committee.

Conference & Training Committee Co-Chairs will be responsible for chairing the training committee and working with the organization's consultant to plan the annual conference. The Chair will also coordinate the ACHRO/EEO Townhalls and collaborate and provide support to the Academy Chair. The Conference & Training Committee Chair will provide regular updates to the Board.

Outreach Coordinator/New CHRO Mentor Chair, will be responsible for maintaining an active and current list of the CHRO and EEO Officer for each of the CA CCDs, sending the welcome packet to new hires and a retiree packet to those retiree.

Chair positions are appointed for a term of two years. Chairs are expected to attend all meetings of the Board of Directors. If a Chair misses more than three meetings in a year, the Executive Committee will discuss whether that Chair should be replaced. For positions with co-chairs, terms shall be staggered whenever possible to ensure continuity of leadership and the effective transfer of organizational knowledge.

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 Regular Member of the Association.

The Immediate Past President or designee, shall be responsible for the recruitment and election process of all Officers. The Immediate Past President will solicit nominations from the membership.

For Elected Officer positions: Include 1) President 2) Vice President/President Elect 3) Treasurer and 4)Secretary.

a. Any regular member may request or accept nomination for an Elected Officer vacancy.

b. Any vacant Elected Officer seat shall be by vote of the current paid ACHRO/EEO membership. All regular members who request or accept nomination will be forwarded to the membership to be considered in the election.

In the event that an elected officer position becomes vacant before the end of the term, the Executive Committee reserves 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 one year starting July 1st (July 1 to June 30) for the President and Vice President/President Elect. The Treasurer and the Secretary shall serve an initial term of three 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 Chairs 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, and two (2) alternatives
- Two (2) representatives from the Central 14 Human Resources Consortium, and two (2) alternatives
- Two (2) representatives from the North 14 Human Resources Consortium, and two (2) alternatives
- Four (4) representatives from Southern 30 Human Resources Consortium, and four (4) alternatives

SECTION 6: APPOINTMENT OF THE REGIONAL REPRESENTATIVES

The Immediate Past President 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, the candidates for the regional representatives for each region shall be provided to the Immediate Past President from the Regional group. Individuals are appointed to three-year staggered terms. Immediate Past President shall make a good faith effort to achieve the consortium representation as described herein. Alternatives will also be appointed for each region to attend Board meetings when a Regional Representative must be absent.

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 request reappointment 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 all Board of Director Meetings. 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. Regional representatives shall provide updates to their region following ACHRO/EEO Board of Directors meetings on Association business and will coordinate regional training updates. If a Regional representative misses more than three meetings in a year, the Executive Committee will discuss whether that Regional Representative should be replaced.

ARTICLE V: COMMITTEES & CONSULTANTS

SECTION 1: CONFERENCE & TRAINING COMMITTEE

The Conference & Training Committee, chaired by the Conference & Training Co-Chairs, shall be responsible for overseeing the planning, organizing and delivery of the annual conference, the Townhalls, and providing assistance and support, as needed, to the academies. Members of the committee 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 Co-Chairs. Members will serve for a three-year term. The Conference & Training Consultant is responsible for performing the delegated duties and/or responsibilities assigned by the Conference & Training Co-Chairs.

SECTION 2: ASSOCIATIONCONSULTANTS

The Executive Board is authorized to contract services with a consultant who will assist the committee in coordinating various ACHRO/EEO activities. Responsibilities of the consultant may include event and operational projects vendor/sponsorship solicitations, and other ACHRO/EEO activities as well as other responsibilities identified by the Exec Committee

The Consultant shall maintain the updated list of active/eligible regular, emeritus 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, Emeritus and Associate Members shall be made at least 10 days before 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. 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 _____ day of June, 2026.

Record of Approved Revisions: Accepted by the Members: Sep 25, 2026

Tre'Shawn Hall-Baker, President

Charo L. Albarran, Immediate Past President

Mercedes Gutierrez, Vice President/President-Elect

Elena Rodriguez, Treasurer/Secretary

Previously 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; May 3, 2019; November 23, 2021; December 13, 2023; April 30,2025.

ACHRO Bylaws-5.8.26 Rev.

Final Audit Report 2026-09-29

Created:	2026-09-24
By:	Brandon Christian (bkchristian@marin.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAASH0B_Ak0P-23RnNN3AamxMIIKXvFZa36

"ACHRO Bylaws-5.8.26 Rev." History

Document created by Brandon Christian (bkchristian@marin.edu)
2026-09-24 - 9:16:58 PM GMT- IP address: 205.155.147.9

Document emailed to TRESHAWN HALLBAKER (hallbaker_treshawn@smc.edu) for signature
2026-09-24 - 9:18:41 PM GMT

Email viewed by TRESHAWN HALLBAKER (hallbaker_treshawn@smc.edu)
2026-09-25 - 3:18:33 AM GMT- IP address: 146.75.146.0

Document e-signed by TRESHAWN HALLBAKER (hallbaker_treshawn@smc.edu)
Signature Date: 2026-09-25 - 3:34:50 PM GMT - Time Source: server- IP address: 104.172.98.20 - Signature Appearance Selected: IMAGE

Document emailed to Charo Albarran (calbarran@napavalley.edu) for signature
2026-09-25 - 3:34:52 PM GMT

Email viewed by Charo Albarran (calbarran@napavalley.edu)
2026-09-25 - 4:09:21 PM GMT- IP address: 146.75.154.0

Document e-signed by Charo Albarran (calbarran@napavalley.edu)
Signature Date: 2026-09-29 - 5:08:55 PM GMT - Time Source: server- IP address: 47.176.140.247 - Signature Appearance Selected: IMAGE

Document emailed to Mercedes Gutierrez (mgutierrez@cerritos.edu) for signature
2026-09-29 - 5:09:00 PM GMT

Email viewed by Mercedes Gutierrez (mgutierrez@cerritos.edu)
2026-09-29 - 5:09:35 PM GMT- IP address: 54.221.4.20

Document e-signed by Mercedes Gutierrez (mgutierrez@cerritos.edu)
Signature Date: 2026-09-29 - 5:32:55 PM GMT - Time Source: server- IP address: 174.194.193.170 - Signature Appearance Selected: MOBILE_IMAGE

Adobe Acrobat Sign

Document emailed to Elena Rodriguez (elena.rodriguez@paloverde.edu) for signature

2026-09-29 - 5:32:57 PM GMT

Email viewed by Elena Rodriguez (elena.rodriguez@paloverde.edu)

2026-09-29 - 5:33:07 PM GMT- IP address: 72.152.84.1

Document e-signed by Elena Rodriguez (elena.rodriguez@paloverde.edu)

Signature Date: 2026-09-29 - 5:50:56 PM GMT - Time Source: server- IP address: 47.176.140.247 - Signature Appearance Selected: MOBILE_IMAGE

Agreement completed.

2026-09-29 - 5:50:56 PM GMT

Adobe Acrobat Sign