

Constitution of Community College Business Officers

ARTICLE I: NAME

This organization shall be known as the Community College Business Officers (CCBO).

ARTICLE II: PURPOSE

CCBO is organized and shall be operated exclusively for charitable and educational purposes and shall not engage in any activity which is not permitted of an organization exempt from taxation under Section 501 (A) and described in Section 501 (C) of the Internal Revenue Code. No part of its net earnings shall inure to the benefit of any private individual except that reasonable compensation may be paid for any services rendered. No substantial part of its activities shall be for the purpose of carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

CCBO is authorized to receive and hold by gift, bequest or purchase any real or personal property, and to manage, invest or reinvest the same and to use and dispose of the same for the advancement of the Community College Business Officers and its objectives; to hold either absolutely or in trust for any of said purposes, funds and property of all kinds subject only to any limitations or conditions imposed by law or the instrument under which said property is received; to sell, lease, convey or otherwise dispose of any such property and to invest and reinvest the same or any proceeds thereof and to deal with and expend the principal and income for any of said purposes; to act as trustee; and, in general, to exercise any, all and every power, including trust powers, which a vehicle not for profit organized under the laws of the State of Texas for the foregoing purposes can be authorized to exercise.

CCBO shall promote the sound growth of community and junior colleges and shall help create in them an atmosphere conducive to learning. It shall contribute in every practical way to the development of a better human environment by working for the extension of full educational opportunities to all on an equitable basis qualitatively and by striving for the elimination of all forms of discrimination, whether by race, creed, sex or financial condition.

Pursuant to these purposes, CCBO is organized to provide a national forum for planning, coordinating, and/or conducting activities which promote the effective and efficient business management of community-based, postsecondary, institutions to the end that these institutions are assisted in the achievement of the purposes and objectives for which each exists.

ARTICLE III: OBJECTIVES

CCBO will seek to fulfill its purposes through the achievement of the following objectives:

- To identify and articulate issues at the local, state, and national level affecting business management at community-based, postsecondary institutions.
- To facilitate communication and exchange of information among CCBO members and other interested groups on current trends and practices in community college business management.

- To promote training and professional development of those involved in community college business management.
- To advise and assist the American Association of Community Colleges in the formulation of policy as it relates to the business management of community colleges.
- To promote cooperation and communication among various other agencies, organizations, and associations on matters of mutual interest and concern.

ARTICLE IV: MEMBERSHIP

Membership in CCBO shall be open to those individuals involved or interested in the business management of community-based, postsecondary institutions who shall meet such additional qualifications as may be prescribed in the bylaws of CCBO.

ARTICLE V: FINANCES

All members shall pay dues annually to CCBO at rates approved by CCBO Board of Directors. CCBO shall operate on a fiscal year beginning July 1 and ending June 30. Financial records of CCBO shall be subjected to review prescribed in CCBO bylaws.

In the event of dissolution or other termination of CCBO, title to all of its assets shall vest in the American Association of Community Colleges or any successor organization of CCBO to be used exclusively for the purposes herein above set forth.

ARTICLE VI: GOVERNANCE AND OFFICERS

The governing body of CCBO shall be called the Board of Directors and shall consist of the President, President-Elect, Vice President, Treasurer, one Regional Director from each of the designated geographical regions as specified by the Board of Directors, one member who shall serve as the Leadership Academy/Education Dean, one member who shall serve as Chair of the Awards Committee, and one member who shall serve as liaison to the American Association of Community Colleges (AACC). Duties of these positions shall be set in policy. (Revised 2008)

The day-to-day affairs of CCBO shall be managed by an executive director who shall be selected by and be responsible to the Board of Directors.

The duties, terms of service, and method of election by all Regional Directors, CCBO officers, and the Executive Director shall be set forth in the CCBO bylaws.

ARTICLE VII: BYLAWS

The Board of Directors shall cause to be drawn a set of bylaws under which CCBO shall operate, consistent with this constitution.

ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

Amendments to this constitution may be approved by a vote of two-thirds majority of CCBO's membership present at the annual meeting.

Bylaws of Community College Business Officers

ARTICLE I: MEMBERSHIP

Section 1: Members

Membership in CCBO shall be open to those individuals and institutions involved or interested in the business management of community-based, postsecondary institutions.

Any person or any institution that is not a postsecondary institution or associated with one who desires to become associated with CCBO can attain such affiliation by becoming an associate member of CCBO by paying said dues as established by the Board of Directors.

Membership is individual and/or institutional and for institutional membership an individual shall be designated.

Section 2: Types of Membership

There shall be three types of membership:

- A. Regular membership -- fully participating.
- B. Associate membership -- fully participating except that of being an elected office of CCBO.
- C. Active retired -- fully participating with waiver of registration fees.

Section 3: Term of Membership

The term of membership shall be annual, beginning July 1 and ending June 30.

ARTICLE II: GOVERNANCE AND OFFICERS

Section 1: Board of Directors

- A. The governing body of CCBO shall be called the Board of Directors, and (Approved revision - November 3, 1996) shall be President, President-Elect, Vice President for Regional Services, Treasurer, Immediate Past President, Regional Representatives, one member who shall serve as the Leadership Academy/Education Dean, one member who shall serve as Chair of the Awards Committee, and one member who shall serve as liaison to the American Association of Community Colleges (AACC). (revised, 2008)
- B. Term of office for President, President-Elect, and Vice-President for Regional Services shall be for one year. Each shall be elected by the general membership as specified in part G of this section. (revised 2008)
- C. The term of office for the Treasurer shall be for two years. The Treasurer may serve for a maximum of two terms. Incumbents filling the unexpired term of another Treasurer will not be considered as serving an "elected" term. (revised 2008)
- D. Term of office of Regional Representatives, the Dean of the Leadership Academy/Education, the Chair of the Awards Committee, and the liaison to the American Association of Community Colleges (AACC)

shall be four years. Regional Representatives, the Dean and the Chair can serve a maximum of two consecutive four-year elected terms and must be replaced at the end of the two consecutive elected Terms. Incumbents filling the unexpired term of another elected Board member will not be considered as serving "elected" terms. After a minimum four-year period, a person may be re-elected or re-appointed as a Regional Representative. One fourth of the Board membership shall be elected each year. Board members must reside in regions they represent. (revised 2008)

- E. The Immediate Past President shall serve as a director for one year.
- F. Officer and Board vacancies shall be filled by appointment by the President from CCBO membership with approval of the Executive Committee. Such appointments shall be for the unexpired term.
- G. Duties of the Board of Directors shall be to:
 - 1. Approve the annual operating budget for CCBO
 - 2. Planning of the annual meeting
 - 3. Implement and act on resolutions
 - 4. Nominate a member of CCBO for a position of the AACC Board of Directors
 - 5. Appoint the Executive Director
 - 6. Amend bylaws
- H. Election of Officers: The President shall appoint a nominating committee not later than six months before the next scheduled annual meeting. The committee shall place in nomination candidate(s) for President-Elect, Vice President for Regional Services, and Treasurer. Candidates will be announced to the membership in written form at least thirty days prior to the election at the annual meeting of CCBO. To be elected, an officer must receive a majority of the voting members present at the annual meeting.
- I. Election of Regional Representatives: The President shall appoint a nominating committee not later than six months before the next scheduled annual meeting. The committee shall place in nomination candidate(s) for each region up for election to be voted upon at the annual meeting. Election shall be by majority vote. The President shall announce the voting results at the annual meeting.
- J. Election of Board Members Chairing Committees: The Executive Committee shall nominate a member in good standing to serve as the Dean of the Leadership Academy/Education and/or the Chair of the Awards Committee and/or the AACC Liaison at any time that the four year term is complete or that the position is vacant. A simple majority of those Board Members voting at any duly called meeting of the Board is sufficient for appointment. (revised 2008)
- K. Appointment of State Representatives: The Regional Representatives should appoint, by letter prior to July 1 each year, a representative for each state within their region. The Regional Representative may either represent their home state or appoint another person to be their state representative. The appointment is for a one-year term, and appointed State Representatives may serve a maximum of four one-year terms. After a two-year period of non-reappointment, a person may be re-appointed.

Section 2: The Executive Committee

The Board of Directors between meetings shall act through as Executive Committee which shall consist of the President; President-Elect; Vice President for the Regional Services; Treasurer; Immediate Past President; and the Executive Director (ex-officio member). The Executive Committee may exercise any or all powers of the Board of Directors, subject to such restrictions as may be imposed upon the Executive Committee may act, without being convened in formal meeting by correspondence, telephone or telegraph. Action of the Executive Committee shall be taken only upon the concurrence of at least three members of said committee.

Section 3: Duties of Officers

- A. The President shall preside at the annual meeting; and all meetings of the Executive Committee and Board of Directors; represent CCBO; authorize the expenditure and payment of CCBO funds. The President shall appoint members to any standing and/or ad hoc committees. The President may establish committees as deemed essential to carry out functions of CCBO. The President shall be an ex-officio member of each committee.
- B. The President-Elect shall perform the duties of the President in his/her absence; chair the nominating Committee; supervise the committees related to professional development; arrange the programs for the annual conference and AACC convention; and perform other duties as assigned by the President.
- C. Vice President for Regional Services shall be responsible for membership services; assist regional representatives in providing CCBO services, including special regional workshops, programs at state meetings, etc.; and perform other duties assigned by the President.
- D. Treasurer shall be chief budget officer. Working with the Executive Committee, the Treasurer shall develop an operating budget. This will be submitted to the Board of Directors by mail not later than thirty days before the annual business meeting.
- E. Executive Director shall be appointed annually by the Board of Directors. He/she shall act as business agent for CCBO by safeguarding and disbursing CCBO funds, collecting dues and rendering a written financial statement of all receipts and expenditures at the annual business meeting. He/she shall keep official records of all proceedings, membership lists; take minutes of the Executive Committee, Board of Directors and annual meetings; edit newsletter; assist in planning annual conference and other CCBO meetings; and supervise any support staff.

Should the Executive Director decide to terminate the Agreement, he shall give notice at the Spring Planning meeting and assist the Board in the relocation of the national office which shall take place July 1st the following year. Should the Board of Directors vote for non-renewal, a specific plan will be developed within 30 days in cooperation with the Executive Director whose progress will be reviewed by the Board at the upcoming Annual meeting. At that time a final vote will be taken to renew or terminate the Agreement. If the Executive Director or the Board terminates the Agreement, the Board shall issue a Request for Proposal to relocate the national offices of the CCBO by July 1, the following year.

Section 4: Committees

The President shall appoint committees as needed to carry out CCBO's Annual Plan of work. The committees may include, but are not limited to: Membership, Research, Bottom Line, Annual Conference, Thematic Workshops, Internship, Finance, Leadership Team/Education, and Awards.

The President shall appoint a Board of Directors' member to serve as Chair and Vice-Chair of each committee each year. The Chair and Vice-Chair of each committee are responsible for recruiting a minimum of three other committee members for their committee. The functions of each committee shall be defined in the Plan of Work and/or by the President.

The President shall assign members of the Executive Committee to work with each of the active committees in an advisory role.

Section 5: State Representatives

The major function of State Representatives is to provide communication between every business officer within their state, the CCBO Regional Representative and the CCBO national office. The purpose of this communication is to provide CCBO with accurate, timely information on staff development needs of the business officers within their state. Complimenting this function is the enabling of CCBO Regional Representatives and the national office of CCBO to communicate efficiently with every business officer in America.

ARTICLE III: MEETINGS

Section 1: Annual Meeting

The annual meeting of the Board of Directors shall be held in conjunction with the annual conference at a location so designated by the Board of Directors, the day, hour and place to be determined by the President of CCBO.

Section 2: Interim and Special Meetings

An interim meeting of the Executive Committee shall be held annually in conjunction with the annual conference of the AACCC. Special meetings of either the Board of Directors or the Executive Committee may be held at any time and place designated by the President.

Section 3: Quorum

Ten members of said Board of Directors shall constitute a quorum at any meeting of the Board of Directors, and all questions shall be determined by a majority vote of the quorum present.

Section 4: Notice of Meetings

Notice of each meeting, annual or special, shall be mailed by the Executive Director to each of the Directors no less than ten days next preceding any such meeting. In the event the notice is -of a special meeting, such notice shall include briefly the objects thereof. The Directors may waive notice of any such meeting or the objects by a majority of all members of the Board of Directors and action shall be as effective and have the same force and effect as though all directors had waived the requirements of this paragraph as to such notices.