

**BY-LAWS OF THE**  
**AFRICAN AMERICAN COMMUNITY COLLEGE TRUSTEES AND**  
**ADMINISTRATORS ASSOCIATION, (AACCTA)**

**ARTICLE I: NAME**

The organization shall be known as The African American Community College Trustees and Administrators Association, also known as “the Black Caucus.”

**ARTICLE II: PURPOSES AND OBJECTIVES**

The Purpose of the organization shall be to represent the interests of African American students, faculty, classified professionals, administrators, and trustees in the California Community College system.

In furtherance of this purpose, the specific objectives of this organization shall be as follows:

To evaluate the impact of:

- Community college education on African American students
- The economic mobility of African American students
- The effectiveness of community college engagement of African American students
- Recruitment, hiring, and professional development of African American faculty, classified professionals, and administrators
- Election and appointment, along with orientation and training of African American trustees
- Jobs and apprenticeships for African American students
- African American-centric training and development for faculty, classified professionals, administrators, and trustees
- African American high school and college completion.

**ARTICLE III: MEMBERS**

**Section 3-1. Categories, Qualifications, and Rights of Membership**

- A. **General Voting Membership.** This organization shall have one class of members, designated as a general voting membership and shall be open to and held only by elected or appointed members of any California community college Board of Trustees, California community college Chancellors/Presidents, and California community college administrators.

Each individual member trustee, chancellor/college president, and administrator are entitled to vote at AACCTA Caucus meetings.

Individual membership is established when the college or district associated with the individual has paid its annual membership dues.

General voting membership may be revoked only by a majority vote of the general membership at a general membership and business meeting duly noticed and convened, with due notice and opportunity to be heard being given to the affected member.

- B. **Associate Membership.** Associate membership is open to any educator or other individual that is interested in and supportive of AACCTA's mission. Membership is established when the individual pays the annual Associate Membership fee. Associate members do not have voting privileges.
- C. **Educational Institution Membership.** Educational Institution membership is open to higher education institutions that are interested in and supportive of AACCTA's mission, and membership is per college or district. Educational Institutional Members as an organization do not have voting privileges.
- D. **Corporate/Business and Community Partner Membership.** Corporate/Business and Community Partner non-voting membership is open to any organization or business organization interested in and supportive of the statement of purpose of AACCTA. Community Partner non-voting membership is available to any nonprofit, non-business organization interested in and supportive of the statement and purpose of AACCTA.
- E. **Trustee Emeritus and Chancellor/College President Emeritus.** Trustee Emeritus and Chancellor/College President Emeritus shall have the status of membership, renewable annually. They shall be nominated by the Executive Board for full membership in January, and their emeritus status shall be renewed every year. They do not have voting privileges. They shall serve as mentors for the membership and perform any other duties to support AACCTA as requested by the Executive Board.
- F. All non-general membership categories of membership may be revoked for cause by a majority vote of the Executive Board.

### **Section 3-2. Terms of Membership**

The term of membership for all categories shall be from **January 1 to December 31** of the same year unless otherwise modified by the Executive Board or a vote of the general membership.

### **Section 3-3. Procedures for Membership Admission**

Admission to membership shall be subject to payment of any and all required initiation fees or annual dues pursuant to the memorandum of understanding with the Community College League of California.

#### **Section 3-4. Dues, Fees, and Assessments**

- A. Each voting and non-voting member must pay, within the time and on the conditions set by the Executive Board, the dues fees, and assessments in amounts to be fixed from time to time by the Executive Board. The dues, fees and assessments shall be equal for all members of each class, but the Executive Board may, in its discretion, set different dues, fees, and assessments for each class.
- B. Dues are payable before the start of the calendar year. No members whose dues are delinquent shall be entitled to vote;
- C. Exceptions to the delinquent due date may be authorized by majority vote of the Executive Board;

#### **Section 3- 5. Membership Qualifications**

Membership may be granted to any person or educational institution who meets the criteria set forth below for membership in the organization: any person or educational institution whose values and ideologies align with that of the organization; and shares interest in and supports the mission, values and goals of the organization. Individuals or institutions can be refused membership without cause, at the discretion of the Executive Board.

#### **Section 3- 6. Good Standing**

Those members who have paid the required dues, fees, and assessments in accordance with these bylaws and who are not suspended shall be members in good standing.

#### **Section 3-6. Termination and Suspension of Membership**

- A. **Causes of termination:** A membership shall terminate on an occurrence of any of the following events:
  - (1). Resignation of a member on reasonable notice to the organization;
  - (2). Expiration of the period of membership, unless the membership is renewed on the renewal terms fixed by the Executive Board;
  - (3) Failure of a member to pay dues, fees, or assessments in the amount and at times as set by the Executive Board after they become due and payable;
  - (4) Occurrence of any event that renders a member ineligible for membership or failure to satisfy membership qualifications; and

- (5) Expulsion of the member under Section 3 of these bylaws, based on the good faith determination by the Executive Board, or a committee or person authorized by the Executive Board to make such a determination, that the member has failed in a material and serious degree to observe the rules of conduct of the organization or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the organization.

### **Section 3-7 Procedures for Expulsion or Suspension**

**Procedure for expulsion or suspension:** If grounds appear to exist for expulsion or suspension of a member under Section 3 of these bylaws, the procedure set forth below shall be followed:

- A. The member shall be given 15 days' prior notice of the proposed expulsion or suspension and the reasons for the proposed expulsion or suspension. Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be sent by first-class or registered mail to the member's last address as shown on the organization's records.
- B. The member shall be given an opportunity to be heard, either orally or in writing, at least five days before the effective date of the proposed expulsion. The hearing shall be held, or the written statement considered, by the Executive Board or by a committee or person authorized by the Executive Board to determine whether the expulsion or suspension should take place.
- C. The decision of the Executive board, or its designated committee or person shall be final.

### **Section 3-8. Transfer of Memberships**

No member may transfer for value a membership or any right arising from it.

## **ARTICLE IV: OFFICERS**

### **Section 4.1. Designations of Officers.**

The Executive Board shall consist of the officers of the organization: a President, a Vice President, a Treasurer, a Secretary, and a Parliamentarian.

### **Section 4-2. Elections and Term of Office.**

The Executive Board at the Annual Meeting during the Annual Convention for the Community College League of California in November shall elect officers of the organization. The term of office for each officer shall be until the next succeeding Annual Meeting at which time officers are elected. Each officer shall hold office until he or she resigns or is removed or is otherwise

disqualified to serve or until his or her successor shall be elected and qualified, whichever occurs first.

**Section 4-3. Removal.**

Any officer elected by the General Membership may be removed by the General Membership.

**Section 4-4. Vacancies.**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Executive Board for the remaining term of the office.

**Section 4-5. Resignations.**

Any officer may resign at any time. Such resignation shall be made by giving written notice to the Executive Board or the Secretary of the organization. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 4-6. Powers and Duties of Officeholders.**

- A. President. The President shall have general executive charge, management, and control of the properties, business and operations of the organization with all such powers as may be reasonably incident to such responsibilities; shall have the authority to agree upon and execute all leases, contracts, evidence of indebtedness, and other obligations in the name of the organization subject to the approval of the Executive Board; and shall have such other powers and duties as may be designated in these Bylaws and as may be assigned to the President from time to time by the Executive Board.
- B. Vice President. The Vice President shall have such powers and duties as may be assigned to such officer by the Executive Board including the performance of the duties of the President upon the death, absence, or resignation of the President or upon the President's inability to perform the duties of such office.
- C. The Treasurer. The Treasurer shall have custody of all records of the organization's funds and securities. When necessary or proper, the Treasurer may endorse or cause to be endorsed, in the name and on behalf of the organization, checks, notes, and other obligations for collection; shall perform all acts incident to the position of Treasurer subject to the memorandum of understanding between the Community College League of California and AACCTA; The Treasurer shall report the financial condition of AACCTA to the Executive Board at the request of the President and to the general membership. The Treasurer shall perform any other duties as directed by the Executive Board or as prescribed by the general membership.

- D. Secretary. The Secretary shall keep the minutes of all meeting of AACCTA and of the Executive Board. The Secretary shall keep a membership database, updated at least once per year; shall preserve the records or AACCTA, and shall give all required notices and announcements of meetings at the request and direction of the President. The Secretary shall perform any other duties as directed by the Executive Board or as prescribed by the general membership.
- E. Parliamentarian. The parliamentarian shall advise the president, other officers, committees, and members on parliamentary procedures. He or she shall act as the expert in the rules and usage of a deliberative assembly. The most recent edition of Robert's Rules of Order shall be the official parliamentary authority for AACCTA when not in conflict with these bylaws.
- F. General Counsel. The Executive Board may appoint an attorney licensed in California to serve as the organization's legal counsel and provide legal counsel as requested by the President or Executive Board. The General Counsel shall represent the legal interests of the organization, and not any individual or institutional member. The General Counsel shall not be considered an officer of the organization, and shall not have voting membership authority.

## **ARTICLE XII. EXECUTION OF INSTRUMENTS AND DEPOSIT OF FUNDS**

### **Section 7-1. Authority for Execution of Instruments.**

The Executive Board, except as otherwise provided in these Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization, and such authority may be general or confined to specific instances; and, unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Organization by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or in any amount.

### **Section 7-2. Execution of Instruments.**

Unless otherwise specifically determined by the Executive Board or otherwise required by law, formal contracts of the Organization, promissory notes, deeds of trust, mortgages and other evidences of indebtedness of the Organization, and other corporate instruments or documents, shall be executed, signed or endorsed by the President, or jointly by the Vice President and the Treasurer.

### **Section 7-3. Endorsement with Countersignature.**

Subject to the memorandum of understanding between the Community College League of California and AACCTA, endorsements for deposit to the credit of the Organization in any of its AACCTA By-Laws | Page 6 of 8

duly authorized depositories may be made with countersignature by the President or Vice President, or the Treasurer, or by any other officer or agent of the Organization to whom the Executive Board, by resolution, shall have delegated such power, or by hand stamped impression in the name of the Organization.

**Section 7-4. Signing of Checks Drafts, Etc.**

All checks, drafts or other order for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Organization shall be signed or endorsed by such person or persons and in such manner as shall be determined from time to time by resolution of the Executive Board.

**ARTICLE XIII. MISCELLANEOUS PROVISIONS**

**Section 8-1. Amendments.**

These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the General Membership at any Annual Meeting or at a Regular or Special Meeting.

**Section 8-2. Captions and Headings.**

The caption and headings used in these Bylaws are for convenience of reference only and shall not be taken into account in construing the meaning and/or intent of these Bylaws.

**ARTICLE IX. DISSOLUTION**

Upon dissolution of this organization after paying or adequately providing for the debts and obligations of the organization, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, or philanthropic organization(s) to be selected by the Executive Board.

**CERTIFICATE OF ADOPTION OF BYLAWS**

I do hereby certify as follows:

That I am the duly elected, qualified, and acting secretary of the above named organization and;

That the foregoing Bylaws were adopted as the Bylaws of this organization on the date set forth below by the persons appointed as the Executive Board of this organization.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of  
\_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary