

# CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE



## Procedures

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California Community Colleges Classified Senate (4CS)  
Procedures

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**AP 1105 Address**

- A. The Corporate address for the California Community Colleges Classified Senate shall be filed with the state and updated as necessary.
- B. Upon a change in address for the corporate address, the 4CS Secretary shall:
  - Update all 4CS materials and website with said address
  - File a corrected Statement of Information with the Secretary of State

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(Replaces former Board Procedure 1.2)

Revised:

## **AP 1200 Purpose**

The 4CS Board of Directors shall establish organizational tools, committees, and administrative procedures toward the purpose and mission of the organization.

## **Strategic Plan**

- In the first year of a new 4CS President's term, the 4CS Board of Directors will establish a Two-Year Strategic Plan to accomplish the purpose and mission of the organization. At the end of each consecutive year of his/her term, the President shall submit a report of the yearly accomplishments outlined in the Strategic Plan.
- At the first yearly meeting of a new 4CS Board of Directors in June, the members will evaluate the organizational accomplishments of the previous year and,
  - Establish an updated two-year strategic plan for the new term of the new president, or;
  - update the Strategic plan in its second year.
- With the input of the Board of Directors, the President will assign areas of responsibility for the Strategic Plan to specific members or positions. The members will be required to coordinate actions toward established goals and provide a written report to the President in July of each year.
- The 4CS Secretary will distribute the Strategic Plan Report to 4CS Member Senate presidents and direct the Webmaster to post the report on the website.

## **Website**

- To facilitate open communication and information sharing, the 4CS will update and maintain a 4CS website (cccs.org).
- The Public Relations Committee shall establish and update procedures for maintaining and updating website materials.

## **Senate Handbook**

To assist new and ongoing local community college senates, the 4CS shall develop a Senate Handbook. The Handbook shall be reviewed annually by the 4CS Membership Committee for updating.

## **Newsletter**

To promote communication with 4CS member senates and community college organizations, a standing Public Relations Committee shall develop and distribute a 4CS bi-annual newsletter.

## **4CS Presentations**

To provide leadership training and assistance in local senate development and maintenance, the 4CS shall provide workshops and presentations as needed through the Speaker's Bureau Task Force.

## **Communications**

The 4CS shall establish ways of communicating with its members and the campus community by developing and

advertising venues by which the organization may receive comments, concerns, and input. Such communications processes shall be addressed and evaluated yearly by the following 4CS committees.

### **Listserv**

- The 4CS will support networking and communication between member senates and community college members by providing a 4CS Listserv overseen by the Public Relations Committee and assigned to the 4CS Communications Officer.
- The 4CS will support networking and communication between senate presidents by providing a 4CS Senate Listserv overseen by the Public Relations Committee and assigned to the 4CS Communications Officer.

### **Statewide Organizational Participation**

The 4CS President and Board of Directors will be active in statewide community college issues by attending events of community college statewide organizations and meetings with community college and state leaders. Primary events and meetings include:

- Community College Board of Governors Meetings
- Community College Consultation Council Meetings
- Meet with the Community College Chancellor
- Meet with the Community College League of California Director
- Community College League of California Board of Director Meetings
- Meet with California Legislators and Representatives
- Community College Legislative Conference
- Annual Community College League of California Convention

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(Replaces former Board Procedure 2.1)

Revised:

**AP 1205 Mission**

The mission is evaluated and revised on a regular basis.

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**AP 2100 General Membership**

- The 4CS Resource Development Committee will be responsible for updating and maintaining 4CS membership records.
- Membership records and materials will include:
  - Community College Senate Members master information database
  - Google Drive - Member Senates Constitution and Bylaws
  - Google Drive - Current Update Forms
  - Google Drive - Completed Update Forms
- Area Representatives shall be responsible for confirming updated membership records within their area of representation and forwarding changes to the Resource Development committee.
- Membership records shall include historical information on each senate.

Adopted: March 25, 2022  
(Replaces former Board Procedure 3.1)

Revised:



**AP 2105 Memberships**

- Donations to 4CS are a tax-deductible contribution.
- 4CS shall establish *levels* to support the mission of the organization.
- The 4CS Resource Development Committee shall develop and update donor and membership application for distribution.
- A database will be maintained on a yearly basis by the Treasurer.
- Donor & Membership applications will be submitted to the 4CS Treasurer. The Treasurer will provide copies to the 4CS the Resource Development committee within 10 days.
- The Treasurer shall maintain a *record of all contributions* and include a *written report* citing contribution totals on a yearly basis to the Board of Directors.
- The *Treasurer* shall record donors & memberships and send out yearly renewal notices.
- The contribution structure and names shall be *posted* on the 4CS website.

Adopted: March 25, 2022  
(Replaces former Board Procedure 3.1)

Revised:

**AP 2200 Electorate**

- For Election of local representation of the 4CS, the Electorate has voting rights and shall consist of the Executive Officers, Area Representatives and Delegates from each member senate.
  - The 4CS Elections Committee (EC) run by the Past President shall be established at the June meeting of each year and *maintain procedures for establishing Delegates and election processes*.
- Delegates shall be established in the Fall of each academic year by a process initiated by the Elections Committee and such delegates shall act as second liaison to the local classified senate. The first liaison will be the local classified senate president.
- Delegates shall vote only on issues outlined in policy, procedures, and consistent with the Bylaws.

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(Replaces former Board Procedures 3.3)

Revised:

## **AP 3105 Board Composition**

### **A. President**

- The president shall be the official representative and act as the cohesive agent of the organization. As official chair for meetings, the president shall facilitate the business of the 4CS and the Board of Directors by synthesizing the collective majority decisions of the board.
- The president shall provide direction to the board on issues that he/she is directly responsible for.
- The powers of the 4CS President will be outlined in BP 4100
- The duties and responsibilities of the president will be outlined in BP4105
- The President of 4CS must complete their term of office after attending “CLI” of their final year in order to be designated as a past president or be eligible for president emeritus status.”

### **B. Executive Officers**

- The 4CS Executive Officers shall represent the organization as outlined in their specific description of duties and responsibilities.
- The Board of Directors shall provide support to the President and act as consultants and committee leaders.
- The powers of the Executive Officers are outlined in BP 4100
- The duties and responsibilities of the Executive Officers are outlined in BP4105
- Any officer may run for any other office in the organization without resigning their current office. Their installation to the “NEW” office will automatically vacate their former office.
- A person completing the term of a resigned or removed officer shall receive all appropriate distinctions and designations of that office upon completion of the term.

### **C. Area Representatives**

- Each of the 18 areas shall have no more than one Area Representative.
- Area Representatives shall be elected from the colleges within their Representation Field, if that position is filled, they may be elected to an area outside.
- Areas that are vacant, no area representative was elected and no one within the area was available for appointment, may have an Area Representative appointed from within the Area Representation Field. This person may serve in that area until the next official election for that term, but they may not run for the position in that area.
- Should no-one be available to serve within a representation Area, the President may, after sufficient solicitation for the position, appoint a temporary Area Representative to the position until a qualified person within the representation area seeks the position. Such an appointment requires the approval of the majority of the 4CS Board of Directors.
- The duties and responsibilities of the Area Representatives will be outlined in BP4105.

### **D. 4CS Associate:**

- The Associates provide support to the success of the organization by taking on special assignments, holding a volunteer role but attending at least two meetings to participate in the decision-making process of the organization.
- The Executive Officers will identify and extend an invitation to a previous board member who they feel will serve well as an Associate. Associates will be non-voting members and assigned specific responsibilities by the President.

### **E. President Emeritus:**

President Emeritus may be granted by the serving 4CS Board of Directors to a Past President to serve in an advisory capacity to the Board. Associate status must be approved each year.

**F. Corporate Office Manager:**

The 4CS Corporate Office Manager (COM) of the California Community Colleges Classified Senate (4CS) is an appointed position supporting the administrative functions of the 4CS and the corporate office. The position shall be renewed on an annual basis and approved by the Board of Directors in June of each year. A Corporate Office Manager Job Description shall be developed and updated annually as needed and an attachment to these policies and procedures.

Adopted: March 25, 2022

*(Replaces former Board Procedures 3.4)*

Revised:

**AP 3110 Terms**

The term of office is two years, except for the president-elect, which is a one-year position elected at the beginning of the second year of the president’s term. Board of Directors members, except the president, may serve consecutive terms.

<b>Area A (Even Years)</b>	Butte College
	College of the Siskiyous
	Feather River College
	Lassen Community College
	Shasta College
<b>Area B (Even Years)</b>	College of the Redwoods
	College of Marin
	Mendocino College
	Napa Valley College
	Santa Rosa Jr College
	Solano College
<b>Area C (Odd Years)</b>	American River College
	Consumnes River College
	Folsom Lake College
	Lake Tahoe College
	Sacramento City College
	Sierra College
	Woodland College
	Yuba College
<b>Area D (Even Years)</b>	Berkeley City College
	College of Alameda
	Contra Costa College
	Diablo Valley College
	Laney College
	Los Medanos College
	Merritt College
	Peralta CC District
<b>Area E (Odd Years)</b>	Canada College
	City College of San Francisco
	College of San Mateo
	DeAnza College
Area E (Odd Years) cont.	Foothill College
	Foothill-DeAnza District
	Skyline College
<b>Area F (Odd Years)</b>	Chabot College

<b>Area K (Even Years)</b>	Antelope Valley College
	Bakersfield College
	College of the Canyons
	Glendale College
	Pasadena City College
	Taft College

<b>Area L (Odd Years)</b>	Cerritos College
	Compton College
	Cypress College
	El Camino College
	Fullerton College
	Long Beach City College
	North Orange Cont. Education
	Rio Hondo College

<b>Area M (Even Year)</b>	East Los Angeles College
	Los Angeles City College
	Los Angeles Harbor College
	Los Angeles Mission College
	Los Angeles Pierce College
	Los Angeles Southwest College
	Los Angeles Trade-Tech College
	Los Angeles Valley College
	West Los Angeles College

<b>Area N (Odd Years)</b>	Barstow College
	Cerro Coso College
	Chaffey College
	Citrus College
	Crafton Hills College
	Mt. San Antonio College
	San Bernardino Valley College
	Victor Valley College

<b>Area O (Even Years)</b>	Coastline College
	Goldenwest College
	Irvine Valley College
	Orange Coast College

	Evergreen Valley College
	Las Positias College
	Ohlone College
	San Jose City College
<b>Area G (Even Years)</b>	Columbia College
	Merced College
	Modesto Jr College
	San Joaquin Delta College
<b>Area H (Odd Years)</b>	Cabrillo College
	Gavilan College
	Hartnell College
	Mission College
	Monterey Peninsula College
	West Valley College
<b>Area I (Even Years)</b>	Clovis College
	College of the Sequoias
	Fresno City College
	Madera College
	Porterville College
	Reedley College
	West Hills College Coalinga
	West Hills College Lemoore
<b>Area J (Odd Years)</b>	Allan Hancock College
	Cuesta College
	Moorpark College
	Oxnard College
	Santa Barbara City College
	Santa Monica College
	VCCD Admin Center
	Ventura City College

	Saddleback College
	Santa Ana College
	Santiago Canyon College

<b>Area P (Odd Years)</b>	College of the Desert
	Copper Mountain College
	Moreno Valley College
	Mt. San Jacinto College
	Norco College
	Riverside City College

<b>Area Q (Odd Years)</b>	MiraCosta College
	Palomar College
	San Diego City College
	San Diego Cont. Education
	San Diego Mesa College
	San Diego Miramar College

<b>Area R (Even Years)</b>	
	Cuyamaca College
	Grossmont College
	Grossmont-Cuyamaca CCD
	Imperial Valley College
	Palo Verde College
	Southwestern College

<b>Region 1 VP (Odd Years)</b>	Areas A-F
<b>Region 2 VP (Odd Years)</b>	Areas G-L
<b>Region 3 VP (Even Years)</b>	Areas M-R
<b>Other Board of Directors Positions</b>	

- President (Odd Years)
- President-Elect (Even Years)
- Treasurer (Odd Years)
- Secretary (Even Years)
- Communications Officer (Odd Years)
- Past President

Adopted: March 25, 2022  
 (Replaces former Board Procedures 3.7)  
 Revised:

## AP 3115 Elections

### Candidate Qualifications

- Each candidate for election to the 4CS Board of Directors shall be an active or past member of a 4CS member classified senate. The Nominations and Elections Committee shall develop a procedure to confirm candidate qualifications.
- All candidates for election to the President position must be active members of the current 4CS Board of Directors for a minimum of 2 full years.
- All candidates for election to the President-Elect, Vice President, Secretary, and Treasurer Executive Officer positions must be active members of the current 4CS Board of Directors for a minimum of 1 full year.
- The Area Representatives & the Communications Officer shall be elected at the local senate level on the basis of their geographic representation within areas and regions as defined by the Board of Directors.
- Area and Regional Appointments. Should an individual be interested in a 4CS position but their direct area is not vacant, the individual may request an appointment to represent a vacant area within their area or region as outlined in AP 3105 **Area Representatives**. Such an appointment must be recommended by the 4CS President and approved by a majority of the 4CS Board of Directors.
- Due to the demands of managing a young and developing, statewide, volunteer only, non-profit corporation, responsible for the classified professionals of the State of California's Community College System, the 4CS President shall not hold either a local or statewide union position or a local or statewide senate position or any such position which may have a rollover clause to the presidency while serving an active term as 4CS President.

### Election Rules

- To be elected to any Board of Directors Officer position a candidate must receive a majority vote of the Electorate present at the Annual Business Meeting. When the Office of the President-Elect is occupied and the term of the current President has expired or been vacated, the President-Elect will rotate into the position of the President for a two-year term or fill the vacated position. After a full two-year term, the President shall then rotate into the position of Past President.
- Candidates for Area Representative will be declared elected to the position if they run unopposed: i.e., no other qualified candidates submit a letter of intent within the required timetable published by the NEC. In addition, they must meet Candidate Qualifications as described in the Bylaws. It shall be the responsibility of the Nominations & Election Committee to verify that these conditions have been met.
- In the event no candidate receives a simple majority (50% +1), a runoff election will be held between the candidates with the two (2) highest number of votes. In the event of a tie or lack of a simple majority (50%+1) after the second vote, then the candidates for the Board of Directors position will be chosen by lot.

- There shall be no proxy votes.
- The Board of Directors shall consider the subject of term limits every four (4) years.
- The Nominations & Election Committee shall maintain nominations and election procedures and conduct the election process.

Adopted: March 25, 2022

*(Replaces former Board Procedures 3.5 and 3.6)*

Revised:



**AP 3120 Appointment**

- Should an individual be interested in a 4CS position, the individual may request appointment to represent a vacant area as outlined in AP 3105 **Area Representatives**. Such an appointment must be recommended by the 4CS President and approved by a majority of the 4CS Board of Directors.
- The individual must submit a letter of intent and it will be presented to the 4CS Board of Directors for approval.

Adopted: March 25, 2022

Revised:

### **AP 3125 Removal**

Failure to attend two (2) successive Board of Directors meetings without notice and reasonable cause may result in that Board of Directors member being dismissed from the Board of Directors. Procedures for filling that position are outlined in section these procedures.

1. After failure to attend Board meetings as described in this section, the dismissal process will include (at the least) a written and verbal notification from the Board of Directors of any potential actions, which may include dismissal from the Board of Directors. Dismissal actions may occur as early as the next scheduled Board of Directors meeting after notification to the Board of Directors member. Dismissal of a Board of Directors member requires a simple majority (50%+1) of those present for approval.
2. An evaluation process will be initiated should the president feel that a Board of Directors member has participated in other valuable activities in the organization, making a considerable contribution. This evaluation process can also be used by the president as a tool to evaluate Board of Directors member participation.
  - Communication participation
  - Meeting attendance
  - Absence notification
  - Conference / workshop participation and support
  - Official duties
  - Membership contact
  - Committee participation

Adopted: March 25, 2022  
(Replaces former Board Procedures 3.8)

Revised:

**AP 3130 Resignation**

Any member of the Board of Directors may resign by written notice to the President. The President will submit an agenda item for the resignation for the next official 4CS meeting for acceptance by the 4CS Board of Directors.

Adopted: March 25, 2022  
*(Replaces former Board Procedure 3.8)*

Revised:

**AP 3135 Leave of Absence**

- Any member of the Board of Directors may request a leave of absence by written notice to the President.

Adopted: March 25, 2022

Revised:

**AP 3140 Recall**

- Recall of a member of the Board of Directors shall follow procedures outlined in the Procedures manual.

No procedures - currently being created and will be brought to the board for approval and added to the procedures.

Adopted: March 25, 2022

Revised:

**AP 3145 Vacancies**

- A vacancy in office shall be filled in accordance with the BP 3120 Appointments and/or BP3115 Elections in the mail.

Adopted: March 25, 2022

Revised:

## **AP 3150 Evaluations**

### ***Board of Directors Evaluation forms***

Board of Directors members shall complete an evaluation form as requested by the 4CS President. A section for self-evaluation, and a section for the 4CS President to provide an evaluation of the board member.

Board of Directors Evaluations may be used in assessing the participation level of a Board of Directors member and in assessing and prioritizing travel grant requests.

### ***Communications Participation***

The 4CS president and other members of the 4CS value the input and participation of all 4CS Board of Directors members to accomplish organizational goals. Due to the distance between each board member and the time between board meetings, each member of the 4CS Board of Directors is required to maintain a minimum level of participation via email.

### ***Meeting Attendance***

Attendance at required meetings of the 4CS is essential to conduct the business of the organization. Board members who miss a meeting should contact a Board member in their area to obtain information from that meeting. Each meeting is held throughout the year at approximately 3–4-month intervals. Should a Board member miss a meeting, it is several months before the next meeting.

### ***Board Meeting Absence Notification***

All Board of Directors members will be required to contact the president if they are unable to attend a required meeting or activity. Failure by a board member to notify the president of the absence will result in an unexcused absence for that meeting. Board members must also provide the justification for the absence to the President who will convey the reason for the absence to the Board or that such reason is confidential.

### ***Conference / Workshop Participation and Support***

The 4CS participates in community college conferences and conducts presentations for member colleges throughout the year. These events provide valuable information and training to our members and system colleagues while projecting a visible image of the importance of the organization and its value.

### ***Official Duties***

Each Board of Directors member of the 4CS organization has a role and responsibilities in the organization. For the organization to be successful, each member must be able to accomplish duties as they are outlined in the Procedures. The level of effective participation will be reflected in the evaluation.

### ***Membership Contact***

Each member of the Board of Directors has responsibilities for specific contact within their areas and specific officer duties. The appropriate Board of Directors member becomes the liaison between their areas and 4CS and it is imperative to convey that connection. Member contact will include yearly updates, distributing materials and information for the organization, and contacting members upon request.

### ***Committee Participation***

Board of Directors members are assigned to 4CS committees at the beginning of each term. A committees list is provided, chairs are assigned, committee work is expected, and reports are made at each meeting on the progress or

action of a committee. Committee members are expected to be active participants in meetings, email communication, and provide support for the goals of their committee.

**California Community Colleges Classified Senate  
Board of Directors Member Evaluation**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ TERM: \_\_\_\_\_

**SELF-EVALUATION** (to be completed by subject of evaluation)

Please rate yourself on a scale of 1 - 5 on the following criteria with 1 being unsuccessful and 5 being very successful

Communication Participation:	-1-	-2-	-3-	-4-	-5-					
Meeting Attendance:	-1-	-2-	-3-	-4-	-5-					
Absence Notification:	-1-	-2-	-3-	-4-	-5-					
Conference / Workshop Participation and Support						-1-	-2-	-3-	-4-	-5-
Official Duties:	-1-	-2-	-3-	-4-	-5-					
Membership Contact:	-1-	-2-	-3-	-4-	-5-					
Committee Participation:		-1-	-2-	-3-	-4-	-5-				

Comments: (attach additional pages if necessary) \_\_\_\_\_

**PRESIDENT'S EVALUATION** (to be completed by 4CS President)

Please rate the above 4CS member on a scale of 1 - 5 on the following criteria with 1 being *unsuccessful* and 5 being *very successful*

Communication Participation:	-1-	-2-	-3-	-4-	-5-					
Meeting Attendance:	-1-	-2-	-3-	-4-	-5-					
Absence Notification:	-1-	-2-	-3-	-4-	-5-					
Conference / Workshop Participation and Support						-1-	-2-	-3-	-4-	-5-
Official Duties:	-1-	-2-	-3-	-4-	-5-					
Membership Contact:	-1-	-2-	-3-	-4-	-5-					
Committee Participation:		-1-	-2-	-3-	-4-	-5-				

Comments: (attach additional pages if necessary) \_\_\_\_\_

Adopted: March 25, 2022  
 (Replaces former Board Procedure 3.8.1)  
 Revised:



### AP 4100 Powers

- It is incumbent upon the 4CS Board of Directors to represent 4CS in a professional manner and each within the scope of their responsibilities. The 4CS shall maintain and update the accurate and clear responsibilities of the 4CS Board of Directors. Responsibilities are outlined in the 4CS Bylaws. Changes in the Bylaws shall supersede policies and procedures.
- Board of Directors members shall be responsible for becoming familiar with the Bylaws, Policies and Procedures, and other documents governing the organization.
- New Board of Directors members will agree to sign a Statement of Agreement outlining that upon request Board of Directors members shall provide materials considered to be the property of the 4CS upon resignation from the organization.
- *Email communications* are a large part of accomplishing 4CS business and the ability and commitment to communicate and respond to designated 4CS emails are important. Failure to respond may result in the slowing down or loss of important activities.
- Board of Directors members should keep an updated copy of the *4CS Bylaws and Policies & Procedures* available at all times and understand their role and position in the organization. Utilizing mentors such as the Vice Presidents and experienced Board of Directors members will assist in becoming adjusted and familiar with the organization.
- *Attendance*. It is essential that Board of Directors members make every effort to attend as many meetings as possible during the year as each meeting is designated for specific annual work and progress.
- Board members are asked to *participate* in one or more committees to spread the duties of the organization evenly throughout the board. Members are also encouraged to accept leadership positions on committees to expand their skills.
- Board members are expected to make every effort to attend the *four (6) required business meetings* per year and actively participate in both the *CCLC Convention and CLI conference*
- If a board member cannot make any scheduled event or meeting, they shall contact the 4CS president as soon as possible to inform him/her of the reason for missing the event. This will allow the president to evaluate the needs of the board member to allow them to attend. If the absence cannot be avoided, the president shall report an excused absence for the board member. If the president is not notified that the Board of Directors member was not able to attend the meeting, the president shall report one unexcused absence. Three consecutive missed meetings may result in removal from the board.
- Board members shall be expected to maintain and be familiar with the following information for *reference*.
  - Board of Directors List
  - Board of Directors Official Contact List
  - Regions Handout
  - 4CS Bylaws
  - 4CS Agendas/Minutes
  - 4CS Policies and Procedures

- College Membership Information Sheets

Adopted: March 25, 2022  
*(Replaces former Board Procedures 3.11)*

Revised:

## AP 4105 Duties

### President

The 4CS President is a member of the 4CS Board of Directors and responsible for duties outlined in the 4CS Bylaws and Policies and Procedures.

### Term of Service

The 4CS President position is a two-year term as determined by a vote of the 4CS delegation in accordance with bylaws. This position is ineligible for consecutive terms.

### Basic Function

The 4CS President is the official representative of the 4CS organization that provides overall leadership, and organizational oversight supports the mission and vision, upholds the finances, implements the policies and procedures and goals, and stipulates the direction of the organization as a non-profit in accordance to the bylaws.

### Requirements

- Current classified member in the California Community College system, and a current 4CS Board of Directors Officer with a minimum of two years' service, one year minimum in an executive role of Secretary, Treasurer, or Vice President, to include an additional year as President-elect.
- Communication skills: This position requires a great deal of writing and public speaking.
- Ability to understand and advocate the role of the 4CS organization and its role in the California Community College system as well as the role it plays in support of community college governance serving as the liaison among various State entities via the State Chancellor's Office (CCCCO) and 2nd Vice Secretary on Community College League of California (CCLC).
- Support the vision, mission, and integrity of the 4CS organization in accordance with the bylaws.

### Qualifications

- Knowledge of the 4CS organizational policies and procedures, structure, and practices.
- Knowledge of and application of leadership principles.
- Knowledge of non-profit requirements and incorporated status.

### Duties

The 4CS President shall:

- Submit to the 4CS board for approval, a yearly board report of the accomplishments outlined in the Strategic Plan and 4CS goals.
- Active 4CS advocates statewide community college issues addressing legislative and senate concerns to benefit classified professionals.
- Represent the 4CS organization and/or assign a designee to attend community colleges and statewide organization meetings/events subject to the following:
  - CCLC Annual Legislative Conference Spokesperson
  - CCLC League Roundtable Discussions
  - CCLC League Board Meetings 2nd Vice Secretary Representative
  - CCC State Chancellor's Office Advisory Boards
  - CCC Consultation Council
  - State Governing Board Meeting
  - Speaker's Bureau or board designee
  - Classified Leadership Institute
- Participate with and direct the 4CS Board of Directors by providing innovative processes that support the overall vision, mission, values, beliefs, and strategic goals of the organization.

- Lead, guide, direct, train, and evaluate the work of the 4CS Board of Directors for feedback and review of performance/expectations.
- Prepare the agenda for all meetings after receiving input from the 4CS Board of Directors and/or any member classified senate.
- Sign documents as a secondary signature for the 4CS President's financial commitments
- Preside over the Annual Business Meeting, and 4CS Board of Directors meetings.
- Provides leadership, counsel, and mentoring to the 4CS Board of Directors.
- Works collaboratively with the 4CS Board of Directors in setting goals ensuring the organization is mission-centered and outcome-oriented.
- Tracks organization progress and continually evaluates organizational growth and needs
- Reviews financial records and maintains oversight and authority for expenditures and purchasing within the organization.
- Monitors progress of 4CS committees ensuring alignment of work with organizational mission and goals.
- Conducts annual 4CS Board Member evaluations
- Sign documents prudent to the financial commitments of the 4CS Organization.
- Attends all 4CS Board of Directors meetings
- Prepares the quarterly 4CS Board of Directors meetings calendar for board approval.
- Campaign for the 4CS President-Elect position in accordance with the bylaws.
- Serve as a mentor to the 4CS President-elect.
- Seek support from the 4CS Past-President
- Perform any other function normally thought to be within the purview of a presiding officer that is otherwise denied by the Bylaws.

### **Regional Vice Presidents**

The 4CS Vice President is a member of the 4CS Board of Directors and is responsible for duties outlined in the 4CS Bylaws and Policies and Procedures.

#### Term of Service

The 4CS Vice President position is a two-year term as determined by a vote of the 4CS delegation during the Region 1 and 2 odd years and Region 3 even years.

#### Basic Function

The 4CS Vice President is an officer of the 4CS organization reporting to the 4CS President and is in charge of providing support, mentorship, and training to 4CS Area Representatives. The 4CS Vice President holds leadership roles within the strategic goals of the 4CS organization and will be assigned to make important decisions in the absence of the 4CS President/4CS President-Elect, and 4CS Past-President.

#### Requirements

- Current classified member in the California Community College system, and a current board member with a minimum of one year of service with the 4CS organization.
- Ability to understand and advocate the role of the 4CS organization and its role in the California Community College system as well as the role it plays in support of community college governance between the State Chancellor's Office (CCCCO) and the Community College League of California (CCLC).
- Support the vision, mission, and integrity of the 4CS organization in accordance with the bylaws.
- Communication skills: This position requires a great deal of writing and public speaking.

#### Qualifications

- Knowledge of the 4CS organizational policies and procedures, structure, and practices.
- Knowledge of and application of basic leadership principles.
- Knowledge of non-profit requirements and incorporated status.

#### Duties

- Serve as a liaison between 4CS President/4CS President-elect and 4CS Area Representatives to provide legislation insight, ensure the dissemination of information is updated and collected by area representatives, and convey the developments and improvements within the 4CS organization.
- Participate on the 4CS Board of Directors to provide innovative processes that support the overall vision, mission, values, beliefs, and strategic goals of the organization.
- Sign documents as a secondary signature for the 4CS President's financial commitments
- Generate reports as to the overall health and effectiveness of the 4CS organization.
- Serve and campaign for the responsibility as 4CS Area Representative for vacant areas.
- Collaborate with 4CS Area Representatives to market and broadcast information between senates and the 4CS Board of Directors.
- Responsible for surveying the needs and creating workshops and development in support of 4CS Area Representatives.
- Assist, upon request, 4CS Area Representatives with developments regarding formation of new classified senates via established procedures.
- Assist and/or attend regional 4CS Area Representatives' meetings or workshops, upon request.
- Oversees elections during the year the 4CS Vice President regional position is not up for election.
- Coordinate regional and statewide Gatherings of the Senates, Speaker's Bureaus and events as requested by the 4CS President.
- Perform activities at the discretion of the 4CS President.
- Attend all 4CS Board of Directors meetings in accordance to the bylaws.
- In the unlikely event that both the 4CS President/4CS President-Elect and 4CS Past-President are unable to serve, and 4CS President Emeritus is unavailable, the 4CS Vice President may be appointed by the 4CS Board of Directors to serve as Interim 4CS President.

### **President-Elect**

The 4CS President-Elect is a member of the 4CS Board of Directors and is responsible for duties outlined in the 4CS Bylaws and Policies and Procedures.

#### Term of Service

The 4CS President-Elect position is a one-year position as determined by a vote of the 4CS delegation in accordance with the bylaws. This position is required prior to serving as the 4CS President and is ineligible for consecutive terms.

#### Basic Function

As future 4CS President, this position shall work closely with the current 4CS President and assist in providing overall leadership, organizational oversight, and support of vision and mission, finances, policies and procedures, goals, and direction for actions for the 4CS non-profit organization.

#### Requirements

- Current classified member in the California Community College system, and a current active member of the 4CS Board of Directors with a minimum of two years' service with a one-year minimum in the role of 4CS Secretary, 4CS Treasurer, or 4CS Vice President.
- Communication skills: This position requires a great deal of writing and public speaking.
- Ability to understand and advocate the role of the organization and its role in the California Community College system as well as the role it plays in support of community college governance between the State Chancellor's Office (CCCCO) and Community College League of California (CCLC).
- Support the vision, mission, and integrity of the 4CS organization in accordance to the bylaws.

#### Qualifications

- Knowledge of the 4CS organizational policies and procedures, structure and practices.
- Knowledge of and application of leadership principles.
- Knowledge of non-profit requirements and incorporated status.

#### Duties

- Collaborate with the 4CS President to learn the role of the 4CS President.
- Gain experience and training with regards to legislation process, 4CS organization, non-profit and incorporated status, and fiscal operations.
- Assist and support the 4CS President in providing oversight for the 4CS organization.
- Familiarize and assist with 4CS organizational activities, goals, governance, and facilitate officer transition.
- Ensure organizational resources are in alignment with the vision, mission, and goals of the 4CS organization.
- Sign documents as a secondary signature for the 4CS President's financial commitments
- Serve as liaison between the 4CS Vice President, 4CS Area Representatives, and the 4CS President.
- Represent the 4CS organization on state advisory committees and Consultation Council as needed.
- Attend the CCLC Annual Legislative Conference and quarterly League Board Meetings.
- Serves on and/or chairs 4CS committees.
- Attend all 4CS Board of Directors meetings.
- Commit to the 4CS President position at the end of the one-year term.
- Serve as designee in the absence of the 4CS President; however, in the extended or permanent absence of the 4CS President, the 4CS Past-President will assume the role.

In the disability of the 4CS President, the 4CS Past-President should serve in this role due to their experience, whereas the 4CS President-Elect position is considered a trainee.

### **Secretary**

The 4CS Secretary is a member of the 4CS Board of Directors and is responsible for duties outlined in the 4CS Bylaws and Policies and Procedures.

#### **Term of Service**

The 4CS Secretary position is a two-year term elected every even year.

#### **Basic Function**

Perform the function of general secretary for the 4CS non-profit corporation and may provide administrative support for the 4CS Board of Directors and Board of Directors.

#### **Requirements**

- Minimum service of two years on the 4CS Board of Directors.
- Current or retired classified member of the California Community College system.
- Ability to understand and convey the role of the 4CS and its role in the California Community College system as well as the role it plays in support of community college governance.

#### **Qualifications**

- Knowledge of non-profit requirements, laws, rules, and procedures; relative to requirements for recording in minutes.
- Experience with Excel spreadsheets.
- Understanding of filing practices and systems.
- Ability to use recording devices and software programs to take and transcribe minutes.

#### **Duties**

- Serve with the 4CS President, Executive Officers, and other assigned Board members with planning, coordinating, and implementing organizational programs, committees, groups, and meetings and meeting required deadlines.
- Create meeting agendas and post via the current 4CS management system. Take minutes and file per 4CS guidelines.
- Perform a variety of duties independently as delegated by the 4CS President, including the coordination of activities with public and statewide organizations and outside agencies; interpret and apply federal and state law relative to non-profit organizations and California Community Colleges.
- Communicate with the board of directors as needed.
- Maintain online voting records as needed and submit for inclusion in minutes as appropriate.
- Coordinate and make meetings, travel, and conference arrangements as requested.
- May serve on and/or chair a variety of committees relative to responsibilities.

- Assure of recording and storage of minutes, and meeting materials.
- Manage the 4CS debit card transactions and review online bank statements.
- Provide records for documentation of the organization; may assist in the preparation of organizational reports; take and transcribe minutes of quarterly and special Board of Directors meetings. Obtain the President's, signature and submit minutes to post on the website

### **Treasurer**

The 4CS Treasurer is a member of the 4CS Board of Directors and responsible for duties outlined in the 4CS Bylaws and Policies and Procedures.

#### Term of Service

The 4CS Treasurer position is a two-year term elected every odd year.

#### Basic Function

Perform the function of general Treasurer for the 4CS non-profit corporation maintaining all records pertaining to the organization's financial status.

#### Requirements

- Minimum service of two years on the 4CS Board of Directors.
- Current or retired classified member of the California Community College system.
- Ability to understand and convey the role of the 4CS and its role in the California Community College system, as well as the role it plays in support of community college governance.

#### Qualifications

- Ability to perform basic accounting functions and use appropriate accounting software and excel.
- Knowledge of non-profit requirements, laws, rules, and procedures, relative to financial status and recording.
- Knowledge of basic tax reporting requirements.

#### Duties

- Receive supporting membership applications. Provide copies to the Membership Coordinator within 10 days.
- Maintain a record of all contributions and include a written report citing contribution totals quarterly to the Board of Directors.
- Ensure proper control of the collection and disbursement of 4CS funds.
- Upon approval from the President, process all travel advance payments and reimbursements.
- Make purchases as approved by the President.
- Establish policies to provide proper authorization for the deposit, investment, and expenditure of funds by the Treasurer and/or other authorized board members.
- Provide Audit Coordinator and/or President financial records on a quarterly basis, or as requested, to ensure adequate internal controls.
- Prepare financial reports, and reconciliation with the bank and/or investment statements to ensure accuracy of information. Reports will be presented to the Board of Directors quarterly.
- Ensure bank records are updated when changes in officers occur and provide login information to the Secretary for review of bank statements.
- Contract with the 4CS CPA to complete and file the yearly tax forms as needed by the due date of November 15th.
- Establish a check and balance for use of a debit card.
- Perform other related duties as assigned by the Board of Directors.
- Maintain awareness of non-profit and incorporated status as it pertains to the organization.

### **Communications Officer**

The 4CS Communication Officer is a member of the 4CS Executive Board of Directors and is responsible for duties outlined in the 4CS Bylaws and Policies and Procedures.

## Term of Service

The 4CS Communication Officer is an elected position with a two-year term.

## Basic Function

The 4CS Communication Officer is responsible for creating communications content on behalf of an organization. This position handles writing press releases to develop blog content and create social media posts. They are also tasked with tracking campaign analytics and keeping digital media archives.

## Requirements

- Current classified member in the California Community College system.
- Ability to understand and advocate the role of the 4CS organization and its role in the California Community College system as well as the role it plays in support of community college governance between the State Chancellor's Office (CCCCO) and Community College League of California (CCLC).
- Support the vision and mission of the 4CS organization in accordance with bylaws.

## Qualifications

- Current or previous Classified Senate experience.
- Knowledge of the 4CS organizational policies and procedures, structure, and practices.
- Understand the best practices of main social media channels including Facebook, Instagram, Pinterest, etc.
- Must possess exceptional writing skills and be able to compose engaging and accurate content.
- Understanding of communications, public relations, and marketing best practices.
- Must be resourceful and take initiative even when given minimal direction

## Duties

- Develop, write and edit marketing and communications materials, including press releases, blog posts, and social media content
- Promote communications and marketing materials through appropriate social channels
- Facilitate dissemination of pertinent 4CS organization correspondence; newsletters, bulletins, and emails.
- Maintain communication with area senates and/or senate presidents.
- Ensure that all communications and marketing material align with brand standards
- Attend all 4CS Board of Directors meetings in accordance with bylaws.
- Work with marketing team members to conceptualize and implement communications strategies and campaigns
- Provide area report updates during the quarterly 4CS Board of Directors meetings.
- Serve on 4CS committees, sub-committees, or task forces.
- Seek support and expertise regarding organizational practices and legislative terminology from the 4CS Vice President, 4CS President, and 4CS President-Elect when necessary.
- Complete specific duties, upon request, by the 4CS President and/or 4CS President's Designee within a reasonable timeline.
- Perform other duties as assigned by the 4CS Board of Directors or ordered by the 4CS Bylaw.

## Past President

Duties need to be completed and will be brought back for approval and then added to the procedures.

## Area Representatives

The 4CS Area Representative is a member of the 4CS Board of Directors and is responsible for duties outlined in the 4CS Bylaws and Policies and Procedures.



### Term of Service

The 4CS Area Representative position is a two-year term elected from the colleges within their representation area in accordance with the Bylaws.

### Basic Function

The 4CS Area Representative is a 4CS Board of Directors position of the 4CS organization and shall provide resources and support for their area colleges and Senate leadership including dissemination and collection of information, mentoring, and training. The 4CS Area Representative holds judicious leadership roles within the strategic planning of the 4CS organization and will be assigned duties by the 4CS President and/or designee.

### Requirements

- Current classified member in the California Community College system.
- Ability to understand and advocate the role of the 4CS organization and its role in the California Community College system as well as the role it plays in support of community college governance between the State Chancellor's Office (CCCCO) and Community College League of California (CCLC).
- Support the vision and mission of the 4CS organization in accordance with bylaws.

### Qualifications

- Current or previous Classified Senate experience.
- Knowledge of the 4CS organizational policies and procedures, structure, and practices.

### Duties

- Act as a liaison and advocate between area senate leadership and 4CS organization by sharing important legislative information.
- Facilitate dissemination of pertinent 4CS organization correspondence; newsletters, bulletins, and emails.
- Provide information, mentoring, and training to areas without a senate to encourage classified professionals to form a new senate in accordance with the bylaws.
- Schedule meetings, retreats, or other pertinent senate activities within the representative area.
- Maintain communication with area senates and/or senate presidents to confirm updated membership.
- Provide mentorship and guidance, as requested by visiting area colleges and/or attending area senate meetings as needed.
- Attend all 4CS Board of Directors meetings in accordance with bylaws.
- Provide area report updates during the quarterly 4CS Board of Directors meetings.
- Address and/or forward concerns of all area colleges regardless of senate status, to 4CS organization leadership.
- Serve on 4CS committees, sub-committees, or task forces.
- Seek support and expertise regarding organizational practices and legislative terminology from the 4CS Vice President, 4CS President, and 4CS President-Elect when necessary.
- Collaborate with region 4CS Vice President with scheduling of area Speaker's Bureau events, and 4CS board meeting logistics as a host college or within the representative's area colleges.
- Complete specific duties, upon request, by the 4CS President and/or 4CS President's Designee within a reasonable timeline.
- Perform other duties as assigned by the 4CS Board of Directors or ordered by the 4CS Bylaws.

### President-Emeritus

President Emeritus provides a historical perspective in the decision-making process, counsels the Board of Directors in prioritizing the needs of the organization, and is responsible for fulfilling the duties as requested by the Board of Directors.

### Associates

The Associates provides support to the success of the organization by taking on special assignments, and holding a volunteer role but attending at least two meetings to participate in the decision-making process of the organization.

Adopted: March 25, 2022  
(Replaces former Board Procedures 3.11.2)

Revised:

## **AP 5100 Notice and Place of Meeting**

### Meeting Calendar

The 4CS Board shall maintain a two-year calendar of dates for all meetings for the 4CS Board of Directors. The calendar will include meeting sites for, at minimum, the next 12 months.

The 4CS Calendar will annually be updated in June.

- a. The Board of Directors will evaluate the two-year calendar at the June meeting each year to establish sites and dates for the next two years.
- b. 4CS Regional Vice Presidents shall be responsible for soliciting and obtaining potential sites for future board meetings in their area, with assistance from area representatives.
- c. Potential sites shall be placed on the next Board of Directors meeting agenda for approval.

### Meeting Sites

A minimum of six Board of Directors meetings will be held each year:

- Board Orientation meetings will be held via zoom in August.
- One two-day meeting held at a Northern Region member senate campus the on a Friday and Saturday in September
- One one-day meeting held concurrently with the Annual CCLC Convention each November on the day prior to the beginning of the convention
- One one-day meeting will be held the Saturday before the Annual Legislative Conference each January in Sacramento.
- One two-day meeting held at a Southern Region member senate campus on a Friday and Saturday in March
- CLI Preparatory meeting: the day before the June Classified Leadership Institute
- One one-day meeting will be held via zoom on the last Friday of each June.

Member senates will be solicited to host sites for future Board meetings.

### Logistics and Preparation

Criteria for Sites:

- Active member senate college
- Priority to campuses never before visited by 4CS
- Access to airport (if possible)

### Host Campus Meeting Logistics

#### General (needs)

- a. Meeting space with wireless access that seats a minimum of 25.
- b. U shape/Rectangle set-up with tables and chairs is preferred (no desks).
- c. Nearby Hotel (Reasonably priced) accommodations: Placing a Hold on a block of rooms/contract
  1. members will make their own reservations directly with hotel
  2. provide a deadline for a block of rooms held
- d. Table space for continental breakfast, coffee, water, et.
- e. Campus parking permits are mailed to board members (if required).

If a college isn't available a hotel conference room may be rented.

Adopted: March 25, 2022

*(Replaces former Board Procedure 4.1 and 4.4)*

Revised:

### **AP 5105 Frequency**

September and March Board meetings will be two days in length, held on a Friday and Saturday of the month, and held at Northern, Central, and/or Southern colleges. If a college isn't available a hotel conference room may be rented.

The November one-day Board meeting will be held in conjunction with the CCLC Annual Convention on the day prior to the Convention.

The January one-day Board meeting will be held in conjunction with the CCLC Annual Legislative Convention on the day prior to the Convention in Sacramento.

CLI Preparatory meeting is held the day before the Annual Classified Leadership Institute.

The Annual 4CS Business Meeting shall be held at the Annual Classified Leadership Institute during the event for Senate Member Delegates and Institute attendees.

Board Orientation Meeting will be held via zoom each August.

The June one-day Board meeting will be held via zoom on the last Friday of the month.

The 4CS Calendar shall be posted on the 4CS Webpage, in the 4CS newsletters, and distributed to 4CS member senates via the Senate's Officer Listserv.

Prior to each 4CS Board meeting, member senates shall receive notification of each upcoming meeting and be given the opportunity to provide input to the appropriate Area Representative and directed to the 4CS website for the agenda.

The host college Senate shall be invited to attend and participate in the 4CS Board of Directors meeting.

Adopted: March 25, 2022

Revised:

**AP 5120 Special Meetings**

- Special meetings may be called by the President, or by an executive officer to be held at such place and time when needed.

Adopted: March 25, 2022  
*(Replaces former Board Procedure 4.8)*

Revised:

### **AP 5125 Annual Business Meeting**

An Annual Business Meeting, which shall be open to all community college classified professionals throughout the State, shall convene at least one (1) time during the year at a time and places designated by the Board of Directors. This meeting will include annual elections of Board of Directors members and 4CS initiatives.

The General Session will include but not limited to:

- Report of 4CS Yearly activities and events
- Financial end-of-year organizational report
- Legislative issues of interest
- Results of Resolutions Plenary Session
- Statistics of general member and sponsorship
- Results of the yearly election
- Oath of officers
- Placement of new Board of Directors
- Comments from the floor
- Good of the order

Adopted: March 25, 2022  
*(Replaces former Board Procedure 4.2)*

Revised:

**AP 5130 Area Meetings**

- A. Scheduled area meetings should be reported to the 4CS president and secretary for recording purposes. Meetings shall be added to the 4CS Calendar of Events and organizational activities record.
- A. Travel expenses for area meetings must be requested and approved in advance with the 4CS president.
- B. Meeting expenses for area meetings must be requested and approved in advance with the 4CS president.
- C. All reimbursed expenses require receipts and travel forms.
- D. Area representatives may request an event package of materials and free giveaway items from the 4CS secretary two weeks prior to the event. Special item purchases should be requested at least 4 weeks in advance.

Adopted: March 25, 2022  
*(Replaces former Board Procedure 4.6)*

Revised:



**AP 5135 Regional Meetings**

Regional meetings may be scheduled at the discretion of the respective regional vice president and notification of the 4CS Board of Directors for the purpose of training and disseminating information to regional senates. Expenses for regional meetings shall be approved by the 4CS President.

- A. Regional meetings shall be approved by the 4CS President in advance of meetings. Requests for financial support of special meetings must be approved in advance of the event.
- B. Should meals be provided for attendees, a fee shall be charged to cover such expenses and be consistent for all regional meetings.
- C. Regional meetings shall include a session for plenary/resolutions discussion and approval if required.

Adopted: March 25, 2022  
*(Replaces former Board Procedures 4.7)*

Revised:

**AP 5145 Minutes**

1. The 4CS secretary will be the official recorder of minutes for each Board of Directors meeting and will be provided a hand recorder. Upon leaving the Board of Directors, the secretary will be responsible for returning all 4CS property.
2. If the secretary is absent, the 4CS president will assign another board member to be responsible for the recorder, which will be provided to the secretary after the event.
3. Board members are required to take notes of their own commitments and responsibilities from each board meeting.
4. The secretary will provide draft minutes to all board members prior to the next official board meeting for approval on the Consent Agenda.
5. If revisions are requested after the last distribution of draft minutes, the minutes must be removed from the Consent Agenda for discussion and revision.
6. Approved Minutes.
  - a. Provided to the 4CS communications officer for posting on the 4CS website
  - b. Official 4CS Minutes should be placed in the google drive folder with all appropriate agenda items materials.
  - c. Will be provided to appropriate state organizations upon request (ex. IRS).

Adopted: March 25, 2022  
*(Replaces former Board Procedures 4.12)*

Revised:

### AP 5150 Agendas

1. Prior to each Board of Directors Meeting, the 4CS President will set the meeting agenda by evaluating the previous agenda for old and incomplete business, soliciting input from member senates and Board of Directors members, and considering organizational, college, and institutional issues.
2. The approved agenda item request form emailed to 4CS Board of Directors members prior to a meeting. Agenda items will be solicited by the 4CS President prior to a meeting and potential agenda items must be submitted to the 4CS President a minimum of 2 weeks prior to a scheduled Board meeting to assure inclusion on the printed agenda.
3. Agenda Items are assigned a tracking number for the current year, beginning with the year, i.e., 2013-01. The Secretary will maintain the **4CS Agenda Item/Motion Log** for recording historical records.
4. Area representatives will communicate with senate constituents and solicit agenda items allowing appropriate time for input.
5. Tentative meeting agendas will be posted on the 4CS website a minimum of 5 days in advance of meetings.
6. The Consent Agenda will be an ongoing agenda item to group routine and/or widely supported decisions into one motion/vote of approval. A consent agenda may be presented by the president at the beginning of a meeting. The president or chair will ask if anyone wishes to remove any item from the consent agenda. If a member wants a separate vote on any item or simply wishes to discuss it, that item must be removed from the agenda and taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.

Adopted: March 25, 2022  
(Replaces former Board Procedures 4.13)

Revised:

**AP 6105 Amendment of Bylaws**

- A. Amendments to the 4CS Bylaws may be submitted to the 4CS President by any Board of Directors member or college classified senate member.
- A. The President will forward submissions to the Bylaws Committee with instructions to evaluate all sections of the Bylaws impacted by suggested amendments.
- B. The Bylaws Committee will submit on an Agenda Item Form for an upcoming Board of Directors Meeting the requested amendment details, including a report on the effects of such amendment on all language of the Bylaws and Policies and Procedures.
- C. Language for an agenda item must include the Bylaws formatting.
- D. Upon approval by the Board of Directors, the secretary will make appropriate corrections to the official Bylaws document and distribute it as follows:
  - 1. 4CS Communications Officer (website posting)
  - 2. Binder for Articles of Incorporation
  - 3. Electronic file Articles of Incorporation
  - 4. 4CS Treasurer to include in the next year's tax return
- F. 4CS senate members will be notified via the Senate Officer's Listserv that revised Bylaws may be viewed on the 4CS webpage.
- G. After any amendments to the Bylaws, policies, and procedures will be reviewed and amended as necessary to comply with the updated Bylaws.
- A. Changes to the official number of 4CS Board of Directors members must be approved by the 4CS membership at the next General Session or by *Special Action Without Meeting*.
  - 1. *Special Action Without Meeting* is defined as an online voting process that collects the college, name, and votes for each member senate.
  - 2. Procedures for *Special Action Without Meeting* shall include 10-day notification of the upcoming vote and notification to members within 5 days of the results.

Adopted: March 25, 2022  
(Replaces former Board Procedures 6.2)

Revised:

**AP 6110 Ratification of Bylaws**

4CS Bylaws changes requiring ratification by the general membership shall be by a simple majority (50%+1) vote in a special election or coinciding with the June Election as designated by the Board of Directors.

All changes shall be implemented immediately and shall be made available to the 4CS membership.”

Adopted: March 25, 2022  
*(Replaces former Board Procedure 6.2)*

Revised:

**AP 7150 Signature Requirements**

Procedures regarding signature requirements on fiscal documents will be established per the 4CS Accounting Guidelines.

A wet signature should be obtained on documents whenever possible. In the event a wet signature cannot be obtained, a verified electronic signature must be used.

Adopted: March 25, 2022

Revised:

**AP 7200 Budget Preparation**

Budget planning supports 4CS goals and is linked to other strategic planning efforts.

The Treasurer shall have prepared and shall submit to the Board in March a tentative budget for the ensuing fiscal year. Development of the budget shall begin early in the calendar year in order to provide ample opportunities for the Board to consider all relevant data prior to Board adoption.

The tentative budget shall be presented to the Board no later than the March board meeting and the final budget no later than the June board meeting of each year.

Adopted: March 25, 2022

Revised:

### **AP 7300 Fiscal Management**

In an effort to provide more efficient service and accurate information the Accounting Guidelines have been developed for 4CS fiscal accountability and funding. Internal controls have been designed to provide reasonable assurance of standard operating procedures outlined in the defined process in which all 4CS Board Members are to follow to achieve 4CS accounting guideline objectives:

1. Effectiveness and efficiency of operations
2. Reliability of financial reporting
3. Compliance with applicable laws and regulations

The 4CS Treasurer will examine and evaluate the policies, procedures, and systems, which are in place to ensure safeguarding of assets, compliance with policies, and reliability of information. The integrity of the process by the Treasurer will include:

1. Maintain and update forms as needed.
2. Request and obtain documentation for evidence.
3. Check budget for availability of funds.
4. Obtain proper approvals from the requester and President.
5. Maintain communication with all Board members in regard to the accounting approval process.

Adopted: March 25, 2022

Revised:



**AP 7310 Purchasing**

The Financial Operations Committee maintains the Accounting Guidelines which outlines the purchasing procedures, guidelines and requirements throughout 4CS.

Adopted: March 25, 2022

Revised:

**AP 7320 Personal Service Contracts**

Personal service agreements are needed for individuals who provide a service for 4CS. The personal service contract will be required to be fully executed prior to any services being performed per the Accounting Guidelines.

Adopted: March 25, 2022  
Revised:

### **AP 7330 Travel & Conference**

4CS Board Members who are authorized may attend conferences, meetings and other activities that are appropriate to the functions of 4CS .

No set of procedures can contemplate every possible scenario that may arise. It is expected that Board Members will act in an ethical and responsible manner, regardless of whether this particular procedure or regulation addresses a specific situation.

Reimbursement of expenses must be fully documented, authorized by the appropriate Executive Officers and must meet the most current necessity and reasonableness standards set by the 4CS Accounting Guidelines.

4CS will not require and may or may not approve travel to any state that after June 26, 2015 has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression, or any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

Adopted: March 25, 2022

Revised:

**AP 7400 Auditing**

At the end of each month, the audit committee will perform an internal audit on all financial transactions for the checking account after the financial statements have been submitted no later than the 15th of the following month per the 4CS Accounting Guidelines.

Adopted: March 25, 2022  
Revised:

**AP 7500 Record Retention**

This area is being researched and will be brought to the board for approval and added to the procedures.

Adopted:

Revised: