



CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE

Dedication. Leadership. Advocacy.

Administrative Procedures

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Administrative Procedures
Chapter 1, Organization



AP 1105 Address

- A. The Corporate address for the California Community Colleges Classified Senate (4CS) shall be filed with the state and updated as necessary.
- B. Upon a change in 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

Adopted: March 25, 2022
(Replaces former Board Procedure 1.2)

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Administrative Procedures

Chapter 1, Organization



AP 1206 Strategic Plan

The organizational strategic plan shall be updated on a four-year cycle. The strategic plan shall be connected to the organization's mission, vision and values. A report of the yearly accomplishments shall be included in the organization's Annual Report.

At the June Board of Directors meeting, the board will evaluate the organizational accomplishments of the previous year and review goals for the upcoming year. With the input of the Board of Directors, the President will assign areas of responsibility for the annual goals. The members will be required to build an action plan for assigned goals, report on progress during board meetings, and provide a written report to the President in July of each year.

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Revised:

Administrative Procedures

Chapter 1, Organization



AP 1210 Communications

The 4CS shall communicate with classified professionals and campus communities by developing resources and tools including, but not limited to:

- 4CS website (ccccc.org);
- 4CS newsletter, developed by the Board of Directors;
- listservs, as appropriate, maintained and updated by the Board of Directors; and
- a community on the Vision Resource Center (VRC).

The Director, Communications shall establish and update procedures for maintaining and updating website materials, and will ensure that Senate tools and resources are available on the website and are ADA compliant. These tools and resources will be reviewed annually by the Board of Directors.

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(Replaces former Board Procedure 2.1)

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Administrative Procedures
Chapter 2, Membership



AP 2100 Representation

All classified professionals, as defined in Article X of the bylaws, are represented in non-bargaining matters at the statewide level by 4CS.

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(Replaces former Board Procedure 3.1)

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Administrative Procedures

Chapter 2, Membership



AP 2200 Electorate

- For election of local representation of the 4CS, the Electorate has voting rights and shall consist of Board of Directors members and Delegates from each Certified Local Senate.
 - The 4CS Nominations and Elections Committee (NEC) chaired by the Past President shall be established at the June meeting of each year and will 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 NEC and shall be the certified local classified senate president or their designee.
- Delegates shall vote only on issues outlined in policy, procedure, and consistent with the Bylaws.

Certified Local Senates

- The 4CS Secretary will be responsible for updating and maintaining Certified Local Senate records.
- Certified Local Senate records and materials include:
 - Senates Constitution and Bylaws
 - Senate Annual Update Forms
- Region Representatives shall be responsible for confirming updated Certified Local Senate records within their area of representation and forwarding changes to the Secretary.

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(Replaces former Board Procedures 3.3)

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Administrative Procedures

Chapter 2, Membership



AP 2300 Memberships

The 4CS shall establish monetary membership levels to support the mission of the organization. Memberships coincide with the organization's fiscal year.

- The Treasurer shall maintain a database of all contributions and include a written report citing contribution totals on a yearly basis to the Board of Directors.
- Memberships received shall be posted on the 4CS website.

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(Replaces former Board Procedure 3.1)

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Administrative Procedures
Chapter 3, Board of Directors



AP 3106 Qualifications for President Emeriti

President Emeriti status may be granted to recognize a Past President with noteworthy contributions by the serving 4CS Board of Directors. The candidate must have completed their full term and remain engaged and active in the organization. President Emeriti is a non-voting, advisory role.

Adopted: March 22, 2024

Revised:

AP 3115 Elections

Election Rules

- The Nominations and Elections Committee (NEC) shall develop a procedure to confirm candidate qualifications.
- To be elected to any Board of Directors Officer position a candidate must receive a simple majority of the votes cast by the Electorate prior to the Annual Business Meeting.
- When the President-Elect position is occupied and the term of the current President has expired or been vacated, the President-Elect will rotate into the position of President for a two-year term or fill the vacated position, respectively. After a full two-year term, the President shall move into the position of Past President.
- Candidates for Region 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 the event no candidate receives a simple majority, 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 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 NEC shall maintain nominations and election procedures and conduct the election process.

The election cycle by position is as follows:

Position	Election Cycle by Fiscal Year
President-Elect	Even years
Vice President	Odd years
Secretary	Even years
Treasurer	Odd years
Director, Professional Learning	Odd years
Director, Government Relations	Even years
Director, Communications	Even years
Region 1	Odd years
Region 2	Even years
Region 3	Even years
Region 4	Odd years
Region 5	Even years
Region 6	Odd years
Region 7	Odd years
Region 8	Even years
Region 9	Even years
Region 10	Odd years
At-Large, North	Even years
At-Large, South	Odd years

Note: President-Elect becomes President; President becomes Past President.

Adopted: March 25, 2022
(Replaces former Board Procedures 3.5 and 3.6)

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Administrative Procedures
Chapter 3, Board of Directors



AP 3120 Appointment

- Should an individual be interested in a 4CS position, the individual may request appointment to represent a vacant position. 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, which 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 or failure to uphold the duties of the position, without notice and reasonable cause, may result in being vacated from the position.

1. The dismissal process will include, but is not limited to, 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 two-thirds majority of those present for approval.
2. An evaluation process may be initiated, if appropriate, prior to dismissal proceedings should the president feel that a Board of Directors member has participated in other valuable activities in the organization, making 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: September 23, 2023

Administrative Procedures
Chapter 3, Board of Directors



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 at the next official 4CS meeting for acceptance by the 4CS Board of Directors.

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(Replaces former Board Procedure 3.8)

Revised:

Administrative Procedures
Chapter 3, Board of Directors



AP 3135 Leave of Absence

Any member of the Board of Directors may request a leave of absence by written notice to the President. Written notice should include the duration of the leave. During the leave, the position is not included in quorum. The President will submit an agenda item for the leave of absence at the next official 4CS meeting for information only.

Adopted: March 25, 2022

Revised: September 23, 2023

Administrative Procedures
Chapter 3, Board of Directors



AP 3140 Recall

Recall of a member of the Board of Directors shall follow procedures outlined below:

1. A proposal to recall an elected member of the Board of Directors must be in the form of a resolution from a Certified Local Senate.
2. The resolution must include signatures of support from 1/3 of the delegates eligible to vote for the board member being recalled.
3. Upon receipt of the recall resolution, the Nominations and Elections Committee Chair shall distribute ballots on the recall to each eligible delegate within 15 days of receiving the resolution requesting removal.
4. Ballots must be returned within 30 days from the day the ballots were distributed. The recall shall be approved if 2/3 of eligible delegates votes in favor of it.
5. If the recall is approved, then the board vacancy may be filled in accordance with AP 3145 Vacancies.

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Administrative Procedures
Chapter 3, Board of Directors



AP 3145 Vacancies

A vacancy in office shall be filled in accordance with BP 3115 Elections and/or BP 3120 Appointments.

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Revised: September 23, 2023

Administrative Procedures
Chapter 3, Board of Directors



AP 3150 Evaluations

Board of Directors members shall complete an evaluation on an annual basis. The evaluation will include a self-evaluation and a section for the 4CS President to provide an evaluation of the board member. The areas of evaluation are communications participation, meeting attendance, board meeting absence notification, conference/workshop participation and support, official duties, membership contact, and committee participation.

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

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(Replaces former Board Procedure 3.8.1)

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Revised: September 23, 2023

Administrative Procedures

Chapter 4, Powers and Duties



AP 4100 Powers and Duties

The 4CS represents all classified professionals, as defined in Article X of the Bylaws. The responsibilities of the 4CS include, but are not limited to:

- Act as the non-bargaining representative of and advocate for classified professionals at the statewide level.
- Establish policies and procedures consistent with the 4CS mission and purpose.
- Define and pursue goals and objectives appropriate to the 4CS mission and purpose.
- Fiscal responsibility including expending and holding resources.
- Establish and review bylaws, policies, and procedures in accordance with California non-profit law.

The 4CS fulfills its responsibilities through, but not limited to:

- Establishing programs that support the 4CS mission and purpose.
- Convening and conducting meetings to discuss statewide matters relevant to Classified Professionals.
- Facilitating statewide communication with Senates.
- Conducting transparent and inclusive business on behalf of Classified Professionals.

Administrative Procedures

Chapter 5, Meetings



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 place designated by the Board of Directors.

The Annual Business Meeting will include but not be limited to:

- report of 4CS yearly activities and events,
- financial end-of-year organizational report,
- legislative issues of interest,
- meeting calendar for following fiscal year,
- presentation of 4CS initiatives,
- statistics of general member and sponsorship,
- results of the yearly election,
- oath of officers,
- comments from the floor, and
- good of the order.

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

Revised: September 23, 2023

Administrative Procedures

Chapter 5, Meetings



AP 5135 Gathering of the Senates

Gathering of the Senates meetings may be scheduled at the discretion of the Vice President, in collaboration with the Director, Professional Learning and appropriate region representatives, with notification to the 4CS Board of Directors for the purpose of training and/or disseminating information to regional senates. Gatherings shall be approved by the 4CS President in advance of meetings. Requests for financial support must be approved in advance of the event. Expenses shall be approved by the 4CS President. Should meals be provided for attendees, a fee shall be charged to cover such expenses and be consistent for all regional meetings. Gatherings of the Senates shall include a session for plenary/resolutions discussion and approval if required.

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

Revised: September 23, 2023
Revised: March 22, 2024

Administrative Procedures

Chapter 5, Meetings



AP 5145 Minutes

The 4CS Secretary will be the official recorder for each Board of Directors meeting. The secretary will post draft minutes prior to the next official board meeting for approval on the consent agenda. Accepted minutes shall be provided to the 4CS Director of Communications for posting on the 4CS website. Official 4CS minutes should be placed in the document management system with all appropriate agenda items materials. Minutes will be provided to appropriate state organizations upon request (ex. IRS).

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

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Administrative Procedures

Chapter 5, Meetings



AP 5150 Agendas

Agenda item requests will be submitted four (4) weeks prior to a scheduled meeting. Agenda items are assigned a tracking number for the current year, beginning with the year, i.e., 20xx. The Secretary will maintain the 4CS Agenda Item/Motion Log for recording historical events.

Agenda will be posted on the 4CS website a minimum of 72 hours in advance of meetings.

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

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Administrative Procedures

Chapter 6, Bylaws Establishment, Amendment and Ratification



AP 6105 Amendment of Bylaws

Bylaws consistent with and necessary to implement the organization's mission may be adopted or amended by the 4CS Board of Directors as outlined in the Policies and Procedures manuals. Any Certified Local Senate or 4CS Board of Directors member may propose bylaw changes to the President. Approval of proposed changes to the bylaws shall require a two-thirds (2/3) majority vote of those present. If passed, the amendments will move to the Electorate for approval. The amendments must be approved by the Electorate by a two-thirds (2/3) majority vote of those present. All changes shall be implemented immediately and shall be made available to all Classified Professionals.

- A. Amendments to the 4CS Bylaws may be submitted to the 4CS President by Certified Local Senate or 4CS Board of Directors member
- B. The President will forward submissions to the Bylaws Committee with instructions to evaluate all sections of the Bylaws impacted by suggested amendments.
- C. 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.
- 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 Director, Communications
 - 2. Binder for Articles of Incorporation
 - 3. Electronic files Articles of Incorporation
 - 4. 4CS Treasurer to include in the next year's tax return
- E. After any amendments to the Bylaws, policies and procedures will be reviewed and amended as necessary to comply with the updated Bylaws.

Adopted: March 25, 2022

(Replaces former Board Procedures 6.2)

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Administrative Procedures
Chapter 7, Accounting Guidelines & Forms



AP 7110 Signature Requirements

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

A verified electronic signature is acceptable on all documents. A wet signature should be obtained when possible.

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Revised: September 23, 2023

Revised: March 22, 2024

Administrative Procedures
Chapter 7, Accounting Guidelines & Forms



AP 7115 Budget Preparation

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

The Treasurer will prepare and submit to the Board in June a tentative budget for the ensuing fiscal year.

The final budget will be presented to the Board no later than the September board meeting of each year.

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Revised: September 23, 2023

Administrative Procedures

Chapter 7, Accounting Guidelines & Forms



AP 7300 Fiscal Management

The 4CS Board of Directors 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 accounting guidelines and 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.

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Administrative Procedures

Chapter 7, Accounting Guidelines & Forms



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:

Administrative Procedures

Chapter 7, Accounting Guidelines & Forms



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:

Administrative Procedures

Chapter 7, Accounting Guidelines & Forms



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.

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.

Adopted: March 25, 2022

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Administrative Procedures

Chapter 7, Accounting Guidelines & Forms



AP 7400 Internal Audits

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.

Approved: March 22, 2024

Revised:

Administrative Procedures

Chapter 7, Accounting Guidelines & Forms



AP 7405 External Audits

In the fall of each year, an external audit will be provided by an outside CPA for the prior fiscal year. In performing an audit in accordance with generally accepted auditing standards, 4CS will:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in the CPA's judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time.

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AP 7500 Record Retention

Documents to Retain Permanently

- Articles of Incorporation
- Bylaws
- Form 1023 and/or 1024
- Employer Identification Number Determination Letter
- The IRS/State Determination Letter and the Related Documents
- Contracts and Leases Still in Effect
- Tax Returns and Worksheets, Revenue Agent Reports, and Other IRS, State or Local Governmental Determinations
- Audit Reports
- Year-End Financial Statements with a copy of the General Ledger for the year
- Legal and Important Matters Correspondence
- Donation Records of Endowment Funds and/or Significant Restricted Funds

Documents to Retain for 10 Years

- Bank Statements & Reconciliations
- Accounts Payable Ledgers and Schedules including bills from Vendors
- Contracts, Mortgages, Notes, and Leases (Expired) from the date of Expiration
- Inventory Records
- Accounts Receivable Ledgers and Schedules including Invoices (To Customers)
- Withholding Tax Statements (example IRS Form 940 and 941)
- Canceled checks for those items not listed under “Documents to Retain Permanently”
- Donation Records
- Duplicate Deposit Slips
- Journals
- Sales Records

Documents to Retain for 4 Years

- Correspondence – General

Documents to Retain for 3 Years

- Internal Reports – Miscellaneous
- Purchase Orders
- Volunteer Records

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