

**San Benito County Educational Leaders
Association of California School Administrators
Region 10 By-Laws**

**ARTICLE I
NAME AND PURPOSE**

1.01 **Name**. The organization shall be named the San Benito County Educational Leaders Charter of Region 10 of the Association of California School Administrators.

1.02 **Purposes**. The specific business for which the Charter is formed is to promote the advancement of education by:

- (a) Improving the educational process by helping members become more effective in their various roles as educational leaders.
- (b) Creating the resources that will enable California school leaders to develop and apply creative leadership and management.
- (c) Providing programs specifically designed to relate the Association's activities to students, their needs and problems at all levels, preschool through adult education.
- (d) Advancing education by sponsoring professional development.
- (e) Meeting the needs of members by providing a single organization to represent those needs to the other publics with whom school leaders interact.
- (f) Disseminating information about the school administrator's profession through a communications system of publications, professional development, and various field services.
- (g) Cooperating and working with teachers, students and the public so that the needs of learners and the community may be best served.
- (h) Networking and providing support (e.g. mentor program and administrative breakfasts)

1.03 **Restrictions**. All policies and activities of the charter shall be consistent with:

- (a) State ACSA bylaws, policies and procedures, and region bylaws, and rules and regulations;
- (b) Federal, state and local antitrust and trade regulation laws;
- (c) Applicable tax-exemption requirements; and
- (d) All other legal requirements including the California Nonprofit Corporation Law under which state ACSA is incorporated and to which the region and this charter are subject.

**ARTICLE II
GEOGRAPHICAL DESCRIPTION**

2.01 **Geographical Description**. San Benito County Educational Leaders Charter shall include all school districts of San Benito County.

**ARTICLE III
FISCAL PROCEDURES**

3.01 **Budget**. Officers shall develop a proposed budget to cover anticipated expenses of the organization.

3.02 **Dues**. The board shall assess dues as it sees fit to include all educational leaders. SBCEL dues, ACSA income, and other income shall be used to meet as proposed in Section 3.01 above.

**ARTICLE IV
MEMBERSHIP**

4.01 **Membership Qualifications**. Membership in the charter shall be open to all educational leaders in San Benito County.

4.02 **Member Obligation to Follow Association Rules**. Each member of this charter agrees to be bound by these bylaws and any amendments thereto, and by the lawful actions of the Board or voting members of this charter.

4.03 **Retired/Associate Members**. Associate members of SBCEL may enjoy all of the privileges of membership except the following: voting, running for elected or appointed office, and reimbursement of expenses. Any member of SBCEL, upon retirement, may become an associate member of SBCEL by paying the current membership dues.

**ARTICLE V
OFFICERS**

5.01 **Qualifications**. Active ACSA membership is a requirement to hold any office within this Charter Group.

5.02 **Officers**. The officers of this Charter shall be President, President-Elect, Secretary, Treasurer, Vice President/Legislative Action, Membership/Publicity, and Past Charter President.

5.03 **Term.** The term of office shall be two years from July 1st to June 30th of each fiscal year for each officer.

5.04 **Board Position Terms.** All board positions (other than the President and President Elect) may serve unlimited consecutive terms if nominated and elected by the SBCEL membership.

5.05 **Duties of Officers.**

President: The president of the Charter Group shall:

- (a) Preside over all meetings of the Executive Board
- (b) Appoint committee members after consultation with the other members of the Executive Board.
- (c) Provide leadership to the Charter Group and perform such other duties as ordinarily pertain to the office of President.
- (d) Ensure representation of the Charter at all Region 10 Executive Board meetings
- (e) Serve as a member of the Region 10 Executive Board
- (f) Provide articles for the Region 10 newsletter

President Elect: The President Elect of the Charter shall:

- (a) Act as an aide to the President and shall serve in his/her absence in all duties pertaining to that office
- (b) Be in charge of Charter program planning and shall keep the president informed of all plans for programs.
- (c) Succeed the president. If the President-Elect chooses not to succeed to the presidency, the President shall be selected by the regular election process.

Vice President/Legislative Action: The Vice President/Legislative Action shall:

- (a) Work with Region 10 Vice President/Legislative Action.
- (b) Coordinate legislative action activities with the Charter.
- (c) Act as liaison between Charter, Region 10 and State ACSA.

Secretary: The Secretary of the Charter shall:

- (a) Keep minutes of all meetings of the Executive Board and Charter Group
- (b) Carry on the necessary correspondence of the Group

Treasurer: The Treasurer of the Charter Group shall:

- (a) Construct a budget which reflects the purposes of the Charter.
- (b) Pay bills and allocate funds according to the adopted budget.
- (c) Maintain accurate financial records which are subject to audit.
- (d) Maintain custody of funds with the President, Past President, and Membership.

Membership/Publicity: The Membership Chairperson of the Charter shall:

- (a) Be in charge of recruiting membership
- (b) Work with State and Region 10 membership chairs
- (c) Make periodic membership reports to the Charter.

- (d) Maintain a current membership roster
- (e) Shall publicize all events and activities and notify members about SBCEL meeting dates.

5.06 **Delivery of Information.** All officers shall, by July 1, deliver to the new officers all records, correspondence, etc., pertaining to that office.

5.07 **Vacancy.** If a vacancy should occur in any office, the remaining members of the Executive Board shall appoint, with the exception of President-Elect, a member to fill the office for the remainder of term of the office. In the case of President-Elect, a vacancy shall be filled by a vote of the membership at the next regular meeting of the Charter or by ballot through email.

5.08 **Nominating Committee.** A Nominating Committee shall be chosen by the Executive Board before January of each year. The committee may be composed of the President, President Elect, and Past President. The Committee shall present to the Charter Group Executive Board at least one, but no more than two nominees for each office. The Board shall approve the nominations at the February meeting and submit the final ballot to the membership no later than April 15. The Secretary shall act as chairman and shall prepare a ballot containing a biographical sketch of each nominee. The ballot shall be emailed to each Charter member and returned as instructed.

ARTICLE VI EXECUTIVE BOARD

6.01 **Executive Board.** The Executive Board shall be composed of the Charter Group Officers and the immediate Past President. Chairpersons of special committees may be included annually on the Board at the discretion of the President.

6.02 **Duties:**

- (a) To further the purpose of the Charter as stated in Article I, Section 1.02.
- (b) To direct the affairs of the Charter which shall include:
 - 1) Adopting an annual budget;
 - 2) Providing for an audit as required;
 - 3) Approving such committees and their duties as will best serve the membership;
 - 4) Providing for Charter membership meetings; and
 - 5) Assuming responsibility for implementing the recommendations of ACSA, Region 10.

6.03 **Quorum.** Four members of the Executive Board shall constitute a quorum.

6.04 **Meetings.** The Board shall meet at least four times per year, and at such other times that it deems necessary or upon call by the President upon reasonable notice to the other members of the board.

6.05 **Removal**. An officer may be removed for an adequate reason as determined by the Board.

ARTICLE VII SPECIAL COMMITTEES, RULES

7.01 **Special Committees**. Special committees may be established from time to time by majority vote of the members in attendance at any regular meeting. Such committees shall be comprised of members who have special interest in and/or ability for the particular committee assignment. Each committee shall report its progress toward the committee's assignment at regular meetings as a standing agenda item until completion of the committee's assignment.

7.02 **Duties**. The duties of special committees shall be consistent with the purpose of the Group.

7.03 **Standing Committees**. Standing committees may be established by majority vote of the members in attendance of any regular meeting. Standing committees shall report their activities at each regular meeting.

7.04 **Terms of Office**. Each special committee and standing committee shall have a chair and may include a secretary/recorder.

ARTICLE VIII RULES OF ORDER

8.01 **Rules**. The Board may establish rules that are consistent with these bylaws for the policies, procedures and programs of the Charter.

ARTICLE IX FISCAL YEAR

9.01 **Fiscal Year**. The fiscal year of the charter shall commence on July 1st of each year and terminate on June 30th the following year.

ARTICLE X AMENDMENTS

10.01 **Amendments**. The bylaws may be amended by a majority of the vote of the board or the members.

ARTICLE XI
INTERPRETATION

11.01 **Interpretation**. These bylaws are subject to and must be consistent with State ACSA and Region bylaws and must be interpreted to conform with State ACSA and Region bylaws, as they may be amended from time to time.

Adopted: 08/29/2011

Revised: 02/23/2015

Approved: 08/24/2015