

# ACSA Region 10 Bylaws



MONTEREY | SALINAS | SAN BENITO | SANTA CRUZ

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**ARTICLE I: NAME AND PURPOSE**

**Section 1.** The organization shall be named Region 10 of the Association of California School Administrators.

**Section 2.** To equitably meet the needs of all students, ACSA Region 10 will engage its administrators in professional development, frequent networking, and mentoring opportunities.

**Section 3.** The general purpose of Region 10 ACSA is to promote the advancement of education; therefore, it holds the following specific purposes:

- A. To implement and promote the objectives, policies and position statements of ACSA as adopted by the Delegate Assembly.
- B. To work for the allocation of adequate resources which will provide excellent educational opportunities for all students.
- C. To advance education knowledge and practice through research and investigation.
- D. To recommend and support legislation which will improve education.
- E. To improve the education process by helping members become more effective in their various roles as educational leaders.
- F. To meet the needs of members by providing a single organization to represent these needs to the public with whom school administrators interact.
- G. To create the resources that will enable administrators to develop and apply creative leadership through the lens of equity.
- H. To disseminate information about the school administrator's profession through publications, conferences and various field services.
- I. To increase professional and social contact among administrators.

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**ARTICLE II: GEOGRAPHICAL DESCRIPTION**

Region 10 of the Association of California School Administrators include the counties of Monterey, San Benito and Santa Cruz.

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**ARTICLE III: MEMBERSHIP**

Membership in Region 10 is composed of ACSA members who are employed in Region 10. Membership eligibility is defined by ACSA to include persons whose job descriptions identify them as performing administrative/supervisory responsibilities including those in training, supporting and consulting services.

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**ARTICLE IV: DUES**

Members in good standing with ACSA that are employed within the Region 10 boundaries or reside within the boundaries if they are retired, are automatically members of Region 10. The Region will assess no additional dues beyond regular State ACSA dues.

**ARTICLE V: OFFICERS OF REGION 10**

**Section 1.** Active ACSA membership is a requirement to hold any Board position within the Region.

**Section 2.** The officers of Region 10 shall be President, President-Elect, Vice President Legislative Action, Secretary, Treasurer, Region Director, and Communications Officer, Members-at-Large (3), and Charter Presidents.

**Section 3.** The following terms of office shall be from July 1 to June 30 of each fiscal year:

- A. President: The President shall be elected for a 2-year term beginning with the President-elect in the first year. Under special circumstances, a President may serve only one year with a majority of the Executive Board's approval. The Region President may serve two non-consecutive terms. (State BL §2.014) 2 years
- B. President-Elect: Shall serve a minimum of a one-year or a maximum of a two-year term. The President-Elect may serve two non-consecutive terms. (State BL §2.014) 2 years
- C. Past-President: Shall serve for a year following serving as Region President. 1 year
- D. Vice President Legislative Action (VPLA): Shall serve a minimum of two years and a maximum of four years. The VPLA may serve two non-consecutive terms. (State BL §2.014) 2 years
- E. Vice President Committees: 2 years
- F. Secretary: 2 years
- G. Treasurer: 2 years
- H. Region Director (State ACSA Board of Director Representative): Shall serve a three-year term. A State Board Director elected by Region 10 may serve two (2) non-consecutive terms. A State Board member who fills an open region State Board position and does not serve a complete three-year term, may serve consecutive terms and may not exceed a total of 6 years on the board. (State BL §2.02) 3 years
- I. Communications Officer: 2 years
- J. Three (3) local Members-at-Large Appointed: 2 year term. A simple majority of the officers can vote to add additional members-at-large if there is a year in which there is need.
- K. State Member-at-Large: 3 years
- L. Charter President: 1 year

**Section 4.** Duties of Officers

*President.* The President of the Region shall:

- A. Preside over all meetings of the Board and the Region.
- B. Provide Leadership to the Region and perform such other duties as ordinarily pertain to the office of the President.
- C. Coordinate the activities of the other officers and region committee chairs.
- D. In partnership with the Communications Officer, provide for a Regional Newsletter.
- E. Ensure full representation to the Region at all State ACSA Delegate Leadership Assemblies.
- F. Serve as delegation leader to ensure that region views are represented at all State ACSA Delegate Leadership Assemblies

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*President-Elect.* The President-Elect of the Region shall:

- A. Act as an aide to the President and shall serve in his/her absence in all duties pertaining to that office.
- B. Coordinate all professional development activities of the Region, keeping the President informed of all program plans and implementation.
- C. Succeed the President.
- D. Represent the Region in the State Leadership Assembly.
- E. Coordinate the Spring Fling and chair the Spring Fling Committee

*Past President.* The Past President shall:

- A. Preside over the Region Awards Committee.
- B. Submit State awards nominees to the State ACSA awards committee.
- C. Advise the Region President and Region Executive Board

*Vice President Legislative Action.* The Vice President Legislative Action shall:

- A. Coordinate the legislative action in the region.
- B. Serve on the state Legislative Action Committee.
- C. Keep the Region Board and membership informed of critical legislation.
- D. Coordinate the Region delegation to the annual Legislative Action Day.
- E. Represent the Region in the Delegate Leadership Assembly.

*Secretary.* The Secretary of the Region shall:

- A. Write, publish and distribute in coordination with the Region Consultant, minutes of all Region 10 Board meetings.
- B. Distribute the approved minutes to all membership or ensure the Region Consultant distributes the approved minutes to Region 10 membership.
- C. Coordinate Region correspondence as directed or needed in conjunction with the President.

*Treasurer.* The Treasurer of the Region shall:

- A. Prepare the budget in coordination with the President for the Region 10 Board.
- B. Pay bills and allocate funds according to the adopted budget.
  - a. The President, Treasurer and Region Consultant are authorized to sign checks drawing on the account of this Region; two of the three shall sign each check.
  - b. The Treasurer shall prepare a treasurer's report which contains the beginning balance, an itemized account of income, an itemized account of expenditures and an ending balance for the report period; this report shall be submitted at each meeting of the Region 10 Board for authorization and/or ratification of all expenditures and for report approval.
  - c. The Treasurer is authorized to issue checks for accounts payable which are accompanied by appropriate written and signed invoices, receipts or other documentation.
- C. Maintain accurate financial records which are subject to audit upon 30 days notice.

*Region Director (State ACSA Board of Director Representative)* . The Region Director shall:

- A. Represent the Region on the State ACSA Board of Directors.
- B. Provide a communication link between State ACSA and the Region.

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*Communications Officer.* The Communications Officer shall:

- A. Take, publish and distribute in coordination with the President, minutes of all Region 10 Board meetings.
- B. Distribute the approved Board Highlights to all membership or ensure the Region Consultant distributes the Board Highlights to Region 10 membership.
- C. Oversee and maintain the Region's social media platforms.

*Members-at-Large.* The Members-at-Large shall:

- A. Attend monthly Board of Director meetings and represent the region where needed.
- B. Assist the Past-president with the coordination and direction of the Administrator of the Year Awards Committee as well as with the Spring Fling.

*State Member-at-Large.* The member at large shall:

- A. Attend all State Leadership Assembly meetings to represent the region.
- B. Attend monthly Board of Directors meetings.
- C. Report Leadership Assembly meeting highlights.
- D. Act as Region representative for non-standing State Committees formed for specific tasks.

*Charter Presidents.* The Charter Presidents shall:

- A. Attend monthly Board of Directors meetings and represent their charter.
- B. Make monthly reports at Board of Directors meetings regarding the charter activities.
- C. Assure that the charter supports the Region mission in their activities.
- D. Bring forward representation for State Committees, Student Award nominees, and other representation as needed

**Section 5.** All officers shall, by July 1, deliver to the new officers all records, correspondence, etc. pertaining to that office.

**Section 6.** If a vacancy should occur in any office of the Region, the remaining members of the Region 10 Governing Board shall appoint a member to fill the office for the remainder of term of the office with the exception of the President-Elect, Vice President Legislative Action and Region Director who shall be elected by the general membership.

**Section 7.** A Nominating Committee comprised of the President, President-Elect, the Past President and Region Consultant shall present to the Region 10 Board at least one, but no more than two, nominees for each office. The Region 10 Board shall approve the nominations and vote on them at a meeting in early spring.

- A. Those nominated by the Nominating Committee shall be contacted by the President for their consent prior to being submitted to the Region 10 Board for nomination.
- B. The slate of nominees shall be voted on by the Region 10 Board of Directors.
- C. The election timeline follows:
  - a. January/February : Nominating Committee meets.
  - b. March Board meeting: Nominations are approved.
  - c. April Board meeting: Results announced. Board of Directors vote on nominees.

**ARTICLE VI: REGION 10 GOVERNING BOARD**

**Section 1.** The Region 10 Governing Board shall be composed of the Region 10 Officers, Charter Presidents, immediate Past President of Region 10, Region Director (State ACSA Board of Director Representative), Classified/Confidential State Committee Representative, Communications Officer, and Charter Presidents may be included annually on the Region Board at the discretion of the President.

**Section 2. Duties**

- A. To further the purpose of Region 10 as stated in Article 1, Section 2 of these Bylaws, duties include:
- a. Adopting an annual budget.
  - b. Providing for an annual audit.
  - c. Approving such committees and their duties will best serve the membership of the Region.
  - d. Issuing charters to groups as requested and to define their function consistent with ACSA goals.
  - e. Providing for Region 10 conferences and other professional development activities.
  - f. Ensure region bylaws are consistent with the State ACSA bylaws, are reviewed every two years, and submitted to State ACSA by May of even numbered years. (State bylaw §2.012)
  - g. Submit to the Leadership Development Committee a programmatic plan and budget by October 1st as well as a report of progress on the objectives of that plan each year by August 31st. (§2.015)
  - h. Region 10 is expected to develop and oversee Charters and Charter leadership with the region. Region 10 will support and encourage networking, professional development and information dissemination within the region. Region 10 will also focus on identification and cultivation of future leaders, working with the Leadership Development Committee; provide professional recognition, support member recruitment and participation of Region officers in the ACSA Leadership Assembly (§2.016)

**Section 3.** One over half of the members of the Board determined annually, shall constitute a quorum.

**Section 4.** The Region 10 Board shall meet monthly with the exception of July. Special meetings may be called by the President or by any three members of the Board.

**Section 5.** The Board shall provide for fiscal procedures consistent with the requirements of ACSA.

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**ARTICLE VII: CHARTERS**

**Section 1.** Region 10 shall consist of a minimum of four Charters. The four shall be:

- A. Monterey Peninsula
- B. Salinas Valley
- C. San Benito County
- D. Santa Cruz County

**Section 2.** Each Charter shall submit proposed Bylaws to the Region 10 Board for approval. Charter organization shall reflect whenever possible and approximate the organization and program of ACSA.

**Section 3.** Charters with approved Constitutions and Bylaws shall elect officers and become operational.

**Section 4.** Each charter is expected to submit to the Region 10 leadership of their region a programmatic plan and budget by October 1st, as well as a report of progress on objectives of that plan each year by August 31st. (§2.03)

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### ARTICLE VIII: STATE COMMITTEES

**Section 1.** The President with the approval of the Board shall appoint regional representatives to all ACSA state committees with the exception of the Superintendency Committee which elects its representative.

**Section 2 .** State Committee Representatives shall be appointed to serve or complete a 3-year term.

**Section 3.** State Committee Representatives shall attend or send an alternate to attend all state committee meetings and report to the Region 10 board as needed and requested.

**Section 4.** Representatives shall prepare an annual written report to the Board in May.

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### ARTICLE IX: SPECIAL COMMITTEES

**Section 1.** A committee may be established within the Region to represent special interests of the members within the Region (e.g., Awards Committee) .

**Section 2.** The chair and members of any committee shall be appointed/approved by the Region 10 Board for a specified period of time.

**Section 3.** The duties of the committees shall be consistent with the purposes of Region 10 and ACSA.

**Section 4.** Each committee shall make reports to the Region 10 Board as needed.

**Section 5.** Chairs of special committees may serve on the Region 10 Board on an annual basis at the direction of the President.

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### ARTICLE X: REGION 10 DELEGATE ASSEMBLY

**Section 1.** The purposes of the Region 10 Delegate Leadership Assembly shall be able to:

- A. Make recommendations to the Region 10 Delegates regarding administrative and legislative concerns scheduled for action at the State ACSA Delegate Leadership Assembly.
- B. Make recommendations to the Region 10 Board regarding administrative, legislative and staff development concerns.

**Section 2.** Membership of the Region 10 Delegate Leadership Assembly shall include:

- A. The Board of Region 10.

- B. Others, as deemed appropriate and related to issues or actions of the State ACSA Delegate Leadership Assembly. It shall be the responsibility of the President to contact other appropriate representatives.
- C. All other interested members of the Region.

**Section 3.** Meetings of the Region 10 Delegate Leadership Assembly shall be held at the Region Board meeting preceding State Delegate Leadership Assembly or as called by the Region President.

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### **ARTICLE XI: RULES OF ORDER**

Robert's Rules of Order shall be used as the basis for parliamentary procedure.

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### **ARTICLE XII: PROCEDURE FOR REMOVAL**

**Section 1.** An officer or committee rep/chair may be removed from office by a majority of the Region 10 Board. Prior to considering removal, the president shall have conferred with the person. In the case of the President, the Past President shall confer with the person.

**Section 2.** Reasons for removal from office are lack of attendance at required meetings and performance. In the case of State Committee reps, nonattendance at two of the three meetings in one year shall be the criteria for removal.

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### **ARTICLE XIII: AMENDMENTS**

**Section 1.** The Bylaws may be amended by a majority of the votes cast by the entire Region 10 membership.

**Section 2.** Amendments may be proposed:

- A. By the Region Board.
- B. By petition of 25 or more members in good standing.

**Section 3.** The petition or recommendation of the Board shall be forwarded to the Region 10 Secretary who shall prepare an analysis and ballot to be sent to each member. The Secretary will provide for the balloting procedure.

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**ARTICLE XIV: REGION 10 STANDING RULES OF OPERATION**

The purpose of these Standing Rules is to document the current practices and procedures relating to the operations of the Region 10 Board as provided in the Bylaws. The Standing Rules may be amended or augmented or waived by a majority vote of the Board.

**A. Fiscal Operations & Procedures**

- a. Income
  - i. State ACSA dues rebate
  - ii. Interest income
  - iii. Conference income
  - iv. Workshop income
  - v. Miscellaneous
- b. Rebates to Charters
  - i. An amount determined by the Board to be distributed from state dues rebate. (Numbers in each charter as of November/December Report)
- c. Budgets
  - i. Budget amounts will be created for offices, committees, events as determined by the President.
  - ii. Creation of budget accounts will be based upon requests, need, past practice.
- d. Annual Conference Budget
  - i. Region President: All expenses
  - ii. President-Elect: All expenses
  - iii. Vice President Legislative Action: All expenses
  - iv. Charter President-Elect: Registration only
  - v. Annual Conference Hospitality
- e. Region Consultant budget
  - i. Consultation fee (negotiated)
  - ii. Health Insurance
  - iii. Mileage
  - iv. Office expenses postage, envelopes
  - v. Other as approved
- f. Board Expenses
  - i. Incidental expenses as approved by the president
  - ii. Region 10 conference/workshop budgets
  - iii. Facilities costs
  - iv. Food costs
  - v. Honorariums
  - vi. Housing/travel
  - vii. Materials, notices, registration programs, evaluation
  - viii. Postage
- g. State Delegate Leadership Assembly budget
  - i. President (Paid by State ACSA)
  - ii. President-Elect (Paid by State ACSA)
  - iii. Vice President Legislative Action (Paid by State ACSA)
  - iv. Region Director (Paid by State ACSA)

- v. Region Consultant (Paid by State ACSA)
- vi. Past President (Paid by Region 10)
- vii. In case a representative cannot attend, the President will appoint an alternate (usually past President)
- viii. Scholarships: All scholarships will be made in writing or by regional application and considered by the Board of Directors.
- ix. Board requests: All requests will be made in writing or by Region application and considered by the Board of Directors.

### **B. Nominating Procedures**

- a. In general, nomination and appointments to region and state positions shall be made by the Board with input from the charters. Occasionally, time does not permit for this process to take place. In these cases, the president will consult with the board officers and charter presidents to make the appointment.
- b. In making nominations to region and state positions, a balance of charter representation and diversity (ethnic, gender, etc.) will be considered as well as the interest and competence of the individual.
- c. In making the nomination for President-Elect of the region each year, the nominating committee will select candidates from the charters on an alternating basis whenever possible.
- d. The selection of the representative to the state Superintendent's Committee shall be by election in accordance with ACSA Bylaws.

### **C. Nomination**

- a. Written nomination forms will be sent to all superintendents (ACSA) members by the President.
- b. Nominees will be ranked by the number of nominations received.
- c. The Board will determine the number of nominees to be placed on the ballot.
- d. In case of a tie vote for representative or alternate, the Region 10 Board voting for a candidate shall constitute a vote for that candidate.
- e. The President shall inform all region superintendents of the results of the election.