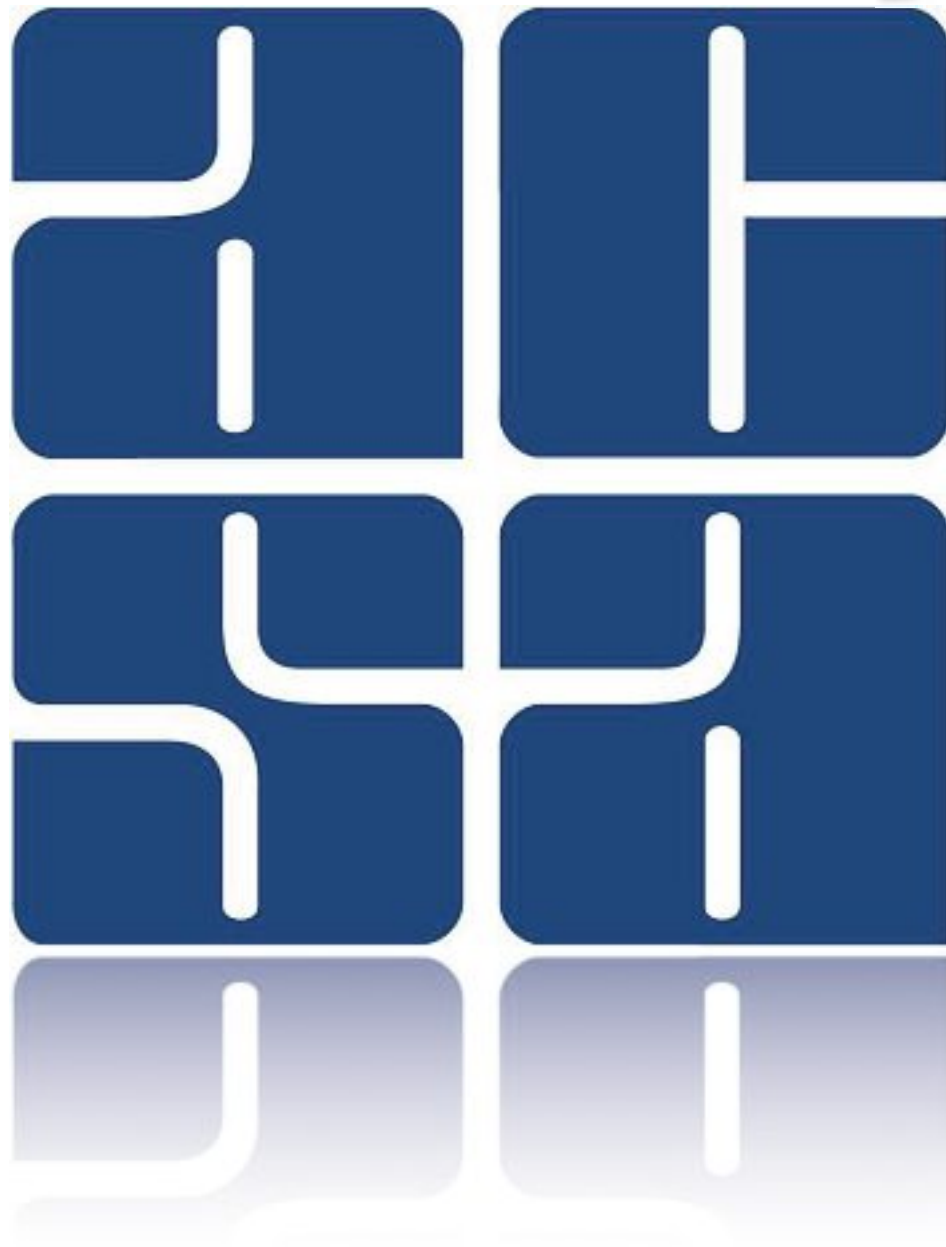


2016-2017
HANDBOOK

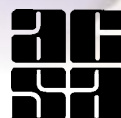


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REGION 11

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TABLE OF CONTENTS

ACSA Mission Statement	4
State Offices and Services	5
How State ACSA Works	6
State Org Chart	7
President's Message	9
Region 11 Goals for 2016-17	9
Executive Director's Message	11
Officers and Directors	12
Charter Presidents	15
Council & Committee Reps	16
Leadership Assembly Delegates	19
Support Staff	20
Past Region 11 Presidents	20
Calendar	22
Handbook & Newsletter Deadlines	23
Budget	24
East Kern Charter	25
Inyo/Mono Charter	26
Kings Charter	27
Tulare Charter	28
West Kern Charter	30
10 tips for getting the most out of ACSA online	31
Bylaws	32
Board of Directors Responsibilities	40
Social Media Guidelines	47

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ACSA MISSION STATEMENT

The mission of the Association of California School Administrators, the driving force of education in California and beyond, is to ensure the creation of communities of learning and teaching that serve both the aspirations of individual students and the greater good of society, through this unique and indispensable coalition distinguished by:

- Bold and authoritative advocacy;
- Dedication to the highest personal and professional ethics;
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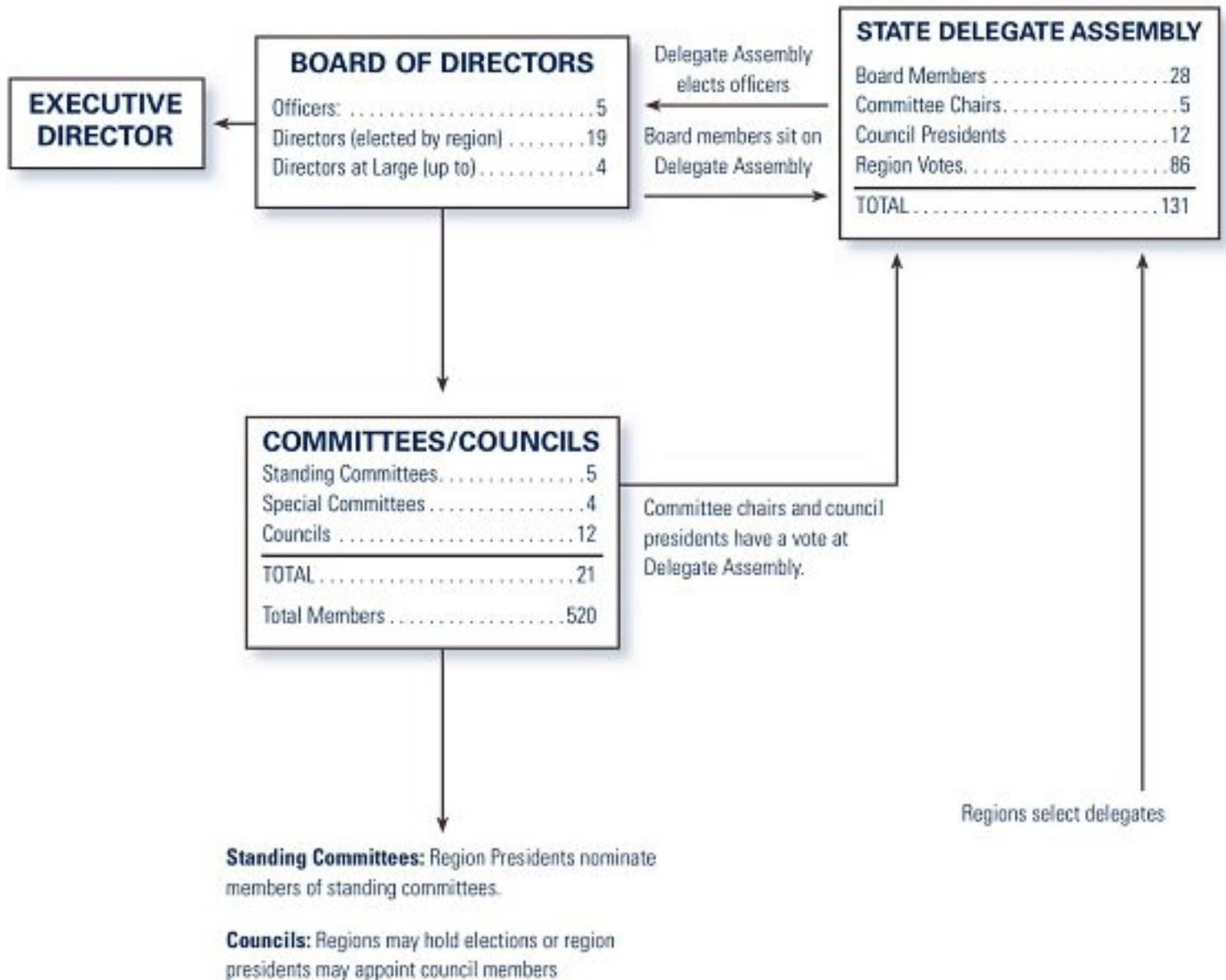
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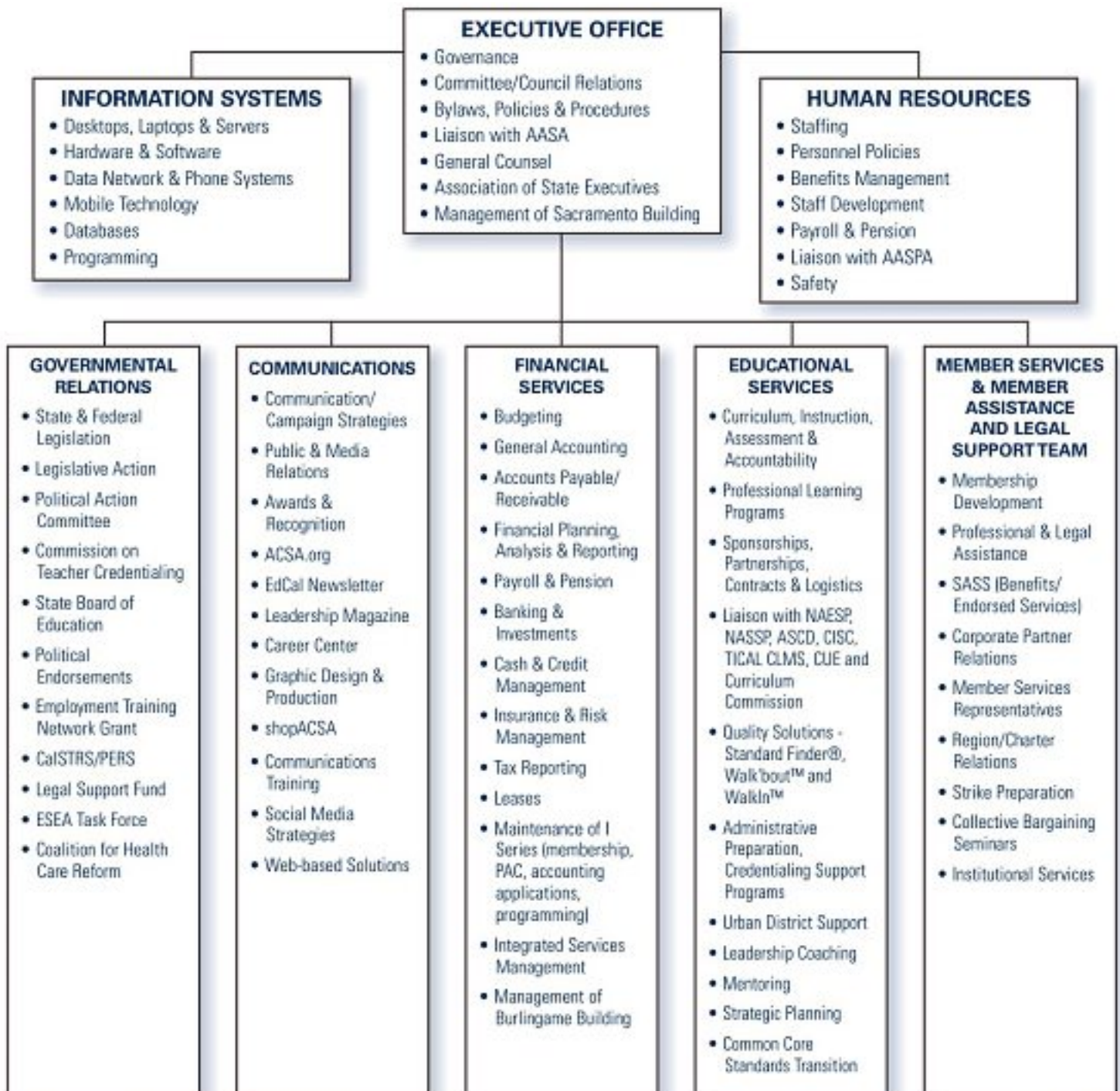


HOW STATE ACSA WORKS





STATE ORGANIZATION CHART



Note: All departments have committee/council liaison responsibilities.

HR 3/13



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REGION 11 PRESIDENT'S MESSAGE



It is my sincere pleasure to serve Region 11 as its president during the 2016-2017 school year.

My involvement with ACSA at both the charter and region levels has been one of the most rewarding experiences I have undertaken over the course of my career in administration. Serving as a public school administrator can, at times, be a confining and isolating position leaving very little time for meaningful engagement in the profession outside the school or office. This isolation confines creativity and inspiration that can be so very powerful in conducting the daily administrative responsibilities and difficult problem solving required in the ever-changing political landscape of educational administration.

Over the years, my participation with ACSA has granted me many opportunities to expand my professional network with job-alike colleagues to discuss how others are handling the challenges and pitfalls facing administrators in public education. I continue to grow personally and professionally from my involvement in ACSA, and look forward to helping others enjoy the same

benefits by becoming participants within the organization.

If you haven't been to an ACSA Charter or Region meeting, I strongly encourage you to come for meaningful fellowship and professional interactions. If you are already involved in ACSA, I encourage you to bring along an associate to your next charter meeting who might benefit from increased engagement with the organization. If you are a quiet ACSA member and are looking for ways to become more active, please do not hesitate to contact me or your local charter president.

Region 11 and its member charters work together for the benefit of all members as well as the students and families we serve. We hope to see you soon!

David M. Bowling

President, ACSA Region 11

dabowling@wuesd.org

661-758-7100

REGION 11 GOALS FOR 2016-2017

Region 11 will increase support from top administrators to build meaningful involvement for members and districts.

- By conducting ACSA Region/State Superintendent meetings(s)
- By increasing Committee and Council opportunities to gather with members
- By increasing job-alike opportunities
- By encouraging local access to academies

Region 11 will communicate the benefits of ACSA and involvement in the organization, treat members as equals, communicate the opportunities for involvement with all members, and provide value-added opportunities for districts to encourage participation.

- By starting electronic communications to general membership
- By keeping the website current
- By inviting job-alikes across all charters for councils and committees
- By identifying local community venues to communicate ACSA's position

Region 11 will develop the use of technology in the organization to enhance communication.

- By embedding Google training into Region and Charter meetings
- By setting a goal to move away from DropBox by the end of the year
- By studying WebEx for possible implementation
- By utilizing State ACSA website resources to enhance meetings

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REGION 11 EXECUTIVE DIRECTOR'S MESSAGE



Greetings Region 11 ACSA Members,

It is a pleasure to serve as your Executive Director. Region 11 covers five counties and it is my responsibility to support you. I look forward to doing that again this year. I continue to be impressed with school leaders in our Region as I travel to meetings in Inyo, Mono, Kern, Kings and Tulare counties.

As you start the school year, I want to congratulate you on being a member of the Association of California School Administrators. You recognize that ACSA membership:

- Provides you access to the expertise of an extensive network of educational leaders
- Provides professional support and liability insurance in times of fiscal instability
- Gives you valuable news, research and information as well as discounted registration rates for professional development
- Gives you a strong political voice for the rights of school administrators

Your President, David Bowling, and your other Region Leaders have been developing plans and implementing the following strategies:

- We will build and maintain vibrant, purposeful networks of educational communities
- We will boldly brand and aggressively market our identity
- We will cultivate transformational technology in all aspects of work

Important information is included in this handbook, put together by your Director of Communications, Kathy Forsythe, such as the names and contact information for your Region Officers, Charter Officers, and Region Representatives to State Committees and Councils, meeting dates, and professional development opportunities. Take time to survey the handbook's content and use it as a resource throughout the year.

I would like to encourage you to attend a Charter or Region Meeting. They are open to all ACSA members. We would like to hear your voice on critical issues. In addition, I would recommend that you join the online ACSA Community for support from school leaders statewide and to provide support for all of them.

If can be of any assistance in your role as an educational leader, please call me at 559-280-6228 or email me at davidto02@comcast.net. I look forward to supporting all of you again this year.

David Tonini

*Executive Director
Region 11 ACSA*



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TULARE CHARTER

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SATURDAY – GENERAL SESSION KEYNOTE

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REGION 11 COUNCIL & COMMITTEE REPS



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(2019)

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Equity, Achievement & Diversity Committee

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Legislative Policy Committee

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Superintendency Council

(2017)

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Retirement Committee

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(2019)

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REGION 11 LEADERSHIP ASSEMBLY DELEGATES

Region 11 Leadership Assemblies will be held at 8:30 a.m. on
October 6, January 12, and May 2 at Hodel's Country Dining in Bakersfield

EAST KERN CHARTER

1. JoAnne McClelland
2. Regina Green
3. Susan Andreas-Bervel
4. Elaine Jansen
5. Susan Marvin
6. Mike Vogenthaler
7. Kirsti Smith
8. Suzanne Grissom

INYO/MONO CHARTER

1. Don Clark
2. Gretchen Skrotzki
3. Rosanne Lampariello
4. Katie Kolker
5. Annie Rinaldi
- 6.

KINGS CHARTER

1. Darin Parson
2. Rodney Brumit
3. Tom Addington
4. Bobby Peters
5. Cheryl Hunt
6. John Raven
7. Lisa Horne
8. Kathi Felder
9. Loretta Black

TULARE CHARTER

1. Val Brown
2. Dr. Donya Wheeler
3. Guadalupe Solis
4. Steve Tsuboi
5. Mimi Bonds
6. Robert Gröeber
7. Lucy Van Scyoc
8. Dr. Craig Wheaton
9. Terri Rufert
10. Dr. Sarah KoligianAssist
11. Michele Borges
12. Dr. Jeremy Powell
13. Miguel Guerrero
14. Mike Tsuboi
15. Jeanette McDonald
16. Tom Rooney
17. Heather Elick
18. Donna Glassman-Sommer
19. Carli Hawkins
20. Vicki Porter
21. Tamara Ravalin
22. Nathan Hernandez
23. Cindi Alonzo

WEST KERN CHARTER

1. David Bowling
2. Richard Morosa
3. Jason Hodgson
4. Rita Gomez
5. Kathie Kouklis
6. Rocio Munoz
7. Leiann Scott
8. Amy Bean
9. Brad Grumbles
10. Terry Wolfe
11. Amanda Scheidemantel
12. Mary Barlow
13. Pam Somes
14. Brad Mayberry
15. Valerie Park
- 16.
- 17.
- 18.

REGION 11 DELEGATES TO STATE LEADERSHIP ASSEMBLIES

Oct. 19 & 20, 2016 - Los Angeles • Jan. 25 & 26, 2017 - Oxnard • May 10 & 11, 2017 - Sacramento

David Bowling • Dr. Donya Wheeler • Mike Vogenthaler

Lisa Horne • Tom Addington



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1971-72: John Prueitt

1972-73: Sherlock Shively

1973-74: J. Sam Wallace

1974-75: DeWeese Stevens

1975-76: Richard Ehrgott

1976-77: Betty Jane Tiffany

1977-78: Herb Neufeld

1978-79: Gene Billingsley

1979-80: Albert Roberts

1980-81: James Fillbrandt

1981-82: Richard Schlagel

1982-83: Anaheed Solokian

1983-84: Ed Baldwin

1984-85: Bill Williams

1985-86: Anne Scott

1986-87: David Itzenhauser

1987-88: Bill Black

1988-89: Al Sandrini

1989-90: Nancy Cook

1990-91: James A. Forrest

1991-92: Tom Bates

1992-93: Lillian Tafoya

1993-94: Don Erwin

1994-95: John M. Hamlin

1995-96: John Bogie

1996-97: Walt L. Haline

1997-98: Carolyn Kehrli

1998-99: Milt Woolsey

1999-00: Guadalupe Solis

2000-01: Mollie Graham

2001-02: Sally Mailand

2002-03: Brian Mark

2003-04: Steve Tietjen

2004-05: Christine Frazier

2005-06: Craig Wheaton

2006-07: Joanna Rummer

2007-08: Christine Andrada

2008-09: Terri Rufert

2009-10: Rebecca Mestaz

2010-11: Jose Morales

2011-12: Kirsti Smith

2012-13: Tom Addington

2013-14: Blanca Cavazos

2014-15: Valerie Brown

2015-16: David Bowling

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REGION 11 CALENDAR

SEPTEMBER 2016

- 1** 7:00 AM
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 1** 8:30 AM
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 2** 7:00 AM
Kings Charter Board Meeting
Brandman University, Hanford
- 9** 7:00 AM
Tulare Charter Board Meeting
Apple Annie's, Tulare
- 26** 5:00 PM
Inyo/Mono Charter Board Meeting
Bishop

OCTOBER 2016

- 3** 5:30 PM
East Kern Charter Board Meeting
Ridgecrest
- 6** 7:00 AM
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 6** 8:30 AM
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 7** 7:00 AM
Kings Charter Board Meeting
Brandman University, Hanford
- 14** 7:00 AM
Tulare Charter Board Meeting
Apple Annie's, Tulare
- 19** 4:00 PM
Kings Charter Fall Conference
Lemoore High School
- 19 and 20** 2-DAY EVENT
State Leadership Assembly
LAX Sheraton Hotel

NOVEMBER 2016

- 3** 8:30 AM
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 4** 7:00 AM
Kings Charter Board Meeting
Brandman University, Hanford
- 10 11 12** 3-DAY EVENT
Leadership Summit
Hilton San Diego Bayfront Hotel
- 18** 7:00 AM
Tulare Charter Board Meeting
Apple Annie's, Tulare
- 18** 5:00 PM
Kings Charter Winter Networking Social
Dowd's Cabana, Hanford

DECEMBER 2016

- 1** 7:00 AM
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 1** 8:30 AM
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 2** 7:00 AM
Kings Charter Board Meeting
Brandman University, Hanford
- 5** 5:00 PM
Inyo/Mono Charter Board Meeting
Mammoth
- 5** 5:30 PM
East Kern Charter Board Meeting
Tehachapi

JANUARY 2017

- 12** 7:00 AM
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 12** 8:30 AM
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 25 and 26** 2-DAY EVENT
State Leadership Assembly
DoubleTree Hotel, Oxnard

FEBRUARY 2017

- 2** 7:00 AM
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 2** 8:30 AM
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 3** 7:00 AM
Kings Charter Board Meeting
Brandman University, Hanford
- 6** 5:30 PM
East Kern Charter Board Meeting
Ridgecrest
- 10** 7:00 AM
Tulare Charter Board Meeting
Apple Annie's, Tulare
- 16** 4:00 PM
West Kern Social/Mixer
La Cabana Restaurant, Bakersfield
- 17** 5:00 PM
Kings Charter March Madness
1810 N. Douty, Hanford

MARCH 2017

- 2** 7:00 AM
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 2** 8:30 AM
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 3** 7:00 AM
Kings Charter Board Meeting
Brandman University, Hanford
- 5 6 7** 3-DAY EVENT
Small School District Association Conference
Red Lion Hotel Woodlake, Sacramento
- 10** 7:00 AM
Tulare Charter Board Meeting
Apple Annie's, Tulare
- 17 18 19** 3-DAY EVENT
Mid-State Conference
San Luis Obispo

Continued



REGION 11 CALENDAR

APRIL 2017

- 2 and 3** **2-DAY EVENT**
Legislative Action Day
Sacramento
- 6** **7:00 AM**
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 6** **8:30 AM**
Region 11 Board Meeting
Hodel's Country Dining, Bakersfield
- 7** **7:00 AM**
Kings Charter Board Meeting
Brandman University, Hanford
- 10** **5:00 PM**
Inyo/Mono Charter Board Meeting
Bishop
- 21** **7:00 AM**
Tulare Charter Board Meeting
Apple Annie's, Tulare
- 22** **TBD**
West Kern Golf Tournament
TBD
- 24** **5:30 PM**
East Kern Charter Board Meeting
TBD
- 26** **11:30 AM**
West Kern Secretary's Day Luncheon
Stars Restaurant and Theater, Bakersfield
- 26** **12:00 PM**
Kings Charter Administrative Assistant Luncheon
The Palace

MAY 2016

- 2** **7:00 AM**
West Kern Charter Board Meeting
Hodel's Country Dining, Bakersfield
- 2** **8:30 AM**
Region 11 Leadership Assembly
Hodel's Country Dining, Bakersfield
- 5** **7:00 AM**
Kings Charter Board Meeting
Brandman University, Hanford
- 5** **6:00 PM**
Tulare Charter Retirement Dinner
White Horse Inn, Three Rivers
- 10 and 11** **2-DAY EVENT**
State Leadership Assembly
Sacramento
- 12** **7:00 AM**
Tulare Charter Board Meeting
Apple Annie's, Tulare
- 19** **5:00 PM**
Kings Charter Social & Election
Dowd's Cabana, Hanford

JUNE 2017

- 8** **6:00 PM**
West Kern Charter 2016-2017 Awards Banquet
Rio Bravo Country Club, Bakersfield
- 12** **12:00 PM**
Region 11 Executive Board Retreat
TBD
- 13** **8:30 AM**
Region 11 Planning Retreat
TBD
- 14** **7:00 AM**
Tulare Charter Board Meeting
SCE Energy Education Center, Tulare

REGION 11 NEWSLETTER/HANDBOOK DEADLINES

ISSUE	DEADLINE	PUBLISHED
Fall 2016	September 30, 2016	October 30, 2016
Winter 2016-2017	December 15, 2016	January 30, 2017
Spring 2017	March 1, 2017	April 1, 2017
Summer 2017	May 30, 2017	June 30, 2017
Handbook 2017-2018	June 30, 2017	September 30, 2017



REGION 11 2016-2017 BUDGET

	<u>INCOME</u>	<u>ESTIMATED</u>	<u>ACTUAL INCOME</u>	<u>PERCENT OF ESTIMATION</u>
1	Conference	3,000.00		
2	Dues Rebates	95,000.00		0.00%
3	Interest	300.00		0.00%
4	Miscellaneous	4,525.00		0.00%
5	Voucher Income	9,475.00		0.00%
6	Newsletter/Handbook	3,500.00		0.00%
	TOTAL	115,800.00		0.00%

	<u>Expenditures</u>	<u>PROPOSED</u>	<u>ACTUAL EXPENDITURES</u>	<u>PERCENT OF PROPOSED</u>
1	Awards Luncheon	3,000.00		0.00%
2	Board of Directors	1,500.00		0.00%
3	Charter Grants	10,000.00		0.00%
4	Clerical and Supplies	500.00		0.00%
5	Every Student Succeeding	2,000.00		0.00%
6	Executive Director Expenses	5,000.00		0.00%
7	Legislative Action/Activities	10,000.00		0.00%
8	Newsletter/Handbook	2,300.00		0.00%
9	Newsletter Editor Expenses	3,600.00		0.00%
10	Newsletter Editor Salary	10,000.00		0.00%
11	Membership	1,000.00		0.00%
12	Phone	600.00		0.00%
13	President	1,500.00		0.00%
14	Professional Development	5,000.00		0.00%
15	Public Relations/Awards	3,000.00		0.00%
16	Rebates to Charters	18,000.00		0.00%
17	Region Board Meeting Travel	2,800.00		0.00%
18	Region Conference	2,500.00		0.00%
19	Region Leadership Assembly	2,000.00		0.00%
20	Region Leadership Assembly Travel	1,680.00		0.00%
21	Region Retreat	9,000.00		0.00%
22	Reserves	45.00		0.00%
23	Scholarships	5,000.00		0.00%
24	State Leadership Assembly	1,300.00		0.00%
25	Vouchers	9,475.00		0.00%
26	Campaign	5,000.00		0.00%
	TOTAL EXPENDITURES	115,800.00		0.00%
	TOTAL INCOME	115,800.00		0.00%
	BALANCE	0.00		

Last updated 6/13/2016



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10 tips

for getting the most out of ACSA online

1 Strengthen your skills. Check the professional learning center and calendar of events to see the upcoming programs ACSA offers and find quick links to registration materials.
www.acsa.org/professionallearning

2 Promote your career. Use the Career Center job search and career development section to post a resume, view job openings and find useful career resources.
careers.acsa.org

3 Advocate for your schools with Action Alerts, a quick and easy way to access the most current information on ongoing legislation and budget updates, and learn how to contact your legislator.
www.acsa.org/advocacy

4 Protect your rights. Connect with ACSA's Member Assistance & Legal Support Team, which has a proven record of resolving work-related concerns before the issues become a lawsuit. The team's extensive expertise is available only to ACSA members.
www.acsa.org/legalassistance

5 Connect with colleagues. Become a part of the ACSA members-only online community to communicate directly with your colleagues, join discussions, ask questions and make valuable contacts locally and statewide.
community.acsa.org

6 Build your networks. Quickly link to your region website to find local contacts, events and networking opportunities, and find best practices for your job-alike by connecting with ACSA's committees, councils and groups.
www.acsa.org/regions ■ www.acsa.org/about

7 Find a mentor. ACSA's mentoring and coaching programs offer a one-on-one approach to professional development. A mentor can help define your role as an educational leader, provide ongoing support and help build your network.
www.acsa.org/mentoring

8 Personalize your experience with My ACSA. When you log in to the ACSA homepage, you can access members-only online versions of EdCal, Leadership Magazine and the Leadership Directory, as well as other members-only information and helpful FAQs.
www.acsa.org/myacsa

9 Learn from your laptop. ACSA's online professional learning programs offer quality webinars and trainings on topics including Common Core Standards, budgeting, cyber ethics and legal issues, all without leaving your office.
www.acsa.org/onlinelearning

10 Celebrate school leadership. ACSA's Awards Program allows you to recognize the excellence of your colleagues and local programs, while Every Student Succeeding honors students who have overcome overwhelming challenges.
www.acsa.org/awards



REGION 11 BYLAWS

BYLAWS

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

REGION 11

ARTICLE 1

Name Principal Office, Purposes and Restrictions

- 1.01 Name. The name of the Region is Association of California School Administrators, Region 11 (ACSA Region 11), a geographical division of the Association of California School Administrators ("State ACSA") embracing the following California counties: Kern, Kings, Mono and Tulare.
- 1.02 Purpose. The purpose of Region 11 is to promote within the region the purposes of State ACSA as stated in the ACSA bylaws, with programs and activities similar to and consistent with those of ACSA.
- 1.03 Restrictions. All policies and activities of the region shall be consistent with:
- a. State ACSA bylaws, policies and standing rules;
 - b. Applicable federal, state, local, trust and trade regulation laws;
 - c. Application tax-exemption requirement; and
 - d. All other legal requirements including the California Non-profit Corporation Law under which State ACSA is incorporated and to which the regions are subject.

ARTICLE 2

Members

- 2.01 Membership Qualifications. Membership in ACSA Region 11 shall be limited to persons who are members of the State ACSA in good standing (active administrator, manager or retiree) and who are employed or live within the geographical boundaries of the region.
- 2.02 Member Obligation to Follow Association Rules. Each member of this region agrees to be bound by these bylaws and any amendments thereto, and by the lawful actions of the Board or voting members of the region.
- 2.03 Active membership in Region 11 is a requirement to hold any office within the region or receive awards or scholarships.

ARTICLE 3

DUES

- 3.01 Dues. Regional dues may be established by the Board of Directors with the approval of the membership.

ARTICLE 4



REGION 11 BYLAWS

1.

BOARD OF DIRECTORS

- 4.01 Board of Directors. The board is the governing body of the region and has authority and is responsible for the supervision, control and direction of the region.
- 4.02 Composition. The board consists of regular members in good standing of the region as follows: directors, officers, state director, immediate past state director, charter presidents and others designated by the region (Member Services Rep, Superintendency, State Committee Chairpersons).
- 4.03 Election and Term of Office. The region delegate assembly shall elect new directors at their annual meeting. The term of officers and directors commences on July 1, following the date of their election.
- 4.04 Meetings. The board shall meet no less than four times per year.
- 4.05 Time and Place. The board shall be responsible for setting dates, planning programs and providing facilities for the board meetings and region delegate assemblies.
- 4.06 Board Members. Shall be composed of representatives from the five charters based on each full increment of 100 regular charter members. Any charter not attaining the minimum increment shall be guaranteed one directorship. Increases or decreases in number of directors will be adjusted annually by April 1. Charters shall make recommendations to the nominating committee for their director nominees.
- 4.07 Responsibilities. The Board of Directors shall have as its responsibility direction of the continuing operation of the association programs within the policies and goals established by the Region Delegate Assembly. The board shall be responsible for implementing the recommendations of the Region Delegate Assembly. It shall also serve as an advisory and consulting body to the president.
- 4.08 Length of Term. Directors shall be elected for three year terms.
- 4.09 Election. An election shall be held at the annual business meeting of the Region Delegate Assembly each year. Directors and officers shall be nominated by a committee, consisting of the president of each charter and the region past president, with the committee report to be announced at a board meeting and the annual region delegate assembly. Nominations from the floor may be made provided consent has been obtained from the nominees.
- 4.10 Appointments. The board shall define the responsibilities of all committees and approved all appointments of personnel thereto unless otherwise provided by these bylaws. Appointees who fail or are unable to carry out their assigned responsibilities may be replaced by the board of directors.



REGION 11 BYLAWS

- 4.11 Records. The board shall maintain records of all proceedings of meetings of the board of directors and region delegate assembly. The Region Executive Director will serve as Region Historian.
- 4.12 Quorum. A quorum of the board shall be a majority of the board of directors authorized in these bylaws.
- 4.13 Board Action. Every act or decision done or made by a majority of the board of directors at a meeting duly held.

ARTICLE 5

- 5.01 Officers. The officers of the region shall be: president, president-elect, vice president for legislative action, secretary, treasurer and immediate past president.
- 5.02 Qualifications. Officers must be regular members of State ACSA.
- 5.03 Term of Office. Officers with the exception of the vice-president for legislative action, shall be elected for a one year term by the region delegate assembly.
- 5.04 Vice President for Legislative Action. Shall be elected for a three year term and may be reelected by the region delegate assembly.
- 5.05 Duties. The officers perform those duties that are usual to their positions and that are assigned to them by the board, including those duties that are set forth in the position descriptions for each officer as adopted by the board from time to time. The president, president-elect and vice-president for legislative action shall also serve as the region's delegates to the ACSA delegate assembly. Each officer may designate another member to serve in his or her place at a meeting of the ACSA delegate assembly.
- 5.06 Vacancies.
 - 5.06.1 Office of President. In case a vacancy occurs in the office of president, the president-elect shall succeed to the office of president and serve the remainder of the term.
 - 5.06.2 Office of President-Elect. In case a vacancy occurs in the office of president-elect, the vice president shall succeed to the office of president-elect and serve the remainder of the term.
 - 5.06.3 Office of Vice President and Vice President for Legislative Action. In the event a vacancy occurs in the office of vice president or vice president for legislative action, the vacancy may be filled temporarily by the region president with the approval of the board, until the next regular or special meeting of the region delegate assembly, at which time the vacancy will be filled through the normal election process.



REGION 11 BYLAWS

5.06.4 Officers or Directors Terms. Each officer with the exception of the vice president for legislative action, shall serve a one year term or until the officer's successor (president elect to president; vice president to president-elect, secretary to vice president and treasurer to secretary) shall have been qualified. Said term to be exclusive of any service by that officer in the same office caused by the necessity of filling a vacancy as required by these bylaws. In case of a vacancy, the board and officers involved will mutually determine the subsequent year of service to the office in question.

5.06.5 Officers or Directors Retire. An officer or director who retires during the year, may with the concurrence of the region delegate assembly, serve out the remainder of the fiscal year, provided the retiree pays full dues for that period.

5.07 Removal. An officer may be removed for adequate reason as determined by the board.

ARTICLE 6 SELECTION OF STATE ACSA DIRECTOR

6.01 State ACSA Director. Pursuant to state bylaws 5.03 the region shall select a State ACSA director in the manner provided by these bylaws, a regular member in good standing of the region.

6.02 Election and Term of Office. The State ACSA director shall be elected for a three year term by the region delegate assembly at their annual meeting, provided the term shall terminate whenever a director ceases to be a regular member of the region.

6.03 Duties. The State ACSA director shall perform those duties as are prescribed by the ACSA bylaws, standing rules and policies, as amended from time to time. The State ACSA director shall communicate with the region respecting all significant ACSA members which are relevant to the region.

6.04 Vacancy. In the event of a vacancy in the office of State ACSA director, the board may fill the vacancy for the remainder of that term.

6.05 Term on Region Board. The past state ACSA director shall serve a three year term.

ARTICLE 7 STATE DELEGATE ASSEMBLY

7.01 Representation. Representatives to the state delegate assembly shall be as provided in Article 4 of the State Bylaws.

7.02 Composition. The state delegate assembly representatives from Region XI will be composed of the following: president, president-elect, and vice-president for legislative



REGION 11 BYLAWS

action or a designee, Region 11 state director and state committee chairs. If membership justifies additional delegates to the State Delegate Assembly the fourth delegate would be the past president; the fifth delegate would be the vice president and the sixth would be the secretary.

ARTICLE 8 REGION DELEGATE ASSEMBLY

- 8.01 Responsibility. The regional delegate assembly shall have as its responsibility translating the purpose of the state organization into programs of professional growth and development leading to an enhancement of the capabilities of its members.
- 8.02 Representation. Each charter council shall be entitled to give representatives. One additional representative shall be allowed for each increment. An increment of membership shall be 25 members or fraction thereof. Vacancies of representative shall be filled by charter council bylaws. Based on previous membership report of the month of the Delegate Assembly.
- 8.03 Meetings. The regional delegate assembly shall meet on a scheduled basis each year, as determined by the region board of directors. Special meetings may be called by the president or the board of directors.
- 8.04 Purpose. Regional delegate assembly meetings shall be held for the purpose of serving the professional needs of the members. The delegate assembly will hold not less than two meetings per year in the fall and in the spring. The last regular meeting shall be designated as the annual meeting.
- 8.05 Member Responsibility. Each member of the regional delegate assembly has the responsibility to report regularly to the member's charter council on the deliberations and actions of the regional delegate assembly.
- 8.06 Quorum. A quorum on the region delegate assembly shall be a majority of the number of delegates as authorized in the bylaws.
- 8.07 Official Delegates. Members of the Region XI Board of Directors, charter delegate and state committee representatives shall be entitled to vote at the region delegate assembly.

ARTICLE 9 REGION COMMITTEES AND BONDING

- 9.01 Special Committees. The board or the president may establish committees from time to time within the region to represent job alike or special interest areas of administrative



REGION 11 BYLAWS

responsibility provided that the president or board designate in writing in reasonable detail the exact mission and authority of the committee and its duties to report to the board at reasonable intervals.

- 9.02 Region Executive Committee. The Region Executive Committee shall be composed of the President, President Elect, Vice President, Vice President of Legislative Action, Secretary, Treasurer and Past President, in addition, Mono/Inyo Charter shall have a designated Representative selected annually by that charter. This combination of membership assures representation from all charters.

The Executive Committee would have the authority to act on behalf of the Board as a “quick response team” between board meetings if necessary. Any action taken must be reported at the next board meeting.

- 9.03 Rules. The board may establish rules that are consistent with these bylaws for the policies, procedures and programs of the region.

- 9.04 Bonding. All individuals with significant financial responsibility on behalf of the Region shall be bonded within appropriate limits as determined by the board.

ARTICLE 10 STATE ACSA COMMITTEES

- 10.01 Nominations. Region nominations for ACSA members to serve as state committee representatives will be made by the president with board approval, based on nominations submitted by the charter presidents or given directly to the president by an individual ACSA member. Nominees expressing an interest for a state committee rep position will be asked to complete a brief resume on a form provided by the region.

- 10.02 Number of Reps. Each charter is entitled to committee representation based on the number of their charter members.

- 10.03 Term. The term of service as a committee rep shall be three (3) years unless otherwise provided by State ACSA policies and standing rules. Members not completing their full term due to transfer, relocating, etc. will be replaced as described in 10.01 in order to complete the original three year term. A member completing an unfinished term may be reelected for a full three year term.

- 10.04 Superintendency Council. The Superintendency Council shall elect its own state representative who will be a member of the region board of directors. The Superintendency Council shall provide appropriate communication, election timelines and nomination procedures to the region board and superintendents.



REGION 11 BYLAWS

ARTICLE 11 REMOVAL OF REGION OFFICERS, DIRECTORS OR COMMITTEE REPRESENTATIVES

- 11.01 In order for efficient conduct of the business of the association, the officers, directors and committee representatives are expected to have regular attendance at all regularly scheduled meetings on their level of responsibility.
- 11.02 When the officer, director or committee representative cannot attend a meeting on their level of responsibility, they should notify the president or chairperson in advance of the meeting.
- 11.03 When an officer, director or committee representative cannot regularly attend meetings, they should consider resigning in order that someone else may replace them.
- 11.04 Officers, directors or committee representatives who miss three consecutive meetings for which they are responsible, shall automatically be removed from their positions unless this standing rule is waived by formal action of the region board.
- 11.05 When an officer, director or committee representative's attendance is irregular or they do not regularly attend the full length of scheduled meetings, the region board by two-thirds vote shall vacate the position. Appeal to this decision may be made to the region delegate assembly.

ARTICLE 12 CHARTER COUNCILS

- 12.01 Charter councils shall be established as follows:
 - 1) East Kern Charter (East of Tehachapi)
 - 2) Inyo and Mono County Charter
 - 3) Kings County Charter
 - 4) Tulare County Charter
 - 5) W. Kern Charter (West of Tehachapi)
- 12.02 All charters within the region shall be subject to State ACSA bylaws, these bylaws and all reasonable rules and regulations of the region.

ARTICLE 13 RULES OF ORDER

- 13.01 Robert's Rule of Order shall be used as the base for parliamentary procedure:



REGION 11 BYLAWS

- 1) Amendment to these bylaws may be made by;
- 2) Presentation of a proposal for amendment may be made at any meeting of the region delegate assembly.
- 3) Action shall be taken on the proposal at a subsequent meeting of the region delegate assembly following its introduction.
- 4) A two-thirds affirmative vote of the region delegate assembly is required.

ARTICLE 14 INTERPRETATION

14.01 These bylaws are subject to and must be consistent with State ACSA bylaws and must be consistent with State ACSA bylaws and must be interpreted so as to conform with State ACSA bylaws, as they may be amended from time to time.

ADOPTED: May 10, 1994
ADOPTED: October 8, 1997
ADOPTED: October 13, 2003
ADOPTED: September 8, 2008



REGION 11 BOARD RESPONSIBILITIES

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS **REGION 11 BOARD OF DIRECTORS** **RESPONSIBILITIES**

PRESIDENT

1. Provide leadership to the Region and perform such other duties as ordinarily pertain to the office of the President.
2. Organize and conduct the Region Board Meetings, Region Leadership Assemblies, Region Executive Committee, and other Region functions.
3. Coordinate the efforts of the Region officers, Charter officers, and the Region Executive Director.
4. Coordinate and guide the activities of the Region in accordance with the bylaws of Region 11 and State ACSA.
5. Serve as an ex-officio member of all committees, except the Nominations Committee.
6. Lead delegation to ACSA State Leadership Assemblies, State Conferences, etc.
7. Provide liaison with State officers.
8. Meet with Charter groups and Region committees when requested.
9. Be responsible for the annual evaluation of Region Executive Director.
10. Submit quarterly articles for the Region's newsletter.
11. Maintain communications with Region Committee/Council Representatives to State and coordinate their reports with Region Board and Leadership Assembly meetings.
12. Maintain Procedures to be passed on to the succeeding President.



REGION 11 BOARD RESPONSIBILITIES

PRESIDENT-ELECT

1. Become knowledgeable of the operations of the Region and the State so that upon assuming the duties of the President, he/she is well prepared.
2. Serve on the Region Board, Region Leadership Assembly, and as a delegate to the State Leadership Assembly.
3. Serve as Chair of the Annual Region Awards Committee and the luncheon: Administrator of the Year, Every Student Succeeding, Ferd Kiesel, Marcus Foster, Partners in Education, Valuing Diversity, Robert E. Kelly, Media and Golden Apple, and Itzenhauser/Schlagel Honorarium Award.
4. Serve as Chair of Scholarship Committee.
5. Chair annual Region Planning Retreat.
6. Serve on the Region Executive Committee.
7. Maintain Procedures to be passed on to succeeding President Elect.
8. Be an aide to the President and serve in the absence of the President.
9. Complete other tasks assigned by the President.

VICE PRESIDENT

1. Attend Region Board Meetings, Region Leadership Assemblies and other Region activities.
2. Chair Annual Mid-State Conference(s) - Secretary will assist.
3. Assist President-Elect with Scholarship Committee.
 - 3.1. Consult with Charter Awards Committee Representatives as needed.
4. Assist President-Elect with Awards Luncheon.
 - 4.1. Meet with Charters as a committee for selecting recipients.
5. Assist President-Elect, as needed, in planning the Annual Region Planning Retreat.
 - 5.1. Develop Region calendar of activities for upcoming year.
 - 5.2. Coordinate training for new and returning Region Committee/Council Representatives Officers and Directors.
6. Serve on the Region Executive Committee.
7. Maintain Procedures to be passed on to succeeding Vice President.
8. Attend State Leadership Assembly as Region's fifth Delegate (if justified by membership).
9. Complete other tasks assigned by the President.



REGION 11 BOARD RESPONSIBILITIES

VICE PRESIDENT FOR LEGISLATIVE ACTION (3-Year Term)

1. Attend Region Board Meetings, Delegate Leadership, and other Region activities and is a Delegate to the State Leadership Assembly.
2. Provide leadership and coordination in Region 11 for all legislative activities.
3. Serve as Region 11 State Legislative Action Representative.
4. Serve as Chairperson of Region 11 Legislative Committee, composed primarily of Charter Legislative Vice Presidents and provide liaison between State/Region/Charter.
5. Coordinate State Legislative Action day activities in Sacramento.
6. Coordinate special Region Legislative Action activities.
7. Coordinate and maintain a Legislative Action phone tree/e-mail in the Region.
8. Approve expenditures involved with Legislative Action activities.
9. Make recommendations for Legislative Action Awards.
10. Maintain Procedures to be passed on to the incoming Vice President for Legislative Action.
11. Coordinate the endorsement process for local legislators to State ACSA.
12. Assist the President, as directed.

SECRETARY

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Keep an accurate record of the minutes of all Region meetings, e-mail or mail current minutes to the President and Executive Director and maintain a file of all minutes to be passed on to the succeeding Secretary.
3. Carry on necessary correspondence as directed by the President.
4. Serve on the Region Executive Committee.
5. Assist the Vice President with the Annual Mid-State Conference, as needed.
6. Serve as a Delegate to the State Leadership Assembly.
7. Assist the President, as directed.



REGION 11 BOARD RESPONSIBILITIES

TREASURER

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Review the current financial statements of the Region and Region Board Meetings and Region Leadership Assemblies.
3. Complete a financial audit of the prior year's checking and savings accounts.
4. Serve on the Region Executive Committee.
5. Work with the Executive Director in developing the next fiscal year's proposed budget.
6. Attend the Annual Region Planning Retreat.
7. Assist the President, as directed.

PAST PRESIDENT

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Chair committee to review and update Region Bylaws.
3. Advisor for Awards/Scholarship Luncheon and Mid-State Conference.
4. Chair Region Nominating Committee.
5. Serve as Parliamentarian at meetings.
6. Serve on Region Executive Committee.
7. If justified by membership, serve as a fourth Region Delegate to the State Leadership Assembly.
8. Serve as liaison to the Director of Communications to assist in the maintenance of the State ACSA website Region 11 pages.
9. Assist the President, as directed.



REGION 11 BOARD RESPONSIBILITIES

REGION DIRECTOR (3-Year Term)

1. Attend your Charter Board Meetings, as well as Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Provide ideas, experience, leadership and statesmanship.
3. Assist the President in making Committee/Council representative chair recommendations.
4. Approve budget, bylaws, appointments, etc.
5. Provide liaison between Region and Charter.
6. Assist the President, as directed.

MEMBERSHIP (3-Year Term)

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Work with Charter Membership Chairs, State Member Services Representative, Region Executive Director, and State ACSA to recruit, welcome, and retain ACSA members.
3. Coordinate plans for maintaining current membership lists.
4. Submit quarterly articles for the Region Newsletter.
5. Assist the President, as directed.

STATE COMMITTEE/COUNCIL REPRESENTATIVES

1. Attend all State Committee Meetings, or if a conflict occurs, see that arrangements are made for an alternative to represent the Region attends.
2. Maintain communication with the Region President in determining when to prepare a written/oral report for the Region Board/Region Leadership Assemblies.
3. Submit significant committee/council actions to the Region Newsletter Editor.
4. Hold Region Committee/Council meetings (if appropriate).
5. Maintain regular communications/networking (e-mail, fax, letter, phone, website, etc.) with you job-alike colleagues regarding activities of your State meetings.
6. Attend Region Planning Retreat and/or orientation workshop.



REGION 11 BOARD RESPONSIBILITIES

DIRECTOR OF COMMUNICATIONS

1. Produce a written and electronic quarterly newsletter (October, January, April, July) to provide relevant and timely communication to the membership of Region 11.
2. Maintain the State ACSA website with the following information:
 1. Region and charter officers
 2. Region 11 committees
 3. Region and charter event calendars
 4. Agendas and minutes of Region 11 meetings
3. Solicit advertisements from sponsors (approximately 8-10) for the newsletter, handbook and region events.
4. Attend the monthly Region 11 Board Meetings and the five Charter Board Meetings, as scheduled. (No Region 11 meetings in June, July and August.)
5. Prepare and present a report (oral) for all Region and Charter Board Meetings.
6. Attend conferences, special events/activities, etc. as scheduled by the Region and its five charters. Document all events in writing and photos. (Laptop and Camera provided.)
7. Attend the State ACSA Annual Legislative Action Day in Sacramento (March or April, 2 days) and the Annual State ACSA Leadership Summit (early November, 3 days).
8. Attend the Mid-State Conference in March.
9. Prepare various news releases for newspapers, radio stations, TV stations as requested by the Region 11 President, the Region 11 Executive Director, or Charter President.
10. Serve as the Region 11's expert on e-communication to ensure that Region 11 is utilizing the most efficient and effective means of communicating to its membership, i.e. Facebook, Twitter, Instagram, etc.
11. Serve on various committees as requested by the Region 11 President or the Region 11 Executive Director.
12. Attend the Region 11 Annual Planning Meetings (June, 2 days) and prepare and present an oral report for those days.
13. Submit semi-annual written reports for Reimbursement of Expenses, such as mileage, office supplies, postage, hotel, meals, conference registrations, fees, etc. (January and July)
14. Develop and maintain a productive relationship with State ACSA support staff to fulfill the requirements of this position.



REGION 11 BOARD RESPONSIBILITIES

REGION EXECUTIVE DIRECTOR

1. Provide part-time staff assistance with to Region 11.
2. Become knowledgeable concerning ACSA, it's governance and policies in order to better interpret and represent the State organization to the Region, Charter, Committees, and individual members.
3. Assist Region 11 officers, Charters, and committees in program development, membership promotion, and Region, State and Charter communications.
4. Assist individual members with special professional needs.
5. Respond to State, Region, and Charter ACSA requirements.
6. Assist the Region President, Officers, Region Board of Directors, Region Leadership Assemblies and Charter Boards.
7. Maintain the Region's checking and savings accounts.
8. Prepare regular financial statements and maintain communication with the Region Treasurer.
9. Prepare annual financial reports as required by State ACSA.
10. Serve on the Region Executive Committee.
11. Receive and disperse all monies accruing to the Region, keeping accurate accounts.
12. Attend State, Region, Charter, and Committee meetings and assist with membership drives, recruitment, etc., as appropriate.
13. Serve as Region 11 Historian.
14. Assist the President, as directed.

Revised: April 2003

June 2007

June 2014

June 2015

June 2016

social media

ACSA believes in supporting open communication and encourages leaders to share the passion for their work with the world.

Following these guidelines can help you feel more comfortable as you embrace social media as a method of communication.

(Guidelines do not apply to personal social media platforms).

What Constitutes Social Media?

- Blogs and Wikis
- Social networking sites like Facebook, LinkedIn, or Twitter
- Photo and video sharing sites like Flickr and YouTube
- Podcasts or Facebook Live
- Bookmarking sites like Pinterest or Reddit

Guidelines

- 1.** When discussing ACSA online, identify yourself, your title and your leadership role at ACSA if any. If you are not an association spokesperson, you must make clear that your opinions do not reflect an official statement of ACSA. You can use a disclaimer such as *"The postings on this site are my own and do not necessarily represent the positions, strategies or opinions of ACSA."*
- 2.** Keep profiles professional. Your personal pages and professional pages should reflect the difference between your work and home life. Please keep professional interactions on topic, focused on the overall mission and projects of ACSA. Do not include personal opinions or viewpoints without a disclaimer statement posted in your "about" or profile section that thoughts and posts are your own and do not reflect the position of ACSA or its members.
- 3.** Write in the first person.
- 4.** Do not use your association email addresses to set up social media accounts that will be used for private/personal communications.
- 5.** What happens on the Internet stays on the Internet, so remember to use common sense. If you are about to publish something that makes you even the slightest bit uncomfortable, rethink the post or review it with a colleague or supervisor.
- 6.** Do not publish any ACSA material marked "For Internal Use Only" online.
- 7.** Do not comment on legal matters that impact ACSA.

read on 



- 8.** Respect student privacy. Do not post pictures of students unless you have explicit parental permission to do so in writing.
- 9.** Respect your audience. Do not use slurs, insults, obscenity, or violate privacy. In virtual space, if you are representing ACSA please post accordingly.
- 10.** Please respect copyright. If it is not yours, don't post it without proper attribution.
- 11.** ACSA will correct inaccurate posts in a timely fashion, but will not delete posts unless company policy has been violated. We reserve the right to review all posts and to delete spam or defamatory postings at our discretion.
- 12.** Keep your social media team small at first, and be sure to identify a main point of contact if setting up a regional page or member Facebook discussion group.
- 13.** Stay active. Share something with your colleagues that you think they might benefit from. Post a pin to our Pinterest board or share an inspirational quote or image from your local ACSA awards ceremony. Remember, social media is a great way to keep state ACSA informed about what is happening on the ground in each of our regions. Feel free to share with the ACSA Facebook page and Twitter feed.
- 14.** Build your audience by connecting with local officials, PTA sites, leaders and education sites.
- 15.** Abide by the rules of the platform on which you are participating. Each social media platform has its own standards of conduct. Familiarize yourself with these and abide by them.
- 16.** Correct any errors quickly. Honesty and transparency go a long way in maintaining trust.
- 17.** Always use **#ACSA** on Twitter. This will ensure we see your posts.
- 18.** Join us on LinkedIn, Pinterest, YouTube, Facebook and Twitter. Don't forget to like us, follow us, share with us, pin to our boards and tag us.
- 19.** Have fun! Social media is a great way to connect, strengthen your network and participate in the conversations that drive education leadership forward in California.

Questions? More information?

Contact Darcy Totten, Communications Content Specialist at:
916.329.3828 or **dtotten@acsa.org**