

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, Inyo 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. Applicable 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. Members 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

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 representative, superintendency, state committee chairpersons).
 - 4.03 Election and Term of Office. The region leadership 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 leadership 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 Leadership Assembly. The board shall be responsible for implementing the recommendations of the Region Leadership 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 Leadership 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 Leadership 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 approve 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.
 - 4.11 Records. The board shall maintain records of all proceedings of meetings of the board of directors and region leadership 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 shall be 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 leadership assembly.
- 5.04 Vice President for Legislative Action. Shall be elected for a three-year term and may be re-elected by the region leadership 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 leadership assembly. Each officer may designate another member to serve in his or her place at a meeting of the ACSA leadership 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 leadership assembly, at which time the vacancy will be filled through the normal election process.
- 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 officer 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 leadership 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 leadership 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.
- 6.051 Term on Region Board. The past state ACSA director shall serve a three-year term.

ARTICLE 7

State Leadership Assembly

- 7.01 Representation. Representatives to the state leadership assembly shall be as provided in Article 4 of the state bylaws.
- 7.02 Composition. The state leadership assembly representatives from Region 11 will be composed of the following: president, president-elect, and vice president for legislative action or a designee, Region 11 state director and state committee chairs. If membership justifies additional delegates to the State Leadership 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 Leadership Assembly

- 8.01 Responsibility. The regional leadership 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 representatives shall be filled by charter council bylaws. Based on previous membership report of the month of the Leadership Assembly.
- 8.03 Meetings. The regional leadership 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 leadership meetings shall be held for the purpose of serving the professional needs of the members. The leadership 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 leadership assembly has the responsibility to report regularly to the member's charter council on the deliberations and actions of the regional leadership assembly.
- 8.06 Quorum. A quorum on the region leadership assembly shall be a majority of the number of delegates as authorized in the bylaws.
- 8.07 Official Delegates. Members of the Region 11 board of directors, charter delegates and state committee representatives shall be entitled to vote at the region leadership 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 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 resumé on a form provided by the region.
- 10.02 Number of Reps. Each charter is entitled to committee representative 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 re-elected 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.

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 leadership 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) West 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:
 - 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 leadership assembly.
 - 3) Action shall be taken on the proposal at a subsequent meeting of the region leadership assembly following its introduction.
 - 4) A two-thirds affirmative vote of the region leadership 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 ACA bylaws, as they may be amended from time to time.

ARTICLE 15 Travel Reimbursement Policy

- 15.01 Goal. Increase involvement and establish equity between charters in participation in

- required region and state events
- 15.02 Video Conferencing. All efforts will be made to ensure connections via video conferencing for regular region board meetings.
- 15.03 Financial Support for Travel.
- 15.03.1 In order to encourage and support participation in regional meetings and functions, the region will provide financial support to all charters that must travel more than 150 miles one way to a region or state leadership assembly or function not paid by State ACSA. (Carpools are strongly encouraged for regular region meetings and special events.)
- 15.03.2 Region leaders who travel over 50 miles one way to the Region Leadership Retreat in June will be reimbursed for travel.
- 15.03.3 The travel needs of the Inyo/Mono Charter are unique among the other charters of Region 11 and shall be considered separately.
- 15.04 Allowances. Mileage will be reimbursed at the standard IRS recommended rate for participating member(s).
- 15.05 Inyo/Mono Charter. Region 11 recognizes the vast travel distances and weather uncertainties that are required for participation in regular activities of the Inyo/Mono Charter. In addition to the travel reimbursements offered to all members as outlined above, Region 11 shall provide \$2,000 annually to the Inyo/Mono Charter as a line item in their budget for transportation costs in the charter as an incentive for participation. These funds shall be above and beyond the per-membership rebates and social/job-alike grants budgeted for the charter by Region 11. The local charter will have discretion as to how best to budget these funds to assist with travel and lodging when necessary for benefit charter events. Further, reimbursement for up to three (3) hotel rooms to accommodate up to six (6) members of the Inyo/Mono Charter to participate in the regular scheduled meetings and events of Region 11 shall be provided as an incentive for participation. (up to \$120 per room per night)

ADOPTED: May 10, 1994

ADOPTED: October 8, 1997

ADOPTED: October 13, 2003

ADOPTED: September 8, 2008

ADOPTED: Date Pending