

B P O S A

BALDWIN PARK ORGANIZATION OF SUPERVISORS AND ADMINISTRATORS REGION 15

BY LAWS

ARTICLE I

Name and Purposes

- 1.01 Name. The name of the Charter Is Baldwin Park Organization of Supervisors and Administrators.
- 1.02 Purpose. The purpose of the Charter is to strengthen and improve the education of the youth of this District and its schools; to disseminate information regarding current legislative proposals and actions; to promote a professional attitude among the members; to advance the status of educational supervision and administration; to develop good interpersonal working relationships and networking; to encourage cooperation; to provide means for being properly represented through membership.

ARTICLE II

Members

- 2.01 Membership. Membership shall be limited to: employees of the Baldwin Park Unified School District designated or functioning as members of the management team (certificated, classified and confidential employees).

ARTICLE III

Dues

- 3.01 Assessment. The BPOSA Executive Board shall review dues annually. Any changes in the amount of dues shall be voted on by the general membership.

ARTICLE IV

Officers

- 4.01 Officers. The officers of the Charter shall be: President, Past President, Vice President-Programs/President Elect, Vice President-Membership, Vice President-Legislative Action, Classified Board Member at Large, Secretary, and Treasurer.

- 4.02 Qualifications. The President and all Vice-Presidents must be regular members in good standing of ACSA and BPOSA.
- 4.03 Elections. Elections shall take place in April of each year with officers serving a two-year term. The installation of officers shall take place yearly at the May meeting.
- 4.04 Vacancies. Vacancies shall be filled by the BPOSA Executive Board with the approval of the membership.

ARTICLE V

Duties of Officers

- 5.01 President. The president shall: 1) preside at all meetings and shall endeavor to promote the purpose of this organization; 2) assume the responsibilities of preparing the agenda for each meeting; 3) represent the organization in official matters; 4) appoint all committees with the advice and consent of the Executive Board; 5) chair the BPOSA Issues Committee or assign a designee.
- 5.02 Vice President-Programs/President Elect. Vice President-Programs/President Elect shall: 1) assume the duties of the president in his/her absence; 2) plan programs and activities for all the meetings in cooperation with the Executive Board; 3) assume the office of President beginning with the second year of service.
- 5.03 Vice President-Membership. The Vice President-Membership shall: 1) assume the duties of the president in the absence of the President and Vice President-Programs; 2) encourage and monitor participation in BPOSA.
- 5.04 Vice President-Legislative Action. The Vice President-Legislative Action shall: 1) serve as the Charter's delegate to regional assembly; 2) represent the association at legislative action day activities; 3) report to BPOSA members new and pending legislation.
- 5.05 Secretary. The Secretary shall: 1) keep an accurate record of the organization meetings and forward unapproved minutes of each meeting to each member prior to the next meeting; 2) write letters of correspondence that are deemed necessary by the organization; 3) notify members of the time and place of each meeting.
- 5.06 Treasurer. The Treasurer shall: 1) collect and keep an accurate record of all dues of BPOSA; 2) disperse funds as approved by BPOSA Executive Board members and keep an accurate record of all expenditures; and 3) prepare and present the Treasurer's report at each Executive Board and General Membership meeting.

ARTICLE VI

Membership Meeting

- 6.01 Membership Meeting. There shall be a minimum of three meetings held during the fiscal year. Additional meetings may be called by the President with approval of the Executive Board. All members shall receive written notification of regular meetings at least 72 hours prior to the meeting.
- 6.02 Quorum. The quorum shall be equal to 20% of the members.

ARTICLE VII

Local/Region/State Committees

- 7.01 Committees. BPOSA committees shall be: Scholarship; By Laws; Winter Toy Drive; Secretaries' Day; Programs; Nominations; and others as deemed necessary. Each committee shall develop and/or review their responsibilities annually and make recommendations to the BPOSA Executive Board of any changes.
- 7.02 BPOSA Issues Committee. An ongoing committee to be comprised of a representative from each area, i.e., confidentials, classified managers, district administrators, elementary administrators, junior high/middle school administrators and high school administrators. This committee will be chaired by the President, or an assigned designee, and will collect information to present to the Superintendent during the negotiation process in the Spring of each year. Members of the committee shall serve a two-year term with membership staggered to allow for carry over and continuity. Agenda items will be discussed with membership in advance of meeting with the Superintendent, and a written follow-up status report given to the membership.
- 7.03 Nominations. In cooperation with the Regional President, the President of the Charter shall submit nominations for service on the Region/State ACSA committees to the Region Board.

ARTICLE VIII

Amendments of By Laws

- 8.01 Amendments. These By Laws may be amended by a majority vote of the Executive Board or the members.