

*Association of California  
School Administrators*



# BYLAWS

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Article I  
NAME AND PURPOSE

- Section 1. The organization shall be named Region 2 of the Association of California School Administrators (hereinafter called Region 2 ACSA).
- Section 2. The mission of Region 2 ACSA is to promote the advancement of education; therefore, it holds the following specific purposes:
- a) To advance education through research and investigation.
  - b) To improve the educational process by helping members become more effective in their various roles as educational leaders.
  - c) To meet the needs of members by providing a single organization to represent those needs to the other publics with whom school administrators interact.
  - d) To create the resources that will enable California School Administrators to develop and apply creative leadership.
  - e) To disseminate information about the school administrator's profession through publications, conferences, and various field services.
- Section 3. The purposes of Region 2 ACSA are as follows:
- a) To implement the purposes of the State Association on the Region's basis.
  - b) To provide membership on the State Leadership Assembly and State Board of Directors.
  - c) To instruct the Delegates and Director to the State Leadership Assembly/Board of Directors of Region 2 proposals to be considered by the State organization.
  - d) To provide opportunities for ACSA members to participate in Region and State decision making.
  - e) To recruit membership.
  - f) To provide professional services for the Charters and the members.

Article II  
GEOGRAPHICAL DESCRIPTION

- Section 1. Region 2 ACSA shall include the counties of: Alpine, Butte, Glenn, Plumas, Colusa, Sutter, Yuba, Sierra, Nevada, Placer and El Dorado.

Section 2. Geographical boundaries may be changed to, added to, or subtracted from, the Region whenever the Region 2 Executive Board and the State Board of Directors approve a request for change.

### Article III MEMBERSHIP

Pursuant to the following Sections, membership in ACSA shall be limited to persons who have professional involvement or leadership responsibility in education including persons in training, supporting and consulting services.

#### Section 1 Regular Membership

Regular members shall have voting privileges and be eligible to serve as Association officers, directors, or council/committee members at State, Region and Charter levels.

Regular Membership shall be limited to:

- a) Those employees designated by a school district or other educational agency as management employees, members of the management team, confidential employees, or certificated supervisory employees. No person shall be eligible for regular membership if he/she is represented by an exclusive bargaining representative unless he/she has been designated by a school district or other agency as a management employee member of the management team, confidential employee, or certificated supervisory employee.
- b) Professors of Education.
- c) Regular members on leave/sabbatical who are committed to return to active employment as set forth in "a" and "b" above.
- d) Part-time employees employed under an early retirement program fit the definition under "a" above.
- e) Retired ACSA Members

#### Section 2 Special Membership

Special Members shall be selected by the Executive Board and will have no voting privileges, nor shall they be eligible to serve as Association officers, directors, or council/committee members but shall be eligible for charter membership. The Executive Board is authorized to establish special categories of membership in addition to the following:

- a) Honorary Life Membership: A certificate to be awarded to persons making an outstanding contribution to education.
- b) Complimentary Membership: Granted to the ACSA professional staff upon appointment.

- c) Associate Membership/Student Membership.

#### Article IV CHARTERS

- Section 1 The Region 2 Executive Board may, within the guidelines established by the ACSA Constitution, charter local groups which are organized along geographical lines.
- Section 2 The Size and Composition of a charter shall be:
- a) No less than a single county or it may include several counties; A retiree charter shall be comprised of retirees throughout the region.
- Section 3 Purpose of Charters - Charters are established for the purpose of implementing the State program at the local level, involving members, utilizing leadership potential, and communicating with all levels of governance.
- Section 4 Charter Requirements - Each charter shall have a written set of bylaws which must be consistent with State and Regional Bylaws.
- Section 5 Membership in Charters - Membership in charters shall be open to all active regular and other members of ACSA.
- a) Charter officers shall be members of State ACSA and the charter.
- b) Members of State ACSA need not be members of a charter.
- c) Management employees, members of the management team, confidential employees, or certificated supervisory employees may be members of charters without being a member of State ACSA.

#### Article V REGION OFFICERS

- Section 1 The officers of Region 2 ACSA shall be a President, President-Elect, Past-President, Delegate-at-Large, Vice-President for Legislative Action, Vice President of Communications & Member Engagement, Treasurer, Vice President, Charters, Councils & Committees, Vice President, Programs & Partner Development, Vice President, North State PD Conference, Region Member at Large, Region Member at Large, Professional Development, Region Member at Large, Membership, Region Member at Large, Retiree and Region Director to the State Board of Directors. Delegates (5) to the State Leadership Assembly are the President, President-Elect, Delegate-at-Large Vice President, North State PD Conference and Vice President for Legislative Action.
- Section 2 Qualifications to office: Any member of State ACSA employed in Region 2 shall be eligible. Candidates for Region Director to the State Board of Directors must have served as a region officer.

### Section 3

#### Election and terms of office will be as follows:

- a) President/President Elect: The delegate-at large shall automatically become the president-elect and the president-elect shall automatically become the president the following term.
- b) The Delegate-at-Large, Vice-President for Legislative Action, and Vice-President of Communications and Member Engagement, shall be elected every two years at the annual spring meeting of the ACSA Region 2 Leadership Assembly. Each person so elected will serve a two (2) year term in the office and will coincide with the installation of officers in the spring. Incumbents may serve more than one term if approved by the Executive Board and Leadership Assembly.
- c) Past President: The president shall automatically become the past president. If a past president is unable to fill this position, a member with region and/or charter experience and knowledge of ACSA governance may fill the position as the parliamentarian for the remainder of the year as recommended by the Executive Board.
- d) A Treasurer for the Region shall be appointed by the President with the approval of the Board and Leadership Assembly (renewed annually). The Treasurer shall serve as the region controller and shall maintain an accurate record of all fiscal transactions of Region 2, shall prepare financial reports for each Region Leadership Assembly and shall submit the Region records for annual audit by July 31. The Treasurer shall develop a preliminary budget for approval by the Region Executive Board and Leadership Assembly at its first meeting.
- e) Consultant. The Consultant for the Region is an employee of state ACSA. The position hired by the President with the approval of the Executive Board and may be renewed annually. The Consultant will work under the direction of and assist the Region President, Region Executive Board and Leadership Assembly as described in the job description, or as determined by the President.
  1. The Executive Board will evaluate the Consultant's performance in June each year prior to notifying state ACSA of continued employment for the coming year.

### Section 4

#### Nomination and Elections

- a) Nominations for officers shall be made by the Nominating Committee. The Past President/Parliamentarian shall serve as chairperson of the committee. The President shall appoint, by December 1<sup>st</sup>, the remaining members of the committee. The Nominating Committee shall make a report to the Executive Board and the Leadership Assembly no later than the mid-year meeting
- b) Additional nominations may be made on the floor of the Leadership Assembly if the nominee has given approval that his/her name be placed in nomination.



- c) Elections shall be held at the mid-year meeting of the Leadership Assembly. Procedures for balloting shall be under the direction of the President.

Section 5 Duties of the President are as follows:

- a) Preside over the Executive Board meetings.
- b) Serve as a voting Delegate to the State Leadership Assembly.
- c) Manage and be responsible for the administrative and fiscal affairs of the Regional organization.
- d) Propose an annual calendar of events for the next fiscal year to the Executive Board for its approval.
- e) Appoint Region Representatives to serve on council/committees with approval of the Executive Board.
- f) Appoint special committee/council members to serve specific purposes of the Region.
- g) Report to the Region membership the affairs of the Region and of the State where and when necessary.
- h) Serve as Chairperson of the Evaluation Committee.

Section 6 Duties of the President-Elect are as follows:

- a) Assist the President in the management of the organization and conduct meetings in the absence of the President.
- b) Serve on the Evaluation Committee.
- c) Succeed to the office of President at the conclusion of the term when reaffirmed by the vote of the Leadership Assembly.
- d) Serve as a voting Delegate to the State Leadership Assembly.

Section 7 Duties of the Delegate-at-Large are as follows:

- a) Succeed to the office of President-elect at the end of the term when reaffirmed by the vote of the Leadership Assembly, recruits and coordinates appointment for position vacancies.
- b) Serve as a Delegate to the State Leadership Assembly (as membership number allows).
- c) Serve as a Region council/committee liaison.
- d) Coordinates audit of region finances and reports findings to Leadership Assembly

Section 8

Duties of the Vice President of Communications/Member Engagement

The Vice-President of Communications/Member Engagement performs a variety of duties related to informing and engaging the Region 2 ACSA membership of charter, regional and state events, opportunities, and happenings. This person will manage the day-to-day operation of the region's social media platforms, maintain alignment of region social media accounts to state ACSA, work collaboratively with the Region 2 Membership Services Representative to ensure full charter and region participation, and participate in training provided by state ACSA.

- a) Creating compelling content on charter and region administrators, campaigns, political advocacy, events, professional development opportunities and charter region news for social media.
- b) Collaborating with state ACSA and local charters to acquire and post content to the region's website and social media platforms.
- c) Creating and maintaining all region social media platforms.
- d) Maintaining brand alignment with state ACSA.
- e) Communicate Region 2 activities and information directly to charter members.
- f) Produce or share advertising and promotion for charter, region, and state ACSA events.
- g) Shoot photos or livestream at events and post in real time.
- h) Provide regular updates of events using social media.
- i) Monitor and forward requests, conversations, comments or questions on ACSA social networks to the appropriate region officer.
- j) Disseminate state ACSA information and toolkits through region social media.
- k) Coordinate region representation at charter events.
- l) Collaborate with the Region 2 Membership Services Representative to recruit, maintain, and encourage ACSA membership.

Section 9

Duties of the Consultant are as follows:

- a) See Standing Rules for Consultant job description.

Section 10

Duties of the Past-President/Parliamentarian are as follows:

- a) Serve as an assistant to the President.
- b) Serve as parliamentarian at all meetings of the Executive Board and meetings of the Regional Leadership Assembly.
- c) Serve on the Evaluation Committee

- e) Serve as Chairperson of the Nominating Committee.
- f) Serve as Chairperson of the Awards Committee

Section 11 Duties of the Treasurer are as follows:

- a) Receive and deposit all funds
- b) Prepare a Region budget for the year showing comparable data for adoption at the June Leadership Conference.
- c) Pay all bills of the Region in accordance with the approved budget.
- d) Account for all funds received and expended; maintain an itemized budget.
- e) Report periodically to the Region the status of fiscal affairs.
- f) Prepare Region financial records for state review.

Section 12 Duties for Vice-President - Legislative Action

- a) Organize and maintain the Region legislative action network; Coordinate efforts of the Region legislative action network including writing letters, making phone calls, sending faxes/emails, etc., when requested by ACSA Governmental Relations staff.
- b) Develop and maintain relationship with Region legislators and encourage local ACSA members to do the same.
- c) Ensure that the Region has a process in place to assess legislative office candidates and provide recommendations for endorsement to the ACSA Board of Directors in a timely manner.
- d) Recruit and encourage ACSA members to assist with the political campaigns of endorsed candidates.
- e) Advise ACSA Governmental Relations staff on regional concerns.
- f) Work to increase member knowledge and involvement in the legislative and political process.
- g) Serve as a voting Delegate to the State Leadership Assembly.  
(See V-Section 1)

Section 13 Duties for Vice-President - Charters, Councils & Committees

- a) Provides leadership for charter officers, council and committee reps.
- b) Develops the charter, council & committee training, and planning program for the leadership conference.
- c) Recruits for Region council and committee reps.
- d) Supports charters to appoint charter council and committee reps.

Section 14 Duties for Vice-President - Programs & Partner Development

- a) Provides general meeting programs to meet the needs of the total membership.
- b) Prepare and arrange for activities at the Leadership Assembly meetings.
- c) Develop and present to the Board a Region Plan for workshops on an annual basis.
- d) Organize all Region activities related to Recognition and Awards both State and Regional.
- e) Communicates and develops partnerships with vendors who wish to sponsor and/or support events within the Region as part of the state ACSA Partners4Purpose Program.

Section 15 Duties of the Region Member at Large

- a) Provide support to Region Officers as needed
- b) Assist the Vice President, Programs with event planning and set-up+

Section 16 Duties of the Member at Large, Professional Development

- a) Facilitate region professional development opportunities.
- b) Provide information and materials relating to professional development programs and services to region members.
- c) Support linkage between ACSA and local administrators.
- d) Work with President-elect and Vice President, Programs to schedule and publicize region events.

Section 17 Duties Member at Large, Membership

- a) Promote membership development region wide.
- b) Provide charters and districts information about ACSA opportunities and benefits.
- c) Work with charters to set membership goals and tools to recruit new members.
- d) Connect new administrators with ACSA Ambassadors.

Section 18 Duties of Member at Large, Retirees

- a) This position will be an appointed position. Involvement in ACSA leadership that could include the state retirement committee, served as a council/committee representative, prefer experience as a region and/or charter officer.
- b) Serve as a non-voting member of the Executive Board

- c) Contribute to planning and discussions for active members.
- d) Help with recruiting and membership. Also recruiting for the Ambassador program as needed.

Section 19 Duties of the Vice President, North State PD Conference

- a) Serve as a member of the North State PD Conference Planning Committee.
- b) Assist in the coordination of the annual North State PD Conference, Regions 1-2-3-4.
- c) Serve as a voting Delegate to the State Leadership Assembly.  
(See V-Section 1)
- d) Note: This position may be left vacant when region membership is below 650 members. Duties will transfer to Vice President Programs & Partner Development.

Section 20 Duties of the Delegates to the ACSA State Leadership Assembly

Current President, President-Elect, Vice-President – Legislative Action, Vice President, North State PD Conference, and Delegate-at-Large (as membership numbers allow).

- a) Elect officers.
- b) Approve Bylaw changes.
- c) Review the strategic plan.
- d) Receive and review information from state Board of Directors.
- e) Ratify ACSA legislative platform.
- f) Serve as liaisons to charters.

Vacancies

In the event of an officer vacancy, the board will appoint a qualified region leader to the office with the approval of the Leadership Assembly for the remainder of the unfilled term.

Section 21 Recall of Officers

- a) Any member or charter may submit charges against a region officer.
- b) The Executive Board shall hear the case and make recommendations to the Leadership Assembly.
- c) Two-thirds of the Leadership Assembly must concur before action may be taken.
- d) Upon a 2/3 vote of the Leadership Assembly, the Executive Board will act to request the resignation of any Region officer.

Article VI  
STATE ACSA DIRECTOR - REGION 2

- Section 1     State ACSA Director. Pursuant to state bylaws, the region shall elect a state ACSA director in the manner provided in these bylaws, who shall be a regular member in good standing in the region. Candidates for Region Director to the State Board of Directors must have served as a region officer.
- Section 2     Election and Term of Office. The State ACSA Director shall be elected for a three-year term.
- a)     Candidates for the Region Director to the State Board will apply to the Nominating Committee, who will review the applications and select no more than two candidates to run for this office.
- Section 3     Duties of the Region Director
- a)     Serve as a member of the State Board of Directors and report all issues from the State Board Meetings.
- b)     Attend Region conferences and workshops.
- c)     Attend State ACSA Board meetings. The State Board meets four times per year: Region Director will attend Leadership Assemblies, Annual State Conference and Board Retreats.
- d)     Serve as a voting member of the State Board at the State Leadership Assembly.
- e)     Serve as liaison to assigned State council/committees including preparing appropriate reports to the Board of Directors.
- Section 4     Vacancy  
                  In the event of a vacancy in the office of State ACSA Director, the region board will appoint a director to fill the office until the next region election.

Article VII  
EXECUTIVE BOARD

- Section 1     The Executive Board, hereinafter called the Board, shall have administrative responsibilities for the programs as stated in these Bylaws, and for those policies and goals established by the Region 2 Leadership Assembly. The Board shall establish procedures for implementing policies for the operation of the Region consistent with ACSA policies and shall evaluate the effectiveness of the Region's practices and policies.
- Section 2     Composition - The Board shall consist of the President, Immediate Past-President, President-Elect, Delegate-at-Large, Vice-President of Communications and Member Engagement, Vice-President for Legislative Action, Treasurer, Region Director to the State Board, Vice President, Charters, Councils and

Committees, Vice President, Programs & Partner Development, Vice President North State PD Conference, Region Member at Large, Professional Development, Region Member at Large, Membership, Region Member at Large, Retiree, and Region Member at Large.

- a) To act in place of the Leadership Assembly between Assembly meetings with authority of the Assembly
- b) To report actions to the Assembly
- c) To serve as the primary spokespeople for ACSA Region 2
- d) To function as a quick response team
- e) To serve as a liaison with the Executive Director of State ACSA and State ACSA

Section 3 Composition:

- a) Past President/Parliamentarian
- b) President
- c) President Elect
- d) Delegate at Large
- e) Vice President for Legislative Action
- f) Vice President of Communications and Member Engagement
- g) Vice President Charters, Councils & Committees
- h) Vice President Programs & Partner Development
- i) Vice President North State PD Conference [optional]
- j) Member at Large
- k) Region Member at Large, Professional Development
- l) Region Member at Large, Membership
- m) Region Member at Large, Retiree
- n) Treasurer
- o) Region Director to ACSA State Board of Directors

Section 4 Meetings and Quorum

The Executive Board shall meet as needed in between Regional Leadership Assembly meetings. A quorum shall consist of a majority of the Board.

Section 5 Duties of the Board

- a) Bring recommendations to Regional Leadership Assembly
- b) Develop and recommend the preliminary budget to the Regional Leadership Assembly

Article VIII  
REGIONAL LEADERSHIP ASSEMBLY

- Section 1      Purpose - The Regional Leadership Assembly shall be the recommending and advisory body and shall have the responsibility for representing the purpose and positions of Region 2 into dynamic programs of professional growth and development leading to the enhancement of the capabilities and performance of the members. All members of the Leadership Assembly shall be members in good standing of the State Association of California School Administrators.
- Section 2      Composition - The Regional Leadership Assembly shall be composed of the following:
- a)      State and Region Council/Committee Chairpersons.
  - b)      Region 2 Executive Board.
  - c)      Charter Presidents.
  - d)      Two representatives per Charter
  - e)      Additional representation will be allowed each Charter as follows:
    - 76-100 State ACSA members - 1 additional representative.
    - 101-125 State ACSA members - 2 additional representatives.
    - 126-150 State ACSA members - 3 additional representatives.
  - f)      Alternate representatives appointed by the Charter President for members unable to attend.
- Section 3      Elections and Vacancies - Charter representatives shall be selected according to the Bylaws governing each Charter as long as they are consistent with Region 2 Bylaws.
- Section 4      Meetings
- a)      Regular meetings of the Regional Leadership Assembly shall be held no less than three times annually to be presided over by the Regional President.
  - b)      Special meetings may be called by the President or by a majority of the Regional Leadership Assembly.
  - c)      A quorum shall consist of the majority of the total membership of the Regional Leadership Assembly and within this majority two-thirds of the active Charters must be represented. A majority of the quorum shall be authorized to take action unless otherwise specified in these Bylaws.
  - d)      Representatives from other organizations may be invited by the Assembly to participate in discussions and deliberations of the Assembly in an ex-officio capacity.



Section 5 Powers and Duties - The Regional Leadership Assembly shall:

- a) Elect officers.
- b) Approve Bylaw changes.
- c) Review the state ACSA strategic plan.
- d) Receive and review information from the Executive Board.
- e) Ratify the ACSA legislative platform.
- f) Serve as liaison to Charters.
- g) Approve Standing Rules changes.

Section 6 Conferences and Other Meetings - The Regional Leadership Assembly shall determine the kind, size, scope, etc., of conferences to be held by the Region.

## Article IX COUNCIL/COMMITTEES

Section 1 Definition and Purpose

- a) Councils/Committees shall be authorized by the Executive Board and Regional Leadership Assembly, approved annually, and will generally follow the format of those designated by State ACSA.
- b) The purpose and suggested activities of any committee shall be determined by the Executive Board, which shall review the activities, achievements and representation of all committees annually.

Section 2 Membership

- a) Council/Committee Chairpersons, except Superintendents Council and Awards and Nominations Chairperson (Past-President) shall be appointed by the President with the approval of the Regional Leadership Assembly. The chairperson of the Superintendent's Council shall be determined by a vote of the region council members.
- b) Council/Committee Chairpersons shall serve 3-year terms, unless modified by the Executive Board or bylaws of the Council.
- c) Members of special council/committees shall serve terms to be designated at time of appointment.

Article X  
FISCAL

Section I Budget

- a) The Executive Board shall be responsible for the preparation and maintenance of an annual operating budget utilizing proper accounting procedures.
- b) The annual budget shall be adopted by the Leadership Assembly as recommended by the Executive Board prior to the beginning of the next fiscal year.
- c) The Assembly may make modifications to the budget at any regular or special meetings by a majority vote.
- d) Financial reports shall be made at each regular meeting of the Leadership Assembly.
- e) The operating budget of Region 2 shall include a sum not less than 10% of the budget as an Undistributed Reserve.
- f) The Board may authorize expenditures from the Undistributed Reserve.

Section 2 Income Sources - In addition to the ACSA rebate of annual dues to the Region, the Executive Board may solicit and accept other sources of funds.

Section 3 Expenditures

- a) Expenditures of funds within the adopted budget shall be the prerogative of the Executive Board.
- b) The Leadership Assembly may recommend expenditures outside the budget to the Executive Board.

Section 4 Fiscal Year

- a) The fiscal year of Region 2 shall be the same as that of State ACSA.

Article XI  
RULES OF ORDER

Section 1 Standing Rules and Policies - All rules, policies, and positions, adopted by the Executive Board or the Leadership Assembly in accordance with these Bylaws, but not specifically covered therein, shall be recorded in the Standing Rules and policies of Region 2.

Section 2 Parliamentary Procedures - Robert's Rules of Order (revised), insofar as it is not inconsistent with these Bylaws, shall govern matters of procedure and the meetings of Region 2 and its committees.

Section 3      Amendments to the Bylaws

- a)      Proposals to amend the Bylaws may be introduced at any Leadership Assembly.
- b)      Proposals to amend the Bylaws may be acted upon at the regular or special meeting following the meeting at which the amendment is introduced.
- c)      A two-thirds favorable vote is required for the adoption of an amendment to these Bylaws.

## Appendix A

### ACSA REGION 2 MATRIX OF GOVERNANCE STRUCTURE

	<b>Executive Board</b>	<b>Leadership Assembly</b>
Composition	<ul style="list-style-type: none"> <li>a) Past-President/Parliamentarian</li> <li>b) President</li> <li>c) President-Elect</li> <li>d) Delegate-at-Large</li> <li>e) Vice-President for Legislative Action</li> <li>f) Vice-president of Communication &amp; Member Engagement</li> <li>g) Treasurer</li> <li>h) Vice President, Programs &amp; Partner Development</li> <li>i) Vice President, Charter, Councils &amp; Committees</li> <li>j) Vice President North State PD Conference [optional]</li> <li>k) Region Member at Large</li> <li>l) Region Director to the State Board</li> <li>m) Consultant (non-voting)</li> </ul>	<ul style="list-style-type: none"> <li>a) Region 2 Executive Board</li> <li>b) State and Region Council/committee Chairs</li> <li>c) 7 Charter Presidents</li> <li>d) 2 Representatives per charter</li> <li>e) Additional charter reps may be added based on charter membership (see Article VII, Section 2)</li> </ul>
Selected By	<ul style="list-style-type: none"> <li>● Leadership Assembly</li> </ul>	<ul style="list-style-type: none"> <li>● Charter/Region Elections</li> <li>● Appointment as State Council/Committee Chairs</li> <li>● Appointed by State Presidents</li> <li>● Appointed as Region Committees Chairs</li> <li>● Appointed by Region Presidents</li> </ul>
Authority	<ul style="list-style-type: none"> <li>a) Act in place of the Leadership Assembly between Board meetings with authority of the Leadership Assembly</li> <li>b) Report actions to the Leadership Assembly</li> <li>c) Serve as the primary spokespeople for ACSA Region 2</li> <li>d) Function as a quick response team</li> <li>e) Serve as liaison with the Executive Director and State ACSA</li> <li>f) Bring recommendations to full Leadership Assembly</li> <li>g) Develop and recommend the preliminary budget to the Leadership Assembly</li> </ul>	<ul style="list-style-type: none"> <li>a) Elect officers</li> <li>b) Approve Bylaw changes</li> <li>c) Review the ACSA State Strategic plan</li> <li>d) Receive and review information from Executive Board</li> <li>e) Ratify ACSA Legislative platform</li> <li>f) Serve as liaison to charters</li> <li>g) Approve annual budget</li> <li>h) Serve as governing body of Region</li> <li>i) Establish &amp; monitor Policies</li> <li>j) Monitor the budget</li> <li>k) Approve council/committee appointments made by Region President</li> <li>l) Give final approval to political candidate endorsements and ballot propositions</li> <li>m) Approve recommendations from task forces and subcommittees</li> <li>n) Provide general organizational direction</li> <li>o) Recommend Bylaw changes to the Leadership Assembly</li> </ul>
Meetings	As needed	Not less than three meetings per year

Appendix B  
COUNCIL/COMMITTEE STRUCTURE OF ACSA REGION 2

The President of Region 2 shall establish the following council/committees with the approval of the Executive Board. Council/committees may be added or deleted by action of the Executive Board as specified in the Region 2 Bylaws.

I. **Regular (Standing) Committees**

- a) Co-Administration Committee
- b) Equity Committee
- c) Leadership Development
- d) Legislative Policy Committee
- e) Member Services Committee
- f) Retirement Committee

II. **Councils**

- a) Adult Education Council
- b) Business Services Council
- c) Career Technical Education Council
- d) Classified Education Leaders Council
- e) Curriculum, Instruction and Accountability Council
- f) Early Education Council
- g) Educational Options Council
- h) Elementary Education Council
- i) Human Resources Council
- j) Middle Grades Education
- k) Secondary Education Council
- l) Student Services and Special Education Council
- m) Superintendency Council

III. **Special Committees [Appointed by State ACSA]**

- a) ACSA/CAPEA Committee
- b) Leadership Summit
- c) Small School District
- d) Urban Education

#### IV. **Council/Committees Roles and Responsibilities**

- a) **Region Chairperson:** A region chairperson shall be a state ACSA member and appointed by the Region President for a single three-year term. It is the chairperson's responsibility to attend the State Council/Committee Meetings or to designate an alternate who will attend. A formal report of the State Meeting must be made to the members following the chairperson's attendance. This may either be given to the Leadership Assembly in writing or orally. This information must be distributed to members within the Region through their council/committee charter representatives, publications or other appropriate means of communication.
- b) **State Representation:** Each council/committee chairperson who is serving on a State Council/Committee will serve as the Region 2 Representative to the appropriate ACSA State Council/Committee as long as the council/committee remains in an active status and until the term has been completed.
- c) **Meetings:** Each council/committee will have the responsibility of communicating important information to members throughout the year. This may be done through formal/informal meetings in the Region or other modes of communication as appropriate.
- d) **Membership:** Membership on a council/committee is open to any interested Region 2 member.
- e) **Action Status:** A council/committee member must meet the following criteria in order to maintain an active status and be entitled to Region 2 financial support and representation on State level council/committees:
  - 1. Regularly communicate with council/committee members.
  - 2. Establish goals and objectives annually prior to the first Region Leadership Assembly.
  - 3. Make appropriate reports to the Region Leadership Assembly.
  - 4. Develop an appropriate Region 2 activity for ASCA members holding similar positions.

#### V. **AdHoc Committees**

The President shall establish ad hoc committees as needed.

#### VI. **Special Region 2 Committees are as follows:**

- a) **Awards:** The Past-President/Parliamentarian, President and Charter Presidents shall serve as the Awards Committee and are responsible for accepting nominations and awarding Region 2 Awards and accepting nominations to be forwarded to State ACSA for state-level awards as requested.

- b) Evaluation: The President, President-Elect, and the Past-President conduct an annual evaluation of the Region Consultant.
- c) State Special Committees:
  - ACSA Technology Leadership Group
  - Awards Committee

NOTE: Appointments to special committees are not made on a one per region basis but are made by the state president after consultation with appropriate resource persons. The following criteria is considered:

  - Expertise in the area specified by the committee's purpose and responsibilities
  - Job alike representation and balance

**VI.** The Region President shall recommend the appointment of a member of each council/committee to the corresponding State Council/committee in accordance with existing State ASCA council/committee structure.