

**ACSA
REGION 4
PROCEDURAL
MANUAL**

ACSA REGION 4 PROCEDURAL MANUAL TABLE OF CONTENTS

ACSA LEADERSHIP SUMMIT

ADMINISTRATOR OF THE YEAR

CHARTER PROFESSIONAL DEVELOPMENT GRANTS

CHARTER REBATES

COMMITTEE/COUNCIL REPRESENTATION

ELECTION OF REGION OFFICERS

EVERY STUDENT SUCCEEDING

FISCAL ADVISORY COMMITTEE

LEGISLATIVE ACTION DAY

PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

REGION 4 CREDIT CARD

REGION 4 STUDENT SCHOLARSHIPS

REGIONAL LEADERSHIP RETREAT

REGIONS 1,2,3,4 NORTH STATE CONFERENCE

REIMBURSEMENT POLICY

ACSA REGION 4 PROCEDURAL MANUAL

ACSA LEADERSHIP SUMMIT

A \$500 stipend is budgeted for ACSA Region 1234 Executive Board Members to attend the ACSA Leadership Summit. A \$100 Rebate is budgeted to offer each ACSA Region 4 Member who attends the ACSA Leadership Summit.

ADMINISTRATOR OF THE YEAR

The Regional President-elect shall be responsible for the annual Administrators of the Year Program including but not limited to

- Setting the timelines
- Gathering and reviewing applications
- Convening a committee of Charter Presidents to review applications if necessary
- Submitting to the Executive Board for approval
- Submitting applications to state ACSA

Charter Presidents are encouraged to submit nominations and applications in each of the categories. It is essential that all timelines be met.

CHARTER PROFESSIONAL DEVELOPMENT GRANTS

The Region Board of Directors shall budget funds for Charter Professional Development Grants.

1. Grant funds will be used for professional development activities that benefit the majority of the members in the Charter.
2. Grant funds should address the unique professional development needs of the Charter membership. Charters will be responsible for planning and development of professional development activities prior to seeking approval of grant funding.

3. Grant funds requested by a Charter may be matched with other Charters to share professional development activities that mutually benefit each Charter. Charters may make a joint request for a combined grant.
4. Charter Presidents may apply for up to \$2000.00 per year. (Revised 9/18)
5. Completed applications must be sent to the Region Consultant for approval by the Executive Board. The Executive Board may Agendize these applications for approval at a Leadership Forum or may use electronic communications to make their selection. The Region President may grant deviations in these time lines, if it seems appropriate to do so.
6. Approval of grant requests shall be determined on a first come, first served basis by a majority vote of the Region 4 Executive Board. Depending on the availability of funds, grant applications meeting the Criteria may not be funded at the full amount requested. The Region Consultant shall be responsible for monitoring this portion of the process.

CHARTER REBATES

10% of the Region dues rebate shall be allocated to the charters for program support. The distribution formula shall be based on the January 1 membership report. (a) 50% of the prior year allocation will be distributed after July 1 upon receipt of the Charter Plan for the upcoming year and the list of Charter Officers as well as the Charter Report for the preceding year. Charters will also submit the name of the Financial Institution with which they work as well as a list of Signatories for their account (b) The final allocation will be distributed after September 1. The charter contribution to the North State Spring Conference for the Charter Presidents Reception and the room and lodging cost for Charter members reserving a place but not attending the Region Leadership Workshop will be deducted from this allocation. If a Charter fails to submit a Charter Activity Calendar and other requested information Charter Rebates will not be distributed. (Revised 5/20/15)

COMMITTEE/COUNCIL REPRESENTATION

Regions have a responsibility to send representatives to state ACSA Committee/Council meetings. These are job-alike assignments therefore the regional representative needs to be currently working in a position that performs the duties associated with the Committee/Council. Assignments are for three-year terms, determined by state ACSA. Each February or March a list of vacancies will be emailed to all ACSA Region 4 Members. It is the responsibility of the Region Executive Board to fill these positions. The goal is to have new volunteers to serve each term. However, if someone fills only a partial term they may be appointed to serve a full term on a council/committee. A person may serve more than one term if other parties are not interested.

It is the responsibility of the representative to attend all state council/committee meetings and to attend Regional Leadership Forums. Council Regional Reps are not only representing their "Job-A Likes" they are also assuming a role in Regional Leadership and their participation is valuable to the entire Region.

If a Region 4 Rep to a Council/Committee is not meeting the expectations of the ACSA Executive Board the Region Consultant, will reach out to the Rep to assist the Rep meet their obligations. If a solution cannot be reached the ACSA Region 4 Executive Board can dismiss the Rep. (Revised May 2019)

ELECTION OF REGION OFFICERS

All officers except State Board Director, VP Leg Action and Vice President-Finance shall serve a term of two years. Terms of office will begin when officers are sworn in at the Region 4 Leadership Workshop, unless otherwise designated by the Board of Directors. State Board Director, VP Leg. Action and Vice President Finance shall serve a term of three years.

In an election year the Consultant will seek applications from interested parties who will submit an Application for Office. This process will take place in January or February. Elections will be conducted at one of the Spring Leadership Forums, preferably in March.

Voting Members for Regional Elections are the President or Designee of each Charter and each member of the Regional Board of Directors.

ELECTIONS OF STATE DIRECTOR

Each region shall have the responsibility for conducting an appropriate election by the spring delegate assembly for one member of the Board of Directors at times and in manner consistent with ACSA bylaws and the policies and procedures of ACSA.

EVERY STUDENT SUCCEEDING

Region IV participates in ACSA's Every Student Succeeding each year. Individual Charters may conduct individual Every Student Succeeding events each year but the Region honors only one individual each year. The Regional honoree is selected on a rotational basis alphabetically.

18-19	Solano	Honored at Leadership Summit 2019
19-20	Sonoma	Honored at Leadership Summit 2020
20-21	Vallejo	Honored at Leadership Summit 2021
21-22	Lake	Honored at Leadership Summit 2022
22-23	Marin	Honored at Leadership Summit 2023
23-24	Mendocino	Honored at Leadership Summit 2024
24-25	Vallejo	Honored at Leadership Summit 2025

- If a Charter chooses not to participate in a particular year the next Charter moves up and the current Charter will enter into the rotation alphabetically.
- The Honoree is recognized at the Annual ACSA Leadership Summit each year in November (see above).
- Annually, the Region shall budget sufficient money to allow the Every Student Succeeding winner and one chaperone to attend the Annual Leadership Summit - General Session at which the student will be honored. Attendance of additional chaperones shall be at charter discretion and expenses. (Added 4/28/2001). This normally means the cost of transportation and hotel for one night.
- Beginning in the 2014-2015 school year the Region shall make available \$500 to each Charter for use related to Charter Every Student Succeeding events. The money may be used to assist with the costs related to a Charter celebration of ESS or may be used as part of a Charter Scholarship Program for ESS students. Charters must request these funds and be prepared to report on to the Region on how the funds were expended. (Revised June 2014)

FISCAL ADVISORY COMMITTEE

The Fiscal Advisory Committee shall be composed of the following:

- President,
- President Elect,
- VP Finance,
- State Director

The VP Finance shall chair the committee. The Region Consultant shall serve as staff to the committee.

(Revised 5/11)

- The Region Consultant in conjunction with the Fiscal Advisory Committee shall prepare a proposed annual budget for review and action by the Board of Directors at its first fall meeting.
(Revised 5/11)

LEGISLATIVE ACTION DAY

Region Officers and three members from each charter (President, President elect and vice president legislative action) shall be encouraged to attend the ACSA Legislative Action Day. The Region shall cover hotel and dinner on Sunday as well as lunch on Monday.

REGION 4 CREDIT CARD

A Region 4 Credit Card shall be issued to the President, President-elect, Vice-President, VP Legislative Action and Consultant. The credit card may be used for necessary expenses incurred while attending to the business of Region 4 as directed by the Region 4 Executive Board. Receipts for purchases shall be submitted to the VP Finance on a monthly basis.

REGION 4 STUDENT SCHOLARSHIPS

- Each year ACSA Region 4 issues two scholarships to students.
- Proceeds from the *ACSA Regions 1234 North State Golf Tournament* funds one scholarship. This Scholarship is named the ***ACSA Region 4 Scholarship***.
- A second scholarship funded from the ACSA Region 4 Credit Card use will be started in the spring of 2019 and will be called the ***Korby Olsen Memorial Scholarship***.
- The amount of the scholarships fluctuates depending upon the money raised from this golf tournament and from credit card use. If needed, funds from the ACSA Region 4 Budget will be used to supplement the two scholarship funds for a minimum of \$1000 each
- The Region awards this money to a student from a Charter based on a rotation similar to the Every Student Succeeding program.

ACSA Region 4 Scholarship (1)

18-19	Solano	Awarded Fall of 2019
19-20	Sonoma	Awarded Fall of 2020
20-21	Vallejo	Awarded Fall 2021
21-22	Lake	Awarded Falls of 2022
22-23	Marin	Awarded Fall 2023
23-24	Mendocino	Awarded Fall of 2024
24-25	Napa	Awarded Fall of 2025

Korby Olsen Memorial Scholarship (2)

18-19	Lake	Awarded Spring 2019
19-20	Marin	Awarded Spring 2020
20-21	Mendocino	Awarded Spring 2021
21-22	Napa	Awarded Spring 2022
22-23	Solano	Awarded Spring 2023
23-24	Sonoma	Awarded Spring 2024
24-25	Vallejo	Awarded Spring 2025

CHARTER	SCHOLARSHIP	YEAR
Lake	2	2019
	1	2022
Marin	2	2020
	1	2023
Mendocino	2	2021
	1	2024
Napa	2	2022
	1	2025
Solano	2	2023
	1	2019
Sonoma	2	2024
	1	2020
Vallejo	2	2025
	1	2021

REGIONAL LEADERSHIP TRAINING

Region 4 will actively support the professional growth of its members by offering a **Regional Leadership Workshop** for all incoming officers of the Region and Charters and other regional members. The Region will present timely educational issues as well as training related to ACSA at a one or two day conferences.

Region 4 officers, Council Reps, and officers from each Charter are expected to attend will receive lodging and meals at the Regional Leadership Workshop. Guests attending will pay actual cost of room and meals. Travel to and from the Workshop will not be reimbursed. (Revised May 2015)

REGIONS 1,2,3,4 NORTH STATE CONFERENCE

Region 4 is in a partnership with ACSA Regions 1,2&3 to host an annual conference and a golf tournament. The purpose of the golf tournament is to raise funds to be used for student scholarships. The purpose of the conference is to provide high quality professional development for our members and to highlight best practices that are taking place within the four regions.

Each region contributes to the conference a flat rate of \$500 and \$100 for each Charter in the Region (\$1200 for Region 4). Each Region shall contribute a \$300 Gift to be awarded during the conference. Each Charter is responsible to contribute a \$100 gift to be awarded during the conference. If a Charter fails to do so it is the Region's responsibility to meet this obligation.

The Region will reimburse each ACSA Region 4 attendee at this conference \$100 if they register for the conference and attend the **ACSA Region 4 Leadership Forum** held during the conference. Since ACSA Region 4 Executive Board Members are required to attend the *Region 1234 North State Conference* the Region 4 Executive Board Members are authorized to use the ACSA Region 4 Credit Card.

If for any reason the conference should lose money, each region will be equally assessed to pay off any outstanding obligations. Money raised from the golf tournament shall be divided equally among the regions. Money shall be used exclusively for student scholarships.

The Conference Committee shall consist of a minimum three participants from each region. The Region Consultant shall be a standing member of this committee. Two other members of the Region shall sit on the committee. Each region shall be responsible to progress through North State Conference Assignments from Hospitality, to AV/Room Monitor, to Program Chair, to Chair.

REIMBURSEMENT POLICY

GENERAL: It shall be the policy of ACSA Region 4 to reimburse Officers and others individuals as approved by the Board of Directors for necessary expenses incurred while attending to the business of Region 4 as directed by the Board, exclusive of State and Region conferences

TRAVEL AND MILEAGE: Private vehicle travel for required/invited attendance at Region Delegate Assembly and Board meetings, and other meetings called by the Region President, will be reimbursed at the current IRS mileage rate. For approved travel outside of Region 4 actual travel expenses, by the most economical means, will be reimbursed.

LODGING, ETC.: Lodging, tips, parking, taxi, car rental, and plane fare will be reimbursed at actual cost. Receipts are required.

Approved/required attendance at meetings/conferences lasting more than one day shall qualify for lodging. Lodging in other instances may be reimbursed with prior approval of the Region President. (Revised 5/4/02)

MEALS: Region 4 will reimburse for meals when the person is on official Region 4 business. Receipts are required.

OTHER REIMBURSABLE EXPENSES: Officers are eligible for reimbursement for phone calls, stationery, postage, and other minor incidental expenses incurred in the function of their particular office.

APPROVAL: The President (or his or her Designee) prior to payment shall approve Requests for reimbursement.

REQUESTS FOR REIMBURSEMENT: All-requests for reimbursement shall be submitted to the VP Finance. These may be done either electronically or by mail. Requests for-reimbursement in each fiscal

year must be submitted as soon as possible after incurring the expense but on or before June 30.

