



2018-2019

**REGION 7**  
ASSOCIATION of  
CALIFORNIA SCHOOL ADMINISTRATORS  
**BYLAWS**

**REGION 7 BYLAWS**  
**ARTICLE I**  
**Name, Principal Office, Purpose, and Restrictions**

1. **Name:** The name of the Region is Association of California Administrators, Region 7, a geographical division of the Association of California School Administrators ("State ACSA") embracing the following California counties: Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne.
2. **Purposes:** The general purpose of this regional association is to promote the advancement of education; therefore, it subscribes to the general purposes of ACSA and promotes objectives and policies of State ACSA.
3. **Restrictions:** All policies and activities of the region shall be consistent with:
  1. State ACSA bylaws, policies, and standing rules.
  2. Applicable federal, state, and local antitrust and trade regulation laws.
  3. Applicable tax-exemption requirements.
  4. All other legal requirements including the California Nonprofit Corporation Law under which State ACSA is incorporated and to which the regions are subject.

**ARTICLE II**  
**Organization**

1. **Bylaws:** The Region Bylaws shall be consistent with the State ACSA Bylaws.
2. **Governance:** The Region shall have a governing Board of Directors composed of the elected Region officers and representatives to State ACSA Committees.
3. **Functions:** The functions of the Region shall be to promote within Region 7 the purposes of ACSA as stated in these Bylaws, with programs and activities similar to and consistent with those of State ACSA.
4. **Election of State Director:** The Region shall be responsible for conducting an appropriate election by the Region Delegate Assembly for one member of the Board of Directors at times and in a manner consistent with these Bylaws and the Policies and Procedures of ACSA.
5. **Charters:** The Charters within the Region shall be issued by the Board in accordance with standards in the Policies and Standing Rules of ACSA.

**ARTICLE III**  
**Membership**

1. **Membership Qualifications:** Membership in ACSA is extended to persons who have professional involvement in leadership responsibility in education including persons in training, supporting and consulting services as provided in this article.
2. **Membership Privileges:** Regular members shall have voting privileges and be eligible to serve as officers, directors, or committee members at state, region, and charter levels; other privileges of regular membership shall be set forth in the Policies and Procedures. The privileges of membership of all other classes of members other than regular members shall be set forth in the Policies and Procedures.

3. **Regular Membership:** Regular membership shall be extended to persons employed in California as follows:
  1. Those employees in a school district or other educational agency designated or functioning as management employees, members of the management team, confidential employees or certificated supervisory employees.
  2. Professors of Education. Those full time professors of educational administration who elect regular membership pursuant to Bylaw 3.09.
3. Regular members on leave/sabbatical who are committed to return to active employment as set forth in (1) and (2).
4. **Retired Membership:** Retired membership shall be extended to: ACSA members not currently employed in the field of education, but receiving compensation from the State Retirement System or Public Employees Retirement System and ACSA members who have been certified as being totally and permanently disabled.
5. **Honorary Life Membership:** The Board may award a Region 7 Honorary Life Membership to persons making an outstanding contribution to education.
6. **Associate Membership:** Associate membership shall be extended to individuals not eligible for regular membership as follows:
  1. ACSA members reassigned to the classroom or other duties outside administration/supervision.
  2. Individuals meeting credential requirements for membership but who have not yet been employed in a position qualifying them for regular membership.
  3. Consultant membership: Available to educational consultants.
  4. Part-time employees employed under an early retirement program who would otherwise qualify under Section 3.02.
  5. Complimentary membership. Granted to ACSA professional staff upon appointment.
  6. Former ACSA members not qualifying under other membership categories.
  7. Other individuals as approved by the Board.
7. **Student Membership:** Student membership is extended to individuals who are graduate students verified to be enrolled in programs of Education Administration leading to an administrative credential in an accredited institution of higher learning.
8. **Organizational Membership:** Organizational membership is extended to organizations involved in concerns regarding education services or programs whose members are not otherwise eligible for Regular membership.
9. **Professors of Educational Administration Membership:** Notwithstanding any other provision of these Bylaws to the contrary, full time professors of educational administration shall be entitled to elect membership status as either regular members or associate members.
10. **Consolidated Membership:** Consolidated membership is extended to those persons who meet regular ACSA membership requirements under Section 3.02 and are active members of a local administrator association that meets the requirements established by the Board.
11. **Discipline:** A member may be disciplined (which discipline may include private or public reprimand, suspension, or expulsion) based on the good faith determination by the Board, or

a committee or person authorized by the Board to make such a determination, that the member has failed in a material and serious degree to observe the Association's rules of conduct, or is engaged in conduct materially and seriously prejudicial to the purposes and interests of the Association, provided that the Board adopt appropriate procedures that meet or exceed the standards set forth in California Corporations Code Section 7341.

#### **ARTICLE IV Board of Directors**

1. **Responsibilities:** The Board is the governing body of the region and has authority and responsibility for the supervision, control, and direction of the region.
2. **Composition:** The composition of the Board of Directors shall be the Executive Officers (including President, President-Elect, Vice President, Vice President/Legislative Action, Vice President/Programs, Secretary, Treasurer, immediate Past President), Regional Director to the State Board, the President of each charter, and Coordinator of Facilities (appointed by the President).
3. **Executive Officers:** The Executive Officers (except the Immediate Past President) and the Directors shall be elected by the general membership of Region 7.
4. **Region Directors:** The Region Directors shall be elected by each charter.
5. **Region Delegates:** to the State Delegate Assembly. The Region delegates to the State Delegate Assembly shall be the President, the President-Elect, the Past President, and the Vice President/Legislative Action.
6. **Meetings:** The Board of Directors shall meet no less than three times per year.
7. **Notice:** The Board of Directors may hold regular meetings if the time and place of such meetings is fixed by the Board. The Board may hold special meetings upon sufficient notice as set by the Board.
8. **Quorum:** A quorum of Board of Directors shall be the number of Directors present at any of the regularly called meetings.
9. **Board Action:** Every act or decision done or made by a majority of the Board of Directors present at a meeting duly held at which a quorum is present is the act of the Board.
10. **Powers:** The Board of Directors shall exercise all the powers, duties and policies established by the State Delegate Assembly and the Region Delegate Assembly and/or authorized by these bylaws. It shall have the rights of corporate directors, subject to the limitations and restrictions provided by these bylaws.

#### **ARTICLE V Officers and Region Directors**

1. **Officers:** The officers of the Region shall be President, President-Elect, Vice President/Legislative Action, Vice-President/Programs, Vice President, Secretary, Treasurer, and Immediate Past President.
2. **Qualifications:** Officers must be regular members of ACSA.

3. **Terms of Office:** The following will be terms of office for the officers of the Region:

President	1 year
President-Elect	1 year
Vice-President	1 year
Vice President/Legislative Action	2 years
Vice President/Programs	2 years
Secretary	2 years
Treasurer	3 years
Immediate Past President	1 year
Region 7 Director to the State Board	3 years

4. **Region Directors Term of Office:** The term of office for the Region Directors will be for two years on a rotating basis. One Director will be elected each year for a two-year term.

5. **Beginning Date for Term of Office:** The term of office for the Executive Officers and Directors shall begin on June 1 following the date of election.

6. **Duties of Officers and Region Directors:** The duties of the officers of Region 7, not otherwise prescribed, shall be as usually pertained to such officers.

**President** – The President of Region 7 shall preside over the meeting of the Board of Directors, Region 7 Delegate Assembly, and the general membership sessions. The President may call special meetings of the Board of Directors, the Region 7 Delegate Assembly and the general membership. The President shall nominate all committee chairpersons and representatives to State committees, with the approval of the Delegate Assembly as provided for in the Bylaws. The President shall be an ex-officio member of all committees, except the Nominations Committee.

**President-Elect** – The President-Elect shall be an aide to the President and shall, in the absence of the President, fulfill the duties of the office. The President-Elect shall automatically succeed as President at the conclusion of the term as President-Elect. The President-Elect shall be an ex-officio member of all committees. The President-Elect shall have responsibility for committee oversight, Region Director Liaison, and the Scholarship Committee.

**Vice President** – The Vice President shall serve in the place of the President-Elect or President during the President’s or President-Elect’s absence or assume the office of President-Elect should it become vacant. The Vice President shall automatically succeed as President-Elect at the conclusion of the term as Vice President.

**Vice-President/Legislative Action** – The Vice President/Legislative Action will chair the Region Legislative Action Committee and will be responsible for all actions pertinent to legislative activities in the Region and at the State. The Vice President/Legislative Action is responsible for coordinating the annual Legislative Action Day in Sacramento for Region 7.

**Vice-President/Programs** – The Vice President/Programs chairs the Program Committee and shall be responsible for planning and developing conferences, and approving Region professional development activities.

**Secretary** – The Secretary shall keep an accurate record of the minutes of all meetings and the standing rules and shall be responsible for their preservation. The Secretary shall assure that minutes of the Region Delegate Assembly are mailed to the delegates following each meeting. The Secretary may request the appointment of an assistant, subject to the approval of the Delegate Assembly.

**Treasurer** – The Treasurer shall maintain an accurate record of all fiscal transactions of Region 7, shall prepare financial reports for each Region Delegate Assembly and general membership meeting, and shall submit the Treasurer's records for annual audit by July 31. The Treasurer shall develop a preliminary budget for approval by the Region Delegate Assembly at its first meeting.

**Immediate Past President** – The Immediate Past President shall serve as parliamentarian at all meetings, shall chair the Nominating Committee, assist in coordination of membership activities of the Region, and shall have other duties as assigned by the President.

**Region Directors** – There are two Directors from each Charter. Directors serve as a member of the Board of Directors and as a liaison for two committee members. They also serve on the Nominating Committee, one from each charter serves on the Awards Committee and one from each charter serves on the Conference Committee. Directors are elected for two-year terms; expiring year indicated.

7. **General Duties of Officers:** All officers of the Region shall maintain all records, correspondence etc. and shall deliver them to their successors not later than May 31 unless special arrangements are made.
8. **Eligibility to Office:** Any regular member of Region 7 shall be eligible to hold office in this organization.
9. **Nominations:**
  1. The Nominating Committee shall be composed of the Region Directors under the chair of the Immediate Past-President. The President Elect shall be a non-voting member of the committee.
  2. The Immediate Past President shall submit to the Region Delegate Assembly, at the first meeting of each calendar year, a proposed timeline for the nomination and election of elective officers. Said time line shall include the mailing of ballots by March 15.
  3. Nominations for the elective officers of Region 7 shall be made by the Nominating Committee. This committee shall submit to the Region Delegate Assembly no later than the second meeting of the year the names of one or more candidates for each office to be filled. The general membership shall be notified of these names by letter. This letter will include information on procedures for additional nominations.
  4. Additional Nominations to any open elective office may be made by a petition signed by a minimum of twenty-four (24) active members of Region 7. Such nominations must be received by the Immediate Past President by February 15.
  5. A list of additional nominees (if any) will be prepared and sent out to the general membership with the ballot, if such ballots are necessary due to contested positions.
10. **Elections:**

1. If a position is contested, the Region Nominating Committee shall provide mailed ballots to ACSA Region 7 members for the conduct of the election by March 15. Ballots shall be returned to said Committee by April 1. The Committee shall conduct the election tabulation and report the results to the general membership.
  2. Charter elections shall be held as convenient to the Region Election calendar as possible. Completed election of charter officers, and names thereto, shall be submitted to the Region President by May 1.
11. **Vacancies:** In case of a vacancy of the office of President, the President-Elect shall succeed to the office of President and serve the remainder of the term and the following year. In case of a vacancy in the office of President-Elect, the position shall be filled by nomination and election by ballot under election procedures established by the Region 7 Board of Directors and announced at the next meeting of the Region Delegate Assembly. All other vacancies shall be filled by appointment by the Board of Directors and ratified by the Region Delegate Assembly.
12. **Powers, Duties, and Function of Region 7 Delegate Assembly:**
1. Govern the operation of Region 7.
  2. Establish and implement Region 7 policies.
  3. The Delegate Assembly shall approve an annual budget, a dues structure, determine the amount of charter rebate and the manner in which those rebates shall be paid, provide types of membership, amount of dues for each, and procedure for payment of dues.
  4. Approve political candidate endorsements.
  5. Endorse and support legislative action.
  6. Maintain a record of the proceedings of all meetings of the Board of Directors and the Region Delegate Assembly.
  7. Define the responsibilities of all committees.
  8. Employ and evaluate personnel.
  9. Authorize all publications of Region 7.
  10. Inform the general membership of the adoption of amendments to the Bylaws of Region 7.
  11. Approve and issue Charters.
  12. Approve the Region 7 calendar.
  13. Approve Bylaw amendments to the Region Delegate Assembly.
  14. Recall Region 7 Executive Officers and Directors for just cause.
  15. Exercise other powers and perform other duties as may be provided by these Bylaws.

## ARTICLE VI

### Selection of State ACSA Director

1. **State ACSA Director:** Pursuant to State ACSA Bylaws 5.03, the Region shall elect a State ACSA Director in the manner provided in these Bylaws, a regular member in good standing of the Region.
2. **Election and Term of Office:** The State ACSA Director shall be elected for a three-year term by the general membership of Region 7. The term shall terminate whenever a director becomes employed outside the Region.
3. **Duties:** The State ACSA Director shall perform those duties as are prescribed by the State ACSA Bylaws, standing rules and policies, as amended from time to time. The Director shall

communicate with the Region respecting all significant ACSA matters that are relevant to the Region.

4. **Vacancy:** In the event of a vacancy in the office of State ACSA Director, the Region Board of Directors shall fill the vacancy.
  1. Directors may authorize. A list of the standing committees are listed below:
  2. Adult Education
  3. Awards\*
  4. Business Services
  5. Classified Educational Leaders
  6. Co-administration
  7. Continuation, Ed. Options and Alt. Ed.
  8. Curriculum, Instruction, and Evaluation
  9. Elementary Education
  10. Equity, Achievement & Diversity for Success
  11. Human Resources
  12. Legislative Action
  13. Legislative Policy
  14. Member Services
  15. Middle Grades Education
  16. Nominating\*
  17. Pupil Services and Special Education
  18. Retirement
  19. Secondary Education
  20. Superintendency
  21. Urban Education

\*Region Only – No State Rep

Purpose. The purpose and suggested activities of any committee shall be consistent with those of State ACSA, as determined by the Board, and the Board shall review annually the achievements of all committees.

5. **Membership:**
  1. Composition: The composition and number of members on a committee shall be determined by the Board of Directors.
  2. Appointment. Committee members shall be appointed and the chairperson designated by the President with the approval of the Board of Directors otherwise provided for in these Bylaws.
  3. Terms, Standing Committees. Members of standing committees shall serve three-year terms unless otherwise designated by the Board of Directors.
  4. Terms, Special Committees. Members of special committees shall serve terms to be designated at the time of their appointments.
  - 5.

## **ARTICLE 7**

### **Charter Formation**

1. **Eligibility:** Any local organization within Region 7 with active members from union high school districts and elementary districts within these boundaries, unified school districts,



county offices, and/or any combination thereof are eligible to apply for a Charter of affiliation as a Charter.

2. **Procedure of Application:**

1. A letter of application stating boundaries, active membership, and a copy of the proposed Bylaws shall be submitted to the Secretary of Region 7.
2. Upon approval of the application by the Region Delegate Assembly, the application shall be forwarded to State ACSA for action.

3. **Presentation of Charter:** Region 7 shall, upon the receipt of the Charter from State ACSA, make an appropriate presentation to the newly affiliated charter and shall seat its representatives as provided in these Bylaws.

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## **STATE ACSA WEB PAGE**

**acsa.org**

The ACSA Web Site includes staff and department contact information, forum, position papers, and minutes of meetings, legislation information, early Job Information Service (JIS) listings, and upcoming events.

### **ACSA State Director**

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## **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

equity 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;
- inspirational networks of discovery and sharing of knowledge;
- mutual commitment to excellence; and
- universal accessibility to learning.

## **REGION 7 WEB PAGE**

[acsaregion7.net](http://acsaregion7.net)