

San Joaquin Charter Bylaws

Within

Region VII Bylaws

ARTICLE I

Name, Principal Office, Purpose, and Restrictions

- I. **Name:** The name of the Charter is San Joaquin (within Region VII Association of California Administrators, a geographical division of the Association of California School Administrators ("State ACSA") embracing the following California counties: Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne.
- II. **Purposes:** The general purpose of this Charter association is to promote the advancement of education; therefore, it subscribes to the general purposes of ACSA and promotes objectives and policies of Region and State ACSA.
- III. **Restrictions:** All policies and activities of the Charter shall be consistent with:
 - a) Region VII Bylaws
 - b) State ACSA bylaws, policies, and standing rules.
 - c) Applicable federal, state, and local antitrust and trade regulation laws.
 - d) Applicable tax-exemption requirements.
 - e) 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

- I. **Bylaws:** The Charter Bylaws shall be consistent with the Region and State ACSA Bylaws.
- II. **Governance:** The Charter shall have a governing Board of Directors/Cabinet composed of the elected Charter officers and representatives to Regional ACSA Committees. Each District may select a member-at-large to attend and participate at Board of Directors/Cabinet meetings. The President may appoint three of these members-at-large.
- III. **Functions:** The functions of the Charter shall be to promote within Charter the purposes of ACSA as stated in these Bylaws, with programs and activities similar to and consistent with those of Region and State ACSA.
- IV. **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

- I. **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.
- II. **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.
- III. **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 Article III Section X.
 3. Regular members on leave/sabbatical who are committed to return to active employment as set forth in (1) and (2).
- IV. **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.
- V. **Honorary Life Membership:** The Region Board may award a Region VII Honorary Life Membership to persons making an outstanding contribution to education.
- VI. **Associate Membership:** Associate membership shall be extended to individuals not eligible for regular membership as follows:
 - a. ACSA members reassigned to the classroom or other duties outside administration/supervision.
 - b. Individuals meeting credential requirements for membership but who have not yet been employed in a position qualifying them for regular membership.
 - c. Consultant membership: Available to educational consultants.
 - d. Part-time employees employed under an early retirement program who would otherwise qualify under Article III Section II.
 - e. Complimentary membership. Granted to ACSA professional staff upon appointment.
 - f. Former ACSA members not qualifying under other membership categories.
 - g. Other individuals as approved by the Board.

- VII. **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.
- VIII. **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.
- IX. **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.
- X. **Consolidated Membership:** Consolidated membership is extended to those persons who meet regular ACSA membership requirements under Article III Section II and are active members of a local administrator association that meets the requirements established by the Board.
- XI. **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

- I. **Responsibilities:** The Board/Cabinet is the governing body of the charter and has authority and responsibility for the supervision, control, and direction of the charter in accordance with the region.
- a. You are expected to attend all meetings of the board. If a board member misses three meetings, the board Vice President of Membership will request a replacement from the Charter President
 - b. In the event you are unable to attend a meeting, you shall ensure an alternate member from your charter will attend in your place. An alternate must be a current, active member of your ACSA charter.
- II. **Composition:** The composition of the Board of Directors/Cabinet shall be the Executive Officers (including President, President-Elect, Vice President, Vice President/Legislative Action, Vice President/Programs, Secretary, Treasurer, immediate Past President, and appointed members-at-large).
- III. **Executive Officers (Cabinet):** The Executive Officers (except the Immediate Past President) and the Directors shall be elected by the general membership of the Charter.

- IV. **Region Directors:** The Region Directors shall be elected by each charter.
- V. **Charter Delegates:** The Charter delegates to the Region Delegate Assembly shall be the President, the President-Elect, the Past President, and the Vice President/Legislative Action.
- VI. **Meetings:** The Board of Directors/Cabinet shall meet no less than three times per year.
- VII. **Notice:** The Board of Directors/Cabinet 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.
- VIII. **Quorum:** A quorum of Board of Directors/Cabinet shall be a minimum of five Directors/Cabinet members present at any of the regularly called meetings.
- IX. **Board Action:** Every act or decision done or made by a majority of the Board of Directors/Cabinet present at a meeting duly held at which a quorum is present is the act of the Board/Cabinet.
- X. **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 Charter Directors

- I. **Officers:** The officers of the Charter shall be President, President-Elect, Vice President/Legislative Action, Vice-President/Programs, Vice President, Secretary, Treasurer, and Immediate Past President.
- II. **Qualifications:** Officers must be regular members of ACSA.
- III. **Terms of Office:** The following will be terms of office for the officers of the Region:
 - a. President 1 year
 - b. President-Elect 1 year
 - c. Vice-President 1 year
 - d. Vice President/Legislative Action 2 years
 - e. Vice President/Programs 2 years
 - f. Secretary 2 years
 - g. Treasurer 3 years
 - h. Immediate Past President 1 year

- IV. **Charter Directors Term of Office:** The term of office for the Charter Directors will be for two years on a rotating basis. One Director will be elected each year for a two-year term.
- V. **Beginning Date for Term of Office:** The term of office for the Executive Officers and Directors shall begin on July 1 following the date of election.
- VI. **Duties of Officers and Charter Directors:** The duties of the officers of San Joaquin Charter, not otherwise prescribed, shall be as usually pertained to such officers.
- a. **President** - The President of San Joaquin Charter shall preside over the meeting of the Board of Directors/Cabinet, and the general membership sessions. The President may call special meetings of the Board of Directors/Cabinet, and the general membership. The President shall nominate all committee and council/charter chairpersons and representatives to Charter committees and councils, with the approval of the Charter Officers and Directors as provided for in the Bylaws. The President shall be an ex-officio member of all committees, except the Nominations Committee.
 - b. **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, Charter Director Liaison, and the Scholarship Committee.
 - c. **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.
 - d. **Vice-President/Legislative Action** - The Vice President/Legislative Action will chair the Charter Legislative Action Committee and will be responsible for all actions pertinent to legislative activities in the *Charter*.
 - e. **Vice-President/Programs** - The Vice President/Programs chairs the Program Committee and shall be responsible for planning and developing conferences, and approving Charter professional development activities.
 - f. **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 Charter meetings are mailed to the members following each meeting. The Secretary may request the appointment of an assistant, subject to the approval of those in attendance.
 - g. **Treasurer** - The Treasurer shall maintain an accurate record of all fiscal transactions of San Joaquin Charter, shall prepare financial reports for each Charter Meeting 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 Charter Assembly at its first meeting.

- h. **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 Charter, and shall have other duties as assigned by the President.
 - i. **Charter Directors/Cabinet Members** - The Charter Directors shall serve as members of the Nominating Committee, shall serve as liaison to selected committees under the direction of the President-Elect and, one Director from the charter shall serve on the Conference Committee, upon appointment by the Charter President, under the direction of the Region Vice President/Programs.

- VII. **General Duties of Officers:** All officers of the Charter shall maintain all records, correspondence etc. and shall deliver them to their successors not later than May 31 unless special arrangements are made.

- VIII. **Eligibility to Office:** Any regular member of Region VII shall be eligible to hold office in this organization.

- IX. **Nominations:**
 - a. The Nominating Committee shall be composed of the Charter Directors under the chair of the Immediate Past-President. The President Elect shall be a non-voting member of the committee.
 - b. The Immediate Past President shall submit to the Charter and 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 e-mailing of ballots by March 15.
 - c. Nominations for the elective officers of the Charter shall be made by the Nominating Committee. This committee shall submit to the Charter Delegate Assembly no later than one week prior to the date ballots are emailed, the names of one or more candidates for each office to be filled. The general membership shall be notified of these names by email. This email will include information on procedures for additional nominations.
 - d. Additional Nominations to any open elective office may be made by a petition signed by a minimum of twelve (12) active members of the Charter. Such nominations must be received by the Immediate Past President by February 15.
 - e. 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.

- X. **Elections:**
 - a. If a position is contested, the Charter Nominating Committee shall provide emailed or mailed ballots to San Joaquin Charter 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.

- b. 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.

XI. **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 the Vice President and announced at the next regularly scheduled meeting of the Charter. All other vacancies shall be filled by appointment by the Board of Directors/Cabinet and ratified at a Charter meeting.

ARTICLE VI Charter Committees

I. Membership:

- a. Appointment. Committee and Council members shall be appointed. There is an expectation that the Charter will provide a representative for each Council or Committee within the Region.
- b. Terms, Standing Committees. Members of standing committees and Councils shall serve three-year terms unless otherwise designated by the Board of Directors.
- c. Terms, Special Committees. Members of special committees shall serve terms to be designated at the time of their appointments.

ARTICLE VII Charter Formation

I. **Eligibility:** Any District within the Charter with active members from union high school districts and elementary districts within these boundaries, unified school districts, county offices, and/or any combination thereof is eligible to apply for a Charter of affiliation as a Charter.

II. Procedure of Application:

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

III. **Presentation of Charter:** Region VII 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.