

**Association of California
School Administrators
Region VIII
Retiree Charter Bylaws**

Revised June 3, 2013

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HISTORY

Retiree Charter, Region VIII

The Region 8 Retiree Charter was established in 1987 by Sophia Nelson and Woody Linn.

BYLAWS

Retiree Charter, Region VIII

ARTICLE I--Name And Composition

- A. The name of this association shall be ACSA Retiree Charter, Region VIII.
- B. Membership in the ACSA Retiree Charter, Region VIII, shall be comprised of retired members of Region VIII, any retired member of the State ACSA organization, and any other qualified person affiliated with its educational activities.

ARTICLE II--Purposes

- A. The general purpose of this Charter is to promote the advancement of public education through the implementation of the purposes of the parent organization (ACSA) and to promote the interests of the retired members.
- B. To this end, the ACSA Retiree Charter, Region VIII, will:
 - 1. Support the mission of ACSA by communicating the role and value of California's educational leaders, promoting the importance of all students succeeding, and being an advocate for public education.
 - 2. Promote the best interests of ACSA retirees by being informed and taking positions on legislation, education policy issues and initiatives that will benefit our members.

3. Assist in promoting ACSA membership.
4. Maintain direct contacts with retired ACSA members through meetings, newsletters, telephone calls, electronic mail, etc., so that members stay informed.
5. Provide information to members regarding STRS benefits, retirement activities, senior citizen organizations, health plans, and any other relevant information.
6. Provide other services as may be considered desirable by the Charter.

ARTICLE III--Membership And Dues

- A. Persons eligible for membership shall be those who have retired from positions in Region VIII, those who have retired from charters in other ACSA Regions and live in Region VIII, and any other qualified individuals affiliated with the educational programs of Region VIII.
- B. Dues shall be set annually by the ACSA Retiree Charter Executive Board.

ARTICLE IV--Governing Body

The governing body of the ACSA Retiree Charter, Region VIII, shall be composed of all active members.

ARTICLE V--Executive Board

- A. The Executive Board shall be the administrative body of the ACSA Retiree Charter, Region VIII, and shall direct the continuing operation of the purposes and programs of the Charter.
- B. The Executive Board shall be composed of the officers of the ACSA Retiree Charter, Region VIII, and other representatives appointed by the Executive Board.
- C. The annual duties of the Executive Board shall be to:
 - 1. Adopt a budget of projected income and expenses and to approve non-scheduled expenses if necessary.
 - 2. Adopt a schedule of Executive Board meetings, general membership meetings, and any other special meetings as needed.
 - 3. Approve programs planned for general membership meetings.
 - 4. Appoint committee members and fill vacancies as specified in these Bylaws.

ARTICLE VI--Officers

- A. The officers of the ACSA Retiree Charter, Region VIII, shall be the President, President Elect, Vice President-Program, Vice President-Membership, Secretary, Treasurer, and Immediate Past President.
- B. Duties and Terms of Office
 - 1. President: The President must be a member of State ACSA and shall hold office for one year. He/She shall preside over meetings of the general membership and meetings of the Executive Board. He/She shall appoint committee members as needed and representatives to Region VIII committees

when requested. The President shall arrange for an annual audit of the financial records of the Charter.

2. President Elect: The President Elect must be a member of state ACSA and shall hold office for one year. He/She shall be an aide to the President, shall serve in the absence of the President and shall chair the audit committee. He/She shall automatically succeed to the Presidency at the conclusion of his/her term as President Elect.
3. Vice President-Program: The Vice President-Program shall hold office for two years on a schedule which provides that the Vice President-Membership and the Vice President-Program are elected in alternate years. He/She shall be responsible for planning and developing programs for meetings of the general membership, and shall present the schedule of programs to the Executive Board for approval.
4. Vice President-Membership: The Vice President-Membership shall hold office for two years on a schedule which provides that the Vice President-Program and the Vice President Membership are elected in alternate years. He/She shall be responsible for recruitment of active members for the Charter and shall represent the Charter on the Region VIII membership committee. He/she will also maintain a current membership directory.
5. Secretary: The Secretary shall hold office for two years on a schedule which provides that the Secretary and Treasurer are elected in alternate years. He/She shall be responsible for keeping an accurate record of all meetings and standing rules, and for mailing agendas and minutes to Executive Board members.
6. Treasurer: The Treasurer shall hold office for two years on a schedule which provides that the Secretary and Treasurer are elected in alternate years. He/She shall be responsible for developing an annual budget for approval by the Executive Board and presentation to the general membership at the first

general meeting of the year, for maintaining an accurate record of all fiscal transactions of the Charter, for receiving vouchers for payment as approved by the Executive Board, for submitting the records for annual audit and providing payment to vendors as approved by the by the Executive Board through the normal course of the year. .

7. Immediate Past President: The Immediate Past President shall hold office for one year and shall serve as parliamentarian at all meetings of ACSA Retiree Charter, Region VIII. He/She shall serve as chair of the Nominating Committee and be responsible for keeping the Bylaws current.

**ACSA REGION VIII RETIREE CHARTER
OFFICERS' TERMS**

Office	Term	Notes
President	1 year	BL VI B 1
Pres. Elect	1 year	BL VI B 2
Past Pres.	1 year	BL VI B 7
Secretary *	2 years	BL VI B 5
Treasurer *	2 Years	BL VI B 6
VP Membership #	2 Years	BL VI B 4
VP Program #	2 Years	BL VI B 3
Newsletter	Annual	Apptd.
Hospitality	Annual	Apptd.
Historian	Annual	Apptd.
State Retirement Com.	3 Years	Apptd.
Member at Large	Annual	Apptd.
ACSA Liaison	Annual	Apptd.
Delegate Assembly Reps	Annual	Apptd.
Mentor Programs	2 Years	Apptd.

- * Secretary and Treasurer hold office for 2 years, on schedule which has them elected in alternate years (By Laws, p. 11).
- # VP Program and VP Membership hold office for 2 years, on schedule which has them elected in alternate years (By Laws, p. 10).

C. Delegate Assembly

1. The President shall be the official delegate to the Region VIII Delegate Assembly.
2. Three additional delegates to the Region VIII Delegate Assembly shall be appointed by the President with the approval of the Executive Board.

D. Nominations

1. Nominations for the elective offices of the ACSA Retiree Charter, Region VIII shall be made by the Nominating Committee appointed by the Executive Board. The committee shall submit to the Executive Board by April 1 the names of one or more candidates for each office to be filled.
2. Additional nominations may be made from the floor at the time of the election of officers. Officers shall be elected by the general membership at the spring general meeting.
3. The names of the current President Elect and President shall not appear on the ballot. At the completion of his/her term, the President Elect shall become President and the President shall become Immediate Past President.
- 4.. All officers shall be installed at the spring general meeting and shall assume the responsibilities of their respective offices.
5. Vacancies occurring in offices of the ACSA Retiree Charter, Region VIII, shall be filled by the Executive Board. In the case of a vacancy in the office of President, the President Elect shall serve as acting president for the remainder of the unexpired term. The office of President Elect shall remain vacant until the next regular election.

- E. Non Liability: The officers shall not be personally liable for the debts and obligations of the Charter when acting in good faith in the performance of their duties on behalf of the Charter.

ARTICLE VII--Meetings

- A. General meetings of ACSA Retiree Charter, Region VIII, shall be held at times and in places determined by the Executive Board. A minimum of two meetings shall be held during each school year.
- B. Meetings of the Executive Board shall be held at times and in places determined by the President. Special meetings may be called by the President or by a majority of the elected officers.
- C. Upon petition of 25 percent of the members of the ACSA Retiree Charter, Region VIII, a special meeting shall be called.

ARTICLE VIII--Committees

- A. In addition to the special committees provided in these Bylaws, there shall be such special committees as the Executive Board may authorize.
- B. Special Committees
 - 1. Nominating Committee: The Nominating Committee shall be composed of the Immediate Past President, who shall serve as chair, and four representatives appointed by the Executive Board. Their duties shall be as specified in Article VI.
 - 2. Audit Committee: The Audit Committee shall be composed of the President Elect and two representatives appointed by the Executive Board.

This committee shall be responsible for the annual audit of the financial records at the close of the fiscal year. The annual

audit shall be presented to the general membership at the first general meeting in the fall.

ARTICLE IX--Quorum

- A. A quorum for general meetings shall consist of at least ten percent of the active paid membership of the ACSA Retiree Charter, Region VIII.
- B. A quorum for meetings of the Executive Board shall consist of a simple majority of its members.

ARTICLE X--Fiscal Year

- A. The fiscal year for the ACSA Retiree Charter, Region VIII, shall be from July 1 through June 30, inclusive.
- B. In the event that this charter shall be dissolved, such funds as remain after retirement of all obligations shall be paid to Region VIII.

ARTICLE XI--Amendments And Adoption

These Bylaws may be amended at any regular general meeting of the ACSA Retiree Charter, Region VIII, by a two-thirds majority vote of the members present, provided such amendments shall have been submitted in writing to the members of the Charter at least 15 days prior to the meeting when said amendments are to be voted upon.

Such amendments shall become effective immediately.

ARTICLE XII--Parliamentary Procedure

Roberts Rules of Order (revised), insofar as the rules are not inconsistent with these Bylaws, shall govern matters of procedure and meetings of the ACSA Retiree Charter, Region VIII.