



Association of California School Administrators

Region 3 Bylaws

Revisions from June 21-22, 2013 Region 3 Executive Board Retreat. Presented at the August 14 Leadership Conference. Approved at the September 19 Delegate Assembly.

BYLAWS
ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS
REGION 3

ARTICLE I

NAME, PURPOSES, AND RESTRICTIONS

Section 1 – NAME

The name of the Region is Association of California School Administrators, Region 3 (ACSA, Region 3), a geographical division of the Association of California School Administrators (State ACSA) embracing the California counties of Sacramento and Yolo.

Section 2 – PURPOSES

The general purposes of ACSA, Region 3 shall be to promote the advancement of education and to support the mission and vision of State ACSA.

The specific purposes of ACSA, Region 3 are to:

- 2.1 Improve the educational process by helping members become more effective in various roles of educational leaders.
- 2.2 Create resources to enable school administrators to develop and apply creative leadership and management.
- 2.3 Provide programs designed to relate ACSA, Region 3 activities to students' needs and problems at all levels, preschool through adult education.
- 2.4 Advance education by sponsoring research and investigation.
- 2.5 Meet the needs of members by providing an organization to represent all needs to the public with which school administrators interact.
- 2.6 Disseminate information about school administration through a communications system of publications and conferences.
- 2.7 Cooperate and work with teachers, students and the public to best serve the needs of learners and the community.
- 2.8 Promote participation of all ethnic and minority groups in the appointive and elective positions and activities of the Association.
- 2.9 Protect the due process rights of the Association members.

Section 3 – RESTRICTIONS

All policies and activities of ACSA, Region 3 shall be consistent with:

- 3.1 State ACSA bylaws, policies and standing rules.
- 3.2 Applicable federal, state and local antitrust and trade regulation laws.
- 3.3 Applicable tax-exemption requirements; and
- 3.4 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 MEMBERSHIP

Section 1 – QUALIFICATIONS

Membership in ACSA, Region 3 shall be on the basis of paid membership in State ACSA. A member must have active professional involvement and administrative responsibility in education, and will include persons, whose job descriptions identify them as performing administrative responsibilities and those in the training, supporting and consulting services.

- 1.1 Membership in State ACSA is a requirement to hold any office or vote in any election in ACSA, Region 3.
- 1.2 Members shall not serve in more than one elected or appointed position which carries Regional voting responsibilities.

Section 2 – OTHER MEMBERSHIPS

ACSA, Region 3 recognizes and accepts special, associate, retired, institutional and other memberships as authorized by State ACSA.

Section 3 – MEMBER OBLIGATION TO FOLLOW ASSOCIATION RULES

Each member of ACSA, Region 3 agrees to be bound by these bylaws and any amendments thereto, and by the lawful actions of the Board of Directors or voting members of the Region.

ARTICLE III Executive Board

The Executive Board is the governing board of Region 3 and has the authority and responsibility for the supervision, control, and direction of the Region.

Section 1 – COMPOSITION

- 1.1 The composition of the Executive Board shall be the Executive Officers (including President, President-Elect, Vice President/Program, Vice President/Legislative Action, immediate Past Vice President/Legislative Action, Vice President/Membership, Vice President/Communications/Marketing, Vice President/Finance, immediate Past Vice President/Finance, and immediate Past President of Region 3); the Regional Director to the State Board and any State ACSA officer and/or Chairperson/President of a State Committee/Council employed or residing within the jurisdiction of ACSA, Region 3. In addition the Executive Board may designate others as members.
- 1.2 The Executive Officers (except the immediate Past President, immediate Past Vice President/Program, immediate Past Vice President/Finance, and immediate Past Vice President/Legislative Action) and the Region 3 Director to the State Board shall be elected by the Delegate Assembly of ACSA, Region 3.
- 1.3 Regional Delegates to the State Delegate Assembly shall be the President, the President-Elect, the Vice President/Legislative Action, and the immediate Past President if Region is eligible for a fourth delegate.

Section 2 – POWERS

The Executive Board shall exercise all the powers, duties and policies established by the State Delegate Assembly and the Board of Directors/Regional 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.

Section 3 – NOMINATION AND ELECTION

A committee of five shall nominate Region 3 Executive Officers and the Region 3 Director to the State Board. The Immediate Past President shall serve as the chairperson of the nominating committee. The four other members shall be elected by the Executive Board by December 1 of the current year. The nominating committee shall present a ballot with the following conditions:

- a) To encourage broader participation, names will be solicited from all the Charters.
- b) At actual voting time, write-in candidates will be allowed.

The nominating committee shall present the ballot of applicable Executive Officers and Director to the ACSA State Board at the March/April meeting of the Board of Directors/Regional Delegate Assembly, at which time the applicable Executive Officers and Director to the ACSA State Board shall be elected.

Section 4 – TERM OF OFFICE

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| 4.1 | President | 2 years |
| | President-Elect | 2 years |
| | Past President | 2 years |
| | Vice President/Program | 2 years |
| | Vice President/Legislative Action | 2 years |
| | Past Vice-President/Legislative Action | 1 year |
| | Vice President/Membership | 3 years |
| | Vice President/Communications/Marketing | 2 years |
| | Vice President/Finance | 2 years |
| | Past Vice-President/Finance | 1 year |
| | Region 3 Director to the State Board | 3 years |
- 4.2 The term of office of the Executive Officers and Directors shall begin on June 1, following the date of election, unless otherwise determined by the Executive Board.

Section 5 – DUTIES OF OFFICERS

- 5.1 Duties of Officers: The duties of the officers of Region 3, not otherwise prescribed, shall be as usually pertained to such officers.
- a. President - The President of Region 3 shall preside over the meeting of the Executive Board Region 3 Board of Directors/Delegate Assembly, and the general membership sessions. The President may call special meetings of the Executive Board Region 3 Board of Directors/Delegate Assembly, and the general membership. The President shall appoint all committee chairpersons, council presidents, and representatives to State committees, with review by the Executive Board. The President shall be an ex-officio member of all region committees and councils. The President shall report to the Board of Directors/Delegate Assembly actions taken by the Executive Board. The President shall also monitor council/committee attendance of appointed representatives and shall replace those that do not attend regularly.
 - 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 the Region Every Student Succeeding program.
 - c. 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 3.
 - d. Vice-President/Programs - The Vice President/Programs chairs the Program Committee and shall be responsible for planning and developing conferences, and arranges for guest speakers at all Delegate Assemblies and other region events. The Vice President/Programs will also arrange for committee/council executive summary reports and charter reports to Board of Directors/Delegate Assembly members. The VP/Programs is primarily responsible for planning and developing an Administrator of the Year/Partners in Educational Excellence/ACSA Members' Student Scholarship Awards Program.

- e. Vice President/Membership: The Vice President/Membership shall provide leadership for charter membership chairpersons, develop the membership program for the leadership conference, attends and reports on state membership committee meetings, directs the process for updating ACSA membership records for the Region, and directs the membership campaign. The Vice President/Membership shall serve as an alternate to the State Delegate Assembly
- f. Vice President/Communications/Marketing – The Vice President/Communications/Marketing shall be responsible for communicating with community and business partners to elicit support for Region 3 programs and initiatives. Also responsible for other communications, i.e. thank you letters to foster positive relationships with the community.
- g. Vice President/Finance - The Vice President/Finance shall maintain an accurate record of all fiscal transactions of Region 3, shall prepare financial reports for each Region Delegate Assembly and shall submit the Vice President/Finance's records for annual audit by July 31. The Vice President/Finance shall develop a preliminary budget for approval by the Region Delegate 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 Region, and shall have other duties as assigned by the President.

5.2 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.

Section 6 – VACANCIES

- 6.1 If the office of President becomes vacant, the President-Elect shall assume the duties of the office as President.
- 6.2 If a position of Region 3 Director to the State Board, or any other Executive Board position under Article III, Section 1.1 becomes vacant, the vacancy shall be filled temporarily by the President with the approval of the Executive Board until the next regular or special meeting of the Board of Directors/Delegate Assembly, at which time the vacancy shall be filled through the election process for the remainder of the term.

Section 7 – MEETINGS

The Executive Board shall hold a minimum of four meetings per year. Other meetings of the Executive Board may be called by President or a majority of the members.

Section 8 – POWERS, DUTIES, AND FUNCTION

- 8.1 Govern the operation of ACSA Region 3
- 8.2 Establish and implement ACSA Region 3 policies
- 8.3 Develop, monitor and approve the budget of ACSA Region 3
- 8.4 Approve political candidate endorsements.
- 8.5 Endorse and support legislation.
- 8.6 Maintain a record of the proceedings of all meetings of the Executive Board and the Board of Directors/Regional Delegate Assembly.
- 8.7 Define the responsibilities of all committees.
- 8.8 Employ and the evaluation of personnel.
- 8.9 Authorize all publications of ACSA Region 3
- 8.10 Act on all recommendations of the Board of Directors/Regional Delegate Assembly.
- 8.11 Approve and issue Charters.

- 8.12 Determine time, place and location of meetings.
- 8.13 Recommend Bylaw amendments to the Board of Directors/Regional Delegate Assembly.
- 8.14 Recall ACSA, Region 3 Executive Officers and Directors for just cause.
- 8.15 Exercise other powers and perform other duties as may be provided by these Bylaws.

Section 9 – QUORUM

A majority of Executive Board members shall constitute a quorum. A majority of the quorum shall have the power and authority to act and conduct the business of ACSA Region 3.

Section 10 – FISCAL YEAR

The fiscal year of ACSA Region 3 is July 1 through June 30 of the following year.

ARTICLE IV

BOARD OF DIRECTORS/DELEGATE ASSEMBLY

The Board of Directors/ Delegate Assembly is the recommending and advisory body of ACSA, Region 3 and has the responsibility for translating the purpose of Region 3 into dynamic programs of professional growth and development leading to the enhancement of the capabilities and performance of the members. All members of the Board of Directors Delegate Assembly shall be members in good standing of the State ACSA.

- 1.1 At-large Directors shall be selected by the president and elected by the Delegate Assembly in order to achieve a more balanced representation in the best interests of the Region.

Section 1 – COMPOSITION

The composition of the Board of Directors/Delegate Assembly shall include:

- 1.1 The Executive Board of ACSA Region 3
- 1.2 Region representatives to ACSA State Committees and Councils.
- 1.3 The Charter Presidents, Presidents-Elect and the Charter Vice President for Legislative Action
- 1.4 Charter and At-Large Directors - Directors shall serve as members of the Board of Directors. Charter Directors are responsible for assisting as a liaison between the charter and the region. At-Large Directors are responsible for serving as a liaison to the Region as a whole.

Section 2 – MEETINGS

Regular meetings of the Board of Directors/Delegate Assembly shall be held a minimum of three times per year. Special meetings may be called by President and/or a majority of the Board of Directors as deemed necessary.

Section 3 – PARTICIPATION

Representatives of other organizations may be invited by the Board of Directors to participate in discussions and deliberations of the Board of Directors/Delegate Assembly in an ex-officio capacity.

Section 4 – PRESIDING OFFICER

The presiding officer of the Board of Directors/Delegate Assembly shall be the President of ACSA, Region 3.

Section 5 – POWERS, DUTIES AND FUNCTION

Members of the Board of Directors/Regional Delegate Assembly shall:

- 5.1 Elect the Executive Officers and Directors of ACSA.
- 5.2 Recommend legislative action to the Executive Board.
- 5.3 Review and recommend to the Executive Board proposals originating from the Region's Charters, standing or special committees, persons, or groups interested in public education and agents in the private sector dealing with educational issues.

- 5.4 Assist the Executive Board in the identification and definition of problems in the administration, organization, and management of education which are amenable to solution by ACSA, Region 3.
- 5.5 Recommend to the Charters projects for study, investigation and action to involve the general membership.
- 5.6 Report regularly the deliberations and actions of the Board of Directors/Regional Delegate Assembly to the Charter.
- 5.7 Approve Bylaw amendments recommended by Executive Board.
- 5.8 Inform the President of ACSA, Region 3 if unable to attend a meeting of the Board of Directors/Regional Delegate Assembly.

Section 6 – QUORUM

Fifteen or more members of the Board of Directors/Regional Delegate Assembly shall constitute a quorum. A majority of the quorum shall have the power and authority to act and conduct ACSA, Region 3 business.

ARTICLE V

COMMITTEES and COUNCILS

Section 1 – DEFINITION AND PURPOSE

- 1.1 State ACSA-designated and other committees and councils shall be authorized and approved annually by the Board of Directors of ACSA, Region 3.
- 1.2 The purpose and suggested activities of any authorized and approved committee and council shall be determined by the Executive Board, which shall review the achievements of all committees and councils annually.

Section 2 – MEMBERSHIP

- 2.1 Committee chairs and council presidents shall be appointed by the President with review by the Executive Officers.
- 2.2 Committee chairs and council presidents can be elected by the job a-like group if such a job a-like group regularly holds meetings.
- 2.3 Committee chairs and council presidents, authorized and approved by ACSA, Region 3, shall serve three-year terms, unless otherwise approved by the Executive Board.
- 2.4 Members of committees and councils, authorized and approved by ACSA, Region 3, shall serve terms to be designated at the time of appointment.

ARTICLE VI

CHARTERS

Section 1 – ORGANIZATION

ACSA, Region 3 shall assist and encourage the establishment of Charters throughout the area. Charters are sub-regions of ACSA, Region 3.

Section 2 – CONSTITUTIONAL/BYLAWS

Charters shall have a constitution and/or bylaws which shall be in agreement with the Bylaws of ACSA, Region 3 and State ACSA. The constitution/bylaws shall be filed annually with the ACSA, Region 3 Consultant.

Section 3 – COORDINATION

The President-Elect of ACSA, Region 3 shall be responsible for the coordination and establishment of Charters in the Region.

Section 4 – FINAL REPORT

Charter presidents shall report regularly charter activities to the Board of Directors/Regional Delegate Assembly.

Section 5 – FINANCIAL ASSISTANCE

ACSA, Region 3 shall reimburse to each Charter a per-member amount established by the Executive Board by October 15. To receive their respective reimbursement, Charters must maintain active status. Active status is achieved by submitting to the Region 3 Consultant a charter financial statement, a charter budget, charter bylaws, previous school-year's retirees and a listing of charter officers by October 1. A charter that cannot maintain active status will submit all funds to the region Vice President/Finance for deposit in the region funds. Upon gaining active status, the funds will be returned to the charter.

Section 6 – MEMBERSHIP

- 6.1 Charter Presidents, Presidents-Elect, Vice Presidents for Legislative Action and Delegates to the Board of Directors/Regional Delegate Assembly must be members of State ACSA.
- 6.2 Directors representing charters shall be selected through a process determined by the respective charter. The term of office for all Directors shall be for one year and they may be reappointed up to a total of three years.

ARTICLE VII FISCAL RESPONSIBILITY

Section 1 – FISCAL YEAR

The fiscal year of ACSA, Region 3 shall conform with the State ACSA fiscal year.

Section 2 – ANNUAL BUDGET

An annual budget shall be prepared by the Vice President/Finance and shall be approved by the Executive Board at its first meeting of the year. The adopted budget shall be presented to the Board of Directors/ Delegate Assembly at its first meeting for review.

Section 3 – AUDIT

- 3.1 The President shall order the books be submitted to state ACSA for auditing annually and copies of the audit filed with the Board of Directors of ACSA, Region 3.
- 3.2 Signature cards for all of the Region and Charter bank accounts shall be the Vice President/Finance, the President, and the President Elect respectively. Two signatures are required for any check written that exceeds \$1,500.

Section 4 – AUTHORIZED EXPENSES

Expenses of authorized representatives to official meetings shall be paid up to the sum adopted in the budget for that purpose.

- 4.1 Expenses must be itemized and forwarded with appropriate receipts or invoices to the Vice President/Finance within 30 days of being incurred.
- 4.2 Requests for Regional funds for Region 3 events and programs, including those budgeted, must be submitted on the approved ACSA Region 3 Event Proposal Form, to the Executive Board for approval, at a meeting prior to the expenditure, no less than 30 days before the event. (e.g. Request for Region Funds for Special Activities)
- 4.3 Costs for food, lodging and transportation shall be paid by Region 3 to members as required for them to attend Region 3 meetings, except those meetings held in conjunction with conferences.
- 4.4 Costs associated with the Region President attending the ACSA State Leadership Summit will be included in the annual budget.
- 4.5 Executive board members will be charged half the meal cost to attend the Administrators of the Year and Every Student Succeeding banquets unless there is an executive board meeting prior to that function. Then the meal would be free.
- 4.6 The rate of reimbursement for the use of personal cars in the conduct of official business shall be at the same rate as established by the State ACSA.

4.7 Authority for payment or denial of payment shall rest with the Executive Board.

Section 4 – CONTRACTS

The Executive Board, except as in the bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Region, and such authority may be general or confined to specific instances; and unless so authorized by the Executive Board, no officer, agent or employee shall have any power or authority to bind the Region by any contract or engagement or to pledge its credit to render it liable for any purpose or to any amount.

ARTICLE V3

RULES OF ORDER

Section 1 – PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall be used for parliamentary procedure.

Section 2 – AMENDMENTS

Amendments of these Bylaws shall be made according to the following:

- 2.1 Proposed amendments may be made by the Executive Board at any meeting of the Board of Directors/Delegate Assembly.
- 2.2 Proposed amendments may be acted upon at any meeting of the Board of Directors/Delegate Assembly following the meeting at which they were introduced. The Board of Directors/Regional Delegate Assembly is authorized to approve or disapprove amendments proposed by the Executive Board. Action by the Board of Directors/Delegate Assembly of ACSA Region 3 shall be final.