

ACSA

REGION 4

PROCEDURAL

MANUAL

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ACSA LEADERSHIP SUMMIT

Annually, sufficient money shall be budgeted to allow the President to attend the ACSA State Conference. In the event that the President cannot attend the ACSA State Conference, the President Elect shall attend as an alternate.

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 \$1,500.00 per year. The itemized budget accompanying the application must specify which items the Region is being asked to fund. (Revised 9/04)
5. Complete applications must be sent to the Region President by August 1 for activities scheduled between October and February, and by November 1 for events scheduled between March and June. 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 Board of Directors. Depending on the availability of funds, grant applications meeting the Criteria may not be funded at the full amount requested. At the next Regional Leadership Forum the Charter President shall send the Region President an accounting of how Region funds were used and a check, payable to the Region, for any unused funds, along with an evaluation of the event. The Region Vice President 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 year and the list of Charter Officers. 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 a list of

vacancies for the following year are posted. It is the responsibility of the Region Executive Board to fill these positions. Charter Presidents will be asked to recruit volunteers for openings. 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.

The Vice-president of the region shall be responsible to coordinate the collection and dissemination of this information. (Revised May 2015)

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.

During an election year a Nominating Committee of not more than ten (10) members, including at least one member from each Charter Group shall be appointed by the President and approved by the Regional Executive Board at the fall meeting. The Immediate Past President shall serve as one of the members and as Chairperson of the committee. The report of the Nominating Committee shall be published before the Spring Delegate Assembly. Nominations may be made from the floor at the Spring Delegate Assembly, provided prior consent has been obtained from the nominee. Elections shall be held at the spring meeting of the Region 4 Leadership Forum.

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.
 - 14-15 Vallejo Honored at Leadership Summit 2015
 - 15-16 Lake Honored at Leadership Summit 2016
 - 16-17 Marin Honored at Leadership Summit 2017
 - 17-18 Mendocino Honored at Leadership Summit 2018
 - 18-19 Napa Honored at Leadership Summit 2019
 - 19-20 Solano Honored at Leadership Summit 2020
 - 20-21 Sonoma Honored at Leadership Summit 2021

- 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
- Two members from the Region Board appointed by the President.

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 SCHOLARSHIP

Each year ACSA Region IV issues a scholarship to a student.

- Money from the ACSA REGIONS 1,2,3,4 NORTH STATE CONFERENCE GOLF TOURNAMENT funds this scholarship.
- The amount of the scholarship fluctuates depending upon the money raised from this golf tournament.
- The Region awards this money to a student from a Charter based on a rotation similar to the Every Student Succeeding program.
 - 14-15 Vallejo
 - 15-16 Lake
 - 16-17 Marin
 - 17-18 Mendocino
 - 18-19 Napa
 - 19-20 Solano
 - 20-21 Sonoma
- The two events are not tied together except for the timing. If a charter wishes to give the scholarship to the winner of the Every Student Succeeding program that is left to the discretion of the individual Charter.
- As stated the amount of money raised in the golf tournament fluctuates. The tournament takes place in the spring but the proceeds are not distributed until the following fall. This may cause a delay for

funding for the Charter. Example; the money raised in the spring of 2015 will be given to Vallejo. However they will not receive the money until fall 2015. They may wish to use that money for a scholarship for a student in the 2015-2016-graduation class to assist with their cash flow.

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.

Each Charter is responsible to raise \$100 in funds for the golf tournament. Ideally this is in the form of "Hole sponsorships".

DISTRIBUTION OF FUNDS

The Conference Committee will retain the first \$4000 of proceeds as start-up funds for the next year's conference. Each region will then receive a reimbursement for their upfront costs for the conference. Once each region

receives their reimbursement the remaining funds will be divided on a per-share-basis.

If for any reason the conference should loose 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 (we have nor process in place to determine this). 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 for.

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)
(Will need to revise By-Laws)

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 whenever possible.

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.

MISC.

The President shall attend all meetings of ACSA Region Presidents and the State Delegate Assembly. Expenses not reimbursed by State ACSA shall be reimbursed by Region.

Charters are encouraged to establish a local dues system, which will allow their groups to present outstanding professional development programs for their members.