

# ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

## REGION VIII

### BYLAWS

#### Article I. NAME AND PURPOSES

##### Section 1 Name

The name of this Association shall be the Association of California School Administrators --Referred to as Region VIII.

##### Section 2 Purpose

The general purpose of Region VIII is to promote the advancement of education through the purposes of the parent organization, the Association of California School Administrators, hereinafter referred to as ACSA. To this end, Region VIII will:

- a. Improve the education process by helping members become more effective in their various roles.
- b. Consider and recommend to the State Board of Directors proposals for the improvement of education.
- c. Identify resources that will enable California school administrators to develop and apply effective management.
- d. Provide programs specifically designed to relate Region VIII's activities to students, their needs, and community levels.
- e. Meet the needs of members by providing a single organization to represent those needs to whom school administrators interact.
- f. Disseminate information about the school administrator's profession through a communication program including publications, conferences and various field services, local, state and federal public relations.
- g. Cooperate and work with school boards, employees, students, parents, and the community to ensure that learners may be best served.
- h. Assist in the promotion of membership.
- i. Provide such other services as may be considered desirable by the members.

- j. Support ACSA adopted members' Bill of Rights.

## **ARTICLE II. MEMBERSHIP**

### Section 1 Active Membership

Active membership in Region VIII shall be on the basis of the following:

- a. Active professional involvement and leadership responsibility in education, to include descriptions identify them as performing administrative and/or supervisory responsibilities, including supporting and consulting services.
- b. Retired Region VIII members not currently employed in the field of education but receiving State Retirement system.

### Section 2 Special Membership

Any individual granted membership in a special category by ACSA shall be considered a member in the same category in Region VIII

Section 3 All Region VIII officers, committee chairs, charter presidents, and voting delegates shall be ACSA members in good standing.

## **ARTICLE III. OFFICERS**

The officers of Region VIII shall be the President, President Elect, Vice President - Legislative / Membership, Secretary, Treasurer, Immediate Past President, and Region VIII State ACSA Director.

### Section 1 Qualifications to Office

Any active member of Region VIII shall be eligible to hold office in this organization.

### Section 2 Nominations and Elections

- a. Nominations for the elective offices shall be made by the Nominating Committee. The Nominating Committee shall be chaired by the Past President and appointed by the President. The nominating committee shall submit to the Region VIII Delegate Assembly a list of nominees at the spring Region Delegate Assembly.
- b. Additional nominations to any open elective office may be made on the floor of the Delegate Assembly signed by a minimum of 24 active members of Region VIII. Candidates for office must have given notice prior to floor nomination.
- c. The President Elect shall automatically become President the following term, and the name shall be on the ballot.
- d. The Nominating Committee shall make its report at the last regular meeting of the Delegate Assembly.

- e. Elections shall be held at the spring regular meeting of the Delegate Assembly.
- f. Procedures for balloting shall be a part of the Standing Rules.
- g. The President, upon completion of term, shall become the Immediate Past President and appear on the ballot.

### Section 3 Duties and Terms of Office

The duties of the officers of Region VIII not otherwise prescribed shall be such as usually pertain to the office.

#### President

The President of Region VIII shall:

- preside over the general meetings of the Delegate Assembly and the Board of Directors at all meetings,
- appoint committee chairs and other representatives, subject to approval of the Board of Directors and recommend representatives to state councils and committees not otherwise provided for in the bylaws,
- arrange for the annual audit of the Region VIII financial structures,
- serve as delegate to the ACSA Delegate Assembly,
- appoint Program Chair, OCHO Editor, Internal Services Chair and Awards Chair,
- represent ACSA Region VIII as the "ACSA Seat" on the Education Coalition for Santa Clara County,
- assist the OCHO Editor with regular website updates, and
- serve for a term of one year.

#### President Elect

The President Elect shall:

- be an aide to the President and shall serve in the absence of the President in duties of the President,
- serve as liaison to the local charters of Region VIII,
- plan the Leadership Retreat, submit the plans to the Board of Directors for its approval and coordinate the retreat,
- propose to the Board of Directors for its approval an annual calendar of events for the next year,
- serve as chair of the Budget Committee,
- serve as a delegate to the ACSA Delegate Assembly,

- succeed to the office of President at the conclusion of the term when reaffirmed by the Reg Assembly, and

- serve for a term of one year.

#### Vice President - Legislative Action

The Vice President - Legislative Action shall:

- serve as chair of the Region VIII Political Action Committee,
- serve as a delegate to the ACSA Delegate Assembly,
- attend VPLA meetings and coordinate Legislative Action Day for Region VIII representatives
- coordinate the candidate endorsement process for Region VIII,
- organize meetings with elected officials, as needed, and invite appropriate Region VIII members
- provide the membership with information relating to legislative concerns, and
- serve for a term of one year.

#### Vice President - Membership

The Vice President - Membership shall:

- provide an annual membership drive meeting,
- be in charge of the recruitment of active members,
- serve as the Membership Chair in the promotion of membership,
- prior to the first Delegate Assembly, validate state ACSA membership for all elected officials
- serve for a term of three years.

#### Secretary

The secretary shall:

- keep an accurate record of all official meetings,
- disseminate the minutes and be responsible for their preservation, and
- serve for a term of three years.

#### Treasurer

The Treasurer shall:

- maintain an accurate record of all fiscal transactions of Region VIII,
- prepare the financial reports,
- issue warrants upon receipt of vouchers,
- submit the Treasurer's records for annual audit,
- be bonded prior to taking office (at the expense of the Region, if necessary), and
- serve for a term of three years.

#### Immediate Past President

The Immediate Past President shall:

- serve as parliamentarian at all general meetings, meetings of the Board of Directors and VIII Delegate Assembly,
- serve as support to the President,
- serve as chair of the Nominating Committee,
- serve as the "alternate" ACSA representative on the Education Coalition for Santa Clara C
- serve for a term of one year.

#### Region VIII State ACSA Director

The Region VIII State ACSA Director shall:

- represent Region VIII at all meetings of the ACSA Board of Directors,
- serve as liaison between the ACSA Board of Directors and Region VIII,
- provide counsel to Region VIII regarding inter-connectedness with state ACSA,
- support the goals and activities of Region VIII, and
- serve for a term of three years.

#### Section 4 General Duty of Officers

All officers shall deliver to their successors not later than 15 days upon completion of their term correspondence, etc., pertaining to the office.

## Section 5 Vacancies and Appointments

- a. Vacancies occurring in the offices shall be filled by the President and confirmed by the Region VIII Board of Directors. Such appointees shall hold office for the remainder of the unexpired term.
- b. In 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 shall remain vacant until the next regular election. The next to succeed to the Presidency shall be the Vice President - Legislative Action.
- c. If the President Elect shall for any reason become unable to hold office as President prior to the end of the term, the President shall appoint a President Elect who will serve for the balance of the year and who will be confirmed by the Region VIII Board of Directors.

## Section 6 Recall of Officers

- a. Any member of a charter may submit charges against any officer. Such charges must be approved by the Region VIII Board of Directors.
- b. The Board of Directors shall hear the case and make recommendations to the Delegate Assembly.
- c. Two-thirds of the Delegate Assembly must concur before action may be taken.

## Section 7 Nominations for State Officers and State ACSA Director

- a. Nominations from Region VIII for any state ACSA office shall be made by the Region VIII Delegate Assembly. Elections will be held at the last Delegate Assembly of the school year.
- b. The candidates nominated by the members of the Delegate Assembly shall be the official representatives supported by Region VIII and submitted to the State ACSA Nominating Committee immediately after the Delegate Assembly.
- c. Procedures:
  1. The President of Region VIII shall inform the membership of Region VIII through Charter School Chairs, and State Committee/Council Representatives of the provisions of this section at the first meeting of the school year.
  2. The President Elect of Region VIII shall place this item on the Leadership Retreat agenda for review.
  3. Those candidates (single candidate for each office) elected by the Region VIII Delegate Assembly shall be the official representatives from Region VIII and presented to the State Nominating Committee at the State ACSA meeting.
  4. Nominations may be made from the floor of the Region VIII Delegate Assembly. The person making the nomination shall present a resume of the candidate's background.

Section 8 CONFERENCE EXPENSE

At the expense of Region VIII, the President and President Elect shall represent Region VIII at the Conference up to a dollar limit set each year by the Board of Directors.

## Article IV. GOVERNING BODIES

Section 1 Board of Directors

a. The Board of Directors of Region VIII shall be comprised of:

- the elected officers of Region VIII;
- the Program Chair, the Editor of OCHO, the Awards Chair, the Internal Services Chair, the Chair,
- three to seven members at-large selected from the charters of Region VIII not represented above;
- the Region Executive Director, ex officio,
- the Region representatives to the State ACSA Legislative Policy Committee.

b. The Board of Directors shall meet at least three (3) times per year and at the call of the President. Additional meetings are deemed necessary.

c. Charter representatives to the Board of Directors shall be appointed by the President of Region VIII at the Retreat and shall serve a one-year term.

d. Powers and Duties—The Board of Directors shall be the administrative body of Region VIII with the powers and duties subject to the limitations and restrictions by these Bylaws. Its duties shall be:

- employment of personnel and establishment of their terms of employment,
- making recommendations to the Delegate Assembly and implementing recommendations adopted by the Delegate Assembly,
- approval of the operating budget for Region VIII, and
- performing such other responsibilities as may be prescribed elsewhere in these Bylaws and Rules.

Section 2 Meetings of Charter Presidents and/or Committee Chairs

a. The President of Region VIII shall hold at least two separate meetings per year with Charter Presidents and Committee Chairs for the purpose of discussing State ACSA and/or Region VIII business.

b. Officers of Region VIII and members of the Board of Directors may attend these meetings President.

### Section 3 Delegate Assembly

a. Purpose—The Delegate Assembly shall be the legislative and policy making body and s responsibility for translating the purposes of Region VIII into dynamic programs for the membe Delegate Assembly shall be members in good standing with State ACSA.

b. Composition—The Delegate Assembly shall be composed of the following:

- State Board and State Committee/Council Members
- Region VIII representatives to State Committees/Councils
- Board of Directors
- Chairs of standing committees
- three representatives per charter
- one additional representative from each charter for every increment of 75 ACSA members

c. Elections and Vacancies—Charter representatives shall be selected according to the Byl charter as long as they are consistent with Region VIII Bylaws.

d. Meetings—Regular meetings of the Delegate Assembly shall be held not less than three presided over by the Region VIII President.

- Bylaws must be reviewed at the first Delegate Assembly of the school year.
- Special meetings may be called by the President or by a majority of the Board of Directors
- A quorum shall consist of the majority of the total membership of the Delegate Assembly two-thirds of the charters must be represented. A majority of the quorum shall be authorized to otherwise specified in these Bylaws.
- Representatives from other organizations may be invited to participate in discussions an Assembly in an ex officio capacity.

e. Powers and Duties—The powers and duties of the Delegate Assembly shall include the

- be the legislative and policy making body of Region VIII
- consider and act on all recommendations, proposals and grievances brought before it, a

- perform such other responsibilities as may be prescribed elsewhere in these Bylaws an

## **ARTICLE V COMMITTEES**

### Section 1 Definition and Purpose

- a. There shall be such standing and special committees as the Board of Directors may aut committees shall be included in the Standing Rules.
- b. The purpose and suggested activities of any committee shall be determined by the Boarc reviewed annually. The achievements of all committees shall be reviewed at the last Board of l year.

### Section 2 Membership

- a. The composition and number of members on a committee shall be determined by the B
- b. Committee members shall be appointed by their charters and the chair designated by the approval of the Board of Directors, unless otherwise provided for in these Bylaws.
- c. Members of special committees shall serve terms to be designated at time of assignme

### Section 3 Responsibilities

Committees shall have the responsibility to develop a close working relationship with the char of their activities

### Section 4 Committee Chair

- a. Attend Leadership Retreat
- b. Prepare annual calendar
- c. Plan agenda and preside over meetings
- d. Attend Region and State meetings as required
- e. Prepare and present reports to the Region VIII Board of Directors and at the spring Regic

## **ARTICLE VI POSITIONS APPOINTED BY THE PRESIDENT**

### Editor of OCHO

- Provides for the publication of OCHO, not less than three (3) times per year.
- Maintains Region VIII website in conjunction with President, President-Elect, and Chair o

#### Internal Services Chair

- Provides services to facilitate the internal functioning of the organization.
- Conducts the annual Bylaws review.

#### Programs

- Coordinates all Region VIII programs for the year, including conferences, workshops, and
- Coordinates the spring Installation of Officers.
- Serves as a contact source for speakers.

#### Awards Chair

- Coordinates recognition of retirees, awards to past officers, memorial awards, Administrative and state awards.
- Plans and schedules annual awards event.
- Assists with the selection and nomination of candidates for special region, state, and sp

#### Chair–Communications/Media

- Plans and coordinates public relations activities for Region VIII; assists with Region VIII v OCHO Editor.

## **ARTICLE VII CHARTERS**

### Section 1 General Provisions

- a. Charter groups are small units of ACSA within each Region.
- b. Sub-Charters may exist as smaller units of a Charter.
- c. Sub-Charters may be formed by the Region Directors when it is the judgment of the Region the charters involved that a more effective organization will result.
- d. Sub-Charter membership is open to any person eligible for State ACSA membership. Off members of State ACSA
- e. Charters shall be established by the Board of Directors of the Region in accordance with ACSA
- f. Charter groups within the Region shall also be established by the State ACSA Board of D
- g. In Region VIII each high school district, with its feeder districts, may comprise a charter a
- h. Unified school districts shall generally comprise a charter area.
- i. Charter units may be combined by the Region Board of Directors and approved by the St Directors when it is the judgment of the Region Board of Directors that a more effective organiz

j. Charter Bylaws must conform to Region and ACSA Standing Rules and Bylaws.

## Section 2 Duties and Terms of Office

### Charter President

The Charter President shall:

- set annual calendar for the entire year,
- prepare agendas and preside over timely and substantive meetings, e.g., on legislation, charter, region and state concerns,
- attend the Leadership Retreat, Board of Directors meetings, and Delegate Assembly,
- appoint charter delegates to Region Delegate Assembly,
- communicate ACSA issues to members and member issues to the Region,
- promote ACSA membership,
- report charter activities at Region Board meetings,
- identify charter goals that are consistent with Region VIII and state ACSA, and
- perform other duties as needed or as stated in the charter Bylaws.

### Charter President Elect

The Charter President Elect shall:

assist Charter President as needed,  
conduct charter meetings in the absence of the President,  
conduct charter elections for the following year,  
attend Leadership Retreat,  
attend Region VIII Delegate Assembly,  
attend Region membership committee meetings, and  
perform other duties as needed or as stated in the charter Bylaws.

## **ARTICLE VIII FISCAL**

### Section 1 Budget

a. The Board of Directors shall be responsible for the preparation and maintenance of an a requiring and ensuring proper accounting procedures. This annual budget shall be adopted by prior to the beginning of the next fiscal year. The Board of Directors may modify the adopt or special meeting by a majority vote. Financial reports shall be made at each regular meeting Directors and the Delegate Assembly.

- b. The annual operating budget of Region VIII shall include a sum not less than 5% of the b reserve.
- c. The Board of Directors may authorize expenditures from the undistributed reserve. The n notified through OCHO or another mailing of such expenditures.
- d. Budget transfers must be approved by the Board of Directors.

## Section 2            Income Sources

In addition to ACSA rebates of annual dues to Region VIII, the Board of Directors may solicit an

## Section 3            Expenditures

- a. Expenditures of funds within the adopted budget shall be the prerogative of the Board of guidelines outlined in Article VIII, Section 1.
- b. The Delegate Assembly may recommend expenditures outside the budget to the Board c

## Section 4            Fiscal Year

- a. The fiscal year of Region VIII shall be the same as that of state ACSA.
- b. In the event this organization shall be dissolved, such funds as remain after retirement of paid to state ACSA.
- c. There shall be an annual audit by an outside agency.

# **ARTICLE IX            RULES OF ORDER**

## Section 1            Standing Rules and Policies

All rules, policies and positions adopted by the Board of Directors or the Delegate Assembly in Bylaws, but not specifically covered therein, shall be recorded in the Standing Rules of Region

## Section 2            Parliamentary Procedure

Roberts Rules of Order (revised), insofar as it is not inconsistent with these Bylaws, shall gove and the meetings of Region VIII and its committees.

## Section 3            Amendments to the Bylaws

- a. Proposals to amend the Bylaws may be introduced at any regular or special meeting of the Assembly.

b. Proposals to amend the Bylaws may be acted upon at the regular or special meeting following the amendment is introduced. Failure to act at this meeting shall require reintroduction of the amendment at a subsequent meeting.

c. A two-thirds favorable vote is required for the adoption of an amendment to these Bylaws.

Section 4                      Effective Date of Bylaws

These Bylaws shall become effective immediately following the Delegate Assembly.

## **STANDING RULES ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

### **REGION VIII**

#### **ARTICLE I    MEMBERSHIP**

Section 1                      Membership in State ACSA is required to serve as a representative of Region VIII. It is the responsibility of all ACSA members in Region VIII to encourage all those eligible for membership at the state, region and charter levels and encourage them to participate actively in association activities.

Section 2                      Active Membership

Section 3                      Special Membership  
See State Handbook

Section 4                      Institutional Membership

#### **Article II.                      OFFICERS**

Section 2f.

- 1) Elections shall be by secret ballot at the spring Delegate Assembly.
- 2) All Region VIII Delegate Assembly members present are eligible to vote.
- 3) In order to be elected, a candidate must receive a number of votes equal to or more than one-third of the membership of the Region VIII Delegate Assembly present at the election meeting.

4) In the event a candidate does not receive the required number of votes, the Elections Code shall govern the rules for conduct of subsequent balloting. Balloting shall continue until one candidate receives a majority of the total membership of the Region VIII Delegate Assembly present at the election meeting.

Section 3a.

1) The outgoing President shall be responsible for the installation of the new officers. The President shall provide the services of a clerical assistant as authorized in the budget. Prior to taking office as president, the President shall appoint all Region VIII Committee Chairs and other Region VIII Committee Chairs and other Region VIII Board of Directors as needed. The Region VIII Board of Directors shall take formal action on these appointees at the beginning of the year.

Section 3b.

1) The incoming President (President Elect) shall prepare and distribute to the Region VIII Delegate Assembly a calendar of activities for the coming year.

Section 3f.

1) Each person requesting funds shall complete a Region VIII voucher and submit it to the Region VIII Board of Directors for approval and/or payment.

2) The bonding fee shall be paid by Region VIII. The amount of bond shall not be less than the amount required by the Region VIII Board of Directors.

Section 5c.

1) Appointments to fill vacancies in elected offices other than those specified in this Article shall be made by the President to the Board of Directors at its next meeting.

Section 6b.

1) Two weeks prior to the hearing, the individual being charged shall receive in writing a list of charges. The individual being charged has the right to attend the hearing and speak on his/her own behalf.

## **ARTICLE III GOVERNING BODIES**

Section 1a.

1) The Board of Directors may secure the services of additional personnel as authorized in the budget.

Section 3b.

1) Each charter shall have three or more appointed alternate members to the Region VIII Delegate Assembly.

Section 3d.

1) Attendance at all Region VIII Delegate Assembly meetings shall be recorded by the Region VIII Board of Directors. The minutes shall be distributed to all Region VIII Delegate Assembly members and all Region VIII Board of Directors.

Section 3e.

- 1) All proposals, recommendations and grievances shall be submitted to the Region VIII Dele

## **ARTICLE IV COMMITTEES**

Section 1.

- 1) Refer to individual committee reports.

Section 2b.

- 1) The President of Region VIII may recommend to the Board of Directors the replacement of

Section 3.

- 1) Each Region VIII standing committee shall annually develop its goals and objectives base Delegate Assembly, Board of Directors, and current needs as assessed by the committee. Su submitted to the Board of Directors by the first Delegate Assembly.

- 2) In cases where objectives are not submitted by the first Delegate Assembly, the Board of C funds of the committee, take whatever action it deems appropriate, and report at the next meet Delegate Assembly.

- 3) Each standing committee shall submit to the Board of Directors an evaluation of the comm recommendations, and accomplishments for the year before the Delegate Assembly's last me

## **ARTICLE V FISCAL**

Section 1a.

- 1) Financial reports shall be made available to the membership of Region VIII upon request
- 2) The Financial Report shall include the amount budgeted, amount expended to date, and each account. The report shall also include a statement of income by categories.

Budget process

- 1) Present previous year's budget at Leadership Retreat as a "Status Quo" budget.
- 2) Provide comparison of "Status Quo" budget to actual expenditures to date as part of pres
- 3) Provide budget addition request forms to all officers and committee chairs.
- 4) Send a copy of the final expenditures ledger card to each officer and committee chair to b guide.
- 5) Form a budget committee to review all requests for budget additions.

- 6) Request budget addition forms be submitted at least two weeks before Delegate Assembly committee review and recommendations.
- 7) Submit recommended budget additions for approval by the Delegate Assembly at the first meeting.
- 8) Prepare new final budget for distribution.

#### Budget Requests

- 1) Committee Chair submits budget request to Treasurer by June 1. All budget requests must be provided by the Treasurer.
- 2) The Budget Committee acts on requests prior to the Leadership Retreat.
- 3) Budget Committee notifies Committee Chairs of amount of request approval.
- 4) Budget Committee forwards the budget allocations to the Treasurer no later than the Leadership Retreat.
- 5) Chairs must maintain expenses within the approved budget. Request for additional funds must be approved by the Budget Committee during the course of the year. No expenses shall be incurred before the Budget Committee approves the additional funds.
- 6) Committees must have the approval of the Budget Committee to hold any event in which expenses exceed the sum remaining in the committee's budgeted balance.

#### Audit

- 1) Within sixty (60) days after the final audit, the balance of all funds shall be forwarded to the Treasurer by certified check.
- 2) The audit shall be conducted within thirty (30) days after the conclusion of the fiscal year.

#### Charter Rebates

- 1) State ACSA rebates a percentage of annual dues to each region based upon State ACSA region.
- 2) Based upon the number of State ACSA memberships in each charter, Region VIII will rebate \$10.00 per State ACSA member upon submission of the years "Charter Activity Plan" to the Treasurer by November. This section to be reviewed annually by the Membership Chair and Treasurer at the Leadership Retreat.

#### Conference Attendance Procedure for Committee Chairs, Officers, Committee/Council Reps

For national and state conferences held within California, Region VIII may provide funds not to exceed \$300 per conference.

- 1) Request for funds must:
  - (a) Be in writing by the requesting officer or committee/council representative,
  - (b) Be channeled through the Region Executive Director who will advise the Board of Directors,
  - (c) Be submitted at least one month prior to the conference.
  - (d) Be approved by the Region VIII Board of Directors prior to conference attendance.
- 2) The Board of Directors must act on each request before the conference takes place.
- 3) Committees are encouraged to generate funds to defray cost of their own conferences. Some of the funds from such activities may be used to send committee member (any member or members approved by the Board of Directors) to other in-state conferences providing a request is made on the proper application form and approved by the Board of Directors. An estimate of the costs must appear in the Activity Plan submitted to the President at the Region VIII Retreat.
- 4) Region VIII's budgeted allocation to committees shall not be used to attend conferences.
- 5) No Region VIII funds shall be used to cover expenses for out-of-state-conferences.
- 6) In cases where Region VIII monies are used for conference expenses, the recipient(s) shall report to the Board of Directors covering the conference activities. The Board of Directors reserves the right for an oral report be given at a Region VIII Board of Directors meeting and/or the Delegate Assembly.
- 7) Up to five percent of the Region VIII total budget shall make up the special conference request.
- 8) This procedure shall be reviewed annually by the Board of Directors.