

Santa Cruz Charter By-Laws

ARTICLE I NAME AND PURPOSE

Section 1. Name

The Organization shall be named the Santa Cruz County Charter of Region 10 of the Association of California School Administration

Section 2. Purposes

The specific business to which the Association is formed is to promote the advancement of education by:

- A. Improving the educational process by helping members become more effective in their various roles as educational leaders.
- B. Creating the resources that will enable California School Administrators to develop and apply creative leadership and management.
- C. Providing programs specifically designed to relate the Association's activities to students, their needs and problems at all levels, preschool through adult education.
- D. Advancing education by sponsoring research and investigation.
- E. Meeting the needs of members by providing a single organization to represent those needs to the other publics with whom school administrators interact.
- F. Disseminating information about the school administrator's profession through a communications system of publications, conferences, and various field services, local state and federal public relations.
- G. Cooperating and working with teachers, students and the public so that the needs of learners and the community may be best served.

ARTICLE II GEOGRAPHIC DESCRIPTION

Santa Cruz County Charter shall include the entire County of Santa Cruz

ARTICLE III MEMBERSHIP

Pursuant to the following sections membership in ACSA shall be limited to persons who have professional involvement of leadership responsibility in education including persons in training, supporting and consulting services.

Section 1. Regular Membership

Regular members shall have voting privileges and be eligible to serve as Association officers, directors or committee members at State, Region and Charter levels. Regular membership shall be restricted to individuals employed in California.

Regular membership shall be limited to these 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 or regular members on leave/sabbatical who are committed to return to active employment.

Section 2. Retired Membership

Retired members shall have no voting privileges, nor shall they be eligible to serve as Association officers, directors or State committee members, but shall be eligible for Charter membership and to serve on committees retired members shall be limited to:

- A. ACSA members not currently employed in the field of education but receiving compensation from the State Teacher's Retirement System.
- B. ACSA members who have been certified as being totally and permanently disabled.

Section 3. Associate Membership

Associate members have no voting privileges, nor shall they be eligible to serve as Associate officers, directors, committee or charter members. They may, however, be members of a Student/Associate Charter and serve as officers or committee members of that Charter.

Santa Cruz Charter By-Laws

Available to individuals not eligible for regular membership. Associate members shall be limited to:

- A. ACSA members reassigned to classroom or other duties outside administrations supervisor. Individuals meeting credential requirements for membership but who have not yet been employed in a position qualifying them for regular membership.
- B. Individuals who are California member of the Association for Supervision and Curriculum Department (ASCD) not eligible for regular membership in ACSA.
- C. Consultant membership: available to education consultants.
- D. Other individuals as approved by the Executive Board.

The Membership Committee shall be composed of three members of the Charter. The committee shall choose its own chairman and shall prepare a ballot containing a biographical sketch of each nominee provided prior consent has been obtained from the nominee. The ballot shall be voted on by the membership at the March or April meeting of the membership.

ARTICLE IV OFFICERS

Section 1. Qualifications

Active ACSA membership and current Charter dues paid are requirements to hold any office within this Charter Group.

Section 2. Charter Officers

The officers of this Charter shall be:

- President
- President Elect
- Vice President-Newsletter
- Secretary
- Treasurer
- Membership Chair-North County
- Membership Chair-South County and
- Vice President-Legislative Action.

Section 3. Term of Office

The term of office shall be one year from July 1 to June 30 of each fiscal year for each officer, with the exception of Vice President-Legislative Action and that term shall be two years.

Section 4. Duties of officers

President The President of the Charter shall:

- a) Preside over all meetings of the Executive Board
- b) Appoint committee members after consultation with the other members of the Executive Board
- c) Provide leadership to the Charter Group and perform such other duties as ordinarily pertain to the office of president
- d) Ensure representation of the Charter Group at all Region 10 Executive Board meetings
- e) Serve as a member of the Region 10 Executive Board

President Elect The President Elect of the Charter shall:

- a) Act as an aide to the president and shall serve in his absence in all duties pertaining to that office
- b) Be in charge of Charter Group program planning and shall keep the president informed of all plans for programs
- c) Succeed the president

Vice President-Legislative Action The Vice President Legislative Action shall:

- a) Work with Region 10 Vice President-Legislative Action
- b) Coordinate legislative action activities within the Charter
- c) Act as liaison between Charter, Region 10 and State ACSA

Vice President-Newsletter The Vice President-Newsletter of the Charter shall:

- a) Be in charge of the Charter Newsletter
- b) Communicate Charter, Region and State ACSA information to the membership through a minimum of four issues of the Charter Newsletter

Santa Cruz Charter By-Laws

Secretary The Secretary of the Charter shall:

- a) Keep minutes of all meetings of the Executive Board and Charter
- b) Carry on the necessary correspondence of the Charter

Treasurer The Treasurer of the Charter shall:

- a) Construct a budget which reflects the purposes of the Charter
- b) Pay bills and allocate funds according to the adopted budget
- c) Maintain accurate financial records which are subject to audit

Past President The Past President of the Charter shall:

- a) Mentor the current Charter President in matters of the Chapter

Membership Chair(s) The Membership Chairs of the Charter shall:

- a) Be in charge of recruiting membership
- b) Work with State and Region 10 membership chairs
- c) Make periodic membership reports to the Charter
- d) Maintain a current membership roster

Section 5. Records Transfer

All officers shall, by July 1, deliver to the new officers all records, correspondence, etc., pertaining to that office.

Section 6. Vacancies

If a vacancy should occur in any office, the remaining members of the Executive Board shall appoint, with the exception of president elect, a member to fill the office for the remainder of term of the office. In the case of president elect, a vacancy shall be filled by a vote of the membership at the next regular meeting of the Charter.

Section 7. Nominations

A nominating Committee shall be chosen by the Executive Board before January of each year

ARTICLE V EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the Charter Officers.

Section 2. Duties

- a) To further the purpose of the Charter as stated in Article 1. Section 2.
- b) To direct the affairs of the Charter which shall include:
 - 1) Adopting an annual budget
 - 2) Providing for an annual audit
 - 3) Approving such committees and their duties as best serve the membership
 - 4) Providing for Charter membership meetings
 - 5) Assuming responsibilities for implementing the recommendations of ACSA Region 10 and the Charter.

Section 3. Four members of the Executive Board shall constitute a quorum.

Section 4. The Executive Board shall meet at least six times a year as determined by the president and shall meet at such additional times as called by the president or by any three members of the Executive Board.

ARTICLE VI COMMITTEES

Section 1. A committee may be established within the Charter to represent special interests of the members.

Section 2. The duties of the committees shall be consistent with the purpose of the Charter.

Section 3. Each committee shall make an annual report to the Executive Board of the Charter.

ARTICLE VII DUES

The dues of the Charter shall be for the fiscal year.

ARTICLE VIII RULES OF ORDER

Robert's Rules of Order, revised, shall be used as the basis for parliamentary procedure.

Santa Cruz Charter By-Laws

ARTICLE IX AMENDMENTS

Section 1. The bylaws may be amended by a Majority of the votes cast.

Section 2. Amendments may be proposed

- a) By the Executive Board
- b) By petition of ten or more members in good standing

Section 3. The petition or recommendation of the Executive Board shall be forwarded to the Charter secretary who shall prepare an analysis and ballot. The secretary shall provide for the balloting which shall take place at the next regular meeting of the membership following the receipt of the recommendation by petition or by mail.