



Bylaws
Association of
California School
Administrators
Region 12

Article I— Name, Purpose, and Restrictions

Article II— Members

Article III—Dues

Article IV—Board of Directors

Article V— Officers

Article VI— State ACSA Director, Region 12

Article VII— Leadership Assembly Meetings

Article VIII— Region Councils and Committees

Article IX— Charters Article

Article X—Financial Rules

Article XI—Amendment of Bylaws

Article XII—Interpretation

Article XIII—Dissolution of Region

The purpose of Region 12 is to be the driving force for an equitable, world-class education system, and the development and support of inspired educational leaders who meet the diverse needs of all San Bernardino County students.

Article I— Name, Purpose, and Restrictions

1.01 Name. The name of the region is Association of California School Administrators, Region 12 (ACSA Region 12), a geographical division of the Association of California School Administrators (State ACSA) embracing San Bernardino County.

1.02 Purpose. The purpose of Region 12 is to be the driving force for an equitable, world-class education system, and the development and support of inspired educational leaders who meet the diverse needs of all San Bernardino County students.

1.03 Restrictions. All policies and activities of the region shall be consistent with:

- (a) State ACSA bylaws, policies and standing rules;
- (b) Applicable federal, state and local antitrust and trade regulation laws;
- (c) Applicable tax-exemption requirements; and
- (d) 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— Members

2.01 Membership. Membership in ACSA Region 12 shall be limited to persons who are members of State ACSA in good standing and who are employed and/or live within the geographical boundaries of the region.

2.02 Charter Membership. Each charter may establish membership categories it deems appropriate, however, only charter members who are also ACSA members will be eligible for Region 12 leadership positions or region financial reimbursements. Student/Associate and Retired members are not eligible to hold region leadership positions. (Exception: Retired Charter members may serve as a representative on the State ACSA Retirement Committee.)

2.03 Member Obligation to Follow Association Rules. Each member of this region agrees to be bound by these bylaws and any amendments, thereto, and by the lawful action of the region board or decisions of the Region Leadership Assembly.

Article III—Dues

3.01 Dues. The board shall assess dues, if appropriate.

Article IV— Board of Directors

4.01 Board. The board is the governing body of the region and has authority and is responsible for the supervision, control and direction of the region.

4.02 Members. The board consists of the elected officers and board members at large, all of whom shall be regular members in good standing of ACSA, Region 12. The board may designate others as members.

4.03 Meetings. Board meetings will be held no less than five times each year, and may be held in conjunction with Region Leadership Assembly or region sponsored events.

4.04 Notice. Regular board meeting dates will be announced on the governance calendar prior to July 1. The board may hold special meetings upon sufficient notice by the president. The board may also meet without advance notice if each member agrees in writing or email.

4.05 Quorum. A quorum of the board shall be two thirds of the number of board members present as authorized in these bylaws. In the event that a quorum cannot be present, the Region President may in his or her discretion authorize other means of voting including but not limited to email or telephone input.

4.06 Board Action. Every act or decision done or made by a majority of the board at a meeting duly held at which a quorum is present shall be deemed an act of the board.

Article V— Officers

5.01 Officers. The elected officers of the region shall be:

Past-President

President

President-Elect

Vice President, Legislative Action

Vice President, Membership

Vice President, Committees/Councils

State ACSA Board Director

Equity Representative

Communication Chair

The President, President-Elect, Vice President Legislative Action, Vice President Committees/Councils, and Vice President Membership shall be Region delegates to the State Leadership Assembly. Other

delegates as needed will be appointed by the Region President to serve as alternates or if the region's number of delegates based on membership exceeds five delegates.

5.02 Qualifications. Officers, board members, and leadership assembly members shall be regular members in good standing of ACSA.

5.03 Election and Term of Office. Candidates for region office will be selected by a region nominating committee appointed by the president at the Leadership Conference. The president-elect will be the chairperson. Charter, council, and committee representation shall be assured. The nominating committee report will be presented to the membership at a Region Leadership Assembly meeting prior to March 1. Nominations may be made from the floor with written permission from the candidate. A minimum of two names should be submitted for these offices whenever possible.

Number of terms served indicated in (brackets):

President-Elect (1 year)

Vice President, Legislative Action (2 years)

Vice President, Committees/Councils (2 years)

Vice President, Membership (3 years)

State Board Director (3 years)

President-Elect will succeed to President (1 year)

President will succeed to Past President (1 year)

Equity Representative (2 years)

Secretary. The Secretary for the Region shall be appointed by the President and may be a member at large with the approval of the board for a period of 1 year. The Secretary shall prepare the minutes of all region board and Region Leadership Assemblies and complete other duties as may be determined by the President.

Treasurer: A Treasurer for the Region shall be appointed by the President with the approval of the board for a period of 2 years. The Treasurer shall serve as the region controller and will work with the past president on budget and financial issues for the region. They will keep an accurate record of all receipts and expenditures of the region, and present a written report of budget at each meeting of the Executive Board and the Region Leadership Assembly. They will chair the ad hoc fiscal committee (with the Past President, President and President Elect) to propose the annual budget and monitor fiscal policies. They will prepare the annual regional financial report for State ACSA. The treasurer is a non-voting member of the board.

Region Ambassador(s): The lead ambassador for the region is appointed by State ACSA. The lead ambassador shall be invited to all Region 12 board meetings as a non-voting participant.

Communication Chair: The Communications Chair is appointed by the R12 President and approved by the Executive Board for a 2 year term. They play a key role in advancing the mission and visibility of ACSA Region 12 by supporting internal and external communications, enhancing brand presence, and promoting the work of school administrators throughout the region. This position blends creativity, editorial expertise, and digital strategy to produce compelling content and manage key communication channels. The Communication Chair will be invited to all Region 12 executive board meetings as a non-voting participant.

Equity Representative: Shall be appointed by the R12 President and approved by the Board for a term of 2 years.

Board Members at Large: Four at-large board members, as needed, may be appointed by the region president and shall serve a renewable term of one year. At-large members may serve as needed as delegates or alternate voting delegates to the state leadership assembly. The number of members at large may be amended if the number of delegate votes the region is allowed increases.

Elections shall be held in February. Ballots will be provided electronically by February 1 to all ACSA Region 12 members. Ballots must be completed before March 1 and tallied by an appointee of the board. The nominating committee shall certify the tally prior to the spring Region Leadership Assembly. The President-elect, as chair of the nominating committee, shall announce the election results at the spring Region Leadership Assembly.

5.04 Duties.

President: Administrative officer of Region 12. Plans for and presides over Executive Board meetings and Region Leadership Assemblies, provides administrative leadership for R12 charters, and directs responsibility for all region conferences, gatherings, and sponsored events. Directs region consultant in carrying out the mission and goals of the region. The President is a member of the Bylaw subcommittee, oversees region Committees and Councils, and acts as an agent between the region and State ACSA. Directs the communications of state and region issues within the region. Directs appointment of qualified candidates to open region and state offices. The President serves as a delegate to the state Leadership Assembly and assumes the office of the Past President the following year. If the President is unable to complete their term, the President-Elect shall assume the position and fulfill the remaining responsibilities.

President-Elect: Assistant administrative officer of Region 12. The President-Elect presides over Executive Board meetings in the absence of the President and serves as an assistant administrative officer of Region 12. Provides the administrative leadership for region charters by meeting with charter Presidents and President-Elects, plans for and develops the agenda for the Region Leadership Conference and ensures representation of charters, councils and committees. The President-Elect chairs elections, directs the Nominating Committee, and assumes duties of the president when necessary. The President-Elect serves as a Delegate to the State Leadership Assembly and assumes the office of president the following year.

Vice-President, Legislative Action: Administers the region's legislative action program in direct relationship to the state program. Develops the charter vice-presidents of legislative action training and planning program for the Region Leadership Conference. Elected in odd-numbered years for a two-year term. Provides leadership for the charter vice-presidents, legislative action. Develops the budget needed to support the region's legislative action program. Delegate, State Leadership Assembly.

Vice-President, Committees/Councils: Provides leadership for the region council and committee representatives to state committees. Develops the council and committee representatives' training and planning program for the Region Leadership Conference. Secures qualified candidates for committee and council representatives if council bylaws call for an appointment rather than an election, and submits names to the board for approval. Delegate, State Leadership Assembly.

Vice-President, Membership: Provides leadership for charter membership chairpersons. Develops the membership training and planning program for the Region Leadership Conference. Attends and reports on state membership committee meetings. Directs the process for updating ACSA membership records for the Region. Directs the membership campaign. Delegate, State Leadership Assembly.

Past President: Develops and is responsible for the region's financial program and any personnel required to carry out the financial functions and shall be authorized to sign financial documents. Directs the awards committee in selecting and presenting region awards, and submitting nominations for state awards. Serves as the region parliamentarian.

Equity Representative: The Equity Representative shall serve as region representative on corresponding state committees and attend all state committee meetings. The region equity committee, led by the Equity Representative, shall meet regularly, with a minimum of three meetings per year, unless otherwise approved by the board. They shall maintain communication between their state and regional committee and the Executive board.

Members at Large: Up to 4 members at large may be appointed by the Region President, and approved by the board. They serve at the discretion of the Region President, are voting members of the R12 board, and serve a term of one year. Members at large serve the region without holding a specific officer title. The role provides flexible, adaptive leadership that supports the overall effectiveness of the board. They undertake tasks as assigned by the R12 President, tailored to individual strengths and regional needs such as: assist the Member Services Chair in membership promotion and recruitment activities with assigned charters and/or committees.

5.05 Vacancies. In the event of an officer vacancy, the board will fill the office with a qualified region leader to serve the remainder of the term of the vacancy office.

5.06 Removal. An officer may be removed for adequate reason as determined by a majority vote of the full board. Adequate reasons may include consistent failure to attend meetings, carry out duties as assigned, leaving the region, conduct unbecoming of a board member, and/or consistently misrepresenting the region to others.

Article VI— State ACSA Director, Region 12

6.01 State ACSA Director. Pursuant to state bylaws, the region shall elect a State ACSA director in the manner provided in these bylaws, who shall be a regular member in good standing in the region.

6.02 Election and Term of Office. The State ACSA Director shall be elected for a three-year term. At least two candidates will be selected by the region nominating committee pursuant to region bylaws whenever possible.

6.03 Duties. Serves as a member of the region board, attending those activities sponsored by the region. Attends the State ACSA board meetings and allied State functions. Serve as liaison to assigned State councils or committees and make reports to the board(s). The State ACSA director shall communicate with the region respecting all significant ACSA matters which are relevant to the region. The director will also communicate to the State ACSA board of directors those matters of significance to the region.

6.04 Vacancy. In the event of a vacancy in the office of State ACSA Director, the region board will appoint a director to fill the office until the next region election.

Article VII—Region Leadership Assemblies

7.01 Meetings. The president shall calendar and plan a Region Leadership Assembly within two weeks of the State Leadership Assembly. Other Region Leadership Assemblies may be called at the request of the board with no less than a four-week notice to the delegates unless the president determines that an emergency exists. An AI bot at virtual meetings does not constitute participation in the meeting.

7.02 Delegates. Delegates to Region Leadership Assembly will be the charter president, charter board delegate, charter vice-president for legislative action, charter membership chairperson, and region council or committee representatives. Charters may appoint a delegate representative if one person serves in two of these positions, *i.e.* as both the charter president and charter board delegate. Charters with an ACSA membership of 100 or more may also appoint an additional (second) delegate as determined by the charter.

7.03 Purposes. The Region Leadership Assembly will consider and act upon all issues to be considered by the State Leadership Assembly, thereby directing region delegates as to the region vote at the State Leadership Assembly. The Region Leadership Assembly shall be the legislative and policy-making body and have the responsibility of translating the purposes of the region into programs that will enhance the capabilities and performance of the members.

Article VIII— Region and State Committees and Councils

8.01 Membership of State Committees and Councils. The region shall appoint qualified members to each standing committee and council of State ACSA as appropriate and requested for their respective terms of office, and shall monitor their attendance via state reports.

8.02 Special Committees. Special committees may be appointed each year at the Region Leadership Conference: *Conference Committee*. The chairperson is appointed by the president and reports directly to the board. *Finance Committee*. The past-president is the responsible fiscal agent of the board and will work with the appointed region's treasurer to provide a budget and regular financial reviews for the board. *Awards Committee*. The past-president is responsible for a region awards program and coordination with the State awards program. *Other Committees*. Other special committees may be developed and appointed by the board.

8.03 Responsibility to Charters. Council and committee representatives shall communicate with the region Vice President of Committees and Councils any information from the state relevant to current education and association issues.

8.04 Removal from Office. Upon the recommendation of the Region Vice-President of Committees/Councils, the region board may remove a state committee/council representative upon a majority vote of no confidence for failure of any one or more of the following: lack of consistency in attending leadership trainings, Region Leadership Assemblies or if requested, Board meetings; failure to submit any requested reports to the region, poor or no attendance at their state committee/council meetings when called, or failure to attend to the other requests of the president or the board.

Article IX— Charters

9.01 Eligibility. Any district or cluster of districts within region boundaries composed of active members eligible for or holding membership in ACSA is eligible to apply to the region/state for charter or sub-charter affiliation.

9.02 Governance. All charters shall be subject to State ACSA bylaws and Region 12 bylaws along with all reasonable rules and regulations of state ACSA and the region.

(a) Application for charter or sub-charter status must be made to the region board. Upon board approval the application must be approved by the State.

(b) Charters shall have bylaws consistent with the State and region bylaws. Copies of the current charter bylaws must be on file with the region. New updated charter bylaws must be approved by the R12 Leadership Assembly and may be amended by the leadership assembly with a $\frac{2}{3}$ vote of the members present. Bylaws must be reviewed every two years for revisions and submitted to the President Elect and Director of Regional Operations. The region board must submit the proposal, in writing, to members of the region leadership assembly 30 days prior to the leadership assembly where action is to be taken. Any changes become effective following the vote.

(c) Sub-charter status may be granted by the board to districts with distance/time factors or unusual circumstances. Written agreements with the charter and sub-charter and region must be approved by the board. A yearly review will be made by the president-elect and a report made to the board at its final meeting.

9.03 Program. Each charter shall plan its own program to be consistent with the policies, positions, and guidelines of State ACSA and Region 12. Each charter is expected to submit to the leadership of their region programmatic plan and budget by October 1st, as well as a report of progress on objectives of that plan each year by August 31st. (in state ACSA bylaws)

9.04 Elections. A charter's president in cooperation with their board shall seek nominations from within their charter to the charter board each year. Only regular members of ACSA, in good standing, are eligible to be elected to the following charter leadership positions: President, President-Elect, Delegate, Vice President Legislative Action, and Vice President, Membership. Elections shall be held each year with ballots being sent out in March so the Director of Regional Operations and the R12 President-Elect are notified of the outcome by April 1st.

9.05 Financial Responsibility. Each charter may develop its own financial program and provide safe banking procedures for its funds in accordance with State ACSA guidelines. The region must be provided with a financial statement prior to September 30th each year to the region Director of Regional Operations and the Treasurer, as well as financial statements to state ACSA if the charter is using ACSA's EIN number for their bank account by August 31st, each year. A charter that cannot maintain an active status will submit all funds to the region financial officer for deposit in the region treasury. Upon gaining active status, the funds will be returned to the charter.

9.06 Charter Funding. The region will allocate to active status charters State ACSA membership rebate funds as available.

9.07 Basic Funding. A basic allotment amount, as described in the budget guidelines, will be sent to the charter president by January 31 or upon completion of the requirements for active status.

9.08 Special Funding. Regions will distribute ACSA member "rebate" funds to charters as described in the budget guidelines.

9.09 Activity Project Designs. Additional funds may be requested by submitting a project design to the Region 12 president and/or Director of Regional Operations for approval by the board and leadership assembly. Charters submitting their Fall Activity Project Design by June 30th, shall be eligible to receive the allotted \$300 plus a bonus of \$150. Requests for Fall Activity Design projects submitted after June 30th and before August 30th, will be eligible for the allotted \$300. Spring Activity Design projects must be submitted by November 30th to be eligible for the allotted \$300. Any activity funds not utilized shall be returned to Region 12.

9.10 ACSA Professional Development Scholarships: ACSA Region 12 will allocate no more than 5% of its total budget to scholarships toward ACSA professional development. Region members will be allowed to receive no more than two (2) scholarships per year to provide all members the opportunity to apply for funding. Funds will be reimbursed after the member pays for their registration. Members must provide required invoices in order to be reimbursed.

9.11 Active Status. Active status requires the charter president to submit to the region office by the appropriate date: a charter financial statement, a charter budget, a listing of the charter officers, and a copy of the current charter bylaws.

Article X—Financial Rules

10.01 Financial. The board will designate each year those who will be responsible for maintaining the fiscal integrity of the region. The past-president shall be the designated Region 12 financial officer. A treasurer shall be appointed to oversee the fiscal operations and to administer the day to day region business. A bookkeeper may be hired to administer the day to day region business and prepare necessary financial reports to the board and State ACSA when requested.

10.02 Rules. The board may establish rules that are consistent with these bylaws in order to carry out the policies, procedures, and programs of the region.

10.03 Budget. The board shall have the financial committee (Past-President, Treasurer, bookkeeper, and members at large) prepare an annual budget with approval at the last board meeting prior to the spring Region Leadership Assembly. The Region Leadership Assembly must approve the budget. A published budget must be made available to the region membership.

10.04 Audit. The president shall have the books audited annually with copies filed with the board and the region's office.

10.05 Fiscal Year. July 1 to June 30 of the following year.

10.06 Disbursement of Funds. Active charters will receive ACSA rebate funds as described in the budget guidelines.

10.07 Bank Accounts. The region and charters shall establish and maintain bank accounts in reputable financial institutions in compliance with ACSA's Policies & Procedures, and shall ensure that all funds are appropriately accounted for under internal controls. Specifically:

(a) Bank Account Establishment:

- (i) The region and each charter shall hold a numbered checking account (or equivalent) at a financial institution with appropriate safeguards.
- (ii) The bank account shall be opened in the legal name of the Region or Charter, using the tax-identification number of the organization as applicable.

(b) Authorized signers & Oversight:

- (i) The account must list authorized signers (minimum two), including at least the Treasurer and one other officer.
- (ii) Changes to signatories must be documented and approved by the board of the region or charter, and recorded in meeting minutes.
- (iii) The region or charters must maintain evidence of the bank account routing number, account number, and list of current signers.

(c) Fiscal Records and Reporting:

- (i) Regions shall maintain a basic accounting journal for all income and expenses associated with the bank accounts.
- (ii) Regions shall provide to State ACSA (by August 31st each year) the following for all region bank accounts:
 - (1) Financial statement showing beginning balance, income, expenses (itemized by function), and ending balance.
 - (2) Copies of bank statement(s) as of June 30 and reconciliation(s) for each account.
 - (3) Updated list of region bank accounts and updated information on the region treasurer.
 - (4) Charters shall similarly maintain document financial records and submit reports/forms to the region, as required.
- (iii) Internal Controls and Best Practices:
 - (1) Regions and charters must establish sound internal controls over all monies. Regions must be able to provide evidence of such controls if requested by the ACSA CFO.
 - (2) Funds shall not be commingled with non-ACSA funds and shall be used only for authorized ACSA region/charter activities.
 - (3) All payments should include a check number (if applicable) and supporting documentation (receipts) for expenses paid.
- (iv) Charter Bank Account Requirements:
 - (1) Charters shall submit to their region a bank account information form listing bank name, routing number, account number, signers, date and certification by the Charter Treasurer.
 - (2) Charters shall adhere to the region and state ACSA's fiscal guidelines and reporting deadlines.
- (v) Compliance:
 - (1) Non-compliance with the foregoing bank and reporting requirements may result in the withholding of rebates or other monetary support from the region or charter by state ACSA until the requirements are met.
 - (2) The region board shall review annually the charter financial status, bank accounts and reporting to ensure compliance.
- (vi) Revision of Policy:
 - (1) This policy shall be reviewed annually (at or before the first board meeting of the new fiscal year) to ensure alignment with the changes in ACSA Policies and Procedures, state nonprofit corporation law, and financial best practices.

10.08 Budget Guidelines. The finance committee will review the financial position of the region and develop the budget and guidelines for approval of the board at its meeting prior to the last Region

Leadership Assembly. The Region Leadership Assembly members will approve the budget. The budget will be published for region members.

Article XI— Amendment of Bylaws

11.01 Amendment of Bylaws. These bylaws may be amended by the Region Leadership Assembly with a two-thirds vote of the members present. Any member may make suggestions regarding bylaws at any time. All proposals must be given, in writing, to the board. The board must submit the proposal, in writing, to members of the Region Leadership Assembly 30 days prior to the Region Leadership Assembly where action is to be taken. Any changes become effective following the vote.

Article XII— Interpretation

12.01 Interpretation. These bylaws are subject to and consistent with State ACSA bylaws and must be interpreted so as to conform with State ACSA bylaws when amended.

Article XIII— Dissolution of Region

13.01 Dissolution. In the eventuality that ACSA Region 12 is dissolved, all unused region funds shall revert to State ACSA after payment of any remaining obligations or salaries.