



CHARTER BYLAWS

SAMPLE CHARTER BYLAWS

[Name of Charter]

Association of California School Administrators

Region _____

ARTICLE I

Name, Principal Office, Purposes and Restrictions

- 1.01 **Name**. The name of the charter is [Name of Charter], a unit of ACSA, Region _____
- 1.02 **Purpose**. The purpose of the charter is to promote within the geographical territory of its unit the purposes of state ACSA as stated in the ACSA and region bylaws by providing programs and activities similar to and consistent with those of ACSA and the region.
- 1.03 **Restrictions**. All policies and activities of the charter shall be consistent with:
- (a) State ACSA bylaws, policies and procedures, and region bylaws, and rules and regulations;
 - (b) 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 region and this charter are subject.

ARTICLE II

Members

- 2.01 **Membership Qualifications**. Membership in the charter shall be limited to: [specify single unified school district, union high school district including its feeder elementary districts, county office of education, California Department of Education or two or more of the above units.]
- 2.02 **Member Obligation to Follow Association Rules**. Each member of this charter agrees to be bound by these bylaws and any amendments thereto, and by the lawful actions of the Board or voting members of this charter.

ARTICLE III

Dues

3.01 **Assessment.** The Board shall assess dues as it sees fit.

ARTICLE IV

Board of Directors

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

4.02 **Composition.** The board consists of _____ persons, each of whom shall be a regular member in good standing of ACSA and the region.

4.03 **Election and Term of Office.** The members shall elect new directors at an annual meeting, the time and place of which shall be determined by the board, for a term of _____ years.

4.04 **Meetings.** The board shall meet at least annually, and at such other times that it deems necessary or upon call by the president upon reasonable notice to the other members of the board.

4.05 **Quorum.** A quorum of the board shall be a majority of the number of directors authorized in these bylaws.

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

ARTICLE V

Officers

5.01 **Officers.** The officers of the charter shall be: president, vice-president and secretary/treasurer.

5.02 **Qualifications.** Officers must be regular members of State ACSA.

5.03 **Election and Term of Officers.** Officers shall be selected by the board.

5.04 **Duties.** The officers perform those duties that are usual to their positions and that are assigned to them by the board, including those duties that are set forth in position descriptions for each officer as adopted by the board from time to time. [The president, vice-president and secretary/treasurer shall also serve as the charter's delegates to the region delegate assembly; each officer may delegate another regular member to serve in his or her place at a meeting of the ACSA region delegate assembly.]

5.05 **Vacancies.** If a vacancy occurs among the officers, for any reason, the position is filled for the unexpired portion of the term by the board.

- 5.06 **Removal.** An officer may be removed for an adequate reason as determined by the board.

ARTICLE VI

Membership Meetings

- 6.01 **Membership Meetings.** The president or the board shall call a membership meeting at least annually and may do so more often upon reasonable notice to each member.
- 6.02 **Election of Directors.** At the designated annual meeting, the members shall elect the directors.
- 6.03 **Quorum.** The quorum shall be equal to 20% of the members.

ARTICLE VII

Committees, Rules and Bonding

- 7.01 **Committees.** The board or the president may establish committees from time to time and may appoint the members of such committees, provided the president or board shall designate in writing in reasonable detail the exact mission and authority of the committee and its duty to report to the board at reasonable intervals.
- 7.02 **Rules.** The board may establish rules that are consistent with these bylaws for the policies, procedures and programs of the charter.
- 7.03 **Bonding.** All individuals with significant financial responsibility on behalf of the charter, including individuals authorized to sign checks, shall be bonded within appropriate limits as determined by the board.
- 7.04 **Fiscal Year.** The fiscal year of the charter shall commence on July 1 of each year and terminate on June 30 of the following year.

ARTICLE VIII

State ACSA Committees

- 8.01 **Nominations.** In cooperation with the region president, the president of the charter shall submit nominations for service on State ACSA committees to the region board.

ARTICLE IX

Amendment of Bylaws

- 9.01 **Amendment.** These bylaws may be amended by a majority vote of the board or the members.

ARTICLE X

Interpretation

- 10.01 **Interpretation.** These bylaws are subject to and must be consistent with state ACSA and region bylaws and must be interpreted to conform with state ACSA and region bylaws, as they may be amended from time to time.

7/94-mm