

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS
Region 6
BYLAWS

ARTICLE I - Name, Principle Office, Purpose and Restrictions

- 1.01 *Name.* The name of the Region is Association of California School Administrators, Region 6 (ACSA Region 6) a geographical division of the Association of California School Administrators ("State ACSA") that includes: Alameda and Contra Costa Counties.
- 1.02 *Purpose.* The purpose of Region 6 is to promote within the Region the purposes of State ACSA as stated in the ACSA Bylaws, with programs and activities similar to and consistent with those of ACSA.
- 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 regulations 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 Qualifications.* Membership in ACSA Region 6 shall be limited to persons who are members of State ACSA in good standing.
- 2.02 *Members' 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 actions of the Board or voting members of the Region.

ARTICLE III - Dues

- 3.01 The Board shall assess dues, if appropriate.

ARTICLE IV - Board of Directors

- 4.01 *Board of Directors.* The Board is the governing body of the Region with their primary function to set policy.
- 4.02 *Composition.* The Board shall consist of the following: Region officers, State Director, Committee/Council Representatives, Charter Presidents, and others designated by the Region. The terms of office of Region officers are defined under Article V, Section 5.03.
- 4.03 *Meetings.* The Board shall meet no less than three times per year.

- 4.04 *Notice.* The Board may hold regular meetings without notice if the time and place of such meetings is fixed by the Board. The Board may hold special meetings upon sufficient notice as set by the Board, provided reasonable attempts are made to notify each director. The Board may also meet without notice if each director signs a waiver to that effect.
- 4.05 *Board Action.* Every decision made by a majority of directors present at a meeting duly held at which a quorum is present is considered an act of the Board. A quorum shall consist of a majority of the Executive Committee members and a minimum of 12 other members of the Board.

ARTICLE V - Officers

- 5.01 *Officers.* The officers of the Region shall be President, President-Elect, immediate Past President, Vice President Membership, VP Legislative Action, Vice President Staff Development, Vice President Programs, Secretary, ~~Comptroller~~, and Treasurer.
- 5.02 *Executive Committee.* The Executive Committee has responsibility for the monthly routine business of the Region. It is comprised of the President, President-Elect, immediate Past President, Vice President Membership, Vice President Legislative Action, Vice President Staff Development, Vice President Programs, Secretary, ~~Comptroller~~, Treasurer, and State Director. An Equity chair and a Communication Chair are to be appointed to the Committee. In addition, two at-large members (one from Alameda County and one from Contra Costa County) shall be elected for a two-year term. Two more at-large representatives will be appointed for a two-year term by the Region President to achieve a more balanced representation of the two counties. **Every effort will be made to recruit at-large representatives not having previously served on the Executive Committee.**
- 5.03 *Qualifications.* Board of Directors must be regular members of State ACSA and be Region 6 members and employed in the Region or retired.
- 5.04 *Election and Term of Office.* Officers shall be elected by the members annually by mail ballot or electronic mail no later than April 1.

Candidates for Region offices are nominated prior to March 1 by a Nominating Committee chaired by the Past President. At least two persons shall be nominated for each office whenever possible. To ensure balance between the two counties in Region 6 leadership, each county shall have a minimum of two members on the committee and shall follow the affirmative action policy of state ACSA. Nominees should be active members of ACSA. Nominations shall be solicited in writing from the Charter Presidents and Committee/Council Representatives.

Officers shall serve for two years beginning July 1 following the election with the following exceptions: Vice President Membership, Vice President Legislative Action, ~~Comptroller~~, and Treasurer shall serve terms of three years.

The Equity Chair is appointed for three years and is a member of the Executive Committee.

The Communication Chair is appointed for two years and is a member of the Executive Committee.

Committee/Council Representatives are appointed for three-year terms by the President, with the approval of the Board of Directors and/or the Executive Committee. In the case of vacant positions, they are appointed to complete the unexpired term of the vacant position.

- 5.05 *Duties.* The officers shall perform those duties that are usual for their positions and that are assigned to them by the Board, including those duties that are set forth in the position descriptions for each officer as adopted by the Board from time to time. Per ACSA Bylaws, the Region's President, President-Elect, Vice President for Legislative Action are designated as region delegates to the ACSA Leadership Assembly. Any additional allocated at-large delegates will be appointed by the Executive Committee.

The President shall preside over all meetings of the Region and the Board of Directors. The President shall serve as one of the Region Delegates to the ACSA Leadership Assembly during the term of office as President. The President shall, unless otherwise provided for in the Bylaws, appoint all committees subject to the approval of the Board of Directors/Executive Committee, and shall perform all other duties, which customarily pertain to the office of President.

The President-Elect shall serve as an aide to the President and as one of the Region Delegates to the ACSA Leadership Assembly. In the absence of the President, the President-Elect shall assume the duties of the President. If a vacancy occurs in the office of the President, the President-Elect shall succeed to the office of President and serve the unexpired term. The President-Elect shall serve as ex officio member of the Nominating Committee.

The Vice President for Membership shall be in charge of recruitment of members and shall serve as the Region Representative to the State Membership Committee. (3-year term)

The Vice President for Legislative Action shall coordinate a local level legislative advocacy program. The Vice President shall also serve as the Region Representative to the State Legislative Action Committee. (3-year term)

The Vice President for Staff Development shall be responsible for facilitating the planning, development, and implementation of staff development activities of the Region, including the annual Region Conference. The Vice President shall serve as the chair of the Region conference. (2-year term)

The Vice President for Programs shall be responsible for facilitating the planning, developing, and implementing various programs of the Region and the annual Administrators of the Year Awards Dinner. The Vice President shall serve as the chair of the Region Awards Committee.

The Secretary shall keep an accurate record of the minutes of all the meetings of the Board of Directors and Executive Committee and distribute them prior to the next meeting. The Secretary shall be responsible for the preservation of these minutes. The Secretary shall perform all other duties as assigned. (2-year term)

The Treasurer shall be responsible for maintaining an accurate record of all fiscal transactions of the Region and prepare monthly financial reports prior to each Executive Committee and Board of Directors meeting. The Treasurer shall work with the Executive Director to develop a preliminary annual budget for approval by the Board of Directors/Executive Committee each spring and monitor the annual budget. The Treasurer shall receive and disburse approved funds in a timely fashion. The Treasurer shall submit financial reports to state ACSA at the end of each fiscal year. (3-year term)

The immediate Past President shall serve as a member of the Board of Directors, and act as parliamentarian. The immediate Past President shall serve as chair of the Nominating Committee and Every Student Succeeding Award Committee. The Past President is a member of the Executive Committee. When the immediate Past President is not available the Executive Committee shall select an alternate.

The Equity Chair provides leadership in guiding the Region in making policies and decisions that are aligned to ACSA's equity goals. The Equity Chair also serves as the Region Representative to the State Equity Committee. (3-year term)

The Communication Chair performs a variety of content creation and promotion duties for the Region's online platforms and other communications for the Region. (2-year term)

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

5.07 *Vacancies.* A vacancy in any office except that of President shall be filled by appointment by the President with the approval of the Board of Directors/Executive Committee until the vacancy can be filled at a regular annual election.

ARTICLE VI - Selection of State ACSA Director

6.01 *State ACSA Director.* Pursuant to the state ACSA Bylaws 5.03, the Region shall elect a State ACSA Director in the manner provided in these Bylaws. The Director must be a member in good standing of the Region.

6.02 *Election and Terms of Office.* The State ACSA Director shall be elected for a three-year term by the members (or by the Board). The term shall terminate whenever a Director is no longer employed in the Region.

6.03 *Duties.* The State ACSA Director shall perform those duties as are prescribed by the ACSA Bylaws, standing rules and policies, as amended from time to time. The State ACSA Director shall communicate with the Region regarding all significant ACSA matters which are relevant to the Region.

6.04 *Vacancy.* In the event of a vacancy in the office of State Director, the Board of Directors/Executive Committee may fill the vacancy.

ARTICLE VII - Membership Meetings

7.01 *Annual Membership Meeting.* The President or the Board may call a membership meeting on a reasonable notice to the members.

ARTICLE VIII – Region Committees and Rules

8.01 *Committees.* The Board or the President may establish committees from time to time and may appoint members of such committees, provided that the President or Board 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.

The Executive Committee is responsible for handling the monthly routine business of the Region. It shall be made up of the Region President, President-Elect, Past President, Vice President Membership, Vice President Legislative Action, Vice President Staff Development, Vice President Programs, Secretary, Comptroller, Treasurer, State Director, At-Large Representatives, Equity chair, and Communication Chair.

Standing committees may be authorized by the President or the Board of Directors and may, where appropriate, be the counterparts of the State standing committees. Members shall be appointed by the President with the approval of the Board of Directors/Executive Committee. The term of standing committees shall be determined in each case. The duties of the standing committees shall be prescribed by the Board of Directors in general terms allowing committees initiative and innovation as appropriate.

Each Region Committee/Council Representative shall serve as a member of the corresponding State Committee. It is understood that Region Committee/Council representatives must attend their State Committee/Council meeting on a regular basis. Missing more than two (2) state meetings in a year without cause may necessitate a replacement by the Executive Committee.

Special committees may be appointed by the President with the approval of the Board of Directors/Executive Committee.

8.02 *Rules.* The Board may establish rules that are consistent with these Bylaws for the policies, procedures, and programs of the Region.

ARTICLE IX - State ACSA Committees and Councils

9.01 *Nominations.* Presidents of Region Charters shall submit nominations to the Region President for service on the State ACSA Committees/Councils, with the exception of the Superintendents Committee, which is elected by their peers alternating by counties for every

three-year term. In appointing representatives to state Committees/Councils, the Executive Committee shall consider balanced representations across the region's charters and consistent with state ACSA's affirmative action goals.

- 9.02 *Term.* The term of service on State ACSA Committees/Councils shall be three years unless otherwise provided in the State ACSA policies and standing rules. When a vacancy occurs, the Executive Committee shall appoint a representative for the unexpired term. That representative may seek appointment to an additional 3-year term.

ARTICLE X - Charters

- 10.1 *Eligibility.* Any local organization composed of active members from union high school districts, elementary school districts, unified school districts, county offices, ROP's or any combination are eligible to apply for a charter affiliation. (refer to State Bylaws for charter structure)

- 10.2 *Charter Rebates.* Upon submission of Annual Report by charters, the Region will distribute region-approved amounts per full member and per consolidated or retired member in each charter based on membership counts from state ACSA.

ARTICLE XI - Amendment of Bylaws

- 11.0 *Amendment.* These bylaws may be amended by a three-fourths majority vote of the Board of Directors present at two successive meetings

ARTICLE XII - Interpretation

- 12.01 *Interpretations.* These Bylaws are subject to and must be consistent with State ACSA Bylaws and must be interpreted so as to conform with State ACSA Bylaws, as they may be amended from time to time. *The Standard Code of Parliamentary Procedure* by Alice Sturgis shall be the authority for parliamentary procedure.

First Reading: October 20, 2023

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