



REGION 7

ASSOCIATION of CALIFORNIA SCHOOL ADMINISTRATORS

BYLAWS

Approved 9/11/19
Revised 11/13/19
Revised 05/14/20

REGION 7 BYLAWS
ARTICLE I
Name, Principal Office, Purpose, and Restrictions

1. **Name:** The name of the Region is Association of California Administrators, Region 7, a geographical division of the Association of California School Administrators ("State ACSA") embracing the following California counties: Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne.
2. **Purposes:** The general purpose of this regional association is to promote the advancement of education; therefore, it subscribes to the general purposes of ACSA and promotes objectives and policies of State ACSA. To this end Region 7 will:
 - (a) Improve the education process by helping members become more effective in their various roles as educational leaders.
 - (b) Consider and recommend to the State Board of Directors proposals for the improvement of the schools of California.
 - (c) Identify resources that will enable California school administrators to develop and apply creative leadership and management.
 - (d) Provide programs specifically designed to relate Region 7's activities to students, their needs and problems at all levels.
 - (e) Meet the needs of members by providing a single organization to represent those needs to other stakeholders with whom school administrators interact.
 - (f) Disseminate information about the school administrator's profession through a communication system of 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 so that the needs of learners may be best served.
 - (h) Assist in the promotion of membership.
 - (i) Support ACSA adopted members.
3. **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.
 - (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
Organization

1. **Bylaws:** The Region Bylaws shall be consistent with the State ACSA Bylaws, reviewed every two years, and submitted to State ACSA by May of even numbered years.
2. **Governance:** The Region shall have a governing Board composed of the elected Region officers as provided in the region's bylaws. The region must have a treasurer (non-profit corporation law).

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3. **Functions:** The functions of the Region shall be to promote within Region 7 the purposes of ACSA as stated in these bylaws, with programs and activities similar to and consistent with those of State ACSA.
Regions are specifically expected to develop and oversee Charters and Charter leadership with the region. They are to support and encourage networking, professional development and information dissemination within the region. They should also focus on identification and cultivation of future leaders, working with the Leadership Development Committee; provide professional recognition, support member recruitment and participation of Region officers in the ACSA Leadership Assembly.
4. **Election of State Director:** The Region shall be responsible for conducting an appropriate election by the Region General Membership Assembly for one member of the Board of Directors at times and in a manner consistent with these bylaws and the policies and procedures of ACSA.
5. **Charters:** The Charters within the Region shall be issued by the Board in accordance with standards in the policies and standing rules of ACSA. 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.

ARTICLE III Membership

1. **Membership Qualifications:** Membership in ACSA is extended to persons who have professional involvement in leadership responsibility in education including persons in training, supporting and consulting services as provided in this article.
2. **Membership Privileges:** Regular members shall have voting privileges and be eligible to serve as officers, directors, or council/committee members at state, region, and charter levels; other privileges of regular membership shall be set forth in the policies and procedures. The privileges of membership of all other classes of members other than regular members shall be set forth in the policies and procedures.
3. **Regular Membership:** Regular membership shall be extended to persons employed in California as follows:
 - (a) Those 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.
 - (b) Professors of Education. Those full time professors of educational administration who elect regular membership pursuant to Bylaw Article III #9.
 - (c) Regular members on leave/sabbatical who are committed to return to active employment as set forth in Article III #1 and #2.
4. **Retired Membership:** Retired membership shall be extended to: ACSA members not currently employed in the field of education, but receiving compensation from the state retirement system and ACSA members who have been diagnosed by a physician as being totally and indefinitely disabled from working in the field of educational administration.
5. **Honorary Life Membership:** The Board may award a Region 7 Honorary Life Membership to persons making an outstanding contribution to education.

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6. **Associate Membership:** Associate membership shall be extended to individuals not eligible for other membership categories, but who have an interest in educational leadership. Associate membership shall be extended to individuals not eligible for Regular, Consolidated, Student or Retired membership. Associate membership may be especially appropriate for:
 - (a) Regular members reassigned to the classroom or other duties outside administration/supervision.
 - (b) Individuals meeting credential requirements for membership but who have not yet been employed in a position qualifying them for regular membership.
 - (c) Individuals employed under an early retirement program who would otherwise qualify under Article III #2.
 - (d) Former ACSA members not qualifying under other membership categories.
 - (e) Other individuals as approved by the Board.
7. **Student Membership:** Student membership is extended to individuals who are graduate students verified to be enrolled in programs of Education Administration leading to an administrative credential in an accredited institution of higher learning.
8. **Organizational Membership:** Organizational membership is extended to organizations involved in concerns regarding education services or programs whose members are not otherwise eligible for Regular membership.
9. **Professors of Educational Administration Membership:** Notwithstanding any other provision of these bylaws to the contrary, full time professors of educational administration shall be entitled to elect membership status as either regular members or associate members.
10. **Consolidated Membership:** Consolidated membership is extended to those persons who meet regular ACSA membership requirements under Article III #2 and are active members of a local administrator association that meets the requirements established by the Board.
11. **Discipline:** A member may be disciplined (which discipline may include private or public reprimand, suspension, or expulsion) based on the good faith determination by the Board, or a committee or person authorized by the Board to make such a determination, that the member has failed in a material and serious degree to observe the Association's rules of conduct, or is engaged in conduct materially and seriously prejudicial to the purposes and interests of the Association, provided that the Board adopt appropriate procedures that meet or exceed the standards set forth in California Corporations Code Section 7341.

ARTICLE IV Board of Directors

1. **Responsibilities:** The Board is the governing body of the region and has authority and responsibility for the supervision, control, and direction of the region.
2. **Composition:** The composition of the Board of Directors shall be the Executive Officers (including President, President-Elect, Vice President, Vice President/Legislative Action, Vice President/Membership, Vice President/Programs, Secretary, Treasurer, immediate Past President), Regional Director to the State Board, the President of each charter, and Coordinator of Facilities (appointed by the President).

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3. **Executive Officers:** The Executive Officers (except the Immediate Past President) and the Directors shall be elected by the general membership of Region 7.
4. **Region Directors:** The Region Directors shall be elected by each charter.
5. **Region Delegates:** to the State Delegate Assembly. The Region delegates to the State Delegate Assembly shall be the President, the President-Elect, the Past President, and the Vice President/Legislative Action. If membership increases and the region gets an additional delegate, the Vice President/Programs will become a delegate.
6. **Meetings:** The Board of Directors shall meet no less than three times per year.
7. **Notice:** The Board of Directors may hold regular meetings 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.
8. **Quorum:** A quorum of Board of Directors shall be the number of Directors present at any of the regularly called meetings.
9. **Board Action:** Every act or decision done or made by a majority of the Board of Directors present at a meeting duly held at which a quorum is present is the act of the Board.
10. **Powers:** The Board of Directors shall exercise all the powers, duties and policies established by the State Leadership Assembly and the Region General Membership Assembly and/or authorized by these bylaws. It shall have the rights of corporate directors, subject to the limitations and restrictions provided by these bylaws.

ARTICLE V
Officers and Region Directors

1. **Officers:** The officers of the Region shall be President, President-Elect, Vice President/Legislative Action, Vice-President/Programs, Vice President, Secretary, Treasurer, and Immediate Past President.
2. **Qualifications:** Officers must be regular members of ACSA and have actively served at the charter, region or state level.
3. **Terms of Office:** The following will be terms of office for the officers of the Region:

President	1 year
President-Elect	1 year
Vice-President	1 year
Vice President/Legislative Action	2 years
Vice President/Membership	3 years
Vice President/Programs	2 years
Secretary	2 years
Treasurer	3 years
Immediate Past President	1 year
Region 7 Director to the State Board	3 years

4. **Region Directors Term of Office:** The term of office for the Region Directors will be for two years on a rotating basis. One Director will be elected each year for a two-year term.

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5. **Beginning Date for Term of Office:** The term of office for the Executive Officers and Directors shall begin on June 1 following the date of election.
6. **Duties of Officers and Region Directors:** The duties of the officers of Region 7, not otherwise prescribed, shall be as usually pertained to such officers.
 1. **President** – The President of Region 7 shall preside over the meeting of the Board of Directors/Cabinet, and the Region 7 General Membership Assembly. The President may call special meetings of the Board of Directors, the Region 7 General Membership Assembly and the general membership. The President shall be an ex-officio member of all committees, except the Nominations Committee.
 2. **President-Elect** – The President-Elect shall be an aide to the President and shall, in the absence of the President, fulfill the duties of the office. The President-Elect shall automatically succeed as President at the conclusion of the term as President-Elect. The President-Elect shall be an ex-officio member of all councils/committees. The President-Elect as incoming President shall nominate all council chairpersons and representatives to State committees, with the approval of the General Membership Assembly (in April) as provided for in the bylaws. The President-Elect shall also have responsibility for the Scholarship and ESS Committees oversight.
 3. **Vice President** – The Vice President shall serve in the place of the President-Elect or President during the President’s or President-Elect’s absence or assume the office of President-Elect should it become vacant. The Vice President shall automatically succeed as President-Elect at the conclusion of the term as Vice President. The Vice President shall have the responsibility for council/committee oversight.
 4. **Vice-President/Legislative Action** – The Vice President/Legislative Action will chair the Region Legislative Action Committee and will be responsible for all actions pertinent to legislative activities in the Region and at the State. The Vice President/Legislative Action is responsible for coordinating the annual Legislative Action Day in Sacramento for Region 7.
 5. **Vice-President/Membership** - The Vice President/Membership will provide at least one annual membership drive each year, be in charge of the recruitment of new active members, and will serve as the Membership Chair in the promotion of membership. The Vice President/Membership will represent Region 7 at all meetings of the State Member Services Committee or send a Region 7 representative to do so. The Vice President/Membership will be responsible to validate state ACSA membership for all elected officers and work with charters to keep membership lists current and updated.
 6. **Vice-President/Programs** – The Vice President/Programs chairs the Spring Conference Committee and shall be responsible for overseeing and approving Region professional development activities.
 7. **Secretary** – The Secretary shall keep an accurate record of the minutes of all meetings and the standing rules and shall be responsible for their preservation. The Secretary shall assure that the minutes of the Region General Membership Assembly are e-mailed to the delegates following each meeting. The Secretary may request the appointment of an assistant, subject to the approval of the General Membership Assembly.
 8. **Treasurer** – The Treasurer shall maintain an accurate record of all fiscal transactions of Region 7, shall prepare financial reports for each Region General Membership Assembly and shall submit the Treasurer's records for annual audit by July 31. The Treasurer shall develop

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a preliminary budget for approval by the Region General Membership Assembly at its first meeting.

9. **Immediate Past President** – The Immediate Past President shall serve as parliamentarian at all meetings, shall chair the Nominating Committee, assist in coordination of membership activities of the Region, and shall have other duties as assigned by the President.

10. **Region Directors** – There are two Directors from each Charter. Directors serve as a member of the Board of Directors and as a liaison for two committee members. One from each charter serves on the Awards Committee and one from each charter serves on the Conference Committee. Directors are elected for two-year terms; expiring year indicated.

11. **General Duties of Officers**: All officers of the Region shall maintain all records, correspondence etc. and shall deliver them to their successors not later than May 31 unless special arrangements are made.

12. **Eligibility to Office**: Any regular member of Region 7 that has actively served at the charter, region or state level shall be eligible to hold office in this organization.

7. **Nominations**:

1. The Nominating Committee shall be composed of Charter Past Presidents under the chair of the Immediate Past-President. The President Elect shall be a non-voting member of the committee.

2. The Immediate Past President shall submit to the Region General Membership Assembly, at the first meeting of each calendar year, a proposed timeline for the nomination and election of elective officers. Said time line shall include the mailing of ballots by March 15.

3. Nominations for the elective officers of Region 7 shall be made by the Nominating Committee. This committee shall submit to the Region General Membership Assembly no later than the second meeting of the year the names of one or more candidates for each office to be filled. The general membership shall be notified and will include information on procedures for additional nominations.

4. Additional Nominations to any open elective office may be made by a petition signed by a minimum of twenty-four (24) active members of Region 7. Such nominations must be received by the Immediate Past President by February 15.

5. A list of additional nominees (if any) will be prepared and sent out to the general membership with the ballot, if such ballots are necessary due to contested positions.

8. **Elections**:

1. If a position is contested, the Region Nominating Committee shall provide ballots to ACSA Region 7 members for the conduct of the election by March 15. Ballots shall be returned to said Committee by April 1. The Committee shall conduct the election tabulation and report the results to the general membership.

2. Charter elections shall be held as convenient to the Region Election calendar as possible. Completed election of charter officers, and names thereto, shall be submitted to the Region President by May 1.

9. **Vacancies**: In case of a vacancy of the office of President, the President-Elect may succeed to the office of President and serve the remainder of the term and the following year. The

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past president may also be asked to serve the remainder of the unexpired term, or a special election may be conducted. In case of a vacancy in the office of President-Elect, the position shall be filled by nomination and election by ballot under election procedures established by the Region 7 Board of Directors and announced at the next meeting of the Region General Membership Assembly. All other vacancies shall be filled by appointment by the Board of Directors and ratified by the Region General Membership Assembly.

10. **Powers, Duties, and Function of Region 7 General Membership Assembly:**

1. Govern the operation of Region 7.
2. Establish and implement Region 7 policies.
3. The General Membership Assembly shall approve an annual budget, determine the amount of charter rebate and the manner in which those rebates shall be paid.
4. Approve political candidate endorsements.
5. Endorse and support legislative action.
6. Maintain a record of the proceedings of all meetings of the Board of Directors/Cabinet and the Region General Membership Assembly.
7. Define the responsibilities of all committees (see region directory)
8. Inform the general membership of the adoption of amendments to the bylaws of Region 7.
9. Approve and issue Charters.
10. Approve the Region 7 calendar.
11. Approve bylaw amendments to the Region General Membership Assembly.
12. Recall Region 7 Executive Officers and Directors for just cause.
13. Exercise other powers and perform other duties as may be provided by these Bylaws.

ARTICLE VI

Selection of State ACSA Board Director

1. **State ACSA Board Director:** Pursuant to State ACSA Bylaws 5.03, the Region shall elect a State ACSA Board of Director in the manner provided in these Bylaws, a regular member in good standing of the Region and has actively served at the charter, region or state level.
2. **Election and Term of Office:** The State ACSA Board Director shall be elected for a three-year term by the general membership of Region 7. The term shall terminate whenever a Board director becomes employed outside the Region.
3. **Duties:** The State ACSA Board Director shall perform those duties as are prescribed by the State ACSA Bylaws, standing rules and policies, as amended from time to time. The Board Director shall communicate with the Region respecting all significant ACSA matters that are relevant to the Region.
4. **Vacancy:** In the event of a vacancy in the office of State ACSA Board Director, the Region Board of Directors shall fill the vacancy. If a vacancy occurs in the following standing council/committees listed below the Region President shall appoint a qualified replacement.
 1. Adult Education Council
 2. Annual Conference Committee*
 3. Awards & Recognition Committee*
 4. Business Services Council
 5. Career Technical Education Council
 6. Classified Educational Leaders Council

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7. Co-Administration Committee
8. Educational Options Council
9. Curriculum, Instruction, and Accountability Council
10. Elementary Education Council
11. Equity Committee
12. Human Resources Council
13. Leadership Development Committee
14. Legislative Action Committee
15. Legislative Policy Committee
16. Middle Grades Education Council
17. Nominating Committee*
18. Retirement Committee
19. Student Services and Special Education Council
20. Secondary Education Council
21. Small School District Committee (Members will be appointed by the ACSA president in consultation with the committee chair and region presidents. Committee members will be superintendents. Committee members will be selected from regions.)
22. Superintendency Council
23. Urban Education Committee (Nominations will be solicited from superintendents of districts self-identified as urban with size/enrollment of 20,000 students or more.)

*Region Only – No State Rep

The purpose and suggested activities of any committee shall be consistent with those of State ACSA, as determined by the Board, and the Board shall review annually the achievements of all committees.

5. **Membership:**

1. Composition: The composition and number of members on a committee shall be determined by the State Board of Directors.
2. Appointment: Committee members shall be appointed and the chairperson designated by the President with the approval of the State Board of Directors otherwise provided for in these Bylaws.
3. Terms, Standing Committees: Members of standing committees shall serve three-year terms unless otherwise designated by the State Board of Directors.
4. Terms, Special Committees: Members of special committees shall serve terms to be designated at the time of their appointments.

ARTICLE VII Charter Formation

1. **Eligibility:** Any local organization within Region 7 with active members from union high school districts and elementary districts within these boundaries, unified school districts, county offices, and/or any combination thereof are eligible to apply for a Charter of affiliation as a Charter.
2. **Procedure of Application:**

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1. A letter of application stating boundaries, active membership, and a copy of the proposed Bylaws shall be submitted to the Secretary of Region 7.
2. Upon approval of the application by the Region General Membership Assembly, the application shall be forwarded to State ACSA for action.
3. **Presentation of Charter:** Region 7 shall, upon the receipt of the Charter from State ACSA, make an appropriate presentation to the newly affiliated charter and shall seat its representatives as provided in these bylaws.

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STATE ACSA WEB PAGE - acsa.org

The ACSA Web Site includes staff and department contact information, forum, position papers, and minutes of meetings, legislation information, early Job Information Service (JIS) listings, and upcoming events.

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MISSION STATEMENT

The Association of California School Administrators is 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 California students.

REGION 7 WEB PAGE

<http://regions.acsa.org/7/>

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