

ASSOCIATION of
CALIFORNIA SCHOOL ADMINISTRATORS
Stanislaus Charter, Region 7
Bylaws

ARTICLE I

Name, Principal Office, Purpose, and Restrictions

1. **Name:** The name of the Charter is Association of California Administrators, Stanislaus Charter, a geographical division of Region 7 and the Association of California School Administrators (State ACSA).
2. **Purposes:** The general purpose of this charter association is to promote the advancement of education; therefore, it subscribes to the general purposes of ACSA and promotes objectives and policies of the Region and State ACSA. To this end Stanislaus Charter 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 Region 7 Cabinet 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 Stanislaus Charter'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 charter shall be consistent with:
 - (a) Region 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 and charters are subject.

ARTICLE II Organization

1. **Bylaws**: The Charter Bylaws shall be consistent with the Region Bylaws and submitted to as directed by the region.
2. **Governance**: The Charter shall have a governing Board composed of the elected charter officers as provided in the charter's bylaws. The charter must have a treasurer (non-profit corporation law).
3. **Functions**: The functions of the charter shall be to promote within Stanislaus Charter the purposes of ACSA as stated in these bylaws, with programs and activities similar to and consistent with those of Region 7.
4. **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 shall submit to the leadership of their charter 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 Region Board may award an Honorary Life Membership to persons making an outstanding contribution to education.

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

Cabinet

1. **Responsibilities**: The Cabinet is the governing body of the charter and has authority and responsibility for the supervision, control, and direction of the charter in accordance with the region.
2. **Composition**: The composition of the cabinet shall be the Executive Officers (including President, President-Elect, Vice President, Vice President/Legislative Action, Vice

President/Programs, Vice President of Membership, Secretary, Treasurer, and immediate Past President), Charter Directors to the Region Board.

3. **Executive Officers**: The Executive Officers (except the Immediate Past President) and the Directors shall be elected by the general membership of Stanislaus Charter.
4. **Region Directors**: The Region Directors shall be elected by each charter.
5. **Meetings**: The cabinet shall meet no less than three times per year.
6. **Notice**: The cabinet may hold regular meetings if the time and place of such meetings is fixed by the cabinet. The cabinet may hold special meetings upon sufficient notice as set by the Board.
7. **Quorum**: A quorum of cabinet shall be the number of cabinet members present at any of the regularly called meetings.
8. **Board Action**: Every act or decision done or made by a majority of the Cabinet present at a meeting duly held at which a quorum is present is the act of the Cabinet.
9. **Powers**: The Cabinet 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 Charter Cabinet

1. **Officers**: The officers of the Charter shall be President, President-Elect, Vice President, Vice President Legislative Action, Vice-President/Programs, Vice President Membership, Secretary, Treasurer, and Immediate Past President.
2. **Qualifications**: Officers must be regular members of ACSA.
3. **Terms of Office**: The following will be terms of office for the officers of the Charter:

President 1 year
President-Elect 1 year
Vice-President 1 year
Vice President/Legislative Action 2 years
Vice President/Programs 2 years
Vice President Membership 3 years
Secretary 2 years
Treasurer 3 years
Immediate Past President 1 year
Charter Director to Region 7 2 years
Charter Director, Awards 2 years

4. **Charter Directors Term of Office**: The term of office for the Charter Directors will be for two years on a rotating basis. One Director will be elected each year for a two-year term.
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 Charter Directors:** The duties of the officers of Stanislaus Charter, not otherwise prescribed, shall be as usually pertained to such officers. Regular attendance at charter cabinet meetings and events is expected of all charter officers and directors.
1. **President** – The President of Stanislaus Charter shall preside over the meeting of the Cabinet. The President may call special meetings of the Cabinet. 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.
 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.
 4. **Vice-President/Legislative Action** – The Vice President Legislative Action will chair the Charter Legislative Action Committee and will be responsible for all actions pertinent to legislative activities in the Charter and Region. The Vice President/Legislative Action is responsible for coordinating the annual Legislative Action Day in Sacramento for Stanislaus Charter.
 5. **Vice-President/Programs** – The Vice President Programs shall be responsible for developing (with cabinet) the professional development plan and overseeing the charter professional development activities.
 6. **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 meetings are available for review at the next scheduled meeting and uploaded online for all to view.
 7. **Treasurer** – The Treasurer shall maintain an accurate record of all fiscal transactions of Stanislaus Charter, shall prepare financial reports and shall submit the Treasurer's records for annual audit by July 31. The Treasurer shall develop a preliminary budget for approval by the Charter at its first meeting.
 8. **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 Charter, and shall have other duties as assigned by the President.
 9. **Region Directors** – There are two Directors from each Charter. Directors serve as a member of the Cabinet 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.
 10. **General Duties of Officers:** All officers of the Charter shall maintain all records, correspondence etc. and shall deliver them to their successors not later than May 31 unless special arrangements are made. Any Officer or director may be removed from their position after missing three (3) regularly scheduled meetings or events.

11. **Eligibility to Office:** Any regular member of Stanislaus Charter shall be eligible to hold office in this organization.

12. **Nominations:** The Nominating Committee shall be chaired by the Charter Immediate Past President.

- a) The Immediate Past President shall submit to the Charter General Membership, at the first meeting of each calendar year, a proposed timeline for the nomination and election of elective officers. Said timeline shall include the mailing of ballots by March 15.
- b) Nominations for the elective officers of Stanislaus Charter shall be made by the Immediate Past President no later January 30, the names of one or more candidates for each office to be filled. The charter membership shall be notified and will include information on procedures for additional nominations.
- c) Additional Nominations to any open elective office may be made by the Immediate Past President. Such nominations must be received by the Immediate Past President by February 15.
- d) A list of additional nominees (if any) will be prepared and sent out to the charter membership with the ballot if such ballots are necessary due to contested positions.

8. **Elections:**

- a) If a position is contested, the Immediate Past President shall provide ballots to ACSA Stanislaus Charter members for the conduct of the election by March 15. Ballots shall be returned to the Immediate Past President by April 1. The Immediate Past President shall conduct the election tabulation and report the results to the Charter membership.
- b) 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 shall succeed to the office of President and serve the remainder of the term and the following year. The 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 Stanislaus Charter Cabinet and announced at the next meeting of the Charter Membership. All other vacancies shall be filled by appointment by the Cabinet and ratified by the Charter Membership.

10. **Membership:**

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

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.

ACSA State Director

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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.

STANISLAUS CHARTER WEB PAGE

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