

RETIRED ADMINISTRATOR CHARTER (RAC)
ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS (ACSA) REGION VII
BYLAWS revised February 7, 2023

Article I

1.01 Name. The name of the Charter is Retired Administrator Charter, a unit of ACSA, Region VII and referred to in this document as Charter.

1.02 Purpose. The purpose of the Charter is to promote within the geographical territory of its unit the purposes of the 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.

1.021 Services provided to members:

- a. Work toward maintaining and improving educator retirement.
- b. Provide health insurance and retirement benefit information which includes financial and estate planning
- c. Facilitate ACSA communication and social contacts among members.
- d. Provide social and interactive opportunities.

1.022 Advancement of education promoted through the implementation of the purposes of the parent organization, ACSA.

- a. Aid in the administration of the program and policies of the Association within the Region
- b. Assist in the promotion of membership.
- c. Maintain direct contacts with the retired membership and provide convenient means of publicity and the distribution of professional literature.
- d. Provide other services as may be considered desirable by the Association.

Article II
Members

2.01 Members. Members of this Charter shall be comprised of retired members of Region VII.

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 action of the Executive Board or voting members of this Charter.

Article III
Dues

3.01 Dues. Retirement dues are established by State ACSA.

Article IV Executive Board

- 4.01 The Executive Board. The Executive 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 Executive Board consists of eight (8) persons, each of whom shall be a regular member in good standing of ACSA and the Region. (See Article V, 5.01 for list of Officers).
- 4.03 Election and Term of Office. The members shall elect new officers at an annual meeting, the time and place of which shall be determined by the Executive Board, for a term of two year.
- 4.04 Meetings. The Executive Board shall meet at least semiannually, and at such other times that it deems necessary or upon call by the President upon reasonable notice to the other members of the Executive Board.
- 4.05 Quorum. A quorum of the Executive Board shall be a majority of the number of Officers authorized in these Bylaws.
- 4.06 Board Action. Every act or decision done or made by a majority of the officers present at a meeting duly held at which a quorum is present is the act of Executive Board.

Article V Officers

- 5.01 Officers. The officers of the Retirees Charter shall be the President, President Elect, Vice President for Programs, Vice President for Membership, Vice President of Legislation Action, Secretary, Treasurer, and Immediate Past President.
- 5.02 Qualifications. Officers must be retired members of State ACSA.
- 5.03 Election and Term of Officers.
- a. Nominations. Nominations for the elective offices of the Retirees Charter shall be made by the Nominating Committee appointed by the Executive Board. This Committee shall submit to the Executive Board by February 1, but no later than the first meeting in May, to the membership at the time of the call to the Spring general meeting the names of one or more candidates for each office to be filled. Officers shall be elected at the annual Spring general meeting.
Additional Nominations. Additional nominations may be made from the floor at the time of election of officers.
 - b. Immediate Past President. The President, upon completion of his/her term of office, shall become the Immediate Past President and his/her name shall not appear on the ballot.
 - c. Conduction of Election. The Nominating Committee shall conduct the election at the May general meeting.
 - d. Installation of Officers. All officers shall be installed at the June general meeting and shall assume the responsibilities of their office. Officers shall serve for two fiscal years (July 1 – June 30)

- 5.04 Duties. The officers perform those duties that are usual to their positions and that are assigned to them by the Executive Board, including those duties set forth in position descriptions for each office as may be adopted by the Executive Board from time to time. (The President, President Elect and Secretary 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 President. The President of the Retirees Charter must be a member of ACSA. He/she shall preside over the general meetings of the membership and meetings of the Executive Board. He/she shall appoint committee representatives and representatives to Region committees when requested by the Committee Chairperson
- 5.06 President Elect
- a. Serve in the absence of the President
- 5.07 Vice President for Programs. The Vice President for Programs shall be responsible for:
- a. Developing, planning, presenting to the Executive Board for approval the programs for the Retirees Charter
 - b. Assist in publicizing activities and programs of the Charter, and
 - c. Serving in the absence of the President
- 5.08 Vice President for Membership. The Vice President for Membership shall be responsible for the recruitment of members and shall represent the Charter on the Region VII Membership Committee.
- 5.09 Vice President for Legislation/Leg Action: The Vice President for Legislation/Leg Action will be responsible for all actions pertinent to Legislative activities in the Charter, Region and at the State.
- 5.10 Secretary
- a. Keep an accurate record of the minutes of all meetings.
 - b. Provide the agenda and minutes to the President of the Executive Board.
 - c. Write such communications as may be required by Executive Board's decisions.
- 5.11 Treasurer.
- a. Maintain an accurate record of all fiscal transactions of the Charter.
 - b. Prepare the Treasurer's report for the Executive Board agenda.
 - c. Receive payment vouchers, write checks, and obtain proper signatures for those approved by the Executive Board.
 - d. Prepare and submit such financial records as may be requested by the Executive Board
- 5.12 Immediate Past President. The immediate Past President shall serve as parliamentarian at all meeting of the Retirees Charter, serve as the chair of the Nominating Committee, and serve as President in the absence if both the President and President Elect are not present .

5.13 General Duties of Officers.

- a. Represent Region VII.
- b. The President shall be the official delegate to the Region VII Board of Directors.

Article VI Membership Meetings

- 6.01 Membership Meetings. Meetings of the Retirees Charter shall be held at times and places determined by the Executive Board. A minimum of two meetings shall be held during each fiscal year.
- 6.02 Meetings of the Executive Board. The Executive Board shall meet at times and places to be determined by the President. Special meetings may be called by the President or by a majority of the elected officers.

**Article VII
Committees, Rules and Bonding**

- 7.01 Committees. The Executive Board or the President may establish committees from time to time and may appoint the members of such committees. The President or Executive Board shall designate in writing in reasonable detail the exact mission and authority of the committee and its duty to report to the Executive Board at reasonable intervals.
- 7.02 Nominating Committee. The Nominating Committee shall be chaired by the Immediate Past President, who shall serve as Chair of the committee. Their duties shall be those specified in Article V.
- 7.03 Rules. The Executive Board may establish rules that are consistent with these Bylaws for the policies, procedures, and programs of the Charter.
- 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.
- 7.05 Upon Dissolvement of the Charter. In the event this organization shall be dissolved, such funds as remain after the retirement of all obligations shall revert to Region VII.
- 7.06 Check Signing. The President and Treasurer are signers on the checking account. Either party may sign off on the checks.

**Article VIII
State ACSA Committee**

- 8.01 Nominations. In cooperation with the Region President, the President of the Charter shall submit nominations for service on the State ACSA committees to the Region Board for a two year term.

Article VII
Amendment of Bylaws

9.01 Amendment of Bylaws. These Bylaws may be amended at any regular general meeting by two thirds majority vote of the members present, providing such an amendment shall have been submitted in writing to the members of the Retirees Charter at least 15 days prior to the meeting when said amendment is to be voted upon. Such amendments shall become effective immediately.

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.