



Region XI

2018 2019 HANDBOOK

President's Message • Region Leadership
Charter Leadership • Region Calendar
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THE MISSION OF ACSA

MISSION

The mission of the Association of California School Administrators, the driving force of education in California and beyond, is to ensure the creation of communities of learning and teaching that serve both the aspirations of individual students and the greater good of society, through this unique and indispensable coalition distinguished by:

- bold and authoritative advocacy;
- dedication to the highest personal and professional ethics;
- inspirational networks of discovery and sharing of knowledge;
- mutual commitment to excellence; and
- universal accessibility to learning.

PARAMETERS

We will practice collaborative* decision-making throughout the organization.

Our focus will be public education.

We will offer only those services and products that are unique or extraordinary.

We will expect the best from each individual.

We will not respond to conditions as if they were causes.

**to be defined operationally*

OBJECTIVES

Local educational agencies have the resources and the freedom to meet the unique needs of their learning communities.

Every educational community is led by exemplary, inspirational educators who are compelled to create innovative, rich and accessible learning environments.

We are the consummate authority and prevailing influence on education policy.

BELIEFS: *We believe that:*

- an educated citizenry is essential to democracy
- dreams inspire potential
- every person deserves respect
- personal divinity is a human right
- we are all responsible for each other
- diversity strengthens community
- human virtues demand advocacy
- every person has a right to unrestricted opportunity
- each person has unlimited capacity
- every person thrives to the degree that he or she builds trusting relationships
- transformative change requires the courage to take risks
- learning never ends
- where we come from does not dictate how far we go
- every individual has the power to effect immeasurable good
- strong families are vital to society



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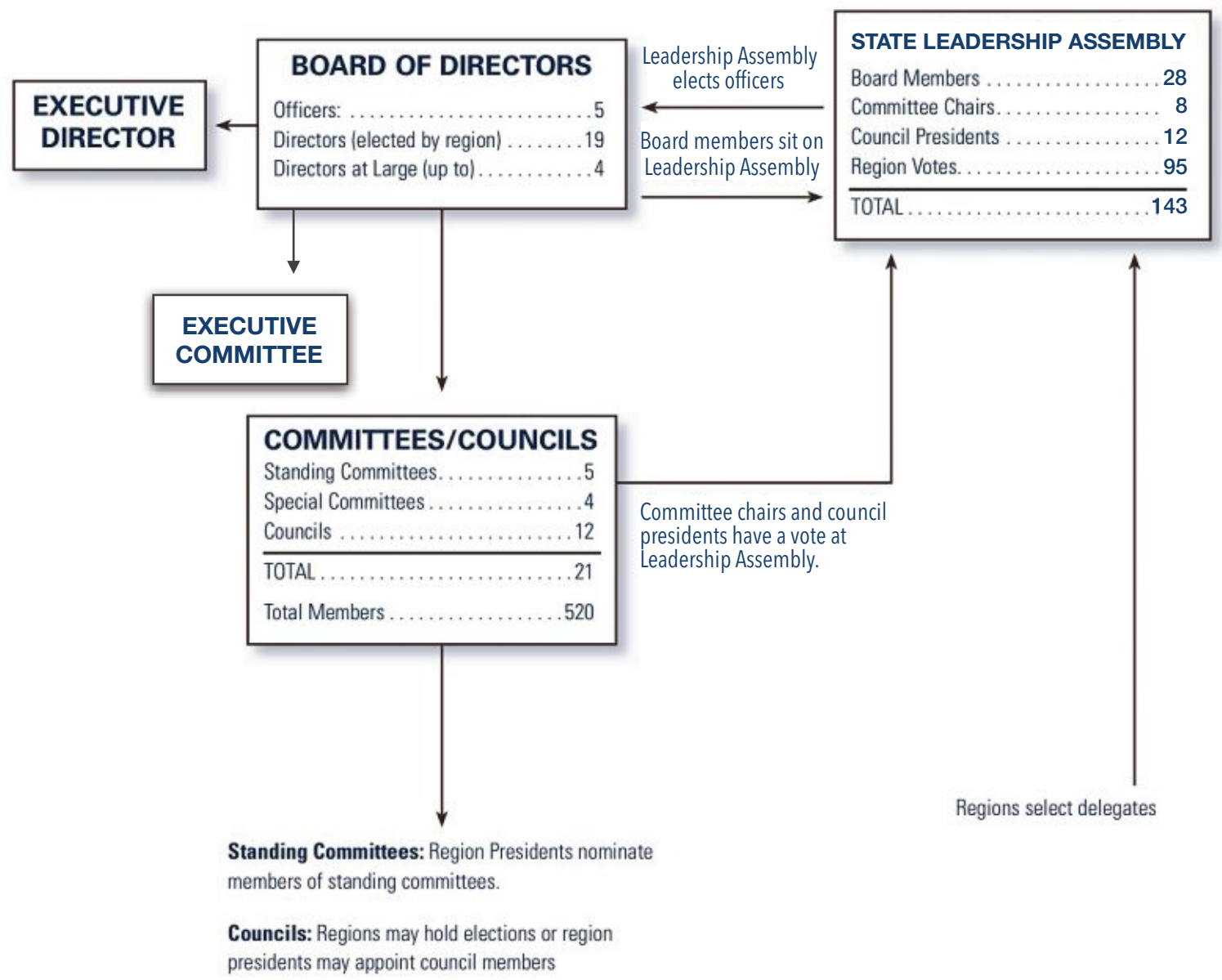
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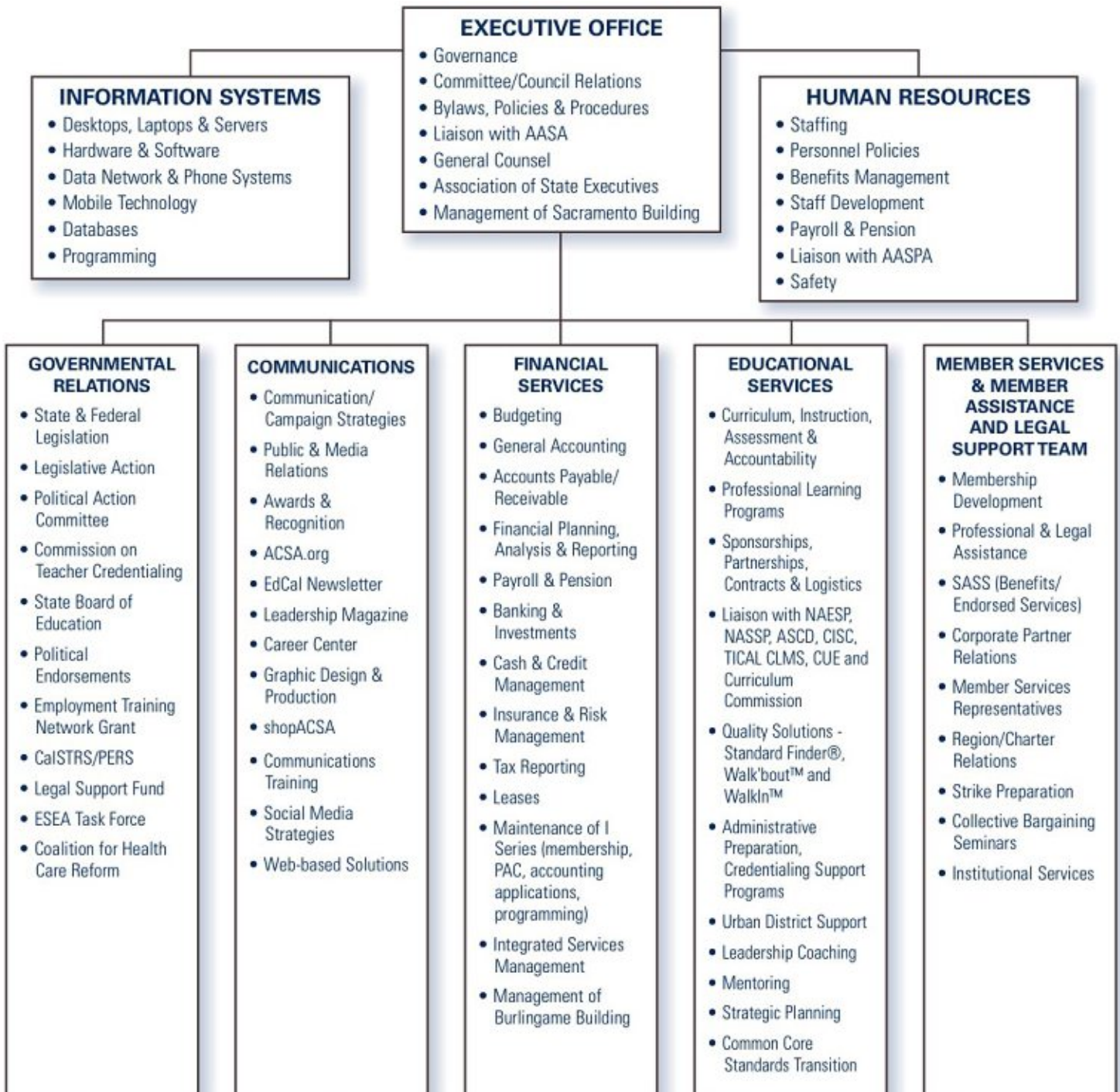


HOW STATE ACSA WORKS





STATE ORGANIZATION CHART



Note: All departments have committee/council liaison responsibilities.

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REGION XI PRESIDENT'S MESSAGE



It is my sincere honor to serve Region XI as its president this year. I am excited to share with you all that ACSA membership has to offer and to encourage you to take an active part in our association.

My involvement with ACSA at both the charter and region levels has had a significant, positive effect on my career as a leader in administration. My participation in ACSA has granted me many opportunities to expand my professional network with job-alike colleagues. I continue to grow personally and professionally because of my involvement in ACSA, and I look forward to helping you enjoy the same benefits by becoming active participants within the association.

To that end, I strongly encourage you to join us at our region meetings. Check out the Region XI Calendar on page 22 to find out where and when. Come hungry. Most of our meetings are held at Hodel's Country Dining in Bakersfield and their highly-acclaimed breakfast buffet is on us!

This year, Region XI will focus our work on three critical areas:

- Continue to be actively involved and advocate at the local, state, and national levels in legislation that may have an impact on students, schools, and education in general
- Focus on building, sustaining, and involved our membership at all levels
- Continue to grow our vibrant, purposeful, educational community with opportunities for professional learning and networking

Mark Your Calendar: Region XI is proud to partner with three other Central California regions to present the Mid-State Conference, which will be held March 8, 9 and 10 in beautiful San Luis Obispo. The conference boasts exceptional keynote speakers and workshop presenters. As plans are solidified, we'll get the word out to all our members.

If I can help you in any way, feel free to contact me.

Lisa Horne

President, ACSA Region XI

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REGION XI EXECUTIVE DIRECTOR'S MESSAGE



Greetings Region XI ACSA Members,

It is a pleasure to serve as your Executive Director. Region XI covers five counties and it is my responsibility to support you. I look forward to doing that again this year. I continue to be impressed with school leaders in our region as I travel to meetings in Inyo, Mono, Kern, Kings and Tulare counties.

As you start the school year, I want to congratulate you on being a member of the Association of California School Administrators. You recognize that ACSA membership:

- Provides you access to the expertise of an extensive network of educational leaders
- Provides professional support and liability insurance in times of fiscal instability
- Gives you valuable news, research and information, as well as discounted registration rates for professional development
- Gives you a strong political voice for the rights of school administrators

Your President, Lisa Horne, and your other region leaders have been developing plans and implementing the following strategies:

- We will continue to focus on legislative advocacy and action.
- We will build and sustain membership.
- We will provide many opportunities for networking and professional development

Important information is included in this handbook, put together by your Director of Communications, Kathy Forsythe, such as the names and contact information for your region officers, charter officers, and region representatives to state committees and councils, meeting dates, and professional development opportunities. Take time to survey the handbook's content and use it as a resource throughout the year.

I would like to encourage you to attend a charter or region meeting. They are open to all ACSA members. We would like to hear your voice on critical issues. In addition, I would recommend that you join the online ACSA community for support from school leaders statewide and to provide support for all of them.

If I can be of any assistance in your role as an educational leader, please call me at 559-280-6228 or email me at davidto02@comcast.net. I look forward to supporting all of you again this year.

David Tonini

Executive Director, ACSA Region XI

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Director (2019)

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(2020)

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1972-73: Sherlock Shively

1973-74: J. Sam Wallace

1974-75: DeWeese Stevens

1975-76: Richard Ehrgott

1976-77: Betty Jane Tiffany

1977-78: Herb Neufeld

1978-79: Gene Billingsley

1979-80: Albert Roberts

1980-81: James Fillbrandt

1981-82: Richard Schlagel

1982-83: Anaheed Solokian

1983-84: Ed Baldwin

1984-85: Bill Williams

1985-86: Anne Scott

1986-87: David Itzenhauser

1987-88: Bill Black

1988-89: Al Sandrini

1989-90: Nancy Cook

1990-91: James A. Forrest

1991-92: Tom Bates

1992-93: Lillian Tafoya

1993-94: Don Erwin

1994-95: John M. Hamlin

1995-96: John Bogie

1996-97: Walt L. Haline

1997-98: Carolyn Kehrli

1998-99: Milt Woolsey

1999-00: Guadalupe Solis

2000-01: Mollie Graham

2001-02: Sally Mailand

2002-03: Brian Mark

2003-04: Steve Tietjen

2004-05: Christine Frazier

2005-06: Craig Wheaton

2006-07: Joanna Rummer

2007-08: Christine Andrada

2008-10: Terri Rufert

2010-11: Rebecca Mestaz

2011-12: Jose Morales

2012-13: Kirsti Smith

2013-14: Tom Addington

2014-15: Blanca Cavazos

2015-16: Valerie Brown

2016-17: David Bowling

2017-18: Dr. Donya Wheeler



REGION XI COMMITTEE REPRESENTATIVES



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(2020)

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Urban Education Committee

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REGION XI COUNCIL REPRESENTATIVES



Adult Education Council

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Elementary Education Council

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Business Services Council

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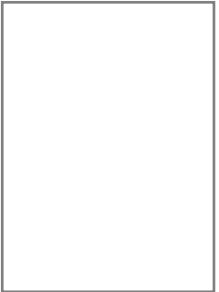
Human Resources Council

(2021)

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Career Technical Education Council

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Middle Grades Education Council

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Curriculum, Instruction & Accountability Council

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REGION XI COUNCIL REPRESENTATIVES



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(2021)

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Superintendency Council

(2020)

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Friday Night: Hosted Social & General Session

Saturday: General Session Keynote

Sunday Morning: Hosted Breakfast & General Session

Information: Randy Bangs, randall.bangs@salinassuhd.org



REGION XI CHARTER PRESIDENTS



East Kern Charter President

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REGION XI RETIRED ADMINISTRATORS

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Kings County

Bill Black

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REGION XI GOALS FOR 2018-2019

- **Continue to be actively involved and advocate at the local, state, and national levels in legislation that may have an impact on students, schools, and education in general**
- **Focus on building, sustaining, and involved our membership at all levels**
- **Continue to grow our vibrant, purposeful, educational community with opportunities for professional learning and networking**



 **resource hub**

**Exciting
New
Resource**

Check out the new ACSA Resource Hub, which premiered with resources for the walk-outs planned by students surrounding school safety and gun legislation last spring. The hub offers information about many subjects, from research on kids' media use to transgender rights. It can be accessed by going to the ACSA website, acsa.org, and clicking on the Resource Hub button. While you're there, learn how you can request content for a specific subject relevant to your needs or how you can contribute an article.



REGION XI LEADERSHIP ASSEMBLY DELEGATES

Region XI Leadership Assemblies will be held at 8:00 a.m. on October 5 and May 2 at Hodel's Country Dining in Bakersfield and January 10 at the Tulare County Office of Education in Visalia

EAST KERN CHARTER

1. Dr. Bonny Porter
2. JoAnne McClelland
3. John Cosner
4. Kirsti Smith
5. Lori McGuire
6. Melissa Christman
7. Regina Green
8. Steven Bsharah
9. Traci Minjares

KINGS CHARTER

1. Sharon Cronk
2. Rodney Brumit
3. Jamie Rogers
4. Bobby Peters
5. Cheryl Hunt
6. Freddie Guerrero
7. Ben Luis
8. Kathi Felder
9. Loretta Black
10. Brooke Warkentin
11. John Raven

TULARE CHARTER

1. Val Brown
2. Dr. Donya Wheeler
3. Dr. Guadalupe Solis
4. Steve Tsuboi
5. Dr. Melanie Stringer
6. Robert Gröeber
7. Dr. Lucy Van Scyoc
8. Dr. Craig Wheaton
9. Terri Rufert
10. Tony Rodriguez
11. Michele Borges
12. Dr. Jeremy Powell
13. Larriann Torrez
14. Mike Tsuboi
15. Jeanette McDonald
16. Heather Pilgrim
17. Donna Glassman-Sommer
18. Dr. Todd Oto
19. Carol Swanson
20. Dr. Tamara Ravalin
21. Jim Sullivan
22. Kim Paz
23. Angela Dillon
24. Yolanda Valdez
25. Vivian Hamilton
26. Dr. Fernie Marroquin

WEST KERN CHARTER

1. Mark Luque
2. Diane Cox
3. Jose Morales
4. Michelle McLean
5. Kathie Kouklis
6. Valerie Park
7. Rebecca Rocha
8. Brad Maberry
9. David Bowling
10. Julie Boesch
11. Stuart Packard
12. Becky MacQuarrie
13. Terry Wolfe
14. Ty Bryson
15. Rocio Muñoz
16. Jason Hodgson
17. Heather Richter
18. Danny Arellano
19. Richard Morosa

INYO/MONO CHARTER

1. Don Clark
2. Annie Rinaldi
3. Rosanne Lampariello
4. Katie Kolker
5. Derek Moisant
6. Gretchen Skrotzki
7. Steven Childs

REGION XI DELEGATES TO STATE LEADERSHIP ASSEMBLIES

Oct. 10 & 11 - Orange County • Feb. 20 & 21 - Ontario • May 8 & 9 - Sacramento

Lisa Horne (President) • Matt Diggie (President-Elect) • Michele Borges (Vice President)
Regina Green (Secretary) • Dr. Craig Wheaton (Vice President for Legislative Action)



REGION XI CALENDAR

SEPTEMBER 2018

- 6** 6:45 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 6** 8:00 AM
Region XI Meeting
Hodel's Country Dining, Bakersfield
- 7** 7:00 AM
Kings Charter Meeting
Brandman University, Hanford
- 11** 5:00 PM
Tulare/Kings Student/Associate Charter Meeting
Fresno Pacific University, Visalia
- 14** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare
- 17** 5:00 PM
Kings Charter Social
Dowd's Cabana, Hanford
- 17** 5:00 PM
Inyo/Mono Charter Meeting
Bishop
- 24** 5:30 PM
East Kern Charter Meeting
Tehachapi
- 27** 5:30 PM
West Kern Fall Mixer
The New Lengthwise Patio, Bakersfield

OCTOBER 2018

- 4** 6:45 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 4** 8:00 AM
Region XI Leadership Assembly
Hodel's Country Dining, Bakersfield
- 5** 7:00 AM
Kings Charter Meeting
Brandman University, Hanford
- 9** 5:00 PM
Tulare/Kings Student/Associate Charter Meeting
Fresno Pacific University, Visalia
- 10 and 11** 2-DAY EVENT
State Leadership Assembly
Orange County
- 12** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare

OCTOBER 2018 CONTINUED

- 14** 10:30 AM
Tulare Charter 6th Annual Scholarship Golf Tournament
Valley Oaks Golf Course, Visalia
- 17** 4:00 PM
Kings Charter Fall Conference
Liberty Middle School, Lemoore
- 13** 5:00 PM
Tulare/Kings Student/Associate Charter Fall Summit
VUSD Professional Building, Visalia
- 30** 8:15 AM
Kings Retirees Meeting
The Vineyard Restaurant, Lemoore

NOVEMBER 2018

- 1** 6:45 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 1** 8:00 AM
Region XI Meeting
Hodel's Country Dining, Bakersfield
- 2** 7:00 AM
Kings Charter Meeting
Brandman University, Hanford
- 8** 3-DAY EVENT
- 9** Leadership Summit
- 10** Hilton San Diego Bayfront
- 13** 5:00 PM
Tulare/Kings Student/Associate Charter Meeting
Fresno Pacific University, Visalia
- 16** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare
- 26** 5:30 PM
East Kern Charter Meeting
Tehachapi

DECEMBER 2018

- 3** 5:00 PM
Inyo/Mono Charter Meeting
Mammoth Lakes
- 6** 7:00 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 11** 5:00 PM
Tulare/Kings Student/Associate Charter Meeting
Fresno Pacific University, Visalia

JANUARY 2019

- 8** 5:00 PM
Tulare/Kings Student/Associate Charter Meeting
Fresno Pacific University, Visalia
- 9** TBD
Region XI Networking Reception
TBD, Visalia
- 10** 8:00 AM
Region XI Leadership Assembly
Tulare County Office of Ed, Visalia
- 11** 7:00 AM
Kings Charter Meeting
Brandman University, Hanford
- 18** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare
- 23** 5:30 PM
East Kern Charter Meeting
Ridgecrest

FEBRUARY 2019

- 7** 6:45 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 7** 8:00 AM
Region XI Meeting
Hodel's Country Dining, Bakersfield
- 8** 7:00 AM
Kings Charter Meeting
Brandman University, Hanford
- 12** 5:00 PM
Tulare/Kings Student/Associate Charter Meeting
Fresno Pacific University, Visalia
- 15** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare
- 20 and 21** 2-DAY EVENT
State Leadership Assembly
Ontario

MARCH 2019

- 7** 6:45 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 7** 8:00 AM
Region XI Meeting
Hodel's Country Dining, Bakersfield

CONTINUED



REGION XI CALENDAR

MARCH 2018 CONTINUED

- 8** 7:00 AM
Kings Charter Meeting
Brandman University, Hanford
- 8** 3-DAY EVENT
9 Mid-State Conference
10 *San Luis Obispo*
- 12** 5:00 PM
**Tulare/Kings Student/Associate
Charter Meeting**
Fresno Pacific University, Visalia
- 15** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare

APRIL 2019

- 4** 6:45 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 4** 8:00 AM
Region XI Meeting
Hodel's Country Dining, Bakersfield
- 5** 7:00 AM
Kings Charter Meeting
Brandman University, Hanford
- 7 and 8** 2-DAY EVENT
Legislative Action Day
Sacramento
- 9** 5:00 PM
**Tulare/Kings Student/Associate
Charter Meeting**
Fresno Pacific University, Visalia
- 22** 5:30 PM
East Kern Charter Awards Dinner
Ridgecrest
- 24** 11:30 AM
**West Kern Charter
Secretaries Day Luncheon**
TBD
- 26** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare
- 27** 11:30 AM
**15th Annual Ordiz-Melby District
Cup Golf Tournament**
Sundale Country Club, Bakersfield
- 29** 5:00 PM
Inyo/Mono Charter Meeting
Bishop

MAY 2019

- 2** 6:45 AM
West Kern Charter Meeting
Hodel's Country Dining, Bakersfield
- 2** 9:30 AM
**Region XI Leadership Assembly
& Awards Luncheon**
Hodel's Country Dining, Bakersfield
- 14** 5:00 PM
**Kings Charter Social
& Election**
TBD
- 8 and 9** 2-DAY EVENT
State Leadership Assembly
Sacramento
- 10** 7:00 AM
Tulare Charter Meeting
Apple Annie's, Tulare
- 14** 5:00 PM
**Tulare/Kings Student/Associate
Charter Meeting**
Fresno Pacific University, Visalia

JUNE 2019

- 6** 5:30 PM
**West Kern Charter
2018-2019 Awards Banquet**
Coconut Joe's Banquet Hall, Bakersfield
- 10** 1:00 PM
Region XI Executive Board Retreat
TBD
- 11** 8:30 AM
Region XI Planning Retreat
TBD
- 11** 5:00 PM
**Tulare/Kings Student/Associate
Charter Meeting**
Fresno Pacific University, Visalia
- 13** 7:00 AM
Tulare Charter Meeting
Energy Education Center, Tulare

REGION XI NEWSLETTER/HANDBOOK DEADLINES

FALL 2018

Deadline: Sept. 30, 2018
Publication Date: Oct. 30, 2018

WINTER 2019

Deadline: Dec. 15, 2018
Publication Date: Jan. 30, 2019

SPRING 2019

Deadline: March 1, 2019
Publication Date: April 1, 2019

SUMMER 2019

Deadline: May 30, 2019
Publication Date: June 30, 2019

HANDBOOK 2019-2020

Deadline: June 30, 2019
Publication Date: Sept. 30, 2019



REGION XI PROPOSED BUDGET 2018-2019

	<u>INCOME</u>	<u>ESTIMATED</u>	<u>ACTUAL INCOME</u>	<u>PERCENT OF ESTIMATION</u>
1	Dues Rebates	126,000.00		
2	Interest	300.00		
3	Voucher Income	14,370.00		
4	Newsletter/Handbook	5,000.00		
5	Transfer from Savings	0.00		
6	Miscellaneous	0.00		
	TOTAL	145,670.00		

	<u>Expenditures</u>	<u>ESTIMATED</u>	<u>ACTUAL EXPENDITURES</u>	<u>PERCENT OF PROPOSED</u>
1	Awards Luncheon	3,500.00		
2	Board of Directors	600.00		
3	Charter Grants(\$600 Student)/Networking	16,600.00		
4	Clerical and Supplies	700.00		
5	Every Student Succeeding	2,000.00		
6	Executive Director Expenses	5,000.00		
7	Legislative Action/Activities	10,000.00		
8	Newsletter/Handbook	5,000.00		
9	Director of Communication Expenses	3,850.00		
10	Director of Communication Salary	12,500.00		
11	Membership (Charter Recog. \$5280)	6,750.00		
12	Ambassador	2,500.00		
13	Phone	600.00		
14	President	2,500.00		
15	Scholarships for Member PD	5,000.00		
16	Public Relations/Awards	6,000.00		
17	Rebates to Charters	18,000.00		
18	Region Board Meeting Travel	2,800.00		
19	Region Leadership Assembly	2,000.00		
20	Region Leadership Assembly Travel	1,680.00		
21	Inyo/Mono Travel within Charter	2,000.00		
22	Region Planning Retreat*	5,000.00		
23	Mid State Conference Planning Committee	1,500.00		
24	Student Scholarships	7,500.00		
25	State Leadership Assembly	2,000.00		
26	Vouchers	14,370.00		
27	Campaign	2,500.00		
28	ACSA/NASS Advocacy	3,000.00		
	TOTAL EXPENDITURES	145,450.00		
	TOTAL INCOME	145,670.00		



REGION XI BYLAWS

BYLAWS ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS REGION 11

ARTICLE 1

Name Principal Office, Purposes and Restrictions

- 1.01 Name. The name of the region is Association of California School Administrators, Region 11 (ACSA Region 11), a geographical division of the Association of California School Administrators (“State ACSA”) embracing the following California counties: Kern, Kings, Mono, Inyo and Tulare.
- 1.02 Purpose. The purpose of Region 11 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, local, trust and trade regulation laws;
 - c. Applicable tax-exemption requirement, and
 - d. All other legal requirements, including the California Non-Profit Corporation Law under which State ACSA is incorporated and to which the regions are subject.

ARTICLE 2

Members

- 2.01 Membership Qualifications. Members in ACSA Region 11 shall be limited to persons who are members of the State ACSA in good standing (active administrator, manager or retiree) and who are employed or live within the geographical boundaries of the region.
- 2.02 Member 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.
- 2.03 Active membership in Region 11 is a requirement to hold any office within the region or receive awards or scholarships.

ARTICLE 3

Dues

- 3.01 Dues. Regional dues may be established by the Board of Directors with the approval of the membership.



REGION XI BYLAWS

ARTICLE 4 Board of Directors

- 4.01 Board of Directors. The board is the governing body of the region and has authority and is responsible for the supervision, control and direction of the region.
- 4.02 Composition. The board consists of regular members in good standing of the region as follows: directors, officers, state director, immediate past state director, charter presidents and others designated by the region (member services representative, superintendency, state committee chairpersons).
- 4.03 Election and Term of Office. The region leadership assembly shall elect new directors at their annual meeting. The term of officers and directors commences on July 1, following the date of their election.
- 4.04 Meetings. The board shall meet no less than four times per year.
- 4.05 Time and Place. The board shall be responsible for setting dates, planning programs and providing facilities for the board meetings and region leadership assemblies.
- 4.06 Board Members. Shall be composed of representatives from the five charters based on each full increment of 100 regular charter members. Any charter not attaining the minimum increment shall be guaranteed one directorship. Increases or decreases in number of directors will be adjusted annually by April 1. Charters shall make recommendations to the nominating committee for their director nominees.
- 4.07 Responsibilities. The Board of Directors shall have as its responsibility direction of the continuing operation of the association programs within the policies and goals established by the Region Leadership Assembly. The board shall be responsible for implementing the recommendations of the Region Leadership Assembly. It shall also serve as an advisory and consulting body to the president.
- 4.08 Length of Term. Directors shall be elected for three-year terms.
- 4.09 Election. An election shall be held at the annual business meeting of the Region Leadership Assembly each year. Directors and officers shall be nominated by a committee, consisting of the president of each charter and the region past president, with the committee report to be announced at a board meeting and the annual Region Leadership Assembly. Nominations from the floor may be made, provided consent has been obtained from the nominees.
- 4.10 Appointments. The board shall define the responsibilities of all committees and approve all appointments of personnel thereto unless otherwise provided by these bylaws. Appointees who fail or are unable to carry out their assigned responsibilities may be replaced by the board of directors.
- 4.11 Records. The board shall maintain records of all proceedings of meetings of the board of directors and region leadership assembly. The region executive director will serve as region historian.
- 4.12 Quorum. A quorum of the board shall be a majority of the board of directors authorized in these bylaws.
- 4.13 Board Action. Every act or decision done or made by a majority of the board of directors at a meeting shall be duly held.



REGION XI BYLAWS

ARTICLE 5

- 5.01 Officers. The officers of the region shall be: president, president-elect, vice president for legislative action, secretary, treasurer and immediate past president.
- 5.02 Qualifications. Officers must be regular members of State ACSA.
- 5.03 Term of Office. Officers, with the exception of the vice president for legislative action, shall be elected for a one-year term by the region leadership assembly.
- 5.04 Vice President for Legislative Action. Shall be elected for a three-year term and may be re-elected by the region leadership assembly.
- 5.05 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 the position descriptions for each officer as adopted by the board from time to time. The president, president-elect and vice-president for legislative action shall also serve as the region's delegates to the ACSA leadership assembly. Each officer may designate another member to serve in his or her place at a meeting of the ACSA leadership assembly.
- 5.06 Vacancies.
- 5.06.1 Office of President. In case a vacancy occurs in the office of president, the president-elect shall succeed to the office of president and serve the remainder of the term.
- 5.06.2 Office of President-Elect. In case a vacancy occurs in the office of president elect, the vice president shall succeed to the office of president-elect and serve the remainder of the term.
- 5.06.3 Office of Vice President and Vice President for Legislative Action. In the event a vacancy occurs in the office of vice president or vice president for legislative action, the vacancy may be filled temporarily by the region president with the approval of the board, until the next regular or special meeting of the region leadership assembly, at which time the vacancy will be filled through the normal election process.
- 5.06.4 Officers or Directors Terms. Each officer, with the exception of the vice president for legislative action, shall serve a one-year term or until the officer's successor (president-elect to president; vice president to president-elect; secretary to vice president and treasurer to secretary) shall have been qualified. Said term to be exclusive of any service by that officer in the same office caused by the necessity of filling a vacancy as required by these bylaws. In case of a vacancy, the board and officers involved will mutually determine the subsequent year of service to the officer in question.
- 5.06.5 Officers or Directors Retire. An officer or director who retires during the year, may, with the concurrence of the region leadership assembly, serve out the remainder of the fiscal year, provided the retiree pays full dues for that period.
- 5.07 Removal. An officer may be removed for adequate reason as determined by the board.



REGION XI BYLAWS

ARTICLE 6

Selection of State ACSA Director

- 6.01 State ACSA Director. Pursuant to state bylaws 5.03, the region shall select a state ACSA director in the manner provided by these bylaws, a regular member in good standing of the region.
- 6.02 Election and Term of Office. The state ACSA director shall be elected for a three-year term by the region leadership assembly at their annual meeting, provided the term shall terminate whenever a director ceases to be a regular member of 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 respecting all significant ACSA members which are relevant to the region.
- 6.04 Vacancy. In the event of a vacancy in the office of state ACSA director, the board may fill the vacancy for the remainder of that term.
- 6.051 Term on Region Board. The past state ACSA director shall serve a three-year term.

ARTICLE 7

State Leadership Assembly

- 7.01 Representation. Representatives to the state leadership assembly shall be as provided in Article 4 of the state bylaws.
- 7.02 Composition. The state leadership assembly representatives from Region 11 will be composed of the following: president, president-elect, and vice president for legislative action or a designee, Region 11 state director and state committee chairs. If membership justifies additional delegates to the State Leadership Assembly, the fourth delegate would be the past president; the fifth delegate would be the vice president and the sixth would be the secretary.

ARTICLE 8

Region Leadership Assembly

- 8.01 Responsibility. The regional leadership assembly shall have as its responsibility translating the purpose of the state organization into programs of professional growth and development leading to an enhancement of the capabilities of its members.
- 8.02 Representation. Each charter council shall be entitled to give representatives. One additional representative shall be allowed for each increment. An increment of membership shall be 25 members or fraction thereof. Vacancies of representatives shall be filled by charter council bylaws. Based on previous membership report of the month of the Leadership Assembly.
- 8.03 Meetings. The regional leadership assembly shall meet on a scheduled basis each year, as determined by the region board of directors. Special meetings may be called by the president or the board of directors.



REGION XI BYLAWS

- 8.04 Purpose. Regional delegate leadership meetings shall be held for the purpose of serving the professional needs of the members. The leadership assembly will hold not less than two meetings per year, in the fall and in the spring. The last regular meeting shall be designated as the annual meeting.
- 8.05 Member Responsibility. Each member of the regional leadership assembly has the responsibility to report regularly to the member's charter council on the deliberations and actions of the regional leadership assembly.
- 8.06 Quorum. A quorum on the region leadership assembly shall be a majority of the number of delegates as authorized in the bylaws.
- 8.07 Official Delegates. Members of the Region 11 board of directors, charter delegates and state committee representatives shall be entitled to vote at the region leadership assembly.

ARTICLE 9

Region Committees and Bonding

- 9.01 Special Committees. The board or the president may establish committees from time to time within the region to represent job alike or special interest areas of administrative responsibility provided that the president or board designate in writing in reasonable detail the exact mission and authority of the committee and its duties to report to the board at reasonable intervals.
- 9.02 Region Executive Committee. The Region Executive Committee shall be composed of the president, president elect, vice president, vice president of legislative action, secretary, treasurer and past president; in addition, Mono/Inyo Charter shall have a designated representative selected annually by that charter. This combination of membership assures representation from all charters. The executive committee would have the authority to act on behalf of the board as a "quick response team" between board meetings, if necessary. Any action taken must be reported at the next board meeting.
- 9.03 Rules. The board may establish rules that are consistent with these bylaws for the policies, procedures and programs of the region.
- 9.04 Bonding. All individuals with significant financial responsibility on behalf of the region shall be bonded within appropriate limits as determined by the board.

ARTICLE 10

State ACSA Committees

- 10.01 Nominations. Region nominations for ACSA members to serve as state committee representatives will be made by the president with board approval, based on nominations submitted by the charter presidents or given directly to the president by an individual ACSA member. Nominees expressing an interest for a state committee rep position will be asked to complete a brief resumé on a form provided by the region.
- 10.02 Number of Reps. Each charter is entitled to committee representative based on the number of their charter members.



REGION XI BYLAWS

- 10.03 Term. The term of service as a committee rep shall be three (3) years unless otherwise provided by state ACSA policies and standing rules. Members not completing their full term due to transfer, relocating, etc. will be replaced as described in 10.01 in order to complete the original three-year term. A member completing an unfinished term may be re-elected for a full three-year term.
- 10.04 Superintendency Council. The Superintendency Council shall elect its own state representative who will be a member of the region board of directors. The Superintendency Council shall provide appropriate communication, election timelines and nomination procedures to the region board and superintendents.

ARTICLE 11

Removal of Region Officers, Directors or Committee Representatives

- 11.01 In order for efficient conduct of the business of the association, the officers, directors and committee representatives are expected to have regular attendance at all regularly scheduled meetings on their level of responsibility.
- 11.02 When the officer, director or committee representative cannot attend a meeting on their level of responsibility, they should notify the president or chairperson in advance of the meeting.
- 11.03 When an officer, director or committee representative cannot regularly attend meetings, they should consider resigning in order that someone else may replace them.
- 11.04 Officers, directors or committee representatives who miss three consecutive meetings for which they are responsible, shall automatically be removed from their positions unless this standing rule is waived by formal action of the region board.
- 11.05 When an officer, director or committee representative's attendance is irregular or they do not regularly attend the full length of scheduled meetings, the region board by two-thirds vote shall vacate the position. Appeal to this decision may be made to the region leadership assembly.

ARTICLE 12

Charter Councils

- 12.01 Charter councils shall be established as follows:
- 1) East Kern Charter (East of Tehachapi)
 - 2) Inyo and Mono County Charter
 - 3) Kings County Charter
 - 4) Tulare County Charter
 - 5) West Kern Charter (West of Tehachapi)
- 12.02 All charters within the region shall be subject to State ACSA bylaws, these bylaws and all reasonable rules and regulations of the region.



REGION XI BYLAWS

ARTICLE 13 Rules of Order

- 13.01 Robert's Rule of Order shall be used as the base for parliamentary procedure:
- 1) Amendment to these bylaws may be made by;
 - 2) Presentation of a proposal for amendment may be made at any meeting of the region leadership assembly.
 - 3) Action shall be taken on the proposal at a subsequent meeting of the region leadership assembly following its introduction.
 - 4) A two-thirds affirmative vote of the region leadership assembly is required.

ARTICLE 14 Interpretation

- 14.01 These bylaws are subject to and must be consistent with State ACSA bylaws and must be consistent with State ACSA bylaws and must be interpreted so as to conform with State ACA bylaws, as they may be amended from time to time.

ARTICLE 15 Travel Reimbursement Policy

- 15.01 Goal. Increase involvement and establish equity between charters in participation in required region and state events
- 15.02 Video Conferencing. All efforts will be made to ensure connections via video conferencing for regular region board meetings.
- 15.03 Financial Support for Travel.
- 15.03.1 In order to encourage and support participation in regional meetings and functions, the region will provide financial support to all charters that must travel more than 150 miles one way to a region or state leadership assembly or function not paid by State ACSA. (Carpools are strongly encouraged for regular region meetings and special events.)
- 15.03.2 Region leaders who travel over 50 miles one way to the Region Leadership Retreat in June will be reimbursed for travel.
- 15.03.3 The travel needs of the Inyo/Mono Charter are unique among the other charters of Region 11 and shall be considered separately.
- 15.04 Allowances. Mileage will be reimbursed at the standard IRS recommended rate for participating member(s).
- 15.05 Inyo/Mono Charter. Region 11 recognizes the vast travel distances and weather uncertainties that are required for participation in regular activities of the Inyo/Mono Charter. In addition to the travel reimbursements offered to all members as outlined above, Region 11 shall provide \$2,000 annually to the Inyo/Mono Charter as a line item in their budget for transportation costs in the charter as an incentive for participation.



REGION XI BYLAWS

These funds shall be above and beyond the per-membership rebates and social/job-alike grants budgeted for the charter by Region 11. The local charter will have discretion as to how best to budget these funds to assist with travel and lodging when necessary for benefit charter events. Further, reimbursement for up to three (3) hotel rooms to accommodate up to six (6) members of the Inyo/Mono Charter to participate in the regular scheduled meetings and events of Region 11 shall be provided as an incentive for participation. (up to \$120 per room per night)

ADOPTED: May 10, 1994

ADOPTED: October 8, 1997

ADOPTED: October 13, 2003

ADOPTED: September 8, 2008

ADOPTED: October 5, 2017



REGION XI BOARD RESPONSIBILITIES

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS REGION 11 BOARD OF DIRECTORS RESPONSIBILITIES

PRESIDENT

1. Provide leadership to the Region and perform such other duties as ordinarily pertain to the office of the President.
2. Organize and conduct the Region Board Meetings, Region Leadership Assemblies, Region Executive Committee, and other Region functions.
3. Coordinate the efforts of the Region officers, Charter officers, and the Region Executive Director.
4. Coordinate and guide the activities of the Region in accordance with the bylaws of Region 11 and State ACSA.
5. Serve as an ex-official member of all committees, except the Nominations Committee.
6. Lead delegation to ACSA State Leadership Assemblies, State Conferences, etc.
7. Provide liaison with State officers.
8. Meet with Charter groups and Region committees, when requested, and available.
9. Be responsible for the annual evaluation of Region Executive Director.
10. Submit quarterly articles for the Region's newsletter.
11. Maintain communications with Region Committee/Council Representatives to State and coordinate their reports with Region Board and Leadership Assembly meetings.
12. Maintain Procedures to be passed on to the succeeding President.



REGION XI BOARD RESPONSIBILITIES

PRESIDENT-ELECT

1. Become knowledgeable of the operations of the Region and the State so that upon assuming the duties of the President, he/she is well prepared.
2. Serve on the Region Board, Region Leadership Assembly, and as a delegate to the State Leadership Assembly.
3. Serve as Chair of the Annual Region Awards Committee and the luncheon: Administrator of the Year, Every Student Succeeding, Ferd Kiesel, Marcus Foster, Partners in Education, Valuing Diversity, Robert E. Kelly, Media and Golden Apple, and Itzenhauser Schlagel Honorarium Award.
4. Serve as Chair of Student Scholarship Committee.
5. Chair annual Region Planning Retreat.
6. Serve on the Region Executive Committee.
7. Maintain Procedures to be passed on to succeeding President Elect.
8. Be an aide to the President and serve in the absence of the President.
9. Complete other tasks assigned by the President.

VICE PRESIDENT

1. Attend Region Board Meetings, Region Leadership Assemblies and other Region activities.
2. Represents Region 11 on the Annual Mid-State Conference Planning Committee - Secretary will assist.
3. Chair the Professional Learning Scholarship Committee.
4. Assist President-Elect with Awards Luncheon
 - 4.1 Meet with Charters as a committee for selecting recipients.
5. Assist President-Elect, as needed, in planning the Annual Region Planning Retreat.
 - 5.1 Develop Region calendar of activities for upcoming year.
 - 5.1 Coordinate training for new and returning Region Committee/Council Representatives, Officers and Directors.
6. Serve on the Region Executive Committee.
7. Maintain Procedures to be passed on to succeeding Vice President.
8. Attend State Leadership Assembly as fifth Delegate (if justified by membership).
9. Complete other tasks assigned by the President



REGION XI BOARD RESPONSIBILITIES

VICE PRESIDENT FOR LEGISLATIVE ACTION (3-Year Term)

1. Attend Region Board Meetings, Delegate Leadership and other Region activities and is a Delegate to the State Leadership Assembly.
2. Provide leadership and coordination in Region 11 for all legislative activities.
3. Serve as Region 11 State Legislative Action Representative.
4. Serve as Co-Chair of the Region 11 Legislative Action Committee, composed primarily of Charter Legislative Vice Presidents and provide liaison between State/Region/Charter.
 - 4.1 Appoint a Co-Chair of the Region 11 Legislative Action Committee
5. Coordinate State Legislative Action Day activities in Sacramento.
6. Coordinate special Region Legislative Action activities.
7. Coordinate and maintain a Legislative Action phone tree/email in the Region.
8. Approve expenditures involved with Legislative Action activities.
9. Make recommendations for Legislative Action Awards.
10. Maintain Procedures to be passed on to the incoming Vice President for Legislative Action.
11. Coordinate the endorsement process for local legislators to State ACSA.
12. Assist the President, as directed

SECRETARY

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Keep an accurate record of the minutes and attendance of all Region meetings, e-mail or mail current minutes to the President and Executive Director and maintain a file of all minutes to be passed on to the succeeding Secretary.
3. Carry on necessary correspondence as directed by the President.
4. Serve on the Region Executive Committee.
5. Assist the Vice President with the Annual Mid-State Conference, as needed.
6. Serve as a Delegate to the State Leadership Assembly.
7. Assist the President, as directed.



REGION XI BOARD RESPONSIBILITIES

TREASURER

1. Attend Region Board Meetings, Region Leadership Assemblies, and the other Region activities.
2. Review the current financial statements of the Region and Region Board Meetings and Region Leadership Assemblies.
3. Complete a financial audit of the prior year's checking and savings accounts.
4. Serve on the Region Executive Committee.
5. Work with the Executive Director in developing the next fiscal year's proposed budget.
6. Attend the Annual Region Planning Retreat.
7. Assist the President, as directed.

PAST-PRESIDENT

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Chair committee to review and update Region Bylaws.
3. Serve as advisor for Awards/Scholarships Luncheon and Mid-State Conference.
4. Chair Region Nominating Committee.
5. Serve as Parliamentarian at meetings.
6. Serve on Region Executive Committee.
7. If justified by membership, serve as a sixth Region Delegate to the State Leadership Assembly.
8. Serve as WebEx Coordinator.
9. Assist the President, as needed.



REGION XI BOARD RESPONSIBILITIES

REGION DIRECTOR (3-Year Term)

1. Attend your Charter Board Meetings, as well as Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Provide ideas, experience, leadership and statesmanship.
3. Assist the President in making Committee/Council representative chair recommendations.
4. Approve budget, bylaws, appointments, etc.
5. Provide liaison between Region and Charter.
6. Serve on Region 11 committees, as needed.
7. Assist the President, as directed.

MEMBERSHIP (3-Year Term)

1. Attend and report at Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Work with Charter Membership Chairs, Region Executive Director, and State ACSA to recruit, welcome, and retain ACSA members.
3. Consult and coordinate with Region 11 Lead Ambassador and State ACSA Recruiter.
4. Coordinate Region recruitment, incentive activities and recognition.
5. Coordinate plans for maintaining current membership lists.
6. Submit quarterly articles for the Region newsletter.
7. Assist the President, as directed.

STATE COMMITTEE/COUNCIL REPRESENTATIVES

1. Attend all State Committee Meetings, or if a conflict occurs, see that arrangements are made for an alternative to represent the Region attends.
2. Prepare a written/oral report to be presented at the first Region Board Meeting/Region Leadership Assembly following each State meeting.
3. Submit a summary of committee/council actions to the Region Newsletter Editor.
4. Establish and coordinate Region Committee/Council meetings, as needed.
5. Maintain regular communications/networking (email, fax, letters, phone, website, etc.) with your job-alike colleagues regarding activities of your State meetings.
6. Attend Region Planning Retreat and/or orientation workshop.



REGION XI BOARD RESPONSIBILITIES

DIRECTOR OF COMMUNICATIONS

1. Produce a written and electronic quarterly newsletter (October, January, April, July) to provide relevant and timely communication to the membership of Region 11.
2. Maintain the State ACSA website with the following information:
 1. Region and charter officers
 2. Region 11 committees
 3. Region and charter event calendars
 4. Agendas and minutes of Region 11 meetings
3. Solicit advertisements from sponsors (approximately 8-10) for the newsletter, handbook and region events.
4. Attend the monthly Region 11 board meetings and the five charter board meetings, as scheduled. (No Region 11 meeting in June, July and August.)
5. Prepare and present a report (oral) for all region and charter board meetings.
6. Attend conferences, special events/activities, etc. as scheduled by the region and its five charters. Document all events in writing and photos. (Laptop and camera provided.)
7. Attend the State ACSA Annual Legislative Action Day in Sacramento (March or April, 2 days) and the Annual State ACSA Leadership Summit (early November, 3 days).
8. Attend the Mid-State Conference in March.
9. Prepare various news releases for newspapers, radio stations, TV stations as requested by the Region 11 president, the Region 11 executive director, or charter presidents.
10. Serve as the Region 11 expert on e-communication to ensure that Region 11 is utilizing the most efficient and effective means of communicating to its membership, i.e. Facebook, Twitter, Instagram, etc.
11. Serve on various committees as requested by the Region 11 president or the Region 11 executive director.
12. Attend the Region 11 annual planning meetings (June, 2 days) and prepare and present an oral report for those days.
13. Submit monthly written reports for reimbursement of expenses, such as mileage, office supplies, postage, hotel, meals, conference registrations, fees, etc.
14. Develop and maintain a productive relationship with State ACSA support staff to fulfill the requirements of this position.



REGION XI BOARD RESPONSIBILITIES

REGION EXECUTIVE DIRECTOR

1. Provide part-time staff assistance to Region 11.
2. Become knowledgeable concerning ACSA, its governance and policies in order to better interpret and represent the state organization to the region, charter, committees, and individual members.
3. Assist Region 11 officers, charters, and committees in program development, membership promotion, and region, state and charter communications.
4. Assist individual members with special professional needs.
5. Respond to state, region, and charter ACSA requirements.
6. Assist the region president, officers, region board of directors, region leadership assemblies and charter boards.
7. Maintain the region's checking and saving accounts.
8. Prepare regular financial statements and maintain communication with the region treasurer.
9. Prepare annual financial reports as required by State ACSA.
10. Serve on the Region Executive Committee.
11. Receive and disburse all monies accruing to the Region, keeping accurate accounts.
12. Attend state, region, charter, and committee meetings and assist with membership drives, recruitment, etc., as appropriate.
13. Serve as Region 11 Historian.
14. Assist the President, as directed.

Revised: April 2003
June 2007
June 2014
June 2015
June 2016
June 2017
June 2018



EAST KERN CHARTER



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EAST KERN CHARTER BYLAWS

EAST KERN CHARTER FOR REGION 11 ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS, REGION XI BYLAWS

Article 1

Name, Purposes, Geographical Description, and Restrictions

- 1.01 Name: The organization shall be named East Kern Charter, a unit of ACSA Region XI.
- 1.02 Purpose: The purpose of the East Kern Charter is to promote within the geographical territory of its unit the purposes of state ACSA as stated in the ACSA and Region XI Bylaws by providing programs and activities to and consistent with those of ACSA and Region XI.
- 1.03 Geographic Description: East Kern Charter shall include Inyo County, Mojave Unified, Muroc Joint Unified, Sierra Sands Unified, Southern Kern Unified, and Tehachapi Unified School Districts.
- 1.04 Restrictions: All programs and activities of the Charter shall be consistent with:
 - a. State ACSA Bylaws, Policies and Standing Rules 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: Any school administrator who is a member of ACSA in any established membership category shall be considered a member in a good standing in the same category in East Kern Charter if the current position of employment is within the geographical boundaries described in Article I, Section 1.03
- 2.02 Active Membership Required to Hold Office: Active membership in East Kern Charter is a requirement to hold office within the Charter.
- 2.03 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 of Directors with the approval of the membership may establish Charter dues.



EAST KERN CHARTER BYLAWS

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. It shall also serve as an advisory and consulting body to the President.
- 4.02 Composition: The Board consists of the elected officers, the Immediate Past President; and elected directors, each of whom shall be a regular member in standing of ACSA and Region XI. In addition all charter members serving on the Region XI Board will be ex officio members.
- 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.-
- 4.04 Vacancies: In case of a vacancy on the board of directors, the vacancy shall be filled temporarily by the board of directors.
- 4.05 Meetings: The Board shall meet prior to each charter meeting, 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. The Board shall determine the time and place of meetings of the East Kern Charter.
- 4.06 Quorum: A quorum of the Board shall be a majority of the number of Board of Directors authorized in these Bylaws.
- 4.07 Definition of Committee Responsibilities: The Board shall define the responsibilities of all committees and approve the appointments of personnel thereto unless otherwise provided in these Bylaws.
- 4.08 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.

Article V Officers

- 5.01 Officers: The officers of the East Kern Charter shall be President, Vice President, Secretary, Treasurer, and Vice President for Legislative Action.
- 5.02 Qualifications: Officers must be regular members of State ACSA and active members in East Kern Charter.
- 5.03 Election and Term of Office: The members shall elect new officers at an annual meeting, the time and place shall be determined by the board, for a term of one year. A committee chaired by the Immediate Past President and approved by the Board shall nominate officers. Nominations may also be made from the floor providing consent has been obtained from the nominees whose name are to be presented.
- 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 set forth in position descriptions for each officer as may be adopted by the board from time to time.



EAST KERN CHARTER BYLAWS

- 5.05 Vacancies: In case of a vacancy in the office of President, the Vice President shall succeed to the office of President and serve the remainder of the term. All other vacancies shall be filled temporarily by the Board.
- 5.06 Removal: An officer may be removed for an adequate reason as determined by the Board.

Article VI Region Delegate Assembly

- 6.01 Representation: Each Charter is entitled to five representatives. One additional representative is allowed for each increment. An increment of membership is 25 members or fraction thereof.
- 6.02 Designated Representatives: Charter officers and directors constitute the representatives of the Charter to the ACSA Region Delegate Assembly. Officers and directors may delegate another regular member to serve in his or her place at a meeting of the ACSA Region Delegate Assembly.
- 6.03 Responsibilities: Each representative of the Charter to the ACSA Region Delegate Assembly shall have the responsibility to report regularly to the Charter on the deliberations and actions of the ACSA Region Delegate Assembly.

Article VII Committees and Rules

- 7.01 Committees: The board or 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. Robert's Rules of Order shall be used as the base for parliamentary procedure when required or necessary.
- 7.03 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 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.



EAST KERN CHARTER BYLAWS

Article IX Amendment of Bylaws

- 9.01 Amendment: These Bylaws may be amended by presentation of a proposal for amendment at any meeting of the Board with action taken (majority vote of attendees) on the proposal at any subsequent meeting of the Charter membership following its introduction.

Article X Interpretation

- 10.01 Interpretation: The Bylaws are subject to and must be consistent with State ACSA and Region XI Bylaws and must be interpreted to conform with State ACSA and Region XI Bylaws, as they may be amended from time to time.

Amended 1/21/1999
Amended 4/23/2018



INYO/MONO CHARTER



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INYO/MONO CHARTER BYLAWS

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS REGION XI, INYO/MONO COUNTY CHARTER BYLAWS

ARTICLE 1

Name, Principal Office, Purposes, and Restrictions

- 1.01 Name:** The name of the Charter in Inyo/Mono County Charter, a unit of ACSA, Region XI.
- 1.02 Purpose:** The purpose of the charter is to promote within the geographical territory of Inyo and Mono County the purpose of State ACSA, as stated in the ACSA and Region Bylaws by providing programs and activities to and consistent with those of ACSA and the Region.
- 1.03 Restrictions:** All programs and activities of the Charter shall be consistent with:
- a. State ACSA Bylaws, Policies and Standing Rules and Region Bylaws and Rules and Regulations;
 - b. Federal, state and local antitrust and trade regulation law;
 - 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 Charter are subject.

ARTICLE II

Members

- 2.01 Membership:** Membership in the Charter shall be limited to persons who are active or retired with professional involvement and administrative responsibility in education. This will include persons whose job descriptions identify them as performing administrative responsibilities including those in the training, supporting, and consulting services whose position of employment is within the geographical boundaries of the Inyo and Mono County Charter.
- 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 of voting members of this Charter.

ARTICLE III

Dues

- 3.01 Dues:** Charter dues may be established by the Board of Directors with the approval of the membership at \$100 plus \$25 for each administrator per school district per year, payable at the first general membership meeting.
- 3.02 School Districts:** included in the charter are as follows: Eastern Sierra, Mammoth, Bishop, Round Valley, Big Opine, Lone Pine and Owens Valley.



INYO/MONO CHARTER BYLAWS

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. It shall also serve as an advisory and consulting body to the President.
- 4.02 **Composition:** The Board consists of the elected officers, the immediate past president; and at least seven *but no more than twenty* directors.
- 4.03 **Election and Term of office:** Directors shall be elected for two-year terms.
- 4.04 **Meetings:** The Board shall meet at least quarterly, 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, Secretary, and Treasurer.
- 5.02 **Qualifications:** Officers must be regular members of State ACSA.
- 5.03 **Election and Term of Office:** 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 set forth in position descriptions for each officer as may be adopted by the board from time to time. The President, Vice President, Secretary and Treasurer shall also serve as the Charter's delegates to the the Region Delegate Assembly; each officer may delegate another regular member to serve in his or her place at a meeting of ACSA Region Delegate Assembly.
- 5.05 **Nominations:** Officers shall be nominated by a committee recommended by the Charter President and approved by the Board of Directors. Nominations may also be made from the floor provided consent has been obtained from the nominee.
- 5.06 **Vacancies:** If a vacancy occurs among the officers, for any reason, the position is filled for the unexpired portion on the term by the Board.
- 5.07 **Removal:** An officer may be removed for an adequate reason as determined by the Board.



INYO/MONO CHARTER BYLAWS

ARTICLE VI

Membership Meetings

- 6.01 **Membership Meetings:** The President of 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:** An annual election shall be held prior to the month of June and preceding the last business meeting of the Charter in each year.
- 6.03 **Quorum:** The quorum shall be a majority of the number of directors authorized in these Bylaws.

ARTICLE VII

Committees, Rule 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, providing 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 **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.
- 7.04 **Rules of Order:** Robert's Rules of Order shall be used as a guide for parliamentary procedure.

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.

ARTICLE IX

Amendment of Bylaws

- 9.01 **Amendment:** These Bylaws may be amended by a majority vote of the Board.



INYO/MONO CHARTER BYLAWS

ARTICLE X

Interpretation

10.01 Interpretation: These Bylaws are subject to and must be consistent with State ACSA and Region Bylaws, as they may be amended from time to time.

Approved April 25, 2012

Championing Public Education



KINGS CHARTER



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KINGS CHARTER BYLAWS

ACSA ~ Kings Charter

Bylaws

1. Name, Purpose, Restriction

- 1.1.** The name of this association shall be the Association of California School Administrators (ACSA) ~ Kings Charter.
- 1.2** The purpose of ACSA~Kings Charter is to promote within the county the purposes of ACSA Region XI and of the State of ACSA as stated in the ACSA bylaws with programs and activities similar to and consistent with those of ACSA.
- 1.3** All policies and activities of the ACSA~Kings Charter shall be consistent with:
 - 1.3.1** ACSA bylaws, policies and standing rules.
 - 1.3.2** Applicable federal, state and local antitrust and trade regulation laws.
 - 1.3.3** Applicable tax-exemption requirements.
 - 1.3.4** All other legal requirements including the California Nonprofit Corporation Law under which ACSA is incorporated and to which the regions and charters are subject.

2. Members

- 2.1** Membership in ACSA~Kings Charter shall be limited to persons who are members of ACSA in good standing and who are employed or live within the geographical boundaries of the charter.
- 2.2** Retired Membership: Retired membership shall be extended to: Retired members of ACSA, under either the Emeritus Member or Full Regular Retired Member. ACSA members not currently employed in the field of education, but receiving compensation from the State Retirement System or Public Employees Retirement System and ACSA members who have been certified as being totally and permanently disabled.
- 2.3** Charter dues may be established by the Board of Directors with approval of the membership.

3. Board of Directors

- 3.1** The Board is the governing body of the charter and has authority and is responsible for the supervision, control and direction of the charter.
- 3.2** The Board consists of the officers, the immediate past president, county superintendent of schools, a minimum of six (6) directors, region and state committee/council representatives, and one retired administrator.
- 3.3** Board members shall be nominated and elected as prescribed by Article IV, Section 3 and Section 4 of this document.
- 3.4** Directors shall be elected for a three-year term (to be consistent with the Region XI bylaws of three-year term for directors.) including the regional director who serves on the Board for a three-year term.



KINGS CHARTER BYLAWS

- 3.5 The retiree representative shall be selected by the local retired group and approved by the Kings Charter Board.
 - 3.5.1 ~~Retired members~~: (the items below only refer to the retiree representative not all “retired members”)
 - 3.5.1.1 Shall serve as a Kings Charter Director and may serve as a State Retirement Committee Rep on the Region Board and have voting privileges for the local board.
 - 3.5.1.2 May not serve as an officer or in any other capacity at the Region level *except as stated in section 3.051. (cannot find what this refer to?)*
 - 3.5.1.3 May serve on the State Retirement Committee if nominated and elected by Region XI membership.
 - 3.5.1.4 Shall serve a two-year term with the option to extend the term on the Kings Charter Board at the pleasure of the Board president.
 - 3.5.1.5 Serve as the liaison between the Kings Charter retirement group and the Kings Charter board of directors.
- 3.6 In case of a vacancy on the Board of Directors, the vacancy shall be filled by an appointment by the Board of Directors.
- 3.7 The Board of Directors shall determine the time and place of meetings of the charter.
- 3.8 The Board of Directors shall define the responsibilities of all committees and approve all appointments of personnel unless otherwise provided in this document.
- 3.9 The Board of Directors shall have responsibility for implementing the recommendations of the membership of the charter, the Region XI Delegate Assembly, and ACSA.
- 3.10 The quorum of the Board shall be a majority of the number of board members authorized in these bylaws.

4. Officers

- 4.1 The officers of the charter shall be: president, president-elect, Vice President, vice-president for legislative action, secretary, and treasurer. The immediate past president and county superintendent of schools will be ex-official officers.
- 4.2 Officers are elected for a one-year term with the exception of the Vice President for legislative action, who shall be elected for two years.
- 4.3 An annual election shall conform to the following procedure.
 - 4.3.1 An annual election shall be held between April 1st and May 30th of each year.
 - 4.3.2 Directors and officers shall be nominated by a committee chaired by the president or president elect. The President shall make a concentrated effort to appoint a committee consisting of five members representing the high schools and their feeder elementary



4.3.3 The membership shall be notified of upcoming Board elections via the ACSA~Kings Charter listserv at least four weeks prior to the election. Members may nominate themselves or others by presenting their recommendations to a member of the nomination committee no later than three weeks prior to the election.

4.3.4 The nominating committee, appointed by the president and approved by the Board, shall prepare a slate of names for each position and post it on the World Wide Web or distributed by the ACSA~Kings Charter listserv at least two weeks prior to the annual meeting.

4.3.5 The election shall be determined by a secret ballot by a majority of members present at the annual meeting.

4.6 The officers perform those duties that are usual to their position and that are assigned to them by the Board.

5.6 Charter delegates to the Region XI Delegate Assembly shall be voting members of the charter Board of Directors or their designee.

6.1 The president or the Board shall call an annual charter meeting and may do so more often upon reasonable notice to each member.



KINGS CHARTER BYLAWS

7. Committees, Rules, and Bonding

- 7.1** There shall be special and standing committees as the Board of Directors may authorize within the charter to represent special interest and areas of administrative responsibility of the members within the charter.
- 7.2** The chairpersons and members of any committee shall be appointed by the charter president and approved by the Board of Directors.
- 7.3** Committees shall coordinate their work with Region XI committees when their functions match.
- 7.4** The fiscal year of the charter shall commence on July 1 of each year and terminate on June 30 of the following year.

8. Removal of Officer, Directors or Committee Members

- 8.1** In order for efficient conduct of the business of the charter, the officers, directors, and committee representatives are expected to have regular attendance at all regularly scheduled meetings on his/her level of responsibility.
- 8.2** When the officer, director, or committee member cannot attend a meeting on his her level of responsibility, he/she should notify the president or chairperson in advance of the meeting.
- 8.3** When an officer, director, or committee member cannot regularly attend meetings, he/she should consider resigning in order that someone else may replace him/her.
- 8.4** Officers, directors, or committee members who miss three consecutive meetings for which they are responsible, shall automatically be removed from their positions unless this standing rule is waived by action of the Board of Directors.
- 8.5** When an officer, director, or committee member's attendance is irregular or he she does not regularly attend the full length of scheduled meetings, the Board of Directors may vacate the position by a two-thirds vote.
- 8.6** Robert's Rules of Order (Revised) shall be used as the base for parliamentary procedure.
- 8.7** Amendments to these bylaws may be made by:
 - 8.7.1** Presentation of a proposal for amendment shall be presented at regularly scheduled Board meetings.
 - 8.7.2** Board prepares and posts proposed amendments on the World Wide Web or distributed by the ACSA~Kings Charter list-serv after the first reading of the proposed amendment.
 - 8.7.3** Decisions regarding proposed amendments shall be made by a majority vote of those Board members present at the next regularly scheduled meeting.

9. State ACSA Committee

- 9.1** 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.



KINGS CHARTER BYLAWS

10. Interpretation

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

Amended 02/09/2001

Revised 09/13/2002

Revised 12/12/2002

Revised 02/09/2007

Revised 04/04/2015

Revised (deleted section 7.4) 19/06/2017



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TULARE CHARTER

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TULARE CHARTER BYLAWS

Association of California School Administrators Region XI, Tulare County Charter

Bylaws

ARTICLE I

Name, Principal Office, Purposes, and Restrictions

- **Name**, The name of the Charter is Tulare County Charter, a unit of ACSA, Region XI
- **Purpose**, The purpose of the charter is to promote within the geographical territory of Tulare County the purpose of State ACSA, as stated in the ACSA and Region Bylaws by providing programs and activities similar to and consistent with those of state ACSA and the Region.
- **Restrictions**, All programs and activities of the Charter shall be consistent with:
 - State ACSA Bylaws, Policies and Standing Rules and Region Bylaws and Rules and Regulations;
 - Federal, State and local antitrust and trade regulation law;
 - Applicable tax-exemption requirements; and
 - 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

- **Membership**, Membership in the Charter shall be limited to persons who are active or retired with professional involvement and administrative responsibility in education. This will include persons whose job descriptions identify them as performing administrative responsibilities including those in the training, supporting, and consulting services whose position of employment is within the geographical boundaries of the Tulare County Charter and/or a member of state ACSA.
- **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 of voting members of this Charter.

ARTICLE III

Dues

3.01 Dues, Charter dues may be established by the Board of Directors with the approval of the membership.



TULARE CHARTER BYLAWS

ARTICLE IV

Board of Directors

- **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. It shall also serve as an advisory and consulting body to the President.
- **Composition**, The Board consists of the elected officers, the immediate past president, and Board members. (Total of 25 members) Composition of the board will strive to provide equity of representation of districts throughout the Charter. Committee assignments and responsibilities will be assigned to different directors in the following areas: Legislative Policy, Superintendents Council, Curriculum and Instruction, Small Schools, Legislative Action, Professional Scholarships/Regional Business Services, Membership, Student Scholarships, Classified management, Every Student Succeeding, Equity, Achievement and Diversity, Retirees, ACSA Awards, Charter Conference and Recognition/Retirement Dinner.
- **Election and Term of Office**, Directors shall be elected for three-year terms. An annual election shall be held prior to the end of June and preceding the last business meeting of the Charter in each year
- **Nomination Process-** Vacancies on the Board of Directors will be filled through a selection process. The past president will preside over the subcommittee. The subcommittee will consist of the Past President, President and one director as approved by the Board. Nominations will be brought forward to the committee through the Past President. The nominations will be voted on and approved by the Charter Board.
- **Meetings**, At minimum, The Board shall meet at least quarterly 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.
- **Quorum**, A quorum of the Board shall be a majority of the number of directors authorized in these Bylaws, Minimum of 10 members present.
- **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

- **Officers**, The officers of the Charter shall be: Past President, President, President-Elect, Vice President, Secretary, and Treasurer.



TULARE CHARTER BYLAWS

- **Qualifications**, Officers must be regular members of State ACSA.
- **Election and Term of Officers**, Officers shall be selected by the Board. The President, President-Elect, Vice President, Secretary, and Treasurer. The office of President, President Elect, Vice President and secretary matriculate through a three year cycle. Each office rotates to the next position annually. The secretary and treasurer is nominated by the charter and maintain their roles in a two to three year rotation (based on ability). All offices are approved by the general membership annually.
- **Duties**, The officers perform those duties that are usual to their positions and that are assigned to them by the Board, including those duties set forth in position descriptions for each officer may be adopted by the Board from time to time.

Past President- Assist the president in performance of duties assigned by the board. Preside over the nomination committee. Work in conjunction with the president to ensure a smooth transition. Coordinate with Webmaster, and assist with the Fall Conference Committee.

President- Perform all duties assigned by the board, Preside over all charter meetings, develop agendas for charter meetings, serve as region director, communicate with the charter board regarding all information pertinent to the state, region and charter, submit nominations for service on the State ACSA committees to the Region Board oversee and assist other officers in duties assigned by the charter board.

President-Elect- Perform all duties assigned by the board, assist the president in presiding over charter meetings in the absence of the president, Facilitate and coordinate the annual retirement dinner.

Vice President- Perform all duties assigned by the board, facilitate and coordinate the annual Spring Conference.

Secretary – Perform all duties assigned by the board, take notes and keep records of all charter meetings, disseminate information to the charter board, and assist the president in presiding over charter meetings. (Communication-Letters)

Treasurer - Maintain financial records for the charter, develop and present information to the charter on financial reports

- **Vacancies**, If a vacancy occurs among the officers, for any reason, the position is filled for the unexpired portion of the term by (appointment by the President and approval of) the Board.
- **Removal**, An officer may be removed for an adequate reason as determined by the Board.



TULARE CHARTER BYLAWS

ARTICLE VI

Membership Meetings

6.01 **Membership Meetings**, The President of the Board shall call a membership meeting at least annually and may do so more often upon reasonable notice to each member.

ARTICLE VII

Committees, Rules and Bonding

- **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.
- **Rules**, The Board may establish rules that are consistent with these Bylaws for the policies, procedures and programs of the Charter.
- **Bonding**, All individuals with significant financial responsibilities on behalf of the Charter, including individuals authorized to sign checks, shall be bonded within appropriate limits as determined by the Board.
- **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.
- **Rules of Order**, Robert's Rules of Order shall be used as a guide for parliamentary procedure.

ARTICLE VIII

State ACSA Committee

- **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.

ARTICLE IX

ACSA Region Board

- **Region Board Directors-** The charter will select members from the charter board to serve as region directors. The number of members will be based on charter membership. Region directors will attend monthly region meetings, present and report back to the charter on all relevant and pertinent information to the Charter.



TULARE CHARTER BYLAWS

- **Election and Term of office-** Region board Directors will serve alternating three year terms. Nominations for the position will be submitted to the Past President and brought forward to the Charter for approval as each term expires, and approved by the region board annually.

ARTICLE X

Amendment of Bylaws

9.01 **Amendment**, These Bylaws may be amended by a majority vote of the Board

ARTICLE X

Interpretation

10.01 **Interpretation**, These Bylaws are subject to and must be consistent with State ACSA and Region Bylaws, as they may be amended from time to time.



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Board Member - Associate

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Board Member - Brandman University

OPEN

Board Member - Kings County Office of Ed

OPEN

Board Member - Fresno Pacific University

OPEN

Board Member - Fresno State University

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TULARE/KINGS STUDENT/ASSOCIATE CHARTER BYLAWS

Tulare Kings Student/Associate Charter Bylaws Association of California School Administrators Region XI

ARTICLE I

Name, Principal Office, Purposes and Restrictions

- **Name.** The name of the charter is Tulare Kings Student/Associate Charter, a unit of ACSA, Region XI
- **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.
- **Restrictions.** All policies and activities of the charter shall be consistent with:
 - State ACSA bylaws, policies and procedures, and region bylaws, and rules and regulations;
 - Federal, state and local antitrust and trade regulation laws;
 - Applicable tax-exemption requirements; and
 - 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

- **Membership Qualifications.** Membership in the charter shall be limited to: Associate and Student ACSA members of Tulare and Kings Counties.
- **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.



TULARE/KINGS STUDENT/ASSOCIATE CHARTER BYLAWS

ARTICLE IV

Board of Directors

- **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.
- **Composition.** The board consists of 7 persons, each of whom shall be a regular member in good standing of ACSA and the region. (The 7 members shall represent: Fresno State University, Fresno Pacific University, Brandman University, Tulare County Office of Education, Kings County Office of Education, one Associate Member, and one past charter president).
- **Term of Office.** Directors hold office for a term of 1 year.
- **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.
- **Quorum.** A quorum of the board shall be a majority of the board of directors authorized in these bylaws.
- **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

- **Officers.** The officers of the charter shall be: president, president-elect/vice-president and secretary/treasurer.
- **Qualifications.** Officers must be associate or student members of State ACSA.
- **Election and Term of Officers.** Officers shall be selected by the board.
- **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, president-elect/vice-president and secretary/treasurer shall also serve as the charter's delegates to the region leadership assembly; each officer may delegate another regular member to serve in his or her place at a meeting of the ACSA region leadership assembly.



TULARE/KINGS STUDENT/ASSOCIATE CHARTER BYLAWS

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

ARTICLE VI Membership Meetings

- **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.
- **Election of Directors and Officers.** At the designated annual meeting, the members shall elect the directors and officers.
- **Quorum.** The quorum shall be equal to 20% of the Tulare Kings Student and Associate ACSA members.

ARTICLE VII Committees, Rules and Bonding

- **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.
- **Rules.** The board may establish rules that are consistent with these bylaws for the policies, procedures and programs of the charter.
- **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.
- **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 and Councils

8.01 **Nominations.** In cooperation with the region president, the president of the charter shall submit nominations for service on State ACSA committees and councils to the region board or participate in elections for councils members should the region elect its representatives.



TULARE/KINGS STUDENT/ASSOCIATE CHARTER BYLAWS

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.



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WEST KERN CHARTER BYLAWS

West Kern Charter Association of California School Administrators, Region XI Bylaws

ARTICLE I

Name, Principal Office, Purposes and Restrictions

- **Name.** The name of the Charter is West Kern Charter, a unit of ACSA, Region XI
- **Purpose.** The purpose of the charter is to promote within the geographical territory of Kern County, West of Tehachapi, the purpose of State ACSA, as stated in the ACSA and Region Bylaws by providing programs and activities similar to and consistent with those of state ACSA and the Region.
- **Restrictions.** All programs and activities of the Charter shall be consistent with:
 - State ACSA Bylaws, Policies and Standing Rules and Region Bylaws and Rules and Regulations;
 - Federal, State and local antitrust and trade regulation law;
 - Applicable tax-exemption requirements; and
 - 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

- **Membership.** Membership in the Charter shall be limited to persons who are active or retired with professional involvement and administrative responsibility in education. This will include persons whose job descriptions identify them as performing administrative responsibilities including those in the training, supporting, and consulting services whose position of employment is within the geographical boundaries of the West Kern Charter and/or a member of state ACSA.
- **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 of voting members of this Charter.

ARTICLE III

Dues

- **Assessment.** Charter dues may be established by the Board of Directors with the approval of the membership.



WEST KERN CHARTER BYLAWS

ARTICLE IV

Board of Directors

- **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. It shall also serve as an advisory and consulting body to the President.
- **Composition.** The Board consists of the elected officers, the immediate past president, and seven directors. Composition of the board will strive to provide equity of representation of districts throughout the Charter. Committee assignments and responsibilities will be assigned to different directors in the following areas: Legislative Policy, Superintendents Council, Curriculum and Instruction, Small Schools, Legislative Action, Professional Scholarships/Regional Business Services, Membership, Student Scholarships, Classified management, Every Student Succeeding, Equity, Achievement and Diversity, Retirees, ACSA Awards, Charter Conference and Recognition/Retirement Dinner.

- **Election and Term of Office.** Directors shall be elected for two (2) year terms.

An annual election shall be held prior to the end of June and preceding the last business meeting of the Charter in each year

Nomination Process- Vacancies on the Board of Directors will be filled through a selection process. The past president will preside over the subcommittee. The subcommittee will consist of the Past President, President and one director as approved by the Board. Nominations will be brought forward to the committee through the Past President. The nominations will be voted on and approved by the Charter Board.

- **Meetings.** At minimum, 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.
- **Quorum.** A quorum of the Board shall be a majority of the number of directors authorized in these Bylaws, Minimum of 10 members present.
- **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

- **Officers.** The officers of the Charter shall be: Past President, President, President-Elect, Vice President, Vice-President of Legislative Action, Vice-President of Membership, Secretary and Treasurer.
- **Qualifications.** Officers must be regular members of State ACSA.



WEST KERN CHARTER BYLAWS

- **Election and Term of Officers.** Officers shall be selected by the Board. The President, President-Elect, Vice President, Secretary, and Treasurer shall serve one year terms. The Vice President of Legislative Action shall serve a two year term. The office of President, President Elect, Vice President and secretary matriculate through a three year cycle. Each office rotates to the next position annually. The secretary and treasurer is nominated by the charter and maintain their roles in a two to three year rotation (based on ability). All offices are approved by the general membership annually.
- **Duties,** The officers perform those duties that are usual to their positions and that are assigned to them by the Board, including those duties set forth in position descriptions for each officer may be adopted by the Board from time to time. The President, President-Elect, Vice President, Vice-President of Legislative Action, Secretary and 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.

Past President- Assist the president in performance of duties assigned by the board. Preside over the nomination committee. Work in conjunction with the president to ensure a smooth transition. Coordinate with Webmaster, and assist with the Fall Conference Committee.

President- Perform all duties assigned by the board, Preside over all charter meetings, develop agendas for charter meetings, serve as region director, communicate with the charter board regarding all information pertinent to the state, region and charter, submit nominations for service on the State ACSA committees to the Region Board oversee and assist other officers in duties assigned by the charter board.

President-Elect- Perform all duties assigned by the board, assist the president in presiding over charter meetings in the absence of the president, Facilitate and coordinate the annual retirement dinner.

Vice President- Perform all duties assigned by the board, facilitate and coordinate the annual Spring Conference.

Secretary – Perform all duties assigned by the board, take notes and keep records of all charter meetings, disseminate information to the charter board, and assist the president in presiding over charter meetings. (Communication-Letters)

Treasurer - Maintain financial records for the charter, develop and present information to the charter on financial reports

5.05 Nominations. Officers shall be nominated by a committee recommended by the Charter President and approved by the Board of Directors. Nominations may also be made from the floor provided consent has been obtained from the nominee.

5.06 Vacancies. If a vacancy occurs among the officers, for any reason, the position is



WEST KERN CHARTER BYLAWS

filled for the unexpired portion of the term by the Board (appointment by the President and approval of charter members).

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

ARTICLE VI

Membership Meetings

- **Membership Meetings**. The President of 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**. An annual election shall be held prior to the month of May and preceding the last business meeting of the Charter in each year.
- 6.03 **Quorum**. The quorum shall be a majority of the number of directors authorized in these Bylaws.

ARTICLE VII

Committees, Rules and Bonding

- **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.
- **Rules**, The Board may establish rules that are consistent with these Bylaws for the policies, procedures and programs of the Charter.
- **Bonding**, All individuals with significant financial responsibilities on behalf of the Charter, including individuals authorized to sign checks, shall be bonded within appropriate limits as determined by the Board.
- **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.
- **Rules of Order**, Robert's Rules of Order shall be used as a guide for parliamentary procedure.



WEST KERN CHARTER BYLAWS

ARTICLE VIII

State ACSA Committee

- **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.

ARTICLE IX

ACSA Region Board

- **Region Board Directors-** The charter will select three members from the charter board to serve as region directors. The number of members will be based on charter membership. Region directors will attend monthly region meetings, present and report back to the charter on all relevant and pertinent information to the Charter.
- **Election and Term of office-** Region board Directors will serve alternating three year terms. Nominations for the position will be submitted to the Past President and brought forward to the Charter for approval as each term expires, and approved by the region board annually.

ARTICLE IX

Amendment of Bylaws

- **Amendment**, These Bylaws may be amended by a majority vote of the Board or the members.

ARTICLE X

Interpretation

- **Interpretation**, These Bylaws are subject to and must be consistent with State ACSA and Region Bylaws, as they may be amended from time to time.

5 WAYS TO CONNECT WITH YOUR REGION & YOUR CHARTER

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Published 4 times per year
Fall • Winter • Spring • Summer

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