

WEST COVINA MANAGEMENT ASSOCIATION

BY-LAWS

ARTICLE I

Name and Purpose

1.01-Name. This organization shall be named the West Covina Management Association, (WCMA) a charter member of ACSA Region XV, a geographical division of the Association of California School Administrators embracing the administration of the West Covina Unified School District and any appropriate surrounding areas.

1.02-Purpose. The specific purpose for which the West Covina Management Association is to promote the advancement of education by:

- a. Improving education by empowering members to become more pro active and effective in their various roles as educational leaders.
- b. Providing the resources that will enable our members to develop leadership and management skills.
- c. Using research based programs specifically designed to relate the Association's activities to all students.
- d. Advancing education by sponsoring research and investigation.
- e. Meeting the needs of members by providing collaboration and information with Region XV.
- f. Disseminating information through a communications system of publications, conferences, various field services, and local, state, and federal public relations.
- g. Collaborating and working with the educational community of teachers, students, parents and the public so that the needs of learners can best be addressed.

ARTICLE II

Members

2.01-Membership Qualifications. Membership in WCMA shall be limited to persons who are members, who are administrators, or management in the West Covina Unified School District who have professional involvement of leadership responsibility in education including persons in training, supporting and consulting services.

2.02-Regular Membership. Regular membership shall be extended to persons employed in California as follows:

- a. Those employees in the West Covina School district functioning as management employees, members of the management team, confidential employees or certificated supervisory employees.
- b. Regular members on leave or sabbatical who are committed to return to active employment. Regular members shall have voting privileges and be eligible to serve as officers, directors, or committee members for the WCMA/ACSA Charter, Region XV ACSA or ACSA State level.
- c. **2.03-Retired Membership.** Retired membership shall be extended to: ACSA members not currently employed in the field of education, but receiving compensation from the State Retirement System and ACSA members who have been certified as being totally and permanently disabled.

2.04-Associate Membership. Associate membership shall be extended to individuals not eligible for regular membership as defined by State and Region XV ACSA.

2.05-Member Obligation to Follow Association Rules. Each member of this region agrees to be bound by these by-laws and any amendments thereto, and by the lawful action of the Board or voting member of the region.

ARTICLE III

Board of Directors

3.01-Board of Directors. The WCMA Executive Board, hereinafter called the WCMA Board, shall have administrative responsibility for the association as stated in these by-laws, and those policies and goals established by the ACSA State Board of Directors, Delegate Assembly, and Regional Assembly.

3.02-Composition. The WCMA Board shall be composed of 5 – 8 members, Charter president, vice-president-membership chair, secretary, treasurer, and optional 3 members at large appointed by the WCMA Board. All WCMA Board members should be regular members of ACSA.

3.03-Duties. The WCMA Board shall be the Administrative Body of the West Covina Management Association Charter. Its duties shall include:

- a. Make recommendations to Region XV, and implement recommendations and policies adopted by the State Delegate Assembly and the Regional Assembly.
- b. Implement and administer policies.
- c. Appointment and ratify committee chairpersons for WCMA and Region XV.
- d. Adopt the budget and provide for an audit.
- e. Establish committees.
- f. Perform such other responsibilities as may be prescribed elsewhere in these by-laws and duly adopted region policies.

ARTICLE IV

Nominations and Elections

4.01-Nominations and Election. Nominations of WCMA Board Members for the next year shall be made by members at large of WCMA. A four members panel with the past president as chairperson shall advertise for nominations and form a single slate of nominees. WCMA members will be notified of the nominations and requested to vote for each office. Elections each year shall be held by written or e-mail ballots during the month of March. The ballots shall contain the names of all candidates nominated by the nominating committee. Results shall be complete and the names report to the members and Region XV no later than April 1 of each year.

- a. The president-elect shall have served at least on term on the WCMA Board as vice president-membership, treasurer, secretary, and committee chairs; in Region XV leadership position or State ACSA leadership position or State ACSA leadership position (committee chair or State Director-at-Large).

4.03-Term of Office.

- a. President. The President shall serve for one year term and a new president will be elected from West Covina Management Association members.
- b. Vice-President shall be elected for a one-year term each year.
- c. Membership shall be elected for a one-year term each year.
- d. All other members of the WCMA Board will serve for a term of one year or until his/her successor shall have been qualified.
- e. The term of office for WCMA Board members shall begin on June 1, following the date of their election.

4.04-Vacancies.

- a. In the event of a vacancy in the office of president, the vice president shall succeed to the office of president and serve the remainder of the year.
- b. Vacancies in all other offices shall be filled by the Board until the next regular election.

4.05-Removal from Office. The Board may remove from office one of its members upon a majority Board vote of no confidence for failure to perform duties as described in Article V of the WCMA By-laws.

ARTICLE V Officers

5.01-Duties of Executive Board Members.

1. President

- a. Provides leadership to West Covina Management Association, Region XV.
- b. Presides over all meetings of the WCMA Board and attends Region XV meeting as the Charter President.
- c. Performs such other duties as ordinarily pertain to the office of the WCMA and Charter President.
- d. Maintains a close liaison with the presidents of local charters, coordinates charter activity with the Region XV and acts as liaison to the Region XV.

2. Vice President

- a. Acts as an aide to the president.
- b. Performs the duties of the president in the absence of the president.
- c. Plans and coordinates Charter leadership training and social activities.
- d. Plans and/or coordinates all WCMA and Region XV-sponsored programs and communicates with all other board members as necessary regarding this planning.

3. Membership

- a. Is a member of the Membership Committee for Region XV.
- b. Plans and coordinates membership recruitment efforts in the Charter.

4. Secretary

- a. Keeps an accurate record of all meetings of the WCMA.
- b. Performs duties that pertain to the position regarding communication, newsletters, and other written information.
- c. Maintain the written minutes, past and present, of the WCMA Board.

5. Treasurer

- a. Constructs and administers a budget which reflects the functions, purposes and policies of West Covina Management Association.
- b. Provides financial reports to the WCMA Board at regularly scheduled meetings and to WCMA members at their quarterly Meetings.

6. Committee Chairs

- a. Attends ACSA Region XV committee meetings.
- b. Maintains a close liaison with chairpersons of standing committees.
- c. Assists with Region XV committee activities.
- d. Is a liaison to the WCMA President on behalf of committee activities.