

***ASSOCIATION OF
CALIFORNIA SCHOOL ADMINISTRATORS
REGION 2***

STANDING RULES

Delegate Assembly

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1.0 AWARDS

1.1. Region 2

Region 2 presents the-following awards annually.

- 1.1.1. President's Awards for Service for outgoing officers and committee chairs
- 1.1.2. Outstanding Administrators of the Year

Region 2 establishes a process to identify worthy recipients of the following awards

- 1.1.3. Scholarship Program for Region 2 ACSA members

1.2. Awards: State ACSA

The President of the Region convenes a selection committee annually to nominate members for the following State ACSA Awards:

- 1.2.1. Marcus Foster Memorial Award
- 1.2.2. Ferd Kiesel Memorial Distinguished Service Award
- 1.2.3. Robert E. Kelly Award
- 1.2.4. Valuing Diversity Award
- 1.2.5. Outstanding Media Coverage of Public Education Award
- 1.2.6. Partners in Education Excellence
- 1.2.7. Administrator of the Year Awards
 - 1.2.7.1. Superintendent
 - 1.2.7.2. Secondary Principal
 - 1.2.7.3. Middle Grades Principal
 - 1.2.7.4. Elementary Principal
 - 1.2.7.5. Central Office Administrator (District/County)
 - 1.2.7.6. Elementary Co-Administrator
 - 1.2.7.7. Secondary Co-Administrator
 - 1.2.7.8. Classified Manager
 - 1.2.7.9. Confidential Employee
 - 1.2.7.10. Personnel/Human Resources Administrator
 - 1.2.7.11. Adult Education Administrator
 - 1.2.7.12. Career Technical Education Administrator
 - 1.2.7.13. Special Education Administrator
 - 1.2.7.14. Superintendent/Principal
 - 1.2.7.15. Business Services Administrator
 - 1.2.7.16. Pupil Personnel Administrator
 - 1.2.7.17. Curriculum and Instruction Administrator
 - 1.2.7.18. Continuation/Educational Options Administrator
 - 1.2.7.19. Professor of Education
- 1.2.8. Every Student Succeeding
- 1.2.9. Retired Administrator
- 1.2.10. Administrator of the Year (for Region 2 only, not eligible for state award)

2.0 REGION SECRETARY

2.1. Conditions of Employment and Arrangements with Region 2 ACSA

The annual employment (or re-employment), stipend or fee and paid expenses of the Region Secretary is the responsibility of the Board of Directors.

2.2. EXHIBIT A

ACSA Region 2 Secretary Services Contract

The Secretary to the President will provide or be responsible for:

- Prepare minutes of all Region Board and Delegate Assembly meetings. The minutes are to be reviewed by the President and posted on region website. A hard copy of agendas, minutes and meeting attachments for historical purposes will be kept by the Secretary as defined in the region Standing Rules.
- Prepare and distribute correspondence as required by the President. Prepare and coordinate annual posting of Region Handbook.
- Attend Region conferences or other Region-sponsored activities to help with the registration or provide other services as required. The Secretary may direct the activities at the conference and work with site staff to facilitate meeting set-up, lunch, etc. as needed.
- Develop and maintain master database of charter officers, region officers, committee/council charter and region representatives that includes complete contact information, and office term.
- Develop and maintain an email listserve to all region, charter officers and committee/council representatives
- Send a monthly email update to listserve members which includes important and pertinent state and regional news, dates and happenings
- Work with Region Officers, members, committee/council reps, charter officers to maintain current and accurate contact information for all those serving in charter and regional capacities
- Maintain the region website which will include:
 - Update and post region forms, i.e., travel expense claim forms, scholarship applications, etc.
 - Update and post annual President's Message
 - Web pages for those individual councils and committees that request same
 - Post individual council/committee agendas, minutes and reports for both state and regional activities
 - Post current version of region handbook, bylaws and standing rules
 - Post agendas and minutes of the Delegate Assemblies and Board Meetings
 - Contact information for ACSA member services rep
 - Post information on region and charter awards as provided by charter and region presidents
 - Post notices of regional and state activities
 - Other updates and additions as requested by region and charter members

Leadership Retreat and Award Gala

- Coordinate planning for these events, including, but not limited to:
 - Working with Region President and President-elect to arrange event
 - Send out announcements and reservation forms and do necessary follow-up
 - Coordinate registration for event, prepare nametags and handouts

Service Year:

The service year will be from July 1 to June 30. The Secretary to the President may attend the Leadership Conference immediately following the end of the service year at Region expense for food and lodging.

3.0 FINANCE

3.1. Banking

The selection of the banking institution, commercial or savings and loan, will be made by the Region 2 Treasurer with the concurrence of the Board of Directors. Signatories shall be the treasurer, president, and president elect.

3.2. Budget Forms and Format

The selection of the format in which preliminary (or final) budgets will be presented may be at the discretion of the Treasurer with the concurrence of the Board of Directors. The selection of forms used by Charter Chapters may be signed and implemented by the Treasurer with the consent of the Board of Directors.

3.3. Savings Account

The transfer of funds into a savings account, as well as the withdrawal with the consent of the Board of Directors of savings for transfer into the checking account shall be at the discretion of the Treasurer. All such transactions shall become a part of the tri-annual financial statements made to the Board of Directors and the Regional Delegate Assembly.

3.4. Council/Committee Funds

Each Region Committee may utilize up to \$100 a year for council/committee purposes. A committee may request that funds not expended be carried over into the following year. Granted approval by the Board of Directors, the funds must remain in the Region 2, account as appropriate. Additional funds may be requested for stated reasons, although committee programs should cover their own expenses.

3.5. Rebates to Charter Chapters

The annual Charter rebates can be up to \$2,000 per Charter. \$1,000 rebate is paid for attendance at the Region Leadership Conference and submission of the Charter's project budget for the upcoming year, list of officers, council/committee chairs, planned calendar and a report of charter activities for the previous year. (Board Minutes, 9/00). An additional \$1,000 (\$500 X 2 DA) is available when a minimum of 3 charter members attend each Delegate Assembly.

3.6. Mileage

When it is deemed necessary to allow a person, or persons, to claim reimbursement for mileage, the rate per mile paid will be the same as that figure designated by the IRS for such purposes.

3.7. Charge Account

When necessary a charge account will be established with the approval of the Region 2 Board of Directors for the purpose of Region 2 business.

3.8. Purchase of Equipment

The purchase of basic equipment for the purpose of expediting the publication of the newsletter, handbook, or any other printed matter may be made with the approval of the Region 2 Board of Directors.

4.0 GOALS: ANNUAL FOR REGION 2

Under the leadership of the incoming President of Region 2, a set of goals will be developed at the Leadership Conference and presented annually at the first meeting of the Board of Directors and the Regional Assembly for approval.

5.0 GOVERNANCE

5.1. Agenda – Board of Directors

The model described below will serve as a guide to the president in making up the agenda. With the consent of the Board of Directors, items may be omitted, rearranged to another place, or superseded by other items.

- | | |
|--------------------------------|---|
| 1. Call to Order | 7. Director's Report |
| 2. Roll Call | 8. Vice President-Legislative Action Report |
| 3. Minutes of Previous Meeting | 9. Region President's Report |
| 4. Late Agenda Additions | 10. North State Spring Conference Report |
| 5. Correspondence | 11. Adjournment |
| 6. Treasurer's Report | |

5.2. Agenda Model – Delegate Assembly

The model described below will serve as a guide to the president in making up the agenda. With the consent of the Assembly, items may be omitted, rearranged to another place, or superseded by other items.

- | | |
|--------------------------------|-----------------------------------|
| 1. Call to Order | 6. Finance Reports |
| 2. Roll Call | 7. Region Director's Report |
| 3. Minutes of Previous Meeting | 8. Charter Chapter Reports |
| 4. Late Agenda Additions | 9. Council/Committee Reports |
| 5. Correspondence | 10. Field Representative's Report |
| | 11. Adjournment |

5.3. Meetings - Board of Directors and Delegate Assembly

The schedule for Regional meetings will be determined annually at the Leadership Conference.

5.4. Governance: Joint Meeting of Region 2 Board of Directors and The Delegate Assembly

The Board of Directors and/or the body of the Region 2 Delegate Assembly may hold meetings jointly.

5.5. Additional Agenda Items – Issues and Actions

Region 2 Board of Directors	Delegate Assembly
Fall Meeting <ul style="list-style-type: none">• Adoption of Budget• Adoption of Calendar• Adoption of Annual Goals• Update on Constitution & Bylaws• Update on Standing Rules• Nominating Committee Appointment	Fall Meeting <ul style="list-style-type: none">• Update on Constitution & Bylaws Update on Standing Rules
Mid-year Meeting <ul style="list-style-type: none">• Carryover Items and Other Business As Needed• Report of Awards Committee	Mid-year Meeting <ul style="list-style-type: none">• Report of Awards Committee
Spring Meeting <ul style="list-style-type: none">• Report on the Awards and Administrator of the Year Committee	Spring Meeting <ul style="list-style-type: none">• Report on the Awards and Administrator of the Year Committee• Election of Region 2 Officers
Summer Leadership Conference <ul style="list-style-type: none">• Adopt Preliminary Budget• Adopt Preliminary Committee Appointments• Adopt Preliminary Calendar• Develop Annual Goals• Contract for Secretary/Webmaster• Evaluation for Secretary/Webmaster	

6.0 LEADERSHIP CONFERENCE REGION 2

There shall be a leadership conference for incoming Region and Charter officers and committee chairpersons held annually. Those expected to attend and participate in addition to Region 2 officers and staff are:

- Two officers from each charter
- State Council/Committee representatives

Expenses incurred will be covered by Region 2 funds. Other Charter officers are welcome to attend at Charter expense.

7.0 MEMBERSHIP

The membership committee shall be composed of at least one representative from each of the Charter Chapters and chaired by the Region 2 representative to the State ACSA Membership Committee.

8.0 NOMINATIONS AND ELECTIONS

The Region 2 Nominating Committee shall be chaired by the Region Past President. The deadline for submission of the slate of nominees will be no later than the Mid-year Meeting of the Region 2 Board of Directors and the Regional Assembly.

9.0 PUBLICATIONS

9.1. Region 2 Directory

Annually, a directory for Region 2 will be developed and distributed to the membership by posting it on the Region 2 website and making it available from the Region Secretary. The directory will contain, but not be limited to, names, addresses, telephone, FAX numbers and e-mail addresses of Region 2 officers, charter officers and council/committee chairpersons. Other information pertinent to the use of the membership may be included.

9.2. Presentation of Region 2 Records

In an effort to keep an accurate record of Region 2 and to honor properly those administrators who have worked to build a strong and prestigious organization, the Region will preserve its history of accomplishments.

The person to be responsible for the collection of the materials will be the Region Secretary who will maintain a file of minutes of the Board of Directors and the Region Delegate Assembly as well as copies of the newsletters, programs, and other data essential to the updating process.

9.3. Binding of the Minutes of the Board of Directors and Regional Assembly

It is the desire of the Board of Directors of Region 2 to have minutes of the Region 2 Board of Directors and Region Delegate Assembly archived electronically for the purpose of maintaining archive materials for future reference.

10.0 NORTH STATE SPRING CONFERENCE - REGIONS 1, 2, 3, 4: REGION 2 INVOLVEMENT

It is the practice of the Board of Directors and the Region Delegate Assembly of Region 2 to assist and participate in the planning, coordinating, and expediting an annual professional conference in the spring of each year.

11.0 STANDING RULES

In an effort to maintain consistency and to promote continuity, Region 2 will maintain a set of standing rules which describe precedent, policy, and procedure (generally) for those affairs and events common to the practice of the Region.

These standing rules may be put aside, amended, or eliminated at any regular meeting of the Board of Directors and the Delegate Assembly.

An updated set of standing rules will be made available to members at the same time as other updated documents are presented.

Revised and approved 6/20/14