

**ASSOCIATION OF
CALIFORNIA SCHOOL ADMINISTRATORS**



STANDING RULES

Leadership 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. Every Student Succeeding
- 1.2.8. Administrator of the Year Awards
 - 1.2.8.1. Superintendent
 - 1.2.8.2. Secondary Principal
 - 1.2.8.3. Middle Grades Principal
 - 1.2.8.4. Elementary Principal
 - 1.2.8.5. Central Office Administrator (District/County)
 - 1.2.8.6. Secondary Co-Administrator
 - 1.2.8.7. Elementary Co-Administrator
 - 1.2.8.8. Classified Leader
 - 1.2.8.9. Confidential Employee
 - 1.2.8.10. Personnel/Human Resources Administrator
 - 1.2.8.11. Adult Education Administrator
 - 1.2.8.12. Career Technical Education Administrator
 - 1.2.8.13. Special Education Administrator
 - 1.2.8.14. Superintendent/Principal
 - 1.2.8.15. Business Services Administrator
 - 1.2.8.16. Pupil Personnel Administrator
 - 1.2.8.17. Curriculum and Instruction Administrator
 - 1.2.8.18. Continuation/Educational Options Administrator
 - 1.2.8.19. Professor of Education
 - 1.2.8.20. Retired Administrator
 - 1.2.8.21. Technology Administrator
- 1.2.9. Administrator of the Year (for Region 2 only, not eligible for state award)

2.0 REGION CONSULTANT

- 2.1. Region 2 shall be responsible for hiring a consultant to serve the region.

The annual employment (or re-employment) salary will be determined by the Region Executive Board and reported to state ACSA who is the employer. Employee costs will be deducted from the region rebate received from state ACSA.

- 2.2. EXHIBIT A

ACSA Region 2 Consultant Job Description

The Consultant/ to the President and Executive Board will provide or be responsible for:

- Prepare meeting summary of all Region Board and Leadership Assembly meetings. The meeting summaries are to be reviewed by the President and posted on the region's website. The Consultant will keep a hard copy of agendas, meeting summaries, and meeting attachments for historical purposes as defined in the region's 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 Consultant may direct the activities at the conference and work with site staff to facilitate meeting set-up, lunch, etc., as needed.
- Develop and maintain a master database of charter officers, region officers, committee/council charter, and regional representatives that include complete contact information and office terms.
- Develop and maintain an email list for all region, charter officers, and committee/council representatives
- Send a bi-monthly (or more often if needed) email update to members, which includes essential and pertinent state and regional news, dates, and happenings
- Work with Region Officers, members, committee/council reps, and 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 the annual President's Message
 - Web pages for those individual councils and committees that request the same
 - Post individual council/committee agendas, minutes, and reports for both state and regional activities
 - Post current version of region handbook, bylaws, standing rules, and state Leadership Manual
 - Post agendas and minutes of the Leadership 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, Vice President, Programs, and Treasurer to arrange the event
 - Send out announcements and reservation forms and do necessary follow-up
 - Coordinate registration for event, prepare nametags and handouts

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 Leadership 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. Approved 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 region will give three rebates of \$1,000 each during the fiscal year, for a total of \$3,000, to the charters that complete the following items.

- Rebate #1 - Paid at the September Leadership Assembly for submittal of the Charter's projected budget for the upcoming year, list of officers, council/committee chairs, planned calendar, and a report of charter activities for the previous year. Items should be submitted to the Region Consultant by September 1.
- Rebate #2 - Paid at the January Leadership Assembly.
- Rebate #3 - Paid at the June Leadership Conference when a minimum of 3 charter members attends each Leadership Assembly (Sept/Jan) during the year. A waiver can be requested if the charter is unable to have three members attend.

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 State ACSA 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 essential 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.

3.9. President's Discretionary Fund

Annually, the President will have a budget of \$1,000 to be used for activities that promote and support charter, region, and state ACSA goals. All expenses must have the approval of a second region officer, and individual reimbursements of more than \$500 require Executive Board approval prior to reimbursement. Some examples are: gifts for councils, charters, conferences, retirees, and special occasions; costs associated with duties of the president including travel, food, hospitality, and other activities deemed necessary to fulfill and represent the region.

3.10. Investment Policy

The overall investment objective of ACSA Region 2 is to minimize risk and expenses so that funds can be used to promote the goals and objectives of the Region. This is done through prudent investing and planning, as well as through maintaining adequate reserves and a positive cash flow. The Region will keep to a policy of meeting all ongoing obligations with ongoing revenues. If the region has an ongoing structural deficit, the board will take action to create a plan that will bring the budget back into balance with an appropriate timeline using reserves if needed.

Investments will be housed with Schools Financial Credit Union and limited to federally or state insured accounts including checking, savings, certificate of deposits, and money market accounts. Region funds can be diversified between these account types by the region treasurer to maximize interest earnings. A minimum of 100% of the annual budgeted ongoing expenses must be in account(s) that are invested for a term of less than one (1) year to ensure liquidity of region funds. Any investment structures other than the ones outlined in this document must get approval from the board and assembly prior to investment and also must meet any State ACSA investment requirements. A minimum of three signers must be on the account, including the treasurer, and two officers on the board.

To ensure transparency of the region's funds, a detailed Treasurer's Report will be presented to the Board and Leadership Assembly at least three times a year and will include a financial statement, account activity register, bank statement, and budget. Additionally, the treasurer will complete the Annual ACSA State report and submit a copy to the region board for their review. The board may review the financial information and bank accounts at any time.

3.12. Reserve Policy

Due to the unknown nature of state funding of school finance which directly impacts the membership levels and primary funding of the region, a reserve will be created to ensure that the activities of the region can continue for at least one year after a potentially significant loss of funding. This goal will be achieved by creating a reserve from the region's ending fund balance and will be equal to 100% of the annual budgeted ongoing expenses. The reserve will be considered "untouchable" and only accessible if approved by the board and assembly for reasons deemed critical to the region.

The board and assembly may choose to create additional reserves for activities that are "one-time" in nature using the region's ending fund balance. Any reserves created will be for the intended purpose of promoting and supporting the region's goals. The creation of reserves will require the approval of the board and assembly and once expended will need approval to be replenished. Any reserve created should have a detailed explanation of its purpose and a budget and timeline for being expended.

3.13. Every Student Succeeding (ESS)

ACSA believes every student deserves equal opportunities to succeed. On every school day throughout California, dedicated educators and courageous students overcome tremendous obstacles to reach their goals of academic excellence. Their success is our success; their powerful stories are our inspiration.

ACSA's Every Student Succeeding program honors students who exceed our expectations and the educators who support them along the way. We are proud to highlight these young men and women who have overcome great obstacles to succeed. They face life's challenges head-on. Their stories are remarkable, and their futures are bright.

ACSA Region 2 wishes to support the ability of our ESS nominee to participate and be recognized at the State ACSA Conference in November and therefore will pay for lodging and expenses up to \$750 for conferences held in Northern California and up to \$1,000 for conferences held in Southern California for districts unable to pay costs related to travel and food for the student and family. It is the intent that the nominating district is responsible for costs related to travel and food for the student and family, but if the district cannot, the Region will contribute up to the amounts indicated.

Region support for ESS nominees recognized in their Charter as follows: second place up to \$500; third or greater, up to \$250. Reimbursement must be requested of the region treasurer. It is also suggested that the charter contribute to the recognition.

3.14. Legis Action Day (LAD) reimbursement

The region will reimburse all attendees for mileage and parking if they participated. If a charter rep is more than 50 miles away, the region will support one night's lodging for one charter representative in addition to the mileage and parking reimbursement.

5.0 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.

6.0 GOVERNANCE

6.1. 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 | |

6.2. Agenda Model – Leadership 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 |

6.3. Meetings - Board of Directors and Leadership Assembly

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

6.4. Governance: Joint Meeting of Region 2 Executive Board and The Leadership Assembly

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

6.5. Additional Agenda Items – Issues and Actions

Region 2 Executive Board

Fall Meeting

- Adoption of Budget
- Adoption of Calendar
- Adoption of Annual Goals
- Update on Constitution & Bylaws
- Update on Standing Rules
- Nominating Committee Appointment

Mid-year Meeting

- Carryover Items and Other Business as Needed
- Report of Awards Committee

Spring Meeting

- Report on the Awards and Administrator of the Year Committee

Leadership Assembly

Fall Meeting

- Update on Constitution & Bylaws
- Update on Standing Rules

Mid-year Meeting

- Report of Awards Committee

Spring Meeting

- Report on the Awards and Administrator of the Year Committee
- Election of Region 2 Officers every 2 years

Summer Leadership Conference

- Adopt Preliminary Budget
- Adopt Preliminary Council/Committee Appointments
- Adopt Preliminary Calendar
- Develop Annual Goals
- Evaluation for Consultant
- Review Consultant salary and approve any changes

7.0 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.

8.0 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.

9.0 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.

10.0 PUBLICATIONS

10.1. 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.

10.2. Presentation of Region 2 Records

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 Leadership Assembly as well as copies of the newsletters, programs, and other data essential to the updating process.

10.3. 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 Leadership Assembly archived electronically for the purpose of maintaining archive materials for future reference.

11.0 NORTH STATE PD CONFERENCE - REGIONS 1, 2, 3, 4: REGION 2 INVOLVEMENT

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

12.0 STANDING RULES

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 Leadership Assembly.

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

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