

2015-2016

Region 4 Association of California School Administrators



LEADERSHIP MANUAL

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TAB 1

REGION AND CHARTER INFORMATION



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.

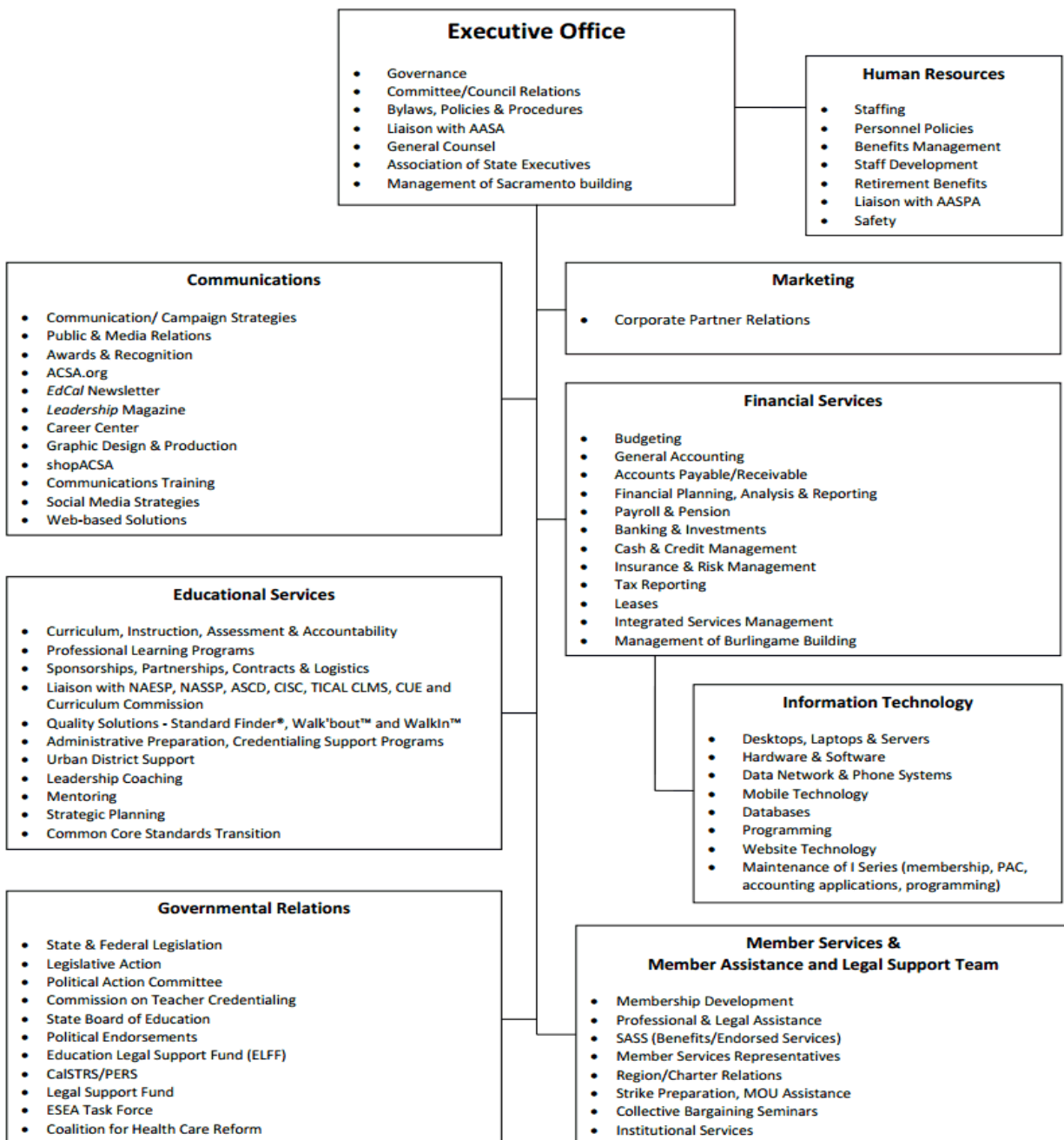
We are the consummate authority and prevailing influence on education policy.

beliefs. we believe that:

- an educated citizenry is essential to democracy
- dreams inspire potential
- every person deserves respect
- personal dignity 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

www.acsa.org ■ 800.608.ACSA

ACSA Organization Chart



Note: All departments have committee/council liaison responsibilities.

HR 4/14

**ACSA Region 4
Matrix of Governance Structure**

	Region Executive Board of Directors	Region Leadership Forum
Composition	President President Elect Vice President Immediate Past President Director Vice President Leg. Action Vice President Finance	Region Executive Board Charter Presidents or designee Region Council/Committee Chairpersons Region Council/Committee Reps All
Authority	<p>Serves as governing body of the Region.</p> <p>Establishes and monitors policies.</p> <p>Approves and monitors the Region budget.</p> <p>Approves state committee /council nominations.</p> <p>Employs and evaluates Region staff.</p> <p>Recommends political candidates for endorsement.</p> <p>Provides general organizational direction.</p> <p>Recommends bylaw changes to the Region Delegate Assembly.</p> <p>Serves as liaison to charters and councils/committees.</p>	<p>Elects Region officers and the State Director.</p> <p>Approves bylaw changes.</p> <p>Receives reports from charters and Councils/Committees.</p> <p>Reviews the ACSA Legislative Platform.</p> <p>Reviews State Delegate Assembly agendas and advises the State Director and State Delegates on issues and action items.</p> <p>Advises the Executive Board on actions and decisions effecting charters, councils/committees, regions, and State ACSA.</p>

ACSA REGION 4

2015 – 2016 EXECUTIVE BOARD & STAFF

President (State Delegate)	Diane Ferrucci, Emeritus 737 Barton Way Benicia, CA 94510 707-853-1611 dbferrucci@sbcglobal.net
President Elect (State Delegate)	Bill Ewing Administrator of Learning Support Vacaville Unified School District 129 Elm Street Vacaville, CA 95688 707-453-2188 Bille@vacavilleusd.org
Vice President (State Delegate)	Lisette Estrella-Henderson Associate Superintendent Solano County Office of Education 5100 Business Center Drive Fairfield CA 94534 707-399-4406 lehenderson@solanocoe.net
Vice President Legislative Action (State Delegate)	Gigi Patrick Director HR Vallejo City USD 665 Walnut Ave Vallejo, CA 94592 707-556-8500 gptruckvallejo.k12.ca.us
VP Finance	Bobbi Horack Emeritus 5643 Mt. Hood Court Martinez CA 925-437-4927 horackb@comcast.net

Past President	<p>Cheryl Lynn de Werff, Ed.D. Superintendent Howell Mountain Elementary School District. 525 White Cottage Road North Angwin, CA 94508 707-965-2423 Cdewerff@hmesd.k12.ca.us</p>
State Director	<p>Rob Martinez, Ed.D Director Human Resources Fairfield Suisun Unified School District 2490 Hilborn Rd Fairfield, CA 95433 Off. 707-399-5000 RobM@fsusd.org</p>
Classified Educational Leaders Council Chair	<p>Monica Ross Executive Assistant Solano County Office of Education 5100 Business Center Drive Fairfield, CA 95434 707-399-4403 mross@solanocoe.net</p>
Middle Grades Council Chair	<p>Kelley Birch Principal Willis Jepson middle School 580 Elder Street Vacaville, CA 95688 707-453-6280 kelleyb@vusd.org</p>
Region 4 Consultant	<p>Rob Phillips 1507 Grand Pheasant Lane Lincoln CA Robphillipsacsa4@gmail.com 707-330-7734</p>

ACSA REGION 4

2015 – 2016 CHARTER PRESIDENTS

Lake

Chris Schoeneman
Principal
Konocti Unfed School District
3620 Pine St
Clearlake, CA 95422
(707) 994-2272
Chris.Schoeneman@konocti.org

Marin

Bob Marcucci
Principal
Davidson Middle School
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Mendocino

Paul Joens-Poulton
Associate Superintendent Educational Services
Mendocino County Office of Education
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Napa

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kciscanvusd.org

Solano

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Principal
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REIMBURSEMENT POLICY

See Procedure Manual

CHARTER PROFESSIONAL DEVELOPMENT GRANTS POLICY

See Procedural Manual

ACSA REGION 4
CHARTER PROFESSIONAL DEVELOPMENT GRANTS
APPLICATION

Send this application, along with a detailed description of the proposed activity, proposed consultants, and an itemized budget, to the Region President at least three weeks prior to the Region Board meeting where action will be requested.

Requested by _____

Charter _____ Phone _____

Brief Description of Activity

Number of ACSA members anticipated as participants _____

Date(s) of activity _____ Location _____

Method of Publicizing _____

Open to all members of Region 4? If not, please explain _____

Proposed Financing:

Participant Fees _____ Charter Contribution _____

Region Contribution _____ Total Budget _____


Approved _____ Not Approved _____

Signature of Region President

Date

ACSA REGION 4
CHARTER ACTION PLAN 2015-2016

Please complete the following information and submit it to the Region President no later than September 1, 2015. CHARTER ACTION PLAN must be completed before the Region can disperse any Rebates from State ACSA.

Charter Name _____

Charter Officers

President

Work Site and Title

Email address

President Elect or Vice President

Work Site and Title

Email address

Treasurer

Work Site and Title

Email address

Other Officers

Work Site and Title

Email address

Financial Institution

Please complete the following section related to the bank(s) that your Charter works with for ACSA related issues.

NAME _____

Address _____

Type of Accounts _____

Account # (s) _____

Signatories _____

Balance as of
July 1, 2015 _____

Street Address where we send Rebate Checks

Charter Plan for 2015 - 2016

Approved

Not Approved

Region President

Date

TAB 2

Calendars

ACSA REGION 4 GOVERNANCE CALENDAR 2015/2016

July 27-29	State Board of Directors Retreat	Squaw Valley
Sept. 24 9:00 AM	Region 4 Leadership Forum	TBD
Oct. 14 or 15	State Delegate Assembly	Los Angeles
Oct. 14-15	Region 4 Exec Board	Los Angeles
Oct. 16	State Board of Directors	Los Angeles
Oct 22	Region 4 Leadership Forum	TBD
Nov. 4 - 7	ACSA Leadership Summit	Sacramento
Jan.21	Region 4 Leadership Forum	TBD
Feb. 17-18	State Delegate Assembly	TBD
Feb. 17 or 18	Region 4 Exec Board	TBD
Feb. 18	State Board of Directors	TBD
Mar. 31 9:00 AM	Region 4 Leadership Forum	TBD
April 3-4	Legislative Action Day	Sacramento
Apr. 28- May 1	North State Spring Conference	Nugget Reno
April 30 3:30 PM	Region 4 Leadership Forum	Nugget
May 4	State Leadership Training Workshop	Sacramento
May 4 or 5	Region 4 Exec Board	Sacramento
May 5	State Delegate Assembly	Sacramento
May 6	State Board of Directors	Sacramento
June 16-17	Region Leadership Workshop	TBD
June 17 9:00 AM	Region 4 Leadership Forum	TBD

Locations for Region 4 Leadership Forum are tied to the Charter leading the Book Study for 2015-2016

Region 4 Leadership Forum Open to all ACSA members. - Region Officers, Charter Presidents, and Council/Committee Reps should attend.

State ACSA Delegate Assembly Meetings Region Director, Region President, President Elect, VP Leg Action, Vice President, Member Services Chair, Council/Committee Chair(s) and Consultant attend

ACSA REGION 4 Leadership Forums

DATE	LOCATION	TOPIC
September 24, 2015	TBD	<ul style="list-style-type: none"> • Equity Focus • Book Study • Prep for October State Delegate Assembly • ACSA Administrator of the Year Timelines and ESS Timelines
October 22, 2015	TBD	<ul style="list-style-type: none"> • Equity Focus • Book Study • ACSA Strategic Plan Review
January 21, 2016	TBD	<ul style="list-style-type: none"> • Selection of ACSA Administrator of the Year Region, • Prep for State Delegate Assembly
March 31, 2016	TBD	<ul style="list-style-type: none"> • Prep for Leg Action Day • Voting for Officers for the Region • ACSA Strategic Plan Implementation
May 1, 2016	Nugget	ACSA Regions 1,2,3,4 North State Conference
June 16-17, 2016	TBD	<ul style="list-style-type: none"> • Leadership Training and • Swearing in on Regional officers



association of california school administrators

2014-2015 Governance Calendar

Approved by the ACSA Board of Directors February 21, 2014

Board Meetings <ul style="list-style-type: none"> July 30, 2014: Napa October 17, 2014: Los Angeles February 13, 2015: TBD May 15, 2015: Sacramento 	ACS A Holidays <ul style="list-style-type: none"> July 4, 2014: Independence Day September 1, 2014: Labor Day November 10, 2014: Veteran's Day November 27, 2014: Thanksgiving Day November 28, 2014: Day after Thanksgiving December 22-26, 2014: Holiday Week January 1-2, 2015: New Year's Day January 19, 2015: Martin Luther King Jr. Day February 9, 2015: Lincoln's Birthday February 18, 2015: Washington's Birthday March 31, 2015: Cesar Chavez Day April 3, 2015: Good Friday (1/2 Day) May 25, 2015: Memorial Day 	Delegate Assembly <ul style="list-style-type: none"> October 16, 2014: Los Angeles February 12, 2015: TBD May 14, 2015: Sacramento (Leadership Training held on May 13, 2015)
Executive Committee <ul style="list-style-type: none"> July 30, 2014: Napa October 16, 2014: Los Angeles November 6, 2014: Leadership Summit, San Diego December 11, 2014: Conference Call (if needed) February 12, 2015: TBD March 16, 2015: Legislative Action Day, Sacramento April 9, 2015: ACSA Sacramento Office May 14, 2015: Sacramento 	Legislative Action Day <ul style="list-style-type: none"> March 15-16, 2015: Sacramento 	Leadership Summit <ul style="list-style-type: none"> November 5-8, 2014: San Diego
		Board Retreat <ul style="list-style-type: none"> July 28-30, 2014: Napa
		ACS A All-Staff Retreats <ul style="list-style-type: none"> TBD

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REV. 3/12/14 to

TAB 3

By Laws

REGION 4
ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS (ACSA)
BYLAWS

ARTICLE I – NAME AND PURPOSE

Section 1 – NAME

This organization shall be the ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS REGION 4.

Section 2 – PURPOSE

The regional organization will further, on a regional level, enforce the actions of the State Delegate Assembly and the purpose of the statewide organization of ACSA as stated in the Constitution Bylaws of that organization.

Section 3 – RESTRICTIONS

All policies and activities of the region shall be consistent with:

1. State ACSA bylaws, policies and standing rules;
2. applicable federal, state and local antitrust and trade regulation laws;
3. applicable tax exemption requirements; and
4. all other legal requirements including the California Nonprofit Corporation Law under which ACSA is incorporated and to which the regions are subject.

ARTICLE II – REGION

Section I – BOUNDARIES

Region 4 of ACSA shall include the counties of Lake, Marin, Mendocino, Napa, Solano and Sonoma. The Charters within the Region will coincide with counties with the exception of Solano County, which shall have two Charters, the Solano Charter and the Vallejo City Charter. The State Board of Directors may modify these boundaries as the need arises.

Section 2 – BYLAWS

The region bylaws shall be consistent with ACSA bylaws.

Section 3 – GOVERNANCE

The region shall have an Executive Board composed of elected region officers and other members as may be provided by region bylaws.

Section 4 – FUNCTIONS

The functions of the region shall be to provide within the region the purposes of ACSA as stated in ACSA bylaws with programs and activities similar to and consistent with those of ACSA. Additional responsibilities may be adopted by the region board and recorded in the policies and procedures.

Section 5 – ELECTIONS OF STATE DIRECTOR

Each region shall have the responsibility for conducting an appropriate election by the spring delegate assembly for one member of the State Board of Directors at times and in manner consistent with ACSA bylaws and the policies and procedures of ACSA.

Section 6 – CHARTER GROUPS

Charter groups are small units of ACSA within the region. Charters shall be issued by the ACSA board in accordance with standards in the policies and procedures of ACSA and shall function accordingly.

ARTICLE III – MEMBERSHIP

Section 1 – MEMBERSHIP QUALIFICATIONS

Membership in ACSA Region 4 shall be limited to persons who are members of State ACSA and who are employed or living within the geographical boundaries of the region.

Section 2 – 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.

Section 3 – MEMBERSHIP PRIVILEGES

Each member of this region shall having voting privileges and is eligible to serve as officers, directors, committee or council members at state, region and charter levels. Other privileges shall be set forth in region policies and procedures. Privileges of all other classes of members other than regular members shall be set forth by region policies or procedures.

Section 4 – EXTENSION OF MEMBERSHIP

ACSA Region 4 shall honor the following memberships as outlined by State ACSA:

- Retired Membership
- Honorary Life Membership
- Associate Membership

- Student Membership
- Organizational Membership
- Professors of Educational Administration Membership
- Department of Education Membership
- Commission on Teacher Credentialing Membership
- Consolidated Membership
- Corporate Membership

Section 5 – DISCIPLINE

A membership may be discipline (public or private) based on the good faith membership by the Board, or a committee or person authorized by the board to make such a determination, that the member has failed in a material or serious degree to observe the association rules of conduct, or is engaged in conduct materially or seriously prejudicial to the purposes and interests of the association.

ARTICLE IV – OFFICERS

Section 1 – QUALIFICATIONS

All persons elected or appointed as officers shall be active ACSA members in good standing.

Section 2 – COMPOSITION

The Executive Board of Region 4 shall be President, President-Elect, Vice President, Vice President-Legislative Action, Vice President Finance, Immediate Past President and State Board Director.

Section 3 – TERMS

All officers except State Board Director and Vice President-Finance shall serve a term of two years, beginning July 1, unless otherwise designated by the Board of Directors. State Board Director and Vice President Finance shall serve a term of three years

Section 4 – ELECTIONS

1. A Nominating Committee of not more than ten (10) members, including at least one member from each Charter Group shall be appointed by the President and approved by the Regional Executive Board at a fall meeting. The Immediate Past President shall serve as one of the members and as Chairperson of the committee.
2. The report of the Nominating Committee shall be published before the Spring Leadership Forum.
3. Nominations may be made from the floor at the Spring Leadership Forum, provided prior consent has been obtained from the nominee.
4. Elections shall be held at the spring meeting of the Region 4 Leadership Forum.

Section 5 – DUTIES

1. The President shall preside over all meetings of the Regional Leadership Forums and the Regional Executive Board. (S)He shall nominate all committee chairpersons, subject to the approval of the Regional Board of Directors, and shall perform all other duties that customarily pertain to the office of President.
2. The President-Elect shall serve as an aide to the President and shall be responsible for activities relating to professional growth, Standing Committee development and activities and handle other assignments as requested by the President. The President-Elect shall succeed to the Presidency at the end of his/her term. In the absence of the President, the President-Elect shall assume the duties of the President.
3. The Vice President shall be responsible for facilitating the planning, development, and implementation of the meetings of the membership of the Region.
4. The Vice President-Legislative Action shall be responsible for chairing the Regional Legislative Action Committee and for recommending political candidate endorsements to the Region Board of Directors.
5. The Vice President Finance shall receive all funds, disburse moneys for organizational expense upon proper authorization, and be responsible for keeping accurate financial records and preparing financial reports for the Board of Directors. (S)He shall serve as chairperson of the Budget Advisory Committee.
6. The Immediate Past President shall serve as the chairperson of the Nominating Committee.
7. The State Assembly Delegates shall be the Region President, President-Elect, Vice President, and Vice President-Legislative Action and shall represent the region at the State Delegate Assembly. An Alternate Delegate shall be selected to serve in place of any region delegate unable to attend State Delegate Assembly.

ARTICLE V – REGIONAL Executive Board

Section 1 – COMPOSITION

The Regional Executive Board shall consist of:

1. Region President
2. Region President Elect
3. Region Vice President
4. Region Vice President Legislative Action
5. Region Vice President Finance

6. Region Immediate Past President
7. Region Director

Section 2 – DUTIES

1. Be responsible to and carry out the directives of the Regional Leadership Forum.
2. Adopt the annual budget.
3. Establish committees needed to assure fulfillment of the purposes of the organization.
4. Submit nominations for state council/committee openings.
5. Fill vacancies in office until the next election.
6. Operate the organization.
7. Hold regional meetings and conferences.
8. Interpret and communicate the position of the organization on issues related to the purposes of the organization.
9. Review charter group activities and finances and may recommend renewal or revocation of the charter to State ACSA.
10. Be active in their local charter.

Section 3 – QUORUM

A majority of the Regional Executive Board shall constitute a quorum which shall have power to act.

ARTICLE VI – REGION Leadership Forum

Section 1 – PURPOSE

The Leadership Forum of Region 4 shall have as its responsibility translating the purposes of the organization into dynamic programs for professional growth and development leading to the enhancement of the capability and performance of its members.

Section 2 – COMPOSITION

The composition of the Region Leadership Forum shall include:

1. Members of the Executive Board of ACSA Region 4.
2. The President, President-Elect, Vice President, and Vice President-Legislative Action from each charter group or a designee.
3. The Regional Representative for each Council/Committee.
4. ACSA State Committee Chair or Council President, special committee or task force chair.

Section 3 – ELECTIONS

Election of charter representatives shall be in accordance with charter bylaws.

Section 4 – VACANCIES

Vacancies of charter representatives shall be filled in accordance with charter bylaws.

Section 5 – MEETINGS

1. Regular meetings of the Regional Leadership Forum shall be held at least two times per year and the Regional Executive Board may call special meetings.
2. The spring meeting shall be designated as the annual business meeting.
3. Regional Executive Board Meetings will be held as needed.

Section 6 – PARTICIPATION

Representatives of other organizations may be invited by the Regional Executive Board to participate in discussion and deliberations of the Regional Leadership Forum in an ex-officio capacity.

Section 7 – PRESIDENT OFFICER

The presiding officer of the Regional Leadership Forum shall be the President of Region 4.

Section 8 – POWER, DUTIES AND FUNCTION OF THE REGIONAL LEADERSHIP FORUM

The Regional Delegate Assembly shall:

1. Approve Region bylaws changes.
2. Hear the report of the nominating committee at its spring meeting.
3. Elect the Officers and State Board Director at its spring meeting.
4. Consider and act upon proposals from the Region charter groups, the President may appoint an alternate.

Section 9 – QUORUM

Representatives from two-thirds of the charter groups and a majority of the total membership in attendance at the Leadership Forum shall constitute a quorum of the Leadership Forum.

ARTICLE VII – COUNCILS/COMMITTEES

Section 1 – STANDING COMMITTEES

Regional standing committees may be authorized by the Regional Executive Board and may, where appropriate, be the counterparts of State Councils/Committees; one being the Membership Committee and one being the Legislative Action Committee.

Section 2 – Budget Advisory Committee

The Budget Advisory Committee shall be composed of the President, the Vice President of Finance, the State Director and two Charter Presidents as well as the Regional Consultant. The Budget Advisory Committee will meet as needed. This Budget Advisory Committee will report out at Regional Leadership Forums.

Section 3 – MEMBERSHIP

Upon recommendation from the Charter Presidents, the Region President shall accept Council/Committee recommendations. Standing committee members shall be members of State ACSA. Membership shall be for a term of three years. Legislative Action Committee shall be for a period of two years.

Section 4 – DUTIES

The duties Council/Committee Representatives shall be prescribed by the Regional Executive Board in general terms, allowing committee initiatives and innovation as appropriate.

Section 5 – STATE COMMITTEES

Regional Representatives to Council/Committees are expected to attend all meetings of their committees and all Regional Leadership Forum meetings each year.

ARTICLE VIII – LOCAL CHARTERS

Section 1 – ELIGIBILITY

A local group of potential and active ACSA members is eligible to apply for a Charter Affiliation in Region 4. Membership in the Charter shall be open to all potential and active ACSA members employed within geographical boundaries of the charter association.

Section 2 – CHARTER REQUIREMENTS

1. Each charter shall have a written set of bylaws, which must be consistent with State, and Region bylaws.
2. Each charter shall have a minimum of twenty-five (25) members or encompass at least an entire county.

Section 3 – MEMBERSHIP

1. All members of State ACSA need not be members of a charter.
2. All charter members shall be strongly encouraged to be members of State ACSA.

3. Charters may extend membership to other employees provided in charter bylaws.

Section 4 – PROCEDURES FOR CHARTER APPLICATION

1. Application forms provided by the State shall be secured from ACSA Region 4. The completed application form shall be presented to the Board of Directors of ACSA Region 4.
2. Upon approval of the Region 4 Board of Directors, the application form shall be forwarded to State ACSA for issuance of the Charter of Affiliation.

Section 5 – PRESENTATION OF CHARTER

Region 4 shall, upon receipt of the Charter from ACSA, make appropriate presentation to the newly affiliated organization and shall seat its qualifying representatives at the following Board meeting.

Section 6 – DUES

The charter association must assess and collect its own dues to support its program.

ARTICLE IX – FISCAL YEAR AND PROCEDURES

Section 1 – FISCAL YEAR

The fiscal year shall coincide with that of the State organization.

Section 2 – FISCAL RESPONSIBILITY

The Regional Executive Board shall be responsible for the preparation, adoption and maintenance of an annual operating budget employing proper accounting procedures. The Board shall present a financial report at each regular and delegate assembly meeting.

Section 3 – GENERAL RESERVE

The annual budget of the Region shall include a general reserve.

Section 4 – INCOME – REBATE

The Regional Executive Board shall receive annual rebates from ACSA in two payments based on the organization's set formula.

Section 5 – OTHER INCOME

Other sources of funds may be solicited and accepted by the Board.

Section 6 – FISCAL COMMITTEE

The Region President, Vice President Finance and the Regional Consultant shall be charged with the responsibility of preparing an annual budget for the Region and for formulating and reviewing standing rules regarding fiscal procedures and policies.

ARTICKE X – RULES OF ORDER

Section 1 – PARLIAMENTARY PROCEDURES

Sturgis Standard Code of Parliamentary Procedure shall control parliamentary procedures.

ARTICLE XI – INDEMNIFICATION AND INSURANCE

Section 1 – INDEMNIFICATION

To the fullest extent permitted by the law, the Region shall indemnify and hold harmless any and all agents against claims to which they may be subjected by reason of any alleged or actual action in the performance of their duties performed in good faith on behalf of the association. “Agents” for this purpose shall include officers, directors, and employees.

Section 2 – INSURANCE

The Region shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its agents against any liability.

ARTICLE XII – BYLAWS

Section 1 – AMENDMENT

These bylaws may be amended at the spring meeting of the Leadership Forum of Region 4 by vote of the majority of the active members present, provided that copies of the proposed amendments are mailed to members of the Regional Leadership Forum with the agenda for the meeting at which the amendments are to be voted upon.

Section 2 – INTERPRETATION

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

Revised: 4/1999, 5/2002, 4//2006, 5/2010, 9/16/2010, June 2013, / September 2013

TAB 4

Councils and Committees

STATE COMMITTEES

Board Subcommittees

The Audit Committee, Awards Committee, the Executive Committee and the Finance Committee convene as subcommittees of the state Board of Directors. Four current directors will serve on the Audit Committee, chaired by the past president. Four current or past directors will serve on the subcommittee on awards chaired by the past president. Minimum of four directors, with the Vice President acting as chair, will serve on the Finance Committee. The five Board Officers with two members elected from the Board of Directors will serve on the Executive Committee. These subcommittees will meet as needed.

Special Committees

From time to time, the Board of Directors has created special committees. The main distinction between special committees and regular ACSA standing committees is that special committees may serve a limited term and members are not selected on a one per region basis.

2013/14 COMMITTEE PURPOSES

- **ACSA/CAPEA** — The following purposes of the ACSA/CAPEA Committee will advance the interests, needs and well-being of California students so that our schools will once again be the best in the nation and the envy of education worldwide: To identify and study issues in the areas of higher education, administrator preparation and licensing, professional development providers, and legislation for the purpose of building collaboration and informing policy. To work collaboratively to identify issues and concerns of higher education and K-12 public education, professional preparation and development, and partnerships among school districts, institutions of higher education, and professional development providers. To influence and contribute to the education research agenda. To identify issues and make recommendations regarding increasing diversity and membership in the ranks of education administrators and professors of educational administration. ACSA members will be practicing administrators, appointed by ACSA's president. CAPEA members will be professors of education, appointed by CAPEA.
- **Co-Administrators** — To assist co-administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities. To promote networking and increase communication among co-administrators. To provide access to professional development and mentoring experiences. To increase awareness of the co-administrator's role and the importance of that role.

**ACSA REGION 4
2015 – 2016
COUNCIL REPS**

Adult Education Council	Pam Garramone Assistant Principal Napa Valley Adult Education 1600 Lincoln Ave. Napa, CA 94558 707-253-3594 pgarramone@nvusd.org
Business Services Council	Tim Rahill CBO Benicia Unified School District 350 East K Street Benicia, CA 94510 707-747-8300 Ext 1022 trahill@beniciaunified.org
Career Technical Education Council	Marie Morgan Benicia Unified School District 350 East K Street Benicia, CA 94510 707-748-2681 mmorgan@beniciaunified.org
Classified Educational Leaders Council	Jennifer Taylor Assistant Director Human Resources Fairfield Suisun Unified School District 2490 Hilborn Rd Fairfield, CA 95434 707-399-5083 JenniferTa@fsusd.org
Co-Administrators Committee	TBD
Curriculum, Instruction & Accountability Council	Gethsemane Patton Solano County Office of Education 5100 Business Center Drive Fairfield, CA 94534 707-399-4429 gpatton@solanocoe.net

Educational Options Council	Edison Kelly Coordinator Scholl Management and Programs Vallejo City Unified School District 665 Walnut Ave. Vallejo, CA 94590 707-556-921 ekelly@vallejo.k12.ca.us
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Elementary Education Council	TBD
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Equity, Achievement And Diversity for Success Committee	Tara Bianchi Elem Principal & Napa County Homeless Liaison 6554 Yount St Yountville, CA 94599 707-253-3485
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Human Resources Council	Michael Gardner Deputy Superintendent Benicia Unified School District 350 East K Street Benicia, CA 94520 707-747-8300 mgardner@beniciaunified.org
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Legislative Action	Gigi Patrick Director Human Resources Vallejo City USD 665 Walnut Ave. Vallejo, CA 94592 gpatrick@vallejo.k12.ca.us
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Legislative Policy Committee	Michelle Faucett-Jordan Principal – Franklin Middle School Vallejo City Unified School District 501 Starr Ave. Vallejo, CA 94590 707-556-8470 ext. 52602 mjordanfaucett@vallejo.k12.ca.us
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Member Services Council	Tim Gill Senior Director Ed Services Lake County Office of Education 1152 South main Street Lakeport, CA 95433 707-262-4152 tgill@lakecoe.org
Middle Grades Education Council	Krystal Points Vice Principal Franklin Middle School 501 Starr Ave Vallejo, CA 94592 KPoints@vallejo.k12.ca.us
Retirement Committee	Mary Hopewell Emeritus 1336 Oak Street, Napa, CA 94559 510-501-6447 hpmarbru@aol.com
Secondary Education Council	Marie Williams Principal – Rodriguez High School 2490 Hilborn Rd, Fairfield, CA 94534 707-863-7950 mariew@fsusd.org
Student Services and Special Education	Jodie Phan SELPA Director Solano County Office of Education 5100 Business Center Drive Fairfield, CA 94535 707 580-0852 jphan@solanocoe.net
Superintendency Council	TBD

Council/Committee	Region 4 Representative	Term Expires
Adult Education	TBD	2017
Business Services	Tim Rahill	2017
Career Tech Education	Marie Morgan	2017
Classified Educational Leaders	Jennifer Taylor	2017
Curriculum, Instruction and Accountability	Gethsemane Patton	2016
Educational Options	Edison Kelly	2015
Elementary Education	TBD	2016
EADS	Tara Bianchi	2015
Human Resources	Michael Gardner	2016
Human Resources Neg. Symposium	TBD	
Leg Action	Gigi Patrick	2017
Leg Policy	Michelle Faucett-Jordan	2015
Member Services	Tim Gill	2017
Middle Grades	Krystal Points	2017
Retirement Committee	Mary Hopewell	2017
Secondary Education	Marie Williams	2017
Student Services & Sp. Ed	Jodie Phan	2017
Superintendency	TBD	2017
Co-Administrator	TBD	2016
STATE APPOINTED		
Chair Classified Educational Leaders	Monica Ross	2017
Urban Education Committee	Roxane Liu	2016
Small School Districts	TBD	2017
Chair Middle Grades Council	Kelley Birch	2017
Regional Rep to Annual Conf. Planning		

TAB 5

ACSA Governance
and
Awards

DESCRIPTION OF ACSA STRUCTURE

Delegate Assembly

The Delegate Assembly elect officers, approve bylaw changes, approve the association goals and objectives, receive and review information from task forces, ratify ACSA's legislative platform, make recommendations to state Board members relating to issues brought before the Delegate Assembly, advise state board members concerning major policy issues, statewide ballot measures, and on statewide candidate endorsements, and serve as liaisons to regions.

Each region's delegates are the president, president-elect, and vice president for legislative action. An additional delegate will be added to the base number of three for each additional 200 regular/consolidated members in the region. Selection of additional delegates is determined by the region. In addition, votes are derived from committee chairs, council presidents and the Board of Directors.

Board of Directors

The Board of Directors consists of five officers and 19 directors. Annually, up to four directors-at-large may be appointed by the President, with the approval of the Board, to achieve a more balanced representation in the best interests of the Association.

The Board of Directors is the governing body of the Association. The Board establishes and monitors policies, develops, approves and monitors the budget, approves committee and council appointments, employs and evaluates the Executive Director, gives final approval to political candidate endorsements, approves recommendations from issue-based task forces, monitors the strategic plan, provides general organizational direction, approves Leadership Summit conference fee, recommends bylaw changes to Delegate Assembly and approves annual dues.

Regions

ACSA is currently divided into nineteen regions within California. New regions may be created and changes in region boundaries may be recommended by the Board and approved by the Delegate Assembly.

Each region shall have a governing board composed of elected region officers and other members as may be provided in the region's bylaws.

The functions of each region shall be to promote within the region the purposes of ACSA with programs and activities similar to and consistent with those of ACSA. Additional responsibilities may be adopted by the Board.

DESCRIPTION OF ACSA STRUCTURE

Charters

A charter is a smaller unit of ACSA within a region of ACSA and shall be under the jurisdiction of the region. Charters vary in size and complexity. Charters are created for the purpose of implementing the state program at the local level, for the involvement of members, for the utilization of leadership potential and for effective communications between all levels of governance of ACSA.

Committees

There shall be such standing and special committees as the Board may authorize. The purpose and suggested activities of any committee shall be determined by the Board and the Board shall review annually the achievements of all committees. The ACSA President appoints committee chairs and regions select members for committees.

Committees have the responsibility to develop a close working relationship with their regional counterparts.

Councils

Effective July 1, 2004 the Delegate Assembly created twelve councils to obtain the best of two worlds – a united administrator association and unique representation for job-alikes.

Councils create their own bylaws, mission statements, operating rules, procedures, subcommittees, meeting practices, and related rules that will be consistent with ACSA bylaws, rules, and policies. These are subject to ratification by the ACSA Board of Directors. Councils elect their president and regions may elect or select members for councils.

Councils have the responsibility to develop a close working relationship with their regional counterparts.



Welcome ACS A Members!

We are your Member Services Staff.
We look forward to serving you.



Margarita Cuizon
Director of Member Services,
Member Assistance & Legal Support Team
mCuizon@acsa.org ■ 650.259.3425



Sal Villaseñor
Latino Outreach &
Member Recruiter
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Diversity & Equal
Access Executive
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Simon Wong
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Relations Specialist
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**Cynthia
Peralta-Melendez**
Letters H-O
Member
Relations Specialist
cperaltamelendez@acsa.org
650.259.3424



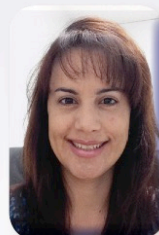
**Letters P-Z
(TBD)**



**Janis
Marie Rawlins**
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acsa regions



ACSA ADMINISTRATION OF THE YEAR REGION 4 ARCHIVES

Each year ACSA recognizes a select group of individuals for their outstanding performance and achievement.

From 1975 to 1990 the awards consisted of the Ferd Kiesel Award and the Marcus Foster Award only. Beginning in 1991 the programs were expanded to include the Robert E. Kelly Award, the Valuing Diversity Award the Partners in Education

Regions 4 administrators have been selected in various job-alike categories for 17 of 25 years and have had winners for the last 15 years in a row. (See Chart Below)

<u>YEAR</u>	<u>RECIEPIENT</u>	<u>CHARTER</u>	<u>CATEGORY</u>
1992	Noreen Hanna	Napa	Adult Education
1995	Barbara Jan Hannigan	Solano	Adult Education
2001	Dr. Virginia Dare Hardee	Napa	Central Office
2002	Rhonda Harris Sloan	Napa	Adult Education
2003	Marian Hopwood	Vallejo	Confidential
2004	Rosemary Ingram	Solano	Personnel/Human Resources
2005	Kimberly Dennis	Solano	Business Services
2006	Nola Lionberger	Solano	Classified
2007	Kaiser Permanente Community	Solano	Partners in Education
2008	Robert Phillips	Solano	Central Office
2009	Vickie Good	Solano	Adult Education
2010	John Niederkorn	Solano	Business Services
2011	Lisette Estrella Henderson	Solano	Curriculum & Instruction
2012	Rob Martinez	Solano	Personnel / Human Resources
2013	Barbara Franco	Napa	Secondary Principal
2014	Shelton Yip	Napa	Special Education
2015	Kaiser Permanente	Solano	Community Partners

ACSA Awards Overview

2016 award program information and nomination forms will be available by September 1, 2015.

Each year ACSA recognizes a select group of individuals for their significant contributions to education through three prestigious awards named in memory of past ACSA leaders: **Ferd. Kiesel Memorial Distinguished Service Award**, **Marcus Foster Memorial Award for Administrator Excellence** and the **Robert E. Kelly Award**.

In addition, members are honored for outstanding performance and achievement as **Administrators of the Year** in 21 job-alike categories.

The **Valuing Diversity Award** is given to the member whose efforts to promote diversity epitomize ACSA's mission statement.

Programs and businesses that collaborate with administrators in support of education are recognized through the **Partners in Educational Excellence Award**.

ACSA also recognizes the extraordinary achievements of the students in each year's **Every Student Succeeding Program**.

Ferd Kiesel Distinguished Service Award

Purpose. The Ferd. Kiesel Memorial Distinguished Service Award is the highest honor ACSA can present to an individual. The award is made in the memory of Ferd. Kiesel, ACSA's founding president.

Eligibility. The recipient can be anyone who has made a significant contribution to public education, including an administrator, teacher, legislator or community member. Current ACSA employees and ACSA board members are not eligible to receive this award.

Criteria for granting the award include: 1) the contribution has had significant impact on public education over a wide geographical area; and 2) the contribution has had impact on significant segments of public education. Although it may not be as important as the contribution itself, the time a person has been involved with education also is considered.

Nomination Process. ACSA's state Awards Committee seeks nominees through announcements in EdCal, region leaders and committee and council chairs. Nominations can be made by any member of ACSA, charter groups, committees or regions. The Awards Committee reviews and considers all nominations and makes recommendations to the Board of Directors which makes the final selection. The award is presented at ACSA's Leadership Summit in November.

Deadline. The deadline for 2016 nominations will be available September 1.

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Marcus Foster Memorial Award

Purpose. This award recognizes outstanding leadership and significant contributions to education by a school administrator. It was established to honor

the memory of Marcus Foster, former superintendent of the Oakland Unified School District.

Eligibility. The recipient should be an ACSA member who personifies the ideals of Marcus Foster and be an administrator who is a skilled manager of change; has a management style that involves many sectors of the community and includes broad professional involvement; is willing to take risks to improve educational opportunities; is creative, willing to try new ideas and reaches out to children; speaks out in his or her community on issues that have an impact on children; respects all people, especially children, as human beings; and protects the rights of all people to have full citizenship. Current ACSA employees and ACSA board members are not eligible to receive this award.

Nomination Process. ACSA's state Awards Committee seeks nominees through announcements in EdCal, region leaders and committee and council chairs. Nominations can be made by any member of ACSA, charter groups, committees, councils or regions. The Awards Committee reviews and considers all nominations and makes recommendations to the Board of Directors, which makes the final selection. The award is presented at ACSA's Leadership Summit in November.

Deadline. The deadline for 2016 nominations will be available September 1.

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Robert E. Kelly Award

Sponsored by Bank of America

Purpose. This award is made in memory of Robert E. Kelly, former superintendent of Los Angeles Unified School District. Robert Kelly was instrumental in establishing the Los Angeles City Schools Bank of America Achievement Awards program in 1948. Since that time, the Bank of America Achievement Awards program has been replicated across the state.

The recipient of this award should be an individual who, upon retirement, contributes significantly to public education or educational leadership by volunteer work in his or her community.

Eligibility. The recipient must 1) be an ACSA retired member; 2) have made significant contributions to the community on a volunteer basis for at least three years; and 3) directly or indirectly helped advance the high quality of public education or educational leadership in California. Current ACSA employees and ACSA board members are not eligible to receive this award.

Nomination Process. Nominations for the Robert E. Kelly Award must be made through the nominee's region. Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

Deadline. [Contact your region leadership for the region deadline.](#) The state deadline for 2016 recipients will be available September 1.

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Administrator of the Year Awards

Purpose. These awards recognize outstanding performance and achievement by individual administrators, classified managers or confidential employees in the following categories:

- Superintendent
- Secondary Principal
- Middle Grades Principal
- Elementary Principal
- Central Office Administrator (District/County)
- Elementary Co-Administrator
- Secondary Co-Administrator
- Classified Leader
- Confidential Employee
- Personnel/Human Resources Administrator
- Adult Education Administrator
- Career Technical Education Administrator
- Special Education Administrator
- Superintendent/Principal
- Business Services Administrator
- Pupil Personnel Administrator
- Curriculum and Instruction Administrator
- Continuation/Educational Options Administrator
- Professor of Education
- Retired Administrator (Volunteer Service to ACSA)
- Technology Administrator of the Year

Eligibility. Recipients must be active ACSA members who show strong support for the school management team; exceptional leadership in managing school programs; commitment to educational quality and student achievement; commitment to professional growth; and creativity and innovation in dealing with issues and problems facing public education. Current ACSA employees and ACSA board members are not eligible to receive these awards.

Nomination Process. Nominations for Administrator of the Year awards must be made through the nominee's region. Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee in each category to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends one nominee in each category to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

Deadline. [Contact your region leadership for the region deadline.](#) The state deadline for 2016 recipients will be available September 1.

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Valuing Diversity Award

Purpose. This award is given to an administrator who epitomizes ACSA's Mission Statement by his/her efforts in promoting diversity and support for all of the children, parents and staff at their school or district.

Eligibility. The recipient must be an active ACSA member who has exemplified outstanding leadership in developing and implementing programs that have enhanced the support and value of student diversity.

The administrator who receives this award should be one who: 1) fosters positive district office and school climates that promote the awareness and celebration of diversity; 2) empowers and supports staff to take risks in developing programs for all students; 3) develops strong community partnerships to ensure success for all students; 4) models and values the maintenance of high academic standards for all students; 5) shares pertinent information regarding diversity with parent and professional organizations. Current ACSA employees and ACSA board members are not eligible to receive this award.

Nomination Process. Nominations for the Valuing Diversity Award must be made through the nominee's region. Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

Deadline. [Contact your region leadership for the region deadline.](#) The state deadline for 2016 recipients will be available September 1.

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Partners in Educational Excellence Award

Purpose. The

Partners in Educational Excellence Award is given annually to exemplary school-community partnership programs that promote effective educational performance, enhanced student achievement and strong community involvement in educational quality.

Eligibility. This award is granted to outstanding community partnership programs at region and state levels, and recognizes the individual leadership and contributions of school administrators, educators and community or business leaders involved in the program. Current ACSA employees and ACSA board members are not eligible to receive this award.

Nomination Process. Nominations for the Partners in Educational Excellence Award must be made through the nominee's region. Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

Deadline. [Contact your region leadership for the region deadline.](#) The state deadline for 2016 recipients will be available September 1.

TAB 6

Region 4
Procedural
Manual

ACSA REGION 4 PROCEDURAL MANUAL

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ACSA LEADERSHIP SUMMIT

ADMINISTRATOR OF THE YEAR

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EVERY STUDENT SUCCEEDING

FISCAL ADVISORY COMMITTEE

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PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

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REGION 4 STUDENT SCHOLARSHIPS

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REIMBURSEMENT POLICY

ACSA REGION 4 PROCEDURAL MANUAL

ACSA LEADERSHIP SUMMIT

Annually, sufficient money shall be budgeted to allow the President to attend the ACSA State Conference. In the event that the President cannot attend the ACSA State Conference, the President Elect shall attend as an alternate.

ADMINISTRATOR OF THE YEAR

The Regional President-elect shall be responsible for the annual Administrators of the Year Program including but not limited to

- Setting the timelines
- Gathering and reviewing applications
- Convening a committee of Charter Presidents to review applications if necessary
- Submitting to the Executive Board for approval
- Submitting applications to state ACSA

Charter Presidents are encouraged to submit nominations and applications in each of the categories. It is essential that all timelines be met.

CHARTER PROFESSIONAL DEVELOPMENT GRANTS

The Region Board of Directors shall budget funds for Charter Professional-Development Grants.

1. Grant funds will be used for professional development activities that benefit the majority of the members in the Charter.
2. Grant funds should address the unique professional development needs of the Charter membership. Charters will be responsible for planning and development of professional development activities prior to seeking approval of grant funding.
3. Grant funds requested by a Charter may be matched with other Charters to share professional development activities that mutually benefit each Charter. Charters may make a joint request for a combined grant.
4. Charter Presidents may apply for up to \$1,500.00 per year. The itemized budget accompanying the application must specify which items the Region is being asked to fund. (Revised 9/04)

5. Complete applications must be sent to the Region President by August 1 for activities scheduled between October and February, and by November 1 for events scheduled between March and June. The Region President may grant deviations in these time lines, if it seems appropriate to do so.
6. Approval of grant requests shall be determined on a first come, first served basis by a majority vote of the Region 4 Board of Directors. Depending on the availability of funds, grant applications meeting the Criteria may not be funded at the full amount requested. At the next Regional Leadership Forum the Charter President shall send the Region President an accounting of how Region funds were used and a check, payable to the Region, for any unused funds, along with an evaluation of the event. The Region Vice President shall be responsible for monitoring this portion of the process.

CHARTER REBATES

10% of the Region dues rebate shall be allocated to the charters for program support. The **distribution** formula shall be based on the January 1 membership report. (a) 50% of the prior year allocation will be distributed after July 1 **upon receipt of the Charter Plan for the year and the list of Charter Officers. Charters will also submit the name of the Financial Institution with which they work as well as a list of Signatories for their account** (b) The final allocation will be distributed after September 1. The charter contribution to the North State Spring Conference for the Charter Presidents Reception and the room and lodging cost for Charter members reserving a place but not attending the Region Leadership Workshop will be deducted from this allocation. **If a Charter fails to submit a Charter Activity Calendar and other requested information Charter Rebates will not be distributed.** (Revised 5/20/15)

COMMITTEE/COUNCIL REPRESENTATION

Regions have a responsibility to send representatives to state ACSA Committee/Council meetings. These are job-alike assignments therefore the regional representative needs to be currently working in a position that performs the duties associated with the Committee/Council. Assignments are for three-year terms, determined by state ACSA. Each February a list of vacancies for the following year are posted. It is the responsibility of the Region Executive Board to fill these positions. Charter Presidents will be asked to recruit volunteers for openings. The goal is to have new volunteers to serve each term. However, if someone fills only a partial term they may be appointed to serve a full term on a council/committee. A person may serve more than one term if other parties are not interested.

It is the responsibility of the representative to attend all state council/committee meetings and to attend Regional Leadership Forums. Council Regional Reps are not only representing their "Job-A Likes" they are also are assuming a role in Regional Leadership and their participation

is valuable to the entire Region. The Vice-president of the region shall be responsible to coordinate the collection and dissemination of this information.
(Revised May 2015)

ELECTION OF REGION OFFICERS

All officers except State Board Director, VP Leg Action and Vice President-Finance shall serve a term of two years. Terms of office will begin when officers are sworn in at the Region 4 Leadership Workshop, unless otherwise designated by the Board of Directors. State Board Director, VP Leg. Action and Vice President Finance shall serve a term of three years.

During an election year a Nominating Committee of not more than ten (10) members, including at least one member from each Charter Group shall be appointed by the President and approved by the Regional Executive Board at the fall meeting. The Immediate Past President shall serve as one of the members and as Chairperson of the committee. The report of the Nominating Committee shall be published before the Spring Delegate Assembly. Nominations may be made from the floor at the Spring Delegate Assembly, provided prior consent has been obtained from the nominee. Elections shall be held at the spring meeting of the Region 4 Leadership Forum.

Voting Members for Regional Elections are the President or Designee of each Charter and each member of the Regional Board of Directors.

ELECTIONS OF STATE DIRECTOR

Each region shall have the responsibility for conducting an appropriate election by the spring delegate assembly for one member of the Board of Directors at times and in manner consistent with ACSA bylaws and the policies and procedures of ACSA.

EVERY STUDENT SUCCEEDING

Region IV participates in ACSA's Every Student Succeeding each year. Individual Charters may conduct individual Every Student Succeeding events each year but the Region honors only one individual each year.

- The Regional honoree is selected on a rotational basis alphabetically.
 - 14-15 Vallejo Honored at Leadership Summit 2015
 - 15-16 Lake Honored at Leadership Summit 2016
 - 16-17 Marin Honored at Leadership Summit 2017
 - 17-18 Mendocino Honored at Leadership Summit 2018
 - 18-19 Napa Honored at Leadership Summit 2019
 - 19-20 Solano Honored at Leadership Summit 2020
 - 20-21 Sonoma Honored at Leadership Summit 2021

- If a Charter chooses not to participate in a particular year the next Charter moves up and the current Charter will enter into the rotation alphabetically.
- The Honoree is recognized at the Annual ACSA Leadership Summit each year in November (see above)
- Annually, the Region shall budget sufficient money to allow the Every Student Succeeding winner and one chaperone to attend the Annual Leadership Summit - General Session at which the student will be honored. Attendance of additional chaperones shall be at charter discretion and expenses. (Added 4/28/2001). This normally means the cost of transportation and hotel for one night.
- Beginning in the 2014-2015 school year the Region shall make available \$500 to each Charter for use related to Charter Every Student Succeeding events. The money may be used to assist with the costs related to a Charter celebration of ESS or may be used as part of a Charter Scholarship Program for ESS students. Charters must request these funds and be prepared to report on to the Region on how the funds were expended. (Revised June 2014)

FISCAL ADVISORY COMMITTEE

The Fiscal Advisory Committee shall be composed of the following:

- President,
- President Elect,
- VP Finance,
- State Director
- Two members from the Region Board appointed by the President.

The VP Finance shall chair the committee. The Region Consultant shall serve as staff to the committee.

(Revised 5/11)

- The Region Consultant in conjunction with the Fiscal Advisory Committee shall prepare a proposed annual budget for review and action by the Board of Directors at its first fall meeting. (Revised 5/11)

LEGISLATIVE ACTION DAY

Region Officers and three members from each charter (President, President elect and vice president legislative action) shall be encouraged to attend the ACSA Legislative Action Day. The Region shall cover hotel and dinner on Sunday as well as lunch on Monday.

REGION 4 CREDIT CARD

A Region 4 Credit Card shall be issued to the President, President-elect, Vice-President, VP Legislative Action and Consultant. The credit card may be used for necessary expenses incurred while attending to the business of Region 4 as directed by the Region 4 Executive Board. Receipts for purchases shall be submitted to the VP Finance on a monthly basis.

REGION 4 STUDENT SCHOLARSHIP

Each year ACSA Region IV issues a scholarship to a student.

- Money from the ACSA REGIONS 1,2,3,4 NORTH STATE CONFERENCE GOLF TOURNAMENT funds this scholarship.
- The amount of the scholarship fluctuates depending upon the money raised from this golf tournament.
- The Region awards this money to a student from a Charter based on a rotation similar to the Every Student Succeeding program.
 - 14-15 Vallejo
 - 15-16 Lake
 - 16-17 Marin
 - 17-18 Mendocino
 - 18-19 Napa
 - 19-20 Solano
 - 20-21 Sonoma
- The two events are not tied together except for the timing. If a charter wishes to give the scholarship to the winner of the Every Student Succeeding program that is left to the discretion of the individual Charter.
- As stated the amount of money raised in the golf tournament fluctuates. The tournament takes place in the spring but the proceeds are not distributed until the following fall. This may cause a delay for funding for the Charter. Example; the money raised in the spring of 2015 will be given to Vallejo. However they will not receive the money until fall 2015. They may wish to use that money for a scholarship for a student in the 2015-2016-graduation class to assist with their cash flow.

REGIONAL LEADERSHIP TRAINING

Region 4 will actively support the professional growth of its members by offering a **Regional Leadership Workshop** for all incoming officers of the Region and Charters and other regional members. The Region will present timely educational issues as well as training related to ACSA at a one or two day conferences.

Region 4 officers, Council Reps, and officers from each Charter are expected to attend will receive lodging and meals at the Regional Leadership Workshop. Guests attending will pay actual cost of room and meals. Travel to and from the Workshop will not be reimbursed. (Revised May 2015)

REGIONS 1,2,3,4 NORTH STATE CONFERENCE

Region 4 is in a partnership with ACSA Regions 1,2 &3 to host an annual conference and a golf tournament. The purpose of the golf tournament is to raise funds to be used for student scholarships. The purpose of the conference is to provide high quality professional development for our members and to highlight best practices that are taking place within the four regions.

Each region contributes to the conference a flat rate of \$500 and \$100 for each Charter in the Region (\$1200 for Region 4). Each Region shall contribute a \$300 Gift to be awarded during the conference. Each Charter is responsible to contribute a \$100 gift to be awarded during the conference. If a Charter fails to do so it is the Region's responsibility to meet this obligation.

Each Charter is responsible to raise \$100 in funds for the golf tournament. Ideally this is in the form of "Hole sponsorships".

DISTRIBUTION OF FUNDS

The Conference Committee will retain the first \$4000 of proceeds as start-up funds for the next year's conference. Each region will then receive a reimbursement for their upfront costs for the conference. Once each region receives their reimbursement the remaining funds will be divided on a per-share-basis.

If for any reason the conference should loose money, each region will be equally assessed to pay off any outstanding obligations. Money raised from the golf tournament shall be divided equally among the regions. Money shall be used exclusively for student scholarships.

The Conference Committee shall consist of a minimum three participants from each region. The Region Consultant shall be a standing member of this committee. Two other members of the Region shall sit on the committee (we have nor process in place to determine this). Each region shall be responsible to

progress through North State Conference Assignments from Hospitality, to AV/Room Monitor, to Program Chair, to Chair.

REIMBURSEMENT POLICY

GENERAL: It shall be the policy of ACSA Region 4 to reimburse Officers and others individuals as approved by the Board of Directors for necessary expenses incurred while attending to the business of Region 4 as directed by the Board, exclusive of State and Region conferences

TRAVEL AND MILEAGE: Private vehicle travel for required/invited attendance at Region Delegate Assembly and Board meetings, and other meetings called by the Region President, will be reimbursed at the current IRS mileage rate. For approved travel outside of Region 4 actual travel expenses, by the most economical means, will be reimbursed.

LODGING, ETC.: Lodging, tips, parking, taxi, car rental, and plane fare will be reimbursed at actual cost. Receipts are required for.

Approved/required attendance at meetings/conferences lasting more than one day shall qualify for lodging. Lodging in other instances may be reimbursed with prior approval of the Region President. (revised 5/4/02) (Will need to revise By-Laws)

MEALS: Region 4 will reimburse for meals when the person is on official Region 4 business. Receipts are required.

OTHER REIMBURSABLE EXPENSES: Officers are eligible for reimbursement for phone calls, stationery, postage, and other minor incidental expenses incurred in the function of their particular office.

APPROVAL: The President (or his or her Designee) prior to payment shall approve Requests for reimbursement whenever possible.

REQUESTS FOR REIMBURSEMENT: All-requests for reimbursement shall be submitted to the VP Finance. These may be done either electronically or by mail. Requests for-reimbursement in each fiscal year must be submitted as soon as possible after incurring the expense but on or before June 30.

MISC.

The President shall attend all meetings of ACSA Region Presidents and the State Delegate Assembly. Expenses not reimbursed by State ACSA shall be reimbursed by Region.

Charters are encouraged to establish a local dues system, which will allow their groups to present outstanding professional development programs for their members