

# **TCACSA**

## **TUOLUMNE CHARTER ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

### **BYLAWS**

The mission of State ACSA is to:

- support California's educational leaders
- ensure all students have the essential skills and knowledge needed to excel
- champion public education

ADOPTED:	April 29, 1971
Revised:	September 23, 1983
Revised:	November 30, 1990
Revised:	February 16, 1995
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Revised:	April 2014
Revised:	November 2018

# **BYLAWS: TUOLUMNE CHARTER ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS (TCACSA)**

## **ARTICLE I – NAME, PURPOSE, AND RESTRICTIONS AND ORGANIZATION**

**Section A:** Name: The name of this charter shall be the Tuolumne Charter Association of California School Administrators (TCACSA).

**Section B:** Purposes: The general purpose of TCACSA is to further the aims, goals, objectives, and policies of the State ACSA, as applied to the educational needs of Tuolumne County, and to promote the advancement of education; therefore, it holds the following specific purposes:

1. To advance the general welfare of schools.
2. To advance the educational needs of students in Tuolumne County.
3. To advance education through research and investigation.
4. To encourage and establish cooperation between the school and the community.
5. To form a local representative body capable of developing group opinion on professional matters and to speak with authority for its membership.
6. To further legislation for the best interest of education.
7. To promote realistic higher standards of training for all who work in education.
8. To raise the standards of the administration profession.
9. To actively influence programs of training, preparation, and screening of persons desiring to become administrators.
10. To improve the educational process by helping members become more effective in their various roles as educational leaders.
11. To create the resources that will enable California school administrators to develop and apply creative leadership.
12. To meet the needs of members by providing a single organization to represent these needs to the public with whom school administrators interact.
13. To cooperate with other organizations interested in education.
14. To further the advancement of the status of the school administrator.
15. To increase professional and social contacts among the school administrators and others engaged in educational endeavors.

16. To disseminate information about the school administrator's profession through publications, conference and various field services.
17. To communicate to the region those activities, interests, and concerns that relate to the charter group.

**Section C:** Restrictions. All programs and activities of the Charter shall be consistent with:

1. State ACSA Bylaws, Policies and Standing Rules and Region Bylaws and Rules and Regulations;
2. 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 State ACSA is incorporated and to which the Region and this Charter are subject.

## **ARTICLE II - GEOGRAPHICAL DESCRIPTION**

**Section A:** The Tuolumne Charter Association of California School Administrators shall include Tuolumne County.

## **ARTICLE III – MEMBERSHIP**

**Section A:** Membership is TCACSA shall be open to all active and retired administrators and confidential classified employees within Tuolumne County as follows:

Superintendents	Business Managers
Principals	Coordinators
Teaching Principals	Curriculum Directors
Deans	Teaching Vice Principals
Vice Principals	Supervisors
Classified Management	Confidential Employees
Associate Principals	Program Managers
Higher Education Employees	
Other employees who cannot be members of a union	
Students pursuing administration certification	
All Individuals who qualify for membership in State ACSA	

**Section B:** Active or retired membership in TCACSA is a requirement to hold any office within the organization with the exception of President, President-Elect and County Directors; those positions require both State ACSA and TCACSA membership.

**Section C:** Honorary Life Charter Membership shall be awarded to retiring members through recommendation and approval fo the TCACSA Cabinet/Board.

## **ARTICLE IV – OFFICERS**

**Section A:** The officers of TCACSA shall be President, President-Elect, Vice President/Legislative Action, Secretary, and Treasurer, two County Directors, immediate Past President, Vice President/Programs, and Vice President/Membership.

**Section B:** Nomination and election of all officers shall be made at the April meeting of the Association, with the prior consent of the nominees. Each officer shall serve for two years. Terms of office shall be June 1 through May 31 of each following election in April.

**Section C:** Duties of Officers: Elected officers and Past President shall serve as an Executive Board to set the budget for presentation to membership; the budget is to be presented at the first meeting of the year.

**President:** The President of TCACSA shall:

1. Call and preside over all meetings of TCACSA.
2. Appoint committee members.
3. Provide leadership to the Region and perform such other duties as ordinarily pertain to the office of President.
4. Serve as one of the representatives to Region 7 and shall represent TCACSA at Region 7 Board of Directors' meetings.

**President-Elect:** The President-Elect shall:

1. Assume the duties of the presidency in the absence of that officer.
2. Assist County Directors, VP/Legislative Action and VP/Programs and VP/Membership with their individual and collective responsibilities.

**Past President:** The Past President shall:

1. Chair the Nominating Committee.
2. Perform other duties as assigned by the President.

**Vice President/Legislative Action:** The Vice President/Legislative Action shall:

1. Chair the Charter's Legislative Action Committee and be responsible for all actions pertinent to legislative activities.
2. Coordinate Charter participation in any ACSA sponsored Legislative Action events.

**Secretary:** The Secretary shall:

1. Keep an accurate record of all proceedings at the meetings and conferences and shall present same at the next meeting of TCACSA.
2. Carry out correspondence as directed by the President.

**Treasurer:** The Treasurer shall:

1. Be responsible for keeping the budgetary records and shall expand funds accordingly, and shall keep accurate records and make reports at meetings and conferences or upon request of the President.
2. Be prepared to submit records for audit at the end of the term of office or upon request of the membership.
3. The Treasurer shall develop a preliminary budget for approval by the Charter at its first meeting.

**County Directors (two):** The County Directors shall:

1. Represent TCACSA to Region 7, providing ideas, experience, statesmanship and leadership.
2. Be available for consultation with any of the elective officers of committee chairs at State, Region, or Charter level.
3. One Director, appointed by the Charter President, shall serve on the Region Conference Planning Committee.
4. One Director, appointed by the Charter President, shall serve on the Region Awards Committee.

**Vice President/Programs:** The Vice President of Programs shall:

1. Prepare, budget, a coordinate PDP's.
2. Assist in planning TCACSA Programs.

**Vice President/Membership:** The Vice President/Membership shall:

1. Be in charge of recruiting members.
2. Make membership reports as required.

**Section D:** The President, President-Elect, and the County Directors, or a designee shall be the representative to Region 7 ACSA.

**Section E:** All officers shall deliver to new officers all records, correspondence, etc., pertaining to that office at the close of their terms of office.

## **ARTICLE V – MEETINGS AND CONFERENCES**

**Section A:** The President or his/her designee is designated as the representative to meetings and conferences. Attendance by the President, or President-Elect, and the County Directors at Region and State conferences, as well as other meetings, is encouraged. The Charter will contribute up to \$500.00 for the Charter President to attend the Region 7 Spring Conference.

**Section B:** TCACSA shall have a minimum of three (3) meetings during the school year, and the President shall call other meetings as needed.

## **ARTICLE VI – COMMITTEES/COUNCILS**

**Section A:** There shall be such standing and taskforce/special committees and or councils as the membership may authorize.

**Section B:** The President shall appoint committees/councils to serve at the pleasure of the organization.

**Section C:** Members of the standing and taskforce/special committees or councils shall serve for one-year terms.

## **ARTICLE VII – VACANCIES IN OFFICE**

**Section A:** Any office shall be filled with an election at the next meeting following the vacancy.

## **ARTICLE VIII – PARLIAMENTARY PROCEDURE**

**Section A:** Roberts' Rules of Order shall be used as the base for parliamentary procedure.

**Section B:** Amendments of these Bylaws may be made in the following fashion:

1. Proposals for amendments may be made at any regular or special meeting of TCACSA
2. These Bylaws may be amended by a two-thirds (2/3) vote of the membership in attendance.

## **ARTICLE XI – DUES**

**Section A:** Dues of \$60 per year shall be charged each member, payable no later than November 30. Honorary Life Charter Members shall not pay dues. (Article III, Section C)