

# **Association of California**

## **School Administrators**

### **Region 2**

#### **BYLAWS**

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**Approved: \_\_\_\_\_**



# Table of Contents

Article I	
Name and Purpose .....	4
Article II	
Geographical Description .....	4
Article III	
Membership .....	5
Article IV	
Charters .....	6
Article V	
Region Officers .....	6
Article VI	
Board of Directors .....	11
Article VII	
Regional Delegate Assembly.....	12
Article VIII	
Councils/Committees .....	13
Article IX	
Fiscal.....	14
Article X	
Rules of Order .....	15
Appendix A	
Matrix of Governance Structure .....	16
Appendix B	
Council/Committee Structure .....	17



Article I  
NAME AND PURPOSE

Section 1. The organization shall be named Region 2 of the Association of California School Administrators (hereinafter called Region 2 ACSA);

Section 2. The mission of Region 2 ACSA is to promote the advancement of education; therefore, it holds the following specific purposes:

- a) To advance education through research and investigation;
- b) To improve the educational process by helping members become more effective in their various roles as educational leaders;
- c) To meet the needs of members by providing a single organization to represent those needs to the public with whom school administrators interact;
- d) To create the resources that will enable California School Administrators to develop and apply creative leadership;
- e) To disseminate information about the school administrator's profession through publications, conferences, and various field services.

Section 3. The purposes of Region 2 ACSA are as follows:

- a) To implement the purposes of the State Association on the Region's basis;
- b) To provide membership on the State Delegate Assembly and State Board of Directors;
- c) To instruct the Delegates and Director to the State Delegate Assembly/Board of Directors of Region 2 proposals to be considered by the State organization;
- d) To provide opportunities for ACSA members to participate in Region and State decision making;
- e) To recruit membership;
- f) To provide professional services for the Charters and the members.

Article II  
GEOGRAPHICAL DESCRIPTION

Section 1. Region 2 ACSA shall include the counties of: Glenn, Butte, Plumas, Colusa, Sutter, Yuba, Sierra, Nevada, Placer and El Dorado.

Section 2. Geographical boundaries may be changed to, added to, or subtracted from, the Region whenever the Region 2 Board of Directors and the State Board of Directors approve a request for change.

### Article III MEMBERSHIP

Pursuant to the following Sections, membership in ACSA shall be limited to persons who have professional involvement or leadership responsibility in education including persons in training, supporting and consulting services.

#### Section 1 Regular Membership

Regular members shall have voting privileges and be eligible to serve as Association officers, directors, or council/committee members at State, Region and Charter levels.

Regular Membership shall be limited to:

- a) Those employees designated by a school district or other educational agency as management employees, members of the management team, confidential employees, or certificated supervisory employees. No person shall be eligible for regular membership if he/she is represented by a exclusive bargaining representative unless he/she has been designated by a school district or other agency as a management employee member of the management team, confidential employee, or certificated supervisory employee;
- b) Professors of Education;
- c) Regular members on leave/sabbatical who are committed to return to active employment as set forth in "a" and "b" above;
- d) Part-time employees employed under an early retirement program who fit the definition under "a" above;
- e) Retired ACSA Members

#### Section 2 Special Membership

Special Members shall be selected by the Board of Directors and will have no voting privileges, nor shall they be eligible to serve as Association officers, directors, or council/committee members but shall be eligible for charter membership. The Board of Directors is authorized to establish special categories of membership in addition to the following:

- a) Honorary Life Membership: A certificate to be awarded to persons making an outstanding contribution to education;
- b) Complimentary Membership: Granted to the ACSA professional staff upon appointment;
- c) Associate Membership/Student Membership.

## **Article IV** **CHARTERS**

Section 1 The Region 2 Board of Directors may, within the guidelines established by the ACSA Constitution, charter local groups which are organized along geographical lines.

Section 2 The Size and Composition of a charter shall be:

- a) No less than a single county or it may include several counties; A retiree charter shall be comprised of retirees throughout the region.

Section 3 Purpose of Charters - Charters are established for the purpose of implementing the State program at the local level, involving members, utilizing leadership potential, and communicating with all levels of governance.

Section 4 Charter Requirements - Each charter shall have a written set of bylaws which must be consistent with State and Regional Bylaws.

Section 5 Membership in Charters - Membership in charters shall be open to all active regular and other members of ACSA.

- a) Members of State ACSA need not be members of a charter.
- b) Management employees, members of the management team, confidential employees, or certificated supervisory employees may be members of charters without being a member of State ACSA. However, officers of a charter shall be members of State ACSA and the Charter.

## **Article V** **REGION OFFICERS**

Section 1 The officers of Region 2 ACSA shall be a Past-President, President, President-Elect, Delegate-at-Large, Vice-President for Legislative Action, Secretary, Treasurer, and Region Director to the State Board. Delegates (4) to the

State Delegate Assembly are the President, President-Elect, Delegate-at-Large and Vice President for Legislative Action.

Section 2 Qualifications to office: Any member of State ACSA serving in Region 2 shall be eligible.

Section 3 Election and terms of office will be as follows:

- a) The President, President-Elect, Delegate-at-Large, Vice-President for Legislative Action and Treasurer shall be elected at the annual spring meeting of the ACSA Region 2 Delegate Assembly. Each person so elected will serve a two (2) year term in the office unless he/she is re-elected to that office at the next annual election. The Region Director to the State Board shall be elected for a three year term.
- b) The terms of office shall coincide with the installation of officers in the spring.
- c) Secretary. A Secretary for the Region shall be appointed by the President with the approval of the board (to be renewed each year). The Secretary shall prepare the minutes of all region board and delegate assembly meetings and complete other duties as may be determined by the President.

Section 4 Nomination and Elections

- a) Nominations for officers shall be made by the Nominating Committee. The immediate Past President shall serve as chairperson of the committee. The President shall appoint by December 1st the remaining members of the committee. The Nominating Committee shall make a report to the Board of Directors and the Delegate Assembly no later than the mid-year meeting
- b) Additional nominations may be made on the floor of the Delegate Assembly if the nominee has given approval that his/her name be placed in nomination.
- c) Elections shall be held at the mid year meeting of the Delegate Assembly. Procedures for balloting shall be under the direction of the President.

Section 5 Duties of the President are as follows:

- a) Preside over the Region meetings;
- b) Preside over the Board of Directors meetings;
- c) Serve as a voting Delegate to the State Delegate Assembly;
- d) Manage and be responsible for the administrative and fiscal affairs of the Regional organization;

- e) Propose an annual calendar of events for the next fiscal year to the Board of Directors for its approval;
- f) Appoint Region Representatives to serve on council/committees with approval of the Board of Directors;
- g) Appoint special council/committee members to serve specific purposes of the Region;
- h) Report to the Region membership the affairs of the Region and of the State where and when necessary;
- i) Provide direction for the Region Consultant;
- j) Serve as Chairperson of the Evaluation Committee;
- k) Coordinate the Leadership Conference.

Section 6 Duties of the President-Elect are as follows:

- a) Assist the President in the management of the organization and conduct meetings in the absence of the President;
- b) Serve as a Region committee liaison;
- c) Serve on the Evaluation Committee
- d) Succeed to the office of President at the conclusion of the term when reaffirmed by the vote of the Delegate Assembly;
- e) Assist in the coordination of the annual North State Spring Conference, Regions 1-2-3-4;
- f) Serve as a voting Delegate to the State Delegate Assembly.

Section 7 Duties of the Delegate-at-Large are as follows:

- a) Support the President in providing programs for the Regional meetings;
- b) Serve as a Region/Charter Liaison;
- c) Serve as a Delegate to the State Delegate Assembly (as membership number allows)

Section 8 Duties of the Secretary are as follows:

- a) Record and maintain accurate minutes of all Regional meetings of the Board of Directors and Delegate Assembly Meetings;
- b) Carry out correspondence at the direction of the President.
- c) Prepare and distribute correspondence as required by the President. Prepare and coordinate annual mailing of Region Handbook and

newsletter. Develop quarterly electronic newsletter for distribution to Region 2 Delegate Assembly and post on Region 2 website for download by other interested ACSA Region 2 members.

- d) Develop and maintain master database of charter officers, region officers, committee/council charter and region representatives that includes complete contact information, and office term.
- e) Work with President and President-elect to coordinate the annual Leadership Conference and Region 2 Award Dinner
- f) See Standing Rules for complete description of Secretary position and contract

Section 9 Duties of the Immediate Past-President are as follows:

- a) Serve as an assistant to the President;
- b) Serve as parliamentarian at all meetings of Board of Directors and meetings of the Regional Delegate Assembly;
- c) Serve on the Evaluation Committee
- d) Serve as Chairperson of the Nominating Committee.
- e) Serve as Chairperson of the Awards Committee

Section 10 Duties of the Treasurer are as follows:

- a) Receive and deposit all funds
- b) Prepare a Region budget for the year showing comparable data for adoption at the June Leadership Conference;
- c) Pay all bills of the Region in accordance with the approved budget;
- d) Account for all funds received and expended; maintain an itemized budget;
- e) Report periodically to the Region the status of fiscal affairs;
- f) Prepare Region financial records for the annual audit;
- g) Arrange for the annual audit.

Section 11 Duties of the Region Director

- a) Serve as a member of the Region Board and report all issues from the State Board Meetings;
- b) Attend Region conferences and workshops;
- c) Attend State ACSA Board meetings. The State Board meets eight times per year: Region Director will attend Delegate Assemblies, Annual State Conference and Board Retreats.

- d) Serve as a voting member of the State Board at the State Delegate Assembly;
- e) Serve as liaison to assigned State Council/committees including preparing appropriate reports to the Board.

Section 12 Duties for Vice-President - Legislative Action

- a) Organize and maintain the Region legislative action network; Coordinate efforts of the Region legislative action network including writing letters, making phone calls, sending faxes, etc., when requested by ACSA Governmental Relations staff;
- b) Develop and maintain relationship with Region legislators and encourage local ACSA members to do the same;
- c) Ensure that the Region has a process in place to assess legislative office candidates and provide recommendations for endorsement to the ACSA Board of Directors in a timely manner;
- d) Recruit and encourage ACSA members to assist with the political campaigns of endorsed candidates;
- e) Advise ACSA Governmental Relations staff on regional concerns;
- f) Work to increase member knowledge and involvement in the legislative and political process.
- g) Serve as a voting Delegate to the State Delegate Assembly.  
(See V-Section 1)

Section 13 Duties of the Delegates to the ACSA State Delegate Assembly are as follows: Current President, President-Elect, Vice-President - Legislative Action, and Delegate-at-Large (as membership numbers allow).

- a) Elect officers;
- b) Approve Bylaw changes;
- c) Review the strategic plan;
- d) Receive and review information from Board of Directors;
- e) Ratify ACSA legislative platform;
- f) Serve as liaisons to charters.

Section 14 Recall of Officers

- a) Any member or charter may submit charges against a region officer;
- b) The Board of Directors shall hear the case and make recommendations to the Delegate Assembly;

- c) Two-thirds of the Delegate Assembly must concur before action may be taken;
- d) Upon a 2/3 vote of the Delegate Assembly, the Board of Directors will take action to request the resignation of any Region officer.

## Article VI **BOARD OF DIRECTORS - REGION 2**

- Section 1 The Board of Directors, hereinafter called the Board, shall have administrative responsibilities for the programs as stated in these Bylaws, and for those policies and goals established by the Region 2 Delegate Assembly. The Board shall establish procedures for implementing policies for the operation of the Region consistent with ACSA policies and shall evaluate the effectiveness of the Region's practices and policies.
- Section 2 Composition - The Board shall consist of the Immediate Past-President, President, President-Elect, Delegate-at-Large, Vice-President for Legislative Action, ~~Secretary~~, Treasurer, Region Director to the State Board, and Charter Presidents
- a) Each Charter shall elect one President for each county or group of counties, to serve on the Board of Directors for a term not to exceed two (2) years. In case of a vacancy, the replacement would be selected by the local Charter to fill the unexpired term.
- Section 3 Meetings and Quorum - The Board shall hold no less than three meetings per year. Additional meetings may be called by the President and/or the majority of the Board. A Quorum shall consist of a majority of the Board.
- Section 4 Duties of the Board of Directors are as follows:
- a) Serve as governing body for the Region;
  - b) Establish and monitor Region practices and policies consistent with state ACSA guidelines and evaluate overall effectiveness;
  - c) Develop, approve and monitor the budget;
  - d) Approve region representative appointments made by the Region President;
  - e) Employ and evaluate the Region Consultant;
  - f) **Employ and evaluate the Region Secretary;**
  - g) Give final approval to political candidate endorsements;
  - h) Approve recommendations from task forces and subcommittees;

- i) Provide general organizational direction;
- j) Recommend Bylaw changes to the Delegate Assembly;
- k) Recommend Standing Rules to the Delegate Assembly.

## **Article VII**

### **REGIONAL DELEGATE ASSEMBLY**

Section 1 Purpose - The Regional Delegate Assembly shall be the recommending and advisory body and shall have the responsibility for representing the purpose and positions of Region 2 into dynamic programs of professional growth and development leading to the enhancement of the capabilities and performance of the members. All members of the Delegate Assembly shall be members in good standing of State Association of California School Administrators.

Section 2 Composition - The Regional Delegate Assembly shall be composed of the following:

- a) State and Region Council/Committee Chairpersons;
- b) Region 2 Executive Board;
- c) Charter Presidents;
- d) Two representatives per Charter
- e) Additional representation will be allowed each Charter as follows:
  - 76-100 State ACSA members - 1 additional representative;
  - 101-125 State ACSA members - 2 additional representatives;
  - 126-150 State ACSA members - 3 additional representatives;
- f) Alternate representatives appointed by the Charter President for members unable to attend.

Section 3 Elections and Vacancies - Charter representatives shall be selected according to the Bylaws governing each Charter as long as they are consistent with Region 2 Bylaws.

Section 4 Meetings

- a) Regular meetings of the Regional Delegate Assembly shall be held no less than three times annually to be presided over by the Regional President;
- b) Special meetings may be called by the President or by a majority of the Board;
- c) A quorum shall consist of the majority of the total membership of the Regional Delegate Assembly and within this majority 5 of the 8 Charters

must be represented. A majority of the quorum shall be authorized to take action unless otherwise specified in these Bylaws;

- d) Representatives from other organizations may be invited by the Assembly to participate in discussions and deliberations of the Assembly in an ex-officio capacity.

Section 5 Powers and Duties - The Regional Delegate Assembly shall:

- a) Elect officers;
- b) Approve Bylaw changes;
- c) Review the state ACSA strategic plan;
- d) Receive and review information from the Board of Directors;
- e) Ratify the ACSA legislative platform;
- f) Serve as liaison to Charters;
- g) Approve Standing Rules changes.

Section 6 Conferences and Other Meetings - The Regional Delegate Assembly shall determine the kind, size, scope, etc., of conferences to be held by the Region.

## Article VIII COUNCIL/COMMITTEES

Section 1 Definition and Purpose

- a) Councils/Committees shall be authorized by the Board, approved annually, and will generally follow the format of those designated by State ACSA;
- b) The purpose and suggested activities of any committee shall be determined by the Board, which shall review the activities, achievements and representation of all committees annually.

Section 2 Membership

- a) Council/Committee Chairpersons, except Superintendents Council and Awards and Nominations Chairperson (Past-President) shall be appointed by the President with the approval of the Board;
- b) Council/Committee Chairpersons shall serve 3 year terms, unless modified by the Board;

- c) Members of special council/committees shall serve terms to be designated at time of appointment.

## Article IX **FISCAL**

### Section I Budget

- a) The Board shall be responsible for the preparation and maintenance of an annual operating budget utilizing proper accounting procedures;
- b) The preliminary annual budget shall be adopted by the Delegate Assembly as recommended by the Executive Board prior to the beginning of the next fiscal year;
- c) The Delegate Assembly may make modifications to the budget at any regular or special meeting by a majority vote;
- d) Financial reports shall be made at each regular meeting of the Delegate Assembly;
- e) The annual operating budget of Region 2 shall include a sum not less than 10% of the budget as an Undistributed Reserve;
- f) The Board may authorize expenditures from the Undistributed Reserve.

Section 2 Income Sources - In addition to the ACSA rebate of annual dues to the Region, the Board may solicit and accept other sources of funds.

### Section 3 - Expenditures

- a) Expenditures of funds within the adopted budget shall be the prerogative of the Board;
- b) The Delegate Assembly may recommend expenditures outside the budget to the Board.

### Section 4 Fiscal Year

- a) The fiscal year of Region 2 shall be the same as that of State ACSA;
- b) There shall be an annual audit by an independent CPA firm.

**Article X**  
**RULES OF ORDER**

- Section 1     Standing Rules and Policies - All rules, policies and positions, adopted by the Board or the Delegate Assembly in accordance with these Bylaws, but not specifically covered therein, shall be recorded in the Standing Rules and policies of Region 2.
- Section 2     Parliamentary Procedures - Roberts Rules of Order (revised), insofar as it is not inconsistent with these Bylaws, shall govern matters of procedure and the meetings of Region 2 and its committees;
- Section 3     Amendments to the Bylaws
- a)   Proposals to amend the Bylaws may be introduced at any Delegate Assembly;
  - b)   Proposals to amend the Bylaws may be acted upon at the regular or special meeting following the meeting at which the amendment is introduced;
  - c)   A two-thirds favorable vote is required for the adoption of an amendment to these Bylaws.

## Appendix A

### ACSA REGION 2 MATRIX OF GOVERNANCE STRUCTURE

	<b>Executive Board</b>	<b>Board of Directors</b>	<b>Delegate Assembly</b>
<b>Composition</b>	a) Past-President b) President c) President-Elect d) Vice-President for Legislative Action e) Secretary f) Treasurer g) Region Director to the State Board	a) Executive Board b) 8 Charter Presidents	a) Region 2 Executive Board b) State and Region Council/committee Chairs c) 8 Charter Presidents d) 2 Representatives per charter e) Additional charter reps may be added based on charter membership (see Article VII, Section 2)
<b>Selected By</b>	<ul style="list-style-type: none"> <li>• Delegate Assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Board</li> <li>• Delegate Assembly</li> <li>• Charter Presidents</li> <li>• Charters</li> </ul>	<ul style="list-style-type: none"> <li>• Charter/Region Elections</li> <li>• Appointment as State Council/Committee Chairs</li> <li>• Appointed by State Presidents</li> <li>• Appointed as Region Committees Chairs</li> </ul>
<b>Authority</b>	a) Act in place of the Board of Directors between Board meetings with authority of the Board b) Report actions to the Board of Directors c) Serve as the primary spokes-people for ACSA d) Function as a quick response team e) Serve as liaison with the Executive Director and State ACSA f) Bring recommendations to full Board g) Develop and recommend the preliminary budget to the Delegate Assembly	a) Serve as governing body of Region b) Establish & monitor Policies c) Monitor the budget d) Approve council/committee appointments made by Region President e) Employ and provide input to the evaluation of the Region consultant f) Give final approval to political candidate endorsements and ballot propositions g) Approve recommendations from task forces and subcommittees h) Provide general organizational direction i) Recommend Bylaw changes to the Delegate Assembly	a) Elect officers b) Approve Bylaw changes c) Review the ACSA State Strategic plan d) Receive and review information from Board of Directors e) Ratify ACSA Legislative platform f) Serve as liaison to charters g) Approve annual budget
<b>Meetings</b>	As needed	Not less than three meetings per year	Not less than three meetings per year

**Appendix B**  
**COUNCIL/COMMITTEE STRUCTURE OF ACSA REGION 2**

The President of Region 2 shall establish the following council/committees with the approval of the Board of Directors. Council/committees may be added or deleted by action of the Board of Directors as specified in the Region 2 Bylaws.

**I. Regular (Standing) Committees**

- a) ACSA/CAPEA Committee
- b) Administrative Affairs Committee
- c) Annual Conference Committee
- d) Co-Administration Committee
- e) Equity/Achievement and Diversity for Success Committee
- f) Legislative Policy Committee
- g) Member Services Committee
- h) Retirement Committee
- i) Small School District Committee
- j) Urban Education Committee

**II. Councils:**

- a) Adult Education Council
- b) Business Services Council
- c) Career Technical Education Council
- d) Classified Education Leaders Council
- e) Educational Options and Alternative Education Council
- f) Curriculum, Instruction and Accountability Council
- g) Elementary Education Council
- h) Human Resources Council
- i) Middle Grades Education
- j) Secondary Education Council
- k) Student Services and Special Education Council
- l) Superintendency Council

## II. Council/Committees Roles and Responsibilities

- a) Region Chairperson: A region chairperson shall be a state ACSA member and appointed by the Region President for a single three year term. It is the chairperson's responsibility to attend the State Council/Committee Meetings or to designate an alternate who will attend. A formal report of the State Meeting must be made to the members following the chairperson's attendance. This may either be given to the Delegate Assembly in writing or orally. This information must be distributed to members within the Region through their council/committee charter representatives, publications or other appropriate means of communication;
- b) State Representation: Each council/committee chairperson who is serving on a State Council/Committee will serve as the Region 2 Representative to the appropriate ACSA State Council/Committee as long as the council/committee remains in an active status and until the term has been completed;
- c) Meetings: Each council/committee will have the responsibility of communicating important information to members throughout the year. This may be done through formal/informal meetings in the Region or other modes of communication as appropriate;
- d) Membership: Membership on a council/committee is open to any interested Region 2 member;
- e) Action Status: A council/committee member must meet the following criteria in order to maintain an active status and be entitled to Region 2 financial support and representation on State level council/committees:
  - 1. Regularly communicate with council/committee members;
  - 2. Establish goals and objectives annually prior to the first Region Delegate Assembly;
  - 3. Make appropriate reports to the Region Delegate Assembly.
  - 4. Develop an appropriate Region 2 activity for ASCA members holding similar positions.

## III. **AdHoc Committees**

The President shall establish ad hoc committees as needed.

**IV. Special Committees are as follows:**

- a) Awards: The immediate Past-President, President and Charter Presidents shall serve as the Awards Committee and are responsible for accepting nominations and awarding Region 2 Awards and accepting nominations to be forwarded to State ACSA for state-level awards as requested.
- b) Evaluation: The President, President-Elect, and the Past-President conduct an annual evaluation of the Region Consultant.
- c) Special Committees:
  - Awards Committee
  - ACSA/Xerox AllianceNOTE: Appointments to special committees are not made on a one per region basis, but are made by the state president after consultation with appropriate resource persons. The following criteria is considered:
  - Expertise in the area specified by the committee's purpose and responsibilities
  - Job alike representation and balance

- V. The Region President shall recommend the appointment of a member of each council/committee to the corresponding State Council/committee in accordance with existing State ASCA council/committee structure.