

ASSOCIATION
OF
CALIFORNIA SCHOOL ADMINISTRATORS
REGION 2
STANDING RULES

2010-2011

Delegate Assembly

Revised: June 17, 2010
(Date)

Revision Approval: September 24, 2010
(Date)

TABLE OF CONTENTS

	Page
STANDING RULES	
1. <u>AWARDS</u>	5
1.1. Region 2	5
1.1.1. President's Awards for Service	5
1.1.2. Outstanding Administrators of the Year	5
1.1.3. Who's Who in Region 2 Recognition.....	5
1.1.4. Scholarship Program for Region 2 ACSA Members	5
1.2. Awards: State ACSA.....	5
1.2.1. Marcus Foster Memorial Award for Administrator Excellence	5
1.2.2. Ferd Kiesel Distinguished Service Award	5
1.2.3. Robert E. Kelly Award.....	5
1.2.4. Valuing Diversity Award	5
1.2.5. Outstanding Media Coverage of Public Education Award.....	5
1.2.6. Partners in Education Excellence.....	5
1.2.7. Administrator of the Year Awards.....	5
1.2.8. Every Student Succeeding Student Recognition Program	5
1.2.9. Retired Administrator, Region 2 Award	
2. <u>REGION CONSULTANT</u>	6
2.1. Conditions of Employment and Arrangements with State ACSA	6
2.2. Exhibit A - Position Description	7
2.3. Evaluation Committee	8
3. <u>REGION SECRETARY</u>	9
3.1 Conditions of Employment.....	9
3.2 Exhibit A – Position Description	9
4. <u>FINANCE</u>	11
4.1. Banking	11
4.2. Budget: Forms and Format	11
4.3. Savings Account.....	11
4.4. Committee Funds	11
4.5. Rebates to Charter Chapters	11
4.6. Mileage	11
4.7. Charge Account	12
4.8. Purchase of Equipment.....	12
5. <u>GOALS: ANNUAL FOR REGION 2</u>	12
6. <u>GOVERNANCE</u>	12

6.1. Agenda - Board of Directors	12
6.2. Agenda Model - Regional Assembly.....	12
6.3. Meetings - Board and Regional Assembly	13
6.4. Governance: Joint Mtgs. of Region 2 Board of Directors and the Regional Assembly	13
6.5. Additional Agenda Items - Issues and Actions.....	13
7. <u>LEADERSHIP CONFERENCE REGION 2</u>	14
8. <u>MEMBERSHIP</u>	14
9. <u>NOMINATIONS AND ELECTIONS</u>	14
10. <u>PUBLICATIONS</u>	14
10.1. Region 2 Directory	14
10.2. Presentation of Region 2 Records	14
10.3. Guidelines for the Publication of the Newsletter.	15
10.4. Binding of the Minutes of the Board of Dir. and Regional Assembly	15
11. <u>NORTH STATE SPRING CONFERENCE: REGIONS 1-4: Region 2 Involvement</u>	15
12. <u>STANDING RULES</u>	15

1. AWARDS

1.1 Region 2

Region 2 presents the-following awards annually.

1.1.1. President's Awards for Service for outgoing officers and committee chairs

1.1.2. Outstanding Administrators of the Year

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

1.1.3. Who's Who in Region 2 Recognition

1.1.4. Scholarship Program for Region 2 ACSA members

1.2. Awards: State ACSA

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

1.2.1. Marcus Foster Memorial Award

1.2.2. Ferd Kiesel Memorial Distinguished Service Award

1.2.3. Robert E. Kelly Award

1.2.4. Valuing Diversity Award

1.2.5. Outstanding Media Coverage of Public Education Award

1.2.6. Partners in Education Excellence

1.2.7. Administrator of the Year Awards

1.2.7.1. Superintendent

1.2.7.2. Secondary Principal

1.2.7.3. Middle Grades Principal

1.2.7.4. Elementary Principal

1.2.7.5. Central Office Administrator (District/County)

1.2.7.6. Elementary Co-Administrator

1.2.7.7. Secondary Co-Administrator

1.2.7.8. Classified Manager

1.2.7.9. Confidential Employee

1.2.7.10. Personnel/Human Resources Administrator

1.2.7.11. Adult Education Administrator

1.2.7.12. Career Technical Education Administrator

1.2.7.13. Special Education Administrator

1.2.7.14. Superintendent/Principal

1.2.7.15. Business Services Administrator

1.2.7.16. Pupil Personnel Administrator

1.2.7.17. Curriculum and Instruction Administrator

1.2.7.18. Continuation/Educational Options Administrator

1.2.7.19. Professor of Education

1.2.8. Every Student Succeeding

1.2.9. Retired Administrator

1.2.10. Administrator of the Year (for Region 2 only, not eligible for state award)

2. **REGION CONSULTANT**

2.1. Conditions of Employment and Arrangements with State ACSA

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

2.2 EXHIBIT A

ACSA Region 2 Consultant Position Description Exhibit A

Consultant Responsibility

- To be knowledgeable concerning ACSA, its governance and policies, in order to be competent to interpret the State organization to the region, charters, committees, and individual members.

Performance Tasks (may include, but are not limited to)

1. To work under the direction of and to assist the Region President and Region Board of Directors.
 - a. Be proactive in promoting the Region superintendent's meeting using personal outreach and follow-up.
 - b. To work with Region officers to fill council and committee assignments.
 - c. Orientate and assist region officers/committee chairs/council presidents.
 - d. Recruit, identify, Council/Committee chairs/council presidents and possible alternates.
 - e. To facilitate leadership training at the Leadership Conference and one on one as needed.
 - f. Provide information to charters and the region.
 - g. Be acquainted with and interpret State ACSA organization and structure.
 - h. Respond to State office requests.
2. To assist in coordination of programs/activities within the region and work collaboratively with Region secretary.
 - a. Delegate Assembly
 - b. Gala
 - c. Leadership Retreat
 - d. Awards and recognition
 - e. ACSA service certificates for outgoing officers/council/committee reps and retirees
 - f. Women's Leadership Network
3. To attend and support Region, charter, and committee/council meetings as specified by the Region President.
 - a. To attend charter meetings/activities and assist in membership promotion
 - i. Attend at least one event per charter per year
 - b. Provide leadership training to charter officers
 - c. Personal visits to districts as targeted by the Region and/or charter leadership in coordination with state ACSA Member Services Representative
 - d. Serve state committee members and council members working at the region level
 - e. Provide information to individual members
 - f. Assist Region 2 officers, charters and committees on program development, membership promotion and region, state, charter communications
4. To attend State ACSA and Region meetings as specified by the Region President.
 - a. Attend all state ACSA Delegate Assemblies and region consultants meetings

- b. Attend Legislative Action Day and assist legislative action chair
 - c. Attend Region 1, 2, 3, 4 Spring Conference and provide assistance
 - d. Attend and coordinate program for Summer Leadership Retreat
 - e. Any additional state meetings as assigned/determined by region president (e.g., state ACSA conference)
 - f. Serve on the Region Executive Board
 - g. Attend Region 2 Delegate Assemblies
5. Reports as specified by the Region President.
- a. Monthly report on visitations to be submitted by the last work day of the month
 - b. Monthly report of expenses to president for review and forward to treasurer to be submitted by the last work day of the month
 - c. Report to Delegate Assembly on activities, issues, as needed
6. Additional duties and responsibilities may be assigned by Region executive board.

Region Consultant's role and Accountability

Fundamental Concept: The Consultant works under a contract with Region 2 ACSA and indirectly with State ACSA.

Directions Received and Accountability: The Region Consultant receives directions from and is accountable to the Region President for responsibilities and activities emanating from the region as outlined in the Region Contract.

Adopted

Revised 6/2010 from 5/1/10 meeting

2.3. Evaluation Committee

An evaluation committee shall be established comprised of the Region 2 President, President elect and the Past President to conduct an annual evaluation of the Region Consultant(s) in an effort to establish continuity. (Board Minutes, Item 5.1, 9/26/85)

3. REGION SECRETARY

3.1 Conditions of Employment and Arrangements with Region 2 ACSA

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

3.2 EXHIBIT A

ACSA Region 2 Secretary Services Contract

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

- Assist Board of Directors with development of Delegate Assembly and Board meeting agendas and programs. Coordinate distribution and posting of agenda to membership.
- Prepare minutes of all Region Board of Directors and Delegate Assembly meetings. The minutes are to be reviewed by the President and posted on region website.
- 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.
- Attend Region conferences or other Region-sponsored activities to coordinate registration or provide other services as required.
- Develop and maintain master database of charter officers, Region officers, committee/council charter and region representatives that includes complete contact information, and office term.
- Develop and maintain an email listserv to all Region, charter officers and committee/council representatives
- Send a monthly email update to listserv members which includes important and pertinent state and regional news, dates and happenings
- Work with Region officers and state ACSA to maintain current and accurate contact information for all those serving in charter and regional capacities
- Liaison with state ACSA as requested by Region officers
- Maintain region historical archive electronically
- Provide information to individual members
- Assist with physical arrangements for all types of meetings
- Develop flyers, promotions, etc.
- Assist with revision and update of Region Bylaws and Standing Rules
- Assist in the supervision of the Region budget
- Assist with recruitment of committee representatives.
- Produce materials for officers and committees

Leadership Retreat and Award Gala

- Work with Consultant in arrangement and coordination of events
- Handle registration for events and coordinate with consultant

Service Year:

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

4. FINANCE

4.1 Banking

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

4.2 Budget Forms and Format

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

4.3 Savings Account

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

4.4 Council/Committee Funds

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

4.5 Rebates to Charter Chapters

The annual Charter rebates can be up to \$ 1,000.00 per Charter. \$1,000 rebate is paid for attendance at the Region Leadership Conference and submission of the Charter's project budget for the upcoming year, list of officers, council/committee chairs, planned calendar and a report of charter activities for the previous year. (Board Minutes, 9/00). An additional \$500 is available when a minimum of 3 charter members attend each Delegate Assembly.

4.6 Mileage

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

4.7 Charge Account

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

4.8 Purchase of Equipment

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

5. GOALS: ANNUAL FOR REGION 2

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

6. GOVERNANCE

6.1 Agenda – Board of Directors

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

- | | |
|--------------------------------|---|
| 1. Call to Order | 8. Vice President-Legislative Action Report |
| 2. Roll Call | 9. Region President's Report |
| 3. Minutes of Previous Meeting | 10. North State Spring Conference Report |
| 4. Late Agenda Additions | 11. Consultant's Report |
| 5. Correspondence | 12. Adjournment |
| 6. Treasurer's Report | |
| 7. Director's Report | |

6.2 Agenda Model – Delegate Assembly

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

- | | |
|--------------------------------|-----------------------------------|
| 1. Call to Order | 7. Region Director's Report |
| 2. Roll Call | 8. Charter Chapter Reports |
| 3. Minutes of Previous Meeting | 9. Council/Committee Reports |
| 4. Late Agenda Additions | 10. Consultant's Report |
| 5. Correspondence | 11. Field Representative's Report |
| 6. Finance Reports | 12. Adjournment |

6.3 Meetings - Board of Directors and Delegate Assembly

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

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

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

6.5 Additional Agenda Items – Issues and Actions

Region 2 Board of Directors	Delegate Assembly
<p style="text-align: center;">Fall Meeting</p> <ul style="list-style-type: none">• Adoption of Budget• Adoption of Calendar• Adoption of Annual Goals• Update on Constitution & Bylaws• Update on Standing Rules• Nominating Committee Appointment	<p style="text-align: center;">Fall Meeting</p> <ul style="list-style-type: none">• Update on Constitution & Bylaws Update on Standing Rules
<p style="text-align: center;">Mid-year Meeting</p> <ul style="list-style-type: none">• Carryover Items and Other Business As Needed• Report of Awards Committee	<p style="text-align: center;">Mid-year Meeting</p> <ul style="list-style-type: none">• Report of Awards Committee
<p style="text-align: center;">Spring Meeting</p> <ul style="list-style-type: none">• Report on the Awards and Administrator of the Year Committee	<p style="text-align: center;">Spring Meeting</p> <ul style="list-style-type: none">• Report on the Awards and Administrator of the Year Committee• Election of Region 2 Officers

Summer Leadership Conference

- Adopt Preliminary Budget
- Adopt Preliminary Committee Appointments
- Adopt Preliminary Calendar
- Develop Annual Goals
- Contract for Consultant and Secretary/Webmaster
- Evaluation for Consultant and Secretary/Webmaster

7. LEADERSHIP CONFERENCE REGION 2

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

Two officers from each charter
State Council/Committee representatives

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

8. MEMBERSHIP

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

9. NOMINATIONS AND ELECTIONS

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

10. PUBLICATIONS

10.1 Region 2 Directory

Annually, a directory for Region 2 will be developed, printed and distributed to the membership by including it in the first annual issue of the Region 2 Newsletter. The directory will contain, but not be limited to, names, addresses, telephone, FAX numbers and e-mail addresses of Region 2 officers, charter officers and council/committee chairpersons. Other information pertinent to the use of the membership may be included.

10.2 Presentation of Region 2 Records

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

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

updating process. The person or persons responsible for the actual writing of the materials will submit them to the Region Consultant by the end of the fiscal year.

10.3 Guidelines for the Publication of the Newsletter

The Editor of Region 2 Network and the Region Consultant will conscientiously solicit information from the regional officers as well as the presidents of several charters prior to the publication of each issue.

Finally, it is the purpose of Region 2 Network to serve as the voice of Region 2 in a manner which complements the highest ideals journalism enjoyed in a free society and reflects the mission, vision and goals of ACSA.

10.4 Binding of the Minutes of the Board of Directors and Regional Assembly

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

11. NORTH STATE SPRING CONFERENCE – REGIONS 1, 2, 3, 4: REGION 2 INVOLVEMENT

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

12. STANDING RULES

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

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

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