

ACSA Region XIII By Laws

Article 1- Name and Purpose

Section 1- Name. The organization shall be known as the Association of California School Administrators (ACSA), Region XIII.

Section 2- Purposes. The general purpose is the advancement of education. Specific purposes include:

- A. Improving the educational process by helping members become more effective in their various roles as leaders in education.
- B. Creating the resources that will enable ACSA members to develop and apply creative leadership and management.
- C. Providing Professional development opportunities for administrators to improve and maintain their skills as leaders in education
- D. Advancing education by sponsoring research and inquiry.
- E. Meeting the needs of all school administrators and established leaders under the umbrella of ACSA as a single organization.
- F. Disseminating information to members through the ACSA website, emails, publications, conferences and local, state and federal public relations.
- G. Working with schools, teachers, students, parents, and the community to ensure the needs of all learners are being met.

Article II- Geographic Description

Section 1- ACSA Region XIII consists of certificated and classified leaders in San Luis Obispo, Santa Barbara, Ventura counties, and the Las Virgenes USD in west Los Angeles County.

Section 2- Any ACSA state member in any established membership category is considered a member of ACSA Region XIII as long as they work or reside in the geographical boundaries described in Article II.

Section 3- Membership in state ACSA is a requirement to hold office in the region. Regular ACSA membership is a requirement to be on a committee or council (with the exception of the Retirement Committee).

Section-4 Regular Membership

- A. Certificated management and supervisory
- B. Certificated management and teacher
- C. Classified management and supervisory
- D. Confidential as recognized by the EERA and designated by their District
- E. CDE or CTC (Associate membership optional)
- F. Professor of Education (Associate membership optional)
- G. Charter School Administrator
- H. Other

Section 5- Other Types of Membership- Restrictions: (1) No voting privileges; and (2) No State office, but these members are eligible for Region and Charter level positions

- A. Student Members for Aspiring Administrators

- B. Associate Members- Administrators reassigned to the classroom or other duties outside of management or supervisory positions; or individual with an administrative credential who have not yet been employed in an administrative position.

Section 6: Retired Members - The following groups shall retain Region and Charter voting privileges and may hold Region and Charter Office, but are restricted from State level positions, unless authorized by the State Board

- A. Retired Administrators
- B. Retired Lifetime Administrators
- C. Emeritus Retired Administrators

Article IV- Officers

Section 1- The officers of ACSA Region XIII shall be president, president-elect, past president, vice president-programs, vice president-legislative action, secretary, treasurer, technology chairperson, the Women's Leadership Network Coordinator, up to seven directors as approved by the Board and the Lead Ambassador designated by Member Services.

Section 2- Nomination of Region officers shall be made by a Nominating Committee composed of the seven charter presidents or his/her designee. The President-Elect shall serve as Chairperson of this committee.

The Nominating Committee shall make its report to the Board at the April meeting. Nominations from the floor may be made at that meeting. The election of officers will be held at that time.

Section 3- Duties of Officers

PRESIDENT- The Region President will:

- Preside over all meetings of the Executive Board and Region meetings
- Appoint committee and council chairpersons to State ACSA committees and councils
- Provide leadership to the region
- Prepare a current Member Handbook for Region XIII Officers
- Serve as a Region Representative to the ACSA Delegate/Leadership Assembly
- The term of office may be one and/or two terms.

In the event that a Region Representative to the Delegate/Leadership Assembly is unable to attend a meeting, the President may appoint or ask for a volunteer who is a regular, active ACSA member to serve as a delegate to the assembly.

PRESIDENT-ELECT- The President-Elect shall act as an aide to the President, and in the absence of the President presides over meetings in his/her place.

- Act as chairperson of the Nominating Committee
- Serve as Region Representative to the ACSA Delegate/Leadership Assembly
- Serve as Liaison to the Board of Directors
- Perform other duties as assigned by the President
- Succeed to the office of President without an election

- Serve as chairperson for the Every Student Succeeding Award

PAST PRESIDENT- The Past President will serve as parliamentarian for the Region Board meetings

- Serve as Chairperson of the Region awards committees (Administrator of the Year and Leadership Matters)
- Serve as a Region Representative to the Delegate/Leadership Assembly
- Assume others duties as assigned by the President

VICE PRESIDENT, PROGRAMS- The Vice President, Programs shall be responsible for the region conference or administrator of the year banquet and keep the President and the Board informed as plans are being developed.

VICE PRESIDENT, LEGISLATIVE ACTION- The Vice President, Legislative Action is the Region XIII representative to the ACSA Legislative Action Committee.

- Keep the region current on new and developing legislation at the State and Federal levels
- Organize and coordinate the region's Leg Action Day event in coordination with the State ACSA Committee
- Disseminate the two-day LAD schedule to all delegates attending the event prior to the event (so that delegates can make travel arrangements accordingly)
- Schedule and communicate meetings with those legislators representing the geographic area that are included in ACSA Region XIII
- Coordinate the housing needs of the Region XIII delegation to LAD with the hotel designated by State ACSA or a hotel adjacent to that hotel
- Plan a dinner for the Region XIII delegates on the Sunday evening of LAD in Sacramento
- Debrief with the State Leg Action Committee after the event and provide feedback to the Region XIII Board

WOMEN'S LEADERSHIP NETWORK COORDINATOR - Serve as chairperson for Region activities to promote women in leadership roles

SECRETARY- The Secretary will keep an accurate record of all meetings of the Region XIII Board Meeting and be responsible for presenting them at the next Board meeting for review and approval.

- Notify the Executive Board of Meetings
- Carry out correspondence as directed by the President for the region.

TREASURER- The Treasurer shall prepare an annual budget for approval at the region at the annual Leadership Retreat (which typically is held on the last Sunday and Monday in June).

- Pay Bills and allocate funds as approved by the budget
- Keep accurate records of all funds of the Region
- Have records available for audit 30 days after the close of the fiscal year.
- Provide the Region XIII Board with monthly reports at regularly scheduled meetings
- Report the region's financial status annually to the State ACSA Business Department
- Complete quarterly reports to State ACSA on Consultant's Salary and stipends issued to Independent Contractors

Directors (at Large) - The Directors shall provide leadership and experience to the region

- Appointed by the President and serve on regional and State projects
- Act as a liaison to the region council and committee representatives
- Evaluate the accomplishments, needs and concerns of their assigned councils and committees

REGION CONSULTANT- The Region Consultant will serve at the pleasure of the Board and assist the President in developing meeting agendas and planning the annual Leadership Retreat

- Assist the Vice President, Programs with negotiations on meeting sites, meal selection and corporate sponsorships
- Work with Charter Presidents on activities and events that grow ACSA in their respective geographic locations
- Consult with council and committee representatives to ensure that information flows to and from State meetings
- Audit the region's financial status after the close of books at the end of the school year
- Act as an advisor to all Board members as needed
- Work with region Director of the Website to make the Region XIII website relevant
- Be evaluated on a yearly basis by the Board

Section 4- All outgoing officers will work with new officers to ensure a smooth transition for the position.

Section 5- TERMS OF OFFICE

- A. President and President-Elect may serve a one or two-year term.
- B. VP, Programs, VP, Leg Action, Secretary, and Treasurer will serve two-year terms unless elected to another office. Those officers may continue beyond that time if they choose to remain in those positions.
- C. Directors will serve a three-year term and may continue in that position after three years.
- D. Charter Presidents are elected or selected by their local geographic area. The term of their office is two years and at the end of two years they will be termed out.
- E. The Lead Ambassador shall serve a term as directed by the Member Services Department

Section 6- ATTENDANCE AT MEETINGS- ACSA Region Board Members may be relieved from their respective positions if they miss three meetings during the fiscal/school calendar year. The Board will take into consideration the reasons why the board member has missed the meetings.

Section 7- VACANCIES IN OFFICE

- A. President- In the case of vacancy in office by the President, the President-Elect will succeed the President for the remainder of the term.
- B. President-Elect- In case of vacancy in the office of President-Elect, the nominating committee, chaired by the Past President, will present nominations for an election at the next region board meeting.
- C. Other Region Officers and Committee and Council Representatives-Vacancies occurring in all other regional officers and committee and council representatives will be filled by appointment

by the President with the approval of the Executive Board. The appointee will serve the remaining term of the office.

Article V- Executive Board

Section 1- COMPOSITION- The Executive Board shall be composed of the regional officers and the charter presidents. The Director of the Website, the Lead Ambassador for the region and the consultant shall be considered ex-officio members of the Executive Board.

Section 2- MEETINGS- The Executive Board will meet a minimum of twice a year as determined by the President and the Region Consultant.

Section 3- DUTIES- The duties of the Executive Board shall include:

- A. Advising the President
- B. Assist the President with the business of the region.
- C. Approve the proposed budget and evaluate the progress of region goals
- D. Provide assistance to the President to establish region goals
- E. Approve committees that best serve the membership of the region and define their duties
- F. Provide for an annual region conference/ administrator of the year awards banquet

Article VI- Committees/ Councils

Section 1- The President with the approval of the Executive Board appoints Region representatives to the committees and councils.

Section 2- The Region XIII committee and council representatives shall attend those State ACSA meetings that are held throughout the year in various locations.

Section 3- Committee and council representatives will make a report to the region following their State ACSA held meeting. The report may be posted on the Region XIII website if approved by the State committee or council.

Section 4- State ACSA determines the term of office. Any region representative who serves a partial term may be permitted to serve a full term. One full term is the limit for a representative to serve on the same committee or council.

Article VII-Regional Meetings

Section 1- There are seven meetings scheduled throughout the year (four in Carpinteria and three in Buellton). Additionally, there may be a meeting prior to the Region Conference or the Administrator of the Year Awards Banquet.

Section 2- A simple majority of Board members is necessary to conduct a regional board meeting.

Article VIII- Dues

Section 1- ACSA dues are paid directly to the State organization with the receiving monthly rebates based on total number of regular members.

Section 2- ACSA membership dues are determined by the Member Services Department annually and approved at a meeting of the State Delegate/Leadership Assembly.

Article IX- Charter Groups

Section 1- There are seven charters in Region XIII:

San Luis Obispo	North Santa Barbara
South Santa Barbara	North Ventura
South Ventura	Simi Valley-Moorpark
	Conejo-Las Virgenes-Oak Park

Section 2- Additional charters, including student charters, maybe established as long as they conform to the guidelines by State ACSA bylaws.

Section 3- The Charter President will serve on the Region XIII Executive Board. In event that the charter president is unable to attend a regional Board meeting, the charter president may appoint a charter member to be the representative at the meeting.

Article X- Parliamentary Procedure

Section 1- For all matters of procedure not covered by these bylaws, Robert's Rules of Order, Revised will be the official guide.

Article XI- Amendments

Section 1- Proposals to amend these bylaws may be introduced at a regular board meeting.

Section 2- Action on proposals to amend these bylaws shall occur at the next regular board meeting.

Section 3- A 2/3 vote of the board members present is required for the adoption of an amendment to these bylaws.

Article XII- Implementation

All previous Region XIII bylaws will be null and void upon the adoption of these bylaws by the Region Board.

These bylaws were first adopted on February 4, 1981.

These bylaws were amended on May 19, 1986.

These bylaws were revised on June 2005 and approved by the Region Board on May 19, 2006.

These bylaws were revised in June 2008 and approved by the Region Board on January 14, 2009 and presented to the general membership on April 24, 2009 at the Region XIII Spring Conference.

These By Laws for Region 13 were revised and approved by the Region 13 Board on September 7, 2016.

Copyright 2015-16. ACSA Region 13. All rights reserved.