

ACSA REGION XVI POLICIES AND PROCEDURES

The ACSA Region XVI Policies are aligned to State ACSA Policies and Procedures Manual and are meant to provide guidance and direction for how Region XVI conducts business in a fair and equitable manner. It is separate and apart from the Region By-Laws which are meant to offer long-range stability and practices for the Region. Policies and Procedures should be updated as frequently as necessary and provide direction otherwise. The Executive Officers for Region 16 may add policies and procedures but may not change any policies and procedures approved by the Region Board of Directors without prior approval through the Executive Board.

Section 1 Partnerships

1.0 The Vice President-Programming will develop a committee to garner additional resources for the Region.

Section 2-Awards

2.0 The President – Elect shall chair the Awards Committee. The awards committee shall oversee all aspects related to the annual Region 16 awards. All Region 16 directors and officers wishing may be a member of the awards committee as well as any ACSA members appointed by the Committee Chair. The committee will only consider nominations submitted during the application period. All nominations should be submitted by the deadline following the Nominations Procedures.

2.1 Award Recipients

- Award Recipients shall be selected by December of each year for the following year. For example, recipients for 2016 shall be selected by December of 2015. The Awards Committee Chair may be granted an extension when there are no eligible candidates that meet the criteria.
- The President – Elect shall assure that relevant current Region Award Recipients shall be forwarded recognition by State ACSA for the following award year. For example, 2015 recipients of Region 16 shall be forwarded to State ACSA for 2016.
- Current Region 16 Boardmembers shall not be eligible for Awards.
- While excellence in each award category is sought, the awards committee shall also consider equity and diversity in deciding award recipients.
- Region 16 will strive to award each state category of award.
- ACSA members will be given preference when determining an award recipient. However, award recipients do NOT need to be members of ACSA. Recipients who are not members of ACSA will be invited to attend but it shall not be a requirement to receive an award.
- The region may elect not to offer a nomination if in its discretion insufficient nominations were received or nominees did not satisfy the awards.

Section 3-Board Banquet

- The Treasurer shall maintain the list of attendees/guests for the Awards Banquet.
- The awards committee shall fix the date and location of the annual awards banquet in collaboration with the Vice-President-Programming.
- Responsibilities are as follows:
 - President-Elect oversees the awards nominations and selections (consistent with current Bylaws) and chairs the dinner including program and raffle.
 - VP Programming and Executive Director oversees the logistics (consistent with current Bylaws) including venue, menu, sponsors, sales, table decorations, seating, etc.
 - Members must pay their registration. Sponsors make donations.
- AUGUST
 - Chair forms committee, including VP Programming and Treasurer. Committee drafts process and procedures.
 - Include venue, sponsors, decorations, advertising, money collection, seating,
 - Determine reserved seating (if any) and guidelines in advance.
 - Treasurer shall handle PayPal, cash, and checks. Establish a procedure on how multiple people can pay under one PayPal account or check.
- SEPTEMBER
 - Determine categories as defined in the Bylaws adding new categories as deemed necessary.
 - Span
 - Both secondary and middle school categories
 - Options/EEC
 - Alternate governance, Pilots, etc.
 - Outreach to nominate all vacancies.
 - Use the Application revised 2015
 - In 2015 the Committee voted not to take nominations from the committee.
 - Vett the candidates
- OCTOBER
 - Distribute the applications.
- DECEMBER
 - Committee meets to select nominees/nominees are notified.
 - Create a template to send to nominees.
- JANUARY
 - Prepare packets for those to be nominated for State Awards
- FEBRUARY/MARCH
 - Create a program, organize the raffle (select raffle chairs)

Adopted by ACSA Region 16 Executive Cabinet on February 16, 2017

- MARCH/APRIL
 - Coordinate program with VP of Programming for electronics, space, seating, etc.

Board of Directors and Board Members

3.0 Region 16 adopts State ACSA's Code of Ethics and Conflict of Interest statements for Region Board Members:

3.0.1 Code of Ethics for Board Members

The Association of California School Administrators ("ACSA" or the "Association") is committed to lawful and ethical behavior in all of its activities and requires its board of directors to conduct themselves in a manner that complies with all applicable laws and regulations and the Association's ethical standards. The Association is committed to adhering to the following standards of ethical conduct:

- We expect integrity, honesty, and trustworthiness in our work; courage in our decisions; and dedication to the Association's values and beliefs.
- We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another. We share information when appropriate without sacrificing confidentiality.
- We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
- We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
- We expect our actions to demonstrate our care for others and the community as a whole. We support each other in a humane manner. We care about the well-being of each other, the community, and the Association.

We expect board of directors to act in an ethical and responsible way at all times. We value honesty in communication and personal responsibility, and expect our board of directors to refrain from engaging in unethical behavior. The desire to achieve organizational or personal objectives will not excuse unethical, illegal or wrongful activity or deviation from the Association's policies. The Association asks that you keep in mind at all times the need to conduct yourself with reasonable and proper regard for the welfare and rights of all employees and for the best interests of the Association. Unacceptable behavior may include, but is not limited to, self-dealing (that is, putting your own interests above the interest of the Association in the discharge of your duties), improper influencing of the Association's auditor or other corporate advisors, falsification or misrepresentation on Association records, possession of illegal drugs in the workplace, certain criminal acts, sexual, racial or other harassment, or

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violations of published Association policies and rules. The Association reserves the right to take any and all action as the Association deems appropriate in response to unethical behavior.

(New: February 2014 Board of Directors)

3.0.2 Conflict of Interest

This policy shall apply to the Association of California School Administrators (“ACSA” or the “Association”). The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of the Association’s board members from interfering with the performance of their duties to the Association, and to ensure that there is no personal, professional, or political gain at the expense of the Association. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but rather to require the disclosure to the Association of any conflicts of interest and the recusal of any interested party in a decision relating to such matters.

A conflict of interest may exist when the interests or potential interests of any board director, or that person’s close relative, or any individual, group, or organization to which the person associated with the Association has allegiance, may be seen as competing with the interests of the Association, or may impair such person’s independence or loyalty to the Association. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director or officer in a manner that is adverse to the interests of the Association.

(New: February 2014 Board of Directors)

3.1 Board Member Holding More than One ACSA Position

An ACSA member shall not hold a position on the board and on more than one state committee/council, without prior approval of the board of directors, unless it is a committee of the board or a board appointed special committee or task force.

3.2 Actions Recorded

All rules, policies and positions adopted by the board in accordance with the bylaws, but not specifically covered therein, shall be recorded in the Policies & Procedures Manual of ACSA.

3.2.1 The board may amend or repeal this Policy & Procedure Manual, in whole or in part, at any time.

3.3 Filling a Vacancy

All vacancies shall be filled with the approval the Region 16 Board of Directors.

3.4 Committee/Council Support

Directors shall be assigned committee/councils to support. This support should include, but not limited to, attending meeting that representatives cannot attend or finding an alternate.

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Section 4-Charters

- 4.1 Region 16 ACSA R-Charter members are encouraged to pay their annual State dues by an automatic payroll deduction from STRS. The fee is currently \$125.00 per year. There is also a nominal membership fee for the local ACSA-R Charter. The fee is \$35.00 per year, as of 2016.
- 4.2 Region 16 ACSA Charter membership is available to individuals currently enrolled in an educational administration credentialing program, who are not employed in positions designated as management or supervisory. The current 2015 membership fee is \$91.60 per year.

Section 5-Committee Councils

- 5.0 Committee/Council representatives who are unable to attend a series of meetings, may be replaced with a majority vote of the Board of Directors.
- 5.1 Committee/Council representatives will contact their designee and assigned Directors if they are unable to attend a meeting.
- 5.2 Representatives shall be knowledgeable about the positions and resolutions adopted by the association. The Representative from each Council will hold 3 meetings a year to provide a brief and obtain input from the wider membership. One out of the three meetings will be held via webinar or in person. Each Representative will submit a proposed external cost budget for Executive Board approval.
- 5.3 If a committee/council member retires during his/her term, that individual may, with the concurrence of the region Directors, and approval of the state board of directors, serve out his/her term.

Section 6-Delegate Assembly-This section pertains to State ACSA.

Section 7-Financial Services

- 7.0 Financial information, including revenues and expenditures, shall be provided by the Treasurer at each Executive Board meeting.
- 7.1 All expenses must have prior approval of the Board of Directors.
- 7.2 Reimbursements of \$300 dollars shall be made to Region 16 members who are on the ACSA Region 16 Board who attend the Leadership Summit.
- 7.3 Presenters who are ACSA members who are full or consolidated paying may request up to \$600 per presentation in reimbursements for registration, travel, and/or lodging at the Leadership Summit.

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Reimbursement of \$100.00 will be reimbursed to members for attending the Leadership Summit.

- 7.4 Reimbursements shall be given after completion of Reimbursement form and original receipt.
- 7.5 Not Reimbursable – The following expenses will not be reimbursed: alcohol, early check-in for hotels and flights, first or business class for flights, limousine service, hotel mini-bar items, hotel movie rentals, hotel spa services, hotel laundry services,

Section 8-Governmental Relations

- 8.1 The Spring Social shall invite local state representatives and their respective staff.
- 8.2 The Vice-President of Legislative Action shall seek equity and diversity when selecting participants for Legislative Action Day.

Section 9-Human Resources

- 9.0 Region 16 shall, on an annual basis, seek to employ an Executive Director/Region Consultant.
- 9.1 Executive Director/Region Consultant shall be evaluated every year.
- 9.2 The Board of Directors shall approve the contract employing the Executive Director/Region Consultant every May.

Section 10-Members

- 10.0 Associate and Student Restrictions: Because this is a limited membership, associate members do not have voting privileges and serve as ACSA officers. Associate members can, however, belong to a student/associate charter and serve as an officer or committee member of that charter.
 - 10.0.1 Retired ACSA members are not eligible to vote, hold office or serve on state committees/councils, except on the Retirement Committee and/or as an at-large director on the State Board of Directors, without council bylaw authorization and prior approval of the board of directors.