

**THE ASSOCIATION OF CALIFORNIA SCHOOL
ADMINISTRATORS**

**ACSA
Region XVI**

BYLAWS

ARTICLE I NAME AND PURPOSE

1.01 Name

The organization shall be named the Association of California School Administrators, Region XVI (ACSA-XVI).

1.02 Purpose

The general purpose of ACSA Region XVI shall be to promote and to ensure the preservation and the advancement of public education. The function of the Region shall be to promote the purposes of ACSA as stated in the State Bylaws, with programs and activities similar to and consistent with those of ACSA; therefore, it upholds the following specific objectives:

- a. To implement and promote the objectives, policies, and position statements of ACSA as adopted by the ACSA State Delegate Assembly and Region XVI Representative Council.
- b. To meet the needs of members by providing a single organization to create, in the public at large, an appreciation for and support of public education.
- c. To cooperate with other organizations whose purposes are dedicated to the advancement of education.
- d. To provide a forum for the discussion of problems arising in the administration of schools.
- e. To take appropriate action to advance and protect the professional interests of the members at the Regional, State, and National levels.
- f. To create the resources that will enable members to develop and apply creative leadership as managers and administrators and to increase professional and social contacts among the membership.
- g. To disseminate information about the membership professions through publications, conferences, and various field services.
- h. To support ACSA legislative programs which further the best interests of education and to keep its members informed concerning such issues.

- i. To work for the allocation of adequate resources which will provide excellent educational opportunities for students.
- j. To establish and enforce standards and to hold members accountable for responsible, ethical, and professional behavior.
- k. To provide it members with opportunities for professional growth and development.

ARTICLE II REGION ORGANIZATION

2.01 Geographical Description.

Region XVI of the Association of California School Administrators shall have coterminous boundaries with the Los Angeles Unified School District.

2.02 Election of State Director.

The election of the State Director shall be conducted at the same time as the election for the other officers and directors for the Region. Every effort shall be made to conduct this election prior to the state spring delegate assembly.

ARTICLE III MEMBERS

3.01 Membership Qualifications.

Membership in ACSA is extended to persons who have professional involvement in leadership responsibility in education including persons in training, supporting and consulting services as provided in this article.

3.02 Membership Privileges.

Regular and consolidated members shall have voting privileges and be eligible to serve as officers, directors, committee members or council members at state, region and charter levels.

3.03 Regular or Consolidated Membership

Regular or consolidated membership shall be extended to persons employed in Los Angeles Unified School District as follows:

- a. Those employees designated or functioning as management employees, members of the management team, administrators with regular part-time teaching responsibilities, confidential employees or certificated supervisory employees.
- b. No person shall be eligible for regular membership who is represented by an exclusive bargaining representative, except for certificated supervisory and classified supervisory employees whose positions have previously been designated by the district as management.
- c. Professor of Education. Those full-time professors of educational administration who elect regular membership pursuant to State Bylaw 3.09. Professors may also elect to be an Associate Member.
- d. Regular members on leave/sabbatical who are committed to return to active employment as set forth above.

3.04 Retired Membership

Retired membership shall be extended to: ACSA members not currently employed in the field of education, but receiving compensation from the state retirement system and ACSA members who have been diagnosed by a physician as being totally and indefinitely disabled from working.

3.05 Associate Membership

Associate membership shall be extended to individuals not eligible for regular membership as follows:

- a. Individuals meeting credential requirements for membership but who are not currently employed in a position qualifying them for regular membership
- b. ACSA members reassigned to the classroom or other duties outside of administration.
- c. Consultant Membership. Available to educational consultants.
- d. Other individuals as approved by the board.

3.06 Student Membership

Student Membership is extended to individuals who are graduate students verified to be enrolled in programs of educational administration leading to an administrative credential in an accredited institution of higher learning.

3.07 Honorary Life Membership

The state board of directors may award Honorary Life Membership to persons making an outstanding contribution to education.

3.08 Retired, associate, student and honorary life members shall have no voting privileges nor shall they be eligible to serve as state/association officers or be state committee/council members, except as president of the Retired Charter. Retired members may serve as association directors.

ARTICLE IV OFFICERS, DUTIES AND ELECTIONS

4.01 Officers

Active participation in ACSA activities at the Region level is required to run for and hold any office within Region XVI.

The officers of Region XVI shall be the President, President-Elect, Vice-President-Programming, Vice-President – for Legislative Action, Secretary, Treasurer, and Immediate Past-President, Historian, Members of the Board of Directors and the Member of the State Board of Directors.

4.02 Duties

- a. President shall
 - Preside over all meetings of the Executive Board and Representative Council.
 - Appoint all committee chairpersons with the assistance and approval of the Executive Board.
 - Provide leadership to the Region and perform such other duties as ordinarily pertain to the office of the President
 - Appoint a parliamentarian at the beginning of his/her term

- b. President-Elect shall
- Oversee and assist the chairpersons of the Region Membership and Newsletter Committees in fulfilling their assignments.
 - Work with the Vice-President-Programming in the timely scheduling and publicizing of Region events.
 - Serve as an aide to the President and assume other assignments as requested by the President.
 - Chair the annual Awards Committee and Awards Banquet for the following awards for Administrator of the Year: Superintendent, High School Principal, Middle School Principal, Elementary Principal, Central Office Administrator, Classified Manager, Personnel/Human Resources Administrator, Special Education Administrator, Business Services Administrator, Continuation/Educational Options Administrator, Adult Education Principal, Adult Education Assistant Principal, Adult Education District Administrator, Elementary Assistant Principal, Elementary Assistant Principal of Instruction, High School Assistant Principal, Assistant Principal – Secondary Counseling Services, Assistant Principal – Secondary Student Services, Partners in Educational Excellence Award, Professor of Educational Administration, Robert E. Kelly Award, Ferd Kiesel Memorial Distinguished Service Award, and the Marcus Foster Memorial Award. (Please note that additions or changes to this list might occur from time to time. Therefore, the By-laws shall not require changes.)
- c. Vice-President *for Programming* shall
- Assist the President and serve in his or her absence in all duties pertaining to that office.
 - Oversee and or/take charge of Region program planning and shall keep the President informed of all plans for programs.
 - Provide leadership for the Region Directors in support of their discharge of their duties as Directors.
 - Serve as chairperson on the Region By-Laws Revision Committee which shall be convened as needed. In the event that there is an active bylaw committee, the role of updating the bylaws, noting the official change dates and archiving the documents will fall to the bylaw committee. The chair of the bylaw committee shall designate one person who will be responsible for these tasks>
 - Assume other assignments as requested by the President.
- d. Vice-President for Legislative Action shall
- Coordinate the development of Region recommendations to the State Board of Directors for the endorsement of legislative candidates.
 - Organize and serve as chairperson on the Region XVI Legislative Action Committee.
 - Plan the Region XVI participation in the State Legislative Action Day held in Sacramento each March.

- Inform the Region Executive Board and Region Representative Council of legislative alerts issued by the State ACSA Government Relations Office.
 - Assist in the development and maintenance of positive relationships with local legislators in Region XVI.
 - Encourage and foster participation in the political process by all members.
 - Carry Region XVI Legislative Action Committee recommendations to the appropriate State Committees/Councils.
- e. The Secretary shall
- Keep an accurate record of the minutes of all meetings of the Executive Board and the Representative Council and be responsible for their timely distribution as well as preservation.
 - Perform all other duties which customarily pertain to the office of secretary, including sunshine.
 - Obtain and maintain an accurate membership roster for Region XVI. By July 1 of each year, the region secretary shall create an official membership list of Executive Committee members. The list shall be used for all mailings and notifications to the Executive Board. The Executive Board shall consist of the following: President, President-Elect, Immediate Past President, Secretary, Treasurer, VP Legislation, VP Programming, seven (7) Directors, Membership Chairperson, Region XVI members of the ACSA State Delegate Assembly including the Region XVI representative to the State Board of Directors, State Committee Chairperson, Region Past-Presidents and others appointed by the President.
 - In the event that there is no active bylaw committee, the role of the secretary shall include: 1) officially updating the bylaws with any approved changes, 2) noting the date of the official change both in the header of the bylaws (DD/MM/YYYY) and with notation at the end of the bylaws and 3) ensuring the most updated version has been provided to the webmaster and the historian for archival purposes.
- f. The Treasurer shall
- Organize and serve as chairperson of the Region Budget Committee which shall be composed of the seven Region Directors.
 - Construct a budget which reflects the purpose of the Region.
 - Receive all funds, pay bills in a timely fashion and allocate funds according to the adopted budget.
 - Inform Region officers and Committee chairpersons of budget submission deadline dates.
 - Be authorized to issue checks for accounts payable which are accompanied by appropriate written and signed invoices, receipts, or other documentation.
 - Be responsible for insuring that the President, Treasurer, and/or other officer is authorized to sign checks.
 - Prepare a Treasurer's report which contains the beginning balance, an itemized account of income, expenditures, and ending balance for the report period; this report shall be submitted at each meeting of the Region Executive Board.
 - Maintain accurate financial records which are subject to audit.

- g. The Directors shall
 - Serve on the Executive Board and the Region Representative Council.
 - Be responsible for providing orientation to and generally assisting Region committee chairpersons as assigned by the Region President.
 - Assist the Region Treasurer on the Region Budget Committee.
 - Serve on the Region Nominating-Election Committee.
 - Serve on the Region By-Laws Revision Committee if it is convened.
 - Perform all other duties which customarily pertain to these duties.
- h. The Historian shall
 - Serve on the Executive Board and the Region Representative Council.
 - Serve on the Annual Awards Committee
 - Serve on the Region By-laws Revision Committee if it is convened.
 - Maintain a list of past-presidents and annual awardees of the region.

4.03 Elections

- a. The seven (7) Directors shall serve as the Nominating-Election Committee. The group shall select one of its own members as Chairperson at its first meeting which shall be held the third week in January.
- b. The Nominating-Election Committee shall solicit from the membership names of candidates to insure nomination of one or more candidates for each office. Every effort shall be made to encourage nomination of individual members who have had experience on a Region committee and who have not previously held office within the region.
- c. Applications for the nomination of candidates shall be mailed out to all Region members within the first week of February.
- d. The nominations must be returned to the Nominating-Election Committee chairperson by Friday of the third week in February.
- e. Ballots shall be mailed to all Region members by Friday of the first week in March.
- f. The ballots must be returned to the Nominating-Election Committee chairperson by Friday of the third week in March.
- g. The Nominating-Election Committee (a minimum of 3 members) shall count the ballots and submit the report to the Region President by Friday of the fourth week in March.
- h. The nominees receiving the highest number of votes shall be declared elected.
- i. Ties shall be broken by a majority vote of the Executive Board.
- j. The Vice-President-Programming shall contact all the nominees as to the results of the election immediately following the election.
- k. The results of the election shall be reported to the total membership in the Region XVI Newsletter immediately following the election.

- l. During the month of May provisions shall be made for out-going officers and newly elected officers to meet to facilitate a smooth transition of the duties and responsibilities of the offices.
- m. The Historian is appointed by the president and may be a retired member.

4.04 Terms of Office

Officers elected to two-year terms include the following: President, President-Elect and Immediate Past-President, secretary (effective 2018), VP Programming (effective 2017) and Treasurer (effective 2017). The President-Elect will succeed to the office of President and then to the office of Immediate Past-President.

- a. Directors shall also be elected for two (2) year terms. The term shall be staggered with three directors elected one year and four elected the next year. The Vice-President for Legislative Action also is elected to a two (2) year term.
- b. The President-Elect, President, Vice-President-Programming, and Vice-President for Legislative Action shall automatically be elected to serve as voting members on the ACSA State Delegate Assembly.
- c. Any additional representatives to the ACSA State Delegate Assembly shall be elected for one (1) year terms by the Executive Board.

4.05 Vacancies

- a. Upon the vacancy of the office of the President, the Vice-President-Programming shall become President and serve the remainder of the term.
- b. Upon the vacancy of the office of the President-Elect, the Executive Board shall elect a new President-Elect at its next meeting. This new officer shall complete the remainder of the term and duly proceed to the office of the President.
- c. All other vacancies which occur shall be filled by the Executive Board.

ARTICLE V EXECUTVE BOARD

5.01 Composition

The Executive Board shall consist of the following: seven (7) Directors, a Membership Chairperson, a Newsletter Chairperson, and Region XVI members of the ACSA State Delegate Assembly including the Region XVI representative to the State Board of Directors, State Committee Chairpersons, and others appointed by the president.

5.02 Purpose

The Executive Board shall be responsible for directing the continuing operations and programs of the Region to further the purpose of Region XVI as stated in Article I, Section II of these By-Laws. The Executive Board shall also direct the affairs of the

Region which shall include approving such activities as will best serve the membership of Region XVI. It shall also serve as an advisory and consulting body to the President.

5.03 Power and Duties of the Executive Board

The Executive Board shall exercise the powers, duties, and rights (subject to the limitations and restrictions provided by these By-Laws) of corporate directors.

- a. To approve the time and place of meetings of the Executive Board and to determine rules for the conduct of its business.
- b. To approve the time and place of meetings of the membership as provided by these By-Laws.
- c. To assist the President with the selection and approval of all appointments of Committee Chairpersons, agents, and other persons who are to represent the Region.
- d. The Executive Board may, for reasonable cause, void or vacate committee assignments.
- e. To define the responsibilities of all Region committees.
- f. To authorize the disbursement of Region funds.
- g. To require and supervise proper accounting procedures and approve all other financial agreements necessary for the efficient conduct of Region business.
- h. To approve an annual estimate of income and expenses for the Region submitted by a budget committee.
- i. To authorize any officer, agent, or member to use the ACSA Region XVI name or letterhead, enter into a contract or to execute an instrument in the name of, or on behalf of, the Region. Without this authorization, no officers or members, or agent shall have the power to bind the Region by any contract or agreement, or to pledge its credit or to render it liable for any purpose or to any amount.
- j. To conduct, manage, and control the business affairs of the Region utilizing rules and regulations which are consistent with the law, State ACSA By-Laws, or these By-Laws and for the good of the Los Angeles Unified School District.
- k. To preserve the records of all proceedings for the Executive Board and Representative Council, as well as general membership meetings.
- l. To establish sub-committees to organize and plan major events.
- m. To establish guidelines for the removal of members on the Representative Council.
- n. To exercise other duties as may be prescribed by these By-Laws.

5.04 Meetings

- a. The Executive Board shall hold not less than four (4) meetings per year. Other meetings of the Executive Board shall be held upon the call of the President or at the request of a majority of the Executive Board members.
- b. For purposes of determining a quorum of the Executive Board, only the immediate past president shall be included in the count.

Any additional past presidents, Region XVI members of the State Delegate assembly with the exception of the Region XVI representatives to the State Board of Directions, and any State Committee Chairperson or others appointed by the president, including Historian, shall not be counted in the determination of a quorum.

A quorum of the Executive Board shall consist of 9 of 16 elected representatives being in attendance. A simple majority of a quorum shall be required to transact the official business of the Executive Board. The representative required in determining a quorum are as follows: President, President-Elect, Immediate Past President, Secretary, Treasurer, VP Legislation, VP Programming, seven (7) Directors, Membership Chairperson and Region XVI representative to the State Board of Directors.

ARTICLE VI REGION REPRESENTATIVE COUNCIL

6.01 Purpose

The Region Representative Council shall serve as an advisory and consulting body to the Executive Board and a vehicle to implement the goals and objectives of Region XVI.

6.02 Composition

The Region Representative Council shall include Region XVI Executive Board members, Region XVI representation to the ACSA State Standing Committees, and chairpersons of Region XVI special committees.

6.03 Meetings

- a. At least three (3) meetings per year shall be scheduled by the Executive Board.
- b. One such meeting should be held prior to each ACSA State Delegate Assembly meeting.
- c. The presiding officer of the Representative Council shall be the Region XVI President.
- d. Fifty percent (50%) of the members plus the chairperson of the Representative Council shall constitute a quorum of that body.
- e. A member of the Representative Council may be removed for cause, including lack of participation, as determined by the Executive Board.

ARTICLE VII GENERAL MEETINGS

7.01 Meetings

- a. The Executive Board shall schedule one (1) or more general membership meetings each year with published advance notice to the membership.
- b. The members present at a general membership meeting shall constitute a quorum for that body.

ARTICLE VIII COMMITTEES/COUNCILS

8.01 Committees/Councils

Regional committees/councils may be authorized by the Executive Board and may, where appropriate, be the counterparts of State Standing Committees.

8.02 Duties

The duties of the committees shall be prescribed by the Executive Board in general terms, allowing committee initiative and innovation as appropriate.

ARTICLE IX ACSA STATE DELEGATE ASSEMBLY

9.01 Representatives

The voting Region XVI delegates to the ACSA State Delegate Assembly shall include the following: President, President-Elect, Vice-President-Programming, and the Vice-President for Legislative Action.

9.02 Alternate Representatives

In case of the absence of one or more of the above delegates, the President shall designate alternates.

9.03 Increased Representation

If Region XVI is allocated additional Delegate Assembly delegates for voting purposes due to increased Region XVI membership, additional delegate(s) shall be selected by the President.

ARTICLE X AMENDMENTS

10.1 Amendments

Amendments to the Region XVI By-Laws shall be ratified by a 2/3 vote of the Executive Board and a 2/3 vote of the Representative Council.

NOTES:

- Revised and adopted: December 11, 2008
- Section 4.04 – Terms of Office: Revised and adopted on February 18, 2010
- Section 4.04 – Terms of Office: Revised and adopted on September 11, 2017

- Section 4.02 – Duties: Secretary: Revised and adopted on September 11, 2017
- Section 4.02 – Duties: Vice President for Programming: Revised and adopted on September 11, 2017
- Section 5.04 – Meeting: Section 4.02 – Revised 8/18/14 (Executive Board), Revised and adopted on September 11, 2017 (Representative Assembly)
- Section 4.02 – Duties: Past-President – eliminated, Duties: President – addition, 8/5/15 (Executive Board), Revised and adopted on September 11, 2017 (Representative Assembly)