



## **REGION 1**

### **BYLAWS**

#### Article I

#### NAME AND PURPOSE

##### 1.01 NAME

The name of the Region is Association of California School Administrators, Region I (ACSA Region I) a geographical division of the Association of California School Administration (State ACSA) embracing the following counties: Shasta, Tehama, Siskiyou, Modoc, Lassen, Humboldt, Del Norte, and Trinity.

##### 1.02 PURPOSE

The purpose of Region I is to promote within the region the purposes of state ACSA as outlined in the state bylaws, and with programs that support the advancement of education throughout the region by:

- Improving education through research and investigation.
- Helping members to be effective in their roles as educational leaders.
- Disseminating information concerning sound educational proactive.
- Uniting administrators throughout the Region to create quality educational programs for all students.

##### 1.03 RESTRICTIONS

All policies and activities of the region shall be consistent with:

- State ACSA bylaws, policies, and standing rules.
- Applicable federal, state and local antitrust and trade regulation laws.
- Applicable tax exemption requirement.
- All other legal requirements including the California Nonprofit Corporation Law under which state ACSA is incorporated and to which the regions are subject.

#### Article II

#### MEMBERS

##### 2.01 MEMBERSHIP QUALIFICATIONS

Members in ACSA Region I shall be limited to persons who are members of state ACSA in good standing and who are employed or live within the boundaries of the region.

#### Article III

3.01 DUES

All dues for this region consist of rebates from the state ACSA office. The region board, if approved by a majority of the general membership, may make additional assessments.

3.02 EXPENDITURES

Expenditures of funds within the annual budget shall be the prerogative of the Board.

3.03 FISCAL YEAR

The fiscal year for ACSA Region 1 shall be July 1 through June 30 of the following year.

3.04 BUDGET RESPONSIBILITY

The board shall be responsible for the preparation, adoption and maintenance of an annual operating budget employing proper accounting procedures. The Treasurer of Region 1 shall prepare and distribute a financial report at each regular Board meeting or delegate assembly.

Article IV

REGION BOARD OF DIRECTORS

4.01 REGION BOARD OF DIRECTORS

The Board of Directors is the governing body of the region and has authority and is responsible for the supervision, control and direction of the region.

4.02 COMPOSITION OF REGION BOARD OF DIRECTORS

The Region Board of Directors shall consist of regular members of good standing in the region as follows: officers, state officers, charter presidents, and the committee chairs.

4.03 QUORUM

A minimum of 15 members of the Region Board of Directors shall constitute a quorum and a majority of the quorum shall have power to act.

Article V

OFFICERS

5.01 OFFICERS/COMPOSITION

The officers of the region shall be: past president, president, president-elect, vice-president/conference, vice-president/legislative action, secretary, treasurer, state director, and directors-at-large (5). The officers shall constitute the Region Executive Board.

5.02 QUALIFICATIONS

Officers must be regular members of state ACSA.

5.03 NOMINATION OF OFFICERS

The officers shall be nominated annually by a committee composed of the President-Elect, Past President, Retiree Charter President and Charter Presidents. This group shall meet prior to the Spring Conference to establish a list of nominees. Criteria including: job classification, gender, minority representation, and geographical location (East/West balance) will be considered whenever possible.

5.04 ELECTION AND TERM OF OFFICE

Elections of all officers shall occur at the annual Spring Conference. The terms of office for President and President-Elect shall be for two years; the offices of Secretary, Treasurer, and Director-at-Large, shall be for two years, and State ACSA Board Director and Vice President/Legislative Action, and Vice President/Conference shall for three years.

5.04.1 The President-Elect shall automatically become President in two years.

5.04.2 Region Directors-at-Large shall be elected in alternative years (three in one year and two in another) for two-year terms.

5.04.3 The Secretary of the region shall include an article announcing vacancies and soliciting input from the charters on the Region 1 website (<http://www.acsaregion1.org>). Failure to post such an article shall have no impact on the process.

5.04.4 The committee shall provide a copy of the job description of each nominee.

5.05 VACANCIES

In the case of a vacancy in the office of President, the President-Elect shall succeed to the office of President; serve the term while also serving as President-Elect. All other persons should hold only one position on the Executive board.

5.05.1 Vacancy of a region office with an unexpired term of less than one year shall be filled by a vote of the region board.

5.05.2 Vacancy of a region office with an unexpired term of one year or more shall be filled by election at the Spring Conference.

Article VI

6.01 STATE ACSA DIRECTOR

Pursuant to state bylaws 5.03, the region shall select a member in good standing as provided in these bylaws.

6.02 ELECTION AND TERM

The State ACSA director shall be elected for a three-year term by the region membership as outlined in state bylaw, 5.03.

6.03 DUTIES

The State ACSA Director shall perform those duties as outlined in state bylaws and the region personnel guide.

Article VII  
MEETINGS OF THE REGION BOARD

7.01 MEETINGS

The region board shall meet at least five (5) times per year. The President, or a majority of the executive board, may call other meetings as needed.

7.01.1 The board shall determine the time, place and number of meetings of the region as provided by these bylaws.

7.01.2 Notice: Reasonable attempts will be made to notify all board members in advance of any special meetings. Regularly scheduled meetings will be held in September-October, November-January, March, May (@Region I-IV Conference) and June-July of each year.

Article VIII  
DUTIES OF THE REGION BOARD OF DIRECTORS

8.01 DUTIES

The board shall require and supervise proper accounting procedures and approve all financial arrangements necessary for the efficient conduct of Region I activities.

8.01.1 The board shall approve the annual budget and a dues structure providing types of membership and procedures for the payment for authorized expenditures.

8.01.2 The board shall define responsibilities of all committees and approve all appointments of personnel thereto unless otherwise provided in these bylaws.

8.01.3 The board shall maintain records of all proceedings of meetings of the Region board and general membership.

8.01.4 The board shall have responsibility for implementing the policies established for Region I.

8.01.5 The board shall authorize all publications and published reports of Region I. The board shall promote communication between the Association and other governmental, professional groups, and organizations involved in support for public education.

Article IX  
COMMITTEES

9.01 COMMITTEES

The President shall recommend with the approval of the Region board members who represent Region I to any state level committees.

Article X  
RULES OF ORDER

10.01 RULES OF ORDER

Robert's Rules of Order (revised) shall be used as the basis for the meeting conduct.

Article XI  
BYLAWS REVIEW

11.01 BYLAWS

The President-Elect shall review these bylaws and recommend suggested modifications to the Region board, prior to presentation to the general membership.

11.01.1 Any member in good standing may propose changes in the bylaws by making recommendations to the region board

**Approved by Region 1 Delegate Assembly – April 26, 2008**

## **ADDENDUM**

### **ACSA Region 1 Budget Policy Language Academy Rebates, Professional Development & Student Scholarships**

The Region 1 Board shall budget \$20,000\*\*\* annually for member professional development and student scholarships. This amount will be utilized as follows:

\$6,000.00 – ACSA Academy Rebates, (12 @ \$500), in the event that more than twelve applications for rebate are received, then the board will utilize a competitive criteria to determine the recipients.

\$4,000.00 – ACSA Student Scholarships, (4 @\$1,000), in the event that more than four applicants apply, the Board will utilize a competitive criteria to determine the recipients

\$10,000 – Charter and Member Professional Growth Activities – The dollar amount will be determined on a case by case basis by the Board. Charters will submit written request along with charter calendar prior to first Board meeting in October. Member request will be submitted on rebate application (posted online) prior to April 1<sup>st</sup> each year.

\*\*\*This amount may be adjusted any year that the Board, under the recommendation of the Treasurer, deems there are insufficient funds to maintain Region I operations.

**Approved by Region 1 Delegate Assembly – April 26, 2008**