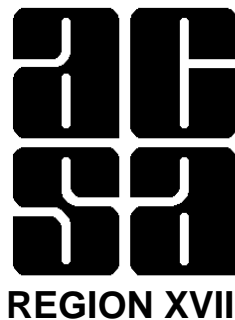


Association *of* California School Administrators Region XVII



CONSTITUTION and BYLAWS

Revised: April 11, 2016
Approved: June 24, 2016

Leadership Forum

**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS
REGION XVII - ORANGE COUNTY**

**P.O. Box 9050, Esplanade Building 6, Suite 109
Costa Mesa, CA 92626**

MISSION OF ACSA REGION XVII

- ▶ ***Support California's Educational Leaders***
- ▶ ***Ensure that all students have the essential skills and knowledge needed to excel***
- ▶ ***Champion public education***

**ARTICLE I
Name and Purposes**

Section 1: Name
Association of California School Administrators, Region XVII (ACSA 17)

Section 2: Purposes
The general purpose of ACSA XVII is to provide and support leadership for the advancement of education. Therefore, it holds the following specific purposes:

- (A) To embrace and diligently promote equity, diversity, and access to administrative leadership roles through support of focused administrator training and recruitment practices and network opportunities.
- (B) To provide programs designed to relate the Association to professional needs and challenges through scholarships to ACSA Academies and other specialized professional development.
- (C) To recognize student achievement through such programs as "Every Student Succeeding."
- (D) To develop a strong, unified association to meet the needs of members in all leadership positions through the support of charter, council, and committee leadership and activities.
- (E) To disseminate information about school leaders through publications and the website, and through the recognition of personal achievements such as Administrator of the Year.
- (F) To promote the goals of ACSA XVII through partnerships with educational groups such as school boards, certificated and classified groups, the PTA; and through community groups such as governmental representatives, the business community, and non-profit organizations.

- (G) To work with State ACSA to advance the interests, needs and well being of California students through educating and advocating on their behalf with the public, as well as state and local candidates and elected officials.

Section 3: Dissolution
In the event of dissolution, ACSA Region XVII funds would revert to State ACSA.

ARTICLE II Geographic Description

Section 1: Boundaries
Region XVII of the Association of California School Administrators shall include that area within the geographical boundaries of Orange County and such other areas adjacent to Orange County encompassing the Lowell Joint School District.

ARTICLE III Membership

Section 1: Eligibility
Any member of State ACSA in any established membership category shall be considered eligible for membership in the same category in Region XVII if the person's current position of employment is within the geographical boundaries as described in Article II.

Section 2: Qualification of Officers
Active regular membership in State ACSA is a requirement to hold any elected office in the Region.

Section 3: Qualifications of Charter President
Active regular membership in State ACSA is a requirement to hold the office of Charter President in Region XVII.

ARTICLE IV Governing Bodies

Section 1: Board of Directors
(A) Purpose
The Board of Directors shall have administrative responsibility for programs as stated in these Bylaws, and those policies and goals established by the Region.

(B) Composition
The Board of Directors shall consist of the following elected officers:
President
President-elect
Vice President, Legislation

Vice President-elect, Legislation
Vice President, Programs
Vice President-elect, Programs
Vice President, Public Relations
Vice President-elect, Public Relations
Treasurer
Treasurer-elect
Immediate Past President
Region XVII State ACSA Director

*all elect positions will be elected in alternate years to serve as aides to the official position.

Appointed voting members may include:

Membership Chair
Business Partners Chair(s)
Legislative Policy Chair
Historian/Communications Director
At large Board Member
Director of Charters, Councils/Committees
Director of Professional Development
Director of Technology
Director of Scholarships and Member Benefits

and any other as needed, appointed by the President, and approved by the Board members of the Board of Directors.

(C) Voting Privileges

All elected and appointed members of the Board of Directors shall exercise voting privileges.

(D) Terms of Office

The President, Vice President, Programs, ~~Vice President, Legislation~~, Vice President, Public Relations, Treasurer, and all Board-approved positions shall serve a two-year term.

Vice President, Legislation, shall serve a three-year term.

Vice President-elect, Legislation, shall serve a two-year term, coinciding with second and third year of the official position of Vice President, Legislation.

The President-elect shall duly proceed to the office of President; the Vice Presidents-elect shall duly proceed to their respective offices; the Treasurer-elect shall proceed to the office of Treasurer.

The Region XVII State Director shall serve for a three-year (3) term of office.

Appointed positions to the Board of Directors are for one (1) year.

Elect positions are for one (1) year, that being the second year of the official position.

All terms of office will commence on the date of the Board Meeting/Stepping up to Leadership training session.

(E) Board of Directors – Duties

(1) **President**

The President shall serve as chief executive officer of the Region and shall preside over all meetings of the Region Leadership Forum and the Board of Directors as well as Region 17 Recognition events. The President shall appoint Recognition Selection Committees.

(2) **President-elect**

The President-elect shall serve as an aide to the President; The President-elect shall perform other duties as assigned by the President.

(3) **Vice President, Legislation**

The Vice President, Legislation, shall coordinate all activities regarding Legislative Action Day and all Region efforts in the development of ACSA Region XVII recommendations regarding legislative candidate endorsement and attend all relevant State ACSA meetings. The Vice President, Legislation, will perform other duties as assigned by the President.

(4) **Vice President-Elect, Legislation**

The Vice President-Elect, Legislation, shall serve as an aide to the Vice President, Legislation. The Vice President-Elect shall perform other duties as assigned by the Vice President, Legislation.

(5) **Vice President, Programs**

The Vice President, Programs, shall be responsible for coordination, planning, development, and implementation of Joint Dinner meetings with the Orange County School Boards and may be called up to assist with other meetings of the membership of the Region, The Vice President, Programs shall perform other duties as assigned by the President.

(6) **Vice President-elect, Programs**

The Vice President-elect, Programs, shall serve as aide to the Vice President, Programs. The Vice President-elect, Programs, shall perform other duties as assigned by the Vice President, Programs.

(7) **Vice President, Public Relations**

The Vice President, Public Relations, shall be responsible for the coordination, planning, development, publication of the Region XVII newsletter, The Vice President, Public Relations, shall perform other duties as assigned by the President.

(8) **Vice President-elect, Public Relations**

The Vice President-elect, Public Relations, shall serve as an aide to the Vice President, Public Relations. The Vice President-elect, Public

Relations, shall perform other duties as assigned by the Vice President, Public Relations.

(9) **Treasurer**

The Treasurer shall work with Region XVII's Financial Advisor to receive all funds, disburse monies for authorized organizational expenses, maintain accurate financial records, and prepare all financial reports. The Treasurer shall be responsible for the preparation of the annual budget for the Region, and for the presentation of regular budget updates to the Board of Directors, and shall submit the financial records for audit at the close of the fiscal year. The Treasurer shall perform other duties as assigned by the President.

(10) **Treasurer-elect**

The Treasurer-elect shall serve as an aide to the Treasurer. The Treasurer-elect shall perform other duties as assigned by the Treasurer.

(11) **Immediate Past President**

The Immediate Past President shall serve as Chairperson of the Nominating Committee. The Immediate Past President shall monitor the election of officers and verify the election results. The Immediate Past President shall serve as an aide to the President during the year when there is no President-elect. The Immediate Past President shall perform other duties as assigned by the President.

(12) **State ACSA Director**

The Region XVII State Director will serve as liaison between Region XVII and State ACSA, and shall perform other duties as assigned by the Region XVII President.

(F) Vacancies

In case of a vacancy of the office of President, the President-elect shall become President and shall serve the remainder of the term. In case of vacancy of the office of President-elect or any other vacancies, the Nominating Committee will convene to recommend a replacement to the Board of Directors for the remainder of the term.

(G) Nomination

Officers shall be nominated by a committee appointed by the Immediate Past President from the Region XVII State ACSA membership-at-large and approved by the Board of Directors. The Immediate Past President shall serve as chairperson of the Nominating Committee. A slate of officers will be presented at the spring Leadership Forum. Region XVII State ACSA members will have the opportunity to cast a vote by email. The results of the election will be announced no later than the month of May.

- (A) Purpose
The Leadership Forum is the legislative body of ACSA Region XVII and will:
- (1) Consider and act on all policies, recommendations and proposals brought before it and advise the Board of Directors.
 - (2) Perform these and other responsibilities as may be described elsewhere in these bylaws and in the standing rules and policies.
- (B) Composition
The Leadership Forum shall be composed of one (1) representative from each of the Region's Charters, Region XVII representatives from each of the State Councils and Committees, and any Region XVII member serving as a President of a State Council or Chairperson of a State Committee, and Region XVII officers.
- (C) Duties of the Leadership Forum
- (1) The Leadership Forum shall adopt an annual Region budget and calendar.
 - (2) The Leadership Forum shall encourage liaison between the Region and other governmental and professional agencies, groups, and organizations involved in programs of public education.
 - (3) The Leadership Forum shall exercise such other duties as may be prescribed by this Constitution and Bylaws.
- (D) Meetings
At least one (1) meeting of the Leadership Forum each year shall be scheduled by the President.

ARTICLE V

Committees and Councils

- Section 1: Definition
There shall be such special and standing committees and councils as the Region XVII Board of Directors may authorize in addition to those provided in the Constitution and Bylaws.
- Section 2: Appointment
Committee chairs and Council presidents shall be appointed by the Region XVII Board President with the approval of the Board of Directors unless otherwise provided in this Constitution and Bylaws.
- Section 3: Standing Committees
Standing Committees/Councils authorized by this Constitution and Bylaws may include but are not limited to those listed in this Section. Standing Committees/Councils will

recommend to the Region XVII President the procedure for selection of a Chairperson and qualifications for membership.

Region Committees

Co-Administrators
Equity, Achievement, & Diversity for Success
Legislative Policy
Member Services
Retirement

Region Councils

Adult Education
Business Services
Career Technical Education
Classified Educational Leaders
Curriculum, Instruction, & Accountability Leaders
Educational Options
Elementary Education
Human Resources
Middle Grades Education
Secondary Education
Student Services and Special Education
Superintendency

Section 4: Responsibility

Standing Committees/Councils shall have the responsibility to maintain a close working relationship with counterpart standing committees and councils at the State level and Charter Group level.

Section 5: Duties

Regional Standing Committees/Councils will have the responsibility to organize and carry out the duties of the statewide standing committees/councils as identified by the ACSA state organization. The Region XVII President shall nominate and the Board of Directors shall approve Region members in good standing to serve on all appropriate State standing committees/councils. Those Region members who served a complete term on any Standing Committee/Council shall not be nominated to succeed themselves, except by permission of the Board of Directors.

The Salary Subcommittee of the Board of Directors shall consist of the following members:

President
President-elect
Treasurer

The Salary Subcommittee will annually evaluate the Region's paid employees, interview said employees, and make salary recommendations for the next year to the Board of

Directors. The recommendations of this subcommittee are to be presented to the Board of Directors not later than the first Board Meeting in May.

- Section 6: Special Committees
Special committees may be appointed as needed by the President with the approval of the Board of Directors.

ARTICLE VI

State ACSA Leadership Assembly Representation

- Section 1: Representative State ACSA
The State ACSA Leadership Assembly Representatives (5) will consist of the Region President; President-elect; Vice President, Legislation; and two (2) designees. Delegates cast weighted votes based on the membership of the Region.
- Section 2: Term of Office
The term of office shall be specified by State ACSA.
- Section 3: Vacancies
Vacancies will be filled, for the balance of the term specified, through appointment by the President with the approval of the Board of Directors.

ARTICLE VII

Rules of Order

- Section 1: Parliamentary Procedure
Robert's Rules of Order shall be used as a base for parliamentary procedure.
- Section 2: Amendments
Amendments of these Bylaws may be made in the following fashion:

Proposals for amendment may be made at any meeting of the Board of Directors or Leadership Forum. Proposed amendments will become part of these Bylaws when approved by two-thirds of the Representatives present at a Leadership Forum.
- Section 3: Quorum
Twenty-five percent of the voting Leadership Forum shall constitute a quorum. A quorum
- Section 4: Special Committees
Special committees may be appointed as needed by the President with the approval of the Board of Directors.

Approved: June 24, 2016