



# AFFILIATIONS

SECTION 1

ACSA POLICIES & PROCEDURES

## Section 1 — Affiliations

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### A. National Organizations

#### **Policies:**

#### **1.1 Formal Affiliations**

ACSA will formally affiliate with the national associations that were affiliated with the California associations that merged to form ACSA:

- 1.1.1 American Association of School Administrators
- 1.1.2 Association for Supervision & Curriculum Development
- 1.1.3 American Association of School Personnel Administrators
- 1.1.4 National Association of Elementary School Principals
- 1.1.5 National Association of Secondary School Principals
- 1.1.6 National Association for Public Continuing & Adult Education (renamed - American Association for Adult and Continuing Education)

#### **1.2 Funding**

Annually the cost of national affiliation as outlined in procedures will be included in the budget. (Revised: February 2014 Board of Directors)

#### **1.3 National Dues**

ACSA will collect and transmit national dues for ACSA regular members who desire to join the National Association of Elementary School Principals (NAESP) or the National Association of Secondary School Principals (NASSP). (Revised, May 2017 Board of Directors)

#### **1.4 Professional Management Team Concept**

ACSA encourages all national administrator associations to continue to endorse the concept of a professional management team.

#### **Procedures:**

#### **1.5 Funding**

Funds will be provided to implement national affiliation policies as follows:

- 1.5.1 To provide for the state president and president-elect to attend national conferences of his/her choice.
- 1.5.2 To provide the Curriculum, Instruction & Evaluation Council funds for the council president or designee to attend the ASCD national conference.

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- 1.5.3 To provide the Elementary Education Council funds for the council president or designee and the NAESP liaison to attend the national conference.
  - 1.5.3.1 To provide funds for the NAESP liaison to attend meetings of the Elementary Education Council.
  - 1.5.3.2 To provide funds for the NAESP liaison to attend the Western States Leadership Conference.
- 1.5.4 To provide the Secondary Education Council funds for the council president or designee and the NASSP liaison to attend the national conference.
  - 1.5.4.1 To provide funds for the NASSP liaison to attend meetings of the Secondary Education Council.
- 1.5.5 To provide the Middle Grades Education Council funds for the council president or designee and the NASSP liaison to attend the NASSP national conference.
- 1.5.6 To provide the Human Resources Council funds for the council president or designee and the AASPA liaison to attend the national conference.
  - 1.5.6.1 To provide funds for the AASPA liaison to attend meetings of the Human Resources Council.
- 1.5.7 To provide the Adult Education Council funds for the council president or designee to attend the AAACE Conference.
- 1.5.8 To provide the Superintendency Council funds for the council president or designee and the AASA liaison to attend the AASA conference.
  - 1.5.8.1 To provide funds for the AASA liaison to attend meetings of the Superintendency Council.
- 1.5.9 To provide a \$10,000 annual budget to be utilized by ACSA's committees and councils for national affiliation. The funds will be applied for via the activity design process. (See Section 5— Committees/Councils for the activity design process.)
- 1.5.10 Any of the councils listed in 1.5.1 - 1.5.8 may apply to the board of directors for up to \$2,500.00 for hospitality or informational items. Should more funds be needed, the council shall apply to the board and include written support rationale with the request.

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- 1.5.11 Each year funds are budgeted for candidates, endorsed by ACSA, for election to leadership positions in national associations.
  - 1.5.11.1 State councils should submit recommendations regarding candidates for national office to ACSA's board of directors.
  - 1.5.11.2 Candidates endorsed by ACSA's board of directors can by request receive financial support.
- 1.5.12 To provide funds for board liaisons to nationals.
  - 1.5.12.1 Board liaisons to the Elementary Education, Curriculum, Instruction and Evaluation, Human Resources, and Superintendency Councils are assigned the responsibility of serving as liaisons to the appropriate national association. The ACSA board member serving in this role should be employed in a job-alike capacity and be a member of the national affiliate. The same would be true for the board liaisons assigned to the Middle Grades and Secondary Education Councils, but would be alternated annually between the Middle Grades Education and the Secondary Education Councils.
  - 1.5.12.2 The board liaisons to nationals are in addition to the current national liaisons.
  - 1.5.12.3 \$1,500 will be added to the account of the board members selected for this additional responsibility. (New: August 1996 Board of Directors)

### 1.6 **Prospective Actions, Resolutions or Positions**

To obtain ACSA approval on prospective actions, resolutions or positions:

- 1.6.1 Check with executive director to find out if there is an existing ACSA position.
- 1.6.2 Submit to appropriate state council.
- 1.6.3 Submit to ACSA's board of directors for approval.

### 1.7 **Voting at Nationals**

- 1.7.1 ACSA position is communicated back to state councils.
- 1.7.2 Positions should be supported by all ACSA delegates to national conventions.

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### 1.8 Selecting Delegates to National Governing Groups

- 1.8.1 Each state council develops a procedure for selecting delegates.
- 1.8.2 File procedure in ACSA's executive director's office.
- 1.8.3 File the names of each year's delegates with ACSA's executive director.
- 1.8.4 Delegates should submit a written report to the executive director after the convention.

### 1.9 Communications

- 1.9.1 News of national associations' activities can be printed in *EDCAL* and *Leadership*. Material should be submitted to the Communications Department.  
(Revised: February 2014 Board of Directors)
- 1.9.2 Special reports can be budgeted through activity designs.

### 1.10 NASSP/NAESP Liaisons

- 1.10.1 The liaison to serve a 3-year term.
- 1.10.2 The NASSP/NAESP liaison to be appointed by ACSA's board of directors.
- 1.10.3 The NASSP/NAESP liaison should be selected based on the following factors:
  - a. Have served as a council president or council member with distinction on the appropriate ACSA state council; additional consideration should be given to the chairmanship.
  - b. Must be a continuing member of ACSA and the national he or she wishes to coordinate.
  - c. Must hold an administrative position within a school district similar to the position of the largest number of California administrators who are members of the national association he or she wishes to coordinate.
  - d. Must have an understanding of the purposes and functions of ACSA, the national association, and how those functions relate to each other.
  - e. Must be nominated by the ACSA council in which the greatest number of their members are represented in the national organization.
  - f. Must be able to articulate the concerns and communicate with all the councils that are represented by the national associations.

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### B. State Organizations

#### Policies:

##### 1.11 No Official Affiliate Status

ACSA will not approve an official affiliate status (for representation at leadership assembly and board of directors meetings) with any organization, but rather will develop close working relationships with state organizations, associations, or commissions which share mutual interests.

#### Procedures:

##### 1.12 Working Relationships

Working relationships shall be established by the board as follows:

- 1.12.1 Working relationships with state organizations which share mutual interests and/or concerns with ACSA may be approved by the board by majority vote.
  - 1.12.2 When an ACSA representative is requested to serve as an official association representative on an agency, other association or organization task force, committee or council, the president shall solicit recommendations from any or all of the following: the board, region presidents, state committee chairs, council presidents, staff.
  - 1.12.3 All individuals representing the association shall be selected by the president.
  - 1.12.4 The executive director may designate a staff member to serve as a resource person for the assignment.
  - 1.12.5 ACSA representatives to other organizations, associations or commissions are to abide by the following guidelines:
    - 1.12.5.1 The executive director shall instruct the representative regarding all appropriate ACSA positions relating to the representative's assignment. The representative shall not support or endorse any proposals or positions that are in conflict with association policy.
    - 1.12.5.2 The ACSA representative shall provide to the ACSA staff liaison copies of all agendas, proposals and pertinent materials and shall brief the staff liaison following each meeting.
    - 1.12.5.3 The executive director shall brief the board orally or in writing regarding the progress of such task forces, committees or councils.
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1.12.6 The executive director shall maintain an official list of state organizations, associations or commissions with which ACSA maintains formal relationships. The list will indicate the name and place of employment of ACSA's liaison or representative.

1.12.7 Representatives from other organizations may be invited by the board to participate in discussion and deliberations of the leadership assembly, in an ex-officio capacity.

### 1.13 **Relationship Between ACSA and WASC (Western Association of School and Colleges)**

ACSA believes that a strong school evaluation program by which accountability can be evidenced must be maintained in this state. Recognizing the need for both external and internal evaluation, the association will provide leadership in both areas. Internal accountability will be supported in part through the school accreditation program of the Western Association of Schools and Colleges. Further, ACSA will support the self-study and evaluation process now in use by the WASC Accrediting Commission for Schools.

In providing support services ACSA will:

1.13.1 Maintain close liaison with WASC through the appointment of six public school administrators and one retired member as commissioners. The retired member will be considered a public member (definition provided by WASC). Annually a committee will be formed, consisting of four members from the Curriculum, Instruction and Evaluation Council and Secondary Education Council, to coordinate the assembly of qualified administrators and make recommendations to WASC for any vacancy in the public school administrator category. At the end of the public member's term a committee will be formed, consisting of four members from the Retirement Committee, to coordinate the assembly of qualified retired members and make recommendations to WASC.

#### 1.13.1.1 Guidelines for WASC Commission Nominations:

1. Appointment
    - a) Appointment shall be for one six year term.
    - b) Members appointed to complete a partial term will be considered for reappointment for a full term.
    - c) Reappointments for a second term will be considered for ACSA members in a leadership role on the commission.
  2. Minimum Requirements
    - a) Experience on visiting committee, including at least one time as chair.
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- b) Experience at school level as a participant in the development of a self-study.
  - c) Ability to obtain release time from the employing district to perform necessary commission duties.
  - d) ACSA membership, if applicable.
  - e) Experience in one or more of the following or other related activities indicating a depth of interest in school accreditation is desirable:
    - A leadership role in an accreditation workshop.
    - Participation in WASC instrument development.
    - Serve on ACSA's Curriculum, Instruction & Evaluation Council and/or Secondary Education Council.
  - f) Public service.
3. Other factors considered, if applicable:
- a) Job title
  - b) School-level experience
  - c) Gender
  - d) Ethnicity
  - e) Geographic
  - f) Size of district

(Revised: October 1998 Board of Directors)

### C. Partnerships

#### Policies:

##### 1.14 Technology

ACSA is committed to meeting the needs of its members as they address the challenges of the 21st century. The association recognizes that it is through the integration of technology into existing governance, administration and professional development programs that ACSA will be able to fulfill its mission and enhance the sense of community among the membership. Sufficient resources must be allocated. It is ACSA's policy to collaborate with others when to do so is in the best interest of the association.

(Revised: June 1997 Board of Directors)

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