

# CHARTERS

SECTION 4  
ACSA POLICIES & PROCEDUES

## Section 4 — Charters

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### **Policies:**

#### **4.1 Collective Bargaining**

ACSA will not take a position of advocacy in the event that any charter enters into collective bargaining.

4.1.1 The use of funds, provided by ACSA, in direct support of collective bargaining activities is prohibited.

#### **4.2 Prohibited Activities**

Charters shall not participate in any activity prohibited by these policies & procedures.

### **Procedures:**

#### **4.3 Definition of a Charter**

A charter is a sub-unit within a region of ACSA.

#### **4.4 Purpose of Charters**

Charters are set up for the purpose of implementing the state program at the local level, for the involvement of members, for the utilization of leadership potential and for effective communications between all levels of governance of ACSA.

#### **4.5 Uniformity of Charters**

The following guidelines should be considered in the approval of charters:

4.5.1 Charters should be consistent with the constitution and bylaws of either the state association or the regions.

4.5.2 Charters should satisfy the professional needs of members.

4.5.3 Charters shall be under the jurisdiction of the regions.

4.5.4 Personnel of county offices, California Department of Education, universities and colleges may be members of the charter in the geographic area in which they reside or work, however, they can be members of only one charter.

#### **4.6 Geographical Arrangements**

Charters will vary in size and complexity and may consist of a single unified school district, a union high school district including its feeder elementary districts, a county office of education, California Department of Education, or two or more of the above units. A college or university or a region may establish a student/associate charter.

#### **4.7 Charter Requirements**

4.7.1 Each charter shall have a written set of bylaws which must be consistent with state and region bylaws.

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- 4.7.2 Each charter should have a minimum of 25 members or not less than the total eligible *regular members* in any one county. Exceptions may be authorized by the board of directors.

### 4.8 Membership in Charters

- 4.8.1 Membership in charters shall be open to all active regular, retired or honorary life members of ACSA.

Membership in a student/associate charter shall be open to all student or associate members.

- 4.8.2 All members of ACSA need not be members of a charter.

- 4.8.3 Administrators may be members of charters without being a member of state ACSA. However, officers of a charter shall be members of state ACSA. Officers shall encourage membership in state ACSA by all members of the charter.

### 4.9 Process for Chartering

- 4.9.1 Any group of members that meets qualifications of a charter may seek formation of a charter by applying to the president of the region in which it is located. Application forms may be obtained from the executive director's office.
- 4.9.2 The application form, copies of the bylaws (which shall be consistent with region and state ACSA bylaws), a slate of officers and a membership roster shall be forwarded to the region president.
- 4.9.3 The region board should review the charter application. Following action to approve, the region president shall submit the application and supporting data to ACSA's executive director.
- 4.9.4 The executive director is authorized to approve all charter applications meeting the criteria. Applications with exceptions must be forwarded to the board of directors for approval or rejection.
- 4.9.5 When the application has been approved, the region president submitting the application will be notified.

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### 4.10 Evaluation

4.10.1 Charters shall be under the jurisdiction of the region.

4.10.2 Each region board shall annually review charter activities and finances and may recommend renewal or revocation of the charter to the executive director for appropriate action by the state board of directors.

### 4.11 Change of Affiliation from One Region to Another

Any segment of one region seeking to change its affiliation from that region to another, shall follow the procedure listed in Section 16 — Regions.

### 4.12 Consolidated Dues

When a charter or a sub-charter meets the criteria as listed in Section 11 — Members, they may apply for consolidated dues.

### 4.13 ACSA Staff Availability to Charters

ACSA staff are available to assist charter groups; however, charters are requested to seek assistance through region officers so that services of the staff can be coordinated.

### 4.14 Non-Compliance of Charters

State ACSA will direct the region to withhold the rebate or other monetary support, e.g. activity designs, from the charter and ACSA will withhold from the region a percentage of the funds rebated to the region, based on that charter's membership, until the charter is in compliance. Once the charter is in compliance the funds withheld will be rebated.

(Example: The region has 1,000 members. The charter in non-compliance has 100 members. 10% of the region rebate would be withheld from the region.)

(New: January 1997 Board of Directors)