



REGIONS

SECTION 15
ACSA POLICIES & PROCEDURES

Section 15 — Regions

Policies:

15.1 Region Governing Boards

Each region governing board shall include at least: president, vice president for legislative action, treasurer and president-elect. (Non-profit corporation law)

15.1a Best Practice

It is recommended the Region President serve a 2-year term, but it is not mandated. It is recommended the Region President-Elect serve a 2-year term, but is not mandated. State Board, Region President, Region President-Elect, and Region VP-LA may serve two non-consecutive terms. It is recommended that these positions serve one term.

(New, May 2017 Board of Directors)

15.2 Committees

Each region is encouraged to have committees/councils to parallel ACSA's state committees/councils. (See Section 5 — Committees/Councils.)

15.3 Charters

Regions are encouraged to have charters and/or sub-charters as appropriate to involve more members in ACSA activities. Charter groups are smaller units of ACSA within each region. Charters shall be issued by the board in accordance with standards in the Policies & Procedures Manual.

15.4 Region Rebates and PAC Funding

The association shall annually rebate to each region 15% of the member dues collected in that region for local governance, programs and committees unless temporarily changed by board action. No region shall receive less than \$25,000.

15.4.1 Historical note: In order to provide a stable base of funds in ACSA PAC, region rebates have been reduced from 15% to 15%, with the difference matched dollar for dollar by ACSA and the entire amount deposited in the PAC.

(Revised: February 2014 Board of Directors)

15.5 Annual Region Financial Report

An annual region report will be prepared by each region as of each fiscal year end. This is necessary since each region receives rebates of membership dues from state ACSA. Thus, the regions are authorized to use state ACSA's tax identification number.

The annual report will be prepared according to instructions and format received from the chief financial officer of ACSA. The report needs to be completed and filed by August 31 of each year for the prior fiscal year to allow state ACSA to file tax returns with state and federal agencies.

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Due to the importance of receiving the annual report in a timely manner in order to file ACSA's tax returns, the chief financial officer in consultation with the executive director is authorized to withhold rebate funds when a region is in non-compliance.

(Revised: February 2014 Board of Directors)

15.6 **Prohibited Activities**

Regions will not participate in any activities prohibited in the Policies & Procedures Manual.

15.7 **Region Programs**

Regions are encouraged by the board to have active programs to achieve ACSA purposes, priorities and issues which may include workshops, job-alike programs, multi-regional and other professional development activities.

15.8 **Special Services Programs**

Regions are encouraged to sponsor regional special services programs. However, these programs shall not bear the SASS name or logo unless the region has received the SASS Board of Director's approval. Special service programs offered by regions should not be competitive with state programs.

Procedures

15.9 **Region President Tasks**

- 15.9.1 Upon taking office the region president should meet with region employees to review job descriptions and determine priority of tasks.
- 15.9.2 Before the start of a new year the region president should arrange a training session and a planning session for new region and charter officers.

15.10 **Region Fiscal Records**

Each region should maintain the following, as a minimum, for fiscal management: (Sample forms are available from the financial services department in ACSA's Burlingame office)

- 15.10.1 A numbered checking account at a local bank.
- 15.10.2 A basic accounting journal for recording income and expenses.
 - 15.10.2.1 All recorded expense payments should include a covering check number.
 - 15.10.2.2 Payments from a petty cash fund (if utilized) should be substantiated by a voucher.

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15.10.3 Regions will provide to state ACSA by August 31st of each year the following information:

1. Region financial report for fiscal year ending June 30, signed by the region's treasurer or president
2. Copies of June 30 bank statement(s) for all region bank accounts
3. Copies of June 30 bank reconciliation(s) for all region bank accounts
4. Copies of July 31 bank statement(s) for all region bank accounts
5. Updated list of region bank accounts
6. Updated information on region treasurer

(Note: If assistance is needed, contact Financial Services in ACSA's Burlingame office.)

15.10.3.1 Financial statement showing starting balance plus income less expenses (itemized and identified by function), ending balance, no later than August 31 each year.

15.10.3.2 Regions will provide evidence if requested by ACSA's chief financial officer that they have a sound set of internal controls over all region monies including those collected via events shared with other regions. Regions are encouraged to send any new region treasurer to ACSA's treasurer training seminar each May. State ACSA pays for this training.

(Revised: February 2014 Board of Directors)

15.11 **Charter Applications**

Regions should review charter applications and forward applications along with approval and supporting data to ACSA's executive director in compliance with the Policies & Procedures Manual — Section 4 — Charters.

15.12 **Committee/Council Appointments**

Appointments to state committees/councils shall be made in compliance with the Policies & Procedures Manual — Section 5 — Committees/Councils.

15.13 **Leadership Manual**

A leadership manual will be provided each region. Items to be included, but not limited to, are:

- Bylaws
- Selected policies
- Selected procedures
- Annual calendar
- Organizational chart showing staff assignments

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(Revised: February 2014 Board of Directors)

15.14

Region Designations

Regions are designated as follows:

Region I Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Tehama, and Lassen Counties.

Region II Plumas, Glenn, Butte, Colusa, Sutter, Yuba, Sierra, Nevada, Placer, and El Dorado Counties, Alpine Counties.

Region III Yolo and Sacramento Counties.

Region IV Mendocino, Lake, Sonoma, Napa, Marin, and Solano Counties.

Region V San Francisco and San Mateo Counties.

Region VI Alameda and Contra Costa Counties.

Region VII Amador, Calaveras, San Joaquin, Tuolumne, and Stanislaus Counties.

Region VIII Santa Clara County.

Region IX Mariposa, Merced, Madera, and Fresno Counties.

Region X Santa Cruz, San Benito, and Monterey Counties.

Region XI Inyo, Kings, Mono, Tulare and Kern Counties.

Region XII San Bernardino County.

Region XIII San Luis Obispo, Santa Barbara, and Ventura Counties and Las Virgenes Unified SD.

Region XIV The following school districts in Los Angeles County: ABC Unified, Bellflower Unified, Beverly Hills Unified, Centinela Valley Union High, Compton Unified, Culver City Unified, Downey Unified, El Segundo Unified, Hawthorne Elementary, Hermosa Beach City Elementary, Inglewood Unified, Lawndale Elementary, Lennox Elementary, Long Beach Unified, Los Angeles County, Lynwood Unified, Manhattan Beach City Elementary, Norwalk-La Mirada Unified, Palos Verdes Peninsula Unified, Paramount Unified, Redondo Beach City Elementary, Santa Monica Unified, South Bay Union High, Torrance Unified,

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and Wiseburn. Including Community College Districts serving this area.

Region XV The following school districts in Los Angeles County: Alhambra City Elementary, Alhambra City High School, Antelope Valley Union High, Arcadia Unified, Azusa Unified Baldwin Park Unified, Bassett Unified, Bonita Unified, Burbank Unified, Castaic Union Elementary, Charter Oak Unified, Claremont Unified, Covina Valley Unified, Duarte Unified, Eastside Union Elementary, East Whittier City Elementary, El Monte Elementary, El Monte Union High, El Rancho Unified, Garvey Elementary, Glendale Unified, Glendora Unified, Gorman Elementary, Hacienda La Puente Unified, Hughes-Elizabeth Lakes Union Elementary, Keppel Union Elementary, La Canada Unified, Lancaster Elementary, Little Lake City Elementary, Los Nietos Elementary, Monrovia Unified, Montebello Unified, Mountain View Elementary, Newhall Elementary, Palmdale Elementary, Pasadena Unified, Pomona Unified, Rosemead Elementary, Rowland Unified, San Gabriel Elementary, San Marino Unified, Saugus Union Elementary, Soledad-Agua Dulce Union Elementary, South Pasadena Unified, South Whittier Elementary, Sulphur Springs Union Elementary, Temple City Unified, Valle Lindo Elementary, Walnut Valley Unified, West Covina Unified, Westside Union Elementary, Whittier City Elementary, Whittier Union High, William S. Hart Union High, Wilsona Elementary, and including Community College Districts serving this area.

Region XVI Los Angeles Unified School District.

Region XVII Orange County including all of Lowell Joint Unified School District.

Region XVIII San Diego and Imperial Counties.

Region XIX Riverside County.

(Revised: February 2005 Delegate Assembly)

15.15 **Region Boundary Changes**

Any segment of one region seeking to change its affiliation from that region to another, shall follow this procedure:

- 15.15.1 Submit a written request to current region. This request for change from assigned region should specify: geographical area desiring change, current number of members, name of charter(s) involved, reason for desired

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change. Current region should forward a recommendation for or against the request to the board of directors of the desired new region.

15.15.1.1 If the recommendation is approved, no additional information is necessary.

15.15.1.2 If the recommendation is disapproved, the region should list the reasons which might include but not be limited to:

- Actions which were taken to attempt to resolve reason for request.
- Effect the proposed change would have on region budget and number of region votes at leadership assembly.

15.15.2 Apply to board of directors of receiving region for approval of such a move.

15.15.2.1 If the request is approved, forward that information to the state board of directors.

15.15.2.2 If the request is disapproved, the reasons should be forwarded to the state board of directors.

15.15.3 The state board of directors upon receipt of the information from both regions will take one of the following actions:

15.15.3.1 Collect more information before making a recommendation to the leadership assembly.

15.15.3.2 Make a recommendation for or against the request for change to the leadership assembly with reasons for the recommendation and any positive or negative effects upon each of the regions.

15.15.4 The state board of directors should consider the interest of those requesting the change and also the good of the regions involved.

15.15.5 The leadership assembly shall make the final determination upon the request for change from one region to another as specified in the bylaws.

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15.15 Creating a New Region

Any segment of a region seeking to create a new region shall follow this procedure:

- 15.15.1 Request. Submit a written request to current region. This request to create a new region should specify: geographical area desiring to be a new region, current number of members who would be in the new region, name of charter(s) involved, and reason(s) for creating a new region. Current region should forward the original request along with a recommendation for or against the request to the state board of directors. The region shall survey existing region members.
- 15.15.2 State Board of Directors. The board receives and reviews the request, and refers it to staff for study.
- 15.15.3 Staff. Staff makes a thorough study of the request to determine the propriety of forming a new region. Existing regions will be notified of the request and their input sought. When the study is completed, staff will make a recommendation to the board of directors.

The study shall include, at least, the following:

- A. An analysis of the current and the proposed region to determine their service to members and to the association. Consider the geography of the area, physical size, natural impediments to travel, freeway congestion, size of regions (not too small, not too large) etc., in terms of number of members in both the proposed region and the remainder in the prior region.
- B. A determination that the reasons for creating a new region cannot be met within the scope of a presently constituted region.
- C. A survey of the existing region ACSA members to see if they believe the association would be enhanced by the establishment of the proposed new region.
- D. A determination of the relative costs of a new region.
- 15.15.4 Board Action. The state board of directors upon receipt of the information from staff shall make a recommendation for or against the request for a new region to the leadership assembly with reasons for the recommendation.
- 15.15.5 Leadership assembly. The state leadership assembly shall make the final determination upon the request to create a new region.

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- 15.15.6 Process. The creation of a new region shall be a two-year process. Year one shall consist of the request, survey, review and recommendation. Year two shall consist of a transitional period to organize and establish the new region. During year two, the new region shall continue to function under the auspices of the former region.
- 15.15.7 Assets. When a new region is established, the assets shall be equitably distributed by the former region based on the membership of the two regions.

15.17 ACSA Staff Availability to Regions

ACSA staff are available for programs in regions as time permits.

- 15.17.1 Regions are requested to pay staff expenses.
- 15.17.1.1 Exceptions to the above:
- a) Region and charter services performed by the professional standards executives
 - b) Executive director's region visits
 - c) Membership recruitment
 - d) Governmental relations update, but limited to one staff visit per region.
 - e) Other exceptions may be approved by the executive director.
- 15.17.2 Contact for staff services should be made directly to the staff member whose services are being requested.
- 15.17.3 Attendance of staff members at region board meetings is encouraged only when the staff member can provide information on a specific issue, or can assist in training or make a specific contribution.
- 15.17.4 Staff may conduct workshops on a planned itinerary basis on crucial issues. Regions will be contacted for cooperation in determining time, place and to assist with publicizing.

15.18 Non-Compliance of Regions

State ACSA will withhold region rebates until the region is in compliance. Once the region is in compliance, the funds withheld will be rebated.

(New: January 1997 Board of Directors)