

POLICIES AND PROCEDURES MANUAL

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

2023



association of california
school administrators

**Policies & Procedures Manual
(August 2023)**

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Preamble

The ACSA Board of Directors has adopted this *Policies and Procedures Manual* so directors, officers, delegates, committee and council members, members, and staff will be advised of ACSA's policies in various fields that directly or indirectly impact them. The manual also includes procedures so you will know how these policies are carried into effect.

The manual supplements the ACSA Bylaws, but is a more dynamic document and will be amended by the Board of Directors when appropriate.

Our hope is that you will utilize this manual and find it suits your needs.

AFFILIATIONS

SECTION 1
ACSA POLICIES & PROCEDURES

Section 1 — Affiliations

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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Section 1 — Affiliations

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)

AWARDS

SECTION 2
ACSA POLICIES & PROCEDURES

Section 2 — Awards

Policies:

2.1 Awards for Significant Contributions to Education

ACSA recognizes that awards are an effective means for improving the educational process and for recognizing members' contribution to ACSA and education in their various roles as leaders. ACSA should make awards to individuals who have made significant contributions to education.

2.2 Regions are Encouraged to Recognize Contributions to Education

Regions are encouraged to recognize contributions to education made by individuals within their regions.

Procedures:

2.3 Marcus Foster Memorial Award

An annual award will be given in memory of Dr. Marcus Foster. The description and process for granting the award follows:

2.3.1 The Award

ACSA has established an annual award in the most respected memory of Dr. Marcus Foster, Oakland school superintendent. The purpose of the award is to cause the education profession and citizens of California to remember the ideals by which Marcus Foster gave outstanding leadership to the Oakland Unified School District.

2.3.2 The Recipient

The Marcus Foster Memorial Award shall be granted each year to an administrator who has been selected as the person who most personifies the ideals of Marcus Foster. The honoree shall receive a scholarship for five thousand dollars (\$5,000.00) to be awarded to a high school senior of his/her choice in a high school in either the district in which the administrator works or lives.

2.3.2.1 Current ACSA employees and ACSA state board members are not eligible to receive this award.

2.3.3 The Criteria

The Marcus Foster Memorial Award shall be awarded to the administrator who has demonstrated the qualities of Marcus Foster's leadership style. The person so honored shall have demonstrated that he/she is:

2.3.3.1 An administrator who is a skilled manager of change.

2.3.3.2 An administrator whose management style involves many sectors of the community in addition to broad professional involvement.

Section 2 — Awards

- 2.3.3.3 An administrator who is willing to take risks to improve educational opportunities.
- 2.3.3.4 An administrator who is creative, who is willing to try new ideas and he/she reaches out to children.
- 2.3.3.5 An administrator who speaks out in his/her community on issues that have an impact on children.
- 2.3.3.6 An administrator who respects all people, especially children, as human beings, and who protects the rights of all persons to have full citizenship.

2.3.4 Process

Annually the Awards Committee shall notify the membership that nominations for the Marcus Foster Memorial Award for Administrator Excellence are being accepted.

- 2.3.4.1 All nominations, including those from the Awards Committee, must be in writing on the appropriate form available from State ACSA.
- 2.3.4.2 Nominations must be postmarked by the deadline set by the Awards Committee.
- 2.3.4.3 Recommendations for the award may be made by any member of ACSA, charter groups, committees or regions.
- 2.3.4.4 The Awards Committee shall actively seek and consider all recommendations and recommend to the board of directors the name of the administrator who should receive this recognition.
- 2.3.4.5 The final decision shall be made by the board of directors.

2.3.5 Presentation

The award, when given, shall be presented to the recipient at ACSA's Leadership Summit by the state president or his/her designee.

(Revised: February 2014 Board of Directors)

2.4 Ferd. J. Kiesel Distinguished Service Award

A Ferd. J. Kiesel Distinguished Service Award will be given annually to a recipient that meets the criteria. When the committee feels that no nominee has significantly served education the award may not be given.

Section 2 — Awards

2.4.1 The Award

The Ferd. J. Kiesel Distinguished Service Award is the most significant award that ACSA may present to an individual. Its specific design or pattern should be unique and distinctly different from any other award presented by the association or any region.

One or more award may be made annually and in any given year — none may be given. This award shall not preclude or replace the awarding of other recognitions by ACSA, its regions or charters, either to members or non-members.

2.4.2 The Recipient

The recipient of a Ferd. J. Kiesel Distinguished Service Award may be anyone who has made a contribution to public education: an administrator, teacher, legislator, lay person, etc.

2.4.2.1 Current ACSA employees and ACSA state board members are not eligible to receive this award.

2.4.3 The Criteria

The criteria to be used in making a selection shall include but not be limited to the following:

2.4.3.1 The person's contribution shall have had significant impact on public education over a wide geographical area, state or national.

2.4.3.2 The person's contributions shall have had impact on significant segments of public education.

2.4.3.3 Although it may not be as important as the contribution itself, the time a person has been involved with education shall be considered.

2.4.4 Process

Annually, the Awards Committee shall publicize the award, purpose, criteria and process in *EDCAL* or other appropriate publications. In addition, letters will be sent to all region presidents and state committee chairs with appropriate information, soliciting nominations.

All nominations, including those of the Awards Committee, must be in writing on the appropriate form available from state ACSA.

2.4.5 Presentation

The award, when given, shall be presented to the recipient(s) at ACSA's Leadership Summit by the state president or his/her designee.

Section 2 — Awards

(Revised: February 2014 Board of Directors)

2.5 **ACSA Service Award**

The ACSA Service Award will be presented to all outgoing members of state committees, with the exception of the chair. This award will also be presented to region officers and anyone determined by the ACSA president. Likely candidates would be those serving on special ad hoc committees, or those performing special services for the association.

2.6 **Recognition: Region Presidents, State Committee Chairs & Board of Directors**

ACSA will recognize region presidents, state committee chairs and members of the board of directors, who have completed their term of service.

2.7 **Administrator of the Year Awards**

Awards will be presented annually to recognize the outstanding performance and achievement by individual administrators, classified managers or confidential employees in the following school management team employment categories: a-u.

- a) Superintendent
- b) Secondary principal
- c) Middle grades principal
- d) Elementary principal
- e) Central office administrator - county/district
- f) Secondary co-administrator
- g) Elementary co-administrator
- h) Classified manager
- i) Confidential employee
- j) Personnel/Human resources administrator
- k) Adult education administrator
- l) Career technical education administrator
- m) Special education administrator
- n) Superintendent/principal
- o) Business services administrator
- p) Pupil personnel administrator
- q) Curriculum and instruction administrator
- r) Continuation/educational options administrator
- s) Professor of Education
- t) Retired administrator
- u) Technology administrator

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- 2.7.1 Current ACSA employees and ACSA state board members are not eligible to receive these awards.
- 2.7.2 Judging Criteria
Revised 5/12/23 An Administrator of the Year Award (categories a - u) will be granted to an ACSA member who demonstrates through their overall performance at the school site or district level:
- 2.7.2.1 Commitment to an equitable education system and to meeting the diverse needs of all students and school communities.
 - 2.7.2.2 Exceptional leadership in implementing, managing and supporting school programs.
 - 2.7.2.3 Commitment to educational quality and student achievement.
 - 2.7.2.4 Commitment to professional growth, ethics and innovation.
 - 2.7.2.5 Commitment to nurturing and sustaining a safe and inclusive learning environment.
- 2.7.3 Nomination Process
Annually, the Awards Committee shall notify each region president and the membership at large that nominations are being accepted for Administrator of the Year awards.
- 2.7.3.1 All nominations must be submitted to the region president in the region where the nominee is employed, on a form provided by the Awards Committee.
 - 2.7.3.2 All nominations must be received by the region president prior to being sent to the Awards Committee.
 - 2.7.3.3 The region president shall convene an Awards Committee to review all nominations and make recommendations to the region board of directors.
 - 2.7.3.4 The region board of directors shall forward to ACSA's Awards Committee the region's nominee for each of the categories listed above. The region may elect not to offer a nomination if in its discretion insufficient nominations were received or nominees did not satisfy the judging criteria.

Section 2 — Awards

2.7.4 Selection Process

The Awards Committee shall evaluate all region nominations and recommend to ACSA's state board of directors an award recipient for each category. A recommendation may be withheld in a category if in the discretion of the committee insufficient nominations were received or if nominees did not satisfy the judging criteria. The final selection of award recipients shall be made by ACSA's board of directors.

2.7.5 Presentation

Recipients will be honored in ACSA publications and at the Leadership Summit.

(Revised: February 2014 Board of Directors)

2.8 Partners in Educational Excellence Award

2.8.1 The Award

Partners in Educational Excellence awards shall be given annually to exemplary school-community partnership programs that promote effective educational performance, enhanced student achievement and strong community involvement in educational quality.

2.8.2 The Recipient

The award will be granted to the outstanding community partnership programs at a state and region level, and will recognize the individual leadership and contributions of the school administrators, educators and community or business leaders involved in the program.

2.8.2.1 Current ACSA employees and ACSA state board members are not eligible to receive this award.

2.8.3 The Criteria

The recipient of this award shall sponsor a program that consistently demonstrates:

2.8.3.1 Sustained, positive impact on student achievement and learning.

2.8.3.2 Effective collaboration between education and community leaders in the creation and implementation of the program.

2.8.3.3 Exemplary management and educational practices that can be replicated by other schools, districts and communities.

2.8.3.4 Innovative approaches to dealing with the complex challenges facing public education.

2.8.3.5 Broad support and active involvement by the community.

Section 2 — Awards

2.8.4 Process

- 2.8.4.1 Nominations will be accepted by the region president from any ACSA member, charter, or committee. Nominations must be in writing on a form provided by the state association.
- 2.8.4.2 The deadline for accepting and judging nominations shall be set by the Awards Committee annually.
- 2.8.4.3 Nominations will be solicited through an announcement in *EDCAL*. Nomination forms and letters will be mailed to region leaders and state committee chairs.
- 2.8.4.4 The region president will convene a region awards committee to review all nominations received during the nominating period and to recommend a single partnership program as recipient of this award from the region. The region president will forward the nominating papers of the region recipient to the state Awards Committee for consideration as the state level award recipient.
- 2.8.4.5 After reviewing all region nominations, the state Awards Committee will recommend a single recipient of the state level award. The final decision will be made by the board of directors and announced to the membership.

2.8.5 Presentation

The state Partners in Educational Excellence award shall be presented at ACSA's Leadership Summit by the state president or his/her designee.

Region award recipients will receive recognition from the state to be presented by the region.

(Revised: February 2014 Board of Directors)

2.9 Every Student Succeeding Recognition

2.9.1 The Award

Every Student Succeeding Recognition awards shall be given annually to 19 students.

2.9.2 The Recipient

The award will be granted to 19 students, one from each region, who exemplified ACSA's mission.

2.9.3 The Criteria

The criteria to be used in making a selection shall include, but not be limited to the following:

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- 2.9.3.1 Students who made a special effort to overcome adversity, return to school, improve their attendance, etc.
- 2.9.3.2 Students who are active in student conflict resolution, community service, cross-age/peer tutoring, etc.
- 2.9.4 Process
- 2.9.4.1 Nominations will be accepted by the region president from any ACSA member, charter, or committee.
- 2.9.4.2 The deadline for accepting and judging nominations shall be set by the Awards Committee annually.
- 2.9.4.3 The Awards Committee will provide each region president with a template of an announcement and application for distribution within their region which can be modified as the region desires.
- 2.9.4.4 Each region selects one student to submit to the Awards Committee. Each region is free to use whatever process is best for their region in selecting the student.
- 2.9.4.5 ACSA will publish stories about the students and their administrator teams prior to the conference. The stories will emphasize what exists in the school structure, including policies and practices that supported the student and enabled them to succeed.
- 2.9.4.6 In any year in which two Adult Education students are not recognized at the state level through the regular Every Student Succeeding process (ESS) the Adult Education Council will be allowed to select an additional one or two ESS recipients so that two Adult Education students are recognized through ESS.
(New: May 2013 Board of Directors)
- 2.9.4.7 Timeline:
- September Region presidents are provided with announcements and applications
 - March Regions to select students and submit information to ACSA
 - August-November *EDCAL* stories to run

Section 2 — Awards

2.9.5 Presentation

The 19 students being recognized for the Every Student Succeeding Recognition shall be highlighted at ACSA's Leadership Summit.

(Revised February 2014 Board of Directors)

2.10 **The Robert E. Kelly Award for Outstanding Community Service**

Annually this award will be given. The description and process for granting the award follows:

2.10.1 The Award

The purpose of this award is to recognize an individual who, upon retirement, has contributed significantly to public education or educational leadership by volunteer work in their community, city or state.

2.10.2 The Recipient

The recipient must be a retired ACSA member, who has been retired a minimum of three years. The recipient shall be involved as a volunteer with such groups as: schools, students, youth groups, community groups, education-related regional or state institutions or groups, non-profit organizations.

2.10.3 The Criteria

The criteria for the Robert E. Kelly Award for Outstanding Community Service are:

2.10.3.1 Significant contribution to the community on a volunteer basis for at least three years.

2.10.3.2 Directly or indirectly helped advance the high quality of public education or educational leadership in California.

2.10.4 Process

Annually the Awards Committee shall notify the membership that nominations for the Robert E. Kelly Award for Outstanding Community Service are being accepted.

2.10.4.1 Nominations will be accepted by the region president from any ACSA member, charter, or committee. Nominations must be in writing on a form provided by the state association.

2.10.4.2 The deadline for accepting and judging nominations shall be set by the Awards Committee annually.

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- 2.10.4.3 Nominations will be solicited through an announcement in *EDCAL*. Nomination forms and letters will be sent to region leaders and state committee chairs.
- 2.10.4.4 The region president will convene a region awards committee to review all nominations received during the nominating period and to recommend a single person as recipient of this award from the region. The region president will forward the nominating papers of the region recipient to the state Awards Committee for consideration as the state level award recipient.
- 2.10.4.5 After reviewing all region nominations, the state Awards Committee will recommend a single recipient of the state level award. The final decision will be made by the board of directors and announced to the membership.

2.10.5 Presentation

The Robert E. Kelly Award for Outstanding Community Service shall be presented at ACSA's Leadership Summit by the state president or his/her designee.

The award winner will receive a recognition plaque from the state.

2.11 The Valuing Diversity Award

2.11.1 The Award

The Valuing Diversity Award shall be given annually to an administrator who has epitomized ACSA's mission statement by his/her superior efforts in promoting diversity and support for all of the children, parents, and staff at their school or district.

2.11.2 The Recipient

The recipient must be an ACSA member who has exemplified outstanding leadership in developing and implementing programs that have enhanced the support and value of student diversity.

2.11.3 The Criteria

The person selected to be honored with this award should exhibit superior efforts in:

- 2.11.3.1 Fostering positive district office and school climates that promote the awareness and celebration of diversity.
- 2.11.3.2 Empowering and supporting staff to take risks in developing programs for all students.

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- 2.11.3.3 Developing strong community partnerships to ensure success for all students.
- 2.11.3.4 Involving educators and the community in the development of effective and comprehensive outreach and community programs that address issues of diversity.
- 2.11.3.5 Modeling and valuing the maintenance of high academic standards for all students.
- 2.11.3.6 Sharing pertinent information regarding diversity with parent and professional organizations.

2.11.4 Nomination Process

Annually, the awards committee shall notify each region president and the membership at large that nominations are being accepted for the Valuing Diversity Award.

- a) All nominations must be submitted to the region president in the region where the nominee is employed, on a form provided by the Awards Committee.
- b) All nominations must be received by the region president prior to being sent to the Awards Committee.
- c) The region president shall convene an Awards Committee to review all nominations and make recommendations to the region board of directors.
- d) The region board of directors shall forward to ACSA's Awards Committee the region's nominee. The region may elect not to offer a nomination if in its discretion insufficient nominations were received or nominees did not satisfy the judging criteria.

2.11.5 Selection Process

After reviewing all region nominations, the state Awards Committee will recommend a single recipient of the state level award. The final decision will be made by the Board of Directors and announced to the membership.

2.11.6 Presentation

Recipients will be honored in ACSA publications as well as at the Annual Valuing Diversity Conference sponsored by the Diversity/Equal Education Opportunity Committee and at the State Leadership Summit.

(Revised February 2014 Board of Directors)

2.12 Establishing, Eliminating, or Changing Statewide ACSA Awards Programs

Section 2 — Awards

An action to establish an awards program or make changes to an existing awards program may be proposed by a region, charter, member, or committee of state ACSA. Awards to be presented by ACSA will be administered by the Awards Committee unless other arrangements are specified by the ACSA board of directors.

2.12.1 Statewide awards programs must meet the following criteria:

- a) The award must be connected to ACSA's mission and the furtherance of high quality public education or educational leadership in California.
- b) The nomination or application process should be open to qualifying individuals throughout the state.

2.12.2 To propose establishment of a new ACSA award, a region, charter, member, or committee must submit an application to the Awards Committee, which will in turn make a recommendation to the board of directors. The application should include:

- a) Name of the award
- b) Purpose of award program
- c) Eligibility criteria
- d) Recommended nomination or application process
- e) Recommended criteria for selecting award recipients
- f) Who is to bear initial and ongoing costs of establishing the award
(State ACSA, the region or other group proposing the program, etc.)
(New: Sept. 1996 Board of Directors)

2.13 **Friend of Public Education Award**

2.13.1 The Award

The Friend of Public Education Award shall be given annually to one or two nominees that demonstrate significant commitment and/or legislative or policymaking contributions to public education.

2.13.2 The Recipient(s)

The award will be granted to a state or federal level elected or appointed official who demonstrates leadership on behalf of public education through legislative and policy development, advocacy and political efforts or other significant commitment on behalf of public education.

2.13.3 The Criteria

Nominees shall:

- Demonstrate a significant commitment and/or legislative contribution to public education
- Demonstrate leadership on behalf of public education

Section 2 — Awards

- Recognize and support school and district leadership
- Supports key Pre-K through adult education legislative proposals
- Support ACSA’s legislative platform
- Recognizes the significance of ACSA’s role in public education

2.13.4 The Process

Nominations will be accepted by the VP’s for Legislative Action from any ACSA member, charter, or committee or council. Nominations must be in writing on a form provided by the state association. Governmental Relations staff shall provide background analysis on each nominee and also suggest nominees for consideration when requested to do so. Nominations will be solicited in the winter prior to ACSA’s annual Legislative Action Day which occurs in the spring. The VP’s for Legislative Action shall review nominees and deliberate during their annual February meeting. The nominees shall be determined by consensus unless a vote of the majority is required. The recommended nominees shall be presented to the ACSA Board of Directors for final approval.

2.13.5 Presentation of Award

The Friend of Public Education award(s) shall be presented during ACSA’s annual Legislative Action Day. If the recipient is unable to accept the award on the scheduled date(s) other arrangements shall be made to present to the recipient.

(New: July 2014 Board of Directors)

BOARD OF DIRECTORS & BOARD MEMBERS

SECTION 3
ACSA POLICIES & PROCEDURES

A. Authority, Duties and Responsibilities of Board Members

Policies:

3.1 Code of Ethics for Board Members

The Association of California School Administrators (“ACSA” or the “Association”) is committed to lawful and ethical behavior in all of its activities and requires its board of directors to conduct themselves in a manner that complies with all applicable laws and regulations and the Association’s ethical standards. The Association is committed to adhering to the following standards of ethical conduct:

- We expect integrity, honesty, and trustworthiness in our work; courage in our decisions; and dedication to the Association’s values and beliefs.
- We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another. We share information when appropriate without sacrificing confidentiality.
- We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
- We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
- We expect our actions to demonstrate our care for others and the community as a whole. We support each other in a humane manner. We care about the well-being of each other, the community, and the Association.

We expect board of directors to act in an ethical and responsible way at all times. We value honesty in communication and personal responsibility, and expect our board of directors to refrain from engaging in unethical behavior. The desire to achieve organizational or personal objectives will not excuse unethical, illegal or wrongful activity or deviation from the Association’s policies. The Association asks that you keep in mind at all times the need to conduct yourself with reasonable and proper regard for the welfare and rights of all employees and for the best interests of the Association. Unacceptable behavior may include, but is not limited to, self-dealing (that is, putting your own interests above the interest of the Association in the discharge of your duties), improper influencing of the Association’s auditor or other corporate advisors, falsification or misrepresentation on Association records, possession of illegal drugs in the workplace, certain criminal acts, sexual, racial or other harassment, or violations of published Association policies and rules.

The Association reserves the right to take any and all action as the Association deems appropriate in response to unethical behavior.

(New: February 2014 Board of Directors)

3.2 Conflict of Interest

This policy shall apply to the Association of California School Administrators (“ACSA” or the “Association”). The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of the Association’s board members from interfering with the performance of their duties to the Association, and to ensure that there is no personal, professional, or political gain at the expense of the Association. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but rather to require the disclosure to the Association of any conflicts of interest and the recusal of any interested party in a decision relating to such matters.

A conflict of interest may exist when the interests or potential interests of any board director, or that person’s close relative, or any individual, group, or organization to which the person associated with the Association has allegiance, may be seen as competing with the interests of the Association, or may impair such person’s independence or loyalty to the Association. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director or officer in a manner that is adverse to the interests of the Association.

(New: February 2014 Board of Directors)

3.3 Report of Illegal or Improper Activity for Board Members

ACSA is committed to lawful and ethical behavior in all of its activities and requires its board members to conduct themselves in a manner that complies with all applicable laws and regulations. If at any time a concern exists regarding the propriety or legality of any action contemplated to be taken or that has been taken by

any ACSA board member, employee, contractor or vendor, as the action relates to ACSA activities, or if an action needs to be taken in order for ACSA to be in compliance with law or appropriate ethical standards, you can address the issue directly by going to the board president or executive director, as needed, until matters are satisfactorily resolved.

Under this policy (sometimes referred to as a “whistleblower policy”), those who report illegal or improper activity will be protected. Efforts will be made to treat a report of unethical or illegal conduct as confidential, consistent with the need to investigate and prevent or correct the action. The individual making the report will not be discharged, threatened, harassed, or discriminated against for reporting in good faith what they perceive to be wrongdoing, violations of law, or unethical conduct.

(New: February 2014 Board of Directors)

3.4 Board Member Holding More than One ACSA Position

An ACSA member shall not hold a position on the board and on an ACSA state committee/council, or on more than one state committee/council, without prior approval of the board of directors, unless it is a committee of the board or a board appointed special committee or task force.

3.4.1 Exceptions are the Leadership Summit Planning Committee and the Nominating Committee as the past president serves as chair.

3.5 Governing Body

The board of directors is the governing body of the association whose primary role is to establish clear strategic direction for the association. The Board's focus is on direction and priority setting, issue deliberation, planning, resource alignment, monitoring and evaluation of the executive director.
(revised February 2016, BOD)

3.6 Actions Recorded

All rules, policies and positions adopted by the board in accordance with the bylaws, but not specifically covered therein, shall be recorded in the Policies & Procedures Manual of ACSA.

3.6.1 The board may amend or repeal this Policy & Procedure Manual, in whole or in part, at any time.

3.7 Charters

The board of directors shall issue charters in compliance with the Policies & Procedures. (See Section 4— Charters)

3.8 Annual Inservice for New Committee Chairs and Council Presidents

The board of directors shall annually conduct an inservice for new state committee chairs and new council presidents.

3.9 Committees, Councils, Special Committees and Task Forces

3.9.1 For large committees (10 or over) the board shall make sincere efforts to ensure:

- minority representation
- geographic representation
- gender representation
- diverse job alike representation
- specific expertise of a member

3.9.2 For all committees, councils or task forces the board of directors shall provide for diverse representation.

3.9.3 The "president" making committee, special committee, and task force appointments is interpreted to mean the person holding the office of president when the term of the appointee becomes effective.

(New: February 1995 Board of Directors)

3.9.4 The board shall devise procedures for representation and to ensure all terms do not end the same year unless a committee is to be lapsed.

3.9.5 The board of directors shall approve funds for special projects for committees/ councils from the activity design fund.

3.10 Leadership Summit

ACSA will pay expenses of members of the board when necessary to assure their presence at ACSA's Leadership Summit.

3.11 Membership Categories

The board of directors shall establish membership categories.

3.12 Guidelines for Board Member Expenditures

Because of changing conditions, each year ACSA's president will issue a memorandum of guidelines for officers and directors concerning the types of activities to be reimbursed for ACSA business.

3.12.1 With prior authorization by the president or executive director expenses for attendance at other meetings, besides board and leadership assembly meetings, will be allowed.

3.13 Insurance

The Association shall have the right to purchase and maintain insurance to the full extent permitted by the law on behalf of its agents against any liability asserted against or incurred by the agent in such capacity arising out of the agents' status as such.

3.14 Board Administers Other Companies

The ACSA board shall administer SASS, SASS Benefit Services Corporation, the Foundation for Educational Administration and all ACSA PACs as outlined in the articles of incorporation. (Source: Each company's articles of incorporation)

3.15 Actions of Agents/Agencies

The association is legally responsible and liable for actions of agents or agencies of the association acting within the scope of ACSA business. The board is responsible for the governance of the association and has delegated certain functions to other agents and agencies of the association. On behalf of the board of directors, the president or the president's designee has the authority to direct any agent or agencies to take actions consistent with, or to refrain from taking actions inconsistent with, the interests, purposes, policies and procedures of the association. Should any questions arise regarding the scope of authority of such agents or agencies, the board of directors shall resolve the questions.

3.15.1 Continued recognition and funding of agents or agencies are contingent upon actions consistent with the articles of incorporation, bylaws and policies and procedures.

3.16 Political Action

The board of directors shall be responsible for establishing ACSA political positions on state educational issues.

3.16.1 The board of directors or the executive committee is responsible for establishing and implementing appropriate political action plans on state educational issues.

3.16.2 The board of directors may delegate certain political action responsibilities to the Assistant Executive Director of Governmental Relations and the Legislative Policy Committee.

3.16.3 The board of directors has established statewide Vice Presidents for Legislative Action, elected representatives in each region, to assist the Assistant Executive Director of Governmental Relations in implementation of political action strategies.

3.17 Affiliation

The board of directors shall develop procedures for affiliation with other state or national professional organizations. (See Section 1 — Affiliations)

3.17.1 Attendance at conferences of the six major national associations is covered in Policies & Procedures Manual — Section 1 — Affiliations - National Organizations.

3.18 Consortia or Similar Purpose Organizations

It may be desirable for ACSA to join with other organizations (i.e., AAUW, Taxpayers Association, CSBA, CASBO, CASH, etc.) in a consortia for a common purpose, even though all of the participants may not fit all of the state or national affiliation policies in Section 1 of this manual.

3.19 Meetings of The Board

Meetings of the board are held not less than four times during the year. Other meetings shall be held upon the call of the president or by a majority vote of the board. The regular meetings shall be scheduled and shown on the annual calendar.

3.19.1 Open Meetings

All meetings of the board are open except as specified.

3.19.2 Closed Meetings

The board may meet in closed session on personnel matters, or other matters where it deems it appropriate to do so.

Minutes will be taken of actions taken in closed session and shall be separately maintained. The board shall determine which actions taken in closed session shall also be recorded in the next regular meeting of the board.

3.19.3 Quorum

A majority of the board shall constitute a quorum and a majority of the quorum shall have power to act.

Procedures:

3.20 Use of ACSA Credit Cards

Board members may utilize ACSA credit cards, or be reimbursed, for official expenses in connection with meetings of the board, leadership assembly, ACSA Leadership Summit and for their liaison assignments with regions, committees and councils.

3.20.1 A copy of each credit card transaction shall be sent to the executive director on a monthly basis. Notation of the program or activity authorized and eligible persons included should be made.

3.21 Attendance at Meetings

For efficient conduct of the business of the association, officers and directors are expected to have full and regular attendance at the board and leadership assembly meetings.

3.21.1 When an officer or director cannot attend a meeting of the board or leadership assembly they should notify the executive director in advance of the meeting.

3.21.2 When an officer or director cannot attend a meeting they cannot be represented by an alternate.

3.22 Removal from Office

Officers or directors who miss three consecutive meetings shall automatically be removed from their position unless waived by formal action of the board.

3.22.1 Officer:

When an officer's attendance is irregular or they do not attend the full length of scheduled meetings the board by 2/3 vote shall recommend to the leadership assembly that the position be vacated.

3.22.2 Director:

When a director's attendance is irregular or they do not attend the full length of scheduled meetings the board by 2/3 vote shall recommend to the region that the position be vacated.

3.22.3 Hearing:

Prior to a vote by the state board of directors to recommend vacating a position of an officer or director, the person being considered for removal shall be entitled to a hearing before the board to explain any mitigating circumstances. The person shall, within ten work days of the contemplated board action, notify the executive director of their desire to appear.

3.23 Quorum Rule

The quorum is a majority of the number of directors. Except as otherwise provided by the bylaws, the affirmative vote of a majority of the directors present at a meeting is required to accomplish valid board action.

If a quorum is present at the start of a meeting, but directors withdraw and leave less than a quorum — the remaining directors may continue to transact business, if any action taken is approved by at least a majority of the required quorum for the meeting.

Example: Assuming ACSA has 26 directors, 14 must be present to constitute a quorum. Twenty directors attend the meeting, but 10 withdraw, leaving 10 directors. The quorum has been lost because the quorum is 14. However, the remaining directors may continue to do business, as the board, if the affirmative vote of those remaining equals a majority of the quorum — or in this example — 8.

3.24 Conflict of Interest

Duty to Disclose

In connection with any actual or possible conflict of interest involving a Board member or Executive Director, the interested Executive Director or Board member should disclose the existence of the conflict of interest or potential or perceived conflict of interest to the Association's Board President in writing, with a copy to Human Resources.

The interested person should disclose all material facts related to the conflict.

Procedures for Addressing an Actual or Potential Conflict of Interest

The Board President shall advise the Executive Committee of the Board (consisting of disinterested Board members) which shall determine if a conflict exists and, when appropriate, investigate alternatives to the proposed transaction or arrangement.

In advance of any board action on a transaction or arrangement related to the actual or potential conflict, the Board President shall disclose to the Executive Committee of the Board all facts material to potential or actual conflict. After an opportunity to fully discuss the matter, the Executive Committee of the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy

If the Executive Committee of the Board has reasonable cause to believe that a Board member, or Executive Director has failed to disclose actual or possible conflicts of interest, it or he/she shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

If, after hearing such person's response and after making further investigation as warranted by the circumstances, the Executive Committee of the Board (as to the Executive Director or a Board member) determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The Board President or Executive Director shall, as appropriate, keep records of all disclosures made to them pursuant to this policy. As to Board activities where actual or potential conflicts have been disclosed, the meeting of the Executive Committee of the Board shall reflect the names of the persons who disclosed or were otherwise found to have a conflict of interest or potential or perceived conflict of interest, the nature of the conflict and the interest of the involved persons, any action taken to determine whether a conflict of interest was actually present, and the Board President's decisions as to whether a conflict of interest in fact existed. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed

transaction or arrangement, and a record of any votes taken in connection with the proceedings, and that the interested person was not present during discussion or decision on the matter, and did not vote.

Dissemination

A copy of this conflict-of-interest policy shall be furnished annually to each board director, and the Executive Director.

Certification

This policy and its application shall be reviewed annually for the information and guidance of board members each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

As administered by the Executive Director, each director will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the board and annually thereafter.

(New: February 2014 Board of Directors)

B. Authority, Duties and Responsibilities of Officers

Policies:

3.25 Vote in Leadership assembly

Any officer or director who also serves in another capacity which provides a vote in the leadership assembly will have only one vote (i.e., vice president for legislative action who also serves as chair of the Vice Presidents for Legislative Action).

3.26 Expenses of State President

The expense reimbursement of the state president will be based upon the unique financial and working conditions of the person selected.

3.26.1 Expenses incurred by the president's spouse/significant other relating to travel with the president in carrying out duties of the office of president are authorized within the allotted budget. The president is encouraged to bring his/her spouse/significant other to ACSA's Leadership Summit.

(Revised: February 2014 Board of Directors)

3.27 Equipment Supplied to Board Officers/Executive Committee

ACSA may provide members of the executive committee equipment necessary to carry out the duties of their office if not available through employing districts. Equipment remains the property of ACSA.

3.28 Electronic Mail

3.28.1 ACSA may provide officers remote access to electronic mail if not available through employing districts.

3.28.1.1 Upon approval of the executive director, ACSA may provide remote access to other users (i.e., board members, past board presidents, region leaders, committee members/council members, and grants personnel). Generally, responsibility for equipment and access costs belong to the individual.

(Revised: February 2014 Board of Directors)

3.28.2 E-Mail Privacy — ACSA provides electronic mail to employees [and board officers] at its expense, for business use.

All messages are ACSA records, regardless of the point of origin of the message or its purpose. ACSA reserves the right to access and disclose all messages sent over its electronic mail system for any purpose. Any electronic mail message, whether personal or business related, is subject to subpoena and should be treated as if it were a paper document.

Procedures:

3.29 Filling a Vacancy

When an appointment is necessary to fill a vacancy of an officer on the board of directors in accordance with Article VI of the Bylaws, 6.04 the president shall consider: (See Section 6 — Leadership assembly)

- a) Previous experience as a member of the board.
- b) Other service to the association in a leadership capacity.
- c) Current geographical representation of officers and job titles.
- d) Policies & Procedures Manual — Section 3-A — Board of Directors and Board Members, Policy 3.4 which precludes an ACSA member from holding two or more positions on the board or state committees/councils.
- e) The appointee will not be eligible for immediate election to the board of directors as an officer at the expiration of the appointed term.

3.30 President's Special Assignments

The president shall preside over meetings of the board, leadership assembly, executive committee and meetings of the region presidents and president elect.

(Revised: February 2014 Board of Directors)

3.31 President-Elect's Special Assignments

The president-elect shall preside in the absence of the president and preside over meetings of the committee chairs/council presidents.

(Revised October 2006 Board of Directors)

3.32 Vice President's Special Assignments

The vice president shall chair the Board Finance Committee and co-chair the Leadership Development Committee.

(Revised May 2022 Board of Directors)

3.33 Immediate Past President's Special Assignments

The immediate past president shall chair the Board Audit Committee, the Nominating Committee and the Awards Committee.

(Revised: February 2014 Board of Directors)

3.34 Vice-President for Legislative Action's Special Assignments

The vice-president for legislative action shall chair the meetings of the PAC Board of Directors and of the regional vice presidents for legislative action.

(Revised: February 2014 Board of Directors)

C. Authority, Duties and Responsibilities of The Executive Committee

Policies:

3.35 Composition

The executive committee shall be composed of five officers, president, past president, president elect, vice president, vice president for legislative action and two directors selected annually by the full board of directors.

3.36 Duties

The executive committee shall have the authority to act on behalf of the board as a "quick response team" between board meetings, provided that it shall not act on matters that are specifically withheld by the full board; and further, provided that it shall report all of its actions to the full board at the next meeting.

(Revised: February 2022 Board of Directors)

The executive committee of the board of directors will develop and regularly maintain board performance criteria, including a means for evaluating board meeting effectiveness.

(Revised: February 2016 BOD)

3.37 Equipment Supplied to Board Officers/Executive Committee

ACSA may provide members of the executive committee equipment necessary to carry out the duties of their office if not available through employing districts. Equipment remains the property of ACSA.

Procedures:

3.38 Relationship with Executive Director and Full Board

The executive committee shall serve as liaison with the executive director and bring recommendations to the full board of directors.

(Revised: March 1995 Board of Directors)

3.39 ACSA Spokesperson

The president and executive director or his/her designee serve as the spokesperson for ACSA between board meetings when one is necessary and/or desirable.

(Revised: March 1995 Board of Directors)

3.40 Emergency Action

Emergency action taken by the executive committee in a special meeting, by conference call, or otherwise, shall be reported when appropriate in the minutes of the next board of directors meeting or in a closed session.

(Revised: March 1995 Board of Directors)

CHARTERS

SECTION 4
ACSA POLICIES & PROCEDUES

Section 4 — Charters

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.

Section 4 — Charters

- 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.

Section 4 — Charters

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)

COMMITTEES & COUNCILS

SECTION 5
ACSA POLICIES & PROCEDURES

Section 5 — Committees/Councils

Policies:

5.1 Committees, Special Committees, Task Forces and Councils

- 5.1.1 For large committees (10 or over) the board shall make sincere efforts to insure:
- Minority representation
 - Geographic representation
 - Gender representation
 - Diverse job alike representation
 - Specific expertise of a member
- 5.1.2 For all special or standing committees or task forces the board of directors shall provide for diverse representation.
- 5.1.3 Councils shall provide for diverse representation in their bylaws.
- 5.1.4 The "president" making committee, special committee, and task force appointments is interpreted to mean the person holding the office of president when the term of the appointee becomes effective.
(February 1995 Board of Directors)
- 5.1.5 The board shall devise procedures for representation and to insure all terms do not end the same year unless a committee is to be lapsed.
- 5.1.6 Councils shall devise procedures for representation and to insure all terms do not end the same year unless a council is to be lapsed.
- 5.1.7 The board of directors shall approve funds for special projects for committees and councils from the activity design fund.

5.2 Funding for Committees and Councils

Funds for committees and councils shall be included in the annual budget.

- 5.2.1 In addition, funds shall be available to implement projects approved by the board. Funds shall be applied for via the activity design process. (See Procedure 5.24).

5.3 Expenses

All committees and councils will have their expenses paid by ACSA within the limits of their budgets. The ACSA budget assumes a maximum of three reimbursed meetings per year per committee/council.

5.4 Attendance of Alternates at Committee Meetings

Region presidents may send an alternate to committee meetings when each region has a member appointed to the committee and the region member is unable to attend.

Section 5 — Committees/Councils

5.5 Attendance of Alternates at Council Meetings

Council bylaws/operating rules will determine how alternates to council meetings are to be selected when a council member is unable to attend.

5.6 Chair Designee

The state president elect shall appoint for each committee a chair designee who should become the chair of the committee when the current chair leaves office. The chair designee should be appointed as early as possible within the year that the current chair's term expires.

5.7 Council President Designee

Each council shall elect a council president designee who shall become the president of the council when the current president leaves office. The council president designee should be elected as early as possible within the year that the current council president's term expires.

5.8 Annual Inservice for New Committee Chairs and New Council Presidents

The board of directors shall annually conduct an in-service for new state committee chairs and new council presidents.

5.9 Orientation for Committee Members and Council Members

Committee chairs/council presidents shall be responsible for the orientation of new committee/council members at the first meeting of the fiscal year.

5.10 Member Holding More than One ACSA Position

An ACSA member shall not hold a position on the board and on an ACSA state committee/council, or on more than one state committee/council, without prior approval of the board of directors, unless it is a committee of the board, Legislative Policy Committee, or a board appointed special committee or task force.

5.10.1 Exceptions are the Leadership Summit Planning Committee and the Nominating Committee as the past president serves as chair.

5.10.2 A member serving as a delegate in more than one capacity shall have one vote only.

(Revised: February 2014 Board of Directors)

5.11 Professional Learning Programs and Activities

Committees, councils and regions are encouraged by the board of directors to have active professional learning programs and activities to achieve ACSA purposes and priorities.

5.12 Prohibition of Activities

Committees and councils shall not engage in activities prohibited by the policies & procedures manual in Section 8-C — Governmental Relations — Political Action.

Section 5 — Committees/Councils

5.13 Board of Directors Responsibilities to State Committees and Councils

- 5.13.1 Be knowledgeable of the policies and procedures of committees and councils as identified in this section.
- 5.13.2 Review current issues, annual activities, and the legislative platform to determine positions, resolutions, and resources or provide needed guidance. The board will assign requests and projects to committees and councils when appropriate.
- 5.13.3 Provide time for committee chairs and council presidents to share their activities and concerns with other chairs and council presidents at a meeting prior to two delegate assemblies annually. (Revised: February 2014 Board of Directors)
- 5.13.4 Regularly review and evaluate the purpose, effectiveness and future status of state committees and councils. Portions of this work may be directed to the leadership development committee. (Revised: February 2016 BOD)

5.14 Board Liaisons Responsibilities to State Committees and Councils

- 5.14.1 Maintain close relationship with assigned committee/council and staff liaison, communicating current issues and charges from the board, and reporting to the board the major thrust of the committee/council.
- 5.14.2 Encourage committee chair/council president to attend one board meeting during their tenure.

5.15 ACSA Staff Liaisons Responsibilities to State Committees and Councils

- 5.15.1 Provide advice as appropriate.
- 5.15.2 Provide input into the development of activity designs prior to being forwarded to the board of directors for approval.
(Revised: October 2006 Board of Directors)
- 5.15.3 Insure committee chair/council president is notifying region presidents if members of the committee/council have poor attendance.
- 5.15.4 Monitor committee/council budget, along with the committee chair/council president and senior director of financial services.
- 5.15.5 Provide timely financial reports on committee/council expenditures through the senior director of financial services.

Section 5 — Committees/Councils

5.16 Committee Chairs/Council Presidents Responsibilities

- 5.16.1 Be knowledgeable of the policies and procedures of committees/councils as identified in this section and knowledgeable of the material contained in the leadership manual.
- 5.16.2 Be knowledgeable about the positions and resolutions adopted by the association.
- 5.16.3 Attend and serve as a delegate to the leadership assembly and participate in the committee chair/council presidents meetings.
- 5.16.4 Use the activity design process to request funding for special projects.
- Rev. 5.16.5 Schedule committee/council meetings in ACSA's various offices with the committee/council secretary. There is no charge to use ACSA's meeting facilities.
- 5.16.5.1 Notify, as soon as possible, the committee/council secretary if meetings are canceled.
- 5.16.6 Attend the training session for new committee chairs and council presidents.
- 5.16.7 Notify region presidents if committee/council members are not regular in attendance.

5.17 Standing Committees and Council Responsibilities

- 5.17.1 Annually develop goals and objectives based on the direction of the board of directors and/or current needs as assessed by the committee/council.
(Revised: May 2023 Board of Directors)
- 5.17.1.1 The goals and objectives shall be consistent with the committee's/council's purpose, ACSA's bylaws and the policies and procedures.
- 5.17.1.2 The committee/council will work with ACSA's Administrative Coordinator to communicate these goals to the Leadership Development Committee.
- 5.17.2 Annually develop year-end reports to include progress on goals and challenges.
- 5.17.2.1 The committee/council will work with ACSA's Administrative Coordinator to communicate the accomplishments to the Leadership Development Committee.

Section 5 — Committees/Councils

- 5.17.3 Councils will develop bylaws and operating rules to be approved by the board of directors. The bylaws will be periodically updated and resubmitted for approval. (Revised: October 2006 Board of Directors)

5.18 Periodic Evaluation of Committees/Councils and Committee/Council Structure

Periodically, an evaluation of committees/councils and of the committee/council structure shall be conducted by the board of directors.

The evaluation shall include:

- A. An assessment of the extent to which the goals and objectives of the committee/council have been met.
- B. An assessment as to whether the completed activities could have been provided as effectively by an ad hoc committee or task force.
- C. An assessment of the cost effectiveness, relating the financial expenditures to the accomplishments of the committee/council.
- D. An assessment of the impact the committee/council has had on the membership of the association. (Revised: October 2006 Board of Directors)

Procedures:

5.19 Committees/Councils Liaisoning with Other Committees/Councils/Organizations

An ACSA committee/council that sends a liaison to another ACSA committee/council, or to another organization, shall cover those expenses from its own committee/council budget and may not submit an activity design to cover the liaison's expenses.

- 5.19.1 When the board of directors requests a committee/council to assign a liaison to another organization, the board shall annually augment that committee's/council's budget to cover the liaison's expenses.
- 5.19.2 A liaison should, as a general rule, be a current member of the committee/council and the liaison's role should terminate when his/her role on the committee/council terminates.

Exceptions can be made when, by majority vote, the committee/council so stipulates; however the non-committee/council member must be an ACSA member and that appointment is subject to annual review and confirmation by the board of directors.

- 5.19.2.1 A non-committee/council liaison must assure that close and regular communication is maintained with the committee/council.

Section 5 — Committees/Councils

- 5.19.2.2 A non-committee/council liaison expenses must be covered by the committee's/council's regular budget and activity designs may not be submitted for that purpose.

5.20 Committee/Council Operating Procedures

- 5.20.1 Committees/councils are free to expend their budgets as needed so long as they remain in budget, their actions/expenditures do not violate policy or procedures, and their actions/expenditures are within the board approved committee/council goals and purposes.

- 5.20.1.1 Committee/council budgets (with the exception of the Legislative Policy Committee) is based upon:

Three committee/council meetings held in ACSA facilities. Requests for meetings off ACSA premises must be submitted to the executive director or designee for approval during the budget development process. Such requests should include rationale and fiscal impact. If approved, funds will be included in the final budget submitted to the board. If a special circumstance develops during the fiscal year requiring off-premise meetings, a special request may be submitted to the executive director.

The activity design process should be used by committees/councils if additional funds are needed for projects beyond the three regularly scheduled meetings.

(Revised: February 2014 Board of Directors)

- 5.20.2 Legislative, State Board or Commission testimony:

- 5.20.2.1 If a committee/council member is requested to testify, advise the president or the executive director, determine ACSA's position and discuss the position to be represented with the assistant executive director of governmental relations. If testifying in support of an ACSA position be identified as a representative of the X committee/council of ACSA. Expenses may be covered by the committee's/council's budget.

- 5.20.2.2 If a committee/council member is contacted by an official regarding ACSA's position or the committee's/council's position, respond as accurately as possible. Afterwards, advise the president or executive director of the conversation.

Section 5 — Committees/Councils

- 5.20.2.3 If a committee/council member testifies on any issue on which ACSA has no position, testify as an individual, not as an ACSA representative. No expenses will be reimbursed.
- 5.20.2.4 If a committee/council member testifies against an ACSA position, it must be done as an individual, not as an ACSA representative or ACSA committee/council representative. No expenses will be reimbursed. (See Section 8-A — Governmental Relations — Legislation, for the process for resolving differences between a committee/council position and ACSA's Legislative Policy Committee position.)
- 5.20.3 Councils may delineate additional operating rules in their bylaws/operating rules that will be approved by the Board of Directors.
(Revised: October 2006 Board of Directors)

5.21 Process for Committee/Council Appointments

Appointment of members to each of the committees/councils shall be accomplished through one of the following processes:

- 5.21.1 Nomination: When there is one or more representative from each region, nominations will be made by each region president and appointed by the state president with ratification by the board of directors.

Each region is encouraged to submit more than one name for each vacancy. In case the regional nominees yield an imbalance, the state president reserves the right to make necessary appointments.

Nominations for these positions shall be presented to the state president by March 1 of the year scheduled unless otherwise indicated in the special conditions for the committee/council.

Vacancies, including taking a position outside of the region, shall be filled by the same process as soon as possible after the vacancy occurs, but only for the remainder of the term.

- 5.21.2 Appointments: When appointments are not made on a one per region basis, appointments will be by the state president after consultation with appropriate resource persons who may include the appropriate chair and/or selected members of the committee, the president of the region in which the potential committee member resides and such other sources as the president deems appropriate. The following criteria should be considered:

- 5.21.2.1 Expertise in the area specified by the committee's purpose and responsibilities.

Section 5 — Committees/Councils

5.21.2.2 Job alike representation and balance.

5.21.2.3 Membership of all committees should be distributed geographically. The following pairs/trio of regions should be considered when nine members are appointed to a committee: 1-4, 2-3, 5-6, 7-9-11, 8-10, 12-19, 13-14, 15-16, 17-18.

5.21.3 If a committee/council member retires during his/her term, that individual may, with the concurrence of the region they represent and the state board of directors, serve out the remainder of the fiscal year.

If a state committee chair retires during his/her term, that individual may, with the concurrence of the board of directors, serve out the remainder of the fiscal year.

If a council president retires during his/her term, that individual may, with the concurrence of the council bylaws and the board of directors, serve out the remainder of the fiscal year. If not, the council will elect a replacement for council president for the remainder of the fiscal year.

(Revised: July 2015 Board)

5.21.4 Election: Councils may be composed of representatives elected by regions (or selected by the nomination process described in 5.22.1).

(Revised: Oct. 2006 Board)

5.22 Terms of Office for Committee/Council Members and Chairs/Council Presidents

Terms of office for each committee/council shall be designated in the policies and procedures manual (See committee/council listing at the end of this section). Unless otherwise indicated, the term of the committee chair/council president will be the same length as that of committee/council members.

5.22.1 Reappointment of persons who have completed a full term which is two or more years will generally not be considered.

5.22.2 Terms of office for full term appointments will begin on July 1, following appointment, unless otherwise stated under special conditions. Appointments to fill unexpired terms will be effective the date of the action of the board of directors.

5.23 Activity Design Process

A. Committee/council prepares and submits an activity design form to ACSA's executive associate for submission to the board of directors.

Section 5 — Committees/Councils

- B. The executive director will review applications to insure the coordination of plans.
- C. The executive director will recommend modifications, make suggestions for coordination, and recommend allocation of resources, as appropriate, to the board of directors.
(Revised: October 2006 Board of Directors)

5.24 Formation of Ad Hoc Committees or Task Forces

Ad hoc committees or task forces may be appointed by action of the board of directors. The action shall include the following:

- A. A specific charge with a timeline for completion.
- B. An allotment of funds specifying the budget category.

(Revised: Oct. 2006 Board)

5.25 Formation of Standing Committees/Councils

5.25.1 Request: Requests for the formation of a new committee, new council, or forming a council from a committee, may originate with a region, the board of directors, the leadership assembly, an existing committee, or an existing council.

5.25.2 Leadership Development Committee (LDC): The Leadership Development Committee receives the request by October 31 and reviews the request for formation the following fiscal year, and refers it to staff for study.

(Revised, May 2017 Board of Directors)

5.25.3 Staff: Leadership Development Committee/staff conducts a thorough study of the request to determine the propriety of forming a new committee/council. Existing committees/councils/regions will be notified of the request and their input sought. When the study is completed, staff/Leadership Development Committee will make a recommendation to the board of directors.

(Revised, May 2017 Board of Directors)

The study shall include, at least, the following:

- A. An analysis of the purpose of the proposed committee/council to determine its service to the association.
- B. A determination that the purpose of the proposed committee/council cannot be met within the scope of a presently constituted committee.
- C. A determination of the relative costs of the committee's/council's activities.

Section 5 — Committees/Councils

- D. A determination of the size of the proposed committee/council and the method of selecting committee/council members.

(Revised: May 2017 Board of Directors)

5.25.4 Board Action: Actions the board of directors might take:

- A. Approve the request for a new committee/council.
- B. Disapprove the request for a new committee/council.
- C. Refer back to staff/Leadership Development Committee with specific instructions for further study. (Revised: May 2017 Board of Directors)

5.25.5 Committee/Council Approved: If the board's action is to approve, then the new committee/council would be formed for a period of not less than one year. (Revised: October 2006 Board of Directors)

5.26 Merging of Committees/Councils

5.26.1 Request: Requests to merge committees/councils may originate with a region, the board, leadership assembly, an existing committee, or an existing council.

5.26.2 Board of Directors: The board receives and reviews the request, and refers it to staff for study.

5.26.3 Staff: Staff makes a thorough study of the request to determine the propriety of merging the committees/councils. Existing committees/councils 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 purpose of the proposed merged committee/council to determine its service to the association.
- B. A determination that the purpose of the proposed merged committee/council cannot be met within the scope of a presently constituted committee/council.
- C. A poll of the membership to see if at least 500 ACSA members believe their expertise would be enhanced by merging the committees/councils.
- D. A poll of region presidents to determine the level of their support for merging the committees.

Section 5 — Committees/Councils

- E. A poll of committee chairs to determine the level of their support for merging the committees/councils.
- F. A determination of the relative costs of merging the committee's/council's activities.
- G. A determination of the size of the proposed merged committee/council and the method of selecting committee/council members.

5.26.4 Board Action: Actions the board of directors might take:

- A. Approve the request to merge committees/councils.
- B. Disapprove the request to merge committees/councils.
- C. Refer back to staff with specific instructions for further study.

5.26.5 Committee/Council Approved: If the board's action is to approve, then the current committees/councils cease to exist as of July 1 and the new committee/ council would be formed.

5.26.5.1 Continuing members of the merging committees/councils would be grandfathered in. (Revised: October 2006 Board of Directors)

5.27 Discontinuing a Committee/Council

5.27.1 Request: Requests for discontinuing a committee/council may originate with a region, the board, leadership assembly, an existing committee, or an existing council.

5.27.2 Board of Directors: The board receives and reviews the request, and refers it to staff for study.

5.27.3 Staff: Staff makes a thorough study of the request to determine the propriety of discontinuing the committee/council. Existing committees/councils 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 purpose of discontinuing the committee/council.
- B. A determination that the purpose of the discontinuing committee/council can be met within the scope of a presently constituted committee/ council.

Section 5 — Committees/Councils

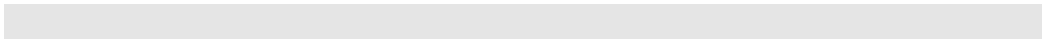
- C. A poll of the membership to see if at least 500 ACSA members believe their expertise would be enhanced by the continuation of the committee/council.
- D. A poll of region presidents to determine the level of their support for the committee/council.
- E. A poll of committee chairs/council presidents to determine the level of their support for the committee/council.
- F. A determination of the relative costs of continuing the committee's/council's activities.

5.27.4 Board Action: Actions the board of directors might take:

- A. Approve the request to discontinue the committee/council.
- B. Disapprove the request and allow the committee/council to continue.
- C. Refer back to staff with specific instructions for further study.

5.27.5 Committee/Council Approved: If the board's action is to approve, then the committee/ council would cease to exist as of July 1.

(Revised: October 2006 Board of Directors)



Section 5 — Committees/Councils

LISTING OF COMMITTEES/COUNCILS

Sub-Committees of the ACSA Board of Directors — (3)

1. Awards Committee

Purpose:	To recommend to the board of directors recipients of the Marcus Foster, Ferd. Kiesel Distinguished Service, Robert E. Kelly, and Partners in Educational Excellence Awards based upon adopted criteria, and recipients of Administrator of the Year Award from region nominations in various categories.
Rev. 5/96 Membership:	4 present and/or past board members plus past president acting as chair. (Revised: May 1996 Board of Directors)
Term of Members and Chair	1 year
Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	None

2. Finance Committee

Purpose:	To oversee the financial reporting process and to ensure the association's financial stability.
Membership:	At least four board members plus vice president acting as chair. At least two members will be reappointed. (Revised: March 2005 Board of Directors)
Term of Members and Chair	1 year
Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	None

3. Audit Committee

Purpose:	To oversee the audits of all ACSA entities per the requirements of SB1262, California's Nonprofit Integrity Act of 2004.
Membership:	At least four board members plus past president acting as chair. The committee can include some members of the finance committee, but must be less than half the total of the audit committee. The chair may not be a member of the finance committee. At least one member will be reappointed.
Term of Members and Chair	1 year

Section 5 — Committees/Councils

Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	None

Special Committees — (4)

1. ACSA/CAPEA Committee - California Association of Professors of Educational Administration

Rev. 5/02	Purpose:	The following purposes of the ACSA/CAPEA Committee will advance the interests, needs and well-being of California students so that our schools will once again be the best in the nation and the envy of education worldwide: To identify and study issues in the areas of higher education, administrator preparation and licensing, professional development providers, and legislation for the purpose of building collaboration and informing policy. To work collaboratively to identify issues and concerns of higher education and K-12 public education, professional preparation and development, and partnerships among school districts, institutions of higher education, and professional development providers. To influence and contribute to the education research agenda. To identify issues and make recommendations regarding increasing diversity and membership in the ranks of education administrators and professors of educational administration. ACSA members will be practicing administrators, appointed by ACSA's president. CAPEA members will be professors of education, appointed by CAPEA.
	Membership:	9 ACSA members , plus co-chair 9 CAPEA members, plus co-chair
	Term of Members and Chair	3 years
	Voting Privilege of Chair at Leadership assembly:	Yes
	Special Conditions:	<ul style="list-style-type: none"> • ACSA's co-chair will have the vote at leadership assembly. • ACSA members will be practicing administrators, appointed by ACSA's president. • One ACSA committee member will be a voting member of the Legislative Policy Committee. • CAPEA members will be professors of education, appointed by CAPEA.

Section 5 — Committees/Councils

2. Leadership Summit Planning Committee

Purpose:	To organize, plan, and implement the program content of the annual Leadership Summit.
Membership:	8+ members, plus Chair
Term of Members and Chair	1 year
Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	<ul style="list-style-type: none"> • The committee is to assign content of some sessions to appropriate committees and communicate with other standing committees for needs and content input. <p style="text-align: right;">(Revised: February 2014 Board of Directors)</p>

3. Small School District Committee

Purpose:	To advocate small school district issues within ACSA. To provide the Legislative Policy Committee information on legislation that would affect small school districts in conformance with ACSA's legislative platform and positions. To provide training and information to support small school district administrators. To facilitate networking between CSBA's Small School District Council and the Small School Districts Association Executive Committee.																																						
Membership: <i>(Revised: July 2023 Board of Directors)</i>	<p>31 members, plus Chair</p> <p>The breakdown by Region is as follows:</p> <table border="0" style="margin-left: 20px;"> <tr><td>Region 1</td><td>4 members</td></tr> <tr><td>Region 2</td><td>3 members</td></tr> <tr><td>Region 3</td><td>1 member</td></tr> <tr><td>Region 4</td><td>3 members</td></tr> <tr><td>Region 5</td><td>1 members</td></tr> <tr><td>Region 6</td><td>1 member</td></tr> <tr><td>Region 7</td><td>2 members</td></tr> <tr><td>Region 8</td><td>1 members</td></tr> <tr><td>Region 9</td><td>2 members</td></tr> <tr><td>Region 10</td><td>1 member</td></tr> <tr><td>Region 11</td><td>3 members</td></tr> <tr><td>Region 12</td><td>1 member</td></tr> <tr><td>Region 13</td><td>1 member</td></tr> <tr><td>Region 14</td><td>1 members</td></tr> <tr><td>Region 15</td><td>1 member</td></tr> <tr><td>Region 16</td><td>1 members</td></tr> <tr><td>Region 17</td><td>1 members</td></tr> <tr><td>Region 18</td><td>2 members</td></tr> <tr><td>Region 19</td><td>1 members</td></tr> </table>	Region 1	4 members	Region 2	3 members	Region 3	1 member	Region 4	3 members	Region 5	1 members	Region 6	1 member	Region 7	2 members	Region 8	1 members	Region 9	2 members	Region 10	1 member	Region 11	3 members	Region 12	1 member	Region 13	1 member	Region 14	1 members	Region 15	1 member	Region 16	1 members	Region 17	1 members	Region 18	2 members	Region 19	1 members
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Region 19	1 members																																						
Term of Members and Chair	3 years																																						

Section 5 — Committees/Councils

Voting Privilege of Chair at Leadership assembly:

Yes

Special Conditions:
(Revised: July 2023 Board of Directors)

- ♦ Members will be selected by the region president.
- ♦ Committee members serving from the regions are based upon a percentage of the total small school districts in each region which will include local education agencies that are also public charter schools which are considered small school districts.
- ♦ Committee members will be superintendents and/or superintendents/principals.
- ♦ Committee members will be selected from regions 1 through 19. Regions that have a higher percentage of small school districts will have more than one representative from their region.
- ♦ Diversity factors to be considered in the appointments should include ethnicity, gender, and district configuration (elementary, high school, unified).
- ♦ Representation should include very small districts as well as districts up to 2,500. To facilitate networking, representation should include a member from the Charter School Association and a member from the Small School Districts Association Executive Committee.
- ♦ Committee members will have specific assignments and act as liaisons to other selected educational organizations, (i.e., Small School District Association, CSBA, CASH, Low Wealth).
One committee member will be a voting member of the Legislative Policy Committee and one member will serve as a liaison on the ACSA Superintendency Council.

4. Urban Education Committee

Purpose:

To identify and study issues relating to urban education. To emphasize the need to improve educational opportunity for children in urban school districts. To identify and articulate the unique concerns of administrators in urban school districts. To recommend solutions and/or courses of action to deal with problems and needs of urban schools.

Membership:

Number of members fluctuates, plus chair

Nominations will be solicited from superintendents of districts self-identified as urban with size/enrollment of 20,000 students or more.

Term of Members and Chair

3 year

Voting Privilege of Chair at Leadership assembly:

Yes

Section 5 — Committees/Councils

- Special Conditions:
- Nominations will be solicited from superintendents of districts with size/enrollment of 20,000 students or more.
 - One committee member will be a voting member of the Legislative Policy Committee.

(Revised: October 2006 Board of Directors)

Standing Committees — (6)

1. Co-Administration Committee

- Purpose: To assist co-administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities. To promote networking and increase communication among co-administrators. To provide access to professional development and mentoring experiences. To increase awareness of the co-administrator's role and the importance of that role.
- Membership: 19 members, plus Chair
- Term of Members and Chair: 3 years
- Voting Privilege of Chair at Leadership assembly: Yes
- Special Conditions:
- Committee will meet only on evenings or weekends.
 - Six special day-long "regional" meetings will be held bringing together co-administrators from three adjoining ACSA regions.
 - One committee member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

2. Equity Committee

Purpose:

To build capacity in cultural proficiency of all leaders within the association and throughout the state of California in order to effectively eliminate the educational gaps that reflect large numbers of underserved African American and Latino(a) students.

In order to accomplish this purpose, we will:

- Identify and research issues related to equity and diversity to ensure equal access and equitable outcomes for all members and students we serve.
- Develop strong recruitment and retention policies and practices to grow membership through relevant services, products, and resources that address the needs of underserved stakeholders.
- Recommend policies, practices, and resources which lead to quality instructional/educations programs and services to ensure that all students are college and career ready.
- Assist in the development of programs, resources and materials to help leaders effectively respond to issues that arise from religious affiliation as well as cultural, ethnic, racial, linguistic, gender, sexual orientation and economic differences among students and communities.
- Establish partnerships and communication links with national and state administrator, teacher, parent and other educational organizations.
- Assist the board in implementing aspects of the association strategic plan goals in regard to equity and diversity issues that impact students and leaders.

Revised May 6, 2016 Board of Directors

Membership:

19+ members, plus Chair

Rev.
5/96

Term of Members and Chair

3 years

Voting Privilege of Chair
at Leadership assembly:

Yes

Special Conditions:

- One committee member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

3. Leadership Development Committee

Purpose: Working with the board, define association leadership needs, set criteria and requirements, and then build programs, training and orientation strategies, mentoring/coaching opportunities, and other tasks that effectively develop leadership at the region, council/committee and board levels.

Revised February 19, 2016 Board of Directors

Rev.
5/2022

Membership: Chair, Co-chair (ACSA Vice President), two current board members (selected by the president), and a representative from each region.

Rev.
5/2022

Term of Members and Chair The Chair will serve a three-year term, the Co-chair will serve a one-year term, board members will serve a one-year term, and region representatives will serve three-year terms that will be staggered to ensure committee continuity.

Voting Privilege of Chair at Leadership assembly: No

Special Conditions: None

4. Legislative Policy Committee

Purpose: To identify and study areas of needed legislation affecting ACSA members and public education. To solicit sponsorship requests from ACSA members, and to sponsor bills that improve conditions in California schools. To study proposed legislation and, based upon ACSA's Legislative Platform and additional input from the board of directors, establish ACSA's position on state and federal legislation. To assist in the establishment of the ACSA Legislative Platform.

Membership: 37+ members plus chair

- ♦ One member from each region (19)
- ♦ One member from councils (12):
Adult Education; Business Services; Career Technical Education; Classified Educational Leaders; Continuation & Educational Options; Curriculum, Instruction & Evaluation; Elementary Education; Human Resources; Middle Grades; Pupil Services & Special Education; Secondary Education; and Superintendentcy
- ♦ One member from the following committees (6):
ACSA/CAPEA; Co-Administration; Equity, Achievement & Diversity; Retirement; Small School Districts; Urban Education
- ♦ Term of chair to be four years with appointment of a chair-elect after the third year of the chair's assignment. Chair-elect shall serve one year prior to a four year term as chair. Chair's term expires October 31.

Section 5 — Committees/Councils

Term of Members and Chair	4 year terms for region members and chairs Terms of ½ the region members will expire on October 31 of each even-numbered year. Terms of committee and council members will be determined by the committee/council.
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • To develop ACSA's legislative platform with broad input from ACSA committees and members for adoption by the board of directors and leadership assembly. • Non-voting "special membership" on the Legislative Policy Committee for one representative each from the California Association of Bilingual Educators (CABE) and Association of Mexican American Educators (AMAE) is authorized.

5. Member Services Committee

Purpose:	To recruit, retain and recognize members. To identify trends and issues with membership categories that may require changes or adjustments. To support and help grow ACSA’s Partner4Purpose program in order to further meet the needs of members. To monitor and ensure that region and charter bylaws align with state ACSA bylaws and that region and charters are in compliance with these regulations.
	Revised 10/16/15 Board of Directors
Membership:	20 members plus chair
Term of Members and Chair	3 years
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • There will be two representatives from Region 1 on this committee. • A representative from the California Community College Association will serve on this committee.

Section 5 — Committees/Councils

6. Retirement Committee

Purpose:	To provide leadership, direction, clarification, and understanding of the California State Teachers' and California Public Employees' Retirement Systems to all ACSA members. To actively work with other members of the retirement coalition to protect and enhance the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System. To investigate and to promote legislation that positively impacts or affects members of both systems. To encourage the continued participation, involvement in the cause of improving the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System. To continue to support ACSA's goals and mission statements by working collaboratively with and actively supporting and participating in charter, region and state ACSA activities.
Membership:	19 members plus chair
Term of Members and Chair	3 years
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • Chair will be an active or retired administrator. Committee members may be active or retired members. • One committee member will be a voting member of the Legislative Policy Committee.

Rev.
5/2000

Councils — (13)

1. Adult Education Council

Purpose:	To identify and study issues relating to adult education. To recommend legislative positions to ACSA and advocate for legislation that advances public adult education statewide. To actively enhance and promote adult education's role with professional organizations, government officials, state agencies, school districts, business, industry, and the community at large. To plan and coordinate professional growth opportunities for administrators of adult education programs.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • One council member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

2. Business Services Council

Purpose:	To identify and study issues relating to administrators who work in the area of business services. To promote membership in ACSA by school business officials by enhancing the position and skills of business officials through workshops and conferences. To maintain liaison with other ACSA committees, affiliated organizations, the State Department of Education, and other educational agencies. To serve as a quick response team.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> One council member will be a voting member of the Legislative Policy Committee.

3. Career Technical Education Council

Purpose:	The purpose of the ACSA Career Technical Education (CTE) Council is to support CTE administrators and promote high quality CTE programs that prepare Pre-K through adult students for successful transition to careers and post-secondary education through: legislation, advocacy, professional development, communication, and collaboration.
Membership:	19 ACSA members, plus co-president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> One council member will be a voting member of the Legislative Policy Committee. (Revised: February 2014 Board of Directors)

4. Classified Educational Leaders Council

Purpose:	To represent classified educational leaders and build awareness of their value as members of the educational leadership team. To enhance professional growth of classified educational leaders, promote ACSA membership and encourage participation within ACSA.
Membership:	19 members plus council president

Section 5 — Committees/Councils

Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • One council member will be a voting member of the Legislative Policy Committee.

5. Curriculum, Instruction, and Accountability Council

Purpose:	To identify and study issues and make recommendations on practices, policies, and positions to ACSA's leadership and staff and to state agencies relating to curriculum, instruction, assessment, and accountability. To identify and disseminate best practices for administrators who work in the areas of curriculum, instruction, and accountability, to ensure student-centered instruction and services, which prepare all students to compete in an international society. To plan, develop, and coordinate professional learning programs, electronic media, and publications related to council business. To maintain liaison with the Western Association of Schools and Colleges (WASC), including nominating WASC commissioners. To review all non-ACSA requests to conduct research using ACSA records. To maintain liaison with state agencies and other organizations which impact curriculum, instruction, accountability, interventions, assessment, and evaluation. To assist in ACSA membership recruitment.
Membership:	19 members plus council president plus up to four at-large members Rev. 5/2000
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ Annually a task force will be formed, consisting of four members from the Curriculum, Instruction and Assessment Council and Secondary Education Council to handle the WASC nomination process. ♦ Add up to four at-large members, with expertise in the areas of research and assessment, appointed by the president. ♦ One council member will be a voting member of the Legislative Policy Committee. <p style="text-align: right;">(Revised: October 2006 Board of Directors)</p>

Section 5 — Committees/Councils

6. Early Education Council

Purpose:	The Early Education Council is committed to improving the learning outcomes in the lives of young children (birth to 5 years old) to transition to kindergarten with essential skills as they continue their successful educational trajectory. The Council is committed to and takes on the responsibility of serving the diverse cultural and linguistic needs of students and their families. The Council will focus on crucial standards such as developmental milestones; social and emotional learning; cognitive and physical skills; high quality professional development for Early Education administrators; and parental and community engagement.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • One council member will be a voting member of the Legislative Policy Committee.

7. Educational Options Council

Purpose:	To be the leader at the state level in promoting best practices in teaching and learning while promoting, supporting, and influencing accountability, programming, and credentialing. In addition to financial and legislative issues facing educational options program in the state.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • One council member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

8. Elementary Education Council

Purpose:	To identify and study issues related to elementary and pre-school administrators. To recommend best practices and policies and to serve as advocates for high quality programs for all elementary and pre-school children. To serve as a forum in which elementary and pre-school administrators may resolve issues related to their professional efforts. To serve as a representative of elementary and pre-school administrators in meeting the goals and priorities of ACSA. To provide representation and leadership from ACSA to NAESP. To assist in the recruitment of elementary and pre-school administrators as ACSA members. To plan and coordinate professional growth opportunities for elementary and pre-school administrators.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ Nominates liaison to National Association of Elementary School Principals (NAESP). ♦ One council member will be a voting member of the Legislative Policy Committee.

9. Human Resources Council

Purpose:	To identify and study issues relating to professionals responsible for personnel, employer/employee relations and other human resources programs. To provide leadership, direction, clarification, and understanding in such areas as personnel practices, employer-employee relationships, fair and equal employment practices, contract management, negotiations, retirement, legislation, credentials, management team concept, individual rights, and staff-related issues. To plan, provide, and encourage in-service training for administrators in this area, and to maintain liaison between ACSA and the American Association of School Personnel Administrators. To assist in the recruitment of personnel, employer/employee relations and other human resources administrators as ACSA members. To assist with addressing shortages in education and work with CTC to address the staffing challenges and opportunities. To promote the training and recruitment of individuals of diverse backgrounds as human resources administrators. To promote the highest standard of ethical conduct, assist local school administrators, and to assure due process to all members of ACSA.
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Membership:	Revised May 6, 2016 Board of Directors 19 members plus council president
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Section 5 — Committees/Councils

Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ Nominates liaison to American Association of School Personnel Administrators (AASPA). ♦ One council member will be a voting member of the Legislative Policy Committee.

10. Middle Grades Education Council

Purpose:	To identify and study issues relating to middle grades administrators and to recommend practices and policies which will lead to high quality programs for young adolescents. To strengthen a network for communication among middle grade administrators. To plan, provide, and encourage professional development programs for middle grades administrators. To assist in the recruitment of middle grades administrators as ACSA members. To encourage interaction and support between ACSA, the National Association of Secondary School Principals, the California Department of Education, and other organizations and agencies promoting the interests of middle grades education.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ The Middle Grades Education Council, along with the Secondary Education Council, nominates the liaison to National Association of Secondary School Principals (NASSP). ♦ One council member will be a voting member of the Legislative Policy Committee. <p style="text-align: right;">(Revised: October 2006 Board of Directors)</p>

Section 5 — Committees/Councils

11. Secondary Education Council

Purpose:	To identify and study issues and make recommendations to ACSA board of directors related to secondary education. To recommend practices and policies which will lead to high quality programs for secondary students. To recruit secondary administrators as members and to maintain a liaison between ACSA, NASSP, C.I.F., and other state agencies relating to secondary education. To plan and coordinate professional development programs for secondary administrators.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ The Secondary Education Council, with the Middle Grades Education Council, nominates a liaison to National Association of Secondary School Principals (NASSP). ♦ Annually a task force will be formed, consisting of four members from the Curriculum, Instruction and Assessment Council and Secondary Education Council, to handle the WASC nomination process. ♦ One council member will be a voting member of the Legislative Policy Committee. (Revised: October 2006 Board of Directors)

12. Student Services and Special Education Council

Purpose:	The Council supports administrators in the areas of special education, student services, and coordinated youth services by: advocating best practices, policies, and legislation to ensure high quality student programs; improving collaboration and communication between general education, student services, special education, and other support agencies and organizations; facilitating the development and understanding of current trends and financial issues related to their impact on student programs and services; planning and coordinating timely and meaningful professional development offerings for new and experienced school administrators; and assisting in ACSA membership recruitment.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes

Section 5 — Committees/Councils

- Special Conditions:
- One council member will be a voting member of the Legislative Policy Committee.

13. Superintendency Council

Purpose: To identify and study issues related to the role and responsibilities of superintendents and proactively advocate for solutions. To strengthen a network for communication among superintendents. To be proactive in representing the viewpoints and vision of superintendents on critical education issues with a view toward influencing policy and practice at the local, state, and national levels. To plan strategies and practices which will influence the quality of education for all California students. To voice the critical need for stable, sound finance for educating California’s children. To represent superintendents in ACSA’s relations with the Governor’s office, Legislature, and State Superintendent of Public Instruction. To plan and coordinate professional development activities for superintendents and activities to enhance professional development of administrators and all school district positions. To encourage the active participation of superintendents and all other management team members in ACSA. To maintain a liaison relationship with AASA and other state organizations and agencies.

Membership: See special conditions.

Term of Members and President 3 years

Voting Privilege of President at Leadership Assembly Yes

Special Conditions: Membership shall include:

1. Regional representatives elected by a process developed within each ACSA region. (19)
2. Superintendents from the first through the fifth largest school districts. (5)
3. If the following groups are not represented through the election process, the president of the council may recommend to the ACSA president additional voting members to ensure their representation: (3)
 - African-American Superintendents
 - Hispanic Superintendents
 - Female Superintendents

Section 5 — Committees/Councils

4. Each of the following may send, at their own expense, a voting representative to the council: (10)
 - Small School Districts
 - Midsize School Districts
 - County Superintendents
 - ROP Superintendents
 - City Superintendents
 - Suburban Schools
 - Schools for Sound Finance
 - Association of Low Wealth Schools
 - American Association of School Administrators Executive Committee
 - League of California Middle and High Schools

Representatives appointed for these groups must be a member of ACSA.

One council member will be a voting member of the Legislative Policy Committee.

5. Non-voting participant members shall include: (6)
 - State Superintendent of Public Instruction or designee
 - Governor of California or designee
 - ACSA Executive Director
 - ACSA President and/or President-Elect
 - ACSA Executive Committee
 - CSBA Executive Director

LEADERSHIP ASSEMBLY

SECTION 6
ACSA POLICIES & PROCEDURES

Section 6 — Leadership Assembly

Policies:

6.1 Duties and Responsibilities

In addition to the duties and responsibilities listed in the bylaws the leadership assembly shall receive financial reports at each meeting for review.

6.2 Retired Delegates

A delegate who retires during the year may, with the concurrence of the region board of directors, complete that fiscal year's service. The region will replace the individual effective July 1.

(Revised: October 2006 Board)

6.3 Expenses for Delegates

Expenses for attendance of delegates or alternates, and region consultants at all meetings of the leadership assembly will be reimbursed.

6.4 Visitors to Leadership assembly

Members of ACSA are encouraged to visit and observe the leadership assembly in action.

Procedures

6.5 Agenda

6.5.1 Preliminary information shall be mailed to all delegates in accordance with the calendar of activities adopted for the year.

6.5.2 The responsibility for obtaining any input/reactions/suggestions from appropriate groups/individuals is up to the region presidents, committee chairs and other delegates.

6.5.3 Items may be added to the agenda prior to the adoption of the agenda but this procedure should be utilized only in exceptional circumstances.

6.6 Resolutions/Amendments to Bylaws

6.6.1 Resolutions or amendments to the bylaws should, if possible, be included with the preliminary leadership assembly information.

6.6.2 Objections to an agenda item should be limited to inappropriateness, previous consideration, etc. In most cases, members should be allowed a full hearing of their proposals. If defeated the issue is dead until re-introduced. It cannot be acted upon at the following meeting.

(Revised: July 2020 Board)

Section 6 — Leadership Assembly

6.7 Annual Calendar

An annual calendar of regularly scheduled meetings of the leadership assembly shall be presented no later than its annual meeting.

6.8 Rules for Conduct of Business

- 6.8.1 The leadership assembly shall operate under Sturgis Standard Code of Parliamentary Procedures unless otherwise provided in the policies & procedures manual.
- 6.8.2 ACSA past president shall be designated parliamentarian for the leadership assembly and shall be in attendance at the portion of a regular or special meeting when actions are taken to insure meetings are conducted in accordance with Sturgis Standard Code of Parliamentary Procedures.
- 6.8.3 Individuals who desire to speak to the leadership assembly shall first be recognized by the president, state their name and status (delegate, region president, committee chair, staff or visitor).
- 6.8.4 The president may impose time limits on presentations to the leadership assembly.
- 6.8.5 The president or assembly by majority vote may call a recess when appropriate to allow time for caucus.
- 6.8.6 Motions for amendments shall be submitted to the president in writing prior to the item being voted upon.
- 6.8.7 Motions for adoption not in the agenda packet shall be submitted to the president in writing prior to the item being voted upon.

6.9 Rules Regarding Membership

- 6.9.1 Committee chairs/council presidents who have a vote in the assembly are specified in the policies & procedures manual, Section 5 — Committees.
- 6.9.2 A member serving as a delegate in more than one capacity shall have one vote only.
- 6.9.3 Alternates to leadership assembly may be appointed to attend, participate, and vote if an alternate authorization form has been completed.
 - 6.9.3.1 Alternates may not be appointed for members of the board of directors.

Section 6 — Leadership Assembly

- 6.9.3.2 Region voting delegates and their alternates must be members of and work in the region they represent.
- 6.9.3.3 Alternates for committee chairs/council presidents must be members of the respective state committee/council.
- 6.9.3.4 Delegates who are represented by an alternate shall transmit relevant information and all leadership assembly materials to the alternate prior to the meeting.
- 6.9.3.5 Delegates or alternates for regions or committees/councils may not be region staff or any other ACSA staff member.

(Revised: February 2014 Board)

6.10 Nominating Committee

The policies for the selection of the Nominating Committee are set forth in ACSA's bylaws, Article IV. The procedure for the Nominating Committee follows:

- 6.10.1 The names and addresses of the chair and members of the Nominating Committee shall be published as soon as available.
- 6.10.2 Recommendations for candidates shall be solicited from the total membership.
- 6.10.3 Regional representatives to the Nominating Committee represent not only their own region but also the partner region and should solicit recommendations from both.
- 6.10.4 The Nominating Committee shall distribute nomination forms. Forms submitted to the Nominating Committee must include a signature of the nominee and the region president.
- 6.10.5 The Nominating Committee shall assess the qualifications of individuals recommended. The Nominating Committee shall submit a slate for officers which takes into consideration the following criteria:
 - I. President-Elect
 - 1. Service as vice president is preferable in order to have had sufficient exposure to the responsibilities of the office and before the leadership assembly.
 - 2. Support the practice of selecting a single slate for this office.

Section 6 — Leadership Assembly

II. Vice President

1. Service on the board of directors is preferable.
2. Service on the leadership assembly as region president or state chair is preferable.
3. A slate of more than one candidate will be presented.

III. Vice President for Legislative Action

1. Active participant in ACSA with experience in a position of leadership at the region level.
2. Experience with political coalition-building is preferable.
3. Experience with grass-roots political action is preferable.

6.10.6 The Nominating Committee shall solicit a sufficient number of candidates to assure a balanced slate.

6.10.7 The Nominating Committee will screen out under qualified individuals or individuals who would contribute to a region or job role imbalance or sustained over-representation.

6.10.8 The Nominating Committee shall publish its report in the preliminary agenda of the first leadership assembly of the fiscal year. The report shall include biographical and other support material for each candidate selected by the Nominating Committee.

6.10.9 Nominations from the floor — Additional nominations may be made from the floor only at the first leadership assembly of the fiscal year provided prior consent has been obtained from the nominee and provided further that seven voting delegates each from a different region concur.

6.10.10 Following the election at the annual meeting of the leadership assembly, the executive director shall contact the employer of the successful candidate for vice president to negotiate terms of the candidate's release for participation as ACSA president. The results will be made available to the board of directors.

(Revised: October 2006, Board of Directors)

Section 6 — Leadership Assembly

6.11 Presentation of Candidates and Electioneering

- 6.11.1 Because participation in ACSA benefits the membership, ACSA distinguishes a difference between service/participating in statewide activities and campaigning for statewide office. To ensure there is a fair, level playing field there will be a campaign orientation for all nominees during or following the October leadership assembly to articulate the difference between participation in ACSA and official campaign activities and to explain campaign protocols and prohibitions. (Revised, BOD, February 2018)
- 6.11.2 Once the slate of candidates is approved at the October Leadership assembly, between that time and the May Leadership assembly, candidates may begin their campaigning by sending promotional materials and other items to delegates and regions. They can also use any other forms of communication, including mailers, emails, phone calls, video and social media. In-person campaigning shall not conflict with ACSA sponsored activities such as workshops, academies, Legislative Action Day or region and charter meetings. (Revised, BOD July 2018)
- 6.11.3 Dissemination at or during any leadership assembly of campaign materials other than provided for in this section (6.11) is prohibited.
- 6.11.4 The only time a reception or event can be held for a particular candidate is at the annual Leadership Summit.
- 6.11.5 Any violations to the guidelines set forth in the ACSA policy and procedures shall be referred to the ACSA Executive Committee who will determine sanctions that may include disqualification.
- 6.11.6 Prior to the February and May Leadership assembly meetings, a biographical sketch and a candidate's position statement of not more than 200 words will be distributed to each voting member of the leadership assembly, and posted on ACSA's website at www.acsa.org/stateelections. ACSA will publish a "special election" segment prior to the May Leadership assembly Meeting in an EdCal edition that includes the information noted above, as well as photo(s) of the candidate. ACSA will also produce video profiles of each candidate and distribute throughout the association and host an online forum wherein regions can engage the candidates. Candidates are welcome to submit articles for EdCal, Leadership, and elsewhere; publication will be determined based on established criteria. (Revised, BOD July 2018)
- 6.11.7 At the May meeting of leadership assembly (prior to the election) ACSA will host a reception that provides an opportunity for the delegates to get to know each candidate. Each candidate will be provided a randomly assigned table at

Section 6 — Leadership Assembly

the evening reception. A brief forum will be scheduled to allow the candidates to answer questions relative to the new position they are seeking.

From this table the candidate and his/her representatives, at their expense, may hand out materials promoting his/her candidacy. Materials will not be allowed on the leadership assembly floor. Neither can they be displayed anywhere else in the hotel. There shall be no other receptions or parties for any candidate except at the Leadership Summit.

- 6.11.8 All candidates will be introduced at the **February and May Delegate Assemblies** and will be allocated three minutes each for their presentation before the total voting membership of the leadership assembly. Nomination and presentation of the candidate at the February and May leadership assembly meeting shall be limited to distribution of the same statement of information as provided in the report of the Nominating Committee. No introductions of candidates or further nominations will be allowed. Any candidate who is not a regular member of the assembly will be invited to attend this meeting at ACSA's expense.
- 6.11.9 Candidates who have been nominated for state officer positions shall be provided at no expense an email list and two sets of mailing labels for voting members of the leadership assembly. Each candidate will be provided a specified budget not to exceed \$350 to offset mailing expenses.
- 6.11.10 Board officers are precluded from endorsing a candidate running for state office.

6.12 **Balloting**

- 6.12.1 The president shall appoint a board of tellers of three or more persons to count the ballots.
- 6.12.2 On any ballot the candidate receiving a majority of votes shall be elected.
- 6.12.2.1 When no candidate receives a majority of votes, the candidate receiving the fewest number of votes shall be dropped from the next ballot. In the event of a tie for the fewest number of votes, another ballot will be cast.

FINANCIAL SERVICES

SECTION 7
ACSA POLICIES & PROCEDURES

Section 7 — Financial Services

A. Budget

Policies:

7.1 Sound Fiscal Operating Procedures

ACSA will follow sound fiscal operating procedures as directed in Article VIII of the bylaws.

7.2 Annual Fiscal Review and Plan

The board shall present an annual fiscal review and plan for the next fiscal year as defined in the procedures.

7.3 Accounting Services for Other Association Entities

ACSA shall provide accounting services to the Foundation for Educational Administration, School Administrators Special Services, School Administrators Special Services Trust, ACSA PAC and SASS Benefit Services Corporation. These entities, except the ACSA PAC, shall reimburse ACSA for providing accounting and administrative services.

Procedures:

7.4 Reserve Funds

The board of directors may establish additional reserve funds other than the general reserve required in Article VIII, 8.012.

7.5 Preliminary Budget

Generally, preliminary budget assumptions will be presented to the board of directors by March each year for the following fiscal year.

7.6 Final Budget

The board of directors shall adopt a final budget for the following year by its last meeting of the current fiscal year.

The chief financial officer will provide periodic reports on the financial condition of ACSA and its affiliates to the Finance Committee of the board at each committee meeting for discussion. These reports will also be included in board and leadership assembly agendas as information items.

These reports will include a comparison of actual results year to date vs. the current year budget and also will include an update on ACSA's reserves per procedure 7.7.

At its discretion the Finance Committee of the Board may also ask the chief financial officer to report on key items, or indicators to watch, related to actual results vs. the annual budget. These items will be part of an annual watch list that could vary from year to year depending on changes in key or major budget assumptions and ACSA programs.

Section 7 — Financial Services

7.7 Annual Balanced Operating Budget and Minimum Cash Reserve

ACSA will strive to establish and maintain operating and short-term reserves that approximate four months of ACSA and FEA combined annual operating expenses.

Operating reserves are unrestricted current assets less current liabilities and will not include cash reserved for SASS or PACs. Short-term reserves are investments that are for short-term (one to three years) needs as designated by the board based on recommendation of the finance committee of the board.

(Revised July 2020 Board of Directors)

B. Income Sources

Policies:

7.8 Membership Dues and Other Sources of Income

The primary source of association income is membership dues.

The executive director is authorized to accept other income, establish fees, establish sales price of materials, rentals and other actions as he/she deems in the best interests of the association and shall annually report to the board.

7.9 Rates for Advertising in ACSA Publications

The executive director is authorized to establish rates for advertising in ACSA, Foundation or SASS publications.

7.10 Endorsement of Management Services/Products

By involving itself with specific services or products, ACSA may provide districts with names of vendors whose performance has proven to be reliable and has received ACSA's endorsement through the endorsement process.

Endorsement by ACSA is interpreted to mean that ACSA, to the best of its ability and using available resources, has investigated the services/products of a particular vendor and determined them to be of possible value to school districts.

While ACSA can realize income by extending endorsement to vendors' services/products, it is never justification in itself to enter into an endorsed relationship. ACSA's reputation for careful screening and monitoring of these relationships has a positive impact on the ability of the vendor to sell the service/product. This reputation must be maintained at all costs.

(Revised: August 1994 Board of Directors)

Section 7 — Financial Services

Procedures:

7.11 Investments

ACSA and its affiliated companies' investments shall be handled in a manner which emphasizes moderate capital growth with some focus on income and preservation of capital.

The following outlines investment objectives and performance review and established restrictions.

7.11.1 Objective

The long range investment goal for the investments is to achieve after fees and expenses a pre-tax absolute return of 7% on average over a 7 – 10 year period consistent with prudent investing principles. This policy focuses on increasing real asset value to maintain purchasing power over time, provide some income, and provide for unexpected cash needs.

Although ACSA staff, finance committee, and full board prefer to limit the investment portfolio's volatility, they understand that there could be fluctuations in value and the possibility of declines in value in order to grow the portfolio over time.

Assets of ACSA and its affiliated companies shall be invested in accordance with this investment policy and in compliance with state and federal laws and regulations.

The primary function of staff and any professional management managing the investments is to secure, with appropriate limitations on the risk of the principal, protection against inflation and provide for growth of long-term asset values. Following are specific objectives that will be balanced by assuming a moderate risk tolerance for the portfolio:

- a) Growth - to provide for growth of principal or real asset value without undue risk.
- b) Income - to produce some continuing income to support special projects and other ongoing activities of ACSA and its affiliated companies.
- c) Safety - to place sufficient limitations on risks associated with the implementation of growth and income objectives and to protect the principal through diversification of assets and the setting of specific quality standards.

7.11.2 Permitted Investments and Benchmarks

Assets of ACSA and its affiliated companies can be invested in a diversified mix of publicly traded domestic equities or stocks ranging from small cap to large cap stocks, US government obligations or bonds, corporate bonds, and liquid assets such as cash, money market funds, or certificates of deposit, investments in international equities and bonds, including emerging markets. Alternative

Section 7 — Financial Services

investments may also be used to help control volatility. Generally, alternative investments do not correlate as much to movements in the bond and stock markets. Examples of such would be hedge funds, gold, real estate investment trusts, commodity pools, and managed futures.

The assets could be held in the portfolio individually, in mutual funds, exchange traded funds, or separately managed accounts. Professional management generally will be used to manage the funds.

The following benchmarks will be used to evaluate performance of any professionally managed assets:

<u>Asset Class</u>	<u>Index</u>
Large Cap Growth	S&P 500
Large Cap Value	S&P 500
Mid Cap Growth	Russell Mid Cap
Mid Cap Value	Russell Mid Cap
Small Cap Growth	Russell 2000
Small Cap Value	Russell 2000 VL
International Equity	MSCI ACWI ex USA Gross
Emerging Markets	MSCI EM Net
US Core Bonds	Barclays Aggregate
International Bonds	Bloomberg Barclays Global Agg. Bond Index
Cash	Global Cash
Alternative Investments	HFRI Fund Weighted Comp

(Revised: July 2020 Board)

7.11.3 **Prohibited Transactions**

ACSA and its affiliated companies prohibit investments which unduly jeopardize the safety of principal or that are not traded publicly. Unless approved in advance by the board of directors, the following types or methods of investments are prohibited:

- trading in securities on margin
- leveraged buyouts
- venture capital
- private placement
- limited partnerships

7.11.4 **Asset Allocation**

The asset allocation will be based on a moderate level risk profile. It is understood that the board of directors reserves the right to adjust these types of investments and limits at any time. The allocation will be within the following guidelines:

Section 7 — Financial Services

Investment Type	Minimum %	Maximum %
Cash	3	10
Fixed Income	10	50
Equities – Domestic	25	75
International	10	50
Alternatives	0	20

Cash - This includes saving accounts, money market accounts, certificates of deposit (limited to insured financial institutions), and short term US government securities with a maturity of one year or less, such as 90 day T-bills.

Fixed Income – This includes US government and government guaranteed debt securities with a maturity greater than one year, as well as, bonds, convertibles and preferred stocks of US corporations.

Equity Domestic - This includes primarily common stocks of large, mid, and small cap US Corporations.

International - This includes both fixed income and equity investments of non-US companies of both developed and emerging markets.

Alternatives – This includes alternative investments that do not fit into the above definitions and investments that are not prohibited per this policy.

7.11.5 Reporting and Adjustments

The chief financial officer (CFO) of ACSA will provide an update on ACSA's and its affiliated companies' investments at each meeting of the Finance Committee prior to each meeting of the board of directors. This update will detail current holdings and market value as well as compliance with the asset allocation guidelines in this policy per paragraph 7.11.4.

The Finance Committee and its chair will decide when to report the update/status to the board of directors.

At least on an annual basis, the CFO will provide a report on the performance of ACSA's and its affiliated companies investments to the Finance Committee. This report will detail current holdings, market value, annualized yield, realized gains and/or losses from invested assets. This report will be reviewed in depth by the Finance Committee.

(Revised: February 2014 Board)

At any time the CFO and/ or the Finance Committee can make a recommendation for a change in investment policy or strategy for approval to the board of directors at any of the latter's meetings. Any additional information and/or changes requested by the board of directors shall be referred to the Finance Committee.

Section 7 — Financial Services

7.11.6 Approval/ Oversight

The purchase or sale of investments, outside of current investment policy guidelines, must be recommended by the Finance Committee to the board of directors for approval. Changes in financial institutions for Cash investments as defined above may be approved by ACSA's CFO.

In consultation with the Executive Director of ACSA, the CFO is authorized to purchase and sell investments per paragraphs 7.11.2, 7.11.3, and 7.11.4 and is also authorized to hire investment professionals to purchase and sell such investments either as individual holdings, mutual funds, exchange traded funds, and separately managed accounts.

All investments including changes made directly by the CFO or indirectly through professional investment management will be included in the reporting required by paragraph 7.11.5.

This policy, objectives, permitted and prohibited investments, asset allocation guidelines and definitions, reporting requirements and approvals shall remain in force until modified in writing by the Finance Committee and approved by the board of directors.

(Revised May 2010 Board of Directors)

7.12 ACSA Owned or Leased Facilities

Staff is authorized to rent, sublet, perform maintenance or contract for same, supervise and maintain financial records on any and all space within ACSA owned or leased facilities, as is in the best interests of ACSA.

7.13 Selling of Furniture, etc.

The chief financial officer, with the approval of the executive director, is authorized to sell obsolete or excess furniture, equipment and supplies.

7.14 Mailing Labels and Lists

The executive director is authorized to sell mailing labels and lists to ACSA regions, charters, school service members and establish prices for board approved educationally oriented business concerns.

7.14.1 All requests shall be screened by the executive director or designee to insure use as a direct educational benefit to members.

7.14.2 Individual members wishing their names and addresses to be deleted from these lists may do so by notifying the membership office.

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C. Expenditures**Policies:****7.15 Expenditures from Reserve Funds**

Any unbudgeted expenditure from reserve funds in excess of \$25,000 shall require prior approval of the board of directors.

(Revised: February 2014 Board)

7.16 Reimbursement of Expenses

The annual budget shall provide funds for the reimbursement of legitimate and reasonable expenses incurred by members or staff on ACSA business when not reimbursed by other sources.

7.17 Allocation of Funds to Cover Board Motion

Whenever the board appoints ad hoc, special committees, or persons to liaison to committees or commissions, a dollar amount shall be allocated to cover anticipated expenses or the motion of appointment shall state, "no expenses approved."

7.17.1 The annual budget shall provide funds for the operation of regular ACSA committees and for special committee projects.

7.18 Region Rebates and PAC Funding

The association shall annually rebate to each region 15% of adjusted 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.

(Revised: July 2020 Board)

7.18.1 Historical note: In order to provide a stable base of funds in ACSA PAC, region rebates have been reduced from 16% to 15%, with the difference matched dollar for dollar by ACSA and the entire amount deposited in the PAC.

7.19 Insurance Coverage for Staff

ACSA will provide insurance coverage for staff as outlined in the Personnel Policies.

Procedures:**7.20 Reimbursement of Expenses**

7.20.1 Expense claims on appropriate forms should be submitted immediately after an event. Blank claim forms will be provided to committee/council and leadership assembly members. They can also be found on ACSA's website.

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Expense claims should be submitted within 30 days from the date expenses are incurred. Prompt submission of expenses is especially important at fiscal year-end (June 30).

If the expense is a regular or special committee/council activity the expense claim should be submitted to the committee/council chair immediately after each trip for approval. The approver will forward the claim to ACSA's Financial Services department.

Please be cognizant that the main source of funding for expenses is members' dues. Therefore, travelers are asked to compare costs between air fare, auto rental, and mileage reimbursement and choose the least expensive mode of transportation to ACSA.

Itemized receipts for all expenses must be attached to all claim forms (with the exception of incidentals under \$25 such as tips, tolls, postage, bus fare, and parking). A missing receipt form must be completed if the receipt is missing. Approvers are responsible for ensuring receipts are obtained and policy is followed before approving the claim.

- 7.20.2 Out-of-state travel must be approved in writing by the Executive Director prior to taking the trip and before any out-of-pocket expenses will be reimbursed.
- 7.20.3 Mileage will be reimbursed by the rate determined by ACSA and should not exceed the comparable air travel rate and/or cost of a rental car. Mileage will also be reimbursed to and from the airport if one does fly.
- 7.20.4 Air travel should be used only if it's the least expensive way to travel. It is most cost effective to book flight reservations early. Therefore, ACSA asks that you book your flight at least one month in advance in order to obtain the lowest fare. Costs for first class, business class, or upgraded seat selection on flights as well as TSA pre-check or Global Entry fees will not be reimbursed.
- Airport parking, in economy or offsite locations, will be reimbursed.
- 7.20.5 Rental Cars should be utilized in cases where it's more economical than air travel or mileage reimbursement. Select the most economical (yet comfortable) vehicle available. Gasoline costs for rental cars only (vs. personal vehicle) will also be reimbursed.
- 7.20.6 Lodging should be chosen at properties where special ACSA room rates have been established. Reimbursement for overnight accommodations will only be approved if a meeting is more than one day or if travel arrangements

Section 7 — Financial Services

necessitate staying overnight and need to be approved in advance.

If lodging for the meeting is being paid via central billing by ACSA, please do not give the hotel an imprint of your credit card to prevent possibility of duplicate billing by the hotel.

- 7.20.7 Meals – While traveling on ACSA business, reasonable expenses for meals will be reimbursed with a copy of an itemized receipt for each meal. Per IRS requirements, please note on the receipt the names in your party, the business purpose of the meal, and the applicable budget program code.
- 7.20.8 Other – For incidentals such as tips, tolls, postage, bus fare, and parking (other than for meals), receipts for expenses of \$25 or more are required. An explanation must be provided on the expense report as to the nature of the expense.
- 7.20.9 Not Reimbursable – The following expenses will not be reimbursed: early check-in for hotels and flights, first class, business class or upgraded seat selection on flights, TSA pre-check or Global Entry fees, limousine service, hotel mini-bar items, hotel movie rentals, hotel spa services, hotel laundry services, and any personal expenses. (Revised: July 2020 Board)

GOVERNMENTAL RELATIONS

SECTION 8
ACSA POLICIES & PROCEDURES

Section 8 — Governmental Relations

A. Legislation

Policies:

8.1 Operation of the Governmental Relations Department

The association will set policies and procedures that govern the operation of the governmental relations department and the Legislative Policy Committee.

8.1.1 A governmental relations department shall be maintained to present ACSA's position on issues before governmental agencies.

8.2 Responsibilities of the Legislative Policy Committee

The legislative program will be the primary responsibility of the Legislative Policy Committee. Committee appointments and other operations will be governed by the policies & procedures — Section 5 — Committees and the bylaws.

8.2.1 Within the scope of responsibilities, authority of the Legislative Policy Committee shall be plenary, subject only to such restrictions as are provided for in these regulations or any of the above.

8.2.2 The Legislative Policy Committee shall be responsible for developing positions on legislation to be carried out by the staff of the governmental relations department.

8.3 Veto of a Decision of the Legislative Policy Committee

The board of directors may veto a decision of the Legislative Policy Committee or may cause the implementation of the decision to be delayed for a stated period of time when, in the opinion of the board:

8.3.1 The Legislative Policy Committee's decision violates an established written policy of ACSA.

8.3.2 The Legislative Policy Committee's decision is contrary to or inconsistent with actions taken by another ACSA committee or council.

8.3.3 The Legislative Policy Committee's decision is inconsistent with the strategic plan.

(Revised: February 2014 Board)

8.4 Transmission of Decisions of the Legislative Policy Committee

The chair shall cause all decisions of the Legislative Policy Committee to be promptly transmitted to the executive director, board of directors, committee chairs and council presidents.

(Revised: February 2014 Board)

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8.5 **The Legislative Policy Committee as Agent for Implementing the Legislative Program**

The Legislative Policy Committee is the leadership assembly's agent for implementing the legislative program of ACSA. The ratification of a legislative platform by the leadership assembly shall not preclude the Legislative Policy Committee from sponsoring or taking a position on legislation not included within ACSA's legislative program.

8.6 **Regular or Special Members of the Legislative Policy Committee**

Other organizations concerned with public school legislation may be invited to become regular or special members of the Legislative Policy Committee. Regular membership on the committee must be approved by ACSA's board of directors upon recommendation of the committee.

8.7 **The Legislative Coordinating Council**

The Legislative Coordinating Council shall be composed of the president of ACSA, the executive director, the chair of the Legislative Policy Committee, the state vice president for legislative action, the assistant executive director of governmental relations, the chair of any committee or president of any council directly involved with the specific issue under consideration, and the ACSA staff member assigned to serve as liaison to such committee/council. The president of the association or the executive director shall convene and serve as chair of the council.

8.7.1 The president or the board of directors may convene the council if a conflict arises between a position taken by the Legislative Policy Committee and other committees, staff members or others. The council may recommend that the president call a special meeting of appropriate groups to assist in resolving differences. An alert to the Legislative Coordinating Council will normally originate with the Legislative Policy Committee chair or the assistant executive director of governmental relations. The issue can be raised, however, by any staff member, any committee chair, council president, or an officer of ACSA.

8.7.2 The Legislative Coordinating Council may adopt a position on any issue not considered by the Legislative Policy Committee, during interim periods between meetings, when time is of the essence.

8.7.3 Minutes reporting the actions taken by the Legislative Coordinating Council shall be forwarded to all members of the Legislative Policy Committee.

(Revised: February 2014 Board)

8.8 **Executive Committee's Responsibility**

When changes in proposed legislation are made which require a response on short notice the Executive Committee of the association is empowered to act in accordance with policy.

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Procedures:

8.9 Implementation of the Legislative Program

The Legislative Policy Committee shall implement the ACSA legislative program. This shall include:

- 1) Advising the leadership assembly on legislative matters
- 2) Developing specific legislation to be sponsored by ACSA
- 3) Developing positions on state or federal legislation sponsored by others
- 4) Cooperating with the legislative action and other committees to develop a legislator contact plan to influence legislators via their constituents
- 5) Developing, in cooperation with the governmental relations department and other concerned ACSA staff members, adequate means whereby the membership will be kept informed of the association's legislative program.

8.10 Developing and Sponsoring Specific Measures

The Legislative Policy Committee may develop and sponsor specific measures to carry out the legislative program of ACSA; and may develop and sponsor measures recommended by committee members, ACSA standing or special committees, ACSA region legislative committees, officers and members of ACSA and other organizations and individuals which are not in conflict with ACSA and committee guidelines.

8.11 Determining Positions on Legislative Bills

The Legislative Policy Committee will determine a position on all legislative bills submitted to it in accordance with the following committee positions:

- 8.11.1 Sponsor - The committee will cause a bill to be prepared, secure an author, have it introduced and support it through the Legislature.
- 8.11.2 Support - The committee will strongly back any bill which receives this endorsement.
- 8.11.3 Support if Amended - The committee will support the bill only if it is amended to address the committee's concerns.
- 8.11.4 Support and Seek Amendments - The committee supports the bill and wants staff to pursue amendments to improve it.
- 8.11.5 Approve - The committee is in favor of the bill, but does not wish to lend the time and energy required to support.

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- 8.11.6 Watch - This is a "no position" attitude, but the governmental relations staff will watch to see if the bill is amended. A change in the committee's position may be required at a later date.
- 8.11.7 Seek to Amend - The committee approves the bill in principle, but has objections to a specific part or parts which it will seek to amend.
- 8.11.8 Disapprove - The committee is opposed to the bill, but not so strongly as to wish to expend time and energy in opposing it.
- 8.11.9 Oppose - Strong, full-scale opposition.
- 8.11.10 Oppose Unless Amended – The committee opposes the bill and will seek defeat of the measure unless it is amended to address committee concerns.
- 8.11.11 Neutral - The committee neither supports nor opposes the measure.
- 8.12 Responsibilities of the Vice-Chair of the Legislative Policy Committee**
The Vice-Chair of the Legislative Policy Committee shall:
- 8.12.1 When requested, assist the chair to fulfill his responsibilities.
- 8.12.2 Preside at meetings of the committee in the chair's absence.
- 8.13 Legislative, State Board or Commission Testimony**
- 8.13.1 If a committee member is requested to testify, advise the president or the executive director, determine ACSA's position and discuss the position to be represented with the assistant executive director of governmental relations and the state vice president for legislative action. If testifying in support of an ACSA position be identified as a representative of the X committee of ACSA. Expenses may be covered by the committee's budget.
- 8.13.2 If a committee member is contacted by an official regarding ACSA's position or the committee's position, respond as accurately as possible. Afterwards, advise the president or executive director of the conversation.
- 8.13.3 If a committee member testifies on any issue on which ACSA has no position, testify as an individual, not as an ACSA representative. No expenses will be reimbursed.
- 8.13.4 If a committee member testifies against an ACSA position, it must be done as an individual, not as an ACSA representative or ACSA committee representative. No expenses will be reimbursed. Earlier in this section the process for resolving differences between a committee position and an ACSA Legislative Policy Committee position is specified.

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B. Legislative Action

Policies:

8.14 Establishment of Statewide Legislative Action Vice Presidents

ACSA's board of directors has established statewide legislative action vice presidents, an elected representative from each region, chaired by the state vice president of legislative action, to assist the assistant executive director of governmental relations in implementation of legislative action strategies. The vice presidents of legislative action shall coordinate its work with that of the Legislative Policy Committee and is not empowered to advocate positions on legislation independent of those established by the Legislative Policy Committee or the board of directors.

Procedures:

8.15 Fostering an Understanding of the Legislative Process

The vice presidents of legislative action should encourage and foster an understanding of the legislative process among ACSA members, particularly the process for the State Legislature.

8.16 Developing a Network for Contacting Members

The vice presidents of legislative action should develop a system or "network" for contacting members of the state Legislature regarding legislation on education.

8.17 Candidate Endorsements

The vice presidents of legislative action should ensure that regions provide recommendations regarding candidate endorsements to the board of directors.

8.18 Planning Strategies and Providing Leadership

The vice presidents of legislative action should devise, plan strategies and provide leadership for accomplishing the above in all ACSA regions.

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C. Political Action

NOTE: This section is required to be in the policies & procedures manual for the following major reasons:

- ACSA Articles of Incorporation
- Federal and State Non-profit exempt tax status
- Postal rate requirements

Policies:

8.19 Authorized Political Action

ACSA shall define authorized political action by ACSA, ACSA agents and agencies and ACSA members on other than state and federal legislation in this section.

Because of very significant legal ramifications, a set of definitions precedes these procedures.

Definitions:

For the purposes of the procedures the following definitions shall apply:

ACSA means the statewide association, a non-profit corporation, administered by ACSA's board of directors and subject to corporate and other appropriate laws.

ACSA agency means any authorized sub-unit of ACSA and includes regions, charters, and standing or special committees.

Political action means all manner of implementation of political positions and includes political education and political activities, as defined below.

Political position means a position or an action taken respecting an educational issue.

Example: support or non-support by ACSA or an ACSA agency of a proposition or initiative.

Political education means:

- 1) All in-house information and education of ACSA members on political matters, including communication of ACSA or ACSA agency leadership political positions to members.
- 2) Information and education of non-ACSA members on political matters, provided such information and education is conducted in an unbiased manner.
Examples: informing the public of desirable qualities that board members should possess, explaining issues in a bond election and presenting the effects of passage or non-passage of a proposition or initiative by means of workshops or publications.

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Political activities means all political activities other than political education as defined above.

Example: activity designed to influence non-ACSA members to a particular political position.

Individual member political action means any political action undertaken by an individual ACSA member in his/her capacity as an individual citizen as opposed to in his/her capacity as a member of ACSA or an ACSA agency.

Political Action Plan means a plan or strategy adopted by ACSA or by an ACSA agency to implement an authorized political position by means of political action.

Examples: a charter workshop to inform the public of desirable qualities that a school board member should possess or a plan to influence voters on a proposition.

State educational issue means a significant and relevant educational issue presented on a statewide level.

Examples: state propositions and initiatives.

Federal educational issue means a significant and relevant educational issue presented on a national level.

Local educational issue means an educational issue presented on a local level.

Examples: city and county propositions and school district bond and tax elections.

Individual candidate campaign means any campaign of any individual candidate for or to retain public office or for any board of education, including a recall election.

Monetary contributions means contributions to any political campaign in the form of money.

Non-monetary contributions means all non-monetary contributions to any political campaign.

Examples: volunteer time and use of equipment, such as soliciting, collecting and forwarding monetary contributions of individual members or others to campaign committees.

Advocacy Dues means funds collected (in addition to ACSA regular dues)

from districts/county offices of education, that pay ACSA dues for their administrators, to increase ACSA's lobbying and public information efforts.

There is no difference between legal use of regular ACSA dues and advocacy dues.

Advocacy dues will not be used for PAC purposes. (Revised: January 2000 Board of Directors)

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Note: Because of the legal ramifications of this section on political action to the operation of ACSA as a non-profit tax exempt corporation, an excerpt from Section 3 — Board of Directors is quoted for informational purposes:

3.15 Actions of Agents/Agencies

The association is legally responsible and liable for actions of agents or agencies of the association acting within the scope of ACSA business. The board is responsible for the governance of the association, and has delegated certain function to other agents and agencies of the association. On behalf of the board of directors, the president or the president's designee has the authority to direct any agent or agencies to take actions consistent with, or to refrain from taking actions inconsistent with, the interest, purposes, policies and procedures of the association. Should any questions arise regarding the scope of authority of such agents and agencies, the board of directors shall resolve the questions.

3.15.1 Continued recognition and funding of agents or agencies is contingent upon actions consistent with the articles of incorporation, bylaws and policies & procedures

Procedures:

8.20 Members Acting as Private Citizens

ACSA encourages members, acting as individual private citizens, to be active participants in political action.

8.21 Political Action on Educational Issues

ACSA shall encourage appropriate political action (political activities and information) on educational issues by its members and by ACSA and ACSA agencies.

8.22 State Educational Issues

8.22.1 Any ACSA agency may recommend that ACSA take a political position on a state educational issue by submitting such recommendation to the executive director. The executive director shall be responsible for transmitting the request to the board of directors and for expediting a response.

8.22.2 In those cases where ACSA has established a political position on a state educational issue and has established a political action plan, the assistant executive director of governmental relations shall be responsible for informing ACSA members of the position and for implementing the political action plan through ACSA and ACSA agencies as appropriate.

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8.22.3 In those cases where ACSA has established a political position on a state educational issue but has not established a political action plan on such issue, the assistant executive director of governmental relations shall be responsible for the development and implementation of a political action plan. In discharging this responsibility, the assistant executive director of governmental relations may utilize the vice presidents of legislative action.

8.22.4 In discharging the informational duties specified above, the assistant executive director of governmental relations may utilize *EDCAL* or work with the media relations staff to inform association members through other publications, and the ACSA website.

8.23 Local Issues

8.23.1 ACSA agencies may only take political positions on local educational issues that are consistent with ACSA political positions or these policies and procedures.

8.23.2 ACSA agencies may establish political action plans to implement authorized political positions on local educational issues.

8.23.3 ACSA agencies may expend local ACSA funds or contributions to implement authorized political action plans.

8.23.4 ACSA agents may expend local funds for political education of members and non-members.

8.24 Funds for Political Education

ACSA agencies may expend funds for political education. Example: region pamphlet describing desirable attributes for members of boards of education.

8.25 Funds for Advocacy and Public Information Activities

Districts that pay all or part of their administrators' dues would be given the option of paying an additional amount in advocacy dues. Advocacy dues will be equivalent to the annual PAC dues amount.

8.25.1 The decision on whether a particular district would pay advocacy dues would be given to the superintendent rather than to individual members.

8.25.2 Revenue from advocacy dues will be spent to increase ACSA's efforts on a number of issues, as determined by the Board of Directors

8.25.3 Revenue from advocacy dues will be put into a separate account to ensure that they are not used for political purposes (candidate endorsement or ballot measure support/opposition).

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(New: January 2000 Board of Directors)

8.26 Contributions in Support of ACSA Sponsored PACS

ACSA shall sponsor state political action committees for purposes as determined by the board of directors. ACSA and ACSA agencies can make monetary and non-monetary contributions in support of any ACSA sponsored political action committee.

8.27 Sources of Funding for ACSA PAC

Historical note: In order to provide a stable base of funds in ACSA PAC, region rebates have been reduced from 16% to 15%, with the difference matched dollar for dollar by ACSA and the entire amount deposited in the PAC. In addition:

- 8.27.1 ACSA shall maintain a reverse dues check off system to generate PAC revenues. Every member shall be given an opportunity to decline, but if they do not decline, additional amounts shall be collected with their annual dues, equal to \$36.00 in 1992-93 and adjusted each succeeding year to reflect the impact of inflation.
- 8.27.2 Individual members may make additional payroll deduction or cash contributions to the PAC.

8.28 Political Activities

To encourage and improve the skills of members in undertaking authorized political action, ACSA shall:

- 8.28.1 Take positions on state educational issues.
- 8.28.2 Take positions on relevant state or federal legislation.
- 8.28.3 Inform the members of ACSA positions.
- 8.28.4 Conduct political education programs.
- 8.28.5 Participate with and/or establish coalitions of groups interested in achieving goals similar to those of ACSA.
- 8.28.6 Maintain a governmental relations office, committee and staff whose primary concern shall be legislative issues.
- 8.28.7 Maintain vice presidents of legislative action to assist the association in achieving its legislative goals and positions.
- 8.28.8 Maintain a process to identify potential future legislative issues and to develop position papers for consideration.

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- 8.28.9 Maintain on a current basis all adopted position papers and resolutions in the executive director's office.
- 8.28.10 Periodically, review all adopted position papers and resolutions to determine their current relevance and appropriateness.
- 8.28.11 Encourage and assist ACSA agencies in the establishment of political action and communication networks.
- 8.28.12 Take other specific actions as appropriate to effect strong participation in relevant political activities.
- 8.28.13 Maintain a process whereby the vice-president for legislative action in each region makes recommendations to the state board of directors regarding candidate endorsements.

8.29 Individual Candidates

- 8.29.1 ACSA may, upon approval of the board of directors or the Executive Committee, endorse candidates for the legislature, or for statewide constitutional offices. In so doing, the board may consider the following:
 - a) The candidate's educational platform compared to the educational platforms of the other candidates in the race.
 - b) The candidate's position on ACSA's legislative platform.
 - c) The candidate's general platform as compared to the general platforms of the other candidates in the race.
 - d) The recommendations from the vice presidents for legislative action in the affected region(s).
 - e) ACSA staff analysis of and recommendation concerning the race, including the candidate's viability.
 - f) Any motion to approve an endorsement of a candidate for state constitutional office must be approved by at least 3/5 of the board members voting on the motion.
- 8.29.2 ACSA regions or charters shall not endorse any candidate for public office, but may recommend to the board of directors candidates for endorsement in state legislative races.

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- 8.29.3 ACSA regions or charters shall neither endorse nor make monetary or non-monetary contributions to a school board member's campaign committee. (Revised: May 2019 Board of Directors)
- 8.29.4 ACSA regions or charters may solicit donations or conduct fund raising activities to give to ACSA's political action committee. If they do they should not commingle funds with ACSA monies, but should transmit such contributions directly to ACSA's PAC.
- 8.29.5 ACSA regions and charters cannot expend funds for or make non-monetary contributions to individual candidate campaigns except upon approval of the state board of directors.
- NEW 8.29.6 Any ACSA region or charter may petition the ACSA PAC board of
5/22 directors for approval to recommend endorsements in local elections, as follows:
- a. The petition must specify the local election race in which the region or charter wishes to recommend an endorsement. The petition may not recommend the endorsement of a candidate running for superintendent, school district or county school board. (revised BOD May, 2022)
 - b. The petition should not reference any monetary or non-monetary contribution. No ACSA PAC funds will be used in support of local candidates or issues. (revised BOD May, 2019)
 - c. The petition should describe the local process for establishing the region or charter endorsement recommendation, including the vote threshold and the governing body that would approve the local recommendation. (revised BOD May, 2019)
 - d. The petition's completeness must be verified by the signature of the region and charter president. If the petition originates in a charter, the charter president must verify the petition's completeness, and that charter's region president must verify the petition's completeness as well. If the petition originates in a region, the region president must verify the completeness of the petition. (revised BOD May, 2019)
 - e. Endorsements outside of education (city council, county supervisor, etc.) are prohibited.
 - f. Any region or charter may submit to the ACSA PAC board a recommendation for a specific endorsement. The final decision on any such endorsement shall be made by the ACSA PAC board of directors. (revised BOD May, 2019)

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8.30 Procedures for Notifying Endorsed Candidates

8.30.1 Legislative Candidates

After endorsement by the board of directors, the vice-president(s) for legislative action for the region(s) which made the endorsement recommendation will be notified by phone within three days by the governmental relations department staff. They will be encouraged to make a personal contact with the endorsed candidate, informing them of the endorsement.

Within two weeks of the endorsement by the board of directors, ACSA governmental relations staff will prepare a letter from the ACSA president to the candidate informing them of the endorsement. If a campaign contribution is to be made at that time, the appropriate request form will be completed, approval signatures secured, and the endorsement letter and check request sent to the financial services department. That department will mail the endorsement letter with the check.

8.30.2 Statewide Office Candidates

After endorsement by the board of directors, the board president, or his/her designee, will telephone the candidate(s) to inform them of the endorsement. The president will also telephone the competing candidate(s) to inform them that they were not endorsed. These telephone calls should be made as soon as possible with a follow-up letter. The board members and staff should keep confidential the action until those contacts are made.

If a campaign contribution is to be made, governmental relations staff will prepare the necessary check request form, secure the approval signatures, prepare a cover letter, and forward the package to the financial services department which will mail it with the check.

(December 1994 Board of Directors)

8.31 Individual Member Political Action

ACSA encourages members, acting as individual private citizens, to be active participants in political action.

Note: ACSA and its agencies may be asked or required to provide information on monetary or non-monetary contributions under provisions of Chapter 10 of the Political Reform Act of 1974. The Act also provides for public disclosure of all receipts and expenditures by state candidates and committees.

HUMAN RESOURCES

SECTION 9
ACSA POLICIES & PROCEDURES

A. Executive Director

Policies:

9.1 Basic Function

The executive director is a proven leader, who will pilot California educators in transforming California schools, advocate for school districts and have the ability to successfully partner with other organizations. Serves as chief executive officer, recommends and participates in the formulation of new policies and makes decisions based upon existing policies as approved by the Board of Directors. Plans, organizes, directs and coordinates the staff, programs and activities of the association to assure that the mission and annual goals are attained and member needs met. Maintains effective internal and external relationships. Through management and leadership, achieves economical, productive performance; forward-looking programming and constructive growth of the association.

(Revised: February 2014 Board)

9.2 Duties, Responsibilities and Authority

Within the limits of the bylaws and policies and procedures, the executive director is responsible for and has authority to accomplish the duties below:

- 9.2.1 Fully informs the Board of Directors on the conditions of the association and all important factors influencing them, including but not limited to, weekly contacts with the ACSA President and regular contacts with all Executive Committee members.
- 9.2.2 Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the goals of the association.
- 9.2.3 Develops for purpose of day-to-day administration specific policies, procedures and programs to implement the general policies established by the Board of Directors.
- 9.2.4 Executes all decisions of the Board of Directors.
- 9.2.5 Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
- 9.2.6 In cooperation with the Board of Directors' Finance Committee, develops, and recommends and, upon approval, operates within an annual budget. Insures that all funds, physical assets, and other property of the association are appropriately safeguarded and administered. Obtains appropriate fidelity bonds, at the expense of ACSA and subject to the approval of the board. Executes bylaw provisions with respect to an annual C.P.A. audit.
- 9.2.7 Organizes and supports the official meetings of the association.
- 9.2.8 Maintains minutes of the official meetings of the association.

- 9.2.9 Enters into an annual agreement with the Board of Directors respecting his/her working relationship with the ACSA president.
- 9.2.10 Establishes a sound organizational structure for the ACSA offices.
- 9.2.11 Directs, supervises, and coordinates all approved programs, projects and major activities of the staff.
- 9.2.12 Recruits, selects, and trains association personnel. Responsible for all hiring, promotions and terminations subject to ACSA policies and ratification by the Board of Directors.
- 9.2.13 Defines staff duties, establishes performance standards, conducts performance reviews and maintains competitive salary structure.
- 9.2.14 Plans, coordinates and conducts a public relations program to enhance public support for school administrators.
- 9.2.15 Serves as executive editor of the association's official publications.
- 9.2.16 Directs research and related projects, prepares reports and publishes the results on subjects deemed of importance to the membership.
- 9.2.17 Develops cutting-edge training for a diverse membership, using various technology sources to deliver the programs, as well as face-to-face meetings.
- 9.2.18 Leads the use of cutting-edge technologies.
- 9.2.19 Plans, organizes and directs the membership promotion and retention programs.
- 9.2.20 Directs, plans, and executes all communications to the general membership.
- 9.2.21 Promotes interest and active participation in the association's activities on the part of the membership at region and charters, and reports activities of the board and the association through the communications media of the association.
- 9.2.22 Maintains visibility and accessibility to membership to the greatest degree possible.
- 9.2.23 Maintains engaged relationships with other organizations, both public and private, and other association, industry, government and public service organizations.
- 9.2.24 Provides the necessary liaison and staff support to committee chairpersons and committees to enable them to properly perform their functions. Insures that committee decisions and recommendations are in alignment with the mission and ACSA annual goals and are submitted to the Board of Directors for approval.

9.2.25 The Executive Director services as the secretary of the association.

9.2.26 Performs related duties as assigned by the Board of Directors.

(Revised: February 2014 Board)

9.3 Relationships

9.3.1 The executive director is responsible to the board of directors for the administration of the offices and for proper interpretation and fulfillment of all of his or her functions, responsibilities and authority, and relationships.

9.3.2 Establishes such relationships as the board of directors may specify or as he/she may deem advisable in the best interests of the association but in conformity with established policy.

(Revised: February 2014 Board)

9.4 Delegation of Duties

The executive director may delegate to subordinates any of the powers and duties which the board has entrusted to the executive director, but the executive director shall be responsible to the board for the execution of the powers and duties so delegated.

The specification of the particular duties outlined for the executive director shall not be interpreted to exclude those duties not specified but which are incident to the position of executive director, as chief executive officer; the executive director shall have the other powers incident to such position and the board may require the executive director to perform all of the duties of such position.

9.5 Hiring, Supervision and Evaluation of Association Staff

The executive director shall supervise all employees and be responsible for the satisfactory performance of the work assigned to them.

9.5.1 All staff are assigned and report to the executive director.

9.5.2 The executive director shall insure that each employee receives an annual evaluation.

9.5.3 The executive director is responsible for all hiring, promotions, demotions, and terminations in accordance with ACSA policies.

B. Employees — State Level

Policies:

9.6 Employment of Personnel

The executive director may employ personnel necessary to implement the association's purposes.

9.7 Employee Handbook

ACSA employment policies will be outlined in an Employee Handbook which will be made available to all staff and may be revised from time to time by the executive director. ACSA's employment policies and practices will comply with all local, state, and federal laws and regulations currently in effect. The handbook will also provide a general overview of employee benefits and other helpful information.

Procedures:

9.8 Compliments For Staff or Complaints Against Staff Compliments For Staff or Complaints Against Staff

Compliments for, or complaints against, a member of the staff by a member, should be made to the executive director. Compliments for, or complaints against the executive director should be made to the president.

Complaints should be in writing.

If a complaint is not resolved with the executive director to the satisfaction of the member, it may then be filed with the president. In all cases, the board of directors shall be the final level for any complaint.

C. Employees – Region Level

Policies:

9.9 Selection of Personnel

It is ACSA's policy to allow regions to select staff to serve in regions.

9.10 Funding

If the region wishes to have dedicated staffing, the region board will allocate funding to pay for that staff in the region's annual budget.

9.11 Evaluation

The region president will annually conduct an evaluation of region employees.

9.12 Employment Status

Employment status for region employees is fully defined by contract. There are no other rights or benefits of employment, including those set forth in the employee handbook.

9.13 Complimentary Membership

Complimentary membership will be provided to region consultants (or their equivalent).

Procedures:

9.14 Tasks for Region Employees

Tasks assigned to the region employees shall be identified by the region president and region board of directors.

9.15 Payment of Employees Engaged in Region Work

9.15.1 The region uses an employee contract that is forwarded to the state ACSA Human Resources Department at least one week prior to the start date identified on the contract.

9.15.2 State ACSA will perform all legally required onboarding procedures and add the employee to ACSA payroll. ACSA will withhold all legally required taxes from the employee's paycheck and issue paychecks to the region employee. Since regions are not separate legal entities, employees working in regions are legally employees of state ACSA.

9.15.3 On a monthly basis, state ACSA will deduct the amount of the region employee's compensation plus the amount paid for related payroll taxes from the region rebate.

MARKETING

SECTION 10
ACSA POLICIES & PROCEDURES

Section 10 — Marketing

Policies:

10.1 Marketing of ACSA Programs

ACSA recognizes in order to reach potential members, buyers, and program participants, ACSA must compete in an increasingly crowded, sophisticated and expensive promotional environment. ACSA programs, products and services will be designed, developed and delivered to provide primary benefit to ACSA members.

10.2 Out-of-State Markets

Out-of-state markets may be pursued provided ACSA efforts do not provide unfair or destructive competition or usurp the rights of smaller colleague organizations and only with the express written approval of the executive director.

10.3 Marketing Standards

Promotional materials and techniques shall adhere to accepted marketing standards of good taste, economy and effective audience targeting, and ACSA reserves the right of final judgment.

MEMBERS

SECTION 11
ACSA POLICIES & PROCEDURES

Section 11 — Members

A. Eligibility, Privileges, Restrictions & Dues

Policies:

11.1 Membership Categories

Each of the membership categories listed in Article III of the bylaws shall be evaluated annually by the Member Services Committee and a recommendation made to the board regarding necessary adjustments in dues and/or description. The structure will be a part of the Policies & Procedures Manual.

11.2 Complimentary Membership

It is the policy of the association to provide complimentary membership as follows:

- 11.2.1 The current ACSA president shall receive complimentary regular membership.
 - 11.2.1.1 The district of the current ACSA president shall be given for one-year complimentary Educational Institution Service and Legislative Bill Service.
- 11.2.2 The State Superintendent of Public Instruction shall receive complimentary regular membership.
- 11.2.3 Current ACSA staff shall receive complimentary associate membership.
- 11.2.4 Complimentary membership will be provided for up to one year to regular ACSA members who are serving as Active Duty Reservists in the Armed Forces and who are not receiving compensation from their employing school districts. (May 2003 Board of Directors)
- 11.2.5 Region Consultants shall receive complimentary full regular retired membership. (July 2003 Board of Directors)

11.3 Annual Dues

The board shall approve the annual dues structure and the method for collecting all classes of dues.

11.4 National Dues

For ACSA regular members desiring to join the National Association of Elementary School Principals (NAESP), or the National Association of Secondary School Principals (NASSP), ACSA will collect and transmit the national dues.

Procedures:

11.5 Average Dues (AD)

Average dues is an annual computation made to determine the average amount of dues paid by regular members.

Section 11 — Members

- 11.5.1 The average dues (AD) shall be the base for computation of dues for consolidated, associate, student, and retired-full members (AD x the percentage number).

11.6 Regular Members

11.6.1 **Regular Eligibility:**

Regular membership is available to:

- a) California employees in a school district or other educational agency designated or functioning as management employees, members of the management team, administrators with part time teaching responsibilities, confidential employees or certificated supervisory or classified supervisory employees.
- b) Professors of education (may opt for associate or regular membership).
- c) Employees of the California Department of Education (CDE) or Commission on Teacher Credentialing (CTC) (may opt for associate or regular membership).
- d) Regular members on leave/sabbatical who are committed to return to active employment as set forth in a, b & c.

11.6.2 **Regular Privileges:**

Regular members shall:

- a) Have voting privileges.
- b) Be eligible to serve as officers, directors and committee members at state, region and charter levels.
- c) Be eligible to participate in School Administrators Special Services (SASS).
- d) Be eligible for professional standards assistance and legal assistance.
- e) Receive ACSA publications (*Leadership*, *EDCAL*, special reports, etc.).
- f) Receive member rate on publications and videos.

Section 11 — Members

- g) Receive member rate for conference and other professional development activities.

11.6.3 Regular Restrictions:

- a) A person requesting legal assistance must have been a regular member for a minimum of six months.
- b) Regular members, who are represented by a collective bargaining unit, shall be granted legal assistance or professional standards services only when the request relates to an issue that is not included in a collective bargaining agreement, or is not subject to the rules and regulations of PERB and meets the requirements for legal assistance or professional standards services.

11.6.4 Regular Dues:

.0090 times gross annual salary for the preceding year, or minimum dues whichever is greater.

(Revised: February 2007 Board of Directors)

- a) Teaching administrators shall compute their dues based upon the administrative portion of their salaries.
- b) Current regular members who receive a salary lower than their previous year's salary, but are still eligible for regular membership may pay .0090 of the current year's salary.
- c) Minimum dues for regular members are .38 x AD.
(Revised: February 2003 Board of Directors)
- d) Maximum dues for regular members are 1.85 x AD — with a subject to inflationary adjustment every three years.

11.7 Consolidated Members

11.7.1 Consolidated Eligibility:

Consolidated dues category may be utilized in a school district where the local administrators organizations meet these requirements:

- 1) 200 or more persons belonging to state ACSA as well as to the local administrator organization, who meet regular membership requirements.

Section 11 — Members

- 2) The local organizations assesses dues of \$200 or more per year per member.
- 3) The local organizations provides, at a minimum, the following local services:
 - one or more paid professional staff
 - processes local administrator complaints or grievances
 - maintains written and oral communication with the local members of affiliate groups.

11.7.2 Consolidated Privileges: Consolidated members shall:

- a) Have voting privileges.
- b) Be eligible to serve as officers, directors and committee members at state, region and charter levels.
- c) Be eligible to participate in School Administrators Special Services (SASS).
- d) Receive ACSA publications (*Leadership, EDCAL*, special reports, etc.).
- e) Receive member rate on publications and videos.
- f) Receive member rate for conference and other professional development activities.

11.7.3 Consolidated Restrictions: Professional standards legal assistance is not provided by State ACSA.

11.7.4 Consolidated Dues:

<u>Category</u>	<u>Employee Annual Salary</u>	<u>Factor</u>
A	More than \$80,000	.65 x AD
B	\$70,000 - \$80,000	.55 x AD
C	\$60,000 - \$69,999	.50 x AD
D	Less than \$60,000	.38 x AD

(Revised: February 2014 Board of Directors)

Section 11 — Members

11.8 Associate Members

- 11.8.1 Associate Eligibility:** Associate membership is open to those not qualified for other membership categories, but who have an interest in educational leadership, can become Associate members. Associate membership shall only be extended to individuals not eligible for Regular, Consolidated, Student or Retired membership. Associate membership may be especially appropriate for:
- a) Regular members reassigned to the classroom or other duties outside administration/supervision.
 - b) Individuals meeting credential requirements for membership but not currently employed in a position qualifying them for regular membership.
 - c) Educational consultants.
 - d) Individuals employed under an early retirement program who would otherwise qualify under regular membership.
 - e) ACSA staff upon appointment (complimentary).
 - f) Former ACSA members not qualifying under other membership categories.
 - g) Others working in schools, districts, or other educational agencies and organizations who are not currently seeking a credential or holding a management position.
 - h) Other individuals as approved by the board of directors.
(Revised: February 2014 Board of Directors)
- 11.8.2 Associate Privileges:** Associate members shall:
- a) Be eligible to participate in School Administrators Special Services (SASS).
 - b) Receive ACSA publications (*Leadership*, *EDCAL*, special reports, etc.).
 - c) Receive member rate on publications and videos.
 - d) Receive member rate for conference and other professional development activities.

Section 11 — Members

- 11.8.3 Associate Restrictions:**
- a) Because this is a limited membership, associate members do not have voting privileges and are not eligible to serve as ACSA officers, directors or committee members, without prior approval of the board of directors. Associate members can, however, belong to a student/associate charter and serve as an officer or committee member of that charter.
 - b) Professional standards legal assistance is not provided for Associate members.

- 11.8.4 Associate Dues:** .50 times AD, or \$250.00, whichever is less.
(Revised: February 2014 Board of Directors)

11.9 Student Members

- 11.9.1 Student Eligibility:** Student membership is extended to individuals who are graduate students verified to be enrolled in programs of education administration leading to an administrative credential in an accredited institution of higher learning or to individuals (who do not hold an administrative credential nor are working as an administrator) who are enrolled in an accredited higher education institution related to educational leadership leading to a Masters or Doctoral Degree or other certification.
(Revised: February 2014 Board of Directors)

- 11.9.2 Student Privileges:** Student members shall:
- a) Be eligible to participate in School Administrators Special Services (SASS).
 - b) Receive ACSA publications (*Leadership*, *EDCAL*, special reports, etc.).
 - c) Receive member rate on publications and videos.
 - d) Receive member rate for conference and other professional development activities.

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11.9.3 Student Restrictions: Because this is a limited membership, student members do not have voting privileges and are not eligible to serve as ACSA officers, directors or committee members, without prior approval of the board of directors. Student members can, however, belong to a student/ associate charter and serve as an officer or committee member of that charter.

Student membership is offered to qualifying individuals for a maximum of four years.

Professional standards legal assistance is not provided for student members.

11.9.4 Student Dues: \$125.00 (or .25 times AD, whichever is less.)
(Revised February 2014 Board of Directors)

11.10 Retired Members

11.10.1 Retired Eligibility: Retired membership shall be extended to:

- a) ACSA members not currently employed in the field of education, but receiving compensation from the State Retirement System.
- b) ACSA members who have been certified as being totally and permanently disabled.
- c) Region Consultants – granted complimentary (Full Regular Retired).

11.10.2 Retired-Full Privileges: There are three retired membership options and the privileges are:

Retired-Full:

- a) Receive ACSA publications (*Leadership, EDCAL*, special reports, etc.).
- b) Eligible to attend all programs and activities.
- c) Register for the Leadership Summit for a nominal fee.
- d) Continued participation in SASS programs and insurances.
- e) Eligible to serve on region and charter committees.

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- f) Eligible to serve as an officer or director in charters for retired members.
- g) Option to enroll in the retirees' database, designed to match retired administrators who want to stay involved in education with districts needing part-time or temporary professional assistance.

**Retired-Special
Services
Privileges:**

Retired-Special Services:

(Beginning with the 1995-96 fiscal year, this membership will be available only to continuing retired special services members.)

- a) Continued participation in SASS programs and insurances.
- b) Receive ACSA publications (*EDCAL*, special reports, etc.).

**Retired-Emeritus
Privileges:**

Emeritus:

- a) Continued participation in SASS programs and insurances.
- b) Receive ACSA publications (*EDCAL*, *Leadership*, special reports, etc.).
- c) Register for the Leadership Summit free.
- d) Option to enroll in the retirees' database, designed to match retired administrators who want to stay involved in education with districts needing part-time or temporary professional assistance.
- e) Additional benefits as negotiated and reviewed annually by staff.

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11.10.3

Retired

Privileges/Restrictions:

Privileges:

State President, Region Presidents, Committee Chairs, and Councils Presidents who retire during their term may complete the fiscal year in which they retire. State President, Region Presidents, Committee Chairs, and Council Presidents will be allowed to serve as Past President or Past Chair/President (if such a position exists) the fiscal year following the retirement and may serve as a delegate at Leadership Assembly. This does not replace the existing Past President/Past Chair or change their term.

Retirees may serve on the Retirement Committee and may be appointed as an at-large State board director by the State president. The Retirement Committee Chair and at-large State board director shall have all regular voting privileges.

All other State, Region, Council and Committee members who retire during their term may complete the fiscal year in which they retire.

Restrictions:

With the exception of those listed above, all other retired ACSA members are not eligible to vote, hold office, serve on state committees/councils, or serve as a delegate at Leadership Assembly.

11.10.4 Retired-Full

Dues:

Retired-Full:

.20 times AD (calculated the year the member retires and continues at that rate for the remainder of their membership) — with a cap of \$125 subject to inflationary adjustment every three years.

(Revised: February 2014 Board of Directors)

Retired-Special

Services Dues:

Retired-Special Services:

An annual fee of \$75 is charged for this option.

(Revised: February 2014 Board of Directors)

Emeritus Dues:

Emeritus:

A one-time fee is charged for this option. Once the fee is paid it is not subject to increases. This fee is established by the board and reviewed annually.

(Revised: July 1999 Board of Directors)

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11.11 Honorary Life Members

11.11.1 Honorary Life Eligibility: The board of directors may award honorary life membership to:

- (Revised Feb. 2022 Board of Directors)
- 1) Past ACSA presidents.
 - 2) Region consultants and member service representatives, who are retiring from ACSA and who have served a minimum of four years with commendable service.
 - 3) Individuals who have made an outstanding contribution to education.
 - 4) Others as approved by the board of directors. (*Note: ACSA staff and former staff are not eligible).

11.11.2 Honorary Life Privileges: Regular privileges if the member qualifies for regular membership.

Retired-Full privileges if the member qualifies for retired membership.

11.11.3 Honorary Life Restrictions: Regular restrictions if the member qualifies for regular membership.

Retired-Full restrictions if the member qualifies for retired membership.

11.11.4 Honorary Life Dues: Complimentary.

11.12 Corporate Affiliate Members

11.12.1 Corporate Partner Eligibility Corporate partnerships are contractual agreements and are negotiated on a case by case basis.

11.12.2 Guidelines for Selection of ACSA Corporate Partners To provide for an orderly and fair process in the selection of Corporate Partners, ACSA adopted the following guidelines:

Service/Product Criteria: A service/product should:

- 11.12.2.1 Have broad based appeal to schools/districts and satisfy recognized needs.

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- 11.12.2.2 Be one that is frequently utilized and be of importance to schools/districts.
 - 11.12.2.3 Be easily and effectively communicated through direct mail.
 - 11.12.2.4 Be readily available and accessible to all schools/districts.
 - 11.12.2.5 Be reasonably priced.
 - 11.12.2.6 Be income producing to the association, however this is never justification in itself to enter into an endorsed relationship.
 - 11.12.2.7 Be cost effective; any staff time involved should be minimal or offset by revenue.
- 11.12.3 Vendor/Provider Criteria
- 11.12.3.1 Vendor must have the ability, resources, facilities, and proven records to adequately provide the service/product offered.
 - 11.12.3.2 Vendor must be financially sound (ACSA may request financial data or bank references).
 - 11.12.3.3 Vendor must provide a list of references which can verify the quality of service/product.
 - 11.12.3.4 Vendor may be a multi-service provider, not offering just a single service/product.
 - 11.12.3.5 If appropriate, vendor must be licensed to do business in California and meet all legal requirements for providing the service/product.
 - 11.12.3.6 Vendor must have established a good reputation in the field and show evidence that past performance has been satisfactory.
- 11.12.4 Process for Partnership: The following process should be followed when considering requests for an ACSA Corporate Partnership:

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- 11.12.4.1 Vendors desiring an ACSA corporate partnership should send a written correspondence (email or letter) to the executive director or staff designee.
- 11.12.4.2 If after review by the executive director or designee, it is felt that the service/product meets the criteria set forth in 11.12.3, is of value to both ACSA and its members, and is in agreement with the goals and purposes of ACSA, a meeting with a vendor/provider representative is arranged.
- 11.12.4.3 If, after meeting with the vendor representative, the executive director or designee determines that the vendor/provider meets the criteria set forth in 11.12.3, a draft contract will be forwarded to staff committee for review should the partnership agreement be at the “Corporate Alliance Level” (\$100,000) and/or strategic in nature. Other partnership levels are considered “marketing packages” so do not necessitate formal review.
 - 11.12.4.3.1 The committee is comprised of one staff member from each ACSA department.
- 11.12.4.4 The committee then meets in private to determine if the draft contract should be moved forward for signature.
- 11.12.5 Contract Provisions: The following is a general checklist to be used in drafting a contract.
 - 11.12.5.1 Include a statement which defines the purpose of the contract.
 - 11.12.5.2 Include the terms of the contract along with the exact obligations and expectations of both ACSA and the vendor/provider.
 - 11.12.5.3 Include a provision whereby the vendor agrees to hold harmless, indemnify and defend ACSA, its affiliates, members, officers, or employees as to any claim arising out of the performance of the product or service.
 - 11.12.5.4 Ensure that vendors carry appropriate liability and other insurance in support of the above indemnification.

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- 11.12.5.5 Provide that the vendor shall agree to distribute appropriate disclosure and disclaimer information on behalf of ACSA as part of its marketing plan.
- 11.12.5.6 Provide that ACSA shall have the right to approve the firms marketing plan with respect to use of ACSA's name and logo.
- 11.12.5.7 Include a plan and a timeline for evaluation of service/product.
- 11.12.5.8 Include a remuneration clause setting forth the type, timeline and process for payments to ACSA. Staff should determine whether any endorsement income to ACSA could be taxable.
- 11.12.5.9 Provide that ACSA shall have the right, upon reasonable notice to inspect all books and records of the vendor.
- 11.12.5.10 Include a provision on termination procedures.
- 11.12.5.11 Include a provision for dispute resolution.
- 11.12.5.12 Include a glossary of terms, if appropriate.

(Revised: July 2014 Board of Directors)

B. Discipline

Policies:

11.13 Member Disciplinary Proceedings

Bylaws, Article III, Section 3.11 provides that the board of directors must adopt appropriate procedures that meet or exceed the standards set forth in California Corporations Code § 7341 to process member disciplinary proceedings.

Procedures:

11.14 Disciplinary Procedures

The following procedures are designed and adopted to comply with bylaws, Article III, 3.11:

Section 11 — Members

- 11.14.1 The board or its designee may initiate a disciplinary proceeding against a member by serving notice on that member stating the maximum discipline that may be imposed and the reasons therefore.
- 11.14.2 Discipline of a member may include private or public reprimand, suspension or expulsion. If the notice of proposed discipline states a particular form of discipline, any lesser discipline may be imposed; for this purpose lesser to greater discipline means private or public reprimand, suspension or expulsion in ascending order.
- 11.14.3 The notice shall also provide an opportunity for the member to be heard, orally or in writing, not less than five days before the discipline is to become effective. The opportunity to be heard shall be before the board, or its designee who shall have the authority to decide whether the discipline shall be imposed and, if so, the extent of the discipline.
- 11.14.4 The member shall have the right to counsel at the member's expense before the board, committee, executive director or person designated, provided that the member shall be required to give at least five days' notice of the decision to utilize counsel for the purpose of permitting the association to provide its own counsel if it so desires.
- 11.14.5 The notice may be given by any method reasonably calculated to provide actual notice. However, any notice given by mail must be given by first class, certified mail or registered mail sent to the last address of the member shown on the association's records.
- 11.14.6 There shall be no appeal from the decision of the board, or its designee.

PROFESSIONAL ASSISTANCE

SECTION 12
ACSA POLICIES & PROCEDURES

Section 12 — Professional Assistance

A. Professional Assistance

Policies:

12.1 Plan of Self-Policing and Member Protection

The association will assist in maintaining excellence in administrative leadership through a plan of self-policing and member protection.

12.2 Code of Ethics

The code of ethics and implementing policy and procedure, as well as the legal aid policies, as adopted by the representative assembly in 1972, remain in effect unless amended by policies in this section. The code of ethics, etc. is printed annually in the members' handbook.

12.3 Members Represented by a Collective Bargaining Unit

For ACSA members who are represented by a collective bargaining unit, legal assistance or member assistance services shall be granted only when the request relates to an issue which is not included in a collective bargaining agreement or is not subject to the rules and regulations of PERB, and meets the requirements for legal assistance or member assistance services. (Revised: February 2014 Board of Directors)

Procedures:

12.4 Executive Committee's Professional Assistance Responsibility

Member assistance and legal support services are assigned as a major responsibility of the Executive Committee.

(Revised: February 2022 Board of Directors)

12.5 Types of Problems for Which Assistance is Available

Member assistance advocates are available to assist members of ACSA with problems concerning, but not limited to: breach of employment contract, contract review, tenure rights, credential problems, dismissal, demotion, salary policy disputes, suspension and retirement. We do not assist members with criminal charges or civil actions.

(Revised: February 2015 Board of Directors)

12.6 Courses of Action

The assistant executive director or a Member assistance advocate will handle the matter and recommend the course of action to be taken. In some instances, the matter can be resolved through administrative remedies; however, if it is necessary to involve legal counsel, the member will make application for direct legal assistance.

(Revised: February 2014 Board of Directors)

Section 12 — Professional Assistance

B. Legal Assistance Guidelines

Policies:

12.7 Eligibility for Legal Assistance

A person requesting legal assistance must have been a regular member in good standing for six months at the time his/her problem arose. Retired members are eligible for legal assistance only if the matter occurred while they were a regular member. You must be an ACSA member to receive this benefit. Retired members are limited to levels 1, 2 and 3 of legal assistance for a total of \$5,400.

(Revised: February 2015 Board of Directors)

12.8 Members Represented by a Collective Bargaining Unit

For ACSA members who are represented by a collective bargaining unit, legal assistance or member assistance services shall be granted only when the request relates to an issue which is not included in a collective bargaining agreement or is not subject to the rules and regulations of PERB, and meets the requirements for legal assistance or member assistance services.

(Revised: February 2014 Board of Directors)

Procedures:

12.9 Direct Legal Assistance

If the foregoing professional assistance has not resolved the problem, the member may make application for direct legal assistance as set forth in Procedure 12.10 — Legal Assistance Plan: Scope and Criteria. If the member's problem meets criteria for legal assistance and his/her application is approved, the following procedures apply:

12.9.1 Panel Attorneys. ACSA has contracted with attorneys in various parts of the state who are experienced in school law matters (panel attorneys). The legal assistance plan contemplates that the member will utilize the services of one of the panel attorneys. Ordinarily, the member will be referred to the panel attorney in his/her geographic region.

12.9.2 Non Panel Attorneys. The member assistance advocate, with the approval of the executive director, or his designee, may approve the use of non panel attorneys in limited instances where in their judgment geographic or emergency conditions warrant such authorization. Legal assistance when authorized in such cases shall be limited to a maximum of \$2,000 (effective July 1, 2004) based on ACSA providing not more than 60% of appropriate legal costs. Members authorized to use non panel attorneys shall be responsible for all billings from and payments to their attorneys. Upon receipt of paid statements from such attorneys ACSA will reimburse to the member through the attorney 60% of authorized costs.

(Revised: February 2014 Board of Directors)

Section 12 — Professional Assistance

12.9.3 Preliminary Consultation (2 hours). The program provides that the first two hours of direct legal assistance, when authorized, be provided the member at no charge.

12.9.3.1 Legal assistance without charge to members, who are involved in a common concern, shall be limited to two hours for the first member and fifteen minutes for each additional member to a maximum of 8 hours. Such assistance shall be limited to consultation to determine if further action or litigation is necessary.

12.9.4 Further Legal Assistance. If legal assistance beyond two hours is necessary, the member assistance advocate, with approval of the executive director, or his designee, may approve additional legal assistance to a maximum of \$1,000 (ACSA involvement). ACSA will bear 60% of the authorized costs and the member will bear 40% of such costs.

Example: Based on a 60%-40% split, attorney would bill a maximum of \$1,667, with ACSA paying \$1,000 and the member paying \$667.

12.9.4.1 When such additional assistance is authorized, the member will be notified by telephone or mail. The member shall then make arrangements with the assigned attorney for the payment of their share (40%) of all attorney fees and costs. The attorney shall submit a total billing to ACSA stipulating that portion to be paid by the member (40%) and that portion to be paid by ACSA (60%). The member and the association shall be responsible for making their respective payments directly to the attorney.

12.9.4.2 The member shall assume the responsibility for all legal fees and costs which exceed any amount authorized by the association, and shall sign a Legal Assistance Agreement. Release of ACSA's share of attorney fees is contingent upon the receipt of this signed agreement.

12.9.4.3 In no event, shall ACSA bear any additional costs of legal assistance attributable to a promise for punitive damages; the attorney shall bill the member for all such additional costs and the member shall be responsible for full payment of all such additional costs.

(Revised: February 2014 Board of Directors)

12.9.5 Protracted Legal Assistance. Protracted legal assistance may be authorized in cases where further legal assistance is warranted to

Section 12 — Professional Assistance

potentially resolve the problem. Normally, protracted assistance will only occur in litigation cases. (Revised: February 2022 Board of Directors)

12.9.5.1 When the member assistance advocate believes that protracted assistance is needed, he/she will recommend approval to the Senior Director of Member Services, and a monthly report of all such authorizations will be generated and provided to ACSA's Executive Committee. (Revised: February 2022 Board of Directors)

12.9.5.2 Following approval by the Senior Director of Member Services, ACSA shall bear 60% of additional legal fees and costs (not to exceed \$4,000) and the member shall bear 40%. (Revised: February 2022 Board of Directors)

12.9.5.3 When such additional assistance is authorized, the member will be notified by telephone or mail. The member shall then make arrangements with the assigned attorney for the payment of his/her share (40%) of all attorney fees and costs. The attorney shall submit a total billing to ACSA stipulating that portion to be paid by the member (40%) and that portion to be paid by ACSA (60%). The member and the association shall be responsible for making his/her respective payments directly to the attorney.

12.9.5.4 The member shall assume the responsibility for all legal fees and costs which exceed any amount authorized by the association, and shall sign a Legal Assistance Agreement. Release of ACSA's share of attorney fees is contingent upon the receipt of this signed agreement.

12.9.5.5 Eligible members with ten years, or less, as an ACSA member shall be eligible for a maximum of \$5,500. Beginning in year eleven, members shall be eligible for a maximum of \$500 of legal assistance for each year of ACSA membership. All requests for protracted legal assistance remain under the purview of the Senior Director of Member Services. Retired members are limited to levels 1, 2 and 3 of legal assistance for a total of \$5,500. (Revised: February 2014 Board of Directors)

Section 12 — Professional Assistance

12.10 Legal Assistance Plan: Scope and Criteria

12.10.1 Scope. Legal assistance may be provided to members for employment-related problems including:

- 1) breach of employment contract
- 2) tenure rights
- 3) credential problems
- 4) dismissal
- 5) demotion
- 6) salary policy disputes
- 7) suspension
- 8) retirement

We do not provide legal assistance for criminal charges or civil actions.

(Revised: February 2015 Board of Directors)

12.10.2 Criteria. To qualify for legal assistance, the member's problem must also meet the following criteria:

12.10.2.1 Due Process. The primary goal of the ACSA legal assistance program is to assure that each member is accorded due process of law in connection with the employment-related problem set forth above. The first criterion, therefore, is the extent to which the member has been accorded due process.

12.10.2.2 Professional Significance. A secondary and related criterion is professional significance. That is, the extent to which the member's problem significantly affects the profession as a whole either as a matter of legal precedent or otherwise.

12.10.2.3 Appropriateness of the Legal Remedy. A third criterion is the appropriateness of the legal remedy in the circumstances of the case.

12.10.2.4 Member's Conduct. The member shall demonstrate that he/she has acted in accordance with professionally acceptable behavior and ethics.

Section 12 — Professional Assistance

- 12.10.2.5 Eligibility. The applicant must have been a regular ACSA member in good standing for six months at the time his/her problem arose.

(Revised: February 2014 Board of Directors)

PUBLIC RELATIONS

SECTION 13
ACSA POLICIES & PROCEDURES

Section 13 — Public Relations

Policies:

- 13.1** **Collaboration With or Endorsements of External Groups**
Official collaboration with or endorsements of external groups and organizations or their activities shall be approved by ACSA's board of directors.
- 13.2** **Announcements to the Media**
ACSA positions and announcements to the media may be publicly expressed by ACSA officers, the executive director or his/her designee.

Procedures:

- 13.3** **Two-Way Media/Public Relations Program**
ACSA staff will develop and maintain a timely, two-way media/public relations program to position ACSA as a resource for education writers and reporters, administrators who serve as spokespersons for their agencies, and for organizational and community advocates in the field of education.
- 13.4** **Effective Communications Skills for State ACSA Leaders**
ACSA may make training opportunities available to state leaders in order to enhance their effectiveness as organizational representatives to the media and other external publics.
- 13.4.1 State committees will be encouraged to include appropriate sessions for improving communications skills in workshops and seminars.
- 13.4.2 ACSA leaders and staff will encourage local leaders to provide training for administrators through charter, region, district and county programs.
- 13.5** **Publications Featuring Communication Skills**
ACSA publications will feature information relevant to the improvement of individual and organizational communication skills, programs and effectiveness.

PUBLICATIONS

SECTION 14
ACSA POLICIES & PROCEDURES

Section 14 — Publications

Policies:

- 14.1 Publications Used to Inform the Profession and the Public**
Publications are an important facet of ACSA's and the Foundation's efforts to inform both the profession and the public regarding important issues, research and development, and innovations in education.
- 14.2 Varying Viewpoints of Issues**
Varying viewpoints of issues may be included in ACSA or Foundation publications. A disclaimer should be included unless an announced position has been established by the board of directors.
- 14.3 Funding of Publications**
The annual budget shall include funds to meet the costs of publications. All regular journals or publications shall be received free of charge by each member.
- 14.4 Board Approval of Publications**
The board of directors may approve publications and establish procedures necessary in the development and distribution of publications.
- 14.5 ACSA Organizational Elections/National Association Candidates**
No authorized ACSA or Foundation publication will be used to foster or promote candidacy in ACSA organizational elections. This does not preclude a factual announcement of such candidacy.
- 14.5.1 Candidates endorsed by ACSA's board of directors for offices in national associations may be promoted in ACSA or Foundation publications.
- 14.6 Disclaimer**
Communications being distributed by any representative group of ACSA which present a position other than one adopted by the board of directors shall identify the author(s) and include the standard disclaimer.

Procedures:

- 14.7 Subscriptions to ACSA Publications**
The following publications are authorized and provided free to ACSA members; also listed are the number of issues annually and the subscription cost for those in California not eligible for ACSA membership or those out-of-state:
- 14.7.1 *Leadership* — 5 issues per year — \$60.00 per year.
- 14.7.2 *EDCAL* (includes CareerConnect) — 30 - 35 or more issues per year — \$90.00 per year.

Section 14 — Publications

14.7.3 Subscription prices are to remain in effect until changed by the board of directors. (Revised: February 2014 Board of Directors)

14.8 **Ineligibility to Subscribe to ACSA Publications**

Individuals or institutions in California that are eligible for membership may not subscribe to publications.

14.9 **Contracting for Sale and Distribution of Materials**

Staff, with the approval of the executive director, may contract on behalf of ACSA or the Foundation with other individuals or groups for the sale and distribution of materials, publications and/or training programs that provide a needed service to ACSA members. Contracts shall provide that ACSA or the Foundation recover costs of production, distribution and promotion.

14.10 **Posting of Positions in ACSA JobBoard**

Positions shall be posted in the JobBoard section of *EDCAL* providing the following criteria are met:

14.10.1 Notice of the position vacancy is received in writing by 9:00 a.m. Monday for publication the following Monday and must have application deadlines that are at least two weeks after the last publication date that the notice is run. (See *EDCAL's* masthead for a list of dates that *EDCAL* is not published.)

14.10.2 ACSA or the Foundation will normally publish only those jobs that fall within the definition of membership eligibility for ACSA members.

14.10.3 Out-of-state job vacancies will be published on a space available basis.
(Revised: February 2014 Board of Directors)

14.11 **Sales Price for All Non-Subscription Publications**

The media relations executive, with the approval of the executive director, may establish the sales price for all non-subscription publications for which there is a fee. In most instances the price to non-members would be higher, except if it is a cooperative publication.

14.12 **Contracts with Others for Publications**

The media relations executive, with the approval of the executive director, is authorized to enter into contracts with other organizations, associations, and/or individuals for the publication of materials, payment of royalties/commissions, and/or preparation fees and shall annually report to the board of directors.

14.13 **Subscription Fee for ACSA's Bill Service**

The assistant executive director of governmental relations, with the approval of the executive director, is authorized to establish the subscription fee for the ACSA Bill Service and/or other related publications/documents and shall report annually to the board of directors.

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.

Section 15 — Regions

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.

Section 15 — Regions

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

Section 15 — Regions

(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

Section 15 — Regions

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)