

(Proposed bylaw changes November, 2009)

CALIFORNIA ASCD

BYLAWS

Article I - Membership Dues

Persons wishing to join California ASCD will be assessed an annual fee as determined by the Leadership Council. All California educators are encouraged to join CASCD.

Article II - Membership Year

The period of membership for each person who joins California ASCD shall begin on the first day of the month after his or her dues have been received and shall continue through the last day of the twelfth month.

Article III - Fiscal Year

The fiscal year shall begin on July 1 of any given year and continue through June 30 of the succeeding year.

Article IV - Meetings

California ASCD shall schedule an annual business meeting at which there will be reports, an opportunity for the members to identify issues, hear expressions of concern by individuals and groups, and transact any other business that the Leadership Council wishes to refer to the membership. Additional business meetings may be called by the Executive Committee of the Leadership Council.

Article V - Elections

Section 1. OFFICERS AND LEADERSHIP COUNCIL

The President-Elect, the Secretary, and members of the Leadership Council shall be elected as follows:

- a. Candidates for the positions of President-Elect, Treasurer and Secretary

must have served on the Leadership Council. All officers shall be elected and confirmed by a majority of the Leadership Council members.

- b. An electronic voting system or a postal mail ballots will be used by California ASCD members. The voting window will be March 1st through March 31st.
- c. Ballots or electronic voting shall be certified and verified by two non running Leader Council members and by the Chair of the Membership Committee.
- d. The membership committee will develop a matrix of current Leadership Council and specific areas of need for equity within the state. Leadership Council members will be asked for suggested candidates and actively solicit candidates with the qualifications needed. The candidates will be placed, uncontested, on the ballot with a provision for write in candidates.
- e. Candidates shall not campaign for election. This is a policy of ASCD.

Section 2. TERMS OF OFFICE

The term of elected and appointed leaders and members of the Leadership Council shall begin at the annual retreat held in June but no later than July 1.

The President shall serve for two (2) years and be followed by the President-Elect. The President-Elect, the Secretary, and the Treasurer shall serve two (2) years terms

Three (3) – eight (8) additional Leadership Council members are appointed by the Leadership Council, at least one (1) per year for three-year terms to achieve ethnic, gender, role, organization, and geographic balance on the Leadership Council. The Leadership Council also appoints members to fill vacancies on the Leadership Council as needed or for their expertise.

Section 3. RESPONSIBILITIES

The President shall be responsible for carrying out the requirements related to affiliation, shall preside at Leadership Council Meetings, and carry out all other duties normally associated with a presidency.

The President-Elect is responsible for coordinating the organization's professional development activities; shall accede to the position of President and assume the responsibilities of the President in their absence. The Immediate Past-President shall assist the President as assigned, as directed by the bylaws and shall serve as Parliamentarian for the Leadership Council.

The Secretary shall be responsible for maintaining records of the organization including minutes and correspondence. Sub committee chairpersons will be responsible for maintaining notes, records and correspondence for the sub committee. The Membership Committee Chair will be responsible for maintaining corporate partners records.

The Treasurer shall be responsible for the security of all funds, the payment of bills and provide reports to the Leadership Council and Committee Chairs on the financial status of the Association.

Section 4. EXECUTIVE COMMITTEE

The Executive Committee of the Leadership Council shall be composed of the President, President-Elect and/or the Immediate Past-President, Secretary, Treasurer and Committee Chairs. The Executive Committee will oversee the fiscal and operational aspects of CASCD.

Article VI - Quorum

Fifty-one percent (51%) of the Leadership Council shall constitute a quorum of that body.

Article VII - Task Groups

Task Groups of California ASCD may be appointed and specifically charged, in writing, with their responsibilities. The charge shall be consistent with the purposes of California ASCD.

Article VIII - Publications

California ASCD may cooperate with ASCD in publications related to California ASCD purposes; in addition California ASCD will host independent publications to its members.

Article IX - Budget

The budget of California ASCD shall be disbursed and accounted for by the Leadership Council. A periodic accounting of accounts receivable and accounts payable will be reviewed and monitored by the Executive Committee.

Article X - Amendments

These Bylaws may be amended in the following ways: (a) at the annual meeting by a majority vote of the members present or (b) by a mail vote of two-thirds of the members replying provided in either case that notice has been given at least six weeks in advance of the voting.

Article XI - Parliamentary Procedures

Robert's Rules of Order. Revised shall control parliamentary procedures.

Article XII - Local Councils as Affiliated Units

Section 1. Affiliation with California ASCD is available to local groups in the state. The mission of local councils is to complement the resources of California ASCD and ASCD through local conferences and extended opportunities for members to participate in professional activities. The Leadership Council shall determine the criteria that defines a local council. The Leadership Council shall act on application for affiliation.

Section 2. Local councils are required to meet the following minimum requirements for continued affiliation:

- a. One conference or seminar a year.
- b. A current constitution consistent with that of California ASCD.
- c. A list of all active officers and committees
- d. Members must maintain current California ASCD membership.
- e. A governance structure which encourages representation from various agencies such as school districts, county offices of education, and institutions of higher education.
- f. Representation at Leadership Council meetings.

- g. An annual report.
- h. A liaison member from CASCD's Leadership Council

Section 3. Applications for affiliation shall include a brief description of first year program plans in addition to the requirements set forth in Section 2.

Section 4. Fiscal guidelines include:

- a. Income generation through conferences registration fees.
- b. Local council dues are prohibited.
- c. Applications to California ASCD for start-up funds will be considered based on merit and availability of California ASCD funds.

Section 5. A Leadership Council member shall be named as liaison to each local council.

Article XIII – Committee Descriptions

Section 1. Executive Committee

The Operations Committee consists of the President, President-Elect, Immediate Past President, Treasurer, Secretary and Chairperson for the Membership and Governance Sub-committee. This committee constitutes the management team of the association and its responsibility is to make operational decisions as necessary to facilitate the work of the council.

Section 2. Membership and Governance Sub-Committee

The Membership Committee is responsible for:

- a. Planning and conducting membership campaigns
- b. Making recommendations to the Leadership Council regarding maintaining and strengthening membership
- c. Recruiting corporate sponsors
- d. Serving as the Nominating Committee
- e. Holding elections for officers and members of the Leadership Council

- f. Developing and maintaining a matrix of the Leadership Council and recommending/recruiting Leadership Council members

Section 3. Technology Sub-Committee

The Technology Committee is responsible for:

- a. Publishing the Curriculum Feed according to the schedule established by the Leadership Council.
- b. Maintaining the organization website.
- c. Recommending professional development opportunities related to technology.

Section 4. Professional Development Sub-Committee

The Professional Development Sub-Committee is responsible for:

- a. Developing and implementing a yearly profession development plan.
- b. Surveying members about professional development needs.

Executive Committee

The Executive Committee consists of the President, President-Elect, Immediate Past President, Treasurer, Secretary and Chairperson for the Membership and Governance committee. This committee constitutes the management team of the association and its responsibility is to make operational decisions as necessary to facilitate the work of the council.

Membership and Governance Committee

The Membership and Governance Committee is responsible for:

- a. Planning and conducting membership campaigns and reviewing membership data.
- f. Making recommendations to the Leadership Council regarding recruiting, engaging, retaining and strengthening membership
- g. Recruiting corporate partners and maintaining relationships including contractual agreements

- h. Serving as the Nominating Committee
- i. Making recommendations and Holding elections for officers and members of the Leadership Council
- j. Reviewing and updating bylaws
- k. Coordinating relationships with other statewide organizations

Technology and Services Committee

The Technology and Services Committee is responsible for:

- a. Publishing the Curriculum Feed according to the schedule established by the Leadership Council.
- d. Maintaining the organization website.
- e. Recommending professional development opportunities related to technology..

Professional Development Sub-Committee

The Professional Development Sub-Committee is responsible for:

- a. Developing and implementing a yearly profession development plan.
- b. Surveying members about professional development needs.
- c. Evaluating current offerings and researching topics and speakers
- d. Implementing PD offerings for the year

Revised: October 18, 2009