

CALIFORNIA ASCD

BYLAWS

Article I - Membership Dues

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

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 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. A Nominating Committee composed of five non- Leadership Council members shall be selected by the Leadership Council. The Nominating Committee should represent a reasonable balance of membership in terms of geography, ethnicity, gender, and professional employment. The Nominating Committee shall be chaired by the Immediate Past-President, or his/her designee, who shall be a non-voting member.

- b. Nominating Committee Members shall serve a two-year term. The terms shall be staggered, and no member may serve two consecutive terms.
- c. At least two candidates should be nominated for President-Elect and two candidates for Secretary. Candidates for the positions of President-Elect and Secretary must have served on the Leadership Council.
- d. Ballots shall be mailed to all California ASCD members by March 1st with instructions to return them not later than March 31st.
- e. Ballots shall be counted and certified by a three-member Board of Tellers appointed by the Chair of the Nominating Committee.
- f. Candidates receiving the highest number of votes shall be declared elected. In the case of ties the winner shall be determined by lot.
- g. Candidates shall not campaign for election. This is a policy of ASCD.
- h. The Treasurer shall be appointed by the President and confirmed by a majority of the Leadership Council.

Section 2. TERMS OF OFFICE

The term of elected and appointed leaders and members of the Leadership Council shall begin July 1.

The President shall serve for two (2) years and be followed by the President-Elect. The President-Elect shall be elected every other year and the Secretary shall be elected every two (2) years. Both shall be, or have been, members of the Leadership Council. The Treasurer shall be appointed every two (2) years. The six (6) elected members term of office for the Leadership Council shall be three (3) years.

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.

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.

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

Section 4. OPERATIONS COMMITTEE

The Operations Committee of the Leadership Council shall be composed of the President, President-Elect and/or the Immediate Past-President, Secretary, Treasurer and one (1) member elected by the Leadership Council. The election of that member shall take place at the annual summer meeting and the term shall be for one (1) year.

During a year when a President-Elect or Past President is not seated on the Leadership Council, the Operations Committee shall recommend an appointment from the Leadership Council to fulfill the duties of President-Elect or Past President.

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.

Article IX - Budget

The budget of California ASCD shall be disbursed and accounted for by the Leadership Council.

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. Officers 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.

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.

Revised: January 11, 2002