

Proposed: October 27, 2004  
Adopted: February 23, 2005  
Adopted by the Board of Directors: May, 2005  
Amended: May 21, 2007  
October 28, 2008  
October 27, 2010  
February 23, 2011

**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS  
BUSINESS SERVICES COUNCIL  
BYLAWS**

---

**ARTICLE I  
NAME AND OBJECTIVES**

- Section 1 The name of this organization shall be the Business Services Council of the Association of California School Administrators.
- Section 2 The objectives of the Business Services Council shall be:
- A. To identify, study and address issues affecting all aspects of business services particularly in the area of the adequacy of school funding in the K-Adult public school system.
  - B. To recommend legislative policy positions to the Executive Committee of ACSA and to aggressively advocate for legislation that promotes both fiscal health, sound financial management and financial viability throughout the state's public school system. In addition legislation should promote and enhance flexibility for our schools statewide in advancing the instructional agenda.
  - C. To actively enhance and promote business services' role with professional organizations, legislators, district personnel, district board members, Department of Education, business, industry, and the community at large.
  - D. To build capacity within the business services community through the development and coordination of a statewide comprehensive professional growth plan for new and aspiring business administrators.
  - E. To provide strong leadership within the Association of California School Administrators.
  - F. To enhance communications with the other ACSA member councils and committees in direct support of ACSA's overarching priorities.
- Section 3. The Association of California School Administrators Bylaws shall always supersede these laws.

**ARTICLE II  
MEMBERSHIP**

Section 1. Membership in the Business Services Council shall include:

A. Voting members:

1. One representative elected or appointed from each of the regions in the Association of California School Administrators
2. The President of the Council
3. The President Elect of the Council
4. The Immediate Past President of the Council
5. At large members may be appointed by the President for one-year terms to address any specific needs of the Business Services Council

B. Non-voting participants:

1. Association of California School Administrators Executive Director
2. Association of California School Administrators President
3. Association of California School Administrators Executive Board Members
4. Association of California School Administrators Board of Directors Liaison
5. Association of California School Administrators Staff Liaison
6. Association of California School Administrators Staff Liaison from Governmental Relations Department

Section 2. Selection of regional representatives

- A. Each regional representative shall be elected or selected by a process developed within each Association of California School Administrators region.
- B. Regional representatives will work with their regional leadership to develop an election and/or selection process.
- C. The responsibilities of the region representative shall be developed and communicated to the Business Services' administrators of the region prior to the election.
- D. All expenses to conduct an election/selection shall be borne by the representative's region.
- E. Each region shall develop a process for selecting or electing a new representative should the elected/selected representative resign from the position mid-term.
- F. Regional representatives shall serve three-year terms with one third of the regions having new representatives each year. Regions shall be grouped as follows:
  1. Regions 2, 3, 7, 10, 15, 17
  2. Regions 1, 6, 9, 11, 14, 16
  3. Regions 4, 5, 8, 12, 13, 18, 19

## **Business Services Council Bylaws**

- G. The region president shall communicate the election process and the name of the elected business services administrator to the President of the Business Services Council and the Association of California School Administrators Committee/Council Secretary.
- Section 3. Council members shall be current business services' administrators who are active state members of the Association of California School Administrators and active in region and state business services and ACSA activities.
- Section 4. Regional representatives shall serve one three-year term, and shall not serve consecutive terms without the express permission of the Council.
- Section 5. The Association of California School Administrators shall reimburse expenses of voting members for up to three designated meetings per year.
- Section 6. If a council member is unable to attend a meeting they will have a designee attend as a representative from their region. If a council member is unable to maintain regular attendance, the council president may request the selection of a new regional representative.
- Section 7. If a council member retires during the year, that individual may, with the concurrence of the region they represent, serve out the fiscal year. The region will nominate and the state president will appoint a replacement to be effective July 1 for the remainder of the term.

### **ARTICLE III**

#### **BUSINESS SERVICES COUNCIL PRESIDENT, PRESIDENT ELECT AND PAST PRESIDENT**

- Section 1. The officers of the Business Services Council shall be President, President Elect and Past President.
- Section 2. The officers shall be active members of the Business Services Council.
- Section 3. Elections shall be held each year.
- A. During the regular February meeting of the Business Services Council the current President will announce the opportunity to serve as President Elect the following year, and ask interested council members to submit written notice to the President of their willingness to be nominated. Nominees must have served on the Business Services Council as an active member.
- B. At the regular May meeting, the council shall vote for one nominee and submit the election results to the Association of California School Administrators Committee/Council Secretary and the Region President of the Council President Elect's region.
- C. The Region President may undertake procedures to find a new regional representative for the region effective July 1 if the new President Elect is a current member of the Council.

## **Business Services Council Bylaws**

- D. The new President Elect shall take office on July 1. The current President Elect shall take office as President, and the current President shall take office as Past President on July 1.

### Section 4. Term of Office

- A. The term of office shall be one year for all officers of the Council.

### Section 5. Vacancy in Office

- A. In the case of a vacancy in office of President Elect, a new President Elect shall be selected at the next council meeting by vote of the council. The President shall solicit nominations by email prior to the council meeting.
- B. In the case of a vacancy in office of President, the President Elect will assume the office of President that year, and continue service as President the following year. The council shall elect a new President Elect pursuant to Section 5-A.
- C. In the case of a vacancy in the office of Past President, the office shall remain vacant for the remainder of the year and other officers or council members shall assume the duties of the Past President.

### Section 6. Roles and Responsibilities

- A. The Council President shall do the following:
  - 1. Attend training session for new council presidents.
  - 2. Orientate new council members at the first meeting of the fiscal year.
  - 3. Attend one board meeting during their tenure.
  - 4. Notify region presidents if members of the council have poor attendance.
  - 5. Be knowledgeable of the policies and procedures of councils and knowledgeable of the material contained in the leadership manual.
  - 6. Be knowledgeable about the positions and resolutions adopted by the Association of California School Administrators.
  - 7. Attend and serve as a delegate to the delegate assembly and participate in the council president's meeting.
  - 8. Schedule council meetings in the Association of California School Administrators' various offices with the ACSA Staff Liaison(s).
  - 9. Maintain the Business Services Council Bylaws.
  - 10. Develop Council meeting agendas with the ACSA Staff Liaison(s).
  - 11. Chair meetings of the Council.
  - 12. Notify, as soon as possible, the ACSA Staff Liaison(s) if meetings are cancelled.

## **Business Services Council Bylaws**

- B. The Council President Elect shall do the following:
  - 1. Chair meetings of the Council in the absence of the President.
  - 2. Perform such duties as may be designated by the President.
  - 3. Succeed the President in the event of the resignation or incapacity of the President.
  - 4. Succeed the President upon completion of the term as President Elect
  - 5. Serve as the Council's designated representative to the ACSA Legislative Policy Committee.
  - 6. Maintain the minutes of the Council meetings.
  
- C. The Council Past President shall do the following:
  - 1. Chair meetings of the Council in the absence of the President and President Elect.
  - 2. Perform such duties as may be designated by the President.
  - 3. Maintain the minutes of the Council meeting in the absence of the President Elect.

Section 7. If a state committee chair/council president retires during the year, that individual may, with the concurrence of the board of directors, serve out the fiscal year. The council will elect a replacement for a council president to be effective July 1 for the remainder of the term.

### **ARTICLE IV REGIONAL REPRESENTATIVES**

Section 1. Term of Office

- A. The term of office shall be three years.

Section 2. Roles and Responsibilities

- A. Regional Representatives shall do the following:
  - 1. Meet obligation of membership on the council by attending council meetings and cooperating with other council members in fulfilling council charges/tasks.
  - 2. Report Council activities to members within the region.
  - 3. Convene and chair region committee meetings and/or multi-region or co-region activities and workshops.
  - 4. Develop an effective two-way communication with the job-alike personnel in their region in order to keep regions informed.
  - 5. Use region committees for input on critical issues.
  - 6. Contact members of region committees prior to state meetings to obtain ideas for the state agenda.
  - 7. Periodically report to the region board or delegate assembly.
  - 8. Work with region program chair in planning and conducting "job-alike" activities, training programs, and meetings designed to meet individual member needs.

## **Business Services Council Bylaws**

9. Facilitate the work of charter program chair and committees.
10. Facilitate communication among charter, region, and the state council.
11. Prepare some form of written report in every issue of region and/or charter newsletter whenever possible. Region chair could distribute a condensation of state and region activities via region newsletter or special bulletins to all job-alike personnel.
12. Coordinate with state department consultants in order to keep regions informed.

### **ARTICLE V LEGISLATIVE POLICY COMMITTEE MEMBER**

- Section 1. The Business Services Council shall have a voting member on the Legislative Policy Committee.
- Section 2. The Legislative Policy Committee member shall be an active member of the Business Services Council.
- Section 3. Elections shall be held every two years.
- A. Individuals willing to serve on the Legislative Policy Committee will be identified during the regular May meeting of the odd years. A vote will follow.
  - B. Election results will be submitted to Chair of the Legislative Policy Committee by the Council President.
- Section 4. Term of Office
- A. The term of office shall be two years
- Section 5. Vacancy in Office
- A. In the case of a vacancy in office, a successor shall be appointed by the President until such time procedures described in Section 3. A and B can be implemented.
- Section 6. Roles and Responsibilities
- A. The Legislative Policy Committee member shall do the following:
    1. Attend all meetings of the Legislative Policy Committee.
    2. Attend all meetings of the Business Services Council.
    3. Report Legislative Policy Committee activities to the Business Services Council.
    4. Facilitate communication between the Business Services Council and the Legislative Policy Committee.
    5. Contact members of the Business Services Council prior to Legislative Policy Committee meetings to seek input on proposed bills.

**ARTICLE VI  
COUNCIL BUSINESS**

Section 1. Operations/Organization

- A. The Fall meeting shall be the organizational meeting of the Council
  - 1. The Council President may appoint members to special committees or assignments. The President shall attempt to equalize such assignments among the members.
  - 2. The Council President shall develop and distribute a directory of all members, including work and home addresses, telephone, e-mail, and FAX numbers.
- B. The Council shall annually address efforts to increase the active representation of all ethnic groups within the Business Services Council within the activities of the regions.
- C. The president shall initiate a review of its effectiveness as a council each spring, prior to establishing goals for next year.
- D. At its Fall meeting, the council shall be responsible for developing and subsequently publishing an annual “report card” of its major activities and outcomes for the prior year and this report will be posted to the BS Council pages on ACSA’s website.
- E. Also at the Fall meeting, the council’s annual goals and objectives for the current year shall be reviewed and approved.

Section 2 Meetings

- A. The Council shall meet not fewer than three times each year either in person or via video or phone conference. An annual budget amount to cover reimbursement of travel to these meetings will be provided by ACSA. Should the budget amount provided not meet the needs of the Council, the Council may determine and implement means of reducing expenditures and/or reimbursements.
- B. The Council President may schedule supplemental meetings as needed. Meetings can be conducted via phone or video conference.
- C. Each spring the president shall recommend a tentative calendar of meetings for the following year. Whenever feasible, meeting dates and locations shall be coordinated with major statewide conference dates. Calendar dates may be adjusted with consent of the council.

Section 3. Agendas

- A. The Council President shall prepare the agenda and ensure that it addresses both short-term and long-term issues of statewide importance.
- B. Any member may submit items to the president for consideration on the agenda.
- C. Council members are responsible for ensuring that issues affecting their constituents are brought forward through the agenda process.
- D. The president shall distribute agendas to the members at least ten working days prior to the meetings.

## **Business Services Council Bylaws**

### Section 4. Quorum

- A. A simple majority of voting council members shall be present in order to conduct council business. Action items require a simple majority vote for approval.

### Section 6. Reports

- A. Written reports will be done as required by the Association.

### Section 7. Budgets

- A. Council budget is based upon:
  - 1. Three 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 reports 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.
  - 2. Three meetings times an average travel figure, lodging, meal amount, time the number of council members.
  - 3. Amounts for copying, postage, supplies and facilities.
  - 4. ACSA's activity design process should be used by councils if additional funds are needed for projects beyond the three regularly scheduled meetings.

## **ARTICLE VII PUBLIC POSITIONS**

Section 1. The Business Services Council shall take positions on behalf of all business services administrators that affect K-14 school finance but these positions shall not be in opposition to any overall Association of California School Administrators' position. The Business Services Council President or designee shall represent this position.

Section 2. The Business Services Council shall not engage in activities prohibited by the policies and procedures manual in Section 8-C – Governmental Relations – Political Action.

Section 3. The Council shall first communicate in writing to the state president its intention to take a position prior to any public stance if the Association of California School Administrators has not taken a position.

Section 4. The Business Services Council shall withdraw support for any position, which is subsequently opposed by the Association of California School Administrators.

Section 5. The Business Services Council shall maintain a process to obtain information/input when a fast response is needed from business services' administrators in the State.

## **Business Services Council Bylaws**

Section 6. Legislative, State Board, or commission testimony:

- A. If a council member is requested to testify, the member shall advise ACSA's president or the executive director, determine the Association of California School Administrators' position and discuss the position to be represented with the assistant executive director of governmental relations. If testifying in support of an Association of California School Administrator position, the member shall be identified as a representative of the Business Services Council of the Association of California School Administrators. Expenses may be covered either by the council's budget or the ACSA's government relations budgets.
- B. If a council member is contacted by an official regarding the Association of California School Administrators' position or the council's position, the member shall respond as accurately as possible. Significant contacts with public officials and officials of other education organizations should be reported to the president or executive director as to the nature of the conversation.
- C. If a council member testifies on any issue on which the Association of California School Administrators has no position, the member shall clarify that his/her testimony shall be that of an individual and not that of a representative of ACSA. In these situations expenses will not be reimbursed.
- D. If a council member testifies against the Association of California School Administrators' official position, it must be done as an individual, not as an Association of California School Administrators representative or council representative. No expenses will be reimbursed. (See Section 8-A – Governmental Relations – Legislation, for the process for resolving differences between a council position and ACSA's Legislative Policy Committee position.)

### **ARTICLE VIII AMENDMENTS**

The Business Services Council, using the following procedures, may amend the bylaws:

- A. Amendments shall be introduced at a regularly scheduled meeting of the Council.
- B. Amendments shall be formally added to the agenda for the following meeting.
- C. Approval of amendments shall require a simple majority of voting members.
- D. All members of the Council shall annually be given a copy of the bylaws.
- E. No provision in the bylaws may contradict provisions in the Association of California School Administrators Bylaws.