

ACSA Secondary Education Council Bylaws

Council Mission: To be the official voice for high school leaders in the State of California and to provide strong leadership within the ACSA organization in order to carry out the mission of ACSA:

- Support California’s educational leaders;
- Ensure all students have the essential skills and knowledge needed to excel;
- Champion public education.

1.0 Bylaws:

- A. The bylaws of the ACSA Secondary Education Council (herein known, as “SEC”) shall serve as the operating rules of the SEC.
- B. The bylaws may be amended by the SEC, using the following procedures:
 - B.1 Amendments shall be introduced at a regularly scheduled meeting of the SEC.
 - B.2 Amendments shall be agendized for the following meeting.
 - B.3 Approval requires a simple majority of voting members.
- C. All members of the SEC shall be given annually a copy of the bylaws.
- D. No provision in the bylaws may contradict provisions in ACSA’s bylaws.

2.0 Membership

- A. Membership in the ACSA SEC shall include:
 - A.1 One representative elected from each of the regions in ACSA.
 - A.2 The president of the SEC.
 - A.3 The past president of the SEC.
 - A.4 One member of the ACSA Board of Directors appointed by the ACSA.
- B. Regional representatives shall be elected/selected by a process developed within each ACSA region:
 - B.1 Regional representatives are responsible for working with their regional leadership to develop an election/selection process that values the need for diversity. The SEC shall annually address the efforts to increase the active representation of all ethnic groups within the SEC and within its activities in the region.
 - B.2 The responsibilities of the region representatives shall be developed and communicated to the principals of the region prior to the election/selection process.
 - B.3 All expenses to conduct an election/selection shall be borne by the representative’s region.
 - B.4 Each region shall develop a process for selecting or electing a new representative should the elected/selected representative resign from the position.

- B.5 The region president should communicate the election process and the name of the person elected to the President of the SEC and the ACSA President.
 - C. SEC members shall be active members of ACSA.
 - D. Regional representatives shall serve for three-year terms and may not be reappointed or elected to a consecutive term.
 - E. ACSA shall reimburse expenses of voting members for up to three meetings per year.
 - F. SEC members shall ensure a designee's attendance at meetings members are unable to attend.
 - G. If an SEC member is unable to maintain regular attendance, the SEC President may request the selection of a new regional representative.
- 3.0 Operations
- A. Organization
 - A.1 The fall meeting shall be the organization meeting of the SEC.
 - a. The SEC president shall appoint a vice president who will serve as chair of the meeting in the absence of the president.
 - b. The president shall appoint a secretary who will take and distribute minutes of all meetings for the year and maintain committee bylaws.
 - A.2 The president shall recommend, with SEC approval, the creation of appointed positions for the school year, including but not limited to SBE Reactor group and CIF liaison.
 - A.3 The president may appoint members to special committees or assignments: the president shall ensure equal distribution among the members of said assignments.
 - A.4 In the fall the ACSA Executive Director or his designee shall develop and distribute a directory of all members, including work and home address, telephone and FAX numbers, and email addresses.
 - A.5 Members shall develop email distribution lists within their regions for dissemination and collection of information.
 - A.6 The SEC shall annually review its effectiveness as a council each spring, prior to establishing goals for the next year.
 - A.7 The SEC shall begin the process of establishing the SEC's goals and objectives for the following school year, after evaluating its effectiveness, in March/April. The SEC's annual goals shall be reviewed and approved in October.
 - A.8 The SEC's officers shall receive reimbursement for all real and necessary expenditures incurred in carrying out their prescribed duties.
 - A.9 The NASSP Principal of the Year nominee from California shall be the ACSA Principal of the Year unless the ACSA Principal of the Year is not or chooses not to be a member of NASSP. Upon

such occurrence the SEC shall select the NASSP Principal of the Year Nominee from the list of region nominees who are members of NASSP.

B. Meetings

- B.1 The SEC shall meet not fewer than 3 times per year.
- B.2 The president may schedule supplemental meetings if needed.
- B.3 The president shall recommend each March/April a tentative calendar of meetings for the following year. Whenever feasible, meeting dates and locations shall be coordinated with statewide conference dates. The SEC's final calendar shall be approved at the organizational meeting in October. Calendar dates may be adjusted thereafter with consent of the SEC.
- B.4 Members shall make travel arrangements to permit their full attendance at all meetings.
- B.5 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.

C. Agendas

- C.1 The president shall prepare the agenda in cooperation with the ACSA Executive Director. The president and director shall ensure that agendas include significant issues of statewide importance.
- C.2 Any member may submit items for consideration on the agenda to the president.
- C.3 Members are responsible for making certain that issues of importance to their constituents are submitted for consideration.
- C.4 The president shall distribute agendas to the members at least ten working days prior to the meetings.
- C.5 The president shall distribute back up material for all agendized items along with the agendas.
- C.6 Action items require a simple majority vote for approval.

D. Minutes

- D.1 Minutes shall be action minutes, providing sufficient description of the discussion and the action taken for any ACSA member receiving the minutes to understand the issues and their resolution.
- D.2 Minutes shall be distributed by email within two weeks of the meeting.
- D.3 Regional representatives shall distribute the minutes to persons on their regional email list within three working days of their receipt.
- D.4 The president shall forward the minutes to all other appropriate individuals in ACSA.

E. Funding

- E.1 The SEC shall have their expenses paid by ACSA within the limits of their budget, as long as actions/expenditures do not violate policy or procedures, and their actions/expenditures are within the board approved council bylaws, goals and purpose.
- E.2 The SEC may assign up to 50% of all revenue, in excess of expenses from any given year, generated through SEC activities or products to support identified SEC projects during the following year.

4.0 Roles and Responsibilities

A. President

- A.1 During the regular fall SEC meeting of the President's last term, he/she shall appoint a sub-committee of two current SEC members to serve as a nomination committee. The nomination committee will select three nominees to be voted upon by the SEC at the January meeting. The person selected will become the President-elect. Nominees must have served on the SEC as an active member and must have had high school administrative experience.
- A.2 On July 1, the new president shall vacate the regional position, resulting in a new regional election/selection.
- A.3 The term for president shall be three years.
- A.4 Upon completion of their term the president may not seek or be re-elected for a consecutive term. The president will become the past-president and serve in that term for a three-year term.
- A.5 The president, the past-president and where applicable the president-elect will serve as state representative to NASSP national conventions.
- A.6 The president is empowered to conduct business of the SEC that may be required and shall report to the SEC those actions that might not otherwise be authorized by these bylaws.
- A.7 In the event the SEC president cannot complete a full term the SEC vice president will assume the president's duties. At the next scheduled SEC meeting the vice president will appoint a nomination committee to complete duties as describe in 4.0 A.1 with a new president beginning responsibilities upon election.

B. Regional Representative:

- B.1 Regional representatives are empowered to represent their constituents and shall be so accountable.

C. Legislative Policy Committee Member

- C.1 The SEC shall have a voting member on the Legislative Policy Committee.
- C.2 The Legislative Policy Committee member shall be an active member of the SEC.

- C.3 Elections shall be held every two years during the April meeting. Nominations and election will occur during said meeting.
 - C.4 The election results will be submitted to the Chair of the Legislative Policy Committee by the SEC president.
 - C.5 Term of office will be two years.
 - C.6 In the case of vacancy in office, a successor will be elected according to procedures described in C.3.
 - C.7 Roles and Responsibilities
 - a. Attend all meetings of the Legislative Policy Committee.
 - b. Attend all meetings of the SEC.
 - c. Report Legislative Policy Committee activities to the SEC.
 - d. Facilitate communication between the SEC and the Legislative Policy Committee.
 - e. Contact members of the SEC prior to Legislative Policy Committee meetings to seek input on any bills.
5. Public Positions
- A. The SEC shall take public positions on behalf of all high school site administrators on any issue on which ACSA has not yet taken a position or when ACSA has taken a position with which it agrees. The president or designee shall represent this position.
 - B. The SEC shall not take a position in opposition to an ACSA position.
 - C. The SEC shall adhere to ACSA policy 503.2.1, 8.0 for resolving position conflict between ACSA councils or committees.
 - D. The SEC shall withdraw support for any position that is subsequently opposed by ACSA. In areas of positions void the SEC should first communicate in writing its intention to take a position to the ACSA President prior to any public stance.
 - E. The SEC shall maintain a process to obtain information/input when a fast response is needed from high school site administrators in the state.
6. National Affiliation
- A. The ACSA Secondary Education Council will formally be affiliated with the National Association of Secondary School Principals.