

# MEMBERS

SECTION 11  
ACSA POLICIES & PROCEDURES

## Section 11 — Members

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### 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. (New May 2003 Board of Directors)

11.2.5 Region Consultants shall receive complimentary full regular retired membership. (New 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 American Association of School Administrators (AASA), 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.

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- 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:**

Revised  
9/95

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.

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- 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  
Revised 5/96 **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.

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- 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)

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### 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:
- REV. 9/95
- 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.

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- 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.
- 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.

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**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**

REV. **Retired**  
7/03 **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.
- 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.



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**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:
- 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.
- 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.

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### 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.
- 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.

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- 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:
  - 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.

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- 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.
- 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)

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### **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:

- 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.