
California Association of Administrators Of State and Federal Education Programs

Preamble

These Bylaws of the California Association of Administrators of State and Federal Education Programs are established in order to increase the effectiveness of program administrators of state and federal programs of local educational agencies in providing services for children and families.

Article I – Purposes

The purposes of this Association are:

- To inform members about state and federal legislation for education programs and personnel.
- To provide and promote continuing professional development to all persons involved in state and federal education program administration.
- To stimulate and to aid in the development of efficient and effective state and federal education programs and policies.
- To promote and facilitate communication among state and federal education specialists throughout California.
- To assist local school districts in learning about and participating in appropriate state and federal education programs.
- To disseminate information on exemplary programs that focus on increasing academic achievement for all students.
- To make the benefits of state and federal education programs fully and readily available to all eligible children.

Article II – Membership

1. Regular Membership

Regular Membership in this Association is open to administrators, specialists, consultants, and other staff responsible for or who have had responsibility for administration of and/or participation in state and/or federal education programs.

Features of Regular Membership are:

- a. Member CAASFEP for one year
- b. CAASFEP Professional Development Institute registration for one individual (unless Regular Membership Only)
- c. Subscription to Association's publication and website access
- d. Voting rights
- e. NAFEPA subscription/membership for one year

2. Lifetime Membership

Lifetime Membership may be awarded by the Board of Directors to any members upon retirement based on the following criteria:

- Members who served as President of the organization and/or
- Members who have given significant service to the organization

Features of Lifetime Membership are:

- a. CAASFEP Professional Development Institute registration for one individual
- b. Subscription to Association's publications and full website access

c. No voting rights

3. **Publications**

Each member shall be entitled to receive all publications and website access issued by the Association; Regular Members also will receive NAFEPA publications.

4. **Membership Dues**

Dues shall be fixed by the Board of Directors annually.

5. **Membership Term**

a. Annual Regular Membership for CAASFEP and NAFEPA shall be one year from time of membership purchase/Institute registration.

Article III – Meetings

1. **Annual Meeting of Members**

The Annual Meeting of members shall be held each year during the Fall Professional Development Institute for the purpose of:

- a. Adopting a budget.
- b. Announcing the results of the election of officers and regional representatives.
- c. Voting on revisions to the Bylaws.

2. **Notice of Annual Meeting or Special Meetings of Members**

At least fifteen (15) days prior to the date fixed for the holding of the meeting of members, notice of the time, place, and proposed agenda of such meetings shall be sent by regular mail and/or fax, and/or e-mail, and/or CAASFEP website, and/or CAASFEP Professional Development Institute notification to all members.

3. **Order of Business at Meeting**

The order of business at the meetings of the members and directors shall be as follows:

- a. Reading of minutes of last preceding meeting
- b. Report of President
- c. Report of the President Elect, if appropriate
- d. Report of the Treasurer
- e. Transaction of business. See Article III, 1
- f. Adjournment

In the absence of any objections, the presiding officer may vary the order of business at his/her discretion.

4. **Special Meetings of Members**

A special meeting of the membership may be called at any time by the President, or by two officers of the Association. Such notice may be issued by the Secretary and his/her designee.

5. **Regular Meetings of the Board**

Regular meetings of the Board of Directors shall be held at least six times in each year at such time and place as the Board of Directors shall determine. No notice of regular meetings of the Board shall be required.

6. **Special Meetings of the Board**

Special meetings of the Board of Directors may be called by the President or two members of the Board at any time by means of mail and/or email and/or phone and stating the time, place and purpose thereof to each director as the President in his/her discretion shall deem sufficient.

Article IV – Rules of Order

1. **Rules**

Robert's Rules of Order (modified) shall govern the conduct of all meetings of any part of the Association.

Article V – Voting, Elections, and Proxies

1. Who is Entitled to Vote

Each Regular Member of this Association shall, at every meeting of the members, be entitled to one vote in person upon each subject properly submitted to vote at Annual Meetings and Special Meetings of the Membership. Only Regular members shall have voting rights and may hold an elected office in the Association, including when the elected officer retires prior to the completion of his/her term; in which case, the officer may complete his/her current term. Lifetime members shall have no voting rights and may not hold an elected office in the Association.

2. Inspectors

Whenever any person entitled to vote at a meeting of members shall request the appointment of Inspectors, the chair of the meeting shall appoint no more than three Inspectors, who need not be members. If the right of any person to vote at such meeting shall be challenged, the Inspectors shall determine such right. The Inspectors shall receive and count the votes either upon election or for the decision of any questions and shall determine the result. Their certificate of any vote shall be prima facie evidence thereof.

Article VI – Officers

1. President

The President shall be the chief executive officer of the Association. He/she shall preside over all meetings of the members. He/she shall have general and active management of the association and shall see that all orders and resolutions of the members are carried out. He/she shall be an ex officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of President of an Association. He/she shall serve for an elected term of two years. The President serves as a representative on the NAFEPA Board. If elected to a position on the Executive Committee of NAFEPA, the President shall appoint a replacement for the remaining term with approval of the Board of Directors.

2. Past-President

The immediate Past-President of the Association shall perform the duties and exercise the powers of an officer of the Association; shall act as chairperson of the Bylaws and the Nominations and Elections committee and other committees as assigned. If the Past President is unable or unwilling for any reason to complete his/her term of office, the position shall remain unfilled.

3. President-Elect

The President-Elect of the Association shall perform the duties and exercise the powers of the president during his/her absence or disability, and shall, in any event, perform the duties and exercise the powers of an officer of the Association. If the President-Elect is unable or unwilling for any reason to complete his/her term of office, a special election shall be held to fill the office for the remainder of the term. He/she shall serve for an elected term of two years. An attempt shall be made to alternate representation from the northern & southern areas of the state, opposite that of the President. The President Elect, if able, shall also serve as one of the state representatives to NAFEPA. If the President-Elect is unable to serve as a state representative to NAFEPA, the President shall make a recommendation for another state representative to NAFEPA to the Board of Directors for their approval.

4. Secretary

The Secretary shall attend all meetings of the membership, the Board of Directors and California Department of Education Categorical Directors Meetings and shall record and maintain the minutes of the proceedings of all such meetings. He/she shall serve for an elected term of two years. If the Secretary, for any reason, is unable to complete his/her term of office, the President shall, with the majority approval of the Board of Directors, appoint a regular member to fill the office for the remainder of the term.

5. Treasurer

The Treasurer shall be responsible for all Association funds and their safekeeping and accounting; shall assist the President and Board of Directors in preparing the annual budget; deliver an annual fiscal report to the membership at the Annual Meeting; see that bills are paid in a timely manner; make monthly fiscal reports to the Board of Directors; ensure

that all necessary tax returns are filed in a timely manner. The Treasurer shall ensure that all checks drawn on CAASFEP accounts have two signatures, that of the Treasurer and the President or the President-Elect. He/she shall serve for an elected term of two years. If the Treasurer shall, for any reason, be unable or unwilling to complete his/her term of office, the President shall, with majority approval of the Board of Directors, appoint a regular member for the remainder of the term.

6. Term and Succession

All officers shall assume their respective offices at the Annual Fall Meeting immediately following their election. The terms of the Board of Directors, which includes the President, President-Elect, Secretary, Treasurer, and Past-President, shall be two years.

7. Election

The Committee on Nominations and Elections shall, each election year, establish the procedures and rules for all elections and shall provide each Regular Member with one vote. All regular members shall have the right to nominate any regular members in good standing to run for office. The Immediate Past-President shall serve as chair of the Nominations and Elections Committee.

Article VII – Board of Directors

1. Composition, Powers and Duties of the Board of Directors

The Board of Directors of the Association shall consist of the elected officers and committee chairs that have been appointed by the President and approved by the Board of Directors. These committee chairs will also have become voting members on the Board of Directors. The Board of Directors shall have the power to form additional ad hoc and/or standing committees, shall have the voting power to make decisions consistent with the Association's policies and Bylaws; may employ consultants or agents it deems necessary for transaction business for the Association, and fix the compensation and/or remove such agents.

2. Delegation of Powers

For any reason deemed sufficient by the officers, whether occasioned by absence or otherwise, the Board of Directors may temporarily delegate all or any of the powers and duties of any officer to any other officer, but no officer shall execute, acknowledge, or verify any instrument in more than one capacity.

3. Meetings

The Board of Directors shall meet at least six times a year; and ensure that the Regular Membership of the Association shall meet at least once a year. One meeting shall be the Annual Meeting of the Association.

4. Standing Committees

There shall be Standing Committees, including the following:

- a. CAASFEP Professional Development Institutes
- b. Nominations and Elections
- c. Bylaws
- d. State legislation
- e. Federal legislation
- f. Membership
- g. Communication/Marketing
- h. Scholarship
- i. Professional Development

Regular members in good standing may serve on any committee, and shall be appointed thereto by the President. The Immediate Past-President shall serve as chairperson of the Bylaws and the Nominations and Elections Committees. The President shall appoint chairs of other committees as needed and shall serve as ex officio member of all standing committees.

Article VIII– NAFEPA Representatives

1. Selection

In addition to the President, two or more as allowed by NAFEPA representatives (hereinafter the “Representatives”) to NAFEPA’s Board of Directors shall be appointed by the President and the CAASFEP Board of Directors. The Representatives must be current on membership dues and in good standing. The President-Elect shall, if able, serve as a representative. A member from the other area of the state (north or south) shall be considered for the second position.

2. Term of Appointment

The Representatives to NAFEPA’s Board of Directors shall be appointed to a two year term of office. The incumbent Representatives may be reappointed or replaced every two years after the initial appointment. If the NAFEPA Representatives shall, for any reason, be unable or unwilling to complete his/her term of office, the President shall, with the majority approval of the elected officers, appoint a member for the remainder of the terms.

3. Duties

The Representatives will do the following:

- a. Provide a communication link between CAASFEP and NAFEPA through the CAASFEP Board of Directors and the California members.
- b. Serve on NAFEPA committees as selected or voluntarily.
- c. If elected, assume NAFEPA officer responsibilities.
- d. Provide perspectives and information about national issues of interest and significance to CAASFEP members, California State Department of Education and other education related social services agencies.

4. Financial Support

The CAASFEP Board of Directors may provide financial support for travel costs including transportation and related expenses for the Representatives based on the need to carry out the duties of this position. Such expenses must be approved in advance by the CAASFEP Board of Directors.

Article IX – Amendments

1. Proposal

Amendments to these Bylaws may be proposed by the Bylaws Committee, any member of the Association, or by any group of fifteen (15) regular members. Any proposal duly made may be read at any meeting of the membership by the Secretary.

2. Approval

Approval by a majority of the regular members voting at the Annual Meeting of members shall be required for any Amendment to take full, perpetual force and effect. Any proposed Amendment which does not receive such approval at the next annual meeting following its proposal shall be void.

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Revised: November 1991
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Revised: November 1997
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