



Bylaws of the

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 (CAASFEP) 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 1 – Purposes

The purpose of the organization is to support equitable education for all children by educating, communicating and advocating in support of educational programs that offer genuine results for students most in need.

To carry out this purpose, the organization will provide information and professional development and facilitate communication among members on California state and federal education related legislation, policies, programs and other issues impacting state and federal education programs.

Article II – Membership

1. Regular Membership

Regular membership in this Association is open to administrators, specialists, and others responsible for, or interested in, state and/or federal education programs.

Features of Membership are:

- a) Membership in CAASFEP
- b) Membership is available through registration for a CAASFEP Professional Development Institute, or at any time through a separate membership application and renewed annually.
- c) Access to the “Members Only” section and other member services of the CAASFEP Website will be granted:
 - a. CAASFEP Professional Development: CAASFEP members will have access to CAASFEP member benefits following the PD Institute (payment has been processed or purchase order has been received)
 - b. Membership application: Receipt of “Welcome to CAASFEP” email
- d) Subscription to CAASFEP E-blasts and any other electronic or hard-copy publications provided to members
- e) Voting Rights
- f) Discounted registration to CAASFEP regional professional development workshops



- g) Discounted membership to the national affiliate, National Association of Federal Program Administrators (NAFEPA), for one year with all rights and services that accompany that membership.

2. Lifetime Membership

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

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

Features of Lifetime Membership are:

- a) CAASFEP Professional Development Institute registration for one individual
- b) Access to the “Members Only” section of the CAASFEP Website
- c) Subscription to CAASFEP E-blasts and any electronic or hard-copy publications provided to members
- d) No voting rights

3. Membership Dues

Dues shall be fixed by the Board of Directors annually.

4. Membership Term

Annual Regular Membership for CAASFEP obtained through attendance at a Professional Development Institute shall be active until the following year’s Institute (time of paid registration and/or a submitted purchase order).

Annual Regular Membership for CAASFEP obtained through the application process shall be active one year (365 days).

Article III – Meetings

1. Annual Meeting of Members

The Annual Meeting of members shall be held each year for the purpose of:

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

2. Notice of Annual Meeting of Members 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 through one or more of the following



methods: regular mail, e-mail, posting on the CAASFEP Website, and/or CAASFEP Professional Development Institute notification to all members.

3. Order of Business at Annual Meeting

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

- a) Reading of the minutes of the last preceding meeting
- b) Report of the President
- c) Report of the President Elect, if appropriate
- d) Report of the Treasurer
- e) Transaction of business as outlined in 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. Meetings may be conducted in person, via conference call or through other electronic medium.

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 email and/or any virtual teleconference media, stating the time, place and purpose.

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 an elected officer retires prior to 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 a meeting shall be challenged, the Inspectors shall determine such right. The Inspectors shall receive the count of votes either upon election or for the decision of any questions and shall determine the result. Their determination 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 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. If the President is unable or unwilling for any reason to complete his/her term as President of the organization, the President-Elect shall assume the responsibilities for the remainder of the term.

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 and the President shall assume the responsibilities or appoint a board member to assume the responsibilities for Bylaw revision and Nominations and Elections.

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 and 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, provided the organization meets the criteria for a second representative. 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 and the Board of Directors and shall record and maintain the minutes of the proceedings of all such meetings. He/she shall attend all pertinent State/Federal Directors meetings at the California Department of Education and take notes for members. The Secretary 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; deliver an annual fiscal report to the membership at the Annual Meeting; see that all expenditures are approved by the Board; 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 another member of the Board. 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. Terms and Succession

All officers shall assume their respective offices immediately following their election at the Annual Meeting. 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. The Nominations and Elections Committee will identify prospective Officers from those serving on the Board of Directors. A majority vote of the Board of Directors will constitute recommendations for Officers to be presented to the general members for vote at the annual meeting. Each regular member will be given one vote. A majority vote of those present at the Annual meeting will constitute approval of Officers. 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 and other regular members that have been appointed by the President and approved by the Board of Directors. These committee chairs and other appointed board members will also be voting members of 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; and may employ consultants or agents, if it deems necessary, for transacting business for the Association, and fix the compensation and/or remove such agents.

2. Conflict of Interest

Each board member shall avoid situations that could result in an inconsistency between the overall goals of the organization and a personal or vested interest that may arise in connection with his/her duties as a CAASFEP Board Member. Should an issue or agenda item arise during a board meeting where a board member is in a conflict of interest situation, he/she shall declare conflict of interest immediately and shall not discuss or vote on any such resolution relating to the matter.

3. 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 officer, but no officer shall execute, acknowledge, or verify an instrument in more than one capacity.

4. Meetings

The Board of Directors shall hold meetings at least six times a year and ensure the regular membership of the Association shall meet at least once a year. One meeting shall be the Annual Meeting of the Association. Board meetings may be held in person or via teleconferencing, or other electronic media as agreed to by board members.

5. Standing Committees

There shall be standing committees and the chairs of those committees will be voting members of the Board of Directors. Committee roles and responsibilities may be changed and committees may be added or dissolved by the President with approval of a majority of the Board. Standing Committees include:

- a) Professional Development Institutes and Regional Workshops
- b) Nominations and Elections
- c) Bylaws
- d) Membership
- e) Communications
- f) Scholarship



- g) State and Federal Legislation
- h) Hospitality (Sunshine)

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 and, if necessary, remove chairs of other committees or other non-elected board members, as needed and shall serve as ex officio member of all standing committees.

Article VII – NAFEPA Representatives

NAFEPA representation is based on CAASFEP’s affiliation with NAFEPA, and the number of representatives is dependent on the number of CAASFEP/NAFEPA members.

1. Selection

In addition to the President, one or more representatives, as allowed by NAFEPA, to the NAFEPA Board of Directors shall be appointed by the President and the CAASFEP Board of Directors. The President-Elect shall, if able, serve as a NAFEPA representative (hereinafter the “Representatives”). If openings for additional representatives are available, those appointed must be members in good standing and an attempt will be made to consider representation from across the state.

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 a NAFEPA representative 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 issues of national interest and significance to CAASFEP members, California Department of Education and other education related social services agencies.
- e) Provide input and advocacy to the NAFEPA Board on areas of interest to California school districts and CAASFEP members.



4. **Financial Support**

The CAASFEP Board of Directors may approve 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 to Bylaws

1. **Proposal**

Amendments to these Bylaws may be proposed by the Bylaws Committee, any member of the Board of Directors, 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, or through a vote via regular mail, fax or email, 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.

Date: August 30, 1984

Revisions:

November 1984

November 1986

November 1988

November 1989

November 1991

November 1992

November 1997

June 2003

January 2004

October 2006

October 2007

February 2013

October 2017

October 2019

January 2020

October 2020

October 2021

November 2022