

GLENDALE SCHOOLS MANAGEMENT ASSOCIATION
BY-LAWS¹

Article I – Name

The name of this organization shall be the Glendale Schools Management Association (GSMA). GSMA is an affiliate of the Association of California School Administrators (ACSA).

Article II – Purpose

The purpose of this association is:

- Section 1. To promote the advancement of education in Glendale by bringing members of the Association into closer relationship through dialog and the dissemination of information regarding pertinent issues facing public education and the profession.
- Section 2. To study issues related to educational management and collaborate with the Superintendent to develop possible solutions.

Article III – Membership and Dues

- Section 1. Any Glendale Unified School District employee designated by the Board of Education to serve in a management or confidential position, either classified or certificated, shall be eligible for membership upon payment of dues.
- Section 2. GSMA dues shall be ~~\$50.00~~ ~~\$75.00~~ \$100.00 annually effective July 1, ~~2004-2005~~² 2014³.
- Section 3. Individual membership in GSMA does NOT include membership in ACSA.

Article IV – Executive Board

- Section 1. The purpose of the Executive Board is to provide leadership and serve the GSMA. The Executive Board shall be composed of fourteen (14) members unless the Past-President has been re-elected to the board for an additional three (3) year term. In such case, the Executive Board shall consist of thirteen (13) members.
- (a) Twelve (12) members of the Executive Board shall be elected from within the general membership of GSMA. Each member shall be elected for a three (3) year term.
- (b) The immediate Past-President of the GSMA shall serve as the thirteenth member of the Executive Board. If re-elected, he/she shall be the twelfth member. In the event the Past-President cannot serve, the Executive Board may appoint any previous Past-President to serve again or appoint a person from the Executive Board membership to serve in the role of Past-President.

¹Proposed and approved by the Executive Board on November 17, 2000.

²Change to Article III proposed, voted upon, and approved 5/20/05

³Change to Article III proposed, voted upon, and approved 8/20/14

⁴Proposed and approved by the Executive Board on April 11, 2017

- (c) The President shall appoint three (3) members of the Association of California School Administrators to serve as representatives to ACSA, Region XV. One of these members shall be the President and one shall serve as Membership Chairperson for ACSA. Any representative to ACSA shall be ex-officio members of the Executive Board, unless they are elected members on the present board. It is intended that these three representatives will be selected in a manner that will provide continuity of representation.
 - (d) The Executive Board under the direction of the President shall appoint one (1) Psychologist to serve on the Board for a three-year term as the fourteenth (14) member.⁴
- Section 2.
- (a) The President shall assign to an Executive Board member the task of overseeing the nomination process. The title of this position shall be Nominations Chairperson.
 - (b) The Chairperson shall be responsible for a questionnaire to reach the general membership to determine which members are interested in serving on the Executive Board.
 - (c) The Executive Board may also nominate individuals from the general membership, with their consent, who may not have responded to the questionnaire.
 - (d) Every name submitted for nomination shall be placed on the ballot.
- Section 3. Election of new members to the Executive Board shall be done by ballot, mailed to the general membership.
- Section 4. Members shall be elected to the Executive Board by March 1 of each year and shall take office on April 1st of each year.
- Section 5. The incoming Executive Board shall elect officers for the following year by April 1, and shall take office on May 1st of each year.
- Section 6. The Executive Board shall appoint new members to fill any vacated unexpired terms of Executive Board members from the general membership.

Article V – Officers

- Section 1.
- (a) The President provides leadership to the Association.
 - (b) The President shall preside at all meetings of the Association and the Executive Board.
 - (c) The President shall be a member of ACSA and shall attend the annual ACSA Leadership Training Retreat.
 - (d) The President leads the Executive Board in the implementation of GSMA goals.
- Section 2.
- (a) The President-Elect shall preside at all meetings of the Association and the Executive Board in the absence of the President and fill the remaining portion of the unexpired term of the President in case the position is vacated.

- (b) The President-Elect leads the Executive Board in planning the goals for the GSMA for the coming year.
- (c) The President-Elect should attend the annual ACSA Leadership Training Retreat.

- Section 3. The Secretary shall keep an accurate record of the proceedings at each meeting and shall provide a copy of the minutes to each Executive Board member; be prepared to read, on call, the record of any business transacted at any former meeting; notify members of committees of their appointment; read communications; attend to the correspondence of the Association; file letters pertaining to the business of the organization, and keep a copy of all letters written.
- Section 4. The Treasurer shall sign all checks; receive all funds and deposit, in the name of the Association, in a financial institution approved by the Board. The Treasurer shall submit a report of all expenditures at each meeting of the Executive Board.
- Section 5. The Membership Chairperson shall plan and coordinate membership recruitment in the charter. The Membership Chairperson should attend the annual ACSA Leadership Training Retreat.
- Section 6. The immediate Past-President shall assist and advise the Executive Board.

Article VI – Meetings

- Section 1. General meetings will be called as needed by the Executive Board.
- Section 2. The Executive Board shall meet a minimum of five (5) times during its term of office.

Article VII – Quorum

- Section 1. Seven (7) members of the Executive Board shall constitute a quorum at an Executive Board meeting. A majority vote shall be required to pass motions.
- Section 2. A majority of members of the Association shall constitute a quorum at a general membership meeting.

Article VIII – Expenses

- Section 1. The Executive Board shall approve all expenditures of the Association.

Article IX – Amendments

- Section 1. Any proposed amendment shall first be submitted to the Executive Board of this Association. A two-thirds approval of the Executive Board shall constitute sufficient cause to have a total membership vote upon the amendment.
- Section 2. The Bylaws shall be amended by a majority vote of the total voting membership