



**BYLAWS**

**of the**

**Personnel Commissions Association**

**of**

**Southern California**

**Revised: October 20, 2017**

# BYLAWS of the Personnel Commissions Association Of Southern California

## Article I – Name

The name of this organization shall be the Personnel Commissions Association of Southern California (hereafter referred to as Association).

## Article II – Objective

The objective of this Association is to promote and advance public education on a noncommercial, nonsectarian, and nonpartisan basis, through programs of research, investigation, and communication designed to stimulate and improve public school classified personnel management to the benefit of the district and their classified staffs.

## Article III – Membership

### Section 1. Members:

Each school district and each office of a County Superintendent that has adopted the State Merit System (as provided in the California Education Code 45220 et. Seq.) shall have the privilege of membership in the Association, and shall become a member by payment of the annual dues.

Each member district and county office shall be entitled to one vote per Commissioner and Personnel Director. Each individual Commissioner and Personnel Director holding membership in the Association shall be entitled to a vote, to hold office, and to participate in the activities of the Association.

### Section 2. Life Members:

- a. Individuals who have rendered special service to the Association or who are deserving of special recognition for their contributions to the promotion or support of merit systems of the general field of effective personnel management may be accorded life membership.

- b. Individual members of the California School Personnel Commissioners Association (CSPCA) who are granted life memberships in that association shall thereby become life members of this Association.
- c. Life members of this Association shall be entitled to all rights and privileges, including voting, granted to regular members.

**Section 3. Annual Dues:**

Annual dues for members of this Association shall be established by the Board and shall be for the fiscal year July 1 through June 30.

**Article IV – Board of Directors**

**Section 1.** The Board of Directors (Board) shall consist of a President, Vice President, Secretary, Treasurer, and Past President and up to ten (10) Directors.

**Section 2.** The Board shall be comprised of the officers, who shall serve on the Board during their two-year term of office, and up to ten (10) Directors elected at large. All members of the Board shall be members of the Association in good standing during their terms of office.

**Section 3.** The Board shall manage the affairs of the Association and direct such studies of personnel problems as the Board may feel will facilitate the objective of the Association. The Board shall approve expenditures of all funds of this Association and shall present to members of this Association annually a financial statement for their approval.

**Section 4.** The Board shall fix the time and place of Board meetings, which shall be not less than quarterly. The Board shall be notified by the Secretary one week in advance of each Board meeting. A majority of the Board shall constitute a quorum at Board meetings. The President or any two Board members may call a special meeting, upon one week’s written notice to all Board members.

**Section 5.** The Board is authorized to fill vacancies created by resignations, removal for missing two consecutive Board Meetings, or incapacity of any Board members for the unexpired term of said office.

**Section 6.** A Board member may be removed from office “for cause” by a two-thirds (2/3) majority vote of those members present at any regular meeting of the Association called pursuant to Article VII herein.

## **Article V - Duties of Officers**

**Section 1.** The President shall preside at all Board and general membership meetings at which s/he is in attendance and shall appoint all committee chairpersons.

**Section 2.** The Vice President shall preside at all Board and general membership meetings at which the President is not in attendance. Should the President become incapacitated or ineligible to serve as a member of the Board of Directors, the Vice President shall assume all the duties of the President. The Vice President shall also perform such duties as are assigned by the President.

**Section 3.** The Secretary shall provide all Association members with written notice of all regular and special meetings; and prepare minutes of all actions taken at Board meetings and distribute copies of the minutes to the members of the Association by posting them on the Association's website.

**Section 4.** The Treasurer shall prepare invoices for payment of annual dues and transmit them to eligible merit system districts; receive all Association monies and deposit them in the name of the Association; at the direction of the Board, prepare and remit warrants in payment of liabilities or costs incurred by the Association; and be a member of the Association's Budget Committee, which will consist of a chairperson and two (2) other members.

## **Article VI – Committees**

**Section 1.** The President shall appoint the chair of any committee necessary for the operation of the Association. At least one (1) member of each committee shall be a commissioner; and the committee chair shall select other members.

**Section 2.** The President shall be an ex-officio member of all committees, with the exception of the nominating committee.

**Section 3.** Committees shall consist of Audit, Awards, Budget, Bylaws, Conference, Legislative, Membership, Merit System Assistance, Nominating, and Training and Development. Duties of Committees are included in the Association's Procedure Book.

## **Article VII – Meetings**

**Section 1.** The Association shall meet at least two times each year. The time and place of meetings shall be set by the Board.

**Section 2.** Special meetings of the Association may be called by the Board and/or the President.

**Section 3.** At any meeting called, the members present shall constitute a quorum, and a simple majority shall suffice to pass motions and to transact all business except as otherwise provided in these bylaws.

## **Article VIII - Elections**

**Section 1.** At least 60 days before the election, the President shall appoint a nomination committee of not more than three members, charged with the duty of submitting to the general membership a list of nominees for all Association officers. Nominations may also be made from the floor.

**Section 2.** The Officers of the Association shall be elected for a term of two years by the members at the last regular meeting, or as scheduled by the Board if necessary, in order to ensure their appropriate installation prior to the first of the following budget year.

**Section 3.** The Board shall take office on July 1.

**Section 4.** Each member district and county office shall be entitled to one vote per Commissioner and Personnel Director. Each individual Commissioner and Personnel Director holding membership in the Association shall be entitled to a vote, to hold office, and to participate in the activities of the Association.

## **Article IX – Authority**

Robert’s Rules of Order, Revised, when not inconsistent with these bylaws, shall regulate the conduct of the meetings of this Association.

## **Article X – Amendments**

**Section 1.** These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the members present, provided that a copy of the proposed amendment(s) shall have been sent to the membership by the Secretary at least fourteen (14) days prior to the meeting.

**Section 2.** By-law changes:

10/20/17 Title Page and Heading on Page 2, Article 1; Article IV, Section 4; Article V, Section 3

5/16/14 Article III, Section 2b; Article V, Section 4; Article VI, Section 3; Article VII, Section 1; Article VII, Section 4; Article IX, Section 1.

6/24/09 Article III, Section 1; Article IV; Article V; Article VI, Article VIII, Section 3.

3/28/01 Article IV, Section 3; Article VIII, Section 2

11/18/92 Article VI, Section 1 g

11/20/91 Article III, Sections 4c, 5; Article IV, Sections 1, 2, 3, 5; Article 5, Sections 2, 3, 4, 5 (added); Article VI, Sections 1a, 13d, 13e, 13g, 3; Article VIII, Sections 1, 2; Article X, Section 1

9/17/86 Article IV, Section 6

12/02/87 Article VI, Section 3