VENTURA COUNTY SCHOOL BOARDS ASSOCIATION

BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Ventura County School Boards Association.

ARTICLE II - PURPOSE

The purpose of this Association shall be to:

• Promote and improve public education;
• Provide information and opportunities for exchange of ideas on school related matters;
• Promote programs and training in boardsmanship;
• Provide liaison with other agencies and associations for the betterment of education opportunities;
• Promote enactment of legislation for the improvement of education;
• Encourage participation in California School Boards Association programs and activities.

ARTICLE III - MEMBERSHIP

The governing board of any Ventura County public school district, community college, and the county board of education may establish membership in the Association upon payment of dues. Membership may be granted by the Executive Board to boards in adjacent counties. All persons who are members of governing boards which hold active membership in this Association shall be considered members of the Association.

ARTICLE IV - DUES

Annual dues shall be payable October 1. The annual dues shall be payable either by the school district or individual Board members at the discretion of the district Board.
ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1. The officers of the Association shall be President, First Vice President – Programs, Second Vice President – Legislation, Secretary and Treasurer.

Section 2. Officers shall be nominated by a nominating committee of three (3) members of the Association and no two shall be from the same school board. The committee shall be elected at a regular Association meeting at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting.

Section 3. The Nominating Committee shall present a slate of candidates for offices for election at the annual election meeting. Additional nominations may be made from the floor. Before a name is placed in nomination, the consent of each candidate must be obtained.

Section 4. The election of officers shall take place at the annual election meeting. Election shall be by voice vote. If more than one person is nominated for an office, a written ballot shall be cast.

Section 5. Officers shall assume their duties following the annual election meeting. The term of office shall be for one year or until their successor is elected. They shall be eligible for re-election.

Section 6. If an officer of this Association ceases to be a member of a member board, the office is automatically vacated.

Section 7. Vacancies in office shall be filled by Executive Board appointment to serve until the next regular election.

Section 8. If an office remains vacant after the election, it shall be considered a vacant office to be filled by the board-elect.

Section 9. If an officer fails to attend three consecutive meetings (regular and/or Executive Board) without extenuating circumstances approved by the President of the Board, the office may be considered vacant and may be filled by the Executive Board.
ARTICLE VI - DUTIES OF OFFICERS

Section 1. The President shall:
   A. preside at all meetings of the Association and Executive Board;
   B. appoint all committees with the approval of the Executive Board, with the exception of the Nominating Committee;
   C. be a member ex-officio of all committees except the Nominating Committee;
   D. perform such other duties as may properly pertain to the duties of the office.

Section 2. The First Vice President – Programs shall:
   A. present program plans for approval by the Executive Board;
   B. be responsible for the organization and coordination of each of the programs;
   C. assume the powers and duties of the President in the absence of the President;
   D. succeed to the Presidency when a vacancy occurs in that office.

Section 3. The Second Vice President – Legislation shall:
   A. keep the Association informed on current legislation relating to education;
   B. encourage participation by member boards in the legislative process.

Section 4. The Secretary shall:
   A. keep and make available accurate minutes of the regular and Executive Board Meetings;
   B. provide notification of meetings to Executive Board members of the Executive Board meetings;
   C. carry on the official correspondence of the Association.

Section 5. The Treasurer shall:
   A. receive, deposit and account for all funds belonging to the Association;
   B. secure two signatures on all checks – any of the following may be designated to sign: President, Treasurer, First Vice President, Second Vice President, Immediate Past President;
   C. develop a proposed budget to be adopted by the Association at the regular fall meeting;
   D. present an itemized written report at every regular and Executive Board meeting;
   E. present, at the regular fall meeting, a written financial reconciliation prepared by the Ventura County Office of Education.

Section 6. Past President:
   A. term one year
ARTICLE VII - REIMBURSEMENT OF EXPENSES FOR DELEGATES

Each Ventura County – Region 11 CSBA Delegate is eligible for reimbursement from VCSBA of a portion of expenses incurred in attending up to two CSBA Delegate Assembly meetings per year.

Requests for reimbursement must be received within 90 days of the conclusion of the Delegate Assembly meeting and must include:

- Completed Request for Reimbursement Form (available from VCSBA Treasurer); and
- Proper documentation of itemized expenses.

The amount of each reimbursement will be determined annually by the VCSBA Executive Board during their summer organizational meeting and is included in the annual budget presented to the general membership.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers, the most recent Past President who is a member of a governing board, and locally elected members of the California School Boards Association delegate assembly. The Ventura County Superintendent of Schools shall be an ex-officio member of the Executive Board.

Section 2. The Executive Board shall meet at the call of the President or any two members of the Executive Board. A majority of the membership of the Executive Board shall constitute a quorum.

Section 3. The Executive Board shall represent and act on behalf of the Association in all matters affecting the welfare of the Association not otherwise provided for in these bylaws.

ARTICLE IX - STANDING COMMITTEES

Section 1. At the discretion of the Executive Board, Standing Committees may be appointed as needed.

ARTICLE X - MEETINGS

Regular meetings shall be held tri-annually. The spring meeting shall be the annual meeting for the election of officers. Special meetings may be at the call of the President. Those members present at a duly called meeting shall constitute a quorum.
ARTICLE XI - PARLIAMENTARY AUTHORITY

The newest version of Robert’s Rules of Order shall prevail in all matters not covered by the bylaws.

ARTICLE XII - AMENDMENTS

These bylaws may be amended at any regular meeting of the Association by vote of two-thirds of the members present, provided written notice of the proposed amendment has been provided to the members two weeks prior to the meeting.

Amended May 29, 1975  
Amended May 13, 1988  
Amended October 23, 1993  
Amended May 18, 1998  
Amended April 28, 2005  
Amended October 29, 2012  
Amended March 7, 2019