

## **CALIFORNIA ASSOCIATION OF URBAN SCHOOL ADMINISTRATORS (CAUSA)**

### **BYLAWS**

#### **ARTICLE I – Organization Name**

The name of the organization shall be the California Association of Urban School Administrators hereafter referred to as CAUSA.

#### **ARTICLE II – Purpose**

CAUSA is the California Association of Urban School Administrators. The Association represents over 6,000 middle management administrators (both certificated and classified) from numerous school district Unions ~~associations~~ in the State of California. CAUSA has existed for ~~over two~~ decades “Empowering Educational Leaders to Improve Working Conditions.” Ultimately, improved working conditions lead to improved student success.

#### **ARTICLE III – Code of Ethics**

- When CAUSA formally speaks on behalf of its membership, it does so with a united voice.
- Personal integrity, trust and honesty must form the basis of decision-making and actions of CAUSA.
- CAUSA members must uphold the honor and dignity of the profession in all their actions.
- Civility and mutual respect must characterize all interactions between and among members.
- All actions must be free from hostility or discrimination of any kind.

#### **ARTICLE IV – Membership**

The membership of this organization shall be limited to Unions in the State of California that represent classified and/or certificated management/supervisory employees. Each Union shall pay annual dues to CAUSA.

Annual dues shall be set by the CAUSA Board of Directors and shall be payable by the 31st of January each year. Dues shall include annual dues as well as per member dues.

Membership in CAUSA will be terminated if a member Union fails to pay dues and does not present a written request for an extension to the Board of Directors. The Board of Directors has the right to grant an extension of up to six months for payment of dues.

Once dues are paid for the year, dues will not be refunded if a member Union cancels their membership in CAUSA.

#### **ARTICLE V – Affiliate Membership**

Affiliate members are those who belong to organizations not directly representing classified and/or certificated management/supervisory employees but who have an interest in CAUSA (example, American Federation of School Administrators or other like groups). Affiliate members may attend CAUSA meetings by paying the registration fee but will not have a vote on matters that affect CAUSA and will not have a seat on the Board of Directors.

## **ARTICLE VI – Board of Directors**

The CAUSA Board of Directors shall be comprised of the following Officers and Members at Large:

Chairperson; Vice Chair; Secretary; Treasurer; Members At Large (one for each member ~~Professional Association/~~Union that does not hold an Officer position).

The CAUSA Board of Directors functions are to:

1. Act as the planning body of CAUSA.
2. Approve expenditures from the CAUSA financial account. The financial account is managed by the CAUSA Treasurer.
3. Coordinate communications between CAUSA and the member Unions.
4. Assist the hosting Union in setting the meeting agenda for the annual Fall meeting.

## **ARTICLE VII – Appointments to the CAUSA Board of Directors**

In the Fall meeting of the odd-numbered years, nominations will be made for the Officer/Member At Large positions on the CAUSA Board of Directors by those currently on the Board of Directors. One name will be solicited from each member organization. A vote of those in attendance will be taken at the Fall meeting held in the odd-numbered year.

Appointments are for a two-year period. There are no term limits for Officers/Members At Large.

During the two-year term, if a vacancy occurs in an Officer position on the Board of Directors, another Board of Directors member may be appointed to the officer position. If a vacancy occurs in a Member at Large position, the member-Union may appoint a replacement.

## **ARTICLE VIII – Meetings**

CAUSA meetings will be held in-person annually on the 2<sup>nd</sup> Thursday/Friday or 2<sup>nd</sup> Friday/Saturday in October. Hosting will typically rotate between northern and southern California member Unions. The hosting Union will select the location for the meeting.

The CAUSA Board of Directors will assist the hosting Union in setting the agenda for the meeting including approving any presenters/speakers.

The CAUSA Board of Directors will assist the hosting Union in setting the registration fee for meeting attendees.

Registration fees will be collected by the hosting Union and all expenditures will be paid by the hosting Union.

Any funds leftover from registration fees collected for the meeting will be returned to the CAUSA Treasurer. Hosting Unions will provide the CAUSA Treasurer with an accounting of meeting expenditures within thirty (30) days following the meeting. Hosting Unions should keep expenditures within the dollar figure of the registration fees collected or have prior approval of the CAUSA Board of Directors for additional funds from the CAUSA treasury up to \$1000.

A financial report will be presented by the CAUSA Treasurer at the Fall meeting.

If a vote is necessary at a meeting, the outcome will be determined by a majority vote (50% + 1) of the members in attendance.

The CAUSA Chair shall be responsible for scheduling virtual meetings of the CAUSA Board and member Executive Directors or other key union representatives throughout the year.

**ARTICLE IX – Standing Rules**

All records of CAUSA are to be maintained for five (5) years.

**ARTICLE X –Bylaws**

Bylaws will be set by the CAUSA Board of Directors and may be amended at any time as approved by a majority vote of the CAUSA Board of Directors.

A copy of the CAUSA Bylaws will be made available on the CAUSA Website. .

These Bylaws are adopted by the CAUSA Board on the 26th day of October, 2023.

DocuSigned by:  
*Donis Coronel*  
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Donis Coronel, Chairperson

DocuSigned by:  
*Cheryl Lee*  
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Cheryl Lee, Vice Chairperson

DocuSigned by:  
*Nery Paiz*  
2C65D9DABEBC47F...

Nery Paiz, Treasurer

DocuSigned by:  
*Richard Owen*  
32F4985FE0E345E...

Dr. Richard Owen, Secretary

DocuSigned by:  
*Moyra Contreras*  
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Moyra Contreras, Member-At-Large

DocuSigned by:  
*Jay Eirvin*  
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Jay Eirvin, Member-At-Large

DocuSigned by:  
*M. Theresa Corona*  
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Theresa Corona, Member-At-Large

10/26/2023