

Associated Administrators of Los Angeles

BYLAWS

Section 1. Address

The official address of the Association shall be determined by the Executive Board.

Section 2. Finances

- a. The fiscal year shall be July 1 through June 30.
- b. By the March Executive Board meeting, the Treasurer shall present a proposed budget, which in turn will be presented at the April Representative Assembly for approval.
- c. The Treasurer or designee shall make all disbursements.
- d. By the April meeting of the Representative Assembly, the Executive Board shall recommend annual dues for the following groups: regular, financial core, associate, and affiliate. By the April meeting, the Representative Assembly shall set dues for the fiscal year.
- e. Dues of members on leave shall be as follows:
 - (1) Members on unpaid leave may maintain their affiliation through payment of an associate membership fee.
 - (2) Members on fully paid leave will be expected to pay full dues.
 - (3) Members on sabbatical leave will be expected to pay one-half of their regular dues while on sabbatical. At the end of their sabbatical, they will be reimbursed the appropriate balance of dues collected from payroll deduction.

Section 3. Representative Allocation

In accordance with Article VI, Section 1 of the Constitution, the Representative Assembly members shall be selected. Membership in the Representative Assembly shall be derived from several sources:

- a. Executive Board Membership
 - (1) All Executive Board members shall be members of the Representative Assembly (Article VI, Section 4 of the Constitution).
- b. Proportional Membership Department and Subgroup Membership
 - (1) In accordance with Article VI, Section 3 of the Constitution, the Executive Board shall audit the regular membership annually and allocate representatives to each Department and each subgroup on the basis of one representative for each 25 regular members or major fraction thereof. For example, a Department with 87 regular members would be allocated three representatives; a Department with 88 regular members would be allocated four.
 - (2) It is the responsibility of each department to try to have at least one representative from each of the listed groups below at each Representative Assembly meeting:
Adult School Principals
Adult School Assistant Principals
Assistant Principals, Adult Counseling Service
ROC Coordinators

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Elementary Principals
Elementary Assistant Principals
Senior High Principals
Senior High Assistant Principals
Senior High Options Principals
Middle School Principals
Assistant Principals, Secondary Counseling Services
Middle School Assistant Principals
Assistant Principals, Secondary Student Services
Children Center Administrators
Management Administrators
Special Education Administrators
Special Education School Administrators
Classified Managers (Unit J)
Job Stewards (Unit J)

c. Special Interest Group Membership

There shall be one representative from each of the following associations:

- (1) Alliance of Asian Pacific Administrators - AAPA
- (2) Association of California School Administrators –ACSA, Region XVI
- (3) Council of Mexican American Administrators -CMAA
- (4) Council of Black Administrators - COBA

All representatives shall be AALA members and shall be full voting members of the Representative Assembly.

Section 4. Elections (Revised 10/13/11)

- a. All candidates for office must be active members of the Association.
- b. Each department shall establish a nominating committee. The nominating committee shall attempt to submit at least two (2) candidates for each office of Vice President and Director.
 - (1) Self-nominations shall be solicited.
 - (2) Nominations from the floor shall be solicited at an appropriately scheduled Representative Assembly meeting.
- c. An Election Committee will be formed by the Executive Board consisting of at least two members selected from each department.
 - (1) The Election Committee members shall not be members of the Executive Board or candidates for an office.
 - (2) The Election Committee shall require that all material submitted by candidates be signed by the candidate.
 - (3) The Election Committee shall verify the candidacy of all submitted applicants.
 - (4) The Election Committee shall insure that all Bylaw requirements in Section 4 are followed.
- d. Candidates may not use the names of incumbents or opponents in their 100-word candidate statement.
- e. Statement of candidates shall be reproduced and distributed exactly as submitted to the AALA office.

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- f. Prior to the distribution of the ballots, all candidates shall have the opportunity to verify their original statements and their name identification on the ballot.
- g. Each candidate for President shall be provided with one set of Association mailing labels; however, all expenses for postage and other mailing expenses shall be borne by the candidate. In the event of a run-off, one additional set of mailing labels shall be provided under the same conditions.
- h. Ballots for all elections shall be distributed and tallied through an online voting process where no member can vote more than once and the online service provides the automated results.
- i. The voting site will shut down on the specified date and time of the voting deadline.
- j. In order to be elected President or to the AALA Executive Board, a candidate must receive a majority of the votes cast for the office.
- k. The Election Committee may be present at the AALA office when the electronic voting results are revealed immediately following the ballot deadline.
- l. All ballots will be impounded after the official count and remain secured and available for any challenges.
- m. Within five days after publication of the election results, candidates may challenge the results of the election by sending a written request to the Election Committee.
- n. The Election Committee shall investigate any written requests and make appropriate recommendations to the Executive Board who shall have the final say regarding election challenges.

Section 5. Vacancies (Revised 10/4/18)

- a. If a vacancy occurs in the office of the President Elect before the candidate assumes office, a new electronic election will be held from among the general membership. The timeline for the election will be done as expeditiously as possible, and is to follow the Association's established process of a two-month window. The elected individual shall serve until the Association's next regular election. The sitting President will appoint a retiree to serve as the Executive Director of the Association until a new President is seated. The Association's President Pro Tem will appoint a retiree to serve as the Executive Director of the Association until the new President is seated in the event the sitting President is unable to do so.
- b. If a vacancy occurs in the office of the President, after he/she assumes office in the **first** year, a new electronic election will be held from among the general membership. The timeline for the election will be done as expeditiously as possible, and is to follow the Association's established process of a two-month window. The elected individual shall serve until the Association's next regular election. The sitting President will appoint a retiree to serve as the Executive Director of the Association until a new President is seated. The Association's President Pro Tem will appoint a retiree to serve as the Executive Director of the Association until the new President is seated in the event the sitting President is unable to do so.
- c. If a vacancy occurs in the office of the President, after he/she assumes office in the **second** year, a new electronic election will be held from among the general membership. The timeline for the election will be done as expeditiously as possible, and is to follow the Association's established process of a two-month window. The elected individual shall serve until the Association's next regular election. The

sitting President will appoint a retiree to serve as the Executive Director of the Association until a new President is seated. The Association's President Pro Tem will appoint a retiree to serve as the Executive Director of the Association until the new President is seated in the event the sitting President is unable to do so.

- d. In the event of a vacancy in the office of Vice President or Director, the representatives in the Department where the vacancy occurs shall select a person to fill said vacancy at the next Representative Assembly. The representatives, meeting in a department caucus, shall elect a person to serve the remainder of the term of the vacated office. Only persons who are full members of the Association and are certified by the Association to be working within that department, shall be eligible to serve in the vacated office.
- e. A vacancy or absence of a representative to the Representative Assembly shall be filled by a Department-designated representative at the next scheduled Representative Assembly meeting.
- f. In the event of an extended absence of any officer or Executive Board member, the Executive Board shall designate an officer pro tem.

Section 6. Committees

- a. The following committees shall be Standing Committees:
 - Budget
 - Educational Development
 - Legislation
 - Personnel and Schools
 - Professional Standards and Ethics
 - Retirement Legislation
 - Salary and Fringe Benefits
- b. The President shall designate additional committees, as needed, including ad hoc committees, with the approval of the Executive Board.
- c. Committee members for each committee shall be selected from lists of recommended committee members for each specific committee by Department Vice Presidents. Sub-committee selection shall be the responsibility of the committee chairperson.
- d. All committees shall have equal representation from each Department. In the Secondary Department, the Vice President's recommendations for committee assignments must have the approval of the secondary representatives.
- e. Committee members shall serve for a period of three (3) years. Whenever possible, an equal number of experienced committee members by Department shall be carried over to the next year.
- f. Once committees have been established, vacancies that occur shall be filled from committee member recommendations submitted by Department Vice Presidents (as established in Section 6c). Committee members who have been absent three (3) times during the committee year may be dropped from committee membership and a vacancy declared.
- g. The Committee year shall begin November 1 of any given year and end on October 31 of the following year.

- h. Committee chairpersons shall be selected by the President from recommendations submitted by Department Vice Presidents.

Section 7. Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the Association in all cases in which they are not in conflict with the AALA Constitution or Bylaws.

Section 8. Amendments

Amendments to the Bylaws must be proposed as a motion at one regular Representative Assembly meeting and voted upon at the next regular meeting. A majority vote of a quorum of the Representative Assembly shall be required for approval.

Section 9. Non-Profit Status

The specific and primary purpose of the organization is to operate a labor organization within the meaning of Section 23701a of the California Revenue and Taxation Code.

The organization does not contemplate pecuniary gain or profit to its members and is organized for nonprofit purposes.

Section 10. Motions

All nonprocedural motions presented for the first time at the Representative Assembly, shall be held over until the next regular meeting of the Representative Assembly unless 2/3 of the members present deem it to be an emergency motion.