

**Juvenile Court, Community, and Alternative School Administrators of California  
Operating Procedures  
2024-2025**

By-Laws	Required Language for Section (if applicable)	Guidance for section content (if applicable)
I. Name and Purpose	<p>a. Name: The name of this organization shall be Juvenile Court, Community and Alternative School Administrators of California (JCCASAC), a professional organization. JCCASAC is a sub-committee of the County Operated Schools and Programs, which is a standing committee to the California County Superintendents.</p> <p>b. Purpose:</p> <ol style="list-style-type: none"> <li>i. Support student success.</li> <li>ii. Create a collegial network of County Office Administrators.</li> <li>iii. Research and share best practices regarding new and innovative program options for at-risk students.</li> <li>iv. Provide support and assistance to administrators.</li> <li>v. Encourage legislation that advocates for the academic and social emotional needs of all students.</li> <li>vi. Give input and guidance to the Superintendents relative to the diverse needs of our student population.</li> </ol> <p>❖ Committee names identified in the JCCASAC Operating Procedures as follows:</p> <ul style="list-style-type: none"> <li>▪ Information and Communication Committee</li> <li>▪ Scholarship Committee</li> <li>▪ Teacher of the Year Committee</li> <li>▪ Legislative Committee</li> <li>▪ JCCASAC Journal Committee</li> <li>▪ Annual Conference Committee</li> </ul> <p>The Board will establish temporary working committees as needed.</p>	

**Juvenile Court, Community, and Alternative School Administrators of California  
Operating Procedures  
2024-2025**

By-Laws	Required Language for Section (if applicable)	Guidance for section content (if applicable)
<p>II. Board Members</p> <p>a. Officers &amp; Terms</p> <p>b. Officer Responsibilities</p>	<p>a. Officers</p> <p>i. The JCCASAC Chair shall serve a three (4) year term consisting of Chair-Elect (year 1), JCCASAC Chair (year 2), Immediate Past Chair (year 3), and Executive Member At Large (year 4). In the case that the current chair cannot fulfill their duties the previous past chair would continue in their role.</p> <p>ii. The Secretary and Treasurer shall serve two (2) year terms. With an option of 2yr re-election.</p> <p>iii. The Legislative Representative is appointed by the Board and will serve at the discretion of the Board.</p> <p>iv. No county shall have more than one (1) Officer serving on the Board at the same time.</p> <p>b. Officer Responsibilities</p> <p>i. The Chair shall:</p> <p>a. Preside over the business of the Board.</p> <p>b. Serve as JCCASAC Representative to the County Operated Student Programs Committee.</p> <p>c. Assume responsibility of JCCASAC activities:</p> <p>i. Facilitate the formation of standing and special committees.</p> <p>ii. Network with other agencies and affiliates.</p> <p>d. Represent JCCASAC to outside groups as appropriate.</p> <p>e. Perform other duties as required.</p> <p>ii. The Chair-Elect shall:</p> <p>a. Serve as Chair of the Annual Conference Committee.</p> <p>b. Assume the responsibilities of the JCCASAC Chair in his/her absence.</p> <p>c. Perform other duties as assigned by the JCCASAC Chair of the Board.</p> <p>iii. The Past-Chair shall:</p> <p>a. Serve as Chair of the Election Committee.</p> <p>b. Perform other duties as assigned by the JCCASAC Chair of the Board.</p> <p>iv. The Secretary shall:</p> <p>a. Serve as Chair of the Information and Communication Committee.</p> <p>b. Be responsible for taking accurate minutes and maintain records of all Board and General Membership Meetings.</p> <p>c. Distribute minutes to Membership-At-Large.</p>	<p><b>The Board shall consist of:</b></p> <p>5 Officers (Elect.)</p> <p>8 Representatives (Elect.)</p> <p>1 Executive Committee Member at Large</p> <p><b>Officers</b></p> <p>Chair</p> <p>Chair-Elect.</p> <p>Immediate Past Chair</p> <p>Secretary</p> <p>Treasurer</p> <p><b>Representatives</b></p> <p>North/South</p> <p>Section Chairs</p> <p>Vice-Chairs</p> <p>Secretaries</p> <p>Members-At-Large</p> <p><b>Ad Hoc</b></p> <p>Executive Committee Member at Large</p> <p>[Past Chair]</p> <p>A majority of the Board shall exercise authority over all organizational matters not provided for in these Operating Procedures. Board action requires a quorum of the Board (defined in 5a).</p> <p>In the event of a vacancy in the office of JCCASAC Chair, the Chair-Elect shall assume the office of JCCASAC Chair and serve the remainder of the term.</p>

**Juvenile Court, Community, and Alternative School Administrators of California**  
**Operating Procedures**  
**2024-2025**

<ul style="list-style-type: none"> <li>v. The Treasurer shall: <ul style="list-style-type: none"> <li>a. Serve as Chair of the Scholarship Committee.</li> <li>b. Present financial reports to the Board at each Board Meeting for approval.</li> <li>c. Process financial transactions as approved by the Board in accordance with California County Superintendents Service Committee protocols.</li> </ul> </li> <li>vi. The Legislative Representative shall: <ul style="list-style-type: none"> <li>a. Consult with the Legislative Representative to County Operated Schools and Programs and California County Superintendents staff liaison.</li> <li>b. Represent JCCASAC on legislative committees.</li> <li>c. Attend State legislative sessions as needed.</li> <li>d. Provide regular legislative updates to the JCCASAC Board and General Membership.</li> </ul> </li> <li>c. Section Representatives <ul style="list-style-type: none"> <li>i. Eight (8) representatives, four (4) from each section, north and south, shall be elected by members of JCCASAC whose County Offices of Education are located in the designed sections and serve two (2) year terms according to Section 4d.</li> <li>ii. The four (4) north and four (4) south Section Representatives shall be designated as Chairperson, Vice-Chairperson, Secretary, and Member-at-Large of that section. No county shall have more than one (1) section representative.</li> </ul> </li> <li>d. Section Representatives responsibilities: <ul style="list-style-type: none"> <li>i. The Section Chairs shall: <ul style="list-style-type: none"> <li>a. Serve as members of the Annual Conference Committee.</li> <li>b. Coordinate and plan a Regional Meeting schedule/agenda during alternate years, corresponding to their section (north/south).</li> <li>c. Schedule meetings for their section (north/south) as necessary.</li> </ul> </li> <li>ii. The Vice-Chairs shall: <ul style="list-style-type: none"> <li>a. Serve as members of the Scholarship Committee.</li> <li>b. Assist the Scholarship Chair (JCCASAC Treasurer) in promotion and selection of the student scholarship awards.</li> </ul> </li> <li>iii. The Section Secretaries shall: <ul style="list-style-type: none"> <li>a. Serve as members of the JCCASAC Journal Committee.</li> <li>b. Assist the Journal Chair (appointed) in solicitation, selection, and editing of articles and advertisements.</li> </ul> </li> <li>iv. The Members-At-Large shall:</li> </ul> </li> </ul>	<p>The Chair-Elect automatically assumes the office of JCCASAC Chair at the end of the JCCASAC Chair's term of office.</p> <p>In the event that the position of Chair-Elect is vacated, the chairperson of the appropriate section assumes the role of Chair-Elect, or if that person is unable to serve as Chair-Elect, the Board shall appoint another board member from that section. All other vacancies shall be filled by the JCCASAC Board, and the person appointed shall serve until the next regular election.</p> <p>For administrative purposes, within the State organization of JCCASAC, there shall be two (2) sections, a northern and a southern section. The sectional dividing line shall be the northern boundaries of San Luis Obispo, Kings, Tulare, and Inyo Counties. The northern section shall include all the counties north of this line and the southern section shall include all counties south of this line, including the above-named counties.</p> <p>Officers and Section Representatives are required to attend all JCCASAC Board meetings, section meetings, and other meetings, which require the participation of the officers and/or Section Representatives. Two or more absences will result in a review by the Board.</p>
--	--

**Juvenile Court, Community, and Alternative School Administrators of California**  
**Operating Procedures**  
**2024-2025**

	<ul style="list-style-type: none"> <li>a. Serve as members of the Information and Communication Committee.</li> <li>v. Executive Committee Member at Large [Past chair] <ul style="list-style-type: none"> <li>a. Non-voting member</li> <li>b. Provide historical background and knowledge to Board.</li> <li>c. Provide assistance as needed for the annual conference.</li> <li>d. In collaboration with CCS update the JCCASAC website and forms</li> <li>e. Attend all JCCASAC events</li> </ul> </li> </ul>	
<p>III. Membership</p>	<ul style="list-style-type: none"> <li>a. This organization shall consist of active, associate, and honorary members.</li> <li>b. Active Membership shall be restricted to certificated personnel who are County Office of Education (COE) employees who administer programs within the Juvenile Court, Community, and Alternative Schools within the State of California and who annually attend the Annual Conference, a Region Meeting, or the General Membership Meeting.</li> <li>c. Associate (non-voting) Membership shall be open to all others who wish to assist the Juvenile Court, Community, and Alternative Schools Administrators of California reach its goals.</li> <li>d. Honorary (non-voting) Membership shall be open to retired personnel who previously held active memberships.</li> </ul>	
<p>IV. Elections  *Election Process under Committee 6A.4</p>	<ul style="list-style-type: none"> <li>a. The JCCASAC Chair, Chair Elect, Secretary, and Treasurer will be appointed by the board.</li> <li>b. Section Representatives shall be elected initially by the existing Board. Once elected, representatives may be appointed to other positions.</li> <li>c. Eight (8) representatives (four (4) from each section) north and south, shall be elected or appointed by the active board members of JCCASAC whose County Offices of Education are located in the designated sections.</li> <li>d. Election process and requirements for Members-at-Large: <ul style="list-style-type: none"> <li>a. Letter of Intent</li> <li>b. Updated Resume</li> <li>c. Name and contact information of candidate's immediate supervisor</li> <li>d. Election committee will review and confirm recommendation with the candidate's immediate supervisor (e.g. Google Form and email)</li> <li>e. The election committee will report to the board the approved candidates. The board will vote and the final candidate(s) will be selected and notified</li> </ul> </li> </ul>	<p>The JCCASAC Chair-Elect must have served at least 2 years on the JCCASAC Board.</p> <p>All Officers and Section Representatives shall be active members of JCCASAC. The Board will be announced and sworn in at the Annual Conference.</p>

**Juvenile Court, Community, and Alternative School Administrators of California**  
**Operating Procedures**  
**2024-2025**

	<ul style="list-style-type: none"> <li>e. The four (4) section representatives shall be designated as Chairperson, Vice-Chairperson, Secretary, and Member-at-Large of that section. No county shall have more than one (1) Section Representative.</li> <li>f. Eligibility: Only active members shall be allowed the privilege of voting.</li> <li>g. When a vacancy occurs, nominations will be requested from the general membership and the board will elect a candidate from the region of vacancy.</li> </ul>	
<p>V. Ratification</p> <ul style="list-style-type: none"> <li>a. Quorum</li> <li>b. Amendments</li> <li>c. Modifications</li> </ul>	<p>a. Quorum</p> <ul style="list-style-type: none"> <li>i. Board Meetings: A simple majority of the Board must be present to constitute a quorum.</li> </ul> <p>b. Amendments to these operating procedures must be presented to the Board in written form thirty (30) days prior to the next scheduled Board Meeting.</p> <p>c. A majority of two-thirds of the Board is necessary to amend the Operating Procedures.</p>	<p>The Operating Procedures shall take effect when ratified by two-thirds of the Board.</p>
<p>VI. Committees</p> <ul style="list-style-type: none"> <li>a. Information and Communication</li> <li>b. Scholarship</li> <li>c. Teacher of the Year</li> <li>d. Legislative</li> <li>e. JCCASAC Journal</li> <li>f. Annual Conference</li> </ul>	<p>a. Information and Communication Committee</p> <ul style="list-style-type: none"> <li>i. The Information and Communication Committee consists of three (3) members, comprised of the JCCASAC Secretary and Northern/Southern Section Members-At-Large.</li> <li>ii. The Chairperson of the Information and Communication Committee shall be the JCCASAC Secretary.</li> <li>iii. The Information and Communication Committee shall facilitate member communication and manage the JCCASAC website.</li> </ul> <p>b. Scholarship Committee</p> <ul style="list-style-type: none"> <li>i. The Scholarship Committee shall consist of three (3) members, comprised of the JCCASAC Treasurer and Northern/Southern Section Vice-Chairs.</li> <li>ii. The Chairperson of the Scholarship Committee shall be the JCCASAC Treasurer.</li> <li>iii. The Scholarship Committee shall follow the guidelines outlined by the Board to determine the eligibility of student scholarships.</li> <li>iv. Reports of the Scholarship Committee shall be made to the Board.</li> <li>v. The Scholarship Committee shall submit a report at the Annual Conference.</li> </ul> <p>c. Teacher of the Year Committee</p> <ul style="list-style-type: none"> <li>i. The Teacher of the Year Committee shall be chaired by the Northern/Southern Section Chairs in alternating years (even numbered years Northern, odd numbered years Southern)</li> </ul>	<p>Members may be invited to serve on committees by the Board.</p> <p>Board Members are required to serve on committees.</p> <p>Committee Members will be assigned by the Board unless otherwise stated within these by-laws.</p> <p>There shall be such sub-committees as the Board determines.</p>

**Juvenile Court, Community, and Alternative School Administrators of California**  
**Operating Procedures**  
**2024-2025**

	<ul style="list-style-type: none"> <li>ii. The Teacher of the Year Committee shall be responsible for coordinating the annual submission of the Teacher of the Year nominations for review and selection.</li> <li>iii. The Teacher of the Year Committee shall present all nominees and the Teachers of the Year recipients with their awards at the Annual Conference.</li> <li>d. Legislative Committee <ul style="list-style-type: none"> <li>i. The Legislative Committee shall be chaired by the Legislative Representative.</li> <li>ii. The Legislative Representative shall be appointed by the Board.</li> <li>iii. The Legislative Committee is responsible to provide the Board and Membership with regular legislative updates.</li> <li>iv. The Legislative Committee may review and research past, current, and pending legislation.</li> </ul> </li> <li>e. JCCASAC Journal Committee <ul style="list-style-type: none"> <li>i. The Journal Committee shall consist of three (3) members, comprised of the JCCASAC Journal Editor and Northern/Southern Section Secretaries.</li> <li>ii. The Journal Committee shall be chaired by the JCCASAC Journal Editor.</li> <li>iii. The Journal Editor shall be appointed by the Board.</li> <li>iv. In recognition of the time required to coordinate the development and publication of the Journal, the Journal Editor shall be paid an annual stipend with the amount to be determined by the Board. The Chair will be assisted by Northern/Southern Section Secretaries and other JCCASAC members as needed.</li> <li>v. Duties of the Journal Committee shall include: <ul style="list-style-type: none"> <li>· Direct and oversee the publication of the annual JCCASAC Journal.</li> <li>· Solicit articles from the Membership.</li> <li>· Coordinate sponsors and advertisers.</li> </ul> </li> <li>vi. The JCCASAC Journal shall be published annually and posted on the JCCASAC website.</li> </ul> </li> </ul>	
<p>VII. Meetings</p>	<ul style="list-style-type: none"> <li>a. JCCASAC shall hold no less than three (3) meetings each year in alternating sections. The Board shall meet prior to each JCCASAC meeting.</li> <li>b. The Board will hold a summer work group meeting in order to identify and prepare goals and agenda priorities for the upcoming school year.</li> </ul>	<p>The JCCASAC Chair shall call a minimum of one (1) General Meeting, in conjunction with the Annual Conference held in the spring, alternating northern and southern locations. The JCCASAC Chair may call other meetings as</p>

**Juvenile Court, Community, and Alternative School Administrators of California**  
**Operating Procedures**  
**2024-2025**

	<p>c. Announcements of the general membership meetings shall be made in writing to all members thirty (30) days prior to the date of the meeting.</p>	<p>deemed necessary. The Section Chairs shall call Section Meetings in conjunctions with the Annual Conference or as needed. Special meetings may also be called by any member with the approval of the majority of the Board.</p>
<p>VIII. Dues</p> <ul style="list-style-type: none"> <li>a. Fee</li> <li>b. Membership Status</li> <li>c. Honorary Members</li> </ul>	<ul style="list-style-type: none"> <li>e. Fee: Any membership requirements, dues, or fees of this organization shall be set by the Board.</li> <li>f. Membership Status: An active or associate member is considered in good standing if they attend the Annual Conference (May), Region Meeting (Oct.), or the General Membership Meeting (Jan.) in that school year. The school year runs from July 1 through June 30.</li> <li>g. Honorary Members: There are no dues or attendance requirements for Honorary Members.</li> </ul>	<p>Annual meeting fees may be collected from each participating County Office of Education. Fees collected shall be used to defray costs of:</p> <ul style="list-style-type: none"> <li>· Meeting room</li> <li>· Audio video rentals</li> <li>· Keynote Speakers</li> <li>· Refreshments</li> <li>· Programs</li> <li>· Materials</li> <li>· Mailings</li> <li>· Other related expenses approved by the Board.</li> </ul> <p>Meeting fees shall be approved by the Board and revised as necessary.</p>
<p>IX. Rules of Order</p>	<p>a. Robert’s Rules of Order, Revised, shall regulate the conduct of all general meetings.</p>	