BYLAWS

of the

SAN BERNARDINO COUNTY SCHOOL BOARDS ASSOCIATION

Article I - NAME

The name of this organization shall be the San Bernardino County School Boards Association ("SBCSBA") or ("Association").

Article II - PURPOSE

The purpose of this Association is to promote sound governance practices in public education that advance the quality of instructional programs in a safe and orderly climate, have high expectations for student achievement, encourage effective community partnerships, and ensure proper fiscal management in order to enhance the educational opportunities for students in San Bernardino County.

Article III - TRUSTEE AREAS

The six trustee areas are:

Area A	Adelanto School District
	Apple Valley Unified School District
	Baker Valley Unified School District
	Barstow Unified School District
	Helendale School District
	Hesperia Unified School District
	Lucerne Valley Unified School District
	Needles Unified School District
	Oro Grande School District
	Silver Valley Unified School District
	Trona Joint Unified School District
	Victor School District
Area B	Alta Loma School District
	Central School District
	Etiwanda School District
	Mt. Baldy Joint School District
	Ontario-Montclair School District
	Upland Unified School District

Area C	Chino Valley Unified School District
	Cucamonga School District
	Fontana Unified School District
	Mountain View School District
Area D	Rialto Unified School District
	San Bernardino City Unified School District
	Snowline Joint Unified School District
Area E	Bear Valley Unified School District
	Colton Joint Unified School District
	Morongo Unified School District
	Redlands Unified School District
	Rim of the World Unified School District
	Yucaipa/Calimesa Joint Unified School District
Area F	Barstow Community College
	Chaffey Community College
	Copper Mountain Community College
	San Bernardino Community College
	Victor Valley Community College
	County Board of Education

Article IV - MEMBERSHIP AND DUES

Section 1. All governing boards of trustees of public schools and community colleges in San Bernardino County and the San Bernardino County Board of Education shall be eligible for membership in this Association.

Section 2. Each school district shall pay annual dues according to a schedule adopted by the Executive Committee prior to April 1 for the school year beginning July 1 based on prior year Revenue Limit P-2 ADA.

Section 3. As the need arises due to special circumstances, the Executive Committee may increase or decrease the annual dues by a percentage of prior year dues.

Dues shall be payable July 1 of each year. The Treasurer shall notify members which are two months in arrears. If dues are not paid within four months, those members will be dropped from membership in the San Bernardino County School Boards Association. Membership dues may be paid from district funds.

Article V - OFFICERS AND ELECTIONS

Section 1. There shall be an annual election for officers and area directors. The Officers of the SBCSBA Executive Committee shall be a President, a Vice President, a Legislative Chair, a Secretary, and a Treasurer. There shall also be elected six (6) area directors. The area directors shall represent the six trustee areas of the County.

Section 2. At the first Executive Committee meeting after elections are held each calendar year, a nominating subcommittee of five (5) members shall be appointed by the President. It shall be the duty of this subcommittee to review interest forms and recommend the slate of candidates for the offices and positions to be filled. .

Section 3. Annually, by October 15th of each year, an election notice shall be emailed to school districts and community college districts in San Bernardino County, and the County Board of Education, detailing the positions up for election. The notice shall provide a means for eligible individuals to submit an interest form for serving in a position on the Executive Committee. Interest forms shall be submitted to the SBCSBA recording secretary by November 15th, or the deadline specified on the form. By November 30th, the nominating committee shall meet to prepare the slate of candidates and send them to the member boards for voting. Each member board shall be afforded one vote for each position, which selections shall be submitted to the Administrative Agent for SBCSBA to determine the results. The President shall provisionally appoint a qualified individual to any position not filled by election or for positions vacated midterm. Provisional appointments shall be for the remaining term of office and shall be ratified by the SBCSBA Executive Committee.

Section 4. In even-numbered years (as determined by the February 1st start date for the positions to be filled), the area directors from Areas A, B, and C, and the offices of President and Secretary shall be elected by the process set forth above to serve a term of two years or until their successors are selected. In odd-numbered years, area directors from Areas D, E, and F, and the offices of Vice President, Legislative Chair, and Treasurer shall be elected by the process set forth above to serve a term of two years or until their successors are selected. If there is but one nominee for any office or position, as determined by the nominating committee, that individual shall be deemed elected. Officers and directors shall assume their duties effective February 1st, following the election.

Section 5. To be eligible for election and service on the Executive Committee, individuals must be elected officials serving on SBCSBA member boards in good standing. No member shall hold more than one office or position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office or position.

Article VI - DUTIES OF OFFICERS

Section 1. President. The President shall preside at all meetings of the Executive Committee. The President shall represent the Association on the Executive Committee of the San Bernardino County District Advocates for Better Schools (SANDABS), provided their school district is a member in good standing with SANDABS. The President may appoint an alternate to

the SANDABS Executive Committee, provided the alternate's school district is a member in good standings with SANDABS. The President may appoint subcommittees as necessary to conduct the business of the Association. The President shall perform such duties as are assigned to them by the Executive Committee.

Section 2. Vice President. The Vice President shall be an aide to the President to carry out duties for the Association; and in the President's absence, shall perform the duties of the President.

Section 3. Secretary. The Secretary shall take responsibility to ensure that minutes are taken of all Executive Committee meetings, send notices of Executive Committee meetings and events to member boards, and handle other necessary correspondence of the Association.

Section 4. Treasurer. The Treasurer shall be responsible for funds of the Association, depositing the money in a bank approved by the Executive Committee. He/she shall prepare the annual budget for approval by the Executive Committee prior to presentation to the Association at the fall event. If the Association maintains a webpage, it shall post the annual budget. With the approval of the Executive Committee, the Treasurer shall be authorized to pay all bills of the Association. The Treasurer shall receive all monies paid through the Association for dinner meetings, paying the bill following each dinner meeting. All payments shall be made by check, signed by two of the following officers: Treasurer, President or Vice President. The Treasurer shall make a report to the Executive Committee at each meeting. The Treasurer's books shall be audited annually, and at such other times as requested by the Executive Committee.

Section 5. Legislative Chair. The Legislative Chair shall represent the Association on the SANDABS Executive Committee provided their school district is a member in good standing with SANDABS.

Section 6. CSBA Director of Region 16B. The CSBA Director of Region 16B shall represent the Association on the SANDABS Executive Committee provided their school district is a member in good standing with SANDABS. The CSBA Director of Region 16B may appoint an alternate to the SANDABS Executive Committee, provided the alternate's school district is a member in good standings with SANDABS.

Article VII - EVENTS

Section 1. Association events are typically held in the following months: January/February, April, and, if needed, may be held in October, at the time, place, and with a program to be set by the Executive Committee. The October event may be held as a fall joint event with school board members and superintendents from Riverside County. Additional events may be added as determined by the Executive Committee.

Section 3. The County Superintendent of Schools, or their designee, may conduct the election of members of the San Bernardino County Committee on School District Organization at the fall joint event. (This is not an Association function.)

Article VIII - EXECUTIVE COMMITTEE

Section 1. The officers, six area directors, and the CSBA Director of Region 16B shall constitute the SBCSBA Executive Committee. CSBA delegates and the immediate past President of the Executive Committee may attend the Executive Committee meetings as non-voting attendees. The County Superintendent of Schools shall be an ex-officio member without a vote and shall serve as the Administrative Agent for the Association.

Section 2. The Executive Committee shall transact the business of the Association. As soon after February 1stas possible, it shall develop a program for the coming year. It may create such subcommittees as are deemed necessary to carry on the work of the Association. The Executive Committee shall ratify provisional appointments for vacancies, including that of President. It shall approve the minutes of the Executive Committee meetings. If the Association maintains a webpage, it shall post Executive Committee meeting agendas. Executive Committee meetings shall be held open to the public. Members of the public will be granted an opportunity for public comment. Public comments shall be limited to three minutes per person and up to 15 minutes per topic. The President, in consultation with the Vice President, or their designee, who shall also be an officer of the Executive Committee, shall establish the agenda for Executive Committee meetings.

Section 3. There shall be at least three (3) Executive Committee meetings during the year; time and place to be fixed by the Executive Committee at the first meeting following February 1st of each calendar year. The President, in consultation with the Vice President or their designee, who shall also be an officer of the Executive Committee, may call meetings as needed or required to conduct the business of the Association.

Section 4. Any Executive Committee member who fails to attend two consecutive meetings without adequate excuse may be removed from office by a majority vote of the Executive Committee and the vacancy filled by the Executive Committee. Members shall report their absences/excuses to the Secretary who in turn shall notify the President.

Section 5. Seven members shall constitute a quorum.

Article IX - SANDABS EXECUTIVE COMMITTEE

Section 1. Trustees on the SANDABS Executive Committee shall be represented by nine (9) trustees from the school districts of San Bernardino County, provided that their respective districts are members in good standing with SANDABS.

Section 2. The President, CSBA Director of Region 16B, and the Legislative Chair of SBCSBA shall serve as members of the SANDABS Executive Committee. The term of office for these representatives shall be for two years to coincide with their term on the SBCSBA Executive Committee. The President, CSBA Director of Region 16B, and the Legislative Chair shall be considered at-large trustee representatives to SANDABS.

Section 3. There shall be two (2) trustees elected from each of the three (3) regions of San Bernardino County. County Board of Education members shall be eligible for election to SANDABS in the region that includes most of the school districts of their respective trustee area.

East Valley - Colton Joint Unified, Fontana Unified, Redlands Unified, Rialto Unified, Rim of the World Unified, San Bernardino City Unified, Yucaipa-Calimesa Joint Unified, and Trustee Areas C, D, or E of the County Board of Education.

West End - Alta Loma, Central, Chaffey Joint Union High, Chino Valley Unified, Cucamonga, Etiwanda, Mountain View, Mt. Baldy Joint, Ontario-Montclair, Upland Unified, and Trustee Area B of the County Board of Education.

Desert/Mountain - Adelanto, Apple Valley Unified, Baker Valley Unified, Barstow Unified, Bear Valley Unified, Helendale, Hesperia Unified, Lucerne Valley Unified, Morongo Unified, Needles Unified, Oro Grande, Silver Valley Unified, Snowline Joint Unified, Victor Elementary, Victor Valley Union High, and Trustee Area A of the County Board of Education.

Section 4. In the fall of each year the SBCSBA Executive Committee shall review trustee representation on the SANDABS Executive Committee to determine the election to be held pursuant to that review.

Section 5. The election shall be conducted as follows, together with the SBCSBA election set forth herein under Article V:

1. Annually, by October 15th, an election notice shall be emailed to appropriate governing boards inviting trustees to suggest names for nomination to the SANDABS Executive Committee. Nominating papers shall be submitted to the SBCSBA recording secretary by November 15th, or the deadline specified on the form.

2. By November 30th, the nominating committee shall meet to prepare the slate of candidates and send them to the member boards for voting. Each member board shall be afforded one vote for each position, which selections shall be submitted to the Administrative Agent for SBCSBA.

3. In odd-numbered years, one trustee representative from each SANDABS region shall be elected by ballot to serve a term of two years or until their successors are selected. Likewise, in even-numbered years, the second trustee representative from each SANDABS region shall be elected by ballot to serve a term of two years or until their successors are selected.

4. SANDABS trustee representatives shall assume their duties effective February 1st following the election.

5. No SANDABS trustee representative shall hold more than one SANDABS office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

6. In the event that a SANDABS trustee representative is unable to complete his or her term of office, the SBCSBA President, subject to the ratification of the SBCSBA Executive Committee, shall appoint a replacement to complete the term of office. The appointee shall be from a district that is a member in good standing with SANDABS and shall be from the region in which the vacancy occurs.

Section 6. Any trustee who fails to attend three consecutive regular meetings without adequate cause may be removed from office by a majority vote of the SANDABS Executive Committee.

Article X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern Executive Committee the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XI - AMENDMENT OF BYLAWS

These bylaws may be amended at an Executive Committee meeting by a 2/3 vote of those cast, provided that the amendment has been submitted for a first reading at a prior meeting of the Executive Committee.

Adopted April 30, 1974
Amended April 5, 1975
Amended April 29, 1976
Amended January 31, 1977
Amended January 26, 1978
Amended January 29, 1981
Amended October 26, 1983
Amended April 30, 1984
Amended October 30, 1985
Amended April 30, 1986
Amended August 25, 2025
Amended October 6, 1989
Amended October 30, 1990
Amended January 29, 1993
Amended April 29, 1994
Amended April 29, 1999
Amended January 21, 2002
Amended January 26, 2004
Amended April 30, 2007
Amended October 29, 2007
Amended October 24, 2011